

SPECIAL LIBRARIES

Vol. 20

January, 1929

No. 3



LEFT: A SECTION OF
THE LIBRARY SHOW-
ING ITS NEW BOOK-
STACKS

RIGHT: THE LIBRARY STAFF
MISS COCHRANE IS SITTING
AT THE LEFT



VIEWS IN THE CHASE NATIONAL BANK LIBRARY

21st CONFERENCE
Washington, D. C.
MAY 13, 14, 15, 1929

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Jackson & Moreland, Boston
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 Proctor & Gamble, Cincinnati

Oklahoma

U. S. Bureau of Mines, Bartlesville

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 Franklin Institute, Philadelphia
 Houghton, E. F. & Co., Philadelphia
 Jones & Laughlin Steel Company, Pittsburgh
 New Jersey Zinc Co., Palmerton
 Philadelphia College of Pharmacy and Science,
 Philadelphia
 Philadelphia Electric Company, Philadelphia
 Philadelphia Rapid Transit Company, Phila-
 delphia
 Pittsburgh Railways Company, Pittsburgh
 Provident Mutual Life Insurance Co., Phila-
 School of Fine Arts, Univ. Penna., Phila.
 Westinghouse Electric Research Library, E.
 Pittsburgh
 Wyomissing Trade School, Wyomissing

Rhode Island

Rhode Island State Library, Providence

Wisconsin

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 Marshall Ilsley Bank, Milwaukee
 Schuster & Co., Edward Inc., Milwaukee

Canada

Hydroelectric Power Commission of Ontario,
 Toronto
 Imperial Life Assurance Co. of Canada, Toronto
 Royal Bank of Canada, Montreal
 Toronto Transportation Commission, Toronto

*New members joined since last issue of *Special Libraries*.

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Special Libraries

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No. 1

The special library field is so varied in its scope that the journal of the Association reflects the wide range of interest.

In February comes an article by Ruth Canavan on "Reference Material on Sanitary Engineering," also a paper by Mary Waldo Taylor on "The Work of a Child-Welfare Library," delivered at the Danville conference of the Illinois State Association, and L. L. Briggs of the University of Vermont presents an initial article on a library topic

The March issue will feature classification problems. Miss Rebecca B. Rankin assisted by Miss Louise Keller will edit the number.

April will be a pre-conference number.

A Bibliography of Water Transportation*

By M. E. Pellett, Librarian, The Port of New York Authority

THE supply of bibliographies will probably never equal the demand. While only a limited number of persons, chiefly librarians, are interested in the technique of bibliography, those who use bibliographies are legion. Among these are individuals in whom the word "bibliography," technically construed, evokes but a hazy picture. There are others who remind us that although bibliographies are useful so far as they go, they fall short of meeting the real needs of the research worker, because they do not cover original sources, or else cover them indirectly and obscurely.

I have been brought face to face with both of these extremes of viewpoint in the task of finding support for a bibliography of water transportation. Any bibliographer must sympathize with both. The first can in a measure be met by a different choice of terms. To meet the second is not so simple. Both, however, contain somewhat of the same

basic idea, viz., that what is wanted is a guide to information.

Personally I am not so much bibliographer as student, and not so much student as—shall I say "shipping man"? The fortunes of war threw me into the shipping world, where I have stayed, and worked, and studied ever since the signing of the armistice. The experience may or may not be a handicap in a bibliographer. I have always been a booklover; but in water transportation it is not the book that I love, but the picture beyond—the sea, a ship, a wharf, all the vast machinery for carrying on the world's water-borne commerce.

The problem confronting the committee of which I have the honor to be Chairman is broader than, at first blush, you may realize. It is not, purely and simply, a bibliographical problem. Perhaps the double title "Water Transportation Bibliography and Guide to Primary Sources of Information on

*Paper read before the Bibliographical Society of America, at Chicago, Ill., December 27th, 1928.

Marine and Allied Subjects" expresses our aim more clearly than if we stopped on the word "Bibliography." Back of this choice of terms is a desire to meet the special conditions at which I have hinted.

We want the largest possible clientele. The plan calls, first of all, for a bibliography, but, secondly, a bibliography with the material so arranged that it will appeal, not only to the librarian and the research worker, but also to the practical shipping man whose first need is a guide to facts. It is to be a classified bibliography, liberally annotated, and with author and subject indexes, so that its secrets will be open to all who read. The classified form lends itself to grouping material in such a way as to facilitate reference to certain types of practical information and fact-sources. In our approach to shipping men we are telling them that this bibliography will be a guide to anything they may want to know from the definition of "rat-guard" to the drydocking facilities of the world or the tonnage statistics of the port of Loanda.

As another means of reaching the largest possible clientele we are planning to cover all phases of water transportation. The work will embrace references to:

- (a) Books, pamphlets, and reprints treating any phase of marine or allied subjects from the economic, engineering, political, social, or any technical viewpoint, but excluding advertising and popular and unscientific presentations;
- (b) Government documents;
- (c) Series;
- (d) Directories, in whatever form;
- (e) Bibliographies and indexes dealing either wholly or in part with marine or allied subjects (except where their contents are embodied in their entirety in our bibliography);
- (f) Sea Literature;
- (g) An annotated list of periodicals (in all languages), including house organs, devoted principally to any phase of marine or allied subjects, the annotations to indicate scope, treat-

ment, by whom and where published, frequency, size, in what language or languages, subscription price (both domestic and foreign rates), and title of published indexes in which indexed, with names and addresses of the publishers, and subscription rates of such indexes. This annotated list of periodicals will be in lieu of references to articles in the periodicals themselves.

Practical considerations will necessarily limit the scope of the work, or at least dictate our procedure. Transportation by water is so old and the field so broad that the preparation of an exhaustive bibliography is an almost hopeless task; at best, it calls for years of research and the expenditure of large sums. A sense of the difficulties involved, on the one hand, and of the pressing need for something practical, on the other, has led the committee to plan initially the publication of a single volume covering material available in the United States, so far as it may be practicable to list it with reasonable dispatch, and the chief sources of information in foreign countries. Our libraries contain more or less material on shipping, waterways, and port facilities of the entire world—adequate to meet all ordinary requirements. Supplementing this with full notes on foreign sources will, the committee believes, result in a reference tool for which no apology need be made. Although our preliminary survey is as yet incomplete, it is thought we should be able to go to press, on this basis, within two years.

The work will not stop with the publication of this initial volume, but will go on until ambition's insatiable appetite shall be appeased. Meanwhile there will be the satisfaction of seeing a real need met at a time when everybody is talking about reducing distribution costs by the introduction of better transportation and handling methods. When you contemplate the great strides made in production through the use of improved methods, you can not but inquire why transportation should lag so far behind. It is not going to con-

tinue thus; the problem will be solved. The next decade is likely to witness a forward movement in this field that will be nothing short of astounding in its revolutionary character. Already we hear of the imminence of radical changes in ship design, in terminal lay-out, in freight-handling methods, not to mention the talk in high quarters of the development of our inland waterways. It will be a source of pride to all who aid in the compilation of our bibliography to be able to point to their contribution to the vast amount of research which will be required in effecting an economic readjustment between production and distribution.

Moreover, the publication of this initial volume will render it all the easier for us to go on toward the ideal of an exhaustive bibliography, for it will be something to build upon, a list to check against, and, having proved its value, will furnish a tangible basis for soliciting financial assistance for the larger work.

The committee has prepared a list of several hundred subject-headings as a guide for librarians in tracing the material on the various phases of water transportation. The list initially was mimeographed and included "see" and "see also" references; it has now been printed in a somewhat condensed form, and with the cross-references and reciprocal and multiple references omitted. As it is also intended for use in soliciting subscriptions among those unschooled in library science, some license has been exercised in the choice of headings. Subdivisions of subject-headings have been omitted from the printed list except under "Ships," and a few have been entered as headings that are used in both categories. Many of the headings cover "borderline" subjects, and these the committee is defining so as to limit the references under them to what is strictly pertinent. For example, bridges are included, but only in their relation to navigation, or, more specifically, as possible obstructions to navigation, and to their use in the immediate movement of passengers or freight to or from water terminals. The writer would be glad to send a copy of this comprehensive list to anyone interested.

In the matter of entries, Library of Congress rules are being followed, so

far as practicable. It may be found advisable, however, before going to press, to edit entries by the elision of unimportant words, for space-saving purposes.

The committee has made available to co-operating libraries, in mimeographed form, "Instructions for the Use of Contributors" to the bibliography. Precautions against unnecessary duplication of effort take the form of special instructions, which are issued after ascertaining what each contributor can do.

Although the bibliography is not primarily a catalogue of library resources, the committee nevertheless plans to key special collections wherever co-operating libraries are able to furnish lists approximating completeness. A number have already promised such lists. The results will also be made available to the Library of Congress for use in connection with its Survey of Special Collections, and to the Pan American Union as a contribution to the survey and Inventory of Pan American Bibliographic Resources.

The bibliography is to be issued as a publication of the Special Libraries Association. The necessary funds are being raised by soliciting donations and advance orders. Thus far, donations have ranged from \$25 up, for companies, educational institutions, and other organizations, while individuals have donated from \$10 up. One steamship company and one port organization have already donated \$100 each, and others have promised to contribute "on a relative basis with our contemporaries." The committee estimates that it will require at least \$10,000 for the production of the initial volume. The price of this, delivered, has been set at \$10. Any balance remaining on hand after financing the initial volume, including receipts from post-publication sales, will be used to carry on the work of compiling the larger work in contemplation.

The task is being undertaken without a payroll, all bibliographical work being volunteered. Disbursements are made on advice of the committee and checks are signed by both the Chairman and the Treasurer. Miss Mildred A. Lee, Reference Librarian for Ford, Bacon &

Davis, Inc., engineers of large experience and international reputation, is Treasurer of the fund as well as committee Secretary. It is perhaps superfluous to add that Miss Lee is serving with the approval of her employers, as I am with that of The Port of New York Authority. This necessarily entails upon these organizations a burden out of all proportion to any donation that any other one institution may make, for in the last analysis, regardless of the amount of work done by co-operating libraries, it is at committee headquarters that the task is most keenly felt. Another internationally known institution adds to the prestige of the committee, viz., the National City Bank of New York, depository of the Water Transportation Bibliography Fund.

As a matter of information, and to obviate possible misunderstanding, it may not be amiss to state here that contributions should not be sent to the National City Bank, but to the Chairman or Treasurer at 110 Washington Street, New York, N. Y., and that checks should be made payable to Special Libraries Association Water Transportation Bibliography.

A few words on the organization of the bibliographical work may be of interest, and at any rate will inform those who may wish to assist us how they will fit into the picture. The committee is composed of both members and non-members of the Special Libraries Association, appointed by the Chairman. This procedure has the approval of the President and Executive Board of the Association. The committee has adopted by-laws to govern the conduct of its affairs, resolutions to satisfy the National City Bank relative to the handling of the Water Transportation Bibliography Fund, and taken all necessary steps to guard against irregularities that might subject it to criticism. The Chairman and Treasurer are under bond. In addition to members of the committee, which functions as a governing board, there are contributing members, made up of representatives of libraries, educational institutions, government bodies, and corporations. These are eligible to attend committee meetings in an advisory capacity; many of them do so

who are in New York City or vicinity, but as most of them reside at distant points, the attendance of contributing members is small. The committee has divided its work and assigned certain tasks to subcommittees or sections, such as Finance, Subject-Headings, Publicity, Keying Libraries, etc., the membership of which includes contributing members. The appointment of a staff of assistants, all without pay, has also been authorized. The only appointment so far made under this authorization is that of Dr. T. W. Van Metre, Professor of Transportation, Columbia University, as Associate Editor. Dr. Van Metre needs no introduction to those who are familiar with the literature of transportation.

Another important feature of the organization of the work is found in the division of the territory into geographical districts. Prof. John S. Worley, Curator, Transportation Library, University of Michigan, has been appointed Regional Director for the Great Lakes; Dr. Charles C. Eaton, Librarian, Graduate School of Business Administration, Harvard University, as Regional Director for New England; Dr. Nathan van Patten, Director, Stanford University Libraries, as Regional Director for the Pacific Coast; and others will be named for the South Atlantic, the Mississippi Valley, the Gulf, etc., as soon as willing workers come forth to assume the responsibility. The Regional Directors will undertake to see that all resources within their respective territories are tapped for the benefit of the bibliography, and, in general, advise the Chairman on all questions arising in connection therewith. I hope there are at least a dozen candidates in this audience.

It would be impossible for me, within the limits of this paper, even if it were the purpose of it, to mention by name all the ladies and gentlemen who have already lent us encouragement and promised assistance—their services will be publicly acknowledged in due course,—but I do want to tell you that I am indebted to the thoughtfulness of your able Secretary, Dr. Augustus H. Shearer, for the opportunity of presenting this paper. As President of the New York Library Association he also gave me the floor at Richfield Springs, N. Y., last

September, for the purpose of offering a resolution pledging the co-operation of that Association—which was unanimously adopted. As one of the results, he and

Dr. J. D. Ibbotson, of Hamilton College, are aiding the committee in the compilation of this Bibliography of Water Transportation.

Public Utility Libraries as Sources of Information*

By Edith L. Mattson, Librarian, Commonwealth Edison Company, Chicago

IT is an interesting coincidence that the aim of your public libraries and our public service companies is almost identical—namely to “serve our communities,” and in accomplishing this we all recognize the value of friendly or good public relations. To me the slogans that are used in either case are significant of the bond of interest which exists between us. In reading an article recently by an engineer in one of our large utilities on the general subject of Research the expression “the greatest possible benefit to the greatest number” was held forth as the ultimate goal and it struck a responsive chord in my library consciousness. Perhaps I may be pardoned if in this connection I inject a little of my own company’s policy. All new employees entering our service are given an Employees Handbook in which the following slogan is especially emphasized “Courtesy to all and the best possible service.”

With service as our keynote we can consider ourselves service stations of information. I think it is safe to say that no word in the English language at present stands out in the relations of men and libraries as does that one word—service. Those corporations, libraries or individuals who do not include this in their scheme of things can not function effectively. After all, that is the one and only reason for our existence—all other things should be subordinate to it. There is a very real danger of a zealous librarian becoming so wrapped up in the mechanics of her library methods, which in the last analysis is only a means to an end, that she loses sight of this all-important mission.

Public utilities cannot be placed in the category of ordinary businesses because

they are essentially public service organizations—the accepted definition of a public utility being a business affected with a public interest. Instead of the former attitude on the part of our utilities, “the Public be damned,” they have substituted that of, “the Public be served.”

In this program of service the company library can play a very important part. While it is primarily for the use of our employees, we have never been known to turn away any one. Indeed, no day passes but we have telephone requests from outsiders asking for voltages in various cities of the United States or abroad, or visits from students who are writing on some phase of our industry or teachers making a study of school illumination. To cite concrete illustrations. Last spring our local newspapermen found our library useful in locating a good picture of the St. Francis Dam. Just the other day an outsider came in and asked us for material on the subject of superpower. He had evidently tried other sources for he said, “This is where I should have come first.” Now this is no reflection on the resources of other libraries, because their field may be more general or may specialize along entirely different lines, but it is a recognition of the fact that we are equipped to give service on such subjects.

In order to answer these and other questions we must be equipped with the tools of our trade or industry, namely books, pamphlets and periodicals on the various phases of public utilities. Just how far to proceed in an enumeration of our resources is hard to determine. In a general way I may say that we have general reference books such as dic-

*Presented at Meeting of Illinois Library Association, October 18, 1928.

tionaries, encyclopedias, atlases, year-books, almanacs, and every conceivable kind of a handbook on mechanical and electrical engineering.

Besides this, we have the complete bound transactions of such technical societies as the National Electric Light Association, the American Institute of Electrical Engineers, the Institution of Electrical Engineers (England), the Association of Edison Illuminating Companies, the Illuminating Engineering Society, the American Society of Mechanical Engineers, American Society for Testing Materials, etc. Also we have bound files of the principal technical periodicals on electricity and allied subjects back to the beginning of publication.

It may not be amiss to mention here that we subscribe to about a hundred magazines and receive gratis almost as many more. These are scanned carefully for articles that may be of interest to the personnel of our company and a mimeographed subject digest of these articles is issued each week and distributed through our company mail. In this way we supplement the references in Industrial Arts, Engineering Index or Readers Guide, and incidentally serve as a third eye for the busy executive, who can thus see at a glance what has just been published that will be of interest to him.

These resources together with our alphabetic subject file of pamphlets and miscellaneous material form the backbone of our library.

I have just told you about our tangible assets. In addition we have a great many intangible ones which can be mustered into service in an emergency. Since technical knowledge is more or less subject to change and new developments we cannot always depend on our books and magazines for help in answering the questions which come to us but must resort to the specialists within our own company. For instance, we can turn to our chief illuminating engineer for new developments in illumination; our statistician for population forecast of our city, our rate expert for any technical point on rates, etc.

A great deal of research is being done by specialists in our testing department, which has a very complete Chemical

Laboratory. But the research in our company is not confined to that one department. In fact, it permeates almost every branch of our industry. I came by an interesting example of this quite accidentally the other day. One of our men has been using Fry's book on "Probability and its engineering uses" for some time, so out of curiosity I asked him what he got out of it. He then replied that he was trying to apply some of the conclusions reached in that particular book to the case of our sales canvassers. He then went on to say that such questions as the following had been mathematically worked out: In flipping coins how often can you expect to get heads, how often tails; What are the chances of breaking the bank at Monte Carlo?

It is our duty, and especially a business librarian's, to know her organization to such an extent that when a question arises which involves something which is perhaps still in an experimental stage she may refer the inquirer to the proper source of information. Until she has done this she has not connected up all the reserve sources of information within her particular domain.

It is a difficult task to describe adequately without going into too much detail the variety of ramifications which are concentrated in the libraries of large utility organizations. However, if I have been able to convey in some measure the informational facilities of our library which are always accessible to any other library I shall be happy.

If you are all as familiar with the source of electricity as the little girl who told her father that she knew where it came from and upon being quizzed by her father said it came from the wall and upon being quizzed still further said, when mother wants a light she just unbuttons it, then I trust that you will find it just as simple to unbutton the service of our library.

The Budget, house organ of the Maryland Casualty Company, in the January issue presents an article by Miss Laura Woodward, librarian, entitled, "Home Office Libraries Can Help the Field." A picture of the library of the company, which was organized in 1926 and is now growing rapidly in size and scope, accompanies the article.

Experiences in Connection with Recataloging The Stone and Webster Library*

By George W. Lee, Librarian

THE system of classification used by the Stone & Webster Library for more than twenty-five years was decidedly homemade, such as one might easily concoct in a few hours by playing solitaire with the geographical idea and with the decimal numbering of what appears to be the trend of subjects chiefly dominant in his business or profession. Our decision to reclassify by the Library of Congress system was due largely to the general belief that the L. C. is best for largest libraries and special libraries, and the D. C. (Decimal Classification) for medium sized, non-special, libraries; to the fact that we did not find a comparison of the two systems to enable us to make a more scientific decision. Perhaps such a comparison exists; but if so, it did not, at the time, have the publicity to which it would seem entitled. The reclassification was formally decided upon in connection with moving the office of Stone & Webster from 147 Milk Street to 49 Federal Street (corner of Franklin); and we were the more interested because in connection with the move the Library was to have steel equipment, with mahogany finish to match the trimmings of the room that was to house it; and a reclassification would be in keeping with this dignified equipment. (Incidentally, it would be interesting to have a symposium on different makes of stacks; but perhaps that would hardly come within the scope of this group. I presume that all makers of library furnishings would come in for the observation that, owing to the general mass production, their deliveries of special work or anything out of the beaten path—repair parts, etc.—is exasperatingly slow, though mechanically their products are excellent. And this suggests that because of the comparative excellence, quick deliveries of the unusual may be a strong selling point in the near future. Our new equipment happens to be of the

Art Metal Construction Company make.)

First in connection with reclassifying, apart from sending for many Library of Congress cards as an estimate of what would be needed for weeks to come, is the everlasting problem of discard; not only because starting to recatalog is the psychological moment to think twice before retaining this book or that and taking the trouble to reclassify and recatalog it, but also because of the pressure brought upon us from lack of space, as our new room is about one-half the size of the room we happened to occupy before moving to 49 Federal Street. Perhaps when more of the tenancies that are holding over in about 25% of the available room in our building at 49 Federal Street have come to an end, the Library will have the space it is acknowledged to need.

Those giving their time to recataloging (and I use this word to include reclassifying also) include: a specialist, employed on half time; the Assistant Librarian, who acts as general director and consultant; a new member recently graduated from the Simmons College School of Library Science, who can think in terms of D. C., L. C., or any other C.; and the Librarian, who acts as general inspector of the work.

The procedure is about as follows:

1. The books cataloged under the old system are taken out for the Librarian to pass on, recommending whether to recatalog or discard or obtain later editions. This for the most part is rapidly done, as it is largely in confirmation of suggestions on slips inserted by the Assistant Librarian. If the decision is to discard, it means putting into the handy box for the Baker Library (Harvard), called for at periods varying from two weeks to two months. If there is doubt as to whether a book should be kept or a new edition sent for, the matter is re-

*For the Meeting of the Boston Group of Catalogers and Classifiers, Thursday, November 15, 1928.

ferred to experts of the office; so that in any case the Library generally makes quick disposal of the problem.

2. After deciding that a book is to be recataloged, there comes first the ordering of Library of Congress cards. These are ordered not by the L. C. card number, but by author and title. We do this because it saves time which otherwise would be used in looking up the numbers. We order two cards more than are indicated by the secondary headings (and by secondary headings is meant any except the author entry), one being for the shelf list card and one for the main, or author, card. L. C. cards are not used for analytics or series (an example of the latter being "National bureau of economic research, incorporated. Publications").

It takes one to two weeks, generally, to receive these cards. They come in packages, and then are checked up with the order slips, then are filed to await the recataloging of their respective books.

They are paid for monthly, or from time to time, and the Library of Congress gives us credit, sending a bill at its convenience.

3. For the adjustment to meet our particular needs, the specialist cataloger compares the book and the L. C. card, making any changes in statement of edition, date, collation, etc., that are necessary. The Assistant Librarian indicates the secondary entries in the lower right hand corner of the back of the title page (as in the book I have chosen for illustration).

4. Interesting examples of adjusted cards are here for exhibit:

Exhibit A is a card in which the subject headings have been changed as follows: *Niagara Falls* to *Niagara Falls—Hydroelectric development.*

Water power electric plants is out-of-date and, therefore, not used.

Niagara plant. Niagara Falls Power Co. is the Stone & Webster method of putting name of plant first, instead of after the name of the company.

Exhibit B is a card in which the title has been adjusted as follows: Subject heading "Public utilities—Valuation" has been used and so we should not want the title to begin in same way. There-

fore, the directions given are to use on title card the title of the book itself.

Exhibit C is a card with a call number (formerly known as shelf number) added. Note that the book or author number goes no further than one figure following the letter—a modification of the Cutter-Sanborn table, for the reason that in our library there are so few books on a given subject that one figure is sufficient to identify one book from another. It is obviously simpler than using either two or three figures.

Exhibit D is a card showing the change with regard to statement of additions, imprint data, collation, etc., to agree with the book being cataloged

5. Many questions that arise in connection with adjustments may be found in Volume IV of the A. L. A. Survey of Libraries (1927) in which nine pages are given to the report on modifications of L. C. cards.

Analytics, of course, have to be made; and they are made much more intelligently than of old. If I mistake not, there was one book, for which, some years ago, we made upwards of 50 cards—Daniel Webster Mead's *Water Power Engineering*. I doubt whether we have in any instance made more than ten, analytic cards in this recataloging, as we depend a good deal upon cross-references.

Subject headings are a large study in themselves; and we give preference to the Industrial Arts Index in deciding what we shall adopt; but we are not bound to the headings of this index. We sometimes adopt the headings of our old system, and very often accept the headings assigned by the Library of Congress. We are building up an authority list of subject headings, and of cross-references, of which I have sample cards (Exhibits E, E,) to show.

Accessioning does not, perhaps, come strictly within the scope of this group. In brief, we put the accession information on the back of the title page, whereas formerly we put it on the inside front cover. The information given is as follows:

Date (received)
Stone & Webster Library (stamp)
Source—Price

I have for Exhibit F a book, to afford a still better illustration. The relative

advantages of putting the information in the two different places seem to us these: The back of the title page seems less conspicuous than the former place. Also, we hope to have a bookplate sometime and wish to reserve the inside cover of new books for the bookplate. We have discontinued the use of an accession book, so the accession record for new books is also put on the back of the shelf list card.

We had paper labels formerly, but their removal by powdered asbestos is generally successful. The numbering is now done with black or white ink, whichever seems best to suit the color of the book.

It should be borne in mind, as I have noted before, that lack of space has something to do with our classifying and cataloging; with the need for developing the vertical file for pamphlet material; the need for a discard that keeps pace with the accessions; hence, with the need for depending upon our neighbors, and for depending chiefly upon the Massachusetts Institute of Technology for supplementing our Library resources. We estimate that on the average we send six times a week, or once a day, to obtain material from outside. Thus is shown the need for knowing the resources we have at hand before sending outside, hence for intensively cataloging our material.

Refractories—by which I mean things awkward to file. Where to put maps, atlases; how to register personal information, vacation addresses, permanent addresses, knowledge of foreign languages; and in general knowledge that one may have which is not apparent from the department he is engaged in but which may come from former training or occupation,—we have not gone far in registering all this. It is a problem that awaits us as soon as we have dealt with the major problems of recataloging the old material.

It would be interesting to know the time required for all the different processes; but those persons who are most involved in this work regard such statistics as impossible to arrive at under present circumstances in our Library, where interruptions and the pressure of other work make it impossible for the Assistant Librarian and Library Assist-

ant to devote any definite amount of time to cataloging. Of course, a time study of each process could be made, and quite likely has been made in many a library.

There are one or two thoughts from preparing this paper which I might mention at the close. I feel the need for discussing matters of cataloging and classifying with individual members of this group; hence, for our meeting one another for such purpose; hence, the suggestion that questions there is not time to discuss at the meetings be informally discussed at a weekly luncheon of librarians—at the 20th Century Club for instance. In other words, with crowded programs, and the need for hastening out of town to our respective homes after the meeting, the valuable discussion is apt to be sidetracked.

Another problem I am in doubt about is the best way to file transient and contingent material—for instance, a letter that will be needed on the arrival of other letters in connection with an event ten days off, but which may be needed in the meantime for other purposes. Perhaps such matters as these belong to the subject of filing of refractories.

It would interest me to know just who else are interested in the subject of reclassifying by the Library of Congress system. Naturally, the teachers of library work are interested; and naturally those who contemplate recataloging are interested, and those who already are using Library of Congress system; but I take it that all these persons together do not represent more than 25% of those who are at this meeting. Ought the others to be interested? I believe so, but chiefly for the purpose of making a transaction out of this paper, and getting something published that will help the library world generally to decide upon when to adopt the Library of Congress system; and in adopting it, how to use it in detail. I say this because I am not aware of any serious attempt on the part of the Boston Group of Catalogers and Classifiers to conserve the papers that are presented or the discussions of the papers received. I believe, however, that they ought to be conserved, and that in general each paper should begin where the preceding paper on the subject has left off.

"Service Always Sells"

By Pyrrha B. Sheffield, Librarian, Insurance Library of Chicago

SA. S., the title of these few remarks, stands for "Service Always Sells." I shall endeavor in a few moments to give you some of my ideas on how to sell library service to company officials.

Cheerfulness and willingness are the backers of the slogan, "Service always sells." Cheerful service not only sells, but it gets a renewal order. Cheerfulness is a winning quality without which special librarians can not hope to attain the degree of success to which they are rightly entitled. To me, cheerfulness means inner personality which bespeaks sincerity and honesty and friendliness. Executives especially are keen to sense cheerfulness in their librarians, a desire to do what the executive wants done—willingness to be obliging. Thus we find the first step in selling your job is willingness to do the utmost for your clientele. Library service should be given wholeheartedly—it knows no limitations.

Special libraries which operate for the use of a given industry or for the use of allied industries produce efficiently only where there is given co-operation 100%. The librarian, having been hired, must be backed up by the entire organization. Respect must be mutual—executives for librarian and librarian for executives. Unwillingness on the part of executives to place full confidence in their librarians is the first indication of lack of respect.

Selling library service is neither impossible, improbable, nor unattainable. A corner stone has been laid for you when you were selected as librarian. Your selection indicates a first step of co-operation on the part of your company officials. The second step of co-operation is that of giving you and your staff a pleasant and healthy place to work. A further development of co-operation should give you good lighting, good equipment, unlimited telephone service, expense accounts for petty purchases and numerous other things which contribute to the efficient operation of your department. Your part must now be mentioned—library science you must know—books you must know—the scope of them—you must develop personality

if you haven't any—you must train yourself to be a fast thinker—give your executives something to think about when they are talking to you. An analytical mind is one of the greatest assets a special librarian can have.

Indefiniteness in reference work is quickly noted by executives. And the only reason, if you are honest, is lack of knowledge. The better posted we are, the better we sell. Executives have a habit of asking questions, not so much I think for information for themselves, but to see how well posted you are.

Our first point in selling our job was cheerfulness. The second point is the method of operation in your library. It sells your executive organization very directly. Upon it falls all responsibility as to why the executive must wait for service. Is your circulation system accurate, rapid, and free from red tape? Does your card catalog reflect accurate analytical work—i. e., does it guide to one of three roads? Another service you can render your company officials is that of doing your own cataloguing instead of waiting for Library of Congress cards.

A third way in which to sell your profession is via publicity—calling to the attention of your clientele new material which has been added to your resources. This can be done through book bulletins, issued monthly or announcements in various forms; such as book marks, etc., issued quarterly or at special times in the year, such as Christmas, Fourth of July, etc. That simple little notice called a "Reserve card" makes a lot of friends for your library.

During the past several years, it has come to my attention that there is a very evident reason why many librarians do not sell company officials. This is the reason. The librarian takes it upon herself to decide what service the library is going to render. This is strictly the executive's job—don't do it. It is your job to provide the method or manner in which to do the things he wants done—to indicate to him the procedure to go through in order to bring to him the result he desires. If you will pardon this

little comparison—the relation of the library and its staff to the organization and its officials is like a game which for our use we will call Transportation. The company official says what the destination is and the librarian plans the route and all other details of the journey.

When you are asked to do things which you have not been accustomed to doing or do not like to do—do them anyway and do them well—remember this is all important fact—it is the company's library—in spite of the fact that you are their librarian. Give them always what they ask for. What difference if they ask you to write letters for an executive to sign—do it if you can and consider it a

pleasure that they asked you to do it. Right there you have an opportunity to sell the library to the executive and probably you are balking because you have been called upon to do something which as a librarian you do not wish to do. Service sells always—lack of service does not do anything. If you can write a better letter than some official's secretary that is to your credit—executives go where they can get service and if you write letters for them—they will call upon you again.

In closing let me say that true service knows no limitations—it is the performance of labor for the benefit of another at another's command.

The Chase Bank Library*

By Margaret Cochrane, Librarian

PRESIDENT - ELECT Herbert Hoover, in speaking of the business library, said: "Fact information of all kinds must be salvaged from a wide variety of sources both inside and outside the organization. The function of the business library, as I understand it, is to collect and to preserve data of value to the business executive and to organize this information so that it will be available with a minimum of delay."

The first libraries of the world were temples which contained written records of important religious and political events. These documents were closely guarded by priests who were the first librarians. During the Middle Ages, literature and libraries fell more and more into the hands of the Church, and not until the end of the fifteenth century were libraries again conducted apart from monasteries in buildings where learned strangers were permitted to enter and use the books. In these early libraries each book was fastened to its shelf by a chain, and the lending of books consisted in permitting the borrower to read the book at the end of its chain.

Since the beginning of the twentieth century, the library has become less a repository for books for scholars' use and more a workshop where the business

and professional man, as well as the scholar, may gather his information.

With this change in the character of libraries, it was realized that special libraries were needed for special purposes, this being particularly true since 1900. Even as late as 1917 there were few individual bank libraries even in New York City. Competitive banking in the past fifteen years has brought about the performance of a great many additional services for both the officers of banks and for their customers. Special departments, as library, statistical, and economic departments, have been created to meet these needs. To-day, most of the larger financial institutions in the United States, Europe, and many in other parts of the world, have working libraries.

From a small corner in the Credit Department in 1920, the Chase Bank Library has gradually grown until its filing equipment and shelving, if placed end to end, would equal five city blocks in length. It was begun so as to concentrate in one place manuals and reference works previously kept in the various departments of the Bank in order to make them easily available to all divisions. In 1922 the Library was moved from 57 Broadway to larger quarters across the street in the 42

*Reprinted from *The Chase*, published by The Chase National Bank of New York City.

Trinity Place Building, at which time it became a separate department and was placed under the supervision of Dr. B. M. Anderson, Jr., Economist. In the splendid new home of the Bank, the space given to the Library on the seventh floor is double its former quarters in the Trinity Place building.

The questions sent to the Library by telephone and memoranda range all the way from requests for extensive data in connection with market analyses, price trends, budget figures, census and business facts of foreign governments, to more or less simple questions such as inquiries as to the area of Canada, or stock or bond quotations for particular dates, all of which are important in carrying on the daily work of the Bank.

For the first eleven months of 1928, over 4,700 inquiries were made of the Library, or an average of over 425 inquiries a month. Finding the information to answer a single inquiry may occasionally be a matter of several hours' work.

The Library's collection of books includes the principal business books, both foreign and domestic, governmental reports, directories, year-books, manuals, and other books of reference. In addition to the books of current information, the Library has a number of very valuable and interesting old books and sets of magazines. Of special value is the bound set of *Hunt's Merchants' Magazine*, beginning with the year 1839, and a complete bound set, beginning with 1865, to date of *The Commercial and Financial Chronicle* which superseded *Hunt's Merchants' Magazine*. Complete sets of the Annual Reports of the Comptroller of the Currency dating from 1867, and of the Reports of the Secretary of the Treasury from 1790, are also among its collection.

The Library receives some 150 periodicals, including a number of banking and financial journals, and the standard periodicals of the chief industries of the country. These are routed to officers particularly interested, and later filed. For the first eleven months of this year 2,189 routing slips for magazines were used, most of which carried the magazines to several different people.

In addition to the magazines kept in the Library, over 500 subscriptions are

entered for publications which are sent directly to the different Bank branches and officers. The Library maintains an extensive corporation file of circulars on American security issues, corporation annual reports, and bond indentures.

Information available in books and periodicals is supplemented by the numerous trade and financial reports of the Government, as well as by clippings, trade letters, bank bulletins, and industrial reports, to keep up to date our fairly extensive subject file.

The Bank's policy has not been to develop a circulating library with a large miscellaneous set of books out in the homes of readers, but rather to keep in the Bank itself a carefully chosen repository of information from which may be drawn quickly the facts needed by officers and employees in the actual work of the Bank. The Library staff does not feel that its work is done if it merely lends books or documents asked for by name. Of course it does this gladly, and often this is enough. But the staff also charges itself with knowing the contents of the Library well enough to find the books or documents that answer a question, and to put together information drawn from a number of different sources

Foreign Field

Agricultural Library Notes for October-December contains a most interesting article on the Library of the Government Botanical Garden, Nikita, Yalta, Crimea, by Dr. George V. Heintz, Librarian. This library was founded in 1925 and seems to have met with misfortune in the earthquake of 1927 but notwithstanding this handicap several bibliographies on apple growing, cotton, grape culture, etc., were published during the past year.

The same issue of *Agricultural Library Notes* also contains an account of the Research Library of the College of Agriculture and Forestry, University of Nanking." In addition to a remarkable spirit of co-operation with other agricultural libraries, notably in the United States, due in part perhaps to the two American Librarians who have worked on the founding of this library an outstanding achievement is the collection in available form of the vast amount of agricultural information to be found in old Chinese literature.

Evaluating Societies

About a year ago, the vice-president of a large industrial corporation in an article appearing in the news bulletin of one of the national associations, set forth the criteria by which an association is evaluated before his organization takes out membership. Very definite tests are applied. They are of general application and apply to any society.

First, the association is evaluated with respect to its economical and ethical objectives. The constitution and by-laws give the avowed purposes of an organization, the members and the institutions represented are a warrant of the execution of the purposes and their past accomplishments and current activities are an evidence of their good faith.

The second test is that of evaluating the association from the standpoint of what it may contribute to the member. No corporation is justified in assuming the responsibilities and expense of membership unless it can expect either a direct or an indirect return. This again can be judged from the objectives of the association, from its record of accomplishments and from the complexion and personnel of the membership. It is further asked what would the corporation receive through the contacts made, through the exchange of information and ideas and through the education of its participating employee members. Through contact with others engaged in the same work an employee should gain a broader conception of his job, see its place in industry and realize its possibilities.

It is then asked what could the corporation contribute to the association that would be of value to the other participating members. The benefits to be secured are then weighed against cost of membership fees and the time of executives spent in attendance at meetings and in the preparation of data for these meetings.

The criteria or tests set forth by this corporation executive seemed to us of especial interest. No society is worthy of being unless it can justify its purposes and the expense involved in accomplishing those purposes. That each of us believes our Society meets all of these tests goes without saying, else our interest would have waned before this. But at the same time a weighing from time to time of the Society in the light of these various tests would indicate whether it fully meets them, or in what ways it might be improved.

We find particularly significant the one question included above as to what a member could contribute to the association. The value of the Society depends in large measure upon the work it does and this in turn depends on the activities of the individual members. It has often been said that a member gets out of a society exactly what he puts into it, which brings up the question—what is each of us contributing?—(*American Society for Testing Materials Bulletin*, Sept. 29, 1928, page 4.)

Publishers' Advertising

Michael Sadleir, Director of Constable & Co., London, recently presented in *Publishers Weekly* a series of articles entitled "The Problem of Publishers' Advertising." Space will not permit an exhaustive review of Mr. Sadleir's analysis of the problem which had its inception after a debate on the subject at the Publicity Club of London. One important conclusion reached by the writer is in accord with the opinion of many advertising experts, both English and American, that the circulation aspect of a periodical is of no importance whatever to the publisher-advertiser unless it be alive with definite quality and the writer refers to the great value of the *London Times' Literary Supplement*, which is read by persons in a mood for books. Mr. Sadleir quotes from a speech delivered at the Detroit advertising convention by a Chicago advertising expert. The speaker said: "I believe in quality rather than quantity, not how large is the circulation of an advertising medium but to what class of people does the paper go, is coming to be the guiding rule for advertisers in the United States." This point of view is of importance to SPECIAL LIBRARIES because we cannot appeal to the advertiser on circulation volume, but on the quality of our circulation and the book-purchasing value of the subscriber.

The editors of the *Magazine of Business* in the December issue, under the heading "The most wonderful thing in business" state:

"Answering the question, 'What is the greatest thing that has happened to business in the past 25 years,' a veteran captain of industry is recorded as saying: 'The most wonderful change that has come into business since 1900 has been the willingness of business men to interchange ideas and experiences.'"

Editorial Board

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Washington, Another Opportunity

OF all the comments on last year's conference in Washington, one stood out by reason of its repetition as it was mentioned by nearly everybody. It was an expression of regret at the lack of time to visit and study the unparalleled resources which the Capitol city has to offer special librarians. Those who had been there before, knowing a little of how much was available, planned their time to take in as much as possible, while those who were making their first trip realized that they had merely scratched the surface. As a consequence, when the Executive Board learned that the American Library Association had chosen Washington for its 1929 conference, it was felt that the members of S. L. A. would welcome the opportunity for a joint meeting and at the same time for increasing their acquaintance with Washington librarians and libraries.

This action would not have been taken if there had been the slightest question of taxing the generosity of the District of Columbia Library Association whose wonderful cordiality and hospitality were such a factor in the success of last year's conference. But the presence of the parent organization insures so many additional attractions that to judge from previous joint meetings, it will be hard to find time enough for our usual entertainment features.

One of the advantages of a joint meeting is the availability or reduced railroad fares and it is hoped this will make it possible for many to attend this year who might not otherwise be able to do so. The program committee will soon present evidence to show that no one can afford to miss what we confidently expect will be the banner conference of our association.

F. E. CADY.

The U. S. Government Printing Office has recently sent to the General Office a pamphlet on "Some English Bookbinding Leathers." This is a joint publication by the Industrial Farm Products Division, Bureau of Chemistry and Soils, U. S. Department of Agriculture, and the Division of Tests and Technical Control, U. S. Government Printing Office.

General Office Notes

At this season of the year the activities of the General Office center about the annual renewals of membership. As a natural result we have many perplexities. An associate member may join through the local Chapter and not be easily identified by the Executive-Secretary. A corporation may take membership in the name of the librarian but fail to supply the person's name. These little perplexities all take time to untangle and require a vast amount of correspondence.

* * *

The issuance of the "Rubber Bibliography" has notably increased our foreign mail. From Italy, Spain, India and Germany have come many letters of inquiry regarding the Bibliography. Undoubtedly, articles appearing in foreign periodicals have stimulated the enquiries.

* * *

In response to the recent editorial request for publications issued by members of the Association several house organs containing descriptions of the libraries have been received at the General Office. These include "The Syncroscope" of the Detroit Edison Company which has a page devoted to the Detroit Edison Library, listing new books received and noting articles of interest; "The Budget," issued by the Maryland Casualty Company, containing a page of description and a most attractive picture of the library of that company which was organized in 1926 and is now growing rapidly in size and scope of service rendered.

* * *

We have received a report of the National Map Committee of Babson Institute of which one of our members, Mr. Winslow L. Webber is Secretary. This unique special library will contain exhibits of maps, models and charts showing rivers and harbors; hydro-electric power developments, canals and inland waterways; transportation routes by land, water and air, soil, irrigation and drainage surveys; farms, forests and mines; oil and pipe lines, mineral resources and fishing grounds; national parks, reservations, sanitary and town planning proposals; population and industrial developments; immigration, production and distribution, trade, finance, prices, wages, savings, insurance, imports, exports, taxation, business failures, public health, weather, etc.

* * *

We have now completed the Dictionary Catalog of the Association and are finishing the Group file. We still have some of the Associate Members to place and there are also some librarians whose names we do not know. Therefore some of you may receive letters from us before long.

* * *

The Executive Board met in New York City on January 14th and brought out a large attendance, only one member of the board being absent. Mr. Cady, as usual, made a fine presiding officer and in three active hours the business of the meeting was despatched with celerity, yet with full opportunity for discussion. Another meeting will be held in March, which will be preliminary to the Washington conference to be held two months later.

* * *

The S. L. A. is increasing its contacts in many diverse fields. Our relations with the Society of Illuminating Engineers has been notably sustained by the Information Bulletin, which appears under the joint auspices of the two associations. Special Libraries for December chronicled our co-operation with the National Conference of Business Paper Editors. Exhibits held in various parts of the country have also improved our relationships with the organizations authorizing the exhibits. In the next issue we hope to have a more extensive article describing in some detail the relations with other national organizations.

Associations and Groups

This month we are changing the title of this department and including activities of the Groups which now number six. The Commercial-Technical Group, it may be noted, has several committees and sub-committees. The Museum Group is now in process of organization.

Boston

The Special Libraries Association of Boston held its regular monthly meeting on January 14th, in the new offices of the American Unitarian Association, 25 Beacon Street.

The library and building were open for inspection to the members attending the meeting.

Rev. Louis C. Cornish, D.D., President American Unitarian Association, spoke very interestingly on the purposes of the new building, what had been accomplished and what he expected would be accomplished in the future.

Rev. Frederick T. Persons, D.D., Librarian, Congregational Library, gave a general talk on the various religious libraries located in the Beacon Hill district. This was particularly interesting as Mr. Persons had evidently made a personal visit to each of the libraries he mentioned and told in detail his experiences. Beacon Hill proved very rich in the matter of religious libraries.

Miss Cynthia Griffin, librarian, American Unitarian Association, told the meeting of her plans for the library, and described briefly its present contents. She is justifiably proud of this particular department.

Considerable discussion followed between the members regarding the advisability of creating a central office for the S. L. A. of Boston. The matter is being seriously considered and it is quite possible something definite will be done about this in the near future.

Copies of the *New Directory of Special Libraries in Boston and Vicinity* were on sale and many disposed of. This would appear to be a very valuable asset to every member of the Association.

At this meeting Mr. Willard Keyes of the Boston Herald Library, read a paper on the 200th Anniversary of the Arrival of Bishop Berkeley in New England. Bishop Berkeley was an outstanding figure in New England history.

New York

The customary joint meeting with our neighbor association, The New York Library Club, was held in the Great Hall of the Chamber of Commerce of the State of New York on Tuesday, January 15th. There was a brief address of welcome by Mr. William F. Collins, Chairman of the Committee on Commercial Education, of the Chamber of Commerce. The speaker of the evening was Mr. Philip Whitwell Wilson. Mr. Wilson is well known to our profession as a lecturer, author, newspaper correspondent and editor. Among his recent achievements is the editing of "The Greville Diary."

For many years Mr. Wilson was on the editorial staff of the *London Daily News*, serving also as a special correspondent of the *New York Times*. He was in the Press Gallery of the House of Commons for 12 years and was a member of the House of Commons for four years. With his great reputation as a wit, with a most charming manner, and a wide experience in the two countries, Mr. Wilson is noted for his ability to interpret England and America to each other.

Philadelphia

On January 4 the members of Special Libraries Council of Philadelphia and vicinity were given opportunity to hear about the Broad Street Subway from an official of the department of city transit. We were the guests of Miss Mary Rogers, librarian of the department, and to many of us it was a first visit to the new City Hall Annex where the transit department is housed.

Mr. Norman M. Rolston, official photographer of the department addressed us instead of Mr. Charles H. Stevens, engineer of design, who was scheduled to speak. Mr. Rolston gave us some very interesting information in connection with the subway. He paid high tribute to the engineers connected with the project, whose work must go on regardless of a change in administration. He corrected the popular misconception about the cost of the subway which figure is frequently alluded to as \$100,000,000, the actual cost being \$89,000,000.

San Francisco

The San Francisco Special Libraries Association began the year of 1929 with an unusually large attendance at its regular monthly luncheon meeting held Thursday, January 17th. This was particularly fortunate as the entire meeting was devoted to "idea-gathering" and the discussion of plans for the ensuing year. A number of definite and worthwhile projects were submitted.

The more important among these include a publicity campaign for making special libraries, and our Association in particular, better known to the business men of San Francisco and its vicinity; a revival of the informal round table discussions of common problems relating to methods of handling library collections, library services, new publications of general interest, and similar topics of especial interest to the newer Association members; and further co-operation with other local associations as well as with the national Association.

Committee chairmen were appointed to head these various projects, which we hope will result in the establishment of new libraries and new members for the association. In addition to these, the union periodical list, under the same direction as last year, will undoubtedly be successfully completed.

It was announced at this time that Mr. Worthington of the Pacific Gas & Electric Company, one of our past presidents, has been named to represent The Special Libraries Association on the library committee of the Institute of Pacific Relations.

Judging by the enthusiasm and offers of co-operation on the part of the members present, this year will prove to be decidedly profitable to the individuals concerned and marked by definite accomplishments as a group.

Southern California

The first meeting for 1928-29 was held Tuesday, October 16th, 7:00 P. M., at the Southern California Edison Company Club Room. A talk was given by Miss Alida C. Bowler, Director of Public Relations, Los Angeles Police Department. Sergt. H. L. Barlow, Finger Print Expert of the Police Department, told something about "Catching Criminals by Fingerprints." Slides were shown and a tour made of the Criminal Identification Department where many of the unusual methods of detecting criminals were exhibited and explained. Before the meeting members had dinner at Mora's Grill.

There was a special meeting of the Southern California Chapter of the Special Libraries Association on Thursday, November 15, in the Periodical Department of the Los Angeles Public Library, 530 South Hope Street. This was a business meeting to discuss ways and means of the Union List.

A meeting of the association was held Tuesday, January 15th, at the First National Trust and Savings Bank. After a short business meeting, there were three speakers as follows: 1.) Mr. Harold E. Craig, Manager of the Research Department, who told of the work of the Research Department of the bank. 2.) Mr. R. M. MacMennan spoke on the work of the Advertising Department. 3.) Mr. R. A. Forsyth told about the work of the Safe Department. Members had dinner before the meeting.

New Museum Group

One class of special librarians, those in Museum libraries, has felt that there was no special provision for them in S. L. A. In order to correct this an effort is being made to form a Museum Group in the Association. Through the American Association of Museums we have tried to reach all Museum librarians and so far have been quite successful in arousing interest in the plan. However among the 68 known museum libraries there must be more who are interested and who have either overlooked the notice or have delayed sending in their names. If anyone reading this would like to help in the formation of the group and attend a meeting of Museum librarians during the coming convention at Washington in May, please send name and address to

Miss Isabel L. Towner,
U. S. National Museum, Library,
Washington, D. C.

If in addition any librarians have questions or problems they would like to have discussed at the meeting we would be glad to hear from them.

Please send promptly reports of Association, Group and Committee activities—Our department will not be complete unless everyone co-operates in this respect—We are all interested in these reports and when they fail to appear there are complaints at the General Office.

Events and Publications

Rebecca B. Rankin, Department Editor

A new library of law research is to be built for the University of Michigan by W. W. Cook of New York. The estimated cost of this building is said to be in the neighborhood of \$2,000,000.

* * *

Dr. John A. Lapp will speak on "Social Agencies and Adult Education" at the world conference on adult education to be held at Cambridge University, Cambridge, England, next August.

* * *

Keeping in Touch, January, 1929, contains an article entitled "Are You Interested in Your Job," by Ethel B. Slattery, the librarian of the Schuster Stores in Milwaukee. *Keeping in Touch* is the Schuster house organ and Miss Slattery is also the editor as well as librarian.

* * *

An account of the Chase National Bank Library, written by Miss Margaret Cochrane, the librarian, appeared in the Bank's house organ and was reprinted in the *American Banker* of January 3, 1929, entitled, "Library plays important rôle in work of large city banks." It also appears elsewhere in this issue.

* * *

The December issue of the *Southern California Banker*, which is a monthly journal published by the Los Angeles chapter of the American Institute of Banking, contains an article, entitled, "CAPTIVATING CALIFORNIA BY A CONFIRMED CALIFORNIAC," none other than Margaret Reynolds, who was asked to write this article to boost Southern California.

* * *

A mimeographed "List of Bilingual Dictionaries," compiled by B. H. Lamore, translator of U. S. Department of State, 1928, may be helpful to special librarians.

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In this column we recently referred to the "List of Educational Subject Headings," prepared by Miss L. Belle Voegelien, reference assistant in the Bureau of Educational Research of Ohio State University. We note that Miss Voegelien has accepted a position with the H. W. Wilson Company, as editor of their new *Educational Index*.

The Educational Index will cover not only the leading educational periodicals, month by month, but also books, pamphlets and documents, in fact the entire literature on the subject, much in the same way as the Agricultural Index and the Industrial Arts Index represent their fields. It is expected that the first issue will be ready in February.

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"Planning Information Up-To-Date," prepared by Mrs. Theodore K. Hubbard and Katharine McNamara, librarians of the Harvard University School of Landscape Architecture library, is a useful manual which covers city planning for the years 1923-1928.

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We have recently received a preliminary edition of a bibliography on Highway Safety, as prepared from material in the Library of the Bureau of Public Roads, United States Department of Agriculture, under the direction of Miss O. Louise Evans, Librarian. This is a most comprehensive list of periodical articles on the subject covering the years 1923 through 1927. Each article is well annotated, and the references are grouped according to a carefully worked-out classification, and supplemented by an author index. Every phase of Highway Safety has been included—eighty-eight sub-heads are indexed—and it is astounding to note that this one subject has two thousand, three hundred and eighty-nine items from 177 American and foreign periodicals, with an author index consisting of 899 names. This "Annotated Index to Articles on Highway Traffic and Allied Subjects" was prepared at the request of the Committee on Causes and Prevention of Highway Accidents, of the Highway Research Board.

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The December 26, 1928 issue of the *Municipal Reference Library Notes* is devoted to public health. Therein is an annotated list of the best books published in 1928 on the field of public health, sanitation and hygiene.

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The work of the Port of New York Authority's library was the subject of a paper prepared by Mr. M. E. Pellett and presented before the Bibliographical Society of America at the meeting held in Chicago on December 27th. Mr. Pellett asked co-operation from the

Society in preparing its forthcoming bibliography on water transportation.

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At the meeting of the American Historical Association held in Indianapolis, Mr. George S. Godard, state librarian of Connecticut, presented a study of the 1928 legislation relating to public archives and records.

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"Pseudonyms and Real Names" in the *Wilson Bulletin* for January refers to the criticism of the public libraries by Fletcher Pratt, which appeared in the *American Mercury* for June, 1928, and explains the rules laid down by the Wilson Company for indexing pseudonyms. A valuable list of pseudonyms and real names accompanies the article.

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The Railway Post Office for January, 1929, has an article on "Postal Libraries," by George W. Krahe, Chairman Publicity Committee, the New York City Branch. He describes the

well-known library in Berlin under the jurisdiction of the Ministry of Posts. This library, established in 1838, now contains 60,000 volumes and is under charge of Mr. Hensel. The library has largely developed during the ministrations of Dr. Henry Stephan. In searching over the shelves of this library Mr. Krahe discovered an interesting volume entitled *New Göttinger Historical Magazine*, printed at Hanover in 1794. This volume contains many interesting statements concerning early postal statistics in America.

* * *

The annual report of the librarian of the U. S. Department of Agriculture shows the wide use of the library and the unusual number of library loans which during the last fiscal year totalled 14,395 items. The report notes the extensive biographical work performed by the library and outlines the activities of the other libraries maintained by the Department of Agriculture.

Personal Notes

Mary C. Parker, Department Editor

Mrs. Florence Johnstone, who has been an assistant in the library of the Standard Statistics Company, Inc., has accepted a position in the Academy of Medicine.

The marriage, on December 4, 1928, has been announced of Miss Lydia Jacobus, librarian of the Federal Reserve Bank of Richmond, to Mr. Fred Mayes, who is connected with the First and Merchants National Bank of Richmond.

Miss Elizabeth Willingham has been appointed librarian of the Y. M. C. A. School of Technology, Cleveland, Ohio. Miss Willingham has also become a member of the Cleveland Special Libraries Association.

Miss Jennie Welland, for many years with the *N. Y. Times Index* resigned in September, to do legal indexing in Washington, D. C.

Mr. Charles N. Lurie succeeds Miss Welland at the *Times Index*.

Miss Rita Mills, Librarian of H. K. McCann Company, has resigned her position to be married. Miss Daphne V. Humphrey has been appointed Librarian.

Miss Mildred B. Potter, from the Newark Business Branch has been appointed Librarian of the new Business Branch of the Hartford, Connecticut, Public Library.

Miss Christine Frellick, formerly in the Circulation Department of New York Public Library, has accepted a position as assistant

in the Library of the Fleischmann Company, 699 Washington Street.

Miss Ray Hangar, formerly with the *Wide World* is now photo-librarian of the Associated Press, 383 Madison Avenue.

Miss M. Jane Henderson, formerly cataloguer in the British Library of Information, has resigned to become Librarian of the new Library of Lazard Frères, at 120 Broadway.

Nouvart Tashjian, head cataloguer in the Kansas City Public Library, has resigned to join the staff of the Washington Square Library of New York University.

Miss Edith R. Daly is now Librarian of the Hoagland Library at Long Island College Hospital, College of Medicine, Brooklyn, N. Y.

Miss Ruth Savord has joined the staff of Batten, Barton, Durstine & Osborne at 383 Madison Avenue. Miss Nelle Barmore will succeed Miss Savord as librarian of the General Education Board.

Miss Clara J. Widger, formerly librarian of the Aeronautics Branch, Department of Commerce, Washington, has taken a position with the Fairchild Corporation, Farmingdale, Long Island.

Miss Olive Morrow has become librarian of the Aeronautics Branch at Washington, replacing Miss Widger. Miss Morrow was formerly in the office of the decimal classification, Library of Congress.

Special Libraries Association

Founded 1909

A CLEARING HOUSE OF INFORMATION

Created to promote the interests of the commercial, industrial, technical, civic, municipal, legislative, welfare libraries, statistical bureaus and research organizations.
Also to serve special departments of public libraries and universities.

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Pages 27-32 deleted, advertising.