

# SPECIAL LIBRARIES

Vol. 20

December, 1929

No. 10

## Investment Research

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## First Aids In Reference Work

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## Impressions of British Library Conference

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## Bureau of Education Renders Service to Special Libraries in Washington

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## Special Libraries

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#### Rhode Island

Rhode Island State Library, Providence

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Hydroelectric Power Commission of Ontario, Toronto  
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 Royal Bank of Canada, Montreal  
 Toronto Transportation Commission, Toronto

# Special Libraries

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

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VOLUME 20 is finished with 1929 and we are making plans for the New Year. There will be changes and improvements in the Magazine, errors and omissions noted, and new features added to keep pace with the trend. A score of manuscripts await publication. *Business Builders*, *Bibliography of Today*, *The Library a Profitable Department*, *Legislative Reference Service*, are some of the attractive titles.

## Investment Research\*

By Mrs. Ada M. Mosher, Librarian, Investment Research Corporation Library

SPECIAL research in the field of investment securities is not new. Wealthy investors and trustees long have employed skilled and trained investment counsel in the management of their funds. Unfortunately, until the rise of investment trusts, such services were not available to the small investor. The cost was prohibitive.

General recognition of the scientific character and value of investment research is new.

In a recent address, the President of the American Bankers Association deplores the fact that a "Great many individuals, corporations, and even bankers, . . . do their investing almost entirely on impulse . . . trusting to their general sense of balance to bring about the proper combination of safety, income, marketability, and other essen-

tials of a sound investment program." It is estimated that, in the United States, more than a billion dollars is sunk annually in fraudulent or worthless securities. Not only is this huge sum lost to legitimate and profitable business, but in it is swept away the lifelong savings of many trustful wage-earners. Formerly ownership of securities was confined to the wealthy few. Within a decade such ownership has spread to the general public. It has been said that "almost every American family has some holdings of stocks or bonds that are paying dividends or regrets."

The average investor has neither time nor training needed to select sound and profitable securities. The problem is too complex. The mass of stock and bond offerings is bewildering. New security issues offered in 1928 totaled more than

\*Address before the Financial Group, Special Libraries Association, May 18, 1929.

nine and a half billion dollars (\$9,691,611,499) including over five and a half billions (\$5,623,532,668) in bonds and about four billions (\$4,068,073,831) in stocks. 1927 offerings were almost as great (\$9,597,667,655).

In 1928, 920,550,032 shares of stock were sold on the New York Stock Exchange, or six and a half times the total sales in 1918. Add to this stock sold on all other exchanges, throughout the country, sales on the New York Curb, sales in the open market, and vast transactions in bonds of every variety, and you may appreciate the problem confronting the average investor. How can he successfully grope through this baffling financial maze to profitable and safe investment?

Few men and women are equipped to make an initial analysis of securities having apparent investment value. Fewer still are able to follow and appraise general economic conditions and industrial, corporation, and market trends. This is the function of the investment research specialist, and even his findings cannot be guaranteed.

Many individuals and organizations now are engaged in such research. Not only do they supervise invested funds for wealthy families, such as the Rockefellers, but they hold an increasingly important place in trust companies, banks, and brokerage houses. In populous cities, Investment Counsel offer guidance to the general public. Large organizations have been formed to sell investment services. Many of these invite additional inquiries from their clients. If the answer entails a special research, a charge is made for that service. Some financial periodicals and even daily papers recommend definite stocks for purchase. Great care must be exercised in following such advice. On February 2nd and 9th of this year, the London Economist published the results of its investigation of "tips" in daily papers. 273 recommended securities were followed over a period of four months. A time was selected when market conditions were favorable. The percentage gained by a hypothetical purchaser of this entire list was less than the percentage of gain shown by the general market. Even that small gain was erased by commissions and

transfer charges, so that this purchaser actually lost money.

The rapid rise of investment trusts in the United States has created a new investment situation. Old and well established in Europe, until recently, they were little known here. The well conducted investment trust offers an excellent opportunity for safe and profitable investment. It is true that such an organization is dependent for success on the integrity and ability of its management. But this is true of any business enterprise. The basic idea is sound.

With the rise of investment trusts, another type of research organization was created to supervise their funds. Since this is the type with which I am connected, and therefore best acquainted perhaps we can get a clearer picture of investment research by sketching briefly the organization, methods, and sources of information used by the Investment Research Corporation, located in Detroit, Michigan. It was organized to conduct a research and statistical service in the field of investments. Its investigations cover general economic conditions, trends in various industries, and appraisals of specific companies. It does not render a general advisory service to the investing public. The results of its investigations are not published, but serve as a basis for recommending securities to the investment companies by whom it is retained.

At present, eighteen specialists are engaged in studies of industries and companies. The men are assigned to special fields, such as banking, insurance, agricultural machinery, the rubber industry, the chemical industry, automotive industry, railroads, electrical equipment, public utilities, etc. Men are selected who have a technical knowledge of the assigned fields. Chemical industries are studied by a chemist. Engineering fields are covered by an engineer.

The investigations are very searching. Let us assume that a man has been assigned to study the rubber industry. Some of the factors he investigates are:

Present sources of the supply of raw rubber and possible future sources; yearly production; amount available for use in the United States; prices of raw rubber of various grades; imports;

duty; present uses of rubber and possible future uses; what types of rubber goods are manufactured; and the amount of each type; cost of manufacture and value of finished products; distribution or market for rubber goods; probable future demand and other facts.

Tying the industry study to the company study, he considers the location of the manufacturing plant or processing industry, its distance from the source of raw materials and from its consuming public, transportation facilities, freight rates, the physical equipment of the plant, employment conditions, the experience and character of managements and the soundness of their policies, and similar basic factors. After all other available sources of information are utilized, visits are made to the plants and offices of the companies whose securities are under consideration. Reports are then carefully drawn and are reviewed by several widely experienced experts. Finally they are submitted to the Investment Committee whose task it is to make recommendations for security purchases. After a report is completed and accepted, a constant watch is kept for any changes in the industry as a whole or in the status of the company reported on. New patents or discoveries, changes in industrial processes or policies, changes in management, probable increase or decrease in popular demand and other factors are carefully noted and brought out in revised or supplemental reports and statistical charts. In this way the information is kept rigidly up to date.

In addition to these industry and company studies, a weekly report goes to each investment trust served. This contains a review of general business conditions, the stock market outlook, the credit situation, and similar investment information. Concise but very extensive statistical data is given on interest rates, profits, gold supply, position of the Federal Reserve and Commercial banks, brokers loans, volume of production, including balance between production and consumption purchasing power and many other factors. This weekly report also contains a statistical review of the particular securities held by the investment

companies or recommended to them for purchase.

Such intensive but broad research requires not only experienced specialists, but also an extensive and carefully selected research library. It is equally important that a librarian be selected who is trained and able not only to make the resources of her own library available for use, but also to utilize the resources of the public and special libraries of her own and other communities, and other sources of information.

The Investment Research Corporation library consists of many books and periodicals, more pamphlets and clippings, and a growing collection of maps, charts and valuable analytical references to outside resources. We use the Dewey Decimal classification, modified as little as possible, and the Library of Congress cards. Our book collection contains the usual general reference material necessary to any library, good general and business dictionaries, encyclopedias, almanacs, year books, and trade directories. Statistical theory and especially statistical data are emphasized. We have books on economics, wages, income, prices, investments, manuals such as Poor's and Moody's and the Standard Statistics Company's services, books on banking, taxation, trusts, public utilities, agricultural economics, accounting, domestic and foreign trade, chemical technology, manufactures, aeronautics, automobiles, oil industry, refrigeration, economic geology, economic geography, and related subjects.

The publications of the United States Government are especially useful, including investigations of the Federal Trade Commission, The Tariff Commission, Interstate Commerce Commission, Congressional Hearings, etc. Issues of the Department of Commerce and its various bureaus and divisions are indispensable and we receive most of the press releases from this department.

We subscribe to financial, economic, and trade periodicals. This list is constantly changing as new studies are undertaken by the research staff. Our present subscription list is attached. Our gift collection is at least as large, consisting of monthly periodicals of the federal reserve and other domestic

and foreign banks, industrial and trade bulletins, etc.

Our pamphlet and clipping files are large and growing rapidly. We clip periodicals very freely. An average of about one hundred clippings are taken from each issue of the Commercial and Financial Chronicle although a bound file is kept. We have annual reports of most of the companies listed on the New York Stock Exchange. Pamphlets are kept in vertical steel files, the companies being arranged under these major divisions:

Industrial and financial  
Railroad  
Public Utility  
Investment Trusts

General data is arranged alphabetically by subject, grouped under broad divisions such as "Industries," "Railroads," etc., and then more minutely subdivided.

In the collection of this material we check regularly:

The Public Affairs Information Service Bulletin  
The Industrial Arts Index  
The Monthly Catalog of U. S. Public Documents and weekly check-list  
The Monthly Check-list of State Publications  
Special lists of U. S. Government Departments  
Domestic Commerce  
Lists in Economic and Financial Periodicals  
Lists of new books added to the Public Library  
Announcements of publishers  
Bibliographics in books new and old  
Other miscellaneous notices

A good example of a book giving ample references to source material for the investment library is Carl Snyder's "Business Cycles and Business Measurements."

In a research organization the staff will aid materially in bringing newly published data to the attention of the Librarian. Needless to say this habit should be encouraged.

The Librarian should use great care in the selection of material. It must be authoritative and it must be applicable. She should be equally judi-

cious in rejecting and discarding. She must not clutter her files and the time of the research staff with useless material.

It may be interesting to cite a few of the questions recently submitted to our library. A complete record of questions is not, but should be, kept. The questions cited are selected almost at random:

1. Prices of hardwood lumber in the rough.
2. Production of coal and coke in 1928.
3. Article on the flotation process for the recovery of acid phosphates.
4. Maps and charts of cement production.
5. Date of split-up of stock of certain companies.
6. Total income tax paid by corporations and individuals on March 15th each year.
7. Yearly replacements of cars, locomotives, and other railway equipment.
8. Weight of a barrel of cement.
9. Highway mileage in southeastern states, amount surfaced and unsurfaced.
10. Automobile truck production by capacities.
11. Price of cocoanut oil for series of years.
12. Recent map of oil refineries of the United States, also pipe lines.
13. Cost of drilling oil wells.
14. Biographies of officials of certain companies.

Of all the many interesting fields open to the special librarian, investment research is one of the most interesting.

The possibility of doing intensive work, the breadth of the field, the pleasure in serving highly trained specialists, and the very challenge presented by their need for adequate, authoritative and definite data, are stimulating.

To the idealist an added pleasure comes from having a part in an enterprise designed to safeguard accumulated savings. To the few such accumulated savings mean freedom to devote both time and money to community service. To all, they mean freedom from the fear of ultimate dependence or poverty.

Whatever contributes to human well being and happiness is worth while.

## First Aids in Reference Work\*

By Edith L. Shearer, Consulting Librarian, Western Union Telegraph Co.

A PUBLIC utility is a hydro-headed creature and many-sided are the reference books needful in a public utility library.

First aid implies help on the spot, at the moment, yet the most valuable first aid, a good catalogue needs adequate time and slow and careful preparation.

With a few indexes, handbooks and encyclopedias mix a little imagination to find what the question is all about, and then one is ready to get the information.

I am telling you of some of the special tools found helpful in a public utility library. I also have here a list of questions actually asked that will show the wide range of preparation necessary.

First of all of course, are the encyclopedias and the dictionary, consulted by all. The readers enjoy helping themselves to these, and in my experience most of the men own engineering handbooks and are familiar with the contents. The handbooks in the Library are mainly for the use of the non-technical librarian.

The Bureau of Standards Miscellaneous Paper, No. 65; National Directory of Commodity Specifications, 1925, is a valuable aid and frequently used. It is a classified list of specifications, well indexed. The subjects range from sheep pens and window glass to cotton sleeves for electrical insulation. The specifications are almost always readily obtainable. Unfortunately some are included which were proposed but never issued. There is no indication as to which are not available. The Proceedings of the American Society for Testing Materials is often a life saver. Its three volumes of indexes together cover the years 1898-1925. Each year the Society publishes one volume of technical papers and also one volume of tentative standards and specifications for a variety of substances, steel, textile fabrics, oils, etc.

Then there is "Index to the Publications of the Bureau of Standards," Circular No. 24, Seventh Edition, with

Supplement to December 31, 1928. The Scientific, Technologic Papers and Circulars are daily food to us and as inclusive as the subjects are, we often wish for more.

Science Abstracts thoroughly indexes the foreign and American periodicals. It covers one hundred and sixty periodicals. There are five sponsors of Science Abstracts, the electrical societies of America, England and Italy and the English and American physical societies. It is published by the Institution of Electrical Engineers. This is a pre-eminent aid for certain electrical and scientific articles. The classified index is difficult to use until one is accustomed to it. A good list of authors is helpful. Science Abstracts is monthly but is late in coming. There are two distinct parts Science and Electricity, each with separate indexes.

Chemical Abstracts, more than pure chemistry is broad in its scope of applied chemistry. If looking for information on timber, metallurgy, effect of lead on concrete, a newly named material or almost any subject, there is a very good chance that Chemical Abstracts will be the place to find it. Two ten year indexes, author and subject is a good starting place for a search.

Chemical Catalog is a place to look for unfamiliar substances and trade names. For instance the clue in a search for material on "Dragon's Blood" came from the Chemical Catalog. Also Thorpe's Chemical Dictionary is a helpful aid for applied chemistry and manufacture of many things in general.

Circular of the Bureau of Standards, No. 101; "Physical Properties of Materials: Strength and related properties of metals and woods." This has been issued in two editions, the latest one 1924. We need it more often than Smithsonian Physical Tables. Properties, and uses of less commonly used metals are described briefly. It also includes data on manilla rope, hard to find in other places; and results of tests on 126 species of woods.

\*Address before the Commercial-Technical Group, Special Libraries Association, May 16, 1929

Every reference room should have a copy of "Ready Reference Tables, Conversion Factors of Every Unit or Measure in Use;" by Carl Hering. The title is a true description of its contents. Although first published in 1904, its usefulness has not diminished.

In 1924, Pitman published "A Dictionary of Electrical Terms" compiled by S. R. Roget. This is a small volume, easily handled. According to the preface an effort was made to "steer a middle course between incompleteness and redundancy." It is the most up to date glossary on electricity in our library; the definitions are clear. This book is a necessity.

Circular No. 60, Bureau of Standards; Electrical Units and Standards. The second edition was published in 1920. Fifty-three pages of text, defining, explaining and giving history of units is followed by appendices 1st Conversion factors; 2d Laws of various countries on electric units; 3d Bibliography; and 4th Symbols.

National Academy of Science and National Research Council, whose headquarters as you know are here in Washington, are responsible for that "first aid" "International Critical Tables of Numerical Data, Physics, Chemistry and Technology." The original plan was five volumes, but this has now been extended to include seven, five of which have been published. It is of the nature of the foreign publication "Annual Table of Constants and Numerical Data." "International Critical Tables" is easier to use as it is not an annual, and all the material on each subject is found in one place. Volumes 1-4 are completely indexed in Volume 5. Some of the subjects treated in volume one are laboratory technique; radioactivity; in volume two, bakelite, wood, glass, rubber, leather, textile fabric and other materials. Volumes three and four, chemistry; Volume five is mostly on heat and light, applied physics; photography; and lastly soap and soap solutions. The whole work is a collection of results of tests on substances and details of their properties. A bibliography is included, with authorities for the statements made.

There is a new German encyclopedia on electrical communication. "Hand-

worterbuch des Elektrischen Fernmeldewesens," published in Berlin in 1929, by Springer. It is in two volumes, illustrated and arranged alphabetically. Telegraph, telephone, with their wonderful new inventions have no book in English describing up-to-date apparatus. This new encyclopedia is the only thing of its kind. The new instruments and methods are described briefly in signed articles with bibliographic references.

"Dictionary of Modern English Usage," by W. H. Fowler, joint author of the Concise Oxford Dictionary. This is an interesting and unique book. Its usefulness has been questioned because it is English in its point of view. It should, however, be in the Library in addition to the usual books of synonyms.

"Marvyn Scudder's Manual of Extinct or Obsolete Companies, Vol. 1, appeared in 1926 and Vol. 2 in 1928 and a third one will be published shortly. An older much used work of this nature is entirely out of print. A widely diversified list of companies is listed. It does not pretend to be complete. One volume does not supersede the other, but is supplementary to it. Looking for an obscure company is one of the most tedious tasks given to a librarian and a short-cut of this kind is welcome.

There have been two annual numbers of Poor's Directory of Directors for 1928 and 1929. This is the only publication listing the directors of every city in the United States and is a great convenience. It is arranged alphabetically by the name of the director and has also a geographical arrangement.

These are only a modicum of the many reference books necessary for first aid. A collection of all the tools possible will not be sufficient. To them add imagination, persistence and ingenuity. The one thing sought may be found in an obscure place.

### A. L. A. Conference.

The fifty-second annual conference of the American Library Association will be held in Los Angeles, Cal., June 23-28, 1930. Headquarters will be at the Los Angeles Biltmore Hotel, convenient of access to the Los Angeles Public Library.

## Some First Aids in Reference

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

WE of the Port Authority Library have our questions to answer, just as all librarians do. It is our business to answer, even though the question be ridiculously impossible. In addition to inquiries on all phases of transportation, there is a miscellaneous collection including such nuts to crack as the following:

I want a design illustrating the fohum of Descartes.

How do you write and pronounce "75" in Gaelic?

When was Richmond made a part of the Greater City?

How do you write the Greek letter "delta"?

Give me the population of New York by assembly districts.

I am looking for the statistics of wheat exports by States of origin.

Get me the "Statist Index."

What is the Hungarian for "skin soap"?

Let me see some pictures of bridges over marginal ways.

I want to know all about "La Corniche" on the Riviera.

Did New York harbor freeze over in 1844?

What is the depth of the Meisey Tunnel under the river bed?

A Brooklyn booster tells me that the tonnage of Newton Creek exceeds that of the Mississippi River. How much of a liar is he?

I am not going to take up your valuable time telling you about the *World Almanac*, which everybody knows about. Instead I have listed a few books, some of them not so well known, which we use a great deal in attempting to defend our title of purveyors to the fact-hungry. The list follows:

Ashwell, Thomas & Co., pub.

Exporters' Encyclopaedia. 23d an. ed. 1928. Containing full and authentic information relative to shipments for every country in the world. \$20.00 per copy incl. supp. bulletins which keep the encyclopaedia up to date throughout the subscription year. Pub. by Thomas Ashwell & Co., Inc., New York 1600p. 20 cm.

Answers questions regarding consuls, parcel post, ports, shipment of goods, steamship lines, also contains much data usually found in a descriptive atlas.

Crain, G. D., Jr.

Market data book: containing a directory of industrial, trade and class publications. Chicago, G. D. Crain, Jr., c1928 495 p. ads.

tables, stat. 21cm. [Index to publications, p. 13-26, Business reference publications, p. 108-11; Unclassified publications, p. 494-5.]

May be consulted for data on industries in Canada and the U S; is especially good for marketing inquiries, as its title implies; is a directory of Canadian and U. S. periodicals.

Editor & Publisher

Market guide for 1929. The space buyers' key to 1400 city and town markets in U. S and Canada.

Contains much valuable data on cities and towns as well as general information relative to markets.

Great Britain—(Board of) Trade

Statistical abstract for the United Kingdom for each of the 15 years from 1913 to 1927. 72d number Presented by the Pres. of the Bd. of Trade to Parliament by command of his Majesty, Jan 1929. London, [Govt] 1929. 377p. tables, stat. 25cm. Contents: Climate; Population; Social, Civil and industrial conditions; Defense; National finance; Local govt. finance; Banking . . . Provident asocs; Agric. and fisheries; Mining and metals; Transport and communications; Trade and commerce.

The contents as listed give only a faint idea of what is really contained in this volume. When looking up statistics on anything in England it is well to consult it before going further.

Hurd, Sir Archibald

The "Shipping World" Year Book: a desk manual on trade, commerce, and navigation, ed. by Sir Archibald Hurd, with a map of the world showing the routes of steamers and railways, important ports and coaling stations, and with inset maps of ports, harbours, waterways, etc., prepared by J. G. Bartholomew. 1929. 43d an. ed Lond., "The Shipping World" Offices. xl. 328+285+[3]+452+392p. xli-lviii. 19cm. Sec. I, General; II, British ports; III, Foreign and dominion ports; IV, Customs tariffs of the English speaking world.

When in search of information of any kind relative to ports, consult this volume if you would save time.

Directory of Directors Co.

Directory of Directors in the City of New York, 1927/1928. N. Y., Directory of Directors Co. c1927 1228 p. append. 20cm. This is a New York City "Who's Who in Business" in condensed form; is highly specialized, in that it gives under each man's name the organization\* in which he is a director; very valuable for looking up interlocking directorates.

\*Address before the Commercial-Technical Group, Special Libraries, May 16, 1929

**Heaton Publishing Company**

Heaton's commercial handbook of Canada (Heaton's annual) 25th year, 1929. Toronto, Can. Heaton, 1929 780p ads. il. tables, stat. 19cm.

Inquiries on Canadian commerce and transportation can usually be answered by reference to this book

**McCourt, A. G., ed**

Custom house guide of foreign and domestic commerce including U. S. customs tariff 66th year. Editor, A. G. McCourt . . . New York: Custom House Guide, c1928. ssvi. 1324p. 19cm.

This we use mostly in answering questions regarding consular services, port charges, foreign exchange, shipment of goods, and the U. S. tariff.

**Neo-Techni research corporation**

"Engineers" — listing the engineers of corporations with their official duties and connections . . . ; by Neo-Techni research corporation, New York, N. Y. 1928 30 cm. Note: Individual paging for each division. This is a sort of "Who's Who in Company Engineers" and besides being valuable as a directory it answers many questions asked relative to engineering materials.

**N. J.—(Bur) Statistics & Records**

Industrial directory of N. J., 1927. vol. 7, comp. by the Bur. of Stats. & Records, Dept. of Labor. Hoboken: Stinson c1927. 671p. 72p ads, il map. (For preceding volumes see N. J.—(Bur) Industrial Statistics)

This is the book without which questions on New Jersey will surely plague you.

**U. S. Engineer Dept.**

Annual report of the Chief of Engineers, U. S. Army. [Issued by] Chief of Engrs, U. S. Army War Dept., Washn., D. C.; Washn. GPO. [annually in two or more vols] Vol 2.—Statistics. 1928, Pt. 2. 1033p. tables, stat. 23cm.

I mention Part 2 of this report because it is the only source of information on the statistics of domestic water-borne commerce of the U. S.

**U. S.—(Bd.) Engineers for Rivers & Harbors**

Port series. no. 1 & seq. Bd. Engrs. & U. S. S. B. p. var. il. ph. maps. 23cm.

For data on any important port of the United States, from Portland, Maine, to the ports of Puget Sound, this is the port librarian's first and oftentimes only aid. It is a formidable set; there are three volumes on the Port of New York alone.

The Department of Commerce and the Shipping Board are working on a similar series covering foreign ports.

Inasmuch as I am now speaking from the viewpoint of the reference librarian, it may not be out of place to remind you of the value of periodicals in this connection. They are replete with reference material. The problem is how to find in them just what you want when you want it. There is, of course, the rule-of-thumb method: You remember the character of matter a periodical carries, and you hunt for it until you find it. Anybody can do that; but is it the method of the specialist that the special librarian should be? The better method is to place in your catalogue, under the appropriate heading, a card covering every subject pertinent to your business which is treated currently in the periodicals your library receives. One card under each subject-heading does for all time. Note on it the name of the periodical, the fact that the particular type of information is given currently, the rubric under which it appears, and how it is listed in the periodical's table of contents. A main entry card for the periodical should show the tracers; and on it may also be noted, although not absolutely necessary, all the special types of information carried in its columns currently. This is a method we have found to be very effective in the Port Authority Library.

**Executive Board**

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## What the Bureau of Education has to Offer the Special Libraries of the District of Columbia

By Margaret F. Ryan

IT is surprising how few people comparatively speaking, are aware of the existence of the Bureau of Education. In 1867 this bureau was established primarily for the purpose of collecting educational statistics and of disseminating educational information. That is exactly what it is doing to-day. Due to the fact that the editions for free distribution are so small, an attempt is made to send the publications where they will reach the greatest number, which in most cases is to libraries—public and private, college, teachers college, high-school, and a number of special libraries such as the Red Cross, hospital, Government, and public-school.

Approximately 50 bulletins and a number of leaflets and circulars on all phases of education are issued each year. The Bureau also publishes a periodical entitled "School Life," a magazine of 20 pages, for teachers and school administrators which is published monthly, except during July and August. The page entitled "New Books in Education" is invaluable to librarians in the educational field.

The Library of the Bureau of Education contains 135,000 volumes on strictly pedagogical subjects as well as 500 magazines. A few years ago it contained 175,000 volumes but many of the books have been given away. The material in the library is offered to readers both through consultation at the bureau and by interlibrary and personal loans. It supplies free on request bibliographies on all educational subjects and prepares a bulletin entitled "Record of Current Educational Publications," which presents a general survey of current educational literature in books and periodicals. Its collection of official documents, both American and foreign, college catalogues, textbooks, files of educational periodicals, society pro-

ceedings, and city school reports can not be duplicated.

Reading courses such as "Thirty books on great fiction," "Twenty books for parents," "Forty books for boys and girls," etc., may be obtained free by applying to the Home Education Division of the bureau.

As to the publications of the bureau of education which would be useful to the following libraries, the names of the libraries speak for themselves: The Agricultural Economics Bureau Library, Home Economics Bureau Library, Agricultural Experiment Stations Office Library, Character Education Institution Library, Federal Board for Vocational Education, and the Institute of Economics Library.

Needless to say the Congressional Library, the libraries of the House of Representatives, the Senate, the Government Printing Office, the United States Chamber of Commerce, and the National Education Association receive all the publications of this bureau.

The libraries of the universities, teachers colleges, high-school, and elementary schools, both public and private, are also on our mailing list for the publications pertaining to their particular field.

Columbia Institution for the Deaf Library and the Volta Bureau Library find our bulletins on statistics and schools for the deaf useful in much the same way that the Blind Library and the National Library for the Blind find the bulletins on the blind helpful.

The productions of the Health Education Division are sent to the libraries of the American Red Cross, the Surgeon General's Office, and the Public Health Service, while those of the Foreign Education Division are sent to the libraries of the Pan American Union and the State Department.

The libraries of the Corcoran Art Gallery and the National Gallery of Art receive our biennial report on the progress of art education as well as the industrial education circulars

Public-school laws regarding the length of the school day, the school year, teachers' pensions, certification of teachers, Bible reading in the public schools, and the progress of legal education are sent to the Bar Association Library.

Americanization material is forwarded to the libraries of the Immigration Bureau, the Labor Department, and the Naturalization Bureau.

The National Catholic Service School Library is interested in education and pedagogy, rural welfare, and Americanization; the National Catholic Welfare

Council Library in school statistics and educational legislation; the American Ethnology Bureau Library in the natives of Alaska; the Carnegie Institution Library in mathematics, economics, and health; the Washington Chamber of Commerce Library in parks and playgrounds and the lists contained in the Educational Directory; and the Smithsonian Institution Library in industrial arts, mathematics, and museums

Like the publications of the other Government bureaus these publications may be obtained free of charge so long as the free supply lasts, but when that is exhausted, they may be purchased from the Superintendent of Documents at a nominal price.

## The British Special Library Conference

By Isabel L. Towner

THE sixth annual conference of the Association of Special Libraries and Information Bureaux was held at Trinity College, Cambridge, England, September 20th to 23d. About 200 delegates were present. Many of these were not librarians but represented firms or associations in which there are libraries. I was fortunate enough to be in England at the time and went to the meeting as a representative of SLA with a message from our President.

In addition to three general sessions there were sectional meetings, three on Saturday morning, three Saturday evening and two Sunday morning. It may seem strange to us to have Sunday meetings but this was done so that those attending need be away from work only a half day or at most one day. The sections were not divided by groups as we have them here. Papers on special subjects were presented and those on more or less related subjects were grouped together. There was a chairman for the meetings. Sometimes the papers were read, more often, as we had printed copies, they were taken as read and the author would say a few words of introduction followed by open discussion. As a speaker rose he gave his number and by reference to a printed list, which each one of the delegates received, we could tell who he was. There was no

reporting of the meetings. Each speaker was supposed to hand in a written statement of whatever he said. Generally the meeting was closed by the passage of a resolution which was sent to the Council of the Association and presented at the final meeting for action by the Association. I was interested to note that a vote was always taken by show of hands and not by aye and no.

The Secretary's office, where the delegates registered and received their numbers, list of delegates, papers, etc., was in one of the buildings on the beautiful old Great Court of Trinity College. The fountain in the center, the ivied walls were all that one expected but, alas, the drought of this summer had spoiled the wonderful lawn and that sacred spot looked as if it had been trod upon by impious feet, although nothing more formidable than a large black cat crossed it while we were there. Some of the delegates had the privilege, I believe, but did not exercise it. The sectional meetings were held in rooms in the building near the Secretary's office.

On Friday evening an informal reception was given by the members of the Council in the Common Room. Dinner followed in the College Hall. Over the Masters' tables was the familiar portrait of Henry the Eighth and on all

sides were other portraits: Byron, Tennyson, the masters of Trinity, among them Sir J. J. Thomson, the president elect of ASLIB, who was also there in person. He gave a short address after the presidential address by Brigadier-General Magnus Mowat. The address of the evening was by Mr. Laurie Magnus on "The Approach of the Producer to the Consumer of Information." Time and space do not permit giving the titles of all the papers presented. Undoubtedly the readers of Special Libraries will have an opportunity of reading some of them. Many of these were not very closely allied to library work but they attracted persons who might not otherwise have heard of the Association. I was going to say advertise it but it seemed that to the majority there "advertise" was anathema. One speaker even stated that he would do away with *all* advertising and advertisers.

The meeting that interested me most was on training special librarians. There seemed to be the two camps there as here; one, favoring emphasis on library training and the other emphasis on training in special subjects. Mr. Headicar, of the London School of Economics and Political Science, raised the point which has always seemed to me to be almost incontrovertible that one cannot foresee the type of library position that will be vacant. To spend your time specializing in chemistry, and find that positions in engineering libraries are the only ones vacant would be disconcerting to say the least.

The afternoons, beginning Friday were free for visits. Saturday I was fortunate in having Miss Lawrence, the only woman on the Council and Li-

brarian of the British Medical Association, take me to visit Girton College. Sunday we were taken to see the Pepys Library at Magdalene College. Through another charming court, up winding stairs we reached a rather small room lined with shelves, glassed and locked, filled with books in uniform bindings. The original diary is there, of course, and other old and precious volumes.

In connection with the meeting there was a small exhibit in a neighboring hall, to reach which you went down a charming, winding street, through the market place, where everything was sold from brass knockers to meat, through another passage and into an old building. The exhibits were mainly commercial but the Library of the Science Museum had a cabinet with cards showing the classified bibliography on scientific material that Dr. Bradford, the librarian, is working on now.

During the meeting all the men stayed in the college halls but the women, of which there was a much smaller proportion than at our meetings, had to stay "in lodgings" and very quaint and interesting they were. Our lunches and dinners, however, we were permitted to take with the men in the Hall. As one of my neighbors said at dinner, when I remarked that I had never expected to do such a thing, "Yes, it is something to swank about, isn't it?"

It is impossible in a short space to give the charm, the distinctly English atmosphere of the college and the conference. All I have attempted to do is to give a brief glimpse of some of the things that seemed to me to be different from what we find at S. L. A. meetings in America.

### Queens Borough Business Library

The Queens Borough Public Library had the official dedication ceremonies of its new Central Building on Friday, November first. The building is not quite finished, and occupancy will not be taken probably until January. On the ground floor, with a separate outside entrance, a large and attractive room is to be devoted to their Business Library. Its establishment will be watched with interest by the special librarians. The co-operation of the local association is offered to Queens Borough.

### Special Libraries Course

Miss Linda Morley is giving a new extension course on Special Libraries this winter at Columbia University on one evening a week. This course is the same as that given previously only in the residence and summer school courses. The extension courses are designed to "meet the needs of persons actively engaged in library work and unable to leave their posts for a year of full-time study, as well as for those who cannot qualify for admission to a graduate course"

## We Do This

Margaret Reynolds, Department Editor

**Clipping File**—It has occurred to me that our newspaper clipping file is perhaps sufficiently novel to merit attention.

Newspaper clippings are mounted paper and filed in heavy manila envelopes in a document file. The envelopes are given subject headings and the subjects are of course in alphabetical order. Thus they require no indexing and are easily kept "weeded."—*Annette W'indele, Librarian, American Trust Company, San Francisco.*

**Question Slip**—I was asked to start a library for a group of people who had little time to read. I distributed question slips like this: "Do you read the morning paper? Please give me three subjects of interest to you."

I made a card index from the slips, and supplied clippings on the subjects indicated. Anyone has time to read a clipping, and after a while a magazine article can be offered, and then a book. The service is available to everyone in the Bank, and is distributed each afternoon. It is made up from local papers, some New York papers and magazines. I call it my Budget, and the clippings cover every conceivable subject.—*Jennie La Rue Johnston, Librarian, Central National Bank, Cleveland.*

**Libraries Moving**—Our only form of unusual activity is moving—and even that is growing common, according to reports. This Library has moved on an average of once a year since birth, and when we came into our new building I thought our migrations were ended, but the company is now in the throes of a merger, and we expect to pick up our tents again soon. However, each move is easier than the last, and when I have perfected my system, perhaps I shall write it up for "We Do This"—*Mabel R. Crowe, Librarian, The Equitable Trust Company of New York.*

(Another who might make suggestions on moving as a result of mergers is Miss Sue Wuchter, Librarian, Continental Illinois Company, Chicago. Miss Cavanaugh of Standard Statistics has also moved her library recently.)

From a recent report of the Shell Oil Company of California Library we learn that this is strictly a business technical library for the use of the company's employees in direct contact with their petroleum business and does not supply literature of any kind for general educational and recreational use.—*John A. Green, Shell Oil Company.*

(What other libraries do not supply literature for general educational or recreational use? Let me know if you are one of these.)

**Vacation Literature**—When our Library first opened, we used a collection of vacation literature for publicity purposes, and it proved so popular that we have to repeat it every year.

The *Vacation Guide*, published by the Vacation Service Bureau, is the chief source of information for the employee who wishes to spend his vacation at a hotel, boarding house or camp. We get ten or fifteen copies of this book, and lend them for two days.

For the traveller, there is a fascinating collection of railroad, steamship and bus booklets and folders. These are limited, as a rule, to trips that can be taken in two weeks.

Then we have an abundance of road maps, mostly begged from the Standard Oil Company. Having these and several automobile guide books, we are asked to assist in mapping out motor tours. We have even helped plan several honeymoon trips!—*Mabel R. Crowe, Librarian, The Equitable Trust Company of New York.*

**Book Stack Stools**—Our small stools for use in our book stacks to reach the higher shelves are of the conventional type with dimensions of 16" x 10" x 12" and are stained mahogany color to match our furniture. Before we made our big discovery these stools caused countless barked shins and near-falls through being stumbled over as persons hurried through the stacks absorbed in reading books. We decided that the stools must shout their own warning and had painted around the edge of the surface an inch wide white enameled strip. The effect is quite startling against the mahogany color and while not especially good looking it has effectually stopped casualties through stumbling.

**Newspaper Files**—A point that always seems to interest our visitors is that our newspapers for the current month are filed in vertical file cases. They are charged out with a blue card kept at the front of the drawer as is done with letter files. The files are easily checked as the date is near the fold of the paper and also individual issues are not so apt to be borrowed without leave as if they were left loose on shelves.—*Marguerite Burnett, Librarian, Federal Reserve Bank, New York.*

**Books, New**—Keeping up with the latest books.

There are hundreds of books published every month on every subject imaginable, many more than one person can keep track of and read, and because there are so many there must be some way that a person can discriminate, can make a choice of the books he wants to read. No one has time to read them all, most of us know that we can read only a few each month. Because our reading time is so short, we should be sure we know what books are being written and what books are the best in their line.

Several magazines are published which if followed regularly will keep one posted on the new books, their authors and their value. Among the best of the weekly publications of this sort are the *New York Times Book Review*, "Books," (published by the *Herald-Tribune*) and the *Saturday Review of Literature*. Besides these there is a monthly magazine called *The Book Review Digest*. This contains brief excerpts

from the review of the books put out during the month. These book review services are all on file in the Library, where you can consult them at any time.

This *Library Review* cannot attempt to duplicate these services mentioned above. It does list, with a brief review, all the books recently added to the Dennison Library. It does not mean that the books mentioned are always just new; sometimes books several years old, but of continuing interest, such as good biographies, are added.

If you wish, therefore, to know the books recently published on any subject and to get some critical comment regarding their interest and value, stop at or call the Library and make use of the references available there.—*Library, Dennison Manufacturing Company, Framingham*.

(Their *Library Review* publishes annotated lists of new books and magazine articles and lists the books added to their rental collection.)

## Report of the Classifications Committee Financial Group, 1929

Ruth Nichols, Chairman

This opportunity to make a report will be used to review very briefly some of the developments in the past year in the realm of classifications. For none of these developments can the committee claim any responsibility. Its function this year has been that of observation only.

Among the chief developments are several useful publications. Of importance to our own group is the Classifications number of SPECIAL LIBRARIES, which doubtless you have all seen. This contains last year's report of this committee in accordance with the instructions voted by the Financial Group that it be briefed and published. This number of SPECIAL LIBRARIES was ably edited by Miss Rebecca Rankin with valuable suggestions from Miss Louise Keller, Chairman of the Classifications committee of the S. L. A. While not an exhaustive treatment of the subject, the articles therein reveal the confusion that prevails in our efforts to classify our special collections and it outlines some of the things which are being done to improve that condition. Any librarian, pondering the matter of a classification, would find it worth while to study the March issue of SPECIAL LIBRARIES.

A second publication of interest is Wm. S. Merrill's Code for Classifiers. While this contains little material specifically applicable to financial libraries, it is most suggestive in its

statement of general principles. And there is no reason why its methods could not be extended to cover material in financial and other special libraries. If we special librarians would co-operate by sending suggestions to Mr. Merrill, the next edition might prove much more helpful in the special library field. This book is thoughtfully reviewed by Miss Margaret Mann in the SPECIAL LIBRARIANS Classification number.

Any one engaged in wrestling with the problems of this nature, will want to have at hand the A. L. A. publication entitled "The Classification and Cataloging of Books," by Margaret Mann. This is one of the Library Curriculum studies and will undoubtedly prove one of the most useful. The book is now undergoing final revision and will be available for purchase in the fall.

As to classification systems, themselves, there are two under construction at present which are of interest to financial librarians.

1st. The adaptation of the Cutter Expansive classification to the National City Library. This will be an experiment in specialization which will be well worth study by those who have the opportunity of coming in touch with it.

2d. The new classification for the Baker Library at Harvard being developed under the supervision of Mr. William P. Cutter, the

progress of which is briefly outlined in the Classifications issue.

There is also an interesting development in the more general field in the system of classification for libraries which is being worked out by Mr. Henry E. Bliss in the libraries of the College of the City of New York. Mr. Bliss contributed an article on this to the Classifications number. It has, however, been applied so far to only one section of his own library—the Chemistry section.

Two or three requests for information about classifications have been answered by the chairman during the year.

In view of the activities now in progress by other agencies, as outlined above, it seems to be the province of this committee for the present to keep in touch with such projects and report on them and to furnish suggestions and information on classification problems in answer to requests.

### Water Transportation Bibliography

Progress on the bibliography of transportation by water has so far exceeded expectations that the committee hopes to be able to report at the next annual conference that copy is in the hands of the printer. This will be twelve months ahead of the tentative schedule.

By one of those rare coincidences that sometimes brighten our lives, the committee was able to mail out to co-operating libraries the first half of the check-list at the very moment when President Hoover was leading the ceremonies incident to the improvement of the Ohio River and urging the utilization of our inland waterways in a vast system of combined rail-and-water transportation. It will be no mean source of satisfaction to those engaged in the preparation of the bibliography to be able, in years to come, to point to their humble contribution to this new development in transportation.

The committee's check-list contains 15,000 references, including over 1,000 annual publications; so that the list really represents what would be, if housed in one library, a collection of some 50,000 volumes. As these will be keyed so far as practicable, the user of the bibliography will have at his command all the technical and commercial literature available in the United States and Canada, from 1900 to 1929, both inclusive, bearing upon ocean and inland navigation and water-borne commerce.

The committee will continue to accept orders for the bibliography at \$10 net, up to the time of going to press; after which the price will be increased to a figure to be determined, but probably \$15 or \$20, depending upon the completeness with which the field is covered by co-operating libraries and the number of volumes keyed.

M. E. PELLETT.

### Library Exhibits

The national Financial Group sponsored two library exhibits at recent conventions. The first at the American Bankers Association Convention in San Francisco, was put on by Miss Dorothy Ferguson of the Bank of Italy National Trust & Savings Association, as chairman of a local committee. Miss Ferguson is to be congratulated on her enterprise as she had few special librarians to call on for assistance in her vicinity. Miss C. Moe, librarian of the Bankers Trust Company, as chairman of the national Financial Group, and Miss Ethel Baxter, librarian of the A. B. A., from her experience as chairman of the Exhibit committee at Philadelphia last year, gave as much assistance as was possible through correspondence. An attractively printed pamphlet in yellow cover was distributed. It was a revised pocket edition of "The Bank Library" used last year.

The second exhibit was held at the convention of the Investment Bankers Association at Quebec. Miss Virginia Savage, librarian of Halsey, Stuart & Company, Chicago, was chairman. A pamphlet entitled "Sources of Investment Information" was issued through the Education Committee of the I. B. A.

### Museum Group Chairman

The Executive Board has recently appointed Miss E. Louise Lucas, Librarian of the Fogg Art Museum, Harvard University, Cambridge, Massachusetts, Chairman of the Museum Group, in place of Miss Isabel Towner.

## Personal Notes

Jeams Batten has resigned as librarian of Young and Rubicam, Advertising, and Claire Lynch is now in the position as head of the library.

Rebecca Herring, is with the Fox Film Corporation.

Margaret Johnson has succeeded Margaret Magee as librarian of the National Council of the Protestant Episcopal Church.

Ruth Howard, formerly with the Library Journal, has recently joined the Sales Promotion and Publicity for Business Libraries Organization of the Remington Rand Business Service, Inc.

Angus Fletcher was called suddenly to England and sailed with his family on the same ship as Ramsay MacDonald. Mr. Fletcher will go to India on a temporary assignment.

Zeljaette Troy reports that the Boyce Thompson Institute for Plant Research in Yonkers is planning a fine new library. Miss Troy has just returned from a two months' motor trip through the West.

Isabella B Smith, formerly with Brookmire Economic Service, is now librarian of Lehman Corporation, an investment trust.

Lillian McDermott, of Simmons-Boardman Company, has announced her marriage on June 4, to Mr. U. M. Beins, but she is continuing to use her maiden name.

Word has been received that Fanny A. Bell, librarian of J. Walter Thompson Company, is now Mrs. Furbank in private life.

Gladys Birkelo has joined the staff of the Bell Telephone Laboratories Technical Library as cataloger.

Eileen Hurlbutt has accepted a position in the library of the National Broadcasting Company.

Berta C. McMurray, formerly on the staff of the Florida State College for Women, is now in the catalogue department of the Brooklyn Museum library.

Mrs. Hester Wetmore recently injured her knee so severely that an operation was necessary and she has been absent from her library some weeks.

Sarah Kinney is at present working in Scranton, Pennsylvania, in the Library of Marywood College.

Miss Ethel Cleland, librarian of the Indianapolis Business Branch, has been granted a leave of absence for travel in Europe during the autumn.

Mrs. Henrietta Dotson, who has been an assistant in the Port of New York Authority Library, resigned. She is now with the Queens Borough Public Library in Jamaica.

Maria C. Bracc, for the past year an assistant in the Newark Business Branch, has taken a position in the Reading (Pa.) Public Library in the reference department.

Ann Barstad, is now with the New York Academy of Medicine Library.

Mr. Calvin Foss, reference librarian of the Montague Branch of Brooklyn Public Library for years, has recently become the librarian of the Brooklyn Botanic Garden.

Natalie Brown (now Mrs. Friedheim) formerly librarian of the Foreign Policy Association, is back in New York, after a year's sojourn in Paris; a part of that time she worked on the staff of the American Library in Paris.

Mrs. Frederick Cherty (Frances Cox), formerly librarian of the Metropolitan Life Insurance Company, who was married six years ago and moved to California, has returned with her family to New York. Her many old friends will be happy to see her again.

Recent appointments to the staff of the Engineering Societies Library are:

Mrs. Laura Anderson, formerly with Arthur D. Little Company, New York, and Gladys M. Brown, Columbia Library School, '29.

Edna F. Winn of the Cataloging Department, Engineering Societies Library, is ill at her home at Fall River, Massachusetts.

Vera Knox of the Brooklyn Public Library will join the staff of the Standard Statistics Company Library on December 2.

Miss L. H. Morley and Miss A. C. Kight have changed their home address. They are living at The Bellemore, 149 Harrison Street, East Orange, N. J.

Miss Marian Mead is now head of the Research Department of the Illinois Chamber of Commerce, in Chicago.

## Associations

### Boston

The Special Libraries Association of Boston met at the Congregational Library, November 25, with a larger attendance than usual because of the interest in the program which was a discussion of encyclopedias.

Mr. Frank H. Chase, Reference Librarian of the Boston Public Library discussed and analysed the new edition of the Encyclopaedia Britannica, first explaining the tremendous task of organizing the staff of 3600 editors and contributors, the complete change in policy, the work of publishing in a comparatively short time the work that would ordinarily take many years. He compared the new edition with the eleventh and said that where the older edition was leisurely in form, solid, aristocratic, literary and dignified, the new edition is marked by expression of movement, emphasis not on history but on process and progress, timely and not timeless, dynamic and not static. The Editor-in-Chief was wisely chosen as he is known to be the most internationally-minded editor of the times.

The Rev. William M. Stinson of Boston College explained the scope of the Catholic Encyclopedia and advised that libraries having this work be sure to complete their sets by adding the 16th and 17th volumes containing the Supplement and Index.

"The World in Pictures," a picture encyclopedia just begun which shows everything in picture form and defines it, was described by Miss Ruth Bradbury of the Boston Public Library.

"The Lincoln Library," a one-volume encyclopedia was discussed by Mrs. Bertha E. Hartzell, Supervisor of the Library Training School of the public library.

The New International Encyclopedia and the Americana were compared and their respective usefulness discussed by Mr. Raymond L. Walkley, Librarian of Tufts College.

German, French and Spanish encyclopedias were described and compared and many interesting facts brought out about them by Miss Mildred Tucker of the cataloging department of Widener Library. The Spanish encyclopedia was particularly stressed as being unusually fine for detailed historical and biographical reference.

During the business session several new members were admitted and a resolution inviting

the librarians of the New England States to convene at Swampscott, Mass., in 1930, was presented and accepted by vote. The Tercentenary Committee reported that Special Libraries Association's offer to assist in Tercentenary information was accepted by the Tercentenary Officials and asked to hold itself in readiness for instructions. An informal dinner was announced for December 16, at which time library problems will be discussed.

### New York

The New York Special Libraries Association held its monthly dinner meeting at the Home Market Center, Grand Central Palace, on December 2nd. The association had as its guests members of the Executive Board, who had been in conference during the afternoon. After dinner Miss Florence Bradley, President of the Association, introduced as the first speaker, Mrs. Mary H. Brigham, Executive Secretary of the National Association, who discussed the work of the General Office and noted some of its problems. Herbert O. Brigham, Editor of SPECIAL LIBRARIES, gave a brief history of his early connections with the S. L. A. and his assumption of the editorship in 1924. He showed the difficulties of the work and outlined plans for the future. Robert L. Smithey, of the Dixie Business Book Shop, gave an interesting and entertaining talk on books relating to speculation. He distributed a partial list of titles and answered numerous questions on financial books.

### Philadelphia

The November meeting of the Special Libraries Council of Philadelphia and vicinity, was held at the Franklin Institute, preceded by an informal dinner at the Prince of Wales. Mr. Rigling presided at the meeting.

The speaker of the evening was Miss Adelaide Hasse, who has had a long career in library work both in civic and national institutions and has since 1923 held the position of bibliographer to the Institute of Economics in Washington. Miss Hasse spoke on bibliography from a forward looking point of view and described the fascination of bibliography to work up a record of a subject and the thrills which come with the discovery of the lost book. The librarian and the research worker are interested in bibliography from different viewpoints—the librarian from the point of service

while the research worker is interested in volume by getting every reference on his subject and related subjects.

Miss Hasse gave a description of bibliographical work of the future which will work in co-operation with libraries and not in opposition.

The meeting was concluded by a talk by Mr. Rigling, who described the work of the library and the history of the Franklin Institute.

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The second meeting of the Special Libraries Council of Philadelphia and vicinity occurred on Friday evening, November 22, when the subject of Bibliography was further discussed, under the leadership of Miss Charlotte G. Noyes.

Various suggestions were made as to phases of the subject to be discussed. Certain authoritative books were mentioned for study, bibliographical notes—their form and usefulness and the subject file and its index both came up for their share of criticism and suggestions.

A committee of two was appointed consisting of Miss Carson and Miss Gruner to draw up a report on phases of bibliography to be taken up at future meetings. Another meeting of the group will be held in February.

#### San Francisco

An informal discussion replaced the usual program at the regular monthly luncheon meeting of the Special Libraries Association of San Francisco which took place on Thursday, November 21st. Miss Annette Windele, Librarian of the American Trust Company, discussed selective cataloging, justifying and explaining its use in special libraries, and various recent publications of general interest were exhibited.

Definite progress was reported on the revision of the 1927 Directory of Special Libraries of California, under the direction of Mr. Thomas Cowles, Assistant Librarian of the California Academy of Sciences in Golden Gate Park.

A development of great interest to the San Francisco group is the establishment of the first department store library in this vicinity at the Emporium, under the direction of Miss Margaret Hatch. Miss Bonnie Strong, formerly assistant to Miss Hatch at the Standard Oil Library, will assume the duties of librarian

beginning December 1st and will be assisted by Miss Mary Taylor and Miss Janice Russell.

#### Cataloging Groups

The Boston Group of Catalogers and Classifiers held their Fall Meeting on Thursday, November 14, 1929, at The Vendome. The meeting at 7.15 was preceded by a Social period and dinner. The speakers of the evening were: Mr. Gardner M. Jones, "The A. L. A. Convention in Washington;" Mrs. Frances R. Coe, "Report of the A. L. A. Catalog Section;" Mr. T. Franklin Currier, "Co-operative cataloging," and Mr. C. F. D. Belden, "The First World Library Congress."

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The Maryland, Virginia, and District of Columbia Regional Group of Cataloguers and Classifiers met, at the invitation of the Virginia Library Association, at the Jones Memorial Library, Lynchburg, Va., Friday, November first. An informal round-table was held, at which the Chairman, Miss Mary Louise Dinwiddie presided. The group attended the banquet and reception given in the evening at Randolph Macon College, at the dedication of their new library building.

#### Executive Board

The Executive Board met in New York on Monday, December 2nd, to consider the budget for the forthcoming year. Reports were received from the officers and various committees. The Conference for 1930 was discussed and it was voted to make a final decision at the next meeting of the Board on January 2nd. The publication of proceedings was a cause of considerable debate and the matter was left in abeyance. The Committee on Publications reported plans for the coming year and the Committee on Ways and Means, through its chairman, presented an informal report. The allotment of the budget was considered at an adjourned meeting on Tuesday morning.

The Board made the following appointments: Miss E. Louise Lucas, Fogg Museum, Boston, Chairman, Museum Group; Miss Laura J. Gage, Central Trust Co., Chicago, Chairman, Financial Group; Miss Ethel A. Shields, Eastman Kodak Co., Rochester, Chairman, Committee on Continuation Reading; Miss Marion Bowman, Old Colony Trust Co., Boston, Chairman, Committee on Methods.

## Events and Publications

Rebecca B. Rankin, Department Editor

The Reference Library of the New York Federal Reserve Bank has recently inaugurated a "Library News" for the Bank. It is in mimeographed form and consists of a carefully selected list of new accessions, with a good descriptive note after each entry.

The new Municipal Reference Library in Los Angeles is trying various ways of reaching the city employees and attracting them to the Library. Vivid colored leaflets "Know Your Job," containing suggested reading courses for definite city positions are being circulated.

"What Place has the Advertising Agency in Market Research" is a study by Prof. W. J. Reilly and printed as Research Monography, no. 3, of the University of Texas.

The Library Bulletin of the Public Service Corporation of New Jersey, of October, 1929, is prefaced by a short history of Trenton.

The Book Club idea has now reached the field of business. Business Libraries, Incorporated, 461 Eighth Avenue, New York City, C. Lester Walker, President, is the first "Book Club for All Business Men"—their slogan—which has come to our attention. Another has also been formed, we are told. The local New York Special Libraries Association intends to devote a meeting to the discussion of these book clubs.

Mr. Frederick MacMillin, who has been librarian of the Milwaukee Municipal Reference Library for some years, resigned a few months ago to accept the secretaryship of the Wisconsin League of Municipalities. An announcement for an examination for the position by the Municipal Civil Service Commission in Milwaukee, aroused some feeling among the women's organizations because they felt women were being discriminated against in the selection of a candidate for the position. There seems to have been a misunderstanding. To obviate this, the Library Board of Milwaukee requested the civil service commission to hold another examination, making it clear in advance that there are no sex restrictions.

An article on the Broadcasting by the New York Municipal Reference Library, appeared in the October issue of *The American City*.

The Bureau of Business and Social Research of the University of Buffalo, has made a study of "Retail Trade Mortality in Buffalo, 1918-1928; groceries, drugs, hardware and shoes."

The Executives Club, a sub-division of the Boston Chamber of Commerce, has organized a circulating library for the use of its members. The nucleus of the library, some sixty books, was selected from a list of nearly four hundred volumes upon the recommendation of the American Management Association. The list appears in *Boston Business* for June, 1929.

The Pennsylvania Branch of the Women's International League for Peace and Freedom have prepared for distribution a leaflet entitled "Material Suggested for Programs for Armistice Day, World Goodwill Day and Memorial Day."

A pamphlet issued by the Western Society of Engineers entitled "The Engineering Centre of the Middle West," in a few words describes the value of the library to the members and contains attractive illustrations showing views of the library.

The Bureau of Railway Economics continues to produce bibliographies of importance. Bulletin No. 49, "A list of publications on the government ownership of railways," covers the period from 1917 to 1929, continuing the editions printed in 1913, 1914 and 1917. The information is world-wide in its scope and contains a key letter system indicating the location of the various publications. The Bureau has also recently issued references on "The Chinese Eastern Railway" and "The O'Fallon Case."

Many of our readers may not be aware that the United French Publishers, represented by J. J. Champenois, 1819 Broadway, New York City, act as the American branch for books issued by Larousse, Colin & Plon, and also undertake to secure all other French publications in any field of science and learning. No stock is carried by the organization in the United States, but all books ordered through the U. F. P. are shipped from Paris. A Department of Bibliographical Research is maintained by the U. F. P. as part of their services. Bulletin No. 6, recently issued by the organization, contains a list of French reference books of importance.