

# SPECIAL LIBRARIES

"Putting Knowledge to Work"

---

VOLUME 26

JANUARY 1935

NUMBER 1

---

• CONTENTS •

Important Books of the Year	
A Symposium ( <i>Continued</i> ) . . . . .	3
Special Libraries: Twenty-five Years Old— <i>Lillian C. Perron</i> . . . . .	6
"We Do This" . . . . .	8
Keeping Your Directory Up-To-Date . . . . .	9
Proposed Technical Book Review Index— <i>Granville Meixell</i> . . . . .	10
Our Unemployment Committee— <i>Rebecca B. Rankin</i> . . . . .	11
Know Your Association . . . . .	12
Special Library Survey	
Commercial Libraries . . . . .	14
Snips and Snipes . . . . .	22
Conference News . . . . .	23
Business Book Review Digest . . . . .	24
New Books Received . . . . .	25
Publications of Special Interest . . . . .	26
Duplicate Exchange List . . . . .	28

*Indexed in Industrial Arts Index and Public Affairs Information Service*

---

**SPECIAL LIBRARIES** published monthly September to April, with bi-monthly issues May to August, by The Special Libraries Association at 10 Ferry Street, Concord, N. H. Subscription Offices, 10 Ferry Street, Concord, N. H., or 345 Hudson Street, New York, N. Y. Editorial and Advertising Offices at 345 Hudson Street, New York, N. Y. Subscription price: \$5.00 a year; foreign \$5.50; single copies, 50 cents.

*Entered as second-class matter at the Post Office at Concord, N. H., under the act of March 3, 1879*

# SPECIAL LIBRARIES

MARIAN C. MANLEY, *Editor*

JANUARY, 1935

Volume 26

+ + +

Number 1

## Important Books of the Year

A Symposium by Correspondence

(Continued)

### FROM A BANK LIBRARIAN

During this year 1934, there has been such widespread discussion in books and pamphlets of monetary experiments and theories and fundamental changes in banking, that it is difficult to know what titles to include and what to omit in submitting a short list of the most useful volumes in the field of money and banking.

I should doubtless include in the list, two banking volumes of a somewhat historical character as being important in giving a better understanding of developments toward structural changes and reform, Hubbard, "The Banks, the Budget and Business," and Malburn, "What Happened to Our Banks." Mr. Hubbard's volume is an account of the events leading up to the banking moratorium, and the banking reconstruction and Treasury financing following in its wake. He gives also a review of measures for recovery. Malburn sets forth the principles of sound commercial banking and shows how these principles have been neglected with a resulting crisis.

I should include also, as valuable aids in clarifying some of the present banking problems, Willis, "The Banking Situation"; Dodwell, "Treasuries and Central Banks"; Chapman, "Banking Concentration," and Anderson, "Federal and State Control of Banking."

Willis' volume is a good general survey of the present state of banking and an examination into the problems of reform. His study is an elaborate one of the development of problems of banking structure, control, commercial

bank practices and the relation of these to Federal Reserve organization and policy. Dodwell examines the relations between the government and the central bank in Great Britain and the United States as these relations have developed historically, and as they now exist. He points out the advantages of concentration of government transactions in the central bank and the significance of the apparent increased subordination of our Federal Reserve system to the Treasury.

From the foreword of Chapman's book the following sentences reveal the nature of his study: "Professor Chapman has in this volume presented by far the most complete and thorough study of branch banking that has been published in the United States or elsewhere. . . . Arguments for, and against, branch banking are fully, fairly, and impartially presented and examined as to validity and reasonableness, with the conclusion that a considerably wider authorization for branch banking than that contained in the Glass-Steagall Act would be to the advantage of American banking and American business."

Anderson's book is a brief history of the controversies and litigation growing out of our system of dual control of banking. He points out the part Federal and State control plays in recent banking difficulties and stresses the importance of concentration of control, the establishment of Federal control over all deposit banks.

Much of the literature on money and monetary policy has been printed in the form of articles and pamphlets. It is a pity to pass

over, for instance, the Farrar and Rinehart pamphlets, Carothers, "Experimenting with Our Money"; Spahr, "The Monetary Theories of Warren and Pearson"; and Reed, "The Commodity Dollar."

Also we pass Sprague, "Recovery and Common Sense" (Houghton, Mifflin); Morgan-Webb, "The Rise and Fall of the Gold Standard" (Allen and Unwin), and such interesting treatments of monetary experiments in foreign countries as Kjellstrom, "Managed Money"; "The Experience of Sweden" (Columbia University Press); Gifford, "The Devaluation of the Pound" (P. S. King); Jauncey, "Australia in the World Crisis" (Cambridge University Press), and Ellis, "German Monetary Theory" (Harvard University Press).

But I make special note of four new books on money, "Kemmerer on Money"; Currie, "Supply and Control of Money"; Fisher, "Stable Money," and National Industrial Conference Board, "New Monetary System." Kemmerer has reprinted in this little book twelve articles on monetary topics of current interest. These articles define and explain fundamentals in theory and the present monetary policy. Currie discusses factors which tend to cause expansion and contraction in the volume of money, certain instruments of control of that volume, as well as obstacles to effective control. He presents suggestions for reform and states the most perfect control could be achieved by direct government issue of all money, including deposits subject to check. He outlines plans to attain this end and recommends concentration of authority in a small board.

Fisher explains in the preface to his book, "This volume aims to give a complete history of the past efforts toward inaugurating a stable currency so as to prevent the evils of inflation and deflation. It also covers thoroughly the present status of the stable money movement throughout the world, and discusses the recent experiences with a managed currency abroad."

The "New Monetary System" of the National Industrial Conference Board is a study of the measures that have been adopted here in an effort to assure stability to the general purchasing power of the dollar. It contributes,

as do the other three above mentioned books on money, to a better understanding of monetary policies of the past year. — *Elsie Rackstraw, Federal Reserve Board, Washington.*

#### FROM A TECHNICAL RESEARCH LIBRARIAN

In answering your request for a selection of the five or six books of 1934 which we have found most valuable here in the Mellon Institute Library, I wish to make clear that those listed below are the ones that have come to my attention because of frequent use or because they have received many favorable comments. I realize that someone else might make a very different selection from the titles added to our library during the last year.

Our library is devoted almost entirely to chemistry, the chemical industries, and related subjects, such as pharmacology, biochemistry, foods, etc. The few titles listed below have been chosen from the whole field covered by the library without any thought as to selecting a representative book from each of the major subjects represented.

I feel that a review or an evaluation of a technical book, to be of any value, should be made by a specialist in the subject treated in the book. I have therefore asked several of our Research Fellows to contribute statements about the books that I have selected and included their reviews.

Of the general or inclusive books added during 1934 I think "Chemical Engineers' Handbook," J. H. Perry, Editor-in-Chief (McGraw-Hill Book Co., N. Y., 1934), is in a class by itself. "It fills the need long felt by engineers, chemists, and particularly chemical engineers for a handy and reliable source of accurate information. Clear-cut, concise discussions blending the theoretical with the presentation of the wealth of data pertinent to the principal operations of the chemical industries make this Handbook an invaluable addition to both the plant and the research laboratory. International Critical Tables data are presented in terms familiar to those in the engineering professions. The inclusion of many graphical representations have greatly increased the accessibility of much of the data. The extensive bibliography has widened the scope of the Handbook to such an extent that

it becomes a veritable encyclopedia in the hands of the inquiring reader."

"*The Handbook of Chemistry*," compiled and edited by N. A. Lange (Handbook Publishers, Sandusky, O., 1934), has just been published, and "is not 'just another chemical handbook.' It is an example of the degree of thoroughness and perfection to which all other chemical handbooks printed in the English language may aspire."

Another general reference book that has been used a very great deal is "The Chemical Formulary"; Editor-in-Chief, H. Bennett (Chemical Formulary Co., Brooklyn, 1933-1934). Its subtitle, "A condensed collection of valuable, timely, practical formulae for making thousands of products in all fields of industry," speaks for itself. As stated in the preface, "Many publications, laboratories, manufacturing companies and individuals have been drawn upon to obtain the latest and best information."

"Chemistry of Petroleum Derivatives," by Carleton Ellis (Chemical Catalog Co., N. Y., 1934), is a comprehensive book of 1,100 pages, and includes a wide range of topics, emphasizing those that have yielded the greatest results. Thus olefins and olefin reactions, the oxidation of petroleum products, and halogen derivatives are each given a large section. The bibliography is exhaustive and includes many patent references. A somewhat more critical attitude might be desirable, but this is hardly to be expected in an encyclopedic work like the present one. The work is very useful for reference and for the supplying of "leads." It seems to offer an example of the gradual supplanting of the German works of reference on organic chemistry by more modern ones of English and American origin.

"Industrial Toxicology," by Alice Hamilton (Harper & Brothers, 1934), is "a compact handbook treating industrial toxicology alone, being devoted to poisoning of industrial workers, and omitting the broader consideration of occupational diseases. In the past it has been difficult for a production manager to obtain precise information regarding the health hazards created by contact with specific fumes, dusts and fluids. The data have been largely buried in the literature of medical jurisprudence, diluted with case histories, and

concealed within the accounts of sensational criminal poisonings. Dr. Hamilton has carefully collected from the literature and from her own experience those pertinent facts that make it possible to determine at once what precautions should be taken to protect the health of industrial workers in each industry in which noxious materials may be handled. This volume should be extremely useful not only in the technical library, but also in the library of the research department and of the general superintendent."

The compilers of "Rayon and Synthetic Yarn Handbook," edited by Schwarz and Mauersberger (Rayon Publishing Co., N. Y., 1934), a handbook of 420 pages concerning the American rayon textile industry, have enjoyed the cooperation of many authorities and producers in this field. It is particularly valuable in that it covers in semitechnical language not only all phases of rayon and synthetic yarn production and processing, but the further steps involved in converting such yarns to various types of fabrics and knit goods. The information, which is reliable and representative of current practice, is arranged in an orderly and compact manner that makes it available for quick reference. One excellent chapter is devoted to a statistical treatment of the industry, and another very useful one concerns current brand names and trade marks. The physical and chemical testing of rayon yarn and fabrics likewise is thoroughly covered. A bibliography covering books in all languages, and United States government publications is included."

The above list does not include any of the annuals, as the "Annual Survey of American Chemistry," "Annual Reports on the Progress of Applied Chemistry," etc., many of which are very important and useful.—*Henrietta Kornhauser, Mellon Institute of Industrial Research.*

#### FROM A LIFE INSURANCE LIBRARIAN

Here are six books which we have found useful during the year. The first one was issued in 1933, but a new edition has come out this year.

Because of the great interest in annuities this year, we have had much use for books on this subject. One which we have found especially useful is a little book or pamphlet of 44

pages called "About Annuities," by S. O. Landry, and published by the author in New Orleans at 50 cents. It gives a concise outline of the subject and is a good book both for agents and prospects. The tables and charts are of especial value, for example, those on "Why Annuities Are a Good Investment," "What Makes for the Safety of Insurance Companies," and one showing the effect of price fluctuations. Its statements about taxes and claims of creditors are a little misleading but otherwise it is a satisfactory work.

"What Everybody Wants to Know About Annuities," by G. W. Fitch (Knopf, \$2.00), is a larger work of 183 pages. It is easy to read and packed full of information. It explains just what an annuity is as an investment, the various types, and how to go about buying one.

A valuable booklet of 35 pages, called "When Depositors Ask About Life Insurance," has recently been issued by the *American Bankers Association Journal*. Questions frequently asked by depositors are answered from a banking point of view. The basis of the material was obtained from 20 representative life insurance companies. It is timely and authoritative.

Another small readable volume is "The Logic of Life Insurance," by Speicher, issued by the R. & T. Service (90¢). It explains the place of life insurance in a man's financial plan and shows how it can be used to give him an income to the end of his life. Many salesmen keep several copies in circulation among their prospects.

Eric Wilson, in "There Are No Strangers" (Rough Notes, \$1.50), gives a simple, straightforward account of how he got into the life insurance business. He had all the handicaps which any agent ever experienced, but by hard work overcame them. He tells how he writes the small cases as well as the large.

There is a recent novel which we have found very helpful, "Years Are So Long," by Josephine Lawrence. (Stokes, \$2.50.) The need of an income in old age is most vividly pictured, and every agent who reads it will see more clearly than ever the importance of his work in selling income policies. "Time" said that it should be required reading for every life insurance salesman. Many salesmen have bought it to lend to their prospects. — *Grace Child Bevan, Phoenix Mutual Life Insurance Company.*

(To be continued)

## Special Libraries: Twenty-five Years Old!

By LILLIAN C. PERRON

*Since SPECIAL LIBRARIES had reached the quarter-century mark, a brief discussion of its growth seemed fitting. Miss Perron, as an interested student in this field, was glad to make the study. — EDITOR'S NOTE.*

IN January 1910 appeared the first issue of *SPECIAL LIBRARIES*, the organ of the Special Library Association. Its purpose, as stated by its first editor John A. Lapp, was to "serve as a medium of inter-communication and to a certain extent as a clearing house of notes and news of the Association . . . to devote special attention, however, to listing the more important current literature and especially those books, official reports, pamphlets and periodical articles that are not included in the general book lists and periodical indexes."

Mr. Lapp conceived of special libraries as suppliers of information, and as a result of this the magazine during his editorship gave particular attention to the publication of lists of books containing material covering varied fields of business and trade. These lists, as well

as the subject bibliographies published, served as important tools, particularly at this formative period in the development of the special library.

Under Miss Tafel and Miss Hasse, who succeeded Mr. Lapp, the interest of the magazine was increased through the inclusion of articles of particular significance in the special library field and by the addition of new tools such as the trade directory lists. The need of standardization of the magazine was felt, but the lack of anything resembling uniformity in special libraries themselves made this difficult of realization. However, a more definite trend toward a more inclusive policy showed itself, and a strong impetus was given toward a more unified yet flexible administration of special libraries.

In 1924 Mr. Herbert Brigham became the editor of *SPECIAL LIBRARIES*, continuing in this capacity until 1931. He attacked and solved successfully one of the greatest problems facing the publication, that of finances. This problem he met in two ways, first by increasing the advertising and further by broadening the scope of the magazine beyond the mere routine of library work. By securing articles from people of importance in the business world as well as by a discussion of the value and function of special libraries by those holding responsible executive positions, the appeal of the magazine was greatly increased.

Since the founding of the magazine the need for development and improvement of methods of technique and administration had been very strongly felt, and under Mr. Brigham began the trend which is now one of the most important contributions of *SPECIAL LIBRARIES*. Articles covering the relation to libraries on topics such as transportation, finance, legislative reference and other allied subjects were presented. At the same time special attention was given to museum, newspaper, law and other special libraries. This opened up a rich field of investigation and brought to light many questions and problems which up to this time had been considered peculiar to one library and which were now found to be common to all. The discovery of similar problems led to a determined and concerted attack on questions of administration and methods, particularly on the difficulties of minute classification and methods of reference and research.

In 1930 a feature for which *SPECIAL LIBRARIES* is particularly noted was added. This was the "Digest of Business Book Reviews" compiled by the staff of the Business Branch of the Newark Public Library.

In 1931 Mr. Brigham was succeeded by Miss Savord, who capably expanded the program begun under her predecessor. Miss Savord was very successful in discovering and encouraging the talent hidden within the Association. Of particular interest and value was the series of articles on methods, covering the problems faced by special librarians in all fields. Articles on special types of libraries were continued both by Miss Savord and Miss Bradley, who succeeded her.

It has been difficult in this survey to disassociate *SPECIAL LIBRARIES* from the Special Library Association. Seldom has a publication so clearly traced the development of the group of which it was the mouthpiece. One of the primary interests of the Association at the time of its organization was the compilation of lists which would serve special libraries that up to this time had been forced to do their own bibliographical work. Emphasis has now been shifted from the bibliographical work itself to that of developing a technique that will enable special librarians to offer this service most efficiently and accurately. Equally important has been the part played by the magazine as a meeting ground for discussion of problems before the Association.

Each reader makes a different demand on a magazine and the more widespread the activities the greater the interest. *SPECIAL LIBRARIES* has never been of ephemeral interest. As it is now organized the magazine presents matters of current interest, material that may be of great future use for those at present in the special library and those who at some time may be faced with the problem of organizing a special library. At the same time it furnishes information of Association activities and personal notes in the clever "Snips and Snipes" column. Moreover, as Miss Manley, the present editor, has pointed out in the December number of *SPECIAL LIBRARIES*, certain definite objectives are now being pursued. Emphasis will be placed on the development of special libraries and the opportunities they offer the profession, on the comment offered by those who, although they use special libraries and have close contact with them, have a different viewpoint than that of the professional librarian, and finally on the activities of S. L. A. and presentation of publication notes which may prove useful to association members.

*SPECIAL LIBRARIES* has just rounded out its twenty-fifth year of service. As the specialization in all the fields of business and cultural endeavor becomes greater so will the need for special libraries become more urgent. It is at this future date that this magazine will enjoy the fruit of its pioneering, for against the background of the good work it has done up to the present it will be able to offer the greatest service in solving the problems of the future.

## "We Do This"

*A*T various times SPECIAL LIBRARIES has printed notes of short cuts used in different libraries. Material of this kind will be printed in future issues when enough items reach the editor's hands. — ED. NOTE.

**Order Records.** \* \* \* After many years of experimenting between the Purchasing Division and the Library, our Purchasing Division is finding it simpler to throw responsibility to the Library for keeping straight Bureau orders for directories, yearbooks, and all other publications which we think of as continuations. We keep a file of permanent order cards for these purchases, clipped by signals numbered for the twelve months. If a volume of proceedings, a yearbook, or annual report does not come in automatically, we then follow up according to our monthly indicators, and send out one order for the Library and all other Bureaus. — *Metropolitan Life Insurance Co., New York.*

\* \* \* We have found it a practical thing for a "one man" library to make a note on the calendar when a publication to be reordered next year is received, transfer the notations to next year's calendar when it is received, and thus have an automatic reminder of when to order what. — *Business Branch of San Francisco Public Library.*

\* \* \* Our foreign bank report book is a useful record supplementing our order cards. It is a loose-leaf book, arranged by country, then alphabetically by name of the bank. Each bank has one sheet, on which is listed all publications received from that bank, — annual, monthly, weekly, etc. It really constitutes a shelf list on which can be seen at a glance what we have received from any foreign bank, and also the latest issue received of any particular report. — *Federal Reserve Bank, New York.*

**In the Catalog.** \* \* \* One device used by the catalogers has proved so useful as a time-saver on more than one occasion that we would like to pass it on to others for what it may be worth. When a piece of material contains valuable comparative data or tabulations (such as comparative tax rates in large cities of the United States) the subject card is marked with a narrow blue line across the top. The reference assistant is thus enabled to pick out easily all the cards on a given subject that refer to ma-

terial of a comparative nature and answer questions with less effort and greater speed. — *Milwaukee Municipal Reference Library.*

\* \* \* For people who handle security quotations, we keep cards giving the sources of foreign stock exchange quotations in our catalog. Other unusual sources of information also are brought out by analytics in the catalog. — *Standard Statistics Co.*

\* \* \* After a period of years, visible files appeal to us more and more for periodical check lists and for cataloging records where we want to combine a check list of publications with subject headings. — *Metropolitan Life Insurance Co., New York.*

**Reference Work.** \* \* \* Do you find questions involving "names" the bugbear that we once did? "Who is the new assistant secretary of the Treasury?", "What are the initials of the new president of — Association?", etc. We tried many methods of keeping track of this information up to the latest minute. Clippings giving these facts have been pasted in our Congressional Directory, or the entries made under the proper bureau, but always at some time or other we would fail to give an instant answer to a hurried telephone call, especially if the item had been published so recently as to still be somewhere in the works.

Now we have evolved a simple first-aid tool for emergency use that threatens to supersede our regular library procedure. It is a loose-leaf clipping scrap book labeled simply "Appointments," for lack of a better title, and to it we add daily in simple chronological order all newspaper items regarding appointments or changes in position of any possible interest to us, concerning personnel of government departments, newly elected officers of national associations, membership of commissions and committees, in fact, anything in the way of new names that might be called for.

The secret of its success as a reference tool is the speed and simplicity with which it is manufactured. Newspapers are clipped in the morn-

ing, and within an hour or so the clippings are pasted into this scrapbook. There is no complication of classifying or indexing to cause delay, — merely a day-to-day record. A surprising number of calls relate to appointments within a few weeks' time. It is a simple matter to run back through all the clippings, regardless of subject. This record is, of course, an extra one superimposed upon the regular sources in our files, directories, subject scrapbooks, etc., to which we would go in any extended search. — *Federal Reserve Bank, New York.*

\*\*\* Nervous chills over rush reference questions have become a thing of the past since the publication of "Guides to Business Facts and Figures" by the S. L. A. Three shelves in the bookcase at the telephone reference desk have been set aside for the publications indexed in "Guides," so the index proves instant help. Comparatively inexperienced reference assistants have proved equal to strenuous demands since this set-up of reference material was put into effect. — *Newark (N. J.) Business Branch.*

\*\*\* We have found it very convenient to have pads made up of various forms having to do with direct service to library users. These pads can be given to various research people to keep in their own desks and as occasion demands, be filled out instead of writing us formal memoranda or telephoning. The forms that have been most successful for pad distribution are order blanks for the purchase of books and periodicals; reserve cards for books and magazines; and an information request form on which we provide space not only for the statement of a research question but a full record of steps which we go through in getting the information. Frequently we have found that such use of forms has resulted in excellent publicity for our services. — *Metropolitan Life Insurance Co., New York.*

\*\*\* The general reference department makes use of various short-cuts, though memory is still the best tool in that field. One member of the department keeps a list of all magazines which are saved but not bound, and of all items clipped regularly from magazines and papers. The list of magazines to be bound is also kept in the reference department. After a year's time, current government publications kept in the reference file are transferred to

shoestring binders and catalogs. The person who handles legislation questions clips "The day in Washington" column from the paper each day. This provides an easy way of following the course of any particular piece of legislation and of tracing such illusive things as Mr. Vinson's opinions on how many battleships should be built, and how many midgets sat in Mr. Morgan's lap. — *Standard Statistics Co.*

\*\*\* We dictate abstracts of current magazine articles through the Ediphone. Summaries of articles are dictated directly from the magazines; the company's central Ediphone Division makes two copies of each abstract from the Ediphone cylinders; when additional copies are needed, the carbon copy is returned to the central Ediphone Division, where extra copies are typed. This saves the library a great deal of time in the making of abstracts, and makes it possible for a library with a small staff to furnish an ample abstract service. In this library, abstracts are typed on letter-size sheets and distributed to company offices a few at a time several times a week in the regular inter-department mail. Copies of abstracts are kept under subjects in the library vertical file. — *Pacific Coast Head Office, Metropolitan Life Insurance Co.*

\*\*\* A feature of our Library is a Card Index of practically all Clubs and Associations in Montreal, and the more important ones in the Dominion. *Montreal Board of Trade.*

### KEEPING YOUR NEW DIRECTORY UP-TO-DATE

THOSE librarians who wish to have their copies of the "Special Libraries Directory of the United States and Canada" interleaved or otherwise prepared for additional entries may have this added feature by writing *at once* to Headquarters *to that effect*. There will be an additional charge over and above the price of the Directory to be paid by all who wish this change, including institutional members. The volumes may be interleaved or may have an additional 32-page signature added to the back of the book.

For interleaving the charge will be \$1.25; the price for the additional signature is 50c. *The orders must be in by January 20th* so that instructions may be given the binder.

## The Proposed Technical Book Review Index

By GRANVILLE MEIXELL, Librarian

Applied Science Library, Columbia University

THE committee appointed by the Executive Board of the Special Libraries Association to consider the need for a technical book review index met late in November. Guided by the experience of its members, who represented not only several types of special libraries, but also the technical departments of university and public libraries, and by the heartening responses to Miss Amy Winslow's article in the October issue of *SPECIAL LIBRARIES*, the committee came rather promptly to the conclusion that there was a marked need for a technical book review index.

Using Mr. McClelland's excellent and lamented "Technical Book Review Index" as a point of departure, as any such discussion inevitably must, the committee endeavored to project plans for an index which would be useful not only to technical libraries as such but also to the public and college libraries with small technical departments, or with no technical collections, but desirous of giving bibliographic and reference aid in the field.

These plans, now in the hands of the Executive Board for consideration, recommended the following set up for a Technical Book Review Index, which, though beginning humbly, should meet the needs of the greatest number of libraries and be capable of expanding to increasing usefulness:

### SCOPE

The index should be compiled from the reviews in a basic list of approximately 225 periodicals which consistently carry book reviews, with the addition, where feasible, of the occasional reviews appearing in a somewhat larger group.

It should review books in those fields covered by the 500's and most of the 600's in the Dewey Decimal classification, including material from other sections only when it has a direct interest for the technical library.

It should give in each entry, author, title, date, publisher, price, if possible, and informa-

tion regarding editions. It should give not only full details of the source of the review, but a brief informational abstract of sufficient definiteness, if possible, to be of use to libraries where the original review is not available. The evaluations of the book, if any, in the review should be indicated by + or - symbols.

### FREQUENCY OF PUBLICATION

Since the major part of the value of listing of reviews for those libraries interested in guides to book purchase lies in the promptness with which the material is available, and since appreciable time must lapse in any case between the publication of a book and the appearance of the first review in print, the committee recommended that the index should appear ten times a year, or monthly, omitting July and August, as the months in which publishing and book purchasing are usually at an ebb. The book should be listed immediately upon the publication of the first review, other reviews being indicated subsequently as they appear.

### ARRANGEMENT

The arrangement should be alphabetical by author, including in the entry title, date, publisher, price where possible and information concerning editions.

If the index is to be of fullest service to the small library, which wishes to give bibliographic aid to readers, there should be a subject index for each issue. If possible the author and subject index should cumulate from issue to issue with a final cumulation at the end of the year. This should be achieved in a modest way, to begin with, by using broad subject headings.

### PRICE

The committee decided that though the index should be planned for fullest usefulness, at the same time every effort should be bent to supplying the index, if the project is under-

taken, at the low price level of \$5.00 a year. This should bring the subscription within reach of even the libraries with skeleton budgets. The fewer the books a library can afford to purchase, the more important it would be to have the technical book review index.

The Special Libraries Association is not the only library organization which has sensed a need for a technical book review index. At the Eleventh Annual Conference of the Associa-

tion of Special Libraries and Information Bureaux of Great Britain, in September, a session was devoted to a discussion of the selection of scientific and technical books.

Decidedly, discussion of a technical book review index is in the air. If you want Special Libraries Association to bring it down to earth and to give such an index a concrete and useful existence, will you not respond promptly, with your suggestions and support?

## Our Unemployment Committee

By REBECCA B. RANKIN, Chairman

Librarian, Municipal Reference Library, New York

THE Employment Committee of the Special Libraries Association has been functioning as a national committee only since June 1932, but its organization was the same (except for expansion) while a New York local employment committee. Too much emphasis cannot be placed on the fact that this is an Employment Committee. In the past five years of depression, we have been inclined to consider and call it an Unemployment Committee. We have been pressed into service for the unemployed in our profession and we have been glad to give them our first consideration in this emergency. However, we cannot afford to lose sight of the fact that the profession will gain if the Employment Committee maintains its ideal of placing in a new position the best qualified special librarian, whether at the time employed or unemployed.

In order to accomplish this efficiently the Employment Committee wishes to have registered all special librarians. Every member of the Association should have his or her record in the hands of the Employment Committee; then when an opening occurs we are enabled to select the person in the whole profession who is best qualified for that particular type of work. If it is a promotion to the individual, he or she has an opportunity to consider it. By this method, standards of service can be raised; and employers will come to depend more and more on the Association for competent advice.

The Employment Committee likewise wishes to extend its service to all institutional and active memberships. We plan that the officials

of companies and firms maintaining special libraries, and of those which may in the future establish special libraries should be aware of this function of the Association.

The Committee has been able to assist special librarians somewhat even at the lowest point in the depression, which was during 1932-1933. The past year of June 1933 to June 1934 showed some improvement in the number of opportunities for special librarians, and this fall there is a marked upward trend. In the past two months, employers have sought our suggestions for candidates for fifteen positions, seven of these of recent creation.

## Pre-Publication Notes

GOOD news comes from the Department of Commerce; a new edition of "Market Research Sources" is under way! The work is to be carried on by Miss Rachel Bretherton, who prepared the last issue. This issue is planned to cover information on the material completed or planned since the middle of 1931 and up to January 1, 1933. Miss Bretherton is hoping that readers of SPECIAL LIBRARIES will cooperate in urging organizations doing market research and not listed in early editions to make this information available for the current edition. Incidentally she expects to list material put out by S. L. A. "Market Research Sources" was indexed under 26 headings in "Guides to Business Facts and Figures," which gives some slight indication of its value.

## SPECIAL LIBRARIES ASSOCIATION

### OBJECTIVES

Promotion of the collection, organization and dissemination of information  
Development of the usefulness and efficiency of special libraries and other research organizations.  
The advancement of the members' professional welfare.

#### INSTITUTIONAL MEMBERSHIP

A sustaining membership designed for those organizations which maintain special libraries and require wide contacts for the conduct of business. It puts at the disposal of librarians in charge an informal advisory service in matters of administration.

*Dues:* \$15.00 annually.

*Privileges:* Participation through voting power in the business of the Association. The regular receipt of SPECIAL LIBRARIES and all other publications issued during membership.

#### ACTIVE MEMBERSHIP

Designed for librarians and senior assistants to put them into contact with the entire special library field and to provide a medium for their professional progress.

*Dues:* \$5.00 annually.

*Privileges:* Participation through voting power in the business of the Association. Receipt of SPECIAL LIBRARIES.

#### ASSOCIATE MEMBERSHIP

Designed for those entering the special library field, providing an introduction to its many phases.

*Dues:* \$1.00 annually.

*Privileges:* Participation through voting power in chapter business only.

### OFFICERS

*President,* Ruth Savord Council on Foreign Relations, Inc., New York, N. Y.  
*Vice-President,* Dorothy Bemis. The Lippincott Library, University of Pennsylvania, Philadelphia, Pa.  
*Vice-President,* Marlon Mead International Economic Research Bureau, New York, N. Y.  
*Treasurer,* Laura A. Woodward Maryland Casualty Company, Baltimore, Md.

### DIRECTORS

Herbert O. Brigham Rhode Island State Library, Providence, R. I.  
Ford M. Pettit. The Detroit News, Detroit, Mich.  
Mrs. Joan M. Fertig. Westinghouse Electric & Manufacturing Company, E. Pittsburgh, Pa.  
Mary Louise Alexander Batten, Barton, Durstine & Osborn, New York, N. Y.

#### EXECUTIVE BOARD

*Membership:* All elected officers and the secretary and editor, these latter *ex-officio* and without vote.

*Duties:* The administration of Association business except for those duties specifically assigned to other officers or committees by vote of the Association.

#### ASSOCIATION ORGAN "Special Libraries"

*Objective:* Its development as the working tool of the Association through the publication of authoritative discussion of common problems, bibliographical notes, and a record of Association activities and progress.

#### LIAISON OFFICER

*Duties:* The maintenance, through correspondence and a bulletin, of a clearing house for chapter activities so that each may benefit by the others' experience.

### ADVISORY COUNCIL

*Membership:* Executive officers of each chapter, group and standing committee.  
*Meetings:* In an advisory capacity, with the Executive Board, at least once during the annual conference and at other times upon the invitation of the Board.

#### LIST OF CHAPTERS

Baltimore	Illinois	Philadelphia
Boston	Michigan	Pittsburgh
Cincinnati	Milwaukee	San Francisco
Cleveland	Montreal	Southern California
Connecticut	New York	

#### GROUPS

Biological Science	Museum
Civic-Social	Newspaper
Commerce	Public Business Librarians
Financial	Science-Technology
Insurance	University and College Departmental Librarians

### COMMITTEES

**Classification** — Provides a clearing house for such systems and acts in an advisory capacity on problems of this type.  
**Convention** — Heads up the many activities and committees essential to a smoothly running convention.  
**Duplicate Exchange** — Provides for the effective distribution of valuable reference material to libraries of all kinds.  
**Employment** — Establishes contacts between those wishing to organize special libraries and those seeking increased opportunities.  
**Membership** — Promotes the growth of the Special Libraries Association through bringing its objectives to the attention of those who can benefit from its activities and contribute to its progress.  
**Methods** — Assembles data on library techniques as a basis for the development of standards for procedure.  
**Publications** — Supervises the preparation, publication and distribution of professional publications.  
**Technical Book Review Index** — Investigates the possibility of the self-supporting publication of a bulletin in this field.

## KNOW YOUR ASSOCIATION

Total membership (as of November 17, 1934), 1,654.

	Institutional	Active	Associate	Total	Membership*	Percent of total membership	Income to National
Baltimore.....	2	12	25	39	23	2.2	\$115
Boston.....	10	31	231	272	107	9.6	536
Cincinnati.....	2	9	43	54	24	2.2	118
Cleveland.....	2	18	29	49	30	2.7	149
Connecticut.....	3	12	6	21	22	2.0	111
Illinois.....	10	44	52	106	84	7.6	422
Michigan.....	7	18	37	62	46	4.1	232
Milwaukee.....	5	15	17	37	33	3.0	167
Montreal.....	3	13	14	30	25	2.3	124
New York.....	61	149	310	520	394	35.6	1,970
Philadelphia.....	10	35	99	144	85	7.6	424
Pittsburgh.....	3	16	24	43	30	2.7	149
San Francisco.....	5	22	49	76	47	4.2	234
So. California.....	1	18	48	67	31	2.7	153
Unaffiliated.....	10	92	32	134	128	11.5	642
Total.....	134	504	1,016	1,654	1,109	100.0	\$5,546

\* Based on Active Membership or equivalent (one institutional equal to three actives; five associates equal to one active) so as to provide comparative basis.

## ADMINISTRATION OF THE ASSOCIATION

The *President*, in conjunction with the Executive Board, administers all business and is responsible for developing policies leading toward the advancement of the Association.

The *Secretary*, under the direction of the President, handles countless details consequent upon the administration of an association of 1,654 members, divided into 32 units such as chapters, groups and committees, actively engaged in furthering the Association's progress on many different fronts.

*Standing Committees.* These committees, appointed by the President and approved by the Executive Board, are established for the purpose of carrying specific phases of Association activity. They function with the composite interests of the members in mind and their operations affect the whole organization.

## AFFILIATION OF MEMBERS

*On Basis of Common Problems:* The Association is divided into groups relating to definite interests of special librarians represented in the Association. These groups are created by the Executive Board on the petition of not less than ten members actively engaged in the work of the proposed groups. This is the agency in the organization designed to foster the professional welfare of the members by establishing nation-wide contacts in special fields affording the opportunity to work together on the solution of perplexing questions.

*On Basis of Geographic Location:* Chapters exist in 14 important cities. Members should affiliate with these local bodies. This affiliation provides an opportunity for serving local library needs and also, in their union through the national association, cooperation in broad professional progress. By application to and upon the approval of the Executive Board, a chapter may be established in any section. The petition must be signed by not less than ten members in good standing.

## PUBLICATIONS

*Special Libraries:* The official organ. The editor is appointed by the Executive Board. Subscriptions, including 638 members, total 892.

*Chapter Activities Bulletin from Headquarters:* Written by the liaison officer and distributed to

Chapter Presidents and Secretaries to inform members of organization activities and to integrate executive methods.

*Professional Publications:* Such valuable tools as "Handbook of Commercial and Financial Services" in 1931; "Basic List of Current Municipal Documents," 1932; "Guides to Business Facts and Figures," 1933; "Business and Trade Dictionaries," 1934; and "Special Libraries Directory of the United States and Canada," 1935 are produced under a publication program and procedure approved by the Executive Board.

*Group Publications:* As occasion demands, these departments of the organization prepare and distribute to affiliated members, informal publications.

*Chapter Publications:* Union lists of magazines, local directories of special libraries and chapter bulletins are among the tools frequently produced by the local organizations for intensive use.

## MEMBERSHIP OPPORTUNITIES

*Through Committee Service:* To study and cooperate in the solution of problems relating to membership growth, employment, publications, methods technique, classification and other phases of association interest.

*Through Group Affiliation:* To establish contacts of immediate professional interest and free from geographical limitations, frequently in more than one group.

*Through Chapter Membership:* To attain intensive knowledge of local resources and to cooperate in securing their broad usefulness.

## WHERE DO YOU BELONG IN THE ORGANIZATION?

*Headquarters* at 345 Hudson Street, New York, maintains a staff directed by the National Secretary, whose desire is to help in every way possible. The official business is transacted through this office and all Association records are kept there. Direct your national inquiries to this source of information.

This chart and statement of the relation between members and the Association was prepared by Miss Bemis with the assistance of Miss Woodward, Miss Alexander, the Secretary and the Editor. (Editor's Note)

## The Special Library Profession and What It Offers

### 5—Commercial Libraries

**T**HE development of libraries in commercial and industrial organizations has been an outstanding factor in the growth of the Special Libraries Association. Manufacturers, advertising agencies, retail and wholesale mercantile establishments, all have learned the value of an adequate information service. A comparison between the Special Libraries Directory of 1925 and the edition for 1935 will show the great increase in the number of these libraries and the different types of industry served by them.

In preparing this number of the Special Library Survey it was possible to use not only the basic facts obtained through the questionnaire but also material appearing in *SPECIAL LIBRARIES* and other sources. Where authorities in the field have discussed features illustrating phases considered in the survey, liberal quotations have been made. The appended bibliography affords further guidance for study of the subject.

#### SCOPE OF A COMMERCIAL LIBRARY

In analyzing the service given by commercial libraries Miss Linda H. Morley, Librarian, Industrial Relations Counselors, defines the situation clearly: "The business library stresses information rather than print; service rather than method; analysis of printed information rather than organization; current information and practice rather than history and theory.

In a long and interesting chapter in the "Handbook of Business Administration," Miss Florence Grant, librarian of Standard Brands, Inc., throws light on the business man's changing conception of his office library. As she says there: "New uses for the library in business are continually being discovered, so that it is no longer merely a convenient collection of books where the staff may go to look up the spelling of a word, a date, or the population of Hawaii. It is an active working tool serving every department of the business and every member of the personnel.

Where a public library will draw a line between reference and research work, the private

commercial library will face a different problem. As Miss Mary Louise Alexander, manager of the Library Research Department, Batten, Barton, Durstine & Osborn, said in a talk before the Commercial-Technical Group: "I have heard much discussion as to whether a special library does reference work or real research and I should personally have a very difficult time drawing a line between these two terms in the service which we render. When information is not in print, we go out into the highways and byways and find it. Also when we are asked specific questions, we seldom stop with the answer to one question but suggest allied subjects of interest. A couple of days before I left for this convention, one of the men in our office dropped into the Research Department and asked for 'all the information he would need in planning a campaign for an anti-freeze fluid for automobile radiators.' He did not know definitely what he wanted, but before we were through with that job, we had sent him: the total number of automobiles by states; the total number of cars by makes of cars, together with a complete table showing the radiator capacity for each make of car; statistics on cars by price groups; production figures for each make of car for the first five months of the year; the use made of automobiles, that is, whether used in business, used by doctors, and various occupational uses; to what extent automobiles are used in the winter (and for this we got consumption figures of gasoline by months as being the nearest indication of the use being made of automobiles). For good measure, we threw in complete information on the weather that might be expected in various parts of the country. When our report went out, it represented thirty or forty pages and about two days' work."

#### HISTORY

Commercial libraries are of very recent development. The first Directory of Special Libraries appeared in the April 1910 issue of the magazine. The accounting library of Price, Waterhouse & Co. was the only business

library of a private corporation listed. It was described as established in 1902 and, in 1910, having a collection of 2,000 books and 2,000 pamphlets. The next directory issued in 1921 increased this list of those long established by recording that of the American Brass Company organized in 1906 and the Retail Credit Company and the Eastman Kodak Company Business Library, established in 1910. Other articles in SPECIAL LIBRARIES mentioned the organization of the Studebaker Library in 1909 and the Accounting Library of the American Telephone and Telegraph Company in 1910. The Special Libraries Directory for 1921 listed such advertising libraries as Barton, Durstine & Osborn; D'Arcy Advertising Company; J. Walter Thompson and a number of other commercial libraries. The 1925 directory showed many more libraries developing, while the 1935 edition shows an even greater increase in libraries in the commercial and industrial field. A study of these records indicates that of those libraries active now, approximately 10% were organized before 1910, 40% between 1910 and 1920, and 50% between 1920 and the present time, with a definite spurt in organization during 1934. Of the earlier libraries organized, one began with 300 books in the staff rest room and a part time worker as librarian. This same library has now two full-time and one part-time assistants, 7,000 books and a large collection of clippings and pamphlets. A library organized in 1920 with an original floor space of approximately 3,000 square feet, a collection of 907 books and one full-time person on the staff, has in the last 15 years doubled its floor space, expanded its book collection to 12,000, has four people on the staff, and a pamphlet collection of 76 four-drawer units. This growth is typical of the rapidity with which such libraries can develop. These records show plainly the important place these libraries hold in their organizations.

#### VALUE

In discussing the special importance of research service to a business Mr. F. E. Cady, Nela Research Laboratory, Nela Park, brought out much of value.

As he said: "The business library is that department of a business which is the cus-

tomian and distributor of all sources of information germane to the business and available in writing. Its value to the business lies in the extent to which it accumulates this material and keeps the executives and workers informed of its contents and availability. In general, it is more concerned with current activities than past and hence periodicals and journals form an important part of its contents. It should be the final depository of all except the most confidential reports. . . . The most valuable equipment of a business librarian is a knowledge of sources of information. Familiar, of course, with what is in his or her own library, the librarian should also be familiar with what is available in other local libraries and know where to turn in order to answer almost any question or to find any bit of information. . . .

The attitude of one organization towards its library indicates this trend toward an increasing realization of the value of the library. It is one of the newer libraries and serves a large industrial corporation. When the library was installed and opened to the staff, a forty-four-page mimeographed bulletin was distributed to the various department heads, including those in the minor subdivisions. The possible uses of the library were there discussed as follows: "The departments of the organization all have problems which additional information may help them to solve with greater success. One will use the library's material on business and accounting principles. Another department will need a knowledge of the experience and methods of other concerns gained through the information of the library on factory management, organization methods, personnel problems, industrial processes and other related subjects.

"For the research group, such a library makes available, at the cost of a small investment to the company, and a few hours of study by our staff, the results of research which has cost others literally millions of dollars in apparatus and salaries, as well as years and sometimes lifetimes of concentrated, highly skilled work. Such a library saves us from repeating this research work, enabling us instead to use this as a foundation and to build from there upward. A research library is, probably over a wide range of fields, the most efficient and

productive single research tool in our possession."

This bulletin also brought out the fact that all employees were privileged to use the library; that it was open from 7 A. M. to midnight every day including Saturdays and Sundays; that it was maintained as a reference library, so that the full collection of books, pamphlets and periodicals should be available to all employees all the time. It laid down these general rules: "1. Register *each* time you use the library. Any suggestions you may have may be written in the register in the spaces provided for them. They will receive careful consideration. 2. Be sure that your hands are clean. If they are not, wash them before using the books or magazines. Smoking is not allowed. 3. Marking books, pamphlets, or periodicals, tearing out pages, or taking library material out of the room without having it checked out by the librarian is inexcusable and will not be tolerated."

The publicity note was also added, "If you find the library useful, tell your friends so that they will use it too. Only by having it widely and intensively used can our organization view as profitable the thousands of dollars it has invested here."

#### GENERAL ORGANIZATION

Miss Grant ably discusses the relation of the library to the general organization in the "Handbook of Business Administration." As she says there, "When libraries first came into the business world, their function was so little understood and perhaps so little valued that they were seldom fitted neatly into the company organization. More often than not the library was merely a sort of appendage to the department of the executive, no matter which one, who had been personally instrumental in starting it.

"Today the library is as carefully placed and coordinated on the organization chart as any other department. With few exceptions the general library is found in one of three places: as a service department under the office manager, as a branch of the research department, or operating as a separate unit responsible directly to an executive officer.

"The first plan is seldom satisfactory. The library is a service department, but it should

hardly be classed with the mail or multigraph department, or other obvious sections of the office services. The efficiency of its service is not a matter of office mechanics, but of policy development and cooperation with and from every other department.

"By far the largest proportion of general libraries will be found as units of research departments. This is entirely natural since the research workers entering the field of business were the first to demand library service, and the departmental library organized for their use remained under their jurisdiction even after it had expanded to serve the entire business.

"The third arrangement, that of a library operating directly under an executive officer, is followed in some companies with great success, if the officer, usually a vice-president, is interested and appreciates the possibilities. This places the library on a par with other expert services, the legal or accounting departments, or the research department itself. The great advantage of this plan is that it is the most likely to insure a rounded development correlated in every respect to the expansion of the business. This is the only practicable type of control where a system of several libraries operates under a central or head librarian. Here responsibility must head up to a point above all departments."

The survey shows a wide variation in the relation of the library to the organization. In those libraries which represent manufacturing organizations, distributors and advertising agencies, the libraries seem to come under the same general department, — that is, the director of research or the head of the marketing and research department. In some instances they come in under the vice president, who is general manager. In very rare cases they come under the personnel director. As a general rule, where they are not independently reporting to the general manager, they are considered part of the research division.

#### WORK ASSIGNMENT

Variations in the administration of a library necessarily result from the size of the staff and the amount of time available for intensive research. One librarian, discussing the work of her department in detail, wrote as follows: "At

present the library is understaffed. Four people are now doing the work which was formerly done by six, and additional work has been added in the form of a new collection. An additional assistant is needed, since we do much ordering and binding."

In the large libraries the duties vary decidedly. In one where the staff has been cut in half, the head librarian divides her time approximately as follows: two hours conferences and miscellaneous supervision, four hours research work and one hour clipping. Another librarian in an organization of somewhat similar size devotes more time to administration and supervising collections, selection of material for ordering, contacts with firm executives and the public, and less time to reference work.

In another large industrial library the librarian outlines the division of her time under these headings:

#### *Book Selection*

- Read book reviews. Select books to be purchased.
- Check selection with catalog and order file to see whether or not book is in Library collection or on order.
- Check in new books, periodicals and photostats.
- Keep record of men requesting the material, and send it to them when it is received.
- Post prices and sign all bills.

#### *Letters*

- Librarian dictates all correspondence.
- Business letters.
- Interorganization letters relating to library matters.
- Letters replying to requests for information including short bibliographies. Books and periodicals containing information on subject are sent on occasion.
- Letters of inquiry — asking help of others.
- Letters explaining library procedure, as the system for circulating periodicals, etc.
- Letters of application for position.
- Files all correspondence.

#### *Interviews*

- With salesmen.
- Patrons needing special attention.
- Relating to library organization and procedure.
- Applicants for positions.

#### *Interloan Service*

- Borrow book or periodicals from the public library, or from any other library in the U. S. when necessity demands.

#### *Photostats*

- Order photostats upon request from any

known source — the public library, or any other library, using the *Union List of Serials* as a guide.

#### *Reference*

- Answer all telephone calls, letters and personal calls for information. From various departments and divisions, and occasionally from schools and the general public.

#### *Supervision*

- Direct and supervise all work done in the library.

In most libraries the reference and research assistants each divide their time between research and a special assignment such as cataloging and ordering, or supervision of the files. This division seems to follow through quite consistently. In a library where the librarian does the major part of the reference work, detailed notes on the work of her assistant, who specializes in cataloging, were given as follows:

#### *Accession Books*

- Enter accession number, price and source in book.
- Classify and catalog books.
- Type and file catalog cards.
- Prepare books for circulation.

#### *Trade Catalogs*

- Make folders.
- Type and paste label on catalog.
- File alphabetically by name of manufacturer.
- Type cards and file in separate file.

#### *Prepare Magazines for Bindery*

- Take magazines off shelf.
- See that volume is complete.
- Make duplicate cards — one to be sent with magazine, and one retained by library.

- Type shipping order and purchasing order.

#### *Ordering*

- Books, pamphlets, magazine subscriptions, photostats.
- Type requisitions.
- Enter order number on requisition.
- File order and requisitions.

Much special attention is devoted to periodicals. In one library one person spends practically her entire time on the care of magazines, putting in four hours arranging and filing them, half an hour sorting and distributing mail for the entire department, half an hour putting away folders used during the day, one hour clipping and mounting, and one hour on miscellaneous work. In another the assistant in charge of the magazines looks after the circulation also, and in a third library a senior as-

sistant spends much time on periodical analysis.

Since files are such an important part of the library's work, filing has received more attention than in many libraries. In one library the chief file clerk spends her time about as follows: One hour checking in magazines and marking them for routing (about 75 or 100 magazines received each day); two hours filing; one hour art reference work (supplying pictures on request from the artists); half an hour clipping for art file; half an hour making and filing charge slips for loan material as well as sending over-due notices; one hour handling the routine work in connection with ordering material; one hour miscellaneous jobs in connection with upkeep of files.

In a smaller library, the librarian gives her duties as follows: Take care of morning mail; check in magazines and make them available; check in new accessions to the library; order L. C. cards, classify catalog, make temporary entry in card catalog, make book available to library users; order book for employees here in the organization besides the ones for the library; secure information for company employees — engineering, business, statistics, geography, literature, etc.; compile bibliographies for reference work and also for a course of study in some particular subject; act in a secretarial capacity for several engineers in the research laboratory.

In a library where the staff consists of one librarian with two boy assistants, the librarian's account of her work follows: "The librarian arrives at nine (leaves at 5:30) and if questions do not prevent clips the local papers for news events pertaining to office or clients and any advertisements that we have been requested to watch. All magazines in the automobile and advertising trade field as well as one or two good financial papers also go over the librarian's desk for clipping, or they may be only marked and called to someone's attention. Or an article may be noted (classified under client) for future reference. The ready reference questions run about fifteen a day. (The standing requests for competitive advertisements and news articles are listed as jobs and time sheets sent to the accounting department are charged against the client for whom the information is prepared.) The more

interesting questions may concern the history of first insurance companies in America, pictures of famous people, or the Johansson gauge being used, what magazines might accept biographical sketches of engineers. The less fascinating deal with addresses, initials, misquoted poems and quotations that sound too apt to be true."

#### STAFF DETAIL

From the point of view of size commercial libraries fall into three general classes: those with a staff of 6 to 8, those with 3, and others with one or part time assistants. As a general rule working hours run around 40 hours a week. The average vacation is two weeks. In some cases there is a slight addition for length of service. While the opportunities for men and women are approximately equal, on the whole the majority of those operating the libraries are women.

Commercial libraries were inevitably severely affected by the depression, but only to the same extent as all other departments of an organization. In many cases the staff was cut 50% or more while no library replying to the questionnaire reported an increase. In some few cases the libraries were discontinued; but these were offset by the new libraries developed in 1934.

In considering the preparation necessary for a librarian in the commercial field, some college training, some experience in filing and a suitable personality are among the points mentioned. Some of the requirements for a reference or a cataloging position are a library school course and at least two years' training in a special library and knowledge of typing. Clerical positions as a rule require high school training and training in typing. The important qualifications stressed are an alert mind, interest in the business world, and a capacity for team work. In some positions a knowledge of languages is definitely useful.

#### SALARIES

Salary figures are not available to any great extent, but the indications are that in the larger libraries normal salaries range from \$2,500 to \$3,500 for librarians; \$1,800 to \$3,000 for reference assistants and \$1,000 to \$1,500 for clerical assistants. In the smaller libraries, the

salaries for librarians range from \$1,800 to \$2,800, and assistants, where there are any, receive \$720 to \$1,500. A cut ranging from 5% to 20% was almost universal in recent years.

These figures based on the last survey bear out to a great extent the data given by Miss Grant. She wrote in 1931, "The range for head librarian probably runs from \$2,000 to \$4,500, with an occasional position running much higher, even up to \$8,000. The average will be about \$3,000. Library trained assistants range from \$1,500 to \$3,000. The average for the senior rank, such as catalogers and reference workers, is about \$2,200. The miscellaneous positions would receive the local market rate for stenographer, etc. Salaries will always be the largest item of expense, running from 70 to 80% of the total budget."

#### COLLECTIONS

Marked differences exist in the relative expenditures for salaries and for collections. One library with a staff of seven spent around \$2,000 in 1933 for material, while a one-man library spent approximately \$3,000 on its material, showing an intensive difference in administration methods. Much of the work in one library must be devoted to analysis of material so as to make it speedily available. The other library is dealing with a more formal type of material requiring greater funds for purchase but as it is indexed in various services requiring less intensive efforts to make it useable.

In commercial libraries attention is concentrated on pamphlets and clippings rather than books. An interesting illustration is a library that at its start had 500 pamphlets and clippings and 100 books. Ten years later it has 300 books and 2,000 pamphlets and clippings. Another library starting 15 years ago with 200 books has expanded to 5,000 books; but its collection of pamphlets and clippings fills 200 drawers. This makes an interesting comparison with such a library as the Business Branch in Newark, whose book collection is approximately the same, but with a pamphlet and clipping collection limited to the approximate contents of 40 drawers, notwithstanding the fact that the Business Branch stresses the collection of such ephemeral material.

Expenditures for collections show the same

stress on current material. In 1929 when expenditures were probably at an ideal stage, one large library spent \$1,584 for books and \$3,115 for periodicals and other material. Another library spent \$825 for books and \$985 for periodicals and other material. Among the medium-sized libraries, one spent \$360 for books and \$850 for periodicals and other material. Expenditures for 1929 and 1933 show a marked difference. The large libraries spent totals of \$4,165 in 1933 as against \$5,930 in 1929; \$2,572 in 1933 as against \$4,500 in 1929; although one library showed practically the same expenditures in both periods. One medium-sized library showed the restriction in funds spending \$664 in 1933 for total collections as against \$1,160 in 1929.

The emphasis on periodicals and other material remains acute. One library spent in 1933 for books \$646 as against \$1,584 in 1929; but for periodicals \$2,026 in 1933 as against \$3,115 in 1929; while another library spent \$6 for books as against \$360 in 1929, and \$368 for magazines as against \$800 in 1929, showing that in libraries of this type current material is of immediate necessity.

#### FUTURE

The library in the commercial organization has successfully demonstrated its value. The sudden spurt in the development of libraries in 1934 is a proof of this general understanding. As Bruce Barton said at the 1934 annual convention:

"Miss Alexander organized the Research Library for my company more than ten years ago and has been in command of it ever since. . . . When she came to us we knew that she would be helpful, but we had not even the faintest conception of the real scope and skill of a research librarian's work. It now is taken as a matter of course around the office that there is no question too obscure, no question too difficult, for her department. . . ."

"Valuable as your work has been, it will be far more valuable in the years to come. . . . Every office of statesman or executive should have its research librarian. . . . Now as never before we need to illumine the difficult path ahead with all possible light and knowledge from behind. . . ."

Still another evidence of the value of li-

braries was brought out by Dr. Dublin of the Metropolitan Life Insurance Company. As he said at the same convention,

"I need not labor the point that the special librarian is today an indispensable instrument of research in whatever field of investigation. I, therefore, look upon you as partners and co-workers. You reach out and are the first to gather together the recorded knowledge and experience of men. You separate the wheat from the chaff. You pick out the essential new material. You index and file it and make it readily available to the investigator and analyst who is momentarily the consumer of your product and ultimately the creator of new knowledge. You are a vital part of the process of scholarship and you help to make it effective. The qualified research man and analyst would be greatly hampered without your help. If you did not exist, it would be necessary to create a substitute for you, or, what is more likely, the analyst would need be a special librarian himself, as in fact he almost always has been. But you now save him infinite time and effort and release him for the better utilization of his own special skills. I like to think of you as a part of the hierarchy of scholarship. You help to convert the spoken and written word into practical affairs, and to that extent you advance the process of civilization. . . ."

In discussing the possibilities in the commercial library field with students in the library school of Columbia University, Miss Alexander pointed out the great possibilities in present conditions. As she said there, "I believe that the future for business librarians is very bright, indeed, if they will prepare themselves properly for the work. I believe that more and more business organizations are going to be willing to invest in an individual

who knows sources, understands their particular problems, has outside contacts, and can get the answers to the various questions that arise in any business organization. I believe the depression has meant that comparatively few companies wish to invest in expensive equipment or give up very much floor space to a large collection of books. But the times demand closer attention to current information, and business organizations find it is uneconomical not to profit by the experience of others and make use of the valuable information in print.

"I think that it should be possible for properly trained business librarians to familiarize themselves with the problems of certain types of business organizations and then approach the heads of any number of firms with an offer to go into their organization and prove their worth. This could be done in small towns and in any section of the country just as well as it could in the big centers—it is a matter of ambition and ability and salesmanship on the part of the librarian. There is enough positive evidence available of the value of library service in individual organizations which can serve as selling ammunition for the development of new libraries.

"Once within an organization, I believe that the librarian can go as far as her ability will take her. Certainly, she can develop her particular service so that she will be on a par with any other department head in the organization. And one of the particularly cheering things for women is that we have very little competition from men in this activity. Men are apt to do statistical research, market analysis, and the advance research work, but certainly business men expect their libraries to be in charge of women."

### COMMERCIAL LIBRARIES—A READING LIST

*Entries arranged chronologically in different groups.*

*Entries not otherwise identified refer to Special Libraries.*

#### GENERAL

Lewis, St. Elmo. Value of the Specialized Library for the Business Man, the Salesman, or the Shop Expert. May 1913, p. 69-72.

Kingsbury, N. C. Library, a Necessity in Modern Business. Sept.-Oct. 1913, p. 133-139.

Lapp, J. A. Organized Information in the Use of Business. April 1915, p. 57-61.

Gifford, W. S. Suggestions for Making a Business Library Practical. June 1915, p. 100-104.

Hamlin, W. A. Putting Knowledge to Work. Feb. 1923, p. 17-22.

- Hyde, Dorsey W. When Business Goes to the Library. April 1927, p. 103-106.
- Cady, F. E. How Business Libraries Are Serving Industry. Nov. 1927, p. 285-287.
- Grant, F. A. Business Libraries. In Handbook of Business Administration. 1931, p. 1589-1596.
- Lutz, Caroline W. Recognition of the Special Library and Its Needs. Feb. 1934, p. 29-31.
- Hahne, Ernest H. Value of a Library to a Business. March 1934, p. 59-62.
- Dublin, L. I. Librarian in the Field of Research. July-August 1934, p. 133-136.

#### TYPES OF BUSINESS LIBRARIES AND THEIR PROBLEMS

- Greenman, E. D. Housing an Industrial Library. June 1918, p. 138-141.
- Alexander, M. L. Advertising Library and Its Service. Feb. 1922, p. 31-34.
- Aikenhead, G. D. Library Service for the Chain Store. March-April 1923, p. 25-26.
- Smith, J. F. Cataloging an Industrial Research Library. Nov. 1924, p. 218-219.
- How Advertising, Chain Stores, Life Insurance Libraries Serve Their Customers. Alexander, M. L.; Elias, Harriet; Aikenhead, G. D. Oct. 1925, p. 264.
- How the Special Library Serves Industrial Concerns. Shields, E. A.; Peck, E. F. Oct. 1925, p. 274-276.
- Dowse, H. N. Place of Library in Our Industry. Nov. 1925, p. 368-369.
- Mooney, F. A. Services of a Company Library. Management Review. Feb. 1927, p. 39-42.
- Cole, L. M. Is a Library a Luxury or Necessity for the Sales Department? Sales Management. Sept. 17, 1927, p. 471.
- Alexander, M. L. Advertising. In Libraries and Business Men: A Symposium. Library Journal. May 1, 1930, p. 398-399.
- Wray, Elizabeth. Industrial Libraries. In Libraries and Business Men: A Symposium. Library Journal. May 1, 1930, p. 395-396.
- Headicar, B. M. Practical Methods of Arrangement, Indexing, and Routine in the Business Library and Information Bureau. Association of Special Libraries and Information Bureaux Proceedings. 1931, p. 31-35.
- Howard, R. M. New Uses for the Company Library. System. Feb. 1931, p. 120-121.
- Morley, L. H. Commercial Library or Information Department. March 1932, p. 118-120.
- Frankenstein, K. D. How an Advertising Agency Uses Its Library. April 1932, p. 164-165.

#### DESCRIPTIONS OF SPECIFIC LIBRARIES

- Abbott, Elizabeth. Studebaker Library and Its Work. Nov. 1910, p. 66-68.
- Dobbins, E. V. Outline of the Work of the Accounting Library of the American Telephone and Telegraph Company. Oct. 1912, p. 166-167.
- Hosmer, H. R. Library of the Research Laboratory of the General Electric Company at Schenectady, New York. Sept.-Oct. 1913, p. 169-171.
- Fricker, F. Library of the Chemical Laboratories of B. F. Goodrich Co., Akron, Ohio. May 1915, p. 82-83.
- Farley, M. M. Marshall Field & Company Employes' Library. April 1919, p. 68-69.
- Reissman, Gertrude. Kodak Park Library. May 1919, p. 94-97.
- Library of the Republic Iron and Steel Company, Youngstown, Ohio. Nov. 1922, p. 158-160.
- Allen, K. B. Agricultural Extension Library of the International Harvester Company. Jan. 1926, p. 10-11.
- Cowan, F. M. Dartnell Library. Jan. 1926, p. 14-15.
- Haylett, R. C. Library of the Pittsburgh Plate Glass Co. March 1926, p. 104.
- Schlesinger C. A. Westinghouse Electric Research Library. Feb. 1928, p. 35-36.
- Heeden, Reatha. Day in My Library (Retail Credit Company). Oct. 1929, p. 302-304.
- Hill, E. C. Priceless Treasure of Business; Book Collection of E. R. A. Seligman. Nation's Business. Sept. 1930, p. 33-35.
- Stowell, Grace. Libraries at the Home of Ivory Soap: Procter & Gamble Co Library Journal. June 1, 1931, p. 480-482.

#### THE BUSINESS LIBRARIAN

- Krause, L. B. Employer Selects a Business Librarian. April 1924, p. 75-77.
- Alexander, M. L. Business Librarian. Sept. 1934, p. 181-182.

## SNIPS and SNIPES

*New Year's Honors.* . . . Our hat is off to that gallant gal, Dorothy Bemis, who has taken on temporarily the heavy duties of President. While we're bowing in admiration, we might as well duck once or twice to Marian Manley, the inspired and indefatigable, and to E. Lois Clarke, than whom we've never seen a whomer. . . .

*Montreal.* . . . For several years, Montreal has wanted the President to visit them, but Something has always stood in the way. This time it was President Savord's illness, so Admiral Alexander hove to and steamed into Montreal at 7:30 A.M. on a cold Saturday morning. Montreal showed its hospitality beginning at that ungodly hour in the person of Beatrice Simon and continued it all day. The Admiral was the guest speaker at a luncheon of 50 librarians — specials and others — at Ogilvy's Department Store. One member of the Chapter came 50 miles to the luncheon, and S. J. Leibovitz returned hastily from a wedding trip to be there! Miss Alexander spoke on SPECIAL LIBRARIES — past, present and future, and the Chapter, from Miss Humphreys, the president, Miss Simon, the programme chairman, down to the 50-mile member, enjoyed her and their closer contact with National Headquarters. After the luncheon Maud Martin gave a tea for their guest and the local executive board. Miss Alexander harkened to the stern voice of duty and thus missed a large tea party on Sunday. Asked for her impressions, she used such words as: charming, such an alive and alert group, swell; and Montreal quite frankly says, "Not one of us present who did not feel a renewed enthusiasm after listening to your words." "It was a big day for us having you here!" . . .

*Another Reader.* . . . We are grateful to discover that someone besides our Mother reads S. & S. In taking us ever so gently to task for "a slightly erroneous reference to Public Administration Libraries," Mrs. Keck of Chicago thereby warms our heart and also gives Secretary Clarke a chance to make us feel very mysterious, not to mention important.

Miss Clarke says, "The author of 'Snips and Snipes' is an anonymous individual, by request, as this editor feels that the effectiveness of this department might be somewhat curtailed if the identity were known."!!

*Inspired by the Editor's Page.* . . .

"By always remembering the value of SPECIAL LIBRARIES subscription as a Christmas present, birthday present, or even a wedding present . . .!"

### I

I got a pair of stockings,  
Some hankies and a book,  
Some tricky colored mittens  
And an amber crochet hook.  
A double silver compact  
With a lipstick is the berries —  
Thank Gawd no kind friend gave me  
A subscription to SPECIAL LIBRARIES!

B. C. M.

### II

*Chère Sneep:*

Within three weeks or so, I'm going to be married, and in thees final busy days my mind and soul are *harried*. I'm a very loyal special, but the fear that grasps my *hair ees*, that I'll receive as a wedding gift, a subscription to SPECIAL LIBRARIES.

Affectueusement,

EGLISE BARTEAU

*Snippets.* . . . Says Burton Stevenson in an interview in the November Wilson Bulletin: "Miss Nora E. Cordingly of the Roosevelt House Library and Museum checked the Roosevelt quotations (for his new book of quotations) and supplied some very valuable comment upon their origin." . . . Dorothy Lilleston was married on November 23 in New York to Arthur Louis Dunham, Professor of History at the University of Michigan. . . . We heard through Rebecca Rankin that Janie Henderson was *en route* to Trinidad — and better health, we trust. . . . Did you see the *U. S. News*, December 10? Well, there under "Who's Who in the Government," was a picture of Isabel DuBois, Director of Libraries of the Bureau of Navigation, Navy Department, and a nice account of her career. . . . Before a distinguished gathering of English and American notables, Sir Ronald Lindsay, the British Ambassador, presented 131

volumes of English state papers dating from 1812 to 1929 to the Library of the Council on Foreign Relations. . . . Rose L. Vormelker has just compiled a much needed bibliography on "Compulsory Public Unemployment Insurance — Sources of Information." . . .

*Changes and Chances.* . . . Henrietta Kornhauser and Edith Portman are now joint librarians at the Mellon Institute. . . . Ursula Johnstone u. and I. the National City Co. for the Brown, Harriman Co. . . . And Anne Elizabeth Beal has gone from the Cornell University Library to the Penn. State Agricultural College. . . . When staffs — or is it staves? — are increased instead of cut, that's news, and that's what the Huntington Free Library, New York, has gone and done. Martha Brown Koopman of Los Angeles has come to take charge of the Serial Division of the Museum collection, Elizabeth M. Lord from Carnegie is classifying a valuable collection of pamphlets, and Beatrice Handelman is the filing assistant. . . . Ann Baxter is their new general reference department cataloger. . . .

*Chapter Chat.* . . . Signs of the times from the Cleveland Chapter Bulletin, "Business Information Bureau at the Public Library has taken over the room formerly occupied by the Philosophy and Religion Division." . . . Pittsburgh's December Bulletin points out interesting articles to read in SPECIAL LIBRARIES. We looked in vain for S. & S. among the required reading. . . . Enoch Pratt Free Library of Baltimore devotes the December issue to *Adventures in Choosing a Career: Business*. The lists are divided into three groups: *Business Novels*, *Business Biographies* and *Business as a Career*. . . . We wish we'd been at the December Philadelphia Council meeting. They had Robert L. Smitley of the Dixie Business Book Shop, Isabelle W. Entrikin, librarian of the Upper Darby Public Library, and Bessie Graham, author of the "Bookman's Manual," talk to them. We'd like to have told Miss Graham how much we've learned from her book. . . .

*Evangelists.* . . . On December 12, Linda Morley and her cohorts invaded by invitation

the Columbia University School for Library Service to spread the gospel of special libraries. Columbia is the outstanding library school having special library courses (Miss Morley's), and evinced its further interest by devoting a whole morning to the subject. After Miss Morley's opening remarks, Mary Louise Alexander spoke on the types of special libraries and Eleanor Cavanaugh described the hour-to-hour and day-to-day service of a library to its organization. So interesting did the students find these talks that instead of the 21 who had signed up, more than 100 came to six round tables conducted in three shifts. The following led the discussion on their own types of libraries: Alma Jacobus, newspaper; Rebecca Rankin, civic-social; Marguerite Burnett, financial; William Clifford of the Metropolitan Museum of Art, museum; Mary Louise Alexander, business; and Granville Meixell, technical. The Library School faculty entertained the entertainers at luncheon thereafter. . . .

*Open Letter to R. S.* . . . Dear Pres, in the words of Cap'n Andy — Hepp-py New Year! Get well and come back soon to  
Your loving  
S. L. ASSOCIATION

## Conference News

THE Boston Chapter of S. L. A. already has its organization lined up for the 1935 Convention. Miss Elizabeth Burrage, Librarian of the Boston School Committee, is Convention Chairman. Mr. William Alcott, Librarian of the *Boston Globe*, is heading the News Committee; Mr. Frederick W. Faxon of the F. W. Faxon Company is in charge of travel arrangements; and Mr. James F. Ballard, Librarian of the Boston Medical Library, is Chairman of the Hotel Committee.

Specific dates are not yet settled, but the Convention will be held some time between June 10 and June 15, 1935, at the Statler. No definite news has been received about the program. Boston has a distinctive charm all its own, and June is one of the nicest months for visiting there. Members can look forward to a stimulating, interesting and entertaining time.

## Business Book Review Digest

Compiled by the Staff of the Business Branch of the Public Library, Newark, N. J.

While space limitations permit only the more important books to be covered in these pages, the Business Branch maintains an index to business book reviews. This now covers approximately 5,000 titles, running from 1922 to date. This index may be freely consulted by special librarians.

**Brown, Edmund.** Determinants of investment practice. Macmillan, 1934. 200 p. \$2.00.

Sets forth in a clear, practical way the rules governing investment management. Every type of investment has been considered as well as the methods of insurance companies, banks and trust companies, individual investment programs, trade cycles, and principles of analysis of companies and individual industries.

The author points out that "for the investor, whether individual or institutional, the problem of avoiding any shrinkage of the principal sum calls for the utmost vigilance and adherence to a predetermined plan" and shows that the unsuccessful investor is one who violates the rules. No critical comment given.

*Am. Econ. R.*, September 1934. p. 513. 50 words.

*Bankers M.*, August 1934. p. 230. 200 words

*Barron's*, September 17, 1934. p. 18. 175 words.

*Commer. and Fin.*, June 27, 1934. p. 544. 125 words.

*Ind. Arts Index*, July 1934. p. v. 60 words.

*Savings Bank J.*, October 1934. p. 50. 190 words.

**Burn, Bruno.** Codes, cartels, national planning. McGraw-Hill, 1934. 413 p. \$4.00.

An explanation of the organization and functions of the cartel system in Germany, its benefits and advantages, suggesting how this type of organization can be applied in the present situation, in this country. Describes methods employed in regulating production and marketing, and discusses the anti-trust laws, codes of fair competition, etc.

One reviewer states that in his opinion this is the first comprehensive American treatise which attempts to place our present recovery effort in its proper historical perspective, and recommends it as a most competent and compelling discussion of a profoundly pertinent and vital subject.

*Assn. Consulting Management Engineers News Bul.*, August 1934. p. 9. 50 words.

*Barron's* November 5, 1934. p. 18. 130 words.

*Ind. Arts Index*, September 1934. p. iii. 80 words.

*Management R.*, October 1934. p. 320. 75 words

+*N. Y. Times Bk. R.*, November 25, 1934. p. 15. 700 words.

*Textile World*, November 1934. p. 105. 150 words.

**Filene, Lincoln.** Unfair trade practices—how to remove them. Harper, 1934. 134 p. \$1.50.

Discusses previous methods used in eliminating unfair trade practices and shows how developments under the N.R.A. codes can greatly reduce them. A feature of the book is Mr. Filene's plan for jointly-owned brands, which has been discussed privately by a large number of business men and published here for the first time. Recommended for the interesting, logical arrangement of material and favorably spoken of as timely discussion, easy to read, of value to the layman.

*Barron's*, October 15, 1934. p. 6. 100 words.

*Dom. Commer.*, September 30, 1934. p. 107. 60 words.

*Ind. Arts Index*, October 1934. p. v. 100 words.

+*J. of Retailing*, October 1934. p. 93. 325 words.

*Management R.*, December 1934. p. 380. 220 words

+*System*, November 1934. p. 538. 30 words.

**Fitch, G. W.** What everybody wants to know about annuities. Knopf, 1934. 185 p. \$2.00.

A non-technical, clear explanation of annuities, their advantages, how they may be bought and paid for, and how they may be fitted to individual needs. Various types of annuities are discussed and the way various insurance companies handle them. Highly recommended and spoken of as a thoroughgoing analysis, readable and convincing, of interest not only to the layman but also to many insurance agents as well.

+*Bankers M.*, September 1934. p. 350. 115 words.

+*Credit and Fin. Management*, October 1934. p. 28. 300 words.

*Ins. Bk. Reviews*, April 6, 1934. p. 9. 200 words.

+*Life Assn. News*, September 1934. p. 31. 1,000 words.

*Management R.*, September 1934. p. 284. 250 words

**Gault, E. H.** Performance of department stores, 1933. (Michigan Business Studies, Vol. VI, No. 2.) Univ. of Michigan, 1934. 95 p. \$1.00.

An analysis of the operations of 25 small department stores in cities north of the Ohio River and east of Iowa, based on monthly and annual data. Gives details of volume, mark-up, total expense, inventory, etc. Important conclusions are that the net profit of the typical small department store was 1.3% of sales. One-fourth of the stores earned a net profit of 4.9% or more. The physical volume of sales was less in 1933 than in 1932. Total expense slightly decreased.

No critical comment given.

*Am. Econ. R.*, September 1934. p. 514. 75 words.

*Am. Marketing J.*, July 1934. p. 166. 175 words.

*Business Week*, June 23, 1934. p. 24. 50 words.

*Certified Pub. Accountant*, August 1934. p. 510. 110 words.

**Hamilton, Alexander.** Papers on public credit, commerce and finance. Ed. by Samuel McKee, jr. Columbia University Press, 1934. 303 p. \$3.00.

A compilation of the chief public reports of Alexander Hamilton, with a foreword by Ellhu Root. Reviewers state that these papers contain much that can be applied to current problems and are masterpieces on the subjects treated. Furthermore, they are highly regarded for their lucid and forceful presentation of basic and underlying principles and can be read and studied with profit by all who are interested in important public problems.

"A careful reading of these papers may serve to emphasize more clearly than ever before the relationship between financial problems of early Colonial and post-Revolutionary days and those which exist to-day."

*Am. Bankers Assn. J.*, September 1934. p. 73. 300 words.

*Bankers M.*, August 1934. p. 229. 650 words

*Barron's*, November 12, 1934. p. 18. 175 words.

*Ind. Arts Index*, July 1934. p. v. 100 words

**Lombard, Norman. Monetary statesmanship. Harper, 1934. 203 p. \$4.00.**

A popular treatment of the problems of money, banking, credit and public fiscal policy in its entirety. The author aims to show how the monetary endeavors of the New Deal can be realized, discusses managed currency, the desirability of a return to the 1926 price level and needed monetary reform. Includes quotations from statesmen, economists, bankers and legislators both in favor of and opposed to the author's ideals. There will be differences of opinion as to some of the author's views. Highly spoken of as simple, comprehensive, logical and readable, outstanding because of its informative character and skill in exposition.

+ *Econ. Forum*, October 1934. p. 380. 1,300 words.

*Ind. Arts Index*, July 1934. p. v. 80 words.

+ *Savings Bank J.*, October 1934. p. 50. 300 words.

**Morgan-Webb, Sir Charles. Rise and fall of the gold standard. Macmillan, 1934. 187 p. \$1.50.**

An explanation of the four currency systems comprised under the term "gold standard" and the nature of their success and failure. The author shows how the question of stabilization wrecked the World Conference of 1933, discusses hoarding, the fall of the gold standard, and examines the new working currency—the sterling dollar standard. Written in a clear, interesting manner. No critical comment given.

*Bankers M.*, November 1934. p. 538. 85 words.

*Barron's*, November 5, 1934. p. 18. 175 words.

*Ind. Arts Index*, October 1934. p. iv. 50 words.

**National Industrial Conference Board. New monetary system of the U. S. The Board, 1934. 147 p. \$2.00.**

Explains the basic monetary policies of the Roosevelt administration. Reviews the development of the gold standard, considers the problems of controlled inflation and summarizes the whole. Appendices contain a helpful comparison of the old gold standard and new monetary system as well as the kinds of money under each system.

Spoken of as a timely discussion of the text-book type for the earnest student, in which the author has stated clearly the favorable points and many weaknesses which are inherent in such a system, giving the most up-to-date information on a situation that is confusing alike to economists and the average man. No other critical comment given.

*Adv. and Sell.*, October 11, 1934. p. 54. 100 words.

+ *Banking*, November 1934. p. 68. 700 words.

*Barron's*, October 29, 1934. p. 18. 160 words.

*Comm. and Fin.*, December 12, 1934. p. 982. 50 words.

*Ind. Arts Index*, October 1934. p. vi. 75 words

+ *System*, November 1934. p. 538. 50 words.

**Owens, R. N. Business organization and combinations. Prentice-Hall, 1934. 649 p. \$5.00.**

A study of the various types of business organization and combinations, largely from the historical and descriptive point of view. Describes the origin and development of the corporation and the simple non-corporative types of business organization and discusses in detail the more complicated forms such as pools, trusts and holding companies. Includes an analysis of the National Industrial Recovery Act and a survey of government regulation of business combinations and competitive practices.

Spoken of as a valuable, up-to-date discussion, clearly written and an important contribution that will be of great assistance to the business man, banker and student.

+ *Am. Bankers Assn. J.*, July 1934. p. 71. 300 words.

*Barron's*, May 28, 1934. p. 10. 250 words

*Ind. Arts Index*, May 1934. p. iv. 100 words.

**Persons, W. M. Government experimentation in business. Wiley, 1934. 268 p. \$2.50.**

A record and brief analysis of all the important federal and state business ventures from July 1776 to March 1933, together with a summary of the economic policy which introduced government operation, the historical development, financial results and the final outcome.

Covers only enterprises intended to be self-supporting. Based on facts and written in the language of the business man. The author's conclusion is that if we are to learn the lessons taught by history, we must avoid repeating past errors and keep government out of business. No critical comment given.

*Assn. Consulting Management Engineers News Bul.*, November 1934. p. 14. 50 words.

*Banking*, December 1934. p. 71. 700 words.

*Management R.*, November 1934. p. 352. 200 words.

*N. Y. Times Bk. R.*, October 28, 1934. p. 17. 1,000 words.

**Sanders, T. H. Cost accounting for control. McGraw-Hill, 1934. 517 p. \$4.00.**

A second revised edition of "Industrial Accounting." Six chapters of new material have been included covering plant and maintenance records, by-products and joint-product costing, costs and governmental control of business. Although intended as a textbook, it is as a whole more than a mere treatise on the bookkeeping for cost accounting, in the opinion of one reviewer. He criticizes the author, however, for departing in two instances from the traditional principles regarding "depreciation and also the base value on which depreciation should be calculated, book cost or present replacement value of the plant and equipment." No other critical comment given.

+ *J. of Accountancy*, September 1934. p. 230. 750 words.

*Ind. Arts Index*, July 1934. p. v. 75 words

*N. A. C. A. Bul.*, July 15, 1934. p. 1333. 275 words.

### NEW BOOKS RECEIVED

**Bartlett, J. T. and Reed, C. M. Methods of instalment selling and collection. Harper, 1934. 309 p. \$3.50.**

**Beard, B. B. Juvenile probation. American Book Co., 1934. 219 p. \$2.25.**

**Berkeley, W. N. Small-community museum; why it is entirely feasible; why it is extremely desirable. J. P. Bell Co., 1932. 95 p. \$1.75.**

**Blachly, F. F. and Oatman, M. E. Admin-**

- istrative legislation and adjudication. Brookings Institution, 1934. 306 p. \$3.00.
- Brooke, Iris.* English costume of the seventeenth century. Macmillan, 1934. 94 p. \$2.00.
- Claire, G. S.* Administocracy; the recovery laws and their enforcement. Macmillan, 1934. 130 p. 75¢.
- Collins, Kenneth.* Retail selling and the new order. Greenberg, 1934. 203 p. \$2.50.
- Commons, J. R.* Myself. Macmillan, 1934. 208 p. \$3.00.
- Cooper, R. M.* American consultation in world affairs for the preservation of peace. Macmillan, 1934. 421 p. \$3.50.
- Dorfman, Joseph.* Thorstein Veblen and his America. Viking Press, 1934. 556 p. \$3.75.
- Eager, G. T.* Dollar makers; 197 sales ideas that worked. Greenberg, 1934. 197 p. \$2.00.
- Elbert, R. G.* Unemployment and relief. Farrar & Rinehart, 1934. 148 p. \$1.00.
- Epstein, R. C.* Industrial profits in the United States. National Bureau of Economic Research, Inc., 1934. 672 p. \$5.00.
- Ickes, A. W.* Mesa land: the history and romance of the American Southwest. Houghton, 1934. 246 p. \$3.00.
- Johnston, J. B.* Education for democracy. University of Minnesota Press, 1934. 286 p. \$2.50.
- Keller, H. R.* The dictionary of dates. 2 v. Macmillan, 1934. 1720 p. \$15.00 a set.
- Lomax, J. A. and Lomax, Alan, comp.* American ballads and folk songs. Macmillan, 1934. 664 p. \$5.00.
- Lorimer, Frank and Osborn, Frederick.* Dynamics of population. Macmillan, 1934. 474 p. \$4.00.
- McKay, R. C.* South Street, a maritime history of New York. Putnam, 1934. 482 p. \$5.00.
- Mackaye, Milton.* The tin box parade. McBride, 1934. 334 p. \$3.00.
- Maughan, Cuthbert.* Commodity market terms. 2nd ed. Pitman, 1934. 272 p. \$2.50.
- Maule, Frances.* She strives to conquer. Funk & Wagnalls, 1934. 298 p. \$2.00.
- Mawson, C. O. Sylvester.* Dictionary of foreign terms. Crowell, 1934. 400 p. \$2.00.
- Reichard, G. A.* Spider woman, a story of Navajo weavers and chanters. Macmillan, 1934. 301 p. \$3.50.
- Riddle, N. G.* Investment policy of trust institutions. Business Publications Co., 1934. 310 p. \$4.00.
- Sherman, N. C.* Food and health. Macmillan, 1934. 307 p. \$2.50.
- Sibell, M. V.* Cloud cities of Colorado. Smith-Brooks Printing Co., 1934. 84 p. \$1.25.
- Vincent, J. M.* Aids to historical research. Appleton-Century, 1934. 180 p. \$2.25.
- Warshow, R. I.* Understanding the new stock market. Greenberg, 1934. 215 p. \$2.50.
- Weatherford, W. D. and Johnson, C. S.* Race relations: adjustment of whites and negroes in the United States. Heath, 1934. 600 p. \$3.20.

## Publications of Special Interest

*American Petroleum Institute, Department of Public Relations.* A petroleum bibliography. The Institute, New York. Sept. 20, 1934. 35 p. Free.

Covers current references on production, refining, marketing, transportation, legislation, etc.

*Anderson, William.* Units of government in the United States. (Public Administration Service No. 42.) Public Administration Service, Chicago. 1934. 38 p. 50¢.

An enumeration of the units of government, an exposition of the weakness of the present situation and recommendations for improvement. Many well-arranged charts and tables

*Applied Social Science.* Faxon, Boston. Volume XVI-XIX, May 1931-Dec. 1934, of the Journal of the Nat. Inst. of Social Sciences. 196 p. \$2.00.

Includes interesting papers on social problems by Grace Abbott, Gerard Swope, Lee Simonson, Lewis E. Lawes, etc. Other good illustrations of graceful presentation and acceptance speeches follow. The included list of members may be of use as a selective list. Membership is by invitation and is based on recognition of the individual's service to society. The inclusions have special interest for that reason.

*Boston Conference on Retail Distribution.* Retail Trade Board, 80 Federal St., Boston. 1934. 94 p. \$3.50.

Includes discussion by recognized authorities on many factors affecting distribution, including N.R.A. codes. Particularly pertinent discussion on the consumer relation given in "Changing Advertising Standards and Distribution" by Larrabee, and "Standards for Consumers' Goods" by O'Brien.

**Brett, T. J.** Engineer-custodians manual: examination questions and answers. American Technical Society, Chicago. 1934. 185 p. \$2.50.

A question and answer volume for building managers, custodians and engineers. The practical application of engineering data is constantly demonstrated. Useful in preparing for civil service examinations or for general building management.

**Brewster, Kingman.** An outline of the New Deal administration. Author, 15th & H Sts., Washington. 1934. 125 p. 50¢.

**Schmeckebier, L. F.** New federal organizations: an outline of their structure and functions. Brookings Institution, Washington. 1934. 209 p. \$1.50.

These two guides to current federal organizations are both important. Brewster's book is specifically helpful in giving names of personnel, in quoting from reports as late as August, 1934, and in providing a sound, well-arranged current handbook. The Schmeckebier text provides a broader consideration of the organizations, and discusses the ramifications of their activities at greater length. It, perhaps, is more of a permanent addition to a library collection, while Brewster is for immediate, specific use. Both are of marked value.

**Commager, H. S.** Documents of American history. Crofts, New York. 1934. 454 p. \$4.00.

A selection of official or quasi-official documents illustrating U. S. history. Commences with the Privileges and Prerogatives granted to Columbus and ends with the Anti-War Treaty of Non-Aggression and Conciliation ratified June 15, 1934. Provides a wealth of source material in easily used form and with numerous bibliographical references. An excellent one volume supplement to a U. S. history for general reference use.

**Gaillard, John.** Industrial standardization; its principles and application. Wilson, New York. 1934. 123 p. \$2.00.

Mr. Gaillard's consuming interest is the promotion of standardization so he has provided a fundamental guide to an understanding of the present status and possible future developments in this field. His treatment is clear and systematic and the illustrations of practice effective. His book is a revelation of the room for improvement still to be made.

**Engelbrech, H. C.** One hell of a business. McBride, New York. 1934. 95 p. \$1.00.

An easy read, outspoken presentation of the current munitions investigation. Effectively arranged. Some interesting ramifications of the use of tear gas in strikes included.

**Herring, J. W. and Phillips, E. C.** American Committee on Economic Policy. Twelve-inch shelf, a pocket library of economics. Wilson, New York. 1934. 31 p. 25¢.

An extremely well-arranged guide to pamphlet literature on current economic problems. Prices and sources of pamphlets are given.

**Kelly, R. L. and Anderson, R. E., eds.** Handbook of Christian education. (Vol. XVII, April-June 1934, Nos. 4-5.) Council of Church Boards of Education, New York. 1934. 569 p. \$1.25.

A useful handbook containing lists of associations, publications and surveys, also teachers and schools geographically arranged. Statistical tables of religious institutions giving tuition fee, executive officer, type and financial information and other information, denominational boards of education with detailed information regarding functions, publications, schools, etc., included.

**Moore, F. F. and Gill, J. G., ed.** Municipal accounting and auditing. Rider College, Trenton, N. J. 1934. 321 p. \$6.00.

While devoted to New Jersey laws relating to municipal accounting, their comprehensive nature makes it useful for a student of municipal accounting. The sample audit and statement of requirements is helpful for the same reason.

**Packer, C. E. and Ahlers, J. A.** Automobile service shop management. American Technical Society, Chicago. 1934. 151 p. \$1.50.

Thoroughly practical treatment of a subject on which little has been written. Comprehensive discussion, clear and concise in style. No index but quite complete table of contents. Clear discussion of finances, layout, services, etc. Useful to anyone concerned with car upkeep.

**Quiett, G. C.** They built the west. Appleton-Century, New York. 1934. 589 p. \$5.00.

A vivid picture of a developing country. None of the color, enterprise or daring of the leading figures is lost in this engrossing narrative. Well illustrated and indexed with good bibliographical references. For any library where the growth of the country or railroad records receive close attention.

**Schmeckebier, L. F.** See Brewster.

**Schneider, Georg.** Theory and history of bibliography. Columbia University, New York. 1934. 306 p. \$3.75.

For those who wish a most comprehensive study of the subject, this will be a treasure house of erudite references. To the general librarian much of it is interesting, frequently it is touched with witty understanding, but its chief value will be as a reference tool in a specialized field. That so much can be found to say on the subject is impressive.

**Weszen, M. H.** Dictionary of American slang. Crowell, New York. 1934. 543 p. \$2.50.

Covers some 13,000 expressions in an alphabetical index. Divided into 21 chapters covering broad general groups such as Hoboes, Aviators and Sports Slang, and includes a closer subdivision through a subject list of nearly 200 entries. Fascinating as an introduction to a differing use of English. Invaluable for any form of writing and an essential handbook for the information desk.

## S. L. A. Duplicate Exchange Committee

THE publications listed here can be secured free, except for transportation charges, by communicating with Mrs Mildred C. Chamberlin, Chairman, S. L. A. Duplicate Exchange Committee, Business Branch of the Library, 34 Commerce Street, Newark, N. J. Promptness is essential.

*American Fertilizer*. 1934  
*Baking Industry* — Facts and figures  
*Bolles* — Bus. man's comm. law library. 1917, 1924  
*Building with Assurance*. 1920  
*Chamber of Commerce, U. S.* — Organization mem., 1931  
*Chicago Board of Trade Reports* 1931  
*China Yearbook*. 1930, 1931-32  
*Common hazards of common refrigerants*  
*Coöperative tractor catalog* 1931  
*Covey* — Truth about Hoover. 1932  
*Credit manual of commercial laws*. 1932, 1933  
*Digest of Workmen's Compensation laws*. 1931  
*Direct mail advertising*. 1930  
*Editor & Publisher* — Market Guide. 1934  
*Ellis* — Gloves and glove trade. 1921  
*Faschild's women's wear; Millinery*. 1933  
*Ford & Crowther* — Moving forward. 1930  
*General telegraphic code*. 1912  
*Gurn* — Charles Carroll of Carrollton, 1737-1832, 1932  
*Lighting from concealed sources*  
*Manual of classification of patents*. 1923  
*Maryland Casually Co* — Lawyers' dir. 1930, '31, '32  
*McCall's annual detailed circulation statement*  
*Metropolitan markets*. 1932  
*Mexico* — *Economic pamphlets* (in Spanish). 1933, 1934  
*Millinery trade directory, buyers' index*. 1933  
*Modern Hospital yearbook*. 1930  
*Muir* — Trade associations & authorities. 1934  
*Municipal bond dealers of the U. S.* 1934  
*New York Industrial Directory*. 1932  
*Norwood, E. P.* — Ford men and methods. 1931  
*O. P. D. R.* — Who's who & buyers guide. 1933  
*Papin, G.* — Laborers in the vineyard. 1930  
*Pellew, Charles* — Dyes & Dyeing. 1913  
*Papin* — Romance of the machine  
*Radio Markets of the world*. 1930  
*Reeves* — Aviation's place in tomorrow's business. 1930  
*Social Science Abstracts*, Jan. '32; Index, '30, '31  
*Statesman's yearbook*. 1930  
*U. S. Style Manual*. 1933  
*U. of Michigan* — Alumni Reading Lists 1931  
*Who's Who*. 1933  
*Who's Who in Engineering*. 1920-21  
*Women's Clubs in America*, 1922, 1930, 1931  
*Zanetti* — Significance of nitrogen.

## Pictorial Research

Specializing in reproductions of  
hard-to-find subjects

REINHOLD T. PUSCH

81 Lafayette Avenue  
Brooklyn, New York

## How to Run a Rental Library

by

Groff Conklin

Cloth — 136 Pages  
Indexed

\$1.25

R. R. BOWKER CO.  
62 West 45th Street New York

## Opportunities

IN THE  
SPECIAL LIBRARY FIELD

DISCUSSION of different types of special libraries, covering history, scope of work, essential training, general organization, work assignments, collections, costs, salaries, future outlook. Bibliographies included.

### PAMPHLETS ON SALE—

Newspaper Libraries.....	50c
Business Work in Public Libraries.....	50c
Art Museum Libraries.....	50c
Chemical Libraries.....	50c
Commercial Libraries.....	50c

### PAMPHLETS IN PREPARATION—

Public Utility Libraries  
Municipal Reference Libraries  
Banking Libraries  
Insurance Libraries

Order from

SPECIAL LIBRARIES ASSOCIATION  
345 Hudson Street New York City