

Official Organ of the Special Libraries Association

# Special Libraries

*"Putting Knowledge to Work"*



Important Books of the Year	
A Symposium (Continued) . . . . .	3
In Memoriam . . . . .	9
President's Page . . . . .	10
Board Meeting Notes . . . . .	11
Special Library Survey	
Medical and Public Health Libraries—	
<i>Adeline Macrum</i>	12
Snips and Snipes . . . . .	18
A Note on Pamphlets . . . . .	19
Publications of Special Interest . . . . .	24
Duplicate Exchange List . . . . .	26
Wanted! . . . . .	26

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# SPECIAL LIBRARIES

MARIAN C. MANLEY, *Editor*

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## Important Books of the Year

A Symposium by Correspondence

(Continued)

### A newspaper librarian writes

THE Dean of an outstanding school of journalism said recently that the news worker "must have the ability to obtain accurate information and the industry to interpret and report it within constantly shrinking periods of time." To facilitate matters for the news writers, the *Chicago Tribune*, in addition to borrowing 3,000 books from other libraries, added approximately 1,000 books to the staff library and several thousand reports, studies, surveys, pamphlets, and government reports.

In purchasing books for a newspaper library, an attempt is made to secure the best books on the past, the constantly changing present, and in so far as possible, anticipate the material needed for the future. Many of the books acquired are spot purchases, something to furnish and add background when a new situation develops in the news field.

If everyone owes something to his profession, *Editor & Publisher* has paid its debt in large part by publishing during the past year an INDEXED volume of the magazine, which serves the newspaper, filled with information pertaining to every phase of press news. The correspondence files of the Tribune Library contain a letter written ten years ago with a request for this with succeeding pleas so the appearance was marked with special acclaim and appreciation of its value to the press.

The subject of journalism to the news

writer has been well represented in the output of recent books. Among the interesting and popular books were Walker's "City Editor," Porter and Luxon's "The Reporter and the News," the late Gaar Williams' whimsical and delightful cartoons of the gay nineties, "History of the Times" (London), Von Stutterheim's "Press in England," Munsey's biography called "Forty Years, Forty Millions," Seldes' "Can These Things Be?", Vincent Sheean's "Personal History," Warren's "Modern News Reporting," and "Behind the Front Page" by Forrest. The late Dean Harrington with Elmer Scott Watson completed "Modern Feature Writing," and did we feel handsome when it was discovered that Irene Steyskal and June Provines of the *Tribune* were represented. McMurtrie's "Beginnings of the American Newspaper" and "Early Printing in Colorado" add to our history of the American newspapers. The annual reports of the Associated Press, American Society of Newspaper Editors proceedings, the *Editor & Publisher Yearbook*, were received regularly and are in constant use. The "Who's Who in the British Press" published by Europa is very helpful in obtaining information about the British press and publishing world as well as giving biographical data. Lasswell's "Propaganda and Promotional Activities" was published by the University of Minnesota Press recently. The annotated bibliography is a valuable feature. The

*Journalism Quarterly* publication of the University of Iowa School of Journalism contains excellent book reviews and a bibliography of magazine material of special interest to the press. *Fortune Magazine* had a special article about William Randolph Hearst in the October number and followed that with a similar story about Frank Knox of the *Chicago Daily News* in November. Freedom of the press has been represented by William M. Clyde's "Struggle for the Freedom of the Press from Caxton to Cromwell" and Colonel Robert R. McCormick's addresses on the subject have been printed as brochures.

Since the metropolitan newspaper is interested in practically everything, an effort has been made to purchase the best in the many fields of knowledge. A rapid enumeration of some of the books acquired follows: The "Columbia Encyclopedia," a one-volume encyclopedia has been used countless times for brief, quick information. Frequent use has been made of the "Encyclopedia of the Social Sciences." Money, finance, and banking are well represented in the new publications and these recent additions have been made in that field: Paul Einzig's "World Finance 1914-1935," Gayer's "Monetary Policy and Economic Stabilization," Madden's "International Money Markets," Frederick Soddy's "Rôle of Money," White's "Money and Banking," Donald B. Woodward's "Primer of Money," Irving Fisher's "Stable Money," Moulton's "Formation of Capital," Clyde's "Public Finance." Advertising, Selling and Marketing are of importance to the advertising and research departments of a newspaper and as a result the following have been consulted frequently: Lair's "What Makes People Buy," Firth's "Testing Advertisements," Kenneth Goode's "Move Your Merchandise," Ivey's "Getting Results in Selling," Ray Giles' "Turn

Your Imagination Into Money," Thomson's "Making Millions Read and Buy," "Influence and Use of the Newspaper in Advertising," Paul T. Cherington's "People's Wants and How to Satisfy Them."

The political, international, government, economic and social questions of the day are of great importance to the Fourth Estate. Political theories, plans and realignments have brought forth many new books. A few selections among those added to the Tribune Library are Carter Harrison's "Stormy Years" which gives the political history of Chicago for a quarter of a century, Beard's "Economic Interpretation of the Constitution," Charles Warren's "Congress, the Constitution and the Supreme Court," McLaughlin's "Constitutional History of the U. S.," "The Political Handbook of the World" and the Europa Service have proved indispensable. Congressional Intelligence weekly service and the Editorial Research Reports have supplied essential facts regarding U. S. Congressional action and Washington news. "Book of the States," published by the American Legislator's Association, has that difficult information to find — names of legislators and state data. The "U. S. National Employment Council Manual" with an outline of the functions and origin of the federal government agencies has been in almost daily use. Brookings Institution's "The National Recovery Administration" has provided another useful source for government material. Corrupt politics is treated in Werner's "Privileged Characters" and "Years of Plunder" by P. W. Hansl.

Biography is always of the greatest value and a necessity for a newspaper. Among the books acquired last year were Winkler's "Du Pont Dynasty," "Jane Addams" by James Weber Linn, Harold Nicholson's "Dwight Morrow" and the "Memoirs of Robert Lansing." Collec-

tive biographies added were the D volume of the "National Cyclopaedia of American Biography" and the new volumes of the Platt-Stevenson "Dictionary of American Biography."

Books about Ethiopia have been eagerly and swiftly acquired. Among those added were Farag's "Abyssinia on the Eve," Ernest Work's "Ethiopia," "Pawn in Diplomacy," Boake Carter's "Black Shirt, Black Skin," McCreagh's "Last of Free Africa," Griaule's "Burners of Men," "Modern Ethiopia," J. E. Marriott's *Makers of Modern Italy, Abyssinia and Italy* published by the Oxford Press and Norden's "Africa's Last Empire." — *Mildred A. Burke, Tribune Library.*

#### **An insurance librarian writes**

In presenting a résumé of insurance literature for the past year, I have but to run through the pages of "Insurance Book Reviews," a quarterly digest, carefully annotated, of the publications which have appeared during the period covered by each issue. As in all other fields of endeavor, the activities of the United States Government and the New Deal have brought to light a great deal of statistical information. Our good old friends the U. S. Bureau of Labor Statistics, the U. S. Public Health Service, U. S. Bureau of Mines, Interstate Commerce Commission, and U. S. Women's Bureau are as prolific as ever. Their studies are of particular value in accident prevention and occupational diseases. The U. S. Public Health Service has issued its bulletin No. 215 on "Skin hazards in American industry," also, one on "Studies in asphyxia." The U. S. Women's Bureau has issued "State reporting on occupational diseases including a survey of legislation applying to women," "Employment conditions in beauty shops" and "Industrial injuries to women in 1930 and 1931 compared

with injuries to men." In connection with accident and health insurance, or perhaps I should say industrial health, the monthly publications of the Retail Credit Company, Atlanta, Georgia, are timely and authoritative.

Unemployment insurance is of peculiar interest in the field of social insurance. The American Management Association has issued four treatises discussing the legislation, set-up and supervision of unemployment insurance funds. Various states like New Hampshire, Kansas, California, as well as Canada, Great Britain, and Germany have discussed their various plans. Julia E. Johnson has compiled for the H. W. Wilson Company a handbook discussing the arguments pro and con for old age pensions. The National Industrial Conference Board has at least two publications on unemployment insurance, one on the legislation and the other on British experience; and we must not forget our well-advertised Townsend Plan which has been treated by the Old Age Revolving Pensions, Inc. under the title of "A proposed national plan."

Life insurance continues to have its wealth of reports, discussions and handbooks. One of the Diamond Life Bulletins is devoted to "Life insurance and the Federal tax laws." Prentice-Hall, Inc., publishes "Insurance tax service." Annuities seem to be the outstanding insurance investment and if we only heed our textbooks, we should have no difficulty in buying wisely and soundly. Harwood and Francis have published "Insurance and annuities from the buyer's point of view" under the auspices of the American Institute of Economic Research. The Seefurth Service of Chicago has a book, "Annuities for all." We are always interested in company histories and the New England Mutual Life Insurance Company, the Provident Mutual Life Insurance Company have each

revealed to the public the secrets of their past. The American College of Life Underwriters has issued its handbook with questions and answers to the 1934 C. L. U. examination, and the Life Office Management Association gives us its Syllabus of the Graduate Course, III, and "Readings in life insurance." The International Congress of Actuaries has published the proceedings of its 10th Congress and the Institute of Actuaries is responsible for "Continuous investigation into the mortality of assured lives: monetary tables: A 1924-1929." S. S. Huebner has revised and enlarged his "Life insurance" and J. B. Maclean his "Life insurance." Let us also note in passing the "Life insurance survey of 1934," made by the Curtis Publishing Company and the Life Insurance Sales Research Bureau and initiated by some of the largest life insurance companies.

Fire insurance is naturally closest to my heart and when one sees the amount of literature devoted to fire insurance and its related subjects which the postman delivers regularly, one would think that everything had already been written on fire insurance and that nothing more need ever be published. Flammable liquids and gases have been of real interest this year and the National Fire Protection Association has compiled particularly valuable information on the fire hazard properties of such, also a pamphlet on the "Correct requirements for installation of anaesthetic gases in hospitals." With the manufacture of spirituous liquors coming again to the front, the National Board of Fire Underwriters has issued a pamphlet discussing these processes and hazards. A truly useful book is Edwin W. Patterson's "Essentials of insurance law," and to illustrate a vital and energetic phase of insurance activity, one should read "Edward Atkinson" by Harold F. Williamson. Forming a nice

background to these individual books, are the consistently valuable publications of Alfred M. Best Company, the Spectator Company and the Weekly Underwriter. The latter has also put within covers "Inland marine insurance lectures" as delivered to the Insurance Society of New York.

Casualty insurance immediately brings to mind automobile insurance and workmen's compensation. The California Highway Patrol, the National Association of Motor Bus Operators, the National Highway Users Conference, the National Bureau of Casualty and Surety Underwriters, the Travelers Insurance Company have presented graphic statistics on automobile accidents, taxes and fees. The Association of Casualty and Surety Executives, whom we rely on for authentic information, continue to print timely reports and discussions, and we are surely happy to have "Index to volumes 11 to 20 inclusive of the proceedings of the Casualty Actuarial Society." A new volume is a "Reproduction of bond and stock portfolios . . . of 236 casualty and surety companies" published by Alfred M. Best, accompanying their "Reproduction of principal schedules . . . of 143 casualty and surety companies." In the fields of burglary insurance and boiler insurance, the Royal Indemnity Company has given to the public the lectures on these subjects made to their employees.

Insurance literature as you may have detected from these remarks falls roughly into three classes: life; fire and marine; casualty insurance and suretyship, with some overlapping. With one member of the Insurance Group responsible for her particular subject, we have been able in "Insurance Book Reviews" to locate, identify and digest for interested readers all available material. — *Abbie G. Glover, Insurance Library Association of Boston.*

**A public administration librarian writes**

From the point of view of municipal administration, the most important contribution of the year has been made by the Commission of Inquiry on Public Service Personnel. The publication of their report, Better Government Personnel, backed up by Minutes of Evidence taken in nine large American cities and twelve monographs by experts in the field, have given us for the first time extensive and up-to-date studies in the field of public personnel management. Those of us who have felt the revival of interest in civil service matters during the depression have been handicapped by the lack of authoritative research in line with modern employment management practice, so that these important volumes on civil service at home and abroad, supplemented by Miss Sarah Greer's comprehensive bibliography, are daily offering us solutions for many of our reference problems. Mention also should be made of Leonard White's Government Career Service as well as that very stimulating volume of Ordway Tead's entitled, The Art of Leadership.

Our specialists in police research have rejoiced in two new books on ballistics, one by Hatcher called, Textbook of Firearms Investigation, Identification and Evidence, and the second by Gunther, The Identification of Firearms from Ammunition Fired therein with an Analysis of Legal Authorities. Söderman's Modern Criminal Investigation and Robinson's Science Versus Crime, on the other hand, are filling the needs for more popular texts of modern criminal detection. Our Public Health Division stresses the importance of the new 6th edition of Rosenau's Preventative Medicine and Hygiene and the appearance of Winton's second volume on the Structure and Composition of Foods, dealing with vegetable legumes and

fruits. Public utility librarians have had their work considerably lightened by the publication of the findings of the Electric rate survey conducted by the Federal Power Commission, and the service rendered by the *American City* in making available through its pages the various water rates of cities large and small. City planning literature has been enriched by Thomas Adams' Outline of Town and City Planning, while the two Harvard City Planning Studies have offered very practical contributions to the solution of definite administrative problems. Although housing information has been very largely obtained through pamphlets and periodical sources, the 1935 initial volume of the Housing Officials' Year Book gives promise of a permanent avenue for information along this line. Libraries concerned with the administrative aspects of social work cannot afford to overlook the Public Welfare Organization of Arthur C. Millspaugh, or the highly useful cumulative index of the proceedings of the National Conference of Social Work. Because of its sympathetic understanding of the needs of the bewildered public official and cooperating citizens, perhaps the most monumental boom to the 1935 special library has been the enlarged United States Government Manual, a volume at the same time comprehensive, usable and up-to-date — what more can be said? — *Josephine B. Hollingsworth, Los Angeles Municipal Reference Library.*

**A medical librarian writes**

Medicine has taken such strides in the last few years that it has been difficult to keep pace with its literature. A medical book is antedated almost before it is off the press. If a medical librarian does not read the daily paper she is apt to be overcome some morning by requests for a newly discovered "cure" for some disease, which has been developed over-

night. But after the fire has died and the smoke blown away, certain fundamentals will be left among the ashes, and a book is the permanent form in which these fundamentals are preserved for posterity.

It would not be possible in a letter of this kind to mention even the names of all of the outstanding books in medicine and public health of the year. Many of these books have a very limited use even in a library, therefore I shall not attempt to go into the specific branches of medicine such as neurology, ophthalmology, tuberculosis, etc., but will list some of the very readable books which have appeared this last year, and which should interest all special librarians.

Zinsser — "Rats, Lice and History," primarily the history of typhus fever and of the influence of all types of epidemics on the world's history, is an intensely interesting and popularly written book. Its historical information is dependable as it is taken not only from the author's own original sources but from many eminent authorities. It is to be regretted that it has no index.

The subject of the history of medicine has been well covered by two books: — Riesman — "Story of Medicine in the Middle Ages," and Sigerist — "American Medicine." The first begins with the School of Salerno and traces the rise of medicine and surgery through the period of Paracelsus. There are special chapters on the great universities, the work of the Arabian and the Jewish physicians, the plagues, origin of syphilis, the textbooks and hospitals of the times.

Sigerist's book is an account of the development of American medicine within the last century. It has descriptions of Indian and Colonial medicine with a chapter on pioneers carrying us from John Morgan to William Osler and the founding of the Johns Hopkins Medical School. It has an extensive bibliography

which should prove of value to many librarians.

To change the subject to one that is on almost everyone's tongue at the moment, I mention Barborka — "Treatment by Diet." There have been many books on diet, but although this one is principally the treatment of diseases in which diet is of paramount importance, it has good material on diet in health, methods of calculating diets and serving meals, a few recipes, and ends with a fine bibliography. It is a most practical book.

Women are out to know everything knowable these days, and to answer many questions women ask doctors, or are too timid to ask, Dr. Novak, associate professor of gynecology at Johns Hopkins Medical School, has written a little book entitled, — "The Woman Asks the Doctor." As he says in the preface, there is not a single subject discussed in the book which he has not many times explained to individual women in his consulting room. It is written in a fascinating style with many personal touches. It should be recommended to every woman, young or old, for it contains a large amount of useful information.

In the field of public health Rosenau's — "Preventive Medicine and Hygiene" has been an authoritative scientific textbook for many years. The sixth edition has just been published. For a comprehensive, complete, concise summary of official public health work and voluntary public health work and their relations to practising physicians we turn to Smillie — "Public Health Administration in the United States."

Homans — "Textbook of Surgery" is the outstanding single volume on this subject which has appeared in years. It represents the lectures given in the Department of Surgery at the Harvard Medical School. The third revision appeared this year, and includes a number of changes, new material replacing the

old. It has clear and beautiful illustrations, an excellent bibliographic index, and a well-balanced presentation of a tremendous number of subjects included in general surgery.

One of the books of the year which I feel I must just mention is Graham — "Surgical Diseases of the Chest." It is preeminent in its field, and covers not only surgery of the chest from a clinical point of view but physiology, pathology, diagnosis and other factors which every surgeon must take into account.

And finally, because 1935 saw the celebration of the 800th year of the birth of Maimonides, I mention Münz — "Mai-

monides (The Rambam) Story of His Life and Genius," octocentennial edition. It is a highly eulogistic account of his rôle as a philosopher and religious commentator, but even the short chapter as a physician shows him to have had an advanced knowledge of dietetics, hygiene and methods of treatment. He stands out as one of the greatest Jews of the Christian era.

P. S. And for your private ear, whether you call it medicine or philosophy, DON'T MISS Carrell — "Man, the Unknown"!!! — *Mildred V. Nayler, Academy of Medicine of Northern New Jersey.*

## In Memoriam

Beulah Hartman Meixell

THE death, after a short illness, of Mrs. Meixell, mother of Granville Meixell, is a distinct loss to the Special Libraries Association. It has been her capable work in assisting Miss Meixell in the preparation of the *Technical Book Review Index* that has led to the high editorial quality of S.L.A.'s newest publication. From years of experience in editing, Mrs. Meixell was skilled in assembling and preparing material so that there would be the least possible lag between its indexing and the publication of the Index. That she was able to cooperate in the development of the *Technical Book Review Index* and to see that its routine was well established is of incalculable benefit; that she can no longer share in the wider possibilities of the future is S.L.A.'s great loss.

Donald Hendry

In the recent death of Donald Hendry S.L.A. lost a loyal friend. Mr. Hendry had been for twenty-four years head of the Applied Science Reference Department of Pratt Institute Free Library. There, and in his lectures in the Library

School, his enthusiasm for the work of the Special Libraries Association helped to inspire others with sympathetic interest. He was an authority in his field and his annual list of technical books was carefully checked as a purchasing guide by all public librarians. Gentle, considerate and kindly, Mr. Hendry had the charm of an earlier day. His generous appreciation of the work of others did much to make that work enjoyable.

Theodora Kimball Hubbard

Miss Hubbard, Honorary Librarian of the American City Planning Institute died at her home in Milton, Mass. on November 8, 1935 at the age of 48.

"Perceiving that sound progress grows out of knowledge of existing facts, she was the first, using her skill as a trained librarian, to evolve a systematic framework on which these facts could be arranged so that the accomplishments and ideals of the past could be applied to the advance of the future. She organized and guided what has become the outstanding library of landscape architecture and city planning in the United States if not the world."

## President's Page

THE Executive Board adopted on December 7th certain changes in methods of controlling Association finances and making financial statements. These I wish to discuss.

For several months the Auditing Committee (more properly called a financial committee) under the Chairmanship of Mr. Angus Fletcher, has been making an intensive study of our financial and accounting records and methods of reporting financial transactions.

The nationally conducted affairs of the Association have been divided into three groups. The first is maintaining a headquarters office and holding an annual convention. The second is the publication of a monthly periodical. The third is the bringing out of occasional publications, such as the national directory and many bibliographies and pamphlets.

For the operation of headquarters, including salaries, stationery, telephone, etc., the only revenues available are those arising from dues. From the gross amount of dues, moreover, a percentage must be returned to the Chapters, and the expenses of groups and committees must be covered as well as unexpected contingencies. Few members realize the amount of detail that converges upon headquarters from chapters, groups and committees, nor the difficulties inherent in subordinating the detail work to more constructive activities.

The chief support of the magazine arises from subscriptions and advertising. Its major expenses consist of printing and postage. Because it goes to all institutional and active members, the Board has allotted a certain proportion of these dues for 1936 to "Special Libraries." The question of what percentage should be permanently assigned and what contribution, if any, the magazine

should make to headquarters expenses is receiving further study.

Many of our miscellaneous publications appeal to very limited numbers. Yet, by the sum of these contributions to knowledge in varied fields is the Association advertised not only to its members but to executives and officials.

The accounts for these general publications are to be combined and handled as a revolving fund. All income from sales will accrue to this fund, and all expenses for printing and publicity will be financed from it. This contrasts with the former practice of returning twenty-five per cent of receipts to the general funds and advancing from general funds the preliminary expenses of new ventures.

The Auditing Committee will continue to function and will aid the Executive Board in devising a form of statement that will picture clearly the financial condition of the Association from time to time. These arrangements will help us to better control such assets as we possess. They will not of themselves increase our income. There will exist the same necessity of constant effort by every one for new memberships, and new subscriptions and advertisements.

The Board has adopted for 1936 the best budget possible on a conservative estimate of the year's income. It has not been able to make adequate provision for general operations nor for "Special Libraries." Neither has it been able to earmark any revenue for a reserve fund, although it believes that the financial stability of the Association would be promoted thereby. Apparently, the fund must be established after further intensive efforts have brought more librarians into the ranks and have sold the Association more thoroughly to outsiders.

HOWARD L. STEBBINS, *President.*

## Board Meeting Notes

WITH Chicago, Pittsburgh, Detroit, Philadelphia, Boston, Hartford, Albany, Newark, and New York represented at the meeting of the Executive Board and the Advisory Council, there was an unusually complete register of attendance. All members of the Board, with the exception of the Second Vice-President, were present. All committee chairmen except Convention, Employment and Resolutions, all group chairmen, and all chapter presidents but one were present or represented.

Because of the great amount of business represented by reports of 46 different activities, all reports had to be as brief as possible. Some of the interesting items caught in transit were that the President had visited and spoken before the Albany and New Jersey Chapters just prior to his attendance at the Board meeting, and that both the Editor and the Advertising Manager were pleased with the number of articles submitted to the magazine and the number of advertisements included in its pages.

All committee reports showed that committee work was well under way. The Classification, Duplicate Exchange and Membership Committees showed particular progress in their respective lines. Chapter reports indicated different types of activity and satisfactory meetings. The Baltimore Chapter came to the fore with a particularly noteworthy achievement in taking over a campaign for assembling and selling the "Bibliography of American and Foreign Journals Which List and Abstract Patents," which was so ably compiled by Elsa von Hohenhoff of the Enoch Pratt Free Library in Baltimore.

The New Jersey and San Francisco Chapters set a precedent for other

chapters by accepting only national members as members of the local chapter. In New Jersey the Chapter had voted unanimously for this action. In San Francisco the amendment was to be voted upon at the December meeting.

Under the discussion of old business, some of the details in connection with this change in associate dues were considered. The Board decided that all associate members should be billed \$2.00 from headquarters. These bills would carry a sticker explaining the change in dues. Between January 1st and March 31st the local chapter officers would endeavor to get as many national associates registered at headquarters as possible. After March 31st, those associate members whose dues were still outstanding would be dropped from the official membership rolls of the Special Libraries Association.

The first item on the calendar of new business was the preliminary report of the Auditing Committee. This preliminary report recommended that association books and accounts should in future be kept on a functional basis — that is, separate accounts should be kept for the three major association activities: — the magazine, publications, and membership and headquarters office.

Another important item on the new business list was the announcement that the Carnegie Corporation had awarded \$3,000 to the Special Libraries Association for use in connection with the Technical Book Review Index. This will permit additional publicity and expansion for the already self-supporting index. The Board approved the expenditure of a part of this sum for promotion and expansion, the balance to be held in a savings account until the end of the year.

## The Special Library Profession and What It Offers

### 13—Medical and Public Health Libraries

By *Adeline Macrum*

ASSISTANT EDITOR, INDUSTRIAL ARTS INDEX

(Formerly a medical and public health librarian)

**A**RISTOTLE, the first person to collect a library, was an Asclepiad and wrote on medicine, in all probability, then, this first of libraries was to a large extent medical. Garrison has suggested that Aristotle communicated his taste for books to the Ptolemies and in this way was responsible for the founding of the great Alexandrian libraries. In the early days, the office of librarian was so highly considered that it was occasionally claimed as the prerogative of the blood royal.

The beginning of the movement in this country may be said to have been small, since the first medical library to be established, that of the Pennsylvania Hospital, Philadelphia, was started in 1762 by the gift of one book. I am not sure that Benjamin Franklin presented that historic tome, but at least he is considered to be the founder of our first medical library. There were eight organized during the 18th century, of which only one, that of the College of Physicians of Philadelphia, has operated

continuously and grown to large proportions. By 1876, these eight had become sixty. The American Medical Association directory lists 235 medical libraries in the United States today. This does not include, however, many which belong in the biological science group—collections on zoology, biochemistry, and allied fields.

#### History and Organization

As seen in Table I, the dates of organization of twelve representative libraries range from 1847 to 1931; book collections have increased from 600 to 3500 in the smallest library, and from zero to 190,000 in the largest. As the dates of organization and the purpose and scope of these libraries vary so markedly, it is useless to attempt any close analysis of the data, which nevertheless are interesting because of this intentional diversity. Figures for the first year of each library's operation are compared with those for 1933.

Table I. History and Growth

Date of Organization	Floor Space		Book Collections			Staff	
	Original In Sq. Ft.	Present	1st year Volumes	Present Volumes	Files	Original	Present
A 1913	3500	13,000	600	3500	90	1	4
B 1903	3000	5600	Under 500	23,000	150,000 cards	1	4 f.t. 1 p.t.
C 1921	3000	2030	4000 (40,000 pams.)	6000	30,000 pams.	8	3 f.t. 2 p.t.
D 1847	200	36,024	50	190,000	130,000 "	None	29
E 1931	Reading room and stack room	Same	650	1350	5 4-drawer files	1	1
F 1931	2500	Same	1000	1600	400 pams.	1	1
G Est. 1870 Org. 1915	1320	3720 (4 rooms)	20,101	42,739	31,366 pams.	3	4
H 1911	....	4500	....	....	....	1 p.t.	1 and 3 FERA
I 1921	800	2100	....	3700	....	1	1
J 1890	....	3325	....	14,000	3000 pams.	1	1
K 1872	....	....	....	....	....	1	1 f.t. 4 p.t.
L 1907	....	....	....	25,000	....	1 p.t.	2

The organization of medical libraries depends upon their purpose. Hospital libraries frequently consist of two divisions, the library for medical research administered by a librarian who is a member of the staff, and the patients' library which in some instances is conducted by the local public library, by the ladies' aid society, the junior leaguers, or other benevolent organizations, or by the hospital's social service department. The American College of Surgeons is now recommending a combination of the hospital record room with the medical library, under the supervision of the record librarian who shall in these instances have had library training or experience. While accurate hospital records are priceless primary sources of information and should be utilized more fully than they have been in the past, this administrative move from the scholarly to the clerical and "practical" viewpoint is rather upsetting to the royal tradition previously mentioned.

Many large hospitals have departmental libraries on obstetrics, pediatrics, orthopedics, and so forth, and professional libraries for their nurses. Libraries of medical schools, too, are often departmentalized and separately housed and staffed, although the control is vested in the university librarian. Loss of books is a frequent administrative problem, as are the impartial and balanced allocation of funds for the purchase of new books, and the scheduling of overlapping classes for required reading in the same texts by different professors.

The most rounded development is perhaps best attained in the large professional libraries such as that of the New York Academy of Medicine, the Cleveland Medical Library Association, the College of Physicians of Philadelphia, the Boston Medical Library, the library of the Medical Society of the County of Kings, and others. The highest specialization is to be found in the private libraries such as the Rockefeller Institute library, the Mayo Clinic library, et cetera.

The classification of medical literature is a problem of increasing complexity as general medicine breaks up into the specialties and the field is further expanded to include the physical and chemical aspects. Two systems widely used at present are the classification of the Surgeon-General's library at Washington, and

that of the Boston Medical Library. For the latter, amplifications on special subjects such as dentistry, hospitals, nursing, and tuberculosis, have been made by special librarians engaged in these fields, and will be found in the appendix to the classification as issued in pamphlet form by the Boston Medical Library. The Dewey Decimal classification is not suited to the strictly medical library although it is often used for public health collections.

### Policies and Practices

The large medical libraries have always been generous in their policies regarding interlibrary loans. Of late, with restricted budgets, some are instituting a charge for this service, and many are offering as a substitute to photostat or otherwise reproduce the desired article for a small fee. Translating and abstracting service is also offered on a fee basis by libraries such as that of the New York Academy of Medicine, the American College of Surgeons, and others. Package libraries of reprints are loaned to members by the American Medical Association, the American College of Surgeons, and similar organizations. A duplicate exchange of books and periodicals has been maintained for many years by the Medical Library Association for its members. That association has also been concerned about the high cost of scientific books and periodicals, particularly German medical periodicals, and has suggested a zoning policy for the purchase of such material by medical libraries; a discussion of comparative costs and of zones will be found in the association's bulletins. Another agency which offers advisory service to medical and public health librarians and an open forum for discussion is, of course, the recently organized Biological Sciences Group of the Special Libraries Association.

Other data with regard to policies and practice are presented in Tables II and III. The average working hours per week are about forty, and the usual vacation four weeks. While the use of the library in many instances appears to be limited to the staff, I believe the general policy everywhere is to admit qualified outsiders upon the presentation of credentials. Many of the libraries seem to be weak from the publicity standpoint but this failing will undoubtedly be corrected in time.

Table II. Policies and Practice

Officer in Charge	Working Hours	Vacation Length Days	Library Users	Publicity
A Superintendent.....	40	14	Staff	.....
B Director.....	39	15	Staff	Display cases, bulletin boards, mimeo. bulletin
C Business Manager.....	44	31	Staff, teachers, health workers	Free advertising in jrnl. of supporting agencies
D Council.....	38	31	Public, staff, doctors	Accessions published in society bulletin
E Library Committee.....	40	31	Staff	Reports given at staff meetings
F Director.....	40	28	Staff	Bulletin boards, display cases, word of mouth
G Superintendent.....	44	14	Staff, students, scientific public	.....
H Dean of Medical College and Pres. Bd. of Trustees of Library.....	..	28	Staff, faculty, students	.....
I Chairman Library Committee.....	40	14	Staff, students, doctors	.....
J Director.....	38	31	Members, students, research workers	Publish medical bulletin
K Dean and Library Committee.....	..	28	Staff, students, research workers	.....
L Library Committee.....	36½	31	Members	Monthly bulletin

Table III. Comparison Between 1929 and 1933

	Size of Staff		Total Salaries		Average Salary		Other Library Expenditures		
	1929	1933	1929	1933	1929	1933	1929	1933	
A	3	3	This medical library is administered in connection with a branch public library so that information about personnel and salaries does not apply						
B	4	4	\$6940	\$5486	\$1735	\$1370	\$2500	Books	\$3000
C	6 f.t. 1 p.t.	3 f.t. 2 p.t.	\$13,250	\$7050	\$1890	\$1760	\$600	Books	\$450
D	31	29	\$60,407	\$54,351	....	....	\$7135 \$9000 \$9000	Books Pers. Binding	\$4959 \$12,000 \$4000
E	....	1	....	\$1800	....	\$1800	....	....	....
F	....	1	....	\$2200	....	\$1800	....	....	....
G	3	4	\$3900	\$3080	Cannot compute avg. salary because of various types of workers		\$4220 600 3620	Books Pers. Other	\$3820 200 3620
H	1	1 FERA 3	....	\$1700	....	\$1700	....	....	\$650
I	1	1	\$1380	\$900	\$1380	\$900	\$531 \$308	Books Pers.	\$205 261
J	1	1	\$1800	\$1500	\$1800	\$1500	\$300 800 300 50	Books Pers. Bindery Other	\$150 600 300 50
K	5	7	....	\$1430	....	\$238	....	Books Supplies Bindery	\$450 350 150
L	2	2	Same	Same	....	....	....	....	....

### Qualifications, Salaries, Opportunities

In the libraries here surveyed library training, a college degree, a knowledge of French and German, and several years of experience are the usual requirements for the positions of librarian and assistant librarian; high school graduation plus library school training or experience are required of clerical assistants. The yearly salaries offered range from \$2500 to \$2000 for librarian, \$2000 to \$1400 for assistant librarian, and from \$1600 to \$1000 for clerical aid.

In the past the opportunities in the medical library field were comparatively limited; openings were few and far between compared with those in the public library or the business library fields. Now that hospitals are required to have well organized libraries for the use of their interns there may be many possibilities as soon as hospital administrations climb out of the red. Other medical libraries, too, have been marking time during the depression, and will probably expand their facilities in the next few years.

### Typical Day's Work

Information regarding a typical day's work was received from the surveyed libraries as follows:

Library B. In addition to daily reference research, numerous bibliographies are prepared, translations made or secured, and current periodicals indexed for various members of the staff. Any day the work may include a laborious hunt to identify a vague elusive reference, and endeavors to satisfy requests for books still in press or in preparation, or which may involve search of the nation's libraries with pleas for loans. Outside individuals or institutions may want a list of articles on, say, experimental cancer or diphtheria immunization, the serum treatment of psittacosis, or the nutritive value of kelp. Some one may request an analysis of a certain drug or the trade name and manufacturer of a proprietary remedy, or perhaps the official status and address of a foreign correspondent.

Library C. Charging and discharging of books, pamphlets, and periodicals. Routing of periodicals to members. Correspondence with

outside librarians, health workers, nurses, ministers, students, etc. Reference telephone calls — about 30 per day. Typical questions: Development of public health in the United States; recent material on drinking fountains; insurance against tuberculosis in Denmark; dentistry in the past 100 years; negro health data; mental problems of adolescents; relation of economic depression to public health with special reference to children.

Library F. At this library there is no typical day. One day or more may be devoted to translation, one to making a bibliography, to collating a new set of periodicals or books, or to cataloguing. Sometimes a day is spent in another library trying to locate out-of-the-way material.

Library G. Two hours a day are given over to administrative work by the librarian, to routing and clerical work by the assistant librarian. Most of the day is spent in reference work, bibliographical work, and in answering requests for quick information. The classification and cataloging are left for odd hours as all requests for information must be taken care of first. A messenger-clerk shelves books, carries journals to and from the stacks, checks journals as received in the library, and files them. A student-assistant takes the desk from 6 P.M. to 9 P.M.

Library I. The librarian devotes the early hours to sorting and reading the mail, counting the circulation, and sending overdue notices (weekly). She checks off the new periodicals and looks over them for items of interest. She answers correspondence. The rest of the day is spent in answering reference questions, with cataloging and library routine sandwiched in as time permits.

Little has been said by any of these librarians about the aid given to doctors, nurses, educators, and others, in the preparation of articles for publication, and of speeches. I do not mean the looking up of reference material, but the actual bibliographical advice and in some instances editorial assistance in the preparation of papers. This service is frequently required of medical librarians, as part of any typical day.

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## Snips and Snipes

*The Slave's Lament.* . . .  
 Christmas Spirit in the air —  
 But none of it for me —  
 Instead I struggle 'neath the whip  
 Of Simon Manleygree.

I've shopped all day at Macy's  
 And I've callouses — all types —  
 But even so Marse' Sime demands  
 A page from SNIPS AND SNIPES.

I ache in every muscle;  
 My mind is out of gear.  
 And yet, Heck's becks — I wish each one  
 A glad and gay New Year.

(Dear Fidus Achates — Thanks for the above. It fills the bill and the space, and maybe someone will think we wrote it.)

*Stepping Stebbins.* . . . President Stebbins is heading mid-west to spend the New Year. On December 30, he addresses Illinois Chapter; on January 2, Cincinnati. To make the circle complete he swings around to Cleveland for January 3. When he came up (or is it down?) from Boston, for the Board meeting, he stopped off at Albany to speak before the

Albany Chapter and then dashed across to be guest of honor at the December Jersey meeting. And while we're on the subject of you, Mr. President, may we congratulate you and Mrs. Stebbins on your silver anniversary and wish you many more? . . .

*Bitter Note.* . . . Our little attempts at sweetness and light went completely gaga last month. After writing the Woollcottian phrase "buckety-buckety," imagine our surprise when we found ourselves advising you to run "brickety brickety"! . . . And just to show the Misses Manley and Clarke and the Rumford Press that we were quite aware that we had turned an ungrammatical phrase in our first item, we inserted "[sic]". Our Sainted Aunt! if they didn't print it, brackets and all. . . .

*Waifs and Strays.* . . . Louisville, Ky., has recently organized a research bureau in its City Hall. Dr. E. C. Blum, the director, has already set about building up a library. . . . The November "Jeffersonian" published an article called

"The Watchdog of the Nation's Health." If you want to see what the new Public Health Library looks like, hunt up the magazine. . . . Ruth H. Hooker of the Naval Research Laboratory had an imposing analysis of scientific periodicals in the Review of Scientific Instruments for November. . . . The Eastern College Librarians held a conference at Columbia University on November 30. Uncas spotted Granville Meixell, Ina Clement, Carrie Myers, Henry E. Bliss, Secretary Clarke, and of course, Dorsey Hyde who talked on his favorite subject. . . .

*Changes and Chances.* . . . Master (Columbia 1935) Florence L. King is at New York University. . . . Jane Wilkinson left Standard Statistics Company the other day and joined up as assistant librarian of Wood, Struthers and Co. . . . Ruth Chilcutt who has been librarian of the Engineering Laboratory of the Ford Motor Company married (no, no we don't know whom, we never do!) and Rachel Mac Donald succeeds her. . . . Berta (without an h) Parish formerly of the American Institute of Food Distribution signed on under Admiral Alexander at Batten, Barton, Durstine and Osborn on December 15. . . .

*Snippets.* . . . Mr. Ballard spoke to the Bostonian Society on December 17 on "Special Libraries in Boston, 1629-1935." . . . The Civics Division of the Detroit Public Library is now the Department of Social Sciences and Helen Thorpe is its chief. . . . The Insurance Group has eleven PAID subscriptions to their quarterly Insurance Book Reviews. . . . And we've just gotten 'round to see the Financial Group's mimeographed "Embryo List of Financial Books that have proven themselves, 1930-1935." . . . Baltimore Chapter heard so much about the National Archives that they upped and visited it and the Bureau of Railway Economics on November 22. . . . Ann A. Shamber, our first National Associate Member, who used to be with the Ferris Printing Company has gone off to Johannesburg, South Africa, to stay for a few years. . . . Rebecca B. Rankin with Mayor LaGuardia's approval has written the "1936 Guide to the Municipal Government, City of New York," which describes in plain words the structure and functions of the various Departments, Bureaus and Offices. It's being published late in January by the Eagle Library, Brooklyn, at \$1.25. . . .

## A Note on Pamphlets

AMONG many interesting pamphlets, one of the most satisfying is the "Dictionary of Pronunciation of Artists' Names," published by the Art Institute of Chicago. The Cleveland Museum of Art has been particularly successful in building up its membership and the published report on methods, with numerous illustrations of forms used, will be helpful and suggestive to other institutions. For those interested in landscape painting, an attractive little pamphlet with a number of illustrations on the different points discussed is brought out by the School of Industrial Arts in Trenton.

The pamphlet on "Public Documents,

1934" brought out by the American Library Association and edited by Dr. Kuhlman covers all phases of the subject, including regional planning, exchange of state and municipal documents, cataloging of public documents, courses on public documents in library schools. This is probably the most extensive consideration of the public document problem available and should be given careful attention by all special librarians.

An entertaining discussion of "The Romance of Exploration and Emergency First-Aid from Stanley to Byrd" is presented by Burroughs Wellcome & Co. in connection with their

exhibit at the Century of Progress. The medical equipment carried by explorers gets comprehensive attention. The extensive study by the American Child Health Association on "Physical Defects" of children has appeared as a pamphlet and covers many phases.

An interesting discussion of chemistry in the United States is included in a brief in the matter of "Proposed Reciprocal Trade Treaty Between the United States and Switzerland." This has many illustrations showing the relation of chemistry to all our activities. The forms of graphic treatment used are varied and interesting. A publication distributed by the Chemical Foundation is "The Farm Chemurgic," a discussion of the relation of chemistry to the farm by a research consultant of the Dow Chemical Company.

A satisfactory little pamphlet on "Your Invention — What To Do With It," covering why many inventions fail, how they can be made to pay, patenting progress, and including references to the literature on the subject, has been brought out by Roesch & Associates.

#### **Penology and other social problems**

The New Jersey Department of Institutions and Agencies is publishing some quite comprehensive studies in the Division of Statistics and Research. The series includes a survey of New Jersey general hospitals with many charts and statistics, a discussion of "Social Statistics and Research in the Public Welfare Field" covering most of the statistics, and consideration of "New Jersey Penal and Correctional System," giving an analysis of the classification.

The Bureau of Public Administration of the University of California continues to bring out definitely helpful studies. One of the most useful is the pamphlet on "Governmental Research Organizations in the Western States" which includes statements describing the institutions and noting their specific activities. This is followed by a subject index. The guide covers the Western states. A similar study for the Northeastern states would be helpful. Two studies in the administration of criminal justice brought out under this imprint are "The Public Defender and Private Defense Attorneys" and "California Prison Population, 1902-1934." Both are ably prepared, one

giving an analysis of the number of cases tried with results, and the other showing a statistical analysis of the prison population by prison, by age and by classification of offense.

Another invaluable document in the study of crime is the annual Year Book of the National Probation Association. The 1935 volume includes articles on juvenile courts in the social welfare field, case work with delinquents, adolescent needs and problems, and the psychiatric approach, and other phases. In connection with these special studies, the yearly report of the U. S. North Eastern Penitentiary is particularly interesting. A good deal of special consideration is given the various developments in their relation to the inmates. "The Prison Problem of America" is discussed by the Commissioner of Prisons for England and Wales, who covers the ground thoroughly.

#### **Public administration problems**

The effect of the depression on the growth of municipalities, especially as it relates to city planning, public health, public welfare, housing, public works, schools and libraries, etc., has been ably discussed in the pamphlet, "What the Depression Has Done to Cities." Each topic is considered by a specialist in the field. The municipal reference librarian in Chicago has done a much needed job in compiling "The Alderman's Manual," a concise handbook covering the different phases of public business with which such city officials should be familiar. Taxes received attention at the College of Business Administration, University of Florida, in a discussion of the "Business License Taxes in Florida."

The "Housing Officials' Year Book 1935" reports on developments in different parts of the country, statements on the activities of the Federal housing agencies, and includes a selected bibliography on housing.

The Public Administration Service continues to give noteworthy aid in its special field. Such publications as the "Manual of Practice in Legal Aid Bureaus," the recommendations in connection with "Training for Public Service" and the pamphlet on "Shelter Care and the Local Homeless Man" are as impressive as their previous pamphlets. The one on legal aid bureaus will be particularly helpful for those

libraries who meet questions of this type in their daily work. It is carefully worked out to cover details of administration as well as studies of the fundamental reasons for such bureaus. An earlier publication is the excellent pamphlet on "The Gasoline Tax in the United States" showing the uses of the funds, their diversion to other uses, and many tables.

The "Welfare, Relief and Recovery Legislation" by the federal and state governments for 1933-34, and "Fire Insurance Classification of Cities and Fire Losses" are still other productions giving statistical analysis and comprehensive treatment. These form definite handbooks on the progress of all forms of public administration.

#### Studies on business costs

A Professor of Temple University has made an interesting study of "A Model Cost Control Plan." This pamphlet gives truck maintenance, cost data, comparisons, tables, and a bibliography. The Bureau of Business Information of the University of Wisconsin has a useful publication in "250 Ideas for Increasing Retail Sales." The Bureau issues some of the most practical publications in the field of business information and this is as useful to the retail merchant as their other earlier publications have been to the research student. The study of business statistics "Behind the Scenes of Business" by Roy A. Foulke, issued by Dun & Bradstreet, gives some illuminating ratios in connection with profit, inventory, and sales. The wholesale grocery trade gets particularly close analysis. The *Progressive Grocer* has made a special study of "Operating Expenses of 110 Selected Food Stores" and has produced an excellent little manual full of hard, cash facts. Many tables are given.

The University of Minnesota, under the direction of Prof. Roland S. Vaile, has made two valuable studies; one, "Merchandising under the N.R.A. in the Northwest," showing the changes in consumption, the changes in profits and payroll, giving the reaction of the merchants to the code provisions, and including tables on all phases of the subject; the other, "Economic Effects of the N.R.A." touches on the changes that have taken place in merchandising and manufacturing in the last two years under the N.R.A. While it is a

regional analysis, it will serve as an example of the effect on the country as a whole. Their illustrated study of "The Retail Distribution Structure of the Small City" includes many tables on sales, wage costs, etc.

#### Wage problems from different angles

The Brookwood Labor College and the Affiliated School for Workers are responsible for two interesting pamphlets — "The Labor Movement Today" by Joel Seidman, discussing the American Federation of Labor, the working class political parties in America; and a more detailed study of "Labor and the N.R.A." covering the problem as a whole and the particular relation to the needle trades union and the hosiery workers. The Affiliated Schools for Workers have produced other worth while pamphlets in the field of labor economics. Two particular ones are "The Worker and Government" and "Can the Work-Week Shrink and Wages Grow?" Such pamphlets are necessary in preserving the balance in employer-employee psychology.

The National Industrial Conference Board studies have discussed "Salary and Wage Policy 1933-34," wage reductions, and tables on executive salaries, showing that the majority showed increase in salaries. The number of organizations giving bonuses to their executives does not appear to be covered. "Profit Sharing" is discussed at some length in another of their pamphlets, showing that it is a management policy successful under certain conditions, but not universally applicable.

#### International complications

International problems get a good deal of attention. The University of Minnesota covers the subject in "Where the League of Nations Stands Today," of special import in view of current conditions in Europe. "International Economic Relations" is covered in still another of their studies. This includes recommendations, selected memoranda on tariffs, the human element in trade relations, summaries of the many hearings held, and a comprehensive collection of material relating to the subject. The Foreign Policy Association has made effective use of the pictorial method in its publication, "War Tomorrow — Will We Keep Out?" The same technique as that used

in "Rich Man, Poor Man" has been followed in this extremely effective study. Walter Duranty discusses the problem of "Europe — War or Peace?" for the World Peace Foundation in one of its compact but ably prepared pamphlets. This series is as effective for getting a condensed idea of current conditions as any tool available.

#### Some aspects of education

A publication of the American Association of Adult Education, "The Adjustment Service," is the report of an experiment in adult guidance carried on in Headquarters in New York, and includes consideration of its relation to other agencies and some estimates of cost. A companion pamphlet is "Development of Informational Resources of the Adjustment Service," a discussion of the facilities in New York City and the way in which they are indexed by the Adult Education Bureau. The appendix includes forms and classifications. Another of their publications is "A Note on Adult Education in British Museums" and indicates the extensive work carried on under educational programs. Schedules for the various museums' activities are included.

The number of libraries in Latin-America has been somewhat of a mystery, but the publication, "Latin American Libraries" brought out by the Pan American Union in 1935 is helpful in understanding the extent of these developments in our southern neighbor. The pamphlet gives the name of the library, the date of establishment, total number of books, number of readers, and name of librarian and director.

The University of Wisconsin has brought out a study on the "American Youth Movement" that stresses rural life. The variation for the collegiate age, and boy and girl scout movement is covered, as well as the youth movement in other countries. Teachers College, Columbia University, has an interesting pamphlet on "Supervised Correspondence Study" which covers all phases and includes a selected and annotated bibliography.

The educational program of the Civilian Conservation Corps has received quite thorough consideration in three recent pamphlets: — "The Schools in the Camps," "A Manual for Instructors" and "Agriculture, Outlines of

Instruction." This side of an interesting social experiment deserves careful attention by all those interested in special phases of education. The much debated discussion of current progress, "You and Machines" by Prof. Osborn is distributed by the American Council on Education, and with its colloquial illustrations and pertinent discussion, as well as brief reading list, deserves attention by everyone interested in current problems.

An interesting sociological publication of the University of Georgia is the selection of quotations from Negro newspapers about some social problems, expressing their point of view.

Another study for educators is "A History of Business Education in the United States." It is full of a wide variety of information on the early history, the corporation schools, schools of semi-public organizations, and all types of academic and collegiate institutions. Many bibliographical references are included.

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*The Affiliated Schools for Workers, Inc.*, 302 East 35th St., N. Y. Can the work-week shrink and wages grow? by Pollak, K. H. 36p. 25¢

Labor and the N.R.A., by MacDonald, Lois et al. 51p. 25¢. The worker and government, by MacDonald, Lois and Stein, Emanuel 141p. 35¢.

*American Assoc. of Museums*, 946 Constitution Ave., N. W., Washington, D. C. Museum membership and publicity, by Frary, I. F. 35p. 50¢

*American Assoc. for Adult Education*, 60 E. 42nd St., N. Y. Adjustment service, by Bentley, J. H. 64p. No price. Development of informational resources of the adjustment service, by Hawkins, L. S. 75p. 50¢.

Note on adult education in British museums, by Scherer, M. R. 46p. No price.

School in the camps, by Hiel, F. E. 84p. No price. Living and learning, 43p. Free.

*American Assoc. of University Women*, 1634 I Street, Washington, D. C. Scientific consumer purchasing. 58p. No price.

*American Child Health Assoc.*, 50 W 50th Street, N. Y. Psychical defects, the pathway to correction. 188p. \$1.00.

*American Council on Education*, 744 Jackson Pl., N. W., Washington, D. C. You and machines, by Ogburn, W. F. 55p. 15¢.

*American Institute for Economic Research*, Cambridge, Mass. Inflation, by Harwood, E. C. and Ferguson, D. G. 64p. \$1.00.

*American Library Assoc.*, 520 No. Michigan Ave., Chicago, Ill. Public documents. 252p. \$2.25.

Annual report of the Library of the U. S. Northeastern Penitentiary, 1935. Mortimer H. Davenport, Libn. Lewisburg, Pa. 15p.

*Art Institute of Chicago*, Michigan Ave., Chicago, Ill. Dictionary of pronunciation of artists' names, by Kaltenebach, G. E. 79p. 50¢.

*Axe, E. W. and Houghton, R. E.* Recovery. E. W. Axe & Co., 730 Fifth Ave., N. Y. 24p. No price.

*Balkin, H. H.* No more depressions! The author, 1819 Broadway, N. Y. 27p. 10¢.

*Boardman, F. W., Jr.* Community study, social work and books. Columbia Univ. Press, N. Y. 1935. 16p. Free on request.

- Brookings Institution*, 722 Jackson Pl., Washington, D. C. America's capacity to produce and consume: a digest of the studies made by the Brookings Institution. 59p.
- Brookings Institution: what it is and what it does. 20p.
- Thirty-hour week, by Moulton, H. G. and Leven, Maurice. 20p. 15¢.
- Chamber of Commerce of the U. S.*, Agricultural Dept., Washington, D. C. Agricultural adjustment act: analytical statement of law with amendments. 37p.
- Chase, Stuart*. Move the goods! John Day, N. Y. 32p. 25¢.
- Chemical Foundation, Inc.*, 654 Madison Ave., N. Y. In the matter of a proposed reciprocal trade treaty between the United States and Switzerland: Brief, by Garvan, F. P. 124p. No price.
- Chicago Jewelers Assoc.*, 5 So. Wabash Ave., Chicago, Ill. The story of diamonds, by Austin, A. C. and Mercer, Marion. 96p. 50¢.
- Citizens Relief Study Commission*, 25 Capitol St., Concord, N. H. Relief administration facts and problems based on a study of the New Hampshire Emergency Relief Administration. 40p. \$1.00.
- Committee on Statistical Reporting and Uniform Accounting for Industry of the Business Advisory and Planning Council for the Department of Commerce, 195 Broadway, N. Y. Reporting of industrial statistics. 47p. No price.
- Commonwealth of Pennsylvania*, Dept. of Welfare, Harrisburg, Pa. Uniform accounting system for general hospitals. 56p. No price.
- Federal Emergency Administration of Public Works*. Manual of financial and accounting procedure for public bodies. Gov. Printing Office, Washington, D. C. 87p. No price.
- Foreign Policy Assoc.*, 8 W. 40th St., N. Y. War tomorrow: will we keep out? 38p. 35¢.
- Foulke, R. A.* Behind the scenes of business. Dun & Bradstreet, 290 Broadway, N. Y. 159p. No price.
- Frederick, F. F.* Landscape painting. School of Industrial Arts, West State & Willow Sts., Trenton, N. J. 22p. 75¢.
- Hale, W. J.* Farm chemurgic. Stratford Co., Boston, Mass. 201p. No price.
- Haynes, B. R. and Jackson, H. P.* History of business education in the United States. (Monograph #25). South-Western Pub. Co., Cincinnati, O. 159p. No price.
- Home Study Circle*, P. O. Box 4, Hubbard Woods, Ill. Alderman's manual, by Rex, Frederick. 46p. \$2.00.
- International City Managers' Assoc.*, 850 E. 58th St., Chicago, Ill. What the depression has done to cities. 57p. \$1.00.
- International Economic Relations*: Report of the Commission of Inquiry into National Policy in International Economic Relations. University of Minnesota Press, Minneapolis, Minn. 406p. \$3.00.
- International Textbook Co.*, Scranton, Pa. Report of conference on supervised correspondence study held at Columbia University, August 1935. 66p. 25¢.
- Kelly, R. Z.* Outline studies in United States history. Prentice-Hall, 70 Fifth Ave., N. Y. 156p. 48¢.
- Lipman, J. G.* The stuff of life: The Chandler Lecture. Columbia Univ. Press, N. Y. 30p. 50¢.
- Moore, A. C.* Choice of a hobby. Compton & Co., Chicago, Ill. 19p. No price.
- National Assoc. of Housing Officials*, 850 E. 58th St., Chicago, Ill. Housing officials' year book, 1935. Woodbury, C., ed. 78p. \$1.00.
- National Commission on Municipal Accounting*, 850 E. 58th St., Chicago, Ill. Municipal funds and their balance sheets. (Bulletin #5). 76p. \$1.00.
- National Highway Users Conference*. Nat. Press Bldg., Washington, D. C. Case against restrictive regulation of highway transportation. (Nat. Highway Users Series #P1). 34p. 50¢.
- National Industrial Conference Board, Inc.* 247 Park Ave., N. Y. Profit sharing. 36p. 50¢.
- Salary and wage policy, 1933-1934. 30p. \$1.00.
- National Probation Assoc.*, 50 W. 50th St., N. Y. Year Book, 1935. 285p. No price.
- New Economics Group*, 55 Fifth Ave., N. Y. Nature of democracy, by Douglas, C. H. 16p. 15¢.
- Poverty amidst plenty, by Earl of Tankerville. 22p. 15¢.
- Short papers on money, by Marquis of Tavistock. 36p. 15¢.
- Use of money, by Douglas, C. H. 36p. 15¢.
- New Jersey State Dept. of Institutions and Agencies*, Division of Statistics & Research, Trenton, N. J. New Jersey general hospital survey, 1934, by Frankel, Emil. 20p. Free.
- Social statistics and research in the public welfare field, by Frankel, Emil. 16p. Free.
- Statistics and research: New Jersey penal and correctional system. 12p. Free.
- New York Assoc. of Personal Finance Companies*, 24 W. 40th St., N. Y. Money in small sums, by Reeder, N. M. 17p. No price.
- Pan American Union*, 17th cor. Constitution Ave., N. W., Washington, D. C. Latin American libraries. 22p. No price.
- Prison Assoc. of N. Y.*, 135 Ea. 15th St., N. Y. The prison problem of America, by Paterson, A. 149p. No price.
- Progressive Grocer*, 161 Sixth Ave., N. Y. Operating expenses of 110 selected food stores. 45p. 50¢.
- Public Administration Service*, 850 E. 58th St., Chicago, Ill. Relief and recovery legislation, federal and state, 1933-34, by Stevenson, Marretta and Posanski, Susan. 34p. 25¢.
- Fire insurance classification of cities and fire losses, by Stone, H.-A. 25p. 50¢.
- Gasoline tax in the U. S., by Crawford, F. G. 46p. 50¢.
- Legal aid bureaus, by Bradway, J. S. 80p. \$1.00.
- Shelter care and the local homeless man, by Roseman, Alvin. 56p. 50¢.
- Training for the public service, by Lambie, M. B. 49p. 50¢.
- Units of government in the U. S., by Anderson, William. 37p. 50¢.
- Roesch, R. G.* Your invention, what to do with it. Roesch & Associates, Syracuse, N. Y. 60p. No price.
- Romance of exploration and emergency first-aid from Stanley to Byrd. Burroughs Wellcome & Co., N. Y. 160p. No price.
- Saidman, Joel*. The labor movement today. Brookwood Labor College, Katonah, N. Y. 18p. No price.
- U. S. Dept. of the Interior*, Office of Education, Vocational Division. Agriculture (Vocational Series #1). Supt. of Documents, Washington, D. C. 74p. 10¢.
- Financial situation in rural schools and small independent school districts, 1934-35, by Dawson, H. A. 24p. No price.
- Manual for instruction in Civilian Conservation Corps Camp. Supt. of Documents, Washington, D. C. 95p. 10¢.
- University of California*, Bureau of Public Administration, Berkeley, Calif. Governmental research organizations in the western states. (Western States Research Activity Series No. 1) 50p. No price.
- California prison population 1902-1934, by Beattie, R. H. (Studies in the Administration of Criminal Justice #2) 22p. 25¢.
- Public defender and private defense attorneys (Studies in the Administration of Criminal Justice #1) 34p. 25¢.
- University of Florida*, College of Business Administration, Bureau of Economic and Business Research, Gainesville, Fla. Business license taxes in Florida, by Campbell, A. S. 24p. No price.
- University of Georgia*, Athens, Ga. What Negro newspapers of Georgia say about some social problems, by Chambliss, Rollin (Pheips-Stokes Fellowship Studies #13) 117p. \$1.00.
- University of Illinois*, Bureau of Business Research, College of Commerce and Business Administration, Urbana, Ill. Changes in the financial structure of unsuccessful industrial corporations, by Smith, R. F. and Winakor, A. H. (Bulletin #51) 44p. No price.
- Financial aspects of corporate net worth, by Winakor, A. H. (Bulletin #50) 34p. No price.
- University of Minnesota*, Studies in Economics and Business, Univ. of Minnesota Press, Minneapolis, Minn. Economic

effects of the N.R.A., by Filippelli, George and Vaile, Roland. #11. 108p. \$1.50. Retail distribution structure of the small city, by Cassidy, Ralph and Ostlund, H. J. #12. 107p. \$1.00. Consumption and merchandising under the N.R.A. (Univ. of Minnesota, #10) by Valle, R. S. 61p. 75¢. Where the League of Nations stands today, by Wright, Quincy. 25p. No price.

University of Wisconsin, Bureau of Business Information, University Extension Division, Madison, Wis. 250 ideas for increasing retail sales. 40p. 50¢. Is there an American youth movement? by Kirkpatrick, E. L. and Boynton, A. M. 48p. 5¢. (Extension Service of the College of Agriculture.) World Peace Foundation, 40 Mt. Vernon Road, Boston, Mass. Europe, war or peace? by Duranty, Walter. 47p. 50¢.

## Publications of Special Interest

**Alexander, Carter.** *How to locate educational information and data.* Teachers College, N. Y. 1935. 272 p. \$3.00.

A fine guide to the use of reference material. While based on educational sources, the principles discussed apply to any subject. Excellent suggestions are given for techniques in reading, and note taking. An invaluable book both for the beginner as a guide, and the expert as a standard by which to gauge his work.

**Arnold, T. W.** *Symbols of government.* Yale Univ. Press, New Haven. 1935. 278 p. \$2.50.

Brilliant, witty and penetrating essays on the place of the Law and the Constitution in current economic, and social life. Of great value to those who wish to understand the widely differing approaches to the common problems of human welfare in this country.

**Babson, R. W.** *Actions and reactions.* Harper, N. Y. 1935. 404 p. \$4.00.

This autobiography of a leader in the development of investment analysis services has special interest in its record of this activity as well as the glimpses of educational systems, Department of Labor activities, etc. The pictures of childhood, and family life are delightful. Written with naive directness.

**Belden, Clark.** *Job hunting and getting.* L. C. Page & Co., Boston. 1935. 297 p. \$2.50.

Possibly the best book on job hunting that has been written. Full of intelligent suggestions for a campaign, and for adequate use of information. Written with invigorating ardor as well as common sense. Particularly helpful for the young executive. Well worth reading at any time.

**Boyd, Thomas.** *Poor John Fitch.* Putnam, N. Y. 1935. 315 p. \$3.00.

The story of the bitter but valiant struggles of a thwarted mechanical genius as colonial apprentice, sutler to the Revolutionary Army, surveyor, Indian and British prisoner, and of his long, galling struggle as a steamship inventor whose boat plied the Delaware nearly twenty years before the Claremont moved on the Hudson. Written in a clear, compelling style.

**Britt, George.** *Forty years—forty millions.* Farrar & Rinehart, N. Y. 1935. 309 p. \$3.00.

Frank Munsey and his solitary climb from a poor farm boy in Maine to a publisher with fabulous riches, vividly described. The vicissitudes of the properties he controlled

and the employees he harassed are skillfully depicted. A bit of recent history told with pungency and vigor.

**Carr, Harry.** *Los Angeles.* Appleton, N. Y. 1935. 403 p. \$5.00.

A delightful book on the history, personalities and attributes of Los Angeles. Pencil illustrations by E. H. Suydam enhance its charm. Not the least interesting parts are the note on that most colorful of all librarians, Charles F. Lummis, and those on the contributions to science, art and archaeology of Los Angeles educational institutions.

**Collins, V. D.** *World marketing.* Lippincott, Philadelphia. 1935. 327 p. \$2.50.

A comprehensive guide to world marketing in the new era including specific discussion of sources of information, techniques for foreign contacts, price formulas, travel and shipping instructions, etc. Much pertinent information in usable form.

**Doherty, R. P. and Hartmann, Max.** *Economic organization of business.* Manthorne, Boston. 1935. 294 p. \$3.00.

A textbook prepared for students of Boston University, College of Business Administration. Conspicuous for judicious and extensive quotations from well known publications in the general field of business administration. Excellent reading list, not annotated. No index given.

**Fernstrom, K. D.** *Organization and management of a business enterprise.* Harper, N. Y. 1935. 703 p. \$4.25.

Another all round treatment. Particular attention given charts of organization, manufacturing standards, wage payment scales and similar management techniques. Collateral reading suggestions follow each chapter.

**Greenwood, Ernest.** *You, utilities and government.* Appleton, N. Y. 1935. 270 p. \$2.00.

The public utilities of the country find an ardent defender in Mr. Greenwood. Perhaps the intensity of his ardor raises doubts of his ability as a judicious, impartial investigator.

**Harris, G. L.** *Business offices.* Harper, N. Y. 1935. 238 p. \$2.50.

A well arranged and interesting analysis of opportunities, and procedure in accounting, purchasing, sales traffic and other offices. Planned particularly to serve the workers in the departments rather than as a guide for the heads. Good suggestions on reading and other forms of personal development included in text. No bibliography. Rather inadequate index.

**Holme, Geoffrey. *Industrial architecture.*** Studio Publications, N. Y. 1935. 208 p. \$10.00.

The fine illustrations of contemporary architecture are indexed by architect and type of building. The majority of the illustrations are European. The effect of the industrial problem upon the plans is noticeable. Fine illustrations and descriptive notes.

**Jacob, H. E. *Coffee: the epic of a commodity.*** Viking Press, N. Y. 1935. 296 p. \$3.50.

The history of coffee from the fantastic stories of its discovery to its place in the economic problems of Brazil, told with a wealth of historic and romantic detail. Illustrated by many charming reproductions of quaint engravings. Bibliography given for each chapter. A colorful background study.

**Johnson, E. R. and others. *Transportation by water.*** Appleton, N. Y. 1935. 585 p. \$5.00.

A comprehensive consideration of all aspects. Careful definitions of activities and special developments are a feature. Bibliographical references for each chapter. A basic handbook for the subject.

**Linn, J. W. *Jane Addams.*** Appleton, N. Y. 1935. 457 p. \$3.50.

The moving story of the woman who led others of her generation in discovering opportunities for service, and in fostering tolerance. Absorbing in its record of interrelations of outstanding personalities, episodes and movements. Told with appreciation, understanding, and sympathetic humor. A notable book.

**Longyear, William. *Dictionary of modern type faces and lettering.*** Bridgman Publishers, Pelham, N. Y. 1935. 140 p. \$2.50.

About 160 styles in type faces ranging from the classic to the ultra modern are given, each in several sizes. Particularly helpful for beginners.

**McHenry, Beth. *I had illusions.*** Henkle, N. Y. 1935. 286 p. \$2.50.

Hospital life as seen by a student nurse in a large hospital in the west. Patients, operations, surgeons, orderlies, rules and their evasions, all are part of the rather crude sketches. Quite comprehensive in detail. How typical the book can be is a question.

**Mudd, W. S. *Old boat rocker.*** Dodd, N. Y. 1935. 251 p. \$1.50.

A series of colloquial conversations on current business management problems. Humorous, apt and worthy of serious consideration for its economic philosophy.

**Mussatti, James. *Constitutionalism.*** Richard Blank Pub. Co., Los Angeles. 1935. 58 p. \$1.00.

A clear, succinct yet vivid discussion of the struggles for human liberties that led to the Constitution of the United States from the granting of the Magna Charta through the problems that followed the Revolution. A particularly interesting account of the Constitutional Convention is included. Special lists of references, the

Declaration of Independence, the Constitution and a bibliography are included.

**National Conference on Social Security. *Social Security in the United States.*** American Assoc. for Social Security, Inc., N. Y. 1935. 240 p. \$1.75.

Old age pensions in action, the pros and cons of health insurance; economic security and social insurance; and unemployment insurance discussed by those actively participating in such programs. The very diverse views involved are clearly brought out.

**O'Connor, Harvey. *Steel-dictator.*** John Day, N. Y. 1935. 383 p. \$3.00.

A study of the financial, management and labor policies of a mammoth industry that is disheartening reading. Comprehensive, lucid and caustic. Good bibliographic notes.

**Oglesby, Catherine. *Fashion careers: American style.*** Funk & Wagnalls, N. Y. 1935. 283 p. \$2.00.

Reviews the opportunities for women in the fashion field. Elementary but gives much specific information on different job routines, and salary schedules. Quotes interviews with leading designers. No index.

**Rawson, M. N. *Little old mills.*** Dutton, N. Y. 367 p. \$5.00.

Much history and many early records of industry are included in these notes on early mills of all kinds, scattered along the eastern seaboard. Delightful pen drawings of old mills, and detailed illustrations of individual tools and parts. Indexed for section and type, as well as subject. A charming, useful study.

**Seabury, David. *Keep your wits.*** McGraw-Hill, N. Y. 1935. 229 p. \$2.00.

A clear analysis of the psychological complications that affect our thinking. Methods by which certain weaknesses may be eradicated are suggested. Many illustrative incidents included. No index.

**Semashko, N. A. *Health protection in the U.S.S.R.*** Putnam, N. Y. 1935. 176 p. \$1.75.

A clear, concise discussion of comprehensive efforts by the State. The great strides in the protection of workers, the safeguarding of women and children and the reduction of contagious disease are particularly stressed.

**Tannenbaum, S. A. and Branden, P. M. *Patient's dilemma.*** Coward-McCann, N. Y. 1935. 278 p. \$2.50.

A discouraging account of the various types of medical racketeering, and the underlying reasons for such developments. The way out through a Public Health System is ably presented. Interesting, enlightening, but not as generally satisfying as Cabot's "The Doctor's Bill".

**Thompson, J. A. *Count Rumford of Massachusetts.*** Farrar & Rinehart, N. Y. 1935. 275 p. \$3.00.

Another scientist of Revolutionary days. A New England Tory who as a pioneer in city planning, and poor relief served as Chamberlain in Bavaria. His scien-

tific research in light and heat led him to found the Royal Institution in London, and the Rumford professorship at Harvard. He advocated education in technology at that early date. An eminently readable record. Bibliography included.

**Thompson, Oscar.** *How to understand music.* Dial Press, N. Y. 1935. 347 p. \$2.75.

Another particularly successful guide for the uninformed. Major composers, and the different types of music composition are ably interpreted. Illustrations include the principal instruments. A stimulating chapter on music biography is included. Not indexed but well arranged.

**Tomlinson, R. R.** *Crafts for children.* Studio, N. Y. 1935. 120 p. \$4.50.

A bird's-eye view of the foundations, and techniques in school craft work on the Continent, in England and here. Abundantly illustrated in half tones, and color. An excellent, and suggestive handbook.

**Wallis, J. H.** *Politician; his habits, outcries and protective coloring.* Stokes, N. Y. 1935. 333 p. \$3.00.

Highly diverting in its wicked treatment of the politician's pursuit of votes, and successful in focusing attention on ulterior motives of current political leaders.

**Wetmore, H. A. ed.** *Union list of journals, etc., in chemical libraries.* 214 St. Paul St., Westfield, N. J. 1935. 317 p. \$1.00.

List of journals, proceedings and transactions and in some instances books and sets available in 49 chemical libraries throughout the United States. The periodicals are arranged alphabetically giving names of the libraries and their holdings in volume numbers. Includes a list of the contributing libraries with addresses and librarians. A project of the Chemistry Section of the Science-Technology Group of the Special Libraries Association. The fine job done is a credit to its editor.

#### Duplicate Exchange List

THE following list is the usual array of titles offered for exchange. They are available free except for transportation charges. Please apply to Miss Rosamond Cruikshank, Hartford Public Library, Hartford, Conn.

Amer. bankers reporter, v. 142.  
 Amer. inst. of acct's yearbook, 1925-1929  
 Amer. library annual, 1911-1912  
 Amer. metal market — Metal statistics, 1931  
 Bullinger's . . . guide, 1929  
 Columbia Univ. general catalog, 1754-1916 (1 v.)  
 Cong. directory, 1929, 1932, 1934  
 Curtis pub. co., Sales opportunities, 1934-5  
 Davison's textile blue book, 1933  
 Dir. of agric. & home econ. leaders. Vocational teachers, 1933  
 Dodge corp. Home owners catalog  
 Facts & figures of the auto industry, 1934  
 Hardware age, direc. number 1934, 1935  
 Hardware retailer, Sales manual, 1935-6

Harvard U. School of Bus. Adm. Merchandising of cotton textiles, 1933  
 International bank lawyers, 1932  
 Lanes blue book, 1933  
 Librairie Beauchemin — Almanach du peuple Beauchemin, 1935  
 Lloyd's register, 1918-1930  
 Macrae's blue book, 1933-34  
 Millinery trade review buyers index, 1934  
 Moody's Public utilities, 1928  
 Mundy. Earning power of railroads, 1934  
 Poor's intermed. manual of utilities, 1918  
 Poor's intermed. manual of railroads, 1910, 1915, 1917  
 Poor's railroads, 1913, 1924  
 Retail dealers guide for monument dealers, 1932  
 Richardson's golf review, 1933  
 Russel law list, 1935  
 Social register of New York, 1929  
 Statesman's yearbook, 1896, 1899; 1900-02, 1906-7, 1914  
 Stone & Webster, 1888-1932  
 Textile world. Annual rayon yearbook, 1934  
 Who's who in New York, 1918, 1924

#### Wanted!!

PLEASE note very particularly that this is a list of titles *Wanted!* If you have any of them that you are willing to send, *free*, to another library, please notify Miss Rosamond Cruikshank, Hartford Public Library, Hartford, Conn.

Amer. inst. of actuaries, Yearbook 1932  
 Ayer's newspaper directories, three years old or less  
 British commercial directory, 1926  
 Clark's grocery zone & data book, 1929  
 Commerce yearbook, 1922, 1925  
 Corporate fiduciary assoc. dir. 1931-32  
 Daily bond buyer, Ja.-Ap. 1900, Ja.-Ap. 1908  
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