

Special Libraries

"Putting Knowledge to Work"



Important Books of the Year — A Symposium by Correspondence	323
Special Libraries in Time of Depression <i>Mary Bostwick Day</i>	329
The Chemical Librarian <i>Margaret G. Smith</i>	330
An Enlarged Service Possible	332
Report of Progress <i>Howard L. Stebbins</i>	333
Board Meeting Notes	334
From the Report of the Secretary — <i>Elizabeth L. Clarke</i> ; From the Progress Report of the Committee on Indexes to Sources of Statistical Information — <i>Maria C. Brace</i> ; From the Report of the Committee on Training and Recruiting — <i>Margaret G. Smith</i> ; Report of Duplicate Exchange Committee — <i>Rosamond Cruikshank</i> ; Committee Announcements; Convention Notes; In Appreciation.	
Notes on Bibliographies	338
Over the Editor's Desk	343
Letters to the Editor	345
How Long Should a Convention Be? — <i>D. N. Handy</i> ; "Fairs — East and West 1939" — <i>K. Dorothy Ferguson</i> .	
Publications of Special Interest	346
Free!	350

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SPECIAL LIBRARIES

MARIAN C. MANLEY, *Editor*

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Important Books of the Year

A Symposium by Correspondence

A librarian of a horticultural society writes

WHEN you ask me "What are some of the best garden books?" I hardly know where to begin or end, there are so many good ones. A great deal depends on the use that will be made of them. So when your letter came, we had a conference, and planned what we would put into the garden section of a large general collection, or into an amateur's personal bookshelf. We had to use great self-control about some of our favorites in order to keep the list within reasonable bounds. In fact, such a selection never turns out just the same twice.

The most solid foundation is still Bailey's *Standard Cyclopaedia of Horticulture* and its supplement, *Hortus*, and for all but the lighter side of gardening these are as good as a whole library-full of lesser works. Close seconds just now in popular interest are *The Garden Dictionary*, edited by Taylor, and *The Garden Encyclopedia*, edited by Seymour. These, being one-volume works, have the advantage of compactness, they are equally inclusive and reliable, and the choice between them is largely a matter of price. Troublesome definitions and pronunciations are compactly taken care of by Hottes's *Home Gardener's Pronouncing Dictionary*.

Among single volumes the choice is wide. One might begin with A. C. Hottes's five little works: *The Book of Annuals*, *The Book of Perennials*, *The*

Book of Climbing Plants, *The Book of Shrubs*, and *The Book of Trees*. We use them constantly. They are meaty yet not technical, and please both beginners and more advanced gardeners. E. I. Farrington's *The Backyard Garden* is one of the few books on vegetable gardening on a small scale. Sherlock's *The Gardener's How Book* is a sort of one-volume library, and has managed to cover a great deal of ground without being superficial. One might compare with it Leonard Barron's compilation, *The Complete Book of Gardening*. For the real beginner I can recommend nothing better, either in this form or in its component booklets of the *How to Grow* series, which are available separately. When it comes to the inevitable struggle with bugs and diseases, the classics are Metcalf and Flint's *Destructive and Useful Insects*, Heald's *Manual of Plant Diseases* and Felt's *Manual of Tree and Shrub Insects*. If you have them, you have everything. They are expensive, though, and you can go to a certain point with chapters in your general books.

The books on special plants are so many that I shall scarcely mention them, for the average library needs only what local interest demands. The selection would probably begin with Rockwell's *Book of Bulbs*, Mrs. Fox's *Gardening with Herbs for Flavor and Fragrance*, Sulzer's *House Plants*, and Nicolas' *Rose Manual*.

The satisfying garden is planned before it is planted. Hubbard and Kimball's

Introduction to Landscape Design covers the whole field with text, photographs, and bibliographies. Marjorie Sewell Cautley's *Garden Design* applies the elements of design, both verbally and pictorially, and was developed from letters, sketches, and talks with her clients. One of these two books ought to belong to every good gardener. Among the wealth of less ambitious works I give you Mrs. Francis King's *The Beginner's Garden*, Ortluff and Raymore's *Color and Succession of Bloom in the Flower Border*, Mabel Cabot Sedgwick's *The Garden Month by Month* (which is a calendar of flowering dates) and Jennings' *Complete Home Landscape*. All these titles explain themselves well except the last, in which the great value is the inclusion of practical construction details.

If you want to understand the processes of growth in the garden (as all good gardeners should), by all means include Salisbury's very readable book, *The Living Garden; or, The How and Why of Garden Life*. For a field handbook there is no improving on Gray's *Manual of Botany*, or his *Field, Forest and Garden Botany*, but if these are too technical, the Mathews *Field Books* are good choices. Clute's *Our Ferns in Their Haunts* and Durand's *My Wild Flower Garden* will help those who want to naturalize wild things.

For the use of cut flowers in decoration, a standard text is the third edition of White's *Flower Arrangement*. There are numerous attractive picture books to supplement this, one we find popular being Mrs. Murphy's *Flower and Table Arrangements*. Koehn's *Art of Japanese Flower Arrangement* is used constantly by the devotees of the Japanese schools.

Have you read Peattie's *Green Laurels: the Lives and Achievements of the Great Naturalists*, or his *Almanac for Moderns*? He is a sympathetic and eloquent interpreter of nature and of man's

growth in understanding of natural laws. To accompany him I would choose Sylvia Spencer's anthology of poetry, *Up from the Earth*, Skinner's *Myths and Legends of Plants*, or Quinn's *Seeds, Their Place in Life and Legend*. Richardson Wright, E. H. Wilson, Louise Beebe Wilder, and Eleanour Sinclair Rohde should not be forgotten, for as gardeners and as authors our debt to them is great.

Any small library for the layman ought, I think, to have practical usefulness, dependability, representative authorship, and more than a little "come hither". The most flawless selection will not be worth shelf room unless it has sparkle as well as substance.—Dorothy S. Manks, *Massachusetts Horticultural Society*.

A chemical librarian writes

The consideration of books most used in our library brings Carleton Ellis' book *The Chemistry of Synthetic Resins* to the foreground. The enormous growth of a profitable branch of chemical industry is well illustrated by contrasting the first edition in 1923, consisting of 500 pages, with the second edition of 1600 pages. This up-to-date book reflects the care and effort which have gone into the compilation and correlation of a vast amount of data. A hasty glance at the two volumes with their wealth of citations, graphic formulas, tables, charts and illustrations will impress anyone with the magnitude of the task and the thoroughness with which it has been carried out. A glossary of trade names helps in the interpretation of this complicated field.

In the field of general organic chemistry there are several interesting additions: W. J. Hickinbottom's *Reactions of Organic Compounds*, Julius Schmidt's *Text Book of Organic Chemistry* and A. W. Stewart's *Recent Advances in Organic Chemistry*. The enlarged edition of volume 2 of Stewart's book contains four

new chapters by H. Graham and is written in such a manner as to induce enthusiasm in those relatively fresh to the subject, but is apt to appear biased to the more experienced reader. Karrer's *Lehrbuch der organischen Chemie* has appeared in its fourth edition. Due to the short interval of three years which has elapsed since the third edition, little revision has been done except in the field of natural products.

In the realm of physical organic chemistry, *Aliphatic Free Radicals*, by F. O. and K. K. Rice, and *Physical Aspects of Organic Chemistry*, by W. A. Waters, should be mentioned. Waters' book is useful to chemists who have not followed carefully the new fast-growing field of electronic interpretation of organic reactions.

No modern chemical library can afford to be without the complete, accurate and comprehensive bibliography of J. W. Mellor's *Comprehensive Treatise on Inorganic and Theoretical Chemistry*. The appearance of the fifteenth volume leaves only one volume to be published to complete the set. Part III of volume 11 of J. Newton Friend's *Textbook of Inorganic Chemistry* has also been published in 1936. Volume 3 of H. Bennett's *Chemical Formulary* completes a set of books of recipes. It contains "request material" together with a list of trade names, and an index for all three volumes. Speaking of trade names, the 25,000 references in *Chemical Synonyms and Trade Names*, by W. Gardner, should help in solving problems of nomenclature. A large number of pseudonyms of chemical materials and an appendix of answers to questions about recently coined terms are included. Definitions are keyed to trade names and no attempt is made to define chemically correct nomenclature in trade terms. *The Dictionary of Applied Chemistry*, by Thorpe, supplemental to volume 3, containing a glossary and index, might also be included in this group.

The Thermochemistry of Chemical Substances, by Bichowsky and Rossini, an extension of the section on thermochemistry in International Critical Tables contains revised thermochemical data, a description of sources of data, and bibliography.

The demand for variety and purity in organic solvents has been met in *Organic Solvents — Physical Constants and Methods of Purification*, by A. Weissberger and E. Proskauer, translated from the German manuscript by Randolph G. A. New. References for 158 solvents have brought together useful material in a convenient form.

In the field of analytical chemistry, *Colorimetric Methods of Analysis*, volume 1, by F. D. and C. T. Snell, provides a good balance of methods and references useful to both industry and colleges. The eighth edition of volume 2 of Treadwell's *Analytical Chemistry — Quantitative Analysis* also belongs to this class.

Two books on light have been of value. The first, *Fluorescent Analysis in Ultra-Violet Light*, by Radley and Grant, provides a systematic subject classification of articles written on the color of fluorescent light given off by materials of all sorts when irradiated. This classification has been woven into a continuous story containing comments by the compilers. The second book, *Infra Red and Raman Spectra*, by G. B. B. M. Sutherland, is a well written, brief account of general principles acceptable to those wishing to know the subject as a part of modern chemistry or physics.

Catalytic Reactions at High Pressures and Temperatures, by V. N. Ipatieff, characterized by the author as his "chemical autobiography," is widely read and discussed by the research department. The first part of the book is devoted to a detailed account of early experimental work published in Russian. Ipatieff was probably the first to recog-

nize the importance of the surface walls of the container and promoter action of catalysts. Only literature references with direct bearing on Ipatieff's work are cited.

In the third edition of *Theory of Emulsions and Their Technical Treatment*, by W. Clayton, space is given to new industrial emulsifying agents and sulfonated compounds. It is indispensable to a technological and industrial laboratory.

Several American Chemical Society Monographs have been of most interest to specialists in these various fields and are mentioned because these books contain comprehensive data. *Sulfuric Acid Manufacture*, by A. M. Fairlie, deals with developments and equipment of the nitration (chamber) and contact processes in a clear and forceful style. *Carbon Dioxide*, by E. L. Quinn and C. L. Jones, combines the theoretical and academic viewpoint with practical and industrial knowledge. *Corrosion Resistance of Metals and Alloys*, by R. J. McKay and R. Worthington, lacks theoretical discussions. It is the only work on corrosion that attempts to cover the entire field of corrosion of metals and alloys and contains an up-to-date bibliography. Incidentally, the chapters are interspersed with drawings of a gnome depicting incidents in the life of "old man corrosion."

The second edition of J. H. Hildebrand's work on solubility has been limited to non-electrolytes as indicated by its title, *Solubility of Non-Electrolytes*, and contains new material on polarity, intermolecular forces and structure of liquids.

Another A.C.S. monograph, L. F. Fieser's *Chemistry of Natural Products Related to Phenanthrene*, gives a well rounded summary of significant and useful observations in the developments in the chemistry of natural products and their relation to hormones, vitamins, and carcinogenic compounds. It shows

that the author understands the needs of a reader not entirely familiar with the rapidly developing field of organic and biological chemistry.

Though the subject matter is not chemical in nature, much interest has been shown in *Patentability and Validity*, by Revise and Caesar. The treatise is of most value to patent attorneys, but research workers and chemists who have had no legal training find it readable and easy to comprehend in spite of the complexity and difficulty of the subject. — *Anna Lessig, Hercules Powder Company, Experiment Station.*

The librarian of a bureau of public administration writes

To select a few items for special mention in fields which have produced such a wealth of written material as Public Administration and Economics, is a somewhat difficult task. The titles which follow have proved particularly useful to us in supplying information.

The administration of public welfare has been an important question this year with the change from FERA to WPA. The publications of the New York Governor's Commission on Unemployment Relief, especially *State and Local Welfare Organization in the State of New York*, have been much in demand. The Works Progress Administration has issued throughout the year a very useful series entitled *Digest of Public Welfare Provisions under the Laws of the State of . . .*, which covers at the present time approximately thirty of the states. Since we receive constant requests for information concerning conditions in California, *Welfare Activities of Federal, State and Local Governments in California, 1850-1934*, by Frances Cahn and Valeska Bary, has answered many of our questions. In addition, the California State Relief Administration has covered the subjects of transients, migratory labor, consumers'

coöperatives, agricultural labor and medical care and costs in California families in a number of interesting monographs. We have found the publications of the relief administrations of other states valuable sources on many topics, and their publications are now listed in Jerome K. Wilcox's *Unemployment Relief Documents: Guide to the Official Publications and Releases of FERA and 48 State Relief Agencies*. Social insurance is a vital problem in administration. This year the interest is in the practical working of state provisions and the necessary changes to conform to the provisions of the Social Security Act. Two recent publications of the Public Administration Service are devoted to the subject, *The Administration of Old Age Assistance in Three States*, by Robert T. Landsdale and associates, and *Unemployment Compensation Administration in Wisconsin and New Hampshire*, by Walter Matscheck.

No student of public administration during the past year could remain unaware of the tremendous public interest in civil service. Two publications have been important sources of study — the Report of the Michigan Civil Service Study Commission and *Public Personnel Administration*, by William E. Mosher and J. Donald Kingsley.

Three bibliographies have appeared to aid reference librarians and researchers. Jerome K. Wilcox has issued a supplement to his *Guide to the Official Publications of the New Deal Administrations*: (mimeographed and printed) which covers the period April 15, 1934 to December 1, 1935. And at this time it might be well to call attention to the fact that the *Monthly Catalogue, United States Public Documents* now lists processed as well as printed material. The second bibliography is Katherine McNamara's *Bibliography of Planning 1928-1935*, issued by the Harvard University School of City Planning, which brings up to date

her earlier work and that of Theodora Kimball Hubbard. The third bibliography is in the field of police administration — *A Bibliography of Police Administration and Police Science*, by Sarah Greer.

Concerning police administration, August Vollmer's *The Police and Modern Society* presents the problems of the police in a forceful manner.

Federal government publications have played an important part as a source of information in the field of economics as well as administration. Laurence F. Schmeckebier has given an excellent key to their value in his *Government Publications and Their Use*. The *Handbook of Labor Statistics, 1936 edition*, issued by the Bureau of Labor Statistics, has added to its usefulness by including chapters on Labor aspects of the NRA, Labor standards, Recreation and leisure time and an enlarged discussion of various phases of social insurance. The Bureau of Agricultural Economics has published a bibliography on a subject which is always of importance in California — *Agricultural Labor in the United States, 1915-1935*, by Colvin and Folsom. Mention must be made of the publications of the U. S. National Resources Committee, especially their volume on *State Planning*. But most important of all is the *Federal Register* which does so much to lighten the task of the librarian in locating formerly elusive executive orders and day by day regulations of the various agencies of the Federal Government. — Anita M. Crellin, *Bureau of Public Administration, University of California*.

A trade association librarian writes

During the last few years a developing consumer consciousness has been reflected in a wealth of new books written about the consumer or addressed to him. The 1936 crop has been particularly rich in two fields: the books on consumer co-

operation and the so-called guinea pig books.

The consumers' coöperative movement has been particularly fortunate in having attracted as its champions two men who, because they are able journalists, write dramatically and convincingly about the coöperative movement. The first of these men, Marquis W. Childs, writes in *Sweden: the Middle Way* of the success of coöperation in Sweden. It is said that this book was in large part the inspiration for President Roosevelt when he sent his commission to Europe to survey the coöperative movement there.

Another journalist, Bertram Fowler, has become a kind of self-appointed press agent for the coöperative movement in the United States. He has toured the country gathering first-hand information about coöperatives, and has contributed a great number of articles to the magazines and newspapers in the last year. His book, *Consumer Coöperation: Democracy's Way Out*, is quite exuberant and one-sided, but behind the fervor there is a lot of good factual information as well.

A somewhat more critical evaluation of the coöperative movement, though none the less enthusiastic, is the book by the dean of the movement in this country, Dr. James Peter Warbasse. *Coöperative Democracy* appeared this year in a third edition, but the movement has so expanded since the first appearance of the book in 1923 that this new edition is almost a new book. Dr. Warbasse has drawn a complete picture of the background and theory of the coöperative movement, and an analysis of its connection with other economic developments such as the labor movement.

A still different approach to the subject of coöperation is found in Horace M. Kallen's *The Decline and Rise of the Consumer*. This is the most solid book of the lot, and is chiefly concerned with tracing the historical development (or lack of

development) of the consumer's place in society. It builds up to the conclusion that the ultimate goal lies in consumer coöperation. Advocates of the coöperative movement have acclaimed the book in such strong terms as these, that it will do for the consumer what Karl Marx did for the worker in *Das Kapital*.

On the other hand, there are the guinea pig books, which are more specifically intended to rouse consumers from their immediate lethargy. Since the first guinea pig book broke into the ranks of the best sellers, many authors have tried their hands at muck-raking in the interests of consumers. This year's contribution includes J. B. Matthews' *Guinea Pigs No More*, which lists still further examples of fraudulent practices of which the consumer is the victim.

Of much more importance is the book, *American Chamber of Horrors*, by Ruth deForest Lamb. Miss Lamb has written a thoroughly documented but lively account of the U. S. Food and Drug Administration's fight for pure foods and drugs under the existing laws. Her book is a convincing argument for the need of a new food and drug law.

Another book in the guinea pig tradition, but one which differs from the others in its constructive approach to problems of consumer purchasing, is Ruth Brindze's *How to Spend Money*. Miss Brindze does not write in negative terms of what not to buy. Instead she gives positive advice on the use of existing standards and guides for selecting merchandise and for getting one's money's worth.

If the consumer books of the next few years continue as worth-while as those of recent years, the consumer shows promise of outliving his reputation for being a supine and downtrodden individual, and of becoming instead the most respected factor in the economic set-up. — *Milliecent Leeper, American Retail Federation.*

Special Libraries in Time of Depression

By *Mary Bostwick Day, Librarian*

Museum of Science and Industry, Chicago

(Address before *University of Illinois Library School*)

A FRIEND of James Barrie once asked him as to the financial success of his plays. To which Barrie replied: "Oh, some peter out and some pan out."

Now there have been some special libraries that have petered out and some that have panned out during these past five years of depression. They have usually been ones started under untrained librarians and never were effective service bureaus.

In the elimination of all luxury and waste these libraries have gone the way of a lot of other departments in business and industry. But, I believe, the number that has gone under is comparatively few.

Special librarians have had a hard pull, as who has not? They have had curtailment on every hand. They have had to work harder to keep their libraries on the map and they have had to adapt themselves continually to a rapidly changing world. The reason they have weathered the financial storm as well as they have, I believe, is because they are constantly, by new and ingenious methods, endeavoring to sell their management by efficient service rendered.

The organization and administration of a special library is very little different than any other well-run library. But, being usually a small library and not so unwieldy as the larger and more complex type, it has been able to change its policies quicker to meet the daily new demands of business and industry. Intensive study, careful planning and rapid execution are the three essential basic principles to my mind of every trained library worker. Not only know thyself,

but know in detail the problems and activities of the organization in which you work, and enter actively into all departmental problems. Through an intensive survey of your own organization gained from the staff personnel, from reports, correspondence, and company publications, you are then in a better position to go on to the second essential, careful planning. I don't know of anything which requires such careful planning as the work of a special librarian. Unless you have a definite objective ahead, you are swamped in details and the larger and more important things are relegated to a minor place and you are a detailist and not an executive.

This brings us to the last watchword, speed in execution. For it is this which the business man wants. If you can deliver the goods, if your library is organized for quick availability, you are then an active branch of the organization and not a mere literary morgue. Get the thing across in a thorough manner at the right time, and if possible in advance of the demand, and the special library is then a dynamic factor in the organization.

Special libraries were an important factor in the research work of *A Century of Progress*. While there was little often on the surface of things to denote the immense amount of research work done in libraries in the preparation of the exhibits, still there is probably not one of the 200 or more Chicago special libraries but could tell innumerable examples of loans of literature to the Fair officials, extensive use of their collections and the answering of hundreds of telephone requests for information.

Our own Library at the Museum of Science and Industry was frequently called upon for information for the Fair. Several years before the Exposition opened, the officials came out to see just what help they could get from our collection of literature.

The building of the diamond mine in the General Exhibits Building No. 4 required several years to prepare. They wanted illustrative material on the town of Kimberley, South Africa, its flora and fauna, data on the history of the diamond cutters of Amsterdam, artificial diamonds, world-famous diamonds, etc. A selected exhibit of old bicycle books and magazines was lent to the Bicycle Trade Association in the Travel and Transport Building for the duration of the 1934 Fair. The Fair officials called upon us for trade directories, learned society membership lists, expositions of other countries and our own, etc. We were asked for

a chronological list of inventions. Days were spent by employees of the Fair looking over our large photographic albums from the Deutsches Museum and the South Kensington Museum, depicting the marvellous scientific and industrial exhibits in these institutions. The American Petroleum Institute sent an expert on the oil industry to plan the petroleum exhibit at the Fair; he had a desk just outside our Library and spent several months on the execution of this wonderful exhibit, doing his research work in or through our Library.

Not only has their reference work been of a timely nature, but in other endeavors the special librarian has not been dormant. With keen competition on every hand, the special libraries should become more and more an important factor in the solving of world problems. They have weathered these years of depression and they should survive.

The Chemical Librarian

By Margaret G. Smith

AFTER I had been asked to talk for 10 minutes on the features of a chemical library, I thought it might be well to look in a dictionary and see just what the word feature meant. I found out it had six different meanings:— as a verb, to resemble in features, or to portray or outline the features of something, or to make a feature of something, as a newspaper might do; while as a noun, features were any part of the human face, or a salient point, or the shape or form of an object. It didn't seem reasonable for a chemical library, under such definitions, to have features, but a chemical librarian might well "feature" all six "features." So we will concentrate on the "features" of a chemical librarian— this one we will

suppose to be a paragon of virtue and efficiency.

As we look at this damsel, what shall we describe first? A description of almost any person starts off with their hair, — very well, we shall begin there. I don't think she would be a blonde of "Gentlemen prefer blondes," nor yet a brunette, but a redhead; red from the flames of a burning curiosity and interest to know more about her company's business and its ramifications; red from an acute alertness for data and information of all sorts which will be of interest or of use to her organization.

Miss Chemical Librarian's forehead — that should be broad, very broad with a comprehensive grasp of the service she

should be able to offer and the materials necessary in order to offer such a service. Adequate service in a chemical library cannot be given unless there is access to materials from which to prepare it and make it ready for use. This necessitates, compendiums, handbooks, textbooks, encyclopedic works, dictionaries, indexes, not to mention long strings of chemical periodicals, both English and foreign. A broad comprehension should be able to include some knowledge of the mental building processes in the psychology of learning; and in addition, the various reading techniques, those for context, those for detail, and those for factual information. These can be used to demonstrate the fact that the value of reading is cumulative, the more that is read, the better other things and other reading matter is interpreted and used. The new book called *Reading Skills* should be at hand as a guide and handbook. There is no point in wasting time and concentration necessary for extracting detailed information on an article which needs to be read only for the general idea, nor is there any use of skimming over detail material, and missing half of the points. Many of us librarians, use the same technique in reading no matter what sort of material we attack. The inclusion of statistical guides, and books on how to prepare statistical charts and analysis are necessary. Breadth in training on the part of the librarian bespeaks good service. Without a chemical education or training, how could a mere librarian interpret the vocabulary of chemistry, or institute a search without a knowledge and comprehension that terms and compounds may overlap in use, application and meaning. The constant use of a chemical index by a librarian without chemical training is almost impossible. Breadth of training is not only necessary in subject matter but in library science. Good organization of the library and of material depends upon

fundamental library techniques; and a sufficient knowledge of these keeps the librarian from going haywire and originating systems of her own which are expensive in time and money.

Perhaps we should have skipped Miss Chemical Librarian's forehead, and taken up her eyes first. Whatever their color may be, they are keen and quick — keen to see emergencies arising, and adopting the service and materials to meet the need; quick to recognize information of value to the organization. There must be a keenness to realize that in organizing a library, and its materials into a rational system, the best plan is to follow general library techniques and methods, as they are the cheapest means in both time and money. She will be quick to see that all of her clientele are getting adequate service, and to perceive when one man by mere vociferousness or other tactics is trying to corner too large a portion of her time and effort. Keenness is used to see what forms of service may be offered, and evaluate them. Is abstracting material necessary, or will the more cheaply made annotations answer the purpose? Are notes to individual chemists regarding material pertinent to their work better than a weekly or daily circulating bulletin? She should be keen enough to know when to use those eyes to vamp the director, or vice-president, or whoever her boss is, into approving an order for necessary book-shelves, or perhaps an institutional membership in the Special Libraries Association.

Now for Miss Chemical Librarian's nose — whether it's Greek or Roman, pug or retroussé — it's a nose for news, and first-hand information. The best way to get first-hand news, as everyone knows, is to be on hand when it happens. Attendance at meetings and conventions are the best means of acquiring up-to-the-minute news, finding out new methods, and absorbing new ideas. She will

also spend some time in investigating new equipment, checking costs against use and adaptability for library purposes. In the neighboring public and special libraries, she will have nosed out material which might be of use to her, and which is possible to borrow — which library has the best collection of joke books for after-dinner speeches, what library has a string of periodicals which will supplement hers.

Her mouth is generous, under the lipstick of good advertising for her library, yet is firm when occasion demands. It can give information graciously, but can be kept tightly shut concerning the company's business when conversing with outsiders. It has a smile lurking at the corners, which can be turned on easily, and its owner, Miss Chemical Librarian, is well aware that troubles and difficulties are much easier to meet with a smile or a grin than with a stern, tight-lipped, do-or-die visage.

She has a chin that is determined to get only the best for her library and her clientele, and is indicative of faithfulness and loyalty to her job; but is not determined to the point of an obstinacy which blocks and hinders all coöperation. Perhaps she might have a dimple betraying a sense of humor, and an objective point of view of the interests of her employees. Her ears are alert and aware of coming trends, and are attuned to pick up news

that the eyes might not have the opportunity to catch.

Now among other things, she will have stream-lines in the best modern style. Her diet should be carefully watched to see that unseemly bulges of too large a balance of periodicals do not appear, or that the book collection framework is so poor that it shows forth in dismal skeleton-like form. On the other hand, care must be taken that she is not put on too severe a reducing diet, as often happened during the depression, so that the library becomes so poor and anemic that it can scarcely function, and will necessitate a long period of recuperation and building up before it can be restored to normal, and in condition to give first-class and adequate service again.

No description would be complete without some note of what she wore. Her gown is of a patent design, with American patents predominating, but with quite a sprinkling of foreign ones for relief. It is trimmed with long strings of periodicals, and has a belt of technical and foreign language dictionaries. Her only ornament is a well-organized and carefully made catalog, which is a jewel without price. Her handbag, from which she extracts all sorts of things, is made mainly of Chemical Abstracts, and other indices. This, then, is a description of that lovely Miss Chemical Librarian.

An Enlarged Service Possible

THE Special Libraries Association can be pleased with its oldest child, Public Affairs Information Service. P.A.I.S. is a non-profit association of public, university, and special libraries having as its sole object the publication of a current bibliography of selected material in English related to economic, social and political affairs. The annual meeting of the Publication Committee was held

November 13th. The report given at this meeting showed that despite the depression the service had a satisfactory reserve fund so that the increasing subscriptions would make expansion possible.

The Publication Committee decided to enlarge the staff so as to make possible the speedier publication of the cumulated issues and the annual volume. This change will also permit of expanding the

weekly issues of the Bulletin to list and index more comprehensively the constantly growing mass of printed material. This expansion of the weekly Bulletin will mean an increase in size for both the cumulated issues and the annual volume.

The idea of P.A.I.S. originated with Dr. Lapp, at that time head of the Bureau of Legislative Information at Indianapolis and editor of *SPECIAL LIBRARIES*. It began in 1913 as a small mimeographed leaflet. While its financial condition was a matter of grave concern for a few years, careful management and adequate charges have resulted in successful growth and it is in excellent shape to increase its service to members. The fact that it is the only weekly guide to the enormous amount of current literature on economic, social and political affairs makes the service that it can give particularly valuable in view of the increasing activities in these fields.

An illustration of the special value of P.A.I.S. to libraries in industrial fields is its treatment of trade directories. A few years ago the Commercial-Technical Group of the S. L. A. asked the editor of

P.A.I.S. to not only list directories under their subjects, but to assemble in one place in the weekly and cumulated bulletins and in the annual volume, the directories listed under the subjects in the other parts. The editorial staff of P.A.I.S. is always particularly willing to cooperate with special librarians, and the result is that this listing has grown so that in the 1935 annual volume, thirteen pages are devoted to directories, the major heading "Directories" being subdivided into 204 subject headings and the directories covering approximately 700 directory items. This is the most comprehensive list of trade directories appearing annually.

S. L. A. can be proud of P.A.I.S. Its progress is an illustration of the growth that can develop for such specialized and needed services. The Technical Book Review Index is another publication of this type that is also making successful progress under the guidance of the Special Libraries Association. It is gratifying to realize what constructive effort in these fields may mean.

M. C. M.

Report of Progress

IT IS almost axiomatic that no association, professional or otherwise, and no organized group of thinkers and doers can stand still. They must continually advance in one way or another, or they will find themselves definitely retrograding.

One way in which Special Libraries Association is advancing this year is in its handling of the problem of recruiting for special librarianship, of training librarians toward greater effectiveness, of moving the rank and file of our members into better positions, and of selling the special library idea to business men and others who are in a position to advance

the cause of special libraries. Whether S. L. A. successfully develops this program over the next several years — and S. L. A. does successfully develop its programs — will mark the difference between a vital, growing organization and one that contents itself with such routine activities as, for instance, getting itself inspired to attend an annual convention.

This is one broad problem, although its general oversight is divided between two committees. We have talked much about training and recruiting, but we have had no committees definitely charged with that activity. This year we have a *Committee on Training and Recruiting*

headed by Mrs. Margaret G. Smith. "Education Committee" would be a descriptive term almost as good. Its province is to survey the present situation, seize the good ideas which the chapters have already developed, and to initiate a constructive program based on the best interests of our members and our Association. Its work will involve the carrying of the unfamiliar special library idea to students in colleges, where there is a wide field scarcely tilled as yet.

We have had an Employment Committee for many years. To the great regret of the Executive Board, Miss Rankin has felt obliged to lay down her duties in this connection. She has been the first to urge that the work be expanded and broadened in ways which have been impossible in the past. To this Committee, under Miss Margaret Bonnell, falls the duty of placing and advancing so far as possible both employed and unemployed registrants who are directly on its rolls.

A much broader objective of the Committee is to sell more effectively than it has ever been done before the idea of the special library in industry and to have competent people ready for such opportunities as may occur. In other words, the mountain must go to Mahomet, and

our maximum resources in personnel must be ascertained. It is of little use to campaign for the creation of an attractive library position and have no one available to occupy it when it opens.

Quite likely you will be getting a short questionnaire from each of these committees. Do not regard these documents as duplications, for both committees are coöperating on the one big problem. Do not consider their purpose to be the clogging of file cases nor the furnishing of material for a "final report." Final reports deal with closed matters.

Both chairmen are very earnestly seeking information as a base on which to build their programs. Planning is the first stage; concrete accomplishments come next. One year alone will not determine the results.

One accomplishment already achieved is the publication for the benefit of the whole Association of the New Jersey Chapter's experience with its last year's training class. Another is the transfer under favorable auspices of the New York Chapter's interviewing and detail work to the New York State Employment Service.

And — by the way — please remember to fill out and mail the questionnaires!

HOWARD L. STEBBINS, *President*.

Board Meeting Notes

THE Executive Board and the Advisory Council of the Special Libraries Association met November 21st in an all-day session. The reports of the Treasurer and Advertising Manager showed that the Association was in improved shape financially. Membership receipts for 1936 were \$7,468.77 as contrasted with \$6,151.27 for the corresponding period in 1935. Advertising receipts had increased from \$768 in 1934 to \$1,298.50 in 1935, and to \$1,643.50 to date in 1936. In connection with the re-

port of the Treasurer, the President called attention to the fact that the next year's budget would have to be considered shortly and that all Committee and Group and Chapter presidents were urged to consider their possible needs for funds during 1937.

The reports of the Committees indicated that many constructive activities were in process. The Chairman of the Constitution Committee reported that he had been asked to prepare a standard constitution to be used by Chapters.

This project is under way after cordial cooperation from officers and individuals. The report of the Convention Committee created much interesting discussion. Several announcements were made (see "Convention Notes"), and possibilities for development were considered at some length.

The report of the Employment Committee was another evidence of progress. Broad consideration of the situation throughout the Association is taking place. Both the Employment Committee and the Committee on Training and Recruiting are making an intensive study of the membership's problems, individual as well as general. In connection with the work of the Employment Committee, the Executive Board approved an expenditure of \$125 for printing forms and for circularizing the members of the Association. A request for \$20 for the work of the Committee on Training and Recruiting was made by that chairman and approved by the Board. The related possibilities of both Committees are considered at greater length elsewhere. The note of the chairman of the Employment Committee in *SPECIAL LIBRARIES* for November gives much of the proposed work of that Committee.

Probably the most important discussion at the Board meeting was on questions raised by the Finance Committee. This Committee asked the Board to define its work. The Board felt that its work was that of a long-range planning committee for the future growth of the Association. In that connection the question of the advisability of asking for Carnegie funds was presented to the Board. The advisability of asking for a grant from the Carnegie Corporation was discussed at great length and from many aspects. The fact that such a grant of money would be helpful in developing a well-rounded long range program of the Association was considered, and also the

possibility that the acceptance of such a grant might release the members from a sense of personal responsibility for the Association's welfare and so jeopardize the unusually strong professional support now given to the Association. The affect of Carnegie money on other associations and on the projects of the Special Libraries Association was discussed and the beneficial and possible deleterious features recognized. The fine program of the Association to date was admitted, while also the fact that additional funds seemed almost essential if the Association were to move forward without exhausting its members, was taken into consideration.

Possibilities for professional development would seem so great if additional funds were available that on the whole it was deemed advisable to approve such a request and the Finance Committee was instructed to study and prepare a detailed plan which would be submitted to the Board for their submission to the Carnegie Corporation.

The report of the Publications Committee was encouraging with its news that the revision of the Handbook of Commercial and Financial Services was well under way and that the Check List of Foreign Information Sources was practically ready to go to the printer. The Board approved a loan to the San Francisco and Southern California Chapters for the publication of their union lists. Other publication projects were considered.

The reports of the Chapters and the Groups showed that every part of the S. L. A. was moving along in a satisfactory manner and the impetus of better times was reflected in the work of the Association as a whole.

From the Report of the Secretary

IN ORDER that the members of the Executive Board and Advisory Council may have a bird's-eye view of the proportional time devoted to the regular duties clearing through Head-

quarters, a minute schedule was recorded during a thirty-day period. The month of October was taken as a typical period of operations, as the percentages of time given during October to the various activities indicate a cross-section of the administrative details involved:

General Association matters.....	18.9%
Membership.....	17.2%
Publications.....	14.3%
"Special Libraries".....	12.0%
Financial operations.....	10.3%
"Technical Book Review Index".....	9.2%
Chapters.....	6.0%
Groups.....	5.5%
Committees.....	3.2%
Convention.....	2.1%
Trade Association.....	1.3%

The time devoted to *membership* matters has been separated from the general section of Committees, since correspondence with membership prospects and Chapter officers, Group notifications, and mailing list changes refer specifically to our membership acquisition, maintenance, and service.

The item of *financial operations* includes all details for the budgetary set-up as carried in the monthly statement regularly distributed.

ELIZABETH LOIS CLARKE, *Secretary*

From the Progress Report of the Committee on Indexes to Sources of Statistical Information

SINCE the Montreal meeting the Committee has continued to study the problems and possibilities in the direction of better indexing of statistical information. Effort was also made to secure a chairman for the Committee on contacts with other organizations, and during October the chairman had a conference with Dr. Hyde of the National Archives, with the result that he has accepted the position.

Three members of the Committee met in Washington on September 28th in conference with Miss Joy, and other members of the Central Statistical Board. Miss Joy showed us the Board's records of statistical projects under review. These are made up weekly, the information being a brief identifying description, a statement of its status, etc. Projects included are those under way, and those under consideration. A list of such as are under way, or definitely assured, may be released for publication in *SPECIAL LIBRARIES* or other more suitable medium. They would form valuable pre-publication information.

The Committee decided to propose to the Publication Board of P.A.I.S. that it introduce the heading "Statistics" broken down by subject, in the same way that they introduced the heading

"Directories" some years ago. It was also decided at the September meeting to confer with H. W. Wilson on the subject of more detailed analyses of statistical information in the Wilson Indexes.

It was also decided to confer with the Superintendent of Documents and the Public Printer, in regard to the possibility of a monthly index to the Catalogue and a regular listing of Hearings. This conference has been held recently. It was gratifying to find that the suggestion for a monthly index was taken seriously enough to result in the actual indexing of the August number as a test in regard to cost and acceptability. The question of something like a general guide to public documents was brought up by Mr. Tisdell, who is of the opinion that the government should at some time provide for it. The problem, again, will be the necessity to provide adequate personnel. There is undoubted willingness on the part of the Superintendent and the Library Staff to cooperate in the matter of a monthly index if they can see their way clear to do so.

We shall soon get into touch with Jerome Wilcox, the new Chairman of the A. L. A. Public Documents Committee. This Committee has had in mind a conference in Washington on the subject of documents, mentioning S. L. A. as one of the organizations which would be interested. We shall hope to secure the cooperation of A. L. A. in our projects and to offer ours in as far as it may be applicable.

It is a pleasure to announce the addition of Miss Mitchill's name to others on the Committee. It is also a pleasure to announce that Miss Hasse has consented to become "Consultant" to the Committee. She made it clear that she considered that S. L. A. had initiated a most important project. As a part of her work in the W. P. A. Research Library, Miss Hasse is indexing and analyzing many statistical series, under the approval of the Central Statistical Board.

MARIA C. BRACE, *Chairman*

From the Report of the Committee on Training and Recruiting

THE Committee on Training and Recruiting has come to the conclusion that before any constructive work can be done, it will be necessary to take stock of the present status of the members of the organization, and determine, if possible, by what means they were recruited into S. L. A. service, and what sort of preparation or training they had. To get data of this sort, there are but two research techniques open — the questionnaire and the interview — and of these, only the questionnaire is feasible in the present situation. Therefore we have prepared a list of 600 special librarians, which will adequately represent

the various and different groups to whom the questionnaires will be sent.

Two other major problems confront the committee, — that of contacting the library schools and library training agencies, and that of organizing a promotable scheme of apprenticeship. These must be worked out in conjunction with the Employment Committee so that there will be no duplication of work.

Due to the widespread demand of chapters and special librarians for data on the New Jersey Training Course, the Committee recommended that an outline procedure be made available in inexpensive form, and cooperated to this end. At one time it was felt that a grant of \$20.00 would be necessary to underwrite this publication so that it would be available at a modest price. This necessity is past, however, due to the widespread demand for the pamphlet.

The Board of Education for Librarianship of the American Library Association has asked us if they might have a joint conference with the S. L. A. Committee on Recruiting and Training at the annual conference of the A. L. A. in New York City during the week of June 21-26, 1937.

MARGARET G. SMITH, *Chairman*

Report of Duplicate Exchange Committee, November 1936

SINCE the Convention report was submitted there has been little activity in the way of actual distribution, as no lists were published except in the Connecticut Library Association Bulletin of September. Two offer lists have been sent to the Editor of SPECIAL LIBRARIES since the last report. Six libraries have given material and thirteen have received it, one of them being a Danish library with a use for American reference material. Forty-two items have changed hands.

The summer was spent in renewing or appointing members to serve on the Committee for 1936-37, in establishing contacts between members and libraries in their neighborhoods, and in encouraging the use of these contacts to increase local distribution. Two specific requests were made, namely, (1) that material should be advertised locally and remainder lists only sent to the chairman, and (2) that lists should if possible be sent on 3 x 5 slips, to lessen the work of copying and filing. Responses were favorable.

Some changes were made in the personnel of the Committee, one member resigning to become her Chapter President, and another to take over the membership work for the Chapter. Two members have chosen and instructed their own successors, and two others have suggested names and will give whatever help is necessary.

Due to the unexpected necessity for the chair-

man to resign, a new chairman has been appointed. She has been very active since taking office on November 1st, and there will be no interruption of the work because of the change. Her evident interest in the exchange, and her proximity to the Editor augur well for the increased usefulness of this service to the Association and to the profession as a whole.

The change has worked a hardship on our long-suffering Secretary, who will have several hundred forms to revise, so that the address will be correct. This task is increased by the fact that two new forms were made this year, and new consignments of some earlier forms had been made in September. On her account particularly, but on my own as well, I regret very deeply that this is my swan song as exchange chairman. But I cannot help but feel that the change will be of great benefit to the work, and that the new chairman can do a great deal more for it than I have done.

ROSAMOND CRUIKSHANK, *Ex-Chairman*

Committee Announcements

THE Committee chairmen and personnel for three important S. L. A. Committees are listed here. The work of these Committees has direct bearing on the relation of all members of the Association to its activities. Any members who are interested in definite features of this work are urged to write to the chairmen promptly, as work is under way. Suggestions for nominations for 1937-38 officers should be sent to Mr. Pettit; problems in connection with the Constitution and its interpretation should go to Mr. Hyde; and suggestions and comment in connection with the financial problems of the Association should go to Miss Woodward.

Constitution and By-laws Committee. Chairman, Dorsey W. Hyde, Jr., The National Archives, Washington, D. C.; Eleanor S. Cavanaugh, Standard Statistics Company, Inc., 345 Hudson Street, New York; K. Dorothy Ferguson, Bank of America, National Trust and Savings Association, 1 Powell Street, San Francisco; Mildred B. Potter, Hartford Public Library, Business Department, 730 Main Street, Hartford; Rose L. Vormelker, Cleveland Public Library, Business Information Bureau, 325 Superior Avenue, N. E., Cleveland.

Finance Committee. Chairman, Laura A. Woodward, Maryland Casualty Company, 701 West 40th Street, Baltimore; Mary Louise Alexander, Batten, Barton, Durstine and Osborn, 383 Madison Avenue, New York; Herbert O. Brigham, Rhode Island State Library, State House, Providence; Mrs. Jolan M. Fertig, Westinghouse Electric and Manufacturing Company, Research Laboratories, East Pittsburgh; Mary Jane Hen-

derson, Sun Life Assurance Co. of Canada, Investment Library, Dominion Square, Montreal; Adeline Macrum, 532 West 111th Street, New York.

Nominating Committee. Chairman, Ford M. Pettit, Detroit News, George B. Catlin Memorial Library, Detroit; James F. Ballard, Boston Medical Library, 8 Fenway, Boston; Dorothy Bemis, University of Pennsylvania, Wharton School of Finance and Commerce, Lippincott Library, Philadelphia; Florence Bradley, Metropolitan Life Insurance Company, 1 Madison Avenue, New York; Alta B. Claffin, Federal Reserve Bank of Cleveland.

Convention Notes

THINGS are moving briskly for the 1937 convention of the S. L. A. which begins June 16th. Hazel E. Ohman, Division of Placement and Unemployment Insurance, New York State Department of Labor, as chairman of the Convention Committee, is making careful plans. Eleanor Cavanaugh, of the Standard Statistics Company, has consented to serve as Program chairman, an announcement that assures us of an interesting and well rounded program. Dorothy Avery, of the New York Bell Telephone Company, will be chairman of the Hospitality Committee, and Florence Bradley, of the Metropolitan Life Insurance Company, of the Banquet Committee. The Hotel Roosevelt, which has been designated as convention headquarters, will be air-conditioned before spring.

The Board was delighted to hear that Columbia University libraries wished S. L. A. to have a "Columbia Day" as part of its program, and voted that Saturday, June 19th, should be designated as that day. Since the A. L. A. and the S. L. A. are meeting in the same city for the first time in several years, a joint session of the two associations is planned for Tuesday, June 22d.

Two serious points were discussed in connection with the convention: first, how to make the reports of the many stimulating activities of the

Association available to its members for free discussion in an interesting manner, and second, how to avoid too many meetings with small attendance

The sense of the meeting was that it might be advisable to pre-print the reports and get them to the members before the business sessions, and at the business sessions ask the chairmen of each Group, Committee or Chapter to present for consideration of the members any *problem* that he or she felt needed consideration. In this way the real questions that need Association consideration could be stressed, while the more routine matter to be reported would be found in printed form.

The second point under consideration was the advisability of combining as many Group meetings as possible so that the delegates would not be torn asunder by conflicting interests, and the speakers who had given their time would not face audiences of 6 or 8. The combined meeting of the Commerce, Insurance, Public Business Librarians and Civic-Social Groups was cited as a meeting that created great interest in Montreal, and as an example that might be followed to some extent for the New York session.

In Appreciation

WHEREAS, Miss Rebecca B. Rankin has given generously of her time, personal interest, and professional knowledge to employment work in the field of Special Libraries; and

WHEREAS, the Executive Board wishes to acknowledge the debt of the Association to Miss Rankin for the establishment and furtherance of this vital activity of our professional organization; be it

Resolved: That the Executive Board extend to Miss Rankin warmest thanks and appreciation for her years of devoted service as Chairman of the Employment Committee of the Special Libraries Association; and be it

Further Resolved: That this resolution be sent to Miss Rankin, and that a copy be spread upon the Minutes of this meeting.

Notes on Bibliographies

(When prices are not indicated, it is probable that the material may be obtained free of charge.)

ONE of the most important bibliographical items for business library work is "A Reading List on Business Administration" brought out by the Amos Tuck School of Administration and Finance, Dartmouth College. The third revision of the list brings up to date what has been one of the most useful and authoritative of these business lists. It is intended as a reading guide for the alumni of the school, so that the field of selection

is limited by this requirement. The list is arranged by broad subject division and each book has a careful and stimulating annotation. Besides books, additional references are given to periodical and association material. Under "The Administration of Business," for instance, descriptive notes are given of the activities of the American Management Association, the Policyholders Service Bureau of the Metropolitan Life Insur-

ance Company, the Business Branch of the Newark Public Library, etc.

The chemists and metallurgists will find great value in Richard Rimbach's "How to Find Metallurgical Information." Besides the comprehensive lists of handbooks, metallurgical books in print, lists of metallurgical periodicals, abstract services and company literature, the pamphlet includes a fine introduction to the use of this literature. The pamphlet includes a subject index to the books listed and is a particularly useful item in the chemical field.

One of the important contributions to the records of fine printing is the bibliography of Bruce Rogers, brought out by the Peter Pauper Press in Mt. Vernon, N. Y. This beautiful example of graphic art contains a delightful introduction by Beatrice Warde and a note by Bruce Rogers. The list is arranged chronologically and includes work produced in 1935.

Miss Greer has added to her record of producing essential tools in the study of public administration by bringing out "A Bibliography of Police Administration and Police Science." The introduction by Bruce Smith pays due tribute to the outstanding work that has been done. The bibliography covers general works in this country and abroad in one group, while the balance is divided under such headings as municipal police, state and rural police, special administrative problems, and police science. The entries give publication date, publisher, number of pages, but no price. When possible, annotations are quoted and included.

The Library of Congress has brought out "A Check List of American Eighteenth Century Newspapers in the Library of Congress." The impressive scope of this work shows what a strong part in the development of the country has been played by its newspapers.

Professor Blackett of the University of Michigan has brought out a fine bibliography, "The Literature of Business Statistics." It covers method, market analysis, personnel, etc. The entries are well annotated and include periodical references, as well as books and pamphlets.

In the "Guide to Bibliographies of Theses" published by the American Library Association another attempt has been made to make available the quantity of work that has been done under these circumstances. The material has been arranged by general lists, lists in special fields, and a list arranged alphabetically by the institution.

Miss Culver has done another excellent job in her bibliography on the "Preparation of Public Reports and Documents." Perhaps a careful study of the references might simplify S. L. A.'s annual meetings.

Miss McNamara's "Bibliography of Planning" is a supplement to that produced in 1928. Comprehensive and clearly arranged, this text with its predecessor has been invaluable in making available the extensive material in this field.

"Hamlet, Bibliography and Reference Guide," by A. A. Raven is a scholarly tool in which the many articles and comments on the play are noted and in a number of cases are annotated carefully. It is an impressive job ably carried out.

Of the noteworthy bibliographies published during the year, one of the best is "Market Research Sources," published by the Bureau of Foreign and Domestic Commerce. Many new references have been added to this edition, including doctoral theses of colleges and universities which have been listed for the first time. The Tennessee Valley Authority has brought out "An Indexed Bibliography of the Tennessee Valley Authority," which includes periodical articles covering the period between January 1933 and June 1936 inclusive, and supersedes "A Bibliography of the Tennessee Valley Authority."

Another interesting item is "Reciprocal Trade: a current bibliography," dealing primarily with conditions in the United States, but including references to foreign countries and covering the period beginning March 4, 1933 through the early part of 1936. It is arranged alphabetically and classified first under books and periodicals, and second, speeches, debates and reports and other material in the Congressional Record.

The Department of Agriculture has brought out three new bibliographies covering "New Building Materials," "Combined Harvester-Threshers," and "Electricity on the Farm." The last named covers material from 1920-1934 and is a classified bibliography. It includes an author, but no subject index.

World peace is a subject of vital interest and the bibliographies issued by the Carnegie Endowment for International Peace Library are timely. "Peace Projects" is a select list of references on plans for the preservation of peace from medieval times to the present day. "Education for World Peace" is a list of books, pamphlets and periodical articles with brief annotations, a revision of Reading List No. 33. Other bibliographies in the list are "Neutrality and American Policy on Neutrality," "Demilitarized Zones," "The League of Nations Covenant," "Interstate Compacts," "Referendum on War," "International Law" and "Diplomacy."

The armchair traveler will be interested in "A Reference Guide to the Literature of Travel," including voyages, geographical descriptions, adventures, shipwrecks and expeditions. This is a

chronological list of references from the earliest date through the 18th century, and it is arranged by country, covering the Old World. Brief annotations are given for each entry.

The "Bibliography on Low-Cost Housing" covers books, pamphlets, documents, reports and conference proceedings. There is no index, but this will be a useful guide to the literature on the subject. The bibliography on "Dams" is an expansion of that issued by the Engineer School Library in 1925. The material has been grouped under specific subheads and includes references to books and periodicals covering the period from January 1924-March 1936. It contains a table of contents and an author index, but no subject index.

Another comprehensive bibliography on "Land Utilization" has been published by the University of California. The many phases of this subject are covered. References include books, magazine articles and other material. The table of contents can be used as an index also. This bibliography is classified by subject.

Jerome K. Wilcox has brought out another of his splendid bibliographies covering "Employment Relief Documents." This is a guide to the official publications and releases of the F.E.R.A. and forty-eight state relief agencies and includes many manuscript reports. The period covered is 1933 to 1935 inclusive. For most of the states it constitutes practically a check list of the period covered and should be a valuable guide to the librarian, the relief worker and the social worker. It is classified according to the relief agency. Besides this job, Mr. Wilcox has produced his "Guide to the Official Publications of the New Deal Administrations," a supplement to the earlier guide brought out in 1934. The current supplement includes material issued since April 1934, and extends through the 74th Congress, first session. The tremendous service given the library profession by Mr. Wilcox in the compilation of these bibliographies is something that can hardly be overestimated. Their fundamental importance in our current work is conspicuous.

The "Catalogue de la Bibliothèque de L'Union Saint-Jean-Baptiste d'Amerique" lists some 4,000 documents dealing especially with the pioneer history of the French race in America. The first part lists French publications and the second part English publications.

The Teachers College Library of Columbia University has issued a useful bibliography, "Statistics Needed in Educational Work," giving sources of educational information, general sources of statistics, statistics on special topics of interest to educators listed alphabetically by subject, and a section on securing up to date

statistics in future years. While this is primarily for educators, it will be useful to others as a guide to sources.

Along the same line the Insurance Group of the Special Libraries Association has compiled a short list of books and pamphlets on life insurance especially for the use of school teachers. It gives short annotations as well as price and publisher, for nine books and pamphlets. Another useful bibliography is "Investments of Life Insurance Companies," published by the Sun Life Assurance Company of Canada. The list is comprised of material published by the various insurance organizations, taken from their proceedings, year books and other sources. The material is listed under the different organizations.

The Financial Group of the Special Libraries Association has published a selective list, "Embryo List of Financial Books that Have Proven Themselves, 1930-1935," showing author, title, price, etc., and by whom the books are recommended. This is a summary of the recommendations made in response to a questionnaire. A newspaper library will find the bibliography, "Useful Books in a Newspaper Library," most helpful, as the list indicates material recommended for first purchase. The list is classified by subject and includes a list of names and addresses of publishers.

"Pick-Up and Delivery Service in the United States and Canada, 1933-1936," is a list of references (mostly magazine articles) on this subject, chronologically arranged. The library of the Museum of Science and Industry has published "A Selected Reading List of Interest to Students in the Field of Aeronautical and Aerial Navigation History, etc." It is a short list classified by subject and includes books, magazine articles and pamphlets. Other bibliographies are "A Reading List on the History of Railroads," "Boulder Dam Project," and "A Selected Reading List on Ships and Shipbuilding in Other Days."

"A World-Wide Christian Outlook" was compiled by Hollis W. Hering as a catalog-guide to the library exhibit at the Indianapolis Convention. It is a selected bibliography of religious books classified by subject and gives publisher, date and price. A list of books dealing with contemporary problems has been published by The Book Group. It lists books on social reconstruction, with brief annotations and includes bibliographies, a short list of fiction, and new editions.

"A Guide to Leading Chinese Periodicals" lists 157 leading Chinese publications selected out of some 3,000. It is classified according to subject and gives a brief description of each entry. It also includes a list of original titles in Chinese. A very interesting catalog is "A Catalogue of the Chap-

books in the New York Public Library." This collection represents a period ranging from about 1510 to 1850 and covers books published in foreign countries. Approximate date of publication and notes relating to publishers, printers, etc., have been inserted wherever possible. An index to publishers and authors has been included.

A "Provisional Index to Roman Printing Types of the 15th Century" will serve as an aid to the location of descriptions and facsimiles. It will be a convenient index for those working along these lines. Full information is given after each entry. Volume 5 of the Bibliography of Italian Art covers Italian Gothic Art from a period 1200 to 1420. It is classified by subject and, in addition, gives complete lists of sculptors, craftsmen and celebrated persons of the period, as well as civic, domestic and ecclesiastical buildings, chapels, tombs, architects and painters. The student will be able to get a good picture of the times by consulting the references in this comprehensive bibliography.

"An Introduction to a Bibliography of the Paris Peace Conference" includes only collection of sources, archives, publications and source books. Most of this material has been deposited in the Hoover War Library, with a few exceptions. Excellent annotated notes follow each item. "A List of Recent References on the Farmer-Labor Party" has been compiled by the Commonwealth College Library. It includes books, pamphlets and periodical articles covering this subject, and contains a supplementary list of newspaper articles on the Farmer-Labor Party which have appeared in the Daily Worker and the New York Times during 1935 and early 1936.

The Department of the Interior has compiled a very useful classified list of worth-while books selling for \$1.00 or less for use in school libraries. An especially interesting feature is the list of good 10-cent books that can be purchased for children. The twelfth annual list of books issued by the George Peabody College for Teachers is a classified list of science books suitable for purchase for a high school science library. It is limited to new titles or new revisions and arranged by price groups. A list of publishers and their addresses is included.

A selected and annotated bibliography on the civil service laws, regulations and practices in the state governments of the United States has been prepared by the Bureau of Government, University of Michigan. "Outdoor New England" is a selective list of books on trails, woods and mountains in New England, which will be of interest to the hiker. The list is arranged by state, with brief descriptions, and will introduce the tramper to the stories of the trails and woods

in this section of the country. The list of references, "Rocky Mountain Life in Literature," will call attention to the delightful and informative works on this subject. The list covers the different phases of life in the West. The American Public Health Association has published their annual classified bibliography on "Public Health and Allied Subjects."

The staff of the Syracuse (N. Y.) Public Library has published their annual "Gold Star List of American Fiction," covering 500 titles classified by subject with titles briefly annotated. It gives a composite picture of the American scene, as it covers books from 1821 through 1936. As a guide to the purchase of books for a personal library, "Good Reading," published by the National Council of Teachers of English, will be an excellent aid. This is the annual list and covers many subjects and indicates the relative popularity of the book with college professors and among undergraduates.

The June "Grosvenor Library Bulletin" is devoted to a list of additional Buffalo imprints, 1812-1849. It includes a list of some 64 Buffalo imprints arranged chronologically. The Carnegie Library of Pittsburgh under the direction of H. E. McClelland has brought out two well annotated bibliographies on the subject of iron and steel wire and zinc coating. Both bibliographies list material available in the Technology department of the library. They are arranged by subject.

Alexander, Carter, comp. Statistics needed in educational work. (The Library Consultant, q. No. 8, Jan. 1936.) Teachers College Library, Columbia University, N. Y. 1936. 24 p. 15¢.

Almond, Nina and Lutz, R. H. An introduction to a bibliography of the Paris Peace Conference. Stanford University Press, Stanford University, Calif. 1935. 32 p. (Hoover War Library Bibliographical Series No. 11.)

American Public Health Association. Bibliography on public health and allied subjects. The Association, New York. Sept. 1935.

Amos Tuck School of Administration and Finance. Reading list on business administration. (3rd rev.) Amos Tuck School of Administration and Finance, Dartmouth College, Hanover, N. H. June 1, 1936, 62 p. 30¢.

Association of Special Libraries and Information Bureaux. Aallb book-list. The Association, London, England. July 1936. q. 111 p. Free to members.

Bauer, H. C., comp. An indexed bibliography of the Tennessee Valley Authority. Tennessee Valley Authority, Knoxville, Tenn. July 1, 1936, 68 p. Free.

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The Book Group. A list of books on social reconstruction. The Book Group, New York Chapter, N. Y. 1935. 15 p. 10¢.

Bretherton, Rachel, comp. Market research sources. Domestic Commerce Series—55. U. S. Dept. of Commerce,

- Bureau of Foreign and Domestic Commerce, Washington, D. C. 1936. 253 p. 25¢. (Supt. of Documents.)
- Bristol Public Libraries Modern business books. Library of Commerce, Central Public Library, College Green, Bristol, England. 1935. 15 p. No price given.
- Catalogue de la Bibliothèque de L'Union Saint-Jean-Baptiste D'Amérique. Collection Mallet. L'Union Saint-Jean-Baptiste d'Amérique, Woonsocket, R. I. 1935. 302 p.
- Clark, A. W., comp. Dams: a bibliography of books, periodicals and society publications appearing from January 1924 through March 1936. Engineer School Library, Fort Belvoir, Va. 1936. 256 p. 75¢.
- Condit, Lester. A provisional index to Roman printing types of the fifteenth century. Univ. of Chicago Press, Chicago. 1935. 37 p. \$1.00.
- Cox, E. G. A reference guide to the literature of travel. Vol. I, The Old World. Univ. of Washington, Seattle, Wash. Nov. 1935. 401 p. \$2.25.
- Culver, D. C., comp. Land utilization: a bibliography. Bureau of Public Administration, Univ. of California, Berkeley, Calif. May 15, 1935. 222 p. 50¢.
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- Dority, I. M., comp. Civil service in the states. Univ. of Michigan, Bureau of Government, Ann Arbor, Mich. Dec. 1935. 17 p. Free.
- Geck, F. J. Bibliography of Italian Gothic art, 1200-1420. Univ. of Colorado Book Store, Boulder, Colo. 1935. 76 p.
- Graf, D. W., comp. Electricity on the farm (a partial list of references, 1920-1934). United States Department of Agriculture, Bureau of Agricultural Engineering, Washington, D. C. 1935. 110 p.
- Bibliography on new building materials. United States Department of Agriculture, Bureau of Agricultural Engineering, Washington, D. C. 1935. 9 p.
- Bibliography on combined harvester-threshers. United States Bureau of Agriculture, Bureau of Agricultural Engineering, Washington, D. C. 1935. 23 p.
- Greer, Sarah. Bibliography of police administration and police science. Institute of Public Administration, Columbia Univ., N. Y. 1936. 152 p. \$1.50.
- Haas, Irwin. Bruce Rogers: a bibliography. Peter Pauper Press, Mount Vernon, N. Y. 1936. 72 p. \$3.50.
- Henderson, M. J., comp. Investments of Life insurance companies. Sun Life Assurance Company of Canada, Library, Montreal, Canada, n. d. 17 p.
- Hering, H. W., comp. A world-wide Christian outlook. Student Volunteer Movement, N. Y. 1935. 35 p.
- Lathrop, E. A., comp. One dollar or less; inexpensive books for school libraries. United States Department of the Interior, Office of Education, Washington, D. C. Nov. 1935. 25 p. (Cir. No. 147.) Free.
- Library, Museum of Science and Industry founded by Julius Rosenwald. Chicago, Ill. Day, M. B., comp.
- A selected reading list of interest to students in the field of aeronautical and aerial navigation history and allied subjects in the Museum library. (Reading list No. 8.) Part I, May 1936. 8 p.
- Selected reading list on the history of railroads. (Reading list No. 4.) August 1935. 6 p.
- Selected reading list on the Boulder Dam project. (Reading list No. 3.) June 1935. 5 p.
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- Library, Bureau of Railway Economics, Association of American Railroads. Pick-up and delivery service in the United States and Canada 1933-1936. The Library of the Assoc., Washington, D. C. January 1936. 20 p. Free.
- Lin, Mousheng. Guide to leading Chinese periodicals. China Institute in America, N. Y. 1936. 34 p.
- McMurtrie, D. C. Additional Buffalo imprints 1812-1849. Grosvenor Library, Buffalo, N. Y. 1936. 28 p. (The Grosvenor Library Bulletin, June 1936.)
- McNamara, Katherine. Bibliography of planning, 1928-1935. Harvard Univ. Press, Cambridge, Mass. 1936. 232 p. \$3.50.
- Carnegie Endowment for International Peace Library, Washington, D. C. Matthews, M. A., comp. Peace projects. (Reading list No. 36, revised.) March 4, 1936. 60 p.
- Education for world peace. (Reading list No. 33, revised.) June 30, 1936. 37 p.
- Diplomacy. (Select bibliographies No. 4.) March 5, 1936. 7 p.
- International law. (Select bibliographies No. 3.) February 25, 1936. 21 p.
- Referendum on war. (Reading list No. 2, revised.) October 24, 1935. 4 p.
- Interstate compacts. (Brief reference list No. 2, revised.) Washington, D. C. Sept. 20, 1935. 4 p.
- League of Nations covenant. (Reading list No. 1, revised.) April 24, 1935. 18 p.
- Demilitarized zones. (Brief reference list No. 6.) April 3, 1935. 4 p.
- Neutrality and American policy on neutrality. (Brief reference list No. 5.) Washington, D. C. March 28, 1935. 11 p.
- Palfrey, T. R. & Coleman, H. E. Guide to bibliographies of theses. United States and Canada. Am. Library Assoc., Chicago 1936. 48 p. \$1.00.
- Parsons, H. S., comp. A check list of American eighteenth century newspapers in the Library of Congress. New ed. Library of Congress, 1936. 401 p. Supt. of Documents. 75¢.
- Phelps, R. H., comp. Iron and steel: a bibliography. Carnegie Library of Pittsburgh Pittsburgh, Pa. 1936. 68 p.
- Polaneky, V. S., comp. Zinc coating (hot galvanizing); a bibliography. Carnegie Library of Pittsburgh, Pittsburgh, Pa. 1936. 110 p.
- Raven, A. A. A "Hamlet" bibliography and reference guide, 1877-1935. Univ. of Chicago Press, Chicago. 1936. 292 p. \$3.50.
- Rimbach, Richard. How to find metallurgical information. The Author, Pittsburgh, Pa. 1936. 32 p. \$1.00.
- Schuster, M. J., comp. Bibliography of low-cost housing. Housing Information Bureau, N. Y. March 1936. 24 p. 15¢.
- Special Libraries Association, Financial Group. Embryo list of financial books that have proven themselves, 1930-1935. The Association, N. Y. 1935. 5 p.
- Special Libraries Association, Insurance Group. Books on life insurance. The Association, N. Y. 1935. 2 p. 5¢. (Mrs. Grace C. Bevan, Phoenix Mutual Life Insurance Co., 79 Elm Street, Hartford, Conn.)
- Syracuse Public Library. Gold star list of American fiction. The Library, Syracuse, N. Y. 1936. 32 p. 25¢.
- Townsend, A. H., ed. Good reading. National Council of Teachers of English, Committee on College Reading, Chicago. 1935. 79 p. 20¢.
- United States Tariff Commission. Library. Reciprocal trade: a current bibliography. U. S. Tariff Commission, Washington, D. C. May 1936. 89 p.
- Webb, H. A. The high-school science library for 1935-1936. George Peabody College for Teachers, Nashville, Tenn. 1936. 17 p. 15¢.
- Weiss, H. B., comp. A catalogue of chapbooks in the New York Public Library. New York Public Library, N. Y. 1936. 90 p.

Wilcox, J. K., comp. Guide to the official publications of the New Deal administrations: supplement. Am. Lib. Assoc., Chicago, 1936. 184 p. \$1.75.

Unemployment relief documents. Wilson, H. W. Co., N. Y. 1936. 95 p. \$1.60.

Over the Editor's Desk

Board Meeting Side Lights. . . . After an almost unbroken record of attendance at Board meetings, Mrs. Jolan Fertig was kept from the December meeting by illness. She was greatly missed, as were Laura Woodward, Maria Brace, Maude Martin, and Ford Pettit. . . . It was pleasant to have Dorsey Hyde back in the Advisory Council. . . . Among the welcome newcomers to that body were Hazel Ohman for the Convention Committee, Mrs. Margaret G. Smith for the Committee on Training and Recruiting, Helen Bayne for the Biological-Sciences Group, Ruth von Roeschlaub for the Financial Group, Mrs. Leila F. Clark for the Museum Group, and Matthew Redding for the Newspaper Group. . . . The resignation of Miss Mildred Robie as chairman of the Classification Committee was presented and accepted with regret. Miss Robie's return to Boston will prevent her from handling the work of a committee whose files are comprehensive and at Headquarters.

School Goes On. . . . Library training continues with wind and weather permitting. The Philadelphia Council announced in its November bulletin that the Conference Committee has planned a course of five lectures on library work which will cover "The Library: building and equipment; General reference books and periodicals; Documents and pamphlets; Cataloging and classification; Periodical handling." The course is to be given during January, February, and March with a registration fee of \$1.00 for the entire course. The course is to be given if ten members register. . . . The New Jersey Chapter is breathing a sigh of relief that its course is over before the

bad weather starts. The first snowfall of the season came about three hours after the last lecture of the course. When the blizzards, tempests and other unpleasant features of last year's course are considered, New Jersey warmly recommends the fall months as the time for such activities. . . . Boston shares Philadelphia's hardy nature in announcing a course to commence some time after the beginning of the new year. Announcements of the course are to be mailed out in December.

People We Know. . . . Dorsey Hyde is practically a regular commuter to New York. On November 13th he and Marian Manley, as members of the Publication Committee of Public Affairs Information Service, attended the annual meeting of that body at the New York Public Library. On November 21st, as chairman of the Constitution and By-Laws Committee, he attended the Executive Board and Advisory Council meeting. On Friday, December 4th, he was the speaker at the December New Jersey Chapter meeting. S. L. A. is delighted to be able to call on his experience so much more freely than has been possible for a long while.

Another visitor from Washington was Pearl Cramer, who talked to the Financial Group of the New York Chapter on "Contact in Government." Miss Cramer maintains a legislative service in Washington and her talk in New York was on "Contact in Government." . . . It was a great disappointment to a number of people that Maude Martin, although scheduled to be in New York the weekend of November 21st, did not come. Janie Henderson, the 1936 Convention Chairman, is spending a week in New

York en route home from conducting some research studies in Washington. . . . Just before Armistice Day, Mary G. Bradley, librarian of the Utica Mutual Life Insurance Company, visited Headquarters and a number of insurance libraries in the metropolitan area. . . . Marian Manley spoke before the Bergen-Passaic Library Club on October 27th. Her general subject was "Regional Promotion of Library Service." Anna E. Lessig, technical abstractor for the Hercules Powder Company Experiment Station Library, is not only a new, but a promptly working member of S. L. A. See her letter on chemical books. . . . Dorothy Manks, librarian, Massachusetts Horticultural Society, who has contributed a delightful letter on gardening books, is famous in horticultural circles, as the fact that a new gladiolus has been named for her demonstrates. What's more, the new gladiolus is a New Zealand production, originated by a well-known hybridizer in Christchurch, New Zealand. It is a large exhibition variety, so we can look forward to seeing it soon.

May M. Brown has been appointed librarian of the College of Osteopathic Physicians and Surgeons, Los Angeles. . . . Caroline I. Ferris, of the Insurance Society of Philadelphia, is associate editor of "Adland News," put out by the Philadelphia Club of Advertising Women. . . . Helen L. Arnot, Cleveland Electric Illuminating Co., spent her vacation in Bermuda, doing it very thoroughly. . . . Madge J. Collar, formerly with W. F. Quarrie & Company, Chicago, is now consulting librarian of Demco Library Supplies of Madison, Wis. . . . Barbara Grimm is taking the place of Mrs. Flora Hine Myers as librarian of the Home Life Insurance Company. . . . Gwendolyn Lloyd, formerly librarian of the William A. M. Burden, Esquire, is now librarian of The Burden (Aeronautical) Library in New York City.

News from the Field. The Philadelphia Council is forehanded in that it can already announce the dates and meeting places for the remainder of the season 1936-37. December 4th, Drexel Institute Library; January 8, 1937, Fine Arts Library, University of Pennsylvania; February 4th, Joint meeting with other Philadelphia library organizations, Lecture room of the Free Library of Philadelphia; March 5th, Library of the College of Physicians; April 2nd, Annual dinner at the Poor Richard Club; and May 7th, Girard College Library. Is there any other chapter that can equal this record?

Cleveland is a fine neighborhood for conferences. The Cleveland Chapter joined with the Ohio Library Association in urging special librarians in Michigan, Indiana and Ohio libraries to join their conference in Toledo, October 16th. About fifty special librarians from the three states were present. Mr. Lee A. White, director of public relations of the "Detroit News," spoke on "The Problem of Journalistic Accuracy" and the important part the newspaper libraries play in maintaining accuracy. An exhibit of S. L. A. publications prepared by Beatrice Bradley, Fenn College Library, attracted a great deal of attention. It was shown at the November meeting of the Chapter. . . . Mr. Frank T. Suhadolnik, librarian, John Carroll University, is now organizing the first conference of Catholic librarians in Northern Ohio, which was held at John Carroll University November 27th. . . . The Cleveland Chapter was fortunate in getting for its November meeting Mr. Brooks Emeny, director of the Foreign Relations Council, who talked on the present European situation. . . . The November meeting of the Southern California Chapter was held at the Academy of Motion Picture Arts and Sciences, where the Academy's secretary, Mr. Donald

Gledhill, spoke about the organization. The Southern California Chapter is active in securing unusual features for its meetings. This glimpse behind the scenes of movie-land was particularly interesting, because it followed another glimpse behind the scenes in jail. . . . The November meeting of the Pittsburgh Chapter was devoted to a professional topic, "Standardized Reports for College Libraries." Side lines were reports of the Montreal Convention and the Pennsylvania Library Association meeting at Erie. . . . The S. L. A. Council of Philadelphia and Vicinity met in November at the Insurance Society of Philadelphia Library and heard a talk on the problems of the Insurance Institute of America, as well as some vivid experiences with firebugs. . . . Boston's November meeting was at the Bostonian Society, Old State House, where Mr. George R. Marvin, the clerk and curator, told of the work and accomplishment of the Survey of the Society's Documentary and Manuscript collection, in connection with the Historic Records Project. President Stebbins reported on the interesting features of the Board meeting in New York. . . . The November meeting of the New York Chapter was particularly interesting and stimulating. Miss Mary

van Kleeck, director of Industrial Studies at the Russell Sage Foundation, in her talk on "New Developments in the Labor Movement," gave the members much food for thought, in connection with their own problems. Mr. Stebbins gave one of his fine summaries on the work of the Association, in which he spoke with particular conviction of the necessity of making SPECIAL LIBRARIES the main channel of news and professional inspiration. . . . The December meeting of the New Jersey Chapter was Hospitality Night for the New York members and for executives in New Jersey. The program consisted of a talk by Dorsey Hyde on "What S. L. A. Has Meant in the Development of Information Service," Marian Manley spoke briefly on "What Information Business Men are Seeking," and Mary Jane Green, field representative of the New Jersey State Planning Board, talked on "How Planning News May Help the Executive." . . . Ethel Cleland of the Indianapolis Business Branch, and Mrs. Strieby of Eli Lilly & Company, invited twenty-five special librarians in Indianapolis and vicinity to meet with them on November 30th. All of these activities point to a constantly increasing interest in the special library movement.

Letters to the Editor

How Long Should a Convention Be?

"MAY I introduce a controversial item? I have in mind the annual meetings of Special Libraries Association. I think they are too long. In order to attend a full annual meeting, one living at a distance must be absent from the office practically an entire week. The expenses are heavy. They are too heavy for those who have to pay them themselves. I am sure that they invite criticism from the employers of those whose expenses are paid for them. In the middle and late 20's—period of the great delusion—employers spent money freely for annual conventions of every sort and perhaps were as little

critical of money spent for a Special Libraries Convention as of money spent for a convention of any other sort. Now, however, things are different! Economy is still the watchword. Many very large and important conventions are now limiting their sessions to two or at the most three days. Why should not our Association follow suit?

Of course many others will not agree with me. Nevertheless, I am inclined to think that we would have a larger attendance if the convention were cut shorter. Even when the Association meets with A. L. A., it seems to me it would still be better if the program extended over not more than three days. I shall be much interested in the

reaction of other members of the Association to this suggestion.

D. N. HANDY,
*Insurance Library Association
of Boston.*

"Fairs—East and West 1939"

IN 1939 New York and San Francisco will play hosts at two International Expositions to many millions of visitors. Is it too early to launch a plan for a Special Libraries booth at both fairs, displaying source material on the various industries and crops of the respective states, and definitely establishing the Special Libraries Association as one of the National organizations best fitted to collect source material on all industries?

The subject has been discussed by the San Francisco chapter as one of its future projects. Here on the Pacific Coast such a booth would answer a real need.

We seldom tackle a study of an industry or crop without considering the conditions from a Nationwide, a Statewide and a Regional point of

view; by Regional I mean the eleven Western States. The Nationwide figures are easy enough to find, but the comparable state and regional are rare and hard to find.

If we do have a Research booth at the Golden Gate International Exposition, I can visualize it perhaps with a raised map of the Pacific Coast, a list of its principal industries and crops and a list of source material giving Nationwide, Statewide and Regional figures on these industries and crops. These small lists could be sold.

I would like to hear whether New York could swing a similar project. I realize that your problem is different because the scope of your interests is so much greater, but you could also make such a very impressive display and seldom will the Special Libraries Association have another such chance to advertise itself both on the Atlantic and Pacific Seaboard to such a vast audience.

Let's discuss the subject.

K. DOROTHY FERGUSON,
*Bank of America National Trust
and Savings Association.*

Publications of Special Interest

Baker, J. C., Kennedy, W. D., Malcott, D. W.
On going into business. McGraw, N. Y.
1936. 233 p. \$2.00.

Another excellent book on an intelligent approach to a career. Optimistic and constructive. Gives suggestions on job and self analysis. A particularly good chapter discusses reading and writing in business. Fine for vocational work and for personal application.

Barclay, H. W. *Ford production methods.*
Harper, N. Y. 1936. 219 p. \$5.00.

A fascinating record of the manufacturing processes of the Ford plants. Includes charts, forms, half tones, and diagrams in the fine illustrations to a clear story. Managed methods are not discussed but production is treated graphically and at length. Indexed.

Betterley, P. D. *Buying insurance.* McGraw,
N. Y. 1936. 192 p. \$2.50.

An analysis of the problems involved in buying business insurance in its different divisions. The procedure of the insurance consultant as contrasted with the broker or agent are considered. The book is well arranged. Makes technical problems clear, and includes a bibliography.

Blumberg, Herman. *Successful credit store operation.* Harper, N. Y. 1936. 259 p. \$3.50.

Comprehensive, specific and practical discussion of the many details involved in operating an installment business. Well arranged. Includes chapter on legal problems, illustrative legal documents, and a brief bibliography.

Dulles, E. L. *Depression and reconstruction.*
University of Pa. 1936. 340 p. \$3.00.

One of the many considerations of the depression remarkable for lucid style and clear analysis. The reasons

for the depression and possible methods of forestalling others are discussed. While without a bibliography *per se* many footnote references are included and the author comments frequently on the literature of the depression.

Frederick, J. G., Ed. *For top executives only.* Business Bourse, N. Y. 1936. 383 p.
\$5.00.

A refreshing analysis of the change in the point of view and methods of business personnel in the development of the United States. The future relation of the executive to the community and the qualities that will be developed to meet the changing conditions are presented in a stimulating fashion. Not indexed.

Garrigues, C. H. *You're paying for it.* Funk
& Wagnalls, N. Y. 1936. 254 p. \$2.00.

A thoroughly cynical, coldly practical discussion of the whys and wherefores of graft, particularly in city administration. The vital relation of business to graft is plainly indicated. Written with his "tongue in his cheek," it is an illuminating if disheartening picture. Not indexed, nor annotated.

Ghirardi, A. A. *Radio field service data.*
Radio & Technical Pub. Co., N. Y. 1936.
\$2.50.

A loose leaf hand book of specific data essential for the radio service man. Includes case histories of receivers showing most frequent difficulties, trouble shooting chart, and other short cuts, and guides to specific treatments.

Goode, K. M., & Kaufman, M. Z. *Showmanship in business.* Harper, N. Y. 1936. 218 p.
\$2.75.

Another of the eminently readable, suggestive books on selling problems by these prolific authors.

Greene, Lawrence. *America goes to press.* Bobbs-Merrill, Indianapolis. 1936. 375 p. \$2.75.

A vivid "foot note to history" compiled by quoting from contemporary newspaper accounts of outstanding events from the Boston Tea Party to the assassination at Sarajevo. Well selected, and edited. Not indexed.

Griswold, F. G. *After thoughts.* Harper, N. Y. 1936. 202 p. \$2.50.

The agreeable recollections of a New Yorker whose memories extend from the Civil War to the Post-War decades. Not only metropolitan pleasures, but fox hunting, fishing, riding and Continental gaieties are touched upon as well as music, and painting. Includes a series of brief descriptions of well known game fish.

Hutchinson, L. I. *Standard handbook for secretaries.* McGraw, N. Y. 1936. 616 p. \$3.00.

An excellent and comprehensive guide, giving concise information on the use of English, spelling, pronunciation, punctuation, etc. The chapter covering "Typewritten Work" is especially useful. Other subjects covered are legal and court papers, government information, financial statements, foreign exchange and other information needed by secretaries. Contains an excellent list of abbreviations, and list of reference books. Well indexed.

Kallen, H. M. *Decline and rise of the consumer.* Appleton-Century, N. Y. 1936. 484 p. \$2.75.

A fine interpretive review of the place of the consumer. The preface gives an analysis of the status of the consumer; the book gives a history with the salient points defined. An excellent bibliography and notes on procedure are attached.

Kolodin, Irving. *Metropolitan Opera 1883-1935.* Oxford Univ. Press, N. Y. 1936. 589 p. \$3.75.

A comprehensive record of the development of opera in this country. The social, and financial factors that affected its progress are recorded and complete data given on singers, and offerings. Too full of detail for consecutive reading, it is an invaluable reference book on the subject.

Law, William. *Plan your own security.* McGraw, N. Y. 1936. 224 p. \$2.00.

A good basic consideration giving especial attention to the various insurance problems. A sound and well arranged book.

Lay, W. A. *Experimental pedagogy.* Trans. by Weiland, Adolf and Schwartz, E. K. Prentice-Hall, N. Y. 1936. 371 p. \$2.25.

A translation of the chief work of a leader in experimental psychology with particular reference to education through activity. The volume includes a long consideration of Dr. Lay's contribution by the professor of experimental education at N. Y. University and a long bibliography.

Lovenz, Adolf. *My life and work.* Scribner, N. Y. 1936. 362 p. \$3.50.

The most famous orthopaedic surgeon tells his life story from its beginnings in a little village in Austria through his school days in a monastery on through his surgical

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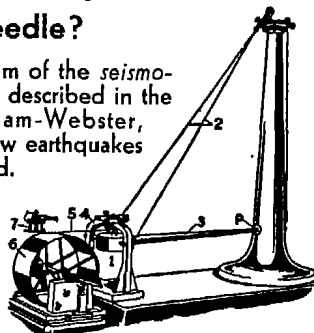
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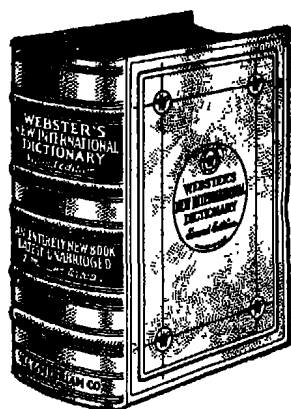
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Malcolm, G. A. *Commonwealth of the Philippines*. Appleton-Century, N. Y. 1936. 511 p. \$5.00.

A comprehensive study of the history, economics, and sociological aspects of the country by one who has known it intimately. Readable though factual. Many foot notes. A brief discussion, and selection of the best books on the Philippines included.

Mosher, W. E. & Kingsley, J. D. *Public personnel administration*. Harper, N. Y. 1936. 588 p. \$5.00.

A comprehensive study of the present status of public personnel administration with an impressive number of foot notes and appended references. The variation of federal and state civil service problems and procedure are noted at length. Decidedly heavy going but apparently the last word in complete reference to practice and literature. An excellent well annotated bibliography included.

Pearson, Drew & Allen, R. S. *Nine old men*. Doubleday, N. Y. 1936. 325 p. \$2.50.

A gossiping colloquial picture of the Supreme Court Justices that clarifies their personalities and facilitates understanding of the development of recent history. Not to be taken too seriously but valuable for its humanizing effect.

Roberts, Cecil. *Gone sunwards*. Macmillan, N. Y. 1936. 286 p. \$2.50.

The playground of Florida in all its sunshine and history seen by a sympathetic Englishman who observes details and writes pleasantly. A temptation in the winter months and a colorful picture.

Stevens, J. F. *An engineer's recollections*. McGraw, N. Y. 1936. 70 p. \$1.00.

A short but vivid series of autobiographical sketches by one of the leading railroad engineers. Glimpses of railroad building in the far West, work under James J. Hill, railroad management in New England as well as the engineering of the Panama Canal, all form part of the impressive recital.

Reed, V. D. *Advertising and selling industrial goods*. Ronald Press, N. Y. 1936. 287 p. \$3.50.

The well known authority on marketing gives a clear analysis of the problems involved and includes many check lists, many charts and much specific data, and descriptions of media. Well written and arranged and thoroughly practical. A fine bibliography is included.

Rodell, Fred. *Fifty-five men*. Telegraph Press, Harrisburg. 1936. 277 p. \$2.50.

When constitutions, national and otherwise, are under debate such a book as this is helpful in maintaining perspective and sanity. That the members of the Constitutional Convention were capable of axe grinding and compromise is shown in direct, simple and readable style. Based on Madison's diaries. Not indexed.

Rosenstein, J. L. *Psychology of human relations for executives*. McGraw, N. Y. 1936. 284 p. \$2.50.

The terminology of psychology such as compensation, regression, wish thinking, etc., is applied clearly to em-

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ployment problems and a course of action based on psychological principles suggested. Clear, well indexed and containing an appendix of brief, concise definite statements of psychological practice for many instances

Ross, E. A. *Seventy years of it.* Appleton, N. Y. 1936. 341 p. \$3.00.

Another of the engrossing records of America's mental growth in the last fifty years. Dr. Ross has been a leading figure in the development of sociology as a science. He has traveled, observed and written about China, Russia, South America and the United States. He has known many of the leading figures and much of the forward movements of the day. His life is one that must be familiar to the understanding student of contemporary America.

Stephenson, G. T. *American system of trust business.* Amer. Bankers Assoc., N. Y. 1936. 128 p. \$1.50.

This compact little volume is a perfect example of a clear, intelligent discussion of business service. The growing importance of use of trusts makes such a presentation particularly important for the layman. Its lucid style and pleasing make-up make it eminently suitable for this use.

Thomas, Mary. *Embroidery book.* Morrow, N. Y. 1936. 304 p. \$2.00.

This companion to the Dictionary of Embroidery Stitches gives the practical working instructions that may come up in adapting a design to an object. Well illustrated with clear working instructions.

Vizetelly, F. H. *New Standard Year Book for 1935.* Funk & Wagnalls, N. Y. 1936. 544 p. \$1.50.

A handy little compendium of information on the world's progress. Some exclusions and inclusions are surprising but on the whole it gives a useful summary.

Waples, Douglas and Lasswell, H. D. *National libraries and foreign scholarship.* Univ. of Chicago Press, Chicago. 1936. 165 p. \$1.50.

In this volume in the Studies in Library Science a big advance has been made in presenting an important subject in an interesting way. The chapters defining the problem and relating the procedure are easily read and the substantiating data is well arranged. A valuable feature is the selected list of books and journals on law, labor, government and social science with the indication of their distribution in the world's great libraries.

Warbasse, J. P. *Coöperative democracy.* Harper, N. Y. 1936. 285 p. \$2.50.

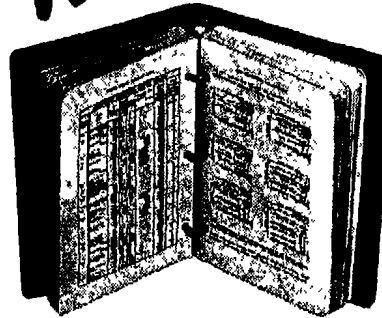
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Wetherill, F. M. *Youth welfare in Philadelphia.* Winston, Phila. 1936. 259 p. \$2.00.

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White, O. P. *My Texas 'tis of thee*. Putnam, N. Y. 1936. 274 p. \$2.50.

Colorful, turbulent sketches of Texas between the Civil War and the turn of the century. The old Chisholm trail, the last Long Horns, and the great ranges of the cattle kings all come to life in the vivid and picturesque anecdotes of the old southwest.

Wills, E. V. *Growth of American higher education*. Dorrance, Philadelphia. 1936. 225 p. \$2.00.

A concise but purely factual record giving data on specific developments but without stimulating comment. A brief reading list is given. Not indexed.

Wilson, C. M. *Roots of America*. Funk & Wagnalls, N. Y. 1936. 316 p. \$3.00.

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Wilson, N. C. *Treasure express*. Macmillan, N. Y. 1936. 322 p. \$2.50.

A vivid picture of the dangerous early days of the Wells Fargo and Adams Express Companies in carrying gold from the mines to San Francisco. Drivers, shotgun messengers, highway men, the days of exploding steam boilers on forced trips all are graphically recorded. An impressive story of courage and enterprise. Includes selected list of references to original sources and to interesting secondary items.

Wister, J. C. *Four seasons in your garden*. Lippincott, Philadelphia. 1936. 306 p. \$2.50.

Clear, practical book lightened by a certain amount of prejudice and humor. Includes notes on tree management as well as other garden work. Many excellent halftones and a number of good working drawings illustrating points in gardening technique. Includes a month-by-month list of activities. Well indexed.

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Poor's register of directors 1928, 1929

Poor's public utilities 1925, 1926, 1927, 1933, 1934, 1935

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