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The Trades Index .....	93
The Story of the Made in Newark Material .....	93
The Office Library and Statistical Bureau of Financial Institutions .....	96
Public Utilities References .....	101
Notes .....	106
Municipal Yearbook .....	107

#### THE TRADES INDEX.

Joseph L. Wheeler.

The report of the committee on a Trades Index offers much of suggestion as to the future possibilities in one branch of industrial library work. Public libraries have done a good deal of talking on the subject of work with mechanics and business men, but so far have accomplished little efficient reference work with this class of readers, compared, for instance, with what has been done with engineers. In reference work the line of least resistance has been followed. Finding the Engineering Index and other indexes and bibliographies of engineering subjects at hand, libraries have naturally taken advantage of them and endeavored to answer the demands of engineers. This has met with more success in quantity than quality, for few public libraries have the expert staff to render the kind of service which specialists get at a special library.

The work which public libraries have done with artisans and mechanics has been made capital of in annual reports and to get appropriations from city councils. It has been largely the mere purchase and circulation of books. There has been nothing in the way of an index to the artisan's

magazines, as there has for the engineer. The whole field of artisan's trade literature has hardly been entered by specialists. The proposed Trades Index will open a new opportunity, and one which will meet with fully as great appreciation and result as that of the engineering work.

The objection to a sliding scale subscription is purely an academic one, justified neither by theory nor practice. Each library pays for the service it uses, and not for what it may receive but does not use. The sliding scale is already in use successfully. The fact that any co-operative inter-library publication would be well nigh impossible, makes it the more welcome news that the index is to be placed on a commercial basis.

#### THE STORY OF THE MADE IN NEWARK MATERIAL.

John Cotton Dana, Librarian.

Read at the meeting of the Special Libraries Association, Sept. 27, 1911.

A collection of trade catalogues in a library is not a new idea. There are several libraries in the United States besides ours which have collections of this sort.

Naturally one would expect to find included in such a collection the catalogues of the manufacturers of the town in which the library is located. Newark has been less successful with its own business men than with manufactures all over the United States.

Some months ago the library took decisive steps to get together a collection of the catalogues, also lists or business cards, of the most important trades in the city. It called for the expert advice of an advertising man, and got him to write the letters which he thought would make the strongest appeal and bring results.

The first step in the process was to check the business directory eliminating what the Census Office calls the "hand-trades", bakers, dress-makers, tailors, carpenters, plumbers and many others. The directory was checked with great care, and 2070 letters were sent out on June 12, 1911. The first letter read as follows:

Gentlemen:—

Your catalogs, price lists and other printed matter are needed by the Library to complete our file of Business Literature of Newark Manufacturers at the Business Branch, 18 Clinton Street.

If you will mail them to us it will be a favor to us, and will help to make valuable an important new department of the Library; and we

know from the thousands of calls on the Library for information, that you will derive benefit from having price lists and descriptions of your lines on file with us.

A carefully arranged double index is kept, by names of firms and by articles manufactured, so that information about you and your products will be instantly available, either for personal inspection by inquirers, or for our use in answering letter and telephone inquiries. Your catalog at the library will be worth ten times as much as any other copy you send out.

Please have the mailing department send us all the printed matter. Better, won't you personally mail it to us today so that we shall be sure to get it?

Yours truly,  
LIBRARIAN

P. S.—If you do not issue a catalog, send lists of the things you manufacture or your business card, so that your name will be included in this "Made in Newark" file

To this letter No. 1, 470 answers were received.

On July 3d, the first follow-up letter, No. 2, containing a stamped newspaper wrapper addressed to the Free Public Library was sent out to the 1600 who had not answered the first letter and read as follows:

Gentlemen:—

Please put your most recent catalog and price list in the stamped mailer enclosed. They are to be used to complete our "Made in Newark" Department.

You are cordially invited to visit the Business Branch, 18 Clinton Street, in a few weeks, when we hope we shall have a practically complete index of every manufacturer and every article manufactured in Newark, including you and your line

Also send your friends.

Also call on us at any time, and often, when you want to know who manufactures anything. Just telephone 2320 W Market

This "Made in Newark" file is the best in any city in the country. It will help to increase your business.

Yours truly,  
LIBRARIAN.

P. S.—If you do not issue a catalog, send a list of the things you manufacture or your business card, so that your name will be included in this "Made in Newark" file.

To this letter No. 2, 332 answers were received.

Six weeks later, on August 14th, the second follow-up letter, No. 3, was sent to 1,250 who had not answered either the first or second letter. It read as follows:

Newark, N. J.

Gentlemen —

The Library file and index of Newark Manufacturers' Catalogs still lacks your booklets and price lists. You will greatly favor us by sending all your recent printed matter to the Business Branch, 18 Clinton Street. It is especially desirable that we have new price lists, which are, of course, chiefly in demand by those who make use of this department, either personally, or by letter, or telephone inquiries.

Kindly send them along. Just address the envelope:

Newark Free Library.

Yours truly,  
LIBRARIAN.

To this letter No. 3, 140 answers were received.

All answers to the circular letters are acknowledged. Whenever a manufacturer sends a letter with his catalogue, an acknowledgement, No. 1, is sent which read as follows:

Gentlemen:—

Thank you very much for your printed matter for our "Made in Newark" file and index, and for your courtesy in writing us.

If you will now put the Library on your mailing list to receive all new catalogs we shall be able to keep your cards in the index up to date.

We hope to be able in a few weeks to invite you to come to the Business Branch to inspect a complete catalog file.

Yours truly,  
LIBRARIAN.

When a catalogue is sent without a letter, a postal, No. 2, is sent, as follows:

Things made in Newark: an Index.

You have kindly sent us your catalogs in response to our letter of recent date. These are being indexed and placed with those of many other manufacturers of the city. We shall soon have a very complete showing of the output of Newark's manufacturers.

Put the library on your list to receive all of your future publications. This will be worth your while

Yours truly,  
The Free Public Library,  
Newark, N. J.

By  
LIBRARIAN.

Whenever a manufacturer sends the information that he does not publish a catalogue, or whenever a business card and letter is sent an acknowledgement, No. 3 is sent as follows.

Gentlemen:—

Thank you very much for the information you furnished us about your business for our "Made in Newark" file and index.

We hope to be able in a few weeks to invite you to come to the Business Branch to inspect a complete index.

Yours truly,  
LIBRARIAN.

When a business card is sent without a letter, a postal No. 4, is sent.

Things made in Newark: an Index.

You have kindly sent us your catalogs in response to our letter of recent date. These are being indexed and placed with those of many other manufacturers of the city. We shall soon have a very complete showing of the output of Newark's manufacturers.

Put the library on your list to receive all of your future publications. This will be worth your while.

Yours truly,  
The Free Public Library,  
Newark, N. J.

By  
LIBRARIAN.

Total number of catalogues, business cards and letters of information about a business received from June 12 to September 23, was 1,000.

## THE METHOD OF DOING THE WORK.

Every name checked in the business directory was entered on a 3 x 5 card.

The dates are stamped with a rubber dater, the first date shows when the firm is circularized, the second date shows that no answer is received and the follow-up letter is then sent. The third date shows when catalog, business card or letter is received.

## CATALOGING.

As soon as a catalog is received the manufacturer's name is written at the top of a 3 x 5 shelf list card, with the address below. Numbers are assigned to firms in the order in which their catalogs are received.

When manufacturers reply that they issue no catalogs, the shelf-list card is stamped with the date when this information is received. This eliminates from the mailing list all except those issuing catalogs and also enables the business library to know at once that certain firms do not issue catalogs.

Then an author card is made on a 3 x 5 card. The name of the manufacturer and the address is written on the two top lines and the number assigned is written on the left-hand margin of the card.

On the face of the card is given a fairly detailed list of the lines of goods manufactured, indicating specialties, etc. This information is taken largely from the letter heads, business cards and introductions to catalogs and is intended to supplement the subject headings. This card is filed alphabetically.

On the back of this card the subject headings adopted for each manufacturer are listed and also any trade names used.

Then a subject card is made under the several headings designated and also under the trade names.

For instance the subject heading Trays-Metal covers not only the Tea Tray Co., but on the same card will be found the names of all other firms manufacturing metal trays with their respective catalog numbers in the left margin.

The author and the subject cards are filed in one alphabet like a dictionary catalog.

The method just described applies not only to catalogs but to business cards and information found on letter heads or given by letter. In many cases this information is fuller even than the printed catalog of some manufacturers.

Each catalog, business or letter will have from 3 to 25 or more cards, dependent upon the importance and variety of the lines manufactured.

In cataloging it was found that trade

directories like Hendrick's Commercial Register of the U. S. and Thomas' American Manufacturers are of great service in determining the method of entry. We discovered, however, that these directories followed one scheme absolutely and it was not found practicable to adhere to their methods entirely in our own work.

The chief point of departure from the method adopted by Hendricks for instance, is the illustrated by the entries under the subject Brushes. Hendrick's enters all Brushes under the heading followed by the sub-head descriptive of the kinds of brushes listed. This separates for example, paint brushes from the whole subject of paints.

We find it better to follow the heading Brushes by sub-heads as follows:

Brushes—Brass.  
Bristle.  
Carbon.  
Graphite.  
Rubber.  
Wire.

With this plan we enter the catalog of a maker of all kinds of bristle brushes under the heading Brushes—Bristle, and this entry is sufficient for the man interested in the whole subject of brushes. The man, however, interested in certain kinds of brushes would not be served by this general heading and we enter catalogs of manufacturers of specific brushes like Paint, Jewelers', Hatters', Dentists', etc., under their respective headings. This keeps together in the catalog all information relating to a specific trade.

Preceding every subject whenever necessary, is found a guide card referring to other related subjects.

## METHOD OF FILING CATALOGS, BUSINESS CARDS AND LETTERS.

After careful consideration the Library Bureau 2 drawer correspondence file unit No. C9050 was adopted. As each catalog is received it is stamped with the date of receipt.

If the catalog bears an earlier date than the date of receipt the legend "Latest Catalog Issued" is stamped across the top of the title page thus settling any question which might arise about the catalogs being up-to-date. A gummed Dennison label No. 87 is then pasted 4 inches from the bottom on the front cover and the catalog is filed numerically in the Vertical File.

Whenever a letter is sent with a catalog it is tipped into the pamphlet directly back of the title-page as it often gives information not contained in the catalog itself.

When a letter is sent in place of a catalog it is put in a manilla envelope, 10" x 13" and filed numerically with catalogs.

When a business card only is sent it is

mounted on a piece of 10" x 13" pulpboard and also filed numerically with catalogs and letters.

This material is, of course, for use at the Business Library only and is never lent.

Eventually this material when catalogued may be used in the compilation of an annual volume to be called "Made in Newark." If this is done it will doubtless be with the co-operation of the Board of Trade.

THE OFFICE LIBRARY AND STATISTICAL BUREAU OF FINANCIAL INSTITUTIONS.

Proceedings, Special Libraries Association,  
2nd Session, Sept. 27th, 1911.  
New York City.

Dr. R. H. Whitten, Presiding.

Note.—The first paper, Technical Literature, Abstracts and Information Bureau Work of the United Gas Improvement Company, of Philadelphia, by Mr. F. N. Morton, was published practically in full in the September issue of Special Libraries.

The Financial Library and Statistical Bureau.

By John Franklin Crowell, of the Wall Street Journal.

To strike into the heart of the subject assigned to me, I might give the general division with which the statistical bureau is primarily concerned. This comprises the facts of economic life, while the financial library is primarily concerned with those things that pertain to the business of banking—a trust company, a bond or brokerage house, or the public financing of a federal, state or city treasury. I conceive of the statistical bureau as related to the financial library very much as the background for the larger theme is related to the foreground. Under the general heading of the things that ought to belong to a statistical bureau, there are no less than a half dozen public documents which ought to be on the shelf of everybody's working library. Begin with the Yearbook of the Department of Agriculture. Add to that the Census Abstract, the Statistical Abstract issued by the Bureau of Statistics of the Bureau of Commerce and Labor. Add to these the Interstate Commerce Commission reports, and then wind up possibly with the report of the United States Treasury, including the report of the Treasurer of the United States, the report of the Mint Bureau and the report of the Comptroller of Currency. There are other documents such as the monthly report of Commerce and Finance, issued by

the Bureau of Statistics, Department of Commerce and Labor, which contain a number of things easy to find and often asked for. For instance, during the past week people wanted to know what was the highest price paid for coffee, the highest market price, in a series of years. Coffee was going up on the New York Exchange to such a point as to make it sell at 14 cents, Rio basis, New York, compared with six and a half cents per pound three or four years ago. In the parlance of the Street, that "is going some" to people who have to meet obligations for future contracts on coffee, or who have to supply their warehouses with a commodity which has crept up so high in value as to make it necessary for them to consult their bankers before they send in another order to fill a consignment that goes to the interior. The rapid movement of values makes it necessary to have these things on hand and to be ready to turn to them at once because a question of fifteen or ten or five minutes of time may make a difference of \$100,000, to a firm in the conclusion of a contract for the future delivery of commodities.

The value of time never impresses itself as a factor in a well equipped statistical or financial library upon anybody more clearly than it does in Wall Street. Information that can be gotten in three minutes is worth an immense amount to a man who is questioning to sell 100 shares of a stock about which there is some little information trickling in from some unknown source as to the doubtful value of the security or doubtful legality of the issue. You see, things go off with a snap and you have to have your information in hand, or in reach, so that when the question is raised you are there to answer it. Questions come in over the telephone to our library—not day by day, but hour by hour, sometimes minute by minute—and the librarian is supposed to know a great deal about it. When did J. P. Morgan say this or that? When did Judge Grosscup deliver his address at the University of Iowa? That is the sort of questions that come in, and these matters of information are supposed to be on hand. That would not come, probably, to every financial library, but I am speaking now from a standpoint of our experience, and I think I have said enough to show you that familiarity with the facts is an essential thing.

As to how to collect a library of this sort the best thing is to go to Washington and make a round of all the bureaus. Many of our libraries fail to appreciate the work that the government is doing in the collection of statistical information. This good government of ours does more than any

other two governments in the world; probably more than any other five governments, in the way of collecting and publishing and diffusing statistical information of an economic character.

Many of you probably live in cities where people are interested in the development of trade in Latin America. I would attend conventicles at which that was the important problem discussed. I suggest that librarians gather together information that would put one in touch with the life there, and the conditions and people, their finance, their commerce, and other things that a merchant might want to know of a general statistical character in contemplating a campaign for the sale of his manufactures or merchandise in Latin America. I do not know whether you look at a merchant or a manufacturer as an important asset of patronage in your libraries. Do you get in touch with the business people of your community? When you do that you will have found the best support and backing that you can find anywhere. The business people are the people who pay the taxes. They are the people who push enterprises. They are the people who open opportunities for the community. They are the people who have their eye on the public institutions and do a vast amount of work in their encouragement and for the support of professional people, and they are the people whose wants ought to be studied.

It seems to me there is a field for libraries to collect information relating to the industries and the commercial movements of the smaller towns, to show what the value of their output is from year to year and where it goes. Nothing would stir the pride of your fellow citizens more than to issue a little map, probably a yard square, showing them the number of points in the world's market to which their manufactured products go. The teachers of your public schools would welcome that, and from the confidential position of the librarian the industrial side of the locality could be reached better than through any other agency. Will you have any difficulty in getting the public authorities to give you the financial support that is necessary for the maintenance of the library under such circumstances? Get your grip on the economic life of the community.

If I were in a rural town and teaching school in a country village, I would make out of my children census takers and I would know how many families there are in that district and in that township by their own efforts. I would know how many farms there are, I would know how many acres there are in those farms and how many acres there are in rye, and wheat and

barley, etc., whatever it might be. If you start your people to work on these lines you begin to feel that you are becoming of focal importance with the information available. Probably I have indicated enough on the general scope of the statistical library.

The financial library depends so much on the particular institution which it serves. If you were the librarian of a bank of Pittsburgh, which does a very large business in purchasing bills of exchange and bills of lading upon foreign countries for machinery and steel products going all over the world, the very fact that that is a large part of the bank's business would make you want to know all about Pittsburgh, and its manufactures and about the other parts of the world to which these bills of exchange apply, so that the bank might know all about the financial conditions of these countries and keep alive on those subjects. You would be clipping anything you found about certain firms or people in China or Peru or wherever it might be, from your periodicals. So also, in domestic business, anything that referred to the individuals or members of that firm or the firm as a whole, would be useful. If you found a man who spent his days at business and his nights somewhere else than with his family, you would put that fact in your files, simply because the modern business world demands to know where men spend their nights as well as where they spend their days. That looks like a remote fact, but it is an important matter. It is a matter of morals and good citizenship and a man who has neither morals nor good citizenship is not a valuable asset to a bank. That is a piece of library work which probably is not usually included, but, nevertheless, it has got to be included if you want to save your bank from lending money to a scoundrel who plays one game to the public eye and another in his private life.

I am throwing out these suggestions because I think possibly you may be interested in the wider field more than the details. I had a long talk with the president of one of the big financial institutions in this city some time ago about the methods of reaching the small investor—the man with a few hundred dollars to invest. The question came up on how he would get at these people. Well, the thought was thrown out that he would have to take a census of occupations; that he would have to find out how many masons and how many carpenters and how many clerks and how many of this and how many of that class were in a small town of ten thousand inhabitants where people were remarkable for their economy, and who earned money and saved

it. There, you see, you go out into basic facts again.

This great world of ours places before the librarian of a financial library a vast number of very interesting problems. For instance, your firm undertakes to float \$3,000,000 of bonds of an electric line which runs, say from Valley Forge to Philadelphia. There you have an opportunity to bring in an historical feature in working up your story. You have to get not only the economic facts and the financial resources of those communities, how many banks they have, how many trust companies and what the occupations of the people are, but almost everything else that gives you an idea of the resources of that community as pertaining to the utilization of transportation. You must know something about the place, its historical setting. Here is a place with an historical background, a place where the people are not only living, but they love to live because they are proud of it. What keeps people from fleeing, and if people refuse to flee in hard times it means that the property will not depreciate there; the tax collector need not be anxious about their assessments. They pay their bills and grow and expand, and their children stay there and grow up and you have a sound economic community. That is a great factor when you come to mortgage the community twenty or forty years ahead.

The best way to find out what kind of a library the financial institution needs is to find out what it is doing, what it has been doing, and then go round to other people and find out what their experiences have been. That will give you a guide for what the immediate problems call for, and there ought to be no difficulty in growing up with the needs of the institution.

#### DISCUSSION.

MR. LEE: I think Mr. Crowell has mentioned the most interesting thing of all; that their libraries are at our service. In that way we can call for aid when we get in a knotty place and it is the underlying spirit that we should help each other. I think that fact should be implied unless they state to the contrary. That, I think, makes it very interesting to discuss all these as if they were our own libraries.

MR. BRIGHAM: I am very much interested in Mr. Crowell's paper for several reasons. I want to especially commend his reference in regard to what the government offers for our service. Recently I happened to be in consultation with one official and he showed me great courtesy by offering to put a clerk in charge of a special task which I requested. Work of this kind is being done daily by these men in charge at Washington. I also noted his reference to the

use of government documents. In my own desk I keep a file of government documents, some of them which he named and it is surprising how in recent years the government has made and attempted to bring into circulation the vital problems for the public to see just as soon as they see a demand for them. The Government has published hundreds of pamphlets which should be on the reference desk in nearly every library.

MR. WHITTLESY, (Investors Agency, New York): Can the statistician be a librarian and can a librarian be a statistician? In our library, I do not think it would be possible for the one who is the librarian to do anything but library work, because he is kept so busy, he and his assistants, all the time, that he could not possibly do any statistical work and cover the wide field that he does cover. I, as a statistician, could not do any statistical work if I should go into the library and try to do any of the expert work that is required there. I think that one of the essentials of the financial library is that the statistician should make his wants known to the librarian as completely as possible and that the librarian should try to fill those wants. The accountant as a rule has not much imagination. The statistician has to have some imagination, but a librarian should have a great deal of imagination because you never can tell what kind of a fool question is going to be asked you. In a financial library, the librarian must keep his imagination working all the time to know what the officers or the president may want. I think imagination is needed in all life, but I think we need a great deal in this library work.

MR. NORMAN, (Peoples Gas Light & Coke Co., Chicago): In connection with Mr. Morton's paper, I would like to ask how many journals he abstracts and how many people it takes to do that kind of work.

MR. MORTON: Our company takes between forty and fifty journals and my force consists of myself and one assistant who has had a training similar to mine, a clerk who does the mechanical work of cutting out the abstracts, running errands and the routine work, and a stenographer. The work keeps us all on the jump.

PROF. J. PEASE NORTON, (Yale University): I will say a few words about a classification which I do not think has been brought to your attention. It is a convenient method of quickly classifying a mass of clippings or other material. The main subjects may be arranged from 1 up to 1,000 with sub-divisions as follows:

- .0 Important
- .1 Associations

- .2 Statistics
- .3 Bibliography
- .4 General
- .5 Products
- .6 Consumption
- .7 Market
- .8 Geographical

Now a mass of clippings, possibly 20,000, can be taken and quickly classified by any person having enough intelligence to classify according to above categories. By combinations of the numerals used in the classification you can keep geographical statistics together and other combinations in the same way. You can use tab cards and they can be sub-divided indefinitely. One person can in this way take care of an immense amount of detail material.

MR. WILLIS D. PORTER: (Babson System Financial Library, New York). It is very interesting to see this last illustration. I realize how it could be applied to my own work, but looking at it from my own standpoint, statistics in these days, I believe, are really what one may consider a form of disease. It is something that gets into the system of the people and the more they delve into facts and figures the more scientific they make it until in many cases they go beyond the point of practicality. This is so, I think, in the case of financial institutions. Take the bond house as an example. Each bond house as a rule is interested in a few classes of securities. They specialize in one or two and yet they will compile statistics on everything under the sun when they could to much better advantage compile figures on the broad issues in which they are interested and go into minute detail regarding that and eliminate a lot of general matter.

I noticed just one or two things:—the qualification of the librarian and statistician of the financial institution, and I gather from Mr. Whittlesy that he thought the librarian should be independent of the statistician. I believe both departments should be under one head because Mr. Whittlesy, for instance, when he wants to know anything, he goes to the librarian and asks. He has to ask whether that material is on hand or not. Yet, I believe that the statistician should know what material there is in that library simply from the economic standpoint; in other words, if they have a lot of material in there that is absolutely invaluable it is costing them money absolutely, and filling space, too, and, of course, to have the most practical statistical department, library economy is, I believe, to be practised in every case possible. Every inch of space means dollars in the long run, and for that reason the statistician could save a lot of real money by taking an interest as to what is contained

in the library and going over it carefully.

MR. J. J. MCFARLANE, (Commercial Museum, Philadelphia): It seems to me that you cannot get along without the statistician-librarian, and the librarian-statistician. I am speaking from my own experience. I think it would be impossible for my librarian who assists me in the library work, unless there was an understanding between us, to have the information on hand which we must have. In my work people come for information in business matters to which they must have prompt answers. I must be able to say: "Well, just go over to the 4th case, on the 3d shelf, in that little book is the information; go and get it." If I am merely a statistician and do not know my library I could not do that, and I think while the statistician or the technical man, whoever, he may be, is an absolute essential in a library of this kind, I do not think his assistant can afford to be much less a statistician in order to follow up the work. As to the question whether you can get along without a technical person in a library, I say no. The technical man is important, but on the other hand many technical people do not know the duties of cataloging.

MISS SPENCER, (National City Bank, New York): In my work I must work up to the statistician always, but I think it perfectly possible for the librarian to have enough intelligence to have the material on hand without a statistician having to see about it. In fact, it has worked out quite well in the City Bank where I am working and we cover a pretty wide scope. I think that possibly the librarian has intelligence enough to co-operate with the statistician and anticipate his needs.

MR. MCFARLANE: That may be so as to some work, but it would be almost impossible for the ordinary trained librarian to be familiar with the government documents of every nation in the world. It is too much to expect. We don't get familiar with them except when suddenly wanting them. Mine is purely foreign work and I have to have publications of every country. I could not get on without the librarian. I would not say that I do not want a trained librarian because I do.

MISS CARR, (Fisk and Robinson, New York): I just want to supplement what Miss Spencer said. I also have to work up to the statistician and it is part of my work to collect things. I do think, perhaps, the ordinary trained librarian as she first starts in in Wall Street has not a very clear understanding of just what Wall Street wants and of just the importance of the various documents. But I think she very soon learns. As to Mr. Porter's contention

that the statistician and the librarian should be one, I think in the case of smaller libraries that answers very well. I think they can combine. The librarian and statistician, if they are not the same person, should work together.

DR. CROWELL: Our library of the Wall Street Journal is open for you to inspect and inquire about, and I should be glad to meet you any time to-morrow there. I should like to show you what a young man can do as a librarian, with practically no help, not only in the way of classifying the contents of an eight-page newspaper every day, putting it into scrap books so as to give a continuous story from day to day on any particular subject, but also in the way of answering questions. Also what can be done in the way of research, because probably one of the most valuable services of our financial library is the answering of questions which come from all over the country and many different countries all over the world, answering them either through our periodical or through private correspondence. Every day you will find in the periodical probably a third of a column answering questions about a particular kind of security. This requires research into all the information available that is pertinent and the presentation of the results so that the man in Oklahoma who wishes to know about this or that line of investment will have the advantage of an answer in the course of a few days. People who have the settlement of estates write just such questions to us and they require a good deal of research.

MR. WHITTEN: We had Mr. Morton's paper on the library and information bureau of a gas company, and perhaps there are others who would speak on that side, that is, on the library and information bureau in a manufacturing establishment.

MR. MARION: My experience is somewhat along this line—that my library is fast becoming an information bureau. While the library feature gets all the attention that is necessary, I seem to be daily answering more and more definite questions for all of our engineers and technical men. I presume that may come possibly from the fact that they have gotten partially satisfactory answers in the past. We are continually buying books. Our problems are such and our purchases are so arranged that we usually buy for the immediate needs. As the company takes up new pieces of work or investigations it may mean that they are going into a field which has never been touched before and that will result in the library being obliged to equip itself with the most up-to-date books, getting every thing possible in a short space of time in order to equip the individual ex-

pert so that he may make an intelligent report. Of course, questions of a general nature are coming up all the time. I think the combination of the library and bureau of information is good and bound to be the ultimate one in certain lines of business.

MR. BRIGHAM: Has the tendency to place libraries of this character in manufacturing plants grown within the last two years?

MR. MARION: Continually some new company has adopted a library and I believe that the library grip seems to be getting a death hold on the manufacturer. Within the last year there have been three or four, to my knowledge, who have gone into it and established libraries; for instance, the Studebaker people, Bausch & Lomb Optical Co., Deere Plow Co., etc. There is constantly a growth in this direction.

MR. CUTTER: In the public libraries, the fiction circulation is easy 60 to 70%, and the rest is history, biography and art, and all about things that have happened. This kind of library has to do with the things that are happening every day, and I think that is the reason why it is growing so fast and will continue to grow.

MR. MARION: We have 171 special libraries on our list now, as against 128 a year ago.

MR. CUTTER: I just found out for a gentleman the rating for a plumbing firm in New Zealand. He represents a firm that sells pumps. He wanted to find out an agent to sell these pumps. I say it is for the business of today and not the pictures of Rembrandts or the biography of someone who has been dead hundreds of years.

MR. MARION: I want to ask one question of the first speaker. Mr. Morton, do you index articles other than those that you abstract, and how fully do you index?

MR. MORTON: We index everything that can possibly apply to the manufacture and distribution of gas and electric light and power, all legislative enactments, municipal, state and national, that apply to this industry. In indexing we have between 75,000 and 80,000 index cards, but in abstracting only all the articles of importance are noticed. A good many articles come out that we call "hot air articles." Those are indexed, but not abstracted, and a great many articles are "rehashes" of things that have been pretty well thrashed over before, and those we index but do not abstract. We only abstract the new material unless something has happened so long ago that it has probably been forgotten, and I think it is desirable to store it up again.

MR. MEYER, (Library of Congress). I purposely waited to the end of the discussion to call your attention to

the little work of documents that is doubtless familiar to most of you. A number of the speakers referred to the statistical publications of the government. If you added all those together you would still have an incomplete list. It is a very easy matter to get such a complete list and also a good list of government publications by writing to the Superintendent of Documents and asking him for his price lists. Ask him for a complete set. He will send you one devoted to economics and another to mechanics, etc., and in that way get a short cut to the most valuable publications in certain fields. I just throw that out as a hint to those who do not know it.

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*Quarterly Journal of Economics*, Aug. 1911 p. 623-49.

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## NOTES.

A municipal reference section has been added to the St. Louis Public Library and Mr. Jesse Cunningham, formerly of the New York State Law Library has been placed in charge.

Miss Mary Alice Hagarty has recently taken up some library work with the Hood

Rubber Co., Watertown, Mass. This adds another manufacturer to the many who have come to find the library an essential asset in the progress of their business.

Gunn, Richards and Co., the well known Engineers and Public Accountants with offices at 43 Wall St. and 43 Exchange Place, New York City, have made a beginning with a special library. Mrs. Arthur E. Vars has recently visited the secretary's office in Boston, to get in touch with methods as used by Arthur D. Little, Inc. With consulting experts of any standing the library has become a real necessity for they are fast becoming the torch bearers of the business laymen in every line. With the general advance of scientific methods these engineers are forging constantly stronger and better relations with their clients and to keep in the van, a well kept, live collection of literature on the subjects they cover has become a necessity.

The Dodge Manufacturing Co., of Mishawaka, Indiana, manufacturers of power transmitting machinery, has established a special manufacturers library.

An excellent short bibliography of Efficiency and Scientific Management embracing both books and magazine articles has been published in connection with a "Report of the Joint Committee on Engineering Accounting" addressed to the Am Electric Railway Accountants Association and the Am. Electric Railway Engineering Association and read before their recent meeting during October, 1911, at Atlantic City, New Jersey. The Secretary of the Am. Electric Railway Association may be addressed as follows: H. C. Tonecker, 39 West 39th St., New York City.

The library of the New York School of Philanthropy began recently the issuance of special bulletins containing bibliographies on special subjects. Bulletin No. 1 was a bibliography on Farm Colonies, a subject now of great importance in connection with discussions concerning unemployment and penal farms. Bulletin No. 2 is on vocational guidance. The bibliography is devoted in the main to industrial education connected with elementary schools, preparatory trades schools and evening continuation schools—courses in trade training designed for pupils from 14 to 18 years of age. All references are carefully selected and annotated. The references are to publications of the last three years, and are therefore up-to-date. These bulletins are sent free to all who are interested in social work, provided a request is sent to

the New York School of Philanthropy Library, 105 East 22nd St. The next bulletin, a survey of the best books on social subjects, will appear January 1, 1912. There will be no bibliographical bulletin for December.

The Secretary's office has on file at present several names of librarians of varied experience who are open to advancement or desire to change their present positions.

#### MUNICIPAL YEAR BOOK.

Report of the Chairman of the Joint Committee of the Special Libraries Association and the National Association of State Libraries with Reference to Municipal Year Book.

As Chairman of the Joint Committee of this Association, and of the National Association of State Libraries, to bring about, if possible, the matter of the publication of an annual municipal year book for American cities, I would report the following:

On June 10, there was held in the City Club, in the City of New York, a most important conference on this subject which lasted nearly three hours, when the whole subject was thoroughly canvassed. The following is the report of this conference: Organizations represented:

Special Libraries Association: Committee, Samuel H. Ranck, Clinton Rogers Woodruff, Frederick Rex.

State Librarians Association: Committee, Dr. R. H. Whitten, James L. Gillis, H. O. Brigham

National Municipal League: Committee, Albert Bushnell Hart, M. N. Baker, L. S. Rowe.

Of the above there were present: Messrs. Ranck, Woodruff, Whitten, Hart, Baker, and Rowe.

The others invited were: Professor Charles A. Beard, Columbia University, Dr. W. F. Willoughby, Washington, Dr. L. G. Powers, Bureau of the Census, Dr. W. B. Munro, Harvard University.

After a discussion lasting nearly three hours, the following conclusions were unanimously reached:

- (1) A Municipal Year Book is needed.
- (2) It should include references to the state officials and departments having to do with municipal affairs.
- (3) It should include American and Canadian cities.
- (4) It should include:

- (a) A directory of municipal officials.
- (b) Statistics of the cities.
- (c) Topical consideration of important municipal questions.

(5) For cities of 30,000 and over, full information should be given; for cities of from 10,000 to 30,000 there should be less detailed information.

(6) The Directory and general information should be arranged alphabetically according to states, and under states, the cities, alphabetically.

(7) The form of organization should be determined after consultation with the publisher, Mr. Woodruff being authorized on behalf of the Conference to see what terms could be made in the matter of publication.

(8) No objections to advertising being included in the volume.

(9) There should be the widest possible co-ordination of existing agencies, and there should be a close relationship established with the census bureau.

Mr. Woodruff was authorized on behalf of the Conference to prepare an outline of the subject to be submitted in turn to the various committees for an expression of opinion:

- (1) As to what should be included under all circumstances.
- (2) What should be excluded.
- (3) What should be included if space should permit.

The above report was drawn up by Mr. Clinton Rogers Woodruff, who acted as Secretary of the New York Conference. At this Conference Mr. Woodruff was delegated to see several publishers with reference to the publications of such a volume. He has since taken this matter up with two New York publishers, and in a letter just received from him he states that he has gotten a fairly satisfactory reply from one and the other still has the matter under consideration. This phase of the work will necessarily require a considerable amount of time.

As Chairman of your Committee I would recommend that the Committee of the Special Libraries Association which has this matter in hand be continued. The Committee would be glad to have any suggestions from the members with reference to this matter. It must be understood, however, that a good many of the details must of necessity be left open, inasmuch as they will be of vital concern to the publishing house undertaking the issuance of such a volume.

Very respectfully,  
SAMUEL H. RANCK,  
Chairman.