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Special Libraries

"Putting Knowledge to Work"



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Techniques of Group Leadership*

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A HUNDRED years ago the Lyceum movement was in full swing. Crowds of earnest Americans gathered nightly in halls to hear the popular lecturers of the time. One of the outstanding figures in this work was Ralph Waldo Emerson, who would drive to the Lyceum hall and lecture for five dollars and feed for his horse. But there was another movement, on foot even then, with an equally active man pushing it along. That man was Bronson Alcott, the father of Louisa, and his interest was in holding "conversations." These became quite successful, and near the end of his life he traveled seven thousand miles in one year holding "conversations." But even this experienced group discussion leader was not always adequate, and from time to time in his diary there is an entry stating that the "conversation" that evening was not successful—he could not get the group to talk. So the problem of group leadership, and how to get groups to talk, is an old one, and one not capable of a complete answer. There is no magic formula that can be given which, if learned by rote, will enable the leader to make every discussion a successful, satisfactory and exciting experience.

The modern conception of group discussion is not that of a body that argues or decides things—but that of a body that by discussion will clarify issues and

projects. And frequently the group mind will produce a better solution than any individual mind in the group could produce. Many persons pooh pooh this theory of group thinking and say that several ignorant persons thinking together can only produce more ignorance than one person. These critics recommend that library investigations or a lecture by an expert is the road to knowledge. This criticism of group thinking, I believe, is unjustifiable and is made only because the critic does not understand the limitations or possibilities of group thought. Those of us who realize the value of discussion would be the first to admit that matters that involve fact or that can be determined by experiment are not grist for the discussion mill. No discussion will settle authoritatively the date of the Norman Conquest of England nor the reaction of salt water on iron. But in matters of opinion and procedure, on questions such as the function of education in a democracy, or the best methods to make a library useful to its community, discussion can play a very valuable rôle. Put in general terms, then, the aims of group discussion are to clarify the subject and, particularly, in the discussion of projects, to produce ideas or new relationships of ideas that are the result of the group thinking together. The responsibility of the leader in connection with these aims is to be sure that the topic chosen is suitable for discussion

* Speech before Special Libraries Association, New York Chapter, November 4, 1938.

and to conduct the session in a manner that will encourage development of group thought.

If you are a leader, burdened with this responsibility, I hear you ask me, but what must I do to gain these ends? How do I go about it? But before I answer that question, I want to answer another one, one that perhaps did not occur to you, that is: what must I be? For "what must I be?" is nearly as important for group leadership as "what must I do?" The qualities that the group leader should foster and develop in himself are not esoteric, but are qualities which every cultured and intelligent person should have. Let us assume, that he has an attractive personality, that he is courteous, thoughtful, considerate, helpful, cheerful and gets along with people easily, and is moderately successful in his social contacts. Assuming this, what deeper qualities should be looked for in a leader? Three qualities of mind seem important, the leader should be keen, should be fair, should be analytical. Further than that the leader should be well-versed in the habit of putting himself in another's place, should be tactful and have a sense of humor.

The active, keen mind must be hard at work all through the discussion. It must, from a welter of words and ideas, important and unimportant, pertinent and irrelevant, sort out those which point to fundamental issues and the main points of divergent opinion. The leader not only must cull the fundamental issues that take form out of the discussion but must himself see what other issues there are and manage the discussion so that they are talked about. It is not always easy to see just what the fundamental issues will be in a topic, but there are a few paths that usually lead towards some of them. Most topics involve a change of some sort, and change at once splits any group. There are those

for and against the status quo because of their own temperament or philosophy of life, but the larger group is composed of those who do not wish to be

" . . . the first by whom the new is tried
Nor yet the last to cast the old aside."

They want to know more before deciding, and for them the discussion should clarify the subject so that they may make up their minds more intelligently.

Four aspects of "change" should be made clear — why, cost, manner, results. I do not mean these terms in a narrow sense, by cost I do not mean merely money, but also the cost in human, ethical and moral values. And by manner I mean not only the details but also consideration of such questions as: Is this the best way? Is it in accord with our fundamental philosophy? The results should be considered, not only in the immediate frame but also in the larger aspect of their relation to the present social background: to economics, to government, to labor, to our culture, who and what will it affect? What trends does the change indicate or conform with?

Another demand on the keen, alert mind is keeping the discussion as clear as possible at all times. Some people are discursive and seem to have to express their ideas in as many words as possible, and others have not the ability to express themselves clearly "in meeting" or to stay on the point. For these members of the group the leader must separate the wheat from the chaff and rephrase and summarize the gist of their contribution in order to promote the clear thinking of the group. Also he must from time to time abstract and sum up the progress of the discussion, and point out the implications in the synthesis of ideas that has been achieved at any particular point. This must be done with scrupulous fairness.

The leader must be fair not only to the members of the group whose talk

he is summarizing, but fair to the problem involved. Not much need be said, but it should be said with volume, that the chairman must be impartial. Even though his own mind is closed, which it should not be, he should subtly convey the impression to the group of being earnestly in search for a solution of the problem and eager for sympathetic consideration of new suggestions. If he lets it be seen that his mind is closed to all but his own solution, this atmosphere is destroyed and also the effectiveness of the discussion.

The ability to put oneself in another's place often helps in being fair-minded, but it also helps one to know one's group. One learns how to judge people, to know how to approach them and keep them interested and helpful contributors to the group. Frequently the leader can guess the reactions of individual members of the group and call on them in such an order as to bring out many points of view. This consideration for others and knowledge of them should supply the leader with the tact to draw people out or to shut them up without hurting their feelings, thereby affording an equal opportunity for all to talk. The corollary of this ability — the putting of someone else in your place — and then standing off and looking at them — gives the chairman a detached point of view and sense of humor which will include himself and help him to keep the discussion, himself, the group and all things in a proper proportion of importance. The late Dean Briggs of Harvard once said that "the best gift that a college can bestow is the power of taking a new point of view through putting ourselves into another's place." And those who somewhere along the road of life have received this gift will find their ability to lead a group greatly increased.

To turn now to the more immediate and tangible, and consider the second

question, "what must I do," let us divide the answer into two parts — what must be done before the meeting, and what must be done during the meeting.

Before the meeting one should know what the topic is to be and learn a little about it — but not too much, because that tends to close one's mind on the subject and makes it harder for one to assume the attitude of searching for new and more information. And it is only the experienced leader who can conduct a discussion on a subject on which he is an expert and has formed his own conclusions. For only the experienced leader can promote full and fair discussion and keep quiet himself under these circumstances. From this layman's knowledge of the subject one should try to see the fundamental issues involved, and chart the ground to be covered by the group so that these issues will be touched on. If one knows one's group, their interests, backgrounds and probable points of view, one might even make a list of certain members to call on in connection with certain points. To cover the material charted should then be the goal of the discussion. But may I advise, as strongly as I know how, that the leader feel no compulsion to stick to the chart if the discussion takes a different and worthwhile course.

To follow the above advice, to think of certain members in connection with specific points, the leader does well to know his group. Not only does it give the group a feeling of unity more quickly, but it will help him to carry on the discussion more interestingly if he knows that one member has been the beloved librarian of precious books for forty years and that another is a young, ambitious lady just out of library school and working in a busy, efficient, industrial library. He knows they will each bring valuable but divergent material to the group. Also the worker in a public

system frequently sees a problem from a different angle from the worker in an endowed institution. By knowing the group one can anticipate and bring into play varying attitudes to the problem and its solution in an interesting and lively way.

When the group has met, then the leader really swings into action. Here he will meet many unanticipated situations, many of them easily disposed of if he keeps in mind two guiding principles. One, that the opinion of every individual is important, and second, that the group, through discussion, can and will accomplish something worth while. The leader is charged with the responsibility of the accomplishment of this. Now I come to a list of varying techniques, suggestions and devices. They seem to me to group themselves under three headings, those that encourage members to talk, those that engender group spirit and those that help to keep the discussion on the track.

Many leaders complain that their groups won't talk. Sometimes this is due to lack of interest in the question. If the leader suspects this to be true, he should take time out at the opening of the meeting to show how the question affects the lives and interests of those in the group, appeals to some primary emotion and connect this interest itself to the problem, making clear a personal connection, in an attempt to show the group why they should be interested, or better yet make them feel an interest in the topic. Also at the opening there should be one or two speakers, with more knowledge of the subject than the others, who will furnish the facts and information on which an intelligent discussion is based. Few speakers can give an unbiased picture of a situation or plan no matter how much they try. For instance, in a discussion on government ownership and operation of public utilities, limited for lack of time to the T.V.A., two members

describe that project first, each as fairly as possible and without argument, but from different points of view forced on them by their different political philosophies. They will give the group the information it needs for discussion of this topic, and questions of fact later in the discussion will be referred to them. If possible the leader should not be a clarifying speaker or authority himself. Members hesitate to address a chair which is obviously well-informed and may have a bias or predetermined solution to the problem. Also it tends to make the discussion between the chair and various members and not between members with the leader as a guide.

Whenever possible the chairman should call on specific members, not only on specific questions, but also for specific points of view which their particular background, training or position may give them. When this is done, the reason should be given as, for instance, "Miss Smith, you are a newer member of this profession, what is your reaction?"; or, "Miss Jones, you have had long and valuable experience in public libraries, how does this theory fit into the picture as you see it?" Occasionally the chairman should ask questions of specific persons himself. Frequently "shock" questions will start a vivid discussion. Once in a discussion of the desirability of the federal government taking over the railroads a chairman asked if that would be a direct step toward Communism. This type of question frequently is based on bringing out a fundamental issue, that particular question being based on the consideration of the proposed change in relation to our philosophy of government. A university president, in holding a discussion on the future development of an English department, suddenly threw the meeting into an uproar by asking why do we have an English department? This required

the group to correlate the proposal with a fundamental philosophy of education.

Another problem is to get the "speech shy" or timid person to talk. Obviously don't call on one of these members first. When one does call on them, encourage them to talk by suggesting material for them — appeal for their opinion on an angle or detail of the question on which they have particular qualification to speak. Sometimes one can shame them into talking by calling on them with the remark that they must have some ideas on this point. After that, silence is an admission of mental vacuity. After they have spoken, no matter how badly, praise their contribution to the group, for here the leader must become a public speaking teacher. Encourage this person to talk and in later groups he may talk better, more to the point and with better organization. This is one method to help a group to discuss more freely in succeeding meetings. Frequently the leader can appeal to other emotions which will give encouragement to the more silent members of a group: duty, "you owe your contribution"; or pride in ability, "we need your advice," "you do us a favor in giving your opinion"; or power and influence, "your opinion will carry great weight"; or even love, "we would like an expression of opinion from one whom we especially respect and love." There are other ways; many of them we use unconsciously.

With the above techniques, talking is promoted and also, of course, group unity. There are a few other devices for obtaining group unity which the leader might well bear in mind. One is to call people by name. By the chairman constantly doing this the members of the group gradually get to know each other's names and feel that they are discussing with Mrs. Smith, a personality, and not with "that woman in the corner of the room." The less the chairman talks the

more the group talks, and the more the group feels it is accomplishing on its own initiative and as an entirety — and thus the group develops an interest in itself and a respect for itself. Even though the chairman is quiet, he must not let a few others do all the talking — or they become the group and the rest feel like outsiders listening in. This involves the necessity of keeping order and letting only one person talk at a time. Usually a gentle reminder that so and so has the floor or that Miss So and So hasn't had a chance to talk at all on this point yet will be sufficient. An appeal to a person's sense of fair play not to monopolize the discussion is a tactful procedure, especially if one assures the person he restrains of a further opportunity to speak. If one does this, be sure that promise is kept. At each meeting the chairman must see that everyone present has said something, because members tend to maintain interest if they feel after each meeting that they have contributed and have "said their say." Even though they get up reluctantly and talk hesitatingly — they feel proud and pleased with themselves afterwards. Even though a person has made the most ineffective and apologetic speech in the group, the next day he tells his best friend with pride that he took part in a discussion and he said what he thought. To keep all these wheels within wheels of conflicting personalities of shy and bold people running and well-oiled, the leader must be ever courteous and possibly over polite. For this is the oil for the machinery of discussion. Frankness is often a virtue and, in its place, invaluable; but in group work it is to be used only with great discretion, and sarcasm almost never should be used. For even if one uses frankness or sarcasm only on those one knows can stand it, others will be fearful that it might be used on them; and they are careful to afford no opportunity,

by keeping their mouths closed. Many acrimonious remarks on the part of the less tactful members of the group can be avoided by insisting that everyone get recognition from the chair and address the chair. This prevents private feuds from entering the discussion too obviously, and also prevents two or three members from squabbling among themselves without heeding the rest of the group, thereby destroying group unity.

If speakers do not make clear the relation of their various points of view to the fundamental issues involved, the leader should do this. If a speaker does not make his point clear to the audience, because of discursiveness, poor organization or omitted steps in logic, the chairman should rephrase and summarize the gist of the contribution, always remembering to ask the speaker whom he has summarized if he has understood him correctly and made a fair summary. Guidance of discussion is also aided if from time to time the leader tells the group the points the discussion has covered up to that time and shows them the ground covered and the issues still remaining unclarified.

All these techniques are based on two general conceptions in the underlying philosophy of group discussion. One is that the opinion of the individual is important, that every member of the group has a contribution to make; and that the success of the discussion depends on the leader exacting that contribution from everyone. The other concept is that by group discussion something worthwhile can be accomplished. This end is best served when the members of the group not only realize it but see it going on — when they feel both during and after the discussion that progress was made.

Groups do not feel that they are accomplishing anything unless they respect

and have confidence in their leader. The ethic of the impartiality of the chairman is the foundation on which this respect lies. The leader has from his position as chairman a great influence, and he must be aware of the influence this prestige gives him and be over careful not to abuse it. He should never dismiss a remark as irrelevant unless he is absolutely sure that it is. He can influence the attitude of a group on a topic by the people he calls on, by the order in which he calls on them, by the remarks he makes on the discussion, the summaries he makes of the speeches of others or of the progress of the discussion, by the questions he asks, or doesn't ask, and in many other ways. If he attempts to influence the discussion so that members notice it, he loses the respect of the group, for they feel that they are being engineered. If he influences the group so that it is not aware of it he loses his own self-respect. No matter how justified he may feel he is, no matter how much he may disapprove of the attitude the group is developing, he is never justified in using the prestige of his position to his own ends. If he feels very strongly about the situation, he should, at least temporarily, resign or turn the chair over to someone else, and then speak his mind as a member of the group, but not as chairman. The future effectiveness of the group, as well as the reputation of the chairman, depend on his holding and carrying out a high ethical standard.

To summarize, there are three points that should be kept in mind. One is that the leader be tactful and kind and considerate, a procedure he may learn from putting himself in another's place, and with this should develop the kindly humor that enables a leader to maintain a sense of balance and proportion. The second is that the leader should guide others to constructive talk, but should

not talk himself. And lastly, and most essential of all, that he have that awareness that makes a leader not only a leader of discussion, but a leader of con-

structive discussion, that quality of mind which enables the leader to see and expose to the group the fundamental issues which the topic involves.

Important Books of the Year

Fifth Annual Symposium

The librarian of a garden magazine writes

IT IS a little difficult to classify the garden books of 1938, but it might be interesting first to take up a few which deal with the general planning and planting of the garden — books in which the practical hints of gardening are foremost. There is, for example, *The Gardener's Omnibus*, edited by E. I. Farrington, in which he has wisely chosen a vast array of short articles on scores of items so that although the book is made up of things which have previously appeared in *Horticulture*, yet the illustrated articles will be of unusual help for amateur gardeners. A garden specialist will enjoy *Japanese Gardening, Japanese Architecture, and The Floral Art of Japan*, by Professor Matsunosuke Tatsui. For visual appeal readers will enjoy *Flower Portraits*, by Blanche Henrey, a book illustrated with sixty lovely flower and shrub pages.

Water culture of plants has received considerable attention this year, notably in two books: *Soilless Plant Culture*, by Ellis and Swaney, is one. There is far the greatest exposition of how to grow plants without soil, but there is also a smaller publication known as *Scientific Plant Farming*, published by the Scientific Plant Culture League of San Pedro, California, and the volume with this imposing title *Bio-Dynamic-Farming and Gardening*, by Ehrenfried Pfeiffer.

Would you read delightful garden essays springing from the earth which produce the flowers, walk down the pleasant by-paths of Louise Seymour Jones' *Put a Feather in Your Hat*. Ardent gardeners will be inspired by a garden diary called *A Year in My Garden*, by Paul W. Dempsey. It is a blank book of convenient size with a helpful garden hint at the top of each page, with room for personal notes on garden care.

Those interested in roses are always fas-

inated with the *American Rose Annual for 1938*, published by the American Rose Society; then there is also *The Rose Manual*, by J. H. Nicholas. *How to Grow Roses*, by J. Horace McFarland and Robert Pyle, has been a standard authoritative work for years, but it has been revised and brought up to date to sell at a modest price.

There are a number of delightful books on gardening which, although they contain some information, are intended to inspire us with a desire to get more out of our pastimes. *Eden On a Country Hill* is designed to disgust the apartment dweller with his existence and inspire the person who lives in the breathing places. There is also *In Our Country Garden*, by Clair Ogden Davis, a week-by-week philosophic record of garden activities.

On the general subject of landscaping we have *Planning and Planting*, by Lois Van De Boe — a book written by a landscape architect which contains several chapters on plants for special purposes, the selection and care of woody plants, lawns, drives, and walks. A compendium for he who would plan his own place. For the more technically-minded gardener there is the most practical book of *Garden Structure and Design*, by Harold Eberlein and Cortlandt Van Dyke Hubbard. The book is filled with sumptuous illustrations and practical, fascinating text dealing with elaborate garden-wall treatments, fountains, pools, trellises, and garden design.

SPECIAL PLANTS

There is a vast array of books for the flower specialists such as *Daffodils*, compiled and published by the Memphis Garden Club. Three books on Annuals, one known as *Annuals for the Garden*, by Daniel J. Foley; another an up-to-date revision of the *Book of Annuals*, by Alfred C. Hottes; and the third, *Annuals*, by Roy Hay, an English authority. Bodger Seeds

of El Monte, California, have written a helpful booklet on *Petunias, Past and Present*. There is a *Folio on the Genus Hemerocallis* by that great Hemerocallis specialist, Dr. A. B. Stour. There are 200 color plates, and only 300 copies of the book have been made available.

For one interested in perennials there are two books, *The Garden in Color*, by Louise Beebe Wilder, wonderfully illustrated with many color plates often of European origin. There is also an extremely authoritative book for the specialist on *The Garden of Pinks*, by Dr. L. H. Bailey.

In the realm of trees and shrubs we have *Knowing Your Trees*, by Gene H. Collingwood; *The Conservation of Trees and Forests*, a manual for teachers by Lois Meier Shoemaker and Morris B. Shoemaker; as well as a revised and enlarged edition of *The Popular Trees of the North Eastern United States*, by Dr. H. P. Brown. Millard F. Blair has written a splendid reference for tree surgeons called *Practical Tree Surgery*. Dr. Ephraim Porter Felt, distinguished author of many publications on trees and their welfare, has produced *Our Shade Trees*, which deals with all matters of tree culture and planting.

Florence Bell Robinson, professor in landscape architecture at the University of Illinois, has compiled a card file of 500 *Hardy Woody Plants* in common use as ornamentals. An interesting pamphlet on *Culture of Azaleas and Camellias* has been compiled by the Three Oaks Garden Club of Houston, Texas. Of bulbs, the most outstanding publication is *Garden Bulbs in Color* by Dr. J. Horace McFarland.

Wildflowers have received attention in the *Wild Flowers of Michigan*, by Audrey de Witte; *Our Ferns, Their Haunts, Habits and Folklore*, by Willard Nelson Clute, and *Flowers of the Wild, Their Culture and Requirements*, by Frank C. Pellett. Houseplants have been given attention in *Gardening Indoors*, by F. F. Rockwell and Esther T. Grayson. — *Hilda Howe, Meredith Publishing Company.*

The librarian of a steel corporation writes

Heading the directories for the year 1938 is the extremely useful *Directory of the Iron and Steel Works of the United States and Canada*, the first reissue since 1935. Full details relative

to concerns in the iron and steel industry are given, with the exception of officials. This latter need, however, is supplied by the Steel Publications, Inc., *Directory of Iron Steel Plants, 1938*, which lists the executive personnel in as complete a form as it is possible to obtain.

Among the "must have's" in handbooks for this year may be found *Kent's Mechanical Engineers' Handbook, 11th edition, 1937-1938*, and the *Welding Handbook* of the American Welding Society, 1938. The addition of the *Welding Encyclopedia, 1938*, will round out current information in the always important welding field.

Considering the various new 1938 metallurgical texts, the following volumes will prove to be valuable additions: *The Elements of Ferrous Metallurgy*, 2nd revised edition, by J. L. Rosenholtz and J. F. Oesterle, an elementary, all unnecessary details omitted, book; *Ferrous Metals*, by J. Fielding; and *Steel and Its Heat Treatment*, by D. K. Bullens. The last named is a rewritten edition which includes information on the grain-coarsening tendencies of steels, use of controlled atmospheres and the rise of high-yield-strength, low-alloy steels. W. L. Bragg's *Structure of Alloys*, J. S. Marsh's *Alloys of Iron and Nickel* and the *Chemical Analysis of Metals and Alloys*, by Gregory and Stevenson, have been of great reference assistance. In the second part of *Chemical Analysis of Metals and Alloys*, actual analytical methods with ferrous metals receiving chief attention are discussed. W. H. Spowers' *Hot-Dip Galvanizing Practice* should also be mentioned in this list.

Structural and engineering books are well represented this year by Simons and Gregory's *Structure of Steel Simply Explained*; Sheiry's *Elements of Structural Engineering*, which includes material on stress analysis and design of modern timber, steel and reinforced concrete structures; Bishop's *Structural Design*, placing considerable emphasis on design of plate girders; Hauf's *Design of Steel Buildings*, 2nd edition; Sutherland and Bowman's *Structural Design*, a text for beginners in the study of structural design in steel and timber; and Clapp and Clark's *Engineering Materials and Processes*, which is devoted almost entirely to the manufacture, physical properties, uses and methods of shaping metals.

As our library includes both technical and business books, the following general volumes have been added: Nourse and Drury's *Industrial Price Policies and Economic Progress*, and C. F. Phillips' *Marketing*. — Kathryn E. Peoples, *Carnegie-Illinois Steel Corporation*.

A life insurance librarian reports

Fashions in literature change from year to year, the same as in wearing apparel, in hair-dressing, in architecture, and in many of the other phases of our civilization. This holds true in life insurance literature as well as in other fields. The printed material is keyed to the times.

The past year or two in the life insurance world has been especially characterized by the appearance of a number of books and articles purporting to expose the so-called inconsistencies and dangers of life insurance as it is being administered by the life insurance companies in the United States. In fact, 1937-38 might be designated as the period of negation in life insurance literature. The Gilberts, the Sullivans, and others of their ilk have taken it upon themselves to tell the world, by means of books, pamphlets, and the radio just what life insurance will not do, just what it does that is wrong, and just what not to buy under the present set-up of life insurance — with full emphasis on the "nots." The favorite panacea of all of these life insurance objectors is "term insurance."

Such books are important and useful in a library simply as a means of knowing just what hurdles must be overcome if life insurance is to fulfill its avowed purpose in relieving poverty and distress, and promoting sound ideas of thrift.

These attacks upon life insurance practices have brought out some valuable material in defense of life insurance as it was intended to be, and as it is being worked out by men who are actuated only by motives of helpfulness and a desire to assist people in their quest for financial security.

One of the outstanding books is the one entitled *Life Insurance Speaks for Itself*, written by Albert M. Linton, president of the Provident Mutual Life Insurance Company, of Philadelphia. Mr. Linton is one of the noted actuaries in the United States, and he has

brought all of his technical knowledge to bear on the task of helping people to understand the different types of policies, and especially pointing out the fallacy of using term insurance for every insurance need.

Another "fashion" trend in life insurance literature in recent years has been the books pertaining to the Social Security Act and its effect upon life insurance, pension plans, and unemployment insurance. A book entitled *Social Security in the United States*, by Paul H. Douglas, published in 1936, contains much valuable material on the subject. Another book, *Social Security in America*, published by the Social Security Board in Washington, D. C., last year, is a description of how the Act is being administered by the Federal Government. There is always something brewing in the social security cauldron, and much of the material is interesting and instructive.

Insurance Facts and Problems, by Dr. Alfred Manes, published early in 1938, is a splendid treatise on insurance from what might be termed "an international point of view." The purpose of the book is to present insurance, not only as a business, but as a basis of economic life, a mixture of capitalistic and collectivistic principles, a true science. There are some interesting comments on certain types of foreign insurance, especially with relation to the German experience with life insurance inflation in 1923. Dr. Manes is a native of Germany, and left that country in 1933. Since then he has lectured on insurance in a number of South American countries, and has lectured quite extensively in the United States. He is now on the faculty of Indiana University.

Life Insurance — What It Is and How It Helps You, by S. O. Landry, one of the newer books, is a splendid little book of 126 pages on the general subject of life insurance. It is written in an easy and popular manner for the man in the street, and yet it is essentially sound in its fundamentals. It abounds in unusual items of statistical import and interesting sidelights. It is a fine book portraying the general principles of life insurance.

S. B. Ackerman, Professor of Insurance at New York University, recently brought out a revised edition of his well-known textbook, *Insurance*, in which he notes the changes that

have been made relating to coverages of various kinds of insurance.

The Life Insurance Contract, written by Harold M. Horne, Associate Actuary of the Girard Life Insurance Company, and D. Bruce Mansfield, now Professor of Law at Temple University Law School, was published recently by the Life Office Management Association as another text in the Institute Series. It is written in such a manner that home and branch office employees, agents, and students generally may acquire at least an elementary knowledge of the legal aspects of life insurance.

The Technique of Life Insurance Selling, 1938 edition, is a series of thirteen lectures given under the direction of the Educational Committee of the Life Underwriters' Association of New York City. These lectures were given by men who are aces in life insurance selling, and the book is a mine of worth-while information.

Your Estate is a loose-leaf bound handbook which reports settlement figures on various estates ranging from \$10,000 to over \$10,000,000. The figures are based on the 1935 Federal Estate tax rate, which is still in effect. Additional reports come in from time to time. It is especially illuminating as an illustration of the tendency of estates to shrink—a condition which can be improved greatly by the right kind of a life insurance contract; and this is where the life insurance salesman enters upon the scene.

The subject of taxation inspires a great deal of printed material during the course of a year. A few of the books are listed here. *Taxation Affecting Life Insurance* is a booklet published by Prentice-Hall, Inc., giving information and advice on the use of insurance in meeting the multiple forms of taxation which beset estates of every size.

A third edition of Winslow's *Minimizing Death Taxes* was published this year. It contains all the known and possible plans for reducing taxes which accrue at death, and tells just what an important part is played by life insurance in formulating the plans.

Minimizing Taxes on Incomes and Estates, by J. Blake Lowe and John D. Wright, was published late in 1937 by *Barron's Financial Weekly*, the well-known newspaper. The book

also has a sub-title, *Tax Avoidance versus Tax Evasion*. This book is a guide to the underwriter in planning estates in such a way as to minimize income and estate taxes. In simple and non-technical language it presents, in concise form, some interesting tax facts and illustrations of tax-saving methods.

Gilbert T. Stephenson has brought his well-known book, *Living Trusts*, up to date in a second edition which sets forth the major changes in living trusts relating to income, gift, inheritance, and estate taxes.

The Insurance Research and Review Service, of Indianapolis, has published some valuable material from the life insurance selling point of view. *Here's How* is one of their books. It was written by A. E. Wall, C.L.U., of the Confederation Life of Canada. It is a good general book on life insurance selling, fashioned somewhat after the regular run of sales promotion books, except that it is a more condensed form.

A Study Outline of Accident and Health Insurance, by Laurence B. Soper, was published at the end of last year by the Life Office Management Association. Because of a similarity existing between the coverage provided by commercial, accident, and health policies and the disability and accidental death provisions of life insurance policies, this book is also of interest to life insurance executives.

Questionable Life and Accident Claims, by B. A. Richardson, published late in 1937, is as interesting as its title sounds. The author is supervisor of the claim investigation service of the Retail Credit Company, and has a ready fund of interesting anecdotes for use in preparing a book of this type.

Property Insurance, by S. S. Huebner, in collaboration with G. L. Arnheim and C. A. Kline, has been completely revised and enlarged to cover changes in the field since the book was first published in 1922.

A new departure in insurance is presented in a book by Dr. Hans Heymann under the title, *Property-Life Insurance*. Dr. Heymann is recognized as a European authority on public finance and allied fields. In his book he shows the connection between property-life insurance and mortgage lending. He says that property-life insurance guarantees the preservation, renewal, and reproduction of capital, placing

liquid funds at the disposal of the insured property owner for alterations, modernization, and general improvement, and insures against obsolescence. With the properties insured for their entire life span, and provided with all the benefits which life insurance has accomplished for human beings, they are really eligible for long-term credits at low interest.

The eighth vest pocket edition of *The Greatest Family in the World* was published this year by The Bank of the Manhattan Company, of New York City. The Bank has distributed over a million copies of these booklets since the first edition in 1923.

The Public Administration Service, of Chicago, is furnishing splendid material for investment research in the way of books and pamphlets on federal and municipal debts, public utilities, and other material of importance in the investment field.

Revenue Bonds, by John F. Fowler, Jr., recently published, describes the nature, uses, and distribution of fully self-liquidating public loans. It is of special value to investment research departments interested in the issuance, purchase, or sale of such bonds.

Functions of the Personnel Director is another one of the helpful books published by the Policyholders' Service Bureau of the Metropolitan Life from time to time. It gives the results of a survey by the Bureau of the personnel methods and problems in eighty companies in a wide variety of industrial and commercial enterprises. It is of general interest along personnel lines for insurance companies as well as other types of businesses.

Some of the popular magazines have been carrying timely articles bearing on life insurance. *Good Housekeeping* has been especially helpful in a series of articles by Elizabeth Fraser. Magazines are a more direct form of publicity than books, in that the material comes to the attention of the buying public, whether it wants it or not.

Public Relations is a subject which is rapidly coming to the front in life insurance conventions and meetings of various kinds; and while there are not many books on the subject, as yet, there is a great deal of material in insurance journals, and other magazines and newspapers. *Public Relations* will probably be an important subject for some time to come.

This article is not intended to be a digest of all the printed matter of value to life insurance which has appeared during the past year. Rather, it is a skimming-over of some of the source material which has been made available. In addition to the above accessions, insurance libraries have been fortunate in the past year, as usual, in the wealth of statistical data constantly being supplied by reliable reporting agencies. All of these, together with the old stand-bys such as *Ayers Newspaper Directory*, the *Hotel Guide*, *Who's Who*, the *World Almanac*, the *Industrial Arts Index*, etc., have helped the insurance librarian to believe she has an opportunity to fill an important niche in the general scheme of things in the business world. — *Nora Annette Shreve, Lincoln National Life Insurance Company.*

The librarian of a foreign missions library writes

The International Missionary Council, holding its meeting in Madras, India, in December 1938, made India of great importance in reading material for the past year. The outstanding book is *The Christian Message in a Non-Christian World*, by Hendrik Kraemer, Dutch missionary and scholar of Java and Professor of the History of Religions in the University of Leyden, Holland. Professor O. M. Buck of Drew Theological Seminary in Madison, N. J., says: "This is a great book — one of the greatest ever written in the field of missions. Deals with the present world-upheaval, the non-Christian religions, what they are all about and what is happening to them in our day."

Dinabandhu, a background book on India by Ruth I. Seabury, written especially for young people, shows the beginnings of Indian people, India's historic shrines and religions of India. It has a fine chapter on nationalism with a good sketch of the life of Nehru, the hero of young India, and contains a fine reading list, glossary and map of India.

Basil Mathews, who recently returned from India, has drawn a vivid picture of the rapidly growing Christian community in that land in his book, *The Church Takes Root in India*. Because nine-tenths of India's population is rural, he describes in detail the complex relationships of village life.

China is of almost equal interest with India. *The Strong Man of China*, the story of Chiang Kai-shek by Robert Berkov, has been asked for a good deal. The author as Manager of the Shanghai Bureau of the United Press Association secured the material first hand for this complete story of the man who now holds the center of the Far Eastern stage.

China Through a College Window, by William G. Sewell, portrays life as it is lived among students on a typical Christian college campus in China. It is a valuable contribution to the literature descriptive of Christian higher education in China.

George H. Danton of Union College, Schenectady, in his *The Chinese People; New Problems and Old Backgrounds*, explains the Chinese as he knew them for more than a decade of association with teachers, students and officials from all over China, and with peasants and laborers in the North China area.

Latin America; Its Place in World Life, by Samuel Guy Inman, has been of great use during the past year. He, as head of the Committee on Coöperation in Latin America, is an authority on material dealing with the other America. It is of special interest connected with the Pan-American Conference held in Lima, Peru, in December, 1938.

The Choice Before Us, by E. Stanley Jones, is particularly good for laymen who wish to understand the crucial nature of the situation that confronts the church and Christianity in our modern world.

Each With His Own Brush, by Dr. Daniel J. Fleming of Union Theological Seminary, New York City, is the first extensive attempt to bring together copies of representative Christian paintings from various cultures.

Youth Demands a Peaceful World: Report of the Second World Youth Congress, Vassar College, Poughkeepsie, N. Y., August 16-23, 1938, has been used by young people interested in the Youth Movement of today.

The most important reference books of the year are the *Interpretative Statistical Survey of the World Mission of the Christian Church* and its companion volume, *Directory of World Missions*. The figures are brought up to date from the old edition of 1925 which was known as *The Missionary Atlas*. It contains all the information available in connection with the Foreign Mission work of the Christian Church, and is especially helpful for students and teachers desiring information regarding Foreign Missions.

A new book which has just come to my desk is *Women and the Way—Christ and the World's Womanhood—A Symposium*. The prologue is by Madame Chiang Kai-shek and the epilogue by Muriel Lester. The question, where Christianity has penetrated has it changed women's position in the home, the community, and the nation? is answered by outstanding women of all countries. Biographical notes about the writers will be very helpful.—*Elizabeth W. Lott, Board of Foreign Missions, Methodist Episcopal Church.*

(To be continued)

Library Magazine Articles of Interest

By S. Richard Giovine

Assistant Librarian, New York Herald Tribune

Catholic Library World, November 1938.

Raney, M. L. Through the eye of a needle, p. 55-60. I would vote Mr. Raney the finest writer in our profession today. In this excellent item the author gives his moving interpretation of the larger meaning and implications of microphotography to scholarship—to education and to the progress of science.

Library Journal, October 15, 1938.

Brewitt, T. R. and Carter, M. D. Professional and non-professional work: a work analysis, p. 773-775. The determination of what constitutes professional work and what is more properly labeled clerical work is an important and ever-pressing problem of the library work. Despite its limitations, this survey

has brought to light some very startling results. Of the libraries covered, it was found that of all work done, fully 70 per cent fell into the clerical classification. Perhaps the significance of such results points to the fact that we need well-trained clericals as much and more than we do well-trained professionals.

Chapman, Louise. Place of the phonograph in the library, p. 765-768. Libraries are always looking for ways in which to serve the public. The Music Department of the Minneapolis Public Library shows the way by adopting the circulation of phonograph records in the same way as books are lent and borrowed. Schools have been extremely heavy users—the use of records as entertainment is still the paramount reason for the large circulations.

Library Journal, November 15, 1938.

Notkin, N. B. They can read, p. 866-869. Reading for relaxation is a necessary part of adequate library service. An excellent case for this opinion is made by this account of the founding of a Recreational Reading Collection in the University of Washington Circulation Department. Books for pleasure are made a vital part of readers advisors service to be used as an active cultural agency.

Library Journal, December 1, 1938.

Kuhlman, A. F. Geography of reading, p. 915-919. In this well-written article Mr. Kuhlman reviews, analyzes and discusses the latest work from the hand of Dr. Louis Round Wilson, "The Geography of Reading: a study of the distribution and status of libraries in the United States." An excellent summary of the work is given. Mr. Kuhlman calls Dr. Wilson's book "the most important book that has appeared in the field of American library literature." It stands forth as a landmark which should become the turning point in library development.

Miller, L. R. Welcome to our library, p. 905-907. The orientation of new staff members, practice students, as well as visitors is an important phase of all library work. Here is a fine item giving some excellent suggestions on dealing with the problem. More time should be devoted to questions of this nature—if only for the sake of efficiency.

Ruffin, Beverly. The catalog librarian . . . in the college or university library, p. 908-910. The Head Catalog Librarian of the Pennsylvania State College makes a fine plea for the higher academic ranking of catalog librarians on faculty list. This argument is based on the very real executive and administrative abilities which heads of catalog departments must be in possession of.

New York Public Library Bulletin, November 1938.

Lancour, Harold. Heraldry—a guide to reference books, p. 851-856. A good working selection of the more important reference works in the field of heraldry with a brief description of their contents. Research on coats of arms, genealogies, and related topics has become a very large service in many libraries.

Wilson Bulletin, October 1938.

Berelson, Bernard. Myth of library impartiality, p. 87-90. This article has already provoked a great deal of discussion in the library field on this very important question. While there is much to question, few will argue with the author's conclusions. "Librarianship ought to pay more attention to its educational program than to the methodology and mechanics which now intrigue it." Librarians must be better trained in the social sciences and adult education. They must take education for democracy to the people. This article, which was written several months ago, bears some striking similarities in its contents and arguments to the recent pastoral letter

of the Bishop of the Roman Catholic Church, carrying out Pope Pius' program on education, which stirred so much enthusiasm two or three weeks ago.

Dickinson, C. W., Jr. What is adequate school library service?, p. 91-96. This fine article attempts to answer several important questions, such as: What has a pupil the right to expect from a school library? and, What can parents expect from the school library? Many aspects of school libraries are discussed — equipment, staff, personnel, etc. The author says that the successful school librarian needs the professional training of both teacher and librarian.

Wilson Bulletin, November 1938.

Alvarez, R. S. Women's place in librarianship, p. 175-178. Here is an attempt — and a poor one (this writer believes) — to answer the oft-repeated charge that men are generally favored over women in the high professional positions in this country. A poor attempt because Mr. Alvarez believes that the percentages of women in positions which

he examined represent very large figures — but this would be true only under the assumption that now an equal number of women and men were in the library profession — which is not true. In the light of the real proportion, the percentages which seem so high to Mr. Alvarez are in reality quite low. Again, Mr. Alvarez devotes a great deal of time to refuting a similar charge about A.L.A. headquarters. But the criticism of the A.L.A. is not particularly with the filling of positions at headquarters itself; it is with the recommendations which the A.L.A. makes in the filling of important positions throughout the United States which brings the wrath of fair-minded men and women upon the heads of the A.L.A. All in all, it would seem that the charge of discrimination still stands and awaits a more competent answer.

Ellis, Carleton and Swaney, M. W. Present trends in chemical gardening, p. 184-186. A most interesting account of one of the very latest significant developments in modern agriculture. A worthwhile bibliography is added.

Does It Really Pay?

"HAVE you any idea how our institutional membership has been growing?" Alice, the speaker, turned to one of the keen membership workers in S.L.A. as some of the inner circle gathered at the lunch table, talking things over.

"Have I? You asked that at just the opportune time." And Jane pulled out of her bulging pocketbook a sheet of figures. "I had some figures from Headquarters this morning. They make very enlightening reading. At last it looks as if S.L.A. had come of age and was taking up the matter of membership in a mature manner. We've made a list of institutional members with the dates of joining S.L.A. It shows that when we went into

this change of membership back in '27 and '28 we started off with 50 of the institutional members we now have. In the next five years we added 51 more, usually around 10 a year. But — in the last five years we have added 119! Don't you think that is pretty swell? We have more than doubled the institutional membership! What do you think that means?"

Lucy had been listening with interest. "I would say that that means that our members have learned that it is the sensible thing to put over the idea of the institutional membership at once. How do those figures show up anyhow? What is the proportion every year?"

Jane looked back at her figures. "For

the last four years there has been an average of more than 25 institutional members a year."

"Yes, but what do you really think about institutional membership?" Cornelia broke in. "I have hesitated to say to my company that we should have an institutional membership. Do you think we really have a case?"

"I know how you feel. I used to feel that way, also," Alice leaned forward. "But last year I really got down to brass tacks. Our organization pays \$25, \$50 and \$100 membership fees for other associations that give less in immediate usefulness than S.L.A. can give if we use it to the full extent. I began to realize about how much I had been imposing on the good nature of other members of S.L.A. by calling them up and asking for information or by using the work that they had put into publications for our benefit, and yet contributing only that little \$5 to the carrying of the Association's work. Five dollars pays for the magazine — and I had been doing nothing else to support the activities of the Association. I got to thinking about that. I suppose it was the cumulated effect of the membership talks that I had heard. At all events, I got hold of a bill for \$15 for an institutional membership and went into my chief and said, 'I want to make our annual dues institutional rather than active and pay this \$15 a year. What do you think?'

"He looked up and said, 'Well, you know more about it than I do. Do you think we should?'

"I said, 'Well, it isn't necessarily dollars and cents return, but I know what the Association has been doing in the way of providing things that are saving us any amount of extra work in getting information. If we and a lot of other companies pay \$10 a year more, we can increase the rapidity with which these special tools are available. I think that

we could well afford to underwrite the activities to that extent.' And he O.K.'d the change then and there!"

"That's right," Beatrice, hitherto a silent member of the group came into the conversation. "I did exactly that thing and had no trouble at all in getting the amount O.K.'d. In fact I have been thinking ever since what a cheap skate I have been not to attend to it earlier."

"There is another point, though," Lucy said. "We don't have an institutional membership, but instead, our organization pays the dues for the assistants in my library. It seems to me that that is an advantageous program."

"That certainly seems like a constructive step," Jane spoke up. "On the other hand, though, don't you think that your assistants lose something when they don't pay their own membership dues? I feel rather strongly about that. It seems to me that our professional association should mean so much to us individually that we can only be glad of the opportunity to contribute to it ourselves. Doesn't that make it more a part of us? It does with my staff. For instance, we have an institutional membership for the library itself, but the staff knows that I carry my own active membership because I wouldn't wish to feel that I didn't have a direct part in the work of the Association. Of course I have never urged membership on my staff, but they are all intensely interested and so we have a good record there. And what's more, they are mainly active members and not associates. Let me see now, how many are there? One — two — three — four — five active members, counting myself, and two associates."

"Whew," said Cornelia. "Maybe you don't drive them to it, but I'll bet you do some tall talking." There was an outburst of laughter. "I can see, though, I must have been a bit slow. I don't know that all of us do realize how much the per-

sonal angle enters in. You say you have all those members on your staff. But are they really keen about it?"

"Yes," said Jane, with conviction. "I do feel they are keen. I know their interest in their work has increased tremendously since they have all taken an active part in Association work through their own membership. I know their ability to carry their work has grown, and several of them have told me that they have found a much keener interest in what was going on in the world itself

since they have seen some of the implications that special library work has for progress."

Lucy gathered up her lunch check. "I must be getting back. You are right, though. S.L.A. has been a genuinely stimulating force with me and I do think those of us who have been putting extra enthusiasm and interest into it and who have taken their appropriate membership responsibility feel that what has come back to them is infinitely more than what they may have put in."

On to Baltimore

May 23-27, 1939

THIS year the cry is "On to Baltimore." S.L.A. has indeed been fortunate in its choice of convention cities. Last year Pittsburgh was its host; the year before, New York; the year before that Montreal, and so we could continue to weave our way backwards to the year 1909, in Bretton Woods, when the Special Libraries Association first saw the light of day. From each meeting place and from each convention those who have attended have brought away with them pleasant memories and a greater realization of what the special library can accomplish in the business and professional world.

The program planned this year has for its theme "Mobilization of Knowledge." Laura Woodward, Conference Chairman, and Maria Brace, Chairman of the Program Committee, have been hard at work since June preparing and arranging a program which will prove of value not only to those who are attending their first conference, but also to those whose attendance roll call may be mounting near the thirty mark. Knowing that each S.L.A. member will be receiving from Miss Woodward a News Letter setting forth Conference plans, I shall not divulge

her secrets. There are, however, a few thoughts I want to leave with you. One is the question of reports. It is not too early to think of them. With the Conference coming this year in May, a month earlier than usual, reports of Chapter Presidents and Group and Committee Chairmen should be ready not later than April 12th.

Another matter which should be in the minds of all members at this time is the plea of the Chairman of the Nominating Committee, Mildred Potter. In the December issue of *SPECIAL LIBRARIES*, Miss Potter asked for suggestions for S.L.A. Officers for 1939-40. The officers who will come up for election in May are President, two vice-Presidents, Treasurer and one Director. It is impossible for the members of the Nominating Committee to know the qualifications of the entire S.L.A. membership. It has to rely upon suggestions from you. Will you not show your interest in the Association by assisting this Committee in its endeavor to nominate the best candidates for these offices?

Plan now to attend the Baltimore Conference, May 23-27.

ALMA C. MITCHILL, *President.*

Our 1939 Conference

By Laura A. Woodward, General Chairman

PLANS are maturing for a Conference that will do much to stimulate our professional unity and the knowledge of the possibilities for constructive action through the agency of the Association. The theme of the conference will be "Mobilization of Knowledge." Group Chairmen and others are cooperating in every way possible with Maria C. Brace, Program Committee Chairman, in an effort to plan their program to tie in to this theme. With their continued help and cooperation we shall hope to have a Conference long to be remembered. We have suggested that Groups with allied interests plan joint meetings in order that the wish to be in several places at once will be diminished. In any event the Committee will do its best to plan a not too crowded schedule.

Registration will begin on Monday, May 22, and all exhibits are expected to be in readiness for the early arrivals.

The Conference will be officially opened with a "Get Acquainted" luncheon at noon on Tuesday, May 23. Greetings from the city's officials and the Baltimore Chapter President and the Association's responses will be given at that time. Seating will be arranged by groups so that those who are attending their first Conference will be able to meet the "old-timers" and the latter can exchange greetings with one another at the beginning of the Conference. Following the luncheon the first General Session will be held, and at 4:15 busses will transport the delegates to Annapolis for a visit to the United States Naval Academy. En route home, a stop will be made at Rugby Hall on the Severn for dinner, returning to Baltimore before ten.

Wednesday morning will be devoted

to a discussion of *problems* common to all Groups, and the afternoon will be given to Groups for their meetings. At 7 o'clock the annual banquet will be held. A Group Chairmen's luncheon is tentatively scheduled for Wednesday noon.

Washington Day has been set for Thursday, May 25. While offering definitely prepared itineraries, it may be a "free-lance" day for individuals or groups. But one and all will wish to see the exhibit of Department and Bureau publications which will be arranged, we understand, by subject interest.

Friday will be devoted to a General Session in the morning; Chapter Presidents' and Secretaries' luncheons, and to Group meetings in the afternoon. A short sightseeing trip around Baltimore is planned from 4:30 to 6 in the afternoon. This leaves a full two hours for dinner before the "Beginners' Clinic" at 8.

The final General Session promises to be one that you cannot afford to miss. Representatives from several foundations and research organizations will be invited to be on the program.

A delightful climax to a busy week chocked full of meetings and visits to libraries and industrial plants is the Post-Conference Cruise to Historic Virginia, to be described later.

Headquarters for the Conference will be the Lord Baltimore Hotel, and the conference rates will be \$3.00 for a single and \$6.00 for a twin-bed double room. These quotations apply to rooms regularly priced at much higher rates. Early registration is urged as a large attendance is expected.

It will be a grand Conference Week, so do come — you can't afford to miss it!

Making Up the Magazine

I. Selection of Material

THE funds available for the magazine limit its size to 32 pages. Of these, one is the cover, and 5 to 7 are used for advertising. That leaves about 24 pages for copy. From these 24 pages space is reserved for the President's Page, Editorials, News Notes, Letters to the Editor, Publications of Special Interest, and the intermittent departments, Library Magazine Articles of Interest, We Do This, Board Meeting Notes, and Conference News. Available space for feature articles is thus reduced to from 10 to 15 pages.

Obviously the magazine cannot carry many long articles, so, whenever possible, one major discussion of 4 to 7 pages, and several shorter articles are published. Recently *SPECIAL LIBRARIES* has been the fortunate recipient of several long papers of high standing, such as, for example, Miss Vormelker's in the October issue, Dr. Raney's in the December issue, Miss Morley's "Tools for Library Coöperation in the United States" in type and awaiting publication, and Mr. Childs' article in this issue. All have immediate bearing on our problems, and all are long. Dr. Raney's and Mr. Childs' articles are the product of two Chapter meetings. Miss Vormelker's and Miss Morley's articles represent papers presented at the A.S.L.I.B. Conference. Each one of them deserves a place in *SPECIAL LIBRARIES*. It is unfortunate that limitations of space prevent their more prompt appearance.

To balance these articles, shorter ones are needed. In the December issue this balance was provided by articles from the two California Chapters comprising a symposium on *SPECIAL LIBRARIES*. While their use meant a reservation of

eight pages for this purpose, the articles would have lost much of their effectiveness had they been printed separately. This contribution was particularly pertinent and welcomed cordially by the Editor.

Another symposium, first appearing in 1934 and carried annually since then, is the series "Important Books of the Year." Unlike the one on *SPECIAL LIBRARIES*, this symposium does not "come without calling." Far from it; rather it is necessary, in order to get material representing different varieties of libraries, to send letters to three or four representatives of each type. This means many letters. It means additional work since to avoid duplicating the writers of previous years, it is necessary to check the earlier symposiums and then seek out new contributors with fresh points of view.

On November 2nd, thirty-four letters were sent to librarians in the different fields. They read as follows:

"Since 1934 we have published in the mid-winter issues of *SPECIAL LIBRARIES* letters from librarians in different fields discussing the most useful and interesting books on their respective subjects published during the year. Will you be able to write such a letter for *SPECIAL LIBRARIES*? We would need it by the 20th of December. We would like very much to have you represented in this series. May I count on a letter from you?"

Of the thirty-four addressed, nineteen replied that they would be glad to coöperate. Ten were obliged to decline. Five made no answer. Six weeks was allowed for the compilation of these more or less brief letters, with the deadline December 20th. By this deadline fourteen letters had been received. Five were still outstanding.

This response is typical and represents, for the editor who is not devoting full

time to Association business, one problem to be treated as simply as possible. Needless to say, when the editing of the magazine is done as an act of professional coöperation, the extent to which following up is done must be limited, and, in this instance, the original correspondence represented the only permissible effort. This meant that the division of material would necessarily become uneven. Of four librarians of one type of library, none were able to take time to write, while of the four representing another type, all had material in the Editor's hands by the deadline! To those librarians who coöperated so promptly and so fully, the Association and the Editor owes a real debt of gratitude for their coöperation. The effectiveness of this coöperation is indicated by the quality of the letters run in this symposium.

December and January indicate possibilities in relation to symposiums. The October issue represents a more general distribution of material and other possibilities for editorial selection. The article by Miss Vormelker, "American Practices in Information Service," was given at the A.S.L.I.B. Conference. "Industrial Publications," by George C. Tenney of the McGraw-Hill Company, was read before the San Francisco Chapter. "Application of Cataloging Methods to an Abstracting Service" was offered by an assistant in one library and had been inspired by an earlier article on cataloging problems. "To Show or To Know," by Robert Whitford, was the result of a request by the Editor, as a preceding article by that author in the *Library Journal* had impressed her as indicating a stimulating point of view. These are illustrative of many interesting articles already in the editorial files awaiting space in the magazine that is free from Association business and other departments.

So much for the feature articles. The

departments represent another problem. The regular ones follow certain lines. The President's Page is devoted to the problem that seems most pressing at the moment, perhaps tying in with some special editorial program. News Notes are assembled by the Editor from her correspondence, from the files of Chapter Bulletins, from other gleanings that come her way. They must be roughly grouped together and notes dictated that will give a maximum of information in a minimum of space. Editorials, like the President's Page, depend upon the problem under consideration at the moment.

Letters to the Editor fortunately require little effort. They may come without suggestion or they may develop from personal correspondence that, from its frank treatment of some Association problem, seems appropriate for the whole Association's consideration. In that case, the Editor asks permission to print the letter.

Publications of Special Interest, a department developed since 1934, has covered a wide variety of publications — as wide a variety as are the interests of our members. These reviews are condensed evaluations from the point of view of library needs and their preparation is tucked into the interstices of the Editor's commuting and household activities.

The intermittent departments, such as Library Magazine Articles of Interest, We Do This, are the result of generous coöperation on the part of Miss Garland and Mr. Giovine. Conference material for 1939 will be furnished by the Conference Chairman, Laura A. Woodward. Board Meeting Notes and similar material are hastily prepared by the Editor, with the coöperation of the President. The November Board meeting, for example, provided so much of interest that it was necessary to insert a four page

signature to cover that information, as the page proof of the magazine had already been made up.

These are some of the points that have

to be considered in assembling material. The actual technique of getting it on and off the press is another story.

M. C. M.

News Notes

Changes Here and There. . . . Leah Martin is librarian of Arthur Kudner, Inc., following Doris-Lee Fletcher. . . . Helen Riccardo has succeeded H. Rosamond Hartshorn as librarian of Hare's Research and Management, Ltd. . . . Sigrid Holt has gone to the Russell Sage Foundation in New York. . . . Anna E. Malone has succeeded Anne Elizabeth Beal as librarian of the School of Agriculture, Pennsylvania State College. Bernadine Primmer has gone to the Nevada-California Electric Corp. in Riverside, Calif., following Edith W. Taylor as their librarian. . . . Richard L. Brown has left The Citadel Library in Charleston, S. C., to become librarian of Muhlenberg College in Allentown, Pa. . . . Julia Dow is now librarian of the North American Investment Corporation in San Francisco. . . . Mrs. Mildred B. Pressman has left the Association of Casualty and Surety Executives and Selina Caldor, Case, Pomeroy & Company, Inc., New York. . . . Jean Bodine is now librarian of the Central Hanover Bank and Trust Company, New York, in place of Ruth von Roeschlaub, who is in charge of the Legal Files of the Federal Reserve Bank in New York. . . . Marjorie Nickilds is librarian of the Research Department, California State Chamber of Commerce, succeeding Ruth Taylor. . . . Marian Lucius succeeds Edith E. Nelson as librarian of the Fiduciary Trust Company of New York. . . . Lynette E. Wenzel follows Mary Pfeil as librarian of the Executive Reference Library of the Chrysler Corporation. . . . Adelaide Porter is now librarian for the Research and Statistics

Library of the Federal Reserve Bank of Atlanta.

Edward H. Elliott has gone from the Standard Oil Development Company in Elizabeth to become head of the Science and Technology Department of Pratt Institute. . . . Beatrice Simon has left the Medical Library at McGill University to become instructor in cataloging, classification and special libraries in the McGill University Library School. . . . Frances D. Williams, formerly librarian of the Security First National Bank of Los Angeles will now be with the library of Metro-Goldwyn-Mayer Research Department, with the new name of Mrs. Frederick George Larkin, Jr.

Bulletins. . . . Christmas found a festive spirit in S.L.A. bulletins, with the Cincinnati Chapter particularly full of Yuletide color in its red jacket and green pages. This first appearance of an intermittent news letter reflects distinct credit on the Editor and other officers of the Cincinnati Chapter. It includes, besides interesting notes from the President and other members, descriptions of the Chemical Division Library of Procter and Gamble and the library service of the Mead Corporation. Cincinnati can be congratulated on its first issue.

The Montreal Chapter also steps forward with a bulletin of 25 pages. Montreal believes in complete publication of reports and discussion. The bulletin reflects the intensive work and the strong coöperating nucleus of the Chapter. Its activities are an integral part of the work for library promotion in the Province, involving close coöperation with McGill University Library School.

The November issue of the Michigan Chapter Bulletin had an interesting innovation in a compilation of answers to the question, "What pleasure or benefit do I derive from my work as a special librarian?" Because of this unusual step in self-analysis, we are, with much appreciation, quoting from the Bulletin:

"Without any intention of being noble about it, I think I get my greatest pleasure as a Special Librarian, from each day meeting — and licking — some new problem. The only catch is that the pendulum swings just as far in the other direction when the problem licks me. Benefits? Oh, lots of them — mostly pretty obvious when it's an interesting job with a wonderful employer."

"The benefit from my profession, which I appreciate, is the opportunity to view our economic life from many angles, without becoming so involved in any phase of it as to lose my unbiased and impartial attitude towards the parts which make the whole."

"I do not get pleasure from my work, particularly. I was trained to be a librarian. As such I earn my living."

"I get a 'kick' out of digging out stuff, much in the same way witch doctors must enjoy confounding their followers with miracles. It is extremely satisfying to the ego, and who isn't better for having his ego at least partially satisfied? Doing it in a specialized field is especially satisfying, because the patron is usually an expert in his field and can't be fooled by half-way measures."

"I welcome the opportunity of helping the small, independent business man. To a very limited extent this service may help him compete with the large concerns that are able to buy expert technical advice."

"A special librarian in a small library has an opportunity to develop her own talents. Among the many attractions of special library work are the contacts afforded with other lines of activity."

"After many years in the public library service, it was a welcome change to go into the specialized field of private business. Being close to the heart of the news as it breaks, brings a thrill to one who enjoys research, for whether it is a crash of an airplane in the Arctic, ending the lives of a Post or a Rogers, an earthquake in the Far East, or a hurricane in New England, there is an excitement about the work that keeps one keenly alive, and inevitably old age pushed further into the future. Then, too, there is a type of freedom which is

never achieved by one in public service, no matter how interesting that is."

"The satisfaction of creating something my successors will find useful — I hope."

"I like working in the library of a business organization, chasing the facts that are the library's contribution to the product of the company. (It comes as a bit of a shock to realize that the fruits of a librarian's labors can play a part in the production of an article that has immediate dollars and cents value!) In addition, I like the privileges and obligations that are a part of being 'in business' — such as carrying my social security card, and even making out my income tax blank — because they bring me closer to the thing we read about in newspapers and magazines, the kind of life the average American is living and the problems that confront him."

"As part of my job in the special library field, I believe, I derive most benefit from my opportunity to review the research laboratory problems of pressing interest and other developments in the company."

"I believe my greatest pleasure is the feeling that whatever the problem or simple routine library service may be, that it has been accomplished efficiently and with satisfaction."

"Probably the most significant thing about my work as a Special Librarian is the opportunity afforded for keeping informed concerning the progress of science, particularly medicine. The contacts, too, are most interesting."

"There are new books coming in all the time, in all fields, both foreign and domestic. It gives an international point of view."

"The reason that I like special library work is the opportunity it offers me to specialize in the reference field, which to me is the most interesting phase of librarianship."

"The contact with instructors and students is invigorating. University Library work provides a vicarious education. I enjoy the contact with youth."

Meetings. . . . The Southern California Chapter held its December meeting at the Douglas Aircraft Company. It included an interesting trip through the factory. In view of the fact that government work was going on at the Douglas plant, the party was restricted to American citizens only. . . . The Michigan Chapter had its December meeting as

guest night, with Mr. Philip A. Adler, special foreign correspondent of the *Detroit News*, speaking on the international situation.

The Special Libraries Council of Philadelphia and vicinity devoted the December meeting held at the Franklin Institute Library to a panel discussion on "Special Libraries Association; its past, present and future." Mrs. Charlotte N. Taylor was leader of the panel discussion, which was opened by a talk on

the history of the Association by Alma C. Mitchell, National President. This was followed by brief talks by members of the Council on the Association's chapter; what the Association means to technical and scientific libraries; what the Association means to biological, social science and museum libraries; to commerce, public business and university libraries; and finally a general discussion of the future of the Association, in which the audience joined.

Letters to the Editor

An Advantage of Separate Proceedings!

SINCE the Proceedings came as a separate, I have seen it in three different places, only one of which is reached by SPECIAL LIBRARIES itself. This is speaking for only a public library, but perhaps special librarians and public librarians should know more about one another.

In my own line it is definitely better to have the Proceedings published this way. It is more convenient to refer to, although, the lack of an index is sadly felt. Also the added material in SPECIAL LIBRARIES is well worth the cost.

Just a word as to the method of distribution. Perhaps all tax-supported libraries do not operate under the same law so that sometimes legal technicalities are unnecessarily complicated by distributing copies before they are requested. Much inconvenience would be saved if the Proceedings were announced and orders filled in the usual manner.

AGNES F. P. GREER,

Director of Training, Chicago Public Library.

Earlier Experiments in Library School Training

THE procedure of scattering the library school courses through the four years of college work was followed for some twenty-five years by Simmons College, and was finally abandoned in favor of Library Science as a separate major comprising the senior year. Those twenty-five years should have tried out the plan sufficiently to give a basis for a decision and, in the case of Simmons College, it was an adverse decision. However, since two suggestions have been made rather recently in the library press recommending that such a procedure would be a good step for the future, it seems wise to mention again the experiment and to refer to Simmons

College the ones who are bringing up the good points of such a scheme for information about the reasons for the change in its curriculum.

HARRIET E. HOWE, *Director,*

School of Librarianship, University of Denver.

Is "A New Special Library Project" Well Advised?

I HAVE read the account of Miss Morse's work, as published in "A New Special Library Project" in the November SPECIAL LIBRARIES. Her plan to assist an untrained employee in organizing and handling a small neglected collection of printed material is undoubtedly a clever one. We have all seen those forlorn uncared-for accumulations which need sorely to be put into shape and made usable. She will, however, not be doing library work, certainly not Special Library work. I doubt if she will even be planting promising seedlings.

The employee selected for Miss Morse's training may be intelligent and interested enough to go on studying, reading, observing, making useful contacts, and may eventually turn into a Special Librarian, but only if she can learn to fill these requirements:

1. She must be capable of studying the business or institution for which she works, learning its needs and supplying them, often before they are realized by her employer. In order to do this she must convince him of her interest and ability so that he is willing to give her information about the organization, information often of a confidential nature.
2. She must learn where to find all kinds of facts, published or not published, listed or not listed, available near at hand or in far countries, on many and varied subjects.
3. She must have the real desire to serve,

which seems to be the outstanding characteristic of a truly library-minded person.

No untrained, inexperienced custodian of a collection of printed material can possibly supply Special Library service, even with the advice and help of one who is, after all, an outsider, who can not know the company's needs. If this employee eventually becomes a Special Librarian, all of us, especially Miss Morse, will have reason to rejoice. I believe that there is a good chance that, meanwhile, this embryo library may be considered a real Special Library, and this embryo librarian is a real Special Librarian. That chance constitutes a danger to the standing of our profession, and I think we should be prepared to protest.

CHARLOTTE N. TAYLOR,
Experimental Station,
E. I. du Pont de Nemours & Co., Inc.

A Fine Opportunity!

BUCKRAM copies of "New York Advancing; A Scientific Approach to Municipal Government, 1936" may now be obtained from the Municipal Reference Library, 2230 Municipal Building, New York, N. Y., free of charge as long as the supply lasts. All libraries wishing to have a copy should make their request to the Library, inclosing 5 cents for postage.

REBECCA B. RANKIN, *Librarian,*
Municipal Reference Library, New York.

Important Statistical Sources

THE Housing Index-Digest, published fortnightly by the Joint Bibliography Section of the Central Housing Committee under the editorship of Adelaide R. Hasse, has swollen in the October 1st issue to 127 pages of important research data. This special issue covers city research data and is arranged alphabetically by cities. Alternate issues will cover city and general data.

In addition to listing sources of statistical information on housing, Miss Hasse also covers allied economic fields such as bank clearings, business conditions and failures, building permits, cost of living, etc. In effect, this number of the digest is a most useful compendium of sources of general statistical information.

* * *

The Social Security Board has issued as Bureau Report No. 1, of its Bureau of Research and Statistics, a "Tabular Summary of Statistics of Public Assistance." These statistics are revised as of January 25, 1938, and supersede all figures of previous dates. The first table summarizes the total number of recipients by months and amounts for the year 1937. The various categories of

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assistance are indicated. These same figures are also presented by states for each month. Another table shows statistics "for December 1937 for each county in each state with a plan for public assistance approved by the Social Security Board."

* * *

The Progress Report of the W.P.A. Program, issued in September of this year, presents a wealth of statistical information concerning all phases of the activities of this agency. There are tables showing physical accomplishments in the way of public buildings, highways, recreational facilities, flood control, etc., by number or amount. Figures on employment by major activities, 1935-1938, detailed information such as the number of articles made on sewing room projects, the allocation of funds, etc., broken down in various ways, also appear. Perhaps the most useful tables are the ones showing the amount of federal, state and local funds used for security programs, by programs and years. The same information is also shown by states. Additional tables show federal funds used by states and state and local funds by states.

MARIA C. BRACE, *Chairman,*
Committee on Indexes and Sources of Statistical Information.

For Distribution

A LIST of reprints of articles now available for distribution to responsible institutions and individuals may be secured from the Index Number Institute, New Haven, Connecticut. They cover writings by Irving Fisher and others on Income and Income Tax, Money and General Economics, Statistics and Index Numbers Hygiene and Eugenics, etc.

We shall be glad to supply any reasonable number, free of charge, to libraries, teachers, students, and others interested. As the supply is limited, we reserve the right to serve those first who come first.

INDEX NUMBER INSTITUTE.

A Word About Women

IN FEBRUARY, 1939, the business and professional clubwomen of the United States will publish a book, "Women at Work—A Tour Among Careers," which has been written for and is dedicated to every woman who has ever knocked on an office door in search of a job. In it, the story of women's entrance into the business and professional world and their progress for the past 50 years will be told, completely and vividly, by five leading women writers. Pictures as well as words will tell the story, for it will be profusely illustrated with action photographs by eight leading women photographers.

More than 75 women executives and leaders in their professions, serving as a board of consulting editors, are providing important information on their own fields of work, such as the relative place of men and women in it, what women have already contributed to it, and the opportunities for women in the future.

Not least important of the contents of "Women at Work — A Tour Among Careers" will be its valuable information about the more than 100 Career Tours which the 29 women's sponsoring organizations have arranged for out-of-town women visiting New York for the World's Fair. In this section will be found the actual itineraries, "behind the scenes," in businesses and professions, arranged for architects, nurses, librarians, musicians, doctors, home economists, insurance women, editors, writers, lawyers, bank women, artists, and a host of others, featuring every important field in which women work. From these itineraries it will be seen that New York's business offices, industrial plants, art, music, scientific and medical centers are opening their doors wide to the thousands of women who register as participants for such visits through the Career Tours Committee.

"Women at Work" will be an attractive, beautifully designed and printed book of approximately 100 pages, 8 x 10 inches in size. It will sell for 50 cents.

LILIA S. JEFFRIES, *Director of Publicity,*
New York Career Tours Committee,
353 West 57th Street, New York, N. Y.

Recent Bibliographies on Labor

THOUGH the fields of labor problems and the labor movement are still singularly deficient in bibliographies and other reference aids, some gaps are being slowly filled in. The past year has seen the publication of a number of useful lists on special subjects.

The Works Progress Administration in New

York City has published three extensive bibliographies: one on "sympathetic strikes," compiled by Estelle Murasken and Rosa Deutsch; one on "the labor boycott," compiled by Delia Randall and Jesse Prussin; and one on "picketing in labor disputes," compiled by Estelle Murasken and Rosa Deutsch. All are probably obtainable at the New York City office of WPA. They are not first-class examples of bibliographical technique, suffering from the lack of indexes, inadequate page-numbering and incomplete citations for books, but all are quite exhaustive lists and will help to fill a big gap.

The Bibliography Division of the Library of Congress issued some time ago "A Bibliography of Bibliographies of Trade Unions" containing 120 items. Though short, it is well-indexed and would be highly useful to the newcomer in this field.

Also worth noting are: "A Bibliography on Negro Labor," compiled by Lawrence Oxley and distributed in mimeographed form by the U. S. Bureau of Labor Statistics; a "List of References on the National Labor Relations Board," compiled by B. W. Stern and available through the Board's Division of Economic Research.

The Labor Department Library has also recently issued a list of the labor periodicals and newspapers that it currently receives. It is, of course, by no means a complete list of all the labor papers in the country, but the Labor Department's collection is strong in this field.

Incidentally, the Commonwealth College "Basic List of Books and Pamphlets for a Labor School Library" is being mimeographed and should be available by January. The Affiliated Schools for Workers (302 East 35th Street, New York City) is preparing a new edition of its "Annotated List of Materials for Workers' Groups" (All of these publications are mimeographed.)

HENRY BLACK, *Librarian,*
Commonwealth College.

Publications of Special Interest

Aronson, Joseph. *Encyclopedia of furniture.* Crown Publishers, N. Y. 1938. 202 p. \$3.00.

Many good halftones and innumerable line drawings illustrate this excellent encyclopedia. Cross references to other annotations and to halftones make the fine notes even more useful. Periods, styles, woods, textiles all are considered. Excellent bibliography included. A delightful volume.

Cahill, H.; Gauthier, M., etc. *Masters of popular painting.* Museum of Modern Art, N. Y. 169 p. \$2.50.

A beautifully illustrated study of modern European

and American primitives. The text is clear, sympathetic and interesting for the human relationship, while showing the value in artistic expression. The illustrations are excellent in depicting the different styles.

Colby, N. S. *Remembering.* Little, Brown, Boston. 1938. 308 p. \$3.00.

An autobiography, frank and fair in its treatment of many prominent people, full of interest in literary, political and artistic movements and personalities, giving a gracious picture of old Stockbridge days and a vivid one of Florence, Washington, and Paris in recent episodes. The self-revelation of a warm-spirited woman.

Cooper, Austin. *Making a poster*. Studio, N. Y. 1938. 80 p. \$4.50.

A specific, practical, as well as stimulating text illustrated by the fine color plates common to Studio publications. Gives suggestions for useful reference collection and discusses problems of marketing. Code of professional practice for commercial artists included.

Crouse, S. E. *Ohio gateway*. Scribner, N. Y. 1938. 146 p. \$3.00.

A selective picture of the development through centuries of the Ohio Valley, with an illustrated map chart for each phase of progress. The author has shown skill in selecting the features on which to concentrate. Unusually clear picture of Indian factors. Short reading list included. An interesting analysis.

Driscoll, C. B. *Life of O. O. McIntyre*. Greystone Press, N. Y. 1938. 344 p. \$2.50.

The uncritical, emotional account of the rise of a friend by one who managed much of his business for years. The sufferings of a shy, awkward boy and the close understanding of a happy married life are shown as important influences in the life of a widely read columnist. The vicissitudes of marketing such a letter in its early days are well told.

Ellenwood, J. L. *There's no place like home*. Scribner, N. Y. 1938. 234 p. \$2.00.

These sane, enjoyable sketches of the problems of family living are a stimulant to the real fulfillment of family relations and to an understanding of some of the impulses and reticences of its members. The saving grace of humor and a keen sense of relative values mark its pages. Something every one can enjoy and use.

Federal Writers Project. *Delaware: a guide to the first state*. Viking Press, N. Y. 1938. 549 p. \$2.50.

The charms of the little state through which Washington-New York travellers hurry are well brought out in this guide and should result in many interested visitors. The fine old Colonial homes, the lovely gardens and the satisfying rural life are skillfully indicated. Chronology and bibliography included.

Federal Writers Project. *Iowa: a guide to the hawkeye state*. Viking Press, N. Y. 1938. 583 p. \$2.50.

The usual well-prepared text is enlivened by many illustrations of fine murals, recently installed in public buildings. Iowa's history is marked by progress in agriculture and by dramatic developments in labor and farming fields. A description of the famous Corn Palaces is included.

Federal Writers Project. *Mississippi: a guide to the magnolia state*. Viking Press, N. Y. 1938. 545 p. \$2.50.

A particularly well-prepared number of this fascinating series. It brings out clearly the different features of the various sections of the state, treats effectively the history and tradition of the old homes and buildings and gives a fine bibliography and chronology. Should do much to invite visitors to an interesting region.

Garland, J. V. *Public speaking for women*. Harper, N. Y. 1938. 313 p. \$2.50.

A well-arranged, helpful book in which good examples of different types of speeches are preceded by discussion of

the points necessary to proper preparation. Clear suggestions for organizing material, all in all a practical tool.

Gosnell, C. F. *Spanish personal names*. H. W. Wilson, N. Y. 1938. 112 p. \$1.50.

A discussion of the principles governing the formation and use of Spanish personal names, so as to help in solving some of the problems of catalogers and bibliographers. The light thrown on the possible complications and the techniques for their solution is an interesting illustration of intensive work in by-paths of library science. Many suggestions for sources of information and extensive bibliography included.

Jordanoff, Assen. *Through the over cast*. Funk & Wagnalls, N. Y. 1938. 356 p. \$3.00.

Much discussion of cloud masses, changes in temperature and other meteorological features is included in this series of articles on flying.

Holt, A. H. *American place names*. Crowell, N. Y. 1938. 222 p. \$1.75.

With his usual skill in selecting pungent and vivid ways of insinuating information, the author identifies fascinating place names throughout the country and clarifies the delicate points of pronunciation. Highly entertaining and useful.

Kitson, H. D. *How to find the right vocation*. Harper, N. Y. 1938. 215 p. \$2.50.

A completely revised bibliography marks this excellent volume on vocational guidance. The practical and encouraging points in the text are enhanced by the amusing illustrations. The tests, charts and illustrations are all helpful.

Kunitz, S. J. and Haycraft, Howard. *American authors, 1600-1900*. Wilson, N. Y. 1938. 846 p. \$5.00.

Biographical dictionary of 1,320 authors including, as well as the leading figures, many of minor importance. A number are illustrated with portraits. Each "life" is terse but clear, indicates the subject's relative position in literary history and includes lists by and about the author discussed. Not all are included that one would expect; Ed Howe, author of "The Story of a Country Town," for example.

Lende, Helga. *What of the blind?* Amer. Found. for the Blind, Inc., N. Y. 1938. 214 p. \$2.00.

This survey of the development and scope of present-day work with the blind includes articles on causes and prevention, the blind pre-school child, education of the blind, social adjustments, reading and recreation. The articles are by authorities and are supplemented by references to other studies. Excellent section on employment of blind people with classified list of occupations open. Survey of research possibilities by Miss Lende.

Manross, W. W. *Episcopal church in the United States, 1800-1840*. Columbia Univ. Press, N. Y. 1938. 270 p. \$3.25.

An amply documented and comprehensive study recognizing the important part the different religious denominations played in developing the sense of social obligations and throwing much interesting light on the different phases of church organization and the chief leaders in its growth.

Marran, R. J. *Fun at home*. Appleton-Century, N. Y. 1938. 204 p. \$2.00.

Simple, clear directions for all sorts of games for the house or the yard, involving more or less skill in preparation and

in play. The illustrations are well adapted to their purpose. The games require a minimum of cash for a maximum of enjoyment.

Mason, D. G. *Music in my time and other reminiscences.* Macmillan, N. Y. 1938. 409 p. \$5.00.

Delightful reminiscences of musical development of the last half century, with charming notes on childhood life in a Boston suburb. Harvard days lead to friendship with William Vaughn Moody and Charles Macomb Flandrau, while later days are full of understanding comment on conductors' performances and musical history in the making.

Moore, Lillian. *Artists of the dance.* Crowell, N. Y. 1938. 320 p. \$3.50.

The history of the dance, treated through leading exponents from the first days of the classic ballet on down through the modern dance and including much on the Russian ballet, and the Spanish dance as exemplified in La Argentina. Well written and illustrated. Includes a glossary of terms, a comprehensive, thoughtful study.

Morris, R. H. *How to write job-getting letters.* Harper, N. Y. 1938. 58 p. \$1.00.

Pointed, practical notes with excellent examples of good and poor technique.

Nixon, H. C. *Forty acres and steel mules.* Univ. of North Carolina Press, Chapel Hill. 1938. 98 p. \$2.50.

A fine discussion of the South's share cropper and tenant problem in broad outline and aptly illustrated by many unusually good photographs. The author's personal experiences in living under affected conditions adds illuminating sidelights.

Overstreet, B. W. *A search for a self.* Harper, N. Y. 1938. 263 p. \$2.50.

A fine study of the needs and possibilities for better orientation to the development of a well-rounded life, particularly from a woman's point of view but applicable to a man's. Sane, perceptive, unassuming but strongly constructive in outlook and intensely interesting in content.

Overstreet, H. A. and B. W. *Town meeting comes to town.* Harper, N. Y. 1938. 268 p. \$2.50.

A thrilling book, showing constructive steps toward the development of an open-minded, unprejudiced element, by the consistent effort in presenting all points of view maintained by the Town Hall—first in the League for Political Education and on through the famous Town Meeting of the Air. The stirring record of fairness begins in 1894 with Dr. Mary Putnam Jacobi, and comes to the present with a glowing outlook for the future. The story is told with understanding of important trends. The analysis of program making should be read by every chapter president.

Potter, M. H. *Electric welding.* Amer. Technical Soc., Chicago. 1938. 126 p. \$1.25.

A practical text, covering different welding procedures, the reactions of numerous metals, the effect of varying currents, protective equipment and other points. Excellent line drawings and charts included.

Shea, J. G. and Wenger, P. N. *Provincial furniture.* Bruce Pub. Co., N. Y. 1938. 161 p. \$3.50.

A good treatment of French Provincial furniture for school use, giving an account of the different styles followed

by adaptations for class use, giving detailed working drawings with the descriptions and halftones. Gives notes on wood finishing, inlay, veneer and details of construction. Short list of books included.

Spry, Constance. *Flowers in house and garden.* Putnam, N. Y. n.d. 179 p. \$3.75.

A thoroughly English book, arranged by monthly activities, with many unusual ideas for flower arrangement and plant massing that can be effectively adapted to the United States. Gives many unusual touches, such as a recipe for pot-pourri that includes brandy. Grains and vegetables are included in floral decorations. Interesting and well illustrated.

Stoddard, H. L. *It costs to be President.* Harper, N. Y. 1938. 340 p. \$3.50.

A shrewd observer of strong political preferences and intimate knowledge of conditions comments illuminatingly on recent political history. Particularly revealing notes on Coolidge and Colonel House.

Uhde, Wilhelm. *The Impressionists.* Oxford Univ. Press, N. Y. 1937. unpagged. \$3.00.

A beautiful selection of some 117 large plates, comprehensively illustrating the work of Manet, Pissarro, Monet, Gauguin, Degas, etc. Interesting text giving much biographical data and many critical notes. List of plates includes location of original paintings.

Van Brussel, Emily. *Behind the counter.* Appleton-Century, N. Y. 1938. 165 p. \$1.50.

Chatty, informal pep-talks on salesmanship, with catch titles personalizing the outstanding traits of good and bad work. Not profound, but suggests good procedures.

Van de Water, F. F. *We're still in the country.* John Day, N. Y. 1938. 253 p. \$2.50.

The Vermont countryside in all its aspects, the pleasures and problems of humans and dogs, the sanities and absurdities of country living without farming, all are presented with chuckles and sympathetic understanding. A delightful book.

Voight, F. A. *Unto Caesar.* Putnam, N. Y. 1938. 303 p. \$3.00.

A difficult book on the European situation, going deep into the psychology of Russian and German developments and discussing the confused emotionalism and racial passions. The author recognizes the difficulty of classifying the situation and, while raising many interesting and disturbing questions, does little to make them clear. The discussion of Marxism is particularly detailed.

Williams, Robert. *Pageant of printing in picture and prose.* Call Press, Paterson. 1938. 156 p. \$4.00.

An enthusiastic book collector describes the joys of book collecting and logical steps in the art as well as gives a chronological history of printing. Beautifully illustrated by plates of good examples, and full of entertaining and illuminating comment. An unusual and interesting treatment.

Woodward, Helen. *It's an art.* Harcourt, Brace, N. Y. 1938. 405 p. \$2.75.

One of the cleverest, most successful women in the advertising business writes acutely and vividly on advertising and its relation to modern living. Her shrewd and penetrating notes on advertising for specific industries and through certain mediums is enlightening with the comments on institutional advertising and free space particularly pertinent. The chapter on mail order catalogs is helpful for its notes on style.