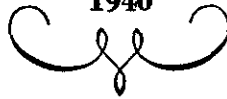


Special Libraries

Official Journal of the Special Libraries Association

JANUARY

1940



A "First" on a
Major Library Problem

BUSINESS AND THE PUBLIC LIBRARY

*Steps in
Successful Cooperation*

Edited for twelve collaborators by
Marian C. Manley, Business Branch
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A DISCUSSION OF BUSINESS WORK
IN PUBLIC LIBRARIES

Based on experience in Bridgeport, Cleve-
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Minneapolis, Nashville, Newark, Pitts-
burgh, Providence, and San Francisco.

Contents

1. How some public libraries serve business
2. What the public business library does
3. Increasing the return on the city's investment
4. Gearing the library to effective service
5. Building the collection
6. Cataloging and classifying for business needs
7. Special indexing as an aid
8. The custom-made book collection
9. Trade directories and their business use
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11. Business information services — what they are
12. Ephemeral material — its place in industrial service

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Business service in public libraries,
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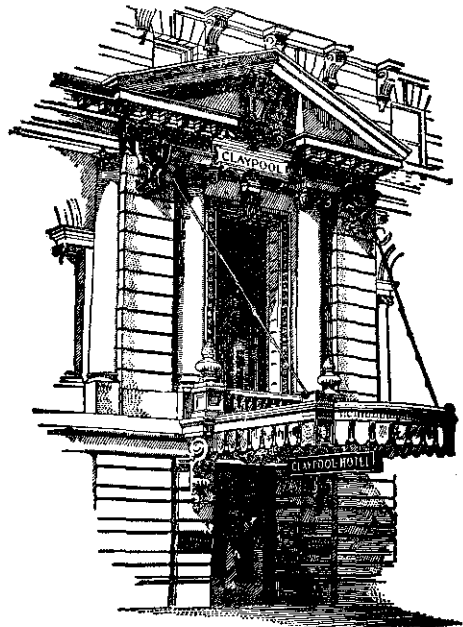
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JANUARY 1940
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INDIANAPOLIS

SPECIAL LIBRARIES

Established 1910

Volume 31

JANUARY 1940

Number 1

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Indexed in Industrial Arts Index and Public Affairs Information Service

VIRGINIA MEREDITH

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SPECIAL LIBRARIES published monthly September to April, with bi-monthly issues May to August, by The Special Libraries Association. Publication Office, 10 Ferry Street, Concord, N. H. Editorial and Advertising Offices at 31 East Tenth Street, New York, N. Y. Address all correspondence to 31 East Tenth Street, New York, N. Y. Subscription price: \$5.00 a year; foreign \$5.50; single copies, 50 cents. Entered as second-class matter at the Post Office at Concord, N. H., under the act of March 3, 1879

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January 1940

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SPECIAL LIBRARIES

Vol. 31, No. 1

"Putting Knowledge to Work"

January, 1940

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For 1940—S.L.A. Expansion

WITH this issue, SPECIAL LIBRARIES ushers in a New Year for S.L.A. This is an occasion to extend good wishes and to make good resolutions; it seems to me that it is a time, also, when we should pause for a moment and take our bearings.

This past year has been one of increased coöperative effort on the part of all of our members to advance the prestige of the Association. The Chapters, Groups and Committees are all enthusiastically working together for a unified whole.

This year, the Association finds itself faced with an increased budget for 1940, due to additional expenses at Headquarters. In order not to limit our publication output or curtail our activities, more revenue is needed. We are endeavoring to secure this through our Membership Drive. There are many special librarians throughout this country and Canada who are as yet unaware of S.L.A. and its value to them. We have no Chapter farther west than Milwaukee, until we come to our two active California Chapters. Neither are there any Chapters farther south than Baltimore, although we know of many special libraries scattered throughout the Southern States. Of course there are members located in these sections, but they are not affiliated with any Chapters. If

there were Chapters in these localities they could, by strength through union, attract other librarians not as yet S.L.A. members.

Chapters are particularly essential in the life of the Association. They supply a need not covered by either a Group or Committee affiliation; they are the means of bringing together in one locality librarians representing various types of industries and professions for the purpose of knowing each other better and for discussion of common problems. Whether your library be one devoted to technical subjects or one serving art patrons, there are certain problems similar to both and sooner or later you will be needing assistance from each other. It is through this exchange of information and experience, and through coördination of effort, that S.L.A. members are able to fulfill the responsibilities of leadership in their profession.

The degree of success achieved by an individual or an Association depends upon his or its initiative and application of energy and of judgment. Therefore, let us, both as individuals and as members of an Association which represents our profession, strive to make this coming year one of attainment and may this striving bring happiness, good will and prosperity.

ALMA C. MITCHILL, *President*

Religion as a Specialty

The Activity of Religious Libraries Should They Form a National Group in S.L.A.

By Hollis W. Hering

Librarian, Missionary Research Library
New York City

THERE is an unexpectedly large number both of men and of women who find mental stimulus, a constantly broadening cultural outlook, enjoyable challenge in professional problems, and downright hard work in earning their daily bread in "religious" libraries. We find these men and women pursuing a highly individualistic, not to say isolated career in so far as concerns the Special Libraries Association. A quick glance through the membership lists in the Association reveals few entries obviously to be labeled "religious"; a check through the proceedings of the Social Science and of the University and College Departmental Groups (apparently the ones nearest in type and interests to the religious libraries) indicates that topics pertinent to their work and to ours touch each other only tangentially. Nevertheless, an earnest scrutiny of every definition as yet advanced of a "special" library would certainly seem to prove that we of the "religious" both qualify as legitimate members and ought to fit in snugly somewhere in the S.L.A. Should we, then, imitating the famous birds of a feather, form a national group, flock together, and prove to the world (i.e., our fellow Specials) that we are quite important?

Groupings of Religious Libraries

There are three types, generally speaking, of religious libraries: (1) those forming a part of theological institutions, such as Union Theological Seminary (New York) and Garrett Biblical Institute (Evanston); (2) those belonging to denominational or church boards, as the Missionary Research Library (New York) and the American Board of Commission-

ers for Foreign Missions (Boston); (3) those serving independent religious organizations, such as the American Bible Society, or the Federal Council of Churches (both of New York). Inevitably the greatest concentration of the three types is to be found in large cities, and chiefly in only four or five of these; yet specimens of all are scattered widely throughout our land. The libraries belonging to the theological seminaries form the largest group both as to number and as to size of collection. The *Year Book of American Churches* for 1939 gives a reference list of over 160 theological seminaries or theological departments of universities or colleges, and training institutions. The libraries in groups (2) and (3), though smaller in size, specialize in quick reference work on up-to-the-minute topics, and are markedly active and alert in their particular fields. Like Alice and the Red Queen, all three must run ever faster and faster in order to keep on the same spot, and *ever* so much faster if they are to move ahead. For be it remembered that, fiction and juvenile books aside, according to the latest publishers' statistics in 1938 religion ranked third highest in American book production with 821 titles, being exceeded only by history (857), and by sociology and economics combined (838). Religion, even narrowly interpreted, is not a dead nor even deadly topic, but one of the livest of the live. Furthermore, large areas appropriately classified in history, economics, and sociology also must be reckoned with in the collections of religious libraries, as, for instance, discus-

sions of international relations, of race problems, of life in non-Christian lands, and of social anthropology. Just yesterday, my own library was called on for material on the dietetics and nutrition of various sections of Asia and Africa, the call including a demand for treatises on scientific land cultivation and the problems of irrigation in China and India.

No Representation in S.L.A.

Religious libraries are spread throughout the nation; essential books for their collections are poured from the presses; workers bring the books into active use in the special religious libraries. Then why have we no national group representation in S.L.A.? The forming of such a one has been recommended at various times both by individuals and by Special Libraries Association executives. So far, however, this seed has most decidedly fallen upon stony ground.

For one thing, the wide geographical spread has been somewhat of a disadvantage, since it has resulted in the spread being quite thin. Local groups are non-existent; and "How on earth can we have a religious group meeting when there's no other religious librarian here to meet with?" is a not unusual wail. This alibi is only partially valid; at least four cracks appear in it, namely, New York City, Chicago, Boston, and Nashville. Granted that even under the best of circumstances the group is bound to be small, in those four cities at least there are possibilities of local organization. Yet New York alone has actually come up to scratch and now enjoys a lively, sociable, and energetic little group, a recognized part of S.L.A.'s New York Chapter.

A more fundamental reason lies in a lack of initiative. In many seminaries, and especially in the smaller ones, it is the rule rather than the exception that the head of the library is primarily a professor, and only secondarily the librarian. His interests center in his teach-

ing, and the library functions devolve upon his assistants for whom tragically there is small prospect of advancement to a recognized, responsible executive position. It takes time, vision, and initiative to start a group; and more time, supplemented by professional interest and ambition, to carry one along as an active organization. But these are precisely elements which, generally speaking, are somewhat of a rarity. It is regrettable, but true, that too often to staff members professional meetings mean just so much extra work. A further most regrettable fact (also true) is that frequently such staff members, including even head librarians, are blandly unaware of the existence of such an organization as the Special Libraries Association. To be sure, it is highly likely that this ignorance is reciprocal, a point to be kept in mind.

Religious Group Formed under A.L.A.

It is undeniable that there is a definite call for some national grouping of library workers specializing in religion and its subdivisions. Sensing this need, Dr. F. G. Lewis, Librarian of Crozer Theological Seminary, some years ago issued an invitation for those interested in this field to meet during the 1916 Asbury Park Conference of the American Library Association. Favorable response came from twenty-one libraries, of which eight were connected with theological seminaries, seven with colleges and universities in which theology is a department, two were interdenominational libraries, a diocesan library, a public library in Montana, one in New Jersey, and the Library of Congress. These twenty-one thereupon launched the Theological Libraries' Round Table under the wing of the American Library Association. Little by little it became evident to those responsible for the supply of religion in public libraries that here was something helpful. Topics were discussed at the annual meetings bearing directly on problems relating to the choice of re-

ligious material for the general public, a policy resulting in a marked up-curve in attendance, and by 1935 the Round Table had developed into the present Religious Books Section. Thus there grew a national grouping of library workers dealing with religion as a specialty which now functions steadily as an integral part of the American Library Association.

Religious Books Section, A.L.A.

What does it do? It is loosely, almost casually, organized, with a chairman and a secretary-treasurer elected biennially. Rarely is more than one meeting held each year, and that during the annual A.L.A. conference, when questions of professional interests are discussed, and an exhibit of religious books is displayed. But from the very first, the one constant and major feature in its program of work has been the evaluation of the religious publications of the year and the distribution of an annotated list of some fifty of these titles voted worthy a permanent place on the shelves of theological institutions and of public libraries. This list is prepared by a committee of recognized experts (shades of "Information, Please!"), appointed annually by the chairman of the Religious Books Section, and representing the points of view of Protestants, Roman Catholics, and Jews. The high quality of judgment of those responsible for the evaluation is indicated in the roster for 1939-40: Dr. Kenneth S. Gapp, Librarian at Princeton Theological Seminary, New Jersey; Dr. Erdman Harris, Lecturer at Union Theological Seminary,

New York; Julia Killian, Librarian at the College of St. Elizabeth, Convent Station, New Jersey; Prof. Halford E. Luccock of the Yale Divinity School, New Haven; Rabbi Samuel S. Mayerberg of Kansas City; Dr. Frank Mullin, Director of Libraries, Catholic University of America, Washington, D. C. The publishers are generously coöperative in supplying copies of their books; and the list itself is in widespread and increasing demand throughout the country, over two thousand copies of that for 1938-39 having been sent out.

Under the circumstances, is there also a need for a national Religious Group in the Special Libraries Association? It would hardly seem so, at least until more interest is shown in forming local groups. Is it not conceivable that here is one place where there is definite opportunity for coöperation between A.L.A. and S.L.A.? In the New York Chapter of S.L.A., as noted above, there is a small but alert Religious Group, several of whom are also members of the A.L.A. Here is a liaison group ready to hand. Theoretically it should be possible to use this nucleus as a clearinghouse in receiving inquiries, and forwarding them to the proper authorities either in the A.L.A. or the S.L.A., thus linking those in both associations to whom religion is a specialty. Actually to develop this function would require time, advertising, and a campaign of education throughout both national bodies, but surely the results should bring worth-while dividends in friendly coöperation and service.

The *Missionary Research Library* began with one book and a bare concrete floor. Its growth to 65,000 volumes, a reading room, two offices and five levels of stacks, together with its organization, is the work of HOLLIS W. HERING. Miss Hering helped to organize, and for many years was Chairman of the Religious Group in the New York Chapter of S.L.A. She is a charter member of the Religious Books Section of A.L.A. and, since last June, has been Chairman of the Sec-

tion. At various times, she has contributed to the *Library Journal* and to *SPECIAL LIBRARIES*. After her early education in private schools in New York City and in Brussels, Belgium, she graduated from Vassar College, attended New York University, and graduated from the Pratt Institute School of Library Science. Other parts of her life have been filled with travel in England, the Continent, Mexico, the United States, and with house planning, decorating, and French history.

Libraries That Go To Sea

By Herbert L. Howe

Librarian, American Merchant Marine
Library Association, New York City

THE American Merchant Marine Library Association is striving to give American merchant seamen an "equal chance" with those who live and work on shore. It brings library service to some 175,000 Americans who are, for all practical purposes, denied access to the American public library.

The need for a special national organization to carry on this work is apparent. Most libraries are of state, county, municipal or corporate concern. The responsibility of providing library service to American seamen does not fall logically to any of these groups. The American Merchant Marine Library gives service to the crews of more than thirteen hundred American merchant ships owned or operated by fifty-five separate companies located in cities ranging from Boston to Seattle. Moreover, it provides for the ships, training schools and training ships of the United States Maritime Commission, for the lighthouses, lightships, cutters and stations of the United States Coast Guard, and for such expeditions as those of Bartlett and Byrd.

Origin of the Service and Administration

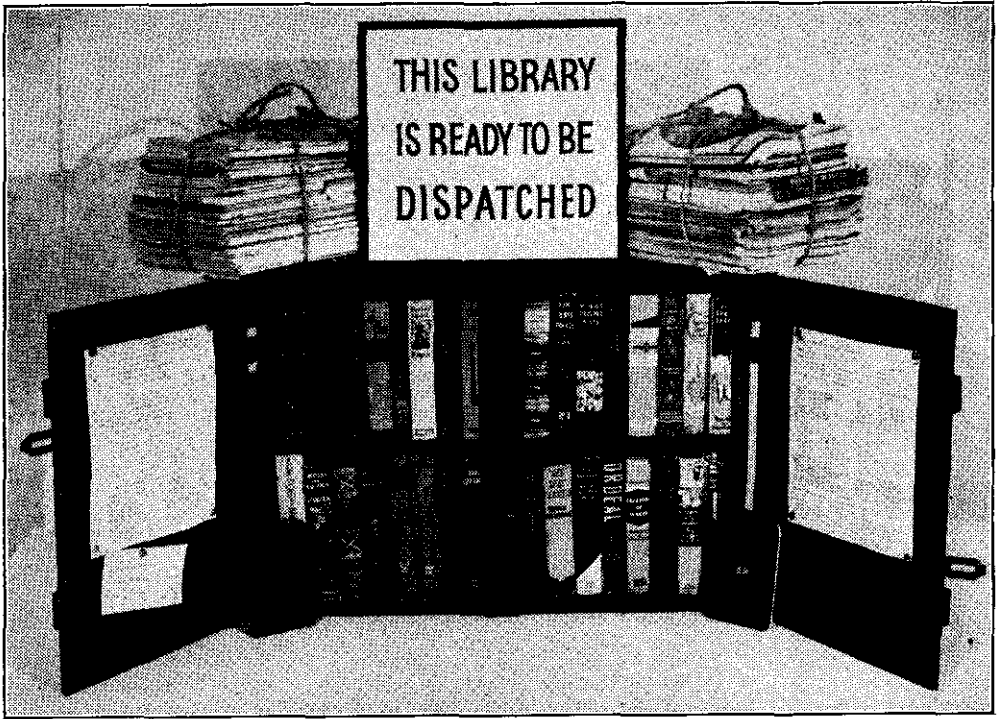
The story of the American Library Association's war activities has been told;* it is sufficient to say here that the work of the American Merchant Marine Library Association is a lineal descendant of the A.L.A. war program. When the war — and the emergency work of the A.L.A. — ended, the work with ships was carried on by Mrs. Henry Howard, whose war work in the Social Service Bureau of the Shipping Board had brought her in contact with seamen and their problems. With the courage of her convictions that seamen needed and ap-

preciated books, and the stamina for a great deal of hard work, Mrs. Howard convinced a nucleus of steamship men and private individuals that the work was worthy of their support and laid the foundations for the American Merchant Marine Library Association which was chartered by the Board of Regents of the State of New York on May 27, 1921. The Association was organized as a private non-profit corporation with a national self-perpetuating board of trustees. This board of trustees is composed of prominent shipping men, librarians, publishers and philanthropists. The affairs of the Association are managed by an Executive Committee of nine among whom are an ex-president of the American Library Association, a past president of the National Propeller Club, a high official of the U. S. Maritime Commission and a former sea captain. Mrs. Henry Howard, who founded the Association, continues as its President and its administration is charged to an Executive Secretary, Colonel Leonard Sullivan, and to the Librarian.

National Organization

The headquarters of the Association is at 45 Broadway in New York City, and it has two display windows on Broadway which are kept trimmed with nautical library exhibits. The staff in the New York office numbers fourteen which includes, besides those already mentioned, two secretaries, two library assistants, a dispatch agent, a bookkeeper, a shipping clerk and five N.Y.A. workers. The Association has coöperated with the National Youth Administration in the spirit of its program and three former

* Koch, Theodore. *War Libraries and Allied Studies*. New York, Stechert, 1918. And others.



N.Y.A. people are now full-time members of its staff. The Association's truck, driven by William McKay who has been the New York ship contact man for eleven years, picks up books and magazines from donors in the metropolitan area and takes libraries to and from the ships.

Seven dispatch offices located in Boston, Philadelphia, Baltimore, New Orleans, Portland, Seattle and Sault Ste. Marie give service from those ports. In Boston, as well as in New York, the Association owns a truck and in the other ports the dispatch agent uses his car. At the Great Lakes office, which is probably the only library in the country which is open twenty-four hours a day, no trucking facilities are needed for the library is located on the Soo Canal and libraries are exchanged while the lake steamers stop in the locks.

Remodeling of the New York office which is now in process will give shelf space for 30,000 books. An additional

46,500 are in the branch offices and 50,000 are constantly at sea. Seamen have another 2,500 on individual loan.

Content of a Library

An AMMLA sea-going library consists of forty carefully chosen books, usually made up of twenty-eight fiction and twelve non-fiction. Books for the ship libraries are selected with an eye to general appeal and an awareness of the seaman's reading interest and ability. Selections range from westerns and mysteries to books of more sociological and psychological import. Current world affairs, travel and adventure, and biography appear to be the most popular. A bundle of fifty magazines is sent out with each library of forty books. Only books and magazines of general interest are placed in the libraries except, of course, when special items have been requested. A Bible, a copy of *The Seaman's Handbook for Shore Leave* and *The Seaman's Library Manual* are placed in

each library. Book lists, showing what books are in each library are made in triplicate. One list is thumb-tacked to the lid of the case, another is kept in the port office and the third is sent to headquarters.

The Association performs an important service in the distribution of thousands of pamphlets on venereal disease which are supplied by the United States Public Health Service and the American Social Hygiene Association. Manuals of Citizenship are distributed through the cooperation of the Daughters of the American Revolution.

In each of the eight ports where libraries are dispatched, the sailing of ships as reported in the newspapers, the marine journals and the schedules of shipping companies, is checked with the library records in order that a fresh library may be placed on a ship when it is needed. A postal card is thumb-tacked to the lid of each library case and seamen use this to request a change of libraries as well as to let us know of special books wanted (Fig. 1). Libraries are exchanged

regularly every two or three months. When ships go on longer voyages and exchanges cannot be made so often, the deficiency is made up by placing several libraries on board. The number of libraries on board also depends on the size of the crew. A crew of three hundred on a six weeks' voyage may have as many libraries on board as a crew of forty on a six or eight months' trip.

Loan Records

Records of ship service are kept at headquarters by the bookkeeper in three large loose-leaf books which contain a visible file. Each steamship is listed on a 5 by 8 card which shows the name of the company to which it belongs, and a complete record of all of the service which the ship has received, showing the number of books sent out and returned. In addition, each dispatch agent keeps a file of "ship service cards" (Fig. 2). Besides recording the data of service, this card serves as a receipt for the library since it is signed by the seaman who receives the library.

Served 1/10/39

SS Robert E Lee
~~Sunday 12 noon~~
 We expect to be in port from Sydney 4 PM to Monday
 at Pier 25 South River
 and would like an exchange of libraries

Special Requests:

Radio Sherouf
 Nautical Arithmetic
 P. M. M. C. S. S.

(Signed) Melvin M. Lillie
 Position Ordinary Seaman

Figure 1

SS. Chickasaw City Date 1-28-39
 Pier 17 Port New York
 Location Brooklyn SS Co. Isthmian
 Custodian Glosso Sails 1-28-39

Received From

AMERICAN MERCHANT MARINE
LIBRARY ASSOCIATION

2 Case ⁹⁸⁸930 containing 80 books 2 bundle 100 magazines

In Exchange For

2 Case ¹⁴⁵⁰252 containing 73 books

(Signed)

R. Pedersen 304.

Figure 2

During an average year, the Association places 200,000 books and a quarter of a million magazines on board American ships. Since the inception of the service approximately 4,000,000 books and 5,000,000 magazines have been circulated.

The library maintains a loan system whereby individual seamen may register as borrowers and take out books which they have selected after browsing through the stacks. Borrowers' cards are issued upon presentation of seamen's papers. Seamen may borrow up to six books at a time, not more than two of which may be technical books. At present there are 2,096 registered borrowers in the New York office and approximately 2,500 in all. Last year seamen borrowed 4,658 books on individual loan, as compared to 565 for 1937. Books so borrowed may be taken to sea, and it is not unusual for books to be loaned for periods of six or eight months to the men on the longer voyages. Books may be borrowed at one port office and returned to another and seamen are encouraged to borrow and return books by mail.

On April 20, 1938, the Association re-

ceived a grant of \$5,000 from the Carnegie Corporation for the purchase of technical books. This fund is being spent guardedly and books are purchased only in response to a real or genuinely anticipated demand. To date 1,814 technical books have been accessioned. The use to which these books are put is indicated by the fact that, of the 4,658 books borrowed last year, 1,216 or 26 per cent were technical books.

Whenever we learn of a seaman who has secured a raise in grade through the use of our books, a record of the fact is made. We know, for instance, that Henry Von Muller, a quartermaster on the S.S. *Antigua* of the United Fruit Line received his license as Second Mate and that G. U. Burns of the army transport *Ordnance* obtained the rating of Pilot.

Library Technique

Librarians are sometimes a bit shocked to learn that we do not catalogue our general collection of some 150,000 books. This is just as well, perhaps, for library routine is habit forming, and it is sometimes refreshing to come upon a situation

in library work which is highly individualistic. The book stock of the Marine Library, in the branch offices as well as at headquarters, is arranged in an orderly manner on the shelves. Fiction is, of course, arranged alphabetically by author. Nonfiction is classified broadly by subject according to the Dewey system. Certain shelves are reserved for incoming books, others for discards, still others for making up libraries. Every library that goes to sea is an orderly collection with each book challenged as to its general fitness and the whole making a well rounded collection which includes, besides a variety of fiction, a representation of biography, history, travel, popular science, philosophy or sociology, literature or drama, poetry, etc.

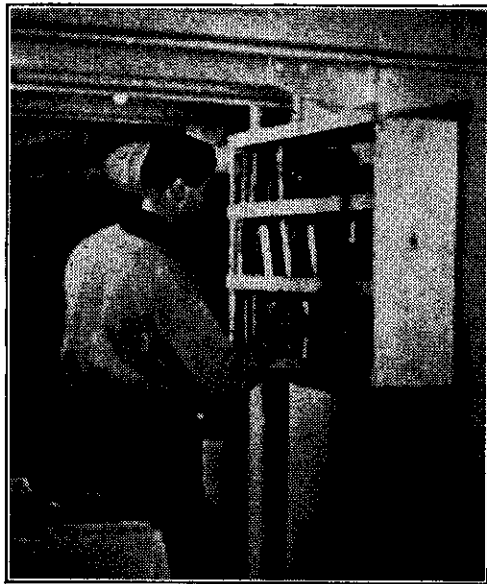
The technical book collection is accessioned and catalogued much as it would be in any library. These books have book cards and pockets, book numbers and copy numbers. An adaptation of the Dewey decimal system of classification is used. Technical books are loaned on deposit which varies from one to three dollars, except in the case of seamen who are members of the Association, in which case the deposit is waived. Membership cards for seamen are one dollar a year. This is considered a contribution to the library and is wholly voluntary.

Source of AMMLA Income

The American Merchant Marine Library Association is supported by steamship companies, the general public and by seamen. The cost of serving ships is estimated at \$35 per year per ship, and this is the contribution which steamship companies are asked to make. Of the fifty-five lines which received service in 1939, forty-six are contributors, but many do not give the \$35 figure. About half of the income of the Association comes from the general public. Contact with the public is maintained chiefly

through the quarterly *Sea Letter* which goes to a mailing list of 25,000. Newspaper releases and radio broadcasts help to keep the work of the Association before the public. During the 1939 Book Week, the library was mentioned on the air eleven times and three radio broadcasts were arranged by the Association. With the exception of the technical books purchased with the Carnegie grant and a few very small book funds made available by private individuals, the entire book stock of the library is contributed by the public, most of them during the annual Book Weeks of the Association. Books are received and welcomed throughout the year.

The Association also publishes *The*



Seamen's Handbook for Shore Leave, edited by Mrs. Howard, which contains a directory of over four hundred world ports and which is sold to seamen and the general public for fifty cents. In September of this year, the Association published *The Seaman's Library Manual*, which was prepared by the Librarian. It contains a chapter on how to use the library and an annotated list of the most

recent nautical textbooks in the library. Christopher Morley wrote an introduction to this manual.

During 1939 the Association has shown an increase of 36 per cent in its service to ships. So far the Neutrality Act has not affected service to ships, for most of those that are taken off of the Atlantic run are being transferred to other areas and at least one new ship is launched each week. The Association is planning to open an office in San Francisco in the near future in order that ships sailing from the West Coast may have more adequate service.

The young man saw the world. HERBERT L. HOWE went to sea on a Hog Island freighter just after he graduated from high school; he came back to take a B.A. degree from the University of Illinois. After that he knocked around for a couple of years, learned to fly, wrote articles on aviation and wrote aviation notes for the *Chicago Tribune*. He then went to sea again, taking a trip around the world on the S.S. *President Adams*; sailed for two years as second purser on the S.S. *Southern Cross* and S.S. *Western World* of the Munson Line. He received a B.S. in Library Science from Columbia University in 1938. While at Columbia, he worked in the Avery Architectural Library. He has been Librarian of the American Merchant Marine Library Association since July 1, 1938.

U. S. Censuses—Past and Present

WHILE many persons are under the impression that official U. S. Censuses are only taken in years ending with "0," the real truth is that *every* year is Census year. On an average, since the Fifteenth Decennial Census was taken in 1930, 106 separate national censuses, special or regional surveys, etc., have been taken every year, and their results published as promptly as possible. These have included censuses of business, manufactures, transportation, agriculture, religious bodies, financial statistics of cities, electrical industries, and timely reports on cotton, oils, canned goods, vital statistics, and so on.

This year, 1940, is the year of the Sixteenth Decennial Census, which under its seven basic enumerations will cover virtually the entire field of American endeavor. Already are being taken the Censuses of Business, Manufactures, and Mines and Quarries, and in April will begin the field work for the Censuses of Population, Housing, Agriculture, and Drainage and Irrigation.

The Population enumeration will include special coverage of employment, occupations, and income. For the most part, Census inquiries in the past have been primarily interested in the numerical growth and industrial development of the *United States*. The country now, however, seems to be approaching a

Periodicals Service Section
Division of Public Relations
U. S. Bureau of the Census

reasonable stability in such respects, and indications are that more attention should be paid to the economic and sociological phases of national life. Thus the reports resulting from these new inquiries will throw needed light on present and past employment of individuals, the manner in which unemployment has affected individuals, the money income of individuals, and, of course, the tabulated figures will show this information for the country as a whole.

Likewise the Census of Housing is a new interest, and for the first time in any nationwide enumeration, figures will be gathered to show each half "how the other half lives." Questions on the Housing schedule cover age and physical condition of dwellings, their value, number of rooms and people living in them, presence or absence of such conveniences as running water, flush or other toilets, bathtubs or showers, sinks, radios, telephones, heating and lighting equipment, etc. Fuel used for heat and light will be listed, and facts as to monthly bills for every family in the country will be sought.

All of this material will be *new*, definitely so.

Library School Undergraduate Curriculum

Can it be modified to meet needs for training in special librarianship?

By Mrs. Eileen R. Cunningham

Librarian, Vanderbilt University
School of Medicine Library, Nashville, Tennessee

THERE has been a great deal of discussion during the past two years (see bibliography) relative to the feasibility of modifying the curricula of library schools sufficiently to meet the needs of those desiring training in special librarianship. The arguments pro and con have been actively debated by their supporters, and some library schools have added a course here and there designed to meet the needs of some special type of library, e.g., law, music, medical and hospital libraries. A portion of the program of the Thirty-first Conference of the Special Libraries Association held in May 1939 was devoted to professional training for special librarians.¹ Several interesting surveys of the subject were given, but so far no conclusions seem to have been reached which were satisfactory from the standpoint of both the library schools and those students desiring training in special librarianship.

The difficulties from the library schools' point of view seem to be:

1. The necessity of retaining a sufficient number of hours devoted to basic courses during a year of undergraduate work in library science to insure the students at least as much fundamental training as is afforded at present, and yet permit training in specialties.
2. The expense of the introduction of a multitude of highly specialized courses necessitating a specialist to teach each of them, and which, when offered, might still have an extremely limited number of students applying for them.

3. The difficulty of placing students in jobs in the particular specialty selected, and the danger of narrowing training so much that it might even ultimately prove a deterrent in obtaining a position in some other type of library.

The difficulties from the students' point of view are:

1. The necessity of deciding early what specialization meets their interest and individual ability best.
2. The necessity of finding a job immediately after obtaining a Bachelor of Science degree if financial difficulties prevent graduate work.
3. The impossibility of obtaining, at present, the same opportunities in training for special librarianship on the undergraduate level, as are being offered by most schools to those who wish to enter public, university or school library work.

As a special librarian in a particular field I have been interested in the problem and have been following with much interest the work of the Special Libraries Association's Committee on Training and Recruiting as well as the various articles which have lately appeared on the subject. This interest led to the crystallization of some ideas in regard to curriculum modification, and finally to conferences on the subject with Dr. Louis Shores, Director of the George Peabody College for Teachers School of Library Science. The fact that he did not consider these ideas Utopian from the

Footnote references are to items in bibliography, p. 20.

standpoint of the library school, together with his interest in their possible application, is my excuse for presenting this outline here.

The curriculum given in Table A outlines a suggested basic course for the degree of Bachelor of Library Science consisting of forty-six quarter-hours. The subjects given during the twenty-eight quarter-hours of required work do not differ essentially in any way from the usual basic courses offered by library schools at present. However, in elective work, instead of offering the usual courses, this curriculum would offer courses designed to meet training for special library work in four broad subject fields: I, natural and applied sciences; II, the social sciences and applications; III, the fine arts; IV, applied economics. While the usual division of knowledge into four groups (biological sciences, physical sciences, the humanities, and the social sciences) is recognized as basic, nevertheless a modified grouping was adopted here because it seemed better adapted to the practical problems involved in professional training for related types of special library work.

The grouping under the headings given above should be regarded as entirely tentative or illustrative. The justification for the inclusion of certain subjects under the various main divisions is open to question, and some specialties which should have been included may inadvertently have been overlooked. This outline is merely offered as a skeleton suggestion for building up elective courses in broader fields in specialization rather than for the introduction of courses which try either to cover all special librarianships as a whole, or which attempt to meet the difficulty by adding single courses in only one specialty.

Table B is a detailed outline of how such a curriculum might be built up showing electives designed to meet the needs for specialization in Division I,

natural and applied sciences. Desirable subjects to be included in the pre-professional college course are outlined. The inclusion of art appreciation in the elective group of pre-professional subjects is merely an attempt to emphasize the desirability of some interest in non-scientific as well as scientific subjects, preferably in some completely cultural field, if unbalanced training is to be avoided.

The electives outlined in the curriculum for professional training are indicated as desirable preparation for specialization in various types of scientific libraries. The seminar groups and field work are narrowed down still further into specialties.

No attempt has been made to outline electives for any of the other three divisions of specialization indicated by Divisions II-IV, but they could be worked out in an analogous manner.

The argument has been advanced that any attempt to give special professional training should only be made after the basic first-year program of general professional training has been completed. No one can deny that the ideal, from the standpoint of both the library school and the student, would be a four-year college course, a basic library course, several years' post-graduate work possibly devoted in greater part to specialized training, and most important of all, the pot of gold at the end of the rainbow — a job in the desired special field! Unfortunately for most of us such a plan is Utopian. Many young people interested in special library work cannot afford graduate training and are forced to seek jobs immediately after completing one year's professional training. In highly specialized subjects the number of jobs, while increasing constantly, is often very limited so the student is therefore forced to accept work, temporarily at least, which is not in the desired specialty. With the training afforded at present by library schools, the burden of training in a spe-

cial field falls upon the special library that employs the student — the apprenticeship method. It frequently requires from eight months to a year before the novice can really be of much service in a special library. This imposes a burden upon special libraries which might be avoided, at least to some degree.

Miss Fair² says quite correctly, "The library schools realize the folly of offering preparation, for a narrowly limited type of service — premature specialization," but this would seem only true up to a certain point. Certainly one agrees that a student should be fitted for more than one type of job, but if training were designed to cover broad subject fields, preparation would be given for several specialties in fairly closely allied fields. A knowledge of the bibliographic tools available and the special methods found helpful in allied specialties should prove valuable as a background no matter which of these specialties was finally selected, or in which openings for work might be developed.

The administrative differences in the various types of libraries and the particular problems peculiar to each could be discussed. The discussion of such problems affords opportunities for seminar work and brings out the factors common to them all and where they differ, affording the student a good background for work in any one of them. The broader the knowledge of the various types of libraries in allied specialties and their tools the better will be the preparation for work in any given field. It seems fairly certain that training in subdivisions I and II, the natural and social sciences, and even in III, the fine arts, would not be other than an asset for reference work in a general university library; while specialization in II, the social sciences, or IV, economics, would not be undesirable preparation for reference work in a public library. This would seem particularly true because interest in special library

work is often shown by those individuals who seem well fitted to do reference work of any kind.

From the standpoint of the library school, the introduction of a multitude of special courses for which only a very limited number of students might apply, would seem to be both expensive and impractical. With the broader subject divisions, however, it would be less difficult for instructors to handle the courses, and specialists not on the regular teaching staff might be found locally to give the time necessary to conduct seminar groups in the more specific fields.

It would seem fairly obvious that it might prove impossible for all library schools to offer training for special librarians. A few large schools might find it possible to offer electives in all of the four broad subject fields. Some schools might find it advisable to offer electives in only one or two such divisions. In every case it would depend on whether the specialized bibliographic tools would be available, whether the staff could include individuals with sufficiently specialized training to handle the teaching of any one of the broad subject divisions, and whether specialists were available locally who could conduct seminar courses.

There are many problems to be considered in attempting to formulate plans for the future development of training for special librarianship. Perhaps this suggestion in some modified form may meet a need. It is to be hoped that at least it will serve to draw attention to the fact that at the earliest moment from the time college is entered until the end of professional training is reached, the students selecting library work as a career, should try to determine the ultimate special goal best suited to their interest and ability. Studies should be arranged, in as far as it is practicable, to further this goal; one cannot begin too early if regrets later are to be avoided. It seems also of importance to draw the prospective li-

brary student's attention to the opportunities for library work which have been, and are being, developed in special fields. If students during their period of pre-professional training realized that a

career in library work offers opportunities for continued work in their chosen fields, a greater number of individuals interested in such fields would be attracted to the profession.

TABLE A

**Tentative Curriculum for Degree of Bachelor of Library Science
Emphasizing Electives for Training in Special Librarianship**

PREREQUISITE: A.B. DEGREE FROM AN ACCREDITED COLLEGE. FOUR YEARS

Professional Training: Library Science

BASIC COURSES

	Quarter-hours
1. Cataloging and classification	12
2. Reference	8
3. Book selection	4
4. Administration	4
	<hr style="width: 100%;"/>
Total	28

ILLUSTRATIVE ELECTIVE COURSES: Designed to meet training for various types of special libraries in the following fields. 18

- I. Natural and applied sciences
 - a. Science
 - b. Technology
 - c. Chemistry
 - d. Engineering
 - e. Biology
 - f. Agriculture
 - g. Medicine
 - h. Hospital
 - i. Nursing
 - j. Pharmacy
 - k. Dentistry
- II. Social sciences and applications
 - a. History
 - b. Geography
 - c. Genealogy
 - d. Government (Municipal, Federal and State)
 - e. Law
 - f. Education
 - g. Religion
- III. The Fine Arts
 - a. Art
 - b. Architecture
 - c. Music
 - d. Language and literature
- IV. Applied economics
 - a. Business
 - b. Industrial
 - c. Insurance
 - d. Bank

Total 46

TABLE B

**Tentative Course for Special Librarianship in Division I:
Natural and Applied Sciences**

FOUR YEARS WORK COLLEGIATE PREPARATION FOR B.A. OR B.S. DEGREE

I. Desirable pre-professional subjects, required work:

- a. Two modern languages at least, preferably French and German
- b. Mathematics
- c. Biology
- d. Chemistry
- e. Physics
- f. English
- g. History
- h. Sociology

Electives

- a. Geology
- b. Archeology
- c. Psychology
- d. Art appreciation (or some other cultural subject)

ONE YEAR'S WORK TOWARD DEGREE OF B.S. IN LIBRARY SCIENCE

II. Professional courses:

1. Required basic work

	Quarter-hours
a. Cataloging, subject headings and classification	12
b. Reference	8
c. Book selection	4
d. Administration	4
	4
Total Basic	28

2. Electives

a. Special libraries in natural and applied sciences	5
1. Special administrative problems	
2. Special services and relation to specialized clientele	
3. Special teaching problems	
4. Special book selection problems and aids	
5. Special cataloging and classification if not covered in basic course	
b. Bibliographies and reference service in science and technology . .	8
1. Survey of literature of special fields	
2. Periodicals and indexing	
3. Compiling of book and periodical indices	
4. Editing, abstracting and proof reading	
5. Government publications in special fields	
6. Society publications in special fields	
c. Seminar groups in specialties	5
1. Medical, hospital, nursing, dentistry	
2. Technology and engineering	
3. Chemistry, biology, science, pharmacy	
4. Agriculture	
	18
Total Electives	18
Total for year	46

Field work in some special library, preferably in the same specialty as the group selected for seminar work. Seminar work should include collateral reading in literature, history and biography of field chosen.

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Translating and abstracting of scientific literature began the professional career of EILEEN R. CUNNINGHAM, in her native Baltimore. Mrs. Cunningham began as a librarian in 1926, as an assistant in the Medical Library, Vanderbilt University School of Medicine. She has been Librarian of that Library since 1929. Mrs. Cunningham has been very active in the Medical Library Association — Chairman of its Committee on Periodicals and Serial Publications since 1932, representative of the Association on the A.L.A. Joint-Committee on Indexing and Abstracting Services, delegate of the Association to the Second International Congress of Libraries and of Bibliography held May 20-30, 1935, in Madrid, Spain. She is also Chairman of the Subcommittee on the Over-Production and Cost of Books and Periodicals of the International Federation of Library Associations.

Mrs. Cunningham is the author of *A Classification for Medical Literature*, the first edition of which was published in 1929, the second revised edition in 1937. She is also author of various articles on the publication of medical literature and the relation of the library to medical education. These articles have appeared in the *Bulletin of the Medical Library Association*, the *Journal of the Association of American Medical Colleges*, the *Annals of Medical History* and in *Science*.

Library Methods and Inquiries

ANSWERS to questions submitted to the Chair at the Problems Clinic, Baltimore Conference, and published in the October and November issues of *SPECIAL LIBRARIES*, are hereby incorporated in *SPECIAL LIBRARIES'* department of "Library Methods." The questions and answers have been edited by Mrs. Lucile L. Keck. Future queries and future discussions of methods may be addressed to Mrs. Keck, Librarian, Joint Reference Library, 1313 East Sixtieth Street, Chicago, Illinois, or to Marie Lugscheider, who is national Chairman of the Methods Committee of S.L.A. and who should be addressed as Librarian, RCA Radiotron Division, RCA Manufacturing Company, Inc., 415 South Fifth Street, Harrison, New Jersey.

Unanswered reference questions may also

be submitted for publication in *SPECIAL LIBRARIES*. Sources undiscoverable in one part of the country may be familiar to another section. *SPECIAL LIBRARIES* can act as a medium for the helpful coöperation of its readers. Such reference questions must be submitted to the Editor above a librarian's signature, but in publishing the questions, only initials will be given.

New Question

Which texts do special librarians consider best as guides to the indexing of current literature? Why?

LEE ASH, JR.
*Graduate Library School
University of Chicago
Chicago, Illinois*

Answers

Cataloguing

1. Q. Do any libraries keep recent cards in a separate file?

A. Since the Monthly Bulletin of the Library was discontinued at the end of 1928, the Technology Department of the Carnegie Library of Pittsburgh has maintained a "current file" to permit quick access to recent books. Cards (usually annotated) for the classified catalogue of the Technology Department are printed by the Library. One extra card is promptly filed in the "current file" which is also in classified form. Furthermore, as soon as a new technical book is catalogued in the Catalogue Department, a temporary typewritten card is sent to the Technology Department to be filed under author. A duplicate of this typewritten card is made and filed by subject (call number) in the "current file," thus permitting an approach by subject before the printed card is available.

This "current file" is maintained for a five-year period, and then started over again. (It is, of course, served by the subject card-index to the regular classified catalogue.)

E. H. McCLELLAND
Technology Librarian
Carnegie Library of Pittsburgh
Pittsburgh, Pennsylvania

2. Q. What advantages are found in a classed catalogue in libraries that use it?

A. A reprint of a paper on "The classified catalogue as a tool for research" . . . constitutes part of an answer. . . This is a reprint from Proceedings of the Catalog Section of the American Library Association, 1929. Though now a decade old, the principles do not change . . . a few specific paragraphs on pages 108, 109:

Technical research men are to a considerable extent the creators of the new terminology which necessitates changes in our library catalogues. The May issue of *The Accelerator*, issued just a few days ago by the Indiana Section of the American Chemical Society, abstracts an address by Dr. H. E. Howe, editor of *Industrial and*

Engineering Chemistry, who says that the object of research is to keep a man reasonably dissatisfied with what he has. Research has created a "new competition" which is constantly changing conditions around us. Dr. Howe mentions new research products under new and unfamiliar names, and others with trade names so well known that they are likely eventually to find their way into our dictionaries just as "linoleum" has in the past — names such as "Duco," "Rayon," "Crisco" (which in this "new competition" has taken the place of seven million hogs a year), and "Bakelite" (used for years, but now giving promise of becoming cheap enough to be used for making furniture).

As these new terms come along, the catalogue which will assimilate them most quickly and smoothly is the classified type. It is more flexible, and less likely to be affected by inertia. (By "inertia," I mean — not a characteristic of the cataloguer, but a property of matter meaning that a thing has a tendency to stay the way it is.)

In the dictionary catalogue, of course, obsolescent subject headings are frequently changed to forms preferred by modern usage. On any large scale this means a good deal of work, but, disregarding this entirely, the most troublesome point is to decide exactly *when* the change should be made. Probably a good time would be when the new term has been accepted by approximately 51 per cent of the library clientele; but it is not easy to determine this, even within 50 per cent, and we must remember that, right up to the moment of making the change, we have been counteracting normal acceptance of the new term by encouraging — or rather compelling — users of the catalogue to go to the old term (e.g., "Horseless Carriage," "Motor Car," and "Automobile"; or "Wireless" and "Radio").

The classified catalogue offers less complication. At the first suggestion of a new term it may be incorporated in the index. If this term does not establish itself in public usage, little harm is done. If it meets with approval, and public acceptance increases from 2 to 50 or 90 per cent, the catalogue goes on working just as it was designed to work.

E. H. McCLELLAND
Technology Librarian
Carnegie Library of Pittsburgh
Pittsburgh, Pennsylvania

3. Q. Has anyone changed from a classed (Dewey Decimal) pamphlet file to a subject file with satisfactory results?

A. We did not change from a classed system, but we had four file drawers of miscellaneous pamphlets and clippings which we had not catalogued because of the ephemeral value and the form of the material. It was necessary to arrange these in some practical and systematic order. Instead of a classed order we adopted a subject arrangement and used the same subject headings we used in our card catalogue. This eliminated the necessity of a separate list of headings for the vertical file. A card is inserted in the subject catalogue directing attention to this material. Here is a sample card form:

Erosion

Material on this subject may also be found under this heading in the vertical file.

ANNIE M. AVAKIAN, *Librarian*
California Forest and
Range Experiment Station
United States Forest Service
Berkeley, California

4. Q. Will somebody please contribute a discussion of analytics for serials?

A. There is undoubtedly room for a more careful scrutiny of annuals and serials for analytic purposes in most libraries. The cataloguer of this type of library material can contribute much to its usefulness through intelligent analysis; especially is this true because the material itself usually contains no good index to its contents. Annual reports often incorporate tabulations of statistical material which, available in no other form, are of added value to the research worker if given an adequate catalogue reference. Conference proceedings and year-books frequently contain articles which would not merit indexing in entirety, but in which a single paragraph is important enough in content to be made available to the library user through subject analysis. The librarian should encourage research people to call to his

attention any such material to which they may wish to refer in the future through a catalogue reference.

PHOEBE F. HAYES
Joint Reference Library
Chicago, Illinois

A. Our analytics are restricted to articles which are of specific interest in our work. Author analytics are made after the *A. L. A. Catalog Rules* with slight modification, as the sample indicates.

Call no. Greeley, William Buckhout, 1879-
The relation of geography to timber supply.
(In Smithsonian institution, Annual report 1924-25, p. 533-546)

Subjects are traced back of the author analytic card and the subject analytics follow the author form. It is obviously impossible to trace all the analytics made back of the main serial card so we use this note back of the serials card: "For analytics see anals file." The "anals file," which is arranged alphabetically, serves as a list of the serials analyzed, and the individual cards in it are really nothing more than tracings. The following card illustrates the information included on the "anals file" card.

Call no. Smithsonian institution.
Annual report.
1924-25 Greeley, W. B. The relation of geography to timber supply.
1927-28 Goldring, W. The oldest known petrified forest.
Klugh, A. B. Ecology of the red squirrel.

Should it ever be necessary to reclassify the Annual reports of the Smithsonian institution all analytic cards can be collected by referring to the card in the "anals file."

ANNIE M. AVAKIAN, *Librarian*
California Forest and
Range Experiment Station
United States Forest Service
Berkeley, California

Answers to questions previously asked about subject headings will be published in the March issue of *SPECIAL LIBRARIES*.

New York City Department of Health

Periodicals and Serials Published 1866-1939

By Estelle Brodman

Reference Assistant, Columbia University Medical Library, New York City

The compiler acknowledges with deep gratitude the help and advice of the entire staff of the Columbia University Medical Library; in particular the helpfulness of Mr. Thomas P. Fleming, the Medical Librarian.

Department of Health Publications

NEW YORK CITY, together with a few other American cities such as Philadelphia and Boston, is an acknowledged pioneer in public health. Ever since the first "city inspector" was appointed in the last years of the eighteenth century, the Department of Health has been issuing its publications; these publications are eagerly sought after by libraries all over the United States. Any library which specializes in medicine and public health must have in part a collection of publications of the New York City Department of Health.

It is hoped that this check-list will make the acquisition, handling and cataloguing of the publications of the Department easier. The compiler hopes the list is complete, but in the same breath acknowledges that it probably is not. No library in the Metropolitan area has even a large percentage of these documents, so that any sins of omission or commission should charitably be laid to the door of the compiler's inability to see the particular document. As it is planned to keep this list up-to-date by supplements, the compiler would be grateful to have any errors brought to her attention.

In general, no mimeographed material has been included; and, unless otherwise stated, the place of publication is New York.

Department History

Although the City of New York had an individual in charge of its sanitary condition as far back as 1796, it was not until the early 1860's that a citizen's committee, formed under the chairmanship of Dr. Stephen Smith, was successful in having the necessary legislation passed for setting up a Metropolitan Board of Health, later called the Department of Health.

Prior to this time the "city inspector" had been chief health officer, and the mortality in the city had varied from 40 per 1,000 to 100 per 1,000. From 1866-1871, in the five years after the Department of Health had been set up, the mortality dropped to about 30 per 1,000.

Under the original plan the Board of Health, the governing board of the Department of Health, consisted of:

1. Commissioner of Health
2. Commissioner of Police
3. Health Officer of the Port of New York.

This was a mixed committee, since the first two members were city officials and the last one a state official. The commission was given very wide powers, being empowered to enforce any sanitary code it might promulgate as if it had been a state law.

As set up, the Department of Health consisted of a Sanitary Bureau and a Bureau of Vital Statistics — a division something like saying "the printers and all others who have to do with books." The Sanitary Bureau cleaned the streets, drained the swamps and cesspools, surveyed the water supply, inspected public pumps, worked for health legislation, provided for smallpox vaccination, and helped look after the Port of New York.

At this point it might be well to picture the New York we are talking about. The city was not the "Greater New York" we think of today; Brooklyn, Queens and Richmond were not added to the city until 1898. Only the tip of Manhattan was closely inhabited. Lincoln's draft message caused a riot "in the fields north of 23rd Street." The City Planning Board was heard with derision when it proposed numbering the streets to 125th Street and even further! When an epidemic struck the city, the inhabitants would drive out to their country estates in Inwood or Harlem, or sail across the river to one of Brooklyn's many townships, where consistently the mortality was lower

than in the city. When Charles Dickens visited the town for the first time, just before the Civil War, he found pigs in the footpaths of Broadway and the streets impassable after a heavy rain. Naturally in such a city the work of the Department of Health would be confined mostly to cleaning activities.

With the newer knowledge of bacteriology uncovered in the 1870's, the concept of the city health department widened. The emphasis shifted from the therapeutic to the prophylactic; from street cleaning to diphtheria injections. In 1874 a special laboratory for the production of smallpox vaccine was set up and became the first laboratory to provide free vaccine for those unable to purchase it. In 1892, during a threatened outbreak of cholera, the first public diagnostic laboratory in the world was set up. In 1893 a research laboratory for the city was organized by Dr. Park with the assistance of Dr. Williams, and the reports issuing from this laboratory have made bacteriological history. Later, when the city of Greater New York was formed in 1898, the Department of Health took over the work of the Brooklyn Metropolitan Health Board and the Staten Island Health Department.

As the work undertaken by the department became greater, the impossibility of continuing it all under the organization of the Sanitary Bureau became evident. With the increase of administrative duties, it was found necessary to reorganize the department completely, and in 1912 it was divided into eight bureaus:

1. Bureau of General Administration
2. Bureau of Records
3. Bureau of Laboratories
4. Sanitary Bureau
5. Bureau of Hospitals
6. Bureau of Infectious Diseases
7. Bureau of Child Hygiene
8. Bureau of Food and Drugs.

In 1914 the Bureau of Health Education was formed, and in 1928, the Bureau of Health Nursing came into being. At present there are eleven bureaus:

1. Bureau of General Administration
2. Bureau of Vital Statistics
3. Bureau of Laboratories
4. Sanitary Bureau
5. Bureau of Preventable Diseases
6. Bureau of Child Hygiene

7. Bureau of Food and Drugs
8. Bureau of Health Education
9. Bureau of Nursing
10. Bureau of Tuberculosis
11. Bureau of Social Hygiene.

The Department of Health of the City of New York, then, is made up of a Board of Health of five members appointed by the mayor for a term of eight years, and eleven bureaus, the Bureau of Hospitals having become the separate Department of Hospitals. In actual operation the department may be said to be divided into the administrative portion, the research portion, and the statistical portion.

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The numbers in bold face are serial numbers referred to in the index.

1. New York (City). Dept. of health. *Annual report. 1870/71* +
Supersedes: New York (State). Metropolitan health board. *Annual report*. Report year ends April 10, 1871-73; April 30, 1873-74; December 31, 1873-1870/71-1880 called 1st-11th. 5th-6th, 1874/75; 1910-1911; 1930-1931 issued together.
1881-1888 not published. Quarterly reports in *City Record*.
1904-1906, 1908 issued in two vols. each. Vol. 2 contains tables of statistics; vol. 2, 1905-1906 also contains Collected studies of Bureau of laboratories.
Report for 1912 incorrectly labelled on cover: 1911-1912.
Title varies: 1870/71-1874/75, 1889-1928, *Annual report*; 1876-1880, *Report on vital statistics*; 1929-1930/31, *Guarding the health of seven million people*; 1932-1936, *Summary report of work of health*

department; 1937, Health for 7,500,000 people; 1938- Health for New York City's millions.

Contains reports of Bureaus and Departments.

2. New York (City) Dept. of health.
Births, deaths, and marriages reported. 1888-1936//
From 1888-1897 arranged alphabetically under months; 1898-1936 by boroughs. Each section has special half-title. Boroughs of Brooklyn, Queens and Richmond included only after 1898.
After 1936 divided into: Births reported (no. 3), Deaths reported (no. 8), and Marriages reported (no. 25).
3. New York (City). Dept. of health.
Births reported. 1937+
Continuation of Births, deaths, and marriages reported (no. 2).
4. New York (City). Dept. of health.
Bowling Green chronicle. v. 1-2, Aug. 1915-Dec. 1916//
5. New York (City). Dept. of health.
Brownsville chronicle. v. 1-2, May 1915-Dec. 1916//
6. New York (City). Dept. of health.
C.C.N.Y. chronicle. v. 1, no. 1-8, Jan.-Dec. 1916//
July-August not published.
7. New York (City). Dept. of health.
Columbus Hill chronicle. v. 1-2, Apr. 1915-Dec. 1916//
8. New York (City). Dept. of health.
Deaths [and] stillbirths reported. 1937+ Annual.
Continuation of: Births, deaths and marriages reported (no. 2).
9. New York (City). Dept. of health.
Departmental estimates for the year. 1907-1910//
1907-1908 mimeographed.
10. New York (City). Dept. of health.
East side chronicle. v. 1-2, Mar. 1915-Dec. 1916//
11. New York (City). Dept. of health.
Everybody's chronicle. v. 1-2, Mar. 1915-Dec. 1916//
12. New York (City). Dept. of health.
Flushing chronicle. v. 1, no. 1-6, July-Dec. 1916//
13. New York (City). Dept. of health.
Food and drug bulletin. v. 1-6, Jan. 1919-Dec. 1924//
Supersedes Monthly drug bulletin (no. 50).
14. New York (City). Dept. of health.
Foriham chronicle. v. 1-2, Nov. 1915-Dec. 1916//
15. New York (City). Dept. of health.
Gramercy chronicle. v. 1-2, May 1915-Dec. 1916//
16. New York (City). Dept. of health.
Greenpoint chronicle. v. 1-2, June 1915-Dec. 1916//
17. New York (City). Dept. of health.
Greenwich chronicle. v. 1-2, May 1915-Dec. 1916
18. New York (City). Dept. of health.
Handbook of health for persons suffering from pulmonary tuberculosis (consumption). 1908, 1910, 1912, 1914-1915.
19. New York (City). Dept. of health.
Health guide. v. 1, no. 1-3, June, Nov.-Dec. 1916//
20. New York (City). Dept. of health.
Health news of the Lower west side health district. v. 1-2, Dec./Jan. 1934-Mar./Apr. 1935//
v. 1, no. 1 as: Lower west side health news.
Later notices in: Neighborhood health (no. 210).
21. New York (City). Dept. of health.
Jamaica chronicle. v. 1, no. 1-6, July-Dec. 1916//
22. New York (City). Dept. of health.
Jefferson chronicle. v. 1-2, Jan. 1915-Dec. 1916//
23. New York (City). Dept. of health.
Kips Bay chronicle. v. 1-2, Jan. 1915-Dec. 1916//
24. New York (City). Dept. of health.
McKinley Square chronicle. v. 1, no. 1-10, Mar.-Dec. 1916//
- 24a. New York (City). Dept. of health.
Manual. 1869, 1870, 1872.
Includes Sanitary code. (See no. 163.)
25. New York (City). Dept. of health.
Marriages reported. 1937-
Alphabetical list.
Continuation of: Births, deaths and marriages reported (no. 2).
26. New York (City). Dept. of health.
Monograph series. no. 1-23, 1912-1920//
Contents:
 27. 1. Billings, J. S. *The registration and sanitary supervision of pulmonary tuberculosis in New York City.* Feb. 1912.
 28. 2. Billings, J. S. *The tuberculosis clinics and day camps of the Department of Health.* July 1912.

29. 3. Bolduan, C. F. *Typhoid fever in New York City together with a discussion of the methods found serviceable in studying its occurrence.* Aug. 1912.
30. 4. Baker, S. J. *The division of child hygiene of the Department of Health of the City of New York.* Sept. 1912.
31. 5. Lederle, E. J. and Raynor, Russel. *The milk supply of New York City and its control by the Department of Health.* Sept. 1912.
32. 6. Bolduan, C. F. *A guide to some of the hygienic features of New York City.* Sept. 1912.
33. 7. Biggs, H. M. *Comments on some plans of hospital construction.* Sept. 1912.
34. 8. *The subsequent history of patients discharged from tuberculosis sanatoria.* An investigation carried on by the Council of Jewish Women. Oct. 1913.
35. 9. Foulk, G. P. *The law of the sanitary code of the Board of Health of the City of New York.* Dec. 1913.
36. 10. New York (City). Dept. of health. *Tuberculosis clinics. Women's auxiliary. Fourth annual report for the year ending Nov. 1, 1913.* Dec. 1913.
2nd ed. *5th annual report year ending Nov. 1, 1914.*
3rd ed. *6th annual report year ending Nov. 1, 1915.*
37. 11. Health district no. 1. (Experimental health district.) *Its organization and work performed in the first quarter of 1915.* June 1915.
38. 12. Harris, L. I. *A clinical and sanitary study of the fur and hatters trade.* Dec. 1915.
39. 13. Bolduan, C. F. *Over a century of health administration in New York City.* Mar. 1915.
40. 14. Billings, J. S. *The yearbook of the Bureau of preventable diseases.* Apr. 1915.
41. 15. Guilfooy, W. H. and Wynne, S. W. *An analysis of mortality returns of the sanitary areas of the Borough of Manhattan for the year 1915.* Aug. 1916.
42. 16. *The epidemic of poliomyelitis (infantile paralysis) in New York City in 1916.* Aug. 1917.
43. 17. Harris, L. I. and Dublin, L. I. *The health of food handlers.* Aug. 1917.
44. 18. Guilfooy, W. H. *The influence of nationality upon the mortality of a community, with special reference to New York City.* Nov. 1917.
45. 19. Slade, C. B. *Conduct and establishment of a tuberculosis sanatorium.* Dec. 1918.
46. 20. Collins, C. F. *The drug evil and the drug law.* Dec. 1918.
- 46a. 21. Sobel, Jacob. *Instruction and supervision of expectant mothers in New York City.* Mar. 1919.
47. 22. Hubbard, S. P. and Kefauver, Christina. *Conditions affecting health in the millinery industry.* Mar. 1920.
48. 23. *What everyone should know about cancer.* Feb. 1920.
49. New York (City). Dept. of health. *Monthly bulletin.* v. 1-18, Jan. 1911-Dec. 1927//
Each number contains a report on vital statistics for the preceding month.
v. 7 contains index for 1911-1917.
50. New York (City). Dept. of health. *Monthly drug bulletin.* v. 1-3, Jan. 1916-Dec. 1918//
Superseded by: Food and drug bulletin (no. 13).
51. New York (City). Dept. of health. *Nurses' chronicle.* v. 1, no. 1-3, Mar.-May 1916//
52. New York (City). Dept. of health. *Quarterly bulletin.* v. 1, Jan. 1933+
Preceded by: Weekly bulletin (no. 181).
53. New York (City). Dept. of health. *Quarterly report of the Board.* 1900-1912//
54. New York (City). Dept. of health. *Queen's Plaza chronicle.* v. 1, no. 1-6, July-Dec. 1916//
v. 1, no. 1 as: Astoria chronicle.
55. New York (City). Dept. of health. *Report for the week.* Jan. 1873-Dec. 1890//
Title varies: 1873-Feb. 17, 1877, Condensed weekly statement of mortality; Feb. 24, 1877-Mar. 31, 1888, Reported mortality; Apr. 7, 1888-Dec. 1890, Report for the week.
Continued as: New York (City) Dept. of health. Weekly bulletin (no. 181).
56. New York (City). Dept. of health. *Reported mortality (Annual).* 1877-1883//
57. New York (City). Dept. of Health. *Reprint series.* No. 1-104, Aug. 1912-July 1929//
nos. 78, 85, 100 not published.
58. 1. Kilbourne, C. H. *Pasteurization of milk with suggestions as to methods and apparatus to be employed.* Jan. 1912.

59. 2. Lederle, E. J. *Sanitary control of local milk supplies through local agencies.* Nov. 1912.
60. 3. Bolduan, C. F. *The rural origin of much of our typhoid fever of large cities, and the need of reorganizing rural public health administration.* Jan. 1913.
61. 4. Bolduan, C. F. *Plan for the reorganization of public health service of the State of New York.* Mar. 1913.
62. 5. Bolduan, C. F. *Hospital mortality statistics. A simple and practicable method of making them uniform and preparing them for analytic study.* Apr. 1913.
63. 6. Biggs, H. M. *Venereal diseases. The attitude of the Department of health in relation thereto.* May 1913.
64. 7. Biggs, H. M. *The municipal sanatorium at Otisville.* June 1913.
65. 8. Biggs, H. M. and Bolduan, C. F. *The tuberculosis campaign — its influence on the methods of public health work generally.* Aug. 1913.
66. 9. Wilson, R. J. *The contagious disease hospitals of New York City.* Sept. 1913.
67. 10. Lederle, E. J. *The functions of municipal authorities in control and improvement of food supplies.* Oct. 1913.
68. 11. Bolduan, C. F. *Venereal diseases. The relation of public health authorities to their control.* Oct. 1913.
69. 12. Sobel, Jacob. *Pediculosis capitis among school children.* Nov. 1913.
70. 13. Sobel, Jacob. *Prejudices and superstitions met with in a school health inspection.* Nov. 1913.
71. 14. Lederle, E. J. *Four years in the Department of health.* Jan. 1914.
72. 15. Schroeder, M. S. *Dirt sediment testing — a factor in obtaining clean milk.* Feb. 1914.
73. 16. Ackerman, E. B. *The administrative control of glanders.* Apr. 1914.
74. 17. Park, W. H.; Williams, A. W.; Billings, J. S., et al. *Administrative control of whooping cough. Studies in whooping cough.* May 1914.
75. 18. Goldwater, S. S. *The next step in preventive medicine.* June 1914.
76. 19. Hess, A. F. *The use of a series of vaccines in the prophylaxis and treatment of an epidemic of pertussis.* Aug. 1914.
77. 20. *After the sanatorium — what? A symposium.* Sept. 1914.
78. 21. Slade, C. B. *Further development in the use of the sanatorium.* Dec. 1914.
79. 22. Harris, L. I. and Ogan, W. C. *The Health department's experience with typhoid immunization.* Jan. 1915.
80. 23. Krumweide, Charles and Noble, W. C. *The viability of the typhoid bacillus in sour milk.* Jan. 1915.
81. 24. Slade, C. B. *The physical examination of the Department of health of the City of New York.* Feb. 1915.
82. 25. Hess, A. F. *The neglect to provide for the infant in the anti-tuberculosis program.* Feb. 1915.
83. 26. Brown, E. F. *Health aspects of school lunches.* Apr. 1913.
84. 27. Kilbourne, C. H. *What causes contribute to the loss of the cream line in pasteurized milk, in bottles.* Apr. 1915.
85. 28. Guilfooy, W. H. *Puerperal septicemia.* May 1915.
86. 29. Goldwater, S. S. *Dispensaries — a growing factor in curative and preventive medicine.* June 1915.
87. 30. Sturgis, Russel. *The rôle of the dairy inspector in safeguarding a city's milk supply.* June 1915.
88. 31. *Food regulations of the Department of health, City of New York.* July 1915.
89. 32. Olmstead, Miriam and Luttinger, Paul. *Complement fixation in pertussis.* July 1915.
90. 33. Chargin, Louis. *Venereal diseases. Their administrative control as developed in the City of New York.* Aug. 1915.
91. 34. Bureau of Preventable Diseases and the Sanitary Bureau. *The mosquito as a pest and as a carrier of malaria.* Aug. 1915.
92. 35. Hubbard, S. D. *Infectious diseases; their administrative control in various cities of the United States.* Oct. 1915.
93. 36. Krumweide, Charles and Valentine, Eugene. *A bacteriological study of an epidemic of septic sore throat.* Nov. 1915.
94. 37. Williams, A. W.; Von Sholly, A. I.; Rosenberg, Caroline; and Mann, A. G. *Significance and prevention of amebic infections in the mouths of children.* Dec. 1915.
95. 38. *Circumcision — a guide to the methods employed by the Mohelim; as recommended by the medical members of the Milah Board of the Kehillah.* Jan. 1916.

96. 39. Zingher, Abraham and Park, W. H. *Active immunization with diphtheria toxin-antitoxin and with diphtheria bacilli*. Jan. 1916.
97. 40. Zingher, Abraham. *The use of convalescent and normal blood in the treatment of scarlet fever*. Feb. 1916.
98. 41. Berkowitz, J. H. *Free municipal clinics for school children*. Feb. 1916.
99. 42. Zingher, Abraham. *Methods of using diphtheria toxin in the Schick test, and of controlling the reaction*. Apr. 1916.
100. 43. Knause, B. F. *Disinfection as a factor in the control of communicable diseases*. Mar. 1916.
101. 44. Park, W. H. and Zingher, Abraham. *Diphtheria immunity — natural, active and passive. Its determination by the Schick test*. Mar. 1916.
102. 45. Luttinger, Paul. *Whooping cough — its treatment and prophylaxis*. Apr. 1916.
103. 46. Billings, J. S. *Principles of administrative control of communicable diseases in large cities*. Apr. 1916.
104. 47. Wilcox, H. L. *A modification of the Hygienic Laboratory method of preparing tetanus toxin*. June 1916.
105. 48. Emerson, Haven. *Will the private practitioner determine the future of public health work?* June 1916.
106. 49. Luttinger, Paul. *The epidemiology of pertussis*. Sept. 1916.
107. 50. Emerson, Haven. *The duty of health departments on the alcohol question*. Oct. 1916.
108. 51. Emerson, Haven. *Preparedness for health*. Jan. 1917.
109. 52. Zingher, Abraham. *The Schick test in poliomyelitis, scarlet fever, measles, and in normal children; its bearing on the question of natural immunity*. Mar. 1917.
110. 53. Emerson, Haven. *Some practical considerations in the administrative control of epidemic poliomyelitis*. Mar. 1917.
111. 54. Zingher, Abraham. *The diagnosis and serum treatment of anterior poliomyelitis*. Mar. 1917.
112. 55. Neal, J. B. *The laboratory diagnosis of poliomyelitis*. Apr. 1917.
113. 56. Von Sholly, A. I., Blum, Julius, and Smith, Luella. *The therapeutic value of pertussis vaccine in whooping cough*. Apr. 1917.
114. 57. Luttinger, Paul. *Pertussis vaccine*. June 1917.
115. 58. Emerson, Haven. *Alcohol — a public health problem*. June 1917.
116. 59. Carhart, W. M. D'A. *Diagnosis and treatment of trachoma*. June 1917.
117. 60. Brues, T. C. *Insects as possible carriers of poliomyelitis infection*. July 1917.
118. 61. Guilfooy, W. H. *The enforcement of registration of births and deaths in metropolitan areas — history, methods, results and checks*. Aug. 1917.
119. 62. Harris, L. I. *The opportunities which industrial hygiene offers to the general practitioner and to the public health officer*. Sept. 1917.
120. 63. Cartrest, W. M. *Refractive errors causing retardation in a school*. Dec. 1917.
121. 64. Slade, C. B. *The function of a municipal sanatorium. A policy that would control a group of sputum-positive consumptives not now reached by any preventive measures*. Jan. 1918.
122. 65. Price, Leo. *Horse flesh as human food*. Jan. 1918.
123. 66. Wynne, S. W. *Practical uses of vital statistics*. Feb. 1918.
124. 67. Harris, L. I. *What we are doing to prevent tuberculosis among children*. Feb. 1918.
125. 68. Baker, S. J. *Classroom ventilation and respiratory diseases among school children*. Feb. 1918.
126. 69. Regan, Joseph C. *The skin and throat manifestations of Heine-Medin's disease*. Feb. 1918.
127. 70. Neal, J. B. and Abrahamson, H. L. *Study of poliomyelitis. Report of the work of the meningitis division in the 1916 epidemic*. Aug. 1918.
128. 71. Harris, L. I. *A clinical study of the frequency of lead, turpentine and benzine poisoning in four hundred painters*. Aug. 1918.
129. 72. Zingher, Abraham. *Active immunization of infants against diphtheria*. Nov. 1918.
130. 73. Harris, L. I. *The ultimate benefits to be derived from the epidemic*. Jan. 1919.
131. 74. Baker, S. J. *Reconstruction and the child*. Jan. 1919.
132. 75. Harris, L. I. *Industrial hygiene*. Mar. 1919.

The remainder of this list, together with an index to the items, will be published in the February 1940 issue of **SPECIAL LIBRARIES**.

ESTELLE BRODMAN started out to be a physician, and has ended up as Reference Assistant in a medical library; so that discussions on whether librarians should be subject-trained or not always seem futile to her. She thinks it is impossible to do the best work in a field so highly technical as medicine, engineering or physics without an adequate subject background. However, she feels that salaries offered librarians are not adequate to interest those people who have spent several years studying a difficult subject.

Miss Brodman received her early training in Hunter College Model School and Hunter College High School, New York City, Cornell University, and Columbia University School of Library Service. She has also taken courses at the New School for Social Research in New York City. At college, she held two scholarships, and worked

during summers teaching nature study in children's camps. During her summers, she now takes a car and goes camping all over eastern United States, cooking as she goes, and tasting the foods native to the section she is in.

A first edition, in parts, of *Martin Chuzzlewit* has just been added to Miss Brodman's collection of Dickensiana. She is an ardent collector—especially of Pickwickiana.

In her professional career, Miss Brodman has been in the New York Hospital Nursing School Library, the Chemistry Library of Columbia, the Main Library of Columbia, and the Medical Library of Columbia. She has been especially active in S.L.A., in the Hospital and Nursing School section of the Biological Sciences Group, and in the Biological Sciences Group itself. At present, she is Chairman of the B. S. Group, and is very busily engaged in setting up the machinery for the B. S. Group project, as well as arranging speakers for the S.L.A. convention.

Publications and Publicity

List of Special Library Departments

An alphabetical list, by state and city, of the "Technology and Business Departments of Public Libraries in the United States" has been compiled by Bradford A. Osborne of Yonkers, New York. Fifty-one such departments, with the executive head of each, are listed. Mr. Osborne is Technical Librarian of the Technical and Business Department of the Yonkers Public Library. The list may be consulted at S.L.A. National Headquarters, 31 East Tenth Street, New York City.

Insurance Reading Course

"The Insurance Library Association of Atlanta is ready for one of the most active and interesting study semesters it ever has sponsored under the syllabus of the Insurance Institute of America. Part I and Part II of the fire course will be carried through, as usual, the inland marine course will be intensified, and the casualty course will be introduced. Total enrollment has exceeded 100 and full classes are expected during the whole term, which begins with the inland marine class January 8.

"The casualty course has attracted much interest. It was arranged by John R. Hopkins, Assistant Manager of the Southern Department of the Hartford Accident and Indemnity Company." — *The Journal of Commerce* (New York), December 27, 1939.

Older Worker

A reading list on "The Older Worker" was compiled by the Business Information Bureau of the Cleveland Public Library, in recognition of Older Worker Week celebrated in Cleveland, November 19-26, 1939. The five-page mimeographed list is adequate for one to carry out the thought in the quotation from W. B. Pitkin, "So, if careers have failed us when Indian summer draws near, what then? Why, another career, of course!"

Advertising for Membership

At the December dinner meeting of the New York Chapter, large posters displayed publications of S.L.A., including tear sheets from **SPECIAL LIBRARIES**. These tear sheets and pamphlets were pasted on posters, in classed subject groups. The display was aimed at prospective S.L.A. members, many of whom had been especially invited to that meeting.

The national Membership Committee of S.L.A. has been using reprints, in its current drive for new members, of Alma C. Mitchill's article which appeared in the October issue of the *Executives Service Bulletin*. The article is entitled "Getting Full Value from the Company Library." It was briefed in **SPECIAL LIBRARIES**, December 1939, page 350.

Chapter News

Illinois Chapter held its November meeting at the American Institute of Baking, where fourteen years ago the petition was drafted for the organization of the chapter.

War problems, particularly censorship regulations, customs and imports, were discussed at the December meeting of the **Montreal** Chapter.

Members of the **New Jersey** Chapter studied economics at their December meeting, under the tutelage of William L. Nunn, Professor of Economics at the University of Newark, and Ernest L. Chase, Executive Secretary of the New Jersey Social Hygiene Association.

New York Chapter's new publicity program had a glorious start when its six female representatives on a "True or False" radio program vanquished six male authors in a thrilling race.

Judging from incoming correspondence, S.L.A. membership was united from coast to coast for that half hour on the evening of December 11. And the membership was behind its team. The librarians on the team were all members of the New York Chapter. Ruth MacNeil of Standard Brands, Inc., was Captain. Her assistants were Margaret Kehl of the Municipal Reference Library, Margaret Fife of the Frick Art Reference Library, Hazel Ohman of the New York State Division of Placement and Unemployment Library, Alma Jacobus of Time Inc., Library, and Mary M. Shaver of the Columbia School of Library Service. The authors were Manuel Komroff, C. V. R. Thompson, Alvin Kerr, Borden Chase, Oscar Schiskal, and Milton Geiger. Margaret Kehl emerged as the individual winner. Certain conditions had to be observed: no firm names could be mentioned; Miss MacNeil could not read her opening paragraph (in which she defined a special library) because that would have made her a script reader and she would have had to join a union, get paid, etc. Dr. Hagen, the conductor of the program, could read — each team member wore a large placard hanging around his or her neck, sandwich-man fashion, upon which was the individual's name.

Through the generosity of the program's sponsor, the J. B. Williams Company, and J. Walter Thompson advertising agency and the National Broadcasting Company, every one of the 250 people who had made a dinner reservation was admitted to the broadcasting studio. After the program, many of the group went on conducted tours of the radio and television studios of N.B.C.

The dinner had been preceded by a visit to the N.B.C. Library. This is an extremely active library, under the direction of Frances Sprague, its Librarian.

The Conference Committee of the **Philadelphia** Council is sponsoring four meetings early this year to discuss library coöperation, ephemeral material, and library publicity.

Pittsburgh Chapter was addressed on January 20 by Dr. William M. Randall, Professor in the Graduate Library School, University of Chicago. Chapter members, college administrators, and non-member librarians were invited to hear Dr. Randall discuss "Relations of the College Librarian to the Faculty."

Southern California's Bulletin is carrying a series of succinct articles to give members better knowledge of the national association. The November Bulletin took up the study of the S.L.A. constitution; successive issues will deal with membership, officers, groups, chapters, headquarters, finances, publications, and committees.

News Briefs

In Support of Documentation

Arthur B. Berthold voices an urgent plea in the November Bulletin of the Philadelphia Council for American support of the International Federation of Documentation. The Federation aims to bring order, efficiency, economy, and mutual coöperation in every sphere of intellectual activity, by gathering, organizing, and disseminating the records of human knowledge. Librarians, research organizations, biologists, engineers, and archivists are working together in the Federation to make more available all phases of intellectual labor.

Indexing City Code Material

At a recent meeting of the Newspaper Group of the New York Chapter, Reuben A. Lazarus, Assistant to the President of the Council (N. Y. C.), and Counsel to the Board of Statutory Consolidation, was the guest of honor. Mr. Lazarus described some of the problems encountered by the Board of Statutory Consolidation in the preparation of the New York City Administrative Code which became effective on January 1, 1938. He described the novel system of indexing which he himself devised, as especially adequate for handling the tremendous and varied mass of legal matter which needed codifying.

Labor Relations Library

New York University has been given an outstanding collection of material dealing with labor legislation and labor problems. The donor is Labor Bureau, Inc., a twenty-year-old independent organization whose headquarters are in Washington, D. C.

400 Pages of Books to Be Published in Four-Page Leaflets

The publishing firm of A. & C. Boni expects to begin production next month of the "Readex Library" of microprint books. A description of Mr. Albert Boni's plans, also a picture of him at a Readex projector, appeared in *Business Week*, December 9, 1939, page 48.

London Library

Owing to the outbreak of war, the Library of the Royal Institute of International Affairs in London has been closed. The Institute itself has been moved, for the duration of hostilities, to Balliol College, Oxford, where its resources have been placed at the disposal of the British Government.

The Council has, however, taken care to safeguard the scientific and scholarly character of the Institute, feeling that by so doing Chatham House can be of the greatest service to the Government and the general public.

The Information Department will continue to be available for the use of members and individual research already in progress will be finished so far as is possible, but research by Study Groups will be postponed for the present, and for the time being the Library is closed.

Propaganda Library

A newspaper report from Lexington, Virginia, states that the Carnegie Library of Washington and Lee University is setting up a new research division known as the Propaganda and Promotion Archives. The collection is made up of propaganda from foreign governments and from domestic pressure groups. Foster Mohrhardt is Librarian.

Engineering Library

The Engineering unit of the Library of the College of the City of New York has increased its library facilities 400 per cent in two years. A report issued in December 1939, by Professor Francis L. D. Goodrich, College Librarian, states that the library now has 6,500 volumes, 10,000 industrial catalogues, and all of the leading technological journals. "A separate library for the engineering school was erected last semester. . . . The library was started with the purchase of the collection of Montford Morrison, an electrical engineer. These books were combined with a hundred available in the general circulation division of the library, and housed in a small basement room of the main library. In these cramped quarters . . . only forty students at a time could use the books and magazines. The new library . . . seats 140 and is open sixty-five hours a week."

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Garment Trade Library

The December house organ of the National Association of Merchant Tailors of America announced that there is available at the Association's National Headquarters in New York City, "A small, but select and rapidly growing library . . . of nearly 2,000 books, magazines and pamphlets. Records of the Association go back 52 years. Bound back numbers of *The Merchant Tailor*. . . . Some stories on the history of merchant tailoring, textiles, costuming, advertising and all of the other subjects pertaining to merchant tailoring. . . . A cross index of 10,000 file cards . . . leading trade publications throughout the world. . . . This includes the *Tailor & Cutter*, *Minister's Gazette of Fashion*, *Sartorial Gazette*, *Man and His Clothes*, and *The Merchant Tailor of the British Federation*, all of London, England, as well as *Les Maitres Tailleurs* of France and *Svensk Skrädderitidning* of Sweden, together with all leading American publications."

Laundry Management Library

A recent news letter of the American Institute of Laundering (headquarters, Joliet, Illinois) tells of the encouraging response "being received to the appeal recently sent to Institute members on behalf of the A.I.L. Library Fund. This worthy project is under the direction of J. Clair Stone . . . St. Paul, Minnesota, and Frank B. Fletcher . . . El Paso, Texas. . . . The purpose of the . . . Fund is to make available to students at the Institute's School of Laundry Management the finest and most complete technical library in the laundry industry. This project has been contemplated since the founding of the Institute; but a lack of available funds has always prevented its completion.

"A definite start on the new library was made a year ago, through the acquisition of a sum of money donated by the William B. Haggerty Memorial Foundation, which made possible the purchase of a complete set of the Encyclopedia Britannica and sixty-four reference volumes . . . an additional sum was presented to the School by the William Kruschwitz Testimonial Library Fund." The Past Presidents Club and The Past Directors Club pledged annual subscriptions to the Library Fund. As the Fund grows, it is planned to add to the School Library as rapidly as possible "standard reference volumes on accounting, advertising, chemistry, engineering, textiles, selling, employee relations, and other subjects of similar value. Each new volume added to the library will carry a book plate inscribed with the name of the individual whose contribution . . . made possible the purchase of that volume."

Personal

The officers and members of the Special Libraries Association extend their sincere sympathy to Cynthia Griffin because of the passing away of her mother. Miss Griffin resigned her position as Librarian of The Cincinnati Art Museum, to be with her father in Haverford, Pennsylvania. She will, however, continue to carry on her good work as national Chairman of the Museum Group and as Associate Editor of *SPECIAL LIBRARIES*.

Anthony F. Runte, Librarian of the Walker Junior High School, Milwaukee, Wisconsin, received the H. W. Wilson award for his selection of the ten best reference books of 1939. Mr. Runte is a new member of S.L.A.

From medicine to matrimony to Montana to mining is the alliterative path of Mrs. Kenneth G. Bishop. She was formerly Helen Roberts, Librarian of the Cleveland Clinic. After a visit at the Bishop ranch in Montana, she and her husband left for Congo Belge, West Africa, where Mr. Bishop is employed by a diamond mining concern.

Edith Portman, who edited the *Associate Members' Bulletin* last year, besides attending the engineers who use her library at the Mellon Institute in Pittsburgh, this year is Secretary of the Audubon Society of Western Pennsylvania.

Miriam S. Lewis of The Curtis Publishing Company library, finds time outside her regular duties to teach history of religious art and the use of visual education at Gethsemane School of Christian Education and to take care of the library there. She is also an Associate Editor and contributor to the Philadelphia Council's Bulletin.

Olga A. Erbe has moved to the position of Librarian of Adelphi College at Garden City, New York. She was formerly on the staff of the Haverford College library at Haverford, Pennsylvania.

Helen Jane Jones of Sullivan Memorial Library, Temple University, has moved to New York.

Jeannette C. Shirk is now Assistant Cataloguer at the Carnegie Free Library of Allegheny, Pennsylvania.

Robert W. G. Vail, Librarian since 1930 of the American Antiquarian Society whose headquarters are in Worcester, Massachusetts, is now the new Director of the New York State Library in Albany. Mr. Vail "won high rank among American bibliographers when he completed in 1937 the Sabin dictionary of books on American history, known as *Bibliotheca Americana*, begun in 1868 by Joseph Sabin."

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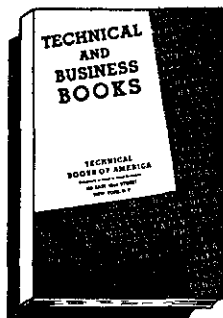
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