

Special Libraries

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January, 1941

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Problems in the Accessibility of Research Materials

By HAROLD R. HOSEA

Social Economist, U. S. Children's Bureau; formerly Editor, *Index of Research Projects*, Work Projects Administration, Washington

DURING the last 7 years the operation of research projects under the auspices of the Work Projects Administration and its predecessor organizations has resulted in the production of a mass of data and documents, the variety and scope of which have probably never been paralleled in an integrated program over a comparable period of time. One of the most serious problems involved in connection with these materials concerns possible methods of making them available to individuals and organizations actively engaged in research activities. Since these problems are almost universally encountered in any research program, the experience of the Work Projects Administration is summarized here with the hope that certain aspects of it may be generally applicable.

It should be pointed out that research projects undertaken as part of a work relief program differ from the research program of a university or foundation by one important characteristic. A work relief program involves two objectives: (1) to provide employment which will utilize the special skills and training of the needy unemployed and (2) to accomplish useful work which would not otherwise be possible. The research program of a university or foundation, on the contrary, is concerned almost exclusively with the intrinsic values of the product of research activities, and the persons employed to do the work are, quite properly,

primarily the means to an end. This distinction is inevitably reflected in the arrangements for publication or other methods of distributing the results of the scientific investigations. By virtue of the differences in objectives, it is natural that such provisions are somewhat more adequate in the case of a university or foundation program than is true of a work relief program. Therefore, it may properly be said that the problems of making research data accessible generally, as they are encountered in connection with the work relief program, are more complex than would normally be the case.

Since the autumn of 1933, research jobs undertaken as work relief projects have produced well over 6,000 monographs, bulletins and articles. This figure does not include any of the publications prepared by the Federal Writers' Project or the Historical Records Project. This mass of scientific data, which touches upon practically every field of knowledge, has been produced to fill one or both of two specific types of need. Many of the projects involve the analysis of local problems such, for example, as juvenile delinquency, motor vehicle accidents, disease, or tax procedures. On the basis of such studies adequate solutions for many types of social and economic problems have been devised. Thus this first type of need—that for local information—has been taken care of, for the data are immediately available to the officials concerned

with the problem. But, unlike the construction of a bridge or a public building, the values of these projects are not limited to the community or state in which they are undertaken. Many of them result in general conclusions which are applicable to the solution of similar problems in other areas and, in addition, frequently constitute a genuine contribution to general scientific knowledge in a given field. Thus there is the concrete problem of making the results of these research activities readily available in order that they will not be duplicated unnecessarily by other workers seeking the solution to a similar practical problem or by investigators engaged in developing a contribution to some scientific field. It is, of course, this problem and the possible methods of solving it which particularly concern the special or reference librarian.

The development of a research clearing house mechanism for a mass of varied scientific data such as those collected in connection with WPA projects involves two distinct approaches. First, the actual reports on each research project must be made available to those individuals and organizations concerned with the special field studied. The second step concerns the problem of informing the public (including research specialists in all fields) of the existence of these studies or reports—i.e., advising them that certain types of data exist and indicating where they may be found. The first step involves the preparation, and ordinarily the publication, of books, monographs and periodical articles; the second step requires the preparation of bibliographies or digests. The techniques evolved in connection with these two fundamental types of device in the case of WPA research materials may be applicable in part to similar problems encountered elsewhere.

The device for making research ma-

terials available, especially those involving important contributions to some scientific field, is the book or monograph type of report. Whether or not a given body of research data should be published in such form depends upon several considerations. Most important is the comparative significance or originality of the material. The relative number of individuals and organizations whose own research activities are sufficiently closely related to the subject of the report to warrant their intensive and detailed study of it, and the extent to which adequate dissemination of the subject matter of the report necessitates the inclusion of elaborate statistical or other types of supporting factual data must also be taken into account.

Probably it is safe to conclude that the processes which ordinarily determine the selection of scientific materials for publication are relatively inefficient. Variations in the financial resources of research organizations, in the policies and procedures of publishing firms, and in the "publicity-mindedness" of research workers inevitably tend to exclude objective criteria in the determination of publication policies. However, the practical inevitability of this situation does not alter the fact that many costly scientific books are published unnecessarily and distributed inefficiently—at least in terms of their intrinsic value to research in general. Neither does it alter the fact that the converse of this situation also exists; many substantial scientific contributions are never made available to research workers to whom they would be extremely useful.

The publication of books and monographs resulting from WPA research projects is no exception to this generalization. There are books and monographs based on research projects involving highly technical investigations which, notwithstanding their significance as scientific

contributions, are, nevertheless actually required in their entirety by so few specialized research workers that formal publication is unnecessary. On the other hand, there are much larger numbers of reports, now available only in manuscript form, which would be of inestimable scientific value if they could be made available to research specialists.

It should be pointed out that the Work Projects Administration does not undertake the publication of research reports on work relief projects nor does it, as a rule, allocate any funds for such purposes. Similarly, the Administration does not undertake to edit or censor such reports, most of which are not transmitted to Washington except in final form. On the contrary, as a condition of approval of the project, State and local governmental departments acting as sponsors of research projects must agree to prepare an adequate final report on the results and to make copies available at a nominal cost without restrictions as to public use of the data. These regulations are in accordance with the policy of the WPA in insisting that most projects shall be initiated by local communities for the purpose of supplying needed improvements. It is obvious some of the less desirable factors which influence publication practices in the field of research generally are inevitably operating in connection with WPA research project reports. However, this situation is not sufficiently serious to warrant the imposition of rigid restrictions by a central office, a policy which would tend to discourage the local initiative indispensable to sound operation of the program.

A steadily increasing proportion of the results of WPA research projects are made available in the form of articles in professional and technical journals. This medium for the dissemination of research materials has many advantages over the monograph type of report. In

the first place, it is more economical because of the brief type of presentation and because the demand for copies is well known in advance. More important, it is highly effective in reaching the particular individuals and organizations concerned with the special fields of science with which a given report is concerned. A third advantage is found in the relative promptness with which research data may be made available in scientific periodicals. By this method, research specialists may publish partial findings and, by so doing, assist in eliminating duplicating research activities, and at the same time profit by the critical comments of other research specialists in the same field.

There are certain disadvantages attached to this form of publication, many of which are not inherent in the nature of the device but have developed as a result of its uses and applications. To take an extreme illustration, an important study in the field of population may appear in only one of several standard journals published in various broad fields such as economics, geography, statistics, political science, population, sociology or genetics. Thus a student of population problems might well be faced with the necessity of spending an entirely unjustified proportion of his time, energy and income in order to keep abreast of developments in his field. At present, the practical obstacles to logical departmentalization (if such a device may be assumed to exist) of the subject matter of professional and technical journals are probably insurmountable. The only practical solution is current bibliographical and abstracting services—the device in the case of this particular illustration being *The Population Index*.

At first glance, the impracticability of publishing long and detailed scientific reports in the form of periodical articles for the use of specialists might seem to be

a disadvantage. On the contrary, it may be regarded in one sense as a definite advantage. Elaborate studies which are required in detail by relatively large numbers of research specialists would normally be published in book form and some announcement or review of such publications made in the appropriate technical journals. Detailed studies required by small numbers of highly specialized workers can readily be summarized and described in brief periodical articles. In many such cases, the actual need for the detailed data is not sufficient to warrant complete publication in any event. Thus, the relatively few workers who require complete data, having learned of their existence through the summary, can secure mimeographed, photostated, typed or microfilm copies. The great advances in economy and efficiency made possible by these methods of distribution, especially by the microfilm process, are being increasingly utilized. The rapid growth in the activities of the American Documentation Institute in the field of auxiliary publication is evidence in point.

Thus far we have concerned ourselves with the first step in the process of making scientific data accessible, i.e., putting it in some form which will make it available for use. There still remains the problem of making the existence of these materials known to the research workers who require them.

The 6,000 reports which now exist as a result of WPA research projects, and which are distributed in subject matter throughout nearly the whole range of human knowledge, consist of formal books and monographs, manuscripts, and articles in scientific journals. For the most part, the books and monographs, having been issued by local governmental bureaus rather than by commercial publishers, have not been widely announced or reviewed. Therefore, many of them

were virtually inaccessible. Manuscript materials, many of which are highly important scientifically were entirely unknown. The periodical articles were accessible to the respective research specialists concerned with their subject matter; because of the duplication and overlapping among technical journals noted above, their practical accessibility was considerably less than complete.

Given this situation, the Work Projects Administration felt that, in view of its active participation in these research projects, there existed a definite obligation to make the results available for the use of individuals and organizations engaged in similar scientific investigations. Accordingly, summaries of more than 5,000 of these research reports were made available in the three-volume *Index of Research Projects*. That such a compilation is useful is evidenced by the fact that some 1,600 individual requests for copies of the initial volume were received during the first 3½ months, virtually exhausting the original printing.

As in the case of existing abstracting services, this *Index* includes a brief summary, informational rather than descriptive in type, of each report based on a WPA research project. The possibility of compiling this reference publication in the form of a bibliography was not given serious consideration primarily because of the scope of the subject matter involved and the inaccessibility of many of the original reports.¹

A well-annotated bibliography is probably entirely adequate for most research specialists so far as it concerns materials which fall within their own particular field of interest—which may be highly technical and consequently limited in scope. An informational abstract, in which the major conclusions of a study

¹ U. S. WORK PROJECTS ADMINISTRATION. Division of Professional and Service Projects. *Bibliography of Research Projects Reports*. W.P.A. Technical Series. Research and Records Projects Bibliography No. 1—Feb. 2, 1940—Washington, D. C., 1940. Mimeographed.

are restated, is certainly as useful to the specialist as a bibliographical note, and, with the addition of a sentence or two on methodology is probably even more useful. On the other hand, neither a bibliography nor an abstract is intended to serve the research specialist as a substitute for the examination of original reports in his own technical field. However, by reading an abstract he may have some basis for determining whether or not a given document is sufficiently pertinent to warrant the expenditure of the time and funds required to procure a copy of the original material. Although the abstracts do not include critical comments, they do provide a more adequate basis for evaluation by research specialists than do bibliographical notes.

With regard to any one report, it should be noted that the specialists engaged in research in the same limited field constitute a very small proportion of the total number of readers who will be interested in the subject matter of the report. For example, an analysis of the causes of delay in the trial of criminal cases will be of immediate interest to several hundred criminal lawyers and criminologists working in that special field; on the basis of an abstract many of them will wish to secure a copy of the original report. At the same time, there are literally thousands of sociologists, political scientists, social workers and others vitally interested in this subject but specializing in some other aspect of social science. To this vastly larger group this particular report is important in orienting their own studies, but they do not have the time nor the inclination to make a critical and detailed reading of

the original report. An adequate abstract, carefully prepared and edited by a competent staff, provides them with all the information which they require concerning this particular study.

Thus it may be said that each abstract serves one function for a particular specialist, and simultaneously serves another equally important function to several hundred specialists in allied fields of research.

The published summaries of these reports represent marked progress in the solution of the problem of making WPA research materials accessible, but it is far from a complete one. There still remains the problem of manuscript materials which ought to be more accessible. Fortunately, however, active cooperation of the Work Projects Administration and the American Documentation Institute makes it possible to supply microfilm or photostatic reproductions of these manuscripts at nominal rates. Increasing use of these facilities will undoubtedly go far toward the solution of this problem.

Space does not permit discussion of the application of these techniques to the general situation with regard to the accessibility of research materials. That there is need for abstracting services in many fields is indicated by the fact that numerous such proposals have been received by the WPA in the form of project applications. While the difficulties involved in planning abstracting services to supplement those already in existence are admittedly serious, none is insoluble, and it is probable that they will continue to play an increasingly important role in the mechanics of research activities.



The primary source of our present troubles is the complete incompatibility between our historical traditions and the new, more exacting conditions of life created for us by invention and discovery—H. G. Wells

The Informational Needs of a Broadcasting Company

By FRANCES SPRAGUE

Librarian, National Broadcasting Company, Inc., New York

THE needs of a radio broadcasting company for research information are considerably more varied than is at first apparent to one unacquainted with the business. To many people, radio means simply artists and programs; for they are unaware of the large organization and the many departments necessary to carry on broadcasting. For instance, in our own company, in our New York office alone, there are more than 1300 employees, other than artists. These are made up of people from such divisions as: Executive, legal, engineering, television, international, information (including publicity and photography), sales, statistical, program (including music, script writing, special events broadcasting, education), artists service and station relations.

Such a diverse group necessarily makes for much variety in information required. To handle this our company has three types of libraries: the Music Library in which the actual music, scores, orchestrations are on file; the Law Library which specializes in legal material, and in which all government and other reports pertinent to broadcasting are kept; and the General Library which I shall describe in this article. This General Library was organized in 1930 for the purpose of assembling all possible literature on radio, and thereby of making available a history of the radio industry as told in books, periodicals, pamphlets and promotional data. In addition, all books

formerly scattered throughout the company were brought to the library, catalogued there, and re-loaned to the departments when necessary. In this way, a record was established of all books owned by the company, and much duplication avoided.

The variety of the every-day demands on the General Library might surprise an outsider. These calls range over a considerable field depending on the department from which they come. On being given a certain assignment script writers may ask us to send to them all the material which in any way relates to "The Romance of Steel," or to locate all possible references on "Sea Monsters." One of our departments or related companies may call for information on the number of radio receivers and radio stations in the United States and Canada, together with the total investment in each. In order to check proper sound effects in a program relating to Walter Reed and yellow fever, once we were asked, if yellow-fever-bearing mosquitoes buzz or are silent. In putting on a certain play, we may be asked for the first production date, name of producer, theater, and cast. In some instances our program directors wish to use a member of the original cast.

Possibly the Television Department will need a picture of the Palazzo Venezia, or of a New York street in the 80's for background in a television production. Special Events Department may need any kind of background material at a

moment's notice—one big prison break, for instance, required a study of background detail prior to broadcasts. Sales Department may wish specific data on business, market and industries. Engineering Department often calls for articles on technical radio and apparatus, television, frequency modulation.

Behind these differing requests emerge the four main categories into which our material is divided:

1. Radio and television, both technical and general, current and historical,
2. Material which will assist in building, writing, and checking information for radio programs,
3. Studies of markets, industries, general business conditions, population, income, etc.,
4. General information of all types; also specific information of value to individual departments, such as material on personnel work, office management.

Now our collection includes close to 12,000 catalogued books and pamphlets, plus several thousand miscellaneous magazines and pamphlets. The greater portion is made up of radio and television volumes, including bound volumes of periodicals. We have aimed to make the collection historically sound and to build a library which will be invaluable in research in the field of radio. There are technical books, such as those on radio communication and engineering, vacuum tubes, radio measurements, short waves; as well as non-technical books which relate to special phases such as radio advertising, education, radio writing, technique of appearing before a microphone, listener surveys, radio yearbooks from all over the world, station lists covering the world, so that data on wave lengths, power, call letters, location of all stations can be quickly ascertained. Also there is the promotional material issued by NBC, CBS, MBS, and independent stations.

Next in number of volumes, comes the literature about music and musicians. This includes over a hundred volumes of orchestra program notes, basic music dictionaries, individual biographies of composers, books of stories of songs, and operas.

We have an extensive drama section, including the complete Burns Mantle *Best Plays*; also anthologies of poetry, books of quotations, books on mythology, and history; also consumer data, income data, marketing, advertising, statistical textbooks and studies, and budgets.

Our general reference material is made up of encyclopaedias, dictionaries, all types of *Who's Whos*, foreign language dictionaries, *Congressional Directories*, educational directories, *Poor's Register of Directories*, *Moody's Industrials*, *Army Register*, *Navy Directory* and others. We make almost continual use of the published indexes, *The New York Times Index*, and bound volumes of the newspapers, *The Reader's Guide to Periodical Literature*, the *Industrial Arts Index*, *Firkins' Index to Plays*, *Firkins Index to Short Stories*, *Granger's Index to Poetry*, the *U. S. Catalog* and *Cumulative Book Index*.

We subscribe to radio and television periodicals and to others closely related to the field. Most of these are bound each year.

We have tried to keep our methods as simple as possible and yet in sufficient detail so that we would not lose in efficiency. The classification used is that of the Library of Congress. Since at the time we started classifying the radio section there did not seem to be a classification which had a satisfactory break-down for radio subjects, it was necessary to set up a form for that section. Some of the ideas for the technical section were taken from the Classification of Radio Subjects, an extension of the Dewey Decimal System, as developed by the U. S. Bureau of

Standards, although we needed it greatly simplified.

For the general material, it was necessary to draw on our own experience in finding out into what divisions radio material would logically fall. From this we drew up a classification conforming in general idea to the sequences used in the Library of Congress classification. We adopted the letters T L. (In the Library of Congress classification T L is the motor vehicle and aeronautics section, which I thought we would not need as a rule.) Before we finally adopted this adaptation of Library of Congress classification which I had drawn up, we made a final test of it, by shelving the radio books in various ways, until we decided upon the most logical arrangement and then based our classification scheme on that arrangement.

We avoided a too detailed breakdown in classification and kept it as simple as possible. The following are examples of some of the headings in the general radio section:

- Societies, Conventions, Meetings
- Biography
- Special Countries (alphabetically by country)
- General Radio Broadcasting
- NBC
- CBS
- Other stations (alphabetically by call letter)
- Politics
- Radio and the Press
- Radio advertising
- Education
- Writing

The part of the library relating to books other than those on radio, was classified according to the regulation *Library of Congress* system.

The subject headings for radio have had to be most detailed in order to bring out quickly the material we need. Under the heading Radio Broadcasting, to mention only a few, there appear such divisions as:

- Drama
- Education
- Government versus private control
- Music
- News

- Politics
- Programs — collections—children—policies—production—women
- Public opinion
- Religion
- Social aspects
- Sports

All radio pamphlets are catalogued in the same manner as are the books. Those which are kept in the vertical file, have the small letter "p" in front of the regular call letters, which indicates that the item is a pamphlet.

We prepare the books and pamphlets for loaning to our employees, by cataloguing, classifying and using book pockets and book cards. Magazines after being checked in, are routed regularly to those men who have asked to be placed on the official list to see certain journals. This applies particularly to the engineers, who are continually following new developments.

I am appending a list of reference questions which the reader may find amusing as well as pertinent. These are all questions which we have had recently, and they indicate the type of information we are called upon to furnish:

1. Articles on the broadcasts of the 1940 campaign; also the use of radio in the 1924 and 1928 campaigns.
2. The number of farms in the U. S. with running water and central heating.
3. What is the diameter of a human hair?
4. Find a picture of a human skeleton.
5. Find the number of blind, hospital patients, and shut-ins in general in New York City and the U. S.
6. What railroad did Casey Jones operate?
7. Material and photographs on the Burma Road.
8. Locate accounts of the Lusitania and Titanic disasters.
9. When was the Immigration and Naturalization Service made a part of the Department of Justice?
10. Find details on the introduction of the tango to this country.
11. Locate certain quotations from Churchill's speeches.
12. Furnish copy of Statutes and By-Laws of the International Broadcasting Union.
13. Of what material was the filament of Edison's first incandescent lamp made?
14. What is "Stonewall" Jackson's first name?

The foregoing are not out-of-the-ordinary questions, for our variety is unlimited, due to the diversity in types of radio programs broadcast, and to the many types of interdepartment services necessary in running a broadcasting organization.

Education in a Natural History Museum and its Library

By MARY B. COBB

Librarian, Boston Society of Natural History, Boston

A MUSEUM, or at any rate the natural history museum of today, is a place of movement, of change, of experiment. If we read Adam's little masterpiece, *The Museum and Popular Culture**, we get the impression that museums as a whole are in a transition stage, wavering between the ideas of collecting, display, entertainment, formal instruction, and research; some attempt all these things at once. Mr. Adam rejoices that museums are not cast in a formal mold, and so may develop as they will; but he makes clear the drawbacks of varying standards and uncertain direction.

By its very nature a library is a more settled type of institution. It begins to exhale tradition with its first serial file. It may not make history but it records it. At any moment, by means of its archives it can look back over a period of time and indicate the trend of things. It is Janus-faced, alert toward the future but guardian of the past. It must be impartial, storing away briefs for both sides of a case, an umpire at many a controversy. This makes the museum library, perhaps, the *stablest* factor in the institution. The museum needs this element of stability just as the library is benefited by the museum's vitality; benefited by the fact that it must painfully build up its own position rather than be accepted from the start.

* *The Museum and Popular Culture* by Thomas R. Adam. N. Y. American Association for Adult Education, 1939, 177 p.

But despite the Library's impersonal attitude and its deference to the real actors on the museum stage, it needs, I think, to ponder some fundamental questions in order to be of the greatest service. What is a museum for? What human needs does it answer? What is a library for? In the broadest sense what does *education* mean? Should all of a museum's activities come under the head of "Education," or only certain ones?

Suppose we ask specifically: What makes a museum library great, not only in possessions but as an active, recognized force in its institution? One answer, at least, is to be found in the museum's program, and explains in part our concern in it. *A sound educational program in the museum is bound to insure adequate support and status for the library*, as such a program could be carried out with difficulty without the help of a good library. On the other hand, if no active class or group work or research goes on in the museum, the library may become easily an isolated and neglected feature. If the emphasis of the museum is on children's work alone, or on popular exhibits without teaching, a library which is composed principally of general reference books and ample picture files will meet all requirements.

There is much for librarians to learn from curators, exhibits and books. We can learn, too, from our public what needs to be taught. We can find out which books bring real enlightenment, and which ones

make travesty of nature by their dullness. Often museum visitors will tell the librarian when an exhibit has stimulated them, and when a roomful of specimens has left them cold.

To the librarian no step in the educational process is unimportant. She remembers that "for want of a nail the shoe was lost"; and she must keep many nails for all sorts of shoes, each in a place where it can be found. With equanimity she bears the scoffing at her worship of detail.

Every so often in private she takes out and examines her rules and methods, lest they become fetishes, ends in themselves rather than means to an end. It is our conception of what it is all about, which it will repay us to examine critically at intervals, and to keep in the background of all our effort.

While we work let us watch our museums with the keenest interest and see where they are going. Watch this process of education. With whom does it succeed? Who is left out? Where do people get the idea that natural history is all right for those who like "birds and bugs and flowers," but not for them. Do they live in another physical world from ours? Have they never been to the mountains or seen the ocean, or watched an eclipse or fished a stream, or wondered about the weather? They may say of natural history that they can take it or leave it alone. In this,

I think, they are mistaken. It is far more essential than they may have been led to believe.

But to go back to our library and its museum, they seem to me two different types of educational tools, working together to preserve and depict and explain the things of the natural world; the museum's method more vivid, more appealing; the library's less spectacular but no less needed.

Enthusiasm for this cause may meet with trying times and disappointments, when standards seem to be lowered for some momentary gain, or numbers and publicity are prized above the slow plodding work of education. But discouragement cannot last long, because the study of man's environment seems an *essential* study; his curiosity about it is perennial. One can never "go stale" in a field so broad and full of infinite variety. Besides all that the work demands of us in training, resource and patience, it calls, too, for an *exercise of faith*; faith in education, in natural history and in democracy. This means simply that we believe in people's capacity and will and right to learn, and in the universal drawing-power of nature.

With this assumption we are bound to watch with eager interest the development of the museum's program, and rejoice that we may have some part in it.



The library can not work alone, but must work with all other agencies concerned with education and the diffusion of ideas. Schools, colleges, debating clubs, forums, organized groups of many kinds—all will need to an unusual degree the materials and services of the library in fields related to society's present problems. The library must not fail them.—Carl H. Milam.



Industrial Libraries on Parade

By JULIET WALTON

Librarian, R. & H. Chemicals Dept., E. I. du Pont de Nemours & Co., Inc., Niagara Falls

IN the September issue of *Special Libraries*, Mr. Robert Gros sets forth some ideas upon publicizing our work. In order to bring the existence of large special libraries in the chemical plants of Niagara Falls to the attention of the people of the city, the staffs of these special libraries participated in a Book Fair held during Book Week, at one of the Junior High Schools.

Last spring the project of holding such a Fair was proposed by a school librarian member of the Niagara Falls Library Association which includes the staffs of the special libraries and public and school librarians. The industrial members joined eagerly in participation because we welcomed the opportunity to show to the people of the city that such libraries existed and how they served the chemical industry.

So we formulated plans to display in the room placed at our disposal, not merely technical books and periodicals, but examples of the various functions the industrial libraries perform in serving the plants. The exhibits outlined included displays of patents, translations, cataloging, abstracting periodicals and preparation of abstract bulletins, preparation of searches and bibliographies with a tie-in to advertising brochures, microfilming equipment and binding and book repair apparatus. One member of the industrial group assumed responsibility for each section of this display, with a general chairman to insure adequate coordination. Each library then turned in to each subchairman material representative of

the manner in which that library performed that particular function.

The woman responsible for the patent display had obtained a collection of original patents from many countries, bright with seals and ribbon. In fact there was one Japanese patent that could have been framed and put on the wall for a print without looking at all out of place. She also had collected U. S. patents covering the main products of the different companies represented, together with sets of index cards showing the method of patent indexing used by each company. And then for a lighter touch, she had secured a group of just plain funny patents, the intricate device for getting you out of bed in the morning by pulling off the covers and similar ones such as all of us who read regularly the *Official Gazette* chuckle over and show to our co-workers. She also displayed bound copies of the *Official Gazette* and Decisions of the United States Patent Office. This display was spread out (and fastened down) on a square of tables in the middle of the room where people could circulate freely around them. The more valuable patents were protected by Cellophane.

We had a complete microfilm set-up beginning with an improvised photographing device, consisting of an ordinary candid camera mounted on a readily portable standard, with tubular lights also mounted on the same standard. It is a neat gadget; they moved it into our library one day and photographed twenty or thirty pages on one small corner of a table in practically no time at all. With

this was shown, the developing and film splicing equipment, and the Argus Reader was set up with film in it so that people could turn the knobs and see just how it worked. This display was completed by the film filing cans and cabinet.

Tacked against a wall and displayed on tables we had an extensive set of translations, including some from Hungarian and Russian, with their photostat originals.

We also had set up apparatus for stamping numbers on the backs of accessioned books, and the equipment for binding and book repair as it is used in one library.

Next was a new book with a Dewey Decimal Classification open at the appropriate number, and a set of catalog cards, to demonstrate how books were classed and cataloged.

There was also a set of journal articles with the cards and slips to show how the different libraries abstract pertinent arti-

cles for the information of their technical personnel and, in addition, copies of the different forms of abstract bulletins which are used.

The last exhibit was a display of a volume of *International Critical Tables* and of *Chemical Abstracts* and reports of literature searches and copies of bibliographies, together, in one case, with an advertising brochure based directly upon a search.

In addition to the display of strictly library work it was decided to add general displays of plant products, since material for these could in most cases be obtained from the stock of the advertising sections of the different plants and it was felt that they would dress the room and increase the interest of the public. As finally assembled, the display included a model of the first hydroelectric generator installed at the Falls, from which all our electrochemical industry developed, and product displays by the larger companies.

Industrial Libraries Exhibit at Niagara Falls



With some of these were shown periodicals illustrating the range of industries that used the products.

In passing I might remark that all these displays, as well as the microfilm equipment, had to be lighted from one double socket on one side of the room. There was a hurry call to the electrical sections of several plants for extension cord with sockets and double sockets. However by stringing yards of cord along the walls everything was connected without making the connections too apparent and we did not overload the circuit, as we feared when we first discovered our dilemma.

When the displays were all lighted up they looked most attractive and received a lot of attention.

The exhibit was well attended and the people made interested inquiries about the exhibits, so that we feel that our efforts have been worth-while in making some of the people of this city conscious of the existence of special libraries in the industrial plants from which so many of them gain their livelihood, and perhaps, in giving some idea of the part special libraries play in the progress of those industries.

Wright Aeronautical Corporation Library

By W. S. BRISSEL

Librarian, Wright Aeronautical Corporation, Paterson

SEVERAL years ago this corporation had a library which consisted of one or two small bookcases of various technical books, which had been presented by the Engineering Department personnel. As the business developed, it was found necessary to purchase additional books on current technical matters pertaining to our particular industry. Finally a librarian was appointed to take care of this collection, as well as other general Engineering routine data. After a period of a year or two the pace of the industry was stepped up to such an extent that it was necessary to have an assistant to carry on some of the growing details of this work.

While the library as originally started was purely an Engineering Department library, it finally branched out to cover the entire organization and a Library Committee was formed. This committee consists of five members of the organization, each of whom is a specialist in his own particular line of aircraft engine development.

Our sources for obtaining material are many and various. All books, special

articles and magazine subscriptions are approved for purchase by the above mentioned committee. Some books deal with only a particular feature of our work, while others are of a broader nature. When they deal with a particular subject the books, after being purchased, are entered in the library and charged out semi-permanently to the head of the division who requested the publication. However, they are always available for the entire personnel.

Our subscriptions cover all main foreign aeronautical journals and all those of this country. As they are received, certain members of the committee check them and state whether any articles are of sufficient interest to be indexed for future use. If they are, they are sometimes indexed under several different subjects, as it has been found that in technical matters persons often think of a matter in different terms. This type of indexing also applies to books.

Through our various contacts we are frequently able to obtain advance data regarding various articles being written on development subjects handled by

different universities and other organizations. At times it has been necessary for us to pay for the typing of these articles in order to get them in advance of the time when they would be issued regularly.

We receive several lists of current translations of foreign material and often purchase articles of this nature, which are of particular interest to us. In some cases the cost is quite high, but we find it very worth-while.

Now our library consists of a room 20 by 30 feet, with bookcases on all sides containing several thousand books, articles and magazines. We also keep files of master prints, photographs of various engines, parts, etc., taken through normal daily work. These photographs are all indexed under subjects and are readily available. In addition to this we have in the library the slides that are made to illustrate various subjects of different papers that are written by the personnel of this organization. These are also indexed under subjects.

We issue weekly a ditto list of the new material indexed in the library and this is circulated to all personnel concerned. We find that this saves the time of our engineers by making it unnecessary for them to see all publications, some of which do not contain material of interest to them, yet this assures them of not missing any articles with which they are concerned.

At times it seems difficult to get library material returned, but after rather consistent work in educating personnel to the fact that the library is not for any particular individual but for the entire organization and that its chief value is having material available when wanted, it has finally gotten to the point where results are satisfactory.

During this period of increased production for the present emergency the library has been of assistance in furnishing material readily for the engineers and other personnel, who are actively engaged in development and production work.



Another SLA Publication

TRADING-NAMES INDEX, a list with definitions and sources from a card file in the Technology Department of the Carnegie Library of Pittsburgh, compiled by a Committee of the Science-Technology Group of Special Libraries Association, will be published in January instead of September as announced previously. The volume of approximately 174 pages contains an alphabetical list of 3496 trade-names. For each of these a definition is given and usually a reference to a printed source of further information is cited.

In general, the list is concerned with materials, processes and equipment hav-

ing some technical significance. In addition to the list of trade-names actually defined, the volume includes a record of more than 100 lists on sources of further information on trade-names.

It will be of great help in the difficult problem of identifying and defining the numerous products known and sold under "coined" names or trade-names. This publication also should prove an indispensable tool for patent attorneys, purchasing agents and research engineers.

The price of *Trade-names Index* is \$4.00 plus postage. Orders should be sent to Special Libraries Association, 31 East Tenth Street, New York.

Information from Federal Government Sources*

By REED HARRIS

Acting State Director for New York, Office of Government Reports and United States Information Service,
New York

RAPID development of the national defense program has intensified the need for securing information quickly and efficiently from Federal Government sources. It is the purpose to suggest a few ways in which one agency of the Government can assist librarians and the general public in this perpetual information hunt. There is no attempt here to give a complete report.

A major difficulty experienced by the average person seeking Government information lies in deciding where to direct an inquiry. Government is in a constant state of flux, especially in a time of emergency. Even close students of government find it hard to keep up with changes made by Congressional enactments, Executive orders, and administrative rules, or through personnel turnover. It is in untangling this problem that the Office of Government Reports performs one of its most important services. As a clearing house for up-to-the-minute information regarding the Federal Government, the OGR is able to serve as a sort of traffic policeman, directing inquiries to the proper avenues.

As the successor to the National Emergency Council, the OGR numbers among its functions the following, as stated in the President's Executive Order No. 8248, dated September 8, 1939:

To provide a central clearing house through which individual citizens, organizations of citizens, State or local government bodies, and, where appropriate, agencies of the Federal Government may transmit inquiries and complaints and receive advice and information. . . .

To collect and distribute information concerning the purposes and activities of executive departments and agencies for the use of Congress, administrative officials, and the public.

These functions are only part of those entrusted to the OGR, but they are the ones of special interest for the purposes of these notes. The OGR is a part of the Executive Office of the President and as such is charged with a number of specialized duties, including the preparation of reports on State legislation of interest to Federal agencies, the making of studies concerning the relationship of State, Federal and local agencies, and related tasks. In Washington, the OGR operates the Division of Press Intelligence which is the central newspaper clipping service for Congress and the Federal agencies.

It is to carry out the information-giving function that the OGR operates the United States Information Service. This division has a main office at Washington, D. C. and a branch office at New York City. Both units are equipped to handle inquiries by mail, telephone, or over the counter.

* Based on a talk given before the Financial Group, New York Chapter, Special Libraries Association on November 13, 1940.

The Information Service was established in March, 1934 as a division of the National Emergency Council, to function as a central clearing house for information on all phases of governmental activity. It furnishes to the public, upon request, *factual information* on the structure and operations of the Federal departments and agencies, and assists Government departments in serving the public through the proper routing of inquiries.

Special librarians in the Federal establishments in Washington and New York have found that by referring general questions on the Government to the Information Service, they can avoid unnecessary routine research, and thereby devote more time to the specialized services needed in their own divisions.

The Information Service compiles the principal OGR publication, the *United States Government Manual*, basic source book on the functions of Federal agencies. The *Manual* results from the need for integrated, authoritative information on the *organization* and functions of the departments and agencies of the Federal Government. It is designed as a *reference* book to provide source material that will answer questions concerning the authority for and the organization and procedure of the Federal agencies and institutions. Each section is approved by the head of the department or agency concerned. The *Manual* includes organization charts of the principal Federal agencies. It also contains a *limited bibliography* of some of the principal publications of the various Government establishments. It is published 3 times a year.

In keeping up with changes in the Government, the United States Information Service receives all Federal releases, reports, and periodicals. It thus has up-to-date information on all Government publications. It frequently assists librarians by furnishing data on these newly

issued publications. Librarians who feel the need of securing information on Federal publications before the Superintendent of Documents can make the data available in the regular printed lists will find the Information Service helpful. It should be noted that the requirements of the national defense program are causing the Government Printing Office to operate at capacity, day and night, and that *therefore certain delays* in supplying documents, and in printing lists thereof, are unavoidable at present.

The New York office of the Information Service, in addition to having facts regarding new Federal publications, serves as an agency of the Superintendent of Documents.

To meet public requests for information, the OGR puts out various publications from time to time in addition to the *United States Government Manual*. It will be noted that these publications invariably include data concerning broad phases of the work of the Federal Government, thus bringing together information which otherwise would be available only through several individual Federal agencies. The publications are time savers for the person who wants general background, or an over-all picture of Federal operations.

In cooperation with the Advisory Commission to the Council on National Defense, the OGR since July has been issuing, twice a month, lists of Federal defense contracts awarded to firms in each State. These mimeographed tabulations indicate the source of each contract (branch and unit of the Government); date of award; name of firm; and the amount involved. The tabulations are available upon request to any office of the OGR or the USIS. If New York experience is any criterion, special librarians are finding these lists especially valuable. Financial institutions, railroads, and public utility companies generally, are making extensive use of them.

Another of the defense publications issued by the OGR is the recent pamphlet *Defense Employment and Training for Employment*, which outlines information on opportunities in both the civilian and military phases of the defense program. It shows interested persons what training is available, what types of jobs are open, and where and to whom to apply. This pamphlet has been used by many schools, colleges, and youth organizations.

Librarians have often expressed appreciation for the OGR *Directory of Federal and State Departments and Agencies* issued in each State. This publication contains the name, address and telephone number of the principal representatives of each Federal and State establishment. In most States, it is revised at least once a year.

Other publications issued by the OGR are as follows:

Digest of the Purposes of Federal Agencies. Prepared by the Information Service, from the *Manual*. Summarizes the authority and functions of the principal Federal departments and agencies and their sub-divisions. (50 pp.; printed; pocket size; free.)

Informational Handbook, 1940 Edition. Contains data and tables, as of December 31, 1939, on subjects of general interest to students or writers on the Federal Government such as the national income, public debt, farm income, employment, cost of living indexes, interest rates charged by Federal lending agencies, etc. (43 pp.; mimeographed; free.)

Activities of Selected Federal Agencies, 1933-1940. Historical and current facts and statistics relating to a selected group of Federal agencies. (103 pp.; mimeographed; free.)

Consolidated State Reports of Selected Federal Expenditures, 1933-1940. A national tabulation by States and by agencies of the principal Federal grants, loans, and public works expenditures. (3 pp.; multilithed; free.) Note: A copy of this 3-page tabulation is bound in each copy of the *Activities* booklet listed above, although it may be obtained separately.

County Reports of Estimated Federal Expenditures, 1933-1939 and 1940 Supplement.

One set for each State, giving cumulative totals by agencies of Federal loans and expenditures, for all counties. (No. of pp. varies with State; mimeographed; free.)

Consolidated State Reports, 1933-1939 and 1940 Supplement. One report for each State, covering Federal loans and expenditures; State statistics; a narrative review of selected Federal agency operations; and a summary of work accomplishments of Federal agencies. (No. of pp. varies with State; mimeographed; free.)

United States Government Chart. A basic organization chart, showing the principal agencies of the Federal Government. (Multilithed; free.)

For the use of visitors to Washington, the central office of the Information Service also prepares current lists giving the names and addresses of Government Personnel Officers, Purchasing Officers, Libraries, Publication and Information Offices, and the like. The New York branch also prepares such lists when occasion demands.

Because of the broad functions performed by field representatives of the OGR, the field offices which are located in each state are not all equipped to furnish a complete information service such as that available through the USIS. However, OGR representatives are prepared to give information on Federal agencies in the States they serve. They will also furnish OGR publications on request. Inquiries requiring special attention or research may be directed to OGR representatives, although such inquiries will often, of necessity, be referred to Washington.

In the ordinary course of their work today, OGR representatives are concerned with all phases of the national defense program. They will be glad to assist special librarians or others in determining what national defense activities are going forward in their States, and in obtaining information about those activities.

Books on Democracy

By FRANCES E. CURTISS

Research Librarian, The George B. Catlin Memorial Library, *The Detroit News*, Detroit

WHAT is Democracy? A spirit of Society, a state of Society, or a form of government? Generally speaking it is used to designate a form of popular government. Today Democracy stands at the cross-roads, fighting for life, with frontiers in Britain. Therefore, a selected list of books on Democracy is timely.

Shall it start with its roots as presented in some of the old classics? A valuable introduction to the study of Democracy is found in *Democracy*, compiled by Saul K. Padover, wherein excerpts from letters and writings of Thomas Jefferson are arranged in a stimulating way, expressing Jefferson's political and social opinions, and proving that he belonged not to the 18th but to the 19th and 20th centuries. *Democracy in America*, by Alexis de Tocqueville is one of the most noteworthy books on political subjects, and was the first comprehensive treatment of Democracy itself. It is done with the disinterestedness of the ideal statesman, who noted the pulse of the time, drawing a clear picture of the political and social institutions of the United States in the 1830s. *Plato Today*, by R. H. S. Crossman, presents modern questions in the light of Greece in Plato's time, when faith in Democracy was waning. For those who would read more in this tempo, there is James Bryce's *American Commonwealth*, Lincoln's *Speeches*, Thomas Paine's *Rights of Man*, and Matthew Arnold's *Culture and Anarchy*.

To select the more valuable books from recent publications, is indeed a task.

Time alone will give them permanence. For the American who would know for what his country stands, James H. Tufts' *Our Democracy: Its Origins and Its Tasks* will be found helpful. Tracing the life of man from the first days of cooperation, it follows through the development of the meaning of liberty, and the growth of self-government, all of which will be an aid to the new citizen.

Walter Lippmann can be counted upon to be stimulating, even if one does not always agree. *An Inquiry into the Principle of The Good Society* is a modern book treating of present day movements and thought, the dreams of the first world war, the machine age, collectivism, totalitarianism, roads to war, liberalism and its reconstruction, debacle, agenda, principles and testament. A pre-war book, it prophesies many of the new problems of today and the present war. *Why Democracy* by Jay W. Hudson deals with the ethics rather than political science or economics. The history of the rights of man, equality and freedom, are clearly stated, with a well worded *Creed For Democracy* completing the book.

Tonic reading for these days is Jacques Barzun's *Of Human Freedom*. Democracy as an atmosphere or temper rather than a political doctrine, is the keynote of the book, as it denounces all forms of absolutism,—political, scientific, and educational. An idealist, Lewis Mumford, in *Faith for Living*, protests against fascism, and proposes a program for the survivors of the mass attack on Democracy. Spiritual confusion and inertia have made the democratic world both tardy and

ineffective in meeting the peril of the barbarians of today.

A thin volume of pithy good sense is R. B. Perry's *Shall not Perish From the Earth* analyzing with searching comprehension the tenets of Democracy and Totalitarianism, he warns of what we in America have to defend, what to resist, and how much liberty should be allowed dissenters whose ideologies would end all democratic liberty. *This Nation Under God* by Arthur E. Holt, is a refreshing change from semi-Marxist writing about social problems. It has a real message for those who see in the present trend a peril to democracy.

R. H. Gabriel's *Course of American Democratic Thought: an Intellectual History Since 1815*, is a liberal interpretation of the place and challenge of education in a democracy. There we find a delineation of movements and individuals, constituting an effective analysis of the tradition of thought as related to changing opinion, the impact of new concepts of man and his universe, and the panoramic change in American life. This should be read by those who would give new meaning to American history and institutions.

EDUCATION too, plays an important part in the life of a democracy. Professor Jesse H. Newlon says in *Education for Democracy in our Time*, that a social strategy must be fashioned for democracy. It must take account of the actualities of American life in its class structure, in its interest groups, what is good and what is undesirable in its traditions. Schools are a reflection of the society which supports them. We can enjoy democracy in our adult world only if our youngsters are schooled in democracy. *A Preface to an Educational Philosophy* by I. B. Berkson, is a study of the underlying social philosophy with which education must coincide. It concisely states the social beliefs of advocates

of the progressive movements. For education in a democracy, *Democracy's Challenge to Education*, edited by B. E. Amidon, is a symposium on the major issues and purposes of education, as presented by several authors, prominent in various social fields.

New Adventures in Democracy: Practical Applications of the Democratic Idea, by Ordway Tead, is a study of democratic attitudes and methods and their effect upon education, public service and industry. It is written in the jargon of educational psychologists, and is definitely for the layman. Again the philosophy of democracy comes to the fore in J. K. Feibleman's *Positive Democracy*. Democracy as a way of life is here analyzed, the author declaring that in order to retain the saving elements of democracy, the negative qualities, now so well known, must be succeeded by a positive democracy.

About thirty years ago, muckraking by newspapers and liberals became the vogue. A startling revelation of graft and social disorder was revealed, resulting in some reforms. These crusaders believed that the "American System" was worth saving, and more democracy rather than less was the answer. The story of the great popular movement is told in great detail by Louis Filler in *Crusaders for American Liberalism. Convert to Freedom* is an autobiographical narrative of a one-time Nazi, Eitel Wolf Dobert, who was converted to democracy while on a sojourn to France. When Hitler came to power Dobert escaped from Germany and is now a resident of the United States. This logical and credible thesis explains what turned 80 million people toward unrestricted military development at the sacrifice of the cultural qualities for which the German people have been famous. Solution of the problem of the working man is omitted.

(Continued on page 30)

Book Browsing

THIS recent volume of the Reference Shelf, *Interstate Trade Barriers*,* compiled by Julia E. Johnsen contains a nicely organized section in which the pith of all general discussion of the problems arising from interstate trade barriers is presented, followed by representative material for and against such barriers, some discussion of state as opposed to federal action, a summing up of the pros and cons and an excellent bibliography.

The historical material presented as excerpts from papers and speeches by such authorities in the field of economics as Professor F. Eugene Melder, Department of Economics and Sociology, Clark University; Paul T. Truitt; Attorney General Robert H. Jackson and the historian Charles A. Beard, is particularly illuminating.

The importance of this volume becomes increasingly apparent in view of the internal economic ruptures in various European countries which were caused by virtually the same agent and thus set the stage for the present upheaval. The publication of this volume is timely and brings up for close examination by every person interested in furthering the unity of the United States a problem which threatens to disrupt our economic structure, just as it did in the Balkans.

C. D. V.

IT is roughly estimated that this country alone harbors five hundred thousand would-be writers, most of whom could profit by reading *Selling What You Write*,¹ by Donald MacCampbell. The average

* *Interstate Trade Barriers*, by Julia E. Johnsen. New York, The H. W. Wilson Company, 1940. 215 p.

¹ *Selling What You Write*, by Donald MacCampbell. New York, Thomas Y. Crowell Co., 1940. 221 p.

amateur unwittingly commits one or more cardinal sins from the viewpoint of the editor, and this volume lists them all, together with information on how to avoid them.

Mr. MacCampbell, a reputable literary agent, tells the amateur how to market his writing, with all the ramifications such a task implies. He discusses preparing the manuscript, acquiring an agent, signing a contract, and tops off the book with an excellent appendix classifying magazines, giving a list of good agents and book publishers, and a short bibliography on the subject of writing.

Such a book is, of course, of special interest to publishing houses and publications, and any professional reader will long to suggest its name on most rejection slips. Other Special Libraries will probably not find it of particular value unless some of the budding authors in your organization (and there must be some!) could be referred to it. B. P.

ALTHOUGH the book, *The Bottlenecks of Business*,* by Thurman W. Arnold, is really an introduction to the work of the Antitrust Division of the Department of Justice, and as such may over-emphasize the part that enforcement of the Sherman Act can play in improving the present system of the distribution of goods, it presents in readable form a number of the facts brought out in the Temporary National Economic Committee hearings and in recent antitrust cases. Part of the book's value lies also in clarifying the attitude of the Division toward large corporations, and toward combina-

* *The Bottlenecks of Business*, by Thurman W. Arnold. New York, Reynal & Hitchcock, 1940. 335 p.

tions. In thus laying stress on the rôle of the Division in aiding the consumer Mr. Arnold oversimplifies the causes, for example, of price changes, as he tends also to pass over lightly the effect of pressure groups other than "big business" in forcing legislation favorable to special interests, but just as harmful to the consumer.

When Mr. Arnold deals with the interpretation and enforcement of the Sherman Act in the present administration, he writes interestingly, but when he ventures into the field of economics he is admittedly less at ease, and sometimes not too careful of the implications of his facts. There is also an unfortunate appearance of sensational exposé. On the whole his interpretation of the legal causes of present marketing difficulties is suggestive and well worth further study. *W. H.*

HERE is a book, *Geography in Human Destiny*,* by Roderick Peattie, which will serve very well for those of us who have been looking for an introduction to the geographic background of current economic and political affairs. It is not a "Spain is bounded in the north by . . ." geography, nor is it in any sense a textbook.

It is rather a lucid and entertaining discussion of geography's important part in the making of history. It is a study of environmentalism and its significance in the lives of individuals, communities and nations, explaining, for instance, why Europe has always been an arena of war and how geographic factors have influenced or been responsible for the rise of one nation or people to the detriment of another. It supplies a background for economic as well as physical geography for our own national problems with particular reference to American conservation programs.

* *Geography in Human Destiny*, by Roderick Peattie. New York, George W. Stewart, 1940. 323 p.

Professor Peattie concludes with a message which he calls "the geography of peace." No peace, he insists, can be lasting unless it makes sound geographic sense. In the occasional footnote references and in the final chapter of "further readings" will be found many useful suggestions for answering the many questions that this stimulating and thought-provoking book will bring up.

J. M.

TO allay the rumor that we may be double-crossed about our gold hoard and that it may be rendered "useless" and "valueless," Harry Scherman, in his *The Real Danger in Our Gold*,* explains to an uninformed public that the real danger is not from outside nations but from a "real inflation" which may result from further devaluation undertaken as the easiest means of wiping out the Government debt. This is of vital interest to every individual who earns a living and has planned some security for the future. It is possible to avert such an inflation, so the author claims, by an enlightened public opinion which will make itself articulate.

The author is well known to librarians by a former book, *The Promises Men Live By*, as well as numerous articles on economic subjects in magazines, and also is the founder of the Book-of-the-Month-Club.

HOW You Can Get a Better Job,¹ by Willard K. Lasher and Edward A. Richards, written in the language of the every-day man, will be particularly helpful to boys and girls just out of school who do not know how to go about getting the job they want or after they have secured one are not certain how to start their climb up the ladder to success.

(Continued on page 32)

* *The Real Danger in Our Gold*, by Harry Scherman. N. Y., Simon and Schuster, 1940. 82 p.

¹ *How You Can Get a Better Job*, by Willard K. Lasher and Edward A. Richards. Chicago, American Technical Society, 1941. 182 p.

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Chapter News

Southern California Chapter

For sometime a Committee of the Southern California Chapter has been investigating the possibilities of group health insurance for its members. Several plans were examined and finally the Committee recommended a plan which provided both doctors service and hospitalization for a nominal monthly payment. To gain these benefits at least 40 per cent of the members must join.

This note-worthy group activity might well be carefully investigated by SLA as a whole with the possibility of making such a group health insurance plan available to the entire membership.

Personal

Service Plus

After twenty-two years of devotion to the service of the library profession, Mary Alice Matthews, Librarian of the Carnegie Endowment for International Peace, Washington, D. C. is planning to retire.

Miss Matthews has been for years a loyal member of SLA. Her many friends in the Association extend best wishes and sincere hopes for a continued useful and happy life.

Alfred Rigling

It is with extreme sorrow we report the death from pneumonia of Alfred Rigling on December 8th. For nearly fifty-eight years he had served devotedly as librarian of the world-famous technical library of the Franklin Institute in Philadelphia. He was also assistant editor of the Journal of the Institute.

In February 1933 on the fiftieth anniversary of Mr. Rigling's connection with the Institute the Officers and Members of the organization paid tribute to his long service with a special testimonial. During his career he had collaborated with many of the outstanding scientists of the world and had aided hundreds of researchers in their quest for information.

From 1931 to 1935 he was President of the Special Libraries Council of Philadelphia. Long a member of SLA the Association extends the deepest sympathy to his widow.

Publications

Getting and Growing

One of the finest pieces of vocational guidance material that we have encountered is *Your Job:*

Getting It and Growing in It, written by Bowman Carson. It is published by the Columbia University Press for the National Broadcasting Company in connection with a program entitled "Your Job" on NBC.

The booklet is well-written, modern in tempo and filled with constructive ideas. It pleads for each individual looking for employment to search for a "plan" of action and then to "act." But the most arresting phase of this presentation to librarians is that at each step in the development of the plan and the later action the reader is referred to a splendid annotated list of books on guidance, occupations, creating a job for yourself, building up confidence, business etiquette and even hobbies.

After you have your job—"plan" and "act" to grow in it. Then you find another constructive book list.

We quote one paragraph:

"Depending upon your time, your inclination, and your determination to make a complete and perfect pattern of your search for work . . . first clear out the ashes of your mind with a good, brisk book of practical inspiration by an author who thinks in terms of a hundred years or more in viewing the field of work. A stimulating, imaginative book of this kind not only will clear out your mind, but will also stoke it with fresh fuel. It is of paramount importance in today's rapidly changing world to get a new approach. See suggestions in List I on page 18."

This is surely a stimulating plan of action under any conditions.

To Do or Not To Do

One of the perplexing problems of national defense today lies in the determination of the American Far Eastern Policy. To aid in comprehending this topic the American Association for Adult Education from its experience of fifteen years has published *Our Policy in the Pacific*. This is one of a series of *Defense Digests* concerned with national issues. It gives the development and high-lights of this confusing question in a brief, direct presentation with suggestions for further reading.

Science Adventuring

H. A. Webb, Department of Science Education, George Peabody College for Teachers, Nashville, has compiled the annual list entitled *The High School Science Library for 1939-1940*. Mr. Webb is also Editor of *Current Science*. Here is the sixteenth number of this evaluative list for enriched reading in science for the use of high school students. It contains 15 pages of recent titles subdivided by subject. As usual it is divided into a helpful classification for various book budgets ranging from \$10 to over \$200.

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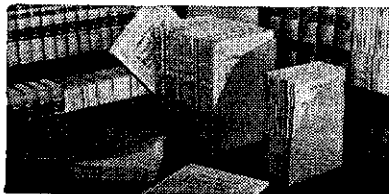
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This incident is used to start off with a bang a good story called *Business Ally: The Special Library* in the December issue of *Philadelphia*, the magazine published by the Philadelphia Chamber of Commerce. We understand this is the first of a series which has been planned.

It is a fine publicity idea and certainly could be used with other Chamber of Commerce publications. Why not syndicate these articles?

And by the way do you know of any more good SL stories which have saved real money for firms?

National Morale

At luncheon recently a group of special librarians from Radio City, New York were told of the attempt that is being made to heighten national morale by a group of public spirited men under the leadership of Thomas W. Huntington of Boston.

From his background of ten years living under totalitarianism he has watched the technique developed to effect the moral disorganization of the civil population. It is to resist this nerve-war as a vital part of our national defense that since August a series of bulletins and bibliographies on the psychological factors in building national morale have been compiled and distributed. The last two are entitled *A First Checklist of Published Materials Relating to the Problems of National Morale* and *Morale in the Democracies: a Bibliographical Dictionary*.

This attempt to collect the theoretical principals and philosophical generalizations as embodied in the books of our own time as well as in those of past generations is a tremendous undertaking. This idea should develop into a powerful force backed by national organizations to broadcast the information to all users of books and print who are interested in the American Way of Life.

Medical Library Handbook

A Handbook of Medical Library Practice is in preparation by a committee of the Medical Library Association. Based on a preliminary manuscript by M. Irene Jones of the Medical Science Department, Detroit Public Library, this book will be the result

of the combined efforts of a group of medical librarians and will present those differences in material and procedure which distinguish a medical library from a general one. It is intended to give the added information a general librarian needs upon entering the medical field. Far from being a complete manual of procedure, the volume presupposes some general knowledge of library methods and tools. It will form, as its title indicates, a supplementary handbook of special practices and reference equipment for medicine. Particularly full treatment will be given subject-headings, classification, reference books, and rare books and the history of medicine. The Editorial Committee, under the chairmanship of Janet Doe, plans for publication in the spring of 1941.

Careers

To the constantly increasing material on vocational guidance you should add *You Might Like Pharmacy As a Career*, an occupational brief compiled for Western Personnel Service by the WPA under the sponsorship of the University of California in cooperation with fifteen western universities and schools. Western Personnel Service is a non-profit, cooperative association of western universities, colleges and junior colleges organized several years ago to provide its members with professional research and service on occupational information and personnel methods. This study surveys the educational needs, opportunities and future possibilities of pharmacy. It is prepared especially to direct students on western campuses to the personnel demands of western industries and occupations. This cooperative idea certainly could be used profitably in other sections of the country.

Business Records

In 1924 a group of business men and scholars organized The Business Historical Society, Inc. to save original business records, to place such data in depositories for study and research and to promote the study of the history of business. Under a grant from the Joint Committee on Materials of Research representing the Social Science Research Council and the American Council of Learned Societies the pamphlet, *The Preservation of Business Records*, has just been issued. This study was prepared by Dr. Ralph M. Hower in cooperation with several others.

Here we have the Why, What, How and When of preserving business records. Emphasis is placed on the historical significance as an aid to building better public relations for business. In the appendix several actual types of business explain the specific methods which they have used to preserve their business records.

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Name of artist—His field of work
Nationality—Date of birth and (?) death
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This volume also contains records of the death of 580 artists whose names appeared in the 1935 *Index* and a new feature, a list of 200 Early American Silversmiths.

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The People's Banks

The latest publication of the Public Affairs Committee is *Credit Unions—the People's Banks* by Maxwell S. Stewart on the basis of studies of the Farm Credit Administration and other agencies. It is an impartial, comprehensive survey of the credit union movement. It tells not only what credit unions are and how they operate but also gives the advantages and disadvantages of them in relation to other types of loan associations. It is well to know about them for in the last few years their growth has been spectacular.

Women Defense Workers

Recently the Bureau of Employment Security in Washington made a survey of the women workers in industries related to defense. This project revealed experienced women workers in the following fields: electrical machinery, 17,600; other machinery 6,700; metal and metal products, 14,000; chemicals, 9,000 and automobiles and their equipment, 6,700. It was found also that thousands of women are experienced in rolling and stamping, machine work, welding, smithing in various metals, forging and other fabrication work. They can be employed, the report showed, in tool, nut and bolt, wire, airplane and munitions factories.

(Continued from page 23)

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That the government owes all a living is one of the social problems of today's democracies and brings us face to face with the crisis that is dangerously near for America, is the theme of *The Magnificent Delusion* by F. G. Clark. Two recent books worth noting are *Speak Up for Democracy* by Edward L. Bernays, public relations consultant, who assembles constructive ideas on democracy, and shows how they can be put to practical use through social agencies, radio, motion pictures, and other community enterprises. The other is one dealing with the Social Unit Plan, as developed by the author W. C. Phillips in *Adventuring for Democracy*, a plan commended by John Dewey.

For current material, nearly every one of the more serious periodicals have thoughtful articles which will reward the reader.

News Briefs

Cheerio!

It was right cherry to receive a real Xmas Bulletin from the Insurance Group. Printed in green ink it exhaled a true Xmas spirit even to Santas and a charming Christmas poem.

More Libraries in Miniature

Here are write-ups of three more special libraries:

The Library of the Insurance Institute of Montreal by Beatrice M. Howell in *The Bulletin of the Montreal Special Libraries Association* for December, 1940.

The Library of the College of Physicians of Philadelphia by W. B. McDaniel in *Bulletin of Special Libraries Council of Philadelphia* for November, 1940.

The Library of Amateur Journalism by the late Alfred Rigling in *Bulletin of Special Libraries Council of Philadelphia* for November, 1940.

Librarians Wanted

According to information sent out by Irene M. Strieby, SLA Employment Chairman positions for librarians are open in the U. S. Army Corps Area, camp, post and stations. There are two classes of positions open. For one the age requirement is: minimum, 30 (Female); 35 (Male); maximum, 50 (both). Salary \$2600. For the other, minimum age, 25; maximum, 45 (female only). Salary \$2100. For either of these the applicant must be a graduate from an accredited library school, or equivalent; and for the Corps Area position must have had at least five years' successful experience in responsible library work. For the post, camp, or station position, at least one year's experience is required, other than clerical, and familiarity with modern library methods.

Talks on Careers

Recently at the Business Careers Conference at Wayne University several speakers discussed the vocational problems and needs of various fields of business. Among the speakers was SLAer, Louise C. Grace of Grace & Bement, who talked on "Advertising as a Career."

Stuffer

Recently Mr. Marsh W. Bull, Chairman of the Public Relations Committee of the San Francisco Bay Region Chapter, devised a stuffer advertising the Statistical Chart of California Commodities prepared by the Chapter last year. This was inserted in all Gaylord Brothers invoices sent out during October.

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"Information, Please"

Another special library has burst into print under the title of "Information, Please" by Hertha Wiegman, librarian of the American Standards Association, New York City, in *Industrial Standardization* for December, 1940.

Guest Speaker

The guest speaker at the bi-monthly Book Review Forum at the Royal Oak (Michigan) Public Library recently was Mrs. Miriam W. Lyne, assistant librarian, The George B. Catlin Memorial Library, *The Detroit News* who talked delightfully on *New England: Indian Summer* by Van Wyck Brooks.

Historical Collection

One of the largest collections of historical and rare books relating to Michigan and the Saginaw Valley is located in the Saginaw Public Library, Saginaw, Michigan, according to the librarian, Beatrice E. Prall. This collection contains a great number of pamphlets, pictures, maps, early newspapers and periodicals. It also has bound files of almost every newspaper published in Saginaw.

(Continued from page 25)

The book is divided into three parts; the first of which The Human Element deals with the subjects of cooperation, "getting along with folks," the proper way to conduct a telephone conversation and how to write effective business letters.

The authors are convinced that ability, hard work, tact, energy and honesty are among the forces which lead to a success in whatever line one follows. Mr. Lasher, a Student Counselor, and Dr. Richards, formerly Associate Director of University Extension at Columbia University should know whereof they speak, since for some time they have been handling the problems of youth.

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