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The Special Library for Industrial Research

In a brilliant presidential address on Industrial Research in America, Mr. Arthur D. Little of Boston, commends the special library as a necessary adjunct to the industrial research laboratory in these strong terms:—

“These laboratories should each be developed around a Special Library, the business of which should be to collect, compile and classify in a way to make all instantly available, every scrap of information bearing upon the materials, methods, products and requirements of the industry concerned. Modern progress can no longer depend upon accidental discoveries. Each advance in industrial science must be studied, organized and fought like a military campaign. Or, to change the figure, in the early days of our science, chemists patrolled the shores of the great ocean of the unknown, and seizing upon such fragments of truth as drifted in within their reach, turned them to the enrichment of the intellectual and material life of the community. Later they ventured timidly to launch the frail and often leaky canoe of hypothesis and returned with richer treasures. Today, confident and resourceful, as the result of many argosies, and having learned to read the stars, organized, equipped, they set sail boldly on a charted sea in staunch ships with tiering canvas bound for new El Dorados.”

The Library—A Business Man's Means for Developing His Employes

By Orpha Zoe Massey, Librarian, Retail Credit Company, Atlanta, Georgia

A problem which confronts the business man is the handling of the human beings to whom he must entrust details, and often larger matters, of his business. How to gain the true loyalty of each employee, how to measure his ability and then to develop that ability to its highest degree, are questions that an executive seldom can answer to his own satisfaction. One man grasped at the Library idea as a means for meeting some of his problems, and, after four years of good results, outlines the plan for any use it may be to others.

It is necessary to understand something of the organization in which the idea is worked in order to get its proper significance. The Retail Credit Company is a national organization making commercial reports on individuals. In fourteen years it has grown from one small office and a half dozen people to seven Division Offices with one hundred and fifty employees, and hundreds of representatives all over the United States. They are specializing in the human element—their business is to size up and pass on people. In the conduct of that business, the human is the machinery, and it is a question of being able to get results through brains and hands.

The Library was established to promote a close personal feeling throughout the Company and to assist each member in developing himself so as to keep pace with the growth of the business and to be ready for the bigger things. It was never for the purpose of furnishing recreation nor culture—the Public Library has this feature in hand—but the sole purpose is to increase the ability to work, to earn and to live.

Books on character development, mind training, general business principles, scientific management and efficiency are sent out from the Home Office to the employees. All transit charges are prepaid by the Company. Articles from current magazines are bound into pamphlets and circulated like the books.

The forms and records used in carrying out the details are simple and designed to fit in with the regular files and system of the Company. There are four 3x5 cards used, as follows: A permanent inventory card for each book; a book card for each book used as a current record showing whether the book is in circulation or on the shelves; a reader's card on which is listed each book he reads and the date it is sent;

and the criticism or comment card sent out with each book. The first two are purely book records, but the last two are used as a basis for diagnosing and handling the readers. No entries are made in symbols as the data must be available and intelligent to any one having occasion to use the information.

When the application papers on an employee come in, the Librarian writes a short, congratulatory note welcoming him to the ranks of the Company, and enrolling him in the Library by sending the booklet which describes the Library idea, and by sending one of the books to be read and returned to the Home Office.

The books are selected for each reader by the Librarian with a view of filling his particular needs and requirements. The readers may select their own books if they desire, but this is seldom done. In fact, the comments show they are better pleased with selections made for them. In selecting books for the various readers, there are just two things to be done. First, size up the reader and decide what he needs to read, then find the book that covers that feature and send it to him.

The application papers are the basis for information on employees, the Service Department brings to the Librarian's attention any weaknesses, and the men traveling around among the people write in "tips" and suggestions. Of course, not every one has a decided weakness. Often it is merely a question of general development and fitting for the highest degree of efficiency in the present work and to be able to go on to something better. By analyzing the information available in any average organization, it is not difficult to have a good line on each individual.

The knowledge of the books is obtained by the comments from the readers. Each reader will give one or two points he has gained from a book and a collection of five or ten cards from that many different readers will give a good idea of the nature and scope of the book. To expedite the selecting of books, the points coming up frequently, such as handling help, co-operation, concentration, use of time, etc., have been listed and the books bearing on such points recorded under the proper heading.

Suppose an employee lacks concentration, does not dig to the root of propositions, he is sent Arnold Bennett's "How to Live on 24 Hours a Day" or Walter Dill Scott's "Increasing Human Efficiency in Business."

On the card going out with the book some mention is made that it has a chapter on concentration, so he will be looking out for that point. On the back of the card are some questions for him to answer in regard to what he considers the most helpful ideas in that book and what one of them is he putting into practice. He will likely make comments to the effect that he is trying out the plan of concentrating five minutes in the early morning. Soon the Manager will note that employee is not quite so scatterbrain. If a course of reading on concentration, supplemented by the Manager's supervision, does not bring about some improvement along that line, the case is usually hopeless and it is only a matter of time when he will have to be eliminated because of inability to keep the pace.

Such questions as these are frequently asked, "Why, do they read the books?", "How can you get them to read?". The alert, progressive person is eager for any knowledge that will enable him to get better results, to do better work, to earn more money and to live more efficiently. The desire is always there. Frequently it is not carried out simply because the person does not take the time to read. This Company encourages each one to devote at least fifteen minutes a day outside of regular hours for their Library reading. The fact that the books are sent out to be read and returned, and that the Librarian will trace them in due time, is an incentive to form the reading habit.

Then the fact that this line of reading is a benefit to the reader and helps him to overcome his difficulties creates an interest and enthusiasm in the Library. In general meetings the Manager often asks for an expression from each employee as to what ideas he is actually using which have

been gained from the books. One person is getting up fifteen minutes earlier so as to get down to the office without rushing; another is taking up tennis as an exercise since he has been impressed that the body must be kept fit in order for the brain to be up to standard; another has analyzed the handling of papers and is trying to eliminate unnecessary handling and lost motions; and so on it will be found that each one is endeavoring to get better results on some specific point.

As the books deal with efficient living outside of office hours, that is, personal life, they afford opportunities for the managers and clerks to discuss these problems and get together more closely than they otherwise would.

When a reader fails to make satisfactory progress in his Library work, or when any important matter comes up in connection with an employee, his comment cards are analyzed, the number of books read is noted, and all the light available through the Library channels is considered to determine what action shall be taken. This information is written up for the use of the Managers and for the Home Office Representatives visiting the Division Offices.

Lastly, there must be an executive behind the whole proposition in order to give it the proper weight and authority. This should be the man who is most vitally interested in the selection and development of the personnel of the organization. He will find the Library an invaluable light on the people. In four years this fact is proven beyond a doubt; that the man who does not make good in the Library is not progressive in his work, but the man who reads the books and puts into practice the ideas gained from them is the man who wins promotion.

The Public Affairs Information Service

One of the difficulties confronting legislative, municipal reference and other specialized libraries has been that of keeping in touch with the progress of affairs in their particular fields. No single library is adequately equipped to cover more than a small part of the sources of information concerning the multitude of questions with which it deals. Everything in these special libraries is continually getting out of date and the clientage demands the latest and best.

Many agencies supply the needs of the general library such as the magazine guides, newspaper indexes, industrial indexes, lists of federal and state documents, and innumerable bibliographies, etc. These

are useful also to the specialized library, but they only touch the edges of the great sea of information which the special library must fathom.

The special library begins where the general library leaves off. It attempts to push the boundaries of research and reference farther out and to draw from the unorganized mass of important information the concrete help which its clients need.

But when such libraries move beyond the guidance of the aids which serve the general library, they are lost. No chart or compass guides them and they are left to pick their way without much assistance or guidance. Too often the special library is made too general and loses its efficiency

because the path of least resistance is to follow the general library guides.

Any one who has had experience knows that the task of a legislative or municipal reference department in its attempts to perform an effective service is a tremendous one. The information needed lies in thousands of scattered unindexed sources. It must be found, compiled, digested and put up in form to serve its purpose. No sooner is it prepared than the march of progress renders it inadequate. It is beyond the power of a single library to keep up-to-date without the co-operation of others working along similar lines. The mere following of sources of printed materials which each library ought to follow is beyond the power of most libraries.

Hence the need of co-operation in order that the work of each may be available to all and that all working together may advance the boundaries of organized information and knowledge. If one library is working on the regulation of dance halls, another on blue sky laws, another on the smoke nuisance, it is the part of wisdom for other libraries to avail themselves of the work already done by them. There is enough work for each without having several libraries do the same work indifferently well or without co-operation.

With this condition in mind a number of special librarians meeting at Kaaterskill in June, decided to undertake a plan of co-operation among libraries interested in public affairs, especially municipal and legislative libraries and college libraries particularly for the departments of economics and politics.

The plan has been put into operation with headquarters at the Indiana Bureau of Legislative Information, Indianapolis, and in connection with Special Libraries.

The response to the plan has been hearty and effective. Forty institutions including nearly all of the leading legislative and municipal reference libraries, several college libraries and others have been enrolled and many of them are co-operating effectively in furnishing information and in supplying publications on request. A system of exchange is being developed and a plan of furnishing typewritten material at cost is under way.

Each institution pays twenty-five dollars which is used for stenographic hire, postage, clipping bureaus, etc. The staff of the Indiana Bureau of Legislative Information has for the present, until the organization becomes more fully self supporting, volunteered its services to act as a central clearing house for the notices sent in by the forty subscribers, to organize the

lists and supervise the issuance of the Bulletin. Mimeographed bulletins of from two to five pages are issued frequently giving notes of the information obtained. Fifteen bulletins had been issued prior to December first.

The scope of the information sought is outlined in the following letter sent to the co-operators:

"We desire for the public affairs information service to receive from you from time to time, information regarding the following matters:

1. Your own publications and especially all bibliographies and digests prepared.
2. Your publications and other work in preparation, including investigations undertaken.
3. Reports of your state or city, which are of special significance particularly the reports of special investigations.
4. Reports on public affairs, by any local associations or organizations, whether published separately or not.
5. Investigations of political, social or economic subjects, authorized or under way, in your state or city, by state or municipal authority, or by persons, associations, corporations, etc.
6. Special investigations under way by city or state administrative officers, boards and commissions.
7. Local court decisions of extra significance.
8. Everything you come across relating to the reform of legislative procedure in legislatures, city councils or through the initiative and referendum.

With forty co-operators furnishing data on these lines, besides the data gathered from clipping bureaus and special work here, the facts of the forward progress of the country ought to be pretty well brought together."

In addition, the Indiana Bureau, which is making a special investigation of the work of the important national and international associations and organizations, is furnishing facts concerning these organizations' activities.

The service thus far has fulfilled the hopes of its promoters but its continued success depends upon active co-operation. The service must depend upon forty or more sources of information. There is no other way to get the facts.

The need for such a service is evident on every hand, the plan promises success, and the results will be shown in greater efficiency for the whole movement for organized information in public affairs.

Recent Constitutional Decisions of Importance

Animal pens in cities.

A city ordinance requiring all animal pens within the city to be floored with cement or brick and connected with the city's water and sewerage system, was declared unconstitutional in *Board of Com. of City of Mobile v. Orr*, 61 So. 920. Denies equal protection of the laws.

Automobiles—Registration.

The Mississippi law of 1912, chapter 108, requiring the licensing of automobiles, and imposing registration fees ranging from \$5 to \$25 was declared invalid in *In re Wickstrum*, 138 N.W. 733. Deprives the owner of his property without due process of law, since the incidental expense to the state does not exceed \$1.00.

Banks—Supervision.

The California banking act of 1909, authorizing the superintendent of banks to summarily take possession of the property and business of an unsafe bank was upheld in *State Savings and Commercial Bank v. Anderson*, 132 P. 755, as a valid exercise of the police power.

Banks, insolvent—Receipt of deposits.

The Nevada insolvent bank act of 1909 making it an offense for a bank officer or employee to receive a deposit, knowing the bank to be insolvent, was upheld in *Eureka County Bank Habeas Corpus Cases*, 126 P. 655.

Blacklisting.

The Texas blacklisting law requiring corporations to give discharged employees letters stating the true reason for their discharge, was held constitutional in *St. Louis Southwestern Ry. Co. of Texas v. Griffin*, 154 S.W. 583. Does not deny freedom of speech or constitute unreasonable search and seizure.

Bulk sales.

Laws regulating the sale of merchandise in bulk were upheld in *McGray v. Woodbury*, 85 A. 491 and *Humphery v. Coquillard Wagon Works*, 132 P. 899. Do not deprive persons of constitutional privileges or liberty to control property.

College fraternities.

A state may provide by law for the prohibition of secret orders and fraternities in educational institutions supported in whole or part by the state. *Board of Trustees of University of Mississippi v. Waugh*, 62 So. 827.

Drainage—Judicial powers.

Authorizing a judge to appoint drainage commissioners is not an encroachment by the judicial department on the functions of the executive. *Elliott v. McCrea*, 130 P. 785.

Drainage—Over-estimation of costs.

Over-estimation of cost of construction of drainage works cannot be considered taking property without due process of law. *Hackney v. Elliott*, 137 N.W. 433.

Drainage—Qualification of electors.

In the case of *Ferbrache v. Drainage District No. 5 of Bonner County*, 128 P. 553, the provision of the Idaho drainage law that every bona fide holder of 40 acres or less within a drainage district is entitled to one vote was declared unconstitutional as prescribing a property qualification for electors.

Elections—Judges.

The Ohio law of 1911 providing for the election of judges by separate ballot was upheld in every particular. *Miller v. State*, 99 N.E. 1078.

Elections—Party primaries.

The supreme court of Kentucky, in *Hager v. Robinson*, 157 S.W. 1138, held that the provision of the Kentucky primary election law requiring candidates to state in their petition with what party they affiliated at the last preceding regular election does not violate the constitutional provisions requiring elections to be secret.

Elections—Voting machines.

The Illinois law of 1903 authorizing the use of voting machines was upheld in *People v. Taylor*, 100 N.E. 534. If machines cannot be operated at the rate of one voter per minute the court may interfere and compel ballots to be furnished.

Failure to support.

The Kansas law of 1911 making it an offense for a husband to desert and fail to support his wife and children was upheld in *State v. Gillmore*, 129 P. 1123. Not unusual punishment to order periodical payments for wife's benefit.

Fish—Discriminatory protection.

Prohibiting fishing in certain waters, during certain periods, is not class legislation because such fishing in other waters is not prohibited, there being no discrimination as to persons. *State of Washington v. Tice*, 125 P. 168.

Gettysburg anniversary.

The California law providing an appropriation for the traveling expenses of the survivors of the battle of Gettysburg was held void as a gift of public money to individuals. *McClure v. Nye*, 133 P. 1145.

Hours of Labor—Limitation.

The hours of service act of Louisiana of 1912, limiting the hours of employment in establishments keeping open or run-

ning day and night, and exempting certain industries was held unconstitutional in *State v. Barba*, 61 So. 784. Denies equal protection of the laws and freedom of contract.

Insurance—Brokers.

The insurance law of New York, 1912, prohibiting the occupation of insurance broker, except as a principal business or as an adjunct to the real estate business, held in *Hanser v. North British and Mercantile Insurance Co.*, 100 N. E. 52, an arbitrary and unreasonable interference with the right to pursue any lawful business.

Insurance—Uniform policy.

The Missouri insurance law of 1895 providing that insurance companies shall agree upon a uniform policy for use in the state, which shall be approved by the insurance commissioner, held invalid as a delegation of legislative authority. *Nalley v. Home Insurance Co.*, 157 S.W. 769.

Intoxicating liquors—Inter-state traffic.

The Alabama liquor law of 1909 making it unlawful for any one, whether a common carrier or not, to transport prohibited intoxicating liquors along any public highway for another was declared constitutional in *Williams v. State*, 60 So. 903.

Intoxicating liquors—Local option.

The local option laws of Alabama, Illinois and Washington were upheld in *State ex rel. Crumpton v. Montgomery et al. Excise Com.*, 59 So. 294, *Stead v. Fortner*, 99 N.E. 680 and *State of Washington v. Miller*, 130 P. 356 respectively.

Intoxicating liquors—Payment of retail dealer's license.

In *Lewer v. Cornelius*, 129 P. 911, the liquor law of Washington making it illegal for a manufacturer or wholesaler of liquor to advance money to pay a retail dealer's license, or become surety for the payment thereof, was upheld. Does not deprive the manufacturer or wholesaler of his property without due process of law.

Juvenile courts.

The juvenile court act of Illinois conferring jurisdiction over juvenile delinquents on circuit and county courts, called for convenience "juvenile courts," is not invalid as creating a separate court unauthorized by the Constitution. *Lindsay v. Lindsay*, 100 N.E. 892.

Laborers—Payment.

In *State v. Hertzog*, 75 S.E. 374, the act of South Carolina making it a misdemeanor for a building contractor to expend money received under the contract without paying the laborers, material men and subcontractors was sustained.

Milk and meat products—Extra territorial regulation.

A city ordinance authorizing the inspection of milk and meat, prohibiting the sale of adulterated products, and licensing persons dealing therein within 20 miles of the city is constitutional as a valid exercise of the police power. *Hill v. Fetherolf*, 84 A. 677.

Monopolies—Regulation.

In re Opinion of the Justices, 98 N.E. 294, the advance opinion given the Governor of Massachusetts relative to a proposed act prohibiting malicious discrimination in prices of commodities and combinations to control sales and prices and ruin the business of competitors is a valid exercise of the state's police power, not violative of the commerce clause of the federal constitution.

Motor cycles—Passengers.

An ordinance of Lincoln, Nebraska, prohibiting the practice of carrying a passenger on a motor cycle in front of the operator was held constitutional as based on a reasonable classification, in re *Wickstrum*, 138 N.W. 733.

Pure food.

In *State v. Closser*, 99 N.E. 1050, the Supreme Court of Indiana held that in enacting police regulations as to the food supply of the people, the law-making power is vested with wide discretion to determine what is necessary to secure consumers against adulterated, impure and unwholesome food and the court refused to limit the regulation by construction.

Pure food—Boric acid.

The pure food act of Illinois, 1907, prohibiting the sale of food containing boric acid upheld in *People v. Price*, 101 N. E. 196.

Pure food—Sulphur dioxide.

The law of Pennsylvania permitting the use of sulphur dioxide in quantities not detrimental to health was upheld in *Commonwealth v. Pflann*, 84 A. 842.

Railroads—Adjustment of claims.

Imposing a penalty on carriers for failure to pay and adjust claims for loss or damage to property or overcharge for freight within a specified time is constitutional. *Southern Railway Co., v. Lowe*, 77 S.E. 44.

Railroads—Furnishing cars.

The act of Illinois of 1911 requiring railroad companies to furnish cars within a reasonable time when property is offered for transportation is constitutional. *Mulberry Hill Coal Co. v. Illinois Central Railroad Company*, 100 N.E. 151. Does not place burden on inter-state commerce in violation of commerce clause of the federal constitution.

Sterilization.

The supreme court of New Jersey, on November 18, 1913, set aside as unconstitutional the act of 1911 providing for the sterilization of epileptics, defectives and feeble-minded criminals. Bears no reasonable relation to the object of police regulation, and denies equal protection of the laws.

Suspended sentence.

The suspended sentence, invoked on

first convictions, does not interfere with the pardoning power conferred on the Governor and is a valid exercise of authority. *Baker v. State*, 158 S.W. 998.

"Sweating"—Confessions.

The law of Kentucky of 1912, prohibiting the method of obtaining confessions known as "sweating," and making such confessions inadmissible in evidence was upheld in *Commonwealth v. McClanahan*, 155 S.W. 1131.

Bibliographies

Banking and currency.

A "Select list of references on the monetary question" from the Library of Congress, although containing a total of 1517 items, claims to be a broad selection from the resources on the subject in the Library of Congress and the library collected by the National monetary commission and recently acquired by the Library of Congress, rather than an all-inclusive bibliography. The headings of the main groups are: Banking and currency; Banking and currency in foreign countries; Banking and currency in the United States; Crises (panics); Guaranty of bank deposits, Credit and credit instruments; Clearing houses; Foreign exchange 247 p. 1913.

Charities and corrections.

A new "Cumulative index of the Proceedings of the National conference of charities and corrections" compiled by Alex. Johnson, has just been issued, covering v. 34 to 38 inclusive, supplementing an earlier "Cumulative index" which covered v. 1-33. 70 p. 1913.

Child labor—Street trades.

In Edward N. Clopper's book "Child labor in city streets" there is an extensive bibliography on this hitherto rather neglected phase of the child labor problem. p. 245-254. 1912.

Consumer's League.

In the Report for 1912 of the Consumers' league of the city of New York, we find a bibliography of books and publications pertinent to the work of the League and lists of articles on the Consumers' league and on child labor. p. 50-52. A short bibliography is also contained in the 1912 Report of the National consumers' league. p. 68.

Co-operation.

A list of "Accessible books, pamphlets and magazine articles dealing specifically with some phase of co-operation in New England" is included in the appendix to "Co-operation in New England, urban and rural," by James Ford. p. 217-219. 1913. (Russell Sage foundation publications.)

Co-operation—Agricultural.

A bibliography of references to the various forms of co-operation outlined by

G. Harold Powell in his "Co-operation in agriculture," p. 317-324, covers general references and short lists on cow testing and breeding, creameries and dairying. 1913. (Rural science series).

Direct legislation—Oregon.

A bibliography dealing entirely with the initiative, referendum and recall as exemplified in the Oregon system, occupies the last seven pages of Allen H. Eaton's "The Oregon system, the story of direct legislation in Oregon." 1912.

Electrical measurements and induction coil.

The Newarker, the monthly publication of the Free public library of Newark, N. J. contains in the issue for August, 1913, a short list of the latest and best books on electrical measurements and induction coil. p. 359.

Esperanto.

A bibliography on "L'Esperanto et les intérêts des éditeurs," was compiled by the Budapest public library for the members of the Congrès international des éditeurs, and issued in pamphlet form. 6 p. 1913.

Geology—Tennessee.

The Geological survey of Tennessee includes in its Bulletins 1-2 (in 1 vol.) a 119 page "Bibliography of Tennessee geology, soils, drainage, forestry, etc." 1913.

Heating and ventilation.

Under the heading "Current heating and ventilating literature" the Heating and ventilating magazine publishes, each month an index of the important magazine articles which have appeared on the subjects of heating and ventilation.

History—Europe.

A trial edition of "A union list of collections on European history in American libraries" compiled by E. C. Richardson, Chairman of the 1912 Committee on bibliography of the American historical association, has been issued by the Association with the intention, if support by libraries and individuals warrant it, to republish in 1913 a corrected edition to be edited by Dr. Lichenstein, Librarian of the Northwestern University, etc. 114 p. 1912.

Immoral literature.

"Lutte contre la mauvaise littérature" is the subject of a little bibliography of

5 pages, compiled by the Budapest Public Library for the members of the Congrès international des éditeurs. 1913.

Industrial education.

A "List of references," half of the titles in which are German, completes U. S. Bureau of education Bulletin, 1913, no. 19, wh. no. 529—"German industrial education and its lesson for the United States" by Holmes Beckwith. The list includes a supplementary list of pamphlets on vocational guidance and a list of bibliographies on industrial education. p 149-152. 1913.

The U. S. Bureau of education has had compiled and has published as its Bulletin, 1913, no. 22, wh. no. 532, a "Bibliography of industrial, vocational and trade education" which consists of an annotated list of the more important books, reports, articles and periodicals that have appeared on these subjects within the last few years, divided into 32 main groups and neglecting no phase of the question 92 p. 1913.

Insanity—Heredity.

Bulletin No. 8, Aug., 1912, of the Eugenics record office, "Some problems in the study of heredity in mental diseases," by H. A. Cotton, contains a seventeen page list of references on the topic of the paper divided into two parts, biology and psychiatry. p. 43-59.

Insurance, Social.

A "Select bibliography on social insurance" forms the fourth part of the American labor legislation review, v. 3, no. 2, June, 1913, issued by the American association for labor legislation (131 East 23rd St., New York), the whole number being devoted to various phases of social insurance. The bibliography deals with the following sub-divisions of the topic: Bibliographies; General works; Accident and occupational disease insurance; Life insurance; Maternity (Child-birth) insurance and Mothers' pensions (Childhood insurance); Old age and invalidity insurance; Sickness insurance; Unemployment insurance. p. 287-292

Jewish bibliography.

The Anti-defamation league (721 First national bank building, Chicago, Illinois) announces that it is engaged upon an investigation of Jewish bibliography in the public and university libraries of the country.

Jewish religior.

In the Program of work, for the Council of Jewish women for 1911-14, the Committee on religion submits several short bibliographies on various phases of the Jewish religion,—Bible study, Jewish history, Jewish ceremonial institutions and religious schools. (Sec'y., Mrs. Laura Kessel, 2640 Victor St., Kansas City, Mo.)

Medical inspection of schools.

An "Annotated bibliography of medical inspection and health supervision, of school children in the United States, 1909-1912" compiled by the Division of school hygiene and sanitation of the U. S. Bureau of education appears as Bulletin, 1913, no. 16, wh. no. 524 of the Bureau. The excellent annotations, the analytical subdivisions and an appendix of blanks and records make it a digest of the development of medical inspection in the past three years. Its use is facilitated by a subject and author index. 136 p.

Minimum wage.

From the New York Public library comes a preliminary list of selected references on "The minimum wage," compiled in the interests of the New York state Factory investigating commission, with a promise of a fuller list later. 9 p. 1913.

Music.

"A Catalogue of early books on music (before 1800)" compiled by Julia Gregory, has appeared from the Library of Congress. 312 p. 1913.

Niagara Falls.

"A partial bibliography of Niagara Falls" by D. C. Haskell, may be found on p. 49-98 of the New York state reservation at Niagara Report for 1912.

Public Utilities—Valuation.

The American Society of civil engineers has had reprinted in separate form, from its Transactions, 1913, a "Bibliography on valuation of public utilities," prepared by the Library of the Society for the Special committee on valuation of public utilities. The references are carefully annotated and arranged under the following headings:—General; Electric light and power; Gas-works; Mining; Railroads; Steam power; Street and interurban railways; Telegraph and telephone; Water power; Water-works. 61 p.

Purity of the Press.

A bibliography accompanies the division of the Program of work of the Council of Jewish women, 1911-1914 devoted to the plans of the Committee on purity of the press. p. 121-2. (Sec'y., Mrs. Laura Kessel, 2640 Victor St., Kansas City, Mo.)

Recidivism.

To an article entitled "The recidivist" by Guy M. Fernald, which was presented at the Conference of the American prison association, held in Baltimore in 1912, and published in the Proceedings, is appended a brief bibliography on the subject of the paper. p. 161-162.

Roads.

The Good roads year book for 1913 contains a bibliography of "Treatises on road,

bridge and culvert construction and allied subjects" (p. 314-322) and also lists the bulletins, circulars and documents published by the U. S. Office of public roads. (p. 323-341.)

Rural education.

Chapter 5 of v. 1 of the Report of the U. S. Bureau of education, 1912, is devoted to the subject of "Rural education" and contains a list of recent publications on rural education. p. 208-12.

Rural life.

The Department of social service and brotherhood of the American Baptist publication society has issued as its Bulletin no. 10, a "Select bibliography on the rural church and country life," prepared by Prof. H. K. Rowe. 16 p. (Samuel Zane Batten, Sec'y., Philadelphia)

School hygiene.

To celebrate the fourth International conference on school hygiene, held in Buffalo, Aug. 25-30, 1913, the Buffalo public library issued a "Short reading list on school hygiene," sub-divided so as to cover fourteen different phases of the subject. 4 p. Aug., 1913.

Schools—Janitors and engineers.

A brief bibliography on school janitor and engineer service occurs on page 46 of the Report of the Efficiency division of the Chicago Civil service commission of their recent investigation into the compensation of such school employees Sept. 30, 1913.

Sex education.

A "Selected list of books on sex education" appears in *Vigilance*, June, 1913. p. 8-9.

Smoke prevention.

An extensive "Bibliography of smoke and smoke prevention" has been compiled by E. H. McClelland, Technology librarian, Carnegie library of Pittsburg, for the Mellon institute of industrial research and school of specific industries of the University of Pittsburg, and has been published as Smoke investigation bulletin no. 2, of the Institute. The list is based on a similar bibliography published in 1907 by the Carnegie library of Pittsburg. Although dealing almost exclusively with coal smoke, the bibliography covers 164 pages. The entries are carefully annotated and elaborately subdivided into groups. 1913.

Social evil.

Vigilance for June, 1913, contains a "Selected list of books on the social evil." p. 9-10.

Syndicalism.

"Minimum wage and syndicalism" by Hon. James Boyle, contains in the appendix a list of works recommended to

the student of syndicalism. p. 135-6. 1913.

Taxation.

The National tax association has had prepared by C. C. Williamson, a "Readers' guide to the addresses and proceedings of the Annual conference on state and local taxation," v 1-6, 1907-1913. The references are grouped as follows—General, Constitutional provisions, etc., Property taxes; Corporation taxes; Income tax; Inheritance tax; License taxes, etc.; Tax administration; Special problems; Taxation in various states and countries. In addition to this subject index is an author index. 41 p.

Vocational guidance.

The Brooklyn Public library has issued in pamphlet form under the title "Choosing an occupation" a list of books and references on vocational choice, guidance and training, contained in that library. Nearly fifty different occupations are the subjects of as many subdivisions in the list. 63 p. 1913.

Woman suffrage.

A bibliography on Women's suffrage, prepared by the Budapest Public library, for the meeting of the International woman suffrage council in 1913, has the main topics under which the entries are grouped, printed in French, German, English, and Hungarian, and the references are principally to material published in these four languages 14 p. 1913.

"The case for woman suffrage, a bibliography," by Margaret Ladd Franklin, with an introduction by M. Carey Thomas, published by the National college equal suffrage league and sold by the National American woman suffrage association (505 5th Ave., New York) constitutes a volume of 315 pages. The entries are very fully annotated and are grouped under:—Books; Congressional reports; Leaflets; Plays; Articles in periodicals; Current suffrage periodicals; Addenda. 1913.

Women—Vocations.

In a Bulletin recently published by the University of Minnesota on "Vocations open to college women" sixteen various careers open to women are discussed briefly by experienced workers in those fields and a brief reading list is added to each discussion. 39 p.

Workmen's compensation.

James Harrington Boyd's recent work on "Workmen's compensation and industrial insurance under modern conditions" does not contain a formal bibliography of the subject, but the footnotes, citing sources and cases, constitute, in themselves, a valuable reading list. 1913.

Current References

Accounting—Retail dry goods stores.

The National retail dry goods association announces the early publication of an eight-page bulletin on the subject of accountancy for retail dry goods stores, consisting of answers to questions arising from practical merchandise problems.

Billboards.

The Report of the New York Mayor's Billboard advertising commission, dated August 1, 1913, is a thorough piece of work on the various phases—public health, aesthetics, safety, morality, legal regulations—of the question of advertising by means of billboards, sky-signs and kindred devices. Existing notable municipal, state and foreign legislation on the subject is briefly digested and the Report closes with proposed ordinances, a statute and a constitutional amendment 151 p. illus.

Budget.

Bulletin no 3 of the Legislative reference department of the North Dakota Public library commission is devoted to the subject of "Budgetary laws" compiled by I. A. Acker. State budgetary laws are summarized and also those of England, France, Germany. 20p. 1912.

The Wisconsin State board of public affairs has issued, as a preliminary step to the formulation of a financial policy for the state, the results of a scientific examination of the budget plans used in different states and countries, compiled by S. Gail Lowrie and forming a pamphlet of 259 pages. In addition to setting forth the general theory of budget-making, the budgetary procedure of England, Germany, France, Switzerland, Belgium, Canada, United States and the several states of the United States are described. 1912.

Children—Charitable organizations.

The Illinois Committee to inquire into the methods of all societies, etc., handling and disposing of children, in its Report, issued May 26, 1913, divides the investigation into the following branches, home-finding institutions, maternity hospitals, baby farms, societies organized for charity,—as they exist in that state. 37 p.

Commission government.

The charter commission of Dayton, Ohio, has prepared a proposed charter for that city on the commission plan, with a chief administrative officer known as the city manager, and other advanced features. The Dayton Bureau of municipal research has had the proposed char-

ter reprinted for public distribution. 63 p. 1913. (This charter was adopted Aug. 12, 1913).

Conservation—Vermont

The Vermont Commission on conservation of natural resources, appointed in 1910, was, from lack of adequate provision, forced to limit its activities to educational and publicity work which was carried on principally by means of the wide circulation of articles on various important phases of conservation, which articles are included in their Report issued in 1912. 36 p.

Convict labor—Alabama.

The sworn statement of Governor Emmet O'Neal of Alabama before the Committee investigating recent defalcations in the State convict department has been printed as a Bulletin of the Executive department. 142 p. 1913.

Co-operation.

"A plan for a co-operative neighborhood" by A. L. Williams, has been printed for distribution by the Wisconsin State board of public affairs. Rules, constitution and plans for mortgage loan and credit departments, for such a proposed colony, are presented. 18 p. 1912.

County and township—Illinois.

Volume 2 of the Report of the Joint legislative committee of Illinois appointed to take up the matter of making a general revision of the laws pertaining to county and township organization and those relating to roads, highways and bridges, is devoted to the subject of county and township organization, presenting a historical survey of local institutions in Illinois and a discussion of the existing system. 219 p. 1913.

Employers' liability.

I. N. Day, state senator in the Oregon legislature, is the author of "A compilation of opinions and decisions upon the subject of employers' liability and workmen's compensation together with statistics and legislation applicable thereto." From his assembled facts Mr. Day deduces the necessity of general compulsory compensation by industry. 92 p. 1913.

Employers' welfare work.

The U. S. Bureau of labor statistics has issued as wh.no. 123 of its Bulletin and no. 4 of its Miscellaneous series, a survey of "Employers' welfare work" in this country, the aim of the study being "to give an account of what is done for the welfare of employees in certain establishments noted for welfare work with the hope that it would become clear what is the legitimate field for such work." 80 p. May 15, 1913.

Feeble-minded.

The Pennsylvania legislature of 1911 authorized a Commission to investigate and report to the General assembly a plan for the segregation, care and treatment of feeble-minded and epileptic persons in the state. Their report issued early in 1913, in addition to general discussion and detailed information concerning conditions in Pennsylvania, contains a summary of provisions for the feeble-minded and epileptic in other states. The appendix contains proposed acts recommended by the Commission. 70 p.

Gas and electricity.

The Board of gas and electric light commissioners of Massachusetts, under the authority of a legislative resolve of 1912 made, in January, 1913, a Special report on the consolidation of the general laws pertaining to the manufacture, transmission, distribution and sale of gas and electricity and to corporations engaged therein. The bill for an act for the consolidation of these laws occupies the larger portion of the report and is indexed so as to show the sources of the sections and the disposition in the new act of the existing laws. 90 p.

Health departments—Dayton (O.)

The Dayton Bureau of municipal research has prepared a report on the organization and administration of the Department of health of that city, with definite constructive suggestions for the improvement of the health service, in which the Health department concurs. 97 p. July, 1913.

Homesteads.

The Homestead commission of Massachusetts made a report in 1912 and submitted a bill embodying a plan whereby with the assistance of the Commonwealth, homesteads or small houses and plots of ground could be acquired by mechanics, laborers, etc., in the suburbs of cities, and towns. This bill was declared unconstitutional in 1912 and the general court of that year empowered the Homestead commission to continue its investigation and recommend further legislation at the next session. Their report appeared in Jan. 1913, and consists of a discussion of the need of providing homesteads in Massachusetts and drafts of proposed legislation. 45 p.

Hours of labor—Women and minors.

The U. S. Bureau of statistics Bulletin, wh. no. 118, mis. ser. no. 3, Apr. 10, 1913 takes up the question of "Ten-hour maximum working day for women and young persons," the object of the study being to show the extent of legislation at home and abroad in regard to legal hours of labor, overtime legislation; to compare the legal maximum working day

with the actual working day as ascertained from statistics; and to inquire into the advantages of a reduced working day. 71 p.

Housing.

The Housing report made to the City plan commission of Newark, N. J., by E. P. Goodrich and G. B. Ford covers the Newark problem legislation, enforcement of law, re-planning old districts and planning of new areas. illus. 75 p. 1913.

Illiteracy.

In "Illiteracy in the United States and an experiment for its elimination," Bulletin 1913, no. 20, wh. no. 530 of the U. S. Bureau of education, an experiment conducted for two years in eastern Kentucky in teaching illiterate grown up men and women to read and write is described, in the hope of future reduction of adult illiteracy in this country. 38 p. An address on the same subject, by Mrs. Cora Wilson Stewart, who conducted the experiment, before the Southern educational association in 1911, has also been published in pamphlet form. 24 p.

Industrial education.

The Proceedings of the sixth annual meeting of the National society for the promotion of industrial education have been published by the Society as Bulletin no. 16. The principal topics before the meetings were training of teachers, federal aid and co-operation. 309 p.

Infant mortality.

The first of the Infant mortality series from the U. S. Children's bureau, entitled "Baby-saving campaigns" is a preliminary report on what American cities are doing to prevent infant mortality. 93 p. 1913.

Insane—Commitment and care.

John Koren has prepared, and the National committee for mental hygiene (50 Union Square, N. Y.) has published, a valuable pamphlet "Summaries of laws relating to the commitment and care of the insane in the United States." 297 p. 1912. (Price \$1.00.)

Judicial procedure.

A Report on the revision of the state judicial system and the jurisdiction, practice and procedure of the courts, submitted by an Oregon Commission appointed by the previous Legislature, to the session of 1912, contains 15 recommended bills and further bills are contained in the minority report. 46 p. 1912.

Markets.

The Newark City plan commission's Report on public markets and its Supplementary suggestions of January 29, 1913, have been printed together in a pamphlet of fifteen pages.

Mothers' pensions.

The Massachusetts commission, appointed in 1912, to study the question of

the support of dependent minor children of widowed mothers has submitted its Report, which also includes a minority report, a bill for an act to provide subsidies for children of indigent widows and the investigator's report on the care of dependent minor children of widowed mothers in Massachusetts. Appendix no. 1 summarizes provisions made outside of Massachusetts for the care of children of widowed mothers in Illinois, Missouri, Colorado, Wisconsin, Oklahoma and California and Appendix no. 2 is devoted to descriptions of families investigated. 189 p. Jan. 1913.

Municipal finance.

The Report of the Special joint committee on municipal finance, created by the Massachusetts General Court of 1912, appeared in January, 1913. 32 recommendations are made, the situation is reviewed and bills submitted. 103 p.

Municipal statistics.

The San Francisco Chamber of commerce has issued its second annual statistical report, covering the year 1912 and presenting statistical information on every phase of the life of the city. 112 p.

Municipal supplies.

The Comptroller of the city of New York has made a Report submitting a plan of a proposed system for the central purchase and distribution of supplies of the city of New York, with all necessary forms for such a system and the draft of an act on the subject. 80 p. Mch. 15, 1913.

Noise.

A typewritten manuscript from the Municipal reference library of Chicago bears the title "Anti-noise ordinances of various cities" compiled for the Committee of health of the Chicago City council. The noise ordinances are classed as follows: occupational noises; by motor vehicles; by steam whistles; by animals and fowls; zones of quiet.

Occupational diseases and accidents.

In a volume of 422 pages, copiously illustrated, W. H. Tolman and L. B. Kendall discuss thoroughly the subject, "Safety methods for preventing occupational and other accidents and disease." The four parts into which the book is divided are: General conditions, Danger zones, Industrial hygiene, Social welfare. 1913.

Pensions—Municipal.

A Report on the pension system of the city of New York, submitted May 27, 1913 to the Mayor by the Commissioners of accounts analyzes the system in New York, points out its inconsistencies and recommends the appointment of a commission to study the situation scientifically. 12 p.

Prison schools.

A. C. Hill of the New York State education department has made a study of the theory of educating prisoners and of existing prison schools, which has been printed by the U. S. Bureau of education as its Bulletin, 1913, no. 27, wh. no. 537. 47 p.

Prisons.

The Report of the Commission appointed July 24, 1912 by Governor Goldsborough of Maryland to investigate the general administration of the Maryland penitentiary was submitted Feb. 4, 1913. The report constitutes a volume of 341 pages, illustrated, and consists of a general and detailed description of the Maryland penitentiary, the contract system in use, letters and statements of convicts, examination of officers of the institution, a discussion of the indeterminate sentence findings and recommendations, notes taken on a short trip of inspection to various prisons and penitentiaries, brief historical sketch of the Maryland penitentiary and special report of the warden.

Progressive party.

Theodore Roosevelt's article "The progressive party" which appeared in the Century, October, 1913, has been reprinted in separate pamphlet form. 33 p.

Prohibition.

The Manufacturers' and merchants' association of New Jersey, under the title "A cabinet of facts and figures, disproving arguments that the loss of license fees will be more than compensated for in the reduction of public expenses chargeable to the so-called liquor traffic" presents interesting statistics of comparison between license and no-license cities, towns and boroughs in various sections of the United States. 27 p. 1913.

Proportional representation.

An article by C. G. Hoag on "Effective voting or 'preferential voting' and proportional representation" has been reprinted from Equity, July, 1913 and issued as its Pamphlet no. 1. 19 p.

Real estate—Taxation.

Mayor Blankenburg of Philadelphia has had prepared for public distribution in that city a primer on "Real estate and its taxation in Philadelphia," which, by a series of questions and answers relating to a proposed system of assessment, is aimed to familiarize citizens with the subject. 56 p. 1913.

Refuse collection—Chicago.

The Chicago Commissioner of public works in co-operation with the Efficiency division of the Chicago Civil service commission made an exhaustive investigation of the city's collection of pure garbage, ashes, refuse and miscellaneous waste and other activities of the Chicago Bureau of streets. Their Report, issued

October 13, 1913, includes tabular statements of data from American cities regarding street cleaning, refuse collection and removal, and street repairs (table 2) and regarding uniforming of street cleaners and refuse drivers (table 17). 113 p.

Roads.

The "Official good roads year book of the United States, 1913" (second annual issue), published by the American highway association of which J. E. Penny-packer, jr, Colorado bldg., Washington, D. C., is secretary, constitutes a volume of 548 pages. All phases of the road question are considered and comparative statements of conditions in various states may be found on the following subjects: road legislation, state progress, highway officials, engineering education, convict labor, state aid, mileage, and bond issues

Roads—Illinois.

A Joint legislative committee appointed in Illinois in 1911 to take up the matter of making a general revision of the laws pertaining to county and township organization and those relating to roads, highways and bridges, has issued a Report of 2 volumes, the first of which is devoted to a thorough discussion of the road problem, including roads for rural routes, history of road taxes in Illinois, road laws in England and legislation in the United States, convict labor and a recommended road act. 129 p. and tables. 1913.

Schools—Janitors and engineers.

The Efficiency division of the Chicago Civil service commission recently made an investigation in regard to the compensation of engineers and janitors in the public schools of Chicago. Their Report, issued September 20, 1913, includes a tabular statement of "School engineer and janitor service in other cities" 71 p.

Schools—New York city.

The Bureau of municipal research of New York city (261 Broadway) has prepared a brief digest of the Reports of the New York Committee on school inquiry, which will not themselves be generally available as only a limited number are to be published by the committee. 67 p. (25 cents.)

Schools—Special features.

The U. S. Bureau of education has collected and issued as its Bulletin, 1913, no. 31, wh. no. 541, the more valuable replies received in answer to a request sent out to school superintendents of cities of 5000 population and over to describe plans or methods worked out in their respective schools during the past few years. Special attention is called to the co-operative industrial courses, classification and promotion of

teachers, promotion of pupils, vacation schools, improvement of teachers, etc. 61 p.

Short ballot.

A study of the need of the short ballot in Illinois, the extent to which it should and may be applied under existing constitutional limitations in that state, reduction of elective offices, minority representation and elective judiciary may be found in the Report of the Short ballot committee of the City club of Chicago, issued October, 1912. 32 p.

Smoke prevention.

The Mellon institute of industrial research and school of specific industries of the University of Pittsburgh is engaged in a thorough investigation of the smoke problem, a staff of nearly thirty experts being at work on the various aspects of "the greatest civic problem confronting Pittsburgh." Smoke investigation bulletins already published as a result of the work are: "Outline of the smoke investigation" 16 p. Aug. 1912 (Bul. no. 1); "Bibliography of smoke and smoke prevention," compiled by E. H. McClelland, 164 p. 1913 (Bul. no. 2); "Economic cost of the smoke nuisance to Pittsburgh," by J. J. O'Connor, Jr. 46 p. 1913. (Bul. no. 4).

Social survey—Newport.

The results of the Newport Survey of social problems, prepared by Carol Aronovici of the Bureau of social research of New England for the Newport survey committee, covers the following: boy problem, girl problem, juvenile delinquency, rooming houses, gambling, prostitution, liquor traffic, housing, sanitation in stores and shops, street cleaning, garbage, employment, philanthropic agencies 59 p 25 cents

Taxation—Exemption of securities.

A Report on the constitutionality of exempting securities from taxation or taxing them at a lower rate than tangible property in the various states appears in the I. B. of A. Bulletin, (August 29, 1913) the publication of the Investment bankers' association of America. A statement of the constitutional provisions of the various states directly affecting the question constitutes the body of the report. 40 p.

Testing materials.

The American society for testing materials (affiliated with the International association for testing materials) has published its membership list, charter and by-laws, list of technical committees and list of standard specifications in a pamphlet of 190 p. 1913 (Office of Secy., University of Pennsylvania, Phila.)

Tuberculosis—Factories.

The Committee on factories of the Chicago tuberculosis institute has issued a pamphlet on "Examination of employees

for tuberculosis" which proposes definite plans for detection and suppression of sources of infection in working places, detection of cases of the disease in the curable stages, guidance of those predisposed to or recovered from the disease, and guidance in methods of right living and prevention. 13 p. 1912. The June, 1913, issue of the Bulletin of the Institute is a special number devoted to this same topic, giving a history of the two years campaign of the Committee on factories, and the experience of seven Chicago firms.

Veto messages.

In Oregon it is an established custom for the Legislature to have printed as soon as it convenes all vetoed bills of the previous session, together with the veto messages. Governor West's veto messages and the vetoed bills of 1911 form a pamphlet of 144 pages which was submitted to the 1913 session of the Assembly.

Women—Employment.

The Industrial commission appointed in 1911 by the General assembly of Connecticut to investigate the conditions of all classes of wage-earning women and minors in the state issued its Report in 1913 in a volume of 297 pages. The Report proper is brief and includes recommendations for shortening and regulating hours of women, effective recording of occupational diseases and accidents,

prohibition of women and children from certain occupations, stricter regulation of child labor, better provision for comfort and health of factory workers and the appointment of a minimum wage commission. The bills embodying these suggestions are not however printed as part of the report. The Appendices contain reports of conditions in various selected trades and statistical tables. 297 p.

Bulletin, wh. no. 116, of the U. S. Bureau of labor statistics is devoted to an exhaustive study of "Hours, earnings and duration of employment of wage-earning women in selected industries in the District of Columbia." 68 p. Apr. 1913.

Women—Hours of labor.

"Working hours of women in the pea canneries of Wisconsin" is the topic of Bulletin wh. no. 119, of the U. S. Bureau of labor statistics, May 5, 1913, the whole discussion revolving around the question of whether the congestion due to the difficulties under which canners labor justifies any exemption for this trade from the law restricting the hours of labor of women. The appendix contains the Wisconsin law and rules restricting hours of employment of women in Wisconsin pea canning factories, approved by the Industrial commission of Wisconsin for the season 1913. 54 p.