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## Proceedings of the Conference of Special Librarians, Haines Falls, N. Y. September 28-29, 1915

### Report of Proceedings

The seventh Annual meeting of the Special Libraries association, recently held at Haines Falls, New York, proved to be one of the most interesting meetings held by the Association, due, undoubtedly, to the particular charm of the place and locality in which the meeting was held. While a relatively small number was in attendance, considerable business of importance was transacted, the annual election was held and several papers of general interest were read.

#### FIRST SESSION.

The first session was held on Tuesday afternoon, September 28th, and the business matters to be brought before the Conference were disposed of at this session.

The Clippings committee, which has been at work upon the best methods of obtaining, handling and disposing of clipped informa-

tion, under the chairmanship of Mr. Jesse Cunningham, of Rolla, Missouri, rendered a progress report.

Mr. Clinton Rogers Woodruff, Secretary of the National municipal league, who has been chairman of the Committee on the establishment of a National center for municipal information, furnished a report, which was presented to the Convention through Mr. G. W. Lee, of Boston. The report met with the hearty approval of the Association, and it is believed, as a result of the agitation of this project, something definite will be accomplished.

Two new amendments to the Constitution were recommended to be published in Special Libraries, the official organ of the Association, at a later date—the first, that the retiring President of the Association shall become automatically the sixth member of

the Executive board to hold office for the term of one year; the second, that the office of Assistant secretary-treasurer shall be and hereby is created. The incumbent shall hold office for one year, or until his successor shall have been elected.

The Secretary announced the completion of the manuscript of an index to the first five volumes of Special libraries. This has been placed in the hands of the Editor and it is hoped means will be found at an early date of bringing it out in print.

An interesting report was presented by Mr. W. P. Cutter, Librarian of the United engineering societies, New York, "For the Committee on Technical Indexing," emphasizing the facts that a tangible method of financial support was already in sight for a much larger technical index than has heretofore appeared, that the Committee had already made a very exhaustive study of costs for every branch of the work involved and that the Committee hoped to make a more definite report before the next Annual meeting.

In the course of this session, as a result of Mr. R. R. Bowker's inquiries, as well as the ideas expressed by others regarding the growth of special libraries in fields outside the knowledge of the Association, a motion was passed authorizing the President to appoint a Membership committee. It will be the duty of this new Committee to canvass various fields of business activities throughout the country in the hope of discovering new libraries. It is believed that the membership roll of the Association in no way represents a complete list of libraries devoted to special work. For this reason a committee composed of individuals in different lines of work, with a little careful work, will undoubtedly unearth many new bureaus of information, commercial, financial and other similar special libraries.

Mr. W. P. Cutter, Librarian of the United Engineering societies, New York, read a paper on "The technical library's field of service"

At the close of this session, the following new officers were elected:

Mr. A. L. Bostwick, of St. Louis, Missouri, President.

Miss Elizabeth V. Dobbins, of New York, Vice-president.

Mr. Jesse Cunningham, of Rolla, Missouri, Secretary-treasurer.

Mr. D. C. Buell, of Omaha, Nebraska, Member of the Executive board to hold office for two years. The other member of the Board, whose term is still unexpired, is Miss Marion R. Glenn, New York city.

#### SECOND SESSION.

The second session of the Conference was called to order on Wednesday afternoon by the new President, Mr. Bostwick. Mr. Marion, the retiring Secretary, read a paper entitled "A resumé of the association's activities, 1910-1915." As the title indicates,

this proved to be an interesting review of the chief activities of the Association during the term of office of the retiring Secretary. An interesting feature of this paper was the reading at its conclusion of a series of letters coming from several of the leading financial institutions in Boston and New York, showing what use these concerns were now making of libraries and statistical departments. The hearty commendation of these houses indicates clearly the appreciation with which the library idea in business has been met.

An interesting discussion followed this paper.

Then, the President introduced Mrs. A. L. Robinson, of "The Texas company," New York city, the lady who presides over the Filing department of this large Company, where over two thousand letters are filed every day, who read a paper, entitled "Filing." Few librarians have any appreciation of the enormity of this problem in the business world, and it was particularly interesting to have one in charge of so large a proposition present her methods of handling this very exacting work. This paper will undoubtedly be received with interest by business librarians everywhere, as well as by the office managers and others responsible for the much maligned problem of filing.

Miss Gaston, Librarian of the Western electric company of New York, talked before this Society on "The value and necessity of technique, in a special library," and among other things showed how difficult at the outset are the problems of the special librarian in a concern employing three or four hundred employees, ranging from ordinary workmen up to experts of the highest technical training. We believe from the presentation of Miss Gaston's experiences that her work has met with the hearty approval of her people and has developed along, not only the usual lines of a business library, but rather unique special lines of its own.

#### THIRD SESSION.

The third session was held the same evening and was devoted to two papers—one by Mr. G. W. Lee, Librarian of Stone and Webster, Boston, who spoke upon his favorite topic, "Cooperation." Mr. Lee's unique experience in developing the Boston cooperative information bureau gave him the opportunity to present these experiences in his own pleasing way. He has accomplished much in this particular field and works along original lines. For this reason his ideas are always of interest to a library audience, even though they may not meet with general approval.

Mr. Kenneth C. Walker, Technical librarian of the New Haven public library, presented an outline of a hand book for the operation of clearing houses of information. Mr. Walker has set himself the interesting problem of preparing this outline with a

view to learning whether there is a field for a book covering such a topic. From the words of approbation following his exposition of the matter, it is safe to say that many will be interesting purchasers in case this work is ever placed upon the market. We feel that the encouragement offered was such as to stimulate its future production, and we hope, before another annual meeting, this much needed book will be available.

At a joint meeting with the New York library association on the evening following the last session of the Special libraries as-

sociation, Mr. R. H. Johnston presented a paper on "The man and the book."

No report of this meeting would be complete without some word of appreciation of the courtesies extended by the New York library association during the session. This is the second time that these two Associations have met in conference together and the cordial relations thus established it is hoped may lead to other future similar successes.

GUY E. MARION.

## Resume of the Association's Activities, 1910-1915

By Guy E. Marion, Bowker Fertilizer Co., Boston, Mass.

It is well for every enterprise to stop at occasional intervals long enough to take breath and survey the work accomplished. It is with this thought in mind that the title of this paper is chosen. Before making ready for the new problems and larger successes which lie in the path just ahead, let us pause a moment and review what has been done in the last five years.

### THE LIBRARY IDEA IN BUSINESS.

The story is one of growth. When the secretaryship was handed into my keeping in the spring of 1910 there were less than seventy-five members. We now have enrolled to date 354. This growth is very genuine in many ways, not only in numbers, and it reflects the spread of the "library idea" in the world at large. When this Association was organized, it is safe to say that it was composed chiefly of a group of the oldest special librarians in the three or four large cities along the Eastern seaboard together with the heads of special departments in one or two of the more progressive public libraries, with here and there a public librarian himself who was interested in making his service more intensive and practical in his own immediate community. Today the Association's membership is not confined geographically to the East, the West, the North or the South, but every section of the country has a goodly representation—in fact, I may say more—we have members in England, Germany, Hungary, India, Canada and Panama. In addition we have had inquiries from Holland, Russia, Australia and other countries. So much for its geographical distribution, which is only half the story. The wide diversity of interests which have built up book collections to serve men in active daily business life is truly astonishing. A glance at our list finds libraries for railways, business houses, laboratories, manufacturing

industries of many kinds—such as clothing, rubber, automobiles, metals, chemicals, paper, roofing, waterproof products, textiles, pipe-fittings, electrical machinery, store-pneumatic carriers, abrasives, carbon products, accounting machinery—also for publishers, banking institutions, charitable and sociological enterprises, insurance companies, public utilities, college, university and public library special collections, consulting experts of various kinds—such as chemists, engineers, landscape designers, efficiency experts, lawyers, accountants, architects—as well as for government libraries, legislative reference bureaus, retail stores and advertising departments, agricultural interests and municipal reference workers. Purposely have I left them without any attempt at grouping, that you might the more readily appreciate the diversity. But now, you say, what have they in common? I have come to believe in reality only this—their viewpoint. Their librarians themselves are all "special librarians"—not presiders over collected knowledge or builders of large collections, but active users, appliers, and, if you please, interpreters of all the readily available information in these restricted fields. Their oneness consists in that each is interested in new methods of using printed or unprinted knowledge since from such methods, though used in widely different fields, they may draw valuable points worth trying at home, thus making themselves the more efficient for their immediate duties.

### THE OFFICIAL ORGAN, "SPECIAL LIBRARIES."

No one year can claim a much greater growth than another. It may safely be said that never a month and rarely a week has passed without a new member being added from some unsuspected quarter. Much, if

not all this growth may be safely attributed to the official organ of the Association, "Special Libraries." It was started in January, 1910, and has continued to this date, thus running into its sixth volume, under the able leadership of Mr. John A. Lapp, of Indianapolis, as Editor. The publication has reflected the growth of the Association in its articles prepared by our many loyal members in so many different fields and has again at the same time stimulated it by putting the Association in tangible form before strangers and interested "prospects." Probably a true history of the Association might be given by relating the history of this publication and what it has brought to light.

#### EFFICIENCY AND SCIENTIFIC MANAGEMENT.

One of the most striking things which has stood out in my mind has been the publishing of the Bibliography of scientific management and efficiency. This, as most of you know, occupied an extra large number of some 41 pages and was a carefully compiled list of all the literature on these subjects up to the date of its publication, both book and periodical. The sale of the number has been unusual. It is safe to say that it has been the means of introducing many of our members to the Association. The number is now exhausted at the Secretary's office but still the demand for it is unabated. I believe it to be the best list on the subject ever published and fully deserving of all the credit it may receive. The list was prepared by the Library of Congress for the Efficiency society of New York and through this body, also, it received a wide distribution.

#### CITY PLANNING.

The second item which has created wide and favorable comment and which has also stimulated the membership, although in a quite different field, is the City planning list, compiled by Miss Kimball, of Harvard, in cooperation with the Library of Congress. This subject has come before nearly every city of this country in the last few years, in one form or another. It might be said to be the most widely discussed municipal topic. When this list was offered to the Editor, I believe a very wise decision was made in taking and publishing it. Though it is now three years old, the Secretary is still called upon to supply it and its sale has probably been almost as far reaching as that of the Efficiency number.

#### MANY BIBLIOGRAPHIES PUBLISHED.

But the appearance of these two lists is but a small part of what has been done with bibliographies. On consulting the first five volumes alone, I find that seventy-five separate bibliographies were published on different topics and of varying lengths, for many of which the Association is indebted to the Library of Congress. But again this only half states the matter. Over one hundred

and eighty-five notices of bibliographies published elsewhere were brought to the attention of our readers. This service alone would be worth the price of the subscription to the average reader. Perhaps enough has been said of bibliographies. But I cannot refrain from taking this opportunity to suggest to this audience that any lists that you may prepare in your own libraries from time to time will be gladly received by the Editor at his desk.

#### THE MANUAL OF LIBRARY ECONOMY.

The current year has witnessed the publishing of chapter eight of the Manual of library economy, prepared by the retiring President, Richard H. Johnston, of Washington, D. C., and entitled "Special Libraries." This chapter has been given a wide distribution among those unfamiliar with specific special libraries or their work, and is bound to create a favorable impression for this Association. It should be borne in mind that this essay was not prepared to interest special librarians themselves, but with the idea of attractively telling the story of this movement to those outside its ranks in other fields of library activity. The pleasing style in which it is written will commend it, however, to our own membership, and we believe win friends for the Association wherever it is read. The fact that it has been brought forth by the Publishing board of the parent library organization will also tend to give this pamphlet a welcome reception in the hands of the older general library public.

#### ORGANIZING BUSINESS LIBRARIES.

Another equally valuable feature has been the publishing of the descriptive articles telling how individual libraries have been operated. To the young librarian just starting into a special library career this feature has been of great service—to the stenographer or clerk in some business house newly entrusted with the charge of developing a book collection, it has been his *sine qua non*—to the older librarian, pressed for quicker service or confronted with some special new field of work added to his regular problems, it has often illuminated the path with valuable suggestions. Perhaps in a measure it has fulfilled the wishes of those like Mr. Wolfe, of the Curtis publishing company, who felt at Washington that the Association should have a committee who should make a study of the problem of organizing special libraries and thus be ready to tell the business house which should apply to it just how to go to work to establish a proper library for its particular needs. Now this always seemed to me a rather large order for any committee or even individual to undertake in the way of free service. It would undoubtedly be a splendid thing to have the salient features brought together, systematized and set forth in successive steps to show the office manager

how to proceed. But does not the librarian's profession consist in knowing these things? And, has he not spent time, money and experience in learning to do just these things? I may be wrong, but the question has often arisen in my mind whether the librarian should thus disarm himself and give away for naught all that is valuable to him. Again, can any two special libraries be organized alike? Can more be standardized than has already been set forth in the literature of the profession? This subject is certainly one open to discussion.

#### WORK ON HANDLING CLIPPINGS.

It may be well to consider some of the other problems which have been studied by the Association. During Mr. Handy's administration as President, a very valuable report was presented by Mr. Cunningham, at the Kaaterskill Conference, upon the handling of clippings. This class of material is peculiarly a problem with the special library and one of slight interest to the public or large city library. But nearly every special library must base some of its work on clippings from one source or another. In fact, often they contain the only data on some subject of immediate interest which is to be found in print. To know then the accumulated experience of many special librarians on the methods employed in procuring them, the manner in which they are handled and preserved, as well as the best way of eliminating the dead material, as was carefully brought out in Mr. Cunningham's report, has been distinctly worth while. Probably no other association of librarians would have been in such a good position to have brought out these facts as ours.

#### TRAINING FOR SPECIAL LIBRARIES.

Another problem, advanced so long ago as the Ottawa Conference, has not yet been successfully worked out to a proper conclusion. The question was asked "What should be the training of a special librarian? How should it differ, if at all, from that of the public librarian?" As a result of these questions being propounded a Committee was appointed to investigate this subject. Some preliminary work has been done, a questionnaire was sent broadcast and many opinions were brought forth on the subject. The Committee then suffered the loss of its Chairman and no other willing worker to attack this problem has been found. It is to be hoped that the new administration entering office after this Conference will be able to discover the proper person to take up this very important subject and to collate and organize in shape for a report at some subsequent meeting the data already in the hands of the Association. As the field grows, this problem bids fair to be an ever-present one and it will alike interest the library school which aims to fit librarians for active work in any field, the candidate himself who seeks to enter this field and the employer whose problem it becomes to find the properly

equipped person for his work. Indeed, certain of the library schools have already offered new courses as a result of the rapid development in this field. May we not, then, say that one result of this Association's activities has been to widen the entire field of librarianship, to provide, as a result of its propaganda, a greater outlet for graduates of the schools and others. This is surely a service. When an organization broadens the possibilities of human activities and opens up avenues of effort hitherto unsuspected, it is to be encouraged, aided and supported.

#### ORGANIZATION OF THE ASSOCIATION.

A word must be spoken regarding the organization of the Association to those who may not be already familiar with it. The officers are a President, Vice-president, Secretary-treasurer and an Executive board consisting of these three officers ex-officio and two others each elected for two years on alternate years. The Annual meeting transacts the business of the Association although the Executive board passes upon and recommends for action much of the constructive policy of the Association. It also fills all vacancies. In addition to this organization, we are indebted to Mr. H. O. Brigham, who was the second Vice-president of the Association, for suggesting the idea of Responsibility districts which proposed to divide the country geographically into sections, each one of which should have a District head presiding over the section. To Mr. D. N. Handy, the third President, must be given the credit of putting these ideas into successful operation. These heads are now appointed by the President and together they constitute the National advisory board. This Board, because of its scattered membership, has never met, but it serves to advise with the President and other officers regarding any questions arising in different sections of the country. Local meetings therefore fall under the leadership of the local heads. The holding of such local meetings has come to be a recognized policy. It has enabled many a specialist to come into contact with others in his own neighborhood, while perhaps neither would have been able to reach a national meeting at some distant point. Several such district meetings have been held in Boston, several in Philadelphia, one in Chicago, at least two in New York city and one in Washington.

#### COOPERATION.

We believe this is one of the strongest ways of encouraging cooperation and cooperation, it may be said, has been one of the largest benefits to the special librarians. To know that a drug librarian is within a convenient telephone call when a question comes up relating to drugs, is infinitely more important to the business specialist than to be able to find four drug books on his shelves, is the particular problem is one likely to fall within the drug librarian's daily experience. This is only one of a thousand

examples which might be readily cited. To be in close contact with many specialists is the equivalent of being presider over an enormous collection of literature with the added advantage that your collection is itself alive and self searching and self operating. Cooperation must be then kept as the watchword for all specialists. In it their very strength lies. The printed page can never supplant it. Give me the Boston Telephone book, the New York, Philadelphia and Chicago Telephone books, a desk with a pad of paper, my present acquaintance with the Special libraries association and, I might say almost no books, and I should not be afraid to offer myself as a special librarian to many a business house. And, it may be added, the larger the business man, the more he would be inclined to appreciate this standpoint. Books are so often to him a dead world, unknown and unsought. His methods of getting results through people rather than through inanimate things make him skeptical of books and more appreciative of the special librarian who never brings him a book but who gives him the facts after making the study himself. This service of interpreting knowledge in print, or otherwise available, is the highest and most important part of special library work. As our President said in a conversation with me not long ago, "If someone comes into the library and asks what is the average cost of a locomotive per mile of track in the United States, he does not want me to stack a half dozen books up in front of him and say: 'You will find it here'; he wants me to go and get *the answer* and bring him the answer, not the sources from which the answer may be derived." But therein lies also the increased responsibility. If mistakes are made, ours are these mistakes and we shall suffer accordingly. But there is another side, the business man is appreciative of service and is willing to pay accordingly more generously than the great American public.

#### INCREASING MEMBERSHIP.

Without continuing at much greater length I cannot overlook an important fact. I believe it of importance to have had a hand in bringing before the Association such men as Robert Luce, formerly Lieutenant-governor of Massachusetts, Dr. A. F. Crowell, Financial editor of one of New York's greatest dailies, Vice-president Kingsbury, of the American telephone and telegraph company, St. Elmo Lewis, Vice-president of the Art metal construction company, James A. McKibben, Secretary of the Boston chamber of commerce, and others. Such men have brought us the employer's side of the question, have shown us their keen appreciation of what we have done, and what is still more important, have allowed big business to see that they appreciated and found merit in the "library idea." To drive home to an ever increasing audience of the business world the library idea must be our aim and chief motor impulse. This can be done by

broadening the scope of the Association's activities, by increasing its membership, by entering new fields of endeavor, and by continually keeping our domes and people in public media of one kind or another. To this end, let the new officers appoint a membership committee whose chief duty it shall be to bring within our circle every special worker in this field, let it appoint a publicity committee whose duty it shall be to organize through a definite campaign a series of articles dealing with the application of the library idea in different industries to be published in various class journals and to attend to newspaper publicity and technical paper write-ups in general.

#### THE FUTURE OUTLOOK: HEAD-QUARTERS.

By approaching the problem in some such way as this or in some much better way, the special library must grow. It has unlimited possibilities. If correctly handled the next five years should see an unprecedented growth. Where there are ten opportunities for a public library, there should be a hundred places for a special library. Every city of 25,000 people has two or more large industries which could profit by a special library. We must not be content until the demand for librarians is greater than the supply, until the Secretary's office shall have more requests for candidates than for positions, in fact, until every enterprise, whether utilitarian or humanitarian, involving any considerable number of people shall have within its ranks a special librarian, or, as Mr Fairchilds would say, a *consulting analyst*.

To close this paper without expressing concretely the most important need of all by which and through which all else may be accomplished would be most unfitting. The effort of carrying forward the work outlined is rapidly outgrowing the realm of free service. Some definite means must be found of providing adequate headquarters for housing all these plans. No employer can be expected to allow his special librarian to devote much more than his individual share of time to the Association's work. Yet the work increases, especially that of the secretaryship, which aims to hold it all in line and give it direction and purpose. Some constructive thought must be carefully applied to this need, for on its solution will depend the future success of the Association.

#### ACKNOWLEDGMENTS.

To attempt a resumé of the Association's activities during my secretaryship, without expressing my own keen appreciation of the kindly indulgence with which my superior officers have borne with my own feeble efforts, would be most ungracious. To acknowledge the many kindnesses shown by them is a great pleasure and to express thus publicly my own thanks for the cordial cooperation received from the membership in general, one and all, at every hand, is most gratifying.

## Filing

By Mrs. A. L. Robinson, The Texas Company, New York, N. Y.

I have been requested to tell something about commercial filing. As I understand it, library work comes first, then special libraries, and lastly, a distant and poor relation, real business files. I want to do my little best to help elevate these poor relations to better conditions, so that they receive recognition and have at least a bowing acquaintance with their betters.

Filing as a profession is of very recent origin. After stenography and typewriting made the transaction of business so largely a matter of correspondence, it became necessary to take care of the masses of letters, etc., that make up business records, and as it is practiced nowadays in commercial work, it offers a wide field for women of education and intelligence. The better the education and the finer the intelligence, the better the result.

Graduates of women's colleges of late do not all take to teaching. Some who escape teaching, and a matrimonial career, are coming downtown in various capacities, and I know of nothing in the business world where a college training is of more use than in organizing and running a file.

Not many years ago, we used to be classed at the very foot of the organization charts as office boys and filers. We are a little better off now and we sometimes are given the title of commercial librarians and have a line in the chart all to ourselves.

As the importance of correct filing is becoming recognized more and more, and the standard of filing efficiency higher, we hope eventually to be considered something more than a necessary evil.

The actual filing can be done by girls of grammar school education, if they have the special qualifications necessary, but my point is this—that the more you have of general knowledge, the better chance you have for success. Unless a girl has memory, imagination, intuition, tact, patience and a love of order, she will never make a good filer.

I have heard people ask, "Why is memory necessary if you have a good system?" In handling such an amount of material, it is almost, if not quite impossible to index more than a third of it, and as quickness in producing a file when asked for is the essence of success, memory comes into play constantly. In spite of this, in filing one should never try to remember anything. First, get into your mind the system, and the logical arrangement of the file and if you have a naturally good memory, it will soon become trained. Stuffing the mind with a whole lot

of details defeats your own ends. New girls are almost sure to try to conquer the file by swallowing it whole, and do not understand when I discourage the taking of notes or studying the numbers.

Imagination and intuition are of almost incalculable use, for files are asked for in impossible ways, and the slightest clue may often be worked out through these two gifts.

Initiative you must have, otherwise you would not grow with your file when new conditions make changes necessary.

Tact and patience to deal with perhaps a hundred different temperaments a day, all wanting something and wanting it in a hurry are very necessary. Accuracy is very essential, naturally, and a natural or cultivated love of order goes far towards keeping your files and desks in condition so that work is possible.

What the average business man expects of a file is quickness in producing what he wants. He cares nothing for system or the refinements of filing, so long as he gets what he wants when he wants it. No matter how fine a file you may run, or how much time is spent in putting away material, indexing, etc., or in making the file have a fine physical appearance, with fancy folders, guides and filing paraphernalia, if you cannot produce what is wanted within a reasonable time, your work counts for nothing with the person who is waiting for a file.

One of the first rules I teach my assistants is this: Never, under any circumstance, say we haven't in the file what is being asked for. First exhaust every means of finding it in the file; look where it should be, look where it might be; then where it should not be, and then if it cannot be produced, suggest in a persuasive voice that it is probably in this or that department or on this or that desk, and the chances are greatly in favor of its being just there.

Perhaps you do not know that the file is the scapegoat in all business places. It is just that. Many times a day one is told "I want such and such a thing." When told it has not been received, the reply is always "Oh, yes, it has been—I put it in the file basket myself. You must have it." If the applicant is of sufficient importance, you use the "soft answer that turneth away wrath" and perhaps you go and dig it out for him on somebody's desk, or on his own for that matter, trying all the time not to have the "I told you so" expression on your face. If it is only an office boy, you just smile and say "I guess if you hunt for it, you will find it somewhere." To be happy

in your work as a filer, it is quite necessary to cultivate a thick skin and drop all sensitiveness.

You will notice that I always speak of girls and women as filers—never boys. It is, in my opinion, useless to teach a boy to file. I have tried a good many and do not find them good for anything in the work. They seem to think all that is necessary is to get things out of sight, no matter where they go. I explain it in this way: A boy in a business house is always looking forward to advancement, as he should, and he can see no particular advancement in the file. Even though he might be better paid for filing, he prefers other work, so his heart is never in it. I think he regards it as women's work and looks down on it accordingly. This statement has been questioned by some of the men of my company. They claim that in railroad files and some others where the file is an arbitrary one, boys make excellent filers but they agree with me that a boy will not stay on the work. I think, however, that teaching a boy the principles of filing would be of great benefit to him in business life. To most business men, the file is a place of mystery. When one asks for something that he thinks difficult, and you produce it at once, he is very apt to say "How on earth do you do it?" The secret of the whole thing is there is no secrecy at all but sheer hard work and concentration all the time.

I have a great many applications from employees in the company, asking positions for friends. They generally begin by saying: "Mrs. Robinson, have you a chance for a young friend of mine in the file?" I always ask "What has she been doing or what training has she had?" The almost invariable answer is "She doesn't know how to do anything so we thought she could get a start in the file." I answer, of course, that at present I have no openings but I always wonder why raw material is always offered to me.

A great many of the commercial librarians have been in some large library before coming downtown into active business life. Public librarians who come into the business world have some very necessary adjustments to make. In the libraries they deal with a great many people daily, but these same people are governed by rules and the librarian is approached with deference when a favor is asked. The atmosphere of a business file is not exactly a studious one and the transition from library work to the dollars and cents proposition is apt to be attended by trying (I almost said crying) experiences. Library work is most excellent training for filing, and when we need help, we always try to get girls who have had library experience. They come to us with a knowledge of the tools used in filing, and know how to handle them.

My greatest difficulty is in finding efficient assistants. Filing is one of the few occu-

pations for women where there is a scarcity of first-class applicants. There are plenty of the other kind, that do the day's work for the day's pay. There is no such thing as a perfect file, but I am always hoping that somewhere and somehow I will find a near perfect filer.

As for systems, I do not feel competent to speak. All filing systems, like all religions, have some good in them. To run an efficient file means one thing and that is to put away correspondence, maps, documents or whatever material you get, in such a way that you can produce anything needed in a reasonable time after request is made. Personally, I believe in simplicity in the file. That is, in group numbers instead of a multiplicity of numbers. To run a large file with a minimum of expense, a so-called subject file is, to my mind, the best.

A subject file, however, can only be used in a business that has a many sided development. A mere buying and selling business cannot use it to advantage. My own file is a mixture of subject filing with subdivisions of alphabetical, geographical and numerical filing, capable of almost indefinite expansion.

If you can train people to stick to the one subject in letters, filing is easy enough. Of course, if they will run two or three subjects into a letter, a lot of cross indexing and abstracting is necessary. My outfit consists of vertical files, two kinds of folders, metal tipped guides, backers, punches, clips, fasteners, index cards and out cards. There are numberless devices for filing—binders, books, etc., etc., that are attractive but unnecessary. If one is running a small file and has the time, there is hardly any limit to what one might do in making the file attractive, but I am speaking from a standpoint of a practical, very much alive file.

Efficiency in a file depends not on the system but on the individual. Years ago business was all the individual and now the business world is a little mad, I think, on system and efficiency. Perhaps later there will be a compromise and both system and individual will have a chance. One must have in filing not so much intelligence as a certain kind of intelligence.

When a business starts and the file is an infant, it is generally in the care of the stenographer or office boy and is run in a hap-hazard way until the time comes when nothing can be found—it being almost impossible to organize a file in the beginning. Then a specialist is sent for to organize the file with the accumulated material, and it may take months to accomplish this. The company is indeed fortunate whose file is then rightly organized to run for years with just a general practitioner taking care of it, and that is what I am, for specialists are expensive.

I have been requested to give some data in regard to my file. My general file consists of the filing matter from ten departments,

takes care of about 2,000 sheets of paper a day—about five hundred different classifications. And the giving out of an average of 150 files a day.

The export file, which is very complex, is in the very capable hands of Miss Helen Clapp. It averages from a thousand to twelve hundred letters per day and is used a great deal, the files constantly coming and going. I have no means of knowing whether this is simply an average file or a big one, as I have been kept so busy keeping up with it that I have never seen any other file.

The file of the company for which I work, goes rather naturally into ten or less divisions. The company produces and markets petroleum and its products, and the first group of numbers are for the organization of the company, its history, stock, bonds, banking, its employees and their welfare.

The second group covers the production of oil, the acquiring new land, the operation of the producing department.

The third group deals with bringing the oils to the refineries, the pipe lines and pumping stations, field maps, etc.

The fourth group embraces the refineries, laboratories and technical development of the products.

The fifth covers the marine department, the bringing of the oil to the distributing terminals, the building and operation of our ships and barges, lighterage and kindred things.

The sixth group is for portable equipment, insurance and advertising being sub groups.

The seventh and eighth are for the distribution of oil through terminals and stations.

The ninth deals entirely with the sales department, the delivery of oil to the customer and the operation of the selling of our products.

The tenth division I hold in reserve for future use. The divisions are capable of expansion if it becomes necessary. Under these ten groups are many sub divisions and subjects, but nearly everything falls naturally under some one of the ten big groups.

In order to get quick service and make a check for the file, I run a series of letter books. Two carbon copies of all outgoing

letters are sent to the file. One goes into a letter book and one into the file. The letter book runs alphabetically and chronologically and the file by number and subject, so that no matter how vaguely a file is asked for, there are three ways of finding it—the file, the index and the letter book.

The transfer is a very important and very tiresome part of the file. Every business has its own particular time for transferring. I begin January first each year and I am sometimes through transferring by the middle of the next January. I endeavor to eliminate dead subjects from the active file, but very often they are only moribund and come into lively existence again, to surprise you. The only way is to run your transfer exactly as you do your active file and not have it stored at any great distance or in any inaccessible place, for you have to resort to it frequently. It is tiresome because your interest lags and it becomes just paper to you after the subjects are dead.

The thing in filing that appeals to me most strongly is a difficult search after some old and forgotten thing, where you trace things back through different files, through a slight clue here and there. If I succeed, the joy with which I pounce on the data that is needed, well repays me for the effort.

The index is not so much for yourself as it is for your successor, although it helps you out on old files. My index was handed down to me with a cross-index for the customers— one card carrying the customer's name, one the state and town in which he lives and one the particular product he buys. My experience has been that the cross-index is seldom used and does not really pay for the time it takes to run it. In the hurry and drive of the work, there are many things that must miss getting into the index and I will tell you in confidence, that I sometimes rather put my trust in Providence than in my index. But somehow we manage and as long as our superior officers get results and not excuses, we satisfy them and feel that our part in the organization is necessary and helpful, even if we are just an expense and not producers.

Note: Although the above article was prepared especially for the Special Libraries meeting, it was first printed in "Texico" the organ of the Texas Company, to whose courtesy we are indebted for the privilege of reprinting it here.

## The Technical Library's Field of Service

By W. P. Cutter, Librarian, Engineering Societies Library,  
New York, N. Y.

It was my intention, when I was asked to present a paper before this Association, to cover the broader field of the special library, but I discover from the program that others are to present to you the service rendered to students of other special subjects, and I shall therefore confine myself to the work of technical libraries.

A technical library, let us assume, is a collection of books and other material relating to the application of science to industry, and, specifically, to manufacturing industries, engineering and applied chemistry.

In order to be useful enough to justify its existence, the technical library must do three things. It must gather the printed sources of information; it must so arrange, catalogue, classify and index these sources as to make it possible to find the information, it must impart the information to its clients. I shall not take up your time with a discussion of the first two of these duties, but confine my remarks to the method of imparting this information to the library's clients. I use the word "clients" advisedly, instead of the word "readers," for the service which I shall attempt to describe often requires that the library do the reading for the client.

A library may assist its clients in two ways, by desk service to those who visit the library, and by mail service to those who are unable to do so. The first class of service may reach only a limited few; the second may reach anyone, anywhere, and may assist the client at a distance just as completely as the resident of the city in which the library is administered.

In order to render service to clients at a distance, several things must be done. You all remember the famous recipe for jugged hare, which begins "First catch your hare." In order to help a client at a distance, you must first catch your client. You must in some way let him know that you are willing and anxious to help him. As soon as clients are obtained, the second step is to educate them in accuracy in making requests. This is the most difficult step; for unless you can find out very specifically what a man wants, you will not only waste your own time in looking up information which is not desired by the client, but you make him skeptical of your ability to help him. Unfortunately, men who have been trained as technical workers have very often not had a corresponding training in writing clear English, and questions are often ambiguously expressed. Be sure, therefore, that you know what is wanted.

The questions propounded by the clients of the library in my charge are, of course, mainly on engineering subjects. But they are by no means confined to that limited field. Requests often come for addresses of secretaries of societies, for time of meetings, for publishers of books, for description of filing systems, and even for employees and employers. But, as I said, they are largely on subjects in applied science, and are usually very specific.

As is to be expected from the peripatetic nature of the business of most engineers, our clients are scattered all over the civilized world. The first two entries in my list of requests are from engineers in Antofagasta, Chile, and in Penang, in the Straits Settlements. In North America they extend from Sydney, Cape Breton, to Los Angeles, California, and from Thane, Alaska, to Rock Run, Alabama. China, Korea, New Zealand, England, Buenos Aires, Queensland, all have representatives.

What service can we render? Let us illustrate by examples. A member of the American institute of mining engineers in San Francisco wrote to us last March for information on the occurrence of asbestos, and the processes of manufacture. We referred him to a publication of the Canadian bureau of mines which covered the subject very fully, and which he could obtain by writing to that bureau. Here the mere title of a book served the need of the client.

A second client in Duluth, Minnesota, asked for a complete list of references on magnesite. We compiled for him a list covering thirteen closely written typewritten pages, covering not only references to periodicals and books, but all patents on the subject. He was advised that the publications would probably all be found in the John Crerar library at Chicago.

For a third client in Youngstown, Ohio, we made a translation of an article in German on the manufacture of rubber, for which he sent us the reference.

For a fourth client, in far-away Korea, we sent several pamphlets on the manufacture and uses of graphite, with photostat reproductions of several articles from periodicals. By the use of the photostat we can furnish accurate copies, which may be used not only for study, but, when properly authenticated, may be used as evidence in courts and before patent examiners.

The United States Consul at Johannesburg, South Africa, asked us to compile for the South African institute of engineers a complete list of the engineering standards in the

United States, to be used in establishing standards in that country. We not only sent the list, but sent a very large number of standards which we obtained from the firms or societies establishing them.

A number of our clients are subscribing to a service of reference cards on some subject selected by them. By this method they can be notified almost immediately of any new information on the subject, and if the article seems promising, we can furnish photostat reprints, abstracts and translations.

Many of the questions that come to us can be answered immediately from reference lists which we have made for other persons, and we try, in addition, to prepare bibliographies on subjects for which there is likely to be a demand. We have at present bibliographies on submarine boats, alpha-naphthol and tri-nitrotoluol for explosives shrapnel and other live, up-to-date topics. This leads me to say parenthetically that many of the questions submitted to us are caused by war conditions. For example, the bibliography on magnesite was wanted by a person who owned a deposit in California, which he wished to develop to furnish magnesite products to replace those formerly imported from Greece. Magnesite is one of the constituents of the lining of Bessemer converters and open-hearth furnaces which are used for the production of steel for war purposes. We have made a reference list on quick steaming boilers for one of the makers of torpedo boats.

There are some curious questions. A lady visitor from a school in Chicago called at the library. She incidentally mentioned that she had in the school a Chinese student who wished to take for his thesis subject something that would help his people at home. He chose the Chinese methods of preserving eggs. She wished to know of any references, and we, much to our surprise, found some. We have recently furnished a list of references on occupational training of wounded, lame, deaf, and incapacitated soldiers. This list we borrowed from another library.

It is by no means necessary for our clients to write letters of inquiry in every case. Our local clients use the telephone very largely. While writing this I have been constantly interrupted, as, for example:

Who publishes the periodical "La France"?  
 What were the gross sales of steel by three large companies during the past ten years?  
 What does S I on a French blueprint mean?  
 Where is an article by Rutherford on structural crystalline bodies published?  
 Have you volumes 9 and 10 of Part 3 of the Handbuch der Ingenieurwissenschaften?  
 Have you specifications for the 7mm. Mauser cartridge, 1893 model?  
 Address of the Illinois state factory association.  
 Any literature on industrial pensions?  
 Is Mr. Smith in the library?  
 Is the library open evenings?

We have one client in Pennsylvania who always calls up by long-distance when he wishes a reference list, and many men wire in advance that they are coming to the library, asking to have references ready to examine. Many orders for photostat reprints come over the telephone.

Perhaps greater reference should be made to the service to the public at the library. Questions during 1914 numbered 1,300 at the desk. Some were answered at once, others required long research. Here is a sample:

June 8, 1915.

Casting machines  
 Mine inspectors in the United States  
 List of granges in the United States  
 Hydraulic *versus* electric elevators  
 Periodicals on chemistry  
 Liquid air  
 Methods of testing resistance used by Bureau of standards  
 Cottrell process for smelter smoke prevention  
 Paper on financing of electrical companies

In order to render this service of real value, certain incidental work is necessary. We have just published a Catalogue of technical periodicals in the libraries of New York and vicinity, in which we have listed some 2,600 technical periodicals and serial publications. Now when we find a reference which mentions an article in a periodical not in this library, we can usually find it at once in some other library in the city.

We keep up a current index to the leading articles in the one thousand periodicals which we receive, and from this we can copy entries on subjects on which our clients desire information.

Plans are being developed to help technical workers in other ways. There has been organized a Joint committee on classification, with one representative from each national engineering organization, to devise a standard system of classification for technical literature, which may be adopted by these societies, and used for filing in an engineering office and as a basis for an index to technical literature. When such a classification is so adopted, it is proposed that the standard engineering and technical periodicals shall be asked to print the symbol of the classification at the top of each important article; if this is done, any office boy can clip these articles, file them in the proper classification and thus make available to his employer at minimum cost the current literature on any subject.

The work of the Library service bureau is not done for profit. Neither is it done for nothing. We have a schedule of charges which cover the cost of the work, and we hope to make it rigidly self-supporting. When it is fully developed, we hope to have branch research offices in other places. It is hoped to gather together a corps of searchers who are specialists.

Thus far I have referred mainly to the work done in the Library of the Engineering societies, but it is with no desire to belittle the work being done by other technical libraries. The excellent cooperation of these libraries has been of great assistance. The lists printed by the Carnegie library of Pittsburgh and the New York Public library have been of great help to us and to the engineer-

ing profession, and many libraries are of great help in loaning us books.

The whole spirit in the technical library of today is that of service. These libraries are justifying their existence from the standpoint of dollars and cents. If all the workers in applied science knew that this spirit existed, and would appeal for help when it is needed, the service would be of greater value.

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## A Handbook for the Operation of Clearing Houses of Information

By Kenneth C. Walker, Department of Technology, Free Public Library,  
New Haven, Conn.

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The title of this paper is, quite by accident, illustrative of the present trend of the so-called "Handbook." As the present day engineering "Handbook" is getting to be quite a handful, the above title is quite a mouthful. Let us forget the title and consider the subject matter.

Throughout my experience in assisting the stenographer of a local business house to establish a library, I was continually impressed with the thought: "Why wouldn't a handbook for special librarians, compiled on similar lines as the engineering handbooks, be of material help?" This suggestion was forwarded to the past secretary of the Association and received his recommendation. In short, Mr. Marion offered to give his services as joint author. Needless to say they were gladly accepted.

The aim of the proposed publication is threefold. First, to act as a suitable guide and instructor to those inexperienced in library technique as applied to a modern business collection. Second, to serve as a consulting collection of recognized methods used in the operation of special libraries. And third, to benefit the business man by cumulating the flood of material illustrative of library methods as adapted to business methods. Furthermore, to affect a saving in establishing and maintaining a special collection. The saving hinted at in the above is that gained by adopting a tried system instead of ignorantly experimenting as is so often the case.

I have in mind now a library that would fall into the class "ignorantly experimenting." Had the Library committee of this library looked into the operating of the modern business house library they would not be meeting the expense of public library systems adapted to their own. They would have escaped the needless expense of bookplate, borrower's cards, etc., the cost of

which would have helped in more advantageous ways.

This is but one example of the countless and needless expenditures involved by experimenting and not studying conditions. This handbook, if its aim is carried out, should serve as a reference book to which the present administrator of a special collection can go and find economical and tried systems for conducting his or her collection, and to which the future administrator should look for guidance in starting and maintaining his or her collection.

The modern business man looks for results, looks for the administrator that can produce. An administrator continually experimenting with the operation cannot attend to the larger aspect of the work. The presence of a book from which can be gained the desired information on subjects relating to the operation of a special collection would tend to reduce the element of experiment and protracted study of suitable systems so that the person in charge of a special collection would be able to devote more time to producing and therein gain favor for both himself and the library idea. What is more essential?

The outline of chapter headings, at the close of this paper, will serve as an axis about which certain subjects may be enlarged.

The first heading I will pass over.

"Rooms: their location, size, etc." Under this head the following conditions will be treated: (1) the location and size of a library room or rooms, in the plan for a new building; (2) the location and size of room or rooms in new quarters; (3) the possibilities of re-physical arrangement in a library already established.

It may seem on first thought that going into such details as the three conditions just mentioned is but akin to folly. A special li-

brary, which is to thrive and not exist, should and does, receive equal attention with other departments of the office. Then that which applies to other departments must apply to the library. So then, if the modern business man can spend hours planning the floor space of his office force in the light of future economy of space, time, and energy of employeecs, why not do so for the library? Then, if the handbook is to be of value why shouldn't this phase be treated? If not in this handbook, where else?

Five years experience in special libraries no doubt has proved the good and bad in certain kinds of furniture. Under the head "Furniture" this matter will be taken up as well as the dealers and sources of furniture.

Under "Arrangement" will fall a study of the subject as related to limited floor space and staff. Also certain other economies to be affected in arrangement found by experience to be of value. It is planned that illustrative floor plans will be included here.

"Heating, lighting and ventilating" suggests many things, and I will pass on from that subject to the "Telephone." In light of my past experience in telephone work, and investigation recently conducted, I believe that not enough importance has been placed upon this instrument. The various special applications and instruments, which are the product of extended study on the part of telephone engineers in serving the commercial world, will be discussed in their relation to the library world.

The headings as far as, "Arrangement of material and mechanical preparation" are practically self-explanatory. This heading "Arrangement of material and mechanical preparation," may seem a little ambiguous. Here will be included the arrangement of books, e. g., the vexed question of the oversized books, placing of reference books, if there be any, and the keeping of pocket books which so often stay in the borrower's pocket. Also the arrangement and handling of pamphlets and clippings. "Mechanical preparation" will take up the matter of inks, labels, and other minor things in the preparation of material for use. All this detail may be questioned. Why include in such a book things so comparatively ephemeral? Well, why do the engineering handbooks contain such comparatively unimportant things as weights and measures? Because through the various editions such information has proved its value. So it is hoped that such relatively ephemeral material will be a saving to the librarian. So that he or she will have included in one volume all the information on a subject that heretofore has required hours of experimenting and attending detraction from the real work of the library. Why not have a handbook of handy things—time savers, and hence money savers?

With this chapter outline in mind many thoughts will come to your minds and I will

be glad to receive any suggestions which you may wish to offer, and I shall be glad to have copies of forms that you have found a help in conducting your library or collection, whichever you may call it. Any particular methods or systems carried out in accessioning, cataloging, etc., down through the entire chapter headings, will be welcomed.

#### OPERATION OF AN INFORMATION CLEARING HOUSE CHAPTER ANALYTICS.

- Introduction
- Definition
  - Relation to business house in which it is established
  - Aim and scope
- Operation
  - Equipment
    - Rooms: Their location size, etc
    - Furniture: Desks, shelves or book cases, Card catalogs, Cabinets, Filing cases, Tables, Chairs, etc.
    - Selection
    - Arrangement
    - Heating, lighting and ventilating
    - Outside communication
      - Telephone
      - Other mechanical means of communication
      - Messenger service
    - Supplies. Cards, Typewriters, Duplicators, Other labor saving devices
    - Purchase of supplies
      - Requisitions or special purchasing forms
      - Accounting in relation to the library
      - Aids and methods other than included in above
  - Administration
    - Head of department
      - Qualifications
      - Salaries
    - Assistants
      - Qualifications
      - Salaries
    - Staff management
    - Relation of staff to supporting organization
  - Material
    - Sources and forms
      - Books and pamphlets
      - Periodicals, Society proceedings, Continuations, Trade catalogs, Clippings, Maps, Plans, Photographs, Manuscripts
      - Government publications: federal, state, municipal
    - Ordering material
      - Publishers
      - Prices, Trade bibliography, Trade terms
      - Special order forms
    - Accessioning material
      - Systems
    - Shelf listing
    - Classifying
      - Purpose of classification
      - Systems available

- Individual and special vs. general or standard systems  
 Aids and suggestions  
 Cataloging  
 Purpose  
 Rules or codes  
 Aids and suggestions  
 Alphabiting (or filing of cards and other similar material)  
 Arrangement of material and mechanical preparation  
 Bookbinding and repair  
 Loan systems and records  
 Purpose  
 Aids and suggestions  
 Cooperation  
 Interdepartmental  
 Public and similar library systems
- Other special libraries  
 Information bureaus and research bureaus  
 Other sources, e. g., knowledge of experts and individuals  
 Methods of handling, Cooperation, e. g., special card forms, systems, etc.  
 Extension or publicity work  
 Purpose.  
 Methods of  
 Examples or samples  
 Aids and suggestions  
 Library terms and definitions  
 Comparison with A. L. A. definitions and special library application of the same or similar terms  
 Bibliography  
 Index

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## Bibliographies

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- Acetylene welding.** The New York public library published in its Bulletin of Oct., 1914, a List of works, relating to acetylene welding. p. 1049-78.
- Allens—Land ownership.** A Select list of references to material in the California State library may be found in News notes of California libraries, v. 9, no. 4, Oct., 1914. p. 683-686.
- Blue sky laws.** A Select list of references to material in the California State library on "blue sky" laws, appears in News notes of California libraries, v. 9, no. 2, Apr., 1914. p. 221-222.
- Children on the streets.** Philip Davis' recent book on Street-land covers the problem of children, at work or at play, in the city streets. A bibliography completes the volume. p. 277-291. 1915.
- City manager.** In the Bulletin of the University of Texas, Feb. 20, 1915, Municipal research series no. 6, H. G. James discusses, What is the city manager plan? and on p. 24-5 lists articles in periodicals, pamphlets, bulletins and books on the subject.  
 — The city manager, a new profession, by Harry Aubrey Toulmin, jr., contains as Appendix E, a Bibliography on the subject for part of which the author acknowledges his obligations to the Library of Congress. p. 289-298. 1915.
- Commerce and trade.** The New business by Harry Tipper, published for the Associated advertising clubs of the world, which seeks to analyze the demands of business in the light of modern development, has at the close of each chapter suggestive lists of Collateral texts. The division headings indicate the scope of the book: Trading and marketing; Finance and marketing costs; Factors in marketing cost; Organization, training and specializing, their effects upon marketing; Organization; Good will, consumer, buying habits, future tendency. Doubleday, Page & Co., 1914.
- Constitution, State.** The titles representing the most useful material which the New York city Municipal reference library has at hand on the general subject of state constitutions and especially the constitution of New York are listed in its Notes, Apr. 7, 1915. p. 122-4.
- Cost of living.** In a comprehensive little volume by Walter E. Clark on The cost of living are a few reading references to material on the problem and to statistical data. p. 154-155. 1915.
- Crime.** The Report of the Chicago City council committee on crime, issued March 22, 1915, includes two pages of bibliography of books on crime and allied subjects p. 195-6.
- Deaf.** A brief bibliography is included in the Report of the Committee to study the question of efficiency of schools for the deaf, appointed by the Conference of superintendents and principals of American schools for the deaf meeting in conjunction with the Convention of American instructors of the deaf, Staunton, Va., July 1, 1914. p. 24.
- Divorce.** A List of references on divorce, submitted to the Judiciary committee of the Senate (63rd Congress, 3d ses.) in connection with S. J res 109, a resolution proposing an amendment to the Constitution of the United States relating to divorce, has been printed for the use of the Committee and comprises a pamphlet of 110 pages. 1915.

- Engineering.** A List of general engineering indexes in the Library of Congress, compiled by H. H. B. Meyer, Chief bibliographer of the Library of Congress, appears in the Reference bulletin, published by the Index office, Chicago, v. 1, no. 1, Apr., 1915. p. 4-6.
- Excess condemnation.** A Select list of references on excess condemnation appears in News notes of California libraries, v. 9, no. 3, July, 1914. p. 462-464.
- Game—Sale.** A short list of references on Non-sale of game act, favoring the act, on which a referendum vote was pending, appears in News notes of California libraries, v. 9, no. 3, July, 1914. p. 465.
- Hospitals.** In the Transactions, v. 9, no. 9, July, 1915, the Commonwealth club of California takes up the County hospital problem and on p. 344 a short Bibliography on county hospitals lists the material in the Club library on the subject.
- Intoxicating liquors—Prohibition.** A Select list of references to material in the California State library on state-wide prohibition is printed in News notes of California libraries, v. 9, no. 2, Apr., 1914. p. 223-226.
- Jitneys.** The St. Louis public library monthly bulletin for July, 1915, is a Municipal reference number devoted to the regulation of the jitney bus, a discussion of city ordinances, and contains a short bibliography on the jitney problem and a list of city ordinances on the subject.
- Land titles—Torrens system.** A Select list of references to material in the California State library on Torrens system of land registration, appears in News notes of California libraries, v. 9, no. 3, July, 1914. p. 449-452.
- Magna Charta.** The New York Times Book review for June 13, 1915, contained a carefully selected bibliography on Magna Charta in honor of the 700th anniversary of the signing of the great charter. p. 222.
- Medicine.** A list of Some recent books on the history of medicine, selected from the catalog of the John Crear Library, appears in the Reference bulletin published by the Index office, Chicago, v. 1, no. 1, Apr., 1915. p. 7-8.
- Minimum wage.** The U. S. Bureau of labor statistics devotes its Bulletin no. 167, Misc. ser. no. 8, to Minimum wage legislation in the United States and foreign countries and includes A select list of references to books and periodicals (in English) on the minimum wage. p. 321-328.
- Municipalities.** Frederic C. Howe at the close of his Modern city and its problems, groups selected references under the following heads: Historical, the ancient and mediaeval city; The American city-general, Recent charter changes; Government of European cities; The city and the public service corporation; Municipal ownership; Town planning in America; Town planning in Europe; Guarding the city—police; Health and sanitation; Markets; Housing; Recreation; Municipal finances; New sources of city revenue. 390 p. 1915.
- A bibliography of municipal government in the United States, by William Bennett Munro, Professor of municipal government, Harvard University, is the second volume to appear in the series of Publications of the Bureau for research in municipal government issued by the Harvard University press. (For a review of this volume, see Special libraries, Oct., 1915.) 472 p. 1915.
- Commission gov't. A new publication in the American books series, Municipal freedom, a study of the commission government, by Oswald Ryan, contains a list of Selected references on commission government. p. 221-223. 1915.
- Ophthalmia neonatorum.** News notes of California libraries, v. 9, no. 4, Oct., 1914, contains a Bibliography of ophthalmia neonatorum. The list is exhaustive and the items are grouped under the following heads: General; Bacteriology; Medico-legal; Preventive treatment in general; Credé's method; Silver nitrate; Silver acetate; Argyrol; Protargol; Sophol. Other methods of treatment. p. 687-733.
- Purchase of supplies.** A list of references to material in the New York city Municipal reference library on the subject of the purchase of municipal supplies and related topics forms the larger part of the Notes, issued by the Library, for Nov. 25, 1914. p. 21-24.
- Rural life.** A List of books, documents and articles on country life problems, including agricultural economics, practical agriculture, agricultural credit, woman on the farm, country church, rural schools, which was compiled by the Tacoma and Seattle Public libraries for the 28th Annual meeting of the Washington educational association and Joint institutes of several counties, at Tacoma, Oct. 26-31, 1914, has been issued in pamphlet form. 32 p.
- Russell Sage foundation.** The Russell Sage foundation Library prints as its Bulletin for Feb., 1915, a check list of the pamphlet publications of the Russell Sage foundation from its organization through the year 1914. The various departments indicate the scope of the publications—charity organization, child helping, child hygiene, recreation, education, remedial loans, surveys and exhibits, library. 11 p.
- Social service.** The Suggested readings at the close of the chapters of the Field of social service, edited by Philip Davis, which is designed as a reference or text book, on the subject, present a bibliography on the various phases of the modern social service movement. Small, Maynard and Co., 1915.

**Social surveys.** A pamphlet on The collection of social survey material by Florence Rising Curtis, published by the A. L. A. publishing board, although not a bibliography of material, is an admirable outline for the arrangement and grouping of social survey data of all kinds. 15 p. 1915.

**Social welfare foundations.** American foundations for social welfare, a selected bibliography, forms no. 11, June, 1915, of the Bulletin of the Russell Sage foundation library. 8 p.

**State documents.** A very valuable publication on State documents for libraries, by Ernest J. Reece, was issued by the University of Illinois as its Bulletin for May, 1915. Bibliographical matter on this topic is very fully reported on pp. 103-156; in fact, almost half the pamphlet is devoted to this bibliography of bibliographies on state publications.

**State government.** Thomas H. Reed's book, Government for the people, deals largely with modern problems of state government, and touches such questions as political parties, nominations to offices, legislatures, short ballot, corruption of politics, initiative, referendum and recall, courts, state administration, etc. At the close of each chapter is a brief suggestive bibliography on the topic covered in the immediately preceding pages. 1915.

**Storage batteries.** A list of works relating to storage batteries appeared in the Bulletin of the New York public library, April, 1915. pp. 365-399.

**Taxation.** In his recent book, Taxation and the distribution of wealth, Frederic Mathews lists the authors, editions and sources quoted. p. 665-671 1914

— Exemption of educational institutions. Two pages of references on Exemption of educational institutions from taxation appear in News notes of California libraries, v. 9, no 3, July, 1914. pp. 460-461.

— Home rule. News notes of California libraries, v. 9, no. 3, July, 1914, contains a Select list of references to material in the California State library on home rule in taxation. p. 453-457.

**Unemployment.** The topic for the American labor legislation review for June, 1915, v. 5, no. 2, is Unemployment, and contains in addition to the Report of the second National conference and Reports of investi-

gations, a Supplemental bibliography on unemployment, which includes lists of references on unemployment, employment exchanges and unemployment insurance. p. 459-463.

**Vocational education.** Learning to earn, a plea and a plan for vocational education, by John A. Lapp and Carl H. Mote, a book just issued by the Bobbs-Merrill Co., contains an exhaustive bibliography on vocational education, covering training for agriculture, industry, business and home-making.

**Waterloo.** Appropriate to the centennial celebration of the defeat of Napoleon at Waterloo, the New York Times Book review for June 13, 1915, printed a Waterloo bibliography taken from The campaign of Waterloo, a military history, by John Codman Ropes. p. 221-222.

**Water power.** In connection with a state referendum on the Water commission act of 1913, News Notes of California libraries, v. 9, no. 3, July, 1914, publishes a Select list of references to material on water power regulation in the California State library. p. 458-459.

**Welfare work.** Bulletin no. 12, August, 1915, of the Library of the Russell Sage foundation consists of a selected bibliography of welfare work. 3 p.

#### "MAN OF ALL MEN FOR THE PLACE."

Under this caption, the Christian Science Monitor says, "When John Cotton Dana, of Newark, N. J., accepted the chairmanship of the Committee on libraries of the Associated advertising clubs recently, in the opinion of all who know Mr. Dana and realize his experience and abilities it was a case of obtaining the man of all men for an important place. Mr. Dana, who is Librarian of the Free public library of Newark, sees in the work of the Committee an opportunity to forward the thought that libraries should be of dollars and cents value, among other things.

'You know I am pretty well loaded with work,' he said to Mr. Pratt, in taking the place, 'but your organization appeals to me so strongly as a means of getting some needed work done to make the public libraries of this country of dollar and cents value to the business men of each community that I cannot refuse the opportunity.'