

Special Libraries

Vol. 7

JANUARY, 1916

No. 1

PUBLISHED BY THE SPECIAL LIBRARIES ASSOCIATION

Monthly except July and August.

Editorial and Publication Office, Indiana Bureau of Legislative Information, Indianapolis, Ind.

Subscriptions, School of Mines and Metallurgy, Univ. of Mo., Rolla, Mo.
Entered at the Postoffice at Indianapolis, Ind., as second-class matter.

Subscription.....\$2.00 a year (10 numbers)
Single copies.....25 cents

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Literature on the Job

Excerpts from an article, under the above title, in the Saturday Evening Post, January 15, 1916, written by James H. Collins

Many branches of American business have grown up without printed literature. Some lines have always had their books—life insurance, banking, law, and the like. But others have developed so fast, through the necessities of a nation-wide readjustment of business organization, that printed help is lacking or scarce, or has to be sought diligently in byways.

Occasionally a single subject has suddenly generated a rich literature spontaneously. The subject of efficiency is a good example of this. A few years ago it was practiced by a few professional men vaguely called business doctors. Only an occasional popular article described the outstanding wonders of their work. Nothing was published about efficiency principles and methods. Then came a book or two and some dramatic publicity, and in a little while the subject of efficiency developed a library of several hundred volumes.

For the most part, American business has had to grow out of itself, from the information and inspiration in men rather than in books. The American business man has consequently become a self-reliant worker, direct and practical in his methods.

Conditions are now changing, however. The basis of business is broadening. Better foundations are being laid under it in the shape of hypotheses and general principles. The American business man wants to know what others are doing. Yesterday he was an exuberant boy, with no perspective in time or space.

"This is the biggest thing in the world," he said proudly, because his world extended only over a group of states near home. "The general manager of our company is one of the greatest men in history," he would say in perfect good faith, because history for him went back only to the time when, a few years ago, the general manager started as an office boy.

Today business books are being published in large numbers, technical journals are growing better, and printed helpers of all sorts are being made available. More and more the American business man is asking: "Where can I get good books on so-and-so?" This is distinctly a time when the printed word is utilized by both the big man and the little one in their jobs. It shows them what others have done and are doing, makes their work fit into the general business

scheme, answers their questions, prevents waste and errors, gives inspiration and perspective. To find and use the best printed things about one's work is so much a part of present-day business that large concerns are installing business libraries; and no man is so small, or his job so new or unusual, that some help cannot be found in print—if a fellow only knows where to find it. . . .

The cornerstone of every business man's reading is his trade press, of course. There he finds news of his job, the latest things in methods, movements and men, information too recent to have been embodied in books. Locating the important trade journals in any line is fairly easy. Most of them come to the office already. But it is possible to supplement the leading journals with others that cover special interests. . . .

Every worker has his own personal needs in books. If he is a shop hand or a clerk perhaps a few works on machine operations or selling methods will do. If he has am-

bitions he will read more widely, going in for books on management, materials, the ways in which things are done, the processes by which goods he handles are made. If he is a manufacturer, say, of something like electrical apparatus, he can easily find the more obvious books in his field, because most of them are published by a few well-known concerns. If he is a broad man, however, anxious to increase his business, he will want to read books about advertising, distribution, export trade, office methods, efficiency, and so on; and some of these subjects will lead him into general books—employers' liability, minimum wages, and that sort of thing. So he will have to do considerable scouting for books, just as he scouts for employees and customers. . . .

Every day the printed word is becoming more necessary in business. Well chosen and skillfully organized, it is a trustworthy and inexpensive addition to the pay roll. A very good rule for its use is: "Never set a man or woman to do what a book or map can do better and more cheaply."

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Garden cities, housing and town planning. Quarterly review, Apr., 1912 261.493-515.
- Willard, W.** Moving the factory back to the land; Torrance, Calif. il. Sunset, Mar., 1913, 30:299-304.
- Williams, F. B.** City planning restrictions on private property. American city, June-July, 1915, 12:470-476, 13:24-30.
German districting. National conference on city planning, 6th, 1914, pp. 114-119.
Street as the basis of districting. American city, Dec., 1913, 9:517-518.
Discusses distinctions between business and residence streets; describes the district system in Germany.
- Wright, H. C.** Economic side of city planning. Journal of the Association of engineering societies, Feb. 1915, pp. 79-93.
Residential stability, pp. 88-89.
Rapid transit in relation to the housing problem. National conference on city planning, 2d, 1910, pp. 125-135.
Manufacturing suburbs: Governmental restrictions, pp. 133-134; Removal of factories, pp. 134-135.
- Woodhead, H.** Hint from Germany: suburban areas. Charities, Feb. 1, 1908, 19:1512-1513.

The State Bureau of municipal information has established an office at 25 Washington Ave., Albany, and a branch office in Room 862 Woolworth building, New York City. This Bureau originated with the Conference of mayors and other city officials

of the state of New York. The Bureau makes investigations of municipal problems upon request of the officials of any city in the state. The Municipal reference library of New York City maintains a co-operative relationship with the new Bureau.

Making the Library Serve the Worker *

The object of education is to fit men continuously to play their part in the world's work. By a process of formal schooling the child is instructed in the things which he should know before taking up life's work. If this education is properly adjusted to his needs the transition from the work of the school to the work of the world is easy. He is doing real work before leaving school, and it becomes merely a matter of emphasis whether the school or the world predominates. Gradually, the direct work with the school ceases and the pupil finds himself a full-sized unit in industry, agriculture, home or profession. He is trained to begin work, but must train himself for success and advancement.

Experience is the largest factor in his future education. If, however, the school has impressed upon him that education is a process of continuous growth he will seek constantly to enrich his experience with all the knowledge he can get from whatever source. Some may pursue education further by means of part-time schools, night schools and correspondence, but many will not pursue formal courses of instruction at least for any great length of time.

The supplementary education which most men will get after leaving school must come from individual study of books and other printed matter. A collection of books is the university of most men. The public library, with a wisely selected collection of books, has within itself the potential power of being the postgraduate institution for every human being within its reach.

The school should aim to start the individual along the road and should graduate him into the public library, where many needs for his future self-education should be supplied.

The library is the "great school out of school." It is at present practically the only means of education for the people beyond school age. The world of print supplies the potential needs of almost every man. No matter what the subject, there is material printed upon it, and this material ought to be available for public use.

The last few years have seen a revolutionary change in the breadth of printed matter. Whereas, formerly, books were for the learned, now, they are equally for the learner. Whereas, formerly, they supplied the needs of the professional man, now, they supply likewise the needs of the artisan, the farmer and the home-maker. Scarcely a profession or a trade or calling is followed which does not have its historical or technical literature. Print has expanded and is rapidly becoming universal in its usefulness.

The public library stands in a peculiarly advantageous position to become the uni-

versal university of men if it recognizes its social obligation and studies the needs of men in all walks of life, the industrial worker, the farmer, lawyer, doctor, home-maker, storekeeper and salesman.

Speaking of the work of the public library in vocational education, the report of the Indiana Commission on Industrial and Agricultural Education said:

"The public library has been efficient in meeting the demands made upon it, but it has not always been efficient in helping to shape the demands so that all people will be benefited. In response to the needs of club women and of the schools, the public library has developed those phases which will meet their demands. They have given ample attention to history, fiction, poetry, art and literature. No one doubts their efficient service in those fields. Again, in response to an evident and expressed need the library has brought business books to the service of business men. Likewise the doctor, lawyer, engineer, and other professional people have had their wants satisfied where expressed. But the industrial worker has not been reached because he has not been in a position to know that the library can do anything for him. There is a traditional belief that the library is a repository for the humanities, that it is primarily a place where the work of the world is forgotten in the calm of intellectuality. To such a place the average man does not repair. It makes no appeal to him. There is no point of contact between it and his every-day life. Here is the library's opportunity. It must change the attitude of the industrial worker toward it by giving practical, every-day service. It cannot wait until he comes to it, for not knowing, he will never come. It must go to him and show what it can do for him, not to interest him in a book of silly fiction, but to answer his trade questions in solving his daily problems. The library must first establish the connection, and the rest will follow as a case of practical certainty.

"How can this be done? The library must first be equipped with the materials useful to industrial workers—books and pamphlets descriptive of the industrial processes, biography of industrial leaders, trade publications, labor union organs, technical journals, catalogs and anything else which may interest the tradesman. These, of course, should be adapted to the particular locality. If it is a town where a single industry predominates, the literature of that industry should predominate. If it is a place of wide diversification of industry, the scope of the library should correspond. The ma-

* From Learning to earn, by John A. Lapp and Carl H. Mote. 1915 Bobbs-Merrill Co. \$1.25.

terial should fit the practical needs of the average workers. It is useless to place on the shelves exhaustive treatises on mechanical engineering for ordinary machinists. There is a mass of literature on the processes of almost every trade, rich in inspiration and information if the library will only gather it and make it accessible."

The weakness of the library, as pointed out by the report, consists in its failure to provide literature of vocational worth. This is due partly to the want of demand for information, but largely to the lack of qualification on the part of the librarian. Librarians to a large degree are mere lovers of books. Such qualifications as they have are in the realm of literature, history and art. They have little technical or industrial knowledge and less sympathy with the industrial world. Few helps have been accorded them by guiding agencies. Library associations and state commissions give ample guidance for book selection in boys' and girls' stories, modern novels and in literature, art, history or social science, but provide slight guidance in the selection of books suitable for vocational workers.

From lack of knowledge and guidance the selection of books for trade workers, if made at all, is very generally unsuited to their needs. Thus one library announced that thereafter it would supply the workmen's needs. Then it proceeded to lodge upon the shelves ponderously technical books on mechanics and engineering which none but a professional engineer could read understandingly, much less use. The sponsors for the movement professed to be surprised that workmen did not flock to the library, the scheme was abandoned and the library settled back to its former silent composure, and righteous contentment reigned again.

There is a mass of literature on the processes and history of almost every trade, rich in inspiration and information if the library will only gather it and make it accessible. Material useful to industrial workers, such as books and pamphlets descriptive of industrial processes, biographies of men who have made history in the industrial world, trade publications, labor union organs, technical journals, catalogs of industries, material on political and economic questions of public concern should be gathered. The problem first to determine is what kind of material is needed for information and inspiration to the possible patrons of the industrialized library. The material, of course, should be adapted to the particular locality. The literature of local trades and industries should predominate. If men are engaged in the manufacture of furniture, their trade interests will be centered in furniture and their trade questions will relate to furniture. Trade workers in jewelry will need for their use literature relating to jewelry. Thus, the Grand Rapids library specializes in furniture, while the library of Providence make a specialty of books and magazines on jewelry.

Comparatively little is being done in the cities of this country to vocationalize the library. The experience of a few cities, however, gives proof of its efficiency. The useful arts departments and branches of Cincinnati, Chicago and Pittsburg are a constant source of help to the workers. Their quarters are crowded, not with pleasure or curiosity-seekers, but with interested men who seek to learn more scientific facts about the trade in which they work or who come to solve some specific problem. From the industrial departments of public libraries there is given to every man a constant invitation to find a way "out and up" by a broader acquaintance with the science upon which his trade is founded.

The newest form of service and the most effective is the establishment of industrial branches of the public library in factories, stores and other establishments. By this method workers in particular occupations are more readily reached. The prime purpose of these branches is to furnish the facilities for vocational knowledge close to the potential demand. The trade worker may never find the way to the reading rooms of the public library, and if he does he may be bewildered with the mass of books, but he cannot fail to find and utilize any well-selected trade literature placed where he must pass it daily. His use of the material may be little or much, but it is better than none at all. Some men are bound to establish the information-getting habit. Their efficiency is bound to be increased and their example would have its influence.

In the industrial branches of Chicago's public library there were circulated in the year ending in May, 1914, one hundred and sixty-eight thousand one hundred and ninety-two volumes. A very unusual proportion of these books represented serious effort at education or practical use on the part of the readers. Several of the concerns where these branches are located in Chicago employ their own librarian, who is in the largest sense a vocational specialist. These librarians study the fields of work in which the employees are engaged and try to make the books selected function with the job. They engage in special reference work for the heads of departments and the executives and bring from the world of print collected in the city's many libraries the material which will serve business purposes. Such a librarian is thus a connecting link between the man or woman on the job and the source of useful information.

The practical character of the work is reflected in the list of books borrowed from the public library for the use of employees. At the Marshall Field branch, which is conducted in co-operation with the store, the emphasis is laid upon material which supplies the needs of mercantile workers. Employees in this store borrowed during one month four thousand one hundred and eighty books, and among these books are such books of vocational worth as *The Story of*

Textiles, The Sheraton Period, Decorative Styles and Periods, Advertising as a Business, Furniture of Our Forefathers, Electricity Simplified, Ceramic Studies, Precious Stones, Bookkeeping for Retailers, Magic of Dress, Porcelain, The Expert Waitress, Home Furnishings, Garden Planning, How to Live on Twenty-four Hours a Day and many others relating to the work of the retail store.

In all of the work of the industrial and commercial deposit stations in Chicago the concern where the branch is located supplies quarters and equipment. The public library supplies the books and provides research work on questions of business information or kindred topics.

No doubt much of the effort of the library to awaken serious study will be fruitless. Laziness, indifference and dense ignorance cannot be readily overcome, but here and there the library will sow seed which will eventually grow into a harvest. There are infinite possibilities for a public library to be a working factor in serving the men in the ranks who do things as well as the men who think things.

The most effective kind of education is that which clenches theory with practice, making knowledge as such a living thing in the work of the day. The tradesman can learn more mathematics of his trade when he learns it in connection with his daily work than he can in weeks of unrelated theoretical study. Likewise the banker, clerk, salesman, bookkeeper, lawyer or other business man can learn the broader aspects of his business when the theory is learned in connection with daily practice. Most men have not had the opportunity to take formal courses of study while working, and to many the only opportunity that can come will be through the service of the public library.

This service should not be limited merely to the industrial workers. All vocations are in need of correlated study and all can profit concretely through the agency of the library. The library is the focus of information. Its dragnet is out in all parts to gather practical knowledge for the use of artisans, lawyers, manufacturers, professors, doctors, business men, home-makers, in fact, every one with a mind capable of growth.

Efficiency requires knowledge and there is no royal road to knowledge. "No man has ever known too much about anything, and the only safe way is to bring to bear upon the minutest problems of the day all the concrete knowledge of the world. There are two sources of knowledge—men and books—and efficiency is linking up the two. Books alone without capable and expert interpretation are likely to lead one astray because words and sentences have no fixity of value.*" But, continues the same author, "There never was a time when business men

were writing more about business and giving out of their experience a more competent interpretation of the real lessons of that experience than they are today."

The same may be said not only of business, but of every vocation and of every walk of life. Men are depending more upon the lessons of experience gained from print, and the corresponding duty and opportunity of the library is very great.

The opportunity of the library which serves a rural community is no less important. The difficulties here are enhanced by the isolation of the workers, but on the other hand much of the material of great practical value is available free of cost. If such a library did nothing more than acquaint its patrons with valuable studies of farm matters issued by the Department of Agriculture at Washington, the state experiment stations and agricultural colleges, it would perform one of the needed services of the time.

Vast stores of agricultural information of direct value to farmers are in print, but not in use. It needs the focusing process of a library and trained library workers to bring it to its proper application on the soil. The legislature of Texas had this in mind when in 1913 it provided for county libraries of agriculture wherever the people should so vote, the function of which would be to gather and be ready to furnish agricultural information to the farmers. The controlling features of these libraries, if rightly established, would be to serve as a clearing house of information on practical subjects. The farmer wants to know how to fight an insect pest, or to prevent diseases of live stock, or to raise a particular crop and to safeguard it against disease; he wants to know about transportation and markets, legislation and public matters affecting his interests, and he is concerned about schools, roads and drainage. He can use a bureau of such information in practical fashion and the library should be in a position to supply it when he wants it. The newly-created county agents of agriculture in many states are the logical disseminators of such information, but they cannot do it without a library to back them up.

The library as a vocational counselor and guide may be made of tremendous social power. Nothing so much needs to be provided as the enlightened guidance of youth when they are choosing a career. The work of a lifetime often depends upon mere accident. Vocations are chosen without proper understanding or knowledge. The schools are awakening, however, to their obligation in this respect, and this awakening means that the library must supply printed information covering the opportunities and obligations in the hundreds of vocations into which the young people go. The library must furnish the guidance for the vocational counselor in order that the broadest counsels shall prevail.

* St. Elmo Lewis in *Special Libraries*, May, 1913.

The world's literature is full of descriptive material of professions, trades and callings. Recent literature teems with discussions of the work of different vocations, the wages possible in them, the outlook for advancement and the prospect as a life career. In co-operation with the schools this should be brought to bear upon the acute problem of youth—that of the choice of a life's work. To summarize, then, the library is the

principal source of instruction to practically all the adult workers. Practical literature to supply the needs of workers is in print and should be available to the workers and the workers should be encouraged to see its advantages. Books should be adapted to the workers and function with the job in field, factory and office. Lastly, the library owes a social duty as a vocational guide and counselor.

Bibliographies

Advertising. A short bibliography of the best books on advertising is included in the Bulletin no. 10 of the State university of Iowa, entitled Principles of advertising, by Philip J. Sodergren. 1915.

Agricultural credit. A bibliography is included in Agricultural credit by Edna D. Bullock. p. 9-14. 1915. Handbook series. H. W. Wilson.

Bibliography. A list of references is given in the pamphlet published by the American library ass'n. publishing board entitled Bibliography by Isadore G. Mudge. p. 23-5. 1915. Chicago.

Book plates. "A Bibliography of bibliographies of book plates" appears in Publishers' weekly, September 4, 1915. p. 633-5.

Budgets. A select list of references on national, state, county and municipal budgets in the United States by Harry A. Rider has been reprinted from Public budgets in the American academy of political and social science. Nov., 1915.

Charities, N. Y. (city). The Charity organization society of New York has published a Charities directory of Greater New York including a topical index to the social, civic, religious and charitable resources of the metropolis. 607p. 1915.

Commercial organizations in France. The Special agents series of the Department of commerce lists and describes the functions of all Commercial organizations in France, with a summary of governmental activities in promoting commerce. 75p. no. 98. 1915.

Constitutional conventions. The Newberry library of Chicago has published a List of documentary material relating to state constitutional conventions 1776-1912, compiled by A. H. Shearer of the library staff. 37p. 1915.

Convict labor. The Library of congress has compiled a List of references on prison labor. 74p. 1915.

----- A reading list on outdoor employment of convicts by H. H. B. Meyer appears in the Report of the Penal commission of Pennsylvania. p. 100-112. 1915.

Coroner. A bibliography of The office of coroner by F. W. Powell is published in

the National municipal review for July, 1915. p. 631-7.

Debating. In the University debaters annual; constructive and rebuttal speeches delivered in the Inter-collegiate debates of American colleges and universities during the college year, 1914-15, ed. by E. C. Mable appear a number of bibliographies on such subjects as Minimum Wage, Monroe Doctrine, Increase of the army and navy, Single tax, Government ownership of telephone and telegraph. 534p. 1915. H. W. Wilson.

Dramas. A bibliography of twentieth century dramas, American, English and Irish is continued in three numbers of the Bulletin of bibliography. July, October, 1915 and Jan., 1916.

Education. A bibliography of education by W. C. Ryan is the title of Bulletin no. 30 of the U. S. Bureau of education. 151p. 1915.

Education, South American. Bulletin no. 26 of the U. S. Bureau of education entitled Secondary schools in the states of Central America and the West Indies contains a bibliography on p. 38-40. 1915.

European war. In the New York Times book review for October 10, 1915, appears the third section of its bibliography of the European war covering the period from April to October, 1915. It is grouped under country, biographical, poetry, fiction, naval strategy, historical, diplomatic, documents, religious and ethical, scientific, juvenile, essays and studies.

Home economics. Food and diet is the subject of a short bibliography in the Bulletin of the Grand Rapids Public library for December, 1915. p. 165-6.

----- The Grand Rapids Public library for Oct., 1915 contains a short list of books telling how to make good things to eat. p. 141-3.

----- In each number of the Journal of home economics is a bibliography of home economics under such divisions as: Foods and cookery, Nutrition, Hygiene and sanitation, Educational and social work, etc.

Free material. The American library association publishing board has issued a List

- of material which may be obtained free or at a small cost, compiled by M. J. Booth. It includes a list of material on Sociology, ethics, psychology, religion, education, science, public health and sanitation, engineering, business, occupations, agriculture, home economics, fine arts, literature and history.
- Gas.** A bibliography of the chemistry of gas manufacture by W. F. Rittmann and M. C. Whitaker is published in the U. S. Bureau of mines, Technical papers. no. 120. 29p. 1915.
- Immigration.** The Debaters' handbook series on Immigration contains a full list of references. p. 21-33. 1915. H. W. Wilson.
- Indians, California.** In the California state library News notes of California libraries for July, 1915 is an annotated list of material in the State library on California Indians. p. 484-522.
- Industrial arts.** The New York Public library has issued a Selected list on industrial arts and engineering added to the library June-August, 1915. 28p. 1915.
- Industries.** The John Crerar library has published a List of books on the history of industry and industrial arts. It covers all phases of engineering, sanitation, commerce, printing, transportation, metals, etc., prepared by A. G. S. Josephson. 486p. 1915.
- Intoxicating Liquors.** A bibliography is included in Selected articles on prohibition of the liquor traffic by L. T. Beman. p. 21-54. 1915. Debaters' handbook series. H. W. Wilson.
- Jitney bus.** A list including a selection for the discussion of various phases of the jitney bus problems appears in the Newarker, the House organ of the Newark Free public library, for July, 1915. p. 134.
- Labor.** Bulletin 174 of the U. S. Department of labor, Bureau of labor statistics is a subject index of the publications of the Bureau. 1915.
- The U. S. Bureau of labor statistics lists in its Monthly review, all the official reports relating to labor received at the Bureau including state and foreign reports with a brief note or statement as to the character of each report or its contents.
- Labor periodicals.** The various periodical publications issued by foreign departments and bureaus of labor are listed and their contents given in the Monthly review of the U. S. Bureau of labor statistics.
- Life insurance.** Life insurance by Solomon S. Huebner contains short bibliographies at the end of various chapters. Appleton & Co. 1915.
- Longshoremen.** The Longshoremen by C. B. Barnes contains a bibliography on the subject. p. 267-70. 1915. Survey associates. (Russell Sage foundation.)
- Minimum wage—Australasia.** A list of references on Minimum wage legislation in Australasia is in the New York State factory investigating commission's report, v. 4. p. 2252-61. 1915.
- Mining and geology—Minnesota.** The Minnesota school of mines has issued Bulletin no. 4 entitled Bibliography of Minnesota mining and geology by Winifred Gregory. It contains a subject index to the bibliography. 157p. 1915.
- Monroe doctrine.** Selected article on the Monroe doctrine by Edith M. Phelps contains a bibliography. p. 15-28. 1915. Debaters' handbook series. H. W. Wilson.
- Mothers' pensions.** The Debaters' handbook series on Mothers' pensions contains a bibliography. p. 11-18. 1915. H. W. Wilson.
- Municipal government.** The Buffalo Public library has published a bibliography on City affairs: municipal government and administration. 16p. 1915.
- National defense.** In selected articles on National defense by Corrinno Bacon appears a complete bibliography. p. 19-29. 1915. Debaters' handbook series. H. W. Wilson.
- Nitrogen.** In the Reference bulletin published by Index office, Chicago for April, 1915, is a short list of References on atmospheric nitrogen. p. 3.
- Pageantry.** Dr. Arthur Withington, of the Department of English, Indiana university has issued as a Bulletin of the University extension division a Manual of pageantry. A short bibliography is included, v. 13, no. 7. 1915.
- Pellagra.** A short bibliography on Pellagra is included in an article on the Prevalence of pellagra in the U. S. Public health service. Report for October 22, 1915. p. 3131.
- Police dogs.** A short bibliography on police dogs is printed in the Journal of the American Institute of criminal law and criminology, July, 1915. p. 293-4.
- Railroads—Employees.** The Library of the Bureau of railway economics, Washington, D. C., has published a bibliography on the Physical examination of railway employees. 1915.
- Recall.** A bibliography may be found in J. D. Barnett's book Operation of the initiative, referendum and recall in Oregon. p. 221-7. 1915.
- Recreation.** Sources of information on play and recreation by L. F. Hanner and H. R. Knight is a condensed list of selected references with annotations. 35p. Dept. of recreation, Russell Sage foundation. Rev. ed. 1915.
- Rural life.** In Rural life and the Rural school by Joseph Kennedy appears a bibliography. p. 182-86. 1915. American Book co.
- Scandinavia.** A Select list of books in English about Scandinavia or by Scandinavians compiled by Winifred Knapp is published in Bulletin of bibliography for July, 1915. p. 187-192.
- Scandinavians in the U. S.** Scandinavians in the United States is the title of a list of

- references compiled by Ina TenEyck Firkins in the Bulletin of bibliography for April 1915. p. 160-3.
- Schoolhouse sanitation.** In U. S. Bureau of education Bulletin no. 21 entitled Schoolhouse sanitation, a study of the laws and regulations governing the hygiene and sanitation of schoolhouses appears a bibliography. p. 66-69. 1915.
- Shakespeare, William.** The October, November and December Bulletins of the Chicago Public library contain reading lists on William Shakespeare, in preparation for the tercentenary of his death. They will later be issued in a single pamphlet. 1915.
- Short ballot.** In Short ballot compiled by Edna D Bullock is a complete bibliography. p. 9-18. Handbook series. H. W. Wilson. 1915.
- Short stories.** Ina TenEyck Firkins of the University of Minnesota has prepared an Index to short stories which is very exhaustive and is an outgrowth of several bibliographies prepared on this subject. All English, American and foreign authors are listed. 400p. H. W. Wilson.
- Single tax.** A List of selected references is published in the Report prepared for the Committee on taxation of the City of New York entitled The exemption of improvements from taxation in Canada and the United States by Robert Murray Haig. p. 281. 1915.
- Selected articles on single tax compiled by Edna D. Bullock contains a full list of references. p. 21-28. Debaters' handbook series. H. W. Wilson. 1915.
- Slaves in the U. S.** Slaves in the United States is the subject of a bibliography in the Bulletin of bibliography by Ina TenEyck Firkins, reference librarian of the University of Minnesota. p. 217-20. Oct., 1915.
- Social problems.** A subject index to about five hundred societies which issue publications relating to social questions has been compiled and published in pamphlet form by the Free public library of Newark, N. J. This is a supplement to an earlier list. 20p. 1915. H. W. Wilson.
- Social survey.** The Bulletin of the Russell Sage foundation library for December, 1915, contains The social survey; a bibliography compiled by Zenas L. Potter. A note says: "This bibliography aims to be comprehensive rather than selective. . . . Only reports of surveys in the United States and Canada are listed. City plan reports, included in the previous edition (library bulletin, number 2) have been omitted because there are many excellent city plan bibliographies." 12p.
- South America.** A brief bibliography of books in English, Spanish and Portuguese, relating to the republics commonly called Latin American with comments by Peter H. Goldsmith, Director of the Pan-American division of the American association for international conciliation. 107p. 1915. Macmillan.
- Spanish language.** In Public libraries for January, A beginners list in modern Spanish is published on p. 23. It is compiled by Benjamin P. Bourland, head of the Department of romance languages, Adelbert college, Western Reserve university.
- Swimming pools.** A Bibliography accompanies an article on Essentials of swimming pool sanitation in U. S. Public health reports. Sept. 17, 1915. p. 2810-2811.
- Taxation.** The California Commonwealth club Transactions contain a bibliography on taxation. p. 443-7. Oct., 1915.
- Vocational education.** In the January, 1916, issue of Manual training and vocational education is a Bibliography of surveys bearing on vocational education. p. 372-6. The following groups of surveys are included: School surveys which have made vocational education one of the topics for consideration, Surveys of groups of young workers selected without reference to the industries in which they are engaged; Surveys of particular industries; Vocational education surveys of entire cities. This list is compiled by George E. Myres.
- In the monthly bulletin of the Carnegie library of Pittsburgh is a reading list on Vocational guidance supplemental to one published in May, 1913. p. 384-392. Dec., 1915.
- Welfare work.** Charles Richmond Henderson's last work before his death was the completion of a book, Citizens in industry, for the Social betterment series, ed. by Shailer Mathews. This work on Modern tendencies in the relations between employer and employed, includes a Bibliography listing many books and articles for those interested in welfare work. p. 329-338. 1915.
- Woman suffrage.** The Woman movement is the title of a short selected list on woman suffrage compiled by Alice Hayes and appears in the October issue of the Bulletin of bibliography. 1915.
- A list of bibliographies on woman suffrage by Miss Alice Hayes is published in Bulletin of Bibliography for July, 1915. p. 194-5.
- Workmen's compensation.** A bibliography on Workmen's compensation is included in Bulletin no. 24 of the University of Oklahoma. p. 121-27. 1915.

Bibliography of Book Reviews in Dec. and Jan. Magazines on Commerce, Efficiency, Business Methods, Accounting, Etc.

- Aughinbaugh, W. E.** Selling Latin America. A problem in international salesmanship. 408p. 1915. Price \$2.00.
Review in American economic review. Dec., 1915. p. 855-6.

Drury, H. B. Scientific management. A history and criticism. 222p. Columbia university studies in history, economics and public law. v. 65, no. 2. 1915. Price \$1.75.

To be reviewed soon in the American economic review.

Dunbar, D. E. The tin plate industry. 133p. 1915. \$1.00.

Review in Journal of political economy. Dec., 1915. p. 1017-18.

Hooper, W. E. Railroad accounting. 461p. 1915. \$2.00.

Review in Journal of political economy. Dec., 1915. p. 1006-9.

Knoepfel, C. E. Installing efficiency methods. 258p. 1915. Price \$3.00.

Review in American economic review. Dec., 1915. p. 857. Also National municipal review. Jan., 1916. p. 133-4.

Lewis, E. St. Elmo. Getting the most out of business. 483p. 1915. Price \$2.00.

Review in Annals of the American academy of political and social science. Nov., 1915. p. 309.

Rindfoos, C. S. Purchasing. 1915. \$2.00.

Review in National municipal review. Jan., 1916. p. 132.

Twyford, H. B. Purchasing, its economic aspects and proper methods. 1915. \$3.00.

Review in National municipal review. Jan., 1916. p. 130-2.

News and Notes

"Merchants know that no advertising device sells goods so rapidly as an attractive window display on a busy business street. Publicity work as practiced in the library profession is well enough as a makeshift. But the public will never generally understand the library's possible utilitarian value, if indeed it will generally understand its literary and educational values, nor will it generally make use of the library, until the library is itself placed upon the busiest business corner; until doors swing open from the sidewalk level directly upon the loan desk and its proffered books, upon the reading room with its opportunities for pastime and study; until the busiest worker rushing by sees in the library show window the book or the pamphlet or the reference that will help him in his work. But until libraries are so located and built it is a wise plan to do as the Superior and Portage libraries do—rent or borrow a show window in either a used or vacant store room and there exhibit the goods the library offers to the public." Wisconsin library bulletin. Feb., 1915.

American industries for January, 1916, contains the summary of the Proceedings of the International trade conference held in New York Dec 6-8, 1915, under the auspices of the National association of manufacturers in co-operation with banking and transportation interests of the United States. In connection with the Conference an educational exhibition devoted to foreign trade was arranged which attracted much attention. "The purpose of the exhibit was to make possible an easy examination of the steps involved in an export mercantile transaction. The presentation was manifestly in a form appealing to the casual exporter as well as the expert in any one of the features involved, for actual documents

were used except where there exists no uniform practice and in such cases forms were drawn up embodying, as far as possible, the best practices of manufacturers actively engaged in shipment outside of the United States."

Mr. John C Dana of the Newark free public library has been made Chairman of the Committee on libraries of the Associated advertising clubs and the Committee has begun active work. Under Mr. Dana's guidance they hope to build up indispensable libraries on advertising and on all related subjects, and to generally promote business interests by the library co-operating with the business man. The Committee consists of eighteen members representing a large field of businesses, advertising clubs, and advertising managers.

The fourth annual meeting of the Chamber of commerce of the United States will be held in Washington, D. C., Feb. 8-10, 1916. A large attendance of business men from all over the country is expected. Those subjects which are now under consideration by the Chamber and its committees will be discussed, including national defense, vocational education, employment managers, railroad situation and foreign trade. Commercial preparedness for the future is a subject that will also be discussed.

The Report of the librarian, Miss Gantz, of the Fire underwriters association of the northwest for the year shows quite a growth in the library since 1908 when it was established. They now have about 3,000 volumes together with a large number of pamphlets. Within the last year the collection has been classified and is now more available for use. The following is from the report:

"Inquiries relative to hazards and processes of manufacture are most frequent and often puzzling and for this reason an index has been prepared using the card system covering this phase of library work. An index has also been prepared and will be incorporated in the printed record of the proceedings of this meeting showing the title, author, year and page number of every address given before this association from its inception to the present day. This I believe will be a most welcome addition to our book, and from my observation, a much needed one."

Public libraries for January contains a very interesting article by Kenneth C. Walker describing a Safety-First exhibit given by the Technology department of the New Haven public library. It was obtained through the Industrial department of the Y. M. C. A. from the United States Steel corporation safety exhibit. The following is quoted from the article: "In general the exhibit has been arranged by subject covering safety on steam railroads, street railroads, the exhibits of the National safety council, U. S. Steel corporation, safety in machine and industrial shops, miscellaneous, highway, safety and children, automobile devices, elevator safety, and a general table devoted to literature of the subject.

Naturally much of the material is in the form of photographs and posters. However, there were many pieces of apparatus. . . . The library hopes and expects to act as a clearing house of information in relation to safety in the future and to that end much literature has been gathered.

Original methods in advertising at the National cash register company's library are told in the January issue of Public Libraries. "The library . . . contains a large number of books dealing with efficiency, scientific management and new business methods. The company was anxious to get these books into circulation. So a digest was made in pyramid bulletin form, of Frederick W. Taylor's Principles of scientific management, and this was hung in the center of one of the big plate glass library windows. Suspended from it was a small card carrying the titles of other books dealing with similar subject matter. This advertising accomplished its purpose. Employees were able to read the digest almost at a glance. It made them want to read the book. Soon the efficiency books were circulating at a rapid rate."

Several other methods of obtaining readers among the employees are described.

In the Iron age for December 30, 1915, is an article entitled "Educating workers for higher efficiency. Motion study, time study, chronocyclegraphs and other methods of transferring skill all have their place in

educating workmen," by F. B. and L. M. Gilbreth, consulting engineers, Providence, R. I. The following is quoted from the article: "It is customary for the engineers of the establishment, who visit the meetings of the various engineering, trade and commercial societies, to send copies of the various papers there available to the foreman and men in the organization who are particularly interested in the lines of work presented. So also the trade catalogs, that may or may not prove of temporary use to the various heads of departments, are, as soon as the heads have finished with them, passed on to other members of the organization who may be interested.

This is done systematically by means of our home reading box, for while its first purpose, and the product that was expected through it, was the education of every member of the organization, the by-product has, perhaps, proved even more important; that is, its effect upon the spirit of co-operation. It is necessary only to say here that the home reading box movement is a box or station in the plant into which all literature of any kind with which any member of the organization has finished is placed. It is removed by any other member of the organization who may find it interesting or useful."

The first annual cumulative volume of the Public Affairs Information Service has been issued by the H. W. Wilson Company and it is a credit to the service. Begun a little over a year ago in its present form, the service has expanded its scope and improved its methods until it has established itself as one of the most useful tools for librarians interested in public affairs. The annual volume is a mine of information and sources. The boundaries of organized knowledge are pushed farther out by this volume and with the added support which the efficiency of the service is bringing, special library workers may expect a very much further expansion of effective work.

Mr. William Harper Davis, of Philadelphia, has been appointed Librarian of the Public service corporation of New Jersey at Newark, N. J. Mrs. Helen I. Brewer who formerly was librarian, resigned and was married to Mr. Knud Sigurd Bay of Copenhagen and New York.

The Federal trade commission has continued and enlarged the special library begun by its predecessor, the Bureau of corporations. Mr. Carlos C. Houghton has been placed in charge and already the library has become an indispensable agency in the solving of the intricate problems of regulating trade.

The new legislative reference bureaus which date from the state legislatures of 1914 and 1915, are those of Arizona (1915),

New Jersey (1914), North Carolina (1915), and Virginia (1914). In Arizona and New Jersey the new bureaus are departments of the state library, while in North Carolina and Virginia the work is to be carried on by separate bureaus created for the purpose. New York state (1915) has a new legislative library under the control of the legislature, which is rather for the custody of documents, papers and records than for legislative reference work which is still a function of the state library. Radical changes were made in 1915 in the Vermont law, changing the two revisers of statutes to legislative draftsmen who assist in bill drafting and bill revision only on request. In California (1915), and Ohio (1914) provision was made for the submission of initiative measures to the legislative counsel bureau in the one and the legislative reference department in the other.

The Federal trade service news bureau in Washington has published an account in the Federal trade reporter for January 1, 1916, entitled "Drafting and reference bureau, bills in congress to create one—great trouble and expense caused by the flood of ill considered and useless measures—Reference bureau, as planned, would not reduce duplication." After reviewing the different bills that have been introduced at sessions for several years to create such a Bureau, the writer concludes: "But the reference bureau would not reduce the duplication of bills, the duplication of laws and other things that cause waste of paper and ink, and the waste of time in reading the bills and estimating what are the chances of their passage."

"Nor would the reference and drafting bureau accomplish anything, it is pointed out, unless congress amended its rules so as to forbid the introduction of a bill unless accompanied by the certificate of the superintendent of the bureau stating that there is no such law now on the books; or that the bill covers a defect or omission in the existing statute. Not one of the bills provides for such a check upon the activities of a congressman."

Volume 4 of the Index for the Federal trade reporter has been issued by the Federal trade service corporation. It covers the publications for 1915.

In the World's work for September, 1915, is an article on the Spread of county libraries, how Van Wert county, Ohio, has solved the problem of the distribution of good reading among isolated rural communities by means of a county public library with branches in the country stores and collections of books in the country schools.

This particular county is a pioneer in county extension work and with no large city within its territory has achieved success in reaching the population in this way.

"There are now fifteen active branches geographically well distributed."

"The population of Van Wert county is about 30,000. In 1914 there were more than 16,000 borrowers. More than 92,000 books were circulated."

The sixteenth annual meeting of the National civic federation was held in Washington, D. C., January 17 and 18, 1916. The general topics for discussion were, What is adequate preparedness for national defense? Immigration problem, Nationalization of industry, Department reports, Industrial changes.

A conference on statute drafting was held by the American political science association in Washington December 31, 1915. The meeting was largely attended by representatives of legislative reference departments and college and bill drafting agencies. The discussions were given to the report of the American Bar Association on bill drafting presented in 1915 and the earlier reports of that body in 1913 and 1914.

The conference resolved to form an annual conference on statute drafting to be held in connection with the American bar association or the American political science association. An executive committee was appointed consisting of John A. Lapp of Indiana, George S. Godard of Connecticut, Thomas I. Parkinson of New York, Miles C. Riley of Wisconsin and Addison D. Sheldon of Nebraska, who will direct the work of the annual conference in 1916.

Public affairs information service for January 8, 1916, makes the following announcement of the joint conference to be held in Minneapolis:

"Employment managers associations have been formed in Boston, New York and Philadelphia for the purpose of studying in a professional way the selecting, hiring, training and promotion of workers as a phase of management. Representatives of these associations and of the Boston vocational bureau, the Tuck school of finance and business administration of Dartmouth college and the Civic and commerce association of Minneapolis will hold a conference in Minneapolis, January 19-20, 1916, in connection with the convention of the National society for the promotion of industrial education. The topic for consideration will be "Problems of personnel in industry." Addresses will be made by the following: David Snedden, commissioner of education for Massachusetts; Sarah Conboy, secretary-treasurer of the United textile workers of America; Sarah Louise Arnold, dean of Simmons college; Mary Schenck Woolman, specialist in vocational education for girls; Lucinda W. Prince, educational director of the National retail dry goods association; Frank V. Thompson, assistant superintendent of schools in Boston, and others."

The Children's bureau in Washington is about to publish the following publications:

Industrial series; no. 1. Child labor legislation in the United States, by Helen L. Sumner and Ella A. Merritt. 1133 pp. 1915. Bureau publication no. 10.

For the use of those who do not require the complete publication, reprints of the analytical tables and of the laws of each state are issued separately, as follows:

Child labor legislation in the United States:

Separate No. 1. Analytical tables 475 p. 2 charts.

Child labor legislation in the United States:

Separate Nos. 2 to 54. Alabama to Wyoming.

In case the laws of the separate states are desired, individual requests can be made. These publications will not be sent generally to those on the mailing list unless there is a special application.

A Society for the promotion of vocational education and occupational guidance has recently been formed in California with the major object of bringing together employers, the representatives of organized labor and the school people. A series of meetings have been held with such subjects as the printing trade, office occupations and electrical work used for discussion.

The organization hopes to be a clearing house for information on occupational guidance in the shape of booklets, reports, lectures, courses of instruction, etc., to encourage surveys and bring about suitable legislation.

Mr. Clarkson Dye of the San Francisco Chamber of commerce is Chairman of the society.

The St. Louis public library annual report describes its collection of free material in the art department as follows:

"It is wonderful how much valuable material in the art department has been obtained by simply asking for it." "From the florists have come a large number of flower catalogues which have greatly enlarged the picture collection. From railroad offices and steamship companies have been obtained fine examples of advertising booklets, posters, pictures of places, reproductions of paintings, and a great many costume pictures. Catalogues of furniture, house furnishings, light fixtures, ornamental bronze and iron work, greenhouses, gardens and garden furniture, pergolas, terracotta and brick work, fireplaces and accessories, photographic materials, stained glass windows, oriental rugs, Japanese prints, pottery, architectural ornament and details, bells and other subjects have found a definite and useful place in the art collection. Another branch of activity in collecting free material is that of textiles. Samples of

cloth are obtained from any possible source to show weaving and design. Of course examples of historic weaves are difficult to get and usually expensive, but many pieces of this sort are given to the library if the proper persons can be interested. A large amount of modern textile samples can be obtained by writing to the mills for manufacturers' samples. Examples of this sort, though not very good in color and design, will be quite valuable 'a hundred years from now.' If the mills are selected with discrimination a beautiful and representative textile collection may be built up in a short time at practically no cost."

The Citizen, a monthly magazine published by the Citizens' league of Indiana at Indianapolis, is an organ of the movement for a new constitution for Indiana. It began publication in July, 1915.

"To give voice to this purpose and to aid its achievement, The Citizen has been established and will be maintained. It will stick close to its work and do all that can be done for the political redemption and civic progress of Indiana by providing the means for an untrammelled expression of enlightened and militant public opinion. . . . The pages of The Citizen are a free and open forum in which the people of Indiana may present, examine and discuss those questions that are vital to their political and social well being. Each of its several departments is in editorial charge of one chosen for special and expert fitness for that work. . . . To all citizens of Indiana irrespective of their political attachments, The Citizen appeals for cooperation in the great work now afoot."

The Utilities bureau of Philadelphia has for the officers of the Board of trustees, President, Chas. R. Van Hise; Samuel S. Fels, Treasurer; Clyde Lydon King, Secretary. The other trustees are Louis D. Brandeis, Frederick A. Cleveland, Felix Frankfurter, Charles F. Jenkins, Leo S. Rowe and Chester H. Rowell with Morris L. Cooke as acting director of the Bureau.

The purposes of the Utilities bureau are listed under eight heads:

- 1 To collect and collate data as to rates, service standards, and cost factors in municipal utilities.
- 2 To prepare those data for the use of cities, public bodies, corporations, and interested citizens.
- 3 To help by study and advice cities that want help in solving their utility problems.
- 4 To codify the decisions of public service commissions and other judicial or quasi-judicial bodies.
- 5 To make and keep up a list of engineers, lawyers, accountants, and valuation experts.

- 6 To encourage the introduction of cost-keeping methods, similar to those followed in the industries, throughout the utilities, whether publicly or privately owned, and to develop standard forms and methods for reporting basic facts.
- 7 To publish and disseminate information pertaining to service standards, rates, franchises, public contracts, and any and all other matters of interest and value to the public, regarding the construction, operation, maintenance, and regulation of public utilities.
- 8 To assist, upon request, in the proper and adequate presentation of the interests of the city and the public in hearings on utility matters before public service commissions or other regulative or judicial bodies.
- 9 To serve as a national agency through which American cities may co-operate by exchanging data as to cost factors, service standards, and rates.

The Southern telephone news for January, 1916, describes the library of the Louisville telephone society, as follows:

The library of the Louisville Telephone Society has been in existence one year and has had an average of thirty books on file that were recommended by the chief engineer's office. It is used by all employees, both men and women, located in Louisville and also by the district heads in the State of Kentucky. The past year the library has had a circulation of 911. With the exception of the Jefferson County jail, this branch of the public library has had a larger annual circulation of non-fiction books than any other branch in the city.

In addition to the books recommended by the chief engineer, on efficiency, development, inspirational subjects, etc., L. K. Webb has loaned the set of twelve volumes on "Modern Business," gotten out by the Alexander Hamilton Institute. These are widely used in the various classes conducted by the telephone society and also for home study.

The branch libraries located in the retiring rooms of all our Louisville exchanges are made up almost entirely of current fiction. The chief operators at the exchanges have been furnished with a catalogue of the

books in the library of the telephone society, and, if any of the operators desire to read any of these books, they are loaned for an indefinite period to the exchange requesting them. By this means it has been possible to put these excellent books in the hands of all employees who express a desire to read them.

It is the practice to add the new books on business, organization, efficiency, etc., as they are published, by this means keeping the library up-to-date. This enables the employees to keep well informed on advanced business practices and developments.

The St. Louis Public library report for 1915 shows a great increase in attendance in the reading room due according to some branch librarians to unemployment. "Perhaps the hardest call is that of the practical machinist who wishes by reading to advance his work, yet has no knowledge of higher mathematics. All announcements of technical literature are scanned carefully to obtain for these men the books they need."

The down town branch of the public library is becoming well advertised by one of the leading stores. In part the report says: "The management of the Grand-Leader store gives publicity to this station in several ways. In its monthly bulletin a space is reserved for the announcement of newly bought books and a short article was inserted in its October issue urging the use of our station by the numerous employees of the house. Near the information desk on the first floor a sign is placed reminding customers of our location on the second floor, and the Grand-Leader advertisement in the daily paper often contains a short mention of this station."

From the report of the Municipal reference branch the following is taken: "Experience has shown that newspaper publicity is of the greatest help to the work of the Municipal branch. All reports that might possibly be of interest to the daily press are submitted to its representatives whenever possible. In like manner effort is made to have interesting material published in municipal periodicals." There follows a list of some of the investigations made during the year and that have appeared in print, usually in some municipal periodical.