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# Special Libraries

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## American Library Association

THE LIBRARY OF CONGRESS, WASHINGTON, D. C.

October 30th, 1918

Editor of SPECIAL LIBRARIES:

The increased and rapidly increasing demands on the Library War Service require, nay, force, every librarian to a renewed zeal and effort in the campaign for financial support. Daily the service becomes more definite, more special, more effective. The work in America has won our earnest and enthusiastic approval. The greater work abroad calls for much more money than even the large sum asked in our budget.

The greatest danger at the present moment is a slackening of interest and of effort because of a prospect of peace. Librarians and the friends of libraries should know that the end of the war will bring, not a cessation of this work, but merely a change in its direction, and perhaps a greater burden. The task of aiding the Government's plans for education in the army during the period of adjustment and demobilization, when large numbers of men will be kept abroad, will strain our resources in money and people. The present situation, therefore, really demands greater effort than we faced last summer.

The American Library Association is counting on the hearty and effective aid of every librarian in the country.

WM. W. BISHOP, *President.*

WWB/BSY.

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## American Library Association

Library War Service

Headquarters: The Library of Congress, Washington, D. C.

October 30, 1918.

Editor SPECIAL LIBRARIES :

We welcome gladly your decision to devote liberal space in your November issue to the aid of the Second Library War Fund Campaign. Every such aid is needed, for the sum called for is a large one.

Yet it is small compared with the demands upon us, which even for the upkeep of our existing work have now completely exhausted our original resources. For extension of the work in the directions now pressingly necessary, the three and a half millions now asked is indispensable. More buildings must be built, more equipment supplied, the personnel greatly enlarged, and the purchase of books multiplied many times. The requisitions from the camps for the type of books purchased—chiefly technical—pour in in increasing numbers. And to the demands of the camps are now to be added the demands—for technical books—necessary for the Students' Army Training Corps: for we must supplement the efforts of the University and College libraries in their behalf.

And overseas! Much as we have already done there, this is but a fraction of what we must do to meet the opportunity, and the duty. Thus far it has been one to the men fighting or preparing to fight. Shortly it may be one to the men in course of demobilization. Demobilization won't be summary. It may extend over a period of a year and a half or two years. During that period, the men, lacking the stimulus of impending actual conflict, will be peculiarly in need of other stimuli and resource. Their thoughts will be turning back to their "jobs at home" or to the education which they have temporarily suspended. They must be provided with the opportunity to perfect themselves for the job, to complete the education. The Government is concerned for this. It has appointed an Educational Commission which is to organize an entire system of instruction—especially in industrial and vocational subjects, but practically comprehensive. It is already at work securing a faculty. Every welfare building abroad will be turned into a class room. Laboratories will be available at the Lycées.

And books—a prodigious number of them—will be needed. Text-books—five million dollars' worth—are already being purchased by the Commission. Reference books—a reference library for each instruction center—are a necessary auxiliary. And these reference collections we are asked to supply.

It is a unique opportunity for a very far-reaching service. It requires resources even beyond our Budget—requires, in fact, an expenditure for books alone more than double that assumed in the Budget. And in addition it will require expenses for administration not foreseen in a Budget framed long before demobilization was contemplated.

We must therefore have not merely the amount of the Budget, but, for an adequate service, a sum far in excess of it.

And to secure it we must have the very energetic aid of every library worker. Especially should we have the active aid of every member of the Special Libraries Association, since the work that is now developing is to be increasingly an intensive work, the books increasingly books for specialized studies, and the service of them increasingly specialized under the methods which are the distinguishing feature of the Special Libraries system.

HERBERT PUTNAM, *General Director.*

## Special Libraries for Our Fighting Forces

By FRANK PARKER STOCKBRIDGE

A phase of the Library War Service of the American Library Association which is growing so rapidly that it soon may be the most important phase of the Association's overseas service, is the preparation and installation of special libraries on a large and increasing variety of technical subjects. Recent reports from Mr. Burton E. Stevenson, librarian in charge of overseas distribution for the American Library Association, indicate that this special library service is rapidly overtaking the general library service which, in the early days of America's participation in the war, was substantially all that had been planned for or anticipated on the part of Library Association officials.

There were, it is true, a few farsceeing and foresceing men and women in library service who from the beginning believed that a National Army composed of selected young men would display in concentrated form the same thirst for knowledge and desire for mental improvement that they had displayed in civil life. There were more who were sure that the soldier who had any time for reading would only like literature of the "Deadwood Dick" variety. There were still more who did not believe the soldiers would read at all. When it was decided to establish a Library War Service and the American Library Association was asked to take over the task of setting up libraries in the camps and cantonments and arranging for the distribution of books and periodicals an appeal was made to the American public for gifts of books, and for only a small amount of money with which to set up and operate the library service. The public responded generously with books and a surprisingly large percentage of books thus contributed have been usable. The fiction and general literature thus obtained, now more than three million volumes, form the backbone of Library War Service. Reactional and general reading, as a means of killing ennui and by mental relaxation and stimulation aiding in the upbuilding of morale, is recognized and encouraged by military authorities as a vital and essential part of the complicated task of keeping our fighting men fit and on their toes all the time. But the real surprise, both to librarians and to the Army authorities themselves, came when the men began to demand technical and educational books of every kind and character and to study and master them with an avidity and thoroughness that nobody had anticipated.

As a result of the demand for the whole broad class of books that are grouped under the general heading "Educational" the American Library Association's Library War Service

has had to purchase nearly three quarters of a million volumes, and it is because of the insistent demands for more and more of this kind of literature that the Association has had to ask for public subscriptions of at least \$3,500,000 more, that being its proportion of the \$170,500,000 United War Work Campaign fund which is to be raised in this month of November, for the maintenance of the seven civilian organizations serving our soldiers and sailors. And from what was necessarily at first a rather random and haphazard method of supplying these demands there has been developed in the overseas library service of the A. L. A. a systematic method, in co-operation with the Army authorities, of establishing special libraries which make the best literature on any particular technical subject immediately available to officers and men whose work calls for that particular sort of special knowledge.

From the beginning of Library War Service it has been the aim to provide for any individual soldier the particular book that he wanted when he wanted it. So far as it has been humanly possible to do so every request for a specific book on any subject has been filled promptly. In the camps and cantonments in America, with their main libraries of thirty thousand volumes, and branches and stations in the Y. M. C. A., Knights of Columbus, Salvation Army, War Camp Communities, Red Cross, Jewish Welfare Board and Young Women's Christian Association buildings, as well as in mess-halls, barracks, officers' quarters, hospital wards, and, in short, wherever a branch library could be established, the requests for special books were early classified and grouped and the lists thus made up formed the basis for the selection of titles for the special libraries that are being installed overseas. These lists have been supplemented by the addition of titles selected by officers of General Pershing's staff in charge of various technical departments in the service of supply and engaged in military instruction, so that the list of books contained in any one of these special libraries is a surprisingly complete index of the literature on that particular subject that is regarded in the Army as of real value.

By way of illustrating the fact, concerning which there may be still some skeptics, that enlisted men and officers alike call for and read with avidity technical books that help them to succeed and advance in their military work, as well as books that are calculated to increase their efficiency in the civilian work to which they expect to return, let me quote here, before going into details about the overseas special libraries, from a few documentary sources:

From a book order sent in by the librarian at Camp Lee, Virginia: "Fifty copies each 'Manual for Stable Sergeants,' 'Manual for Farriers,' 'The Army Horse in Accident and Disease.' A veterinary training school is to open here at Camp Lee with more than 2,000 students. Officers and instructors are already on the ground and we anticipate a run on our material in dealing with the care and cure of Army horses."

From the Chaplain, U. S. S. Mississippi, who acts as branch librarian for the A. L. A. on this battleship: "I find that our hospital corps and first aid squads need books on nursing which do not come under the list of books you mentioned. I do not desire to impose on your kindness, but the Medical Officer on this vessel has requested me to ascertain as to whether you can furnish us these volumes:

"Whiting on 'Bandaging'"

"Montgomery, 'Care of Surgical Patients'"

"Saunders, 'Modern Nursing,'"

"Riberts, 'Pathology and Bacteriology,'"

"Manhattan Hospital, 'Eye, Ear, Nose and Throat Nursing'"

"Atkins, 'Primary Studies for Nurses,'"

"Atkins, 'Clinical Studies for Nurses'"

From the librarian of the U. S. S. Huron: "Send a few books on Commercial Arithmetic, Commercial Geography and Business English to be used by men on the vessel studying for the examinations for yeoman, Navy clerk and boatswain."

From the librarian at Camp Wheeler: "Well over 200 books a day are being issued. The subjects call for range all the way from astronomy to zoology and back. One day's record last week showed the following: Wireless, automobile repair, physics, plumbing, aviation, French history, machine shop practice, hand grenades, hand music, algebra, map making. Fully three-quarters of the books taken are non-fiction. Mr. Thomas, the new assistant librarian, requests that the readers in the Camp Library ease up on the demand for books on military science as his arm is lame by reason of the number of copies of Moss, Bishop and Carlock that he has written cards for in the past week."

An analysis of recent book orders selected at random, covering about 2,500 books, made by Mr. H. C. Compton in charge of book purchases for Library War Service, shows that 43 per cent are technical books covering such topics as

Automobiles  
Blacksmithing  
Bridges  
Building  
Carpentry  
Civil Engineering  
Compressed Air  
Concrete  
Electricity  
Electrical Repairing

Gasoline Engines  
Locomotive Operation  
Machine Shop  
Mechanical Drafting  
Mechanical Engineering  
Motors  
Painting  
Plumbing  
Power Plants  
Pumps  
Railroads  
Roads  
Sanitation  
Sheet Metal Work  
Steam Engines  
Structural Steel  
Surveying  
Telegraph  
Telephone  
Water Supply  
Welding and Forging  
Wireless and  
Wiring,

with a few on Algebra, Geometry, Physics, Forestry, Lumber Handling and miscellaneous technical subjects. Twenty per cent of the 2,600 books are on such technical military topics as

Aviation, Military  
Cavalry  
Coast Defense  
Engineer Corps  
Explosives  
Field Artillery  
Food  
Fortifications  
Horses  
Infantry  
Machine Gun  
Officer's Manuals  
Ordnance  
Paper Work  
Quartermaster Corps  
Rifles and Musketry  
Signaling  
Theory and Tactics  
Topography and Mapping  
Training, and  
Trench Warfare

Eight per cent are on the causes of the war, personal narratives of the war and stories of military and naval operations. The remaining 29 per cent cover general literature, history, travel, art, etc., but no fiction.

A cable received on October 4 from the Paris headquarters "Requests pouring in prove tremendous demand educational books. Need immediately thousands each elementary advanced arithmetic algebra geometry trigonometry chemistry physics grammar agricultural forestry business methods cost accounting commerce banking law architecture mechanical drawing two hundred each book-keeping rubber poultry. Securing small supply England. September biggest month with growing service everywhere."

Not all of the classes of books requested by Mr. Stevenson in the foregoing cablegram are included in the special libraries supplied to military units. A considerable proportion of all the million and a quarter volumes so far sent overseas are circulated direct from Mr. Stevenson's Paris library under the ruling of General Pershing authorizing the distribution of books to individual soldiers through the Army mail service free of postage. This service was established early in September and already the requests for books run close to a thousand per day. This service is the capstone of the pyramid of book distribution to the men of the A. E. F., the foundation course being the thousand and more general branch libraries established in the huts and club houses of the various relief organizations and soldiers' clubs, while the intermediate courses are the special libraries, the establishment of which began in July with the offer by Mr. Stevenson to General Pershing's Chief of Staff, to place at the disposal of the A. E. F. a complete technical book service. The offer was immediately accepted and the staff officers in charge of the numerous technical branches of the service were instructed to supplement the lists already prepared in Washington with such other titles as they regarded as desirable. The result is a system of special libraries on such topics as Military Medicine and Surgery, Civil and Military Engineering, Construction, Building, Heavier-Than-Air Aviation, Lighter-Than-Air Aviation, Transportation, Automobile-Forestry, Electricity, Light Railways and Road Engineering, Sanitation, and General Military Science.

"Before we are through with this work," writes Mr. Stevenson, "I hope to have in operation in France a real library system at the service of the whole A. E. F."

To illustrate the scope of these special libraries, here is the list of books on railroad construction and operation compiled in Washington for the use of engineer units in railroad work in France:

Allen—"Railroad Curves and Earthwork."  
 Blackall—"Up to Date Air Brake Catechism."  
 Crandall—"Railroad Construction."  
 Droege—"Freight Terminals and Trains."  
 Droege—"Freight Terminals and Trains."  
 Forney—"Catechism of the Locomotive."  
 Fowler—"Locomotive Breakdowns and Their Remedies."  
 Grimshaw—"Locomotive Catechism."  
 Kindelan—"The Trackman's Helper."  
 Ludy—"Air-Brake."  
 Prior—"Operation of Trains."  
 Raymond—"Elements of Railroad Engineering."  
 Roberts—"Track Formulæ and Tables."  
 Scarles—"Field Engineering (Railroads)."  
 Sellen—"Railway Maintenance Engineering."  
 Tratman—"Railway Track and Truck Work."  
 VanAuken—"Practical Track Work."

Webb—"Economics of Railroad Construction."  
 Webb—"Railroad Construction."  
 Willard—"Maintenance of Way and Structures."

"Westinghouse Air-Brake System."

In addition to the foregoing the Chief Engineer of the A. E. F. requested that the special libraries compiled for the Division of Light Railways and Roads should contain the following titles:

Trautwine, "Field Engineers Pocketbook."  
 Merriman, "Bridge Construction."  
 Baker—"Masonry Construction."  
 Baker—"Roads and Pavements."  
 Harger & Bonney—"Highway Engineer's Pocketbook."  
 Richardson—"Asphalt Pavements."  
 Blanchard—"Highway Construction."  
 Wellington—"Economic Railway Location."  
 Molitor & Beard—"Manual for Resident Engineer."  
 Kidder—"Architect and Builder's Pocketbook."  
 Marks—"Mechanical Engineer's Handbook."  
 Kent—"Mechanical Engineer's Handbook."  
 "Manual of American Railway Engineering Association."  
 Gebhardt—"Steam Power Plant Engineering."  
 Carpenter & Dietrich—"Experimental Engineering."  
 Marks & Davis—"Steam Tables."  
 Karapetoff—"Experimental Electrical Engineering" (Vols. I and 2).  
 Pender—"Electrical Engineering Handbook."  
 Peabody—"Steam Boilers."  
 Kimball & Barr—"Steam Design."  
 Logan—"Mechanical Equipment of Buildings" (3 vols.).  
 Roberts & Smith—"Locomotive Operation."  
 Each special library placed by the A. L. A. in each important headquarters of a railway engineering unit of the A. E. F. consists, therefore, of two copies of each of the entire foregoing list of 43 titles.  
 The average stay-at-home American has heard a great deal about the Aviation Service overseas, but how many of us realize the importance of the Lighter-Than-Air Service—the work of the observation balloons? To a list of 25 titles on aviation submitted by Mr. Stevenson, the Chief of Air Service requested that there be added for the use of the Balloon Section a number of volumes on Mechanical and Electrical Engineering, Radio-Telegraphy, Fabrics, Rubber, Cordage and the Physics and Chemistry of Gases, as well as several copies of each of the following titles:  
 "Meteorology"—W. I. Milham.  
 "La Prevision du Temps"—G. Dallet.  
 "Nouvelle Methode de Provision du Temps"—G. Guilbert.  
 "Davis' Elementary Meteorology."  
 "Smithsonian Institute Meteorological Tables," Revised Edition, 1907.  
 "Sherril's Topography."

"Elements of Perspective"—Miller.  
 "Plain Lettering"—H. S. Jacoby.  
 "Rogers' Machinist's Guide," Parts I and II.  
 "Hydrogenation of Oils"—Carelton Ellis.  
 "Industrial Gases"  
 "Mechanical Engineer's Handbook"—Kent.  
 "Gas Analysis"—Dennis.  
 "Descriptive Meteorology"—Willis Moore.  
 "Handbook for Gas Engineers"—Newbugging  
 "Physical Tables—Chemical Tables."

It is to buy the books necessary to equip these special libraries and to supply the general demand for technical and educational works, which cannot be obtained through miscellaneous gifts from the general public, that the American Library Association will need not only the \$3,500,000 originally estimated, but the additional 50 per cent which the President has just authorized the United War Work Campaign to ask the public for this month. As everyone who has to do with technical books knows, their average cost per volume is much greater than the general run of fiction and miscellaneous literature. Publishers are generous in their discounts and many authors have waived their royalties on books purchased for Library War Service; by next spring, however, we will have at the present rate of transport many more than three million American soldiers in France and there must be books for all of them.

Even though the war were to end to-morrow there would be no let-up in the demand for educational and technical books. I have no space here to go into details about the "College in Khaki," the foundations of which have already been laid overseas and by means of which our Government hopes to re-educate our soldiers into civilians and better equipped and better trained civilians than they were before they went into the Army. The period of demobilization must not be allowed to become a period of demoralization. It will take as long or longer to bring our boys back as it took to get them over. There is to be a system of schools ranging all the way from elementary trade courses to university grades to fit every man of the A. E. F. to take up the thread of civil life when he gets back, not where he dropped it, but at a point at least opposite his fellow worker who has moved ahead in business or industry while the man in khaki was fighting for his country. Three or four million dollars and probably more will be needed to supply the technical and educational book requirements of the "Khaki College" exclusive of the actual text book requirements of the various curricula.

If there were no other good ground for giving to the United War Work Campaign, this service of books to our soldiers would justify the whole appeal.

The Bureau of Education has just issued an excellent *Guide to Government Publications*

### THE THINKER

Back of the beating hammer  
 By which the steel is wrought,  
 Back of the workshop's clamor  
 The seeker may find the Thought—  
 The Thought that is ever master  
 Of iron and steam and steel,  
 That rises above disaster  
 And tramples it under heel.

The drudge may fret and tinker,  
 Or labor with dusty blows.  
 But back of him stands the Thinker,  
 The clear-eyed man who knows;  
 For into each plow or saber,  
 Each piece and part and whole,  
 Must go the brain of Labor,  
 Which gives the work a soul!

Back of the motors humming,  
 Back of the belts that sing,  
 Back of the hammers drumming,  
 Back of the cranes that swing,  
 There is the eye which scans them,  
 Watching through stress and strain,  
 There is the Mind which plans them—  
 Back of the brawn, the Brain!

Might of the roaring boiler,  
 Force of the engine's thrust,  
 Strength of the sweating toiler,  
 Greatly in these we trust,  
 But back of them stands the Schemer,  
 The thinker who puts things through.  
 Back of the Job—The Dreamer,  
 Who's making the dream come true!

American trade catalogues are used extensively in American consulates in foreign countries. Many of the consulates provide reading rooms where American trade, industrial and technical journals are accessible or on exhibition. The American consul at Madrid, Spain, states, for example, that this advertising material has a potent influence upon industry in Spain because of the excellence of American industrial methods and the constant and rapid progress being made in technical and scientific research. These publications should be sent freely to our consulates as a means of broadening and increasing the influence and influence of American industries and American products.

The present policy of conserving paper by discontinuing the distribution of free copies of this class of literature is causing uneasiness at the consulates. This material is desired particularly at this time as a means of stimulating and increasing our trade both now and after the war. Plans for the economic reconstruction of our foreign trade should include a liberal distribution of our trade and technical literature.

E. D. G.

## Government Documents

By J. H. FRIEDEL.

Of all written records, the public document is the most important. No literary form has played so great a part in the history of mankind; none so closely follows its development. As men passed through the various stages of civilization and advancement, the document paralleled in form, in spirit and in content the changes that were going on in the world about. As the vision of men expanded, as their political life evolved itself, as their aspirations rose, so the document developed in breadth, in tone and in freedom. When men, however, grew servile, ignorant and unprogressive, then the document became dull, inflexible and narrow in scope. In spite of its interest and importance, in spite of the great part that it has played not only in the history of men but in the rise and growth of other forms of literature, the government document has, as a rule, been neglected by public librarians. Indeed, it would be no exaggeration to say that for the last five thousand years it has received most attention from those who have understood but little of libraries and their point of view.

Whence proceeds this lack of interest? The public document has been with us for centuries. It is the first evidence of civilized society under a government. It is the first record affecting the liberties and rights of men. It is as old as the librarian's profession. Indeed, almost as soon as the document was evolved, the librarian, the keeper, the conservator of records, came into being. It is the oldest of written forms that are still with us. Yet after so many thousand years of companionship, it is still a stranger among us. Why has it fared so ill at our hands? The main reason is that we do not understand the true meaning of the public document and have failed to gauge its great significance. Its very nearness to us and our consequent inability to see it in perspective may be a cause of this neglect.

### ORIGINS

*The Finding of an Alphabet*—Of prime interest is the question of origin. Where did the document begin? With what did it deal? Who first produced it? To these questions no definite answer can be given. Civilization is a slow process at best and the art of writing comes but late in its development. For hundreds of thousands of years man has lived on the earth, yet eighty thousand years ago no language fitted to survive had yet been invented by the first nations of whom we have a history. Indeed, the beginnings of the alphabet that we use each day are not to be traced farther back than a few thousand years. Man, however, is a self-expressive animal.

His desire for graphic self-assertion took the form of picture-writing. As children in school decorate the blackboard with the fantastic forms that throng their young minds, so primitive man gave freedom to his mental imagery through his rude but none the less meaningful drawings. As his school was the open world, he carved his pictures on the stones and trees about him, or traced them on the leaves of trees. At first each picture form stood only for the thing that it represented. Gradually it became an ideogram and then a phonetic symbol. As time went on this primitive method of expression gave way to a running hand for ordinary writing in which the picture signs were abbreviated until they lost all likeness to the originals and in which each symbol had a sound value. Thus an alphabet for daily use came into being.

*Pen, Ink and Paper*—Society continued to grow in wisdom and experience, and man found that stone and clay baked in the sun which he also used, were not only difficult media upon which to transcribe his thoughts, but that they could not serve in commercial intercourse. In some places parchment and the skins of animals were substituted. In other places a new medium was obtained in the shreds of the papyrus plant. These shreds were interwoven in the same manner that we weave in basketry. A short sheet was thus obtained. Longer strips of this hand-made paper were made by pasting several sheets together. By thickening water with some vegetable gum, ink was obtained. A reed cut and sharpened became a pen. So writing materials easily obtained, portable, cheap and highly satisfactory in every way came into existence.

*The Beginnings of the State*—By this time, however, society was well advanced. Men were no longer nomads, although they still adhered to their pastoral life. Small patches of ground were cultivated. The Tigris, the Euphrates, the Nile, to which was due the fertility of the lands that these early men inhabited, overflowed periodically. As the current subsided and the streams receded to their former banks, soft layers of very fertile ground were deposited. Boundaries, however, were thereby washed away or covered. A system of land measurement had to grow up. But who should set the standard, and who should force disputants to accept the boundaries set? Again, these countries that primitive men inhabited were dry. In order to assure a good harvest, conservation of the water supply was necessary. Irrigation canals were built. Local chieftains were in charge of these and received in return a share in the crops. Should the measure of barley or wheat, that

was due, not be paid at its proper time, the supply of water would at once be shut off and there would be an immediate visit by the superior in charge to demand the cause for the delinquency. In time a strong chief might gain control over a certain number of these canals. From this it was not a difficult step for one man to gain the supreme control and become in fact a king.

In other places the acquisition of food, whether it was to follow the hunt or to secure fish, necessitated the association of men. The success of such an expedition depended on leadership and on implicit obedience. Guiding the ship or leading the hunt paved the way for governing the state. Furthermore, in many places our first history of man is that of his wars with those about him. Here, too, the success of the expedition depended on bravery, obedience and leadership. So we find tendencies among all peoples to form states, and no races in early times are without political organization. But it is not our purpose to trace the origins of the state. It is sufficient to note that in the struggle for existence men soon learn the advantages of living together. That union gives strength is soon understood. Men are by nature gregarious, and it is more reasonable for many to live together than to live apart. So we see that by the time men have passed from the savage state they have already begun to learn the meaning of government; that writing comes after the idea of political organization has already taken root; that the public document, though old, reflects even at the outset a high degree of civilization.

#### IMPORTANCE

When we speak of importance we have in mind a comparison of values. What is there then about the public document that should give it greater consequence when weighed in the balance with other written records?

*Scope*—If we examine carefully the volume of material which we class as United States government documents coming each day, each week, each month from Washington, we are at once bewildered both by its mass and by the wide field which it covers. Yet in every place where men organize themselves that they may live together in communities, national, state or municipal, that they may secure for themselves and for their posterity the greatest measure of happiness, the issue of documents continues. Every legitimate interest of government is there represented, every legitimate interest of man is there given voice.

In older times sovereigns arrogated to themselves nearly all the functions of the

state. The words of Louis XIV., "I am the State," though they characterize French absolutism of the sixteenth century, might with equal faithfulness be placed in the mouths of the rulers that graced the thrones of Egypt, Assyria and Babylonia, or Media and Persia. Individual liberty has progressed in great strides since then. At the same time it should be noted that the tendency of the last century has been to increase the variety of the functions of government. The public documents of the ancient monarchies then cover a wide range, but their scope with the growth of the meaning of liberty and government has increased, and may reasonably be expected to do so even more as time goes on. Far from threatening to die of old age, the public document is growing daily in importance—growing as men take a livelier interest in their city, their state and their nation; growing as legislators realize that their work must be in the interest of the governed; growing as a keener conviction arises of civic righteousness, national justice and national honor. But much of the appeal of the document, no doubt, is to be found in its content, its message.

*Message*—The message of the document is one of liberty, of responsibility both of kings and of subjects. In the ideal state every document would have an interest for every citizen. In the study of societal evolution the public document shows that man has outgrown his barbarous state. It shows that he is already beginning to realize that he has rights as well as duties. On the other hand the very fact that the document is a written form shows that absolute regal power is beginning to disintegrate. Men can then see the rights that the state guarantees them and make their appeal to those rights. It is for this reason that the government document has from time immemorial received from all peoples and in all nations that reverence and attention which has been accorded to it and to no other written record.

Its message, too, is one of faith and unfaith. Here in our study of documents we see how kings and nations have risen to greatness because they have observed the trust that has been put in them by their subjects and by kindred nations. Here we see how men have risen in arms to force a king who has broken his pledged word or has violated the written promise of his predecessors, and have forced him to sign a Great Charter, wherein he promises his men that the laws shall be as they were in the time of their fathers. Here we see this self-same Magna Charta sending its message across the seas and influencing not only its own but other peoples as well. Here we see again an old code,

the Code of Hammurabi, wherein a righteous king has gathered for his people the existing laws showing that the strong shall not oppress the weak, that justice is to be given to the orphan, to the widow and to the poor. This code we find in turn sending its message to other countries, and the laws of our day can thus be traced back for thousands of years to their beginnings. So we find the government document sending its message not only to a small integral group for whom it is intended, but crossing rivers and oceans, deserts and wild wastes, and repeating itself in various tongues to all men and nations. The message of the document cannot, however, be considered apart from its influence.

*Influence*—The history of a people is gathered from its collected public documents. Looking across the ages, then, and reviewing the heritage of each of the great empires that has long since perished, recalling, too, the story of each of the nations that exist to-day, we recognize at once how great a part has been played by the document. It has influenced profoundly every function of the lives of men. Every struggle which our forefathers waged to gain some new privilege, or to maintain some hard-won right, is reflected in it. Freedom of speech and of worship, the right to trial and to petition, the right to a share in the government—all of the rights that we value in our life and that we now regard as inalienable are guaranteed us by the state through the medium of the document. A scrap of paper has made a people forever free; a scrap of paper has reduced it to eternal thralldom. What shall we say of an influence so vital, so fundamental.

Again, the document is the oldest of written forms. The story, the poem, the novel existed long before it, but they were handed on from one generation to another by word of mouth. In this continued process they attained a remarkable degree of excellence, being adorned and beautified very much as a pebble is smoothed and rounded by the perpetual washings of the sea. But over two thousand years before the first literary forms of any country were recorded in writing, the government document had already attained a wonderful degree of perfection. It had, of course, this advantage—it was the product of the state. They that devoted their attention to it were men of high birth, men of culture and refinement. In ancient Egypt he who became a scribe had put his foot on the first rung of the ladder of an official life. "Set to work and become a scribe," says one papyrus, "for then thou shalt be a leader of men," and another adds, the poor man "whose name is unknown is like a

heavily-laden donkey—he is driven by the scribe."

There is no method whereby we can measure the debt of literature to the public document. Records have disappeared or have been destroyed, and men who may have enlightened us have long since perished, their tongues are now silent. But as we read many of the ancient government documents, with their occasional rhythm and poetry, their elegance of expression, their beauty of form, their exactness, the care with which they are prepared, we cannot help but feel that their influence upon the various literary forms must have been great indeed. As for modern documents, many have become classics in our schools.

Men, great among their fellows, have lived and have perished from the face of this earth; nations, supreme throughout the world, have risen and have fallen; the public document, older than the influence of any man, greater than any nation, continues to affect each moment the lives and fortunes of all men under a system of government. Shall we say then, that it has not earned the right to more and closer attention at our hands?

J. H. Friedel.

The September issue of the *American Labor Legislation Review* contains an analysis by subjects and by states of the labor legislation of the year 1918.

At a recent meeting of the Faraday Society of England the co-ordination of scientific publications was discussed, with a view towards a closer union of scientific and industrial research. It was thought that this could be accomplished by having a federation of scientific societies to receive all scientific papers and allot them for reading and discussion to the society to which they would be of most interest. In printing these papers it is proposed that all proceedings, transactions, bulletins, etc., shall be printed on the same size of paper and in the same type.

The Guaranty Trust Company of New York has been issuing a series of bulletins devoted to financial and industrial reconstruction in the United States and abroad.

The first number of *Reveille*, a new magazine devoted to the disabled soldier and sailor, has just appeared. It contains papers by Rudyard Kipling, Joseph Conrad, Jerome K. Jerome, J. M. Barrie, E. V. Lucas, John Galsworthy and others. It is issued from 21 Bedford Street, London, and John Galsworthy is editor.

## List of Pamphlets on Present-day Questions

Compiled by EDNA B. GEARHART

*Economics Division, New York Public Library*

**Irrigation by Means of Underground Porous Pipe.** By E B House. (Colorado Agric. Experiment Station. Bul. 240.) 15 pp., pa.; '18; Fort Collins, Ohio.

**Reference Material for Vocational Agricultural Instruction.** (U. S. Federal Board for Vocational Education Bul. 14.) 26 pp.; '18, Federal Board for Vocational Education, Wash.

**Stock-Poisoning Plants of the Range.** By C. D. Marsh. (U. S. Agricultural Department. Bul. 575.) 24 pp.; '18; Sup' of Doc.

The Department of Agriculture, investigating the causes and conditions under which range stock has been lost has determined that "Losses are due to a comparatively small number of plants." This bulletin contains a list of such plants with illustrations and descriptions, the symptoms of poisoning shown by the animals and the treatment for same.

**Swine Husbandry Revised.** By John N. Rosenberger, 1918 (Pennsylvania Agric Dep't Gen. Bul. 307) 119 pp.; '18; Harrisburg, Pa.

This bulletin includes descriptions of breeds, feeds and their preparation and houses with description, illustrations and diagrams.

**Wheat.** E. W. Wagner & Co., New York City.

Statistics showing the world crops and world consumption of wheat in recent years and the effect of wars on wheat prices.

### BANKING

**Banking Service for Foreign Trade.** Guaranty Trust Co., N. Y.

A pamphlet of ten pages telling of the facilities offered by the Foreign Department of the Guaranty Trust Co. to "Bankers, manufacturers and merchants regarding the most economical and practical methods for financing foreign business."

**The Financing of American Foreign Trade.** Guaranty Trust Company, N. Y.

Tells of the functions and facilities of the Foreign Department of the Guaranty Trust Co.

**How to Finance a Business.** 23 pp. By J. Walter Bell, 111 Broadway, N. Y.

This booklet tells of the relation of the bank to the business man. Some captions are "Knowing Which Banker to Approach," "The Bankers' Viewpoint," "Examples of Financing."

**The Relation of Industrial Chemistry to Banking.** By G. A. O'Reilly 23 pp. Irving National Bank, N. Y.

This pamphlet sets forth the need of co-operation between the bankers and chemists as a national issue, and explains how this co-operation may be brought about

### BONDS

**How to Figure Interest Returns on Securities.** Guaranty Trust Co., 140 Broadway, N. Y.

This booklet treats of true discount and its relation to long-term bonds. It also explains some methods of applying the tables contained in basis books.

### FINANCE

**American Banking in Foreign Trade.** By Lewis E. Pierson. Irving National Bank, New York City.

In his address Mr Pierson tells of the disadvantages to be met by the United States in its competition with Europe in the economic war to come

**Conversion Privilege of United States Government Liberty Loan Bonds.** Field, Richards & Co., 100 Broadway, N. Y. C.

A pamphlet for the Liberty Loan investors who are in doubt as to the conversion terms of the different issues. It outlines the privilege granted for the various issues

**Cuba.** 80 pp. Guaranty Trust Co., New York City.

A booklet of general information about Cuba, telling of its location, area, population, climate, agricultural products, forests, minerals, industries, foreign trade, railways, education, banking, etc.

**A New Era in American Finance.** The National City Co., 55 Wall Street, N. Y. C.

This booklet is a short history of the United States commerce and finance and tells the importance of the development to the investor.

**The Efficiency of War and Peace.** By Rollin P. Grant, President, Irving National Bank, New York City.

"This pamphlet is the fourteenth of a series published by the Irving National Bank as a contribution to public thought upon questions relating to national prosperity." A list of these pamphlets is included in the above-mentioned one and will be sent upon request.

It tells of the great need for national efficiency and how we will acquire it.

## INVESTMENTS

**A Dividend Every Month.** Hartshorne & Picabia, 7 Wall St., N. Y.

This booklet tells how to obtain a monthly income by investing through the "Partial Payment Plan" in three preferred stocks. There is a table showing the length of time necessary to pay for the securities in full and how dividends left to accumulate materially reduce the debit balance.

**The Power of Savings.** 11 parts E. M. Fuller & Co., 50 Broad Street, N. Y. Pt. I, "How to Cut Down Expenses."

Explains the budget plan, suggesting it as a means toward saving, and as an example gives a family of five persons living on an income of \$2,000, showing the proportion spent for rent, clothing, etc.

Pt. II, "How to Make Money Grow."

Treats of the growth of savings when properly invested and includes directions for opening a partial payment account.

## MARKETS

**Wheat. What of the Outlook?** E. W. Wagner & Co., New York City.

This is a circular presenting a chart showing the tendency of prices in the wheat market during the last fourteen years, with interpretative comment

## OIL

**Handbook of Oil Securities.** Francis & Co., 1 Wall Street, N. Y. 159 pp.

This booklet reviews the market conditions of independent oil companies and also includes the capital, acreage, production, etc.

**Mexican Petroleum.** Hartshorne & Picabia, 7 Wall Street, N. Y.

This circular analyzes the future possibilities of the company, and includes such subjects as "Earnings and Resources," "Freight Rates," "Effect of High Rates," and "Improved Marketing Conditions"

## TAXATION

**Taxation in England.** Its effect upon the British security market and the conclusion to be drawn therefrom as to the future of the American market. Hirsch, Lilienthal & Co., 61 Broadway, N. Y.

The effect of British war tax upon the different types of securities is considered in relation to the probable effect our own tax legislation will have on investments.

## TECHNICAL

**A New Disinfectant-Testing Machine.** By A. M. Stimson and M. H. Neill. (U. S. Pub. Health Reports Reprint No. 462.) 12 pp.; '18; Sup't. of Doc.

**Problems of Aeroplane Improvement.** (U. S. Naval Consulting Board and Engineering Council's War Committee of Technical Societies. Bul. 3.) 32 pp.; '18; U. S. Naval Consulting Board, D. C. Bibliography, pp. 19-29.

This contains articles on "Aeroplane Motive Power Improvement," "Problems in Aeronautics," "Aircraft Problems," and a "Working Bibliography."

**Standard Specifications and Tests for Portland Cement.** Text as adopted by the American Society for testing materials and by the United States Government. Revised 1917. Spanish-English edition, prepared under the supervision of the Bureau of Standards. (U. S. Foreign and Domestic Commerce Bur. Industrial Standards No. 1.) 47 pp., pa., .10; '18; Sup't. of Doc.

"This publication is one of a series covering industrial standards for materials, which will include standards prepared by the Government and by technical societies and other organizations.

The purpose of the series is to facilitate commerce between the United States and foreign countries by gathering together and making available standards for materials of various kinds, commercially acceptable and representing good American practice, through their translation into various foreign languages."

**Typical Specifications for Non-Bituminous Road Materials.** By Pievost Hubbard and Frank H. Jackson, Jr. (U. S. Agricultural Bul. 704.) 40 pp., .05; '18; Sup't. of Doc.

"This publication should be considered as a companion bulletin to 'Typical Specifications for Bituminous Road Materials.' U. S. Dept. of Agriculture, Bul. 691. In it are given a number of typical specifications for the more common non-bituminous materials used in the construction and maintenance of various types of highways." The publication listed herein deals with the commercial sizes of broken stone and recommends a minimum number of standard sizes necessary for the various types of roads in which broken stone is used."

## TRADE

**Economic Reconstruction.** With Analysis of Main Tendencies in the Principal Belligerent Countries of Europe. (U. S. Foreign and Domestic Commerce Bureau. Monograph) '18; Sup't. of Doc.

The pamphlet includes statistics of production, consumption and trade in important foodstuffs and industrial raw materials, prefaced by an introduction by Burnell S. Cutler, chief of the Bureau of Foreign and Domestic Commerce.

## The Chemist and His Library

By EDWARD D GREENMAN. *Librarian, A. D. Little Co., Cambridge, Mass.*

More than at any time in the world's history chemical research is now taking its place as an essential part of productive industry. As a result of this, the chemist is now called upon to investigate problems in all lines of industrial activity. In chemical research the unlimited possibilities for the use of natural products and chemical combinations in the solution of definite chemical problems is constantly causing the chemist to investigate materials with which he may be totally unfamiliar. In large chemical companies this is continually happening. The day is undoubtedly past when many great discoveries in chemical science will result as a matter of accident, and at the present time important discoveries result only after long study and investigation, begun in the library and finished in the laboratory.

To-day is the day of substitutes, and in all branches of scientific production search is being made for the salesman's proverbial "something just as good." The remarkable success already achieved in producing satisfactory substitutes is well evidenced by the present use of paper for making clothing, the substitution of mesothorium for radium, the use of cocoa cream in place of milk and cream, the substitution of cotton for silk in warfare, the artificial manufacture of tapioca, and the production of a sugar substitute such as maltose syrup, besides many food substitutes which you may or may not be familiar with in your daily diet. The wide range of subjects coming under the possibilities of chemical investigation now renders it necessary for the chemist to make constant and intensive use of the library, and so a demand for a collection of books, pamphlets, clippings, etc., for the use of the chemist has resulted in the springing up, in all sections of this country, of small libraries connected with chemical industries. There can not be found, except in the larger public and university libraries adequate collections of chemical literature for the chemist to rely upon. He wants his sources of information close at hand, and it rarely happens that there is a large collection of the literature on a given subject within easy access unless he makes such a collection himself.

It is only in recent years that specific instruction in the use of chemical literature has found a place in university instruction in chemistry. A few colleges are now giving their students instruction in the use of a library, including lectures on standard chem-

ical books and periodicals. The importance of instruction in the use of chemical literature is well expressed by Dr. R. F. Bacon, formerly director of the Mellon Institute,\* as follows:

"Before commencing laboratory work upon any problem, it is obviously necessary to digest intelligently the important contributions which have been made upon the subject and to take advantage of what other workers have done in the same field. The average graduate is usually almost helpless when attempting to do this, and consequently requires close supervision. The main difficulties are:

"(a) He does not know how to go about it; he does not know where to look as the most probable source; and he is not familiar with the standard treatises and important journals.

"(b) He fails to analyze the subject into its factors, and hence generally looks for topics which are too general. Because he does not find any reference to the problem as a whole as he has it in mind, he assumes that nothing has been done upon it and that there is nothing in the literature which will be of aid to him in the investigation. Were he to separate his subject into its essential parts and then to consult the literature on each factor, he would find considerable information which he otherwise would miss.

"The solution is to be found in the provision in the chemical curriculum, preferably in the senior year, of a course of lectures on the literature of chemistry, with particular reference to the character of the writings and the status of the authors. The purpose of these lectures should be to present a general survey of the voluminous literature and to impart an accurate, systematic working knowledge of chemical bibliography."

It rarely happens even now that a chemist knows the more common indexes, such as "The Industrial Arts' Index," "Engineering Magazine Index", the cumulative indexes of "Chemical Abstracts" and "The Journal Society of Chemical Industry"; or the new French chemical journal, "Chimie et Industrie." The great single help which he has is "Chemical Abstracts," which comes out bi-weekly and covers the most important periodical and patent literature on pure and applied chemistry. Most chemists are familiar with this and use it quite extensively.

In spite of our contempt for Germany, one cannot overlook the importance of her

\*Bacon, R. F. *Research in Industrial Laboratories*, Science, n s 45 34-39, Jan. 12, 1917.

chemical industries, without which she could never have carried on the present war. And it is in Germany that we find the largest and best equipped libraries on chemical literature in the world. A complete survey of libraries connected with industrial laboratories in this country would give ample evidence of the value and importance of a library for chemical and technical research, but unfortunately no such list has ever been compiled. The Chemists' Club long ago found it necessary to establish and maintain a library for the use of its members. This now numbers about 25,000 volumes, and should be made the nucleus for the formation of the largest collection of chemical literature in the world.

The amount of literature of interest and value to the chemist which is annually produced is such as to make it impossible for even the specialized chemist to keep informed on his own definite line of work. Here the library finds its place. It is now the usual practice in most research laboratories to maintain a library for the collection of literature on all subjects under investigation. Many of these laboratories maintain a competent person to take charge of all bibliographical work. This includes

state-of-the-art searches, abstracting literature on new lines of investigation, and the systematic collection of reliable information, whether in the form of books, pamphlets, trade catalogues, periodical literature, letters, or memoranda of all kinds.

That the library should be an essential part of the equipment of an efficient industrial laboratory has long been recognized by Dr. Arthur D. Little, one of America's foremost chemists. In his own words Dr. Little states:

"In no way, therefore, can organized co-operation render more effective service to research than by making readily accessible those vast stores of specialized knowledge which research has already accumulated but which still require to be brought into that systematized and orderly arrangement which characterizes science. The research laboratory should be built around a library. These special libraries should be linked together and closely affiliated with the great libraries of the world. The intensive collection of scientific and technical information throughout the world, its codification and its distribution, might well be made a governmental function to an extent not now approached"\*

\*Little, A. D. Organization of industrial research. A paper read before the Twenty-first Annual Meeting of the American Society for Testing Materials, Atlantic City, June, 1918.

## The General Theological Library

By MARY M. PILLSBURY, *Librarian*

Last month a day's mail brought to the General Theological Library, among others, the following requests.

In a little Vermont hamlet so close to the boundary line that it almost wandered over into Canada, a Baptist minister wished to prepare a sermon on the moral and religious aspects of the war.

Down on Cape Cod a Universalist minister wished to read the rather expensive life of John Fiske, while an Episcopal clergyman in isolated Nantucket was preparing a series of sermons on the Social Interpretation of the Sermon on the Mount.

In a town under the shadow of Mt. Washington the Equal Suffrage question was being discussed and the Unitarian minister was asked to speak upon the subject.

A Methodist minister in Connecticut wished to borrow Thomas Mott Osborne's books, as he had a paper to prepare for the Itinerant Club on Prison Reform, and his Rhode Island brother had to review Prof. Hocking's book, "Human Nature and Its Remaking" for his Association meeting.

In a small city in the "empire of the

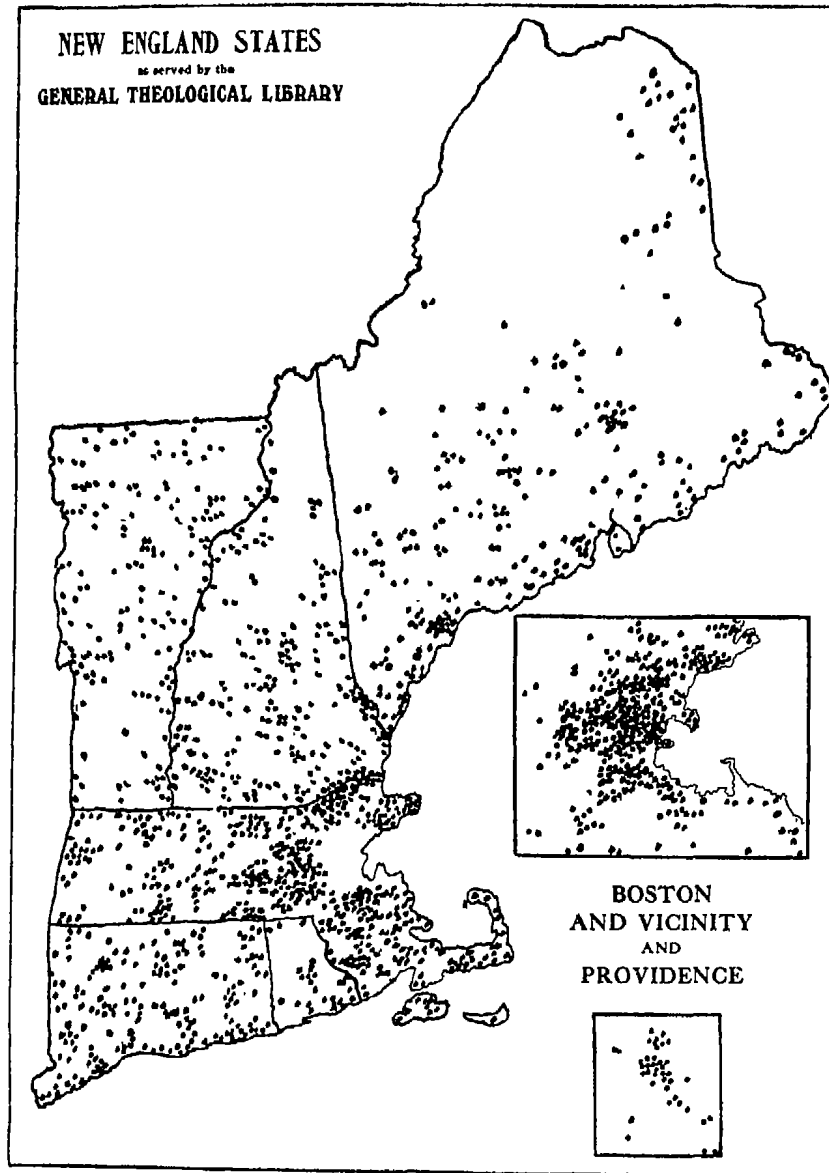
Atroostook" a Congregational pastor was asked to prepare a patriotic address in the interests of the Fourth Liberty Loan.

These men were all ministers of small parishes, far from the madding crowds of great cities and just as distant from the teeming book shelves of great libraries, but they knew that a request for the books they needed sent to the General Theological Library in Boston would be filled in the shortest possible time.

### HISTORY

This library was founded in Boston in 1860 by prominent clergymen of different denominations, who associated themselves as "proprietors of theological and religious books of all communions." To meet the growing demands, the original idea has been broadened and now includes books on philosophy and ethics, sociology, and biography, together with many other allied subjects. It is the only library of its kind in the United States, and, as far as we know, in the world.

(Continued on page 199)



Every dot on this map represents a minister using books from the General Theological Library

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## EDITORIALS

### THE SECOND LIBRARY WAR FUND

The letters of the President of the American Library Association and of the Director General of the Library War Service explain clearly and decisively the task before librarians of the country and the part of each of us in that task. While we recognize that differences of opinion exist among librarians as to the efficiency of the work, and there was more than one undertone of criticism evident at Saratoga, we should all realize that the supreme judges, the men in the army and navy, for whom the library war service was designed, speak laudably of the work and the good

which from the first it has been doing. The work was organized as a service, and *Service* has been its keynote throughout. When the American Library Association went to war in 1917, few realized completely the task which it was assuming. There was no basis of experience through which to profit, such schemes of library war service as did exist were unsuited to our needs or unsatisfactory in various ways. It was left, therefore, to the General Director of the Library War Service and to his associates to make a plan and carry that plan to successful fruition. Moreover, there was the difficult and uncertain task of linking up the libraries of the country, of marshaling the library forces behind the General Director. In both of these directions the work has been carried out successfully and well. The Library War Service is worth the support of every librarian and of every American. Let us then put the Second Library War Fund, as well as the United War Work Campaign over the top.

### A NEW STAFF AND A NEW AIM

Many letters have come to the editor-in-chief, commenting favorably on the improved appearance and content of *SPECIAL LIBRARIES*. It is the aim of the editors to make each issue better than those preceding, gradually elevating the whole publication and transforming it to a useful tool and of continued service to the librarian. With this issue the appearance and composition of the publication is, we believe, further improved and the size also increased. The editorial staff must, however, necessarily rely to a great extent upon the members of the Special Libraries Association as well as upon other of our professional associates for aid in contributing to its pages, for making the publication a success. In the task of making *SPECIAL LIBRARIES* an institution rather than a name, a working tool rather than a name, we invite your co-operation and your aid.

Criticisms and suggestions are welcomed and due credit will be given where credit is due. The special librarian has always had a reputation for efficiency, for resourcefulness, for triumphing over difficulty. From the first he has been a pioneer. We hope during the year to impart to *SPECIAL LIBRARIES* some of these characteristics, to give it vision without making it visionary, to strike through it a new note in library journalism.

### TYPES OF SPECIAL LIBRARIES

We continue in this issue the series of articles on types of special libraries. In the September-October issue, Miss Doro-

thea C. Schmidt described briefly the library of the University of Chicago School of Commerce and Administration, while Paul P. Foster told of the Community Motion Picture Library of New York City. The former described a new field for the special library, that of the school for business administration; the latter was devoted to an equally new field, that of the motion picture library.

In the present issue two other types are described. The General Theological Library treats with a divine subject in a practical way, serving God's servants, the ministry, without regard to religious difference. It is well to remember in this connection that the first special libraries were theological libraries, that the word of authority, in state and in religion, was the first thing that man sought to preserve. The word of God told him how to live and held out to him the promise of a life beyond life; the word of the ruler, king or chief assured to him those things which made life worth living. So it is that the government document and the religious writing are the first library materials to be treasured.

The library of the Public Service Corporation of New Jersey represents still another type of special library activity, that of the public utility. The special library is making good because it rests upon a principle—Service. In biology as elsewhere that which serves the more useful purpose survives. The special library exists and grows only because it functions usefully in our economy.

**STATEMENT OF THE OWNERSHIP, MANAGEMENT, CIRCULATION, ETC., REQUIRED BY THE ACT OF CONGRESS OF AUGUST 24, 1912,**

Of "Special Libraries," published monthly except July and August, at New York, N. Y., for Oct 1, 1918, State of New York, County of New York, ss:

Before me, a Commissioner of Deeds in and for the State and county aforesaid, personally appeared Richard P. Ettinger, who, having been duly sworn according to law, deposes and says that he is the President of Prentice-Hall, Inc., Publishers of Special Libraries, and that the following is, to the best of his knowledge and belief, a true statement of the ownership, management, etc., of the aforesaid publication for the date shown in the above caption, required by the Act of August, 24, 1912, embodied in section 443, Postal Laws and Regulations, to wit:

1. That the names and addresses of the publisher, editor, managing editor, and business manager are: Publisher, Prentice-Hall Inc, 70 Fifth Avenue, New York City, N. Y.; Editor, J. H. Friedel, 1599 Washington Street, W. Newton, Mass. Managing Editor, none, Business Manager, none.

2. That the owners are: Prentice-Hall, Inc. (Corporation) 70 Fifth Avenue, New York, Charles W. Gerstenberg, 29 Waverly Place, New York, Richard P. Ettinger, 32 Waverly Place, New York; Henry

Brach, 40 Fifth Avenue, New York; L. P. Meyer, Plattsburg, N. Y.

3. That the known bondholders, mortgagees, and other security holders owning or holding 1 per cent or more of total amount of bonds, mortgages, or other securities are: None.

4. That the two paragraphs next above, giving the names of the owners, stockholders, and security holders, if any, contain not only the list of stockholders and security holders as they appear upon the books of the company, but also, in cases where the stockholder or security holder appears upon the books of the company as trustee or in any other fiduciary relation, the name of the person or corporation for whom such trustee is acting, is given; also that the said two paragraphs contain statements embracing affiant's full knowledge and belief as to the circumstances and conditions under which stockholders and security holders who do not appear upon the books of the company as trustees, hold stock and securities in a capacity other than that of a bona fide owner, and this affiant has no reason to believe that any other person, association, or corporation has any interest direct or indirect in the said stock, bonds, or other securities than as so stated by him.

RICHARD P. ETTINGER, Pres.

Sworn to and subscribed before me this 18th day of September, 1918.

DAVID F. JORDAN  
My commission expires Dec 4, 1918.

**THE RIVERSIDE LIBRARY SERVICE SCHOOL**

is ready to announce its program for the new short course beginning January 6, 1919, and ending March 1, 1919.

Bookbinding covers two weeks and will be taught by W. Elmo Reavis, who is well known in that position.

Cataloging and classification will be taught by Miss Jeanne Frances Johnson, graduate of Pratt Library School, head cataloger of the Tacoma Public Library and instructor in those subjects in library courses.

A new subject, "The Business Library," will be offered in this course, to begin January 20 and run four weeks. It will be taught by Miss Louise B. Krause, McGill Univ. '96, Illinois Library School '98, library organizer '98-'03, assistant librarian and instructor in library methods, Tulane Univ. '03-'09; librarian, H. M. Byllesby & Co., Chicago, '09 to date, president Chicago Library Club, '14-'15; special lecturer Univ. of Chicago School of Commerce and Business Administration, '16-'18.

The work will emphasize the application of library methods to business libraries.

Other lectures in filing and indexing will be given by another instructor during the last week of Miss Krause's course.

The subject, "School Libraries," was to have been taught by Mrs. Beseler (Ida Mendenhall), but she writes that she cannot come. Another teacher will be employed.

The other subjects and teachers are as follows:

Reference and Documents—Miss Lillian Dickson.

Library Handicraft—Mrs Mabel F. Faulkner

Periodicals and serials. Miss Alice M. Butterfield.

Library Law, Business Management, Book Selection, Old Books, Rare Books and the Book Market—Joseph F. Daniels.

A course for candidates for camp library work will also be given.

All schools have experienced a great loss of students during the war—Riverside with the others; but the registration shows that the winter school short course will be much larger than we expected.

It has been pretty well shown in Government affairs during the war and in business offices that the best foundation for office filing and record work is library training. Large business concerns have taken a great many library workers for that purpose, and several graduates of the Riverside School have already gone into special libraries. This new course will give candidate for such a career a much more thorough preparation. It will give an opportunity for those business librarians who did not have the advantage of such a course to take it now under an expert who has leave of absence to come to California for that purpose.

#### WOMEN IN INDUSTRY SERVICE

In recognition of the great importance of women's work in the industries and the many complex problems involved, a Women in Industry Service was created in the U. S. Department of Labor, in July, with Miss Mary Van Kleeck as chief and Miss Mary Anderson as assistant chief.

This new division has two main purposes: (1) to develop national policies as to the conditions of employment of women in the industries and (2) to co-ordinate the work for women in other divisions of the Department of Labor, in the industrial service sections of other departments of the Federal Government, and to co-operate with the State Departments of Labor in developing a unified policy throughout the country.

#### THE GENERAL THEOLOGICAL LIBRARY (Continued from page 195)

Nine years later, in 1900, the books were made free to all ordained clergymen in New England. The men who lived more

than twenty miles from Boston had the privilege of having books sent to them with the postage paid both ways, while those men living in Greater Boston can borrow books in person. The library rooms are accessible to anyone for reading and research. During its history the library has been connected with the most prominent clergymen of Boston, who have served on some of its various committees. An important feature of the last few years has been the work with the theological students of Greater Boston. Men from Andover Theological School, Harvard, Newton Theological School, Boston University and Tufts Theological School used the library so constantly that it was found necessary to devote one room to their exclusive use

#### CLASSIFICATION

As the Dewey classification on religion is very inadequate for large collections, a revised classification, embodying the best of the Princeton Theological Library and the Hartford Theological Library classification, was made in 1905 by the Rev. George A. Jackson, the librarian at that time. When it was decided to reclassify the theological and religious division of the Library of Congress two years ago, this classification was borrowed and incorporated in their classification to a considerable extent.

#### CATALOGUE

The library has a complete printed catalogue of the books, as well as a dictionary card catalogue.

#### BULLETIN

A Quarterly Bulletin is published by the library, which includes not only the recent accessions, but reading lists on the different phases of the work of the ministry. These lists are much more valuable than mere bibliographies on the subject, as each list is annotated. They have been compiled by such authorities as President McGiffert of Union Theological Seminary, who prepared one on the Reformation; Prof. Bade of Berkeley Theological Seminary on the Introduction to the Old Testament; Prof. Athearn of Boston University on Religious Education, Prof. Edward C. Moore of Harvard University on Modern Missions, and the last and very important Bulletin contains a list on the European War, its moral and religious aspects, prepared by Rev. Willard L. Sperry of Central Church, Boston. These Bulletins are mailed to the 6,000 ministers in New England, and for the last four years 2,000 of these ministers have used our books constantly.

## The Library of the Public Service Corporation of New Jersey

By ALMA C. MITCHELL, *Librarian*

The Public Service Library was established early in 1911 in response to a generally expressed desire for a means which would clear the various offices of an accumulation of books, pamphlets and magazines, and, at the same time, preserve and render accessible the material thus collected. This the library accomplished.

It was soon recognized, however, that the library could be made to occupy a field of broader usefulness.

The underlying companies of the Corporation, the Public Service Electric Company, Public Service Gas Company, and Public Service Railway Company, supply electricity and gas and operate street railways in a territory that covers a large part of the State of New Jersey, including practically all the large cities and altogether some 200 municipalities. The library is located at the general offices in the Terminal Building at Newark. To secure for the 10,000 or more employees scattered over the state the benefits they might reasonably expect to derive from the Corporation's special library, it was necessary to depart from the original conception of furnishing references to the general office force only.

A circulating system was then evolved which included not only the books, but practically everything in the library, periodicals and pamphlets included. The plan was made feasible by utilizing the extensive system of the Railway Company, over which are carried our private mail bags to practically every locality in which our employees work. Only in exceptional cases has it been found necessary to forward library matter through the U. S. mail. It required some time to fully establish this circulating system on a satisfactory basis, but at the present time very few packages are delayed or lost.

The threefold character of the Corporation's business makes the scope of our library rather broader than that actually found necessary in special company libraries. Of its 5,000 books, four-fifths are divided about equally between strictly gas, electricity and railway subjects. The remaining fifth covers the subjects of accounting, business practice, correspondence, salesmanship, scientific management, accident prevention, physics, chemistry and mathematics. As the legal department of the Corporation maintains its own well-equipped reference library, no attempt has

been made to accumulate law books; however, books of a more general character, dealing especially with business law have been secured.

The file of the Public Service Commission reports is complete for later years and fairly so for earlier ones. Only such government, city and state publications are secured as may be of service to us. Proceedings of the National engineering societies are received as well as a few English ones. Several hundred trade catalogues form a valuable annex to the main collection.

About 100 periodicals are subscribed to regularly, including all prominent technical journals published in the United States, a number of English ones and a few popular magazines. The more important technical periodicals are bound every six months—those not bound are clipped. The latest issues of the popular magazines are placed in Library Bureau binders and are kept in the library for noon-time reading, the earlier issues are circulated. The technical publications are reviewed as they come in and articles of special interest in our line of work indexed. A card of different color is used for each year, and the current five years only are kept in the main file. The various indexes, such as Pooles, Engineering index and the Industrial Arts index renders the back numbers easily accessible.

All the books are catalogued and shelved according to the Dewey Decimal Classification and Cutter system of author numbers. Pamphlets are grouped by subject, placed in binders, and treated as books. Government, state and city documents are shelved apart from the books and pamphlets. These are not numbered but are catalogued. The trade catalogues are also catalogued by subject and company, but the slips are filed in a separate tray, as the subject headings are so minute that they would conflict with those of the main catalogue.

The charging system follows the general practice, save that we do not issue borrower's cards. This departure from the regular custom was found necessary, as we serve several thousand forgetful people in all parts of New Jersey. The material is charged to the name of the individual, and as we keep the application forms accessible, we find this method very practical. The books are issued for varying periods, according to the demand; the

periodicals for from three to seven days. Fines were charged for overdue books when the library was first opened, but found to be impractical after a time.

The library is conducted in a very informal fashion. Inelastic rules and too much standing on technicalities would be quite out of place. The more lenient we are, the more ready are our patrons to call upon us. Many of them are without much education, and an iron-bound rule would discourage their coming. As an example, take a motorman struggling with elementary electricity; he needs his book for a longer period than the engineer, who perhaps merely refers to forgotten data. We try to make rules to fit the individual.

The majority of the magazines, after they are checked and indexed, travel a definite route. We have a long list of men who receive each issue regularly. A slip of paper bearing the name of the library and the rules governing the forwarding of the magazine is pasted on the cover. On this slip is written the name of the periodical, date of issue and the names of the men in turn as they are to pass the magazine along. For our own record we use the book card with the recipient's name as well as the magazine title; date of magazine is given in the first column, date of issue in the second, and date of return in the third. To avoid keeping the men waiting too long for their magazines, several copies of the most used periodicals are taken.

We also have a little personal file. This file keeps us in touch with the men wishing up-to-date information on their particular line of work or special hobby. In reviewing the magazines, these subjects are kept in mind and the newest material sent them.

Once a month we send out our Current Reference list. This list is compiled from the articles indexed in the magazines received during the month and new books purchased. It is divided into ten sections, covering accountancy, automobiles, electric railways, gas, electric power plant engineering, general subjects both technical and non-technical, scientific management, public utilities and new books and pamphlets. The list as a whole is not sent to everyone unless it is requested. Only such sections as are of special interest to the individual employee are sent him regularly. This scheme brings the library into personal touch with the individual at least once a month.

We try to reach each new employee by having his application card sent us before they are filed. When these are received, a letter is sent to the new employee, call-

ing his attention to the advantages made available through the library. An application blank is included, together with a slip asking him to state which subjects he would like to be informed of regularly. When the application blank is returned, duly filled out, it is filed and another letter sent him in regard to the current reference lists, asking him to check the sections he wishes to receive monthly.

Information regarding requests outside of our sphere is obtained by telephoning or writing other libraries or any source which we know can serve us. What we have tried from the beginning to be is an educational center for the various and sundry conditions of people whom the Corporation employs.

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### BOOK REVIEWS

**Chemical French:** An Introduction to the Study of French Chemical Literature. Literature. By Maurice L. Dolt. Published by the Chemical Publishing Co., Easton, Pa., 1918. \$3.00.

This book is intended for students desiring a special knowledge of chemical French. It contains a series of graded readings in inorganic, organic and industrial chemistry, with exercises reviewing the principles of French grammar, including the articles, nouns, verbs, etc. combining each in simple technical language, and particularly as employed in chemistry. It is not intended for the layman, but presupposes elementary knowledge of both chemistry and French. However, for the ordinary person it offers an excellent means of securing a reading knowledge of French chemical literature.

E. D. G.

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**The German Secret Service in America.** By John Price Jones and Paul Merrick Hollister. Published by Small, Maynard & Co., Boston, Mass., 1918. 340 pp. \$2.00 net.

A remarkable account of German plots and propaganda in the United States. The efforts of the Teutonic agents to take advantage of our neutrality, to stop shipments of munitions abroad, to cripple our industries and our shipping, to influence public opinion through the press and through threats of force are chronicled with a vividness and raciness that makes the book excellent reading. No one can understand the war fully and the conditions that preceded our entry into it that has not read this book. A splendid account of the Hun loose, at bay and caught.

**The Peace of Roaring River.** By George Van Schaick. Published by Small, Maynard & Co., Boston, Mass., 1918. 313 pp. \$1.50 net.

A novel of the Northern wilds. A New York girl, at the end of her resources, takes a sporting chance, and with the odds against her, overcomes one difficulty over another, and finally wins the happiness and love which she had sought. It is a story that gives one renewed courage and leaves a feeling that life is worth living and that fate is nothing but mastery over oneself and over others.

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#### PERSONAL NOTES

The following have left various public libraries in Indiana to enter special library service in Washington, D. C. Miss Lucy Balcom, Miss Lois Barnes, Miss Sue K. Beck, Miss Lenore Bonham, Miss Alma Curtis, and Miss Ruth Louderback.

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Miss Irene De Matty, for several years librarian of the Mellon Institute, Pittsburgh, was married on September 2, 1918, to Mr. R. J. Piersol.

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Miss Elizabeth V. Dobbins, formerly librarian of the American Telephone and Telegraph Company, is now organizing a library at 52 Broadway, New York City, devoted to economic literature.

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Mrs. Donald L. Dutton, formerly Miss Dorothy Hanvey, has resumed her duties as assistant in the Carnegie Endowment for International Peace, while her husband, Captain Donald L. Dutton, C. A. C., is in service in France.

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John I. Fitzpatrick, law librarian of the New York State Library, has been commissioned first lieutenant in the Ordnance Department, and is now stationed at Washington, D. C.

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Miss Clara M. Guppy has been appointed librarian of the Mellon Institute, Pittsburgh, Pa.

Miss M. Alice Matthews, librarian of the Institute for Government Research, Washington, D. C., has accepted the librarianship of the Carnegie Endowment for International Peace in Washington, succeeding Miss Kathryn Sellers, who was recently appointed Judge of the Juvenile Court of the District of Columbia. Miss Matthews was for seven years librarian of the U. S. Bureau of Labor Statistics (Department of Labor), resigning that position about two years ago to organize a special library in Government administration for the Institute for Government Research.

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Miss Charlotte G. Noyes, late of the H. M. Wilson Company of New York, has accepted a position as librarian to the Jackson Laboratory of E. I. du Pont de Nemours & Company, located near Wilmington, Delaware. Miss Noyes has been identified with the publication of the United States Catalogue, and more recently with the compilation of the Industrial Arts Index.

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Miss Eva R. Peck, librarian of the Fort Wayne, Ind., Municipal Reference Library, has been granted leave of absence to serve as first assistant librarian at Camp Mills.

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Miss Miriam S. Smith, who has been on the library staff of the Massachusetts Institute of Technology for a number of years, has accepted a position as librarian to the main office library of the Chemical Department of E. I. du Pont de Nemours & Company, at Wilmington, Delaware.

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Miss Edna E. Stone, cataloguer in the Bureau of Railway Economics, Washington, D. C., has recently accepted the position of assistant librarian of the Carnegie Endowment for International Peace, Washington, D. C.

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*Municipal Reference Library Notes* for October 16, 1918, is an educational number. It is announced that this is the first of a type of special numbers, of which more will be issued later. This departure is a decided improvement on the past, and Mr. Hyde as well as Miss Ina Clement, who prepared this number, are to be congratulated upon it.

# Select Bibliography on Cost of Living in the United States

By HELEN G. ESTEY

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(To be continued)