

# Readings in Business Administration

**M**ARIAN C. MANLEY, business branch librarian, Newark Public Library, contributes the following annotated list of articles in the field of business administration which have special application to administrative problems of large libraries.

Bigelow, Burton. "Why Salesmen Fail as Field Managers." *Printers' Ink Monthly*, 40:16-17, June 1940.

A practical analysis of aptitudes for each position that can be applied to problems in library placement and promotion.

Ferree, C. E. and Rand, G. "Work and Its Illumination." Part I. *Personnel Journal*, 19:55-64, June 1940.

Detailed discussion of lighting problems with special attention to range of light for comfortable reading.

Garth, John. "Overworked Executives and the Short Hour Week." *American Business*, 10:11-13, 48-49, May 1940.

Pertinent notes on methods for administrative organization that are useful in checking for personal efficiency.

Lewisohn, S. A. "Human Relations in Industry." *Advanced Management*, 5:73-76, 92, April-May-June 1940.

Thoughtful treatment of a major executive problem stressing the fundamental necessity for genuine democracy.

McMurray, R. N. "Can Aptitude Tests Guide Us in Picking Men for Promotion?" *Sales Management*, 46:48-56 May 15, 1940; 46:58-61, June 1, 1940.

A description of the efforts of a large company to determine correct qualifications for a job and to appraise available candidates in these terms.

Putnam, C. V. "'Stop Loss' Plan Controls Printed Supplies." *American Business*, 10:30-32, June 1940.

A simple, practical discussion of the handling of forms supply. Gives good routine for cost records, re-ordering routine, etc. One way of keeping minor costs in hand.

Roper, Elmo. "Sampling Public Opinion." *Journal of the American Statistical Association*, 35:325-34, June 1940.

Enlivening discussion of techniques and their application in discovering public opinion. Interesting possibilities in application to library profession.

# News from

## General

Be sure to note "Goucher College Library Plans," by John C. B. Moore of Moore and Hutchins, New York, in the Library Buildings Round Table report, *A.L.A. Bulletin*: 34:144-52, August 1940 (*Proceedings* issue), if you have the problem of planning a new college library on your hands. The outline of specifications is especially worthy of study.

## East

The recently established Bureau of Government Research Library at the University of New Hampshire, Durham, is engaged in compiling a charter and ordinance digest of the eleven cities in the state.

Temple University Library, J. Periam Danton, librarian, has received a grant of \$750 from the Rockefeller Foundation for the library's microphotography department.

Haverford College Library, Haverford, Pa., Dean P. Lockwood, librarian, has begun the construction of a four-story addition to house 150,000 volumes at a cost of \$125,000.

The Society for the Libraries at New York University has awarded its first gold medal to Katherine Anne Porter for her book *Pale Horse, Pale Rider*.

After a season of intensive study, changes are being made in the Wellesley College Library, Blanche P. McCrum, librarian. This includes the construction of ten alcoves in the main reading room to insure greater privacy and attention to individual needs; a center for recreational reading near the fireplace at the end of the

main reading room; a new lighting system; a new floor; and redecoration of the entire reading room.

The Edwin Markham library of 15,000 volumes has been given to Wagner College, Staten Island, N.Y. This collection is to be shelved in a special room in memory of the poet.

The Westminster College at New Wilmington, Pa., Mildred Ailman, librarian, has received a gift of \$1000 from Judge John F. MacLane, an alumnus, for the purchase of books on English, history, and social institutions and law. Westminster College has also had the benefit of two unusual exhibits: Orrefors (Swedish) glass, and Jensen (Danish) silver.

Simmons College Library School held a meeting of school administrators of New England and the East on April 12 and 13 at which changes in modern life which have brought about corresponding changes in educational ideals were discussed. Among the speakers were John Colburn, principal of Garden City High School, Garden City, New York; the librarian of that school, Winifred Linderman; Alice I. Bryan and Gretchen Westervelt of Columbia University, School of Library Science; Sigrid A. Edge of the Simmons College faculty; Nora Beust of the Library Science Division of the United States Office of Education; and Mildred Batchelder, chief of the School and Children's Division of the American Library Association.

St. Bonaventure College Library held a celebration of the centennials of printing from March 7 to 10, 1940, with addresses by Doctor R. A. Frommelt, editor of the *Catholic Union and Echo* of Buffalo; and

# the Field

Nathan Griswold, managing editor of the *Buffalo Evening News*. In connection with the various programs, there was a display of notable early printed volumes including a facsimile copy of the manuscript book *Kodex Saville*, the original of which was discovered in Lima, Peru. The writing of the original manuscript was begun about 1440 and completed in 1557.

Brown University Library, Providence, Henry Van Hoesen, librarian, is enlarging its important collection of material on Abraham Lincoln, the nucleus of which was presented to the university by John D. Rockefeller, Jr., Brown '97. A three-way search for new material includes making an index of all Lincoln references in old Illinois papers by a special Work Projects Administration group; copying Lincoln material in other collections by photostat; and a thorough and systematic analysis of all United States government publications and manuscripts with references to Lincoln in them.

A lending library for students, faculty, and staff of the Catholic University of America at Washington, has been inaugurated. The collection filled a need for recreational reading and is supported by the moderate charge of ten cents for one week and two cents for each additional day.

Yale University Library, Bernhard Knollenberg, librarian, has announced that the famous surgeon, Dr. Harvey Cushing, has bequeathed his large personal library to the Yale Medical School Library. It will form a special historical section of the new medical library. Doctor Cushing's collection is particularly strong in

incunabula and sixteenth century writers, with emphasis on the field of anatomy. Yale also announces a gift, from Mrs. Wilmarth S. Lewis, of the Annie Burr Jennings collection of 3000 books and manuscripts dealing chiefly with Aaron Burr and members of his family.

Bucknell University Library, Lewisburg, Pa., Harold Hayden, librarian, has received a unique gift of 67 volumes written by former prisoners in the first World War. The collection is composed of works in English, French, and German.

Allegheny College Library, Meadville, Pa., Edith Rowley, librarian, dedicated a new treasure room in the William E. Reis Library on Friday, June 7. The Allegheny College Library has a very unusual collection of rare books to be shelved in this room.

Bates College Library, Lewiston, Me., Mrs. Blanche W. Roberts, librarian, has received as a gift an unusual collection of autographed first editions written by current people of prominence. The collection is being established in honor of William Lyon Phelps' seventy-fifth birthday and will be named after him.

The large union catalog covering library resources of 150 libraries in the Philadelphia metropolitan area will be cared for by a special staff and housed in the projected University of Pennsylvania Library building of which C. Seymour Thompson is librarian.

On May 7 and 8, 1940, the new Gorgas Memorial Library at the University of Alabama, Tuscaloosa, was dedicated. The dedicatory

*South*

address was delivered by George H. Denny, chancellor of the University of Alabama.

Among the new institutions to establish a prize for students' private libraries is the University of Kentucky, Margaret King, librarian, which, through the generosity of Judge Samuel Wilson of Lexington, is awarding a \$30 first prize and a \$20 second prize.

In connection with its celebration of the five hundredth anniversary of the invention of printing from movable types, George P. Winship delivered an address at the University of North Carolina March 28 on "Gutenberg and the Invention of Printing."

The joint building for the University of Chattanooga and Chattanooga city and county libraries was officially opened and dedicated early in April. The building is located on the university campus, and each library has its own reading rooms and work rooms with jointly occupied stacks. This is a new experiment in cooperation.

The University of South Carolina Library, Columbia, has recently accessioned a one-man book, the title of which is *Red Shirts Remembered*. The author, William A. Sheppard, a former student at the university, set the type, prepared it for publication, and published the volume.

Surveys of the relative strength of the libraries of Louisiana State University, Baton Rouge, James McMillen, librarian, and Tulane University Library and Howard Memorial Library at New Orleans, Robert J. Usher, director of libraries, are under way with a view toward making available a union catalog and sharing subject matter fields.

Rare southern Americana from the resources of Emory University's Keith Read Confederate Collection were recently dis-

played at the university library. The collection included many economics books, maps and broadsides and autographed letters from nearly all the military and political leaders of the Confederacy. The exhibit was prepared by Richard B. Harwell, cataloger of the Read Collection, under the direction of Margaret Jemison, librarian of Emory University Library.

The documents department of the University of North Carolina Library has begun the preparation of a monthly check list of official North Carolina publications. Such a state guide is issued in few states at the present time and is greatly needed in all states. Copies are available for other libraries upon application.

The first annual supplement to the *List of College and University Publications Available as Exchanges* has been distributed by the Louisiana State University Library. The purpose of the list is to serve as a guide to college and university publications currently available as exchanges. College and university catalogs, administrative reports, and agricultural experiment station and extension service publications are excluded.

Coincident with the five hundredth anniversary of printing, the Oberlin College Library, Julian S. Fowler, librarian, announces the receipt of its 400,000th book. This book, as selected from a group of new purchases, is *Getting a Living: The Foundations of Economic Society*. It is interesting to note that the 200,000th book was cataloged in March 1920.

An addition to the Coburn Library at Colorado College, Colorado Springs, Louise F. Kampf, librarian, is under con-

struction which will make available additional stack space for 30,000 volumes, 40 carrels for individual readers, and a new reserve reading room.

The University of Illinois Library, P. L. Windsor, director, has begun the accumulation of material relating to the second World War, including pamphlets, letters, books, propaganda, etc., which will be very valuable for future historians.

University of Omaha Library, Robert F. Lane, librarian, has organized a Work Projects Administration project to index and microfilm copies of the *Omaha World Herald* from the years 1889 to 1920.

Marquette University Medical Library has been consolidated with that of the Milwaukee Academy of Medicine to provide one of the outstanding medical school library collections in the country, including over 34,000 volumes.

President Edwin C. Elliott of Purdue University, Lafayette, Ind., has recommended for his students' reading the following two groups of Ten Little Books: The First Ten Little Books—*New Testament*, *The Humanizing of Knowledge* by J. H. Robinson, *Vital Reserves* by William James, *Meditations of Marcus Aurelius*, *Liberty* by J. S. Mill, *Paracelsus* by Browning, *Hamlet* by Shakespeare, *Tales* by Tolstoy, *Essays* by Emerson, and *Leaves of Grass* by Walt Whitman; the Second Ten Little Books—*The Principle of Population* by Malthus, *The Significance of the Frontier in American History* by Turner, *Is Civilization a Disease?* by Coit, *The Conflict Between Individualism and Collectivism in a Democracy* by Eliot, *Socialism and Superior Brains* by Shaw, *The Blood of the Nation* by Jordan, *Jukes-Edwards* by Winship, *On Education* by Emerson, *On University Educa-*

*tion* by Newman, *De Amicitia* by Cicero.

The gift of the Julius Rosenwald papers to the University of Chicago Library, M. Llewelyn Raney, director, has been announced. These papers include 18 linear feet of correspondence, memoranda, and speeches, 17 scrap books of clippings, 58 loose leaf binders recording his benefactions, 28 books, and 128 separate pamphlets, announcements, and numbers of periodicals.

The University of Texas package loan library, LeNoir Dimmitt, director, recently mailed out a new high monthly record of more than 5000 "information packages." Included among the subjects represented were literature, fine arts, plays, politics, economic, and social topics. The requests came from 679 localities seeking topic material ranging from the Colorado potato bug to "A third term for Roosevelt?"

The University of Texas Library, Donald Coney, librarian, has received a valuable Washington autograph affixed to a certificate of honorable discharge from the Continental Army, June 14, 1783.

Fannie Ratchford, rare books librarian at the University of Texas, is on leave as the holder of a twelve-month Guggenheim fellowship to edit letters from William J. Wise, noted English bibliophile, to John Henry Wrenn, donor of the University of Texas rare book collection. This investigation will probably shed more light on the Wise counterfeit editions.

The reference department of San Diego Public Library, Cornelia Plaister, librarian, has developed an index of "western characters"

into which go references to interesting figures in the west, including outlaws, sheriffs, scouts, Indian fighters, etc.

The Spokane (Wash.) Public Library, Mrs. Gladys S. Puckett, librarian, has received from the estate of Mr. O. P. Memhart \$6000 for the purchase of technical and scientific books for the reference department.

The College and University Library Section of the California Library Association held an Institute of Public Relations at Long Beach, April 17 to 20. Discussion was divided into three parts: "Public Relations on the Campus," "Public Relations off the Campus," and "Relations with Sources of Revenue."

The Pacific Northwest Library Association has received a grant of \$35,000 to set up a bibliographic center at the University of Washington Library, Seattle. The librarian of the University of Washington, Charles W. Smith, will act as director of the project. The main purpose of the center will be to act as a clearing house for all matters relating to library cooperation in that region. A union catalog of the books in the principal libraries in the region will be established.

Lucy M. Lewis, director of libraries for the Oregon State System of Higher Education, reports a grant of \$1500 for research in the field of microphotography to be conducted on the Oregon State College campus.

Montana School of Mines, Butte, Guinevere Crouch, librarian, has held a dedication and open house for the new \$200,000 library-museum building.

The new \$275,000 library building of the Eastern Washington College of Education at Cheney, Hugh M. Blair, librarian, was dedicated June 4.

President Bruce Baxter of Willamette University was the principal speaker.

Northwest College Librarians met for their third meeting and informal discussion in Walla Walla, Wash., April 13. Fifteen college librarians were present including a number from eastern Washington and Idaho.

*Canada* The Board of Governors of the University of Toronto has accepted a check for \$3000 given by the Toronto Public Library Association to endow a scholarship in library science in the University of Toronto to be known as the George H. Locke Memorial Scholarship.

*Personnel* Lois Engleman is on four to six months' leave of absence from Frances Shimer Junior College, Mount Carroll, Ill., to be associated with the Commission on Junior College Terminal Education of the American Association of Junior Colleges in the compilation of the bibliography on junior college terminal education under a grant from the General Education Board.

Phillip O. Keeney resigned as librarian and professor of library economy at the University of Montana, Missoula, effective April 1, to become associated with the Library of Congress, Washington, as head of the accessions division.

Morris Kemp, assistant librarian, Lafayette College, Easton, Pa., has been appointed director of libraries at the University of Kansas City, Kansas City, Mo.

Dr. W. Kaye Lamb, a graduate of the University of British Columbia and librarian of the Provincial Library of Brit-

ish Columbia, has been appointed to succeed Dr. Ridington at the university.

Jewell Morris of the reference department of the Tacoma (Wash.) Public Library has resigned and has been succeeded by Ellen L. Walsh from the reference department of the South Dakota State Library.

Announcement is made of the retirement on August 31, 1940, of John Ridington, librarian of the University of British Columbia, after twenty-five years of service. Dr. Ridington has seen the library of the University of British Columbia grow from 15,500 to over 125,000 volumes.

Louise Smith, Illinois '38, formerly of

Galesburg (Ill.) Public Library and the Colorado State College of Agriculture and Mechanical Arts Library, has been appointed to the position of catalog and documents librarian and assistant in library science at Beloit College Library, Beloit, Wis.

Eleanor J. Sturges has been acting head of the reference department of the San Francisco Public Library since the retirement of Mary A. Byrne in September 1939.

WILLARD P. LEWIS

NOTE: The editors of *College and Research Libraries* will be very glad to receive current items relating to college, university, and reference libraries for publication in the journal. Such items should be sent to Willard P. Lewis, secretary, Association of College and Reference Libraries, Pennsylvania State College Library, State College, Pa.