Public Administration and
Personnel Work

Mrs. Lucile L. Keck calls attention to the following publications in the field of
public administration and personnel work that are significant from the stand-
point of the direction of large libraries because they develop or embody guiding princi-
pies of administration.

White, Leonard D. Introduction to the
Study of Public Administration. Rev.
Dr. White has been a pioneer in the
scientific study of public administration.
In his thorough revision of his book he sets
forth the basic principles and current
practices in public administration and per-
sonnel management. It should be a help-
ful guide to library directors and to those
who teach courses in the administration of
large libraries.

Macmahon, Arthur W. and Millett,
John D. Federal Administrators. Co-
$4.50.
This volume is a landmark of public
administration research on the federal
level. The authors both participated in
the investigations made by the President's
Committee on Administrative Manage-
ment. This is a real synthesis of the
managerial process as embodied in the
complex administrative organization of
our federal government with its multi-
plicity of departments and bureaus.

U. S. Department of Agriculture, Office
of Personnel. How to Start a Training
Program. Washington, D.C.: July,
1939. 33p. Free.
This is a manual on a training program
in a personnel office of a federal depart-
ment that has won great distinction in its
work.

Hendrickson, Roy F. The Personnel
Program of the United States Depart-
ment of Agriculture. Civil Service
Assembly of the United States and
$.25. (Pamphlet No. 15)
An outline of the scope of personnel
administration in the United States De-
partment of Agriculture by its director of
personnel.
Recent Library Literature

MATERIAL in this section has been generously supplied by Marian Shaw, editor of Library Literature, and by the H. W. Wilson Company; edited further by Neil C. Van Deusen. In scope it is limited to college, university, and reference libraries.

Architecture and Building

"Bodleian Library at Oxford." Sch. & Soc. 50:32-33, July 8, 1939.
A description of the new extension of the Bodleian Library.


A description of the new Talladega College Library.


Art Libraries and Collections

A description of the service and resources of the Ferdinand Perret Research Library of the Arts and Affiliated Sciences, Los Angeles, organized in 1906.


Books and Reading


The librarian of Eastern New Mexico Junior College describes an experiment in an individualized reading program for a group of students.

This article presents the results of a college English teacher's efforts to discover which magazines her students liked best.

Johnson, B. Lamar. "Pleasure Reading."
In his Vitalizing a College Library. Am. Lib. Assn., 1939. pp. 54-82.
A description of experiments at Stephens College.

A discussion of the English teacher's task "in trying to raise the level of esthetic appreciation among students."

The educational policy of St. John's College, Annapolis, has recently been revamped under the direction of Mr. Barr and Mr. Buchanan with the assistance of President Hutchins of Chicago. The reading of the classics is the central idea. A book list has been prepared, which can be obtained gratis.

Smookler, Idair. "Voluntary Reading Habits of Students of the Women's College." In Delaware University, Delaware Notes, 12th ser., 1939, pp. 55-68.

Browsing Rooms

The conclusion reached in this paper is that if browsing rooms are to succeed in developing good reading habits in college students, the books in them should circulate, the rooms should be supervised, and a readers advisory service should be available.

California University Library

College and University Libraries


A number of aspects of university library organization are treated: departmentalization, the relation between the librarian and the president of the university, the library committee, book buying and its attendant difficulties, seminar libraries, structure of the book collection, access to the stacks, the carrel system, censorship of the collection, and inter-university cooperation. American conditions are subjected to a critical examination and are compared with those in Europe.

Administration


Book Selection


Finance


The procedure of the Library Committee of Goucher College Library.


Centralization of the business of a college in a well-manned business office is essential.

Relations With Faculty


An account of the participation of the library in the instructional program at Stephens College.

Rental Collections


An account of a subscription library of French books established in connection with the French Department of Leeds University.


A description of how the English Department of the University of Kentucky solved the problem of supplying its students with supplementary reading material.

Cooperation


In a paper presented at a conference on cooperation among libraries held in Paris in May, 1938, the author comments on European interlibrary loan systems. The first system of cooperation originated in Germany. In 1902 a general agreement providing for loans among eleven state controlled libraries was concluded. For several years Germany has been building up a network of mutual loans, which embraces more than 900 German libraries.

One of the most important elements in this organization is the great Deutscher Gesamtkatalog of 102 German libraries. It was started in 1895 and now lists all books published before 1930. Closely connected with the Gesamtkatalog is the information bureau of the Staatsbibliothek in Berlin.

At first all libraries sent their requests directly to the Staatsbibliothek but now to relieve this library and other great libraries which participate in the Gesamtkatalog, demands are dealt with regionally. In 1927 the libraries of southwest Germany established a regional system for circulating the requests for loans. The National Library in Austria accepts only requests which have been referred to it by the large library nearest to their place of origin. In Holland, the Royal Library started compiling a union catalog of the scientific libraries. More than thirty libraries take part in it and in a system of interlibrary loan. Interlibrary loan among public libraries is developed to a lesser degree.

In Switzerland cooperation started along regional lines in different cantons and on a federal plan with the National Library in Bern as a center. The Zentralbibliothek in Zurich is the center of a local system consisting of twenty libraries. The Bibliothèque Publique et Universitaire in Geneva now cooperates with more than fifty libraries of the district. Each of these centers has a union catalog. The books circulating among the libraries enjoy exemption from postal charges. It is interesting to mention in this connection that cooperation very often starts on a regional basis as in the Scandinavian countries and in Switzerland.
In Russia the system is nearly as completely regionalized as in Germany, all requests circulating first among the libraries in each region. The central office must always be in the most important library of the whole district. It must have at its disposal a good number of reference books. If all libraries of the district are of the same type one of the difficulties of regional cooperation is solved. If they are of different types—municipal, county, university, special—they represent different and often opposed interests.

Copenhagen Universitet Bibliotek

In 1926 the Danish Royal Library and the Copenhagen University Library ended duplication of each other's collections by agreeing to redistribute their holdings according to subject matter and to limit their acquisitions to the humanities, on the part of the Royal Library, and to the sciences, including medicine, on the part of the University Library.

Dartmouth College—Baker Memorial Library

An analysis of the library and statement of objectives made by a staff member. Includes also recommendations regarding acquisitions, maintenance, improvement of facilities, and staff.

Dormitory Libraries

Exchange of Books, Periodicals, etc.

Henry E. Huntington Library and Art Gallery, San Marino, Calif.

Incunabula

John Crerar Library, Chicago

An account of how books have been selected in the John Crerar Library.

Library Instruction

Library of Congress. Hispanic Foundation

Importation of Books

Order Work

The organization of acquisition work at the University of Washington Library.

Reference Books

Bibliography

Reference Work

The plan for a serials division "complete with acquisitions, cataloging, circulation, and reference services," would seem to Miss Kelly in most instances to be inadvisable.
Research Materials

Special Subjects—American History


"Bibliography and scholarship are inseparable; bibliography without scholarship is sterile, and scholarship without bibliography is impossible." The three essential types of bibliography give information on original sources, on the work of earlier scholars, or on the work of contemporary scholars.

Special Subjects—Economics


A survey undertaken by the writer for the purpose of tracing the history of sales of ecclesiastical property in the department of Jemappes in Belgium entailed consultation of the archives of the Ministry of Finance.

Special Subjects—Florida


Special Subjects—Latin America


Mr. Hanke suggests that bibliographies in the field of Latin American studies be selective rather than comprehensive and contain evaluative, informative notes. A number of projects in the field are proposed, including as immediate necessities a detailed and comprehensive guide to pertinent manuscript material available in or near Washington, and a chronological, annotated record of all published documents relating to the period from 1492 to 1826. Finally, it is suggested that the Hispanic American Historical Review substitute bibliographical review articles filling definite needs in the field for its present lists on haphazardly chosen subjects, and that it reorganize its book review section.


A criticism of the two-volume bibliography, Economic Literature of Latin America, and the annual Handbook of Latin American Studies.

Special Subjects—Panama


Mr. Behrendt has aimed "to compile a bibliography of the social and economic history of Panama, including, as far as feasible, a registration of the documents to be found in public and private archives."

Special Subjects—Psychoanalysis


An account of the progress thus far made toward a complete bibliographical service for psychoanalysis.

Special Collections

American History


Darwin


Economics


An account of the notable collection bequeathed to the university in 1868 by George Pryme, its first professor of political economy.

English History


A discussion of the Huntington Library's collection of books printed in England or in English before 1640 and of its manuscript collections: the Larpent collection of manuscript plays from 1737 to 1824, the Stowe Papers, the Hastings manuscripts, and the Ellesmere manuscripts.

Hardy

"Hardy Collection Received." Lib. J. 64:463, June 1, 1939.

The Colby College Library has received a collection of Thomas Hardy material assembled by Miss Rebekah Owen.

Latin American History

Spell, Lota M. "Some of the Hispanic American Resources of the University of Texas." Hispanic Am. His. Rev. 19:100-01, Feb. 1939.
Mathematics
"The private mathematical library of the late Professor Edmund Landau, of the University of Gottingen, has been lent to the Colby College Library." The collection is briefly described.

Root
The New York Public Library was the recipient in December, 1937, of a collection of sixty-two folio volumes of clippings and three volumes of letters and telegrams covering Elihu Root's career from 1864 to 1937, donated by his family.

Slavic Literature
Treats of the Slavic collections in the Library of Congress.

Teachers College Libraries Standards

Training for Librarianship


Austria
A paper presented at the 1939 winter conference of the Netherlands Library Association in Utrecht. The first half deals with the administration of the National Library in Vienna and the second half with its function as a professional training agency for scholarly librarians.

Reasons why a university librarian needs academic training are mentioned.

Vatican. Biblioteca Vaticana

Yale University School of Medicine Library
The school has established a library, the nucleus of which is a group of three notable collections on the history of medicine given to the university by Harvey Cushing, J. F. Fulton, and A. C. Klebs.

March, 1940