Current Reference Aids

Compiled by the Subcommittee on Current Reference Aids of the Association of College and Reference Libraries, covering the quarter, October 1-December 31, 1940, plus a few books published earlier in the year. Titles are arranged by broad D.C. classification, with citations to reviews and annotations in many instances. The committee: Louis Shores, chairman; Frances Neel Cheney, secretary; Etheldred Abbot; Mabel L. Conat; Judith W. Hunt; Louis Kaplan; Charles F. McCombs; Robert Orr; James T. Rubey; Harold Russell; Anne M. Smith. Please address all communications to Louis Shores, Peabody Library School, Nashville, Tennessee.

010 (General only, including periodical indexes)


Biblioteksaarbog, 1940. 1. Aargang. Vdg. af Danmarks Biblioteksforening, 1940. 134p. 2 Danish Kr.

Catalogue des Journaux Suisses. Publicitas, 1940. 244P. 50^ net.


Facts on File, a weekly synopsis of world events with alphabetical key, edited by Bernard Person. Publication office, 41 East 42d Street, New York. $20, Subscription.

"Under broad headings, corresponding to the sections of a newspaper, the items are arranged chronologically. Each issue . . . will contain a cumulative alphabetical index of the news printed in the preceding numbers . . . . Advisory Board of eleven consists of leaders in their respective fields including such names as H. V. Kaltenborn (news analysis), Professor E. W. Kemmerer (international finance), Dr. C. C. Williamson (library service)."


"Bibliographic descriptions of the books which have been printed at this noted San Francisco Press, with many illustrations and an article on 'The Craft of the Printer' by Frederic W. Goudy. 210 copies . . . " P.W. 139:77, Jan. 4, 1941.


Sch. and Soc. 52:440, Nov. 2, 1940. 3088 dissertations accepted in 90 institutions.


Wilson Lib. Bul., Mar. 1941. Also see review in this issue.


MARCH, 1941


020 Library Science (including printing.)

Shane, Milton L. The Audio-Visual Library: an acquisition plan. Peabody Library School, 1940. 12p. 20p. (Peabody Contributions to Librarianship, no. 8.)


Basic list of equipment and materials for an audio-visual library arranged in price groups.

150 Psychology


200 Religion


“A new type of concordance which lists Scripture passages, not as in the standard concordance under 'key' words in the passages themselves, but rather groups them under topics to which they pertain. 25,000 texts listed under approximately 2200 topics. Full text of the passage given in each case, the King James version of the Bible being used.”

300 Social Sciences


Danmarks Statistik. Statistisk Aarbog, 1940. Gyldendal, 1940. 340p. 2 Danish Kr.


International Institute of Agriculture, Rome. World Trade in Agricultural Products; its growth; its crisis; and the new trade policies, by L. B. Bacon and F. C. Schloemer. The Institute, 1940. 1102p. 60L.


A companion volume to the author’s Your City presenting facts concerning the health, wealth, wages, and general conditions in cities of 20,000 to 30,000 population.


320 Political Sciences


330 Economics

Commodities in Industry, 1940 Yearbook. Commodity Research Bureau, 82 Beaver St., New York, 1940. 708p. $7.50.

Econ. Geol. 35:1021, Dec. 1940.

“Statistics and descriptions of occurrence, methods of production, and conversion to finished form.”


“First issue of an annual publication designed to meet the need for a compact, convenient handbook containing the most significant and trustworthy statistical and other data useful to business executives,
labor leaders, educators, students, and journalists."  

Preface.

Classified. Titles are mainly in the Spanish language.


Contents: Part I. Origin of the federal financial system; Part II, The budget system; Part III, The revenue system; Part IV, The fiscal system; Part V, Accounting and reporting.


U.S. Bureau of Foreign and Domestic Commerce. Sources of Regional and Local Current Business Statistics, by Elma S. Moulton. (Government Printing Office, 1940. 57p. 30¢. (Domestic Commerce series no. 115.)

Sources of data on advertising, building permits, commercial failures, electricity, employment and payrolls, life insurance, public assistance, road construction, etc. May prove more useful than Davenport and Scott, Index to Business Indices.


Labor standards on federal government contract work.


Federal and federally aided construction. Public works, as distinct from relief construction.


A clear account of counterfeit money, and what to do about it.


"Periodical articles are not included but under the heading Periodicals are listed 84 periodicals relating to money, credit and banking."

340 Law


Ramírez Olivella, G. Diccionario de Jurisprudencia Contencioso-Administrativa. Tome 2: Repertorio ... de todas las decisiones del Tribunal supremo de Cuba ... desde enero de 1933 hasta diciembre de 1937. J. Montero, 1939. 375p. Apply. (Biblioteca Jurídica de Autores Cubanos y Extranjeros, 54.)

355 Military Affairs


You Must Do. London, H.M. Stationery Office, 1940. 64p., ill. 10f.
A complete popular manual of precautions against air attack.

“A vital handbook to war legislation.” Contains monthly supplements to Defence Regulations, 1939.


Government Printing Office, 1940.
Regulations issued under the Selective Training and Service Act, approved Sept. 16, 1940.

Supersedes FM 21-6, Jan. 2, 1940.


166 COLLEGE AND RESEARCH LIBRARIES
400 Philology


500 Science

510 Mathematics

Wiley Trigonometric Tables. Wiley, 1940. 81p. 75¢.

530 Physical Sciences


531 Physical Sciences


MARCH, 1941
Periodica Chemica. Verzeichnis der im Chemischen Zentralblatt Referierten Zeit- 
schriften mit den Entsprechenden Ge-
normten Titelabkürzungen sowie Anga-
ben über den Besitz in Bibliotheken 
Grossdeutschlands. Bearbeitet von Maxi-
milian Pfücke. Verlag Chemie, 

Prodinger, Wilhelm. Organic Reagents 
Used in Quantitative Inorganic Analysis. 
New York. Distributed by Nordemann 

Econ. Geol. 35:910, Nov. 1940; Chem. and Met. 

Seidell, Atherton. Solubilities of Inorganic 
and Metal Organic Compounds. 3d ed. 
$12.
News Ed., Am. Chem. Soc. 18:1162, Dec. 25, 
1940; Chem. and Met. Eng. 47:808, Nov. 1940.

Smith, Orsino C. Mineral Identification 
Simplified. Wetzel Pub. Co., Los An-
geles, Calif., 1940. 271p. $3.50.
Am. Mineralogist 25:767, Nov. 1940.

570 Biological Sciences

Ceylon Journal of Science. ... Catalogue 
of the Contents of Ceylon Journal of 
Science Publications. Ceylon Govern-
The following publications are indexed: 1. Pera-
dentava, Ceylon. Royal Botanic Gardens, 
Annals. 2. Spolia Zeylancica. 3. Ceylon Journal of Science: 
Section C. Fisheries; Section E. Meteorology; Sec-
tion D. Medical Sciences; Section G. Archaeology, 
Ethnology, etc.

Conn, Harold J. Biological Stains; a hand-
book on the nature and uses of the dyes 
employed in the biological laboratory. 
N.Y., 1940. 308p. $3.40.
Bibliography: p. 281-98.

Ellis, Brooks F. A Catalogue of Foraminifera. American Museum of Natural His-
tory, 1940. 30,009p. $100.
Science 92:606-07, Dec. 27, 1940.

Gloyd, Howard K. The Rattlesnakes, 
Genera Sistrurus and Crotalus. 31 plates. 
Chicago Academy of Sciences, 1940. 266p. 
$2.50.

Contains a key to species and subspecies and a 
bibliography of 303 entries.

Lang, William D., Smith, Stanley, and 
Thomas, H. D. Index of Paleozoic Coral 
Genera. British Museum of Natural 
J. Geol. 48:781-84, Oct.-Nov. 1940.
"This index represents the most important work 
on Paleozoic corals which has appeared since the 
issuance of Edwards and Haine's monumental pub-
lications of the middle of the past century."

Leach, Julian G. Insect Transmission of 
615p. $6.

Munns, Edward N. A Selected Bibliogra-
phy of North American Forestry. Gov-
ernment Printing Office, 1940. 2 vols. 
$1.50. (U.S. Dept. of Agriculture. Mis-
cellaneous publication no. 364.)

Peters, James L. Check-list of Birds of the 
World. Vol. 4. Harvard University 
Press, 1940. 291p. $4.

Science 92:606-07, Dec. 27, 1940.
These volumes form the only comprehensive sur-
vey of the birds of the world since Sharpe's 'Hand-
list' of some forty-odd years ago."

600 Useful Arts

Accountants' Index, Fifth Supplement; a 
bibliography of accounting literature January, 
1936-December, 1939 (inclusive). 
American Institute Publishing Co., 13 E. 
41st St., New York, 1940. 577p. Apply.

Enamel Trade Directory, 1940. 2d ed. 
Ceramics Publishing Co., Newark, N.J., 
1940. 256p. $6.
Ceramic Age 36:176-77, Dec. 1940.

U.S. National Bureau of Standards. Book 
Cloths, Buckrams, and Impregnated Fab-
rics for Book-binding Purposes except Li-
brary Bindings; 2d ed. Government 
Printing Office, 1940. 13p. Sm.

610 Medicine

Almanacco del Medico, Sanitario e Farmace-
uttico, 1940, Vol. V. Medici Domus, 
1940. 231p. Apply.

monthly. Lippincott, 1940-. Vol. 1. 
$4.50.
More than 150 medical and dental journals are examined each month for the best articles in dental research and practice.


“Introducing a series of Bulletins which, if circumstances permit, will be published every two months. Each issue will contain abstracts of relevant modern literature from every available source all over the world, covering all branches of the science of medicine which may apply to war conditions. . . .”


A summary of the effects of chemical warfare substances, with methods to be used in combating them, An Atlas of Gas Poisoning is bound in.


“Describes over 6000 proprietary of 291 manufacturers.”


Lovejoy, Mrs. Esther P. Women Physicians and Surgeons; national and international organizations. Book I: The American medical women’s association, the medical women’s international association. Book II: Twenty years with the American women’s hospitals. The Livingston Press, Livingston, N.Y., 1939. 246p. $2.

Luyet, B. J. Life and Death at Low Temperatures. 1940. 341p. $4.50.

“The contents of this monograph with the exception of the General Bibliography, are reprinted from Biodynamica No. 33, 1938, No. 48, 1939 and No. 60, 1940.”

Mann, James B. Atlas of Dental and Oral Pathology, prepared at the Army Medical Museum. Office of the Surgeon General, U.S. Army, from material in the Registry of Dental and Oral Pathology. Chicago, 1940. 152p. $15. (Loose-leaf; mimeographed.)

“Published at the instigation of the Museum and Registry committee, as a part of the educational program of the American Dental Association.” Includes bibliographical references.

Pan American Sanitary Bureau. Medical and Public Health Journals; revistas de medicina y sanidad de la America Latina. The Bureau, 1940. 51p. Apply. (Publication no. 152.)

Pryor, Helen B. Width-weight Tables for Boys and Girls from 1 to 17 Years; for Men and Women from 18 to 41 plus Years; 2d rev. ed. Stanford University Press, 1940. 15p. 75f.

Sch. & Soc. 52:376, Oct. 19, 1940.


“The book covers general medicine and surgery (including neurology and diseases of infancy and childhood), gynecology, obstetrics, diseases of the male genito-urinary system; the skin, eye, ear, nose and throat; and orthopedics. An alphabetic list of all drugs mentioned in the book is included, with the nature of the drug, its solubility, dosage at different ages, modes of administration, pharmacologic action and toxic effects.” Advertisement.


“All items are listed in alphabetical order with sub-items in alphabetical or numerical order, or both.”—Publisher’s foreword.

Taber, Clarence W. Taber's Cyclopedic Medical Dictionary including Digest of Medical Subjects: medicine, surgery, nursing, dietetics, physical therapy. Davis, Philadelphia, 1940. 1484p. $3.


170 COLLEGE AND RESEARCH LIBRARIES

For instructors in the Civilian pilot training program.


Prepared at Pensacola ground school and published by the Hydrographic Office under the authority of the Secretary of the Navy.


This very timely publication is copiously illustrated with examples of North and South American and European airports. A clear concise text about each airport makes it a very valuable publication. Bibliography p. 361.


630 Agriculture


640 Home Economics


Text. World 90:77, Dec. 1940.

"Specifications of quality, tolerances, test procedures and definitions . . . photomicrographs of common textile fibers, yarn number conversion tables, psychometric tables and a glossary of textile terms . . . not included.

Link, Paul. All about Wool; a new comprehensive dictionary. Stechert, 1940. 135p. $2.


Forecast 56:63, Dec. 1940.

"Chemical composition of foods commonly used in Great Britain. All quantitative data on organic and mineral constituents of food, except the amount of vitamins present, is set forth. Foods were analyzed raw, cooked, and as to availability for the body's use. For precise research, in human nutrition this volume will undoubtedly become a standard handbook.


Food Ind. 12:90, Nov. 1940.

"In addition to facts about the products and their production and consumption, the book contains these classified lists: U.S tea and coffee packers; delivery route tea and coffee dealers; tea importers; green coffee merchants; tea, coffee and spice brokers; spice importers and packers; chain grocery firms; equipment and supply houses; and tea and coffee exporters in producing countries."

700 Visual Arts


Contains brief biographical and bibliographical descriptions of examples of North and South American and European portraits. A clear concise text about each portrait makes it a very valuable publication, Bibliography p. 96.


Beza, Marcu. Byzantine Art in Roumania. Scribner's, 1940. 8p., 65 pls.

"A literal compendium of antique knowledge."


Manual on city planning. Excellent general and special bibliographies. Many photographs, diagrams, and charts of valuable information.

Cummings, Carlos E. East is East and
West is West. Buffalo Museum of Science, 1940. 382p. 33 il. $4.


Folkesangbog for Danmark . . . ved Arne Bertelsen, Johan Hye-Knudsen . . . Flensted Forlag, 1940. 64p. 0.15 Danish Kr.


Detailed study of McIntire's architectural and sculptural work, done in cooperation with the Essex Institute which has an extensive collection of McIntiriana. Well illustrated.


Arch. Rec. 88:84, Oct. 1940; Landscape Arch. 31:37, Oct. 1940.


"A revised and enlarged edition of a famous publication by the Cramer organization which for years has been the authoritative manual for the process photographer in his work with dry plates."


Companion volume to Cummings, C. E., East is East and West is West. Introduction by Robert P. Shaw, Director, New York Museum of Science and Industry.

1000 and One—the Blue Book of Non-Theatrical Films. 16th ed. Educational Screen, Inc., 64 East Lake St., Chicago, 1940. 132p. 75¢, 25¢ to subscribers.

Sch. & Soc. 52:1376, Oct. 19, 1940.


Sander, Max. Livre à Figures Italien depuis 1467 jusqu'à 1530; essai de sa bibliographie et de son histoire. Stechert, 1940. Vols. 1-2, 5-6. $150 complete (6 vols.) Plan of work: vols. 1-3, bibliographical items; vol. 4, historical text; vols. 5-6, reproductions.

Stites, Raymond S. The Arts and Man. Whittlesey House, 1940. 872p., 640 il. $7.50.

Art Dig., Jan. 1, 1941, p. 27.

Bibliographies of books and phonograph records given at the end of each chapter.


Burlington Mag. 77:64-66, Aug. 1940; Connoisseur 105:268-9, June 1940.


780 Auditory Arts


A yearbook and who's who, including also miscellaneous articles by such writers as Toch, Schoenberg, Romberg, Hall Johnson, etc.

Spaeth, Sigmund G. Great Program Music; how to enjoy and remember it. Garden City, 1940. 359p. $1.49.

Vodarsky-Shiraeff, Alexandria, comp. Russian Composers and Musicians; a bio-
graphical dictionary. Wilson, 1940. 158p. $1.75.
P.W. Nov. 9, 1940, p. 1866.
"Brief biographies of the outstanding figures of
the Russian musical world with lists of their literary
and musical works."

790 Recreatory Arts (including sports,
theater, movies, etc.)


Freedley, George and Reeves, John A. History
of the Theatre; with hundreds of
illustrations from photographs, playbills,
contemporary prints, etc. Crown, 1941.
688p. $3.

Gee, Ernest R. The Sportsman’s Library,
being a descriptive list of the most im-
portant books on sport. (limited ed.)
Bowker, 1940. 177p. $6.
P.W. 138:2040-41, Nov. 30, 1940.

Greenwood, Frances A., comp. Bibliog-
raphy of Swimming. Wilson, 1940.
308p. $4.25.

Howard, Ruth E., ed. Dancer’s Almanac
and Who’s Who, 250 W. 57th St., New
York, 1940. 204p. $3.

Magriel, Paul D., comp. Bibliography
of Dancing; a list of books and articles on
the dance and related subjects. 3d cumu-
8op. $1.50.

Mason, Hamilton. French Theatre in New
York; a list of plays, 1899-1939. Colum-
bia University Press, 1940. 442p. $3.75.
(Thesis, Ph.D., Columbia University,
1940.)

Odell, George C. D. Annals of the New
York Stage. v.12 (1882-85). Columbia
University Press, 1940. 783p. $8.75.
Books. Dec. 1, 1940, p. 34.

U.S. National Park Service. 1940 Year-
book, Park and Recreation Progress, De-
partment of Interior, National Park Serv-
92p. 35c.
Bibliography, p. 87-92. Profusely illustrated.

Wald, Jerry, and Macaulay, Richard B.,
eds. Best Pictures, 1939-40, and the

Year Book of Motion Pictures in Amer-
ica. Dodd, 1940. 534p., il. $3.50.
P.W. 138:1866, Nov. 9, 1940.
"Seven motion pictures in excerpt and summary,
awards of the year, synopses and casts of all the
major pictures and an article on the production
season in this first motion picture annual similar to
'Best Plays.'"

800 Literature

Agnew, Janet M., comp. Southern Bibliog-
raphy; poetry, 1929-1938. Louisiana
State University Press, 1940. 47p. 75c,
paper. (Louisiana State University. Li-
terature School. Bibliographical series, no.
3.)

Anuario Brasileiro de Literatura, 1940
Pan Am. Book Shelf 8:v, Dec. 1940.
Contains bibliography of the writings of 1939, and
critical articles.

Blaser, Fritz. Bibliographie zur Geschichte
des Schweizerischen Zeitungswesens. E.
Birkhäuser, 1940. 88p. 4.50 Swiss fr.
(Quellen zur schweizer Geschichte. N.F.
Abt. 4: Händbcher. Bd. 4.)

Briggs, Elizabeth D. Subject Index to Chil-
In 202 titles suitable for grades 1-8.

Cecil, Lord David, ed. The Oxford Book
of Christian Verse. Oxford University
Press, 1940. 560p. $3.

Duval, Hanson R. Aldous Huxley. A
bibliography. Arrow Editions, 444 Madis-
on Ave., New York, 1939. 205p. $7.50.

Greg, Walter W. Bibliography of the
English Printed Drama to the Restora-
tion. Vol. I. Printed for the Biblio-
graphical Society. University Press, Ox-
ford, 1939. 492p. 50s to members only.
(Illustrated Monographs, no. 24.)

Harbage, Alfred B. Annals of English
Drama, 975-1700; an analytical record of
all plays, extant or lost, chronologically
arranged and indexed by authors, titles,
dramatic companies, etc. [published in co-
operation with the Modern Language As-
sociation of America.] University of
Pennsylvania Press, 1940. 264p. $3.
Heartman, Charles F., and Canny, James R., comps. A Bibliography of First Printings of the Writings of Edgar Allan Poe. . . The Book Farm, Hattiesburg, Miss., 1940. 264p. $6.75. (Heartman's Historical series, no. 53.)


Holmes, Thomas J. The Minor Mathers; a list of their works. Harvard University Press, 1940. 218p. $5.

Hyder, Clyde K., comp. A Concordance to the Poems of A. E. Housman. The Author, 625 West 16th St., Lawrence, Kan., 1940. 133p. $3.50.


900 History


Dictionary of Dates. new ed. Dutton, 1940. 446p. 90¢. (Everyman’s Library, no. 554.)


174 COLLEGE AND RESEARCH LIBRARIES


910 Geography and Travel


920 Biography


Burke, Sir Bernard. War Gazette and Corrigendo to the Peerage, 1940. Burke's Peerage, 1940. 142p. 42s. net.

Debutante Register of the United States. Debutante Register Association, 1940. 680p. $25.


"257 notables not now living from colonial times to the present."


" Entirely new section on the Republic of Haiti as well as over 400 new biographies."


MARCH, 1941 175
New Periodicals and Serials

The following annotated list of recently launched periodicals and serials has been contributed by Carolyn F. Ulrich, chief, Periodicals Division, New York Public Library, and in this issue when so initialed, by Wyllis E. Wright, chief cataloger, New York Public Library and Dorothy H. Litchfield, supervisor, Periodicals and Microfilms, Columbia University Library.

A selected list of aeronautical books and suggested reading with brief annotations, giving author, title, and publisher.

Aeronautics; an authoritative work dealing with the theory and practice of flying. Published by the National Aeronautics Council, Inc., 37 West 47th Street, New York City. Vol. 1, No. 1, Sept. 1940. Weekly. 25¢ a copy.
Practical instruction in aviation.

América; órgano de la Juventud Hispano-americana, Liverpool No. 72-A, Mexico, D.F. Vol. 1, No. 1, Aug. 1940. $2.50 a year.

Devoted to technical marine research in North and South America. Contains bibliography, signed book reviews, significant documents and excellent illustrations and diagrams.

To be continued and established on an annual basis if in demand.


“The English institute is ... an assemblage of persons interested in the serious study of the English and American language and literature.”—W.E.W.

Facts on File; a weekly synopsis of world events with alphabetical key. Published by Pearson’s Index, Facts on File, Inc., 41 East 42nd Street, New York City. Vol. 1, Nov. 1940. $20 a year.

Contains reviews of new books and reports.

Index to South African Periodicals. Issued
The indexing is selective, and reviews of books are restricted only to those of special South African interest. Contains author and subject index.

Irish Library Bulletin. Published by Browne and Nolan, Ltd., 41-42 Nassau Street, Dublin. Vol. 1, No. 1, Jan. 1940. 6s. a year.
Contains reviews of Gaelic publications as well as new and recent books.

Contains reviews of new books, and of recent articles in periodicals, house organs, and catalogs; news from the industry and a bibliography in some special field.

A general index to books and pamphlets excluding periodicals, published in Latin America and Puerto Rico. Items listed under author and subject. Future volumes are expected to be printed.—W.E.W.

Libros Cubanos; boletín de bibliografía Cubana. Lealtad 903, Havana, Cuba. Vol. 1, No. 1, May-June 1940. Bimonthly. 75¢ (Mex.) a year.

"To publish results of modern anthropological fieldwork in a form which will be of primary interest to specialists."—W.E.W.

Excellent graphs and diagrams, signed book reviews and abstracts from international periodicals.


Articles on music and musical events; reviews of books and notes on new records.

"... to contribute to the dissemination of knowledge and to encourage research in the subject of cancer."

Negro World Digest; a mirror of Negro life, thought, and achievement. 1 West 125th Street, New York City. Vol. 1, No. 1, July 1940. Irregular. 4 issues $1.


Translations and original articles on world affairs and personalities.

Pamphleteer Monthly; a guide to current and worthwhile pamphlets. Published by Pamphlet Distributing Company, 147 West 35th Street, New York City. Vol. 1, No. 1, May 1940. Price not given.
Beginning with Nov. 1940 issue, includes Index to Early American Periodical Literature 1723-1870.

"Prepared in order to meet the demand on the part of librarians, teachers and students of comparative education." Each entry well annotated giving most important features.


Contains comprehensive, signed book reviews.

MARCH, 1941
Poor Richard’s Biblomac; the bookman’s newspaper. 270 Lafayette Street, New York City. Vol. 1, No. 1, Aug. 1940. Monthly. $3 a year.
Contains articles of interest to the librarian, bookseller, and publisher. Includes bibliographies of pamphlets and books, reviews of outstanding pamphlets, and digests of periodical articles.

Spanish translations of speeches, articles, and public documents from non-Mexican periodicals on international affairs.—D.H.L.

Scholarly study of Mexican literature, ancient and modern. Contains comprehensive, signed book reviews.


Information on matters of insurance, banking, and exchange in Cuba. Some articles have English translations. Includes section “Weekly sugar review.”

Spanish edition of the Readers Digest.

Selective List of Periodicals of General Interest Published in Latin America. Published by Division of Intellectual Cooperation, Pan American Union, Washington, D.C., 1940. Price not given.
Periodicals published in Spanish, Portuguese, and French are included.


Studies in Philosophy and Social Science. Published by the Institute of Social Research, 429 West 117th Street, New York City. 3 times a year. $3 a year.
This publication constitutes no. 3 of vol. 8, 1939 of the former Zeitschrift für Sozialforschung, published by the Librarie Felix Alcan, Paris.

Tiempo; revista mexicana de ciencias sociales y letras. Avenida Alpes 505, Lomas de Chapultepec, Mexico, D.F. Vol. 1, No. 1, Jan. 1940. Monthly. $3 a year.
Covers current Latin American literature. Many contributors are identified as faculty members of the Universidad Nacional de Mexico.—D.H.L.

Tierra Nueva; revista de letras universitarias. Published by Universidad Autónoma de México, Facultad de Filosofía y Letras, Ribera de San Cosme 71, Mexico, D.F. Vol. 1, No. 1, Jan.-Feb. 1940. Bimonthly. $1.50 a year.
Contains reviews of books and periodicals.

Union; monthly forum of the New Commonwealth Institute of World Affairs. Barrows, Roydon, Hertfordshire, Eng. Vol. 1, No. 1, Jan. 1940. 6s. a year.

University of North Carolina Studies in the Romance Languages and Literatures. No. 1, Chapel Hill, 1940.—W.E.W.
Readings in Business Administration

MARIA N. C. MANLEY, business branch librarian, Newark Public Library, supplies the following annotated list of recent articles in the field of business administration which have marked application to libraries.

Magazine Articles

Canfield, Bertrand R. “Fifty Sales Executives Tell How They Work New Men into the Organization.” Printers’ Ink 193: 75-82, Dec. 6, 1940.

An analysis of methods in use in different types of industry, stressing the necessity for a foundation of general knowledge of industry before attempting specialization.


The value of Informative Meeting Procedures in employee relations programs where many new employees must be merged with a small seasoned group.


Record of an experiment in investigating employees’ reactions to work conditions and includes questionnaire covering such points as hours of work and pay, work relationships and conditions, security programs, etc.


An outline of main steps that might apply in any complete program of job evaluation with illustrations of the relative weight of various factors in developing a measuring stick for any job.


Discusses and illustrates an effective method of presenting institutional regulations, traditions, and opportunities to a scattered staff.


A carefully thought out method for handling applicants to discover their qualifications for positions.

Mathy, E. L. “What Kind of Sales Manager Brings Out the Best in his Salesmen?” Sales Management 47: 24-26, Nov. 1, 1940.

“Answer: He can give practical guidance in everyday problems because he doesn’t go to seed in his job—he is courageous enough to set policies and maintain them—he does not rule with a mailed fist—he knows how to utilize talent in others to the best advantage—and he feeds his men through continuous training.”


A thoughtful exposition of the theory that “when management, generally, con-
siders public relations an important function of business to be conducted with the same relative seriousness, aggressiveness, and intelligence as research, engineering, sales, or manufacturing, we will have gone a long way toward bringing to the public a clear understanding that further social progress depends upon a strong industrial and business structure."


Reasonable and constructive treatment of general management problems, with particular consideration of the basis for employee loyalty.


Exhaustive discussion of methods of collecting, interpreting and presenting data. Includes many illustrations and comprehensive bibliography.

Public Administration and Personnel Work

Lucile L. Keck calls attention to the following publications in the field of public administration and personnel work that are significant from the standpoint of the direction of large libraries because they develop or embody guiding principles of administration.

American Society for Public Administration. Public Administration Review. 1313 East 60th St., Chicago. (Volume 1, Number 1, November, 1940.) Quarterly. $5.00 per year.

The American Society for Public Administration, founded in December, 1939, at a meeting held jointly with the American Political Science Association, began in the autumn of 1940 to publish a quarterly journal entitled Public Administration Review. This quarterly is following the policy of reviewing only a small number of the more significant books and documents. Its reviews will thus be useful to the reference librarian and a selective guide to the literature in the field.

Harlow S. Person, long known as a leader in the field of scientific management, contributed to the first number an article entitled "Research and Planning as Functions of Administration and Management."

Committee on Public Administration of the Social Science Research Council. Case Reports in Public Administration; Collected under the Auspices of a Special Committee on Research Materials. Nos. 21-40. Public Administration Service, 1313 East 60th St., Chicago, 1940. 20 parts. 10¢ each.

The second set of case reports on public administration distributed by the Committee on Public Administration of the Social Science Research Council contains discussions of twenty administrative problems, most of which would be of direct interest to library administrators. Among the problems dealt with are "Adjustment
of Organization to Personalities,” “In-service Training among Custodial Employees,” “Distraction of Fellow Workers by Sociable Employee,” “The Veteran Employee Whose Present Duties Call for a Reduction in Grade and Salary,” and “Maintenance of Property Control Records by Different Departments.”

A description of the historical background of the development of some of the newer aspects of public administration.

This study, in addition to giving an authoritative account of administration in one of the largest government departments, contains an interesting discussion of the relation of research work to a public agency and the citizens with which it deals. The effect of research work on an expert program, and the way that both of them are geared into a system of democratic consent, are treated in passages which may have important implications to the reference librarian.


This study describes the various methods of cooperation by which certain public services are rendered cooperatively by local governments in the metropolitan area of Los Angeles. A brief section describes the contractual, administrative, and financial arrangements by which libraries are maintained by county, municipal, and school authorities.

This article defines public administration in its philosophical setting.

Woolpert, Elton D. Municipal Public Relations; a Suggested Program for Improving Relations with the Public. International City Managers’ Association, 1313 East 60th St., Chicago, 1940. 50p. $1.
This volume deals primarily with a program of public relations for a municipal government, but most of its advice would be equally valuable to the administrator of a large library. It proposes no detailed methods and suggests no publicity tricks, but discusses the fundamental basis of a program to educate staff members to improve their relations with their clients.

Public Administration Service. Personnel Programs for Smaller Cities, as Exemplified by Installations in Various Cities in Michigan. 1313 East 60th St., Chicago, 1940. 46p. Publication no. 93. 75¢.
This pamphlet discusses the principles of personnel management followed by the Municipal Personnel Service of the Michigan Municipal League as it assisted in the installation and operation of personnel programs in smaller municipalities.
Recent Literature on Higher Education

THE FOLLOWING TITLES were contributed by Clara Esther Derring and Carrie E. Meares of Teachers College Library, Columbia University.

Reviewed in this issue.

Recommendations of the commission include the following areas: unification of control; control and coordination of the junior colleges; duplication of instruction; financial support and administration; faculty participation in educational policy; other areas of unified service.

This bulletin is “a continuation of material presented in the two previous bulletins on the same subject: Number 8, covering 1926-1935, and Number 14, covering 1926-1937. The present bulletin extends to 1939 data for the same 45 institutions covered in the preceding bulletins and also adds data from 65 other institutions, a total of 110.”

Arnett, Trevor. Recent Trends in Higher Education in the United States: with Special Reference to Financial Support for Private Colleges and Universities. General Education Board, New York, 1940. 80p. gratis. (Occasional Papers, Number 13)
Practically every state is represented, and for purposes of statistical analysis the institutions were divided into four geographic areas: eastern, southern, middle, and western. The present paper attempts to give no more than the high points of the statistics reported in the preceding three papers of the General Education Board.

Reviewed in this issue.

This report, which is an analysis of the current status and trends of engineering education, is based on a survey of engineering curricula in 136 institutions from 1935 to 1938 made by the Committee on Engineering Schools of the Engineering Council for Professional Development.
Development. The survey covered institutions which had applied for accrediting by the Engineering Council for Professional Development.

Hollis, Ernest V. "Comprehensive Qualitative Accrediting." Educational Record 21:506-37, October, 1940.

A survey of the trend of qualitative accreditation in different types of educational institutions. "It argues that the assumptions and guiding concepts of qualitative accrediting promise to do for educational institutions what the principles of progressive education have done for individual students, namely, remove the standardizing shackles that have forced lock-step progress and conformity and substitute incentives to growth which permit richer individuality within the framework of a democratic social order." p. 534.


The primary theme of this book is "that it is the function of the colleges to promote the general welfare. A secondary theme is that for three hundred years this has been a conscious purpose of the colleges and that they have made a very appreciable contribution to this purpose. A third proposition is that the colleges are now rallying to their primary task as never before." Preface. This publication was authorized by the Association of American Colleges and is issued under its auspices.


The author has extended and brought up to date his monograph of 1934 on this subject. Part I is a report of the status of college plans for retirement income. Part II reviews the growth of these plans and discusses provisions that seem desirable in them.


An evaluation of the junior college movement "in a sort of bird's-eye view of the situation as a whole, in non-technical language, and in the interest of the general reader." Preface.


This symposium includes papers presented by W. B. Munro, Harold W. Dodds, and Fred J. Kelly; discussion by K. T. Compton.

Bibliographies


This is the eleventh annual bibliography on the subject to be published in the Journal of Educational Research. More than 350 references are classified under the following headings: I. Problems, issues, and trends; needed research; II. Sources of information: bibliographies, summaries, and abstracts; III. Collecting, analyzing, interpreting, and reporting data; IV. Evaluation and appraisal of science, research, and educational procedure; V. Organization, supervision, and support of graduate and research programs.

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