

AMERICAN LIBRARY ASSOCIATION
Executive Board Meeting

Grand Union Hotel
Saratoga Springs, N.Y.
July 5, 1924. 2:00 p.m.

A meeting of the Executive Board was held in the Grand Union Hotel, Saratoga Springs, New York, Saturday, July 5, 1924, at 2:00 p.m.

Present: H. H. B. Meyer, President, Charles H. Compton, Miss Margaret Mann, Ernest J. Reece, Carl B. Roden, Edward D. Tweedell, Frank K. Walter, James I. Wyer, Carl H. Milam, Secretary, and Miss Sarah C. N. Bogle, Assistant Secretary.

ALA Catalog.

The Secretary recommended that he be authorized to employ an editor for the A.L.A. Catalog, 1926, at a salary not to exceed \$3,600 per year, and an assistant at the rate of \$1,800 per year; and to incur other expenses on the basis of the budget submitted to Dr. Keppel in Mr. Roden's letter of June 7, 1924. (Exhibit,A). It was

VOTED, That the recommendation be approved.

It was understood that if Miss Reely, the first choice should not be available the Secretary will take the matter up with the Board officially, or at least with those members of the Board who are easily available. Suggestions of possible alternates were made by members of the Executive Board for the consideration of the Secretary.

A.L.A. Representatives at Regional Meetings. The resolution suggested by Dr. Bostwick in October, 1923, was read to the Board (Exhibit B). The Secretary recommended that Dr. Bostwick's resolution on regional meetings, with the omission of the words "each request being in the form of a resolution passed by a meeting of such association," be incorporated in the exhibits of the minutes of this meeting as a communication, with the understanding that in general the resolution or communication represents the sense of this meeting, but that the Executive Board refrain from adopting formal resolution at this time. It was

VOTED, That the Secretary's recommendation be approved.

Special Number of the Bulletin. The Secretary recommended that he be authorized to issue a small special number of the A.L.A. Bulletin in July or August to be devoted largely to the newer activities of the Association and to be paid for in whole or in large part from the special funds which have been provided for those newer activities. He reported that the Editorial Committee had approved this recommendation. It was

VOTED, That the Secretary's recommendation be approved.

Representation at British Library Association Meeting. The Secretary recommended that the President be authorized in the name of the Executive Board to give appropriate credentials to Miss Ahern and Dr. Locke and Mr. Bishop as representatives of the American Library Association to the British Library Association meeting in Glasgow, September 8-13, 1924. It was

VOTED, That the Secretary's recommendation be approved.

A. L. A. Representation at Third Pan-American Scientific Congress. The Secretary recommended that the matter of representation at the Third Pan-American Scientific Congress to be held in Lima on December 20, 1924, be referred to the President, with the suggestion that he confer with the Committee on Library Co-Operation with Hispanic Peoples and with the understanding that the Executive Board will be glad to vote on his recommendation by correspondence. It was

VOTED, That the Secretary's recommendation be approved.

Publications. The following recommendations of the Editorial Committee were approved:

Children's Section Exhibit List:

That the Children's Section exhibit list be approved for publication.

County Libraries.

That the manuscript on "County libraries," prepared by Miss Harriet C. Long, be approved for publication with necessary changes.

Experiments in Popular Education:

That the material gathered by Miss Ethel Cleland under this heading be approved for publication.

There was discussion of the appropriateness of the title of the last publication. It was agreed that the title should be determined by the Editorial Committee.

Committee Appointments. The following Committees were appointed for one year terms, except as otherwise indicated:

Commission on the Library and Adult Education:

J. T. Jennings, Chairman	
C. F. D. Belden	M. S. Dudgeon
W. W. Bishop	Linda A. Eastman
W. O. Carson	Charles E. Rush

Editorial Committee:

George B. Utley, Chairman	
Ernest J. Reece	Frank K. Walter
Mary U. Rothrock	Joseph L. Wheeler

Executive Board
Saratoga Springs, N. Y.
July 5, 1924. 2:00 p.m.

Board of Education for Librarianship: (By action of the Council the five members appointed in 1924 "shall choose by lot one member to serve for one year, one for two years, one for four years and one for five years. Thereafter one member shall be appointed each year by the Executive Board to serve for the ensuing five years." The Board of Education is to choose its own chairman). The following were appointed:

H. W. Craver
Andrew Keogh
Elizabeth M. Smith
Adam Strohm
M. G. Wyer

Committee on the Relations Between Libraries and Moving Pictures:

The Secretary recommended the appointment of a Committee on the Relations between libraries and Moving Pictures, the duties of the Committee to include a study of the relation of the library to local motion picture theatres, The question of whether libraries should contribute in any way toward the compilation of annotated subject catalogs of films (especially non-commercial films) of educational value and also the question of the possible distribution of educational films by library agencies. It was

VOTED, That such a Committee be created and that the following members be appointed:

L. W. Josselyn, Chairman
Louise Connolly
Marilla W. Freeman
J. C. M. Hanson
J. R. Patterson

A.L.A. Representation on Committee on Public Relations of the Motion Picture Producers and Distributors of America, Inc. It was

VOTED, That Miss Freeman be reappointed as the representative of the Association on this Committee.

Finance Committee: The following members were reappointed:

Carl B. Roden, Chairman
Helen A. Bagley
H. W. Craver

It was taken by common consent that in most cases the naming of committees by the Executive Board at this meeting should be subject to revision by the President after consultation with the chairmen. With this understanding the following committees were named:

Nominating:

Alice S. Tyler, Chairman
Claribel R. Barnett
J. T. Jennings
Florence Overton
M. G. Wyer

Executive Board
Saratoga Springs, N.Y.
July 5, 1924 2:00 p.m.

Affiliation of Chapters with the A.L.A.

Edward D. Tweedell, Chairman
Carl B. Roden

A.L.A. Headquarters Building

Edward D. Tweedell, Chairman
Harrison W. Craver
John A. Lowe

Bibliography

E. C. Richardson, Chairman
W. N. C. Carlton
George W. Cole
Andrew Keogh
H. C. Wellman

Bookbinding

Mary E. Wheelock, Chairman
John Archer
Franklin H. Price
Gertrude Stiles

Book Buying

M. L. Raney, Chairman
Carl L. Cannon H. C. Wellman
Asa Don Dickinson Purd B. Wright

Books for Foreign Countries (To replace "Books for Europe
and Library Co-Operation with Other
Countries)

H. M. Lydenberg, Chairman
W. W. Bishop
J. T. Gerould
Miles O. Price

Cataloging

Margaret Mann, Chairman
James B. Childs Theresa Hitchler
Emma F. Cragin Harriet E. Howe
T. F. Currier A. G. S. Josephson
J. C. M. Hanson Charles Martel
Sophie K. Hiss Anna M. Monrad

Civil Service Relations

George F. Bowerman, Chairman J. T. Jennings
C.F.D. Belden Carl B. Roden
M. J. Ferguson P. L. Windsor

Committee on Committees:

C. B. Lester, Chairman
Jesse Cunningham Anne M. Mulheron

Committee on Classification of Library Personnel: (New name approved for "Committee to Co-Operate with the Bureau of Personnel Administration of the Institute for Government Research.")

Arthur E. Bostwick, Chairman
George F. Bowerman Josephine A. Rathbone
Florence Overton Frank K. Walter
S. H. Ranck M. G. Wyer

Constitution and By-Laws:

M. S. Dudgeon, Chairman
Dorsey W. Hyde, Jr. Alice S. Tyler

Council Program:

H. H. B. Meyer, Chairman
Milton J. Ferguson (Term expires 1926)
Josephine A. Rathbone (Term expires 1927)
Fannie C. Rawson (Term expires 1925)

Decimal Classification Advisory Committee:
(To be appointed by President)

Education:

Harriet A. Wood, Chairman
Harriet K. Avery May Ingles
Elva L. Bascom Lucy M. Lewis
Jasmine Britton Joy E. Morgan
C. C. Certain Martha Pritchard
Annie S. Cutter Mary E. Robbins
Anne T. Eaton J. W. Searson
Alice I. Hazeltine Lillian H. Smith
Edna M. Hull Adeline B. Zachert

Elections:

William Teal, Chairman
Harriet E. Leitch Charles H. Stone
James A. McMillen Winifred Ver Nooy

Evans Bibliography:

T. W. Koch, Chairman
W. W. Bishop C. W. Perley
George Watson Cole George B. Utley

Federal and State Relations:

W. J. Hamilton, Chairman	
Claribel R. Barnett	Miles O. Price
Johnson Brigham	C. Seymour Thompson
Matthew S. Dudgeon	Elizabeth H. West
Joy E. Morgan	Edwin Wiley

Fiftieth Anniversary:

(The Chairman of the Committee was authorized to appoint someone to replace H.H. B. Meyer, who now serves ex-officio.)

Carl B. Roden, Chairman		
Mary Eileen Ahern	W. E. Henry	George H. Locke
John Ashhurst	Frederick C. Hicks	H. M. Lydenberg
C. F. D. Belden	Clara W. Hunt	Anne M. Mulheron
W. W. Bishop	Dorsey W. Hyde, Jr.	E. C. Richardson
Arthur E. Bostwick	Lloyd W. Josselyn	Alice S. Tyler
M. J. Ferguson	Andrew Keogh	George B. Utley
Jennie M. Flexner	W. H. Kerr	Hiller C. Wellman
		J. L. Wheeler
		J. I. Wyer
President H. H. B. Meyer, ex-officio		

Hospital Libraries:

(No action until Committee on Committees reports)

Institutional Libraries:

Sarah B. Askew, Chairman	
W. S. Bassett, State Prison, Concord, N.H.	
Miriam E. Carey	Mary B. Palmer
Florence R. Curtis	J. Ritchie Patterson
Ralf P. Emerson	Julia A. Robinson
E. Kathleen Jones	Charlotte Templeton
Nellie Williams	

International Relations:

Herbert Putnam, Chairman	
E. H. Anderson	
R. R. Bowker	T. W. Koch
Gratia A. Countryman	George H. Locke
John Cotton Dana	E. C. Richardson
Electra C. Doren	Elizabeth H. West

Executive Board
Saratoga Springs, N.Y.
July 5, 1924. 2:00 p.m.

Legislation:

W. F. Yust, Chairman
George F. Bowerman C. B. Lester
W. O. Carson S. H. Ranck
Mary E. Downey Fannie C. Rawson
M. J. Ferguson Mary U. Rothrock
W. J. Hamilton Carl Vitz
John B. Kaiser O. L. Wildermuth

Library Administration:

Franklin F. Hopper, Chairman
Jeannette M. Drake Ethel F. McCollough
J. T. Gerould William R. Watson

Library Co-Operation with Hispanic Peoples:

Peter H. Goldsmith, Chairman
Frederick C. Hicks Mrs. Maud D. Sullivan

Library Revenues:

S. H. Ranck, Chairman
Iva M. Butlin Sarah E. McCardle
J. T. Gerould George T. Settle
Clara Howard Hiller C. Wellman
W. H. Kerr Harriet A. Wood

Library Service (Committee of Five):

Arthur E. Bostwick, Chairman
John B. Kaiser A. S. Root
Florence Overton Bessie Sargeant Smith

Manual of Historical Literature:

A. H. Shearer, Chairman
H. H. B. Meyer

Membership:

Ralph Munn, Chairman
Lila May Chapman Anne M. Mulheron
H. T. Dougherty Rena Reese
Howard L. Hughes Mrs. Roberts D. Stewart
Esther Johnston Mrs. J. A. Thompeon
Sarah E. McCardle

OBERLY Memorial Fund:

Claribel R. Barnett, Chairman
W. W. Bishop Mary G. Lacy
Mary K. Bryan Erwin F. Smith
Mary Emogene Hazeltine Edward D. Tweedell

Program:

H. H. B. Meyer, Chairman
Margaret Mann Carl H. Milan

Public Documents:

Carl Vitz, Chairman
Mary Billingsley Mrs. Walter Campbell Lyman
Sylvester J. Carter Elizabeth West
Edith Guerrier Gilbert O. Ward
Alice J. Haines C. B. Lester
Mary A. Hartwell

Publicity:

Nathan R. Levin, Chairman
Carl L. Cannon Charles B. Shaw
Mary Frank C. E. Sherman
Carleton B. Joeckel Elizabeth M. Smith
Edna G. Moore C. W. Sumner
Ralph Munn L. R. Wilson
Margery C. Quigley Ida F. Wright
William N. Seaver

Recruiting for Library Service:

Bessie Sargeant Smith, Chairman
Gertrude E. Andrus W. E. Henry
Elsie L. Baechtold Annie A. Pollard
Irving R. Bundy Ernest J. Reece
Charles H. Compton Grace D. Rose
Jennie M. Flexner Charles H. Stone
Lucy T. Fuller Sabra W. Vought
Mary Emogene Hazeltine Althea H. Warren

Reprints and Inexpensive Editions:

Louise Prouty, Chairman
Gertrude E. Andrus Lloyd W. Josselyn
L. L. Dickerson Mary A. True

Resources of American Libraries:

J. T. Gerould, Chairman
C. W. Andrews Harold L. Leupp
Willard Austen A. H. Shearer
W. W. Bishop P. L. Windsor
Andrew Keogh

Sabin Bibliography:

E. H. Anderson, Chairman
W. C. Ford A. S. Root
Victor Hugh Paltsits J. I. Wyer
Andrew Keogh

Executive Board
Saratoga Springs, N.Y.
July 5, 1924 2:00 p.m.

Salaries:

Charles H. Compton, Chairman
Franklin F. Hepper
Dorsey W. Hyde, Jr.
Mary R. Kobetich
Sydney B. Mitchell

(The chairman is to suggest one or two additional members)

Schemes of Library Service:

Josephine A. Rathbone, Chairman
A. L. Bailey
Charles H. Compton
Gratia A. Countryman
Franklin F. Hopper
John Adams Lowe
Florence Overton
Mary Parsons
Grace D. Rose
Charles E. Rush
William R. Watson
P. L. Windsor

Political Appointments:

Judge O. L. Wildermuth, Chairman
Chalmers Hadley
Frederick C. Hicks

Travel:

F. W. Faxon, Chairman
Charles H. Brown, John F. Phelan, Franklin H. Price

Union List of Periodicals:

H. M. Lydenberg, Chairman
C. W. Andrews
Willard Austen
Arthur E. Bostwick
J. T. Gerould

Ventilation and Lighting of ~~Public~~ Library Buildings:

S. H. Ranck, Chairman
C.W.Andrews D. Ashley Hooker H. M. Lydenberg

War Service Activities:

H. H. B. Meyer, Chairman
Claribel R. Barnett Carl H. Milam J. I. Wyer

Ways and Means Committee:

C. W. Andrews, Chairman
E. H. Anderson
J. Randolph Coolidge, Jr.
Harrison W. Craver
Mrs. Elizabeth Claypool Earl
E. C. Richardson
Alice S. Tyler

Executive Board
Saratoga Springs, N.Y.
July 5, 1924. 2:00 p.m.

Work with the Blind:

Lucille A. Goldthwaite, Chairman	
Arthur E. Bostwick	Roberta A. Griffith
Mary C. Chamberlain	Edward Peterson
Mrs. Grace D. Davis	Mrs. Gertrude T. Rider
Mrs. Emma N. Delfino	Laura M. Sawyer
Mabel Gillis	S. C. Swift

Work with the Foreign Born:

Mrs. Eleanor E. Ledbetter, Chairman	
Ida F. Farrar	Esther Johnston
Josephine Gratiaa	Margery Quigley
Dorothy Hurlbert	Mrs. Francis W. Wetmore

It was

VOTED, That the President be authorized to make substitutions and fill vacancies.

Communications, from Edward A. Henry of the University of Chicago, proposing a library school at the University of Chicago and from Emma V. Baldwin for a commission of Washington librarians proposing the establishment of a school in Washington, were presented and referred to the Board of Education for Librarianship. A communication dated July 4 from Samuel H. Ranck, chairman of the Committee on Library Revenues, was read to the Board. It stated that after the tabulation of material in hand the Committee proposed to request the Executive Board, if possible, to finance a first-hand study, probably during October and November. No action was desired at this time.

Places of Meeting. After informal discussion the President and Secretary were instructed to investigate cities and resorts on the Pacific Coast, especially in the Northwest.

Next Board Meeting. The Secretary emphasized the importance of having at least two meetings a year other than those held in connection with the summer and winter conferences. It seemed to be the unanimous opinion of the Board members that additional meetings should be called at the discretion of the President.

Libraries in China. A communication from Miss Mary Elizabeth Wood of Boone University Library, Wuchang, China, was presented to the Board. The communication is attached as Exhibit C. It was stated in the discussion that Paul Monroe of Columbia University will soon leave for China and that he is expected to have much to say about the organizing of the Trust which will administer the Boxer Indemnity Fund. There was also discussion as to who would be the appropriate representative of

Executive Board
Saratoga Springs, N. Y.
July 5, 1924 2:00 p.m.

America to China in the capacity suggested by Miss Wood. It was

VOTED, That the President be authorized to invite Dr. Patnam to become the representative of the American Library Association in the capacity suggested by Miss Wood if the conference with Dr. Paul Monroe and others indicates that it is desirable for the Association to have such a representative.

Executive Board Vacancy Filled:

It was

VOTED, That Miss Anne M. Mulheron of Portland be appointed by the Executive Board to fill out the unexpired term on the Executive Board created by the election of H. H. B. Meyer to the presidency. (The term expires with the 1925 conference.)

Paris Library. It was reported that Dr. Babcock, Dr. Keppel and Professor Emerson had been appointed as a sub-committee of the American Committee on the Paris Library to investigate the conditions and needs of the Paris Library and report back to the American Committee, and that the Secretary of the A.L.A. had suggested that Mr. Bishop be called in as an expert advisor to the sub-committee. After considerable discussion, it was

VOTED, That Mr. Bishop be asked to act as the representative of the Executive Board in making an investigation of the Paris Library.

It was understood that his report might be made indirectly with the report of the sub-committee above referred to or directly to the Executive Board.

The Newbery Medal. Mr. Wyer for the Executive Board Committee of the Newbery Medal presented the following resolution with the recommendation that it be passed by the Executive Board superseding any recorded action in conflict with its provision:

RESOLVED, That in awarding the John Newbery Medal with the approval of the donor the designation of the most distinguished contributor to children's literature for each year shall be determined by a special committee of the Children's Librarians' Section - this Committee to consist of members of the Executive Board of the Children's Librarians' Section plus all members of the Book Evaluation Committee of the Section, plus three.

13
Executive Board
Saratoga Springs, N. Y.
July 5, 1924 2:00 p.m.

members at large to be elected annually at the business meeting of the Children's Librarians' Section; and that the award shall be communicated to the Executive Board of the American Library Association before the public announcement at the annual meeting when the award is made.

The recommendation was approved and the resolution adopted.

Headquarters Building Fund. The President reported that a balance of \$28.75, collected for the loving cup for Mr. and Mrs. Carr, had been turned over to him for the A.L.A. Headquarters Building Fund. The transfer was made by Mrs. Carr with the approval of Mr. Utley who headed the committee. The action of the Fiftieth Anniversary Committee asking that the Executive Board consider the project for raising money for a Headquarters Building and perhaps refer the matter to the Council was brought to the attention of the Executive Board. In view of the fact that the project to be submitted to the Council would need to be carefully defined the matter was referred back to the Committee on the Headquarters Building with the request that it frame a resolution on this matter which the Executive Board could refer to the Council for action.

The meeting adjourned.

Respectfully submitted

Carl H. Milam
Secretary

EXHIBIT A

BUDGET SUBMITTED TO DR. KEPPEL
 IN MR. RODEN'S LETTER OF
 JUNE 7, 1924

A.L.A. CATALOG OF 1926

	<u>1924-25</u> <u>12 Months</u>	<u>1925-26</u> <u>12 Months</u>
Editor.....	\$3,600.	\$3,600.
Assistant.....	1,800.	1,800.
Typing, postage and incidentals.....	1,000.	1,000.
Printing and binding 4,000 copies (including making of electrotpe plates).....		8,000.
Distribution, advertising, bookkeeping and overhead.....	<u>2,000.</u>	<u>2,200.</u>
	\$8,400.	\$16,600.

This involves a total expenditure of \$25,000.

EXHIBIT B

DR. BOSTWICK'S RESOLUTION

WHEREAS, Regional meetings of the American Library Association have been authorized by Section 22 of the By-Laws of the Association,

And WHEREAS, It seems desirable to announce under what conditions the Executive Board will arrange for such meetings and what part the Association itself will take in them,

RESOLVED: That in general the Board will arrange for regional meetings only in case of a formal request from three or more neighboring state library associations. In regions where there are no active library associations, or where it appears that members of the American Library Association desire a meeting independently of the action of state organizations, the Executive Board may arrange for these independently. It will be expected that the Associations that apply for a regional meeting will pay the expenses of a representative of the Association to be designated by the Board and that this representative shall be given a place upon the formal program.

EXHIBIT C

Suggestions to the American Library Association as to:
Recommendations from the American Library Association to the Board -
when appointed - to administer the Chinese Indemnity Fund.

Miss Mary Elizabeth Wood has put before the American Library Association at a general session on July 1st the complete steps that have been taken in the appeal for a portion of the Indemnity for the introduction into China of a modern public library system. Miss Wood stated that two petitions were sent last autumn to the President of the United States. One petition, which was drafted by the Chinese, had one hundred fifty signatures of China's most representative educators, officials and business men - and the second one, drawn up by prominent Americans, had sixty-five names of leading American citizens in China. These petitions urged that a portion of the Indemnity, when remitted by the United States, be used for the purpose of furthering this plan for libraries. Copies of these two petitions are in our hands. Miss Wood informed the Association that these were the only two petitions that were sent to the President that set forth a plan along educational lines, which the preamble of the Indemnity Bill stipulates.

Miss Wood also states that in addition to the two petitions that the Chinese National Association for the Advancement of Education, the most representative association in China, voted as a body unanimously in favor of the above plan for public libraries.

A copy of this document has been given to the A.L.A. Miss Wood has also furnished the information that President Li-Yuen-hung, who was then in office, Dr. Wellington Koo, Minister of Foreign Affairs, the Civil Governor of Shansi and Hupen Provinces, and General L-eng Yu-Hsiang, who, by virtue of their high official positions, could not sign a petition, wrote letters endorsing the plan for public libraries. Therefore, the American Library Association believes that these steps should all have an important bearing with the members of the Board in making the decision as to the best uses of the Indemnity Fund.

According to the words of the petition, and also from the resolutions of the National Association for the Advancement of Education (copies of which Miss Wood has placed in our hands), the Chinese urge in strong language the great need of the public library in this country.

EXHIBIT C (cont'd)

We, the members of the American Library Association, have seen what the American public library has done in our country to further the cause of education, and to aid in building up a democracy, and we therefore strongly recommend that the public library system be introduced into China with a portion of the Indemnity which has just been remitted by the United States to China.

Recommendations from the American Library Association should be sent to

The Honorable S. K. Alfred Sze, Chinese Ambassador
to the United States, Washington, D.C.,

to be placed before the Board (when appointed) administering the Chinese Indemnity Fund.

Prepared by Mary Elizabeth Wood,

July 1924.

WESTERN UNION TELEGRAM

Received at 372 Broadway, Saratoga Springs, N.Y.
124 N H 71 NL

Schenectady NY July 4 1924

Miss Marilla Freeman
Vice President American Library Assn
G U Hotel Saratoga NY

Add to recommendations STOP Miss Wood has been informed in order to receive grant from Indemnity Fund it will be advisable to send Library Expert to China to survey the field and make recommendations to Board at administering Indemnity STOP Chinese National Educational Assn will invite Doctor Putnam STOP If he cannot accept President American Library Assn will be invited This last statement is not to be sent to Chinese Minister

Mary Elizabeth Wood 1034P

AMERICAN LIBRARY ASSOCIATION
Executive Board Meeting

Headquarters Office,
Chicago, Illinois
Sept. 29, 1924. 10 a.m.

A meeting of the Executive Board was held in the Headquarters Office, Chicago, Ill., Monday, September 29, 1924, at 10 a.m.

Present: President Meyer, Messrs. W. W. Bishop, Charles H. Compton, John A. Lowe, Ernest J. Reece, Carl B. Roden, Edward D. Tweedell, Frank K. Walter and James I. Wyer, and Carl H. Milam, Secretary.

Minutes: The minutes of the meetings held June 29th and July 5th, 1924, were approved.

Correspondence Vote on Salaries: President Meyer reported that the Executive Board by correspondence in response to his letter of July 29, 1924 had unanimously

VOTED, That the salary of the Secretary of the American Library Association shall be \$7,500 per annum beginning July 1st, 1924, to be paid out of General Funds.

VOTED, That the salary of the Assistant Secretary shall be \$6,000 per annum beginning July 1st, 1924, the increase of \$1,000 to be paid out of the grant of the Carnegie Corporation for the use of the Board of Education.

A.L.A. Delegate to China: The President reported that he had invited Dr. Putnam to become the representative of the A.L.A. as suggested in the communication from Mary Elizabeth Wood (attached as exhibit C to the minutes of the Board meeting held July 5, 1924) and ^{that} Dr. Putnam thought it inadvisable for him to accept because of his government position. Mr. Meyer reported that Miss Wood had urged him as President of the A.L.A. to go but that for similar reasons as well as for other reasons he would be unable to accept; that he had recently asked Dr. Arthur E. Bostwick of St. Louis to become the representative of the A.L.A. to China and Dr. Bostwick was considering the matter.

The Secretary reported on a conference with Miss Wood and Mr. Tse-chien Tai, librarian Tsing Hua College, Peking, China. (Memorandum on this subject is attached to these minutes as Exhibit A.)

(Mr. Tai lunched with the Board at noon and talked on recent library developments in China.)

It was

VOTED, That the selection of Dr. Bostwick as the A.L.A. delegate to China be approved and that the arrangements be concluded by the President and Secretary.

Executive Board
Chicago, Illinois
Sept. 29, 1924. 10 a.m.

It is the sense of the Board that Dr. Bostwick must see Mr. Tai before going to China and it was understood that the A.L.A. would pay the expenses of such a conference, if necessary.

The League of Nations Library: Mr. Bishop presented a report on the League of Nations Library, a summary of which is attached to these minutes as Exhibit B. With the report Mr. Bishop presented a tentative draft for a letter to Sir Eric Drummond, Secretary General of the League of Nations. With slight modifications (which have been made in the copy in Exhibit B) it was

VOTED, That the letter be approved.

Institute International de Bibliographie: A communication of June 20th (Exhibit B1) from F. Donker Duyvis, Keizerstraat 18, Deventer, Holland, was considered by the Executive Board. The President reported that he had discussed matters with the Chairman of the Committee on International Relations; that Dr. W. Dawson Johnston, Margaret Mann, Mary P. Parsons, Godfrey Dewey and Dorcas Fellows were asked to represent the A.L.A. at the Geneva meeting, September 10th; that Dr. Richardson had been suggested as the President and that our suggestion had been received too late and Godfrey Dewey had been chosen; that no action had been taken "to invest a U. S. section" or "to appoint a U. S. delegate in the international committee for decimal classification." It was

VOTED, That Dr. E. C. Richardson, Chairman of the A.L.A. Committee on Bibliography, be asked to present a report on the proposals made by F. Donker Duyvis, on the affairs of the Institute International de Bibliographie and other related matters.

A.L.A. Delegate to Pan-American Scientific Congress. It was

VOTED, That Dr. Peter Goldsmith be made the official representative to the Third Pan-American Scientific Congress which is to be held in Lima, Peru, December 20, 1924.

It was also

VOTED, That the suggestion of President Meyer concerning a constitutional amendment providing for corresponding members of the A.L.A. be referred to the Committee on Constitution and By-Laws.

Charges Against Libraries made by the Librarians Union of the American Federation of Labor: The President presented a statement released from Atlantic City August 20th. (Exhibit C) He reported that after correspondence with several persons he had sent a letter to Matthew Woll, Vice-President of the American Federation of Labor on August 16th and that he had received an acknowledgement. (Copies of these two letters are attached as Exhibit D.)

Executive Board
Chicago, Illinois
Sept. 29, 1924. 10 a.m.

It was the sense of the Board that no further action is desirable at this time.

Meeting Adjourned.

Respectfully submitted,

Carl H. Milam

Secretary

September 24, 1924

Memorandum on the proposal to send A.L.A. Delegate to China

Miss Mary Elizabeth Wood, Librarian Boone University Library, Wuchang, China, said in my office on September 23, 1924, that friends of the proposed plan (to send a delegate to China to assist in starting the library movement and in getting some of the Boxer Indemnity Fund for the library movement) had raised \$3,000 which was now in hand and that pledges amounting to \$600 additional had been received; that more was expected.

Mrs. Frederick Cunningham, summer address: Hubbardston, Mass., winter address: 135 Ivy Street, Longwood, Brookline, Mass., is the promoter of the scheme and she is the one to whom we should write when the money is needed for the A.L.A. delegate. Mrs. Cunningham and others are organizing what they call a Board of endorsers. The names given by Miss Wood in addition to Mrs. Cunningham are:

Senator George Wharton Pepper
Senator William Cabell Bruce
Bishop Charles H. Brent
Bishop William Lawrence
Dr. E. H. Anderson
R. R. Bowker
Archibald Cary Coolidge

Miss Wood presents the request for a delegate in the name of the National Association for the Advancement of Education (in China), address Tien Huang Miao, West City, Peking, China. (See copy of cable, undated, from Tao-chi-shin to Mr. Meyer, inviting him to come to China after the war to plan a library system.)

Mr. Tai and Miss Wood agree that Dr. Bostwick should report to the National Association for the Advancement of Education, which is presumably the same as the National Educational Association referred to in the cable; that copies of his report should go to

- (1) The Minister of Education
- (2) Dr. Paul Munroe
- (3) The Library Section of the National Educational Association
- (4) A.L.A. Headquarters.

Miss Wood is to cable me when she reaches China and has found out whether present conditions will permit the delegate to make his study in China; whether Dr. Paul Munroe, who is now there, is making his investigation or postponing the investigation until conditions settle down. The cable will probably come from the National Educational Association and should inform us when the A.L.A. delegate should go and where he can meet Dr. Paul Munroe.

It was agreed that it is very important for our delegate to have a conference early with Dr. Munroe. Dr. Munroe has gone to China at the request of the Minister of Education to investigate the numerous claims for Boxer

A.L.A. Delegate to China.

Indemnity Funds. It is expected that he will return to the United States early in November and then will go again to China perhaps in January. But this information is not definite. Miss Wood wired Dr. Munroe's office from Chicago asking when he was expected back in this country. (Telegram from Dr. Munroe's office says, "Professor Munroe probably returns about November first.")

It is understood that Dr. Munroe may recommend the establishment of a permanent endowment or trust fund, the charter of which would permit the use of the interest for educational purposes. Many of the requests, however, are for a division of the principal. Mr. Tai says that in previous recommendations concerning the Chinese school system Dr. Munroe has presented alternate schemes in order that the Government itself might be required to make a choice.

Mr. Tai feels that some one of Dr. Munroe's recommendations is certain to be adopted. He thinks the Ministry will feel that Dr. Munroe is a more or less official American representative and since this is American money his wishes must be respected.

It seems therefore that in many respects the most important task of our delegate will be to convince Dr. Munroe that the library movement in China deserves a reasonable share of the Boxer Indemnity Fund whether it is divided up as it comes in or whether only interest on the principal is used.

Mr. Tai said it would be very important for us to arrange with the Associated Press in the United States to give Dr. Bostwick a good introduction to China. He says the A.P. has played up Dr. Munroe and other American delegates to such an extent that their wishes are immediately respected. The Chinese people feel that they are the biggest men America has. He says that if Dr. Bostwick is to hold his own with other delegates he must have similar publicity. Also he says that Dr. Bostwick should establish connections with the A.P. men in China as soon as he arrives.

Mr. Tai is to be in Chicago for a couple of weeks. I have told him that I am sure the Executive Board will wish to ask him a few questions on the 29th or 30th and Miss Wood and I agreed that Dr. Bostwick ought to have a talk with him while he is in this part of the country.

Mr. Tai is Librarian of the Tsing Hua College, Peking, China. Miss Wood considers him the most important man in the library field in China. He has been preparing the way for the A.L.A. delegate, has seen most of the important officials and prominent educators. He left China, I believe, about the middle of July.

CARL H. MILAM,

Secretary

ohm
gw

H. H. B. Meyer

Library of Congress

Washington D. C.

On behalf of National Educational Association we send a hearty invitation to you to come to China after war, to plan library system (?) Sending full details by letter Full information can be obtained from Miss Wood

(Signed) Tao-chi-shin, Nat'l Ass'n President

Summary of Mr. Bishop's Report on the
League of Nations Library

Mr. Bishop stated that when he received the communications from the President and Secretary of the A.L.A., asking him to visit Geneva and make a report on the League of Nations Library, he had already reached England and was not able to return to Geneva. His report is therefore based on previous visits. Mr. Bishop said:

The situation in the League of Nations as I see it is briefly this: Miss Wilson was appointed to the librarianship of the League of Nations Library at the instance of the Secretary-General who had become acquainted with her when she was with the American delegation to the Peace Conference. It was a very distinct compliment to the success of American library methods, as shown by the work done by Miss Wilson and other people both before and after the Peace Conference, to have her chosen to organize the League of Nations Library on distinctly American lines. This she has done, and to my mind has shown very remarkable ability. She is a person who grows on you, and she has undoubtedly brought about a grade of library service in the League of Nations Library comparable with that of our best reference libraries, and similar organizations, and has done it with somewhat limited resources, particularly at the beginning. Miss Wilson is extremely efficient.

During the last two years, a good many of the delegations in Germany have found it was a pretty hard job for them to pay their share, and they have had, particularly during the last year, a steady series of inquiries directed by various sub-committees, composed in part of members of the assembly, chairman, and experts employed by the League, investigating all of the activities from the Secretary-General's office down through the International Labor Bureau, with a view to cutting the budget. Miss Wilson told me she had suffered one investigation after another, generally of a very friendly sort.

Her chief difficulty, as she sees it at the present time, is the curtailment of the funds. There is a possibility that they may dispense with her services. She did not, however, intimate that was anything which would worry her. I think she is the type of person who will find remunerative employment anywhere.

She is fearful of two elements which would curtail the admirable work which has been done by her at the League of Nations Library. The elements are, first, finances; a feeling that so large a part of the income now devoted to the library can not be continued. Of course, I am speaking very confidentially. The second element is a rather definite feeling on the part of delegates from a number of European countries that very much of the service which she renders there is unnecessary. They have an idea three people can run a library of 300,000 or 400,000 volumes.

Summary of Mr. Bishop's
Report on the League of
Nations Library

The very thing that distinguishes the League of Nations Library from other European libraries, and which distinguishes our very best type of library from similar institutions in Europe is a thing to which objection is made on the score of its cost, pure and simple, not on the score of its results. I have heard from various sources that she produces the goods, but they can't afford them. There has come with that, so far as I can find out, a very serious situation in regard to Miss Wilson. Her contract with the League was for three years, and I find it ends at the close of this calendar year. There is considerable feeling also on the part of representatives of the smaller countries that the United States is not represented and does not belong to the League of Nations, and it is not right for an American to be holding the position.

When Mr. Milam and Mr. Meyer asked me to go down to Geneva and look into the library and make myself known, there came to my mind, "What could I do if I did go there?" All I could do would be to appear and say we were greatly interested, etc. As it was, I contented myself with a reply to Mr. Meyer, outlining the situation as I saw it. Then I wrote to Mr. Hugh Gibson, the United States Minister at Geneva, who I thought would have more influence if he could say a word, than probably anybody else. I wrote Mr. Gibson a personal letter, and he made this reply, which I received just before sailing:

LEGATION OF THE
UNITED STATES OF AMERICA

Berne, September 6, 1924

Dear Dr. Bishop:

I have delayed answering your letter of August 19th for several days in the hope that I might be able to make some helpful suggestion in regard to the case of Miss Wilson, but nothing useful has occurred to me and I think I should answer your letter without any further delay.

I have, of course, heard of Miss Wilson's work and quite appreciate the force of what you say about her. I am afraid, however, that there is nothing I can do that would be at all helpful. In view of the fact that we are not members of the League it would be a very delicate matter for me to make any suggestion in regard to the retention of Miss Wilson's services or the continuation of the work she has started. I should think that the best and most effective method of meeting the problem would be for you to communicate directly with those in authority at the League, where your opinions on such a matter would be treated with the respect to which

Summary of Mr. Bishop's
Report on the League of
Nations Library

they are clearly entitled. I should think that your opinion on a matter of this sort would be accorded much more weight than any suggestion that I could make on the subject. If there were any way in which I could handle the question I should be more than glad to do so, but I am sure you will agree that it is much better for me to do nothing than to take up this question in an ineffective way.

I am, my dear Dr. Bishop, with ever kind regards,

Very sincerely yours,

Hugh Gibson.

Dr. William Bishop,
Care of Brown, Shipley & Co.,
123 Pall Mall,
London, S. W. 1,
England

Mr. Bishop proposed the following letter to the Secretary General of the League of Nations (the following copy includes revisions approved by the Executive Board):

Tentative Draft

This letter was mailed to Sir Eric Drummond
by Mr. Meyer, November 15, 1924

While the United States of America does not participate officially in the work of the League of Nations, American librarians have been proud and pleased to know that during the lifetime of the League an American librarian, Miss Florence Wilson, has directed the Library of the League of Nations in a manner to reflect credit upon the library profession throughout the world. It has been for many of us a source of sincere congratulation that so much of the best modern library practice has been put into effective operation in Geneva under Miss Wilson's direction and with the cordial support of the permanent officials of the League. She has done much as Librarian of the League to cooperate with reference librarians in the United States, and has greatly assisted us in our efforts to keep our readers informed on the actual operation of the League of Nations.

From time to time there has been opportunity for personal inspection on the part of American librarians of experience and standing of Miss Wilson's work and of the Library of the League.

Summary of Mr. Bishop's
Report on the League of
Nations Library

They have noted and reported to this body that, despite a lack of adequate funds, Miss Wilson has managed to keep the Library under her charge in excellent condition, and to render the kind of service which we are all striving to give to our readers.

We have learned with some apprehension that owing to exigencies of the budget there is considerable danger that the amount of money available for the continuance of library service of this character may be greatly reduced. We sincerely trust that this will not be the case, and that the work so well begun may not be reduced in scale or effectiveness because of lack of funds available for it.

In one sense it is an impertinence for us to volunteer these suggestions to you as Secretary General of the League of Nations. It might be urged that as the United States does not participate, we have no interest in the Library of the League of Nations. Our reply to such a contention would be that we are greatly interested in libraries everywhere, and particularly in that of the League of Nations which is used by hundreds of publicists, scholars and savants, and which is visited by scores of librarians, most of whom have taken this Library as an example of American library practice. We believe that it is in most respects a true example of that practice, and that where it fails to measure up to the high standards of American libraries the failure has been due to want of funds. It is on this account, and because of our great professional interest in the maintenance of this Library on a scale commensurate with its unique opportunity of service to the nations of the world through their delegates and experts, that we have ventured to express to you our feeling in this matter.

May I say further that this action is taken entirely without any knowledge on the part of Miss Wilson or of the United States government. She does not know that any report has been made on the Library of the League of Nations to this body, or that its financial difficulties are known to us. We are writing to you only as a result of visits paid to Geneva at the request of this body by certain American librarians, and the reports made by them to the American Library Association.

With assurances of the deepest respect and esteem,
I remain,

Faithfully yours,

(To be Signed) H.H.B. MEYER,

Sir Eric Drummond,
Secretary General of the League of Nations,
Geneva, Switzerland.

President.

By direction of the Executive Board of the American Library Association.

MEDERLANDSCH INSTITUUT
voor
DOCUMENTATIE en REGISTRATUUR

DEVENTER, June 20th, 1924.

Keizerstraat 18

To: The American Library Association

Mr. Melvil Dewey and colleagues

The Smithsonian Institution

No. X 0011(73)

Dear Sirs,

In a session of the "Institut International de Bibliographie" together with several national bibliographical institutions of June 13th, 1924 it has been decided to revise the statutes of the said institute in such a way that it will obtain a federative character. The reconstructed institute is now to be considered as a federation of national (regional) sections and of special sections. The regional sections are formed by national encyclopedical bibliographical institutes, whereas the special sections will be represented by international scientific associations.

E.g. the "Bureau Bibliographique de Paris", the "Technisch-Wissenschaftliche Lehrmittelzentrale" of Berlin and our institute act as national sections, whereas the "Union Internationale des Villes" of Brussels and the "Concilium Bibliographicum" of Zurich act as special sections.

It will be known to you that in consequence of a disagreement with the Belgian government the work in the offices of the "Institut International de Bibliographie" at Brussels is practically rendered impossible to our Belgian friends. In order to continue the important work to which Messrs. Otlet and Lafontaine have devoted their lives, a work so cruelly interrupted by the great war and now damaged by internal difficulties with the Belgian government, the assembly of June 13th., although taking no part in the conflict, decided to decentralize the work and so our Dutch institute is temporarily charged with the secretariat of the "commission internationale de la classification decimale" (the committee that has to deal with the revision of the decimal code).

Moreover we are charged to enter into correspondence with you in order to obtain a regular collaboration with U.S. bibliographical experts.

We beg to point out that the scope of the "Institut International de Bibliographie" is much broader than the promotion of the decimal classification only and that it comprises all means tending to promote documentation and documentary methods.

Therefore we do not address ourselves to the founder of the decimal classification and his collaborators only but also to the other U.S. institutions that have done important work in the bibliographical line.

Now in charge of the aforesaid assembly we have pleasure to ask you:

- 1.) To invest a U.S. section in the reconstructed "Institut International de Bibliographie" together with other American institutes or associations, you consider apt to join the organization. In this respect the undersigned call your special attention to the U.S. "National Research Council", the bibliographical work of which will be well known to you.
- 2.) To appoint a president of the "Institut International de Bibliographie" for the year 1924-25, the presidency of the institute being reserved for this year to an American.
- 3.) To send a delegation to the next session of the "Institut International de Bibliographie" at Geneva September 10th, 1924.
- 4.) To appoint a U.S. delegate in the international committee for decimal classification in order to revise the international decimal code and to eliminate the differences between the Dewey code and the Brussels decimal code.

We will send you as soon as possible a copy of the new statutes of the Institut International de Bibliographie and awaiting your early answer, we remain, dear sirs,

Yours faithfully,

NEDERLANDSCH INSTITUUT VOOR
DOCUMENTATIE & REGISTRATUUR,

(Signed) F. DONKER DUYVIS

August 6, 1924

By International Labor News Service.

Atlantic City, N.J. Aug. 00-- Great foundations, including the Carnegie Foundation, are bitterly assailed in a report made today by the Librarians' Union to the American Federation of Labor. The report was referred to the standing committee on education composed of George W. Perkins, Matthew Woll, John P. Frey and Charles Baine. This committee was instructed to investigate the charges found in the report and to bring in a set of findings for final action.

The charges are, briefly:

- 1 - That Carnegie libraries are not controlled by the municipalities in which they exist and to which they have been given.
- 2 - That such libraries are controlled by boards of trustees in no sense responsible to the people, but appointed generally by the Foundations themselves, or with their approval.
- 3 - Such control, under the terms of the Carnegie contracts, is perpetual.
- 4 - Public moneys, appropriated by cities and states, pass out of control of the givers immediately upon their donation and are administered by the Foundations or their trustees.
- 5 - That there is rapidly coming into being a system under which only books approved in a certain manner may be placed on Foundation Library shelves and that amounts to a censorship and is so intended.
- 6 - That an unjust certification of librarians is coming into practice and is being urged generally as a law of the future; this system exists by law now in three states.

The librarians presented their report after a long study of the situation and they urge, among other things; that civil service be introduced for library employes. They urge that some way be found to restore full municipal or local control over libraries, no matter by whom founded or financed, in the belief that a library is a public utility and that its shelves must not be controlled by any agency except a public agency constantly responsible to the public.

"We have long stood for absolute freedom from censorship of what the people read, as well as of the plays they see," said Vice President, Matthew Woll, who made the report public. "We have found that the advocates of censorship miss few opportunities to forward their dangerous idea. But we believe that freedom to think and to know is a real right that belongs to all men and women and not to a restricted, favored few.

"We shall go into the charges made in a most thorough manner. They indicate a condition of most serious character, intolerable in a free country among free people."

###

August 23, 1924

Mr. Matthew Woll
Seventh Vice-President, American Federation of Labor
Hotel Alexandria
Los Angeles, California

Dear Sir:

New York and Washington newspapers and others of date about August 7th have printed certain charges by the Librarians' Union of the American Federation of Labor against the administration of American libraries. Mr. Wright, in charge of publicity matters at your Headquarters in Washington, has sent me a copy of the material furnished the newspapers.

We note that the charges were referred to the Standing Committee on Education of which you are a member. I am writing as the President of the American Library Association to offer to your Committee the resources of the American Library Association for the purposes of your investigation. We have a considerable assemblage of facts about libraries which will enable you to verify or disprove the statements made by the Librarians' Union.

If you wish we will appoint a committee of librarians and library assistants to aid you in gathering additional facts. I shall be glad to hear from you on this plan.

I understand that you will not return to Washington until about the end of the first week in September. I shall be at my post at the Library of Congress at that time and shall be glad to meet you personally as soon after your return as can be arranged. I shall be away from Washington the last week in September and at intervals during the first half of October.

Very truly yours

(Signed) H. H. B. Meyer

President

Washington, D. C.,

September 15, 1924

Mr. H. H. B. Meyer,
President, American Library Association,
Library of Congress,
Washington, D. C.

Dear Mr. Meyer:

As I have only recently returned from the Pacific coast where our annual convention was held, I could not at an earlier date acknowledge your letter of August 23 in which you offered to help in connection with our investigation of the charges made by the Librarians Union. I shall be very glad indeed to avail myself of your offer and just as soon as I have had time to develop definite plans I shall write you again. In the meanwhile please accept my hearty appreciation of your offer.

Sincerely yours,

(Signed) MATTHEW WOLL

Vice-President,
American Federation of Labor.

AMERICAN LIBRARY ASSOCIATION
Executive Board Meeting

Headquarters Office,
Chicago, Illinois
Sept. 29, 1924. 2:30 p.m.

A second session of the Executive Board was held in the Headquarters Office, Chicago, Ill., Monday, September 29, 1924, at 2:30 p.m.

Present: President Meyer, Messrs. W. W. Bishop, Charles H. Compton, John A. Lowe, Ernest J. Reece, Carl B. Roden, Edward D. Tweedell, Frank K. Walter, James I. Wyer and Carl H. Milam, Secretary.

American Library in Paris: Mr. Bishop presented as a report to the Executive Board a copy of his report prepared for a sub-committee of the American Committee of the American Library in Paris. (Copy is attached as Exhibit A.) The report was accepted as a statement of conditions but inasmuch as it was a report to another body no action was taken.

Trustees of the American Library in Paris: The Secretary stated that he had received a cablegram from W. Dawson Johnston, recommending that the Executive Board elect as the five members of the Board of Trustees of the American Library in Paris, representing the A.L.A., the following:

Louis V. Benet
Judge W. V. R. Berry
Anne Morgan
Henry Lancaster
Consul General Robert Skinner

that a cable signed by Miss Parsons and Miss Bogle stated that Colonel Olds and Miss Bogle approve these suggestions.

The Secretary reported that he had asked Dr. Keppel and Dr. Babcock of the American Committee of the American Library in Paris to make suggestions and that those suggestions had not yet been received. It was

VOTED, That the election of five trustees be postponed until after the Secretary has had a conference with Dr. Keppel and Dr. Babcock and that after such conference the matter be submitted to the Board by correspondence vote.

Librarian of the American Library in Paris: The Secretary then read a letter of September 10th from Colonel Olds, a copy of which is attached to these minutes as Exhibit B. It was

VOTED, That the nomination of librarian in response to the letter of October 10th from Colonel Olds be postponed until after the Secretary has conferred with Dr. Keppel and Dr. Babcock; that the matter then be submitted to the Executive Board for correspondence vote.

Miss Bogle to Investigate Institute International de Bibliographie: It was

VOTED, That Miss Bogle be asked to make inquiries about the present status of the Institute International de Bibliographie and report to the Executive Board by letter or in person on her return.

Supplementary Budgets: The Secretary presented the supplementary budgets which are attached to these minutes as Exhibit C. Mr. Roden, Chairman of the Finance Committee, reported that his Committee had approved the estimates of receipts in these budgets. The budgets were discussed in detail. The Board voted to adopt the General Funds, Publishing Funds and Books for Europe Fund budgets. It was then

VOTED, That the budget for the Paris Library School Fund be approved.

(This action was taken with the understanding that the Director is to be asked to reduce some of the items in the budget in order that the amounts set aside for "extra help" and "contingent" may be increased. It was felt that the reserve as it stands is dangerously low.)

The meeting adjourned.

Respectfully submitted,

Carl H. Milam
Secretary.

THE AMERICAN LIBRARY IN PARIS

A Report to the Home Committee by its Request
September 3, 1924.

By. Wm. W. Bishop.

THE FIELD OF SERVICE on the part of the American Library in Paris appears to be to the following classes of persons:

I. Americans in France and elsewhere in Continental Europe.

1. Permanent or semi-permanent residents, forming the "American Colony," are a fairly large group in Paris and other centers. It is an important group which needs and deserves library service of a sort which cannot be supplied by any French or continental agency. This group is able to bear a considerable part of the cost of operating the Library. It can not (and should not) be asked to bear the whole cost.

2. Temporary residents, chiefly students (over three thousand a year are known to the American University Union, while probably twice that number are actually in France alone). A large number of Americans is always to be found residing for a few weeks or months in Paris, including a considerable number of visiting scholars, who are wholly without the means of meeting occasional important demands without a library of American materials. These temporary residents are not likely to be able to bear much of the cost of operation of an American library, tho' their need of library service is frequently far greater than that of the permanent colony. They can not obtain in French (or other continental) libraries needed books in English, or modern books on America, especially those published since 1914, and it will be a long time before they can get such books in any continental libraries.

3. Business interests - chiefly American - this field is covered in part only by the library of the American Chamber of Commerce. (French business men also could profit by a live, modern reference service, to exporters, for example.) This class of persons could contribute materially when once shown satisfactory results in service.

II. French students and investigators.

1. Publicists and journalists able to read English. These need an unbiased and truthful source for facts about America - not propaganda. European journalism produces the sign article of the essay type - which demands an information service of some sort. The

greatest need of post-war times is the unvarnished truth. There are few up-to-date and accurate sources of information about America in French libraries, and the state of the exchange makes it likely that these sources will not be greatly increased. This class presents a hopeful field for the American Library, but it is not likely to contribute financially to its support.

2. French university students - particularly those interested in American economics, history, political science and literature. Material for their use is very scanty or non-existent in French libraries. They could contribute little to the support of the library.

3. People who wish to read English. These are coming already to the library in increasing numbers, and form a class which should receive encouragement.

III. European Librarians and Library Students.

American libraries are generally held to be foremost in library service and library technique. This view is very widely held in Europe, but European librarians are not able to come to America in any numbers to study American libraries. Any American library in Europe they will frequent and study as typical. The Paris Library, then, should be truly representative of the best American practice. It is already in receipt of inquiries or visits from every European country. The Library School has had requests for admission from twelve countries. The present library is not typical of either American practice or ideals, and it can not be such in its present quarters or with its present budget.

IV. Information Service on International Questions.

This has happily been begun, and its importance can not be over-estimated. But no considerable progress in this line is possible without a strong and well-administered library to fall back on. The experience of every legislative reference bureau in America has shown this fact beyond dispute. This service can run for a time with a meagre equipment - but not for long. It imperatively requires a good, modern, live library for its successful operation.

V. Aid to the League of Nations Committees - particularly that on Intellectual Cooperation.

The United States does not participate officially in the League. The American Library has already joined in several cooperative plans. If it became strong, there is literally no limit to the possibility of its service in international undertakings depending (in part) on library assistance and service.

Any one of these five fields of usefulness would deserve aid and sympathy. United they should command an immediate and effective response. There is a very definite sphere of service for the American Library in Paris, a work which can be done well only by a library administered in the best American professional manner and with generous support. It is distinctly a work for a library as such, and for professional librarians of a high order.

The Library to function at all must be generously endowed. It can never be self-supporting. The ordinary American means of support - taxation - is necessarily wanting. There is, however, a possibility of considerable and effective local support.

SURVEY OF THE LIBRARY.

BUILDING

1. The present quarters are entirely inadequate. There is too little light, too many small rooms not suited for any public purpose. The building is practically full now. Some minor adjustments are indeed possible, but there is little space to be gained without structural changes impossible in a leased building. It would be very costly to make them, in case the building were purchased. At present there is little room for large additions of books or readers. What vacant space there is lies chiefly on the top floors. There are no book-lifts.

No considerable improvement or growth is possible in the present structure. It could not be altered to advantage without undue expense. What is needed is more light, more floor-space, fewer partitions, fewer stairs - that is, a building either designed for library purposes or capable of being adapted to them.

2. The present location is not good. It is not on any bus or tram line or near the underground. It is distant from the student quarter. It is comparatively convenient to the greater part of the permanent American residents. A more central location on lines of travel seems necessary to the success of the library. American experience has demonstrated that public libraries are used directly in proportion to their convenient location to means of transit.

STOCK

1. Books. The library, which was gathered for a very definite purpose by the American Library Association War Service, consists chiefly of a good lot of monographs and novels in English, all more than five years old, mainly inexpensive or only moderately costly books, with very few costly reference sets and very few reference tools (annuals, indexes, etc.). The journals subscribed for are pitifully few, and there is a notable absence of the professional and technical journals. There are few bound files of journals. There is a good collection of fiction and poetry, but very little English and American literature, very few collected works of important authors, for example. There is practically nothing of current statistics and the whole printed serial apparatus of the social sciences.

The collection offers a fine foundation on which to build. It is impossible to do even creditable reference with the present stock of books. There is needed the immediate addition of large numbers of annuals, indexes, atlases - the ordinary library tools - of special cyclopaedias, of general and specialized journals of many sorts, in short of modern reference books. It would require an initial outlay of about \$25,000 to put the library in condition to do first-class reference work, with \$5000 per year for additions, subscriptions and binding.

Also the shelves should be filled up in the whole field of belles-lettres in English.

2. Fields not well covered (or wholly absent) include the fine arts, music, modern literature in languages other than English, statistics and government publications (American), commerce and industry, current economic pamphlet literature, costumes, the drama, etc. There is little in science and technology, but in these fields the present demand is slight, as the French libraries cover these subjects rather better than other lines with books in English.

It may not be amiss to emphasize the fact that the library presents no field for books of an antiquarian interest. These can be had elsewhere in abundance.

3. Children's Books. The collection seems very old-fashioned and a poor lot, inadequately housed and with no children's librarian. Of course this field was outside the purview of the library during the war. There is a real field to be developed in service to children of American residents who make a very definite appeal to our sympathies.

ORGANIZATION

1. Staff. The staff is too small and too little specialized. Its quarters are extremely crowded and the assistants work under great disadvantage. There are needed at least three additional trained librarians (an assistant librarian, a cataloger, and either a children's librarian or a head of the loan-desk work). Their salaries would total at least \$6000 a year. The spirit of the staff seems good, which is remarkable under their physical conditions of work.

2. The Technical Work has been only fairly well done. There is a fair catalog, fair classification work, an open-access scheme well carried out (but far too crowded and with little room for more books). There are many books not cataloged at all, and large numbers of supposed duplicates not disposed of. There is a good deal of work waiting to be done on material now in hand, but both sufficient staff and working space have been lacking.

3. The Librarian is not free to represent America. He should have a competent assistant librarian in charge of staff operations. He should then be able to give much time to (1) contacts with French people, particularly scholars, librarians and students; (2) correspondence on behalf of American libraries and scholars, and on behalf of his own library; (3) contacts with other European librarians, League of Nations Committees, etc.; (4) direct personal relations with Americans in France; (5) professional lecturing and writing; (6) aid to the Library School.

4. Publication - "Ex-Libris." This publication was probably an advisable undertaking and has certainly been well done. The value of printers' ink in publicity for the library is fully recognized. It has, however, proven a considerable drain on the finances of the Library.

SUMMARY

The Library is used, has proven its worth, and fills a distinct want. But it is not sufficiently staffed to function properly, and there is not space for additional books or further operations - such as children's work: What room there is, is badly disposed - requires reading rooms to be used as passage-ways, for example. The Librarian has too little support and too much routine work to do. He cannot really direct. Even the strongest man could only struggle against such physical limitations and such financial helplessness. The Library is well organized and housed for one thing only - convenient choice of books to be read at home.

CONCLUSIONS.

1. Endowment. A substantial endowment seems the only solution for the financial problem. Local annual support, even supposing it to be considerably increased (as is probable with increased service and longer years of usefulness) can never suffice for the varied service of this library. The present annual budget for operating - 730,000 francs - is derived in large part (463,013 francs) from grants from the Carnegie Corporation, the Rockefeller Memorial, and gifts from Prof. and Mrs. Emerson. This annual income is insufficient to provide enough professionally trained people, enough new books, enough journals, and to carry the rent and upkeep of the building. The income is about \$40,000, of which slightly less than \$15,000 comes from present endowments, subscriptions, etc. An endowment of one million dollars would enable the Library to do considerably better than now - should the grants cease. Should they continue, it would be possible with a million endowment (yielding \$50,000 yearly) greatly to enlarge and improve the work of the Library on a permanent basis.

2. Building. The Library has outgrown its present quarters - even on its present scale of operation. It can not develop in them. Any change should be to a building not so cut up into numerous small rooms, nor on more than three floors for library purposes. Small rooms hamper operation and involve great extra cost for supervision. Abundant light is a vital consideration.

The location is not favorable, and a change should be to a site nearer transportation lines.

The building problem seems one for the Trustees. An endowment can probably be raised only in America. Paris could perhaps provide a building and should, it would seem, undertake the task.

3. Administration. The chief problem will always be to find a capable librarian, possessed of a good knowledge of French, trained in the best American methods, who will be willing to live for a term of years in Paris. He must be a man of scholarship as well as an administrator.

One aid to the solution of this problem is the creation of a suitable staff with an assistant librarian of real ability in charge of routine. Such a staff can be assembled and held on a smaller salary scale in Paris than in America. With a staff of high qualities the director will be able to do his real work, and changes in the directorate will not spell disaster.

4. Special Services. The Information Service already begun has great possibilities, and should lead into lines at present only dimly sensed. But it cannot succeed of itself, as it must depend on the library for much of its material. Further, it is likely that service in the direction of information about American library methods will be greatly in demand, even apart from the present library school.

In short, the American Library in Paris has a distinct place. It has proven its right to live. It gives something nothing else supplies, and it meets a very real demand. But it has practically reached the limits of usefulness of its war-time equipment in building, books, and service. It must either go forward or die. It has much to offer to Americans in France, and to Frenchmen as well. It should either be closed or well supported. To close it would be to renounce a great opportunity for mutual understanding in intellectual lines, and to remove a great agency for keeping alive real Americanism in Europe. It must go on.

Respectfully submitted,

/s/ Wm. W. Bishop.

THE AMERICAN LIBRARY IN PARIS, INC.
10 Rue De L'Elysee (8^e)
Paris, France

September 10, 1924.

Mr. Carl H. Milan, Secretary,
American Library Association,
86 East Randolph Street,
Chicago.

Dear Mr. Milan,

Dr. Johnston has handed me your letter of August 11, last, in which you refer to the tenure of office of the librarian and the provisions governing his appointment. Your interpretation of the charter and constitution of the American Library seems to me entirely correct. The American Library Association is called upon to nominate the librarian only when a vacancy occurs. Our understanding is, however, that legally and actually a vacancy has occurred annually and will occur in the normal course of events at the end of the current calendar year. Let me explain the situation as we see it here.

Section 1 of Article 4 of the constitution provides that the officers shall consist of a President, a Vice-President, a Secretary, a Treasurer and a Librarian to be chosen by the Trustees annually as soon as practicable after the annual meeting of the members. These officers, unless removed, are to hold offices until their successors are chosen and qualified. Section 1 of Art. 6 deals particularly with the case of the librarian and declares that such person as the American Library Association shall nominate shall be appointed to serve for one year from the date of the first annual meeting of the Corporation. The procedure thereafter is defined in this section as follows:

"...the librarian shall be nominated by the
"American Library Association and appointed by the
"Board of Trustees if the nomination is approved.
"In case of non-approval by the Board of Trustees,
"the American Library Association shall be requested
"to name another candidate. Except during the first
"yearly period, the tenure of office of the Librarian
"shall be determined by the Board of Trustees."

The provision for determination of the tenure of office of the librarian by the Board of Trustees after the first yearly period was evidently intended to cover the contingency of a contract with a librarian for more than one year in case necessity for such action should arise.

I have examined the records of the Board and do not find that there has ever been any vote or resolution fixing the tenure of office otherwise than annually. The practice has been to elect in December of each year a librarian to serve for the ensuing year. At the meeting on December 4, 1923, the officers, including the librarian, were nominated and elected "for the ensuing year". In these circumstances it seems clear that the tenure of office

of the librarian has been from year to year and that it will become necessary to nominate and elect the librarian at the first meeting of the Board of Trustees held after the next annual meeting of the members. In other words, the vacancy automatically takes place and the provisions of the constitution requiring the American Library Association to submit a nomination for the approval or rejection of the trustees become operative. I am inclined to think that the procedure last year and in preceding years has been irregular in this respect, since apparently the A.L.A. has not submitted a nomination each year and the Board has assumed that the nomination last made in 1921 was a continuing or recurrent one so long as the present incumbent of the office was obviously satisfactory to all parties concerned. Don't you think that the procedure henceforth should be in strict accord with the fundamental law of our organization? My own feeling is that the spirit, if not the letter, of the constitution would require the Trustees in case they should desire to enter into a contract of this nature for more than one year to notify the A.L.A. and invite a nomination on that basis. I should suppose that the A.L.A. for a proper exercise of its discretion in submitting a nomination ought to know in advance whether it is proposed to fill the office merely for one year or for a longer period of time. It is conceivable that the factor of length of service might make some difference so far as your selection is concerned.

The subcommittee appointed by the American Committee - Messrs. Babcock, Keppel and Emerson - have conscientiously devoted a great deal of time this summer to a detailed examination of this institution from the points of view of policy, organization and administrative efficiency. The report of these gentlemen, I understand, is now being formulated and will be presented to the American Committee in New York of which you are a member. Such suggestions as they have to make concerning the forthcoming vacancies in the list of trustees and officers will presumably be embodied in that report. At any rate, Dean Babcock and his associates are in a position to give you full information on the subject. I need not emphasize the value and importance which we all must attach to this extremely competent and disinterested examination of the affairs of the library; and I may say to you without hesitation that the Trustees have not only welcomed this outside audit, but are quite prepared to cooperate fully in the enforcement of any conclusions which may be drawn from it. Our only regret is that you have not been able thus far to come over here personally as the representative of the A.L.A. and give us the benefit of your own views gathered from a first hand inspection of the institution and its work.

As ever,

faithfully yours,

/s/ Robert E. Olds

Acting President.

AMERICAN LIBRARY ASSOCIATION

General Funds

Supplementary Budget - August 1 to December 31, 1924

Receipts

(In addition to those previously budgeted)

Bulletin.....	\$ 230.25	(1)
Membership Dues - Annual.....	715.39	(2)
Dues of Chapters, etc.....	13.30	
Conference - Exhibits.....	1,120.33	(3)
Temporary Library Training Board and Board of Education for Librarianship.....	6,628.71	(4)
Survey.....	3,750.00	(4)
Study of Libraries and Adult Education.....	3,000.00	(4)
A. L. A. Headquarters, rent, etc.....	3,750.00	(4)
Interest.....	93.47	(5)
Louvain Library.....	1,223.30	(6)
Refunds from Books for Europe.....	46.88	
Refunds Paris Library School.....	500.00	
Refunds on Travel.....	154.08	
From Carnegie Corporation for Publishing Funds.....	3,000.00	(7)
	<hr/>	
	\$24,225.71	

NOTES:- 1 - This is money received from sales of Bulletin numbers including the Handbook and the proceedings. \$180.25 has already been received, which is included in this budget (with \$50.00 estimated to be received) because it was not budgeted in December.

2 - This estimated increase is based on last year's receipts during the same months.

3 - Already received but not budgeted.

4 - We are including in this budget one-fourth of each of the following Carnegie grants which are for one year beginning October 1st.

Board of Education for Librarianship.....	\$26,100
Survey.....	15,000
The Study of Libraries and Adult Education.....	12,000
A. L. A. Headquarters.....	15,000

The Temporary Library Training Board and the Board of Education item includes also refund of \$103.71.

5 - Based on receipts to date this year.

6 - Already received but not budgeted.

7 - This is a transfer item. Money received from the Carnegie Corporation for both General Fund and Publishing Fund activities was deposited in the General Fund and the \$3,000 transferred to the Publishing Fund.

AMERICAN LIBRARY ASSOCIATION

General Funds

Supplementary Budget - August 1 to December 31, 1924

	<u>Expenditures</u>	Balances in Budget, (Overdrafts in curves)	Supplementary Budget	Total Estimated Expense Aug. 1-Dec.31
Bulletin		\$ 2,938.05		\$ 2,938.05
Conference and Exhibits		(\$1,331.87)	\$ 1,372.12(1)	40.23
Committees - Regular		2,327.61		2,327.61
Committee of Five		6,000.73	3,750.00(2)	9,750.73
Training Board and Board of Education for Librarians'p		3,406.02	6,525.00(2)	9,931.02
Union List of Periodicals		2,023.65		2,023.65
Study of Libraries and Adult Education		3,094.22	3,000.00(2)	6,094.22
Salaries		7,125.39	849.61(3)	7,975.00
Additional Service		288.85	500.00	788.85
Supplies		224.90		224.90
Postage		562.24		562.24
Miscellaneous		161.91		161.91
President's Contingent Fund		100.00		100.00
Travel		(488.63)	688.63(4)	200.00
Endowment Funds		(250.00)	250.00	
Office Equipment		(53.12)	112.87	59.75
Auditing		(45.00)	45.00	
European representatives Contingent Fund		200.00		200.00
L. A. Headquarters		2,322.25	3,750.00(2)	6,072.25
Mouvain Library		(1,223.30)	1,223.30(5)	
Transferred to Publishing Fund		(3,000.00)	3,000.00(6)	
Contingent Fund		3,988.50		2,989.68
petty cash		100.00		
		Balances - - - \$34,864.32	\$25,066.53(7)	\$52,440.09
		Overdrafts - - - 6,391.92		

NOTES:- 1 - The Conference expenses this year were unusually high. There were no complimentary rooms for members of the headquarters staff. It seemed necessary to employ Mr. Brown of Albany to assist in the meeting room assignments and in the general work at the headquarters office at the cost of \$95.00 and to employ Miss O'Connor of Albany, stenographer and mimeograph operator for publicity work at a cost of about \$120.00. More money was spent than usual for badges in the anticipation of a very large attendance. Printing the Attendance Register cost about \$100 more than usual. We had to share with the Hotel the cost of the orchestra, our share being \$67.50. The Mid-Winter Meeting cost about \$200.00 this year. The cost for exhibits at the Saratoga Springs Conference was \$420.73.

2 - For details see the following pages.

3 - See note following salaries budget.

4 - Includes an advance of \$500.00 to the Paris Library School fund later refunded.

5 - Already paid but not previously budgeted.

6 - See Note 7 under General Funds Receipts.

2-a

AMERICAN LIBRARY ASSOCIATION

General Funds

Supplementary Budget - August 1 to December 31, 1924

Expenditures - Continued

NOTES (Continued) 7 - The supplementary budget of receipts totals \$24,225.71. Deduct from that total \$268 (the difference between estimated receipts and actual receipts from Conference registration) and we have \$23,967.71 available for appropriation. Add to this \$100 unnecessarily budgeted for petty cash, and \$998.82 from the original contingent fund of \$3988.50 and we have \$25,066.53 to be budgeted or re-budgeted now. (The balance remaining in the Contingent Fund will be \$2989.68.)

Salaries - General Funds

Aug. 1 to Dec. 31, 1924.

Salaries

Secretary				
5 months @	\$ 500.00	\$2500.00		
6 months increase @	125.00	750.00	\$3250.00	
Assistant Secretary, 3 months @	333.33	1000.00		
(See Training Board and Paris Library School)				
Miss Ford, 5 months @	225.00	1125.00		
Mrs. White, 5 months @	175.00	875.00		
Miss Johnson, 5 months @	150.00	750.00		
Miss Watson, 5 months @	125.00	625.00		
Augusta Banks, 5 months @	70.00	<u>350.00</u>	7975.00	

Increase over original budget 849.61

Additional Services

Miss Bailey, 5 months @	90.00	450.00		
Extra help		<u>300.00</u>	750.00	

Increase over original budget 500.00

AMERICAN LIBRARY ASSOCIATION

Committee of Five

Supplementary Budget - August 1 to December 31, 1924

"Survey"

	Balances in Budget	Supplementary Budget Aug. 1-Dec.31	Total Estimated Expense Aug.1-Dec.31
Salaries	\$4,555.39	\$ 154.61	\$4,710.00
Travel	804.39		804.39
Postage, etc. -			
Printing	\$2,504.00		
Stationery and supplies	453.32		
Furniture and equipment	459.25		
Postage	240.95	3,520.57	3,761.52
Contingent Fund	100.00		
	400.00	74.82	574.82
	<hr/>	<hr/>	<hr/>
	\$6,100.73	\$3,750.00	\$9,850.73

NOTES:-

The Balances in the budget adopted last spring will more than cover the travel expenses and will almost cover payments for salaries through December, thus making it possible to use the new money largely for printing, etc. This budget has been prepared on the basis of figures submitted by C. S. Thompson and approved by Dr. A. S. Bestwick.

Salaries

Committee of Five

Aug. 1 to Dec. 31, 1924

Director, 5 months @	\$500.00	\$2500.00
Assistant Director, 5 months @	250.00	1250.00
Stenographer (1 month @ \$100 4 months @ \$105)		520.00
Stenographer 3 months @ \$80		240.00
Janitor 5 months @ \$20		100.00
Extra service		<u>100.00</u>
		\$4710.00

Increase over original Budget \$ 154.61

AMERICAN LIBRARY ASSOCIATION

Board of Education for Librarianship

Supplementary Budget - August 1 to December 31, 1924

	Balances in Budget Overdrafts in curves	Supplementary Budget		Total Estimated Expenditure August 1 to December 31, 1924
Salaries	\$1638.39	\$4091.61	\$5730.00
Travel	1969.86	630.14	2600.00
Stationery and Supplies ..	(916.71)	1416.71	500.00
Postage, Telephone and Telegraph	145.56	104.44	250.00
Printing		200.00	200.00
Sundry	(1.08)	31.08	30.00
Books and Periodicals		75.00	75.00
Contingent Fund	570.00			546.02
Balance	<u>\$4323.81</u>	<u>\$6548.98</u>	(1)	<u>\$9931.02</u>
Overdrafts	<u>917.79</u>			
	<u>\$3406.02</u>			

(1) \$6525. is one-fourth of the grant for the Board of Education for Librarianship for the year beginning October 1st. The additional amount, \$23.98, is drawn from the \$570 Contingent Fund of the previous budget.

? Approved by the Board of Education for Librarianship.

27

Salaries

Board of Education for Librarianship

Aug. 1 to Dec. 31, 1924

Miss Bogle, 3 months @	\$166.66	\$ 500.00
Miss Howe, 4½ months @	333.33	1500.00
General Assistant, 3 months @	250.00	750.00
Assistant, 3 months @	150.00	450.00
Stenographer, 2 months @	130.00	260.00
" " 3 months @	140.00	420.00
" " 3 months @	130.00	390.00
Reporting and extra services	1335.00
Educational advisor	<u>125.00</u> \$5730.00

Increase over original budget 4091.61

AMERICAN LIBRARY ASSOCIATION

Study of the Library and Adult Education

Supplementary Budget - August 1 to December 31, 1924

	Bal. in Budget Overdrafts in curves	Supple- mentary Budget	Total Estimated Expense Aug. 1 to Dec. 31, '24
Salaries	\$1658.36	\$1599.94	\$3258.30
Travel	911.19	911.19
Invited Specialists	300.00	150.00	450.00
Supplies, Postage and Misc.	226.97	147.76	374.73
Printing	(2.30)	1102.30	1100.00
	<hr/>	<hr/>	<hr/>
Balances	\$3096.52	\$3000.00	\$6094.22
Overdrafts	2.30		
	<hr/>		
	\$3094.22		

NOTES:

These figures are based on estimates originally prepared by this office and submitted to the Carnegie Corporation with our request. They have been approved by the Commission on the Library and Adult Education.

Salaries

Study of the Library and Adult Education

Aug. 1 to Dec. 31, 1924

Mr. Dickerson, 5 months at	\$416.66	\$2,083.30
Miss Jones, 5 months at	135.00	675.00
Extra help		<u>500.00</u> \$3,258.30
Increase over original Budget		\$1,599.94

10.1924

AMERICAN LIBRARY ASSOCIATION

A. L. A. Headquarters

Supplementary Budget - August 1 to December 31, 1924

	Balances in Budget	Supplementary Budget	Total Estimated Expense Aug.1-Dec.31
Rent	\$2,034.18	\$2,867.47	\$4,901.65
Moving		315.88	315.88
Carpet and shades		317.85	317.85
New Equipment	57.05	68.94	125.99
Building Supplies		50.00	50.00
Lighting	180.63		150.00
Telephone	50.39	74.61	125.00
Partitions, changes, etc.		766.51	766.51
	<u>\$2,322.25</u>	<u>\$4,461.26</u>	<u>\$6,752.88</u>
		<u>- 30.63</u>	
		<u>\$4,430.63</u>	

NOTES:- The receipts are \$3,750.00 plus \$650.00 received from American Sintering Company from whom we subleased additional office space, for partitions, changes, etc. By withdrawing ~~\$30.63~~, balance in Lighting item, of the original budget, we have available \$4,461.26 for appropriations. The Rent and Carpet and shades are definite figures. All the others are estimates.

61.26

AMERICAN LIBRARY ASSOCIATION

Publishing Funds

Supplementary Budget - August 1 to December 31, 1924

Receipts

Refund	\$ 125.00
For Preparation of Text Book	2,500.00
For general editor and proof-reader	1,500.00
Revolving Fund	15,000.00
Reading Courses	2,250.00
Interest	25.78
	<u>\$21,400.78</u>

NOTES:- The first item and the last are self-explanatory. The others you will observe are new appropriations from the Carnegie Corporation. We have estimated as receipts for this year one-fourth of the following items:-

Text Books	\$10,000
General editor and a proof-reader ..	6,000
Reading Courses	9,000

The \$15,000 revolving fund is to be paid in full by the Carnegie Corporation on October 1.

Expenditures

	Balances in Budget, (Overdrafts in curves)	Supplementary Budget	Total Estimated Expense, Aug.1-Dec.31
Editor and proof-reader	\$ 946.68	\$ 1,500.00(1)	\$ 2,446.68
Salaries	4,663.14	2,061.81(2)	6,724.95
Printing Booklist	1,227.25		1,227.25
Advertising	641.48		641.48
Express and postage	1,918.39		1,918.39
Supplies	622.15		622.15
Incidentals	212.51		212.51
Travel	(249.14)	249.14	
Publications	12,964.95	2,065.64	15,030.59(5)
Preparation of Text Book	4,582.43	2,500.00	7,082.43
Reading Courses		2,250.00(3)	2,250.00
A. L. A. Catalog 1926		2,500.00(3)	2,500.00(5)
Refund on A. L. A. Catalog		388.93	388.93
Auditing	(35.00)	35.00	
Office equipment	(.26)	50.26	50.00
Royalties	335.05		335.05
A. L. A. Headquarters expense	10,350.00		10,350.00
Petty cash	100.00		
Contingent (Revolving Fund)		<u>8,000.00</u>	<u>8,000.00(5)</u>
	Balances \$38,564.03	\$21,600.78(4)	\$59,780.41
	Overdrafts 284.40		
	\$38,279.63		

- NOTES:-
- 1 - For Miss Miller and Miss Arnett.
 - 2 - The increase is due to the addition of Mr. Fontaine and a stenographer.
 - 3 - For details see the following pages.
 - 4 - Includes estimated receipts as above and transfer of \$100 from Petty Cash item in original budget.
 - 5 - The \$2,500 for the A.L.A. Catalog and \$4,500 in the Publication item are to be paid from Revolving Fund, to be reimbursed at a later date.

1238

Salaries - Publishing Funds

Aug. 1 to Dec. 31, 1924

General Editor and Proof Reader

Miss Miller, 5 months @	\$333.33	\$1666.65	
Miss Arnett, 5 months @	140.00	700.00	
Extra help		<u>80.03</u>	\$2446.68
Increase over original budget			1,500.00

General Salaries

Miss Vosper, 5 months @	225.00	1125.00	
Miss Wilcox, 5 months @	130.00	650.00	
Miss Bowen, 5 months @	141.66	708.30	
Miss Lippman, 5 months	133.33	666.65	
Miss Van Cleve, 5 months @	200.00	1000.00	
Miss Bolt, 5 months @	115.00	575.00	
Karl Peters, 5 months @	60.00	300.00	
Mr. Fontaine, 5 months @	250.00	1250.00	
Miss Schlessor, 5 months @	90.00	<u>450.00</u>	6,724.95
Increase over original budget			2,061.81

Reading Courses

(On the basis of three courses)

Fee to authors, 3 courses @	250.00	750.00	
Editorial supervision, proof reading and part cost of printing, 3 courses @	500.00	<u>1500.00</u>	2,250.00

A.L.A. Catalog

Salaries:			
Editor, 3 months @	300.00	900.00	
Assistant, 3 months @	150.00	450.00	
Extra help		<u>250.00</u>	1,600.00
Typing, postage and incidentals			650.00
Distribution, bookkeeping and overhead			<u>250.00</u>
			\$2,500.00

BOOKS FOR EUROPE FUND

Submitted with the approval of the
Committee on Books for Foreign Countries.

Estimated Income -

Laura Spelman Rockefeller Memorial	\$19,000.00	
Carnegie Endowment for International Peace	<u>5,000.00</u>	
		\$15,000.00

Estimated Expenditures -

Laura Spelman Rockefeller money:

Current periodicals	\$5,600.	
Books and back files of periodicals	<u>4,400.</u>	10,000.00

?

NOTE. Nearly \$2,900 remains from the previous grant of \$10,000 from the Laura Spelman Rockefeller Memorial, which the Committee proposes to spend for books and back files of periodicals.

Paris Library School Fund

Estimated Receipts - July 1, 1924 to May 1, 1925

Revised Budget

	<u>Francs</u>	<u>Francs</u>	<u>Dollars</u>	<u>Dollars</u>
Balance -				
Franc Account	247,818.90			
Resident Director's Fund	56,999.45			
Resident Director's Petty Cash ...	<u>791.85</u>			
		305,610.20		
Dollar Account, Paris			\$ 5,666.17	
Dollar 1 Year Account, Paris			10,000.00	
Resident Director's Fund			3,049.17	
Chicago Account			<u>6,564.91</u>	
				\$25,280.25
Interest -				
Franc Account	5,250.00			
Resident Director's Fund	800.00			
Resident Director, Petty Cash	(Draws no interest)			
		6,050.00		
Dollar Account, Paris			\$ 100.00	
Dollar 1 Year Account, Paris			375.00	
Resident Director's Fund			25.00	
Chicago Account			<u>75.00</u>	
				575.00
Scholarships -				
Smith College War Service Board		900.00		
Overseas League			\$ 50.00	
Carnegie Library School			100.00	
Pratt Institute Library School			100.00	
Indiana State Library Association			<u>500.00</u>	
				750.00
Student Loan Fund - Contribution		3,000.00		
Tuition -				
Summer School		375.00		
Winter School - 4 foreign students at 1000 francs each		<u>4,000.00</u>		
		4,375.00		
		319,935.20		\$26,605.25

Paris Library School Fund

Estimated Expenditures - July 1, 1924 to May 31, 1925

Revised Budget

	<u>Francs</u>	<u>Dollars</u>
Salaries	37,450	8991.66
Supplies	12,000	150.00
Postage, etc.	3,500	125.00
Travel	4,000	2600.00
Equipment.	10,000	200.00
Rent and Cleaning	33,825	
Contingent	5,000	558.00
	<u>155,775</u>	<u>12624.66</u>

NOTES: It will be observed that in this case we are submitting a new budget for July 1, 1924, to May 31, 1925. The Board members will recall that the original budget adopted last December was prepared absolutely without experience. We now have had a few months experience on which to base our estimates. It seems wise, therefore, to start with our balances as of July 1 and to estimate our receipts and expenditures on the basis of present knowledge. It also seems wise to make the budget partly in francs and partly in dollars as our balances, our receipts, and our expenditures are all so divided.

This budget has been revised in accordance with cable recommendations from Miss Bogle and Miss Parsons. The balance unappropriated is \$22,260 (figuring francs at \$17.50.)

Salaries

Paris Library School Fund

July 1, 1924 - May 31, 1925

	<u>Dollars</u>
Director	\$2000.00
Resident Director	3400.00
8 months @ \$275.00	
4 months @ 300.00	
Chief instructor, summer school	700.00
" " winter school, 9 months @ \$250	2250.00
General instructor, summer school	800.00
Special assistant, summer school, 1 month	175.00
Lectures, American	100.00
Extra help	166.66
	<u>\$8991.66</u>

Francs

Consulting Director, Oct. 1, 1924 - May 31, 1925		
8 months @ /1500		13200.00
Instructor, work with children & schools		
11 months @ /1350		14850.00
Book Instructor		12000.00
Registrar, 2 months @ /1400		12600.00
Secretary, 3 months @ /1200	\$3600	
9 months @ 1300	<u>11700</u>	15300.00
Stenographer, 9 months @ \$1200		10800.00
Lectures, French, summer school	\$3600	
winter school	15100	
		<u>8700.00</u>
		<u>\$87450.00</u>

AMERICAN LIBRARY ASSOCIATION
86 East Randolph Street
Chicago, Ill.

Executive Board Meeting

Headquarters Office
Chicago, Illinois
Sept. 30, 1924. 10 a.m.

A third session of the Executive Board was held in the Headquarters Office, Chicago, Ill., Tuesday, September 30, 1924, at 10 a.m.

Present: President Meyer, Messrs. W. W. Bishop, Charles H. Compton, John A. Lowe, Ernest J. Reece, Edward D. Tweedell, Frank K. Walter and Carl H. Milam, Secretary.

Disbursing Officer, Librarian, File Clerk, Mimeograph Operator: It was

VOTED, That the Secretary be authorized to employ a Disbursing officer at not to exceed \$250 a month, a librarian at not to exceed \$200 a month, a file clerk at \$125 a month and a typist and mimeograph operator at \$100 a month, to be paid for out of the several funds as indicated in the memorandum which is attached to these minutes as Exhibit A.

It was understood that the distribution of salaries is subject to revision after December 31st.

Job Analysis: The Secretary reported that the Board of Education for Librarianship on July 5, 1924, "voted that a job analysis of library work be made by the Board of Education for Librarianship and that the Executive Board be asked to take the necessary steps to request a grant of \$15,000 for the purpose from the Carnegie Corporation." A memorandum on the job analysis from the Board of Education for Librarianship is attached as Exhibit B. It was

VOTED, That the Executive Board approve the recommendation of the Board of Education for Librarianship and authorize a request for a grant of \$15,000 for the job analysis from the Carnegie Corporation of New York.

It was also

VOTED, That the Executive Board request the Board of Education for Librarianship before undertaking a job analysis to investigate thoroughly the relation of the proposed job analysis to The Survey now being conducted by the Committee of Five on Library Service and to the investigation of library personnel now being conducted by the Committee on the Classification of Library Personnel.

Scholarships and Fellowships. Recommendations from the Board of Education for Librarianship concerning the establishment of scholarships and fellowships were presented by the Secretary. (Attached as Exhibit C).

Proposal No. 1 was amended to read as follows:

Two fellowships of \$1000 each for American students in library science or related subjects. These are offered only to those college graduates who have completed a one year library school curriculum followed by two years of library experience.

The following paragraph was added after proposal No. 5:

All such scholarships and fellowships to be administered by the American Library Association through the Board of Education for Librarianship.

With these changes the recommendations of the Board of Education for Librarianship were approved. (The plan for scholarships and fellowships as adopted is attached as Exhibit D.)

library

Graduate Library School: A statement concerning a graduate school adopted by the Board of Education for Librarianship as a basis for further discussion was presented to the Board for information. No action was taken. (Attached as Exhibit E.)

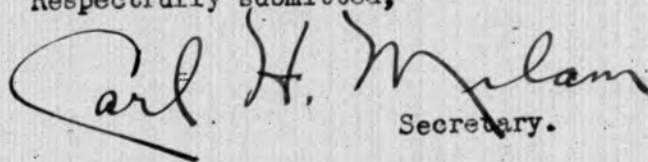
Library Extension: A communication from Mr. Ferguson dated September 2, 1924, was laid before the Executive Board, discussed informally and put over to the next meeting of the Board for action.

A.L.A. Catalog. The Secretary reported that Miss Isabella M. Cooper had accepted the appointment as editor of the "A.L.A. Catalog, 1926" and that she was beginning her duties October 1st; that Dr. Keppel would be reminded of his promise to appropriate \$25,000 for the preparation and publication of the Catalog.

Washburne Project: The Secretary stated that this matter which had been brought to the attention of the Board at a previous meeting was still pending with the Carnegie Corporation.

The meeting adjourned.

Respectfully submitted,


Secretary.

Distribution of Four Salaries

Oct. 1 - Dec. 31, 1924

	General	Publishing Board of Ed.	Adult Ed.	Paris	Survey	Books for Europe
Accounting \$250	\$37.50	\$37.50	\$75.00	\$12.50	\$75.00	\$12.50
Librarian \$200	50.00	25.00	75.00	50.00		
File Clerk \$125	25.00	25.00	50.00	25.00		
Typist and Mimeograph Operator \$100	25.00	25.00	25.00	25.00		
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	\$137.50	\$112.50	\$225.00	\$112.50	\$75.00	\$12.50

August 5, 1924.

Board of Education for Librarianship
A Job Analysis

Minutes of Meeting
of Sept. 30, 1924
10 A. M.

To promote the development of education for librarianship most successfully, a fundamental study should be undertaken of library work and an analysis made of what librarians must know in order to perform their work satisfactorily. Curricula for library schools can present what is needed only if they are built on a thorough understanding of the duties which students are preparing to undertake.

A job analysis of library work should be made for the purposes of the Board of Education for Librarianship, directed to improvement in library training. However, there should be secured at the same time as much related material as possible, and the study should be made in such a way as to be basic and capable of extension from year to year.

Dr. W. W. Charters believes this the opportune time for a job analysis of library work because the field is virgin, the work is relatively new, and there is no mass of material or traditions to hamper the future development on the basis of the findings gained by job analysis. A study now would be particularly valuable because of the ease with which changes could be made, if necessary, to meet the conditions found.

To undertake a job analysis it would be necessary to have the services of an expert job analyst, and executive assistant (a college graduate and preferably a teacher from a library school), two assistants (trained librarians), and a stenographer. The work should be carried on from A. L. A. headquarters. The analyst should work directly with the librarians for the first three weeks or so.

Definite libraries representing certain types would be selected for survey, special emphasis being laid on the small library. Each administrator would be asked to describe his work and the difficulties which were encountered.

With this as a basis, the investigators would draw off the points which seemed to be common to all types, and make a special study of the individual difficulties, and also of the common ones. From further study along these lines could be drawn up the points which ought to be discussed in class-room work and the points which ought to be elaborated in text books. The same things could be done for the traits needed for library work.

There should be an advisory committee and for its members should be chosen with care to represent various library activities, especially along the line first to be investigated. The first year's work would accumulate a great deal of material which would be exceedingly valuable for future years. Hence it would be a basic year. The staff chosen would have exceedingly good training during that first year, and could much more easily carry on further studies during the following years.

It is suggested that for a period of one year, a fund of \$15,000 be provided for a job analysis, with Dr. W. W. Charters as analyst; the amount to be used approximately as follows:

Year ending Sept. 30, 1925

Estimate budget for the first year.

Director (the analyst)	\$5,000
Chief library worker	3,000
Assistant (6 mos. at \$166.66 per mo.)	1,000
Assistant (" " " " " " " ")	1,000
Stenographer	1,500
Travel	2,000
Postage, supplies, printing	<u>1,500</u>
	\$15,000

It was understood by the Board that the phrase should be dropped in view of later action by the Bd. of Ed. for Fellowship.

Minutes of Meeting
of Sept. 30, 1924
10 A. M.

Recommendations of the Board of Education for
Librarianship.
For the amended plan as adopted by the Executive
Board see EXHIBIT D

BOARD OF EDUCATION FOR LIBRARIANSHIP

SCHOLARSHIPS AND FELLOWSHIPS

The Board of Education for Librarianship recommends to the Executive Board of the American Library Association that the Carnegie Corporation be requested to grant the following scholarships and fellowships each year for a period of at least ten years:

1. Two fellowships of \$1000 each for American* students in American library schools. These are offered only to those college graduates who have completed a one year library school curriculum followed by at least two years of library experience.
2. Three scholarships of \$600 each for American students in American library schools. These are offered to students who are completing the first year's curriculum in order to make possible a second year's study.
3. Ten scholarships of \$450 each for American students eligible for the first year in an American library school. These are available to the graduates of any recognized college or university.
4. Two fellowships of \$1500 each for American library students for study in a European library school, or for other advanced library study abroad. These are available only to those who have completed at least a one year curriculum in an American library school and have had at least two years of actual experience.
5. One fellowship of \$2000 available to a member of the faculty of a recognized library school for professional study here or abroad.

* The term American is used to include Canadian students.

Minutes of Meeting
of Sept. 30, 1924
10 A. M.

AMERICAN LIBRARY ASSOCIATION

Plan For

SCHOLARSHIPS AND FELLOWSHIPS

As Adopted By The Executive Board

September 30, 1924

1. Two fellowships of \$1000 each for American* students in library science or related subjects. These are offered only to those college graduates who have completed a one year library school curriculum followed by at least two years of library experience.
2. Three scholarships of \$600 each for American students in American library schools. These are offered to students who are completing the first year's curriculum in order to make possible a second year's study.
3. Ten scholarships of \$450 each for American students eligible for the first year in an American library school. These are available to the graduates of any recognized college or university.
4. Two fellowships of \$1500 each for American library students for study in a European library school, or for other advanced library study abroad. These are available only to those who have completed at least a one year curriculum in an American library school and have had at least two years of actual experience.
5. One fellowship of \$2000 available to a member of the faculty of a recognized library school for professional study here or abroad.

All such scholarships and fellowships are to be administered by the American Library Association through the Board of Education for Librarianship.

* The term American is used to include Canadian students.

EXHIBIT E

Minutes of Meeting
of Sept. 30, 1924
10 A. M.

Board of Education for Librarianship
The Graduate Library School

The demand for librarians possessing qualities of leadership and broad professional education is becoming more insistent each year. The changing and specialized types of service now required of libraries make it essential that educational facilities for librarianship shall keep pace with these developments. Unless these facilities do keep pace libraries will fail not only to progress but they will lose the place they have already gained because properly qualified persons will not be available in sufficient numbers.

To meet the needs of the profession not only should existing library schools be more adequately financed and be encouraged to develop to their greatest possibilities, but there is a need of a new type of school of librarianship, established on an adequate basis with a capacity for an enrollment the first year of one hundred students, growing through a period of perhaps five years to a total enrollment of five hundred. This school should be so organized that it would offer to the college graduate a definite road toward higher degrees. If such a school of librarianship is established we believe that it can really advance the boundaries of science in the library field and that it will make a real contribution nationally and internationally.

With this in mind the following plan of graduate library school is submitted:

PLAN FOR A GRADUATE LIBRARY SCHOOL

1. Primary purpose

To offer to college men and women the opportunity to pursue specialized and varied library courses, choice depending upon the previous experience and training and the future objectives of the individual student. Such work would prepare for the higher positions in large public and in college and university libraries, and also for the positions in county libraries, library commissions and other agencies for the advancement of rural library conditions.

2. Plan in brief

- a. To offer to college graduates a one year professional curriculum giving the fundamentals but allowing of enough specialization that the student may be prepared to undertake a definite type of work at the end of the year. Courses to be planned for college graduates and to be liberalized in presentation. Master's degree for satisfactory completion of the year's work.
- b. To offer to those who have completed a one year curriculum and who have had at least one year of successful library experience the opportunity to carry advanced work or to do research work toward a doctor's degree.
- c. To offer to those who have fulfilled the residence and other requirements the opportunity to prepare a thesis and to receive a doctor's degree.
- d. To provide opportunity for students with proper qualifications who cannot devote entire time to study, for example, those employed locally.
- e. To provide facilities for the preparation of teachers of library science.
- f. To provide a summer session for experienced librarians.
- g. To organize the school in such a manner that changing needs of the profession may readily be reflected in the curriculum.

3. Reasons for the plan

- a1. Curricula as now planned allow slight differentiation during the first year's work. Not enough leeway is allowed for the student of experience and maturity, nor for the one who has decided upon his concentration. More flexibility here will mean the recruiting of many desirable students who will not now attend, because all students must carry the same program.
- a2. Graduates of the present schools object to a bachelor's degree at the end of one or two years of study following college

Reasons for the plan (Continued) -3-

- a2. graduation. This bachelor's degree hampers them in academic ranking on faculties, etc.
- b1. Administrators find a dearth of leaders among the library school products of today, and lay the blame on the lack of training in research during the library school days.
- b2. The second year's work in the existing graduate schools is not liberal enough in treatment or in subject matter to attract the highest type of student.
- b3. The graduates of one or two year library schools, after experience, wish to carry on investigations, to find out what others are doing along their specialization, to study some phase of bibliography, etc., and they find no school which is prepared to offer such work, or to accredit it toward a higher degree.
- c. There are many phases of library work which should be studied more minutely, in which research work would well repay the effort. The theses which justified themselves should be published and thus build up the professional literature, now lamentably limited.
- d. There is a very constant demand for evening or late afternoon courses for those employed locally who cannot devote full time to study.
- e. There is no provision anywhere at present for the preparation of teachers for library schools, and the teachers are very anxious for such work.
- f. Only one school now offers a summer session with courses offered for credit toward a library degree. There is constant request for such work.

BOARD OF EDUCATION FOR LIBRARIANSHIP

GRADUATE LIBRARY SCHOOL

Estimated Funds

\$60,000

first year

50,000

first year equipment, books, etc.

Estimated Budget

Salaries

Director professor	\$6,000	
Professor	5,000	
Professor	4,500	
Associate professor	3,500	
Associate professor	3,500	
Assistant professor	3,000	
Instructor	2,400	
Instructor	2,200	
Assistant (reviser)	2,000	
Assistant or extra services	1,600	
Secretary	1,800	
Stenographer	1,500	
Stenographer	1,500	
Librarian of school library	-----	(On library bud- get)
Lecturers	3,000	
Total salaries		\$41,500
Rent and maintenance		10,000
Book fund		1,000
Printing and publishing		1,000
Travel		1,000
Supplies		1,000
Contingent fund		2,000
Summer conferences		2,500
		<u>\$60,000</u>

Estimate is for first year only on basis of 100 students. For each additional 100 students \$40,000 more probably would be needed. Also increases in salary of staff would need to be considered after second year.

APPENDIX B

Provisional classification for agencies which offer education for librarianship

Scheme 1
(Grouping in Outline)

GRADUATE LIBRARY SCHOOL

Connected with a degree-conferring institution
Requires college degree for entrance, preferably in a liberal arts program
Grants a higher degree for successful completion of one year professional curriculum

SENIOR UNDERGRADUATE LIBRARY SCHOOL

Connected or affiliated with a degree-conferring institution
Requires three years of college work for entrance
Grants a bachelor's degree for completion of one year professional curriculum

JUNIOR UNDERGRADUATE LIBRARY SCHOOL

Connected or affiliated with an approved library or degree-conferring institution or junior college which offers a two year liberal arts program
Requires examinations for entrance, plus credentials showing scholastic preparation. In general expects candidates to have completed *one year of work in an approved college, but exceptional students may enter without this extra year
Grants certificate for completion of one year curriculum

SUMMER LIBRARY COURSES

LIBRARY TRAINING CLASSES

LIBRARY APPRENTICE CLASSES

COURSES IN NORMAL SCHOOLS AND TEACHERS' COLLEGES FOR SCHOOL LIBRARIANS

LIBRARY COURSES, CORRESPONDENCE AND EXTENSION

*See Appendix F, Table 1

THE GRADUATE LIBRARY SCHOOL

ORGANIZATION

The graduate library curriculum or school shall be connected with an approved degree-conferring institution

ADMINISTRATIVE STAFF

The executive officer (Director, Principal, etc.) shall have sufficient authority, delegated from the Trustees, Regents, Library Board, or other governing body, to administer the school in accordance with the general policies of the institution

Sufficient assistants shall be available for secretarial duties, and for the maintenance of an adequate system of records, which shall set forth the preliminary preparation, the progress through the school, and the subsequent professional career of each student

INSTRUCTIONAL STAFF

Number:

For a school of thirty to fifty students, four full-time* teachers.
For a school of less than thirty, three full-time* teachers. The executive officer may be included in the three or four if full time is given to the school. The majority of these teachers shall have professorial rank, represented by title or salary, one at least being a full professor. In addition there shall be an adequate number of part-time* teachers, and the necessary assistants to cover the revision of student work and other duties

Qualifications:

1. Academic preparation

Degree representing four years of academic work in an approved college or university, or an equivalent acceptable to the Board of Education for Librarianship

Advanced degree

After September 1, 1930, at least one-half of the full-time teachers shall hold an advanced degree for graduate work in an approved university, or present an equivalent acceptable to the Board of Education for Librarianship

2. Professional preparation

Completion of one year of work in an approved library school, or an equivalent acceptable to the Board of Education for Librarianship

3. Experience

All of the teachers shall have gained through experience practical knowledge of the subjects they teach. This requirement shall not become operative until September, 1927. Study of the principles of teaching and previous successful experience in teaching are desirable. It is desirable also that the staff shall be composed of graduates of different colleges and library schools

FINANCIAL STATUS

The Library School shall have sufficient financial support to enable it to meet the standards for library facilities, etc., required by the Board of Education for Librarianship, and to guarantee a faculty adequately salaried, and of sufficient numbers that time may be given to research work.

*A full-time teacher is to be interpreted as one who devotes at least ten half-days per week throughout the school year to the work of a teacher; a part-time teacher, as one who gives not less than 9 class hours, i. e., one-half a semester hour, of instruction during a semester.

THE GRADUATE LIBRARY SCHOOL (Continued)

LIBRARY FACILITIES, QUARTERS AND EQUIPMENT

General and professional library facilities, quarters and equipment shall conform to standards to be formulated by the Board of Education for Librarianship. The library school shall be so situated that practical work in and observation of libraries of various types are readily available.

ENTRANCE REQUIREMENTS

Degree representing four years of general nonprofessional academic work in an approved college or university shall be a prerequisite for admission. The possession of such a degree shall not guarantee either admission to regular standing or admission to candidacy for a higher degree. The individual record of each student shall be considered, and the Faculty may require any student to pursue additional courses before being accepted as a candidate for a degree. Suggested courses for undergraduate study include: Philosophy, Child study, Economics, Education, English, Foreign languages, History, Political science, Psychology, Public speaking, Science and Sociology.

*Exceptional students not able to present the required academic record may be admitted in the proportion of not more than 5% of the entering class. Special aptitude for library work shall be established by tests, interviews, or references, etc.

At least four weeks of satisfactory general experience in an approved library. More experience is highly desirable.

LENGTH OF CURRICULUM FOR THE FIRST HIGHER DEGREE

One year of professional library education leading to an advanced degree. This year must be spent in residence at the school.

FIRST HIGHER DEGREE FOR PROFESSIONAL LIBRARY STUDY

*Degree of Master of Science or Master of Arts, depending on the practice of the institution, on the previous degree held and on the further investigations of the Board. The work accomplished must be of high quality to earn this degree, and the School shall have the right to refuse this degree and to substitute the bachelor's degree for passing work not above average in quality. A thesis may be required as part of the year's work. In certain cases additional work may be required.

SECOND HIGHER DEGREE

*A program may be approved by the Graduate Library School in co-operation with the Graduate school of a college or university whereby after further study the Ph.D. degree may be obtained.

Detailed and authentic evidence of at least one year of successful library experience also must be presented.

RESULTS FROM INSTRUCTION

Sound technical knowledge and social understanding should be evidenced by efficient and high grade professional library work from the graduates, whose standing in the profession will be given full consideration in fixing the minimum requirements to which the school will be asked to conform.

†See Appendix F, Table 1

*This is suggested in lieu of the Report (not yet presented) of the Committee of the Association of American Library Schools, and is in line with suggestions from other professional schools being considered by the Association of American Universities. The permanent Board of Education for Librarianship would have to present this scheme to the Association of American Universities for its consideration and possible approval. Until this approval is obtained the question of degrees must be held in abeyance.

APPENDIX B (Continued)

THE GRADUATE LIBRARY SCHOOL (Continued)

SUGGESTED CURRICULUM

A program of from 12 to 15 semester hours of work (three of which may be laboratory work or field observation) must be selected each semester from the following courses; full time students may be admitted as auditors in additional courses subject to the approval of the faculty:

	Semester Hours	
	1st Sem.	2nd Sem.
<u>Required courses:</u>		
(Students presenting satisfactory equivalents may be allowed to omit courses from this list and to substitute a corresponding amount of work from the elective group)		
*Book selection and allied topics	2-3	3-4
Children's literature (for the general worker)	1	
Reference and bibliography	3	3
*Cataloging, classification and allied subjects	3	3
History and administration of libraries	2-3	2-3 (?)
Field work, observation and visits (108 clock hours minimum)		1
Library work as a profession	1	1
*Public speaking		1
<u>Elective courses:</u>		
Advanced work in academic subjects approved by the faculty ..	2-4	2-4
*Cataloging and classification for the administrator	2	
Cataloging for the university and scholarly library		2
Field observation	1	1-2
Individual research open to students of maturity and experience who wish to carry on investigation along some special phase of library work	2-4	2-4
Advanced work in courses already named		3
Children's literature		3
Library work with children		2
*Story telling		1
Reader's assistant		1
The problems of large public libraries		2
The problems of small public libraries		2
The problems of school libraries		2
The problems of special libraries (including hospital, medical, etc.)		2
The problems of college and university libraries		2

*The administrator who has not had any instruction in these subjects, and who does not wish to take the fuller course offered, on the approval of the faculty, may carry the elective course.

*Story telling may be substituted for Public Speaking by students majoring in Children's Work or School Work.

PROGRAMS WHICH COULD BE CHOSEN IN DIFFERENT
FIELDS FROM THIS CURRICULUM

CHILDREN'S

Semester Hours
1st Sem. 2nd Sem.

Required -

Book selection (general)	2	2
Reference and bibliography	3	3
Cataloging and classification	3	3
History and administration of libraries	2-3	
Field work (general)	1	
Library work as a profession	1	

Elective -

Children's literature		3
Library work with children		2
Story telling		1
Field work (children's rooms and story telling)	1	1

SCHOOL LIBRARIES

	<u>Semester Hours</u>	
	<u>1st Sem.</u>	<u>2nd Sem.</u>
<u>Required-</u>		
Book selection (General)	3	2
Reference and bibliography	3	3
Cataloging and classification	3	3
History and administration	2-3	-
Field work (General)	1	-
Library work as a profession	1	-
*Public speaking	-	1
<u>Elective-</u>		
Children's literature	-	3
*Story telling	-	1
Problems of school libraries	-	2
Field work (school libraries and story telling)	1	1

*Either one, or both.

CATALOGER

<u>Semester Hours</u>	
<u>1st Sem.</u>	<u>2nd Sem.</u>

Required -

Book selection	2	3
Children's literature	1	
Reference and bibliography	3	3
Cataloging and classification	3	3
History and administration	2	
Field work (General)	1	
Library work as a profession	1	
Public speaking		1

Elective -

Cataloging and classification for university and school libraries		2
Field observation (Catalog Departments)		1
Problems of university libraries		2
Some other two hour elective, academic preferably, say Paleography in some line as Latin, etc.		

79

UNIVERSITY OF CALIFORNIA
Berkeley Astronomical Department
(Students' Observatory)

Berkeley, Calif.,
Sept. 2, 1924.

Miss Harriet E. Howe
Executive Assistant,
Board of Education for Librarianship
American Library Association
86 E. Randolph St.,
Chicago, Ill.

Dear Madam:

I hasten to reply briefly to your letter of August 28th, and am sending the reply by air mail service in the hope that it will reach you in time for the meeting of the Board of Education for Librarianship to be held in Chicago on September 5th and 6th.

I enclose a copy of a letter addressed on June 24th to Mr. J. I. Wyer, Chairman of the Committee on Degrees, Association of American Library Schools. This letter seems to have reached Mr. Wyer the day after the June meeting of the Committee on Degrees. So far I have had no reply to this letter.

On behalf of the Committee on Academic and Professional Higher Degrees, I extend to the Board our hearty congratulations on the constructive work which it is accomplishing. Our committee will take pleasure in cooperating with the Board in every possible way.

After carefully reading the report of the Board, it appears to me that your inquiries are answered in substance in my letter to Mr. Wyer. Hitherto we have had very little information concerning the curricula and the character of the work proposed for certificates, bachelor's degrees, and for higher degrees. Suggested curricula are now set forth in some detail in the report.

From my letter to Mr. Wyer, your Board will note that the suggestions of the Committee on Academic and Professional

-----2

Higher Degrees regarding degrees to be conferred on completion of Library curricula are based on the assumption that the work may be so organized as to constitute a major in the usual sense for the bachelor's degree (see page 2, No. 3). Your Board will probably be confronted with considerable difference of opinion on the part of college and university authorities concerning the acceptability of some of the subjects listed on Page 15, particularly those starred in partial fulfillment of the requirements for a bachelor's degree. The graduate schools of the Association of American Universities would without doubt consider these suggestions inappropriate as part of a year's work leading to the master's degree. Since, however, the starred vocational courses, or an equivalent experience is essential, although probably not universally acceptable in partial fulfillment of the requirements for an A.B., B.S., or a master's degree, it would seem that the first year of library work might properly lead to a certificate, and that for admission to the graduate curriculum proper, a bachelor's degree, as well as the certificate should be required. The master's degree might then be given after an additional year of work organized to compare in intellectual effort and scholarly attainment to the usual requirements for the master's degree. An excessive number of units such as 30 is not desirable. Quality rather than quantity; concentration rather than general information are desirable.

The majority of leading institutions will probably not favor plans whereby a certificate on the basis of the vocational preliminary library work and the requirements for the bachelor's degree may be completed simultaneously in the minimum of four years, unless the preliminary library work is largely done in additional summer sessions. The logical course to pursue, therefore, would be not to consider the possibility of a library science major for the bachelor's degree, as suggested in my letter to Mr. Wyer, but rather have the student choose his major in some scholarly humanistic or scientific field which gives him a broader perspective of published works.

I doubt whether it would be profitable to consider curricula and work at present beyond the master's degree. Such considerations would naturally be more profitable after the problems concerning the first and second degrees shall have been disposed of. Until then, students aspiring to higher degrees might well seek these in scholarly fields which will

-----3
enhance their service as librarians.

With reference to the suggestions written in pencil on the margin of Page 14, I would suggest that any humanistic or scientific major might be accepted, in addition or in place of those listed.

The Association has so far not encouraged the substitution of the bachelor's degree for passing work not above average in quality above the master's degree. A second certificate might be more appropriate, but this is a detail.

The academic preparation of the instructional staff, set forth on Page 13, does not seem to measure up to the qualifications generally demanded by leading institutions for the academic grades of instructor, assistant professor, associate professor, and professor. The standards are rather those of teacher's colleges, than those of colleges and universities. Teachers' colleges are not on the list of acceptable institutions of the Association of American Universities for admission to its graduate schools. It would therefore seem that the requirement of an advanced degree should not be postponed longer than practical. In many institutions special ranks have therefore been created, with salaries equivalent to the academic salaries, but naturally those appointed to these special ranks are not satisfied. For this reason it seems appropriate to adopt as near as possible the usual qualifications for the instructional staff.

I trust that the foregoing brief comments may be of some value to your committee. I shall be glad to explain them more fully if your Board so desires.

Very sincerely yours,

(signed) A. O. Leuschner

AOL:GH

June 24, 1924.

Mr. J. I. Wyer,
Chairman, Committee on Degrees,
Association of American Library Schools
New York State Library
Albany, N. Y.

Dear Sir:

Failure to hear until today from one of the members of the Committee on Academic and Professional Higher Degrees of the Association of American Universities is the cause of my failure to send you an expression of opinion of your report on degrees within the specified time of one week after my last letter of June 4.

The report which you submitted to the Association of American Library Schools in behalf of the Committee on Degrees at its annual meeting, June 25, 26, New York City, consists of three parts:

- (1) An introductory statement
- (2) The report dated December 31, 1919 of the Committee on Library Schools Degrees (Windsor, Sperry, Wyer)
- (3) A concluding statement by the present committee (Wyer, Windsor, Donnelly).

The Committee on Academic and Professional Higher Degrees of the Association of American Universities has carefully considered the report referred to above and takes pleasure in advising you that, in the main, the report is in accord with the principles adopted by the Association of American Universities. We submit to your consideration, however, the following comments on the recommendations of the 1919 Committee:

- (1) The Association of American Universities is not in favor of the degree of Bachelor of Library Science. Until the work done in library schools shall have been organized on a par with other academic and professional graduate work a certificate should be given and not a bachelor's degree. As soon as the work shall have been organized on a graduate basis the degree of M.A. or M.S. would be appropriate with or without the qualifying phrase "in Library Science".

- (2) The disapproval of any distinctly professional first degree is in accord with the principles of the Association.

(3) The designation of the bachelor's degree should be A.B. or B.S. with or without the qualifying phrase "in Library Science", as proposed, but this degree should be granted only on the basis of the usual collegiate standards including a major (approximately one year of work in Library Science), provided this major is organized and conducted on a par with academic or professional advanced work usually constituting a major.

If the work in Library Science, however, is conducted primarily on a vocational basis then the qualifying phrase should be omitted and the amount of work to be included for the A.B. and B.S. should be not more than the institution concerned would ordinarily accept as free electives in partial fulfillment of the requirements for these degrees. In such cases a certificate in Library Science may be given in recognition of the vocational work.

For one year of study in addition to the four years of undergraduate work a certificate should be given on the vocational basis and the M.A. or M.S. with or without the qualifying phrase "for work organized and conducted on a strictly graduate basis" which presupposes an undergraduate major foundation.

(4) The designation M.L.S. is not in accord with the principles of the Association of American Universities.

With reference to the concluding statement of the report we submit the following additional observations:

It would be unreasonable to interpret the master's degree as standing primarily for research. It is appropriate for scholarly work on the graduate basis without a thesis.

Whether or not the work done in graduate years shall lead to a professional bachelor's degree or to a master's degree depends entirely on the character of the work. Preferably a second bachelor's degree should be avoided and a certificate should be substituted. If the work is on a par with other graduate work the master's degree is in place.

We heartily concur with the statement that the character of the work in Library Science should be improved so as to command a higher regard for that work and that the designation of the degree is not of primary importance. In accordance with the principles of the Association of American Universities the following two systems would be appropriate:

(1) To include a major in Library Science of proper character for the A.B. or B.S. degree with or without the qualifying phrase "in Library Science" and to confer the M.A. or M.S. with or without the qualifying phrase after a further year of work on a par with other graduate work.

(2) To make the college A.B. or B.S. prerequisite to a two year course in Library Science to be conducted on a graduate basis. In such cases the M.A. or M.S. with or without the qualifying phrase would be appropriate.

In all other cases certificates should be given.

The supposedly professional value of specialized first degrees, such as B.L.S. or M.L.S. is more than offset by the implication that graduates in Library Science are unworthy of the straight collegiate degrees, A.B. or B.S. with or without the qualifying phrase on account of an inferior (vocational) character of their work. This implication is not so serious if the B.L.S. is given as a second degree but for work done in graduate years a certificate or M.A. or M.S. with or without the qualifying phrase or both the certificate and master's degrees appear more appropriate.

I trust that the foregoing opinions of the Committee on Academic and Professional Degrees of the Association of American Universities will receive the serious consideration of the Association of American Library Schools. I shall be glad to report to the Association of American Universities at its next meeting in November the results of our cooperative action.

Very sincerely yours,

(signed) A. O. Leuschner.

AMERICAN LIBRARY ASSOCIATION
Executive Board Meeting

Headquarters Office
Chicago, Illinois
Sept. 30, 1924. 2:30 p.m.

A fourth session of the Executive Board was held in the Headquarters Office, Chicago, Ill., Tuesday, September 30, 1924, at 2:30 p.m.

Present: President Meyer, Messrs. W. W. Bishop, Charles H. Compton, John A. Lowe, Ernest J. Reece, Edward D. Tweedell, Carl B. Roden, Frank K. Walter and Carl H. Milam, Secretary.

Meeting Place for 1925: The Secretary presented information about the facilities of Seattle, Portland, Vancouver and Victoria for entertaining an A.L.A. Conference. After discussion it was unanimously

VOTED, That the 1925 Conference be held in Seattle provided satisfactory arrangements can be concluded.

1926 Conference: There was some discussion of the desirability of choosing the place of meeting and setting the dates for the 1926 Conference. Mr. Roden, Chairman of the Fiftieth Anniversary Committee, suggested that it might be desirable to hold the Conference in Atlantic City or Asbury Park rather than in Philadelphia, arranging for one day's visit to Philadelphia for a memorial meeting. No action was taken.

Curtis Publishing Company Project. A communication from the Curtis Publishing Company, suggesting that the A.L.A. make a study of women's interests as indicated by their reading during the last ten or twenty years, was laid before the Board. A tentative plan prepared by the Headquarters staff for conducting such a study was also presented and is attached as Exhibit A. This matter was put over to the next meeting of the Board without formal action.

Communications from Mr. Fairchild suggesting a Study of the Educational Functions of the Librarian were brought to the attention of the Executive Board. No action was taken.

Communications about Requests for Funds: It was reported that letters had been received by the President and Secretary from Dr. Hill and Mr. Dana asking whether the Council had taken action on the requests which had resulted in grants from the Carnegie Corporation. The Secretary stated that he had answered the letter from Mr. Dana by referring to the Council resolutions printed on page 13 of the January 1924 A.L.A. Bulletin.

Letter from Helen Martin, asking the A.L.A. to reimburse the Children's Librarians Section for expenses incurred in making the exhibit of children's books was brought to the attention of the Board. The Secretary was asked to state that the Board regrets that it is unable to pay the bill as no provision had been made for such expenses in the budget.

86
Executive Board Meeting
Chicago, Illinois
Sept. 30, 1924. 2:30 p.m.

Communication from Walter L. Brown of Buffalo, suggesting a resolution concerning the retirement of Mr. Chivers from his work in America was read to the Executive Board and referred to the Council.

A letter from Kenyon L. Butterfield, President of the American Country Life Association, suggesting that the A.L.A. assist in financing the National Council of Agencies Engaged in Rural Social Work, was read to the Board. No action was taken. It was the sense of the Board that no A.L.A. funds were available for this kind of work.

Ellis Island: President Meyer as Chairman of the Committee on War Service Activities, reported that the salary of the librarian and expenditures for books for the library at Ellis Island had been authorized to meet an emergency. It was

VOTED, That the action of the Committee be approved.

American Education Week: It was

VOTED, That the American Library Association co-operate with the U. S. Bureau of Education, the National Education Association and the American Legion in American Education Week.

The Secretary was instructed to write to the American Legion that the A.L.A. could not co-operate in the future unless it was given the privilege of having something to say about the program.

Co-operation with the ~~Post~~ Poets' Guild: A telegram dated Sept. 28th, 1924, from Anna Hempstead Branch was presented to the Board. (Exhibit B)
It was

VOTED, That the A.L.A. co-operate with the Poets' Guild in designating June 1st of each year as Poetry Day and that it assist through existing channels in promoting the observance of Poetry Day.

Resolution of Thanks to the Chicago Public Library. It was unanimously

VOTED, That the Executive Board express its thanks to the Chicago Public Library for its generosity in furnishing office space to the American Library Association for many years, the resolution to be drawn by the President and Secretary.

Following is the resolution: (The resolution was approved by the Executive Board at its meeting held December 30, 1924, 2:45 p.m. See page 1 of these minutes.)

Advisory Committee on the Library and Adult Education. A communication from the Commission on the Library and Adult Education was presented to the Executive Board. (Exhibit C) It was

VOTED, That Dr. Putnam be invited to serve as Chairman of the advisory committee on the library and adult education and that he be asked to propose a list of members for such committee.

Expenses of this Meeting. It was

VOTED, That the expenses of this Board meeting be paid from the several funds, the division to be left to the Chairman of the Finance Committee, the Treasurer and the Secretary.

The Meeting adjourned.

Respectfully submitted,

Carl H. Milan
Secretary.

chm
gw

AMERICAN LIBRARY ASSOCIATION
86 East Randolph Street
Chicago, Illinois

August 21, 1924.

It is proposed that a study be made to determine the changes in the interest of women during the last ten or twenty years, chiefly as indicated by their reading habits.

We believe that facts of importance to libraries, publishers, and to all agencies interested in women, can be obtained by a study with this objective.

FIELD TO BE COVERED AND METHODS TO BE USED

The study should be a qualitative sampling rather than a statistical survey. It should try to reach and analyze women's reading interests as shown by libraries, book stores, educational and recreational organizations, and representative individuals. It should not attempt to go further back than 1900.

Suggestions:

- 1) Make an intensive study of the reading of women in five or more libraries typical of different communities.
- 2) Investigate 100 or more libraries by questionnaire, based on Mr. Gallager's outline. The purpose of this questionnaire would be to verify and check data secured by No. 1, rather than to contribute information. This questionnaire should be as simple as possible so as not to interfere with the elaborate Committee of Five questionnaire.
- 3) Collect data (perhaps by full questionnaire) from selected agencies and individuals, such as

Women's organizations:

Federated clubs, especially educational and library committees,
Business and professional women's clubs,
League of Women Voters,
Trade and industrial groups,

A number of bookstores, geographically distributed,
The National Association of Book Publishers, possibly individual publishers
Pay circulating libraries,
Adult education departments of libraries,
Colleges,
Correspondence schools,
Y.W.C.A. education department,
National Education Association,
1 - 5000 individual women representing various communities and groups,
4) Publish a brief report of findings.

BUDGET AND STAFF

The work would presumably require from four to six months. It should be conducted by a woman of experience, preferably including library work, research work, and something which will give a social point of view.

She should have one competent assistant and adequate stenographic service. Some travelling would be necessary and there would be fairly heavy expenses for postage, mimeographing and mailing.

The following budget is proposed on a six months' basis:

Director (at 400.)	\$2400.00
Assistant (at 175.)	1050.00
Stenographer (at 135.)	810.00
Additional Clerical Service	400.00
Travel	750.00
Postage, mimeographing & supplies	500.00
Contingent	250.00
Printing of report	<u>500.00</u>
	\$6660.00

If the request is granted, the work will be done as economically as possible, and unused funds will be returned.

THE RESPONSIBILITY OF THE AMERICAN LIBRARY ASSOCIATION

The Association cannot guarantee that it will obtain facts of importance to the Curtis Publishing Company. It is of the opinion, however, that such facts will be obtained and it will make every effort to see that a satisfactory piece of work is done.

CARL H. MILAM,

Secretary.

T E L E G R A M

NEWYORK NY 28

1924 SEP 28 PM 11 59

CHAIRMAN OF THE EXECUTIVE COMMITTEE MEETING OF THE AMERICAN LIBRARY ASSN
CARE CHICAGO PUBLIC LIBRARY CHICAGO ILL

WILL THE AMERICAN LIBRARY ASSOCIATION COOPERATE WITH THE POETS GUILD
IN SECURING JUNE FIRST OF EACH YEAR AS POETRY DAY IN THE LIBRARIES WE
SUGGEST THAT ON THIS DAY EACH LIBRARY IN THE COUNTRY SECURE FROM THE
TOWN IN WHICH IT IS SITUATED CONTRIBUTION OF A POEM TO THE UNBOUND
ANTHOLOGY TO BE PRESENTED TO THE ANTHOLOGY WITH SIMPLE CEREMONY
INEXPENSIVE AND SUFFICIENTLY SLIGHT TO BE WITHIN THE RANGE OF BUSY
LIBRARIANS IT IS BELIEVED BY THE POETS GUILD THAT IN SUCH A
RECOGNITION OF POETRY DAY LIES THE BASIS OF A NATIONAL FESTIVAL OF
POETRY CELEBRATED LOCALLY WE SUGGEST THAT IN SUCH A USE OF THE
POEMS IN THE UNBOUND ANTHOLOGY IS A VALUABLE MEANS OF PUBLICITY FOR
SMALLER LIBRARIES WE ARE SENDING BY MAIL SOME SPECIMEN POEMS FROM
THE UNBOUND ANTHOLOGY A STATEMENT OF THE PURPOSE OF THE POETS GUILD
AND A LIST OF ITS MEMBERS IF THE EXECUTIVE COMMITTEE DECIDED TO FORWARD
THIS IDEA OF POETRY DAY THE POETS GUILD WILL BE GLAD TO SEND A FURTHER
PLAN OF ACTION REFER TO MR MYERS FOR FURTHER EXPLANATION PLEASE ANSWER
TO ANNA HEMPSTEAD BRANCH CARE CHRISTODORA HOUSE 147 AVE B NEWYORK NY

September 30, 1924.

Mr. Milam:

The Commission on the Library and Adult Education on July 3, 1924 voted that a recommendation be made to the Executive Board to appoint an Advisory Committee to this Commission with Dr. Herbert Putnam, Librarian of Congress, as chairman. The Executive Assistant was directed to submit to members of the Commission the names of persons suggested for membership of the committee, including names discussed at the meeting, and after the list was approved by the Commission to submit it to the Executive Board for consideration by that Board and Dr. Putnam.

In accordance with a request from the Chairman of the Committee, it is recommended that the names submitted herewith be considered and such appropriate action taken that the Secretary of the Association may proceed to invite Dr. Putnam to accept the chairmanship of an Advisory Committee of perhaps 25 members, and that the Secretary may proceed further and submit to Dr. Putnam a list of names for consideration in the organization of the Committee, leaving to Dr. Putnam and the Commission on the Library and Adult Education, however, entire freedom in the selection of his associates.

(Signed) L. L. DICKERSON

August 26, 1924.

92

Suggestions for membership of the Advisory Committee,
Commission on the Library and Adult Education.

Individuals representing organizations which are doing work in some respect similar or related to our study or library work in general.

Mrs. Henry Howard, president American Merchant Marine Library Association,
82 Beaver Street, New York City.

Dr. John R. Mott, general secretary, International Committee of Y. M. C. A.
347 Madison Ave., New York City.

Dr. John A. Lapp, director Social Action Department, National Catholic
Welfare Council, 22 East Ontario St., Chicago, Ill.

Mrs. A. H. Reeve, president National Congress Mother and Parent-Teacher Asso-
ciations, 7700 Lincoln Drive, Chestnut Hill, Philadelphia, Pa.

Mrs. L. A. Miller, chairman Literature Division, General Federation of Women's
Clubs, 1528 No. Nevada St., Colorado Springs, Colo.

Spencer Miller, Jr., secretary Workers' Education Bureau of America,
476 West 24th St., New York City.

J. W. Scroggs, director University Extension, University of Oklahoma, Norman.

Individuals who, because of special ability, a viewpoint, or associations,
can bring to the Committee varied and representative judgments.

Dr. John J. Tigert, Commissioner of Education, Dept. of the Interior,
Washington, D. C.

J. W. Crabtree, secretary Nat'l Education Association of America,
1201 Sixteenth St., N.W., Washington, D. C.

Dr. Charles F. Thwing, president emeritus Western Reserve Univ., Cleveland, Ohio.

Dr. Wm. F. Russell, Professor of Education, Teachers' College, Columbia
University, New York City.

Dr. Henry Suzzalo, president University of Washington, Seattle, Wash.

Dr. Walter Dill Scott, president Northwestern University, Evanston, Ill.

Dr. Alexander Meiklejohn, c/o Mr. Glenn Frank, editor The Century Magazine,
353 Fourth Ave., New York City.

Henry S. Cope, general secretary Religious Education Association,
306 No. Michigan Ave., Chicago, Ill.

G. R. Dooley, manager Personnel and Training Dept., Standard Oil Co.,
26 Broadway, New York City.

Advisory Committee - suggested names (cont'd)

William Allen White, editor Emporia Daily Gazette, Emporia, Kansas.

Dr. Albert Shaw, editor Review of Reviews, 55 Fifth Ave., New York City.

Albert F. Coyle, editor Locomotive Engineers' Journal,
806 Engineers Bldg., Cleveland, Ohio.

Miss Belle Sherwin, president National League of Women Voters,
352 - 17th St., N.W., Washington, D. C.

Garland W. Powell, director National Americanism Commission of the
American Legion, Indianapolis, Indiana.

John W. Puelicher, president Marshall & Ilsley Bank, Milwaukee, Wisc.

Rabbi Stephen S. Wise, 23 West 90th St., New York City.

Julius H. Barnes, president Chamber of Commerce of the United States,
42 Broadway, New York City.

(Or another representative of this organization)

Wm. H. Johnston, president International Association of Machinists,
9th & Massachusetts Ave., N.W., Washington, D. C.

(Dr. Kenyon L. Butterfield, president American Country Life Association,
(Room 1849, Grand Central Terminal Bldg., New York City)
(President Michigan Agricultural College, Lansing, Mich.
(

(Charles J. Galpin, economist in charge of Division of Farm Population
(and Rural Life, U.S. Department of Agriculture, Washington, D. C.
(

(Dr. Thomas Dixon Carver, Prof. Political Economy, Harvard University,
(Cambridge, Mass.

(One of the last three or someone else representing rural life.)

NOTE - This list contains 26 names. After such reduction as may be advisable,
two names should be included to represent Canada. Mr. Garson has
been requested to select these representatives.

(Signed) L. L. DICKERSON,

Executive Assistant.

LLD/wj

AMERICAN LIBRARY ASSOCIATION
Executive Board Meeting

Headquarters Office
Chicago, Illinois
December 30, 1924. 2:45 p.m.

A meeting of the Executive Board was held in the Headquarters Office, Chicago, Illinois, Tuesday, December 30, 1924, at 2:45 p.m.

Present: President Meyer, Messrs. W. W. Bishop, Charles H. Compton, John A. Lowe, Ernest J. Reece, Edward D. Tweedell, Frank K. Walter, James I. Wyer, Carl H. Milam, Secretary, and Sarah C. N. Bogle, Assistant Secretary.

Minutes: The minutes of the meetings held September 29 and 30, 1924, were approved with the following addition:

RESOLVED, That the Executive Board record the gratitude of the officers and members of the American Library Association to the Chicago Public Library, its Librarian, Staff and Board of Directors, for their generosity in providing an A.L.A. Headquarters Office without charge from August, 1909, to August 16, 1924.

Correspondence Votes: The dates are those of the Secretary's letters to the Executive Board members asking for the vote.

Meeting Place 1925 Conference. On October 8 the Executive Board

VOTED, That the 1925 conference in Seattle be held June 29-July 4.

On information that the dates selected would conflict with a meeting previously scheduled at the headquarters hotel in Seattle, on October 21 the Executive Board

VOTED, That the 1925 conference in Seattle be held July 6-July 11.

Election of Trustees of American Library in Paris. On October 18 the Executive Board

VOTED, That the following persons be elected members of the Board of Trustees of the American Library in Paris for the year beginning with the close of the annual meeting in 1924:

Louis V. Benet
Judge W. V. R. Berry
Anne Morgan
Henry Lancaster
Consul General Robert Skinner

Budget for the Washburne Project. On December 6 the
Executive Board

VOTED, That the budget for the Washburne Project through December 31, 1924, submitted by the Secretary with his letter of December 6th be approved and that the Treasurer be authorized to transmit to Dr. Carleton W. Washburne of Winnetka the total amount budgeted, \$1,354, with the understanding that it is to be spent by Dr. Washburne under the supervision of the Winnetka Board of Education in accordance with the Budget approved by the A.L.A. Executive Board and with the further understanding that accountings satisfactory to the Treasurer of the Association are to be rendered by Dr. Washburne to the American Library Association from time to time.

Acceptance of Gifts.

The Secretary read a letter dated November 10, 1924, from Morse A. Cartwright reporting the grant by the Carnegie Corporation to the A.L.A. of \$15,000 for the year 1924-25 and \$15,000 for the year 1925-26 for general purposes. (Exhibit A). (This is to be used for the "A.L.A. Catalog, 1926," and the Washburne Project.)

The following resolution was unanimously adopted:

RESOLVED, That the Executive Board on behalf of the American Library Association accept with warm thanks and high appreciation the gift from the Carnegie Corporation.

Policy Regarding Gifts. The Secretary asked the opinion of the Board as to whether any action of the Council would be necessary on the above gift or other gifts accepted during the last six months. It was the unanimous opinion of the Board that nothing had been done in the way of accepting gifts which, because of involving a new policy of the Association, needed to be referred to the Council.

Demonstration Libraries. The Secretary reviewed the action at the last Board meeting and told of the present requests for demonstration libraries. It was agreed that it would be desirable to have action by the Council creating a standing committee on library extension.

Regional Meeting. It was

VOTED, That the request (Exhibit B) for an A.I.A. regional conference at Sioux City in 1925, to be participated in by Minnesota, Iowa, Nebraska, and South Dakota, be granted and that the co-operation of the Headquarters office be extended.

Dues of Affiliated Societies: In relation to an amendment considered at Saratoga Springs to change the dues of affiliated societies the Secretary reported briefly on the amounts paid on the present basis and, it was

VOTED, That the Executive Board's report to the Association, after examination of the facts in the case, be that it sees no reason to recommend a change in the existing constitution.

Honorary Officers - Fiftieth Anniversary. It was

VOTED, That the Executive Board submit to the Fiftieth Anniversary Committee the desirability and expediency of the appointment of honorary officers (president and vice-presidents) to serve during the conference of 1926. (It was understood that the appointment would be by the Executive Board in accordance with Section 18 of the Constitution.)

Hospital Libraries Committee. The Secretary presented the report (Exhibit C) from the Chairman of the Committee on Committees which had considered the recommendation of the Hospital Libraries Committee that it be disbanded and that its duties be turned over to the Hospital Libraries Round Table. The Committee on Committees recommended:

1. That the Hospital Libraries Committee be continued as a committee of the Association.
2. That the Board consider the suggestion of Miss Jones regarding the appointment of some members of the Committee from those most active in the work of the round table meetings.

It was:

VOTED, That the report be accepted and the recommendations adopted.

Paris Library. The Secretary reviewed the correspondence in connection with this matter and the Assistant Secretary reported on the Library as she saw it recently. (The following letters are attached as Exhibit D: Johnston to Milam, Oct. 28, 1924; Milam to Johnston, Nov. 11, 1924; Johnston to Milam, Nov. 26, 1924; Johnston to Milam, Dec. 10, 1924.)

- (a) Election of Trustees to fill vacancy. The Board considered the election of a trustee to succeed W.V.R. Berry who declined to accept election. It was taken by consent that the Board should await the recommendations of Colonel Drake, the President of the Board of Trustees, and Dr. Johnston;

that in the meantime Miss Mann should be asked to get in touch with Col. Drake and Dr. Johnston and send to the Executive Board information about the persons suggested and her own recommendations concerning them.

(b) Nomination of a Librarian. It was

VOTED, That a committee of two members of the Board be appointed to draft a letter in reply to Dr. Johnston's communication of the 26th of November, 1924, and that the committee report at the next session of the Board.

The President appointed Mr. Bishop and Mr. Wyer.

- * The Committee was also asked to make a recommendation concerning a further communication which will put the Board on record as having some doubts as to whether the present librarian is 100% satisfactory.

International Institute of Bibliography. Miss Bogle presented a report on the International Institute of Bibliography (Exhibit E) and a report made by Dr. Richardson to the Council was also discussed. (See minutes of Council of January 1, 1925, which will appear in the January, 1925 Bulletin.) It was

VOTED, That the Board accept with thanks the report made by Miss Bogle.

A.L.A. Delegate to China. The Secretary reported a recent conference between Dr. Bostwick, Mr. Tai and Dr. Paul Monroe regarding the possibility of aid to libraries in China from the China Foundation for the Advancement of Culture and Education. The Secretary read a letter from Mrs. Frederic Cunningham in which she agreed to supply \$5,000 for the expenses and salary of Dr. Bostwick to China in the near future. The Board agreed with the Secretary that the communication from Mrs. Cunningham (Exhibit F) was sufficient guarantee to justify definite arrangements which would involve the expenditure of the \$5,000.

Advisory Committee to the Commission on the Library and Adult Education. The Secretary presented correspondence with Dr. Putnam (Exhibit G) regarding the chairmanship of an Advisory Committee to the Commission on the Library and Adult Education. It was the sense of the Board that action in appointing an advisory committee was perhaps a little premature and that the matter be held over until plans developed more in detail.

Scholarships and Fellowships. On the recommendation of the Board of Education for Librarianship the following paragraph was added to the "Scholarships and Fellowships" memorandum which was approved by the Executive Board at its meeting of September 30, 1924, copy of which is attached to those minutes as Exhibit D:

One fellowship of \$1,500 for an experienced librarian for special preparation for the teaching of library science or related subjects.

*For correction of these minutes as approved by Executive Board see minutes of meeting held October 19, 1925, 9:30 a.m.. Exhibit H.

It was also reported by the Secretary that Dr. Keppel of the Carnegie Corporation recommended no action on the general plan for scholarships and fellowships until the Board of Education for Librarianship has made further progress in the stating of standards for education for librarianship. The Secretary expressed the opinion, based on a conversation with Dr. Keppel, that money might be obtained next year as a "travel allowance" for two or three persons who wish to prepare to teach in library schools.

The meeting adjourned.

Respectfully submitted

Carl H. Milan
Secretary

November 10, 1924.

Mr. Carl H. Milam, Secretary
American Library Association
86 East Randolph Street,
Chicago, Illinois.

My dear Mr. Milam:

I am glad to report for your records the action of the Trustees of the Corporation at their meeting on October 23, 1924 in appropriating the sum of \$30, 000 to the American Library Association. A copy of the resolution follows:

RESOLVED, That the sum of Fifteen thousand dollars (\$15,000) for the year 1924-25 and Fifteen thousand dollars (\$15,000) for the year 1925-26, be, and it hereby is, appropriated to the American Library Association for its general purposes.

This money can be turned over at any time and in any manner agreeable to you and your associates.

Thank you for the report in your letter of November seventh regarding the arrangements which you have made with Mr. Washburne.

Sincerely yours,

(Signed)

MORSE A. CARTWRIGHT

MAC/s

Dec. 30, 1924, 2:45 p. m.

IOWA LIBRARY ASSOCIATION

To the Executive Board,
American Library Association,

Inasmuch as the following state associations, Iowa, Nebraska, Minnesota and South Dakota, have voted to hold a regional meeting at Sioux City, in 1925, we respectfully request the Executive Board of the American Association to take such action as may be necessary to make this meeting a regional meeting of the A. L. A.

(Signed) MARY M. ROSEMOND

President of Iowa Library Association.

TO THE EXECUTIVE BOARD OF THE AMERICAN LIBRARY ASSOCIATION:

Whereas, by Official action of the state library associations of Nebraska, South Dakota, Minnesota and Iowa, each voting in favor of joining in a regional meeting with the other states to be held in Sioux City, Iowa, in October, 1925, and,

whereas, it is desired that this meeting be designated as an official regional meeting of the American Library Association, formal request is hereby made of the Executive Board of the A. L. A. to authorize said official regional meeting of the American Library Association, to be held in Sioux City, Iowa, in October 1925, to appoint a Program Committee and take any other steps that in the judgement of the Executive Board may be necessary.

That the way be left open for Missouri and North Dakota to join if the Executive Boards of their associations vote favorably.

(Signed) BERTHA BAUMER

President, Nebraska Library Association.

TO THE EXECUTIVE BOARD OF THE AMERICAN LIBRARY ASSOCIATION:

Whereas, by official action of the state library associations of Nebraska, South Dakota, Minnesota and Iowa, each voting in favor of joining in a regional meeting with the other states to be held in Sioux City, Iowa, in October 1925, and

whereas, it is desired that this meeting be designated as an official regional meeting of the American Library Association, formal request is hereby made of the Executive Board of the A. L. A. to authorize said official regional meeting of the American Library Association, to be held in Sioux City, Iowa, in October 1925, to appoint a Program Committee and take any other steps that in the judgment of the Executive Board may be necessary.

That the way be left open for Missouri and North Dakota to join if the Executive Board of their Associations vote favorably.

(Signed) ETHEL ELSE

President, S.D. Library Association.

PUBLIC LIBRARY

Moorhead, Minn. December 23, 1924.

To the Executive Board of the American Library Association:

Whereas, by official action of the State Library Associations of Nebraska, South Dakota, Minnesota and Iowa, each voting in favor of joining in a regional meeting with the other States to be held in Sioux City, Iowa in October 1925 and whereas it is desired that this meeting be designated as an Official Regional meeting of the American Library Association formal request is hereby made of the Executive Board of the American Library to authorize said Official Regional meeting of the American Library Association to be held in Sioux City, Iowa, in October 1925, to appoint a program committee and to take any other steps that in the judgment of the Executive Board may be necessary. That the way be left open for Missouri and North Dakota to join if the Executive Boards of their Associations vote favorable.

(Signed) ETHEL S. MCCUBREY

President,
Minnesota State Library Association.

July 29, 1924

Mr. C. E. Lester, Secretary
Wisconsin Free Library Commission
Madison, Wisconsin

My dear Mr. Lester:

Your letter in behalf of the A. L. A. Committee on Committees is at hand.

My idea in suggesting that the Committee on Hospital Libraries be disbanded and its powers and duties be turned over to the Hospital Library Round Tables was this: The Committee has been organized for several years under the Institution Library Committee. Two years ago that Committee was made over into two committees for the hospital and the institutions or prisons. It seems to the present Committee on Hospital Libraries that such libraries are now going concerns; that is we no longer need to rouse public interest in them. Not only the hospitals but the public libraries are taking the matter up.

Another reason for disbanding is that no member of this Committee seems to have any time to do anything and I cannot feel that another body of persons would do any better. We are all very much interested but very busy. On the other hand, the Hospital Libraries Round Table is one of the most enthusiastic and popular sections of the A. L. A. We never have any difficulty in getting a good attendance: We have elected Miss Perrie Jones, Hospital Librarian, St. Paul Public Library, as Chairman for this Round Table for the ensuing year and it seems to our Committee that she can really get more things done through the members of the Round Table than we can through a committee. My idea of a committee is to work something up and after it is worked up to turn it over to some other body, and I feel that the Hospital Libraries Committee has now done about all it can and should let someone else work out the policies.

If, however, your Committee does not agree with me, I would suggest that you make Miss Perrie Jones Chairman of the Committee and that the Round Table continue to function under the Hospital Library Committee. In any case, I feel that I must resign as Chairman. I am not in active hospital work any more and I have too many other things on my mind to put the work on the hospitals; moreover, I do believe in having us older ones get out and let the younger ones run things.

Very truly yours,

(Signed)

E. Kathleen Jones,
General Secretary
Division of Public Libraries

To the A. L. A. Executive Board:-

The matter of continuance of the Hospital Libraries Committee was referred to this Committee by your Board for recommendation and report. The following statement from a letter of the secretary under date of July 16, 1924, expressed the problem presented.

"The Hospital Libraries Committee made the following recommendation: 'that it be disbanded and that its powers and duties be turned over to the Hospital Libraries Round Table.' The Executive Board voted that this matter be referred to the Committee on Committees for recommendation and report.

One objection to adopting the recommendation of the Committee is that a round table has no official status. A group may hold a round table meeting one year and never meet again. Also, the Executive Board was in some doubt as to whether the statement of the Committee that the duties seem to have been completed could be accepted at its face value. They felt that further investigation should be made. Hence the reference to your committee."

This Committee asked for a statement from Miss E. Kathleen Jones, chairman of the Hospital Libraries Committee. A copy of her reply is attached, hereto for your information.

Upon consideration of the information available to us, this Committee recommends to your Board:

1. That the Hospital Libraries Committee be continued as a committee of the Association.

We reach this conclusion especially in view of the continuing and rapidly growing interest in this type of library work. The very interest which brings about the activity of the Hospital Libraries Round Table, we believe justifies and indeed requires that the A. L. A. have an official avenue for expert advice and assistance in this field. This is not supplied by annual discussion only.

- 2 -

2. If we may presume to speak regarding personnel we would recommend that your Board consider the suggestion of Miss Jones regarding the appointment of some members of the Committee from those most active in the work of the Round table meetings.

Respectfully submitted

Committee on Committees

(Signed)

By C.B. LESTER

Chairman.

December 30, 1924. 2:45 p.m.

THE AMERICAN LIBRARY IN PARIS, INCORPORATED
10 rue de l'Elysee

28th October, 1924.

Mr. Carl H. Milam, Secretary
American Library Association
83 East Randolph Street
Chicago, Illinois, Etats-Unis.

My dear Mr. Milam:

I am advised informally that with a view to the re-organization of the library it is the desire of the American Committee that the position of librarian in the American Library in Paris be vacated. If this is true the librarian cannot do otherwise than ask the Trustees to relieve him as soon as a competent person can be secured to fill his place.

As European representative of the Association I suggest, therefore, that there be informal conference between the representatives of the American Committee and the Association with a view to determining whether this is, indeed, the desire of the Committee, and if so what change in organization is under consideration.

There is a danger that the library question may be considered primarily as a personal one; it is my hope that the bigger question, that of the organization of the library may receive first consideration, and that in conference with representatives of the Association.

The results of such an enquiry would be of the greatest interest to the Trustees and officers of the American Library, and should help materially to safeguard the administration from the misunderstandings, and, perhaps, misrepresentations from which it has suffered in the past.

Very truly yours

(Signed) W. Dawson Johnston

Librarian

AMERICAN LIBRARY ASSOCIATION
86 E. Randolph Street,
Chicago, Illinois

November 11, 1924

Dr. W. Dawson Johnston
American Library in Paris, Inc.
10 rue de l'Elysee
Paris, France

My dear Dr. Johnston:

I am sending a copy of your letter of October 28th to Dean Babcock, chairman of the American Committee for the American Library in Paris. He is the one to speak for that Committee.

As Secretary of the American Library Association it is my duty to notify the Executive Board of the vacancy as soon as I have been notified by the Trustees of the American Library in Paris that such vacancy exists or will exist at a specified time, for it is the duty of the A.L.A. Executive Board to nominate a librarian when a vacancy occurs. We had from the Acting President some time ago a communication stating that the librarian was elected from year to year and that a vacancy would occur at the end of the current calendar year. The letter did not state whether the Trustees were expecting the Executive Board to re-nominate the present incumbent or to nominate a new man. I am sure the Executive Board will wish some further official communication from the Board of Trustees before taking action.

Copies of your letter of October 28th and of this answer are being sent to the members of the Executive Board and to Dr. Putnam as chairman of the Committee on International Relations.

Yours very truly

/s/ CARL H. MILAM

Secretary

ohm
mp

December 30, 1924. 2:45 p.m.

THE AMERICAN LIBRARY IN PARIS, INC.
10 rue de l'Elysee, Paris

26th November, 1924.

Mr. Carl H. Milam, Secretary
American Library Association
86 East Randolph Street
Chicago, Illinois, U.S.A.

My dear Mr. Milam:

Your letter of November 11th was presented to the Executive Committee of the Board of Trustees at its meeting yesterday, and it was voted:-

"To recommend that the Board of Trustees of the
"American Library in Paris ask the A.L.A. Execu-
"tive Board to renominate as Librarian the pre-
"sent incumbent of the office, and to say in
"reply to the letter of the Secretary of the
"American Library Association that any communi-
"cation which he may have received upon the sub-
"ject of the Librarianship was personal rather
"than official in character."

The Trustees will meet on Tuesday, December 2nd.

I am enclosing for your information a report of the Annual Meeting held on November 18th; and for the information of the Editor of the Booklist an excerpt from the Literary Digest for April 5th.

Very truly yours

(Signed) W. Dawson Johnston
Librarian

E

THE AMERICAN LIBRARY IN PARIS, INC.
10 rue de l'Elysee

10 December, 1924

Mr. Carl H. Milam, Secretary
American Library Association
86 East Randolph Street
Chicago, Illinois, Etats-Unis.

My dear Mr. Milam:

Referring to your letter of November 26th, I have forwarded to you the minutes of the meeting of the Executive Committee held on November 25th, together with those of the meeting of the Board of Trustees held December 2nd. The temporary chairman of the Board, Professor Baldwin, asks me to simply add that the action of the Board in approving the recommendation of the Committee was unanimous.

Very truly yours

/s/ W. Dawson Johnston

Librarian

December 30, 1924

2:45 p.m.

AMERICAN LIBRARY ASSOCIATION

86 East Randolph Street --
Chicago, Illinois

December 29, 1924

International Institute of Bibliography at Brussels

To the Executive Board:

Following the resolution adopted by the Assembly of the League of Nations in September, 1923, regarding the use to be made of the International Institute of Bibliography at Brussels, the Committee on Intellectual Co-operation (which is an integral part of the many organizations constituting the body known in its entirety as the League of Nations), considering the necessity of creating for bibliography a permanent organ of liaison and information, and believing that it is preferable to use an existing institution rather than to create a new one at great cost, proposes to confide this work to the International Institute at Brussels, giving it the means for developing its bibliography catalogs and its collections of bibliographical works, and to use its Bulletin as an organ of the Committee on Intellectual Co-operation for bibliographical questions.

In September, 1924, the Committee on Intellectual Co-operation adopted a draft convention with the International Bibliography Institute of Brussels. Though the League is not bound financially by the draft, it promises the Institute an annual subsidy, should the funds of the League allow, and places it under the protection of the League. The International Institute is to confine its efforts and resources to

1. The development of an alphabetical catalog by authors' names, on the lines of a collective catalog of the great libraries of the world, indicating where a copy of any particular work can be found.
2. The development of the following sections of the systematic catalog:
 - a) Bibliography and sections connected with bibliography (history and technique of books, the book trade, periodicals, libraries and archives);
 - b) Organization of scientific work and intellectual co-operation.
3. Development of the collection of bibliographical works and library catalogs.
4. Centralization of other documents and information concerning institutions and bibliographical socie-

ties, libraries, and other organs of scientific literary and artistic information.

5. Publication of subsequent editions of the INDEX BIBLIOGRAPHICUS, the first edition of which is at the moment in course of preparation.
6. Publication of a periodical bulletin which would serve as the organ of the Committee on Intellectual Co-operation of the League of Nations for questions of bibliography.
7. An office where verbal information or information by correspondence would be given, this office to maintain relations with the national offices of special offices of scientific information.

This year the Presidency was held for an American. Mr. Godfrey Dewey was elected at the September meeting. I talked with Mr. Dewey subsequently in Paris, but he has as yet formulated no very clear plans and seemed merely to be gathering information and to be concerned with the probable activities of the International Institute to be founded in Paris, the administration of which is to be entrusted to the Committee on Intellectual Co-operation, acting as a governing body. Five persons of different nationalities, appointed by the latter, shall form a Committee of Directors, which shall meet at least once every two months. Two or three meetings have been held to which prominent librarians have been called with the view of defining the function of the Institute.

We are informed by the Department of Public Instruction of France that a full plan will be on paper by July, 1926. As far as we could gather from some of the people who had attended the preliminary meetings the work of the Paris Institute will be bibliographical and will not concern itself with the classification of the systematic catalog to which the International Institute of Bibliography of Brussels is to devote part of its time. In both cases sufficient money for support seems to be the difficult problem.

Respectfully submitted

(Signed) SARAH C. N. BOGLE

EXHIBIT F

December 30, 1924. 2:45 p.m.

113

135 Ivy Street
Brookline 47, Massachusetts

December 5th, 1924

Dear Mr. Milam:

We are very much pleased with the result of your Conference, and assure you of our cooperation in agreeing to supply \$5000. for the expenses and salary of Dr. Bostwick's visit to China in the near future. I also have received the copy of your letters to Dr. Monroe, and Mr. Tao and other data concerning the details of the said visit.

I have cabled the decision to Miss Wood: it will make her very happy.

Very sincerely yours,

(Signed) HETTY S. CUNNINGHAM

December 30, 1924. 2:45 p.m.

AMERICAN LIBRARY ASSOCIATION

86 East Randolph Street
Chicago, Illinois
October 15, 1924

Dr. Herbert Putnam
Library of Congress
Washington, D.C.

My dear Dr. Putnam:

The Executive Board at its meeting on September 30th voted to invite you to serve as chairman of an Advisory Committee on the Library and Adult Education and to ask you to propose a list of perhaps twenty-five persons to serve with you. The duties of the Committee are to serve in an advisory capacity to the Commission on the Library and Adult Education.

I am enclosing a list of names of people suggested for a possible place on the Advisory Committee. This list was prepared by Mr. Dickerson and members of the Commission. It is to be taken simply as a suggestion.

Yours very truly

(Signed) CARL H. MILAM

Secretary

chm

gw

(Dictated by Mr. Milam
but written and signed
in his absence.)

Suggestions for membership of the Advisory Committee,
Commission on the Library and Adult Education.

Individuals representing organizations which are doing work in some respect similar or related to our study or library work in general.

Mrs. Henry Howard, president American Merchant Marine Library Association,
82 Beaver Street, New York City.

Dr. John R. Mott, general secretary, International Committee of Y.M.C.A.
347 Madison Ave., New York City.

Dr. John A. Lapp, director Social Action Department, National Catholic Welfare Council, 22 East Ontario St., Chicago, Ill.

Mrs. A. H. Reeve, president National Congress of Mother and Parent-Teacher Associations, 7700 Lincoln Drive, Chestnut Hill, Philadelphia, Pa.

Mrs. L. A. Miller, chairman Literature Division, General Federation of Women's Clubs, 1528 No. Nevada St., Colorado Springs, Colo.

Spencer Miller, Jr., secretary Workers' Education Bureau of America,
476 West 24th St., New York City.

J. V. Scroggs, director University Extension, University of Oklahoma, Norman.

Individuals who, because of special ability, a viewpoint, or associations, can bring to the Committee varied and representative judgments.

Dr. John J. Tigert, Commissioner of Education, Dept. of the Interior, Washington, D.C.

J. V. Crabtree, secretary Nat'l Education Association of America,
1201 Sixteenth St., N.W., Washington, D.C.

Dr. Charles F. Thwing, president emeritus Western Reserve Univ., Cleveland, Ohio.

Dr. Wm. F. Russell, Professor of Education, Teachers' College, Columbia University,
New York City.

Dr. Henry Suzzalo, president University of Washington, Seattle, Wash.

Dr. Walter Dill Scott, president Northwestern University, Evanston, Ill.

Dr. Alexander Meiklejohn, c/o Mr. Glenn Frank, editor The Century Magazine,
355 Fourth Ave., New York City.

Henry S. Cope, general secretary Religious Education Association,
306 No. Michigan Ave., Chicago, Ill.

C. R. Dooley, manager Personnel and Training Dept., Standard Oil Co.,
26 Broadway, New York City.

Advisory Committee - suggested names (cont'd)

Coyle - Albert F., editor Locomotive Engineers' Journal,
806 Engineers Bldg., Cleveland, Ohio.

Johnston, William H., president International Association of Machinists,
9th & Massachusetts Ave., N.W., Washington, D.C.

Powell, Garland W., director National Americanism Commission of the
American Legion, Indianapolis, Indiana.

Puelicher, John W., president Marshall & Ilsley Bank, Milwaukee, Wisc.

Shaw, Dr. Albert, editor REVIEW OF REVIEWS, 55 Fifth Ave., New York City.

Sherwin, Miss Belle, president National League of Women Voters,
352 - 17th St., N.W., Washington, D.C.

White, William Allen, editor EMPORIA DAILY GAZETTE, Emporia, Kansas.

Wise, Rabbi Stephen S., 23 West 90th St., New York City.

(Barnes, Julius H., president Chamber of Commerce of the United States,
42 Broadway, New York City.

(Or another representative of this organization.)

(Butterfield, Dr. Kenyon L., president American Country Life Association,
president Michigan Agricultural College, Lansing.
Room 1849, Grand Central Terminal Bldg., New York City.

(Carver, Dr. Thomas Nixon, Professor Political Economy, Harvard University,
Cambridge, Mass.

(Galpin, Charles J., economist in charge of Division of Farm Population
and Rural Life, U.S. Department of Agriculture, Washington, D.C.

(One of the last three, or some one else representing rural life.)

This list contains 26 names. After such reduction as may be
advisable, two names should be included to represent Canada. Mr. Carson
has been requested to select these representatives.

L. L. Dickerson,

Executive Assistant.

LIBRARY OF CONGRESS

WASHINGTON

October 20, 1924

My dear Mr. Milam:

Yours of the 15th, with reference to the Chairmanship, has reached me only this morning.

My first disposition to undertake it, if desired, was based upon the assumption that the mere fact of the grant implied that such a survey would be worth while. I assumed also that, before an Advisory Committee would become necessary, there would be available results from the preliminary inquiry and studies by the Commission.

I have as yet seen no such results, and am therefore still in doubt upon all three elements: (1) the utility of the survey, (2) its scope, and (3) the efficiency of its conduct.

Under the circumstances I do not think that I should undertake the Chairmanship.

Faithfully yours,

/s/ Herbert Putnam

Librarian

P. S. I am not impressed with the list of names.

Mr. Carl H. Milam Secretary
American Library Association
86 East Randolph Street
Chicago, Illinois.

LIBRARY OF CONGRESS

WASHINGTON

October, 21, 1924

Dear Mr. Milam:

In writing you - hastily - yesterday, I remarked that the list of names for the Advisory Committee did not impress me. A more careful scrutiny of it gives me a more favorable impression. Certainly it includes an ingenious variety of representation. Dr. Finley's name should be added to it.

Faithfully yours,

/s/ Herbert Putnam

Librarian

Mr. Carl H. Milam Secretary
American Library Association
86 East Randolph Street
Chicago, Illinois

November 8, 1924

Dr. Herbert Putnam
Library of Congress
Washington, D.C.

My dear Dr. Putnam:

Your letters of October 20th and 21st about the proposed Advisory Committee to the Commission on the Library and Adult Education reached me just as I was leaving for New York. I have had no opportunity to talk with the President of the Association or the Chairman of the Commission.

One new factor should now be taken into account: it is the "Outline for the Study" recently adopted by the Commission. A copy is enclosed.

Perhaps this outline will seem to you (as it does to me) to be a sufficiently adequate definition of scope to justify you in accepting the chairmanship of the Advisory Committee. Positive assurances of efficiency and utility may not be available for several months. For my part I am thoroughly convinced on both of these points for I know with what earnestness and ability the persons engaged in this study have approached their problem.

The desire to make the appointments soon grows out of a belief that the Commission needs the comments and criticisms of members of an Advisory Committee in planning and conducting the study quite as much as it will need them in formulating conclusions.

I am planning to write you in some detail about my New York trip as soon as I can assemble the necessary data.

Yours very truly,

/s/ Carl H. Milam

Secretary

chm
mp
enclosure

November 8, 1924

Dr. Herbert Putnam
Library of Congress
Washington, D.C.

My dear Dr. Putnam:

Your letters of October 20th and 21st about the proposed Advisory Committee to the Commission on the Library and Adult Education reached me just as I was leaving for New York. I have had no opportunity to talk with the President of the Association or the Chairman of the Commission.

One new factor should now be taken into account: it is the "Outline for the Study" recently adopted by the Commission. A copy is enclosed.

Perhaps this outline will seem to you (as it does to me) to be a sufficiently adequate definition of scope to justify you in accepting the chairmanship of the Advisory Committee. Positive assurances of efficiency and utility may not be available for several months. For my part I am thoroughly convinced on both of these points for I know with what earnestness and ability the persons engaged in this study have approached their problem.

The desire to make the appointments soon grows out of a belief that the Commission needs the comments and criticisms of members of an Advisory Committee in planning and conducting the study quite as much as it will need them in formulating conclusions.

I am planning to write you in some detail about my New York trip as soon as I can assemble the necessary data.

Yours very truly,

/s/ Carl H. Milan

Secretary

chm.
mp
Enclosure

OUTLINE FOR STUDY

The following "Outline for Study" was adopted by the Commission on the Library and Adult Education at its meeting in Chicago, October 20th, 1924. It was understood that the Outline is subject to revision from time to time:

1.

- (a) The nature and extent of the demand for adult education.
- (b) Principles underlying the diffusion and acquisition of knowledge.
- (c) Adult education enterprises. For example: University extension, workers' education, lectures.
- (d) American Libraries
- (e) The mission of the free library
- (f) the Use of print in the diffusion of knowledge
- (g) Teaching reading habits

II.

- (a) Library information service regarding adult education opportunities.
- (b) The assistance libraries may render to other adult education agencies
- (c) Direct service of libraries in adult education:
 - (1) Readers' advisers
 - (2) Reading courses
 - (3) Co-operation of specialists
 - (4) Reaching boys and girls out of school

Note: The study of subjects listed under I will be based mainly on printed material, and will serve as a foundation or background for the more detailed study of the subjects listed under II.

LIBRARY OF CONGRESS

WASHINGTON

November 10, 1924

My dear Mr. Milam:

I have your note of the 8th, and shall hope for a further one as to the meeting in New York.

As to the Advisory Committee: A meeting of a Committee constituted as proposed, is not, I suppose, to be hoped for. Matters for its consideration would therefore have to be submitted by correspondence. It would seem unwise even to appoint a Committee until such matters have been properly shaped for submission.

Is the "outline for study" which you enclosed, in itself sufficient to submit? I should hardly think so; nor does it seem to involve questions, e.g. alternatives, upon which the judgment of the Committee may be sought. So I suppose you have something further in contemplation.

Faithfully yours,

/s/ Herbert Putnam

Mr. Carl H. Milam, Secretary
American Library Association
86 East Randolph Street
Chicago, Illinois

Dec. 30, 1924, 2:45 p. m.

November 20, 1924

Dr. Herbert Putnam
Library of Congress
Washington, D.C.

My dear Dr. Putnam:

As I am sure that the Executive Board and the Commission on the Library and Adult Education are eager to have you serve as chairman of the Advisory Committee and as you think it unwise for us to appoint a Committee unless matters have been shaped for submission to that Committee, I am holding your letter of November 10th until the Board and the Commission meet during the Mid-Winter Conference.

In the meantime you will be interested in the "Notes on outline for the study," which follow the outline itself in the minutes of the Commission's meeting held in November.

I suppose it is not reasonable to hope for a meeting of the Advisory Committee.

Yours very truly,

/s/ Carl H. Milan

Secretary

chm

gw

AMERICAN LIBRARY ASSOCIATION
Executive Board Meeting

Headquarters Office
Chicago, Illinois
Dec. 31, 1924, 10 a.m.

A second session of the Executive Board was held in the Headquarters Office, Chicago, Illinois, Wednesday, December 31, 1924, at 10 a.m.

Present: President Meyer, Messrs W. W. Bishop, Charles H. Compton, Ernest J. Reece, John A. Lowe, Carl B. Reden, Edward D. Tweedell, Frank K. Walter, J. I. Wyer, Carl H. Milam, Secretary, and Sarah C. N. Bogle, Assistant Secretary.

Request from Navy. A letter from Captain A. P. Fairfield, Navy Department, Bureau of Navigation, Washington, D. C., dated December 3, 1924, was presented to the Board. (Exhibit A) It was

VOTED, That the A.L.A. grant the Navy Department's application for \$6,000, to be paid out of what remains of the War Fund, with the understanding that \$3,600 is to be returned in case the Navy does not require it.

* Paris Library. The Committee appointed to draft a communication on the Paris Library reported the following:

"In the matter of a librarian for the Paris Library, the interpretation by the Executive Board of the American Library Association of the Constitution and By-Laws of the American Library in Paris, Incorporated, as well as the precedents heretofore, is that its function and duty in the nomination of a librarian obtains only in the event of an actual vacancy in that post, a vacancy which according to the Board's best information does not now exist. It cannot agree with the opinion expressed in a letter from Trustee Olds (now stated to be unofficial) that the apparent vacancy resulting from the constitutional provision for a year-to-year tenure calls for an annual nomination by the American Library Association. The last sentence of Sec. 1, Article VI, of the Constitution of the American Library in Paris reads: 'Except during the first yearly period, the tenure of office of the librarian shall be determined by the Board of Trustees.' This seems to the Executive Board of the American Library Association both clear and convincing as to the intent and meaning of the Constitution in the matter of the Librarian's tenure - an interpretation indeed which has heretofore been accepted and acted upon by the Trustees without hesitation or question."

It was

* VOTED, That the Secretary send this communication to the Paris Board of Trustees, addressed to Dr. Johnston as Secretary of that Board.

*For correction of these minutes as approved by the Executive Board see minutes of meeting, held October 19, 1925, 9:30 a.m., Exhibit H.

Job Analysis. For the consideration of this question the following were present by invitation:

Representing the Board of Education for Librarianship:

Adam Strohm
Andrew Keogh
Elizabeth M. Smith
M. G. Wyer
Harriet E. Howe

Representing the Committee on the Classification of Library Personnel:

George F. Bowerman
Fred Telford, Chief of the Technical Staff, Bureau of Public Personnel Administration.

President Meyer reviewed the steps leading to the approval of the Board of Education for Librarianship for a job analysis. The Chairman of the Board of Education for Librarianship read a statement from the Board of Education (Exhibit B). Mr. Telford made a report of the work of his Committee to date. He thought the work would be completed between April 1st and July 1st but he requested the Board of Education to modify the word "promise" and to extend the time until after the meeting of the American Library Association at Seattle. Mr. Telford expressed the hope that information obtained by his study would be used by other committees and boards of the A.L.A.

Dr. Bowerman also expressed the opinion that the results of the Telford study would be of value to the A.L.A. in many ways.

Mr. Roden asked whether there would be serious duplication of the proposed study by Dr. Charters and the work of the Survey. In reply it was stated that Dr. Bostwick, who is Chairman of the Survey Committee and also of the Committee on the Classification of Library Personnel, had been concerned primarily with the possible duplication of the Charters study and the Telford questionnaire.

Discussion followed after which those not members of the Executive Board withdrew.

The Board unanimously adopted the following resolutions:

RESOLVED, That the Executive Board views with pleasure and appreciation the progress made by Mr. Telford and his colleagues under the direction of the Committee on Classification of Library Personnel.

RESOLVED, That the Executive Board authorize the Board of Education as soon as funds become available to employ Professor W. W. Charters and necessary assistants to aid the Board of Education in formulating curricula standards for library courses and for use in the preparation of textbooks.

December 31, 1924.
10 a.m.

WHEREAS, The Board of Education has indicated that the results obtained in the analyses of library positions by the Committee on Classification of Library Personnel will serve as the basis of the construction of curricula by the Board of Education, therefore be it

RESOLVED, That the Executive Board request that Committee to make available to the Board of Education for Librarianship the results of the investigation as soon as may be practicable.

Carnegie Corporation Future Grants. The Secretary reported a conversation with Dr. Keppel in which it was suggested that the A.L.A. might hope for the same amount next year as that appropriated this year; that there might possibly be a slight increase from year to year, but that we could hardly hope for considerable increases. There was some discussion as to whether the Executive Board should favor additional appropriations next year to existing boards and commissions, or whether some new projects should be undertaken.

The Secretary was asked to get estimates from the various boards and commissions as to their actual needs as a basis for the preparation of a budget to be submitted to the Carnegie Corporation for the year beginning October 1, 1925.

Conference of 1926. The Chairman of the Fiftieth Anniversary Committee, Carl B. Roden, reported on the progress of the preparation for the Conference. No way had been found to get money for the celebration nor for the exhibition and the Committee was at a loss to know where to obtain funds.

The meeting adjourned.

Respectfully submitted,

Carl H. Milam
Secretary.

NAVY DEPARTMENT
BUREAU OF NAVIGATION
WASHINGTON, D.C.

3, December 1924.

Mr. H. H. B. Meyer,
Library of Congress,
Washington, D.C.

My dear Mr. Meyer:

Pursuant to our recent conversation, I should like to review for you the present state of library affairs in the Navy. The approximate number of volumes now existing in Ship and Station Libraries (exclusive of the Navy Department, Naval Academy and War College) totals 268,718, together with 61,000 additional at the Supply Depot, Brooklyn, for distribution. Plans are under way to establish a new distributing centre on the West Coast. The total amount expended during the past fiscal year for books approximated \$80,000, and a similar amount will probably be available during the current year. To administer library work in the Navy, the following are employed by the Government: -

One Director of Libraries
Eighteen Station Librarians

In addition, the generosity of your Association made it possible to employ one Field Librarian to organize libraries on newly commissioned ships, to instruct personnel of such ships, and to overhaul and re-condition libraries on as many of the older ships as practicable.

The Bureau has this year asked Congress to remove the limitation in our appropriation, prohibiting more than two salaries in excess of \$1800. We hope that Congress will see fit to grant our request, and I am very hopeful that such will be the case. We propose, if this does happen, to employ Mr. G.W. Bergquist officially as Field Librarian, and also to raise the salary schedule for Station and Hospital Librarians. Because we cannot foresee the action Congress will take, and since their action may not be completed until next spring, it would be appreciated if the American Library Association could provide the \$3600 to continue the employment of Mr. Bergquist from July, 1925 to July 1926 in case Congress does not take the action we expect. If the contemplated action should take place, the Navy would return this \$3600 if desired by the American Library Association.

Since the resignation of Mr. C. H. Brown, the work has been carried on in this office without an assistant to take Miss DuBois' place. Instead, we have combined the position of Assistant Director of Libraries with that of the Hos-

Librarian of the Naval Hospital here, and the librarian at the Naval Hospital has spent half time at this office, and half time at the Hospital. This has not proved entirely satisfactory, and we are desirous of again establishing the position of Assistant Director of Libraries. I can arrange the payment of this salary at the rate of \$2400 per annum from unofficial funds until July 1, 1925. I do not desire to do this, however, unless it would be possible to continue the position beyond that time. Would it be possible for the American Library Association to provide this salary from July 1, 1925 to July, 1926? Of course, as you can readily understand, we can never make definite plans beyond the ensuing year. For that reason, I am only considering the period from July, 1925 to July, 1926. Our needs, then, for that fiscal year total \$6,000, beyond what the Government provides, and as stated above, there is a possibility that \$3600 of this may be returned if you so desire.

With appreciation to you and to the Association for your help and cooperation,

I am,

Yours very sincerely,

(signed)

A. P. FAIRFIELD,
Captain, U. S. N.

Meeting of Dec. 31 1924,
10 a.m.

MEMORANDUM FROM THE BOARD OF EDUCATION FOR LIBRARIANSHIP
TO THE A. L. A. EXECUTIVE BOARD RE:

The Possible Conflict Between the Results of the Telford Questionnaire
and the Proposed Job Analysis to be Undertaken by the
Board of Education for Librarianship

The Telford Questionnaire seems to be a type which brings job specifications to light, that is, characteristics and qualities necessary for the work and a statement of the work to be done. This is a preliminary part of any job analysis. However, for the purposes of the Board of Education for Librarianship, there must be an interpretation of these results and further amplification of them by an educator.

A curriculum for a library school must be built upon job analyses. Dr. Charters states that he could take the results of the Telford Questionnaire and use them as the basis for his own work which is accomplished by means of personal interviews for which he has developed a technique. Mr. Telford states that his classification will be bound by actual conditions, not by what conditions should be ideally. Dr. Charters has studied other professions and is engaged at the present time in the study of pharmacy. The work that he would do in the library field would be definitely planned to determine the essentials to be taught in the library schools. For this purpose he needs not only to know the existing practices in a number of typical institutions but to know how to improve these and how to present material in the class room. In this capacity Dr. Charters seems eminently fitted to serve the Board of Education for Librarianship where a trained educator is necessary.

From Mr. Telford's answers to the questions of members of the Board it appears that his work would be valuable as a basis for curriculum-making, but his suggestion that the facts might be interpreted by the "experienced librarians who make up his committee" is hardly practicable, since most experienced librarians are laymen in educational methods.

Therefore, the Board of Education for Librarianship believes that a study of library work might be made by Dr. Charters without any duplication of effort, such a study to be used as a basis for the building of a proper curriculum for each type of library school suggested by the Board and for the preparation of textbooks to be used. The Board is convinced that this work could be planned so that all available material might be used and no overlapping of the work would result.

The Board is inclined to take no definite steps toward a job analysis until it has in hand Mr. Telford's conclusions promised between April 1 and June 1. However, it is of the opinion that the results to be gained from a job analysis are so important to the work of the Board that unless Mr. Telford's conclusions answer the same purpose, an analysis of library work to be undertaken by an educator should be started not later than July 1925.

AMERICAN LIBRARY ASSOCIATION
Executive Board Meeting

Headquarters Office
Chicago, Illinois
December 31, 1924. 4:40 p.m.

A third session of the Executive Board was held in the Headquarters Office, Chicago, Illinois, Wednesday, December 31, 1924, at 4:40 p.m.

Present: Vice-President Lowe, Messrs. W. W. Bishop, Charles H. Compton, Ernest J. Reece, Carl B. Roden, Edward D. Tweedell, Frank K. Walter, James I. Wyer, Carl H. Milam, Secretary, and Sarah C. N. Bogle, Assistant Secretary.

Treasurer's Report. The report of the Treasurer was presented verbally. It was

VOTED, That the report be referred to a special committee, composed of Carl B. Roden, Chairman of the Finance Committee, and Edward D. Tweedell, Treasurer, for consideration and report to the Board, and that a mail vote on the approval of the report be taken after the special committee concludes its examination.

Budget for 1925. The Secretary presented the 1925 budget with indicated changes. It was

VOTED, That the budget be referred to the same committee considering the Treasurer's report for the same action.

Budget Overdrafts - 1924. The Secretary asked the Board to approve the following overdrafts on the budget appropriations for the year:

General Funds

Salaries.....	\$ 29.98	
Supplies.....	244.77	
Travel.....	<u>346.03</u>	\$620.78

Publishing Funds

Salaries.....	157.15	
Printing the Booklist..	280.70	
Advertising.....	402.09	
Supplies.....	124.52	
Travel.....	<u>38.21</u>	\$982.67

The Survey

Salaries.....		\$153.07
---------------	--	----------

Adult Education

Salaries.....	385.86	
Supplies.....	<u>284.09</u>	\$669.75

Books for Europe

German Libraries.....		\$1,066.62
-----------------------	--	------------

VOTED, That the Secretary's recommendation be adopted.

Attention was called to the fact that the total amount spent was somewhat less than the total amount budgeted.

Communications from Miss Lape urging the A.L.A. to endorse the World Court were brought to the attention of the Executive Board. No formal action was taken.

Letter from Mr. Faxon asking for an expression of opinion on closing the Seattle Conference in time to permit a trip to Alaska was referred to the Program Committee.

A Letter from Mr. Wyer, dated December 8, 1924, and correspondence with Bureau of Circulations regarding their eliminating libraries from the free list was referred to the Committee on Book Buying. *The Audit*

A Letter from Miss Mulheron was read expressing Portland's desire to cooperate in the A.L.A. conference at Seattle.

Business Library Round Table. The Secretary read a petition (Exhibit A) from the members of the American Library Association who were engaged in business library work requesting space for round table at the Seattle Conference. It was

VOTED, That the communication be referred to the Program Committee with an expression of the Executive Board's approval of the request.

Dictionary of American Biography. Communications with respect to the Dictionary of the American Biography were summarized, and it was

VOTED, That the President communicate to Dr. James F. Jameson the keen interest of the American Library Association in the recent press announcements of the new project for an authoritative, adequate Dictionary of American Biography, and that the A.L.A. offers its cordial co-operation, particularly toward perfect bibliographic details.

Annual List of Gifts. A letter from Miss Duncan of the Library Journal with respect to discontinuing the publishing of the list of gifts was read. It was the unanimous opinion of the Board that this list was not of sufficient importance to continue its printing in the A.L.A. Bulletin annually.
Committee.

Sabin Bibliography. A communication was read from E. H. Anderson, Chairman of the Sabin Bibliography Committee, stating that the Carnegie Corporation had voted a grant of \$7,500 to the Bibliographical Society of America as a revolving fund to be used in completing the Sabin Bibliography and for other similar purposes in the future, and recommending that the work of the Committee be turned over to the Bibliographical Society and the Committee discharged. It was

VOTED, That the Committee be authorized to turn over its work to the Bibliographical Society of America and that it be discharged.

Paris Library School. A letter of December 5, 1924, from Mary P. Parsons, Resident Director, of the Paris Library School, was read to the Board. (See Exhibit B.) It was

VOTED, That Mary P. Parsons, Resident Director of the Paris Library School, be given authority to add the Contingent Fund in whole or in part to any one or more budget items when in her judgment this becomes necessary.

Another letter from Miss Parsons, dated November 26, 1924, was read to the Board (see Exhibit C) and it was

VOTED, That Mary P. Parsons, Resident Director of the Paris Library School, be given authority to use the fund of 3,000 francs which was given to the School as a student loan fund, for publicity and other purposes that will give the most immediate help to the School after she has received the approval of such donors of the fund.

Dissemination of Information Concerning Special A.L.A. Activities.

It was

VOTED, That the President appoint a temporary joint committee composed of one member of the Executive Board, one member of the Board of Education for Librarianship, one member of the Adult Education Commission, one member of the Editorial Committee and one member of the Survey Committee, to investigate the need for publicity for the special projects and to make recommendations to the Executive Board.

The meeting adjourned.

Respectfully submitted

Carl H. Milam
Secretary

EXHIBIT A

December 31, 1924. 4:40 p.m.

LIBRARY OF THE CHAMBER OF COMMERCE OF THE
STATE OF NEW YORK
65 LIBERTY ST.,
NEW YORK

December 29, 1924

Mr. Carl H. Milam, Secretary
American Library Association
88 E. Randolph Street
Chicago, Illinois

My dear Mr. Milam:

I am sending you herewith a copy of a petition
from twenty-one business libraries, the original of which I am send-
ing in the same mail to Mr. Meyer.

Trusting that the A.L.A. will be able to grant
our request, I am

Very sincerely yours

(Signed) L. ELSA LOEBER

COPY

We the undersigned members of the A.L.A., engaged in business library
work, petition that we be granted space on the program for the Seattle
Conference for a section or round table meeting.

Authorized by Telegram

- Louise B. Krause
- Ann D. White
- Jane White, H.M. Byllesby Co., Chicago, Ill.
- Julia Elliot, The Indexers
- Elsie Louise Baechtold
- Grace B. Morgan
- Lyda Broomhall, Irving Bank-Columbia Trust Co.
- Alice L. Rose
- Marguerite Boucher Wickwire, Nat'l Bus. &
Financial Library
- Ursula K. Johnstone, Nat'l City Co.

Authorized by Letter

- Ethel M. Shields, Eastman Kodak Co.
- Alma C. Mitchell, Public Service of New Jersey
- Laura R. Gibbs
- L. Elsa Loeber, Chamber of Commerce of the State
of New York

- Jeanne B. Foster, Kuhn,
Loeb & Co., N. Y.
- Josephine M. Hefron
- Jeanie M. Bulmer, Guaranty
Trust Co., N. Y.
- Louise S. Miltimore, American
Institute of Accountants
- Carlos C. Houghton, Poors
Publishing Co.
- Gudron Moe, Bankers Trust Co.
- Audiene Graham, Price, Water-
house & Co. (Public Accts.)
- Berger Lundell, Economics
Division, N. Y. Public
Library.

133
Exhibit B
Dec. 31, 1924.
4:40 p.m.

ECOLE DE BIBLIOTHECAIRES

10 rue de l'Elysee, 10

5 December 1924

Paris (VIII^e)

Miss Sarah C. N. Bogle
Director of the
Paris Library School
Paris.

My dear Miss Bogle:

May I ask whether I am right in my understanding of the way in which the contingent fund in the Paris Library School budget may be administered?

I believe that the Executive Board of the American Library Association in confirming the budget does so with the understanding that the Director of the School will use funds only for the purposes for which they have been approved, but that in case of the contingent fund she has authority to add the amount, in whole or in part, to any one or more budget items when, in her judgment, this is necessary.

If this interpretation is correct, may the Resident Director have authority from you to do the same thing with the contingent fund so far as it needs to be spent in France? At this distance from headquarters, the arrangement would be a great advantage in avoiding serious delays.

Yours very truly,

(signed) MARY P. PARSONS

Resident Director.

Exhibit C
Dec. 31, 1924.
4:40 p.m.

ECOLE DE BIBLIOTHECAIRES

10, rue de l'Elysee, 10

26 November 1924.

Paris (VIIe)

Miss Sarah C. N. Bogle
Director of the Paris Library School
Paris.

My dear Miss Bogle,

We find that the 3,000 francs which were given to the school as a student loan fund are not now needed for this purpose.

There are other needs, amongst them a need for French publicity articles, which cannot be met by the regular budget. Therefore, two of the three donors of the fund wish to submit to you a request that the Resident Director of the School be authorized to use this fund for publicity and for other purposes which will give most immediate help to the School. Approval of the third donor of the fund, who is in the United States, has been asked and will be sent you as soon as it is received. Should she not approve, the understanding would be that the only part of the student loan fund to be used for other purposes would be the amount given by the two people who are now requesting the change in its use.

Very truly yours,

(signed) MARY P. PARSONS

Resident Director.