

A. L. A. PUBLISHING BOARD

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January 4, 1912.

Meeting called to order by Henry E. Legler, chairman.

Other members present, Mrs. H. L. Elmendorf and C. W.

Andrews; also Miss Elva L. Bascom, editor of the A.L.A.

Booklist and Secretary Utley.

The following budget was adopted for 1912:

	1912 Estimated	1911 Actual
Expenses		
A. L. A. Catalog (5000) - - - - -	\$ 3,700	
Subject Headings - - - - -	2,500	
Salaries - - - - -	3,470	\$ 4,170 (not including Mr. Merrill.)
Rent - - - - -	300	300
A.L.A. Expenses, Appropriation of 1911, 1,000		1,000
A.L.A. Expenses, " " 1912. 2,000		
Advertising - - - - -	250	285
Reprints - - - - -	480	
Express and postage - - - - -	400	485.98
Addressograph - - - - -	25	19.27
Travel - - - - -	50	337.70
Booklist - - - - -	1,600	1,773.50
Periodical cards - - - - -	900	982.60
Stationery and printing - - - - -	250	267.66
Sundries - - - - -	300	
	<u>\$17,225</u>	

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Income estimated

		1912	1911
Balance - - - - -		\$ 811.77	\$5,487.76
Carnegie Endowment fund - - - - -		5,500.00	

Sales	1911	
	Actual	9,000.00

Estimated as follows:

Booklist - - -	-2,000	
A.L.A. Catalog	2,500	
Per. Cards	1,000(about)	1,100
Sub. Headings	1,000	
Kroeger - - -	800	1,049
Cat. Rules - - -	300	323
A.L.A. Manual	100	
Handbooks - - -	400	418
Kroeger Supp. - -	100	
Other things - -	-1,000(about)	1,000

\$9,200

Outstanding credit - - - - -		500.00
Total - - - - -		<u>\$15,811.77</u>

Deficit - - - - - 1,413.23

Suggested handling of deficit:

A.L.A. Headquarters appropriations, defer to 1913 - -	- \$1,000
Extra sales probable - - - - -	413.23
	<u>\$1,413.23</u>

Mr. Roden submitted the treasurer's report for 1911

as follows:

R E C E I P T S

Jan. 1, 1911 Balance - - - - -		\$ 862.84
Sales of publications, 1911 - - - - -		8,502.88
Trustees Carnegie Fund, Interest - - - - -		5,487.16
Interest on Bank Balance - - - - -		9.59
		<u>\$14,862.47</u>

E X P E N D I T U R E S

Checks No. 14-27 (Vouchers No. 321-603 incl.)		14,300.70
Balance Union Trust Company - - - - -		561.77
G. B. Utley, Balance National Bank of Republic		250.00
Total Balance - - - - -		<u>\$811.77</u>

Respectfully submitted

C. B. Roden,

Treasurer.

Chicago, Jan. 2, 1912.

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A.L.A. Publishing Board, Jan. 8,
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VOTED, that 5,000 copies of the A. L. A. Catalog, 1904-1911 be printed as first edition, and that Miss Bascom be requested to secure information on comparative cost of storing lineotype, making stereotype plates and electrotpe plates for the Catalog.

VOTED, that the Secretary place suitable fire insurance on the stereotype plates and 983 copies of "Subject Headings" stored with R. R. Donnelley and Sons Company, printers.

VOTED, that complimentary copies of the Subject Headings, 3rd edition be sent to the members of the advisory committee, Gardner M. Jones, Harriet B. Prescott, A. G. S. Josephson, Margaret Mann, Linda M. Clatworthy, J. C. M. Hanson and Nina E. Browne.

Dr. Andrews reported that as special committee on periodical printed cards he had for over a year been in correspondence with the card distribution section of the Library of Congress, but that no understanding had yet been reached as to which periodicals the Library of Congress would take over. He stated that the offer of the Royal Library at Berlin to supply printed cards would without doubt effect the card publications of the Board, and that he had already written to the Royal Library asking further particulars regarding the service that could be rendered American libraries.

VOTED, that the matter be referred back to Dr. Andrews with power to act.

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A.L.A. Publishing Board, Jan. 4, 1912.

By common consent the Board agreed to continue the policy of printing chapters of the A. L. A. Manual of library economy as separate chapters, but were of the opinion that the finances of the Board would not permit the printing of further chapters for some months.

VOTED, that the Library of Congress be granted permission to reprint Chapter 2 of the Manual of library economy, in accordance with their request.

VOTED, to defer printing annual supplements to the Subject Index to the A. L. A. Booklist until further action.

VOTED, that the printing of the Index to Library Reports be postponed until 1913.

A letter was read from Dr. A. E. Bostwick in which he recommended the publication of some kind of professional record of working librarians. This should give the date of birth, education, and positions held, with dates instead of merely the present position as now given in the Handbook. Each entry should be very short. The general form of "Who's who in America" might be followed, making it strictly a working record of those members of the A. L. A. who are in the work, intended especially for the information of those who are compelled each year to fill a large number of positions on the staff. Dr. Bostwick stated that should the preparation of such a list be too much for the present office force at headquarters he thought he could safely promise the necessary assistance in the St. Louis Public Library.

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A.L.A. Publishing Board, Jan. 4, 1912.

VOTED, that the Secretary secure more definite information as to the nature of the assistance which Dr. Bostwick believed could be rendered in the St. Louis Public Library,

VOTED, that the question of printing a 1911 Supplement to Kroeger's Guide to reference books be postponed until next meeting.

Dr. Andrews reported that Mr. A. G. S. Josephson no longer wished to contribute titles for printed cards in the bibliographical series, which he has done in the past at 10¢ per title. Dr. Andrews was requested to ascertain how many libraries wish to subscribe for this series, the disposition of the matter being referred to him with power.

Adjourned.

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A. L. A. PUBLISHING BOARD.

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Ottawa, Canada.

June 29, 1912.

Meeting called to order by Chairman/ Legler.

Present, Mrs. Elmendorf, Dr. Andrews, Dr. Bostwick and Mr. Wellman; Also Miss Bascom and the Secretary.

A letter was read from Miss Cornelia Marvin in which she expressed the wish that the A. L. A. might take measures to warn librarians, particularly untrained librarians, ~~particular-ly untrained librarians~~, against the purchase of undesirable subscription books; evaluating through some medium the various subscription books which are being placed before librarians and book committees. On motion of Mr. Wellman it was voted that the matter be referred to the Bookbuying Committee.

VOTED, that Mr. LeRoy Jeffers be informed that the Board is ready to print a revised edition of his "List of Editions selected for economy in book buying."

Dr. Bostwick reported that the "Index to Library Reports", being prepared by Miss Moody, will probably be ready to print in August. The Secretary was instructed, on receipt of manuscript, to secure estimates for printing. The Chairman, Dr. Andrews and the Secretary were given power concerning the further disposition of the work.

The question whether a second supplement to Kroeger Guide, prepared by Miss Mudge, should be printed was also referred to the three above named persons.

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The question of printing further foreign lists was also referred to them.

Mr. William Stetson Merrill, at invitation of the Board, appeared and presented the report of an informal committee which had been investigating the advisability of preparing a code for classifiers. (Report filed with Publishing Board papers.) On motion of Mr. Wellman it was voted that a subcommittee of one from the Publishing Board be appointed to investigate the advisability and practicability of such a code and report to the Board. Mr. Wellman was appointed as this committee.

Miss Bascom presented a report on the year's work as editor of the Booklist, including her work on the A. L. A. Catalog, 1904-11. (Report filed with Publishing Board Papers.)

The Secretary read a letter from Mr. J. I. Wyer, Jr., director of the New York State Library, thanking the Board for the gifts of its publications sent to replace those destroyed in the fire, which destroyed their library in March 1911.

Miss Bascom reported that a certain publisher, to whom she had written a note of appreciation respecting a specific publication, had attempted to use this letter as a widely distributed advertising feature. It was thereupon voted that the Publishing Board protest against the unauthorized use of its name by publishers or others in connection with advertising schemes.

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VOTED, on motion of Dr. Bostwick, that the salaries of
Miss Bascom's assistants be left to her own judgment
~~with~~ within the prescribed budget.

On motion of Dr. Bostwick, seconded by Mr. Wellman, it
was unanimously voted that \$300 be appropriated for Miss
Bascom, as a mark of appreciation of her services as
editor of the A. L. A. Catalog, 1904-11.

A letter was read from Miss Marv^on in which she expressed
the wish that the Board might print the titles of the
books listed in the Booklist on cards which cards would
be offered for sale. The Secretary was instructed to cir-
cularize libraries to see how many would care to subscribe
for such cards.

The Secretary reported that Mr. O. R. Howard Thomson,
librarian at Williamsport, Pa., had suggested the publica-
tion of his paper on "The Library Budget", printed in
"Pennsylvania Library Notes", ^{Oct, 1911,} p. 46-56 as an A. L. A. tract.
The matter was referred to Dr. Andrews for further invest-
igation as to advisability.

The Secretary reported that he was holding manuscripts
of two chapters for the Manual of Library Economy and re-
quested to know whether the Board advised their being
printed at the present time. The matter was referred to
the Chairman, Dr. Andrews and the Secretary.

Adjourned.

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A. L. A. PUBLISHING BOARD

Chicago, January 1, 1913.

A meeting of the A. L. A. Publishing Board was held at A. L. A. Headquarters Wednesday afternoon, January 1, 1913. Present, Henry E. Legler, chairman, Mrs. H. L. Elmendoff, C. W. Andrews, A. E. Bostwick; also Elva L. Bascom, editor of the Booklist and Secretary Utley.

The treasurer's report as follows for the year 1912 was submitted and received:

Receipts

Balance, Union Trust Company, Jan. 1, 1912	\$561.77
Collections from sales of publications	15,849.29
American Library Assoc.: Carnegie Fund, interest, , , , , ,	5,099.33
Interest on bank balance, Jan. - Dec.	6.92
	<u>\$21,517.31</u>

Expenditures

Checks No. 28-39 (Vouchers No. 604-867, incl.)	19,347.96
Balance Union Trust Company	2,169.35
Balance, National Bank of the Republic	250.00
Total balance , , , , ,	<u>\$2,419.35</u>

Respectfully submitted,

(signed) C. B. RODEN,

Chicago, December 31, 1912.

Treasurer.

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The following budget was adopted for 1913:

Estimated Income

Balance, Dec. 31, 1912	\$2,419.35	
Carnegie Endowment Fund	4,500.00	
Sales of publications	10,500.00	
Accounts receivable	<u>1,165.35</u>	\$18,584.70

B U D G E T

Salaries	3,180	
Preparation of Index to Library Reports	300	
Booklist	1,700	
Rent	300	
Periodical cards	1,500	
Editing of Periodical cards	300	
Advertising	300	
A.L.A. Appropriation, 1913	2,500	
Express & Postage	500	
Addressograph	25	
Travel	300	
Stationery & Printing	300	
Sundries	600	
Reprints	400	
New Publications	520	
Balance available	<u>5,859.70</u>	\$18,584.70

During the discussion on the budget it was,

VOTED, that the salary of Miss Blanche Hawks, assistant in the A.L.A.

Booklist office be increased to \$70 per month.

It was also

VOTED, that the appropriation to the expenses of the Executive office

of the American Library Association be increased from \$2,000 to

\$2,500 for the year 1913.

The Booklist being under discussion it was

VOTED, on motion of Dr. Andrews that the secretary ask the League of

Library commissions to inform the Publishing Board for their

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publishing Board,
Chicago, Jan. 1, 1913.

guidance in the preparation of the Booklist as to the number of titles a year which should be indicated as recommended for purchase by the small libraries.

The secretary informed the Board that a manuscript on "Periodicals for the small library" by Mr. Frank K. Walter, being substantially a revision of Mrs. MacDonald-Jones' "Magazines for the small library" which is now out of print, had been received from the authorities of the New York State library, with the suggestion that it be printed by the Publishing Board. The MS was referred to Dr. Andrews as a committee of one.

The secretary reported that Miss Moody had very nearly completed her "Index to library reports" and that it would soon be ready for printing. It was moved that the manuscript be submitted to Dr. Bostwick, as a committee of one, for final approval, upon which the secretary be authorized to have it printed. VOTED.

At the recommendation of the secretary it was VOTED, that 100 sets of cards for the Warner Library be reprinted.

A report was made by Dr. Andrews, committee of one on periodical cards, outlining plan for reorganizing method of subscribing and for revising list of periodicals indexed.

VOTED, that the report be adopted.

VOTED, that the paper on a library budget printed by O. R. Howard Thomson, in "Pennsylvania Library Notes", V. 4, pp.46-56, be referred to Dr. Bostwick for his opinion whether it should be

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reprinted as an A. L. A. tract.

Taken by consent that Dr. Andrews be a committee of one to suggest the most appropriate title for the revised edition of Mr. Jeffer's List of editions for economy in bookbuying.

A letter was read from Dr. E. C. Richardson advocating the preparation and printing of a union list of periodicals in the principal libraries of the United States and Canada, and inquiring whether the American Library Association could help in such a project. The matter was referred to Dr. Andrews and Dr. Bostwick as a committee to investigate and report.

The question of evaluating subscription books for the information of librarians was discussed at some length and Miss Bascom was requested to ascertain if possible the approximate number of titles of subscription books issued annually, and whether it would be feasible to secure critical opinions regarding their respective merits.

VOTED, that a discount of 10% on orders for publications amounting to \$1.00 or over be granted to all institutional members of the A. L. A.

It was taken as the sense of the Board that in all bibliographical information printed by the Board the publisher and price of each book should, if possible, be stated.

The chairman read a letter from Mr. Wellman raising the question whether it might not be well to reprint a revised edition of Sturgis and Krehbiel's "Bibliography of fine arts

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Chicago, Jan. 1, 1913.

and music." The matter was discussed but no action was taken.

The secretary was instructed to look up the history of the "Handbook of American Libraries," Mr. T. J. Teggart, chairman of Committee; compare if possible the material in this list, number of libraries, data included, etc., with the material in the U. S. Bureau of Education, Handbook of 1909. The chairman and secretary were requested to report to the Board the result of this investigation.

Miss Bascom reported the need of a commercial case filing cabinet. The matter was referred to the secretary.

Henry E. Legler was re-elected chairman for the coming year.

Adjourned.

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A. L. A. PUBLISHING BOARD

Meeting of Publishing Board in Chicago, Friday, January 2, 1914. Present, Henry E. Legler, chairman, C. W. Andrews, A. E. Bostwick, H. C. Wellman, and the Secretary.

The report of Mr. C. B. Roden, treasurer, was presented and received and referred to the chairman of the Finance committee for auditing. The report here follows:

Report of Treasurer
January 1 - December 31, 1913.

Receipts

Balance, Union Trust Company, Chicago, Jan. 1, 1913 . . .	\$2,169.35
Sales of publications	11,356.34
American Library Assoc. Carnegie Fund Interest	4,009.90
Interest, January - December, 1913	12.63
	<u>\$17,548.22</u>

Expenditures

Checks No. 40-51 (Vouchers No. 868-1142)	16,404.51
Balance Union Trust Co. of Chicago	1,143.71
G.B. Utley, Balance Nat'l. Bank of Republic.	250.00
Total Balance	<u>\$1,393.71</u>

Respectfully submitted

(signed) C. B. Roden,
Chicago, January 2, 1914. Treasurer.

The budget for 1914 was adopted as follows:

Budget, 1914.

	<u>Estimated Income</u>	
Balance, Dec. 31, 1913		\$1,393.16
Carnegie Endowment Fund Interest		4,200.00
Sales of Publications		11,100.00
Accounts receivable, Dec. 15, 1913		1,170.18
		<u>\$17,863.34</u>

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Estimated Expenditures

Salaries			\$4,200.00
Booklist and Index			1,600.00
Periodical cards:			
Printing	\$2,050.00		
Editing	350.00		
Clerical, Express, etc.	<u>125.00</u>	2,525.00	
Advertising		200.00	
A. L. A. Appropriation, 1914		2,500.00	
A. L. A. Appropriation, Balance for 1913		500.00	
Express and Postage		675.00	
Supplies and incidentals		1,150.00	
Travel		200.00	
Stationery and Printing		175.00	
Reprints		1,700.00	
Balance (Available for new publications, etc.)		<u>2,438.34</u>	\$17,863.34

The attention of the Board was called to the opinion expressed by certain members of the Association that proper appreciation and credit had not been given to Mr. Dewey's share in the establishment of library schools in Miss Plummer's chapter on Library training for the Manual of library economy, The matter was referred to Dr. Bostwick with the request that he take up the subject with Miss Plummer and seek her approval of inserting the following words on page one, line 13, of the pamphlet: "Owing largely to the initiative and efforts of Melvil Dewey, who was then librarian," in place of the words - "Melvil Dewey then being librarian and Frederick A. P. Barnard, president of the College," these words to be inserted in a foot-note signed by the Publishing Board in case Miss Plummer's approval is not secured.

The advisability of preparing and printing additional lists of foreign books was considered and the secretary was instructed to proceed with securing the preparation and publication of such lists as seem to be in sufficient demand as to warrant adequate financial support.

The Secretary reported that Miss Marvin's "Small library buildings" was entirely out of print and that Miss Marvin, owing

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to pressure of other work, could not be secured to prepare a revised edition. It was voted by the Board to request Mr. W. R. Eastman to undertake this work.

The advisability of preparing a list of subject headings for children's books was taken under consideration. The Secretary reported a conversation with Miss Margaret Mann of Pittsburgh in which she expressed the opinion that a separate list was not needed and would largely duplicate the lists already prepared for adult work, but that a pamphlet on this subject, listing certain exceptions for a children's catalog and treating how the various divisions of knowledge should be handled as regards subject headings for children's use would be all that is needed. It was voted that the Secretary communicate further with Miss Mann, asking her to outline further her recommendations and ascertain whether she would undertake the preparation of such a pamphlet.

It was voted that a pamphlet on library publicity be prepared and that Mr. Charles E. Rush be requested to undertake the preparation. Mr. Wellman was designated as a committee of one to whom the manuscript when received should be referred for approval and suggestions.

The question of periodical cards was next brought to the attention of the Board, Dr. Andrews, a committee of one on periodical cards, and the secretary explained to the Board that owing to an increase in cost of printing a new contract had been made with Library Bureau through which it was hoped the cost of printing the cards would be met, but that never~~the~~less there had been a loss of about \$540 during 1913. It was voted that the chairman

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and Dr. Andrews constitute a committee to devise means to lessen the deficit on periodical cards.

Miss May Masseur, editor of the Booklist, presented certain features of the editorial work of the Booklist, stating that very gratifying co-operation was being secured in Chicago and vicinity, at the University of Illinois and ⁱⁿ a number of other places. A number of questions of policy were discussed. On motion of Mr. Wellman it was voted that the Publishing Board consider the advisability of changing the title of the Booklist and invite the members of the Association to suggest suitable names. The Secretary was requested to have this vote printed in the Bulletin of the American Library Association and also to send the same to the library periodicals.

The publication of an index to songs, which subject Mr. Wellman had previously brought to the attention of the members, was discussed. It was voted that the subject be referred to Mr. Wellman as a committee of one for a preliminary survey as to the cost of preparation of such an index, what should be included therein, where, how, and by whom the work should be done. The Secretary was instructed to ascertain whether the larger libraries have at the present time such an index to songs and whether they would be interested in having such a list printed.

The publication of an index to kindergarten songs was next considered, this subject having been recently brought to the attention of the Board by Dr. Bostwick, who had previously informed the Board that the St. Louis Public Library had compiled for its own use such an index. It was voted that the Secretary secure estimates of the cost of printing this index, Dr. Bostwick

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having supplied the Secretary with information as to the nature and ~~quantity~~^{amount} of material.

The Secretary reported correspondence with Mr. H. M. Kent of the Metropolitan Museum of Art relative to his proposal that the Board revise Sturgis and Krehbiel's "Bibliography of Fine Arts." Mr. Kent reported that Prof. W. H. Goodyear had a large collection of notes which would be serviceable for such a revised edition which could probably be secured. The Secretary was instructed to ascertain on what terms Prof. Goodyear's services could be obtained.

The Secretary reported that he had recently circularized libraries inviting subscriptions to a supplement to the A.L.A. Index to General Literature, cumulating for this purpose the Annual Library Index, 1900-1910. He called attention to the large amount of duplication between this material and the Readers' Guide to Periodical Literature, 1905-1909, and it was taken by consent by the Board that the Board's cumulation should include only all material not in the above volume of the Readers' Guide. The Secretary was requested to report on the cost of the work and a suitable person available to compile it

The Secretary was instructed to take up with Miss Hitchler the desirability of revising her "Cataloging for small libraries." ✓

The Board authorized the Secretary to secure reprints of Miss Martha Wilson's "Library list of books for high schools," ✓ to be sold as a Publishing Board publication.

The Secretary reported that with the advise^c of the chairman he had arranged for reprints to be handled by the Publishing Board ✓ of Miss Mary J. Booth's article on material on geography to be

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reprinted from the Journal of Geography, January 1914.

It was voted on motion of Dr. Bostwick that the Secretary secure a suitable person to compile a list of all material available without cost which would be useful to small libraries.

The suggestion had come to the Board that Miss Frances Hobart's article, "Money making for small libraries," published in New York Libraries, April 1909, be reprinted in tract form by the Publishing Board. This was referred to Dr. Bostwick with power. ✓

The Secretary submitted manuscript of a course of lectures on state documents given at the University of Illinois Library School by Mr. Ernest J. Reece, an instructor in that School. ✓
Mr. Reece submitted this with a view to having it accepted for publication to form a small pamphlet on this subject along the same line as Mr. Wyer's "U. S. Government documents in small Libraries," ✓
It was voted that the manuscript be referred to Mr. Wyer for his opinion.

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A. L. A. PUBLISHING BOARD

New Willard Hotel, Washington

May 26, 1914

Consideration of certain matters connected with the A. L. A. Booklist first received the attention of the Board. Miss Masee, the editor of the Booklist, appeared before the Board and joined the discussion of certain phases of the work. The Board fully and frankly discussed the question of changing the name of the Booklist in compliance with the request of the Council at its mid-winter meeting that a report on the Booklist be submitted by the Board to the Council. Messrs. Andrews and Wellman were appointed a committee to draft a report for presentation to the Council embodying the Board's views on this subject, and presented their report at the meeting of the Council on May 28th. (Their report will be found incorporated in the minutes of the Council.)

The editor of the Booklist was authorized to attend the joint meeting of the Wisconsin and Michigan Library associations.

The suggestion was made that a supplement to the Booklist calling attention to books suitable to the smallest libraries, the number not to exceed approximately 120 titles a year, be published. It was voted that this matter be referred to the editor of the Booklist and the chairman of the Publishing Board with power.

Voted that the salary of Miss Masee be increased to \$1800 and that of Miss Hawks to \$1,000 per annum beginning September 1st,

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1914, and that Miss Masee be notified that in case of change in position now occupied by Miss Clarke that the salary of the incumbent should not exceed \$60 per month.

It was voted that effort be made to find a suitable editor for a book on plans of small library buildings, and that a royalty be offered of 25% after the cost of publication has been met.

The Secretary submitted the tentative draft of an outline prepared by Miss Margaret Mann on the subject of a pamphlet listing certain exceptions for the subject headings for a children's catalog. It was voted that this outline be referred to Miss Caroline Burnite for her opinion as a supervisor of children's work and if this opinion was favorable to proceed with the publication after Miss Mann has had opportunity to make such revision as she may desire.

The Board having been requested to investigate whether the cost of the H. W. Wilson Company's publications was not in some cases greater than it should be it was voted that the matter be referred to Mr. Wellman for a report.

The Secretary reported that Larned's "Literature of American History" was out of print. He was requested to secure bids on the cost of reprinting the work and to submit them at the next meeting.

The Secretary requested the opinion of the Board as to the wisdom of placing insurance on the stock of publications at the headquarters office, and it was the unanimous decision of the Board that this was unnecessary.

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The Secretary read a letter from Mrs. Elizabeth E. Cauffman in which she attempted to interest the Publishing Board in publishing an Art History Bibliography which she has compiled. Some samples of her work which she submitted were shown to the members of the Publishing Board. It was voted that the opinion of Miss Katharine Patten, librarian of the Minneapolis Athenaeum Library, be requested as to the value of such a work to public libraries.

The Secretary reported that Miss Hitchler is preparing a

My recollection is that by later correspondence with Miss Hitchler, and with approval of Mr. Legler, as chairman of the Board, she was to receive 15 % on all sales, instead of 25 % after cost of publication had been met, the Chairman feeling that this was more liberal to her and also fair to the Board. Apparently, however, no action, confirming this, was ever taken by the Board. (2)

November 21, 1921.

Geo. Blodgett

recommended that the charge to partial subscribers be increased from 4¢ per title to 6¢ per title. It was suggested that those partial subscribers who subscribed to the periodicals for which 100 cards are now printed be allowed to continue their subscriptions at the same rate, namely 4¢ per title, and that those partial subscribers who subscribed for those periodicals for which 65 cards are printed be charged 6¢ per title. The Secretary reported that he had recently had an interview with Mr. R. G. Clarke of Library Bureau in which encouragement was offered that some readjustment in the method of printing could be made by the Library Bureau which would be financially advantageous to the Board. The adjustment of this matter was left to the chairman, Dr. Andrews, and the Secretary with power.

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The Secretary read a letter from Mrs. Elizabeth E. Cauffman in which she attempted to interest the Publishing Board in publishing an Art History Bibliography which she has compiled. Some samples of her work which she submitted were shown to the members of the Publishing Board. It was voted that the opinion of Miss Katharine Patten, librarian of the Minneapolis Athenaeum Library, be requested as to the value of such a work to public libraries.

The Secretary reported that Miss Hitchler is preparing a revised edition of her "Cataloging for small libraries" and it was voted that if published by the Board the compiler be allowed royalty of 25% after the cost of publication has been met.

(see note attached)

The serious discrepancy between costs and receipts in periodical cards was next considered by the Board. The Secretary recommended that the charge to partial subscribers be increased from 4¢ per title to 6¢ per title. It was suggested that those partial subscribers who subscribed to the periodicals for which 100 cards are now printed be allowed to continue their subscriptions at the same rate, namely 4¢ per title, and that those partial subscribers who subscribed for those periodicals for which 65 cards are printed be charged 6¢ per title. The Secretary reported that he had recently had an interview with Mr. R. G. Clarke of Library Bureau in which encouragement was offered that some readjustment in the method of printing could be made by the Library Bureau which would be financially advantageous to the Board. The adjustment of this matter was left to the chairman, Dr. Andrews, and the Secretary with power.

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The Secretary reported that the New York Public Library had at its own request been relieved from contributing copy to the analytical periodical card work and that the University of Illinois Library had consented to take up this work. A vote of thanks was unanimously passed to the New York Public Library for its services extending over a period of several years in this work.

The Secretary reported that no one had as yet been secured to compile a list of all material available without cost which would be useful to small libraries. Miss Mary J. Booth and Miss Ange V. Milner were suggested for this work.

The Secretary reported very little encouragement from music dealers and music publishers for an index to songs which the Board had previously proposed printing. The matter was referred to Mr. Wellman and the Secretary for still further investigation.

The Secretary requested authority to destroy at his discretion a large amount of old Publishing Board correspondence which has accumulated for several years past and which has not been found of service in recent years. This authority was granted with the request that it be done in consultation with the chairman and that in general practice no correspondence be destroyed which is less than six years old.

Adjourned.

Jan 1 1915
June 8 1915
Se 2 1915
Dec 29 1915
Ju 2 1915
D 7 1915
J 1 1915