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A..L. A. P U B L I S H I N G B O A R D

Hotel La Salle, Chicago

January 1, 1915.

Meeting of the Publishing Board at Hotel LaSalle, Chicago,  
Friday, January 1, 1915. All members were present.

The report of Mr. C. B. Roden, treasurer, was presented  
and accepted. The report was as follows:

Report of the Treasurer

January 1 - December 31, 1914.

Receipts

Balance, Union Trust Co., Chicago, Jan. 1, 1914	\$1,143.71
Sales of Publications . . . . .	13,572.24
American Library Ass'n., Carnegie Fund interest	4,500.00
Interest, January - December, 1914 . . . . .	1.81
	<u>\$19,217.76</u>

Expenditures

Checks No. 52-63 (Vouchers No. 1143-1425) . . . . .	<u>18,117.55</u>
Balance Union Trust Co. of Chicago . . . . .	1,100.21
G. B. Utley, Balance, National Bank of Republic	250.00
	<u>\$1,350.21</u>

Respectfully submitted,

C. B. Roden,

Treasurer.

Chicago, December 30, 1914.

Jan. 1 1915  
June 8 1915  
Se 2: 191  
Dec. 29 1915  
June 28 1916  
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The budget for 1915 was adopted as follows:

BUDGET 1915

Estimated Income

Balance, December 31, 1914 . . . . .	\$1,349.70
Carnegie Endowment Fund interest . . . . .	4,300.00
Sales of publications . . . . .	13,000.00
Accounts receivable, Dec. 28, 1914 . . . . .	1,567.34
Sale of books - review copies . . . . .	900.00
	<u>\$21,117.04</u>

Estimated Expenditures

Salaries . . . . .	4,600.00
Printing Booklist and Index . . . . .	1,800.00
Periodical cards:	
Printing . . . . .	\$1,200.00
Editing . . . . .	250.00
Clerical . . . . .	<u>50.00</u>
	1,500.00
Advertising . . . . .	300.00
A. L. A. Appropriation . . . . .	2,500.00
A. L. A. Appropriation, Balance for 1914 . . . . .	500.00
Express and postage . . . . .	700.00
Supplies and incidentals . . . . .	1,300.00
Stationery and printing . . . . .	200.00
Travel . . . . .	500.00
Balance . . . . .	<u>7,217.04</u>
	<u>\$21,117.04</u>

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Mr. J. I. Wyer, Jr., chairman of committee on the A. L. A. Manual of library economy, presented in person the following report which was accepted:

Your Committee on the A. L. A. Manual of library economy begs to present the attached statement showing the present status of the various chapters comprising the Manual, and to hand you with this report Chapters 3, 7, and 16 for publication with the approval of the Committee. These, with Chapter 23, which has been in your hands for six months or more, will make four chapters ready for the press. To these the Committee hopes to add within two weeks Chapters 8, 18 and 31.

This leaves six chapters to be accounted for; four (numbers 19, 24, 28 and 30) are definitely assigned; two others (numbers 11, and 25 are still unassigned.

All of the eight chapters in the first part of the Manual (Types of libraries) are either printed or will be in the hands of your Board for printing within two weeks. Your Committee recommends that in addition to carrying a small stock of these pamphlets in separate form these eight be put in one volume with suitable title page indicating that they form part one of the completed Manual.

J. I. Wyer, Jr.,

Chairman.

28 December 1914.



# MANUAL OF LIBRARY ECONOMY

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## Chapters and authors

### Types of libraries

1. American library history - Mr. Bolton. Printed
2. The Library of Congress - Mr. Bishop. Printed
3. State Libraries - Mr. Wyer. With Publishing Board
4. The college and university library - Mr. Wyer. Printed
5. Proprietary and mercantile libraries - Mr. Bolton. Printed
6. The free public library - Miss Lord. Printed
7. High school libraries - Mr. Ward. Ready for Publishing Board
8. Special libraries - R. H. Johnston. Nearly ready

### Organization and administration

9. Library legislation - Mr. Yust. Printed
10. Library architecture - Mr. Eastman. Printed
11. Fixtures, furniture, fittings - Unassigned
12. Administration - Mr. Bostwick. Printed
13. Training for librarianship - Miss Plummer. Printed
14. Library service - Mr. Hill. Printed
15. Branches & other distributing agencies - Miss Eastman. Printed
16. Book selection - Miss Bascom. In hands of Publishing Board
17. Order and accession - Mr. Hopper. Printed
18. Classification - Miss Bacon. In hands of Committee
19. Catalog - Miss Gooch
20. Shelf - Miss Rathbone. Printed
21. Loan - Mr. Vitz. Printed
22. Reference department - Dr. Richardson. Printed
23. Government documents - Mr. Wyer. In hands of Publishing Board
24. Bibliography - Miss Mudge.
25. Pamphlets, clippings, maps, music, prints - Unassigned
26. Bookbinding - Mr. A. L. Bailey. Printed

### Special forms of work

27. Library commissions and state library extension, or state aid and state agencies - Mr. Wynkoop. Printed
28. The public library and the public schools. W. H. Kerr.
29. Library work with children - Miss Olcott. Printed
30. Library work with the blind - Mrs. Delfino. Well advanced
31. Museums, lectures, art galleries & libraries. Mr. Rae. Now in hand.
32. Library printing - Mr. Walter. Printed

Printed . . . . .	19
Ready for printing . . . . .	5
Well advanced . . . . .	2
Unassigned . . . . .	2
Assigned . . . . .	4



Acting upon the recommendation in the above report the Board instructed the secretary to obtain estimates on cost of binding 100 copies of chaps. 1-8, with suitable title-page and list of the entire series as above shown.

Miss Massee presented in person an encouraging informal report on the work of the A. L. A. Booklist. Co-operation was steadily increased during the year; subscriptions also have increased, so that 5,200 copies are now printed instead of 4,600 a year ago; changes in the present volume to classed arrangement with index and with editorial page to small libraries have been favorably commented on by librarians and commission secretaries; the editor's visits to the state library association meetings (Michigan-Wisconsin, Ohio and Iowa) resulted in new interest in the Booklist and new viewpoints for the editor; and the editor's visit in the fall to eastern publishers proved of such great value and mutual helpfulness that its repetition another season is desirable. On motion of Mr. Wellman the report was accepted and the editor authorized to visit eastern publishers again in the fall of the present year.

Voted to print in pamphlet form Miss Florence R. Curtis' article on Collection of Social Survey material by libraries, which appeared in the Institution Quarterly (Springfield, Ill.), July, 1914.

The Council at its Washington meeting recommended to the Publishing Board that a tentative list of approved periodicals be prepared and printed. Voted that the chairman appoint a



committee to compile such a list suitable for a small public library. The chair appointed *Alice S. Tyler, Nellie Parham and Caroline F. Webster.*

The question of a new work on library architecture was discussed but action deferred until next meeting.

Mr. Wellman gave a brief account of the index to music in the Springfield City Library and its use and expressed the feeling that some suitable index of this sort should be printed. It would, however, be an expensive undertaking and the cost would have to be met by a comparatively small number of the larger libraries. The secretary was instructed to ascertain further the needs and desires of libraries in this direction.

Dr. Andrews submitted a brief report of progress on the union list of periodicals. Dr. Putnam reported that work at the Library of Congress was progressing slowly and hoped that more rapid progress could soon be made.

The Board taking under consideration the need of a complete revision of the A. L. A. Catalog, voted that the chairman appoint a committee to investigate ways and means, cost, etc., and report to the Board. The chair appointed *Mrs. H. L. Elmendorf* as a committee of one.

The need of an "A. L. A. Yearbook," giving reliable statistical material about libraries and trustworthy comparative tables and statements was believed to be real and pressing. The secretary was requested to prepare in consultation with other librarians an outline of what should be included in such a yearbook, the probable cost, etc.



Voted that revised edition of "Graded list of stories for reading aloud", prepared by Harriot E. Hassler, assisted by Carrie E. Scott, be printed by the Board.

Dr. Andrews, committee on periodical cards, reported that the present list compiled in 1904 was being revised and that when this was accomplished a new method of subscription, necessitated by the existing deficit, would be put into operation.

The secretary reported that with the approval of the chairman he had invited and received acceptance from Miss Mary Frances Isom, of Portland, Oregon, to prepare a tract on the subject of county libraries, their organization, administration, advantages, etc. The

The secretary reported receipt of a thoroughly revised manuscript of Miss Hitchler's "Cataloging for small libraries", and that with the approval of the chairman, printing was already under way. The new edition is about 4 1/2 times the size of the previous one, but the point of view and problems of the small library have been steadily maintained, and each addition has unquestionably strengthened the work and increased its value to the untrained librarian. The chairman was empowered to fix price of new edition.

Miss Margaret Mann reported to the secretary that her list of subject headings for juvenile catalogs would probably be completed and ready for printing in February. Voted that upon receipt of manuscript it be referred to Mrs. Elmendorf for



examination, and upon her approval the secretary be authorized to print provided cost does not exceed \$1,000, in which event a correspondence vote of the Board is to be taken.

Voted to print in the "Foreign Booklist" series a list of Bohemian books prepared by Mrs. Eleanor E. Ledbetter and assistants at Broadway branch of the Cleveland Public Library.

Mr. Charles E. Rush, through the secretary, reported progress on the pamphlet on library advertising which he is preparing.

Miss Mary J. Booth, also reported progress on the lists of material obtainable free or at small cost which she is compiling.

Mr. W. A. Borden, requested the Board to publish his "International System of Classification," but the Board voted not to undertake the work.

Mr. Wellman, committee of one, to investigate cost of publications of the H. W. Wilson Company, with a view of ascertaining whether these were in any case excessive, reported correspondence and personal interviews with Mr. Wilson and expressed as his general conclusion that charges were not excessive.

The Board voted to pay Miss Caroline M. Hewins a royalty of 10% on revised edition of her "Books for boys and girls" after cost of printing has been met.

Adjourned.

February 1915

By correspondence vote the Board authorized the secretary to proceed with preparation and publication of a list of Russian books, \$50.00 being paid for editing.

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A. L. A. PUBLISHING BOARD

Hotel Shattuck, Berkeley, Calif.

June 8, 1915.

Present Messrs Wellman, Andrews and Bostwick and Secretary Utley. Dr. George F. Bowerman was also present by invitation of the Board.

In the absence of the chairman Mr. Wellman was appointed chairman pro tem.

On motion by Dr. Bostwick, seconded by Dr. Andrews it was voted that the Publishing Board express its willingness to publish a reading list on Shakespeare to be prepared by Mr. H. H. B. Meyer of the Library of Congress in co-operation with the Drama League of America, this list to be published in view of the ter-centenary <sup>of</sup> Shakespeare's birth in 1916. (For further particulars as to scope of the list see letter from George F. Bowerman of May 17, 1915.)

Voted, on motion of Dr. Bostwick, seconded by Dr. Andrews that the Publishing Board inform the Commissioner of Education that if he contemplates the publication of monographs of interest to libraries the Publishing Board would be pleased to co-operate so far as lies in its power in securing suitable material and to give editorial service when desired.

Voted, on motion of Dr. Andrews, seconded by Dr. Bostwick, that if the above offer is accepted by the Bureau of Education that Miss Mary F. Isom's paper on "County Libraries" be offered, provided a reasonably prompt publication

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Publishing Board,  
Berkeley, Cal.  
June 8, 1915.

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can be assured and the plan meets with the approval of the author.

Voted, on motion of Dr. Andrews, seconded by Dr. Bostwick, that the Publishing Board inform the Council that the Board is prepared to print a pamphlet setting forth the conditions, possibilities, and limitations of inter-library loans.

Adjourned.

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## A. L. A. PUBLISHING BOARD

Squirrel Inn, Haines Falls, N. Y.

Sept. 28, 1915.

Present: Chairman Legler, Mrs. Elmendorf, and Messrs Bostwick and Wellman.

The Secretary reported Brown's "Buying list of books for small libraries" as out of print and the need for something to take its place. Voted, that he negotiate with Miss Caroline Webster regarding the preparation of a new edition.

The Chairman reported a conversation with Miss Mudge relative to the new edition of the Kroeger Guide being prepared by her. She stated that this new edition will probably be about 25% more in bulk than present edition and that copy would be ready about Feb. 1, 1916. Secretary requested to notify Miss Mudge that the Board is in agreement with her regarding the general plan she has for the work.

Miss Isom reported by letter her inability to prepare a pamphlet on County library work, and it was voted that with her approval Miss Harriet Wood be invited to undertake the work.

The Board informally discussed the possible desirability of having a chapter of the Manual on the subject of "Library Advertising." Suggested that the Secretary correspond with chairman of the Manual committee on the subject.

The Board expressed themselves favorably on securing for sale a portion of the edition of Mme. Haffkin-Hamburger's

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"List of Russian books," being printed by the Massachusetts Free Library Commission, and voted to leave question of number to be ordered to the Secretary.

The question of revision of the list of periodicals for which cards are printed being under consideration, it was voted, to leave the matter in the hands of the Secretary and Editor subject to approval of the chairman with the understanding that if work is continued it must be soon placed on a basis which does not involve financial loss.

Voted, that Mrs. George F. Bowerman be asked if she would care to compile for the Board a list of 150 or 200 modern French books, fiction and belles lettres, which would be of interest to English readers.

Miss Margaret Mann's list of subject headings for a juvenile catalog being under discussion it was the sense of the Board that the title-page should show that the list was suitable (1) for a children's library and (2) also for a small public library.

The chairman called attention to the open shelf catalog of the Buffalo Public library being prepared by Mrs. Elmendorf and expressed the opinion that it would be well if the Publishing Board could make arrangement with that Library for sale by the Board of a part of the edition. The Secretary was asked to take up this matter with Mr. W. L. Brown, librarian.

The Secretary reported that Hutchins' tract on traveling libraries was out of print and a revised edition had been



requested from several different sources. He was requested to ascertain who could best do this revision and to report to the Board.

A letter was read from Harold A. Mattice, of the Library of Congress to the effect that Miss A. C. Laws of the Library of Congress and himself "have planned a bibliography of detective, mystery and ghost stories", and asking whether this Board would consider its publication. The Board expressed interest, but could reach no decision without seeing the list. The need of a selected rather than an exhaustive bibliography was also emphasized. The Secretary was instructed to take up the matter with Mr. Mattice..

A letter was read from Mr. LeRoy Jeffers expressing a desire to compile a list of standard titles in the best editions for library use. The secretary was directed to inform Mr. Jeffers that such a list would be looked on with favor provided selection of titles is subject to the approval of the Board. Royalty of 10% voted in case published.

Dr. Bostwick called attention to an interesting paper written for the Special Libraries Association by Mr. D. C. Buell, director of the Railway Educational Bureau in Omaha, and said that he had been corresponding with him regarding his library, which contains books on railways and railroad operating selected with a view to their educational value, and use by railway men. It had occurred to Dr. Bostwick that an annotated list of 50 or 100 titles of such books would be extremely valuable



A. L. A. Publishing Board,  
Haines Falls, N. Y.  
Sept. 28, 1915.

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to libraries and he thought Mr. Buell would make such a list without cost if the Board would publish it. The Secretary was requested to take up the matter and request Mr. Buell to prepare such a list. Mr. Wellman recommended printing the list as a four or eight page leaflet, inexpensive enough so libraries can buy it and give away.

The printing of short popular reading lists, compiled and printed by individual libraries, for distribution in bulk to subscribing libraries was discussed and it was voted that the Secretary be requested to secure a collection of such lists with a view to printing them, securing if possible permission from the author library that they be reprinted without credit, except in the annual report.

The chairman addressed the Board on the subject of the bibliographic enterprises of the H. W. Wilson Company and their relation to the libraries of the country and the Publishing Board. Some criticism had been made of the prices charged by the H. W. Wilson Company for its publications and the chairman felt that possibly some investigation ought to be made as to the reasonableness of these prices.

The question of a further revision of the A. L. A. Catalog was discussed in connection with this subject in view of the possibility that a Wilson publication now under way might perhaps largely cover the field of an A. L. A. Catalog. The chairman felt that there might be some danger that the future

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policy of the H. W. Wilson Company or any other commercial organization might not be entirely impartial in the selection and inclusion of current books and editions and that this possibility involved a very serious question which the Publishing Board should carefully consider. These questions were discussed in some detail by members of the Board present but no action was taken.

Adjourned.

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# A. L. A. PUBLISHING BOARD

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Hotel La Salle, Chicago, Ill.

Dec. 29, 1915.

Present; Messrs. Legler, Bostwick and Dudgeon.

The report of the Treasurer for the year 1915 was read and accepted. The report follows:

## Report of the Treasurer

January 1 - December 31, 1915.

### Receipts

Balance, Union Trust Company, Chicago, Jan. 1, 1915	\$ 1100.21
Sales of publications . . . . .	12967.02
American Library Ass'n., Carnegie Fund income .	4500.00
Interest on bank balance, Jan. to Dec., 1915 .	4.24
	<u>\$18571.47</u>

### Expenditures

Checks No. 64 to 75 (Vouchers No. 1426 to 1688) \$17551.20

Distributed as follows:

Salaries	\$4600.08	
Publications	7241.44	
Supplies	388.07	
Postage and Express	1142.50	
Advertising	457.75	
Incidentals	882.00	
Travel	339.36	
A. L. A.	2500.00	<u>\$17551.20</u>

Balance, Union Trust Co.	1020.27
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G. B. Utley, Balance, National Bank of the Republic	250.00
	<u>\$1270.27</u>

Respectfully submitted,  
C. B. Roden,

Chicago. 27th Dec. 1915.

Treasurer.

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The following budget was adopted for 1916:

BUDGET 1916

Estimated Income

Balance, Dec. 31, 1915	.	.	.	\$1,270.27
Carnegie Endowment Fund, interest	.	.	.	4,300.00
Sales of Publications	.	.	.	11,000.00
Accounts receivable, Dec. 27, 1915	.	.	.	1,340.25
Sale of books - review copies	.	.	.	900.00
				<u>\$18,810.52</u>

Estimated Expenditures

				Expended 1915
Salaries	.	.	.	
Printing Booklist and Index	.	.	.	\$4,600.00
Periodical cards:				1,901.81
Printing	\$800.00			651.07
Editing	150.00			138.05
Clerical	<u>50.00</u>		1,000.00	36.60
Advertising	.	.	.	457.75
A. L. A. Appropriation, 1916	.	.	.	2,500.00
Express and postage	.	.	.	1,142.40
Supplies	.	.	.	388.07
Incidentals	.	.	.	583.54
Travel	.	.	.	339.36
Balance available for printing, publications, etc.			<u>5,610.52</u>	4,513.91
			<u>\$18,810.52</u>	

Miss Massee presented an oral report on the progress and work of the Booklist.



The secretary reported that "Buying list of books for small libraries," compiled by Zaidee Brown and revised by Caroline Webster, was out of print and that the New York State Library were unable to furnish additional copies although they could still supply moderate needs in their own state. The secretary was authorized to take steps to secure either a new edition or some other similar work to take its place.

The various matters which came before the Board at its meeting at Haines Falls were reported on by the secretary:

(a) Miss Ison reported that Miss Harriet Wood would be unable to undertake the preparation of a pamphlet on county library work until spring at least.

(b) Mr. Wyer, chairman of the Manual committee, informed the secretary that the Committee had considered including a chapter on library advertising in the Manual and that this question will be reconsidered. The Board were of the opinion that Mr. Rush's proposed handbook on library advertising might take such form as to be suitable as a chapter in the manual if this met with the approval of the manual committee.

(c) The Massachusetts Free Library Commission report that they have been delayed in issuing Madam Haffkin-Hamburger's "List of Russian books" but they expect to have it ready within a short time.

(d) The secretary reported that the editor of the periodical cards, Mr. Merrill and himself had nearly completed the



revision of the list of serials and that the list and the terms upon which cards can be supplied will soon be sent out to subscribers.

The Board voted \$50 to Mr. Merrill for his work upon the revision and the consequent correspondence and other duties in connection with the revision.

(e) Mrs. George F. Bowerman has agreed in response to a request of the Board to prepare a list of modern French books. This list to be chiefly books in the class of belles lettres, fiction, etc.

(f) Miss Margaret Mann's "List of subject headings for a juvenile catalog" is now in press and will probably be issued during January.

(g) Mr. W. L. Brown, of Buffalo, informed the secretary in response to the inquiry of the Board that without doubt arrangements can be made for the Publishing Board to handle the sale of a part of the edition of the Buffalo Public Library's "Open shelf catalog", that, however, the catalog will not be issued for some time.

(h) Mr. Mattice and Miss Laws, of the Library of Congress, are proceeding with the preparation of a selected list of detective, ghost and mystery stories with the understanding that if the list meets with the approval of the Board it will be published by it.

(i) Mr. D. C. Buell, of Omaha, who had been invited to prepare a list of books on railways and railway operating at the suggestion of Dr. Bostwick has agreed to prepare such a list and



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hopes to have it ready in a few weeks.

(j) The secretary reported that the printing of short popular reading lists with a view to their being purchased in bulk by libraries with their respective imprints thereon have been delayed by press of other work, but that four of these lists are now being printed and will be advertised early in January.

(k) Mrs. Ledbetter, of the Cleveland Public Library, recommends to the secretary that the Bohemian list prepared by her be not printed at the present time in view of the impossibility of securing Bohemian books from abroad and because later the list is liable to require radical changes because of the change in European conditions.

The secretary reported correspondence with Mr. H. G. T. Cannons, of Finsbury, London, author of "Bibliography of library economy". In reply to inquiry Mr. Cannons stated that appreciation of the Bibliography among English librarians did not seem to be such as to warrant the preparation of a supplement, upon which the secretary inquired whether Mr. Cannons would look with favor upon preparing such a supplement for issuance by the A. L. A. Publishing Board provided mutually satisfactory arrangements could be made. Mr. Cannons replied that he would look with favor upon such a proposal and doubtless would be able to prepare manuscript, if desired, some time during the course of the year 1916. The Board was inclined to look with favor upon the project and instructed the secretary to negotiate further with Mr. Cannons, and among



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other things to ascertain upon what terms the original bibliography could be secured in the United States and whether the A. L. A. Publishing Board could act as agent for its sale in this country.

A letter was presented from Mr. A. Law Voge relative to a work which he had undertaken in translating Library of Congress classification symbols into the Decimal classification. He submitted as a sample of his work the class "Technology" in complete form. He inquired whether the Publishing Board would be disposed to handle the publication of these tables. It was voted that Mr. William Stetson Merrill be requested to look over the manuscript and give opinion to the Board as to their probable value and service to libraries and whether in his opinion libraries would probably be disposed to buy such tables if they were available.

A pamphlet entitled "Lessons in arrangement and use of Carnegie Free Library, Braddock, Pa., prepared for high school students" was submitted by its author, Mr. George H. Lamb, librarian at Braddock. Mr. Lamb in correspondence with the secretary stated that this pamphlet had proved of such value and service in use with their local high school students that he believed a revised edition adapted to any community would be sufficiently useful to warrant publication. He inquired whether the Publishing Board would feel disposed to consider the handling of such a publication. It was voted that the pamphlet be referred to Miss Mary E. Hall, Miss Florence M. Hopkins, and Miss Faith E. Smith for their opinion as to the desirability of making such a pamphlet



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available for other communities.

Mr. C. H. Gould, in a recent letter to the secretary, called attention to the symposium on inter-library loans in the report of the Committee on co-ordination in the Ottawa Proceedings, 1912, and inquired whether the Board had overlooked this report when the resolution was taken at the meeting of the Publishing Board at Berkeley, in June, 1915, that a handbook be prepared setting forth the rules, limitations, etc., governing inter-library loans. The Board expressed the opinion that such a Handbook as had been in mind should contain information in a much briefer and more definite form so that the various rules would be more easily accessible and more definite in their nature.

A letter was read from Mr. H. W. Wilson, president of the H. W. Wilson Company, requesting the proper authorities of the American Library Association to appoint a committee to investigate and report upon the affairs of the H. W. Wilson Company, expressing the belief that a complete investigation and a thorough understanding of mutual relations will result to the greatest good to the libraries of the country as well as to the firm. Mr. Wilson therefore requested that such a committee be authorized to investigate the Company and to report upon the efficiency of its organization and management, the reasonableness of salaries and dividends paid, and the fairness of prices charged for its publications. The letter was discussed at some length but no action was taken.

Adjourned.



Note: The Executive Board at its meeting on December 29th, 1915, voted that the \$500 unpaid balance due from the A. L. A. Publishing Board toward the current expenses of the A. L. A. headquarters be remitted and the obligation cancelled.



## A. L. A. P U B L I S H I N G B O A R D

New Monterey Hotel, Asbury Park, N.J.

June 27, 1916

A meeting of the A.L.A. Publishing Board was held at the New Monterey Hotel, Asbury Park, N. J., June 27, 1916.

Present: Messrs. Legler (chairman), Bostwick, Wellman and Dudgeon.

Miss Massee, who was present by request of the Board, presented an oral report on the Booklist.

The secretary was authorized to make arrangements with the New York State Library for the handling by the Publishing Board, of a portion of the new edition, now being prepared, of their "Buying list of books for small libraries", similar to the manner in which the previous edition was handled.

The question of printing additional reading lists similar to the four issued earlier in the year (Cheerful books, Fifty-two readable books, Idle-hour books for high school boys, Good stories of today and yesterday), was discussed somewhat at length. The secretary stated that these had been sold as cheaply as possible considering the cost of printing, advertising, correspondence and bookkeeping, but that two or three libraries reported they could get lists printed locally just as cheap, and so did not feel disposed to subscribe. Altogether 71,100 of these lists were subscribed for by 35 libraries. Some libraries preferred lists of timely specific subjects rather than general lists. The suggestion was made that perhaps it would be well to secure advance



subscriptions to a certain definite number of lists on whatever timely subjects presented themselves. It was finally voted that the matter be left to the secretary, with the recommendation that if feasible at least three reading lists be issued during the year.

It was voted to pay Miss Margaret Mann a royalty of 10% on her "Subject headings" after cost of printing has been met.

Consideration was given to the preparation of a tract or handbook on traveling libraries to replace those by Mr. Hutchins and Miss Bullock. In response to a recent circular on this subject sent out by the secretary various opinions were received from the members of the Board. All agreed that such a pamphlet is needed and desirable except Mr. Wellman, who was inclined to doubt whether in the future there is likely to be enough call to warrant printing a new edition, or a new publication.

Dr. Bostwick thought the Handbook might well be divided into two sections by two different authors, one section dealing with systems of traveling libraries operated by state commissions, and the other section dealing with systems operated by public libraries in large cities, such as those in New York, Brooklyn, St. Louis. Mr. Legler is <sup>of</sup> the opinion that such a pamphlet as proposed should not deal with systems operated by city libraries as this is an entirely different field from that generally thought of when we speak of traveling libraries.

Mr. Dudgeon thought the League of Library Commissions had discussed this subject and in that case we ought to add to the available material such conclusions as they have arrived at.



Also he thought some attention should be given to forms, blanks, records, etc.

As to the one to prepare such a pamphlet Dr. Bostwick said that any one of the state commissions secretaries could write the section on traveling libraries as operated by state commissions, and that for the section on city traveling libraries he would recommend Miss Adeline Brown, head of the traveling library department of the New York Public Library. Mrs. Elmendorf queried whether Mrs. A. L. Mayers, of the Wisconsin Commission, could not do this well, which suggestion has Mr. Legler's cordial approval.

It was finally voted to lay the matter on the table.

The chairman reminded the Board that a new chairman should be elected and expressed the desire to be relieved, but the other members prevailed upon Mr. Legler to accept the chairmanship for another year and he was unanimously re-elected.

Mr. William Stetson Merrill, who had been asked to report to the Board on the probable value and service to libraries of Mr. A. Law Voge's translation of the L.C. classification symbols into D. C., presented a report, in which he made the following conclusions:

1. Mr. Voge's plan will entail a great amount of work in preparation, which he is willing and expects to assume personally.
2. It means the publication of approximately 2764 pages of printed matter, and possibly 260 more, making a total of 3000 at some future time.

*Mr. Merrill's  
report is in  
Publishing Board  
folder*



3. It is not indispensable to the work for which it is intended, namely, assignment of Dewey numbers corresponding to the L.C. symbols given on the printed cards; but it will render such coordination far more convenient.
4. It will save, to a considerable extent, the time of experienced classifiers and substitute therefor the work of intelligent copyists.

It was voted on motion by Mr. Dudgeon that the matter be referred to Mr. Wellman with the suggestion that he carry on a consideration of the subject with Mr. Voge and the Catalog Section, going as far as possible during the present Asbury Park Conference and report to the Board if he has such report ready before next meeting; otherwise to inform the secretary of the result of his investigations.

Dr. Bostwick presented a suggestion regarding an index to pictures and it was voted that the matter be referred to him for investigation and report.

The remainder of the time was devoted to a consideration of the claim of Miss Jennie D. Fellows that Miss Theresa Hitchler had in her "Cataloging for small libraries" made improper use of material from the former's book, "Cataloging rules", published by the New York State Library.

The Board decided to ask Miss Fellows and Miss Hitchler to appear separately before the Board, and adjourned to the following morning at 9 o'clock.

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June 28, 1916.

The Board met with same members present as at previous meeting. Miss Hitchler appeared, and in answer to questions stated emphatically that she had not used Miss Fellows' stencils in the preparation of her book, and that the identical phrases and sentences in the two books were due to the unconscious acquirement of the words and phrases of many writers on the subject of cataloging, as she had diligently read and studied all available literature for the past twenty years.

Miss Fellows, appearing before the Board, exhibited a scrap-book of extracts more or less identical in phraseology drawn from the two books in question, as evidence of what she considered as copying from her book. It was pointed out to her that many of these phrases could not very well be expressed in much different language and that doubtless both authors had unconsciously reverted to the words of previous writers, whose work they had studied.

Upon the motion of Mr. Dudgeon the following resolution was adopted:

RESOLVED, that the chairman and the secretary be authorized and directed to execute to Miss Jennie D. Fellows a grant and release of the right to use all material in Miss Hitchler's "Cataloging for small libraries".

Subsequently the following grant and release was therefore executed (by Mr. Dudgeon), signed by Chairman Legler and Secretary Utley and delivered to Miss Fellows:

WHEREAS, the professional utterances of the library profession, including the publications of the profession, inevitably voice the composite



thought of many workers, and since the American Library Association Publishing Board notwithstanding its copyrights has no purpose to debar members of the profession from the proper professional use of any of the material contained in its publications,

NOW THEREFORE, the American Library Association Publishing Board through Henry E. Legler, its chairman, and George B. Utley, its secretary, hereby grants, assigns, and releases to Jennie D. Fellows the right to use any material contained in Theresa Hitchler's "Cataloging for small libraries" in instructional work and in any publication of which she may be the author, compiler, or editor.

American Library Association Publishing Board

(signed) By HENRY E. LEGLER (Seal)  
Chairman

(signed) By GEORGE B. UTLEY, (Seal)  
Secretary

Chicago, Ill.  
August 3, 1916.

August, 1916

The Publishing Board by correspondence vote decided that it would be unwise to publish a digest of library laws which have been compiled by Mr. W. H. Brett and printed in a small edition for the Carnegie Corporation.

August, 1916

The Publishing Board by correspondence vote were not unanimous as to the feasibility of publishing a table of translations from the L. C. Classification to the D. C. by Mr. A. Law Voge. Mr. Voge is taking steps to ascertain how many libraries would subscribe for such a publication and further action of the Board depends upon the subscriptions secured by him.



76  
77  
October, 1916

The Publishing Board by correspondence vote approve the publication of a "Manual for institution libraries", by Carrie E. Scott.

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X October, 1916

The Publishing Board by correspondence vote approve the publication of a Handbook of the League of Library commissions, edited by Henry N. Sanborn, upon the guarantee of the League that any deficit in cost of publication at the end of two years will be duly met by the League.



A. L. A. P U B L I S H I N G B O A R D

Hotel La Salle, Chicago

Dec. 29, 1916.

A meeting of the A.L.A. Publishing Board was held at the Hotel La Salle, Chicago, Friday afternoon, Dec. 29, 1916.

Present: Chairman Legler and Mr. Dudgeon. (Note: The business transacted has been ratified by absent members through correspondence vote.)

The report of Carl B. Roden, treasurer, for the year 1916 was read and accepted.

Treasurer's Report

January 1 - December 31, 1916

Receipts

Balance, Union Trust Company, Chicago, Jan. 1, 1916	\$1020.27
Sales of publications . . . . .	11614.70
American Library Association, Carnegie Fund Income	4500.00
Interest on bank balance, Jan. to Nov. . . . .	6.03
	<u>\$17141.00</u>

Expenditures

Checks No. 76 to 86 (Vouchers No. 1689 to 1918) \$15729.74

Distributed as follows:

Salaries . . . . .	4650.34
Publications . . . . .	6237.76
Supplies . . . . .	387.91
Postage and express . . . . .	688.02
Advertising . . . . .	318.46
Incidentals . . . . .	636.17
Travel . . . . .	311.08
A. L. A. . . . .	2500.00
	<u>\$15729.74</u>

Balance, Union Trust Co.	1411.26
G.B. Utley, Balance, National Bank of the Republic	250.00
	<u>\$1661.26</u>

Respectfully submitted,

Chicago, 27th Dec., 1916. C. B. RODEN, Treasurer



The following budget for 1917 was adopted:

BUDGET, 1917

Estimated Income

Balance, December 31, 1916	.	.	.	.	\$1,661.26
Carnegie Endowment Fund, interest	.	.	.	.	4,500.00
Sales of publications	.	.	.	.	11,000.00
Accounts receivable, December 23, 1916	.	.	.	.	1,376.39
Sale of books - review copies	.	.	.	.	900.00
					<u>\$19,437.65</u>

Estimated Expenditures

		Expended 1916	Estimated 1917
Salaries	.	\$4,650.34	\$4,700.00
Printing Booklist and Index		2,169.31(1)	2,400.00
Periodical cards:			
Printing	\$410.57	\$500.00	
Editing	139.90	150.00	
Clerical	<u>28.70</u>	579.17	<u>50.00</u>
			700.00
Advertising	.	318.46	400.00
A.L.A. Appropriation, 1917	.	2,500.00	2,800.00
Express and postage	.	688.02	800.00
Supplies	.	387.91	400.00
Incidentals	.	636.17	600.00
Travel	.	311.08	400.00
Balance available for printing, publications, etc.		3,489.28	<u>6,237.65</u>
			<u>\$19,437.65</u>

- (1) Cost of nine numbers. Jan. 1916 number paid in Dec. 1915, \$225.00. This would make total for ten numbers, \$2,394.31.



A. L. A. BOOKLIST

Miss Massee exhibited to the Board page proof of a proposed enlarged page size of the A. L. A. Booklist and explained the advantages of the new size. The Board adopted her recommendations for change beginning with the new volume, October 1917, and tentatively invite suggestions as to a change of name for the magazine.

D. C. - L. C. Equivalent Tables

Dr. C. W. Andrews, as chairman of the Advisory Committee on Decimal Classification, appeared before the Board on behalf of that Committee, to recommend strongly the publication by the Board of the D. C. - L. C. Equivalent Tables which are being prepared by Mr. A. Law Voge. He reported that considerable interest had been manifested in the plan and that over one hundred subscriptions had been received. It was voted that the matter be referred to a sub-committee for examination and report.

Library Statistics

Mr. R. R. Bowker appeared before the Board upon invitation and discussed with the members the question of the compilation and publication of library statistics and other information. Reference was made to the statement of Dr. George F. Bowerman, chairman of the Committee on library administration, in the Council meeting of Dec. 29, regarding the conference which he had had with Dr. P. P. Claxton, Commissioner of Education, relative to the co-operation of the Bureau of Education in the collection and publication of a statistical yearbook or handbook. (See Council minutes, meeting of Dec. 29, 1916.)



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Hotel La Salle,  
Chicago, Dec. 29, 1916.

Mr. Bowker stated that he would not be able to consider printing as full information in subsequent editions of their American Library Annual as they had given of some sixty libraries in their 1916 issue, as the additional receipts from subscriptions had not been commensurate with the heavy increased expense. He would be willing, however, to collect and print the five or six leading facts relative to size, finances and activity of a large number of libraries. The members of the Board felt that much more extended information from each library was desired if it were feasible to print it.

It was voted that the secretary collect further facts regarding this project, both from Mr. Bowker and Dr. Claxton, formulate a statement, with alternatives; and place the information before the Board.

#### Library Building Plans

The secretary read a letter from Mr. W. R. Eastman, of Albany, in which he proposed a plan for the printing and sale of illustrations of library plans, on the loose-leaf principle. The secretary was instructed to collect further facts regarding the practicality of the plan and place them before the Board.

#### South American Literature

The secretary referred to the lack of any good list of books of South American literature and the growing demand therefor. He was instructed to investigate the means of securing the compilation of suitable lists.



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Chicago, Dec. 29, 1916.

Mr. William Stetson Merrill, editor of the A. L. A. periodical cards, suggested the following extension of the card work of the Board:

"Whenever an opportunity arises for the Board to utilize the analytical work of a collaborating library by using its cards for printing copy, or in case one of the collaborators, wishing to secure printed cards for a serial, furnishes "copy", the Editor would insert a notice in the next shipment to subscribers stating that the Publishing Board will print a set of cards for the said serial, provided enough libraries indicate - within a given time - their wish to buy them at the usual rates. The analytical cards will usually be either for the back volumes of serials on our list, not previously indexed and not done by the Library of Congress; or for other serials containing monographic material."

The Board voted to authorize Mr. Merrill to take such steps as above suggested whenever he deems it to the interest of libraries, each case, as it arises, to be decided by a representative of the Board.

Adjourned.

Jan.  
2  
1918

July  
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1918

Dec  
13  
1918

Jan  
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1918



## A. L. A. PUBLISHING BOARD

February 1917.

The Publishing Board by correspondence vote approved the recommendation that Dr. Bostwick and the secretary obtain further information as to cost, collection of material, and editing the same, etc., of an index to illustrations.

April 1917

The Publishing Board by correspondence vote approved the publication of a List of special indexes as recommended to the Board in the letter of the secretary of April 3rd.

April 1917

The Publishing Board by correspondence vote approved the offer of the Bureau of Education to take over and publish as a Bulletin of the Bureau an annual handbook of library statistics to be prepared by the A. L. A. Publishing Board, and authorized the secretary to proceed in the negotiations with the Bureau with a view to having the yearbook issued at the earliest possible date.

April 1917

The Publishing Board by correspondence vote approved the issuing of a report on high school libraries reprinted from the Proceedings of the North Central Association of Colleges and Secondary Schools.



A. L. A. Publishing Board

April, 1917.

The Publishing Board by correspondence vote approve the publication of the D. C.- L. C. Equivalent Tables, which are being prepared either by or under the editorial supervision of A. Law Voge, with the understanding that the tables only are to be printed and not the subject headings.



## PUBLISHING BOARD

September 1917

The Publishing Board by correspondence vote approve the signing of the vouchers by Mr. M. S. Dudgeon, member of the Board as an emergency measure caused by the death of Mr. Henry E. Legler, chairman of the Board.