

DEPARTMENT OF THE INTERIOR  
BUREAU OF EDUCATION

BULLETIN, 1918, No. 2

GUIDE TO UNITED STATES  
GOVERNMENT PUBLICATIONS

COMPILED BY

WALTER I. SWANTON



WASHINGTON  
GOVERNMENT PRINTING OFFICE  
1918

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# GOVERNMENT OF THE UNITED STATES

**LEGISLATIVE BRANCH**  
CONGRESS

**EXECUTIVE BRANCH**  
THE PRESIDENT

**JUDICIAL BRANCH**  
SUPREME COURT

**SENATE**  
96 SENATORS

**HOUSE OF REPRESENTATIVES**  
435 REPRESENTATIVES,  
2 DELEGATES,  
3 COMMISSIONERS

**CIRCUIT COURTS OF APPEALS**  
**UNITED STATES DISTRICT COURTS**

**VARIOUS SPECIAL COURTS.**  
COURT OF CLAIMS,  
COURT OF CUSTOMS APPEALS,  
DIST. OF COL. COURTS,  
TERRITORIAL COURTS

**I. DEPARTMENT OF STATE**  
DIPLOMATIC SERVICE  
DIVISION OF WESTERN EUROPEAN AFFAIRS  
DIVISION OF FAR EASTERN AFFAIRS  
DIVISION OF NEAR EASTERN AFFAIRS  
CONSULAR SERVICE  
DIVISION OF LATIN AMERICAN AFFAIRS  
BUREAU OF CITIZENSHIP

**II. DEPARTMENT OF THE TREASURY**  
CONTROLLER OF THE CURRENCY  
TREASURER OF THE UNITED STATES  
BUREAU OF THE MINT  
CONTROLLER OF THE TREASURY  
AUDITORS FOR DEPARTMENTS  
REGISTER OF THE TREASURY  
FEDERAL FARM LOAN BOARD  
BUREAU OF ENGRAVING & PRINTING  
BUREAU OF PUBLIC HEALTH SERVICE  
COAST GUARD RESERVE  
SUPERVISING ARCHITECTS OFFICE  
BUREAU OF MARINE INSURANCE  
GENERAL SUPPLY COMMITTEE

**III. DEPARTMENT OF WAR**  
GENERAL STAFF CORPS  
WAR COLLEGE DIVISION  
BOARD OF ORDNANCE & FORTIFICATION  
MILITIA BUREAU  
OFFICE OF CHIEF OF COAST ARTILLERY  
OFFICE OF JUDGE ADVOCATE GENERAL  
OFFICE OF INSPECTOR GENERAL  
OFFICE OF ADJUTANT GENERAL  
OFFICE OF PROVOST MARSHAL GENERAL  
OFFICE OF QUARTERMASTER GENERAL  
OFFICE OF SURGEON GENERAL  
OFFICE OF CHIEF OF ENGINEERS  
BOARD ENGINEERS & MERCHANTS  
MISSISSIPPI RIVER COMMISSION  
CALIFORNIA DEBRIS COMMISSION  
OFFICE OF P.M.B. BLOSS & COMPANY  
OFFICE OF CHIEF OF ORDNANCE  
OFFICE OF CHIEF SIGNAL OFFICER  
BUREAU OF INSULAR AFFAIRS  
PHILIPPINE GOVERNMENT  
PORTO RICO GOVERNMENT  
DOMINICAN RECEIPTS

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ASSISTANT ATTORNEY GENERAL  
SPECIAL ASSISTANT GENERAL  
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DEPARTMENTAL SOLICITOR  
ATTORNEY IN CHARGE OF TITLES  
DIVISION OF INVESTIGATION  
SUPERINTENDENT OF PRISONS

**V. POST OFFICE DEPARTMENT**  
FIRST ASSISTANT POSTMASTER GENERAL  
DIV. OF POSTMASTERS APPOINTMENTS  
DIVISION OF POST OFFICE SERVICE  
DIVISION OF DEAD LETTERS  
SECOND ASSISTANT POSTMASTER GENERAL  
DIVISION OF RAILWAY ADJUSTMENTS  
DIVISION OF FOREIGN MAIL  
DIVISION OF RAILWAY MAIL SERVICE  
THIRD ASSISTANT POSTMASTER GENERAL  
DIVISION OF FINANCE  
THIRD ASSISTANT POSTMASTER GENERAL  
DIVISION OF STAMPS  
DIVISION OF MONEY ORDERS  
DIVISION OF REGISTERED MAIL  
DIVISION OF CLASSIFICATION  
DIVISION OF POSTAL SAVINGS  
FOURTH ASSISTANT POSTMASTER GENERAL  
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DIVISION OF EQUIPMENT & SUPPLIES  
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NAVY YARD COMMISSION  
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OFFICE OF NAVAL INTELLIGENCE  
COMMUNICATION SERVICE  
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INSPECTION AND SURVEY  
COAST GUARD (INCLUDING WAR)  
AVIATION SECTION  
BUREAU OF NAVIGATION  
HYDROGRAPHIC OFFICE  
NAVAL OBSERVATORY  
NAVAL WITEL  
NAVAL RESERVE  
BUREAU OF CONSTRUCTION & REPAIR  
BUREAU OF SUPPLIES AND ACCOUNTS  
BUREAU OF MEDICINE & SURGERY  
BUREAU OF STEAM ENGINEERING  
BUREAU OF YARDS AND DOCK  
BUREAU OF ORDNANCE  
MARINE CORPS

**VII. DEPARTMENT OF THE INTERIOR**  
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ST. ELIZABETH'S HOSPITAL  
COLUMBIA INSTITUTION FOR DEAF  
HOWARD UNIVERSITY  
FREEDMEN'S HOSPITAL  
GENERAL LAND OFFICE  
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BUREAU OF PENSIONS  
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BUREAU OF EDUCATION  
GEOLOGICAL SURVEY  
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BUREAU OF ENTOMOLOGY  
BUREAU OF BIOLOGICAL SURVEY  
BUREAU OF CROP ESTIMATES  
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BUREAU OF MARKETS  
INSPECTOR AND FURBUSH BOARD  
FEDERAL AGRICULTURAL BOARD  
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BUREAU OF FOREIGN & DOMESTIC COMMERCE  
BUREAU OF STANDARDS  
BUREAU OF FISHERIES  
BUREAU OF LIGHTHOUSES  
COAST AND GEODETIC SURVEY  
BUREAU OF NAVIGATION  
STEAMBOAT INSPECTION SERVICE

**X. DEPARTMENT OF LABOR**  
U.S. EMPLOYMENT SERVICE  
BUREAU OF IMMIGRATION  
BUREAU OF NATURALIZATION  
BUREAU OF LABOR STATISTICS  
CHILDREN'S BUREAU  
CHILD LABOR DIVISION  
NATIONAL WAR LABOR BOARD  
BUREAU OF HOUSING

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NATIONAL ZOOLOGICAL PARK  
ASTROPHYSICAL OBSERVATORY  
INTERNATIONAL CATALOGUE OF SCIENTIFIC LITERATURE  
INTERNATIONAL EXCHANGE SERVICE  
NATIONAL ACADEMY OF SCIENCES  
**COMMERCIAL AND INDUSTRIAL**  
INTERSTATE COMMERCE COMMISSION  
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FEDERAL RESERVE BOARD  
FEDERAL TRADE COMMISSION  
UNITED STATES TRUST COMMISSION  
CIVIL SERVICE COMMISSION  
UNITED STATES BUREAU OF EFFICIENCY  
BOARD OF INVESTIGATION AND CONCILIATION  
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FEDERAL BOARD VOCATIONAL EDUCATION  
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COUNCIL OF NATIONAL DEFENSE  
WAR INDUSTRIES BOARD  
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"EMERGENCY" FLEET COOPERATION  
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U.S. FUEL ADMINISTRATION  
WAR TRADE BOARD  
NATIONAL ADVISORY COMMISSIONS  
FOR AERONAUTICS  
ARMY BOARD  
PUBLIC PROPERTY CUSTODIAN  
WAR FINANCE CORPORATION  
**MISCELLANEOUS**  
INTERNATIONAL JOINT COMMISSION  
COMMISSION ON WATERS OF RIO GRANDE  
INTERNATIONAL BOUNDARY COMMISSION  
INTERNATIONAL HIGH COMMISSION  
U.S. GEOGRAPHIC BOARD  
COMMISSION OF FIRE ARMS  
ARMY AND NAVAL APPOINTMENTS  
NATIONAL WOMEN VOLUNTEER SOLDIERS  
SOLDIERS' HOME - REGULAR ARMY  
BUREAU OF ROAD COMMISSIONERS, ALABAMA  
COMBAT NAVY YARDS AND STATIONS  
BOARD OF INDIAN COMMISSIONERS  
THE DISTRICT OF COLUMBIA

PREPARED BY E. L. HANFORD, U.S. RECLAMATION SERVICE, JUNE 1918.

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LETTER OF TRANSMITTAL.

DEPARTMENT OF THE INTERIOR,  
BUREAU OF EDUCATION.

*Washington, January 8, 1918.*

SIR: The executive departments of the Federal Government have in recent years taken a more important place in the life of the country and consequently in the interest of the people than they formerly had. To such an extent have their functions increased that no intelligent conception of the contemporary life of the Nation can be formed without some knowledge of their organization and work. It is also very desirable that the people of the country should be informed as to the nature of the many valuable publications which the departments issue so that they may know how to obtain most expeditiously reliable information on the subjects treated in these reports. That information in regard to the organization and functions of the departments and the nature of their publications may be available for the use of schools and colleges and of chambers of commerce, women's clubs, and other similar organizations, I have caused to be prepared the manuscript which I am transmitting herewith for publication as a bulletin of the Bureau of Education.

Respectfully submitted,

P. P. CLAXTON,  
*Commissioner*

THE SECRETARY OF THE INTERIOR.

# GUIDE TO UNITED STATES GOVERNMENT PUBLICATIONS.

## INTRODUCTION.

This Bulletin is divided into 11 parts, one for each of the 10 executive departments of the Government and one part for the miscellaneous important independent bureaus and commissions. Each part is divided into sections, one for each of the bureaus under the department considered, and the description is given in most instances in the following order: Principal administrative officials, general information and duties, general publications, method of distribution of general publications, annual and other periodical publications, lists, indexes, mailing lists, maps, and correspondence. At the beginning of each part is a brief description of the department considered.

The material for the Bulletin was furnished by each department, bureau, or independent office or commission, in response to a circular sent from the Bureau of Education, and it is desired to express appreciation for the hearty cooperation manifested in the replies received.

## THE WHITE HOUSE.

(Pennsylvania Avenue, between Fifteenth and Seventeenth Streets.)

## THE PRESIDENT OF THE UNITED STATES.

The only publications distributed from the White House are the President's Messages to Congress, and the President's Proclamations. They are for free distribution and may be obtained by addressing the Secretary to the President of the United States.

## COMMITTEE ON PUBLIC INFORMATION.

*Principal administrative officials.*—Secretary of State; Secretary of War; Secretary of the Navy; Chairman of the Committee; Editor of "Official Bulletin." The work of the committee is carried on in the United States and in foreign countries through the activities of about 25 divisions.

*General information and duties.*—The Committee on Public Information was organized under Executive Order of April 14, 1917, and is directly under the President of the United States. The purpose of this committee is to furnish reliable information and to issue an official daily bulletin and such additional bulletins, films, posters, pictures, and publications as may seem desirable.

*General publications.*—The following general publications have been issued:

### RED, WHITE, AND BLUE SERIES.

1. How the War Came to America.
2. National Service Handbook. 15 cents.
3. The Battle Line of Democracy. 15 cents.
4. The President's Flag Day Address with Evidence of Germany's Plans, Conquest and Kultur.
5. German War Practices. (Part I—Treatment of Civilians.)
6. War Cyclopedia: A Handbook for Ready Reference on the Great War. 25 cents.

## GUIDE TO GOVERNMENT PUBLICATIONS.

8. German Treatment of Conquered Territory. (Part II—of German War Practices.)
9. War, Labor, and Peace. (Some Recent Addresses and Writings of the President.)
10. German Plots and Intrigues. Activities of the German System in the United States during the Period of our Neutrality.

## WAR INFORMATION SERIES.

101. The War Message and Facts Behind It.
102. The Nation in Arms.
103. The Government of Germany.
104. The Great War: From Spectator to Participant.
105. A War of Self-Defense.
106. American Loyalty.
107. Amerikanische Buergetreue. (German Translation of No. 106.)
108. American Interest in Popular Government Abroad.
109. Home Reading Course for Citizen Soldiers.
110. First Session of the War Congress.
111. The German War Code.
112. American and Allied Ideals.
113. German Militarism and Its German Critics.
114. The War for Peace.
115. Why America Fights Germany.
116. The Study of the Great War.
117. The Activities of the Committee on Public Information.

## LOYALTY LEAFLETS.

201. Friendly Words to the Foreign Born.
202. The Prussian System.
203. Labor and the War.
204. A War Message to the Farmer.
205. Plain Issues of the War.
206. Ways to Serve the Nation.
207. What Really Matters.

"The Kaiserite in America."

Catalogue of Photographs and Stereopticon Slides, issued by the Division of Pictures.

*Method of distribution of general publications.*—These publications are, so far as issued, for free distribution except as noted. Copies may be obtained from the committee as long as editions printed are available.

*Annual and other periodical publications.*—The Committee on Public Information has not issued any annual report but there is printed a daily "Official Bulletin" which is sent free to officials of all Government departments; to the members of the United States Senate and House of Representatives; members of the American diplomatic and consular service; the foreign diplomatic and consular service; officers of the Army and Navy; every post office in the United States (to be posted daily); governors of all States; mayors of all cities; all daily newspapers and press associations of the country; all magazines; colleges and universities; chambers of commerce and boards of trade; and other public institutions. Regular subscription to others \$5.00 per year.

*Correspondence.*—Requests for general publications should be addressed to the Distribution Department, 6 Jackson Place. Requests for the "Official Bulletin" should be addressed to Editor, Official Bulletin, 16 Jackson Place, Washington, D. C.

## SERVICE BUREAU.

The committee has established this bureau to give necessary information concerning Government work to those who have business with the Governmental agencies in Washington. The bureau is located at the corner of Fifteenth and G Streets NW., Washington, D. C.

## PART I.—DEPARTMENT OF STATE.

(For location of department, bureaus, etc., see page 188.)

*Principal administrative officials.*—Secretary of State; Counselor for the Department of State; the Assistant Secretary; Second Assistant Secretary; Third Assistant Secretary; Director of the Consular Service; Chief Clerk; Solicitor, Acting Foreign Trade Adviser; Adviser on Commercial Treaties; Chiefs: Bureau of Accounts and Disbursing Clerk, Bureau of Citizenship, Consular Bureau, Diplomatic Bureau, Bureau of Appointments, Indexes and Archives, Rolls and Library, Division of Eastern Affairs, Division of Foreign Intelligence, Division of Latin-American Affairs, Division of Mexican Affairs, Division of Near Eastern Affairs, Division of Western European Affairs; Assistant Solicitors (5); Private Secretary to the Secretary of State.

*General information and duties.*—The Secretary of State is charged, under the direction of the President, with the duties appertaining to correspondence with the public ministers and the consuls of the United States, and with the representatives of foreign powers accredited to the United States, and to negotiations of whatever character relating to the foreign affairs of the United States. He is also the medium of correspondence between the President and the chief executives of the several States of the United States; he has the custody of the Great Seal of the United States, and countersigns and affixes such seal to all executive proclamations, to various commissions, and to warrants for the extradition of fugitives from justice. He is regarded as the first in rank among the members of the cabinet. He is also the custodian of the treaties made with foreign States, and of the laws of the United States. He grants and issues passports, and exequaturs to foreign consuls in the United States are issued through his office. He publishes the laws and resolutions of Congress, amendments to the Constitution, and proclamations declaring the admission of new States into the Union.

The Counselor becomes the Acting Secretary of State in the absence of the secretary. He is charged with the supervision of such matters and the preparation of such correspondence as may be assigned to him by the secretary.

Under the organization of the department the Assistant Secretary, Second Assistant Secretary, and Third Assistant Secretary are charged with the supervision of all correspondence with the diplomatic and consular officers, and are intrusted with the preparation of the correspondence upon any questions arising in the course of the public business that may be assigned to them by the secretary.

The Director of the Consular Service is charged with the general supervision of the consular service and such other duties as may be assigned to him from time to time by the secretary.

The Chief Clerk has general supervision of the clerks and employees and of departmental matters; and also charge of the property of the department.

The Foreign Trade Adviser has general supervision of foreign trade matters, diplomatic and consular correspondence, and miscellaneous correspondence relating thereto.

The Diplomatic Bureau handles diplomatic correspondence and miscellaneous correspondence relating thereto.

The Division of Latin-American Affairs handles diplomatic and consular correspondence on matters other than those of an administrative character, in relation to Mexico.

The Division of Far Eastern Affairs handles diplomatic and consular correspondence, on matters other than those of an administrative character, in relation to Japan, China, and leased territories, Siberia, Hongkong, French Indo-China, Siam, Straits Settlements, Borneo, East Indies, India, and in general the Far East.

The Division of Near Eastern Affairs handles diplomatic and consular correspondence, on matters other than those of an administrative character, in re-

lation to Germany, Austria-Hungary, Russia, Roumania, Servia, Bulgaria, Montenegro, Turkey, Greece, Italy, Abyssinia, Persia, Egypt, and colonies belonging to countries of this series.

The Division of Western European Affairs handles diplomatic and consular correspondence, on matters other than those of an administrative character, in relation to Great Britain (Canada, Australia, New Zealand, and British colonies not elsewhere enumerated), Portugal, Spain, France, Morocco, Belgium, the Kongo, Switzerland, Norway, Sweden, the Netherlands, Luxemburg, Denmark, and Liberia.

The Consular Bureau handles consular correspondence and miscellaneous correspondence relating thereto.

The Bureau of Appointments is charged with custody of the Great Seal and handles applications for office, and the preparation of commissions, exequaturs, warrants of extradition, Department Register, consular bonds; correspondence and other matters regarding entrance examinations for the foreign service.

The Bureau of Citizenship examines all applications for passports, issues passports and authentications; receives and files duplicates of evidence, registration, etc., under act of March 2, 1907, in reference to expatriation of citizens and their protection abroad; keeps necessary records thereunder; conducts correspondence in relation to the foregoing.

The Bureau of Indexes and Archives records and indexes the general correspondence of the department and has charge of the archives.

The Bureau of Accounts has custody and disbursement of appropriations and indemnity funds, and correspondence relating thereto.

The Bureau of Rolls and Library has custody of the rolls, treaties, etc.; promulgation of the laws, treaties, Executive orders, and proclamations; care and superintendence of the library and public documents; care of papers relating to international commissions.

The Division of Foreign Intelligence prepares and distributes to the foreign service of diplomatic, commercial, and other correspondence and documents important to their information upon foreign relations; editing "Foreign Relations" of the United States.

The Office of the Law Clerk edits and indexes the laws, resolutions, public treaties, and proclamations for publication in the Statutes at Large.

The Superintendent of the State, War, and Navy Department Building is the executive officer of the commission created by Congress, consisting of the Secretaries of State, War, and Navy, for the government of this building. He has charge of, care, preservation, repairing, warming, ventilating, lighting, and cleaning of the building, grounds, and approaches, and disburses the special appropriations for this purpose; he has charge of all the employees of the building proper, and appoints them by direction of the secretaries.

**Publications.**—The following publications of the State Department are available for general or limited distribution as indicated: (a) Foreign Relations of the United States. A compilation of the diplomatic correspondence with foreign countries. Printed and distributed as a congressional document. Last edition covers correspondence of the year 1910.

(b) Register of the Department of State. List of officers, clerks, and employees of the department in Washington and the foreign service, including the Diplomatic and Consular Service. List of foreign representatives in the United States. Issued annually. Limited distribution by the department.

(c) Diplomatic and Consular Service of the United States. List of diplomatic and consular officials. Issued at irregular intervals. Limited distribution by the department.

(d) Diplomatic List. Containing the diplomatic officials and families of foreign missions in Washington. Issued monthly. Limited distribution by the department.

(e) Information Regarding Appointments and Promotions in the Consular Service of the United States. Distributed by the department upon request.

(f) Information Regarding Appointments and Promotions in the Diplomatic Service of the United States. Distributed by the department upon request.

(g) Rules Governing the Granting and Issuing of Passports in the United States. Distributed free by the Bureau of Citizenship.

**Correspondence.**—Requests for these publications should be sent to the Chief Clerk, State Department, Washington, D. C. A price list of congressional and other publications on foreign relations can be obtained by application to the Superintendent of Documents, Government Printing Office, Washington, D. C.



## PART II.—DEPARTMENT OF THE TREASURY.

(For location of department, bureaus, etc., see page 188.)

### OFFICE OF SECRETARY.

*Principal administrative officials.*—Secretary of the Treasury; Assistant Secretary, in charge of Public Buildings and Miscellaneous; Assistant Secretary, in charge of Fiscal Bureaus; Assistant Secretary, in charge of Customs; Assistant to the Secretary; Chief Clerk; Chiefs: Division of Appointments, Division of Bookkeeping and Warrants, Division of Customs, Division of Loans and Currency, Division of Mail and Files, Division of Printing and Stationery, Division of Public Moneys, Division of Secret Service; Disbursing Clerk; Section of Surety Bonds.

*General information and duties.*—The Secretary of the Treasury is charged with the management of the national finances. He prepares plans for the improvement of the revenue and for the support of the public credit; superintends the collection of the revenue, and directs the forms of keeping and rendering public accounts and of making returns; grants warrants for all moneys drawn from the Treasury in pursuance of appropriations made by law, and for the payment of moneys into the Treasury; and annually submits to Congress estimates of the probable revenues and disbursements of the Government. He controls the construction and maintenance of public buildings; the coinage and printing of money; the administration of the Coast Guard and the Public Health branches of the public service, and furnishes generally such information as may be required by either branch of Congress on all matters pertaining to the foregoing. He is ex officio chairman of the Federal Reserve Board, created by act approved December 23, 1913; ex officio chairman of the Federal Farm Loan Board, created by act approved July 17, 1916; president of the central executive council of the International High Commission, and chairman of the United States section of that commission; appointed Director-General of Railroads by the President, December 26, 1917.

The Assistant Secretary in charge of miscellaneous divisions of the Treasury Department is assigned the general supervision of matters relating to the following bureaus and divisions: Public Health Service, Supervising Architect, the selection of sites for public buildings, Coast Guard, Appointment Division, General Supply Committee, Section of Surety Bonds, and all unassigned business of the department.

The Assistant Secretary in charge of fiscal bureaus is assigned the general supervision of all matters relating to the following bureaus, offices, and divisions: The Federal Farm Loan Board, the Office of the Comptroller of the Currency, the Office of the Treasurer of the United States; the Bureau of Internal Revenue; the Office of the Director of the Mint; the Office of the Comptroller of the Treasury; the auditors of the several departments; the Register of the Treasury; the Bureau of Engraving and Printing; the Division of Bookkeeping and Warrants; the Division of Loans and Currency; the Division of Mail and Files; the Division of Printing and Stationery; the Division of Public Moneys; the Secret Service Division; and the office of the disbursing clerk.

The Assistant Secretary in charge of customs is assigned the general supervision of the Division of Customs, of all matters pertaining to the customs service, and the Bureau of War Risk Insurance.

The Chief Clerk is the chief executive officer of the Secretary, and, under the direction of the Secretary and Assistant Secretaries, is charged with the enforcement of departmental regulations general in their nature; is by law superintendent of the Treasury Building, and, in addition superintends the Winder, Cox, Butler, and Auditors' Buildings; has direct charge of motor trucks, horses, wagons, etc., belonging to the department; the direction of engineers, machinists, watchmen, firemen, laborers, and other employees connected with the maintenance and protection of the Treasury Building and annexes; the expenditure

of appropriations for contingent expenses; the administrative control of appropriations made for Government exhibits at various expositions; the supervision and general administration of the General Supply Committee; handles offers in compromise cases; the custody of the records, files, and library of the Secretary's office; the custody of all sites for proposed public buildings in Washington; the checking of all mail relating to the personnel of the Treasury Department; the handling of requests for certified copies of official papers, and the charge of all business of the Secretary's office unassigned.

## PUBLICATIONS.

## ADMINISTRATIVE DIVISIONS.

*Chief Clerk.*—The only publications issued by the Chief Clerk are the following: (a) Report of the Contingent Expenses of the Treasury Department; (b) Traveling Expenses of Officers and Employees, Treasury Department; (c) Report showing exchanges of typewriters, adding machines, and other similar labor-saving devices. All of these are congressional documents issued annually.

*Division of Appointments.*—The only publication prepared by this division is a list of presidential officers. This publication contains the name, location, designation, date of commission and appointment, compensation and amount of bond of each presidential officer in and under the Treasury Department. It is distributed free by the Chief of the Division of Appointments for official use and is for sale by the Superintendent of Documents to the general public.

*Division of Bookkeeping and Warrants.*—The publications prepared in this division are: (a) The Annual Book of Estimates of Appropriations Submitted to Congress. (b) Supplemental Appropriation Estimates and Deficiencies Submitted to Congress. (c) Annual Digest of Appropriations. (d) Annual Combined Statement of Receipts and Disbursements, Balances, etc., of the United States by Fiscal Years. (e) Comparative Statement of Receipts and Expenditures, 1856 to date. (Annually.) (f) Daily Statement of the Condition of the Treasury. (g) Financial Statement of the United States. (Monthly.) (h) Claims Allowed by Accounting Officers. (Irregularly.) (i) Employees Under Meat-Inspection Law. (Annually.) (j) Information Relating to the Accounting System of the United States Treasury Department, 1905. (One edition.) (k) Judgments Rendered by the Court of Claims. (Irregularly.) (l) Sales of Old Material, Condemned Stores, etc. (Annually.)

The edition of each publication is limited and is mainly distributed to Government offices for official use. (a), (b), (c), (d), and (j) are for sale by the Superintendent of Documents, Government Printing Office, Washington, D. C.

*Division of Customs.*—The following publications are issued by the Division of Customs: (a) Annual Report of the Board of General Appraisers. (b) Appeals Pending Before United States Courts in Customs Cases. (Quarterly.) (c) Compilation of Customs Laws and Digest of Decisions Thereunder (acts of 1883-1913). (d) Conference of local Appraisers. (Annually.) (e) Customs Regulations. (Irregularly.) (f) Digest of Customs Decisions. (Irregularly.) (g) Estimates of Appropriations for Collecting the Revenue from Customs. (Annually.) (h) Laws of the United States Relating to Customs, 1899. (One edition.) (i) Reappraisements of Merchandise. (Weekly.) (j) Refunds of Customs Duties. (Annually.) (k) Tariff Act of 1913.

These are published for official use and all but (i) and (j) are for sale by Superintendent of Documents, Government Printing Office, Washington, D. C.

*Division of Loans and Currency.*—The following publications are issued by this division:

(a) Information Respecting United States Bonds, Paper Currency and Coin, Production of Precious Metals, etc. Sold by Superintendent of Documents, 15 cents.

(b) Information Respecting Money in Circulation. Issued for official use.

(c) A Compilation of the Principal Laws of the United States Relating to Loans and the Currency. Distributed by Division of Loans and Currency.

(d) Regulations of the Treasury Department in Relation to United States Bonds. Sold by Superintendent of Documents, 5 cents.

(e) Circulation Statement. (Monthly.) Sets forth amounts of various kinds of money forming general stock of money in United States, amounts of each

kind held in Treasury as assets, and held by Federal reserve banks and Federal reserve agents against issues of Federal reserve notes, and finally sets forth amounts of each kind of money in general circulation, with circulation per capita. Distributed free; restricted mailing list.

(f) *Caveat List of United States Registered Bonds.* (Monthly.) List of registered bonds of United States reported lost or destroyed. Distributed free.

A restricted free mailing list is maintained for the circulation statement and caveat list. For information address, The Secretary of the Treasury, Division of Loans and Currency, Washington, D. C.

*Division of Printing and Stationery.*—The following publications are issued annually or as noted:

(a) *Annual Report of the Secretary of the Treasury on the State of the Finances.* (In pamphlet form.) This report gives the receipts and expenditures of the Government during the fiscal year with which the report deals, and treats of the collection of the revenue, the public credit, and the finances generally. It also contains the Secretary's estimate of receipts and expenditures of the Government for the following fiscal year and a synopsis of the annual reports of bureaus and divisions of the Treasury Department. It embraces, as well, the recommendations of the Secretary to Congress which, in addition to those made on the finances, include the administration of the Office of the Supervising Architect, the Director of the Mint, the Bureau of Engraving and Printing, the Coast Guard, the Public Health Service, the War Risk Bureau, and the Federal Farm Loan Bureau. The volume is distributed gratuitously to the public as far as the small edition printed will justify. It is also sold by the Superintendent of Documents.

(b) *Annual Report of the Secretary of the Treasury on the State of the Finances with Appendices,* commonly known as the Finance Report. This report of the Secretary is identical with the pamphlet edition, with the exception that there is an appendix consisting of the Report of the Treasurer of the United States, the Comptroller of the Currency, the Register of the Treasury (discontinued with one 1916 report), and portions of the Report of the Director of the Mint and the Report of the Commissioner of Internal Revenue. The volume is distributed gratuitously to the public as far as the small edition printed will justify. It is also sold by the Superintendent of Documents.

(c) *Weekly Treasury Decisions.* This is a weekly bulletin containing the decisions of the Treasury Department, under the customs, internal-revenue, and other laws. It also includes the decisions of the Board of United States General Appraisers, the United States Court of Customs Appeals, and the War Risk Bureau. It is distributed gratuitously only to interested Government officials, and is sold to others on annual subscription of \$1.75 by the Superintendent of Documents.

(d) *Treasury Decisions.* (Annually or semiannually.) This is a bound volume of the weekly decisions. It appears as the "customs edition" and the "internal-revenue edition," being a compilation of the respective decisions. It is distributed gratuitously only to interested Government officials, and is for sale to the public by the Superintendent of Documents.

(e) *United States Court of Customs Appeals Reports.* This is the annual compilation of the court decisions published in *Weekly Treasury Decisions*. It is distributed gratuitously only to interested Government officials, and is for sale to the public by the Superintendent of Documents.

*Mailing lists.*—Two free mailing lists are maintained in the Division of Printing and Stationery—for the Report of the Secretary of the Treasury on the State of the Finances and for the Finance volume.

*Correspondence.*—The official designation of the officer to whom requests for publications issued by the Division of Printing and Stationery should be made is the Secretary of the Treasury.

*Secret-service Division.*—The only publication issued for distribution is the Annual Report addressed to the Secretary of the Treasury, containing a summary of the work of the service during the year; number of arrests made; amount of counterfeit money and counterfeit apparatus and materials captured; list of new counterfeits, etc. The report is distributed free. The printing of this Annual Report was discontinued with the 1916 report.

*Section of Surety Bonds.*—No publications are regularly issued, with the exception of Department Form No. 358, which is issued four times a year—on March 1, May 15, August 15, and November 15. This statement gives a list of the surety companies, capital, surplus, where incorporated, etc., and is mailed



to the bond approving officers of the Government, the surety companies, and the general public. A regular mailing list is maintained with about 1,500 addresses.

*Government Actuary.*—General publications issued are the following: (a) Tables showing the investment values of United States bonds, together with simple interest tables at 2, 3, and 4 per cent interest. These are distributed free for Government use. (b) Monthly table in the form of a departmental circular, showing daily quotations of United States Bonds, together with their corresponding investment values. A free mailing list is maintained for the distribution of this monthly circular. (c) Government salary tables, 1904. (Issued for official use.) (d) Interest tables at 3 per cent per annum. (Issued for official use.) (e) Interest rebate tables, 1899. (Issued for official use.)

Tables showing interest on \$100 at the rate of 1, 2, and 4 per cent per quarter. (Issued for official use.)

For information address Government Actuary, Treasury Department, Washington, D. C.

### COMPTROLLER OF THE CURRENCY.

*Principal administrative officials.*—Comptroller; two Deputy Comptrollers; Chief Clerk. Chiefs: Division of Issue of National Bank Notes, Division of Redemption of National Bank Notes, Division of Organization of National Banks, Division of Examination, Division of Statistics, Division of General Bookkeeping, Division of Issue and Redemption of Federal Reserve Notes. The Comptroller of the Currency is ex officio a member of the Federal Reserve Board.

*General information and duties.*—The Comptroller of the Currency is charged with the execution of all laws passed by Congress relating to the issue and retirement of the national currency, generally known as national bank notes, secured by United States bonds; and under the supervision of the Federal Reserve Board is also in charge of the issue and redemption of circulating notes of Federal reserve banks.

In addition to these powers the comptroller exercises general supervision over all national banks throughout the United States, including Alaska and Hawaii, in the matter of their organization and regulation. The comptroller also supervises all other incorporated banks and building associations doing business in the District of Columbia. He is vested with the power to appoint receivers for insolvent national banks and through the courts to enforce penalties prescribed for violations of the national bank act. The comptroller, with the approval of the Secretary of the Treasury, also appoints all national bank examiners. Under the Federal reserve act he executed and issued the certificates or charters for the Federal reserve banks.

Reports of condition of all national banks are made to the comptroller not less frequently than five times a year by the banks, and also periodically by the national bank examiners appointed by him.

*General publications.*—(a) Instructions of the Comptroller of the Currency relative to the organization, etc., of national banks, digests of decisions relating to national banks, and the National Bank act, Federal reserve act, etc. They are distributed free and sold by Superintendent of Documents.

(b) Annual Report of the Comptroller of the Currency to Congress. This document is issued in two volumes, and contains information regarding the condition of the National banks with statistical tables relating thereto. It is distributed free to the banks, and sold by the Superintendent of Documents.

(c) Abstracts of Condition is a periodical issued five or more times each year, and contains statistics relating to the status of national banks at the time of each call for a report of condition. Distributed free.

(d) Digest of Decisions Relating to National Banks. (Discontinued.)

(e) National Bank Act as Amended. For sale by Superintendent of Documents.

(f) Monthly Statement of National Bank Notes and Federal Reserve Bank Notes Outstanding.

*Mailing lists.*—Mailing lists for national banks, libraries, State banking departments, United States and Foreign Consular Offices, and a restricted list of certain financiers and financial institutions and publications are maintained.

*Correspondence.*—Comptroller of the Currency, Treasury Department.

## TREASURER OF THE UNITED STATES.

*Principal administrative officials.*—Treasurer, Cashier, Assistant Treasurer, Chief Clerk, Deputy Assistant Treasurer, Superintendent, National Bank Redemption Agency.

*General information and duties.*—The Treasurer of the United States is charged with the receipt and disbursement of all public moneys that may be deposited in the Treasury at Washington and in the subtreasuries, and in the national-bank depositories; is redemption agent for national-bank notes; is trustee for bonds held to secure national-bank circulation and public deposits in national banks, and bonds held to secure postal savings in banks; is custodian of miscellaneous trust funds; is fiscal agent for paying interest on the public debt and for paying the land-purchase bonds of the Philippine Islands, principal and interest; is treasurer of the board of trustees of the Postal Savings System; and is ex officio commissioner of the sinking fund of the District of Columbia.

*General publications.*—Circulars and memoranda have been issued covering such topics as issue, exchange, and redemption of money; legal tender; issues of coin and paper currency not legal tender; uncurrent coin; regulations relating to the indorsement and payment of Treasury warrants, interest checks, and checks of disbursing officers; regulations relating to lost checks and issue of duplicates and the preparation of bonds of indemnity therefor; trade dollars; kinds of certain gold coins discontinued; premium on currency; State bank notes; Continental currency; and mint marks.

*Method of distribution of general publications.*—The above publications are distributed free upon request. They were prepared for answering letters of inquiry addressed to the department.

*Annual and other periodical publications.*—The following are issued:

(a) Annual Report of the Treasurer of the United States. The Treasurer of the United States is charged with the receipt and disbursement of all public moneys that may be deposited in the Treasury at Washington and in the subtreasuries, and in the national-bank depositories; is redemption agent for national-bank notes, Federal Reserve notes, and Federal Reserve bank notes; is trustee for bonds held to secure national-bank circulation and public deposits in national banks, and bonds held to secure postal savings in banks; is custodian of miscellaneous trust funds; is fiscal agent for paying interest on the public debt and for paying the land-purchase bonds of the Philippine Islands, principal and interest; is treasurer of the board of trustees of the Postal Savings System; and is ex officio commissioner of the sinking fund of the District of Columbia.

(b) Annual Report of the Treasurer of the United States on the Sinking Fund and Funded Debt of the District of Columbia. The Treasurer is ex officio commissioner of the sinking fund of the District of Columbia. The report covers the operation of the sinking fund, the funded debt, estimates and guaranty fund, and guaranty fund under contracts.

(c) Monthly Statement. Paper currency of each denomination outstanding. The above Annual Reports are distributed free so long as the editions issued will warrant. They are sold after a certain period of time by the Superintendent of Documents, Government Printing Office, at various prices depending on date. The edition of Monthly Statement of paper currency is very limited and is only mailed to those particularly interested.

*Mailing lists.*—Free mailing lists for the Annual Reports are maintained so far as the limited editions will permit.

*Correspondence.*—All requests for publications above mentioned should be addressed to the Treasurer of the United States.

## INTERNAL REVENUE BUREAU.

*Principal administrative officials.*—Commissioner, Deputy Commissioners, Chief Clerk.

*General information and duties.*—The commissioner has general superintendence of the collection of all internal-revenue taxes, including also the income, inheritance and excess profits taxes; the enforcement of internal-revenue laws; appointment of internal-revenue employees; compensation and duties of gaugers, storekeepers, and other subordinate officers; the preparation and distribution of stamps, instructions, regulations, forms, blanks, hydrometers, stationery, etc.

## PUBLICATIONS.

*General publications.*—These include: (a) Internal Revenue Regulations, revised when necessary or published covering new legislation affecting internal-revenue service.

(b) Compilation of Internal Revenue Laws in force March 4, 1911; Supp. 1915. Sold by Superintendent of Documents.

*Method of distribution of general publications.*—Regulations may, in general, be had on application of taxpayers to the Collector of Internal Revenue of his district or to the Commissioner of Internal Revenue. Free. Distribution by sale by the Superintendent of Documents, Government Printing Office, at price indicated.

*Annual and other periodical publications.*—The following are issued: (a) Preliminary Report, Commissioner of Internal Revenue.

(b) Annual Report, Commissioner of Internal Revenue.

(c) Report showing collection of revenue derived from articles and occupations subject to internal-revenue tax, such as distilled spirits, fermented liquors, tobacco, oleomargarine, playing cards, income, corporation, capital stock, munitions, estates, etc.

(d) Report showing revenue classified by States, and internal-revenue districts.

(e) Rulings and decisions pertaining to internal-revenue laws and regulations, published in weekly pamphlet known as Treasury Decisions; subscription price, \$1.75 per annum, upon remittance to Superintendent of Documents, Government Printing Office.

(f) Compilation of Internal Revenue Laws.

(g) Digests of Decisions of the Commissioner of Internal Revenue. Sold by Superintendent of Documents.

*List of publications.*—Catalogue No. 155 contains list of Internal Revenue blanks, books, laws, regulations, and bonds. No monthly list of publications is issued.

*Correspondence.*—Requests for free publications should be addressed to Commissioner of Internal Revenue, Treasury Department, Washington, D. C. Requests for compilation of Internal Revenue Laws, and Regulations, which are sold, should be addressed to Superintendent of Documents, Government Printing Office, Washington, D. C.

## BUREAU OF THE MINT.

*Principal administrative officials.*—Director, Examiner, Executive Clerk.

*General information and duties.*—The Director of the Mint has general supervision of all the mints and assay offices of the United States. He prescribes the rules, to be approved by the Secretary of the Treasury, for the transaction of business at the mints and assay offices, receives daily reports of their operations, directs the coinage to be executed, reviews the accounts, authorizes all expenditures, superintends the annual settlements of the several institutions, and makes special examinations of them when deemed necessary. All appointments, removals, and transfers in the mints and assay offices are subject to his approval. Tests of the weight and fineness of coins struck at the mints are made in the assay laboratory under his charge. He prepares quarterly an estimate of the value of the standard coins of foreign countries for use in valuing imports and for other public purposes. An annual report on the operations of the Mint Service during each fiscal year is prepared by the director for publication in the Finance Report of the Secretary of the Treasury, giving information as to acquisition of gold and silver, coinage, etc.; also statistics on the production, by calendar years, of gold and silver in the United States and in the world, and of monetary stocks of the principal countries of the world.

*Annual reports and other periodical publications.*—(a) The Annual Report of the Director of the Mint is separately published in an amplified form, giving additional details concerning mint operations, foreign monetary systems, stocks of money, etc. Distribution is free, through the Superintendent of Documents.

(b) Value of Foreign Coins. Circular issued quarterly each year. This circular shows the value of foreign coins in United States money. Distribution free through the Secretary of the Treasury.

(c) Catalogue of Coins, Tokens, and Medals in the Numismatic Collection in the Mint of the United States at Philadelphia.

(d) *General Instructions and Regulations Governing Mints and Assay Offices.* Irregularly.

(e) *Guide to the Numismatic Collection of the Mint of the United States at Philadelphia.*

(f) *Information Relating to Coins and Price List of Medals.* (United States Mint, Philadelphia.) Irregularly.

(g) *Laws Relating to Coinage.* Irregularly.

(h) *Proceedings of the Assay Commission.* Annually.

(i) *Rules and Tables for Computing Bullion Values.* Irregularly.

(j) *The Monetary Systems of the World.* Irregularly.

(k) to (j) are for sale by Superintendent of Documents.

*Mailing list.*—Mailing lists are maintained for the publications distributed free.

*Correspondence.*—All correspondence in regard to free publications should be addressed to the Director of the Mint, at Washington, D. C. Requests for publications for sale should be made to the Superintendent of Documents, Government Printing Office, Washington, D. C.

### COMPTROLLER OF THE TREASURY.

*Principal administrative officials.*—Comptroller, Assistant Comptroller, Chief Clerk.

*General information and duties.*—The Comptroller of the Treasury, under the direction of the Secretary of the Treasury, prescribes the forms of keeping and rendering all public accounts except those relating to postal revenues and the expenditures therefrom. He is charged with the duty of revising accounts upon appeal from settlements made by the auditors. Upon the application of disbursing officers, or the head of any executive department or other independent establishment not under any of the executive departments, the comptroller is required to render his advance decision upon any question involving a payment to be made by them or under them, which decision, when rendered, governs the auditor and the comptroller in the settlement of the account involving the payment inquired about. He is required to approve, disapprove, or modify all decisions by auditors making an original construction or modifying an existing construction of statutes, and certify his action to the auditor whose duties are affected thereby. Under his direction the several auditors superintend the recovery of all debts finally certified by them, respectively, to be due the United States, except those arising under the Post Office Department. He superintends the preservation by the auditors of all accounts which have been finally adjusted by them, together with the vouchers and certificates relating to the same. He is required, on his own motion, when in the interests of the Government, to revise any account settled by any auditor. In any case where, in his opinion, the interests of the Government require, he may direct any of the auditors forthwith to audit and settle any particular account pending before the said auditor for settlement. It is his duty to countersign all warrants authorized by law to be signed by the Secretary of the Treasury.

*Annual and other periodical publications.*—(a) *Annual Reports of the Comptroller, First Comptroller, and Second Comptroller, 1884-1916.* These reports cover, first, the business transacted in the office during each fiscal year, and second, suggestions and recommendations for improvement and efficiency in office work and in accounting methods and practices generally.

(b) *Circulars of the Comptroller, First Comptroller, and Second Comptroller, 1789-1843,* bound in three volumes. Later circulars, from 1874 to 1916, are contained in the annual editions of Treasury Department circulars.

(c) *Decisions of the First Comptroller, 1880-1885 (Lawrence),* in six volumes (vol. 1 contains an appendix, setting forth the organization and duties of the accounting officers in the Treasury Department, etc.); 1893-1894 (Bowler), in one volume. These published decisions are selected because of their importance and general interest.

(d) *Digest of Decisions of the Second Comptroller, 1817-1852, 1853-1865 (Chipman),* in 2 volumes; 1865-1869 (Bradford), in 1 volume; 1869-1884 (Upton), in 1 volume; 1884-1893 (Gilkeson), in 7 volumes.

(e) *Decisions of the Comptroller, 1894-1917,* in 23 volumes. These published decisions are selected because of their importance and general interest. Beginning with volume 1, October, 1894, advance sheets of the Decisions of the Comptroller have been published quarterly for the first three quarters of each



year, bound with paper covers and indexed. Beginning with volume 21, July, 1914, advance sheets of the Decisions of the Comptroller have also been published monthly, for limited distribution, sheets being fastened with wire staples, without cover or index. Digest of the Decisions of the Comptroller, 1894-1902 (covering published vols. 1-8 and manuscript vols. 1-21).

*Distribution.*—The above-mentioned publications are distributed free to public officials for official use and sold to private individuals, corporations, and institutions. They are not sold at subscription prices, but at a price for each volume fixed by the Superintendent of Documents, to whom applications and remittances should be made.

*Mailing lists.*—Free mailing lists are maintained for mailing current publications to public officials for official use.

*Correspondence.*—Public officials who are entitled to free distribution of publications should address their requests to the Comptroller of the Treasury, Washington, D. C.; all others to the Superintendent of Documents, Government Printing Office, Washington, D. C.

## AUDITORS FOR DEPARTMENTS.

### TREASURY DEPARTMENT.

*Principal administrative official.*—Auditor for the Treasury Department.

*General information and duties.*—The Auditor for the Treasury Department receives and settles all accounts of the Department of the Treasury, including all accounts relating to the customs service, the public debt, internal revenue, Treasurer and assistant treasurers, mints and assay offices, Bureau of Engraving and Printing, Coast Guard, Public Health Service, public buildings, Secret Service, War Risk insurance, etc.

*Publications.*—(a) Annual Report; a statement of business transacted by the office during each fiscal year, together with recommendations. Distribution free. Printing of this Annual Report was discontinued with the 1916 report.

(b) Laws Relating to Public Buildings, with Information for Disbursing Officers and Others. One edition. (For official use only.)

(c) Official Emoluments of Customs Officers. Annually. (For official use only.)

*Correspondence.*—Address, Auditor for the Treasury Department, Washington, D. C.

### WAR DEPARTMENT.

*Principal administrative official.*—Auditor for the War Department, Washington, D. C.

*General information and duties.*—The Auditor for the War Department receives and settles all accounts of the Department of War, including all accounts relating to the Military Establishment, armories and arsenals, national cemeteries, fortifications, public buildings and grounds under the Chief of Engineers, rivers and harbors, the Military Academy, and the Panama Canal.

*Publications.*—The only publication issued is the Annual Report, distributed in accordance with usual practice, and sold by Superintendent of Documents, Washington, D. C. Printing of this Annual Report was discontinued with the 1916 report.

### INTERIOR DEPARTMENT.

*Principal administrative official.*—Auditor for the Interior Department, Washington, D. C. (to whom correspondence should be addressed).

*General information and duties.*—All claims and accounts arising under the Department of the Interior, which includes those having relation to the protection, survey, and sale of public and Indian lands, the reclamation of arid public and Indian lands, Army and Navy pensions, Indian affairs, Geological Survey, Bureau of Education, Bureau of Mines, Patent Office, Capitol Building and Grounds, Freedmen's Hospital, Howard University, Columbia Institution for the Deaf, St. Elizabeth's Hospital, Hot Springs Reservation, the Yosemite and other national parks, and the construction of railroads in Alaska, are required to be examined and settled in this office.

*Publications.*—The only publication issued is the Annual Report, which is distributed free as long as limited edition is available. Printing of this Annual Report was discontinued with the 1916 report.

### NAVY DEPARTMENT.

*Principal administrative official.*—Auditor for the Navy Department, Washington, D. C.

*General information and duties.*—The Auditor for the Navy Department receives and settles all accounts of the Department of the Navy, including all accounts relating to the Naval Establishment, Marine Corps, and the Naval Academy.

*Publications.*—The only publications issued are: (a) Annual Report to Secretary of Treasury on work done during the fiscal year; (b) Digest of Naval Appropriations. Printing of this Annual Report was discontinued with the 1916 report.

### STATE AND OTHER DEPARTMENTS.

*Principal administrative official.*—Auditor for the State and Other Departments, Washington, D. C.

*General information and duties.*—The Auditor for the State and Other Departments receives and settles the accounts of the White House; the two Houses of Congress; the Supreme Court; the Departments of State, including the expenses of the Diplomatic and Consular Service; Justice, covering expenses of United States courts; Agriculture, including its field service; Commerce; Labor; also the accounts of the following governmental establishments: Government Printing Office; Interstate Commerce Commission; Smithsonian Institution and National Museum; District of Columbia; Civil Service Commission; the Federal Reserve Board; the Federal Trade Commission; and all boards, commissions, and establishments of the Government not under the administration of any executive department.

*Publications.*—The only publication issued is the Annual Report, a brief statement of the work of the bureau for the year, of which only about 125 copies are printed. Printing of this Annual Report was discontinued with the 1916 report.

*Mailing list.*—Distributed only in department, unless a request is received from outside.

*Correspondence.*—Requests for information should be addressed to Auditor for State and Other Departments, Washington, D. C.

### POST OFFICE DEPARTMENT.

*Principal administrative official.*—Auditor for the Post Office Department.

*General information and duties.*—The Auditor for the Post Office Department receives and examines all accounts of the office of the Postmaster General and of all bureaus and offices under his direction; all postal and money-order accounts of postmasters and foreign administrations; all accounts relating to the transportation of mails, and to all other business within the jurisdiction of the Post Office Department; and certifies the balances arising thereon to the Postmaster General for accounts of the postal revenue and expenditures therefrom, and to the Secretary of the Treasury for other accounts. He also receives and examines reports and accounts of postmasters operating postal savings banks, and accounts for expenditures from the appropriation for continuing the establishment, maintenance, and extension of the postal savings depositories. He registers, charges, and countersigns the warrants upon the Treasury issued in liquidation of indebtedness; superintends the collecting of debts due the United States for the service of the Post Office Department and all penalties imposed; directs suits and all legal proceedings in civil actions; and takes all legal measures to enforce the payment of money due the United States for the service of the Post Office Department, and for this purpose has direct official relations with the Solicitor of the Treasury, Department of Justice. He receives and accepts, with the written consent of the Postmaster General, offers of compromise under sections 295 and 400, Revised Statutes. He is required to submit to the Secretary of the Treasury quarterly statements

of postal receipts and expenditures, and to report to the Postmaster General the financial condition of the Post Office Department at the close of each fiscal year.

*Annual and other periodical publications.*—(a) The Annual Report of the Auditor for the Post Office Department contains the financial statement covering the fiscal operations of the Post Office Department and the balance sheet showing its financial condition at the close of the fiscal year, which is published as a part of the Postmaster General's report to Congress. Distributed free.

(b) Quarterly Financial Statement of the Auditor for the Post Office Department, covering the fiscal operations of the Post Office Department by quarters. Distributed free.

(c) The Accounting System of the United States, 1789 to 1910. For sale by Superintendent of Documents, Government Printing Office, Washington, D. C.

*Mailbox lists.* Lists are maintained for first two publications for those interested.

*Correspondence.* Address Auditor for Post Office Department, Washington, D. C.

### REGISTER OF THE TREASURY.

*Principal administrative officials.* Register, Assistant Register.

*General information and duties.*—The Register of the Treasury signs all bonds of the United States, the bonds of the District of Columbia, the Philippine Islands, the city of Manila, the city of Cebu, and the Porto Rican gold loans, and keeps records showing the daily outstanding balances thereof. He certifies to the Treasurer of the United States, the Auditor for the Treasury, and the Loans and Currency Division, Secretary's Office, the interest due on United States loans at interest periods. He examines and approves for credit in the public debt account the Treasurer's monthly report of paid interest coupons, gives an administrative examination to paid interest checks received from the Treasurer; certifies to, and transmits such accounts to the Auditor for the Treasury.

*Annual and other periodical publications.*—(a) Annual Report. A report to the Secretary of the Treasury of the transactions in coupon and registered bonds of the United States, the insular possessions, and the District of Columbia. Also, the number and amount of paid interest checks on current loans given an administrative examination. The number and amount of all paid interest coupons received and on file. The printing of the Annual Report was discontinued with the 1916 report.

(b) History of the Currency of the Country and of the Loans of the United States from the Earliest Period to June 30, 1900. Second edition. For sale by Superintendent of Documents.

*Correspondence.* Address Superintendent of Documents, Government Printing Office, Washington, D. C.

### FEDERAL FARM LOAN BUREAU.

*Principal administrative officials and districts.* Members of the Board: Chairman (ex officio), Secretary of the Treasury; Farm Loan Commissioner and Executive Officer; three other members of Commission; Secretary. FEDERAL LAND BANK CITIES: District No. 1, Springfield, Mass.; District No. 2, Baltimore, Md.; District No. 3, Columbia, S. C.; District No. 4, Louisville, Ky.; District No. 5, New Orleans, La.; District No. 6, St. Louis, Mo.; District No. 7, St. Paul, Minn.; District No. 8, Omaha, Nebr.; District No. 9, Wichita, Kans.; District No. 10, Houston, Tex.; District No. 11, Berkeley, Cal.; District No. 12, Spokane, Wash. FEDERAL LAND BANK DISTRICTS: District No. 1, Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, and New Jersey; District No. 2, Pennsylvania, Delaware, Maryland, Virginia, West Virginia, and the District of Columbia; District No. 3, North Carolina, South Carolina, Georgia, and Florida; District No. 4, Ohio, Indiana, Kentucky, and Tennessee; District No. 5, Alabama, Mississippi, and Louisiana; District No. 6, Illinois, Missouri, and Arkansas; District No. 7, Michigan, Wisconsin, Minnesota, and North Dakota; District No. 8, Iowa, Nebraska, South Dakota, and Wyoming; District No. 9, Oklahoma, Kansas, Colorado, and New Mexico; District No. 10, Texas; District No. 11, California, Nevada, Utah, and Arizona; District No. 12, Washington, Oregon, Montana, and Idaho.

*General information and duties.*—The Federal Farm Loan Board is charged with the administration of the Federal farm loan act. It establishes the 12

Federal land banks, defines their respective districts, appoints the temporary directors and 3 members of the permanent board of directors of each of them, supervises their operations, appoints their registrars and appraisers, and has power to grant charters to national farm loan associations and joint-stock land banks. It makes appraisal of farm lands and prepares and publishes amortization tables. It supervises the operation of national farm loan associations and joint-stock land banks. It is its duty to disseminate by publications of its own and through the press matter setting forth the advantages to borrowers and investors of the system of loans established by the act. It may authorize Federal land banks to appoint agents for the making of loans to farmers in counties which fail to form farm loan associations. It has the power to revise and alter rates of interest charged by Federal land banks; to grant or refuse to Federal land banks or joint-stock land banks authority to make any specific issue of bonds; to control charges made to borrowers for expenses incident to the making of loans; to require Federal land banks to meet their obligations to each other, and to exercise such incidental powers as are necessary or requisite to fulfill its duties and carry out the purposes of the Federal farm loan act.

*General publications.*—The following five circulars have been issued:

Circular No. 1. National Farm Loan Associations. Discusses the organization, management, powers, and limitations of National Farm Loan Associations authorized under the provisions of the Federal farm loan act, which became operative on July 17, 1916.

Circular No. 2. How Farmers may form a National Farm Loan Association. This circular discusses the following topics: What the farm loan act promises; Farmers only need apply; Calling a neighborhood meeting; Appraising by a loan committee; Making an affidavit; Farmers only can be members; Farmers as shareholders; The associations as shareholders; Election of officers; How loans may be used; The farmer has little to do; Benefits to farmers; and Farmers may organize at once.

Circular No. 3. New Mortgages for Old. This circular is a story illustrating the practical application of the Federal farm loan act.

Circular No. 4. The Federal Farm Loan Act. The following subdivisions of subjects are enumerated in the act: Definitions; Federal Farm Loan Board; Federal Land Banks; Capital stock of Federal land banks; Government depositaries; National farm loan associations; Capital stock of National farm loan associations; National farm loan associations—special provisions; Appraisal; Powers of national farm loan associations; Restrictions on loans based on first mortgages; Powers of Federal land banks; Restrictions on Federal land banks; Agents of Federal land banks; Joint stock land banks; Powers of Federal Farm Loan Board; Applications for farm loan bonds; Issue of farm loan bonds; Form of farm loan bonds; Special provisions of farm loan bonds; Application of amortization and interest payments; Reserves and dividends of land banks; Reserve and dividends of national farm loan associations; Defaulted loans; Exemption from taxation; Investment in farm loan bonds; Examinations; Dissolution and appointment of receivers; State legislation; Penalties; Government deposits; Organization expenses; Limitation of court decisions; Repealing clause.

Circular No. 5. The Farm Loan Primer. In this circular may be found in brief form answers to the questions most frequently asked about the Federal farm loan act. The questions are asked from the point of view of the borrower and from that of prospective investors in farm loan bonds. An amortization table giving the required annual payments to discharge a \$1,000 loan, bearing 5, 5½, and 6 per cent interest, for 5-year periods, from 10 to 40 years, is included.

Circular No. 6. A circular descriptive of Farm Loan Bonds (superseded by Circular No. 8).

Circular No. 7. Killing off Mortgages. A description of the methods of amortization and the benefits to borrowers.

Circular No. 8. Four and one-half per cent Farm Loan Bonds. This is a circular descriptive of the Farm Loan Bonds issued by the Federal Land Banks under Federal authority and governmental supervision.

Borrowers' Bulletin. A publication issued monthly for distribution among borrowers and prospective borrowers containing information of general interest to them concerning the operation of the Federal Farm Loan Act.

Bulletin No. 1. Land Title Registration by Certificate. A treatise on the Torrens system, simplified and adapted to constitutional requirements, along lines approved by United States Supreme Court decisions.



*Method of distribution of general publications.*—All publications, issued by this board, are distributed free of charge.

*Annual and other periodical publications.*—The Federal farm loan act provides that the Federal Farm Loan Board shall annually make a full report of its operations to the Speaker of the House of Representatives, who shall cause the same to be printed for the information of the Congress.

*Mailing list.*—A mailing list, for the free distribution of publications, is maintained.

*Correspondence.*—Requests for publications should be addressed to the Secretary of the Federal Farm Loan Board, Treasury Department, Washington, D. C.

### BUREAU OF ENGRAVING AND PRINTING.

*Principal administrative officials.*—Director, Assistant Director, Chief Engraver, Chief Clerk.

*General information and duties.*—The Bureau of Engraving and Printing designs, engraves, prints, and finishes all of the securities and other similar work of the Government, embracing United States notes, bonds, and certificates, certificates of indebtedness, national bank notes, Federal reserve notes, internal-revenue, postage, and customs stamps, Treasury drafts and checks, disbursing officers' checks, licenses, commissions, patent and pension certificates, and portraits authorized by law of deceased Members of Congress and other public officials; also all postage stamps and all securities issued by the Bureau of Insular Affairs to our insular possessions.

*Annual and other periodical publications.*—(a) Annual Report of the Director of the Bureau of Engraving and Printing. Contains report of the operations of the bureau, together with statistical information relative to work performed by it during the fiscal year for which issued and other fiscal years. Distributed free.

(b) Digest of Laws Relating to the Bureau of Engraving and Printing, 1900. Issued for official use.

*Mailing lists.*—A mailing list is maintained at this bureau for annual report mentioned.

*Correspondence.*—Requests for annual report should be addressed to Director, Bureau of Engraving and Printing, Washington, D. C.

### BUREAU OF THE PUBLIC HEALTH SERVICE.

*Principal administrative officials.*—Surgeon General, six Assistant Surgeons General, Chief Clerk, Director of the Hygienic Laboratory, Assistant Director.

*General information and duties.*—The act approved August 14, 1912, changed the name of the Public Health and Marine-Hospital Service to the Public Health Service, and considerably increased its powers and functions. The bureau of the service at Washington comprises seven divisions, the operations of which are coordinated and are under the immediate supervision of the Surgeon General.

The *Division of Scientific Research* conducts the scientific investigations of the service. Intensive studies of diseases of man, including hookworm disease, malaria, pellagra, trachoma, typhoid fever, and tuberculosis, of school, mental, and industrial hygiene, of rural sanitation, of public health administration, of water supplies and sewage, and of coastal waters are carried on from special headquarters in the field in cooperation with State and local health authorities. Technical and purely laboratory studies are conducted at the Hygienic Laboratory in Washington, at special field laboratories, and at the leprosy investigation station in Hawaii. Information thus obtained is disseminated through publications, correspondence, lectures, and conferences with health authorities concerning the results of field studies in their jurisdictions. Through the division the department enforces the act of July 1, 1902, "to regulate the sale of viruses, serums, etc." The Surgeon General is required by law to call an annual conference of State and Territorial health authorities, and special conferences may also be called at any time. For advice in respect to scientific investigations he may convene the advisory board of the Hygienic Laboratory.

Through the *Division of Foreign and Insular Quarantine and Immigration* the Surgeon General enforces the national quarantine laws and prepares the regulations relating thereto. He has control of 44 Federal quarantine stations in the United States, and others in the Philippines, Hawaii, and Porto Rico, and supervises the medical officers detailed in the offices of the American con-

sular officers at foreign ports to prevent the introduction of contagious or infectious diseases into the United States. Under section 16 of the act approved February 5, 1917, he has supervision over the medical officers engaged in the physical and mental examinations of all arriving aliens.

Through the *Division of Domestic (Interstate) Quarantine* is enforced section 3 of the act of February 15, 1893, relating to the prevention of the spread of contagious or infectious diseases from one State or Territory into another. This includes the suppression of epidemics and the sanitation of interstate carriers. Since the beginning of the present war between the United States and Germany, the Service has had charge of sanitation of areas around military camps and cantonments.

The *Division of Sanitary Reports and Statistics* collects and publishes information regarding the prevalence and geographic distribution of diseases dangerous to the public health in the United States and foreign countries. Court decisions, laws, regulations, and ordinances pertaining to the public health are compiled, digested, and published. Its publications contain articles on subjects relating to the public health. This division issues the *Public Health Reports* (weekly) and Supplements to, and Reprints from, the *Public Health Reports*.

Through the *Division of Marine Hospitals and Relief* professional care is taken of sick and disabled seamen at 22 marine hospitals and 123 other relief stations. The beneficiaries include officers and crews of registered, enrolled, or licensed vessels of the United States and of the Coast Guard and Lighthouse Service; seamen employed on vessels of the Mississippi River Commission, and of the Engineer Corps of the Army; keepers and surfmen of the Coast Guard. A purveying depot for the purchase and issuance of supplies is maintained at Washington. Physical examinations of officers and seamen and keepers and surfmen of the Coast Guard and the examinations for the detection of color-blindness in masters, mates, and pilots are conducted through this division, and the medical evidence of disability in claims for benefits against the Coast Guard are reviewed.

In the *Division of Personnel and Accounts* are kept the records of the officers and of the expenditures of the appropriations.

Through the *Miscellaneous Division* the various service publications are issued, including the annual reports, public health reports, supplements, and reprints, public health bulletins, bulletins of the Hygienic Laboratory, and miscellaneous publications on health topics.

*General publications.*—Publications have been issued dealing with subjects included in the following general topics: Alaska (sanitary conditions), Anthrax, Antiseptics, fumigants and disinfectants, Antitoxins and toxins, Care of the baby, Bacteriological standards of milk and water, Bubonic plague, Cerebrospinal meningitis, Certified milk, Cholera, Climate and relation to tuberculosis, Common drinking cups, Common towels, Communicable diseases, Deaths and death rates, Statistical publications, Dengue fever, Dental instruments (sterilization), Diet with reference to pellagra, Digitalis, Diphtheria and diphtheria antitoxin, Diseases (prevention), Disinfectants and disinfection, Drug addicts, Drug intoxication, Drugs, Dysentery (amebic), Ephedrine, Ergot, Eskimos, Filariasis, Fleas, Flies, Food, Formaldehyde, Fumigation and disinfection, Gastro-enteritis, Goiter, Habit-forming drugs, Health and exercise, Health insurance, Health authorities, Hookworm disease, Hospitals, Ice, Impounded waters, Industrial hygiene, Industrial insurance, Infantile paralysis, Infant mortality, Care and feeding of infants, Inoculation, Interstate carriers (sanitation), Interstate quarantine, Intestinal infections, Leprosy, Lice, L. R. S. privy, Measles, Medical inspection of schools, Mice and rats, Milk, Morbidity statistics, Mortality statistics, Mosquitoes, Municipal ordinances on the prevention and spread of disease, Morbidity reports, Notifiable diseases, Nutritional diseases, Ophthalmia neonatorum, Open-air schools, Parasites of man, Pellagra, Pharmacopoeia of the United States (digest), Philippine Islands, Plague, Poliomyelitis (infantile paralysis), Prevalence of diseases in the United States, Preventable diseases, Privies, Public health, Public health administration, Pulmonary tuberculosis, Pyorrhea alveolaris, Quarantine, Quarantine regulations, Rabies, Railroad sanitation of interstate carriers, Rat proofing, Rat extermination, Rats, Riggs disease (pyorrhea alveolaris), Rocky Mountain spotted fever, Rodents, Rural sanitation, Rural school sanitation, Sanitary legislation, Sanitary privies, Sanitary survey, Sanitation, Scarlet fever, School children, School hygiene, School sanitation, Screening to prevent malaria, Septic sore throat, Serum, toxins and analogous products, Sewage disposal, Shellfish pollution, Pollution of interstate

waters, Smallpox, Soil pollution, Spotted fever (Rocky Mountain spotted fever), Squirrels and relation to plague, Statistics of births, deaths, marriages, and public-health topics, Stream pollution, Venereal diseases, Tetanus (lockjaw), Ticks with reference to Rocky Mountain spotted fever, Trachoma, Tuberculosis, Typhoid fever, Typhus fever, Uncinariasis, Vaccination, Vessels (fumigation), Vital statistics, Water, examination, pollution, etc., Water supplies, Whooping cough, Yellow fever, medical Zoology, Zooparasitic intestinal infections.

The above items are taken from the index of the List of Publications. The bureau has issued literature on these various topics, which appeared from time to time in the form of (1) Hygienic Laboratory Bulletins; (2) Public Health Bulletins; (3) Reprints from the Public Health Reports; (4) Supplements to the Public Health Reports; (5) Yellow Fever Institute Bulletins; (6) Miscellaneous Publications.

The above-mentioned series are not issued periodically, but irregularly as material for the same is available.

(1) The Hygienic Laboratory Bulletins comprise technical studies carried on in the hygienic laboratory of this service and are designed for technical workers.

(2) The Public Health Bulletins comprise material relating to public health and sanitation and are more popular in their nature than are the Hygienic Laboratory Bulletins, and are consequently better suited for general distribution.

(3) The Reprints from the Public Health Reports are articles which first appear in the weekly Public Health Reports. Because of their popular nature, these leading articles are subsequently reprinted as separates in somewhat larger editions, in order that more general distribution may be made thereof.

(4) The Supplements to the Public Health Reports are also popular in nature. This material does not originally appear in the Public Health Reports, nor are the Supplements distributed therewith.

(5) The Yellow Fever Bulletins contain the findings of the Yellow Fever Institute, created to study the cause and mode of transmission of yellow fever. There have been no bulletins issued in this series for several years, and because of the fact that the cause of yellow fever has been discovered it is not believed that further bulletins will be issued in this series.

(6) The Miscellaneous Publications comprise series of regulations necessary in the administration of the service and other miscellaneous material not properly classifiable in any of the other serial publications of the service.

(7) The service also issues a series entitled "Health News," which consist of mimeographed or multigraphed information for use of the press of the country. These news items are printed in a concise and pithy style suitable for news items. The bureau distributes these "Health News" to a mailing list comprising newspapers, magazines, writers, etc., and in response to individual requests if copies are available after the mailing list has been supplied.

*Method of distribution of general publications.*—Publications are distributed free so long as the supply lasts, by means of mailing lists and also in compliance with individual requests. When exhausted, applicants are then referred to the Superintendent of Documents, where copies are sold at cost.

*Annual and other periodical publications.*—(1) Annual Report; (2) Public Health Reports (weekly).

The Public Health Reports is a weekly publication. Each issue usually contains one or more leading articles on some timely subject, relating to hygiene, sanitation, or public health, and forms the first part. The second part comprises statistical information relating to the prevalence of disease throughout the United States and foreign countries. The last part relates to sanitary legislation, comprising State laws, sanitary ordinances, and court decisions pertaining to hygiene, public health, and sanitation.

The municipal ordinances, the State laws, and the court decisions are collated into separate compilations and subsequently issued as Reprints from the Public Health Reports. The Public Health Reports are distributed in conformity with the act of Congress, February 15, 1893, to "health officers," "collectors of customs," and "other sanitarians." Other persons interested in these reports can secure the same from the Superintendent of Documents, Government Printing Office, Washington, D. C., at a cost of \$2 per year.

The following bulletins and regulations are also issued (a) For official use; (b) Congressional documents; (c) For sale by Superintendent of Documents: Interstate Quarantine Regulations of the United States, 1916, (a, c)

Official List of Officers and Stations of the United States Public Health Service. (a, c) Semiannually.

Quarantine Laws and Regulations of the United States. Revised edition. October, 1910. (a, c)

Regulations for the Government of the Public Health Service. 1913.

Regulations for the Sales of Viruses, Serums, Toxins, and Analogous Products in the District of Columbia and in Interstate Traffic. May 11, 1909.

Regulations Governing Uniforms of Officers and Employees of the Public Health Service. 1914. (a, c)

These are for official use and for sale by Superintendent of Documents.

*List of publications.*—The bureau issues a list of its publications at irregular intervals, depending upon the number of documents issued and how frequently each successive list requires revising, and also small monthly lists.

*Mailing lists.*—The bureau maintains mailing lists for the following service publications: (1) Public Health Bulletins; (2) Hygienic Laboratory Bulletin; (3) Reprints from the Public Health Reports; (4) Supplements to the Public Health Reports; (5) Annual Reports; (6) Public Health Reports; (7) Bound Public Health Reports; (8) Yellow Fever Bulletins; (9) Health News (Press Bulletins); (10) Monthly List of Publications.

Additions to these mailing lists are made free of charge.

*Maps.*—The bureau issues no series of maps. It frequently happens that maps showing the prevalence of disease, or for kindred purposes, are issued in connection with some of the above publications, but in this event the map appears in the publication itself and is not issued separately.

*Correspondence.*—Requests for publications should be addressed to the Surgeon General, United States Public Health Service, Washington, D. C.

## THE COAST GUARD.

*Principal administrative officials.*—Captain Commandant, Chief of Division of Operations, Ordnance, Communication, Chief of Division of Matériel, Equipment, Superintendent of Construction and Repair, Engineer in Chief, Inspector, General Superintendent.

*General information and duties.*—The Captain Commandant of the Coast Guard is charged by law with the administration of the Coast Guard, under the direction of the Secretary of the Treasury. Headquarters are located in the Munsey Building, 1329 E. Street. The act of January 28, 1915, provided that the Coast Guard be created in lieu of the then existing Revenue-Cutter Service and the Life-Saving Service, and to be composed of those two organizations. It also provided that it shall constitute a part of the military forces of the United States, and shall operate under the Treasury Department in time of peace and operate as a part of the Navy, subject to the orders of the Secretary of the Navy, in time of war or when the President shall so direct.

In general the duties of the Coast Guard may be classified as follows: Rendering assistance to vessels in distress and saving life and property; destruction or removal of wrecks, derelicts, and other floating dangers to navigation; extending medical aid to American vessels engaged in deep-sea fisheries; protection of the customs revenue; operating as a part of the Navy in time of war or when the President shall direct; enforcement of law and regulations governing anchorage of vessels in navigable waters; enforcement of law relating to quarantine and neutrality; suppression of mutinies on merchant vessels; enforcement of navigation and other laws governing merchant vessels and motor boats; enforcement of law to provide for safety of life on navigable waters during regattas and marine parades; protection of game and the seal and other fisheries in Alaska, etc.; enforcement of sponge-fishing laws.

To assist the Captain Commandant in conducting the business of his office there are established at headquarters the following divisions:

Division of operations: Having cognizance of matters relating to the personnel and operations of the service.

Division of matériel: Having cognizance of matters relating to supplies, outfits, equipment, accounts, and the files.

Division of construction and repair: Having cognizance of matters relating to the construction of and repairs to the hulls of vessels and boat stations, wharves, and all other property.

! At the present time this service is under the Navy Department, but it is normally under the Treasury Department.

Division of engineering: Having cognizance of matters relating to the construction of and repairs to the motive power of vessels and boats and the machinery of all other property.

Division of inspection: Having cognizance of matters relating to the inspection of vessels, stations, boats, and all other property.

Under the direction of the Captain Commandant statistics are prepared regarding the loss of life and property on account of wrecked vessels in American waters. He is also required to acquaint himself, as far as practicable, with all means employed in foreign countries which may seem to affect advantageously the interests of the Coast Guard, and to cause to be properly investigated all plans, devices, and inventions for the improvement of life-saving apparatus for use at the stations which may appear to be meritorious and available.

#### PUBLICATIONS.<sup>1</sup>

Directions for Restoring the Apparently Drowned, 1916.  
Revenue-Cutter Service in the War with Spain.

#### COAST GUARD.

Bulletin No. 4, Derelict Destruction and Removal of other Menaces to Navigation, 1915. (a, c)

Bulletin No. 5, International Ice Observation and Ice Patrol Service in North Atlantic Ocean, 1915. (a, c)

Handbook on the Care and Operation of Gasoline Engines. (a, c) Also published as a Congressional (House) document.

Information Relative to Appointments to Cadetships in the Line and Cadet Engineers of the United States Coast Guard. (a, c)

Instructions for the Maintenance, Care, and Operation of Telephone Lines and Equipment, United States Coast Guard, 1915. (a)

Radio Instructions for the United States Coast Guard. (a)

Register of Officers, Vessels, and Stations of the United States Coast Guard. (a, c) Annually.

Regulations for the Coast Guard of the United States. (a)

Regulations Governing the Uniforms for Warrant Officers and Enlisted Persons of the United States Coast Guard. (a)

#### REVENUE-CUTTER SERVICE.

Bulletin No. 1, Reports of Vessels on Ice Patrol in the North Atlantic Ocean, 1913. (a, c)

Bulletin No. 2, Methods of Searching for Derelicts at Sea, 1913. (a, c)

Bulletin No. 3, International Ice Observation and Ice Patrol Service in North Atlantic Ocean, 1914. (a, c)

Fur Seal, Sea Otter, and Salmon Fisheries: Acts of Congress, Presidential Proclamations, and Regulations Governing United States Vessels; Acts of Parliament and Orders in Council Pertaining to Fur Seal Fisheries in Bering Sea and North Pacific Ocean; Sea Otter Regulations; Laws as to Fisheries in Alaska. (a, c)

Information Relative to Removal of Derelicts and other Dangers to Navigation. (a)

Instructions for Drills and Target Practice in the United States Revenue-Cutter Service. (a)

Regulations Governing the Uniform for Commissioned Officers, Warrant Officers, and Enlisted Men of the Revenue-Cutter Service of the United States. (a)

Regulations for the School of Instruction of the United States Revenue-Cutter Service. (a, c)

Report of the Board of Engineers, United States Army, on the Storage of Explosives in New York Harbor. (a, c)

Report of the Cruise of the Revenue Steamer *Corwin* in the Arctic 1884, 1885. (b, c)

Report of the Cruise of the Revenue Cutter *Bear* and the Overland Expedition for the Relief of the Whalers in the Arctic Ocean 1897-1898. (b, c)

<sup>1</sup> (a) For official use; (b) congressional documents; (c) for sale by Superintendent of Documents.



Report of the Operations of the Revenue Steamer *Nunivak* on the Yukon River Station, Alaska. 1899-1901. (c)

Report on Sea Otter Banks of Alaska. (c)

#### FORMER LIFE-SAVING SERVICE.

Beach Apparatus Drill. (a) Irregularly.

Instructions to Mariners in Case of Shipwreck, with Information Concerning the Life-Saving Stations upon the Coasts of the United States. (a, c) Irregularly.

Organization and Methods of the Life-Saving Service. (a) Irregularly.

*Method of distribution of general publications.*—The first two are distributed free through Superintendent of Public Documents, others in accordance with note.

*Annual and other periodical publications.*—(a) Annual Report United States Coast Guard, including organization, work performed, statistical tables, and miscellaneous data regarding the service.

(b) Annual reports of Former Revenue-Cutter Service and Former Life-Saving Service for sale by Superintendent of Documents.

*Mailing lists.*—There is a mailing list maintained for the annual report only.

*Correspondence.*—The Captain Commandant, United States Coast Guard, should be addressed on matters relating to Coast Guard publications. At present the service has been temporarily transferred to the Navy Department.

#### SUPERVISING ARCHITECT'S OFFICE.

*Principal administrative officials.*—Supervising Architect; Executive Officer; Technical officer; Superintendents: Drafting Division, Computing Division, Structural Division, Mechanical Engineering Division, Repairs Division, Accounts Division, Maintenance Division; Chief of Files and Records Division.

*General information and duties.*—Subject to the direction and approval of the Secretary of the Treasury, the duties performed by the Supervising Architect embrace the following: Securing concessions from States of jurisdiction over sites and the payment for the same; preparation of drawings, estimates, specifications, etc., for; and the superintendence of the work of, constructing, re-building, extending, or repairing public buildings; the care, maintenance, and repair of public buildings, the direction of the operating force in public buildings, and the supply of furniture, carpets, lighting fixtures, mechanical equipment, safes and miscellaneous supplies for use of custodians and engineers' forces in the care of public buildings, post offices, customhouses, courts, etc.

*General publications.*—(a) History of Public Buildings Under the Control of the Treasury Department. (Out of print.)

(b) Instructions to Custodians of Public Buildings Under the Control of the Treasury Department. Irregularly.

(c) Instructions to Superintendents of Construction, Superintendents of Repairs, and Assistant Superintendents of Repairs of Public Buildings Under the Control of the Treasury Department. Irregularly.

(d) Information and Suggestions for the Care of Public Buildings, etc. 1910. (n. c.)

All of the above are for official use, and (a), (b), and (d) can also be purchased of the Superintendent of Documents.

*Annual and all other periodical publications.*—Annual Report of the Supervising Architect. This is the only publication prepared in this office. It shows the public buildings under the control of the Treasury which are occupied, in course of construction, and authorized, including sites, arranged alphabetically, in two divisions. Division A, Statement of legislative authorization and appropriations, with notes relative to the acquisition of sites the progress of the work, and other pertinent features. Division B, Statement of expenditures for buildings—construction, annual repairs, etc.—and sites, showing outstanding obligations and balances, with notes as to surplus fund deposits, and other features.

*Distribution of report.*—Report is distributed free on limited list maintained in this office, which list is restricted to employees of the office in the field; to certain newspapers, libraries, and United States foreign representatives, and to construction and bonding companies doing business with the office. It is also on sale at 50 cents per copy by the Superintendent of Documents, Government Printing Office, Washington, D. C., to whom remittances should be sent.

*Mailing lists.*—A very limited list is maintained for the distribution of the Annual Report.

*Correspondence.*—Address The Supervising Architect, Treasury Department, Washington, D. C.

### BUREAU OF WAR-RISK INSURANCE.

*Principal administrative officials.*—Director, Assistant Director, Chief Clerk, and Assistant Chief Clerk. I. Division of Military and Naval Insurance: Commissioner, Assistant to Commissioner, Deputy Commissioner in Charge of Accounts, Deputy Commissioner in Charge of Claims, Deputy Commissioner in Charge of Insurance, General Counsel. II. Division of Marine and Seaman's Insurance: Deputy Commissioner of Marine Insurance, Deputy Commissioner of Seaman's Insurance.

*General information and duties.*—The Bureau of War-Risk Insurance is charged with the duty of carrying out the law approved October 6, 1917, for insuring the commissioned officers and enlisted men and nurses engaged in active service under the War and Navy Departments.

*General publications.*—The following bulletins have been issued: (a) The act, Public No. 90, Establishment of the Bureau of War-Risk Insurance, Allowments and allowances, Compensation for death or disability and insurance.

(b) Bulletin No. 2, Brief Outline of Family Allowances, Compensation, and Insurance. Description of benefits under the act, approved October 6, 1917.

(c) Bulletin No. 3, Explanation of Bulletin No. 2, submitted by the Hon. Julian W. Mack. Minutes of a conference of officers and enlisted men of the Army and Navy held in Washington on October 16, 17, and 18, 1917. This explanation has the full approval of the Bureau of War-Risk Insurance.

(d) Bulletin No. 4, Uncle Sam's Insurance for Soldiers and Sailors. Answers to questions you will ask. Popular description.

(e) Letter of the Secretary of the Treasury to Officers and Enlisted Men of the Army and Navy. Single-page letter of Secretary McAdoo explaining the act.

(f) Pamphlet to the Officers and Enlisted Men of the Army and Navy. Two-page pamphlet issued by the Executive Committee of the Soldiers' and Sailors' Insurance Campaign Council.

(g) Special Bulletin No. 2, Memorandum for company commanders impressing upon them the advisability of taking out war-risk insurance.

*Method of distribution.*—The above publications are available for free distribution to the Army and Navy of the United States.

*Correspondence.*—Requests for publications should be addressed to the chief clerk, Bureau of War-Risk Insurance, Washington, D. C.

### GENERAL SUPPLY COMMITTEE.

*Principal administrative official.*—Superintendent of Supplies.

*General information and duties.*—The General Supply Committee was created by the act of June 17, 1910 (36 Stat., 531), in lieu of the Board of Awards provided for in section 3709 of the Revised Statutes, as amended, and is composed of officers, one from each of the executive departments, designated by the head thereof. The Superintendent of Supplies, who is appointed by the Secretary of the Treasury, is ex officio secretary of the General Supply Committee, and he conducts all correspondence, supervises the preparation of all contracts, and performs such other duties as the Secretary of the Treasury may direct. It is the duty of the General Supply Committee to make an annual schedule of required miscellaneous supplies for the use of each of the executive departments and other Government establishments in Washington, to standardize such supplies, eliminating all unnecessary grades and varieties, and to solicit bids based upon formulas and specifications drawn up by such experts in the service of the Government as the committee may see fit to call upon, who shall render whatever assistance they may require, provided that the articles intended to be purchased in this manner shall be those in common use by or suitable to the ordinary needs of two or more such departments or establishments. Every purchase or drawing of such supplies from the contractor is immediately reported to said committee. No disbursing officer may be a member of the committee.

*Annual and other periodical publications.*—General schedule of supplies and specifications for same, containing a list of material, equipment, and supplies

used by the executive departments and other Government establishments in Washington, as well as by certain field services. Specifications distributed free to those interested.

*Mailing lists.*—Lists are maintained for those interested in Government supplies.

*Correspondence.*—Address Superintendent of Supplies, General Supply Committee, Treasury Department, Washington, D. C.

### SOLICITOR OF THE TREASURY.

Publications are issued, as follows:

(a) Digest of the Opinions and Briefs of the Solicitor of the Treasury, January 1, 1880, to December 31, 1910, prepared by Robert J. Mawhinney, 510 pages.

(b) Digest of the Opinions and Briefs of the Solicitor of the Treasury, January 1, 1911, to December 31, 1942, prepared by Robert J. Mawhinney, 105 pages.

The opinions and briefs digested in these works were on legal questions arising principally in the Treasury Department and in suits against defaulting contractors and disbursing officers of the Government. These publications are sold by the Superintendent of Documents, Government Printing Office, Washington, D. C., and a limited number of copies are held by the Solicitor of the Treasury for free distribution to public officers and libraries.

*Correspondence.*—Requests for publications should be addressed to the Superintendent of Documents, Government Printing Office, Washington, D. C., or if for use by a public officer or in a public library, application should be made to the Solicitor of the Treasury.



### PART III—DEPARTMENT OF WAR.<sup>1</sup>

(For location of department, offices, etc., see page 187.)

*Principal administrative officials.*—Secretary of War; Assistant Secretaries of War; Assistant and Chief Clerk; Private Secretary to Secretary of War; Clerk to Assistant Secretary; Assistant Chief Clerk; Disbursing Clerk; Appointment Clerk; Chiefs of Divisions; Correspondence, Mail and Record, Requisitions and Accounts, Supply, Telegraph.

*General information and duties.*—The Secretary of War is head of the War Department, and performs such duties as are required of him by law or may be enjoined upon him by the President concerning the military service. He is charged by law with the supervision of all estimates of appropriations for the expenses of the department, including the Military Establishment; of all purchases of Army supplies; of all expenditures for the support, transportation, and maintenance of the Army, and of such expenditures of a civil nature as may be placed by Congress under his direction.

He has supervision of the United States Military Academy at West Point and of military education in the Army, of the Board of Ordnance and Fortification, of the various battlefield commissions, and of the publication of the Official Records of the War of the Rebellion.

He has charge of all matters relating to national defense and seacoast fortifications, Army ordnance, river and harbor improvements, the prevention of obstruction to navigation, and the establishment of harbor lines; and all plans and locations of bridges authorized by Congress to be constructed over the navigable waters of the United States require his approval. He also has charge of the establishment or abandonment of military posts, and of all matters relating to leases, revocable licenses, and all other privileges upon lands under the control of the War Department.

To the Assistant Secretary of War is assigned the general direction and supervision of all matters relating to rivers and harbors; bridges over navigable waters of the United States; leases, revocable licenses, and all other privileges upon lands under the control of the War Department; inspections relating to the Military Establishment; recruiting service, discharges, commutation of rations, courts-martial, and other questions relating to enlisted men, including clemency cases and matters relating to prisoners at military prisons and penitentiaries. He also has charge of routine matters relating to the militia; the promotion of rifle practice; the supervision of miscellaneous claims and accounts; matters relating to national cemeteries, boards of survey, open-market purchases, and medals of honor.

The Assistant and Chief Clerk of the War Department is the head of the Office of the Secretary of War, and as such has charge of the records and files, and supervision of the receipt, distribution, and transmission of the official mail and correspondence of that office, and is charged with the administrative action required by law to be taken in connection with the settlement of disbursing officers' accounts that do not relate to the different staff corps of the Army. By law he is authorized to sign such official papers and documents as the Secretary of War may direct; and, in pursuance of law, is designated to supervise the classification and compilation of all estimates of appropriations. He is authorized and directed by the Secretary of War to perform the duties assigned the Assistant Secretary of War during the temporary absence from the department of the Assistant Secretary; and he has general supervision of matters relating to civilian employees in and under the War Department; printing and binding and advertising for the War Department and the Army; appropriations for contingent expenses, stationery, rent of buildings; and the department's telegraph and telephone service; and performs such other duties as may be required by the Secretary of War.

<sup>1</sup> Since the preparation of this Bulletin two new bureaus have been created, viz.: Bureau of Military Aeronautics and the Aircraft Production Board. A Tank Corps has also been established.

## GENERAL STAFF CORPS.

*Principal administrative officials.*—Chief of Staff, Assistants to Chief of Staff, Secretary General Staff Corps, and Chief Clerk.

*General information and duties.*—The Chief of the General Staff is the immediate adviser of the Secretary of War upon all matters relating to the Military Establishment, and is charged by the Secretary of War with the planning and development of the Army program in its entirety; the constant development thereof in its larger aspects and the relating of this program to the General Staff, and the entire Army. He exercises such supervising and coordinating powers and secures such information as his judgment may dictate, to the end that the war policies of the Secretary of War may be harmoniously executed by the several corps, bureaus, and all other agencies of the Military Establishment, and the Army program to its last detail be carried out speedily and efficiently. In order to accomplish these objects the General Staff has been divided into five main divisions under the direct control of the Chief of Staff, and each division is under an officer who has full power to act for the Secretary of War and the Chief of Staff upon all matters charged to his division.

## WAR COLLEGE DIVISION.

(Army War College Building, Washington Barracks, D. C.)

*Principal administrative officials.*—Chief, Chief Clerk.

*General information and duties.*—The General Staff Corps was organized under the provisions of act of Congress approved February 14, 1903. Its principal duties are to prepare plans for the national defense and for the mobilization of the military forces in time of war; to investigate and report upon all questions affecting the efficiency of the Army and its state of preparation for military operations; to render professional aid and assistance to the Secretary of War and to general officers and other superior commanders and to act as their agents in informing and coordinating the action of all the different officers who are subject to the supervision of the Chief of Staff, and to perform such other military duties not otherwise assigned by law as may be from time to time prescribed by the President.

The Chief of Staff, under direction of the President, or of the Secretary of War under the direction of the President, has supervision of all troops of the line of The Adjutant General's Department in matters pertaining to the command, discipline, or administration of the existing Military Establishment, and of the Inspector General's, Judge Advocate General's, Medical, and Ordnance Departments, the Quartermaster Corps, the Corps of Engineers, and the Signal Corps, and performs such other military duties not otherwise assigned by law as may be assigned to him by the President. For purposes of administration the Office of the Chief of Staff constitutes a supervising military bureau of the War Department.

## BOARD OF ORDNANCE AND FORTIFICATION.

*Principal administrative officials.*—President and six other members, Recorder.

*General information and duties.*—Consideration of military inventions. No publications available.

## MILITIA BUREAU.

*Principal administrative officials.*—Chief, Assistant, Chief Clerk.

*General information and duties.*—The Militia Bureau is vested with all administrative duties involving the organization, armament, instruction, equipment, discipline, training, inspection, and payment of the National Guard; the conduct of camps of instruction of the National Guard, and the administrative duties connected with the preparation of the National Guard for participation in field exercises and maneuvers of the Regular Army; the mobilization of the National Guard in time of peace; and all matters pertaining to the National Guard and the unorganized militia of the United States not herein generically enumerated which do not under existing laws, regulations, orders, or practice

come within the jurisdiction of the General Staff or any division or bureau of the War Department, and which will not operate to divest any bureau or division of the War Department of duties now properly belonging to it. He cooperates with the governors of States in the use of troops in the maintenance of civil order.

*Publications.*—The only publication issued for general distribution is the Annual Report to the Secretary of War, which is for free distribution as long as the limited edition is available by addressing Chief of Militia Bureau, War Department.

### OFFICE OF THE CHIEF OF COAST ARTILLERY.

*Principal administrative officials.*—Chief of Coast Artillery, Acting Chief, Senior Assistant, Chief Clerk.

*General information and duties.*—The Chief of Coast Artillery is charged with the duty of keeping the Chief of Staff advised and informed as to the efficiency of the personnel and matériel of the Coast Artillery, and of initiating such measures relative thereto as, in the judgment of the Chief of Coast Artillery, shall tend to promote their efficiency. He is charged also with the duty of advising the chiefs of bureaus of the War Department of all matters relating to Coast Artillery matériel or personnel which the experience and observation of the Coast Artillery show to be of practical importance, of submitting recommendations as to the instruction of Coast Artillery officers and men, as to examinations for appointment and transfer of officers to the Coast Artillery Arm and for promotions therein, and as to the assignment of Coast Artillery officers to special duty and to Coast Artillery organizations and stations. He is a member of the Board of Ordnance and Fortification and is by law a member of the General Staff Corps.

*Publications.*—The only publication available for distribution is the Annual Report of the Chief of Coast Artillery, which is distributed free to those interested, as long as the limited edition printed is available.

### OFFICE OF THE JUDGE ADVOCATE GENERAL.

*Principal administrative officials.*—Judge Advocate General, Assistant, Executive Officer, Chief Clerk and Solicitor.

*General information and duties.*—The Judge Advocate General is directed by law to "receive, review, and cause to be recorded the proceedings of all courts-martial, courts of inquiry, and military commissions." He reports upon applications for clemency, parole, pardon, restoration to the colors, remission of citizenship rights, and reenlistment of general prisoners and dishonorably discharged soldiers. He also furnishes the Secretary of War information and advice relating to lands under the control of the War Department, as well as reports and opinions upon legal questions arising under the laws, regulations, and customs pertaining to the Army, and upon miscellaneous questions arising under civil law; examines and prepares legal papers relating to the construction of bridges, dams, or other work over or in navigable waters; drafts bonds and examines those given to the United States by disbursing officers, colleges, rifle clubs, and others; examines, revises, and drafts charges and specifications against officers and soldiers; and also drafts and examines deeds, contracts, licenses, leases, and other legal papers relating to matters under the War Department.

*General publications.*—(a) *Military Laws of the United States, 1915.* This volume publishes the military laws of the United States relating to the executive departments of the Government; the Army, the Militia, and the Volunteers; the Indians—Indian agents—Indian country; the employment of the military force; soldiers' homes; care of the insane; flag and seal of the United States; and public property.

(b) *Manual for Courts-Martial, Courts of Inquiry, and of other Procedure under Military Law, 1917.* This work contains the new military code, or articles of war, of 1916 and publishes in detail the procedure thereunder by military courts, including all courts-martial in the National Guard of the several States and Territories and the District of Columbia not in the service of the United States, in so far as applicable, under section 102 of the National Defense Act approved June 3, 1916.

(c) *Military Reservations, National Cemeteries, and Military Parks*. Title, Jurisdiction, etc., 1916. The scope of this work is described in the preface thereto as follows: "The main purpose of this book is to publish in convenient form for official use information concerning the title of the United States to the various military reservations, including the national military parks and the national cemeteries, and also the statutes of the several States by which political jurisdiction over military reservations located therein has been ceded to the United States. The statement of title describes the deeds under which the lands comprising some of the reservations, or portions thereof, have been acquired, and the Executive orders under which other lands have been reserved from the public domain for military purposes. It describes, also, all easements affecting the title of any reservation, and the leases and licenses granted for any use and occupation of the same, except that unimportant licenses and short-term leases have in some cases been omitted. This book also contains a table of the reservations that have passed from the control of the War Department since 1850, giving the dates of and authority both for their acquisition and disposition with references to acts of Congress, general orders, etc., in connection therewith. In an appendix, under the several titles 'Eminent domain,' 'Jurisdiction,' 'Title,' and 'Taxation,' there has been brought together a large number of syllabi and extracts from court decisions, and opinions of the Attorney General and of the Judge Advocate General which bear directly upon these subjects."

(d) *Digest of the Opinions of the Judge Advocate General of the Army*, 1912, with supplement 1912 to April 1, 1917. As the title indicates, this work publishes all opinions of general interest of the Judge Advocate General of the Army from September 3, 1862, to January 31, 1912. The supplement July 1, 1912, to April 1, 1917, includes in addition to the opinions of the Judge Advocate General of the Army, certain decisions of the Comptroller of the Treasury, the courts, and certain opinions of the Attorney General of the United States affecting or of general interest to the Military Establishment.

*Method of distribution of general publications.*—The publications of the Judge Advocate General's Office are distributed for the official use of the Army and the National Guard. Under the printing and binding act of January 12, 1895, copies of these publications are sold to the public by the Superintendent of Documents, Government Printing Office.

*Annual and other periodical publications.*—(a) The Annual Report of the Judge Advocate General of the Army shows the work of the department for the fiscal year and gives a summary of military justice as administered in the Army during that period. (b) Monthly Bulletin gives a digest of the opinions of the Judge Advocate General, the Attorney General, and certain decisions of the Comptroller of the Treasury and courts upon various questions arising in the military and civil administration of the War Department and the military establishment.

*Mailing lists.*—Under the printing and binding laws the publications of this office are distributed by The Adjutant General of the Army, but it is understood that there is no free mailing list maintained in his office.

*Correspondence.*—Correspondence relative to securing copies should be addressed to The Adjutant General of the Army.

## OFFICE OF THE INSPECTOR GENERAL.

*Principal administrative officials.*—Inspector General, Chief Clerk.

*General information and duties.*—The Inspector General, with his assistants, inspects the United States Military Academy, the service schools; garrisoned posts and commands; camps of maneuver and instruction; staff offices at department headquarters; general hospitals; armories and arsenals; quartermaster, ordnance, medical, torpedo, signal, and engineer depots; recruit depots and recruiting stations; the disciplinary barracks and its branches, and military prisoners in United States penitentiary, Leavenworth, Kans.; ungarrisoned posts; national cemeteries; United States Army transports, cable boats, mine planters, and harbor boats; unserviceable property; money accounts of all disbursing officers of the Army; Soldiers' Home, District of Columbia, and the headquarters and 10 branches of the National Home for Disabled Volunteer Soldiers; the inspection of the National Guard as required by the act of June 3, 1916; also makes such special investigations as may be ordered, and assists in the annual tactical inspection of troops by department and brigade com-



manders; audits the report of the receipts and expenditures of the American National Red Cross.

*Publications.*—The only publications by this office for distribution is the Annual Report of the Inspector General. This report relates to the inspection of the Army, and it is distributed free.

*Correspondence.*—Address requests for publications to Inspector General of the Army, Washington, D. C.

### OFFICE OF THE ADJUTANT GENERAL.

*Principal administrative officials.*—The Adjutant General, Chief Clerk.

*General information and duties.*—The Adjutant General is charged with the duty of recording, authenticating, and communicating to troops and individuals in the military service all orders, instructions, and regulations issued by the Secretary of War through the Chief of Staff, or otherwise; of preparing and distributing commissions; of compiling and issuing the Army Register and the Army List and Directory; of consolidating the general returns of the Army; of arranging and preserving the reports of officers of the Army detailed to visit encampments of militia; of compiling and maintaining a list showing the names of officers of the Army on detached service; of managing the recruiting service, and of conducting correspondence concerning the military service generally, including such as pertains to military training camps, rifle practice, the Officers' Reserve Corps, the Reserve Officers' Training Corps, and the Enlisted Reserve Corps. He is also vested with the government and control, under the direction of the Secretary of War, of the United States Disciplinary Barracks and its branches, and all offenders sent thereto for confinement and detention; and is charged with the duty of issuing and recording orders from the War Department remitting or mitigating sentences of general prisoners who have been discharged from the military service, or honorably restoring them to duty. The Adjutant General is vested by law with the charge, under the Secretary of War, "of the military and hospital records of the volunteer armies and the pension and other business of the War Department connected therewith"; of publishing War Department regulations, manuals, and miscellaneous documents pertaining to the military service and distributing to the Army such publications, as well as those publications of a private nature as are useful in the Military Establishment; of obtaining, compiling, and keeping continually up to date all obtainable information as to the names, ages, addresses, occupations, and qualifications for appointment as commissioned officers of the Army, in time of war or other emergency, of men of suitable ages who, by reason of having received military training in civilian educational institutions or elsewhere, may be regarded as qualified and available for appointment as such commissioned officers, and of issuing certificates of enlistment in the Enlisted Reserve Corps. He also has charge of the historical records and business of the permanent Military Establishment, including all pension, pay, bounty, and other business pertaining to or based upon the military or medical histories of former officers or enlisted men, including the consideration of applications for the congressional medal of honor; for the benefits of the act of Congress approved April 27, 1916, establishing the Army and Navy medal-of-honor roll; for certificates of military service, certificates of merit, and certificates authorizing the purchase of campaign badges; and for removal of charges of desertion and the issue of discharge certificates to such soldiers finally charged with desertion as are entitled to relief under the terms of existing law. The archives of The Adjutant General's Office include all military records of the Revolutionary War in the possession of the General Government; the records of all organizations, officers, and enlisted men that have been in the military service of the United States since the Revolutionary War, including those pertaining to the volunteer forces and the National Guard while in the active service of the United States; the records of the movements and operations of troops; the medical and hospital records of the Army; all reports of physical examination of recruits and identification records; the records of the Bureau of Refugees, Freedmen, and Abandoned Lands; and a considerable collection of the Confederate records, including those pertaining to the legislative, executive, and judicial branches of the Confederate Government.

*Publications.*—The Adjutant General's Office distributes the publications to the Army only and not to the general public. The Government Printing Office will furnish on application a list of Army publications for sale.

*Mailing lists.*--Under the printing and binding laws the publications of this office are distributed by The Adjutant General of the Army, but it is understood that there is no free mailing list maintained in his office.

*Correspondence.*--Correspondence relative to securing copies of publications should be addressed to The Adjutant General of the Army, Washington, D. C.

### OFFICE OF THE PROVOST MARSHAL GENERAL.

*General administrative officials.*--Provost Marshal General, Assistant to the Provost Marshal General, Chief of Division of Distribution, Chief Clerk.

*General information and duties.*--This office was organized in order to conduct the selective draft, under the act of May 18, 1917, entitled, "An Act To authorize the President to increase the Military Establishment of the United States." Approved May 18, 1917.

*Publications.*--This office which was only organized during the summer of 1917 has no publications available for distribution except a copy of the act under which the bureau was created, Public No. 42, Sixty-fifth Congress, first session, H. R. 3545. The report of the Provost Marshal General to the Secretary of War on the first draft under the Selective Service Act, 1917.

### OFFICE OF THE QUARTERMASTER GENERAL.

*Principal administrative officials.*--Quartermaster General, Chief Clerk.

*General information and duties.*--The Quartermaster General, aided by assistants, provides means of transportation of every character, either under contract or in kind, which may be needed in the movement of troops and material of war. It furnishes all public animals employed in the service of the Army, the forage consumed by them, wagons and all articles necessary for their use, and the horse equipments for the Quartermaster Corps. It furnishes clothing, camp and garrison equipage, barracks, storehouses, and other buildings; constructs and repairs roads, railways, bridges; builds and chartered ships, boats, docks, and wharves needed for military purposes; supplies subsistence for enlisted men and others entitled thereto; supplies articles for authorized sales and issues; furnishes lists of articles authorized to be kept for sale; gives instructions for procuring, distributing, issuing, selling, and accounting for all quartermaster and subsistence supplies; has charge of the supply and distribution of and accounting for funds for the payment of the Army, and such other financial duties as are specially assigned to it; and attends to all matters connected with military operations which are not expressly assigned to some other bureau of the War Department. The organization of a new bureau of the War Department to be called the Construction Division has recently been effected.

*General publications.*--Report on Fuel Tests and the Issue of Fuel, 1914, made under Direction of the Quartermaster General, by Capt. Frank T. Hines, Quartermaster Corps.

Specifications for Plumbing Fixtures, etc. Prepared by the Board on Uniform Plumbing Specifications for the Treasury, War, and Navy Departments, March 1, 1916.

Circular 13, Office of the Quartermaster General, 1916. Regulations Relating to the Examinations of Enlisted Men of the Army and Civilian Employees of the Quartermaster Corps, for Appointments to the Higher Enlisted Grades of the Quartermaster Corps.

Schedule of Land Grant and Bond-Aided Railroads of the United States. Published in Circular No. 16, Quartermaster General's Office, 1912. Contains list of railroads that were aided in their construction by grant of public land; a compendium of United States laws showing the conditions of the grants or subsidies; and a map showing the land-grant and bond-aided railroads and their principal connections.

Land-grant Percentage Circular. Published in Circular 17, Office of the Quartermaster General, 1915. This circular shows the land-grant percentage deductions applicable on freight and passenger traffic between all important points.

Routing Circular. Published in Circular 16, Office of the Quartermaster General, 1915. This circular shows the location of all military posts and stations in the United States, together with special instructions relative to issuance of bills of lading and transportation requests to such points.

Freight and Passenger Land-grant Equalization Agreements and Lists of Carriers Participating. Published in Circular No. 6, Office Chief of the Quartermaster Corps, 1913. This circular shows the nonland grant carriers that have agreed to equalize the lowest net rates available via land-grant lines of Government traffic.

Manual of Pack Transportation (Daly), 1910.

Army Transport Service Regulations.

Harbor Boat Regulations.

Uniform Regulations. Published in Circular 7, Office Chief of the Quartermaster Corps, 1912. Transport Service.

Flag Circular.

Uniform Regulations.

Uniform Specifications.

Specifications and Conditions for Subsistence Supplies.

Manual for Army Bakers.

Manual for Army Cooks.

Manual of Army Horseshoers, 1912.

Rules and Regulations for the Office of the Quartermaster General.

Manual for the Quartermaster Corps, 1916, revised to December 17, 1917. Covers clearly and tersely all the activities of the Quartermaster Corps to that date. It includes the aforementioned circulars, Office of the Quartermaster General.

War Department Correspondence Files, prepared by cooperative action of the several bureaus of the War Department on the decimal system.

Official Table of Distances. This publication gives the distances between places within and without the United States, with notation of any land-grant or land-aided railroad distances obtaining between places within the United States. It constitutes the guide for disbursing offices of the Government generally in paying those travel allowances which are determinable by the number of miles of travel.

Army Pay Tables. Gives the rates of pay and allowances to officers and enlisted men of the Army of the United States. It is prepared by the Quartermaster General of the Army, and editions are gotten out from time to time as the occasion demands.

*Method of distribution of general publications.*—Publications referred to above are distributed free to those in the military service, others should apply to Superintendent of Documents.

*Annual and other periodical publications.*—Monthly roster showing stations and duties of officers of the Quartermaster Corps of the Army. (Discontinued.) Semiannually this publication also includes data showing names and stations of quartermaster sergeants, senior grade, quartermaster sergeants, and lists of the United States national cemeteries, together with name of superintendent of each. (Discontinued.) The only annual publication of this office is the yearly report of the Quartermaster General, which is distributed free to those in the military service, and is not sold.

*Maps.*—Maps of lands, buildings, etc., at the military posts are prepared in this office. They are not for sale or general distribution outside of the military service, but copy of any map of a reservation or post can be furnished without charge to other departments of the Government.

*Correspondence.*—Requests by Government officials for publications should be addressed to the Adjutant General of the Army. Requests by the general public should be addressed to Superintendent of Documents, Government Printing Office, Washington, D. C.

### OFFICE OF THE SURGEON GENERAL.

*Principal administrative officials.*—Surgeon General, Chief Clerk.

*General information and duties.*—The Surgeon General is the adviser of the War Department upon all medical and sanitary affairs of the Army. He has administrative control of the Medical Department; the disbursement of its appropriations; the designation of the stations of the commissioned personnel and civilian employees of the Medical Department, and the issuing of all orders and instructions relating to their professional duties; the recruitment, instruction, and control of the enlisted force of the Medical Department and of the Army Nurse Corps. He directs as to the selection, purchase, and distribution of the medical supplies of the Army. The Army Medical Museum, the library of the

Surgeon General's Office, medical supply depots, and the general hospitals are under his direct control.

*General publications.*—Occasional bulletins on professional subjects are prepared for information of medical officers. These bulletins, the editions of which are limited, are not intended for general distribution. They are supplied to medical officers of the Army, the Navy, the Public Health Service, and to some medical colleges and medical libraries. Thus far 10 bulletins have been published, viz:

No. 1. Photomicrographs of Spirochetæ, Entamebæ, Plasmodia, Trypanosomes, Leishmanin, Negri Bodies, and Parasitic Helminths. January, 1913.

No. 2. Papers by Officers of the Medical Corps, United States Army, read before the Fifteenth International Congress on Hygiene and Demography. January, 1913.

No. 3. Studies of Syphilis. June, 1913.

No. 4. Disease-Bearing Mosquitoes of North and Central America, the West Indies, and the Philippine Islands. November, 1913.

No. 5. Mental Disease and Defect in United States Troops. March, 1914.

No. 6. The Prophylaxis of Malaria, with Special Reference to the Military Service. August, 1914.

No. 7. Studies in Roentgen-Ray Diagnosis. September, 1914.

No. 8. The Prevalence of Syphilis in the Army. June, 1915.

No. 9. Gunshot Roentgenograms. December, 1915.

No. 10. Officers of the Medical Reserve Corps, United States Army. Inactive List, with Post-office Addresses of Each. December, 1915.

Nos. 1 and 5 editions are exhausted.

*Method of distribution of general publications.*—The publications noted above are distributed free while available. Copies are also for sale by the Superintendent of Documents, Government Printing Office.

*Annual and other periodical publications.*—(a) The Annual Report of the Surgeon General reviews the operations of the Medical Department; remarks upon the health of the Army; and contains statistics of morbidity, mortality, etc., of the Army. Distributed free.

(b) Index-Catalogue of the Library of the Surgeon General's Office comprises an author catalogue and subject index of medical books, journal articles, and pamphlets. The work was begun in 1880 and one volume has been published annually since. The first series (complete alphabet) was composed of 16 volumes, and the second series of 21 volumes, the latter being completed in 1916. Third series, volume 1, will be furnished in 1918. The first series is no longer available for issue, the edition having become exhausted some years ago, and no copies are now on hand of the earlier volumes of the second series. Copies of some of the volumes of the second series are for sale by the Superintendent of Documents at \$2 per volume.

*Correspondence.*—Officer to whom requests for publications should be addressed: The Surgeon General, United States Army, Washington, D. C.

#### ARMY MEDICAL MUSEUM AND LIBRARY.

*Principal administrative officials.*—Curator, Librarian.

#### ARMY MEDICAL SCHOOL.

*Principal administrative officials.*—Commandant, Adjutant.

#### OFFICE OF ATTENDING SURGEON.

*Principal administrative official.*—Attending surgeon.

#### OFFICE OF THE CHIEF OF ENGINEERS.

*Principal administrative officials.*—Chief, seven Principal Assistants, Chief Clerk.

*General information and duties.*—The Chief of Engineers commands the Corps of Engineers, which is charged with reconnoitering and surveying for military purposes, including the laying out of camps, the preparation of military maps of the United States and its possessions, including cooperation with other Government and private mapping agencies, and in field operations, of maps of the theater of operations, selection of sites and formation of plans and estimates for military defenses, construction and repair of fortifications and their accom-



sories, the installation of electric-power plants and electric-power cable connected with seacoast batteries, and furnishing the necessary electrical supplies connected therewith; planning and superintending of defensive or offensive works of troops in the field; examination of routes of communications for supplies and for military movements; construction and repair of military roads, railroads, and bridges; and military demolitions. In time of war, within the theater of operations, the Corps of Engineers has charge of the location, design, and construction of wharves, piers, landings, storehouses, hospitals, and other structures of general interest; and of the construction, maintenance, and repair of roads, ferries, bridges, and incidental structures; and of the construction, maintenance, and operation of railroads under military control, including the construction and operation of armored trains.

The *Corps of Engineers* is also charged with the improvement of rivers and harbors, including examinations and surveys relating thereto; with works of flood control; with matters arising under the laws for the protection and preservation of navigable waters, including the establishment of harbor lines, anchorage grounds, and rules and regulations therefor; rules and regulations for canals owned, operated, or maintained by the United States, for any public navigable channel improved under authority of Congress, and for the navigation of streams on which the floating of loose timber and sack rafts is the principal method of navigation; also with the issuance of permits for the construction, alteration, maintenance, and operation of bridges, the granting of permits for structures or work in navigable waters; with the removal of wrecks and other obstructions to navigation; with questions pertaining to the supervision of the harbor of New York and adjacent waters to prevent obstructive and injurious deposits; with surveying and charting the Great Lakes, the natural navigable waters of the New York State canals, Lake Champlain, the Lake of the Woods, and other boundary and connecting waters between said lake and Lake Superior; with the preservation of Niagara Falls; with public buildings and grounds in the District of Columbia; with the water supply of Washington, D. C.; with the construction of monuments and memorials; and with the construction of roads and bridges in the Yellowstone and Crater Lake National Parks, and in Alaska.

The *Board of Engineers for Rivers and Harbors* is a permanent body created by the river and harbor act of June 13, 1902. To it are referred for consideration and recommendation all reports upon examinations and surveys provided for by Congress, and all projects or changes in projects for works of river and harbor improvement upon which report is desired by the Chief of Engineers, United States Army. It is further the duty of the board, upon request by the Committee on Commerce of the Senate, or by the Committee on Rivers and Harbors of the House of Representatives in the same manner, to examine and report through the Chief of Engineers upon any examinations, surveys, or projects for the improvement of rivers and harbors. In its investigations the board gives consideration to all engineering, commercial, navigation, and economic questions involved in determining the advisability of undertaking such improvements at the expense of the United States.

*General publications.*—Federal laws relating to the improvement of rivers and harbors; standards for dredging; laws regarding the bridging of navigable waters; drainage areas and surface levels of the Great Lakes; professional papers of the Corps of Engineers, United States Army; rules and regulations relating to the navigable waters of the United States with the exception of those for the Northern and Northwestern lakes and their connecting and tributary waters, which are printed in the United States Lake Survey Bulletin; laws for the protection and preservation of the navigable waters of the United States, etc.

*Methods of distribution of general publications.*—Either by purchase from the Superintendent of Documents or upon application to the Chief of Engineers, United States Army.

*Annual and other periodical publications.*—Bulletins and supplements relating to surveys of the Northern and Northwestern Lakes are published to supply the detailed descriptions of shore line and shoals, river and harbor improvements, results of surveys, magnetic determinations, and the particulars of constantly changing conditions on the Great Lakes which can not be fully or promptly shown by the Lake Survey charts. These documents are issued free to navigators and other chart purchasers. Supplements are published monthly during the navigation season (May to November).

Applications for bulletins or supplements may be made to any of the following offices: United States Lake Survey Office, Old Customhouse, Detroit, Mich.;

United States Engineer Office, 540 Federal Building, Buffalo, N. Y.; United States Engineer Office, 467 Broadway, Albany, N. Y.; United States Engineer Office, 710 Army Building, New York City; and United States Canal Office, Sault Ste. Marie, Mich. Other publications are as follows:

Statement of Floating Plant Owned by the United States and Employed in the Engineer Department at Large.

Annual Report of the Chief of Engineers, United States Army. Published yearly as a congressional document, also as a War Department document. Issued by the Chief of Engineers, and on sale by the Superintendent of Documents.

List of Civilian Engineers Employed on River and Harbor Works. Published yearly as a congressional document. Issued by the Chief of Engineers, and on sale by the Superintendent of Documents.

Abstract of Proposals for Labor and Material, for the Engineer Department. Published yearly as a congressional document. Issued by the Chief of Engineers, also on sale by the Superintendent of Documents.

Commerce through St. Mary's Falls Canal (Soo). Published yearly, and issued by the United States Engineer Office, Detroit, Mich.

Professional Memoirs. Published bimonthly at the Engineer School, Washington Barracks, Washington, D. C. Subscription price \$3 per year.

Occasional Papers, Engineer School, United States Army, Nos. 1 to 51. Application should be made to the Engineer School, Washington Barracks, Washington, D. C.

Statistical Report for Duluth-Keweenaw Waterway. Issued annually by the United States Engineer Office, Duluth, Minn.

*Indices to publications.*—Index to the Annual Reports of the Chief of Engineers, United States Army, 1866 to 1912. Published in 2 vols. 2846 pp., with finding lists, issued by the Chief of Engineers; also on sale by the Superintendent of Documents (H. Doc. No. 740, 63d Cong., 2d sess.).

Index to Preliminary Examinations, Surveys, Projects, and Appropriations for Rivers and Harbors, from establishment of the Government to March 4, 1915, in 1 vol. Published as House Document No. 1491, Sixty-third Congress, third session. Issued by the Chief of Engineers, also on sale by the Superintendent of Documents.

*Mailing lists.*—No free mailing lists are maintained, except for a few libraries and institutions.

*Maps.*—Charts of the Northern and Northwestern Lakes. (A series of general and detailed charts showing the Great Lakes and their connecting and tributary waters from the head of Lake Superior to St. Regis at the United States boundary on the St. Lawrence, also the New York State canals, and Lake Champlain. Prepared for the use of navigators. On June 30, 1916, the series comprised 116 charts; sold at prices ranging from 10 cents to 30 cents.)

The charts may be purchased by anyone at any of the following offices, from which a descriptive catalogue may be obtained free of charge: United States Lake Survey Office, Old Customhouse, Detroit, Mich.; United States Engineer Office, 540 Federal Building, Buffalo, N. Y.; United States Engineer Office, 467 Broadway, Albany, N. Y.; United States Engineer Office, 710 Army Building, New York City; and United States Canal Office, Sault Ste. Marie, Mich.

Maps of Charts of Rivers, Harbors, Lakes, and Canals, from Examinations and Surveys; Approved Harbor Lines; Plans of Works of Navigation. Issued by the Chief of Engineers, United States Army. Description and prices made known on application.

*Correspondence.*—Requests for publications should be addressed to the Chief of Engineers, United States Army, Washington, D. C.

#### BOARD OF ENGINEERS FOR RIVERS AND HARBORS.

*Principal administrative officials.*—Seven members, Assistant Engineer and Secretary, Chief Clerk.

#### OFFICE OF PUBLIC BUILDINGS AND GROUNDS.

*Principal administrative officials.*—Chief, Assistant Chief, Superintendent of Parks.

#### MISSISSIPPI RIVER COMMISSION.

(St. Louis, Mo.)

*Principal administrative officials.*—President, six members, Secretary and Disbursing Officer, Chief Clerk.

## CALIFORNIA DÉBRIS COMMISSION.

(San Francisco, Cal.)

*Principal administrative officials.*—Three members, Chief Clerk.

## OFFICE OF THE CHIEF OF ORDNANCE.

*Principal administrative officials.*—Chief, Assistant, Chief Clerk.

*General information and duties.*—The Chief of Ordnance commands the Ordnance Department, the duties of which consist in providing, preserving, distributing, and accounting for every description of artillery, small arms, ammunition, and equipment required for the fortresses of the country, the armies in the field, and for the whole body of the militia of the Union. In these duties are comprised that of determining the general principles of construction and of preserving in detail the models and forms of all military weapons employed in war. They comprise also the duty of prescribing the regulations for the proof and inspection of all these weapons, for maintaining uniformity and economy in their fabrication; for insuring their good quality, and for their preservation and distribution.

*General publications.*—Numerous pamphlets of specifications, progress reports, and inspection reports are issued; pamphlets descriptive of guns of all kinds, gun carriages, various kinds of motor equipment; field and coast artillery; position and range finders; ammunition including types of projectiles; explosives; instruments for observation, etc.; price lists, and catalogue of ordnance equipment and material.

*Method of distribution.*—General publications are sold by the Superintendent of Documents, Washington, D. C.

*Annual and other periodical publications.*—(a) Annual Report of the Chief of Ordnance; (b) Annual Report of the Tests of Metals and Other Materials made with the United States Testing Machine at Watertown Arsenal, Mass.

*Mailing lists.*—Copies of the "Report of the Chief of Ordnance" and of "Tests of Metals, etc." are issued gratuitously to other bureaus of the Government, to libraries, and to technical institutions.

*Correspondence.*—Other bureaus of the Government, libraries, and technical institutions should address the Chief of Ordnance or The Adjutant General for copies of the "Report of the Chief of Ordnance," and The Adjutant General for copies of the "Report of the Tests of Metals, etc." Others can purchase these two publications and all other publications listed from the Superintendent of Documents, to whom all communications should be addressed.

## OFFICE OF THE CHIEF SIGNAL OFFICER.

*Principal administrative officials.*—Chief, Assistant, Chief Clerk.

*General information and duties.*—The Chief Signal Officer shall have charge, under the direction of the Secretary of War, of all military signal duties and of books, papers, and devices connected therewith, including telegraph and telephone apparatus and the necessary meteorological instruments for use on target ranges and for other military uses; of the construction, repair, and operation of military telegraph lines and the duty of transmitting messages for the Army, by telegraph or otherwise, and of all other duties usually pertaining to military signaling and the operations of such corps as shall be confined to strictly military matters; of the direction of the Signal Corps of the Army and the control of the officers, enlisted men, and employees attached thereto; of the supply, installation, repair, and operation of military cables, telegraph and telephone lines, and radio apparatus and stations; of the supply, repair, and operation of field telegraph trains, and balloon trains; of the preparation and revision of the War Department Telegraph Code; of the supervision of such instruction in military signaling, telephony, and telegraphy as may be prescribed in orders from the War Department, except such as is used by the Coast Artillery in fire control and fire direction and service of submarine mines; of the procurement, preservation, and distribution of the necessary supplies for the Signal Corps and of the procurement and issue of signal equipment required in coast defense.

*General publications.*—Manuals: Regulations for United States military telegraph and cable lines; Army radio stations; technical equipment of the Signal Corps; signal book United States Army; radio telegraphy; visual signaling cards.

*Methods of distribution of general publications.*—The above publications are distributed free by The Adjutant General of the Army to units of the Army as authorized by the Secretary of War; sold by the Superintendent of Documents, Government Printing Office, Washington, D. C.

*Annual and other periodical publications.*—(a) Annual Report of the Chief Signal Officer of the Army; (b) Report of the Operations of the Signal Corps, United States Army. Distributed free.

*Mailing lists.*—Mailing list for the Annual Report of the Chief Signal Officer of the Army is maintained.

*Correspondence.*—Requests for publications for sale should be addressed to Superintendent of Documents, Government Printing Office, Washington, D. C. Requests for those for free distribution to Chief Signal Officer of the Army, Washington, D. C.

### BUREAU OF INSULAR AFFAIRS.

*Principal administrative officials.*—Chief of Bureau of Insular Affairs, Assistant to Chief of Bureau, Chief Clerk.

*General information and duties.*—To the Bureau of Insular Affairs, under the immediate direction of the Secretary of War, is assigned all matters pertaining to civil government in the island possessions of the United States, subject to the jurisdiction of the War Department, the Philippine Islands and Porto Rico being the only ones so subject at the present time. The bureau is also the repository of the civil records of the government of occupation of Cuba (Jan. 1, 1899, to May 20, 1902), and had assigned to it matters pertaining to the provisional government of Cuba (Sept. 29, 1906, to Jan. 28, 1909). It makes a comptroller's review of the receipts and expenditures of the Philippine and Porto Rican Governments; attends to the purchase and shipment of supplies for those Governments; has charge of appointments of persons in the United States to the Philippine civil service and arranges their transportation. It gathers statistics of insular imports and exports, shipping and immigration, and issues semiannual summaries of the same. Under the convention of February 8, 1907, and the general regulations of the President of the United States issued thereunder, the bureau has immediate supervision and control of the Dominican receivership for the collection of customs revenues and payment of the interest and principal of the adjusted bonded indebtedness of the Dominican Republic, and in some respects acts as the agent in the United States of the receivership.

*General publications.*—Immediately following the Spanish-American War this office issued as its first publications (long since out of print) the following classes of pamphlets: (a) Customs tariffs of Cuba, Porto Rico, and the Philippines; (b) Translations of the Spanish laws of those islands.

At a later date there were published under its auspices: (c) Reports of the Census of Porto Rico, 1899; (d) Census of Cuba; (e) Gazetteer of the Philippine Islands.

*Annual and periodical publications.*—(a) Monthly Summary of Commerce of Porto Rico, from July, 1899, to April 30, 1900.

(b) Monthly Summary of Commerce of Cuba, from July, 1899, to May 19, 1902.

(c) Philippine Summary of Commerce. This was issued as a monthly from July, 1899, to December, 1905; then as a quarterly from January-March, 1906, to April-June, 1911; then as a semiannual until December, 1912, and to round out the fiscal year the last issue took the form of an annual, covering the period July, 1912, to June, 1913.

(d) Annual Report of the Chief of Bureau. (Embraced in War Department Annual Report.)

(e) Annual Report of the Philippine Commission. (Embraced in War Department Annual Report.)

(f) Annual Report of the Governor of Porto Rico. (Embraced in War Department Annual Report.)

(g) Annual Report of the General Receiver of Customs, Dominican Republic.

(h) Annual Summary of Dominican Commerce.



*List of publications.*—There is no printed list of the publications which are for distribution by the bureau.

*Maps.*—Two-sheet map of the Philippine Islands, 1902, editions of January, September, and October. One sheet map of the Philippine Islands, 1904.

*Mailing lists.*—Free mailing lists for publications of the bureau are maintained by the Superintendent of Documents—Key Lists Nos. 600, 601, 603.

*Congressional publications.*—The Bureau of Insular Affairs has compiled and issued from time to time a series of publications containing the acts of Congress, treaties, proclamations, decisions of the Supreme Court, and opinions of the Attorney General relating to noncontiguous territory—Cula and Santo Domingo, Philippines, Hawaii, Porto Rico, Samoan Islands, Guam, Alaska, Canal Zone, Midway Islands, and Tutuila.

#### GOVERNMENT OF THE PHILIPPINE ISLANDS.

(Headquarters, Manila.)

*Principal administrative officials.*—Governor General, Vice Governor, Secretary of Public Instruction, Secretary of the Interior, Secretary of Commerce and Communications, Secretary of Justice, Secretary of Finance, Secretary of Agriculture and Natural Resources.

*Reports, periodicals, etc.*—The following documents and journals have been published: (a) Philippine Commission (or Schurman Commission), 1899-1900, 4 vols. Issued as Senate Document 138, 56th Congress, 1st session.

(b) Philippine Commission (of 1900, or "Taft" Commission). Annual Reports, 1900 to 1915. Act of Congress, August 29, 1916, abolished the Philippine Commission. Report for 1916 made by Governor General. These reports are all congressional publications, and since 1901 have been issued yearly as a portion of the report of the War Department.

(c) Acts of the Philippine Commission (1900-1907). During the period indicated the commission acted as the legislature of the Philippines, and the acts were annually transmitted to Congress and formed portions of the War Department reports for the years 1901 to 1907. (For details see Price List No. 32 of the Superintendent of Documents, 4th ed., p. 24.)

(d) Acts of the Philippine Legislature (organized October 16, 1917, and composed of the Philippine Commission and the Philippine Assembly). Annual volume excepting that the Session Laws for the session of October, 1915, to February, 1916, and October, 1916, to February, 1917, requires two volumes each.

(e) Official Gazette. Issued weekly in English and Spanish. \$6 per annum.

(f) Agricultural Review. Issued quarterly. \$1 per annum.

(g) The Philippine Farmer. Published monthly in English and Spanish.

(h) Journal of Science. Issued bi-monthly in four sections: A. Chemical and geological sciences and industries; B. Tropical medicine; C. Botany; D. Ethnology, anthropology, and general biology. All sections, \$7 per annum; sections A, C, and D, each \$2; section B, \$3.

(i) The Philippine Craftsman. Issued monthly during the school year. Devoted to industrial education and paying especial attention to Philippine handicraft industries. \$1.50 per annum.

(j) Journal of the House of Representatives.

(k) Diario de Sesiones de la Asamblea Filipina.

(l) Annual reports of certain bureaus, such as Civil Service, Internal Revenue, Customs, and Education.

(m) Mineral Resources. Issued annually by the Bureau of Science.

(n) Executive Orders of the Governor General. Issued annually.

(o) Official Roster of Employees. Issued annually.

(p) Philippine Supreme Court Reports.

(q) Acts of the Philippine Commission. Annotated edition.

(r) Acts of the Philippine Legislature. Annotated edition.

The Bureaus of Science, Education, Agriculture, Public Works, Weather, Health, Customs, Internal Revenue, and Constabulary have issued bulletins relating to their several activities.

In 1903 the Philippine Government published an Official Handbook of the Philippines, containing a description of the Philippines. It was issued in conjunction with a catalogue of the Philippine Exhibit at the St. Louis Exposition. In 1912 an official handbook was issued entitled "The Philippines—the Land of the Palm and Pine."



*List of publications.*—A "Price List of Public Documents for Sale by the Bureau of Printing, Manila, P. I., was issued in 1917. This price list deals with the more general publications and does not include bulletins, etc., issued for the use of the various bureaus, numbers of which are not out of print.

## GOVERNMENT OF PORTO RICO.

(Headquarters, San Juan.)

*Principal administrative officials.*—Governor, Attorney General, Treasurer, Commissioner of the Interior, Commissioner of Education, Commissioner of Agriculture and Labor, Commissioner of Health, Executive Secretary.

*Reports, periodicals, etc.*—Under the act of Congress approved April 12, 1900, the reports of the administrative officers in Porto Rico required were to be made through the following channels:

Officer.	Report made to—	Transmission to Congress.
Governor.....	President, through the Secretary of State.....	Annually.*
Attorney General.....	United States Attorney General.....	Do.
Treasurer.....	United States Secretary of Treasury.....	Do.
Auditor.....	United States Secretary of Treasury.....	Do.
Commissioner of the Interior.....	United States Secretary of Interior.....	Do.
Commissioner of Education.....	United States Commissioner of Education.....	Do.

Secretary to transmit, within 60 days after close of each session of the legislative assembly, copy of laws and journals of such session to President of the Senate, the Speaker of the House, President, and Secretary of State.

Acts of the legislative assembly to be reported to Congress.  
All franchises granted to be reported to Congress

The various reports so transmitted, so far as published at Washington, were issued as Congressional Documents of the Fifty-sixth to Sixty-first Congresses.

Under the acts of Congress approved July 15, 1903, and March 2, 1917, all the required reports are made through the Bureau of Insular Affairs of the War Department, and the various annual reports are issued in a volume called "Report of the Governor of Porto Rico," which also forms a portion of the Annual Report of the War Department.

The Journals of the legislative assembly, the laws enacted, and the franchises granted are transmitted to Congress through the Bureau of Insular Affairs, and, in general, have been issued as congressional documents.

Under this arrangement the government of Porto Rico distributes in that island such number of copies of the annual reports of the various officials as may be required and the Bureau of Insular Affairs makes free distribution, so far as its supply of copies permits, in the United States.

In addition to the foregoing the Porto Rican Government has issued, among others, the following publications:

(a) Register of Porto Rico. A handbook of the island, including general information as to municipalities, officials, etc., issued for the years 1901, 1903, 1905, 1910, and 1911.

(b) Official Gazette. Originally issued for the period January to March, 1900; containing session laws, orders, circulars, etc. Its desirability led to the resumption of its publication as a monthly in March, 1910, and it was continued until January, 1914; issue discontinued owing to lack of available funds.

(c) Opinions of the Attorney General of Porto Rico. Issued at irregular intervals. Five volumes have been published. Vols. I, March 14, 1901, to March 11, 1903, \$2; Vol. II, May 31, 1910, to May 10, 1913, \$2.64; Vol. III, February 1, 1912 (date of publication), \$4.19; Vol. IV, February 1, 1911, to July 1, 1914, \$2.22; Vol. V, July 1, 1914, to August 31, 1915, \$2.66.

(d) Porto Rico Reports. Reports of cases adjudged in the Supreme Court of Porto Rico. Vols. 1 to 13, \$2.50 each; vols. 14 to 24 (the latest issued), \$4 each.

(e) Official Roster of Officials and Employees. Issued in 1908, 1912, 1913, 1914, and 1915.

## DOMINICAN RECEIVERSHIP.

(Headquarters, Santo Domingo.)

*Principal administrative officials.*—General Receiver of Customs, Deputy General Receiver.

## PART IV.—DEPARTMENT OF JUSTICE.

(For location of department, see page 18.)

*Principal administrative officials.*—Attorney General, Solicitor General, Assistant to the Attorney General, Assistant Attorneys General, Assistant Attorney General, Customs Division, New York City, Chief Clerk, Private Secretary to the Attorney General, Disbursing Clerk, Appointment Clerk, Attorney in Charge of Pardons, Attorney in Charge of Titles, Chief of Division of Accounts, Superintendent of Prisons, Chief Division of Investigation, Librarian, Departmental Solicitors,<sup>1</sup> Solicitor for the Department of State, Solicitor of the Treasury, Solicitor for the Interior Department, Solicitor for the Post Office Department, Solicitor of Internal Revenue, Solicitor of the Department of Commerce, Solicitor of the Department of Labor.

### GENERAL INFORMATION AND DUTIES.

*The Attorney General* is the head of the Department of Justice and the chief law officer of the Government. He represents the United States in matters involving legal questions; he gives his advice and opinion, when they are required by the President or by the heads of the other executive departments, on questions of law arising in the administration of their respective departments; he appears in the Supreme Court of the United States in cases of especial gravity and importance; he exercises a general superintendence and direction over United States attorneys and marshals in all judicial districts in the States and Territories; and he provides special counsel for the United States whenever required by any department of the Government.

*The Solicitor General* assists the Attorney General in the performance of his general duties, and, by special provision of law, in case of a vacancy in the office of the Attorney General, or of his absence or disability, exercises all those duties. Under the direction of the Attorney General, he has general charge of the business of the Government in the Supreme Court of the United States, and is assisted in the conduct and argument of cases therein by the Assistant Attorneys General. He also, with the approval of the Attorney General, prepares opinions rendered to the President and the heads of the executive departments, and confers with and directs the law officers of the Government throughout the country in the performance of their duties. When the Attorney General so directs, any case in which the United States is interested, in any court of the United States, may be conducted and argued by the Solicitor General; and he may be sent by the Attorney General to attend to the interests of the United States in any State court or elsewhere.

*The Assistant to the Attorney General* has special charge of all suits and other matters arising under the Federal antitrust and interstate-commerce laws, and performs such other duties as may be required of him by the Attorney General.

*The several Assistant Attorneys General* assist the Attorney General in the performance of his duties; in the argument of cases in the Supreme Court; and in the preparation of legal opinions.

In addition to these general duties particular subjects are assigned to them, and, under the direction of the Attorney General, they transact the business arising under these subjects with United States attorneys, other departments, and private parties in interest.

The Assistant Attorney General in charge of the the interests of the Government in all matters of reappraisement and classification of imported goods in litigation before the several boards of United States General Appraisers and the Court of Customs Appeals is located at 641 Washington Street, New York.

The solicitors for several of the executive departments, under the provisions of sections 349-350, Revised Statutes, exercise their functions under the supervision and control of the Attorney General. They are the Solicitor for the

<sup>1</sup> See department for respective solicitors.

Department of the Interior, the Solicitor for the Department of State, the Solicitor of the Treasury, the Solicitor of Internal Revenue, the Solicitor of the Department of Commerce, and the Solicitor of the Department of Labor.

*The Solicitor for the Interior Department* is the chief law officer of that department. When requested he advises the Secretary and Assistant Secretaries upon questions of law arising in the administration of the department. All appeals from the various bureaus are sent to his office for consideration. Oral arguments are heard by him in the more important cases; and decisions are prepared under his supervision for the signature of the Secretary or First Assistant Secretary, as the case may be. The solicitor is aided in this and his other work by the Board of Appeals and 25 assistant attorneys.

*The Solicitor for the Department of State* is the chief law officer of that department. He advises the Secretary and Assistant Secretaries upon questions of municipal and international law referred to him, passes upon claims of citizens of the United States against foreign Governments, claims of subjects or citizens of foreign Governments against the United States, and upon applications for the extradition of criminals. The assistant solicitor acts as solicitor in the absence of the latter, and in the division of the work of the office has general charge of extradition and citizenship matters.

*The Solicitor of the Treasury* is the chief law officer of that department. His duties are to advise the Secretary of the Treasury and other officers of that department upon matters of law arising therein; to approve the bonds of United States Treasurers, collectors of internal revenue, and to examine all contracts of, and official bonds filed in, the Treasury Department. He also examines titles to life-saving station sites and renders such legal services in connection with matters arising in the administrative work of the Treasury Department as may be required of him by the Attorney General.

A *Solicitor of Internal Revenue* was added to the Internal Revenue Office corps by the act of July 13, 1866 (14 Stat., 170), but by the act of June 22, 1870 (16 Stat., 162), organizing the Department of Justice, the solicitor was formally transferred to that department. He is the law officer and legal advisor of the commissioner. The only duties of his of which mention is made by law are in connection with internal-revenue compromise cases, section 3229, Revised Statutes.

*The Solicitor of the Department of Commerce* is the chief law officer of that department. His duties are to act as legal adviser for the Secretary of Commerce and the chiefs of the various bureaus of said department; to prepare and examine all contracts and bonds entered into or required by the said department; and to render such legal services in connection with matters arising in the administrative work of the Department of Commerce as may be desired by the head of the department or required of him by the Attorney General.

*The Solicitor of the Department of Labor* is the chief law officer of that department. His duties are to act as legal adviser for the Secretary of Labor and the chiefs of the various bureaus of said department; to prepare and examine all contracts and bonds entered into or required by said department; and to render such legal services in connection with matters arising in the administrative work of the Department of Labor as may be desired by the head of the department or required of him by the Attorney General.

*The Public Lands Division* was created by the Attorney General November 16, 1909. To it are assigned all suits and proceedings concerning the enforcement of the public-land law, including suits or proceedings to set aside conveyances of allotted lands.

*The Superintendent of Prisons* has charge, under the direction of the Attorney General, of all matters relating to United States prisons and prisoners, including the support of such prisoners in both State and Federal penitentiaries, in reform schools, and in county jails. He has supervision over the construction work in progress at United States penal institutions.

The Superintendent of Prisons is president of the boards of parole for the United States penitentiaries and president of the boards of parole for United States prisoners in each State or county institution used for the confinement of United States prisoners.

*The Attorney in Charge of Pardons* takes charge of all applications for Executive clemency, except those in Army and Navy cases, these being referred to the Secretary of War and the Secretary of the Navy, respectively; of the briefing of the cases and the correspondence in relation to them.

*The Attorney in Charge of Titles* prepares opinions upon the title to lands belonging to or sought to be acquired by the Government for public purposes.

and opinions upon all legal matters growing out of the same. He has charge of all proceedings to acquire land under eminent domain, and conducts all the correspondence relating to the above matters.

*The Chief of the Division of Investigation* has general supervision of the examination of the offices and records of the Federal court officials throughout the United States, and directs the work of all the examiners, special agents, and accountants of the department, whose compensation or expenses are paid from the appropriation "Detection and prosecution of crimes," and who are employed for the purpose of collecting evidence or of making investigations or examinations of any kind for this department or the officers thereof.

#### PUBLICATIONS.

*General publications.*—Opinions of the Attorneys General. A volume is printed and bound when sufficient opinions have been rendered to make 600 pages. This usually requires from one and a half to two years. Volume 29 is the last one in print. Many of the earlier volumes were printed by private publishers and are now out of print and can not be obtained from any source known to the department.<sup>1</sup>

*Federal Antitrust Decisions.* The latest compilation of these decisions was made by the Attorney General by direction of Congress. The set consists of four volumes with a small fifth volume which is an index digest. The volumes contain, as the title suggests, the decisions of the Federal courts interpreting the antitrust acts.

*Method of distribution of general publications.*—Opinions of the Attorneys General. The department orders only sufficient copies to meet the needs of its officials and to supply the executive departments. Many of the early volumes were published by private parties and are now out of print. Copies of the more recent volumes are for sale by the Superintendent of Documents, Government Printing Office.

*Federal Antitrust Decisions.* While these decisions were compiled by the Attorney General at the direction of Congress the department received no copies, but had to purchase such as it needed from the Superintendent of Documents. The department therefore does not distribute them.

*Annual and other periodical publications.*—An Annual Report is submitted at the beginning of each Congress. This report contains a résumé of the more important activities of the department during the year, including cases finally determined, pending cases, interstate commerce cases, cases having to do with enforcement of land laws, white-slave traffic, neutrality, banking laws, bankruptcy, election frauds, and peonage, pardons, parole, Court of Claims cases, customs courts and the Supreme Court, and criminal identification, statistical tables relating to bankruptcy matters, prisoners, traveling expenses, court expenses, statements of appropriations, etc.

A Register is published once every year, as a rule. It contains the names of the principal officers of the department in Washington, and of the officers of the United States courts, places and time of holding United States courts, the judicial circuits and districts, and a brief statement of the duties of the officers of the department.

*Method of distribution.*—The distribution covers Congress, the Executive Department, the department officials in the field, and a few other institutions and individuals. After this distribution is made the supply only justifies a further limited distribution to persons who may apply for a copy and who are interested in the activities of the department. Copies may be purchased from the Superintendent of Documents.

*Mailing lists.*—On the mailing lists for the Annual Report and Opinions of the Attorney General a number of libraries are carried. The department maintains no general free mailing list.

*Correspondence.*—Requests for the above publications should be addressed to the Attorney General, Washington, D. C.

<sup>1</sup> For publications issued by the Solicitor of the Treasury, see p. 47; by the Solicitor of the Post Office, see p. 47; by the Solicitor of the Department of Labor, see p. 116.

## PART V.—POST OFFICE DEPARTMENT.

(For location of department offices, etc., see page 188.)

### OFFICE OF THE POSTMASTER GENERAL.

*Principal administrative officials.*—Postmaster General, Chief Clerk, Special Assistant to Attorney General, Solicitor, Purchasing Agent, Chief Inspector.

*General information and duties.*—*The Postmaster General* is the executive head of the Federal Postal Service. He appoints all officers and employees of the Post Office Department except the four Assistant Postmasters General and the purchasing agent, who are presidential appointees. With the exception of postmasters of the first, second, and third classes, who are likewise presidential appointees, he appoints all postmasters, and all other officers and employees of the service at large. Subject to the approval of the President, he makes postal treaties with foreign Governments. He awards and executes contracts and directs the management of the Foreign Mail Service. He is the executive head of the Postal Savings System, and ex officio chairman of the board of trustees of that system.

*The Special Assistant to the Attorney General* is charged with the duty of assisting in the defense of cases against the United States arising out of the transportation of the mails, and in other matters affecting the postal revenues. These include suits in the Federal courts involving claims of the railroads and other contractors for the carriage of the mails; the representation of the Postmaster General and the preparation and presentation of the department's cases in proceedings before the Interstate Commerce Commission for the determination by the commission of the basis for adjustment of railroad-mail pay and the fixing of fair and reasonable rates for the transportation of the mails and for services in connection therewith by railroads, and in other matters of petition by the Postmaster General to the commission; and the representation of the Postmaster General in hearings before the department on orders changing the mode of transporting periodical mail matter and in connection with reviews of such orders by the Court of Appeals of the District of Columbia.

*The Solicitor* is charged with the duty of giving opinions to the Postmaster General and the heads of the several offices of the department upon questions of law arising upon the construction of the postal laws and regulations, or otherwise, in the course of business in the Postal Service; with the consideration and submission (with advice) to the Postmaster General of all claims of postmasters for losses by fire, burglary, or other unavoidable casualty, and of all certifications by the Auditor for the Post Office Department of cases of proposed compromise of liabilities to the United States, and of the remission of fines, penalties, and forfeitures under the statutes; with the giving of advice when desired in the preparation of correspondence with the Department of Justice and other departments, including the Court of Claims, involving questions of law or relating to prosecutions or suits affecting or arising out of the Postal Service, and with assisting when desired in the prosecution or defense of such cases, and the maintenance of suitable records of opinions rendered affecting the Post Office Department and the Postal Service; and with the consideration of applications for pardon for crimes committed against the postal laws which may be referred to the department; with the preparation and submission (with advice) to the Postmaster General of all appeals to him from the heads of the offices of the department depending upon questions of law; with the determining of questions as to the delivery of mail, the ownership of which is in dispute; with the hearing and consideration of cases relating to lotteries and the misuse of the mails in furtherance of schemes to defraud the public; with the consideration of all questions relating to the mailability of alleged indecent, obscene, scurrilous, or defamatory matter; with determining the legal



acceptability of securities offered by banks to secure postal savings deposits; with the examining and, when necessary, drafting of all contracts of the department; with the enforcement of laws making unmailable matter containing any advertisement of intoxicating liquors or solicitation of an order for such liquors when addressed to places where it is unlawful to advertise or solicit orders for such liquors; with the legal work incident to the enforcement of those provisions of the espionage law and of the trading-with-the-enemy act which concerns the Post Office Department, and the work relating to the issuance of permits under the latter act; and with such other like duties as may from time to time be required by the Postmaster General.

*The Purchasing Agent* supervises the purchase of all supplies both for the Post Office Department proper and for all branches of the Postal Service. He reviews all requisitions and authorizations for supplies and, if proper, honors the same. He passes upon the sufficiency and propriety of all specifications for the proposals for supplies; prepares the advertisements and forms for proposals necessary to the making of contracts for supplies; reviews the reports of the committees on awards and recommends to the Postmaster General such action as in his judgment should be taken thereon.

*The Chief Inspector* supervises the work of post-office inspectors and of the division of post-office inspectors. To him is charged the preparation and issue of all cases for investigation, all matters relating to deprecations upon the mails and losses therein, the custody of money and property collected or received by inspectors, and the restoration thereof to the proper parties or owners, and the consideration and adjustment of accounts of inspectors for salary and expenses. To his office are referred all complaints of losses or irregularities in the mails and all reported violations of the postal laws.

*General publications.*—(a) Postal Laws and Regulations. A compilation of the acts of Congress relating to the Post Office Department and the Postal Service, together with regulations for the government of said department and service. Furnished free to the Postal Service. For sale to the public.

(b) Pamphlet of Postal Information. Contains general information on subjects relating to the Postal Service; published for the use and guidance of the public. Distribution free.

(c) List of Awards. Shows name of the contractor, various items and prices to be paid therefor for the use of the Postal Service during the fiscal year in which said award is issued. Distribution free upon request. It has been the practice to furnish a copy to all bidders whether successful or not.

*Annual and other periodical publications.*—Annual Report of the Postmaster General is a general review of the work of the entire department, with special regard to specific policies, recommendations for legislation affecting the service, etc. Distribution free.

The Annual Report of the Post Office Department contains reports of the Postmaster General, Solicitor, the Four Assistants, and the Auditor, bound in one volume. Distribution free.

The Official Postal Guide contains postal information of interest to the public, instructions to postal employees, rulings of the department, lists of post offices arranged alphabetically, by States, and by counties, also a list classified as to salaries of postmasters, a list of offices discontinued during the previous three years, etc. Published annually, with monthly supplements. Furnished to the Postal Service. For sale to the public.

*Correspondence.*—(a) Requests for copies of the Postal Laws and Regulations should be addressed to the Superintendent of Documents, Government Printing Office, Washington, D. C.

(b) Requests for the Pamphlet of Postal Information should be sent to the Division of Equipment and Supplies, Office of the Fourth Assistant Postmaster General, Washington, D. C.

(c) Requests for copies of List of Awards should be addressed to the Purchasing Agent, Post Office Department, Washington, D. C.

Requests for the Annual Report of the Postmaster General should be sent to the Chief Clerk, Post Office Department, Washington, D. C.

Requests for the Official Postal Guide from those outside the postal service should be sent to the Disbursing Clerk, Post Office Department, Washington, D. C.

The Chief Clerk, Post Office Department, is in charge of the distribution of the Postal Guide throughout the postal service.

## SOLICITOR OF POST OFFICE DEPARTMENT.

*Publications.*—The only publication issued is the Annual Report of the Solicitor covering the work done during year. Gives claims for credit for stamps or funds lost by fire, burglary, etc., construction of postal laws and regulations, rulings as to disputed mail; mailability of matter; lottery and fraudulent schemes, etc. This report is now included in the Annual Report of the Postmaster General. Requests for copies of the Annual Report of the Solicitor should be addressed to the "Post Office Department, Washington, D. C."

## OFFICE OF THE FIRST ASSISTANT POSTMASTER GENERAL.

*Principal administrative officials.*—First Assistant Postmaster General; Chief Clerk; Superintendents of Divisions; Postmasters' Appointment, Post-office Service, Dead Letters.

*General information and duties.*—The First Assistant Postmaster General has charge of the following divisions, to which are assigned the duties specified:

*Postmasters' appointments.*—The preparation of cases for the appointment of postmasters, the change of name of post offices, and the establishment, discontinuance, and change of site of post offices of the fourth class; the recording of appointments of postmasters, the obtaining, recording, and filing of their oaths and bonds, and the issuing of their commissions; the consideration of charges and complaints against postmasters; the granting of leaves of absence to postmasters; the regulation of hours of business at fourth-class post offices; the bonding of all employees in post offices, except rural carriers and village delivery carriers.

*Post-office Service.*—The organization of post offices, salaries of postmasters, the appointment and salaries of assistant postmasters, supervisory officers, clerks, and city letter carriers; authorization of new or changes in existing service on pneumatic-tube routes and Government-owned automobile routes; establishment of mail messenger and regulation screen or other wagon service; the performance of service by contractors on such routes and complaints concerning the same; Government-owned automobile service; the establishment, maintenance, and extension of city delivery and collection service, and all matters concerning special delivery service; the regulation of hours of business at and certain miscellaneous correspondence relating to presidential post offices; allowances for rent, light, fuel, clerk hire, labor incident to cleaning post offices, telephone rental, water rental, laundering, towel service, and miscellaneous service items. (Allowances for articles of every description to be purchased chargeable to the appropriation for "Miscellaneous Items, first and second class post offices," are made by the Fourth Assistant Postmaster General, division of equipment and supplies.)

*Dead letters.*—The treatment of all unmailable and undelivered mail matter which is sent to it for disposition; the enforcement of the prompt sending of such matter according to regulations; the duty of noting and correcting errors of postmasters connected with the delivery or withholding of mail matter, and the investigation, by correspondence, of complaints made with reference thereto; the verification and allowance of claims for credit by postmasters for postage-due stamps affixed to undelivered matter; the examination and forwarding or return of all letters which have failed of delivery; the inspection and return to the country of origin of undelivered foreign matter; recording and restoration to owners of letters and parcels which contain valuable inclosures; care and disposition of all money, negotiable paper, and other valuable articles found in undelivered matter, and correspondence, both foreign and domestic, relating to these subjects.

*Annual and other periodical publications.*—Annual Report of the First Assistant Postmaster General—a brief review of the work of the bureau, including the appointment of postmasters, post-office clerks, and city letter carriers, the administration of the Post-office Service, including city delivery and special delivery service, and the administration of the Division of Dead Letters. This report is now included in the Annual Report of the Postmaster General.

Applications for copies of the above-mentioned report may be addressed to Chief Clerk, First Assistant Postmaster General, Post Office Department, Washington, D. C.

## OFFICE OF THE SECOND ASSISTANT POSTMASTER GENERAL.

*Principal administrative officials.*—Second Assistant Postmaster General; Chief Clerk; Superintendents of Divisions: Railway Mail Service, Foreign Mails, Railway Adjustments.

*General information and duties.*—The Second Assistant Postmaster General has charge of the steamboat, star route in Alaska, and aeroplane services, and the following divisions, to which are assigned the duties specified:

*Railway adjustments.*—Has charge of the preparation of cases authorizing the transportation of mails by railroads and electric and cable car lines; the establishment of railway postal-car service and changes in existing service; prepares orders and instructions for the weighing of the mails on railroads; receives and tabulates the returns and computes basis of pay therefrom; prepares cases for adjustment of allowances to railroads for carrying the mails, and for postal cars; authorizes expenditures and credits for the weighing of the mails, and transportation by freight or express of postal cards, stamped envelopes, periodical mail matter, and mail equipment; examines reports as to the performance of mail service by railroad companies; prepares orders for deductions for nonperformance of service and for imposition of fines for delinquencies; prepares statements of amounts found upon administrative examination to be due the companies for transportation of the mails and for railway post-office car service, and forwards such statements to the Auditor for the Post Office Department for audit and certification for payment; and prepares all correspondence relative to these matters.

*Foreign mails.*—Is charged with the duty of arranging all details connected with the transportation of foreign mails; the preparation of postal conventions (except those relative to the money-order system) and the regulations for their execution, as well as the consideration of the questions arising under them, and with the preparation of all correspondence relative thereto. Has supervision of the ocean-mail service, including the adjustment of accounts with steamship companies for the transportation of mails to foreign countries; prepares orders for the transfer and supervision through the United States postal agent in France of all postal employees in the Army field post offices abroad; and has charge of the distribution and dispatch of mails in the United States and Europe for the American expeditionary forces.

*Railway Mail Service.*—Is charged with the supervision of the Railway Mail Service and railway postal clerks; prepares cases for the appointment, removal, promotion, and reduction of said clerks; conducts correspondence and issues orders relative to the moving of the mails on railroad trains; has charge of the dispatch and distribution of mail matter in railway postal cars and post offices; conducts the weighing of mails; and attends to all correspondence relative to these matters.

*General publications.*—(a) Schedule of Steamers Appointed to Convey the United States Mails to Foreign Countries. Issued monthly; contains list of steamers scheduled as above, with mails assigned to each steamer. Furnished free to postal and other Government officials. Sold to others. (Discontinued.)

(b) Daily Bulletin of Orders Affecting the Postal Service. Issued daily, except Sundays and holidays; contains brief of orders relating to establishment, change of names, change of sites, and discontinuance of post offices; the establishment and changes of railroad, steamboat, and rural routes; names of postmasters commissioned, and miscellaneous orders relating to the Postal Service. Intended for information of postal employees, but mailed free also to a limited list of other persons especially interested.

*Annual and other periodical publications.*—Annual Report of the Second Assistant Postmaster General. A brief review of the work of the bureau, relating to the transportation of mails—the Railway Mail Service, steamboat, mail messenger services, foreign mails, adjustments of railway-mail pay, etc. This report is now included in the Annual Report of the Postmaster General.

*Correspondence.*—Requests for the Daily Bulletin of Orders Affecting the Postal Service should be addressed to the Superintendent, Railway Mail Service, Office of Second Assistant Postmaster General, Washington, D. C.

Requests for the Annual Report should be addressed to Chief Clerk, Post Office Department, Washington, D. C.

### OFFICE OF THE THIRD ASSISTANT POSTMASTER GENERAL.

*Principal administrative officials.*—Third Assistant Postmaster General; Chief Clerk; Superintendents of Divisions: Finance, Stamps, Money Orders, Registered Mails, Classification, Postal Savings Divisions—Director, Assistant Director.

*General information and duties.*—The Third Assistant Postmaster General has charge of the following divisions, to which are assigned the duties specified:

*Finance.*—The financial operations, including the collection and deposit of postal revenues; the distribution of postal funds among the several depositaries so as to equalize, as far as possible, receipts and expenditures in the same section; the payment by warrant of all accounts settled by the auditor; the receipt and disposition of all moneys coming directly to the department; and the keeping of books of account showing the fiscal operations of the postal and money-order services and the regulation of box rents and key deposits.

*Stamps.*—The supervision of the manufacture and issuance to postmasters of postage stamps, stamp books, stamped envelopes, newspaper wrappers, postal cards, and postal savings stamps and cards by the various contractors; and the keeping of the accounts and records of these transactions; the receipt and disposition of damaged and unsalable stamped paper returned by postmasters for redemption and credit; the issuance to postmasters for sale to the public of United States war savings certificate stamps, United States thrift stamps, and United States internal-revenue stamps, and the keeping of accounts in connection therewith.

*Money orders.*—The supervision and management of the money-order service, both domestic and international; the preparation of conventions for the exchange of money orders with foreign countries.

*Registered mails.*—The supervision and management of the registry, insurance, and collect-on-delivery services; the establishment and control of all registry dispatches and exchanges; the instruction of postmasters and the furnishing of information in relation to these matters; and the consideration of all claims for indemnity for injured or lost or registered, insured, and C. O. D. mail.

*Classification.*—The general control of all business relating to the classification of domestic mail matter and the rates of postage thereon, including the determination of the admissibility of publications to the second class of mail matter, their right to continue in that class, and the instruction of postmasters relative thereto; also the use of penalty envelopes, the franking privilege, and the limit of weight and size of mail matter.

*Postal savings.*—The conduct and management of the administrative office of the postal savings system at Washington; the selection and designation of post offices as postal savings depository offices and the supervision of the business transacted at such offices; the management and investment of postal savings funds as the agent of the board of trustees; and the administrative examination of accounts of postmasters and other fiscal agents of the system.

*Annual and other periodical publications.*—Annual Report of the Third Assistant Postmaster General. A brief review of the work of the bureau, including the finances of the department, the workings of the divisions of classification, stamps, also the postal-savings, money-order, and registry systems. This report is now included in the Report of the Postmaster General.

*Correspondence.*—Applications for copies of the Annual Report of the Third Assistant Postmaster General may be addressed to Chief Clerk, Post Office Department, Washington, D. C.

Requests for post route or rural delivery county maps should be addressed to the Third Assistant Postmaster General, Division of Finance, Washington, D. C.

### OFFICE OF THE FOURTH ASSISTANT POSTMASTER GENERAL.

*Principal administrative officials.*—Fourth Assistant Postmaster General; Chief Clerk; Superintendents of Divisions: Rural Mails, Equipment and Supplies.

*General information and duties.*—The Fourth Assistant Postmaster General has charge of the following divisions, to which are assigned the duties specified:

*Rural mails.*—In this division all petitions for the establishment and extension of rural delivery service are received and examined, and, if accepted, pre-



pared for investigation. Through it all orders pertaining to the extension or change of existing service or establishment of new service are issued; also all orders pertaining to the appointment and discipline of rural letter carriers and all other correspondence incident to these matters, including requirements with reference to rural mail boxes. This division also prepares all advertisements inviting proposals for star-route service (except in the Territory of Alaska), receives proposals, prepares awards for execution of all contracts, and prepares all orders for establishment of or change in star routes.

*Equipment and supplies.*—Is charged with the preparation of specifications for equipment and supplies for the Postal Service, and the duty of determining the needs of the service as to style and character thereof; the preparation of purchase requisitions therefor on the purchasing agent; the custody, transportation, and distribution of equipment and supplies, and the conduct of correspondence relative thereto; the keeping of a record of expenditures as charged to the respective appropriations; the preparation and revision of post-route maps and the supervision of their printing, issue, and distribution; the preparation of specifications for their manufacture, and the general care of stores and property in the department and in the possession of contractors; the making of rural-delivery maps, and the distribution of parcel-post maps, zone keys and guides; the designing or adoption of such new equipment and supplies as may be deemed necessary, and the performance or direction of experimental and research work in connection therewith, as well as the examination and test of the mechanical features of devices; the supervision and operation of the equipment shops, and the keeping of records showing the cost of equipment and its operation and repair.

*General publications.*—Postal Laws and Regulations Applicable to the Rural Mail Service. An abstract of the Postal Laws and Regulations applying particularly to the conduct of the rural mail service.

*Method of distribution of general publications.*—The preceding pamphlet is designed primarily for the information and guidance of rural carriers and postmasters, to whom it is supplied. Sold to those outside the postal service.

*Annual and other periodical publications.*—Annual Report of the Fourth Assistant Postmaster-General. A brief review of the work of the bureau for the year, relating to the rural delivery service and the supplies for the postal service. This report is now included in the Report of the Postmaster-General.

*Maps.*—Post Route Maps are published semiannually, January and July 1, each year. They show by States all post offices, counties, lakes, rivers, streams, steam and electric roads that carry mail, star routes, and rural delivery routes that supply post offices. Sold. Price list furnished free on request.

*Rural delivery county maps.*—These maps have been made for counties that have complete rural service; are on a scale of about 1 mile to the inch; show roads, post offices, villages, streams, schoolhouses, churches, and railroads that carry mail. Sold at 20 cents each. List of completed maps may be obtained upon request.

*Correspondence.*—Requests for copies of the Postal Laws and Regulations applicable to the rural mail service, from persons not connected with the postal service, should be addressed to the Superintendent of Public Documents, Government Printing Office, Washington, D. C. Requests for maps should be addressed to the Third Assistant Postmaster-General, Division of Finance, Washington, D. C.



## PART VI.—DEPARTMENT OF THE NAVY.

(For location of department and bureaus, see page 189.)

*Principal administrative officials.*—Secretary of the Navy; Assistant Secretary; Aid to the Secretary of the Navy; Chief Clerk; Disbursing Clerk; Superintendent Office of Naval Records and Library; Correspondence, Mails, and Files; Appointment Clerk; Special Duty, Secretary's Office; Naval Consulting Board.

*General information and duties.*—The Secretary of the Navy performs such duties as the President of the United States, who is Commander in Chief, may assign him and has the general superintendence of construction, manning, armament, equipment, and employment of vessels of war.

The Assistant Secretary of the Navy performs such duties in the Navy Department as may be prescribed by the Secretary of the Navy or required by law.

The Chief Clerk has general charge of the records and correspondence of the Secretary's office and performs such other duties as may be assigned to him by the Secretary of the Navy.

*General publications.*—(a) American Samoa. A pamphlet containing general information on American Samoa, viz, its geography, history, laws, government, agriculture, industries, and the characteristics and customs of its people. Distributed free upon request.

(b) The Island of Guam. A pamphlet published about February 1, 1917, containing general information on Guam similar in extent and presentation to that embraced in the pamphlet American Samoa. Distributed free upon request.

*Annual and other periodical publications.*—(a) Annual Report of the Secretary of the Navy. A pamphlet containing a general résumé of existing conditions in the Naval Establishment, a record of operation and progress during the fiscal year for which issued, and a general consideration of problems which will demand solution in the future. Distributed free upon request.

(b) Annual Reports of the Navy Department. A publication in which are brought together in one volume the Annual Report of the Secretary of the Navy and the annual reports of the several bureaus and offices of the Navy Department. Distributed free upon request.

*Correspondence.*—Requests for publications should be addressed to the Secretary of the Navy, Washington, D. C.

### OFFICE OF NAVAL RECORDS AND LIBRARY.

*General publications.*—Only publication now being issued by this office is the Official Records of the Union and Confederate Navies in the War of the Rebellion. Twenty-six volumes have been distributed; the twenty-seventh is in the hands of the Public Printer. It is expected that two or three more will follow.

*Method of distribution of general publications.*—The Official Records of the Union and Confederate Navies in the War of the Rebellion are distributed free under authority of Members of the Fifty-third and Fifty-fourth Congresses, each Senator having designated 24 and each Representative 19 addresses to which sets are being sent as volumes are published. The assignment of sets has been practically completed. A circular is issued furnishing data concerning topics covered by these records, the plan of publication and distribution, and acts of Congress governing their issue. Address Superintendent of Naval Records and Library, Navy Department, Washington, D. C.

### NAVAL CONSULTING BOARD OF THE UNITED STATES.

*Principal administrative officials.*—President, Chairman, Vice Chairman, and Secretary.

The above officers, with 20 additional members, form the board. There are 21 standing committees of the board.

*General information and duties.*—The board was appointed by the Secretary of the Navy to assist in the solution of technical problems connected with the Navy. It maintains an office in New York for meetings and consultation.

*Publications.*—Publications are issued from time to time as needed. Address of the board is 13 Park Row, New York City, N. Y.

### OFFICE OF NAVAL OPERATIONS.

*Principal administrative officials.*—Chief of Naval Operations, Assistant for Operations, Assistant for Material, Chief Clerk.

*General information and duties.*—During the temporary absence of the Secretary and the Assistant Secretary of the Navy the Chief of Naval Operations is next in succession to act as Secretary of the Navy. (Act Mar. 3, 1915.) The Chief of Naval Operations, while so serving as such Chief of Naval Operations, shall have the rank and title of admiral, to take rank next after the Admiral of the Navy. (Act Aug. 29, 1916.)

The Chief of Naval Operations, under the direction of the Secretary of the Navy, is charged with the operations of the fleet and with the preparation and readiness of plans for its use in war. (Act Mar. 3, 1915.) This includes the direction of the Naval War College, the Office of Naval Intelligence, the Office of Gunnery Exercises and Engineering Performances, the Office of Naval Communications, the operations of Aviation Service and all Naval Districts, Aeronautic Service, of Mines and Mining, of the Naval Defense Districts, Naval Militia, and of the Coast Guard when operating with the Navy; the direction of all strategic and tactical matters, organization, maneuvers, target practice, drills and exercises, and of the training of the fleet for war; and the preparation, revision, and enforcement of all tactics, and drill books, signal codes, and cipher codes.

The Chief of Naval Operations is charged with the preparation, revision, and record of Regulations for the Government of the Navy, Naval Instructions, and General Orders. He advises the Secretary concerning the movements and operations of vessels of the Navy and prepares all orders issued by the Secretary in regard thereto, and keeps the records of service of all fleets, squadrons, and ships. He advises the Secretary in regard to the military features of all new ships and as to any proposed extensive alterations of a ship which will affect her military value, and all features which affect the military value of dry docks, including their location; also as to matters pertaining to fuel reservations and depots, the location of radio stations, reserves of ordnance and ammunition, fuel, stores, and other supplies of whatsoever nature, with a view to meeting effectively the demands of the fleet.

In preparing and maintaining in readiness plans for the use of the fleet in war he freely consults with and has the advice and assistance of the various bureaus, boards, and offices of the department, including the Marine Corps headquarters, in matters coming under their cognizance. After the approval of any given war plans by the Secretary it is the duty of the Chief of Naval Operations to assign to the bureaus, boards, and offices such parts thereof as may be needed for the intelligent carrying out of their respective duties in regard to such plans.

The Chief of Naval Operations is charged with matters pertaining to the operation of aircraft and aircraft stations. He has supervision of the training of officers and men in the Aeronautic Service.

The Chief of Naval Operations from time to time witnesses the operations of the fleet as an observer.

He has two principal senior assistants, officers not below the grade of captain, one as assistant for operations and the other as assistant for matériel.

He is ex officio a member of the General Board.

#### COMMUNICATION OFFICE.

The Naval Communication Service is established under the Chief of Naval Operations and embraces the Office of Naval Communications. The Director of Naval Communication is responsible for the efficient handling of all radio, telegraph, telephone, cable, and signal work, including submarine signaling, etc., used in connection with naval communications; has charge of cable and radio censorship. He is responsible for the preparation of calls, signal books, and ciphers. Under his administration of the foregoing means of communication, he has general charge of their operation, personnel, organization, etc.

The Communication Office, in the Navy Department Building, handles all dispatch work for the Navy Department and a communication officer is on watch in the communication office at all times day and night.

### OFFICE OF NAVAL INTELLIGENCE.

*Principal administrative officials.*—Director of Office of Naval Intelligence; Assistant Director.

The Office of Naval Intelligence is charged with the collection, classification, and dissemination of such technical information at home and abroad as will be useful to the Chief of Naval Operations and to the various bureaus of the Navy Department in the formulation of plans for war and in the development of personnel and matériel.

### OFFICE OF GUNNERY EXERCISES AND ENGINEERING PERFORMANCES.

*Principal administrative officials.*—Director, Office of Gunnery Exercises and Engineering Performances.

The Office of the Director of Gunnery Exercises and Engineering Performances was created for the purpose of assisting the Chief of Naval Operations in the matter of gunnery exercises, drills, and exercises, and in the training of the fleet for war.

In assisting the Chief of Naval Operations to perform his duties, the Director of Gunnery Exercises and Engineering Performances is, under the direction of the Chief of Naval Operations, charged with: (a) the preparation of the orders for gunnery exercises and engineering performances; (b) the collection and publication to the service of all results of gunnery exercises and engineering of vessels of the fleet; (c) the examination of reports of battle efficiency inspections; (d) the preparation and revision of all drill books and gunnery instructions.

He brings to the attention of the Chief of Naval Operations all deficiencies of material or personnel that come to his notice affecting the efficiency and readiness of vessels of the fleet for war. He keeps the Chief of Naval Operations informed of the proficiency and progress of the fleet in training for war as shown by reports of gunnery exercises, engineering performances and reports of battle efficiency inspections. He performs such other duties as the Chief of Naval Operations may direct.

### NAVAL COMMUNICATION SERVICE.

*Principal administrative official.*—Director of Naval Communication Service.

The Office of Director of Naval Communications is established under the Chief of Naval Operations. The Director of Naval Communications is charged with matters pertaining to the operation of naval radio stations ashore, and in addition is charged with the duties in connection with and is responsible for the efficient handling of all telegraph, telephone, and cable, and generally all dispatch work between the Navy Department and the fleet and throughout the naval service outside the fleet. In his administration of the foregoing he has general charge of the operation, organization, and administration of the Communication Service. He cooperates with officials designated by the Secretary of Commerce in reference to the proposed location of commercial radio stations, the licensing of operators, the control of the operation of commercial radio stations under the law, and the assignment of wave lengths for use by commercial stations which will comply with the law and prevent interference with the radio work of the Naval Communication Service.

*General publications.*—(a) Commercial Traffic Regulations; (b) Small Arms Firing Regulations, 1917; and (c) Annual Report of Small Arms Practices.

*Methods of distribution of general publications.*—(a) Can be obtained from the Government Printing Office for 25 cents per copy; (b) and (c) discontinued to persons outside service.

*Annual and other periodical publications.*—This office does not publish any annual or periodical publications. It maintains no list of publications available for distribution to the public.

*Correspondence.*—Address the Chief of Naval Regulations, Navy Department, Washington, D. C.

## BUREAU OF NAVIGATION.

*Principal administrative officials.*—Chief, Assistant to Bureau, Chief Clerk, Clerk to the Naval Academy.

*General information and duties.*—The duties of the Bureau of Navigation comprise (1) the issue, record, and enforcement of the orders of the Secretary to the individual officers of the Navy; the training and education of line officers and of enlisted men (except of the Hospital Corps) at schools and stations and in vessels maintained for that purpose; the upkeep and operation of the Naval Academy, of technical schools for line officers, of the apprentice-seaman establishments, of schools for the technical education of enlisted men, and of the naval home at Philadelphia, Pa.; the upkeep and the payment of the operating expenses of the Naval War College; the enlistment, assignment to duty, and discharge of all enlisted persons.

(2) It has under its direction all rendezvous and receiving ships, and provides transportation for all enlisted persons under its cognizance.

(3) It establishes the complements of all ships in commission.

(4) It keeps the records of service of all officers and men, and prepares an annual Navy Register for publication, embodying therein data as to fleets, squadrons, and ships, which shall be furnished by the Chief of Naval Operations. To the end that it may be able to carry out the provisions of this paragraph, all communications to or from ships in commission relating to the personnel of such ships are forwarded through this bureau, whatever their origin.

(5) It is charged with all matters pertaining to applications for appointments and commissions in the Navy, and with the preparation of such appointments and commissions for signature.

(6) It is charged with the preparation, revision, and enforcement of all regulations governing uniform, and with the distribution of all orders and regulations of a general or circular character.

(7) Questions of naval discipline, rewards, and punishments are submitted by this bureau for the action of the Secretary of the Navy. The records of all general courts-martial and courts of inquiry involving the personnel of the Navy before final action are referred to this bureau for comment as to disciplinary features.

(8) It receives and brings to the attention of the Secretary of the Navy all applications from officers for duty or leave.

(9) It receives all reports of services performed by individual officers or men.

(10) It is charged with the enforcement of regulations and instructions regarding naval ceremonies and naval etiquette.

(11) It shall be charged with the upkeep and operation of the Hydrographic Office, the Naval Observatory, Nautical Almanac, and compass offices. It shall also have charge of all ocean and lake surveys, and ships' and crews' libraries; it shall defray the expenses of pilotage of all ships in commission.

(12) It shall be charged with the formation of the Naval Reserve and with all matters relating thereto, and shall have supervision of the Naval Militia.

*Publications.*—(a) Navy Register (List of Officers and Vessels of Navy). Annual. Can be obtained from Superintendent of Documents, 30 cents.

(b) Monthly List and Directory of Navy and Marine Corps (Addresses of Officers and of Vessels of Navy). Monthly. Can be obtained from Superintendent of Documents, 10 cents per copy; \$1 per year. (Discontinued.)

(c) Annual Report of Chief of Bureau. Can be obtained from Chief of Bureau of Navigation. Free.

(d) Annual Report of Movements of the Vessels of Navy. Can be obtained from the Chief of Bureau of Navigation. Free. (Discontinued.)

(e) Uniform Regulations U. S. Navy. Can be obtained from the Superintendent of Documents; 50 cents.

(f) Naval Regulations and Naval Instructions, 1913. Can be obtained from the Superintendent of Documents. Price, \$1.

(g) Enlistment Circulars. Can be obtained from the Chief of Bureau of Navigation or any Navy recruiting station. Free.

## HYDROGRAPHIC OFFICE.

*Principal administrative officials.*—Hydrographer, three Assistants, Hydrographic Engineer, Chief Clerk.

*General information and duties.*—The Hydrographic Office is charged with marine surveys in foreign waters and with the collection and dissemination of



hydrographic and navigational data; the preparation and printing of maps and charts relating to and required in navigation; the preparation of navigators' sailing directions for pilots, and manuals of instruction for the use of all vessels of the United States and for the benefit and use of navigators generally; the furnishing of the foregoing to the Navy and other public services; and their sale to the mercantile marine and the public at the cost of printing and paper.

*General publications.*—Nautical books, which fall into two groups: (a) Pilots or sailing directions of foreign waters, which describe the harbors, channels, coasts, islands; regulations governing anchorage, dues, quarantine, etc.; facilities for unloading, loading, docking, repairs, water, food, and supplies; communications by rail, wire, radio, steamer; and such miscellaneous information as can not be given on the charts or which amplifies them.

(b) Books devoted to the mathematics of navigation and its methods and instruments; besides the International Code of Signals, lists of foreign lights, and a general catalogue of charts and nautical books published by the office.

*Method of distribution of general publications.*—Sold at cost of printing and paper to the merchant marine and the public; issued free to the Navy and other Federal services.

*Annual and other periodical publications.*—(a) Annual Report of the Hydrographer. Limited free distribution.

(b) Notice to Mariners. Octavo pamphlet, weekly, free. Gives changes in aids to navigation (lights, buoyage, harbor constructions), dangers to navigation (rocks, shoals, banks, bars); important new soundings, and, in general, all such facts as affect mariners' charts, manuals, and pilots or sailing directions. Relates to all waters traversed by seagoing ships and the Great Lakes.

(c) Hydrographic Bulletin. A broadsheet of varying size, weekly, free. Gives detailed facts regarding lee, wrecks, and derelicts; also items on port facilities, use of oil to calm the sea, and miscellany of use and interest to mariners. Relates to all waters traversed by seagoing ships and the Great Lakes.

(d) Pilot Charts. Issued monthly for the North Atlantic, North Pacific, and Indian Oceans, and the Central American waters; quarterly for the South Atlantic and South Pacific Oceans. They treat the following subjects, doing so graphically as far as practicable: Average conditions of the winds and weather; tracks of storms; percentage of gales and fog in different areas; average pressure and temperature of the air; magnetic variation; steamship and sailing routes; prevailing ocean currents; storm signals; radio stations; icebergs and other floating dangers to navigation; timely articles on various subjects of interest to navigators.

(e) Reprints of Hydrographic Information. Octavo pamphlets designed to keep in handy form articles and information scattered through the Pilot Charts and Bulletins; free; published at irregular intervals. The following titles have appeared to date: No. 1, Port Facilities; No. 2, North Atlantic Ice Movements; No. 3, Use of Oil to Calm the Sea; No. 4, Port Facilities No. 2; No. 5, Submarine Sound Signals (stock exhausted); No. 6, Compass Work on the Great Lakes; No. 7, Port Facilities No. 3; No. 8, Questions and Answers; No. 9, The Origin and Mission of the Hydrographic Office; No. 10, The Use and Interpretation of Charts and Sailing Directions; No. 11, Production of Navigational Charts; No. 12, Great Lakes Port Facilities; No. 13, Cyclonic Storms; No. 14, Questions and Answers No. 2; No. 15, Port Facilities No. 4 (North Atlantic Ocean); No. 16, Port Facilities No. 5 (North Pacific Ocean); No. 17, Port Facilities No. 6 (Indian Ocean); No. 18, Port Facilities No. 7 (South Pacific Ocean); No. 19, Port Facilities No. 8 (South Atlantic Ocean); No. 20, Port Facilities No. 9 (North Atlantic Ocean); No. 21, Questions and Answers No. 3; No. 22, Port Facilities No. 10 (North and South Atlantic Oceans); No. 23, Port Facilities No. 11 (Pacific and Indian Oceans); No. 24, North Atlantic Ice Patrols; No. 25, Questions and Answers No. 4.

*List of publications.*—Circular of Information No. 3 gives complete list of the books and selected list of popular charts; how to remit to office; list of sale agents; distribution free. The General Catalogue of Charts is distributed free; index charts show location of navigators' charts (one a world index and 25 regional indexes), free.

*Mailing lists.*—None but exchanges (in return for publications or marine data).

*Maps.*—Navigators' charts which show coast lines, depth of water, islands, channels, lighthouses, buoys, dangerous rocks, shoals, reefs, bars, harbors.



anchorage, radio stations, signal stations, and landmarks or prominent objects ashore; also courses for entering and leaving port, routes, distances, tidal information, currents, variation of the compass, and location of submarine telegraphic cables; besides these, a series of gnomonic or great-circle sailing charts (one for each ocean), a track and distance chart of the world; a cable, telegraph, and radio chart of the world; and two charts of the principal stars and constellations in the northern and southern heavens. In all 2,560 charts, most of them relating to foreign coast and the high seas.

*Correspondence.*—Address Hydrographic Office; make remittance to same, employing post-office money order.

### NAVAL OBSERVATORY.

*Principal administrative officials.*—Superintendent of the Naval Observatory; Assistant to the Superintendent, Head of Department of Compasses, Chronometers, and other Nautical and Surveying Instruments, and the Time Service; Inspection Officer; Supply Officer; Director of the Department of the Nautical Almanac; Astronomer in Charge of Astronomical Observations; Librarian; Chief Clerk.

*General information and duties.*—The Naval Observatory, at Washington, D. C., and the Naval Chronometer Time Station, at the Navy Yard, Mare Island, Cal., furnish the country standard time each day both by telegraph and radio, and the adjacent oceans by radio, the former supplying that part of the country east of the Rocky Mountains and the latter that part west. The Naval Observatory supervises the outfits of instruments for the naval service and keeps up continuous fundamental observations of the heavenly bodies for the use of the Nautical Almanac Office, which prepares the American Ephemeris and Nautical Almanac and the Nautical Almanac, each year for the use of navigators, surveyors, and others requiring the positions and movements of the heavenly bodies.

*General publications.*—Publications have been issued by the Naval Observatory, since its organization in 1842, on the following topics: Arctic expedition; Astronomical expedition to the Southern Hemisphere; Astronomical observations from 1845; Astrophotographic Congress; Barometer at sea; Catalogs of the stars; Chronometers; Comets; Current charts; Cyclone in the West Indies; Dead Sea expedition; Double stars; Earth and its motions; Eclipse of the sun; Equatorial observations; Eumonia tables; Fixed stars; Jupiter and Saturn; Latitude and longitude; Log for navigators (Abstract); Magnetic observations; Mathematical tables; Logarithms, refraction, zenith distance; Mercury (and transit); Meteorological observations; Moon and its motions; Neptunian system; Observatory (history and specifications); Orbits of stars and planets; Orion and its nebula; Pilot charts, 1845-1885; Planets; Polar expedition of the *Polaris*; Rain and storm charts; Refraction tables; Regulations for employees; Sailing directions; Satellites of planets; Saturn and its ring; Solar eclipse; Solar parallax; Solar spots; Specifications (observatory buildings); Star catalogs; Storm and rain charts; Stellar parallax; Sun and distance to it; Tables for calculations; Time; Trade winds; Transit circle observations; Transit of Venus; Uranian system; Washington observations, from 1845; Watches (instructions for care); Whale chart; Wind and current chart; Zenith distance tables; Zones of stars.

*Method of distribution of general publications.*—Only a limited number of copies of the above publications are printed. Most of them are distributed to a regular list of scientific exchanges and the remaining copies are kept for free distribution to those who can make especial use of them. The Superintendent of Documents, Government Printing Office, has many of these publications for sale and will forward a price list on application.

*Annual and other periodical publications.*—(a) Annual Report of the Superintendent of the Naval Observatory; is sent free as long as copies are available.

(b) American Ephemeris and Nautical Almanac, 1855-1919. This is usually issued three years in advance, and is for the use of astronomers, engineers, and navigators. It is divided into three parts: (1) Ephemeris for the meridian of Greenwich; (2) Ephemeris for the meridian of Washington; (3) Phenomena. This book contains all of the material that is in the Nautical Almanac, and much additional data. No copies are available for free distribution to the public, but are sold by the Superintendent of Documents at \$1 per copy.

(c) American Nautical Almanac, 1855-1919. This is usually issued three years in advance and is intended primarily for the use of navigators. It

contains an astronomical ephemeris for the meridian of Greenwich with tables and directions for use. No copies are available for free distribution to the public, but they can be obtained from the Superintendent of Documents at 15 to 30 cents per copy.

(d) The following serials have been discontinued: Atlantic Coasters' Nautical Almanac for 1884-1892 (9 pamphlets); Pacific Coaster's Nautical Almanac, 1885-1906 (12 pamphlets); List of Stars for Navigators for 1908 and 1909 (2 pamphlets); Stars for Navigators and Polaris Tables for 1910 (1 pamphlet); Star List of the American Ephemeris for 1909-1911 (3 pamphlets).

(e) The topics included in Astronomical Papers and other serials issued at irregular intervals are given under *General publications*. Nine volumes of Astronomical Papers have been issued from 1882-1917.

*List of publications*.—A list of publications issued between 1845 and 1908 is available for free distribution. A price list of publications on astronomy is also available for distribution by Superintendent of Documents, Government Printing Office, Washington, D. C.

*Indexes to publications*.—The only index issued, now out of print, is: A Subject Index, 1845-1875, consisting of 74 pages, and printed by the Government Printing Office in 1879.

*Maps*.—No separate maps have been published since the Naval Observatory was separated from the Hydrographic Office.

*Correspondence*.—All correspondence should be addressed to Superintendent, United States Naval Observatory, Washington, D. C.

## DIVISION OF NAVAL MILITIA AFFAIRS.

*Principal administrative officials*.—Chief of Division of Naval Militia Affairs.

*General information and duties*.—The Division of Naval Militia Affairs is charged with the transaction of business pertaining to the Naval Militia of the several States of the Union having such organizations, including the District of Columbia, its jurisdiction embracing all administrative duties involving the armament, equipment, discipline, training, education, and organization of the Naval Militia; the relations of the Naval Militia to the Regular Navy in time of peace; the conduct of cruises of instruction of the Naval Militia on vessels loaned to the States and on vessels of the Regular Navy, and the conduct of armory and other instruction; and all other matters pertaining to the Naval Militia not heretofore generically enumerated which do not under existing laws, regulations, orders, and practice, come within the jurisdiction of any division or bureau of the Navy Department. It is the office of record for all matters pertaining to the Naval Militia when not in the service of the United States.

*Annual and other periodical publications*.—(a) Annual Report of the Division of Naval Militia Affairs, Annual Report of Cruises, Naval Militia Register, Laws Relating to Naval Militia and National Naval Volunteers.

*Textbooks and reports*.—The following are issued, usually one copy to each officer, and several copies to each division:

General; Naval Regulations and Instructions; General Orders, Navy Department; Uniform Regulations, United States Navy; Uniform Regulations, United States Marine Corps; Articles for the Government of the United States Navy; The Bluejackets' Manual, United States Navy; The Deck and Boat Book, United States Navy; Landing Force and Small Arms, Instructions; The Recruit's Handy Book, United States Navy; Ship and Gun Drills, United States Navy; Naval Artificers' Handbook (Pate); Tactical Signal Book of the Naval Militia (Confidential); International Code of Signals, Hydrographic Office; The Navy Signal System.

Navigation: American Practical Navigator (Bowditch); Navigation and Compass Deviation (Muir); A Practical Manual of the Compass (Laning); Azimuths of the Sun; Star Identification Tables; The American Nautical Almanac; Line of Position Tables.

Aeronautics: Mechanics of the Aeroplane (Duchene); Military Aeroplanes (Loening); Some practical experiences (Hamel and Turner).

Miscellaneous: Signal System Based on Dot and Dash Code; War Games and War Problems (Naval War College); Fleet Regulations, United States Atlantic Fleet; United States Atlantic Fleet, Athletic Rules; Ships Data, United States Naval Vessels; General Instructions for Painting and Cementing Vessels of the United States Navy; Directions for the use of Compensating Binnacles; Index to Ordnance Pamphlets; Bureau of Ordnance Pamphlets, Nos. 1-650.

Rules to Prevent Collisions of Vessels at Sea (Department of Commerce); United States Light List (Department of Commerce); United States Buoy List (Department of Commerce); Tide Tables (Department of Commerce); List of Merchant Vessels of the United States (Department of Commerce).

*Correspondence.*—The Annual Reports may be obtained by addressing a request to the Chief of the Division of Naval Militia Affairs, Navy Department, Washington, D. C. The textbooks listed above are only available for the Navy Department, and are not for general distribution.

### BUREAU OF YARDS AND DOCKS.

*Principal administrative officials.*—Chief, Assistant, and Chief Clerk.

*General information and duties.*—The duties of the Bureau of Yards and Docks comprise all that relates to the design and construction of public works, such as dry docks, marine railways, building ways, harbor works, quay walls, piers, wharves, slips, dredging, landings, floating and stationary cranes, power plants, cooling plants; heating, lighting, telephone, water, sewer, and railroad systems; roads, walks, and grounds; bridges, radio towers, and all buildings, for whatever purpose needed, under the Navy and Marine Corps. It provides for the general maintenance of the same except at the naval proving ground, the naval torpedo station, the naval training stations, the Naval Academy, the naval magazines, naval hospitals, and marine posts. It designs and makes the estimates for the public works after consulting as to their operating features with the bureau or office for whose use they are primarily intended. It has charge of all means of transportation, such as derricks, shears, locomotives, locomotive cranes, cars, motor trucks, and all vehicles, horses, teams, subsistence, and necessary operators and teamsters in the navy yards. It provides the furniture for all buildings except at the naval magazines, hospitals, the Naval Academy, and marine posts. It provides clerks for the office of the commandant, captain of the yard, and public works officer. In general, the work of the bureau is carried out by commissioned officers of the Corps of Civil Engineers, United States Navy, whose major duties comprise the construction and maintenance of the public works of the Navy.

*General publications.*—Bulletin, Public Works of the Navy. Issued quarterly, January 1, April 1, July 1, and October 1. Information published in the bulletins is classed under three heads: Administrative, professional, and engineering notes.

Under the head "administrative" are published, from time to time, explanations of the manner in which the bureau desires its work carried on, information relating to new contracts, reports of progress of work, and work completed; reports and analyses of expenditures and matters relating directly to the administrative policy of the bureau.

Under the head "professional" is published matter of professional interest to officers of the Corps of Civil Engineers, United States Navy, including proposed new methods of design, special cases of successful construction along new lines, and cases which may have proved unsuccessful; results of tests upon various manufactured articles which may be offered for use in public works; cost data on the various works constructed under the cognizance of the bureau. Articles descriptive of engineering projects of major importance are prepared by members of the corps and appear under this heading.

Under the head "engineering notes" is printed such information as bibliographies, abstracts of published articles, etc., which it is considered will be of value as reference. Brief articles descriptive of engineering projects of somewhat minor importance are also published under this heading.

*Method of distribution of general publications.*—Bulletins, Public Works of the Navy, are not for public distribution. However, it has been the custom to forward copies to parties on request. The supply of each issue is limited to 500 copies.

*Annual and other periodical publications.*—(a) Public Works Data Book, issued June —, 1916; loose leaf; new leaves are issued as revisions occur. (b) Annual Report.

*Maps.*—Maps of all navy yards and naval stations are published annually. They are not for sale or for distribution.

*Correspondence.*—Chief of Bureau of Yards and Docks, Washington, D. C.

## BUREAU OF ORDNANCE.

*Principal administrative officials.*—Chief, Assistant to Chief of Bureau, Chief Clerk.

*General information and duties.*—The duties of the Bureau of Ordnance comprise all that relates to the upkeep, repair, and operation of the torpedo station, naval proving ground, and magazines on shore, to the manufacture of offensive and defensive arms and apparatus (including torpedoes and armor), all ammunition and war explosives. It makes requisitions for or manufactures all machinery, apparatus, equipment, material, and supplies required by or for use with the above.

It determines the interior dimensions of revolving turrets and their requirements as regards rotation.

As the work proceeds it inspects the installation of the permanent fixtures of the armament and its accessories on board ship and the methods of stowing, handling, and transporting ammunition and torpedoes, all of which work must be performed to its satisfaction. It designs and constructs all turret ammunition hoists, determines the requirements of all ammunition hoists, and the method of construction of armories and ammunition rooms on shipboard, and in conjunction with the Bureau of Construction and Repair determines upon their location and that of all ammunition hoists outside of turrets. It installs all parts of the armament and its accessories which are not permanently attached to any portion of the structure of the hull, excepting turret guns, turret mounts, and ammunition hoists, and such other mounts as require simultaneous structural work in connection with installation or removal. It confers with the Bureau of Construction and Repair respecting the arrangements for centering the turrets and the character of the roller paths and their supports.

It has cognizance of all electrically operated ammunition hoists, runners, and gun-elevating gear which are in turrets; of electric training and elevating gear for gun mounts not in turrets; of electrically operated air compressors for charging torpedoes; and of all range finders and battle order and range transmitters and indicators.

*Publications.*—The only publication available for distribution is the Annual Report.

*Correspondence.*—Copies sent free as long as available by addressing Chief of Bureau of Ordnance, Navy Department, Washington, D. C.

## BUREAU OF CONSTRUCTION AND REPAIR.

*Principal administrative officials.*—Chief (Chief Constructor), Assistant to the Bureau, Chief Clerk.

*General information and duties.*—The duties of the Bureau of Construction and Repair comprise the responsibility for the structural strength and stability of all ships built for the Navy; all that relates to designing, building, fitting, and repairing the hulls of ships, turrets, and electric turret-turning machinery, spars, capstans, windlasses, deck winches, boat cranes, steering gear, and hull ventilating apparatus (except portable fans); and, after consultation with the Bureau of Ordnance and according to the requirements thereof as determined by that bureau, the designing, construction, and installation of independent ammunition hoists, the same to conform to the requirements of the Bureau of Ordnance as to power, speed, and control, and the installation of the permanent fixtures of all other ammunition hoists and their appurtenances; placing and securing armor, placing and securing on board ship to the satisfaction of the Bureau of Ordnance the permanent fixtures of the armament and its accessories as manufactured and supplied by that bureau; installing the turret guns, turret mounts, and turret ammunition hoists, and such other mounts as require simultaneous structural work in connection with installation or removal.

It has charge of the docking of ships and is charged with the operating and cleaning of dry docks.

*General publications.*—The following general publications have been issued: Specifications for Riveting and Reference Data for Use Therewith. General Instructions for Painting and Cementing Vessels of the United States Navy. Instructions for Calculating and Testing Ventilation Systems. Instructions for Making Joint and Obtaining Oil-Tightness and Water-Tightness to Bulkheads, Decks, etc., for Vessels of the United States Navy. Unit Weights of Materials for Use in Connection with Ships of the United States Navy. Column



Tables (Unit Loads for Commission Members). Defining what the bureau regards as good practice.

*Method of distribution of general publications.*—Requests should be sent to the Superintendent of Documents, Government Printing Office.

*Annual and other periodical publications.*—Annual Report of chief of the bureau, which describes the activities of the bureau. Should be obtained from the Superintendent of Documents, Government Printing Office.

*Correspondence.*—All the publications can be obtained by addressing Superintendent of Documents, Government Printing Office, Washington, D. C. The cost of the publications is determined by the Superintendent of Documents.

### BUREAU OF STEAM ENGINEERING.

*Principal administrative officials.*—Chief (Engineer in Chief), Assistant to Bureau, Chief Clerk.

*General information and duties.*—The duties of the Bureau of Steam Engineering comprises all that relates to designing, building, fitting out, and repairing machinery used for the propulsion of naval ships; the steam pumps, steam heaters, distilling apparatus, refrigerating apparatus, all steam connections of ships, and the steam machinery necessary for actuating the apparatus by which turrets are turned.

It has cognizance of the entire system of interior communications. It is specifically charged with the design, supply, installation, maintenance, and repair of all means of interior and exterior electric signal communications (except range finders and battle-order and range transmitters and indicators), and of all electrical appliances of whatsoever nature on board naval vessels, except motors and their controlling apparatus used to operate the machinery belonging to other bureaus.

It has charge of the design, manufacture, installation, maintenance, repair, and operation of radio telegraph outfits on board ship and of radio telegraph outfits and stations on shore.

It has charge of the design, manufacture, installation, maintenance, repair, and operation of aeroplane motors and propellers and their attachments.

It has supervision and control of the Engineering Experiment Station.

It designs the various shops at navy yards and stations where its own work is executed, so far as their internal arrangements are concerned.

*Publications.*—The only publication issued is the Annual Report, of which copies can be obtained while the limited edition is available by addressing Chief of Bureau of Steam Engineering, Navy Department, Washington, D. C.

### BUREAU OF SUPPLIES AND ACCOUNTS.

*Principal administrative officials.*—Paymaster General, Assistant to the Paymaster General, Civilian Assistant.

*General information and duties.*—The duties of the Bureau of Supplies and Accounts comprise all that relates to the purchase, reception, storage, care, custody, transfer, shipment, and issue of all supplies for the Naval Establishment, and the keeping of property accounts for the same (except supplies for the Marine Corps); the procuring of provisions, clothing, and small stores, and material under the naval supply account. This fund, which is administered by the Paymaster General of the Navy, governs the charging, crediting, receipt, purchase, transfer, manufacture, repair, issue, and consumption of all stores for the Naval Establishment, except for a few items which are specifically exempted. The two naval clothing factories also come under his control. He procures all coal, oil, fuel, and gasoline for steamers' and ships' use, including its transportation, storage, and handling, and water for all purposes on board naval vessels and the loading of all collier and tank ships and also charters of merchant ships for transportation purposes. He has supervision over all that relates to the supply of funds for disbursing officers, payment for articles and services for which contract and agreements have been made, and the keeping of the money accounts of the Naval Establishment, including accounts of all manufacturing and operating expense at the navy yards and stations; and the preparation of estimates for the pay of all officers and enlisted men of the Navy.

The Paymaster General of the Navy also has supervision over the loading and cargoes of supply ships; the approval of requisitions for provisions, cloth-



ing; and ships' store stocks; the scrutiny and approval or disapproval of reports of surveys on provisions, clothing, and ships' store stocks; the compilation of memoranda for the information of officers of the Pay Corps; requisitions for all supplies for the Navy, shipments, allotments under S. and A. appropriations, and allotments for ships under all appropriations; the preparation and issuance of allowance lists of ships for S. and A. material; the purchase of typewriters, adding machines, and mess equipment; the utilization and disposition of excess stock which has accumulated at various yards; the preparation and issue of the Standard Stock Catalog and the Index to Classification of Naval Stores; the upkeep of yard stock, including reserve stock and naval supply account stock, and the scrutiny of navy-yard plans of storehouses and plans of new ships, in so far as pertains to S. and A.

He is responsible for the purchase of all supplies for the Naval Establishment, including provisions and clothing; the preparation and issue of all standard Navy specifications, schedules of proposed purchases, and the preparation of contracts and bureau orders in connection with purchases; for the keeping of all of the property and money accounts of the Naval Establishment and the audit of all property returns from ships and stations, including naval supply account stores, ordnance stores, provisions, ships' stores and clothing, and other miscellaneous materials; has the direction of naval cost accounting, including industrial yard accounting systems, and the maintenance of records of expenditures by titles and accounts and plant and ship records.

*General publications.*—(a) Manual for Accounting Officers, United States Navy. Topics covered: Navy classification of accounts; detailed classification of industrial accounts; industrial accounting instructions.

(b) Accounting bulletins are issued when modifications in the above manual are necessary.

(c) Manual for Supply Officers Afloat. A compilation of laws, regulations, and instructions regarding the general duties of a supply officer afloat.

*Method of distribution of general publications.*—Distributed to the service free.

*Annual and other periodical publications.*—(a) Annual Report of the Paymaster General of the Navy. Covers the activities of the Bureau of Supplies and Accounts. Not for sale.

(b) Memoranda for the Information of Officers of the Pay Corps, Commanding Officers of Ships, and Commandants of Stations. Contains decisions of the Comptroller of the Treasury, and notes and instructions for the information and guidance of officers of the Pay Corps. Published and distributed monthly to the service. Not for sale.

(c) Notices of Contracts made for Fuel and Coal. Issued monthly, quarterly, etc., as contracts are made for various items. Distributed to commandants of stations and heads of departments thereof, commanding officers of ships, engineering officers, officers of the Pay Corps, etc., for their information and guidance. Not for sale.

*Correspondence.*—Requests for information should be made to Paymaster General, Bureau of Supplies and Accounts, Navy Department.

## BUREAU OF MEDICINE AND SURGERY.

*Principal administrative officials.*—Chief of Bureau, Assistant to Bureau, Chief Clerk.

*General information and duties.*—The Bureau of Medicine and Surgery shall have charge of the upkeep and operation of all hospitals and of the force employed there; it shall advise with respect to all questions connected with hygiene and sanitation affecting the service, and to this end shall have opportunity for necessary inspection; it shall provide for physical examinations; it shall pass upon the competency, from a professional standpoint, of all men in the Hospital Corps for enlistment and promotion by means of examinations conducted under its supervision, or under forms prescribed by it; it shall have information as to the assignment and duties of all enlisted men of the Hospital Corps; it shall recommend to the Bureau of Navigation the complement of medical officers, dental officers, and Hospital Corps for hospital ships, and shall have power to appoint and remove all nurses in the Nurse Corps (female), subject to the approval of the Secretary of the Navy.

Except as otherwise provided for, the duties of the Bureau of Medicine and Surgery shall include the upkeep and operation of medical supply depots.

medical laboratories, naval hospitals, dispensaries, technical schools for the Medical and Hospital Corps, and the administration of the Nurse Corps (female), Dental Corps, and Medical Reserve Corps.

It shall approve the design of hospital ships in so far as relates to their efficiency for the care of the sick and wounded.

It shall make requisition for all supplies, medicines, and instruments used in the Medical Department of the Navy. It shall have control of the preparation, reception, storage, care, custody, transfer, and issue of all supplies of every kind used in the Medical Department for its own purposes.

*General publications.*—Material that may accumulate in the bureau, of general value to the medical profession or to the Medical Corps of the Navy, is published at occasional intervals by the bureau, such as the issue in 1915 of "The Report on the Medico-Military Aspects of the European War," by one of our naval medical officers abroad, Surgeon A. M. Fauntleroy, United States Navy. This edition is now exhausted. Other recent publications are "Manual for the Medical Department of the United States Navy," 1917, "Medical Compend for Masters of the Naval Auxillary Service," 1917, and "Handy Book for the Hospital Corps, United States Navy," 1917. Information of a similar type as it becomes available and as it contains material of general interest and available for distribution without violation of international ethics is published by this bureau. Work and activities of a briefer nature are almost invariably embodied in the periodical publication mentioned below. In addition, various booklets are published by the bureau for the information and guidance of the Medical and Hospital Corps of the Navy, etc.

*Method of distribution of general publications.*—These are distributed free to a limited mailing list, and are also sold by the Superintendent of Documents, Government Printing Office, Washington, D. C., at a fraction over the cost of production.

*Annual and other periodical publications.*—These include the following: (1) The most important of the bureau's publications is the Annual Report of the Surgeon General, which, besides a review of the activities of the Medical Department, reports from ships, hospitals, and stations, and brief discussion of developments and improvements for the fiscal year, contains complete statistical tables of the nosology and mortality of the Navy for the calendar year. The effects of various diseases upon the personnel, their unusual incidence, any unusual facts in connection with their origin, distribution, etc., fatalities, activities of the Medical Department ashore and afloat, and needs of the Medical Department as regards material and personnel, are thoroughly discussed and reviewed in this publication.

(2) The United States Naval Medical Bulletin is an illustrated quarterly publication contemplating the timely distribution of such information as is deemed of value to the medical officers of the Navy in the performance of their duties. It embodies matters relating to hygiene, tropical, and preventive medicine, pathology, laboratory suggestions, chemistry and pharmacy, advanced therapeutics, surgery, dentistry, medical department organization for battle, and all other matters of a more or less professional interest and important under the conditions peculiar to the service and pertaining to the physical welfare of the Navy personnel. Reviews of the advances in medical sciences of special professional interest to the service, as published in foreign and home journals, receive particular attention.

(3) The Supplement to the United States Naval Medical Bulletin is published quarterly for the instruction of members of the Hospital Corps in the subjects of nursing, preparation and sterilization of dressings, operating room technique, hygiene, sanitation, disinfection, pharmacy, etc. It contains information regarding examinations, promotions, and a record of the meritorious accomplishments of members of the Hospital Corps. These three publications are distributed free to a limited mailing list, and in addition, the United States Naval Medical Bulletin is sold by the Superintendent of Documents, Government Printing Office, at an annual rate of \$1, a quarterly rate of 25 cents a copy.

(4) Bulletin of the Division of Sanitation (Notes on preventive medicine, confidential) is published weekly for the information of medical officers. It contains the week's reports of infectious and contagious diseases at naval stations and comment on current sanitary matters, brief suggestions, epitomized reports of recent developments in preventive medicine, etc. This publication is for circulation only to medical officers of the service.

(5) Gas Defense Bulletin (confidential), for medical officers of the service. Issued from time to time as occasion arises to disseminate information on this topic.

*Indexes.*—No indexes are issued other than the annual index of the Naval Medical Bulletin, which is included in the October number of each year.

*Mailing lists.*—A free mailing list is maintained as mentioned above, comparatively limited in its nature owing to cost of distribution.

*Correspondence.*—In requesting copies of publications address the Surgeon General, United States Navy.

### OFFICE OF THE JUDGE ADVOCATE GENERAL.

*Principal administrative officials.*—Judge Advocate General, Assistant to the Judge Advocate General, Law Clerk.

*General information and duties.*—The duties of the Judge Advocate General of the Navy are as follows: To revise and report upon the legal features of and have recorded the proceedings of all courts-martial, courts of inquiry, boards of investigation and inquest, and boards for the examination of officers for retirement and promotion in the naval service; to prepare charges and specifications for courts-martial, and the necessary orders convening courts-martial in cases where such courts are ordered by the Secretary of the Navy; to prepare court-martial orders promulgating the final action of the reviewing authority in court-martial cases; to prepare the necessary orders convening courts of inquiry in cases where such courts are ordered by the Secretary of the Navy, and boards for the examination of officers for promotion and retirement, for the examination of all candidates for appointment as officers in the naval service, other than midshipmen, and in the Naval Reserve Forces and National Naval Volunteers, and to conduct all official correspondence relating to such courts and boards. It is also the duty of the Judge Advocate General to examine and report upon all questions relating to rank and precedence, to promotions and retirements, and those relating to the validity of the proceedings in court-martial cases; all matters relating to the supervision and control of naval prisons and prisoners, including prisoners of war; the removal of the mark of desertion; the correction of records of service and reporting thereupon in the Regular or Volunteer Navy; certification of discharge in true name; pardons; bills and resolutions introduced in Congress relating to the personnel and referred to the department for report, and the drafting and interpretation of statutes relating to the personnel; references to the Comptroller of the Treasury with regard to pay and allowances of the personnel; questions involving points of law concerning the personnel; proceedings in the civil courts in all cases concerning the personnel as such; and to conduct correspondence respecting the foregoing duties, including the preparation for submission to the Attorney General of all questions relating to subjects coming under his own cognizance which the Secretary of the Navy may direct to be so referred. The study of international law is assigned to the Office of the Judge Advocate General. He shall examine and report upon questions of international law, as may be required.

*General publications.*—(1) Manual for the Government of United States Naval Prisons. (2) Regulations Concerning Neutrality Duty in Connection with and the Internment of Belligerent Vessels of War. (3) Court-Martial Orders. (4) Naval Courts and Boards. (5) Naval Digest, 1916. (6) Laws Relating to the Navy Annotated.

*Method of distribution of general publications.*—The publications enumerated in the preceding paragraph are issued for the information and guidance of the naval service and are not available for general distribution, otherwise than by purchase from the Superintendent of Documents, Government Printing Office, Washington, D. C.

*Annual and other periodical publications.*—(1) Annual Report of the Judge Advocate General of the Navy. Distributed free to a selected list of Government officials and others interested therein.

(2) Court-Martial Index Digest. This index contains a brief digest of decisions of the Secretary of the Navy and opinions of the Judge Advocate General of the Navy, published in court-martial orders and bulletins for the year.

*Indexes to publications.*—Indexes have been published of court-martial orders for the years 1914, 1915, and 1916. These indexes are issued for the information and guidance of the naval service and are not available for general distribution, otherwise than by purchase from the Superintendent of Documents.

*Mailing lists.*—No free mailing lists for publications are maintained other than for the Annual Report of the Judge Advocate General.

*Correspondence.*—Address all correspondence to Judge Advocate General of the Navy, Navy Department, Washington, D. C.

### SOLICITOR OF THE NAVY.

*Principal administrative officials.*—Solicitor of the Navy Department, Chief Clerk.

*General information and duties.*—The duties of the Solicitor comprise and relate to examination and report upon questions of law, including the drafting and interpretation of statutes, and matters submitted to the accounting officers not relating to the personnel; preparation of advertisements, proposals, and contracts; insurance; patents; the sufficiency of official, contract, and other bonds and guaranties; proceedings in the civil courts by or against the Government or its officers in cases relating to material and not concerning the personnel, as such; claims by or against the Government; questions submitted to the Attorney General, except such as are under the cognizance of the Judge Advocate General; bills and congressional resolutions and inquiries not relating to the personnel and not elsewhere assigned; the searching of titles, purchase, sale, transfer, and other questions affecting lands and buildings pertaining to the Navy; the care and preservation of all muniments of title to land acquired for naval uses; and the correspondence respecting the foregoing duties; and rendering opinion upon any matter or question of law referred to him by the Secretary or Assistant Secretary.

*Publications.*—The only publication issued available for distribution is the Annual Report to the Secretary of the Navy, which is for free distribution as long as the limited edition is available.

### HEADQUARTERS MARINE CORPS.

*Principal administrative officials.*—Major General Commandant's Office: Commandant Marine Corps, Assistant to Commandant, Special Assistant to Commandant, Chief Clerk. Adjutant and Inspector's Department: Adjutant and Inspector Marine Corps, Chief Clerk. Quartermaster's Department: Quartermaster Marine Corps, Special Assistant to Quartermaster, Chief Clerk. Paymaster's Department: Paymaster Marine Corps, Chief Clerk. Marine Barracks (Eighth and I Streets SE., Washington, D. C.): Commanding Officer Marine Barracks.

*General information and duties.*—The Major General Commandant of the Marine Corps is responsible to the Secretary of the Navy for the general efficiency and discipline of the corps; makes such distribution of officers and men for duty at the several shore stations as shall appear to him to be most advantageous for the interests of the service; furnishes detachments for vessels of the Navy according to the authorized scale of allowance; under the direction of the Secretary of the Navy, issues orders for the movement of officers and troops, and such other orders and instructions for their guidance as may be necessary; and has charge and exercises general supervision and control of the recruiting service of the corps, and of the necessary expenses thereof, including the establishment of recruiting stations.

*General publications.*—(a) Marine Corps Orders. These are issued to all posts and officers of the Marine Corps, from time to time, as circumstances may require, and contain information and instructions for the guidance of those in the service relative to such topics as the following: Absence, accounts, ammunition, appointments, badges, clothing, cooks, correspondence, courts-martial, desertion, discharges, discipline, enlistment, examinations for promotion, forage, fuel, furloughs, insignia, leave, medals, muster rolls, pay rolls, post exchanges, rations, reserve, Fleet Marine Corps, recruiting, reenlistment, sickness, staff returns, stragglers, subsistence, supplies, surveys of personnel and property, uniforms, etc.

(b) Marksmanship Qualifications. These orders contain the names and ratings of men who qualify as marksmen, sharpshooters, and expert riflemen in small-arms rifle practice.

(c) Illustrated Booklet. Duties, experiences, opportunities, and pay of men who enlist in the Marine Corps.

(d) Manual of the Paymaster's Department, United States Marine Corps. Pertains to the rights of officers and enlisted men of the Marine Corps to



statutory pay and allowances and the manner and methods used in accounting therefor. This publication is now out of print, but is in the course of revision.

(c) *System of Accountability*. United States Marine Corps, 1916. Pertains to the accountability of property, etc., and all other duties of the Quartermaster's Department, United States Marine Corps.

(f) *Instructions Governing Transportation of Troops and Supplies* for United States Marine Corps, Revised 1916. Pertains to transportation of troops and supplies as furnished by the Quartermaster's Department, United States Marine Corps.

(g) *Uniform Regulations*. United States Marine Corps, 1912. Pertains to all uniforms used in the United States Marine Corps.

*Method of distribution of general publications.*—These are furnished without cost to persons in the Government service who require same for official use.

*Annual and other periodical publications.*—(a) *The Recruiters' Bulletin*. Published monthly in the interest of the recruiting service; distributed free.

(b) *Annual Report of the Major General Commandant of the Marine Corps to the Secretary of the Navy on the Condition and Service of the Corps*. This report covers such general topics as the following: Advanced-base work; Appointment of officers; Aviation; Badges; Barracks and quarters, reports and recommendations concerning; Casualties; Deaths; Depots, recruit; Depots, supply; Desertions; Discharges; Distribution of force; Duties of commissioned and enlisted personnel; Enlistments and reenlistments; Expeditions, foreign; Instruction of personnel; Maneuvers; Marksmanship; Organization; Recommendations for legislation pertaining to personnel and material; Recruiting; Resignations; Retirements; Schools of instruction; Service on board vessels of the Navy and at shore stations; Strength of commissioned and enlisted personnel, etc.

*Mailing lists.*—A free mailing list is maintained for the Annual Report of the Major General Commandant, *The Recruiters' Bulletin*, and the *Illustrated Booklet*.

*Correspondence.*—(a) For copies of the Annual Report of the Major General Commandant, address the Major General Commandant, Headquarters, United States Marine Corps, Washington, D. C.

(b) For copies of *The Recruiters' Bulletin* and *Illustrated Booklet* address the Recruiting Publicity Bureau, 117 East Twenty-fourth Street, New York, N. Y.

(c) For copies of *The Manual of the Quartermaster's Department*, United States Marine Corps, address the Quartermaster, Headquarters, United States Marine Corps, Washington, D. C.



## PART VII.—DEPARTMENT OF THE INTERIOR

(For location of department and bureaus, see page 189.)

### OFFICE OF THE SECRETARY.

*Principal administrative officials.*—Secretary of the Interior; First Assistant Secretary; Assistant Secretary; Assistant to the Secretary; Chief Clerk and Superintendent of Buildings; Solicitor; Board of Appeals; First Assistant Attorney; Chiefs; Division of Disbursing, Division of Appointments, Mails, Files, and Archives, Division of Publications, Division of Supplies.

*General information and duties.*—The Secretary of the Interior is charged with the supervision of public business relating to patents for inventions, pensions and bounty lands, the public lands and surveys, the Indians, the Bureau of Education, the Geological Survey, the Reclamation Service, the Bureau of Mines, National Parks, the Capitol Building and Grounds, distribution of appropriations for agricultural and mechanical colleges in the States and Territories and certain hospitals and eleemosynary institutions in the District of Columbia. By authority of the President the Secretary of the Interior has general supervision over the work of constructing the Government railroad in the Territory of Alaska. He also exercises certain other powers and duties in relation to the Territories of Alaska and Hawaii.

The First Assistant Secretary, in the absence of the Secretary, becomes Acting Secretary. He is especially charged with supervision of the business of the General Land Office, including cases appealed to the Secretary of the Interior from decisions of that bureau involving public lands; applications for easements or rights of way for reservoirs, ditches, railroads, telephone and power-transmission lines; selections of public lands under grants made by Congress to aid in the construction of railroads and wagon roads, for reclamation, and for the benefit of educational and other public institutions, etc. National park matters and Indian affairs affecting the disposal of the public domain are under his supervision. He considers proposed legislation pertaining to matters under his administration. From time to time duties in connection with the affairs of other bureaus of the department are assigned to him.

The Assistant Secretary has general supervision over all matters concerning the Patent Office, the Pension Office (including appeals from the decisions of the Commissioner of Pensions), Indian Office matters with the exception of those involving oil lands, the Bureau of Education, the Capitol building and grounds, the execution of contracts and the approval of vouchers covering expenditures of money for the eleemosynary institutions under the Department of the Interior in the District of Columbia (including St. Elizabeth's Hospital), and various miscellaneous matters over which the department has jurisdiction. He also considers proposed legislation pertaining to matters under his administration. Duties in connection with the affairs of other bureaus are assigned to him from time to time.

The Assistant to the Secretary is charged with the general supervision of matters relating to the Reclamation Service, Bureau of Mines, and Indian Office matters affecting oil lands. He is also in charge of the affairs of the Alaskan Railroad and is the direct representative of the Secretary of the Interior in matters pertaining to the construction, operation, and maintenance of the Alaskan Railroad, and is authorized to receive, pass upon, approve, execute, or disapprove contracts, tariffs, regulations, vouchers, and other papers relating to the railroad. He has supervision of the detailed work relating to the Territories of Alaska and Hawaii under the Department of the Interior. In addition, he considers proposed legislation pertaining to the activities under his administration.

The Chief Clerk, as the chief executive officer of the department and the administrative head of the Office of the Secretary, has supervision over the clerks and other employees of the department (including the watch, mechanical, and labor forces), enforces the general regulations of the department, and

is superintendent of the several buildings occupied by the department. He also supervises the classification and compilation of all estimates of appropriations, and has general supervision of expenditures from appropriations for contingent expenses for the department, including stationery and postage on mail addressed to postal-union countries. The detailed work relating to corporate sureties on bonds, to eleemosynary institutions in the District of Columbia under the Department of the Interior, the Capitol building and grounds, the admission of attorneys and agents to practice and disbarments from practice, the office of the Returns Clerk, and miscellaneous matters is done in his office. During the temporary absence of the Secretary and the Assistant Secretaries he may be designated by the Secretary to sign official papers and documents.

*General publications.*—Planning of Alaskan Ports, 1916, 24 pages, 13 plates. Includes discussion of harbor lines, authoritative control, haphazard and pre-arranged development, and suggested procedure.

Government Reclamation Work in Foreign Countries, 1909, 115 pages. Includes general discussion of Government participation in land reclamation work in Austria, Belgium, France, Germany, Prussia, Italy, The Netherlands, Russia, Spain, Switzerland, Algeria, Cape Colony, Egypt, The Transvaal, Argentina, Canada, Dominica, Ceylon, Formosa, India, Java, Siam, Victoria (Australia), New South Wales, South Australia, and New Zealand; Government participation in drainage and unwatering only, in Denmark, Greece, Mexico, Norway, Sweden; reclamation by private enterprise in Brazil, Chile, China, Ecuador, Peru, Salvador, Servia, and Turkey.

Laws Relating to the Protection of the Lives of Coal Miners in the Territories, 1891, 1906, 12 pages. Includes act approved March 3, 1891; act approved July 1, 1902; decisions by the Assistant Attorney General construing the above acts from 1891 to 1906.

Hetch Hetchy Valley. Report of the Advisory Board of Army Engineers to the Secretary of the Interior on Investigations Relative to the Sources of Water Supply for San Francisco and Bay Communities, 1913, illustrated, 146 pages. Includes reports by the Advisory Board and H. H. Wadsworth, giving estimates of cost, future development, and possible supplies of water.

Regulations Governing Coal-Land Leases in the Territory of Alaska, 1916, 86 pages with maps. Includes the coal-land leasing act approved October 20, 1914; regulations, information relating to operation and development, and illustrations of leasing units and Government reservations in the Matanuska and Bering River fields.

Coal Lands in the Indian Territory, 1906, 52 pages with map. Includes data in regard to acreage, approximate value, thickness of veins, hearings on coal deposits, segregated lands, and location of Choctaw Nation coal-land leases, prospect drill holes, etc.

Memorandum History of the Department of the Interior, 1912, 20 pages. Includes references to recommendations favoring creation of the department, act of March 3, 1849, and subsequent acts, buildings occupied by the department, and various activities.

General Information regarding Department of the Interior, 1917, 24 pages. Includes a list of the bureaus and other institutions connected with the department and a statement of general information and duties of each. There is also included an enumeration of price lists of publications sold by the Superintendent of Documents, and a list of maps issued by the United States Government with description of each.

General Information regarding Alaska, 1917, 72 pages. Includes in a concise form information in regard to history, geography, climate, government, population, resources, schools, list of newspapers, three maps, and an official directory.

Rules of Practice, 1915, 24 pages. Includes 99 rules governing proceedings in the cases involving the public lands, before United States district land offices, the General Land Office, and the Department of the Interior.

Decisions of the Department of the Interior relating to Public Lands, vols. 1 to 45. Includes decisions of the Secretary of the Interior in cases appealed from decisions of the Commissioner of the General Land Office, upon petitions for the exercise of supervisory authority, and upon motions for rehearing of departmental decisions. It also includes regulations governing disposal of public lands and amendments to the Rules of Practice. Sold by Superintendent of Documents.

Decisions of the Department of the Interior in Appealed Pension and Bounty Land Claims, vols. 1 to 19. Contains decisions of the Secretary in the above

class of cases appealed from the Commissioner of Pensions. Sold by Superintendent of Documents.

*Method of distribution of general publications.*—The volumes of Decisions of the Department are sold by the Superintendent of Documents as noted above. All of the other publications are distributed free of charge upon application to the Secretary of the Interior.

*Annual and other periodical publications.*—Annual Report of the Secretary of the Interior for the Fiscal Year to the President of the United States. This includes a statement of the activities of the several bureaus under the department and recommendations for future legislation or other requirements.

Laws relating to the Department of Interior. This volume is compiled and published following each session of Congress, and contains the laws relating to the department which have been enacted.

Reports are made annually to the Secretary of the Interior by the following: Governor of Alaska, Governor of Hawaii, Government Hospital for the Insane, Howard University, Freedmen's Hospital, Columbia Institute for the Deaf, Superintendent of the United States Capitol Buildings and Grounds.

Reports were formerly made by the following officials, the latest report available being for the year indicated: Governor of Oklahoma, 1907; Governor of Arizona, 1911; Governor of New Mexico, 1911; Mine Inspection for the Territory of New Mexico, 1911.

*List of publications.*—No list of publications is issued by the department.

*Maps.*—A list of maps is included in the pamphlet "General Information regarding the Department of the Interior," and the department publishes a wall map of the United States, 84 by 61 inches in size, with scale of 37 miles to the inch, which is mounted on linen and attached to rollers for hanging. It includes insets showing Alaska, the Canal Zone, and Insular Possessions. At times the secretary has a limited number of these maps for distribution to schools and public libraries (one to each institution). They may be purchased from the Superintendent of Documents, Government Printing Office, for \$1.

*Correspondence.*—Correspondence relating to the publications distributed free of charge should be addressed to the Secretary of the Interior, Washington, D. C. Correspondence regarding publications for sale should be addressed to the Superintendent of Documents, Government Printing Office, Washington, D. C.

### ALASKAN ENGINEERING COMMISSION.

*Principal administrative officials.*—Assistant to the Secretary of the Interior in charge of Alaskan affairs, Commissioners, Chairman and two other members, Purchasing Agent, Examiner of Accounts.

*General information and duties.*—The Alaskan Engineering Commission was created under the act of March 12, 1914, which empowered, authorized, and directed the President to locate, construct, operate, or lease a railroad, or railroads, to connect the interior of Alaska with one or more of the open navigable ports on the coast. Authority was also granted to purchase existing railroads, to construct, maintain, and operate telegraph and telephone lines, and to make reservations of public lands in Alaska necessary for the purposes of the railroad.

For the execution of this work a commission of three engineers was appointed by the President to make the necessary surveys. They were directed to report to the Secretary of the Interior, under whom the President placed the general administration of the work. After the completion of the preliminary surveys, the President by Executive order selected the route for the railway from the coast to the interior, and continued the original commission of engineers in charge of the construction under the general supervision of the Secretary of the Interior.

*Annual and other periodical publications.*—The commission makes annual reports. The first report, which includes an account of operations from March 12, 1914, to December 31, 1915, was published as House Document No. 610, 64th Congress, 1st session, and may be obtained from the Superintendent of Documents, Government Printing Office, for 75 cents. The second report was printed as Senate Document No. 741, 64th Congress, 2d session. No copies of this report are available for distribution.

The commission on November 14, 1916, began the publication, "Alaska Railroad Record," a weekly periodical intended to furnish information as to progress.

on the Government Railroad in Alaska. Single copies are furnished to individuals at 5 cents a copy, or \$1.50 a year. Copies may be obtained free by libraries, foreign and United States Government departments upon application to the Alaskan Engineering Commission, Anchorage, Alaska.

*Mailing lists.*—The commission does not maintain a free mailing list for its reports; a mailing list is maintained at Anchorage, Alaska, for persons to whom free copies of the "Alaska Railroad Record" are sent.

*Maps.*—No maps other than those accompanying the Annual Reports are published.

*Correspondence.*—Requests for publications of this commission should be addressed to the Alaskan Engineering Commission, Washington, D. C.

### ST. ELIZABETH'S HOSPITAL.

*Principal administrative officials.*—Superintendent, First Assistant Physician, Chief of Training School for Nurses, Chief Clerk.

*General publications.*—(a) Intracranial Tumors among the Insane. A Study of Twenty-nine Intracranial Tumors found in Sixteen Hundred and Forty-Two Autopsies in Cases of Mental Disease. By I. W. Blackburn. 1903.

(b) Illustrations of the Gross Morbid Anatomy of the Brain of the Insane. A Selection of Seventy-five Plates showing the Pathological Conditions Found in Post-Mortem Examinations of the Brain in Mental Diseases. By I. W. Blackburn. 1908.

(c) Lessons in Cooking, Theoretical, and Practical, for the Sick and Convalescent. Apply to Superintendent of Documents, Government Printing Office, Washington, D. C. Price 5 cents.

*Method of distribution of general publications.*—Publication on "Intracranial Tumors" is distributed free. Apply to Superintendent, St. Elizabeth's Hospital, Washington, D. C. Publication on "Gross Morbid Anatomy of the Brain" is sold. Apply to Superintendent of Documents, Government Printing Office, Washington, D. C.

*Annual and other periodical publications.*—(a) Report of St. Elizabeth's Hospital to the Secretary of the Interior for the Fiscal Year. Issued annually (formerly under the name of Government Hospital for the Insane). Contains statement of the condition of the institution, statistical tables regarding the admissions, discharges, diseases, and deaths of patients, the activities of the different departments of the hospital, etc. Distributed free. Apply to Superintendent of St. Elizabeth's Hospital, Washington, D. C.

(b) Government Hospital for the Insane, Bulletin. Five numbers published in 1909, 1910, 1911, 1912, and 1913 contain accounts of scientific work carried on at St. Elizabeth's Hospital in the years preceding publications. Also a bibliography of publications by members of the staff of the hospital since 1902 and up to and inclusive of June 30, 1913. (Bibliographies were begun in the Bulletin for 1911.) The numbers may be obtained from the Superintendent of Documents, Washington, D. C. Prices: No. 1, 15 cents; No. 2, 25 cents; No. 3, 20 cents; No. 4, 10 cents; No. 5, 10 cents.

*List of publications.*—No list of publications is available, except in the Annual Reports and in the Bulletins mentioned above.

*Indexes to publications.*—No indexes to publications have been issued.

*Mailing lists.*—For the Annual Reports and for the Bulletins already published there have been free mailing lists, mainly for other hospitals for the insane in this country and abroad.

*Correspondence.*—For free publications address: Superintendent, St. Elizabeth's Hospital, Washington, D. C. For publications on sale address: Superintendent of Documents, Government Printing Office, Washington, D. C.

\*Most of the scientific papers of the hospital appear in journals appropriate to the material of publication. Only a small number of the scientific studies are included under annual and periodical publications. The following journals are those in which articles have appeared: Interstate Medical Journal; Journal of the American Medical Association; Journal of Animal Behavior; Journal of Comparative Neurology; Journal of Experimental Psychology; Journal of Nervous and Mental Diseases; Journal of Philosophy, Psychology, and Scientific Methods; Nervous and Mental Disease Monographs; New York Medical Journal; Psychoanalytic Review; Psychological Bulletin; Psychological Monographs; Psychological Review; Science.



## COLUMBIA INSTITUTION FOR THE DEAF.

*Principal administrative officials.*—Patron ex officio, President of the United States; President; Directors; Secretary; Treasurer.

*Annual and other periodical publications.*—(a) Annual Report published at Government Printing Office; (b) Catalogue of Gallaudet College (advanced department). Both are distributed free.

*Mailing lists.*—List of libraries, institutions for the deaf, etc., is maintained.

*Correspondence.*—Requests for publications should be addressed to the President of the Columbia Institution for the Deaf, Washington, D. C.

## HOWARD UNIVERSITY.

*Principal administrative officials.*—Patron ex officio, Secretary of the Interior; President of the Board of Trustees; President; Secretary; Treasurer.

*Publications.*—Annual Report to the Secretary of the Interior. Distributed free on application to the president of the university. Also publishes the Howard University Record, issued seven times a year, including university catalogues and departmental monographs.

## FREEDMEN'S HOSPITAL.

*Principal administrative officials.*—Surgeon in Chief, Assistant Surgeon.

*General publications.*—Rules and Regulations of the Freedmen's Hospital.

*Method of distribution of general publications.*—Distributed free.

*Annual and other periodical publications.*—Annual Report to the Secretary of the Interior. Distributed free.

*Correspondence.*—Surgeon in Chief, Freedmen's Hospital, Washington, D. C.

## GENERAL LAND OFFICE.

*Principal administrative officials.*—Commissioner; Assistant Commissioner; Chief Clerk; Chief Law Clerk; Appointment Clerk; Receiving Clerk; Recorder; Chiefs of Divisions: Accounts, Contest, Desert and Indian Lands, State Selections, etc., Drafting, Field Service, Homestead, Timber, and Stone, Mails and Files, Mineral, Posting and Tract Records, Public Surveys, Railroad Grants and Rights of Way, Reclamation, Lieu Selections, and Special Entries.

*General information and duties.*—The Commissioner of the General Land Office is charged with the survey, management, and disposition of the public lands, the adjudication of conflicting claims relating thereto, the granting of railroad and other rights of way, easements, the issuance of patents for lands, and with furnishing certified copies of land patents and of records, plats, and papers on file in his office. In national forests he executes all laws relating to surveying, prospecting, locating, appropriating, entering, reconveying, or patenting of public lands, and to the granting of rights of way amounting to easements.

*General publications.*—The following publications are available for distribution:

- Suggestions to Homesteaders.
- Homestead Entries within National Forests.
- Homestead Entries in Nebraska under the Kinkaid Act.
- Coal Land Laws.
- Sunk Lands in Arkansas.
- Drainage Entries in Minnesota.
- Vacant Public Lands.
- Absences from Settlements made on Unsurveyed Lands.
- Cutting of Timber by Entry-men on their Homestead Claims.
- Soldiers' and Sailors' Homestead Rights.
- Second Homestead and Desert land Entries.
- Designation of Land under the Enlarged Homestead Acts.
- Entries and Proof under the Desert-land Laws.
- Relief of Desert-land Entry-men.
- Reclamation of Arid Lands by the United States.
- Purchase of Land Valuable for Timber and Stone.
- Mining Laws of the United States.



- Acquisition of Title to Public Land in Alaska.  
 Rights of Way over Public Lands and Reservations.  
 Selection of Lands by States under Grants for Educational and other Purposes. (School lands.)  
 Restoration of Lost or Obliterated Corners Established by Surveyors.  
 Surveys of Homestead Entries within National Forests.  
 Amendment of Entries of Public Lands.  
 Offerings of Isolated Tracts of Public Lands at Public Sale.  
 Exchange of Lands within Indian Reservations for Public Lands.  
 Bounty-land Warrants—their Assignment, Location, and Use.  
 Free Use of Timber on Public Lands.  
 Sale of Fire-killed and Damaged Timber on Public Lands.  
 Townsites, Parks, and Cemeteries on Public Lands.  
 Recognition of Agents and Attorneys before the Department of the Interior and its Bureaus.  
 Proceedings (contests) against Entries within National Forests.  
 Proceedings (contests) initiated upon a Report by a Representative of the General Land Office.  
 Practice (rules) in Cases before the United States District Land Offices, the General Land Office, and the Department of the Interior.  
 Certified Copies of Records and Papers pertaining to the Disposition of Public Lands, and the Cost Thereof.  
*Method of distribution of general publications.*—Above publications are distributed free.  
*Annual and other periodical publications.*—On July 1 of each year there is issued a statement of the vacant public land on that day, arranged by States, land districts, and counties. Distributed free.  
 A limited supply of the Commissioner's Annual Report to the Secretary of the Interior is printed for free distribution.  
*List of publications.*—A list of publications is available for free distribution. No monthly list of publications is issued.  
*Mailing lists.*—A free mailing list for publications is maintained, but it is limited to attorneys, agents, abstract companies, and officers authorized by statute to administer oaths in public-land cases.  
*Maps.*—Maps of the public-land States and Alaska are prepared by this Bureau and sold through the Superintendent of Documents, Government Printing Office, Washington, D. C., at 25 cents each, except that of California, in two parts, which costs 50 cents. A large wall map of the United States, prepared by this Bureau, is sold by the Superintendent of Documents for \$1; copies thereof are delivered to Congress for free distribution.  
*Correspondence.*—Requests for publications should be addressed to the Commissioner of the General Land Office, Washington, D. C.

### OFFICE OF INDIAN AFFAIRS.

*Principal administrative officials.*—Commissioner of Indian Affairs; Assistant Commissioner; Chief Clerk; Law Clerk; Chief Inspector; Board of Review; Chiefs: Division of Education, Land Division, Division of Finance, Purchase Division, and Probate Division.

*General information and duties.*—The Commissioner of Indian Affairs has charge of the Indian Tribes of the United States (exclusive of Alaska), their education, lands, moneys, schools, purchase of supplies, and general welfare.

*General publications.*—The following three publications are distributed by the Indian Office:

- (1) Indian Bables, How to Keep them Well. (Pamphlet.)
- (2) Correspondence of James S. Calhoun, 1848-1852, while he was Indian Agent at Santa Fe, and Superintendent of Indian Affairs in New Mexico. Edited by Annie H. Abel, 554 pages (small edition).
- (3) Tentative Course of Study. (Pamphlet.) Edition nearly exhausted.

The following are on sale by the Superintendent of Documents:

- (1) Digest of Decisions Relating to Indian Affairs, by E. S. Murchison, Vol. 1, judicial, 607 pages; Vol. 2 not issued.
- (2) Red Cloud Agency, Report of Special Commission to Investigate, July, 1875, with Testimony and Accompanying Documents. Paper.
- (3) Farm and Home Mechanics. (Pamphlet.)
- (4) Outline Lessons in Housekeeping. (Pamphlet.)

- (5) Synopsis Course in Sewing. (Pamphlet.)
- (6) Some Things Girls should Know how To Do. (Pamphlet.)
- (7) Social Plays, Games, etc. (Pamphlet.)
- (8) Trachoma, Management and Treatment among Indians. (Pamphlet.)
- (9) Manual on Tuberculosis, its Cause, Prevention, and Treatment.
- (10) Regulations governing Approval of Wills of Indians, 1913.

*Method of distribution of general publications.*—The first three of the above publications are distributed by the Indian Office. The last 10 are sold by the Superintendent of Documents, Government Printing Office.

*Annual and other periodical publications.*—(1) Annual Reports from 1825 to date. Reports for 1915 and 1916 are distributed free. Editions of earlier editions may in some cases, where available, be purchased from the Superintendent of Documents. Prices vary according to the size of the report.

(2) Many Government Indian schools publish small periodicals, the purpose being to train students in the art of printing and to record the school and neighborhood news for students and alumni.

*List of publications.*—The Indian Office has not published a list of publications, but the Superintendent of Documents has issued a Price List (No. 24) of publications on Indians which includes all publications by the Government on Indians that are available for sale, including those of the Bureau of Ethnology.

*Mailing lists.*—Free mailing lists are maintained for those interested.

*Maps.*—(a) A map of the United States showing Indian reservations is published annually, most of the edition being bound with the annual reports.

(b) Blue prints or photolithographic copies of maps of Indian reservations are for sale by the Indian Office, at 25 cents each, listed as follows: Colorado River, Ariz.; Klamath River, Cal.; Fort Berthold, N. Dak.; White Earth, Minn.; Navajo, N. Mex. and Ariz.; Qualla Boundary, N. C.; Lac Court Oreilles, Wis.; Menominee, Wis.; Stockbridge, Wis.; Osage, Okla.; Nez Perce (former), Id.; Quinalt, Wash.; Fort Hall, Idaho; Pine Ridge, S. Dak.; Spokane, Wash.; Mesquero, N. Mex.; Allegany, N. Y.; Oil Springs, N. Y.; Wind River, (ceded land shown), Wyo.; Wind River (diminished lands only), Wyo.; Zuni, N. Mex.; L'Anse, Mich.; Ontonagon, Mich.; Red Cliff, Wis.; Leech Lake, Minn.; Flathead, Mont.; Hearlill, N. Mex.; Cattaraugus, N. Y.; Fort Apache, Ariz.; Grand Portage, Minn.; Nukah, Wash.; Round Valley, Cal.; Siletz (former), Oreg.; San Carlos, Ariz.; Southern Ute, Colo. and N. Mex.; Warm Springs, Oreg.; Swinomish, Wash.; Lummi, Wash.; Port Madison, Wash.; Tongue River, Mont.; Umatilla, Oreg.; Vermillion Lake, Minn.; Blackfeet, Mont.; Crow, Mont.; Fort Peck, Mont.; Fort Belknap, Mont.; Northern Cheyenne, Mont.; Yakima, Wash.; Colville, Wash.; Skokomish, Wash.; Fond du Lac, Minn.; Bois Fort, Minn.; Red Lake, Minn.; Oneida, N. Y.; Onondaga, N. Y.; St. Regis, N. Y.; Tonawanda, N. Y.; Tuscarora, N. Y.; Santa Clara, N. Mex.; Standing Rock, S. Dak.; Cheyenne River, S. Dak.; Crow Creek, S. Dak.; Lower Brule, S. Dak.; Rosebud, S. Dak.; Yankton, S. Dak.; Turtle Mountain, N. Dak.; Coeur d'Alene, Idaho; Lemhi, Idaho; Lac Du Flambeau, Wis.; Bad River, Wis.; Colorado River, Ariz.; Gila Bend, Ariz.; Jemez, Pueblo, N. Mex.; Sia, Pueblo, N. Mex.; Acoma, Pueblo, N. Mex.; Sandia, Pueblo, N. Mex.; San Juan, Pueblo, N. Mex.; Isleta, Pueblo, N. Mex.; Picuris, Pueblo, N. Mex.; Nambe, Pueblo, N. Mex.; San Felipe, Pueblo, N. Mex.; Laguna, Pueblo, N. Mex.; Pecos, Pueblo, N. Mex.; Santa Dominga, Pueblo, N. Mex.; Toas, Pueblo, N. Mex.; Santa Clara, Pueblo, N. Mex.; Santa Clara Reservation, N. Mex.; Tesuque, Pueblo, N. Mex.; San Ildefonso, Pueblo, N. Mex.; Pojoaque, Pueblo, N. Mex.

*Correspondence.*—Requests for publications should be addressed to the Commissioner of Indian Affairs, Indian Office, except for the publications which are indicated for sale by the Superintendent of Documents, Government Printing Office, Washington, D. C.

## BUREAU OF PENSIONS

*Principal administrative officials.*—Commissioner; Deputy Commissioner; Disbursing Clerk; Chief Clerk; Medical Referee; Law Clerk; Chiefs: Board of Review, Army and Navy Division, Certificate Division, Civil War Division, Finance Division, Law Division, Mail and Supplies, Record Division, Special Examination Division, Admitted Files.

*General information and duties.*—The Commissioner of Pensions supervises the examination and adjudication of all claims arising under laws passed by Congress granting pensions on account of service in the Army or Navy rendered wholly prior to October 6, 1917; claims for reimbursement for the expenses of

the last sickness and burial of deceased pensioners; and also claims for bounty-land warrants based upon military or naval service rendered prior to March 3, 1855.

*General publications.*—(a) Orders, Instructions, and Regulations governing Pension Bureau. (3-1239.) This publication contains a description of the organization of the bureau, rules of discipline in force, methods of conducting business, and rules of evidence in the adjudication of pension claims. It is intended for the guidance of the employees of the bureau.

(b) Information relating to Army and Navy Pensions. (3-1580.) This pamphlet sets forth the conditions entitling to pension, instructions in filing claims, evidence required to establish claim, tables of rates of pension and attorney's fees fixed by law.

(c) Compilation of the Laws of the United States Governing the Granting of Army and Navy Pensions. Compiled under the Direction of the Commissioner of Pensions and Published in Accordance with the Provisions of Section 4748, Revised Statutes. (3-1571.) Contains classified excerpts from the United States Statutes relating to pensions.

(d) Card Records in Use in the Bureau of Pensions. (3-1240.) Contains, as its name implies, a description of all the card records in use in the bureau.

The above publications are distributed free on request.

*Annual and other periodical publications.*—Commissioner's Annual Report. It contains a summary of the most important achievements of the bureau during the current fiscal year. It also contains tables of statistics regarding the applications filed, the pensioners on the roll, losses and gains to the roll, amount of payments to pensioners, costs of administration and the work of the bureau. It is distributed free on request.

*Correspondence.*—Requests for publications should be made to The Chief Clerk, Bureau of Pensions, Washington, D. C.

## PATENT OFFICE.

*Principal administrative officials.*—Commissioner of Patents; First Assistant Commissioner; Assistant Commissioner; Chief Clerk; Examiners in Chief; Law Examiners; Chiefs: Division of Finance, Division of Assignment, Division of Publications, Drafting Division, Division of Issue and Gazette, Division of Manuscript and Photolithographs, Division of Mails and Files, Librarian.<sup>1</sup>

Principal examiners, in charge of divisions: Acoustics, Horology, Record-ers, etc.; Artesian and Oil Wells, Stone Working, etc.; Buckles, Buttons, Clasps, and Sign Exhibiting; Builders' Hardware, Locks, Cutlery, etc.; Carriages and Wagons; Chemistry; Classification; Electricity, A; Electricity, B; Electricity C; Electric Railways and Signaling; Firearms, Ordnance, Marine and Aerial Navigation; Furniture; Harvesters, Music, and Bookbinding; Heating Apparatus; Hoisting and Handling Materials; Industrial Chemistry; Interferences; Internal-combustion Engines; Leather-working Machinery and Products; Machine Elements; Masonry, Bridges, and Fireproof Buildings; Metallurgy and Electric Heaters; Metal Working; Mills, Thrashing, Butchering, etc.; Optics, Toys, and Velocipedes; Paper Manufacture, Printing, and Type Bar Machines; Photography and Instruments of Precision; Plastics, Glass and Coating; Pumps and Hydraulic and Fluid Current Motors; Railway Draft Appliances, and Resilient Wheels and Tires; Railways and Railway Rolling Stock; Receptacles and Check-controlled Apparatus; Refrigeration, Heat Exchange, Packaging, and Dispensing Liquids; Sanitary Engineering and Surgery; Sewing Machines and Apparel; Sheet Metal and Wire Working, etc.; Steam Engineering; Textiles; Tillage; Tobacco, Presses, and Ventilation; Medicines; Trade-Marks and Designs; Typewriters, Fluid Burners, and Illumination; Washing, Brushing, and Abrading; Water Distribution; Woodworking.

*General information and duties.*—The Commissioner of Patents is charged with the administration of the patent laws, and supervision of all matters relating to the granting of letters patent for inventions, and registration of trade-marks. He is by statute made the tribunal of last resort in the Patent Office, and has appellate jurisdiction in the trial of interference cases, of the patentability of inventions, and of registration of trade-marks. Appeals lie from the Commissioner of Patents' decision to the United States Court of Appeals of the District of Columbia.

<sup>1</sup> Library contains 100,000 volumes.

*General Publications.*—The following is a list of the general publications issued, and price is given where not for free distribution: (a) Classification of Patents According to the Arts, 1917. Price, 25 cents.

(b) Manual of Classification, 1916. Includes a list of classes and subclasses by titles of invention, and is used as a reference book in making examinations with reference to particular inventions. Price, 25 cents.

(c) Definitions of Classification, January, 1912. Describes extent and indicates nature of inventions in classifications. Price, 50 cents.

(d) Patent Laws of the United States. Free.

(e) Rules of Practice, Patent Office. Includes forms of application for making patent, and schedule of fees. Free.

(f) Laws and Rules of Practice Concerning Registration of Trade-Marks. Includes forms and outlines of procedure. Free.

(g) Rules of Practice of the Patent Office for Registration of Prints and Labels under Certain Sections of the Copyright Act. Includes forms and outline of procedure registration. Free.

(h) List of Women Inventors, from 1790 to 1888. Price, 50 cents.

Appendix No. 1, from 1888 to 1892. Price, 25 cents.

Appendix No. 2, from 1892 to March 1, 1895. Price, 25 cents.

(i) Catalog Scientific Library, Patent Office, to 1878. Price, \$5.

Additions to Library, 1878 to 1883. Price, \$1.

Additions to Library, 1883 to 1888. Price, \$1.

(j) Manual of Classification of the German Patent Office (English). Price, \$1.

(k) Copies of Patents. Printed copies of the specifications and drawings of all patents issued and all trademarks registered may be obtained from the Patent Office for 5 cents each.

*Method of distribution of general publications.*—All items to which a price is fixed, except copies of patents, are sold by the Superintendent of Documents, Government Printing Office. Copies of patents and all publications marked "free" are distributed by the Commissioner of Patents, Patent Office, Washington, D. C.

*Annual and other periodical publications.*—(a) Official Gazette of the Patent Office. This is issued once a week, and contains illustrations and claims of patents, reissues, and designs, and publications of trade-marks for which registration is asked. It is indexed and contains selected decisions by the Commissioner of Patents and United States Courts. Subscription price is \$5 per year; single copies 10 cents. Sold by Superintendent of Documents, Government Printing Office. Single copies may also be purchased from Commissioner of Patents.

(b) Trade-Mark Supplement. This includes material in reference to trade-marks appearing in the Official Gazette. It is sold by the Commissioner of Patents, Patent Office, at 5 cents per copy.

(c) Commissioner's Decisions. This is an annual publication, containing the Decisions of the Commissioner of Patents and of the United States Courts. It is compiled from the Official Gazette and is sold by the Superintendent of Documents, Government Printing Office, at \$1.

(d) Classification Bulletins. This is issued semiannually and continues the work covered by the Definitions of Classification. Since January, 1912, Bulletins 28 to 37 have been issued. Sold by Superintendent of Documents, Government Printing Office, at 10 cents each.

(e) Annual Report of the Commissioner of Patents. Issued in January and contains alphabetical list of patents, patentees, trade-marks, and labels and prints registered. Sent free to subscribers to the Official Gazette, but sold separately by Superintendent of Documents at \$1 each.

(f) Administrative Report of the Commissioner of Patents. Distributed free by the Commissioner of Patents, Patent Office, upon application.

*List of publications.*—A price list of publications of the Patent Office with schedule of fees of the office for the issuance of patents, trade-marks, etc., is available for free distribution by the Commissioner of Patents, Patent Office, Washington, D. C.

*Indexes.*—Indexes to patents have been issued as follows: (a) General Index of Patents, 1790 to 1873. Includes name of inventor, residence, date of patent, number, etc. Price, \$10.

(b) Index of Patents, 1790 to 1836. Photolithographed from Patent Office Records. Price, \$5.

(c) Index to Patents relating to Electricity. Patents granted by the United States prior to June 30, 1882. Price, \$5.



(d) Index to Patents to Electricity. Appendixes for each fiscal year, from June 30, 1882, to June 30, 1897. Price, \$1.50.

(e) Index to French Patents, 1790 to 1876. Translated, compiled, and published under the authority of the Commissioner of Patents. Price, \$10.

(f) Index to Italian Patents, 1845 to May 1, 1882. Translated, compiled, and published under authority of the Commissioner of Patents. Price, \$1.

*Mailing lists.*—The only mailing list maintained is one for the Official Gazette, which is sent to Members of Congress and Libraries.

*Correspondence.*—Requests for all publications which are sold, *except Copies of Patents*, should be addressed to Superintendent of Documents, Government Printing Office, Washington, D. C., accompanied by price indicated. Requests for Copies of Patents, costing 5 cents each, and all publications for free distribution should be addressed to the Commissioner of Patents, Patent Office, Washington, D. C.

### BUREAU OF EDUCATION.

*Principal administrative officials and specialists.*—Commissioner of Education; Chief Clerk; Editor; Librarian; Chiefs: Statistical Division, Maps and Files Division, Division of School Administration, Division of Higher Education, Division of Rural Education, Division of Foreign Educational Systems, Division of Vocational Education, Division of School and Home Gardening, Division of Immigrant Education, Kindergarten Division, Division of Negro Education, Division of Home Education, Division of School Hygiene, Division of Civic Education, Alaskan Division; Specialists in Rural Education; Specialist in Community Center Organization; Specialist in Commercial Education.

*General information and duties.*—The duties required of the Commissioner of Education by law are as follows: 1. To collect such statistics and facts as will show the condition and progress of education in the States, Territories, and possessions of the United States, and to give such information respecting the authorization and management of schools and school systems and methods of teaching as will aid the people of the United States in the establishment and maintenance of efficient school systems and otherwise promote the cause of education throughout the country.

2. To administer the schools provided by the United States Government for the natives of Alaska and the funds for the care of the health of these natives, to direct the reindeer industry and other industries for their education and support.

3. To supervise the expenditure of funds appropriated by the Federal Government for the support of colleges of agriculture and mechanic arts.

In the pursuance of the duties under 1, the Bureau of Education under the direction of the Commissioner of Education—

(a) Serves as a clearing house of information in regard to statistical and other facts pertaining to the condition and progress of education in the United States and other countries.

(b) Collects, digests, and reports the consensus of opinion in regard to principles and policies of education.

(c) Upon request, advises legislatures and city councils and State, county, and municipal boards of education and school officers and boards and other officers of individual schools in regard to educational policies. Frequently, to enable it to do this work, it makes surveys of State, county, and municipal school systems and of individual schools and colleges.

(d) Directs and assists in scientific investigations and experiments and for the discovery and tests of principles of education.

(e) Promotes and aids in promoting necessary and desirable tendencies in education, to the end that there may be full and equal opportunity for education for all.

*General publications.*—The general publications of the bureau are issued at irregular intervals in the form of bulletins, of which about 50 are issued each year. About 300 of these bulletins are available at present either through purchase from the Superintendent of Documents or (while the limited edition is available for free distribution) by the Commissioner of Education. They cover practically the entire field of educational discussion.

*Method of distribution of general publications.*—The bulletins, titles, and topics listed above are for sale by the Superintendent of Documents, Govern-

\* Library contains 175,000 volumes.



ment Printing Office. A price list will be sent on application to the Commissioner of Education. A limited edition of the latest bulletins issued are available for free distribution by the Commissioner of Education, and when these are exhausted correspondents are referred to the Superintendent of Documents.

*Annual and other periodical publications.*—(a) Annual Report of the Commissioner of Education. This report is usually issued in two volumes and contains statistics relating to education in the United States, etc. A few of the reports and especially the last one are available for free distribution on application to the Commissioner of Education. Other Annual Reports, as far back as 1870, are for sale by the Superintendent of Documents, Government Printing Office, and price list will be sent on application.

(b) Monthly Record of Current Educational Publications. This is published as a Bulletin each month, and is mailed free to graduate students of education and others interested in school and college work. Recent copies are available for free distribution by the Commissioner of Education, and back numbers can be obtained from the Superintendent of Documents, at 5 cents per copy.

(c) Report on the Work of the Bureau of Education for the Natives of Alaska. This is issued as a Bulletin each year. Recent reports are for free distribution, and earlier reports can be purchased from the Superintendent of Documents at 10 to 25 cents per copy.

(d) Educational Directory. This is issued as a Bulletin each year and contains lists of the principal State school officers; executive officers of State boards of education; executive officers of State library commissions; county superintendents of schools; superintendents of public schools in cities; colleges and universities, giving presidents and heads of departments of education; presidents and deans of professional schools; summer school directors; librarians of public and society libraries; educational associations and periodicals, etc. For sale by Superintendent of Documents at 20 cents per copy.

(e) Series of Bulletins issued at irregular intervals on: (1) History of public-school education in different States. (2) History of higher education in the different States.

*List of publications.*—A list of publications is issued about twice a year, and is available for free distribution on application to the Commissioner of Education. The list contains about 600 Bulletins, Circulars, and Annual Reports for sale and for free distribution.

*Indexes to publications.*—The only indexes so far issued are: (a) Bulletin, 1909, No. 7, containing an index of the Reports of the Commissioner of Education from 1867 to 1907. For sale by the Superintendent of Documents at 10 cents per copy.

(b) In the series of bulletins entitled Monthly Record of Current Educational Publications an index is published each year, usually in June, containing an index of publications from February of the preceding year to January of the current year. For sale by the Superintendent of Documents at 5 cents per copy.

(c) Bibliographies of various subjects have been published in the series of Bulletins as follows: No. 26, 1912, Child study (free); No. 29, 1912, Mathematics teaching (10 cents); No. 16, 1913, Medical inspection (15 cents); No. 1, 1911, Science teaching (5 cents); No. 22, 1913, Industrial, vocational, and trade education (10 cents); No. 59, 1913, Education, 1910-11 (free); No. 32, 1914, Relation of secondary schools to higher education (free); No. 30, 1915, Education, 1911-12 (free).

*Correspondence.*—Requests for publications should be addressed: (1) For publications for sale, to the Superintendent of Documents, Government Printing Office, Washington, D. C.

(2) For publications available for free distribution, and for the list of publications, to the Commissioner of Education, Washington, D. C.

(3) With the exception of the schools for native children in Alaska, the Commissioner of Education has no jurisdiction over the schools in the Territories or outlying possessions. Correspondence in regard to these schools should be addressed as follows: Philippine Islands—Bureau of Insular Affairs, War Department, Washington, D. C.; Hawaii—Superintendent of Public Instruction, Honolulu, Hawaii; Porto Rico—Commissioner of Education, San Juan, Porto Rico; Canal Zone—Superintendent of Schools, Ancon, Canal Zone; White Schools in Alaska—The Governor of Alaska, Juneau, Alaska; Indians in the United States—The Commissioner of Indian Affairs, Washington, D. C.

## GEOLOGICAL SURVEY.

*Principal administrative officials and divisions.*—Director of the Geological Survey, Administrative Geologist, Chief Clerk. I. Geologic Branch: (A) Geology Division.—Eastern Areal Geology, Western Areal Geology, Metalliferous Deposits, Nonmetalliferous Deposits, Iron and Steel Alloys, Coastal Plain Investigations, Western Coal, Eastern Coal, Oil and Gas, Glacial Geology, Paleontology and Stratigraphy; (B) Mineral Resources Division.—Metallic Resources, Nonmetallic Resources; (C) Alaskan Mineral Resources Division; (D) Chemical and Physical Research Division.—Chemistry Section, Physics Section. II. Topographic Branch: Atlantic Division, Central Division, Rocky Mountain Division, Northwestern Division, Pacific Division, Military Surveys Division. III. Water-Resources Branch: Surface Water Division, Water Utilization Division, Ground Water Division. IV. Land Classification Board; Coal Division, Phosphate Division, Metalliferous Division, Oil Division, Power Division, Irrigation Division. V. Administrative branch: Disbursing Office, Accounts Division, Executive Division, Library. VI. Publication Branch: Editor of Publications, Distribution of Documents, Chief Engraver.

*General information and duties.*—The Director of the Geological Survey is charged under the Secretary of the Interior with the geological survey and classification of the public lands and the examination of the geologic structure, mineral resources, and mineral products of the national domain.

In conformity with this authorization, the Geological Survey has been engaged in making a geologic map of the United States, involving both topographic and geologic surveys, in examining the country's mineral resources, in collecting annually the statistics of mineral production, and in conducting investigations relating to surface and underground waters.

*Publications.*—The publications of the Survey consist of books and maps describing or depicting features of areas in the United States or in its possessions. The books consist of annual administrative reports and annual volumes of statistics of mineral production and publications issued at irregular intervals called: (a) Bulletins, (b) Professional Papers, (c) Water-Supply Papers, (d) Monographs, and (e) Geologic Folios.

These publications describe and discuss, by selected areas, the geography, geology, paleontology, ore deposits and other mineral resources, and the water resources of the United States and its possessions. They include, for example, papers on physiography, glaciology, petrography, mineralogy, topography as determined by spirit leveling, triangulation, primary traverse, profiles of rivers, sites available for the development of water power, records of the measurement of stream flow, reports on the quality of surface waters, underground waters, their occurrence and character.

The survey's annual publications are as follows: (a) Annual Report of the Director of the Survey to the Secretary of the Interior for the Fiscal Year.

(b) "Mineral Resources of the United States." Issued annually in two parts; gives statistics of mineral production by calendar year and contains notes on mineral resources. Advance chapters of this report, each showing the production of a separate mineral or group of minerals, or the production of certain minerals by selected geographic units, are published as rapidly as the statistics can be compiled.

(c) Bulletin, in two parts, entitled, Contributions to Economic Geology. Short papers and preliminary reports for the year. Part I. Metal and non-metals except fuels. Part II. Mineral fuels.

(d) Bulletin entitled, Mineral Resources of Alaska. Report on progress of investigations for the year.

(e) Professional Paper entitled, Shorter Contributions to General Geology (for the year).

(f) Water-supply Papers: (1) Contributions to hydrology for the year; (2) Surface water supply of United States for the year, usually printed in 12 parts. All these publications are distributed free. The separate papers in these reports are issued as advance chapters as soon as possible after the papers have been prepared. They describe and discuss particular areas or deposits of special features, such as have already been indicated.

*Method of distribution of publications.*—The Bulletins, Professional Papers, Annual Reports, and the volume entitled "Mineral Resources" (published also in "advance chapters") are distributed free by the survey; the monographs are sold by the Superintendent of Documents, Government Printing Office, and

the Geologic Folios and topographic maps are sold by the survey at the cost of publication.

*List of publications.*—A complete list of all the publications of the Geological Survey, including those published for free distribution, those for sale, and those out of print, is available for free distribution by the survey, and is revised twice a year. The number of Annual Reports listed is 33; of Bulletins over 670; of Monographs over 50; of Professional Papers over 100; of Water-Supply Papers over 420.

*Indexes to publications.*—The survey's list of book publications contains finding lists of subjects and authors. The survey has issued three general indexes of its publications, as follows: (a) Bulletin 100 (1893); (b) Bulletin 177 (1901); (c) Bulletin 215 (1903); which, taken together, constitute an index of the survey's publications to 1913. Complete indexes to the survey's publications on Alaska and to the volumes of Mineral Resources are in preparation. Indexes of the Water-Supply Papers are published in Water-Supply Papers 119, 336, and 430.

*Mailing lists.*—The survey has no mailing list for all its publications but maintains in its library a distribution list of about 500 institutional libraries, from which publications are received by the survey. It has a mailing list of persons to whom monthly lists of new publications are sent.

*Atlas sheets.*—The United States Geological Survey has been engaged since its organization in making a topographic survey and atlas of the United States. The unit of survey is a quadrangle measuring 15', 30', or 1° each way, an area covering one-sixteenth, one-fourth, or one "square degree." The unit of publication is an atlas sheet 16½ by 20 inches, and each sheet is a topographic map covering one of the above-described areas. As the sheets are uniform in size, the larger the area covered the smaller the scale of the map. The scale of the full-degree map is 1:250,000, that of the 30' map is 1:125,000, and that of the 15' map is 1:62,500. Each map is designated by the name of some well-known place or feature appearing on it, and the names of published maps of adjoining quadrangles are printed on its margins. The maps are engraved on copper and printed from stone, in three colors. The cultural features, such as roads, railroads, cities, and towns, as well as the lettering, are in black; the water features are in blue; and the features of relief—hills, mountains, etc.—are shown by brown contour lines. The contour interval varies with the scale of the map and the relief of the country. Special maps with different outline scheme are also printed. The maps are sold at the rate of 10 cents a sheet of standard size. Index circulars showing available maps will be sent free of charge. Persons desiring index circulars should specify the State or States in which they are interested.

*State maps.*—Base maps of certain States have been printed. These maps, which are printed in black and white except as otherwise noted, have been prepared in connection with the work done on the great international map of the world and are published on a scale of 1:500,000, or approximately 8 miles to the inch. A few maps are printed on a scale of 16 miles to the inch. They show in accurate position all the principal cities, towns, villages, streams, and railroads and the main political subdivisions.

The following is a list of State maps sold by the Geological Survey: Alabama, Arkansas, Connecticut, Massachusetts and Rhode Island, Delaware, Delaware and Maryland, Florida, Georgia, Illinois, Indiana, Iowa, Kentucky, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, New Hampshire and Vermont, New Jersey, New Jersey and Pennsylvania, New York, North Carolina, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, Tennessee, Virginia, Washington, West Virginia, Wisconsin, Wyoming.

*United States maps.*—The following maps of the United States are issued and sold by the survey: Wall map, 49 by 76 inches; map, 18 by 28 inches; a relief of hypsometric map; base map, 11 by 16 inches, scale 100 miles to an inch; base map, 8½ by 12 inches, scale 200 miles to an inch.

*Map of North America.*—The survey has printed and has for sale a map of North America, 29 by 38 inches, scale 168 miles to an inch.

*Geologic maps.*—Geologic maps are contained in the folios of the Geologic Atlas of the United States and in other publications of the Geological Survey. A list of the folios and of the other publications may be obtained free of charge.

*International map of the world.*—The first three sheets of the North American Series of the International Map of the World have been published by the Geological Survey as follows: Boston Sheet (North K-19), includes most of New

England; San Francisco Bay Sheet (North J-10), part of California; Point Conception Sheet (North I-10), part of California.

Sheets of the international map have been published by other countries as follows: The Highlands (Scotland) sheet (North O-30); The Hebrides (Europe) sheet (North O-29); Constantinople (Europe) sheet (North K-35); Kenhardt (Africa) sheet (South H-34); Rome (Europe) sheet (North K-33); Budapest (Europe) sheet (North L-34); Alexandria (Africa) sheet (North H-35). These sheets can probably be obtained from Edward Stanford, map publisher, 12-14 Long Acre, W. C., London, England. Information in regard to the other sheets in progress can be obtained from Certain Bureau, International Map of the World, Building of the Ordnance Survey, Southampton, England. Sheets of this map of the world measure 24 by 25 inches; scale is 1:1,000,000, about 16 miles to the inch; 52 sheets to the United States.

*Correspondence.*—All correspondence should be addressed to the Director, United States Geological Survey, Washington, D. C.

### RECLAMATION SERVICE.

*Principal administrative officials.*—Director and Chief Engineer; Chief Counsel; Assistant Chief Counsel, Denver, Colo.; Counsel, Washington, D. C.; Consulting Engineer to the Secretary; Statistician; Chief of Construction, Denver, Colo.; Chief Clerk.

*General information and duties.*—The Director and Chief Engineer, the Chief of Construction, the Chief Counsel of the Reclamation Service, under the personal supervision and direction of the Secretary, are charged with the survey, construction, and operation of the Government irrigation works in the arid States authorized by the act of June 17, 1902, the reclamation act, and acts amendatory thereof. The States included in the operations of the service are North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Texas, and the States west to the Pacific coast.

*Publications.*—The following general publications and special reports have been issued. (a) State Cooperative Reports of Oregon and California: California—Iron Canyon project, Pit River basin, lower Pit River project, Oregon—Deschutes project, Ochoco and Crooked River project, Silver Lake project, John Day project, Rogue River Valley and Willamette Valley project, Malheur and Owyhee project, Harney and Silver Creek project, and Warner Valley and White River projects.

(b) Manual of the Reclamation Service. (Sold.) Contains the rules and regulations of the service covering engineering, legal, accounting, operation, and maintenance branches.

(c) Hydraulic and Excavation Tables. (Sold.) This is a handbook of tables used in the design of irrigation canals and structures, and includes tables of flow of water in open channels, through pipes, and over weirs, stadia tables, and other data.

(d) Tables for Reinforced Concrete. (Sold.) This handbook contains tables of bending moments, percentages of steel, spacing of steel bars and wire, bond of steel in concrete, material required for concrete, etc.

(e) Measurement of Irrigation Water. (Sold.) A handbook for ditch riders and canal superintendents, giving a description of weirs and tables to be used for computing flow of water in canals.

(f) Operation and Maintenance Use Book. (Sold.) A manual for the operation and maintenance branch of the service, describing organization, methods, reports, and forms used.

(g) Specimen Field Notes and Plats. (Free.) Pamphlet giving sample of survey field notes, town-site plats, and reservoir-site plats.

(h) Agricultural Pamphlets. (Free.) A series of six pamphlets discussing irrigation, capital required, prices, value, and profits from lands, stocking farms, profits from farm animals, and size of farms for most economical development.

(i) Settlement Pamphlets. (Free.) A series of pamphlets describing the 30 projects under construction and operation by the service.

(j) General Reclamation Circular—Laws. (Free.) Pamphlet containing the laws under which the service is operated, including the Reclamation Act, Reclamation Extension Act, and Irrigation District Act.

(k) Organization of Water Users Associations. (Free.) Pamphlet giving the form of organization of the project settlers' associations.

(l) Standard Designs of Irrigation Structures. (Sold.) A series of 12 designs of structures as follows: Abutments (concrete bridge), Bridges (wood



and steel). Buildings (wooden, camp). Culverts (pipe and concrete). Drops (wooden, canal). Flumes (wooden, canal). Flumes (concrete, canal). Gates (cast-iron). Retaining walls (concrete). Spillways (concrete, canal). Turnouts (pipe and concrete box), and Weirs and orifices (wooden).

(m) Specifications and Plans. (Sold.) A series of over 300 specifications with plans used in the construction of the irrigation works, extra copies of which are for sale. A partial list is as follows: Balanced valves for dams. Bridges of all kinds. Canals (cross-section and profiles). Checks and chutes. Concrete structures (irrigation). Culverts of all kinds. Dams (earth and masonry). Dams (rolling crest). Drops (concrete, notched). Flumes (steel and concrete). Gates and valves (high-pressure). Gates (radial and tangent). Machinery (exc., cons., etc.). Movable crest for dams. Pipes (wood stave, concrete, and steel). Siphon spillways and siphons. Steel bars for reinforcement. Tunnels and tunnel lining. Turbines and water wheels. Wasteways and spillways.

(n) Standard Specifications. (Sold.) A series of standard specification paragraphs on general conditions, methods of construction, irrigation instructions, materials, cement, telephone lines, etc.

(o) Special Drawings, separate from specifications. (Sold.) A series of drawings of sluicing gates, analyses of the stresses in the high masonry and low diversion dams, types of cylinder valves, and types of movable dam crests.

*Method of distribution of general publications.*—The publications above listed are distributed free or sold by the Reclamation Service as indicated under each individual item.

*Annual and other periodical publications.*—(a) Annual Reports. The Annual Reports of the service describe the construction and operation of the various irrigation projects, and include statistical data on engineering crops and farm data. The ninth and fifteenth annual reports give a complete description of the construction from the beginning of work to the date of issue. The reports are distributed free by the Reclamation Service as long as copies are available. Also sold by Superintendent of Documents.

(b) Reclamation Record. The Record is the monthly bulletin of the service. It gives an account of the construction and operation of the projects and includes illustrated articles of interest to water users and irrigation engineers. Many of the articles are contributed by experts in the employ of the Government. The Record is sent free to all water users on the projects and to a selected list of libraries and individuals. To others the subscription price is 50 cents a year, payable in advance. Subscriptions should be sent to the Chief Clerk, United States Reclamation Service, Washington, D. C., and remittances (postal money order or New York draft) should be made payable to the Special Fiscal Agent, United States Reclamation Service. Postage stamps will not be accepted.

*List of publications.*—A list of publications free and for sale is issued and revised about once each year. This list also includes those publications issued by other departments of the Government containing reference to the engineering or agricultural work of the service.

*Indexes to publications.*—The only separate index printed is one of the first to tenth annual reports, which is available for free distribution. Indexes are included in all annual reports, the Manual, Use Book, and other publications and in bound volumes of the Reclamation Record.

Lists of engineering articles relating to the work of the Reclamation Service appearing in the technical journals are printed as separates and are indexed.

*Mailing lists.*—A mailing list for the Reclamation Record, limited as stated to water users and those subscribing, is maintained by the service.

*Maps.*—The maps issued comprise large and small project maps, showing topography and principal irrigation canals; special maps showing the special features of a project; town-site plats; and farm-unit plats.

These maps are all sold and are included in the list of publications issued. The list of projects is as follows: Arizona, Salt River project; Arizona-California, Yuma project; California, Orland project; Colorado, Grand Valley project, Uncampahgre Valley project; Idaho, Boise project, Mirtidoka project, King Hill project; Kansas, Garden City project; Montana, Blackfeet project, Flathead project, Fort Peck project, Huntley project, Milk River project, Sun River project; Montana-North Dakota, Lower Yellowstone project; Nebraska-Wyoming, North Platte project; Nevada, Truckee-Carson project; New Mexico, Carlisbad project, Hondo project; New Mexico-Texas, Rio Grande project; North Dakota, Williston project; Oregon, Umatilla project; Oregon-California,



Klamath project; South Dakota, Belle Fourche project; Utah, Strawberry Valley project; Washington, Okanogan project, Yakima project—Storage unit, Sunnyside unit, Tieton unit; Wyoming, Shoshone project.

Maps of preliminary surveys of projects in the West are issued.

*Correspondence.*—All requests for publications should be addressed to the Chief Clerk, United States Reclamation Service, Washington, D. C.

## BUREAU OF MINES.

*Principal administrative officials.*—Director; Chief Clerk; Chiefs of Divisions: Fuel and Mechanical Equipment, Pittsburgh, Pa., Metallurgical, Mineral Technology, Mining, Petroleum; Chiefs of Section: Legal, Mine Accidents Statistics, Government Coal Inspection, Publications, Editorial, Accounts, Library, Petroleum Technology.

*General information and duties.*—The Director of the Bureau of Mines is charged with the investigations of the methods of mining, especially in relation to the safety of miners and the appliances best adapted to prevent accidents, the possible improvement of conditions under which mining operations are carried on, the treatment of ores and other mineral substances, the use of explosives and electricity, the prevention of accidents, and other inquiries and technological investigations pertinent to such industries. He also has charge of tests and analyses of coals, lignites, ores, and other mineral fuel substances belonging to or for the use of the United States, has supervision over the mine inspector for Alaska, and is charged with the administration of the act for the regulation of explosives during the war.

*General publications.*—The Bureau of Mines publications contain the results of scientific and technologic investigations concerning mining, in the preparation, treatment, and utilization of mineral substances with a view to improving health conditions, and increasing safety, efficiency, economic development, and conserving resources through the prevention of waste in the mining, quarrying, metallurgical, and other mineral industries; investigations of explosives and peat; and on behalf of the Government the investigation of mineral fuels and unfinished mineral products belonging to or for the use of the United States, with a view to their most efficient mining, preparation, treatment, and use.

The bureau publishes three classes of reports: Bulletins, Technical Papers, and Miners' Circulars.

(a) The Bulletins present in detail the results of technical and scientific investigations in mining and metallurgical methods, and therefore are of interest chiefly to engineers, chemists, mine officials, and other persons familiar with the subjects discussed.

(b) The Technical Papers are shorter and less formal than the Bulletins and contain preliminary statements of the results of the larger investigations, or describe the shorter investigations incident to a larger one.

(c) The Miners' Circulars deal with topics relating to accident prevention and rescue and first-aid methods, the safeguarding of health and other matters that directly concern the workers in mines, mills, and metallurgical plants. These circulars are written in simple, nontechnical language and are printed in much larger editions than are the Bulletins and Technical Papers.

*Method of distribution of general publications.*—A limited edition of each publication of the Bureau of Mines is printed for free distribution to residents of the United States and its possessions. Because of the demand within the United States and the limited supply, the bureau can not undertake to send its reports free to residents of foreign countries, except Canada, Mexico, Panama, and Cuba, in which countries the mailing frank of the United States Government is honored.

As the demand for many of the bureau's publications can not be met by the free editions printed under the appropriations made by Congress, and as the bureau's investigations have broadened so that no one person is likely to take an equal interest in all of them, applicants for publications are asked to cooperate in insuring an equitable distribution by applying for only those publications that are of especial interest. In asking for publications, the applicant should order them by number and title. Applications should be addressed to the Director of the Bureau of Mines, Washington, D. C.

As the editions of the bureau's publications are limited, they are frequently exhausted within a few weeks after issuance. When the editions are exhausted it is necessary for the applicants to apply to the Superintendent of Documents

Government Printing Office, Washington, D. C., who maintains a supply that is sold at the cost of printing; or the reports may be consulted at public libraries throughout the country. No publications are sold by the Bureau of Mines, and no money for publications should be sent to it.

If the applicant is in doubt as to whether or not the publication is still available for free distribution, he may write to the Bureau of Mines and he will be notified promptly. In addition the Superintendent of Documents prints price lists of the mining publications, and these may be purchased from that official upon request. When purchasing publications through the Superintendent of Documents prepayment of the price should be made in cash (exact amount) or by postal or express money order payable to the Superintendent of Documents.

Upon application a monthly postal card descriptive of the publications issued by the bureau is sent to all persons interested in mining and the mineral industries. In this way patrons of the bureau are kept informed as to the results of the investigations.

The Safety First Train, by J. L. Cochrane, 1917, 46 pp., illus., gives a description of the tour and exhibits of this train. Free distribution.

*Annual and other periodical publications.*—(a) The Bureau of Mines prints an Annual Report in a limited edition for free distribution as long as it lasts. This report is intended mainly as an administrative review of the work of the bureau and as such is not supposed to be of general interest to the mining public. (b) The bureau also publishes each month a statement of fatalities in coal mines which are distributed free to coal-mining officials and to mine operators. (c) Yearly statements of fatalities in coal and metal mines, quarries, metallurgical plants, and coke-oven plants are distributed in the same manner as the technical papers. (d) In addition the bureau issues various schedules of fees for testing explosives, mine lamps, and other mine apparatus. The schedules are of interest to manufacturers of explosives, mine lamps, coal-cutting machines, etc., and are of interest mainly to them. They are also distributed free to mining men who are directly interested.

*List of publications.*—The bureau issues a complete list of publications about four times a year, each time bringing the list up to date. This list is distributed free. The bureau also issues a monthly list of publications which is sent free to all persons who have requested that they be kept in touch with the bureau's work.

*Indexes to publications.*—An index is now in preparation and will be issued within the next few months. The edition will be for free distribution, but will be limited to those making specific requests for it.

*Mailing lists.*—The bureau does maintain a number of mailing lists for scientific libraries, mining schools, certain technical papers, mining and metallurgical associations, mine inspectors, assistant mine inspectors, etc. The technical press where directly interested in the bureau's publications exchanges its publications for those of the bureau.

A select list of coal miners and another of metal miners are on mailing lists to receive all of the circulars pertaining to safety. Coal operators and mining engineers are on another mailing list to receive the monthly statements of coal-mine fatalities.

It is not felt that it would be desirable to maintain mailing lists generally for individuals for the reason that the activities of the bureau cover so wide a range that no one person could possibly be interested in all of the various publications.

*Correspondence.*—Requests for publications should be addressed to Director of the Bureau of Mines, Washington, D. C.

## NATIONAL PARK SERVICE.

*Principal administrative officials.*—Director, Assistant Director, Chief Clerk.

*General information and duties.*—The Director of National Parks is charged with the duty of administering the national parks, the national monuments under the jurisdiction of the Interior Department, and the Hot Springs Reservation in Arkansas, including the maintenance, improvement, and protection of the parks, monuments, and reservation; and the control of the concessioners operating the utilities therein for the care of visitors.

The following 17 national parks are under the supervision of the National Park Service: Crater Lake, Oreg.; General Grant, Cal.; Glacier, Mont.; Hawaii,

Hawaii; Hot Springs Reservation, Ark.; Lassen Volcanic, Cal.; Mesa Verde, Colo.; Mount Rainier, Wash.; Platt, Okla.; Casa Grande Ruin, Ariz.; Rocky Mountain, Colo.; Sequoia, Cal.; Sullys Hill, N. Dak.; Wind Cave, S. Dak.; Yellowstone, Wyo., Mont., and Idaho; Yosemite, Cal.; Mount McKinley, Alaska.

The following 22 national monuments are under the supervision of the National Park Service: Devils Tower, Wyo.; Montezuma Castle, Ariz.; El Morro, N. Mex.; Chaco Canyon, N. Mex.; Shoshone Cavern, Wyo.; Natural Bridges, Utah; Gran Quivira, N. Mex.; Sitka, Alaska; Rainbow Bridge, Utah; Lewis and Clark Cavern, Mont.; Colorado, Colo.; Verendrye, N. Dak.; Muir Woods, Cal.; Pinnacles, Cal.; Tumacacori, Ariz.; Zion, Utah; Petrified Forest, Ariz.; Navajo, Ariz.; Papago Sagumro, Ariz.; Dinosaur, Utah; Sieur de Monts, Me.; and Capulin Mountain, N. Mex.

The following 11 national monuments are under the Department of Agriculture, and inserted here for convenience of reference: Gila Cliff Dwellings, N. Mex.; Jewel Cave, S. Dak.; Tonto, Ariz.; Wheeler, Colo.; Grand Canyon, Ariz.; Oregon Caves, Oreg.; Walnut Canyon, Ariz.; Devil Postpile, Cal.; Bandelier, N. Mex.; Mount Olympus, Wash.; Old Kasaan, Alaska.

The following two national monuments are under the jurisdiction of the War Department: Big Hole Battle Field, Mont.; Cabrillo, Cal.

*General publications.*—The following general publications have been issued, and are available for free distribution by the National Park Service or for sale by the Superintendent of Documents as indicated for each item:

(1) *All principal parks and monuments.*—Glimpses of our National Parks. 48 pp., illus. (Free.)

Appropriations, 1870-1918, for National Parks. 20 pp. (Free.)

Progress in Development of National Parks. 39 pp. (Free.)

National Parks Portfolio. 260 pp. 271 views. Paper, 35 cents; cloth, 55 cents.

National Park Conferences: Proceedings, First Conference, September, 1911, 210 pp., 15 cents. Proceedings, Second Conference, October, 1912, 146 pp., 15 cents. Proceedings, Third Conference, March, 1915, 166 pp., 20 cents. Proceedings, Fourth Conference, January, 1917, 25 cents.

Guidebooks by United States Geological Survey:

(a) Guidebook of the Western United States, Part A, The Northern Pacific Route, with a side trip to Yellowstone Park, by M. R. Campbell and others. (Bulletin 611, U. S. Geological Survey.) 1915. 212 pages, 27 route maps, 27 plates, 39 text figures. 50 cents.

(b) Guidebook of the Western United States, Part B, The Overland Route, with a side trip to Yellowstone Park, by W. T. Lee, R. W. Stone, H. S. Galt and others. (Bulletin 612, U. S. Geological Survey.) 1915. 244 pages, 27 route maps, 50 plates, 20 text figures. 50 cents.

(c) Guidebook of the Western United States, Part C, The Santa Fe Route, with a side trip to the Grand Canyon of the Colorado, by N. H. Darton and others. (Bulletin 613, U. S. Geological Survey.) 1915. 194 pages, 25 route maps, 42 plates, 40 text figures. 50 cents.

(d) Guidebook of the Western United States, Part D, The Shasta Route and Coast Line, by J. S. Diller and others. (Bulletin 614, U. S. Geological Survey.) 1915. 142 pages, 19 route maps, 33 plates, 15 text figures. 50 cents.

These guidebooks are sold by the Superintendent of Documents, Government Printing Office, at price enumerated above.

General information bulletins of each of the principal parks are issued each year as separates, and are for free distribution.

(1) *Crater Lake Park*, 40 illus.

(2) *Crater Lake National Park.*—Forests of Crater Lake Park. 40 pp., illus. 20 cents.

Geological History of Crater Lake. 32 pp., illus. 10 cents.

General Information, Annual Pamphlet. Free.

Guidebook, Bulletin 614, United States Geological Survey, Part D, 142 pp., illus. 50 cents.

Panoramic View of Crater Lake Park, 16½ by 18 inches. 25 cents.

(3) *General Grant National Park.*—Forests of Yosemite, Sequoia, and General Grant Parks. 40 pp., illus. 20 cents.

General Information, Pamphlet issued annually. Free.

The Secret of the Big Trees. 24 pp., illus. 5 cents.

(4) *Glacier National Park.*—General Information, Pamphlet issued annually. Free.

Glaciers of Glacier Park. 48 pp., illus. 15 cents.

Glacier National Park, a Guide. Bulletin 600, United States Geological Survey. 30 cents. Origin of the Scenic Features of the Park. 42 pp. illus. 15 cents. Panoramic View of Glacier Park. 18 1/2 by 21 inches. 25 cents. Some Lakes of Glacier Park. 32 pp. illus. 10 cents.

(5) *Hot Springs Recreation*.—Analyses of the Waters of the Hot Springs, and Geological Sketch. 56 pp. 10 cents.

General Information. Pamphlet issued annually. Free.

(6) *Mesa Verde National Park*.—Antiquities of the Mesa Verde Park. Bulletin 41, Bureau of Ethnology. 58 pp., plates and figures. 40 cents.

Antiquities of Mesa Verde Cliff Palace. Bulletin 51, Bureau of Ethnology. 82 pp., plates and figures. 45 cents.

Excavation and Repair of Sun Temple. 32 pp. illus. 15 cents.

General Information. Pamphlet issued annually. Free.

Panoramic View of Mesa Verde Park. 22 1/2 by 19 inches. 25 cents.

Report on Ancient Ruins in Southwestern Colorado, 1875-76. Geologic and Geographic Survey Ter., Tenth Report, \$1.80.

(7) *Mount Rainier National Park*.—Features of Flora of Mount Rainier Park. 48 pp. illus. 25 cents.

Forests of Mount Rainier Park. 32 pp. illus. 20 cents.

General Information. Pamphlet issued annually. Free.

Mount Rainier and Its Glaciers. 48 pp. illus. 15 cents.

Panoramic View of Mount Rainier Park. In ten colors. 19 by 20 inches. 25 cents.

(8) *Rocky Mountain National Park*.—General Information. Pamphlet issued annually. Free.

Geological History, or a Guide to Rocky Mountain Park. illus. 10 cents.

Panoramic View Rocky Mountain Park. In colors. 14 by 17 inches. 25 cents.

(9) *Sand Dunes of Indiana*.—Report on Proposed Sand Dunes National Park, Indiana, 1917. Contains hearings. Chicago, October, 1916. 113 pp. Free.

(10) *Sieur de Monts National Monument*.—The Coastal Setting, Rocks and Woods. Includes papers on Coast of Maine, Geology and Woods of Mount Desert. Free.

The Sieur de Monts Monument, 1917. 4 pp. illus. Free.

Additional papers can be obtained from custodian, Bar Harbor, Me.

(11) *Sequoia National Park*.—Forests of Yosemite, Sequoia, and General Grant Parks. 20 cents.

General Information. Pamphlets issued annually. Free.

The Secret of the Big Trees (in parks). 24 pp. illus. 5 cents.

(12) *Yellowstone National Park*.—Fishes of the Yellowstone National Park. Bureau of Fisheries. Document No. 818. 28 pp. illus. 5 cents.

Fossil Forests of Yellowstone Park. 32 pp. illus. 10 cents.

General Information. Separate pamphlet issued annually. Free.

Geological History of Yellowstone Park. 24 pp. illus. 10 cents.

Geysers, 1912. 32 pp. 23 illus. 10 cents.

Panoramic View of Yellowstone Park. In colors. 18 by 21. 25 cents.

Railroad Guidebooks, with Side Trips to Yellowstone Park. Bulletin 611, U. S. Geological Survey, Northern Pacific Route, 50 cents. Bulletin 611, U. S. Geological Survey, Overland Route, 50 cents. (Both over 200 pages each and include route maps and illustrations.)

(13) *Yosemite National Park*.—Forests of Yosemite, and Other Parks, 40 pp. illus. 20 cents.

General Information. Separate pamphlet issued annually. Free.

Panoramic View of Yosemite Park. Eight colors. 18 by 18 inches. 25 cents.

Sketch of Park and Origin of Yosemite and Hetch Hetchy Valley. 10 cents.

The Secret of the Big Trees, Yosemite, Sequoia, and General Grant Parks.

Includes a statement of climatic conditions in California and Asia during a period of 3,400 years. 24 pp., 14 illus. 5 cents.

(14) *Casa Grande Ruin*.—General Information Circular. 31 pp. Free.

*Method of distribution of publications*.—The above publications are for sale by the Superintendent of Documents, Government Printing Office, Washington, D. C., except where noted "Free," these publications being forwarded on application to the Director, National Park Service, Washington, D. C.

*Annual and other periodical publications*.—(a) Annual Report of the Superintendent of National Parks for the fiscal year which contains extracts of reports of park supervisors, but no descriptive matter. For free distribution.



(b) General Information Circulars. These are issued each season and contain information regarding hotels, camps, points of interest, sketch map, rules and regulations, and list of books and magazine articles. Free distribution. A separate pamphlet is published for each of the parks as follows: Crater Lake, Glacier, Hot Springs, Reservation, Mesa Verde, Mount Rainier, Rocky Mountain, Sequoia and General Grant, Wind Cave, Yellowstone, Yosemite, Casa Grande Ruins.

(c) General Information Pamphlet in regard to National Monuments Administered by the War Department, Department of Agriculture, and the National Park Service. 34 in all. For free distribution.

(d) First Annual Report of the Service as Organized into a Separate Bureau. Illustrated and with maps. 258 pp. (A recent list of publications is included in this report to June 30, 1917. pp. 246-249.)

*List of publications.*—Two lists of publications are issued as follows: (a) List of publications for sale by Superintendent of Documents.

(b) List of publications distributed free by National Park Service.

*Mailing lists.*—Mailing lists are kept of persons desiring to receive notices of national park publications as issued.

*Maps.*—Maps of the parks and monuments have been issued as follows: (a) Automobile guide maps, printed in two colors, for free distribution: Crater Lake Park, Oreg.; Glacier Park, Mont.; Mount Rainier Park, Wash.; Rocky Mountain Park, Colo.; Sequoia and General Grant National Parks, Cal.; Yellowstone Park, Montana, Idaho, and Wyoming; Yosemite Park, Cal.

(b) Map of the United States west of Chicago, printed in two colors, and showing all 17 National parks and 22 National monuments, administered by the National Parks Service, is available for free distribution.

(c) Maps of parks and monuments in U. S. Geological Survey topographic sheets as follows: Crater Lake National Park, Oreg.: Limiting parallels, 42° 48' and 43° 01'. Limiting meridians, 122° and 122° 16'. Size, 19 by 22 inches. Scale, 1:62,500, or about 1 mile to 1 inch. Contour interval, 50 feet. An illustrated description of the lake and the manner of its formation is given on the back of the sheet. Price, 10 cents retail or 6 cents wholesale.

Glacier National Park, Mont.: Limiting parallels, 46° 14' 36" and 49°. Limiting meridians, 113° 10' and 114° 30'. Size, 31 by 35 inches. Scale, 1:125,000, or about 2 miles to 1 inch. Contour interval, 100 feet. Price, 25 cents retail or 15 cents wholesale.

Mesa Verde National Park, Colo.: Limiting parallels, 37° 09' 18" and 37° 21'. Limiting meridians, 108° 15' and 108° 37' 30". Size, 31 by 46 inches. Scale, 1:31,250, or about one-half mile to 1 inch. Contour interval, 25 feet. Price, 20 cents retail or 12 cents wholesale.

Mount Rainier National Park, Wash.: Limiting parallels, 46° 43' 43" and 47° 00'. Limiting meridians, 121° 30' and 121° 55'. Size, 22 by 23 inches. Scale, 1:62,500, or about 1 mile to 1 inch. Contour interval, 100 feet. Price, 10 cents retail or 6 cents wholesale.

Yellowstone National Park, Wyo., Mont., Idaho: Limiting parallels, 44° 08' 17" and 45° 01' 55". Limiting meridians, 110° and 111° 05' 53". Size, 32 by 36 inches. Scale, 1:125,000, or about 2 miles to 1 inch. Contour interval, 100 feet. Price, 25 cents retail or 15 cents wholesale.

Yosemite National Park, Cal.: The park limits established by acts of Congress are shown in colors. Limiting parallels, 37° 30' and 38° 15' 39". Limiting meridians, 119° and 120°. Size, 29 by 31 inches. Scale, 1:125,000, or about 2 miles to 1 inch. Contour interval, 100 feet. Price, 25 cents retail or 15 cents wholesale. Also issued folded between covers; price, 40 cents retail or 24 cents wholesale. The Yosemite Valley is shown on a larger scale on the Yosemite Valley map. (See below.)

Some of the national parks and reservations are shown in whole or in part on the standard topographic maps, as indicated below.

Casa Grande Ruins, Ariz.: The northern part of this area is shown on the Sacaton map. Scale, 1:62,500, or about 1 mile to 1 inch. Contour interval, 50 feet. Price, 10 cents retail or 6 cents wholesale.

General Grant National Park, Cal.: Shown on the Tehiptle map. Scale, 1:125,000, or about 2 miles to 1 inch. Contour interval, 100 feet. Price, 10 cents retail or 6 cents wholesale.

Hot Springs Reservation, Ark.: Shown on the map of Hot Springs and vicinity. Scale, 1:62,500, or about 1 mile to 1 inch. Contour interval, 20 feet. Price, 10 cents retail or 6 cents wholesale.



Platt National Park, Okla.: This park is at the town of Sulphur, Murray County, which is shown on the Stonewall map. Scale, 1:125,000, or about 2 miles to 1 inch. Contour interval, 50 feet. Price, 10 cents retail or 6 cents wholesale.

Rocky Mountain National Park, Colo.: The greater portion of this park is shown on the Longs Peak map. Scale, 1:125,000, or about 2 miles to 1 inch. Contour interval, 50 feet. Price, 10 cents retail or 6 cents wholesale.

Sequoia National Park, Cal.: Shown on the Kaweah and Tehipite maps. Scale, 1:125,000, or about 2 miles to 1 inch. Contour interval, 100 feet. Price of each map, 10 cents retail or 6 cents wholesale.

Wind Cave National Park, S. Dak.: Shown on the Harney Peak and Hermosa maps. Scale, 1:125,000, or about 2 miles to 1 inch. Contour interval, 100 feet. Price of each map, 10 cents retail or 6 cents wholesale.

Yosemite Valley, Cal.: Shown on the Yosemite Valley map. Limiting parallels, 37° 42' and 37° 47' 05". Limiting meridians, 119° 39' and 119° 43' 40". Scale, 1:24,000, or about 2 1/2 inches to 1 mile. Contour interval, 50 feet. Price, 10 cents retail or 6 cents wholesale.

The maps are sold by the Director of the Geological Survey, Washington, D. C.

*Correspondence.*—For publications available for free distribution address, Director, National Park Service, Washington, D. C. For publications for sale, as indicated by price, address Superintendent of Documents, Government Printing Office, Washington, D. C.

Remittances should be by money order, payable to the Superintendent of Documents, Washington, D. C.

### SUPERINTENDENT OF THE CAPITOL BUILDING AND GROUNDS.

*Principal administrative officials.*—Superintendent, Chief Clerk, Chief Electrical Engineer, Accountant, Civil Engineer.

*General information and duties.*—By the act of April 16, 1862 (12 Stat., 617), the supervision of the Capitol extension and the erection of the new dome was transferred from the War Department to the Department of the Interior. By the act of March 30, 1867 (15 Stat., 331), it was provided that all improvements, alterations, and repairs of the Capitol should be made under direction of the architect of the Capitol, and should be paid for by the Secretary of the Interior. The act of August 15, 1876 (19 Stat., 147), conferred upon the architect "care and supervision" of the Capitol building, and provided that estimates thereof should be submitted through the Secretary of the Interior; also that the architect should perform all duties pertaining to the Capitol formerly performed by the Commissioner of Public Buildings. The act of February 14, 1902 (32 Stat., 20), changed the title of the architect to Superintendent of the Capitol Building and Grounds.

*Annual and other periodical publications.*—Annual Report of the Secretary of the Interior, distributed free. Works of Art in the United States Capitol Building, Including Biographies of the Artists, 1913.

## PART VIII.—DEPARTMENT OF AGRICULTURE.

(For location of department and bureaus, see page 190.)

*Principal administrative officials.*—Secretary of Agriculture, Assistant Secretaries (3), Assistants to the Secretary (3), Private Secretary to the Secretary of Agriculture, Chief Clerk, Assistant Chief Clerk and Captain of the Watch, Assistant in Charge of Supplies, Mechanical Superintendent, Appointment Clerk, Solicitor, Chief of Office of Farm Management, Assistant in Charge of Office of Inspection, Attorney in Charge of Forest Appeals, Special Agent on Exhibits, Division of Accounts and Disbursements; Chief of Division and Disbursing Clerk, Administrative Assistant, Cashier and Chief Clerk, Accountant and Bookkeeper, Supervising Auditor, Deputy Disbursing Clerk, Publication Work; Chief Editor in Charge of Editorial Office; Chief of Office of Information; Division of Publications—Chief, Assistant Chief in Charge of Printing, Chief Clerk; Assistants, in Charge of Indexing, Illustrations, and Document Section.

*General information and duties.*—The Secretary of Agriculture is charged with the work of promoting agriculture in its broadest sense. He exercises general supervision and control over the affairs of the department and formulates and establishes the general policies to be pursued by its various branches and offices.

The Assistant Secretary of Agriculture becomes Acting Secretary in the absence of the Secretary and assists in the general supervision of the work of the department.

The Chief Clerk has general supervision of clerks and employees; of the order of business of the department, and of records of the Secretary's office; and of expenditures from appropriations for miscellaneous expenses, rents, etc. He is responsible for the enforcement of the general regulations of the department and is custodian of buildings.

The Appointment Clerk prepares all papers connected with appointments, transfers, promotions, reductions, details, furloughs, and removals, and has charge of correspondence with the Civil Service Commission. He is custodian of oaths of office and personnel reports. He has the custody and use of the department seal.

The Solicitor is the legal adviser of the Secretary and the heads of the several branches of the department. He directs and supervises all law work of the department.

The Office of Exhibits handles the correspondence of the department relative to exhibits at fairs and expositions of various kinds; cooperates with several branches of the department in preparing exposition material; ships, installs, and cares for such exhibits; and investigates methods of displaying them.

The Office of Information is established to secure the widest possible circulation in popular form for the discoveries and recommendations of the scientists, specialists, and field workers of the department. It gives out to the public press agricultural facts taken from publications, official orders, and also from oral statements of specialists. Material so disseminated is set forth in such form as to attract public attention, be easily understandable, and lead to the adoption of the methods recommended. A weekly news letter is published. The office also prepares circulars, posters, and pamphlets designed to assist workers in carrying out educational and demonstration plans.

The Office of Forest Appeals investigates for the Secretary of Agriculture appeals from decisions of the Forest Service and reports its findings to the Secretary.

The Department Library contains 150,000 books and pamphlets, including an extensive collection on agriculture, a large and representative collection of the sciences related to agriculture, and a good collection of standard reference books. Periodicals currently received number 2,337. A dictionary catalogue is kept on cards, which number about 347,000. The librarian has charge of the foreign mailing lists, and domestic list of libraries.

The Division of Accounts and Disbursements has charge of the disbursements of public funds appropriated for the Department of Agriculture and the keeping of accounts and appropriate ledgers in connection therewith.

The work of the Editorial Office includes the consideration and critical examination of all manuscripts submitted for publication by the various bureaus, divisions, and offices of the department. In making criticisms and suggestions for the improvement of manuscripts, the chief editor is authorized to consult fully and freely with the chiefs of the bureaus, divisions, and offices, the authors of manuscripts, and any other officer or employee of the department.

The Division of Publications conducts all business of the department transacted with the Government Printing Office; has general supervision of all printing, including the indexing, illustration, binding, and distribution of publications, and the maintenance of mailing lists.

*Publishing bureaus.*—There are 13 publishing bureaus, divisions, and offices of the United States Department of Agriculture, and the results of their investigations are published as contributions to the departmental series of publications. Previous to July 1, 1913, each bureau had a series of bulletins and a series of circulars, and in addition to these the Secretary's Office issued bulletins, numbered reports, circulars, and annual reports. These bureau series were discontinued on the date mentioned, and in the paragraphs below the new classification of the publications of the Department of Agriculture is described.

#### PUBLICATIONS.

*General publications.*—The publishing bureaus, divisions, and officers, with the subjects coming within their respective provinces upon which bulletins are prepared and contributed to the series to which they properly belong, are given under respective bureaus.

*Method of distribution of general publications.*—The publications of the United States Department of Agriculture are distributed free as long as the supply lasts. When copies are no longer available for that purpose, the publications may be purchased from the Superintendent of Documents, Government Printing Office, Washington, D. C., at the cost of printing and paper; some of them can be secured only by purchase. There are, however, certain publications such as Farmers' Bulletins, circulars of information, miscellaneous circulars, etc., of which reprints are frequently made, which are distributed free upon request made to the department.

*Annual, periodical, and other publications.*—A new classification of the publications of the Department of Agriculture was adopted July 1, 1913, as follows:

*Department bulletins.*—The popular matter heretofore published in the bulletins and circulars of the various bureaus, divisions, and offices is now published in the departmental series of bulletins which contain a popular discussion of the investigations of the department. A subseries of these bulletins, known as Professional Papers, is issued, which contain discussions of the work of a professional or semiprofessional nature, dealing with crops, animals, and similar matter, which, though sometimes handled in a popular way, may be presented in a professional or technical form. These are generally of octavo size, illustrated by plates or text figures or both, and are generally printed without cover, title page, table of contents, or index, and are issued in editions of 2,500 to several thousand, according to the subject, the nature of the demand, and the need for wide distribution of the information. Copies of these bulletins are distributed free to all who apply for them, as long as the supply lasts. When no copies are available, applicants are referred to the Superintendent of Documents, Government Printing Office, who has them for sale at a nominal price, in accordance with the provisions of law.

*Serial publications.*—This series comprises (a) the Journal of Agricultural Research, in which are included scientific and technical articles giving the results of investigations and scientific experiments by the department. The journal is published weekly, and is distributed free only to agricultural colleges, technical schools, experiment station libraries, State universities, Government depositories, and to such institutions as make suitable exchanges with the department. Further distribution is by purchase from the Superintendent of Documents, Government Printing Office, the subscription price being \$3 per year. The journal is royal octavo in size, and varies from 20 to 48 pages.

(b) The Experiment Station Record is published monthly and contains abstracts and comments on the scientific work bearing on agriculture issued by the

agricultural experiment stations and other institutions. It is distributed free to persons engaged in scientific investigations of agricultural subjects, libraries of experiment stations, agricultural colleges, and collaborators and cooperators with the department. Miscellaneous applicants may procure it by purchase from the Superintendent of Documents, the subscription price being \$1 per volume, two volumes being issued a year, or 15 cents per single copy.

(c) The Monthly Crop Report is issued according to law. It contains statistics with regard to condition, production and yield of crops, and the production and value of farm animals. It is quarto in size, contains 8 to 12 pages, and is sent to all who are interested.

(d) The Weekly News Letter is a weekly publication, consisting of from 4 to 8 pages. It is published for the information of the employees of the department, and is sent to cooperators of the department. It can be purchased from the Superintendent of Documents, who has it for sale at 50 cents a year.

(e) The Monthly List of Publications is a full-page leaflet, issued after the first of each month. It contains a list by numbers and titles of the publications issued during the preceding month. It gives the title, author, and number of pages of each publication, and the price at which it may be obtained from the Superintendent of Documents after the department's supply is exhausted, together with a short sketch describing the character of the bulletin and the section of the country to which it is particularly applicable. It is sent free to all who apply for it.

(f) The Monthly Weather Review is a quarto-sized publication, consisting of 12 numbers to the volume, and is for sale by the Superintendent of Documents, the subscription price being \$2.50 a year.

*Congressional publications.*—These publications, required by law to be printed, comprise for the Department of Agriculture the following:

(a) The Annual Report of the Secretary, which is for free distribution as long as the supply lasts.

(b) Annual reports of the various bureaus, divisions, and offices, printed primarily for the information of Congress. The edition being small, there is little miscellaneous distribution.

(c) The Yearbook is an octavo publication and contains articles of the magazine type, describing some feature of the work of the department. It comprises from 600 to 800 pages; and the edition is 500,000 copies, of which 470,000 are for distribution by Senators, Representatives, and Delegates in Congress. Thirty thousand copies are allotted to the department, which are distributed principally to its correspondents and collaborators. The Yearbook is for sale by the Superintendent of Documents, at from \$0.75 to \$1 a copy, the price varying in different years.

(d) The Report on the Experiment Stations comprises a review of the work of the experiment stations. It is octavo in size and the number of pages varies from 300 to 500. The principal distribution is to the stations and libraries.

(e) Report on Field Operations of the Bureau of Soils is an octavo volume, comprising from 1,500 to 1,800 pages. It is made up of reports of soil surveys of different localities issued as soon as prepared, which are afterwards included in the full report. The full report is distributed only to libraries, although the advance sheets of these soil surveys are distributed free as long as the supply lasts, the department's edition being only 1,000 of each.

*Farmers' Bulletins:* This series consists of practical, concise, and specific information on matters relating to country life, the average size being 10 pages, although when occasion requires, the number of pages is increased or decreased. The subjects discussed in these bulletins are handled in such a way that the statements are practically in the nature of formulas, and they are prepared as far as possible to apply to specific sections of the country, and are designed to be of practical use to the reader. There is a special appropriation for printing these bulletins, four-fifths of all of the number printed being distributed upon the orders of Senators, Representatives and Delegates in Congress, leaving one-fifth for distribution by the department. The department distributes its allotment free as long as the supply lasts, but so great is the demand for them that it is impossible to meet it, with the result that it is often necessary to refer applicants to the Superintendent of Documents.

*Lists of publications.*—The United States Department of Agriculture issues regularly upon the last day in the month the Monthly List of Publications, containing a statement as to each of the documents issued by the department during that period. The Monthly List is mailed to all persons who may have



indicated a desire to receive such information, and this is the only publication of the department that is forwarded to such a list. There are small lists kept in the different bureaus and offices to which publications originating in those bureaus, and believed to be of special interest to the persons on these lists, are mailed. The department also from time to time prints a list of the Farmers' Bulletins available for distribution, and also a list of the publications issued since July 1, 1913, at which time the new series were established. These lists are forwarded to applicants upon request for information concerning what the department has available for distribution on various subjects. In addition to these lists, the Superintendent of Documents, Government Printing Office, Washington, D. C., issues a number of lists of the publications of the United States Department of Agriculture classified as to subjects, copies of which he will mail free to all applicants. These lists contain a statement as to title, author, pages, illustrations, prices, etc., and are revised from time to time so that the information conveyed by them may refer primarily to publications available for sale.

*Indexes to publications.*—Indexes are prepared for such publications as are of sufficient size to justify it. These include the Farmers' Bulletins, Yearbooks, Annual Reports, Periodicals, Service and Regulatory Announcements, etc. The indexes published separately comprise, therefore, the Farmers' Bulletins, the Yearbooks, Crop Report, Weekly News Letter, and Service and Regulatory Announcements. These indexes are, as a rule, issued in limited editions and are distributed principally to libraries and educational institutions and are not available for wide general distribution. In many cases they are not even available for sale, as they are out of print. As long as copies are available they can be secured from the Superintendent of Documents, Government Printing Office, Washington, D. C.

*Mailing lists.*—There are a number of lists maintained by the department to which are mailed free certain publications, and in the aggregate the department's mailing list is very large, but, with the exception of the Crop Reporter and the Monthly List of Publications, the list to which any particular publication is mailed is very small.

*Maps.*—The United States Department of Agriculture does not issue any maps for distribution, preparing only outline maps for the use of its various offices and investigators and such as may be necessary for the illustration of particular volumes. No individual maps are either for free distribution or for sale.

*Correspondence.*—All correspondence regarding the publications of the Department of Agriculture other than those of the Weather Bureau should be addressed, if the documents are available for free distribution, to the Chief of the Division of Publications, and if for sale, to the Superintendent of Documents, Government Printing Office, Washington, D. C., to whom remittance should be made; no remittance of any kind should be made to the department, as it does not sell its documents, that province being reserved by law to the Superintendent of Documents. For Weather Bureau publications, requests should be addressed to the Chief of the Weather Bureau, if the publications are free, or to the Superintendent of Documents for those to which a price is affixed.

## OFFICE OF FARM MANAGEMENT.

*Principal administrative officials.*—Chief, Assistant Chief, and Assistant to the Chief.

*General information and duties.*—This office studies the details of farm practice. Its main object is to improve farm practice by introducing better business methods and by applying the principles of science wherever they are known. The types of farming prevailing in the various sections of the country are being studied in a number of localities, and a detailed study of farm economics and business principles is being made.

*General publications.*—Farm management bulletins have been issued on: Farm management survey; farm bookkeeping and accounts; farm organization in the Northeastern and Northern dairy region, Middle Atlantic region, Cotton belt, Great Plains region, and Pacific Coast and Rocky Mountain region; duty of farm machinery; economic study of the farm tractor; cost of producing dairy cattle, baby beef, and beef cattle; cost of apple production; cost of producing cotton; cost of growing sugar beets; cost of producing hay; cost of harvesting wheat; systems of tenant farming; lease contracts; food



furnished by the farm; farmer's income; labor distribution on the farm; and graphic summaries of American and the world's agriculture.

*Method of distribution of general publications.*—Publications can be obtained free as long as the supply lasts which is allotted to the Division of Publications, U. S. Department of Agriculture. When this supply is exhausted, bulletins can be purchased from the Superintendent of Documents, Government Printing Office.

*Annual and other periodical publications.*—The Annual Report of the chief of the office gives an account of the work conducted by this office. Distributed free as long as the supply lasts.

*List of publications.*—The office prepares a mimeographed list of its publications which is distributed only upon request. No monthly list is issued, because all bulletins are listed in the Monthly List of Publications issued by the Division of Publications of the Department of Agriculture.

*Indexes to publications.*—There are no indexes covering only Farm Management Bulletins. Farm Management Bulletins are included in the indexes to Farmers' Bulletins and Department Bulletins of the Department of Agriculture.

*Correspondence.*—All requests for bulletins should be addressed to Chief, Division of Publications, U. S. Department of Agriculture; Washington, D. C.

## WEATHER BUREAU.

*Principal administrative officials.*—Chief; Assistant Chief; Chief Clerk; Chiefs of Divisions: Forecast, River and Flood, Agricultural Meteorology, Climatological, Instruments, Telegraph, Printing, Supplies, Stations and Accounts; Library, Office of Editor; In charge of Solar Radiation Investigations, Seismological Investigations, Aerological Investigations; In charge of forecast districts—Chicago, Ill., New Orleans, La., Denver, Colo., San Francisco, Cal., Portland, Oreg.

*General information and duties.*—The Weather Bureau has charge of the forecasting of the weather; the issue and display of weather forecasts, and storm, cold-wave, frost, and flood warnings; the gauging and reporting of river stages; the maintenance and operation of the United States Weather Bureau telegraph and telephone lines; the collection and transmission of marine intelligence for the benefit of commerce and navigation; the reporting of temperature and rainfall conditions for agricultural interests; the taking of such meteorological observations as may be necessary to determine and record the climatic conditions of the United States; and researches in aerology, solar radiation, seismology, volcanology, and kindred subjects.

*General publications.*—The publications of the Weather Bureau deal principally with theoretical and applied meteorology, including agricultural aerological, dynamic and marine meteorology, climatology, phenology, weather and weather forecasts, rivers and floods, seismology, meteorological bibliography, and related subjects.

*Method of distribution of general publications.*—The daily weather maps and forecast cards, the weather and crop bulletins, and the snow and ice bulletins are distributed free by the bureau wherever they are intended to be used for the public benefit; these and other periodical publications are also furnished free to educational and scientific institutions, libraries, and to contributing and cooperative individuals or associations. In all other cases these publications are sold through the Superintendent of Documents, except small pamphlets and leaflets intended principally for educational purposes, which are furnished free on application to the chief of bureau.

*Periodical and miscellaneous publications.*—The Annual Report of the Chief of the Weather Bureau consists of four parts: Part I, Administrative report; Part II, General summary of weather conditions; Parts III and IV, Climatology. This is a congressional document and may usually be obtained by applying to Members of Congress.

Annual Report on River Stages at River-gauge Stations on the Principal Rivers of the United States. In addition to the daily gauge readings at numerous river stations, this report contains a summary of the principal floods that occurred during the year.

Monthly Weather Review contains contributions from the research staff of the Weather Bureau and special contributions of a general character in any branch of meteorology and climatology, also climatological data for Weather Bureau stations. The contents are classified into seven sections; Section 1.

**Aerology.** Section 2. General meteorology. Section 3. Forecasts and general conditions of the atmosphere. Section 4. Rivers and floods. Section 5. Seismology. Section 6. Bibliography. Section 7. Weather of the month, with nine charts.

**Monthly Weather Review Supplement.** These supplements are issued at irregular intervals in place of the series of lettered and numbered bulletins formerly published. They comprise those more voluminous studies that form permanent contributions to the science of meteorology, and important communications relating to weather forecasting and other activities of the bureau.

**Climatological Data for the United States by Sections.** Issued for each month and for the year. Each number contains the data for every State, with two charts illustrating the temperature and precipitation for the month. The data for each State or section are, as a rule, printed at the section center, and then assembled and bound into the complete number at Washington.

**National Weather and Crop Bulletin** is issued weekly from April to October, inclusive, and monthly during the remainder of the year. It contains charts, tables, and text showing the rainfall and temperature, with departures from normal, together with text of the effect of the weather upon crops and farm operations. These are itemized by States, and summarized for the country as a whole. It also contains occasional special articles showing the results of studies to determine the critical period of development of crops and the weather having the greatest influence upon the yield.

**Snow and Ice Bulletin.** One sheet with chart and text is issued weekly during the winter. Shaded portions on the chart represent areas covered with snow, and lines indicate equal depths of snow in inches. The text gives a general summary of the weather, snow, and ice conditions during the week, and the table the depth of snow and the thickness of the ice in rivers and harbors at selected points in the United States.

**Daily Weather Map** is issued at Washington and, in modified forms, at a large number of Weather Bureau stations throughout the country. These maps show graphically and by means of tables the prevailing weather conditions at 8 a. m., seventy-fifth meridian time, and give the forecasts for the next 24 or 36 hours.

**Instrument Division Circulars** are issued at irregular intervals as needed. These contain detailed descriptions of meteorological instruments and apparatus used by the bureau, with instructions for their use, management, and care.

Miscellaneous pamphlets, leaflets, charts, etc., intended mainly for educational purposes, are issued at irregular intervals as needed.

**List of publications.**—A list of publications is distributed free of charge.

**Indexes to publications.**—No general indexes are issued other than those contained in individual publications or volumes. A list of serial numbers of Weather Bureau publications, beginning with January, 1895, appeared in the Monthly Weather Review for July, 1915, reprints of which are available for general distribution.

**Mailing lists.**—Mailing lists are maintained for all periodical publications of the bureau.

**Maps.**—In addition to the daily weather maps and the charts issued with other periodical publications, the Weather Bureau issues various climatological charts showing normals and extremes of temperature, precipitation, relative humidity, etc., and a chart of cloud forms with descriptive text.

**Correspondence.**—All correspondence should be addressed to the Chief, United States Weather Bureau, Washington, D. C.

## BUREAU OF ANIMAL INDUSTRY.

**Principal administrative official.**—Chief; Assistant Chief; Chief Clerk; Chiefs of Divisions: Animal Husbandry, Biochemic, Dairy, Field Inspection, Meat Inspection, Tick Eradication, Tuberculosis Eradication, Miscellaneous, Pathological, Quarantine, Zoology; Editor, Superintendent of Experiment Station.

**General information and duties.**—The Bureau of Animal Industry has charge of the work of the department relating to the live-stock industry. In general it deals with the investigation, control, and eradication of diseases of animals; the inspection and quarantine of live stock, the inspection of meat and meat food products, and with animal husbandry and dairying.

*General publications.*—The Bureau of Animal Industry prepares publications relating to the eradication and control of animal diseases; inspection and quarantine of imported and exported live stock; eradication of cattle ticks and hog cholera; live-stock demonstration in areas freed from cattle ticks; dairy investigations; animal-husbandry investigations; control of the manufacture, importation, and shipment of viruses, serums, etc., and the control of meat and meat food products.

*Distribution, reports, lists, indexes, mailing lists, maps, and correspondence.*—See Department publications; pages 88-90.

## BUREAU OF PLANT INDUSTRY.

*Principal administrative officials.*—Physiologist and Pathologist and Chief of Bureau; Physiologist and Associate Chief of Bureau; Chief Clerk; Publications; Accounts. In charge of—Agricultural Technology; Alkali and Drought Resistant Plant Investigations; Arlington Experimental Farm; Biophysical Investigations; Cereal Investigations; Congressional Seed Distribution; Corn Investigations; Crop Acclimatization and Fiber-plant Investigations; Crop Physiology and Breeding Investigations; Demonstrations on Reclamation Projects; Drug-plant, Poisonous-plant, Physiological and Fermentation Investigations; Dry-land Agricultural Investigations; Economic and Systematic Botany; Experimental Gardens and Grounds; Forage-crop Investigations; Foreign Seed and Plant Introduction; Pomological Investigations; Horticultural Investigations; Paper-plant Investigations; Pathological Investigations; Laboratory of Plant Pathology; Pathological Collections; Investigations in Forest Pathology; Fruit-disease Investigations; Cotton, Truck, and Forage-crop Disease Investigations; Seed-testing Laboratories; Soil-bacteriology and Plant-nutrition Investigations; Soil-fertility Investigations; Sugar-plant Investigations; Tobacco Investigations; Western Irrigation Agriculture.

*General information and duties.*—The Bureau of Plant Industry studies plant life in all its relations to agriculture. The scientific work of the bureau is divided into 31 distinct groups, over each of which is placed a scientifically trained officer, who reports directly to the chief and associate chief of the bureau. The work of the bureau is conducted on the project plan, the investigations under each of the offices being arranged by group projects consisting of closely related lines of work, which group projects are further divided into projects.

*General publications.*—The Bureau of Plant Industry prepares publications relating to plant life, including farm crops, fruits, vegetables, and forage crops; fruit-disease investigations, forest pathology investigations; cotton, truck, and forage-crop disease investigations; crop physiology and breeding investigations; soil-bacteriology investigations; plant-nutrition investigations; soil-fertility investigations; crop-acclimatization investigations; drug-plant, poisonous-plant, physiological, and fermentation investigations; agricultural technology investigations; fiber-plant investigations; seed-testing investigations; cereal investigations; corn investigations; tobacco investigations; paper-plant investigations; alkali and drought-resistant plant investigations; sugar-plant investigations; sugar-cane sirup production; investigations in economic and systematic botany; dry-land agriculture investigations; western irrigation agriculture investigations; pomological investigations; horticultural investigations; forage-crop investigations; seed-distribution work, and agricultural demonstration on reclamation projects.

*Distribution, reports, lists, indexes, mailing lists, maps, and correspondence.*—See Department publications, pages 88-90.

## FOREST SERVICE.

*Principal administrative officials.*—Forester and Chief; Associate Forester; Editor; Dendrologist; Chief of Accounts; Chief Engineer; Assistant Forester; In charge of—Operation, Silviculture, Grazing, Lands, Research, Acquisition of Lands for the Protection of the Watersheds of Navigable Streams; In charge of National Forest Districts—Missoula, Mont., Denver, Colo., Albuquerque, N. Mex., Ogden, Utah, San Francisco, Cal., Portland, Oreg., Washington, D. C.



*General information and duties.*—The Forest Service administers the national forests; studies forest conditions and methods of forest utilization; investigates the mechanical and physical properties of woods and the processes employed in the manufacture of forest-products; and gathers information concerning the needs of the various wood-using industries and the relation of forests to the public welfare generally.

*General publications.*—The Forest Service prepares publications on forest conditions and methods of forest utilization; on the mechanical and physical properties of woods; processes employed in the manufacture of forest products; on the needs of various wood-using industries; the relation of the forest to the public welfare; fire suppression; methods of reforestation; silvicultural investigations; methods of improving national forests; grazing in the national forests, and the opening of lands in the national forests to agricultural settlement.

*Distribution, reports, lists, indexes, mailing lists, maps, and correspondence.*—See Department publications, pages 88-90.

### BUREAU OF CHEMISTRY.

*Principal administrative officials.*—Chief; Assistant Chief; Chief Clerk; Editor; Librarian; In Charge of State Cooperative Food and Drug Control; Chief of Eastern Food and Drug Inspection District; Office of Medical Expert; Miscellaneous Division; In charge of laboratories: Animal Physiological Chemical, Carbohydrate, Color Investigation, Drug Control, Food Control, Food Investigation, Fruit and Vegetable Utilization, Leather and Paper, Microbiological, Nitrogen, Organic Investigation, Pharmacognosy, Pharmacological, Phytochemical, Plantchemical; In charge of Food and Drug Inspection Districts—Washington, D. C., Chicago, Ill., and San Francisco, Cal.

*General information and duties.*—The Bureau of Chemistry is concerned with analytical work and investigations under the Food and Drugs Act, questions of agricultural chemistry of public interest, and other chemical investigations referred to it by the Government.

*General publications.*—The Bureau of Chemistry prepares publications on questions of agricultural chemistry, such as the chemistry of plant growth; the influence of environment on the composition of crops; studies concerning mill products; studies in bread making; the use of yeast and other aids in baking; the use of substitutes for flour in baking; leather and tanning investigations; paper investigations; investigations of woods and wood products; investigations of rosin and turpentine; waterproofing and millwaxproofing of fabrics; carbohydrate investigations; insecticide and fungicide investigations; fruit and vegetable utilization investigations; cattle feed and grain investigations; cereal dusts in relation to thrasher, mill, and elevator explosions; investigations of distinctive paper; poultry and egg investigations; fish and shellfish investigations; food and drug products in connection with the enforcement of the Food and Drugs Act, and on the grading and handling of naval stores.

*Distribution, reports, lists, indexes, mailing lists, maps, and correspondence.*—See Department publications, pages 88-90.

### BUREAU OF SOILS.

*Principal administrative officials.*—Soil Physicist and Chief; Chief Clerk; Editor; Chiefs of Division: Chemical Investigations, Physical Investigations, Investigations of Fertilizer Resources, Soil Survey.

*General information and duties.*—The Bureau of Soils investigates the relation of soils to climate and organic life; studies the texture and composition of soils in field and laboratory; maps the soils; studies the cause and means of preventing the rise of alkali in the soils of irrigated districts and the relations of soils to seepage and drainage conditions.

*General publications.*—The Bureau of Soils prepares publications on the relations of soils to climate and organic life; soil chemical investigations; soil physical investigations; investigations of the fertilizer resources of the United States; and the results of soil surveys made in the different States.

*Distribution, reports, lists, indexes, mailing lists, maps, and correspondence.*—See Department publications, pages 88-90.



## BUREAU OF ENTOMOLOGY.

*Principal administrative officials.*—Entomologist and Chief; Entomologist and Assistant Chief; Chief Clerk and Executive Assistant; Editor; Librarian; In charge of—Truck Crop Insect Investigations, Stored Product Insect Investigations, Forest Insect Investigations, Southern Field Crop Insect Investigations, Cereal and Forage Insect Investigations, Deciduous Fruit Insect Investigations, Miscellaneous Insect Investigations, Bee Culture, Preventing Spread of Moths.

*General information and duties.*—The Bureau of Entomology studies insects; experiments with the introduction of beneficial insects; makes tests with insecticides and insecticide machinery; and identifies insects sent in by inquirers.

*General publications.*—The Bureau of Entomology prepares publications relating to the eradication and control of insects; the introduction of beneficial insects; bee culture; the control of subtropical insects, and the prevention of their importation into the United States; insects affecting the health of man; insects affecting the health of animals; the gipsy moth and brown-tail moth in the United States, and the methods adopted for their control.

*Distribution, reports, lists, indexes, mailing lists, maps, and correspondence.*—See Department publications, pages 88-90.

## BUREAU OF BIOLOGICAL SURVEY.

*Principal administrative officials.*—Biologist and Chief; Assistant Chief; Expert in Game Conservation; Administrative Assistant; Chief Clerk and Executive Assistant; Clerk in charge of Editorial Work; In charge of—Economic Investigations, Biological Investigations, Interstate Commerce in Game, Mammal and Bird Reservations, Federal Migratory Bird Law.

*General information and duties.*—The Bureau of Biological Survey has charge of the work of the department relating to the control and conservation of wild birds and mammals and the investigation of their relation to agriculture. It studies their food habits and investigates methods of protecting beneficial species and controlling harmful ones; experiments in fur farming; controls noxious mammals in national forests and other public domain; makes biological surveys of areas, studies the geographic distribution of wild animals and plants, and maps natural life zones; supervises national mammal and bird reservations; administers Federal laws relating to interstate commerce in birds and game; regulates the importation of foreign birds and mammals; administers the Federal migratory-bird law.

*General publications.*—The Bureau of Biological Survey prepares information on game preservation; the establishment and maintenance of mammal and bird reservations; the importation of foreign birds and mammals; the game laws of the United States; destruction of predatory animals in the national forests and on the public domain; the relation of native and introduced mammals to agriculture; the relation of native and introduced birds to agriculture; the rearing of fur-bearing animals; bird migration; biological surveys of the States and Territories; and the methods followed in the enforcement of migratory-bird laws.

*Distribution, reports, lists, indexes, mailing lists, maps, and correspondence.*—See Department publications, pages 88-90.

## BUREAU OF CROP ESTIMATES.

(Formerly Statistics.)

*Principal administrative officials.*—Chief; Assistant Chief; Chief Clerk; Chiefs of Division; Crop Reports, Field Service, Crop Records; Statistical Scientists.

*General information and duties.*—The Bureau of Crop Estimates collects crop data; issues the monthly crop reports of the department; prepares the statistical portion of the Yearbook of the Department of Agriculture; and makes special investigations relating to agricultural forecasts and estimates for publication in response to special inquiries.

*Publications.*—The Bureau of Crop Estimates prepares publications relating to the production and value of the principal farm crops; the number and value of farm animals, and the importation and exportation of agricultural products. *Distribution, reports, lists, indexes, mailing lists, maps, and correspondence.*—See Department publication pages, 88-90.

### STATES RELATIONS SERVICE.

*Principal administrative officials.*—Director; Administrative Assistant; Chief Clerk; Chief Accountant; Librarian; Chief of Editorial Division; Chief Specialist in Agricultural Education; Farmers' Institute Specialist; Chiefs: Office of Experiment Stations, Division of Insular Stations, Office of Extension Work in the South, Office of Extension Work in the North and West, Office of Home Economics; In charge of—Alaska Experiment Stations, Hawaii Experiment Station, Porto Rico Experiment Station, Guam Experiment Station.

*General information and duties.*—The States Relations Service represents the Secretary of Agriculture in his relations with the State agricultural colleges and experiment stations, under the acts of Congress granting funds to these institutions for agricultural experiment stations and cooperative extension work in agriculture and home economics, and in carrying out the provisions of acts of Congress making appropriations to this department for farmers' cooperative demonstration work, investigations relating to agricultural schools, farmers' institutes, and home economics, and the maintenance of agricultural experiment stations in Alaska, Hawaii, Porto Rico, and Guam.

*General publications.*—The States Relations Service prepares publications relating to the agricultural colleges and experiment stations in the United States and their relation to the National Government; reports and bulletins of the insular experiment stations; reports of the farmers' cooperative demonstrations in the Southern States; reports of the farmers' cooperative demonstrations in the Northern and Western States; farmers' institutes and agricultural schools, and on home economics.

*Distribution, reports, lists, indexes, mailing lists, maps and correspondence.*—See Department publications, pages 88-90.

### V BUREAU OF PUBLIC ROADS.

*Principal administrative officials.*—Director, Chief Engineer, Chief of Management, Assistant Chief Engineer, Assistant Engineer, General Inspectors, Editor, Chief Clerk, Chief of Irrigation Investigations, Chief of Drainage Investigations, Chemical Engineer, Chief of Rural Engineering, Bridge Engineer, Engineer of Tests, Chemist, Chief of Road Maintenance, Chief of National Park and Forest Roads, Assistant in Road Economics, Associate Mechanical Engineer, Irrigation Economist, Senior Drainage Engineer, Petrographer, Librarian.

*General information and duties.*—The Bureau of Public Roads investigates systems of road management and methods of road construction and maintenance; details engineers to instruct local officials in road building through supervising object-lesson roads; gives advice to State and county authorities on all matters relating to road construction, maintenance, and management; investigates the location, properties, and economic value of road materials; constructs experimental roads to demonstrate and test methods and materials of construction; investigates the effect of various kinds of traffic on road surfaces; studies traffic regulations; compiles statistics relating to public roads; conducts educational work through lectures, the distribution of lantern slides, and the exhibit of models; cooperates with the Forest Service on road work conducted with the proceeds of the 10 per cent appropriation from forest receipts; has charge of the survey, construction, and maintenance of roads in and adjacent to the national forests for which appropriation is made under section 8 of the Federal-aid Road Act; administers, under instructions from the Secretary of Agriculture, the operation of the Federal-aid Road Act under which aid is rendered to the several States in the construction of rural post roads; investigates and reports concerning the best methods of utilization of water in farm irrigation and concerning the development of the most efficient equipment for farm irrigation; studies the duty, apportionment, and measurement of irrigation water, and the customs, regulations, and laws affecting irrigation; gives advice and assistance in farm irrigation; investigates and reports upon the drainage of farm and of swamp and other wet

lands otherwise suitable for agriculture; conducts field experiments and makes investigations in regard to construction and equipment in farm-drainage systems; gives advice and assistance in farm drainage; investigates the domestic water supply and drainage disposal of the farm; investigates and gives advice on the construction of farm buildings, on farm machinery, and on other rural-engineering problems.

*General publications.*—The Bureau of Public Roads prepares bulletins on road management; methods of road-building; improvement and maintenance of roads; road materials; bridge-building; farm-irrigation investigations; farm-drainage investigations; rural engineering, and on the administration of the Federal-aid Road Act.

*Distribution, reports, lists, indexes, mailing lists, maps, and correspondence.*—See Department publications, pages 88-90.

## BUREAU OF MARKETS.

*Principal administrative officials.*—Chief; Chief Clerk; In charge of—Cotton Handling and Marketing, Cooperative Purchasing and Marketing, Market Surveys, Methods, and Costs, Market Grades and Standards, City Marketing and Distribution, Transportation and Storage, Marketing Direct Activities, Marketing Live Stock, Meats and Animal By-products, Market Business Practice, Grain and Hay Marketing Investigations, Seed Marketing Investigations, Marketing Cotton Seed and Its Products, Marketing Dairy Products, Cotton Warehousing Investigations, Investigation and Demonstration of Cotton Standards and Cotton Testing, Rural Organization, Enforcement of the Cotton Futures Act; Foreign Marketing Investigations, Preservation of Fruits and Vegetables in Transit and Storage, Market News Service on Fruits and Vegetables, Market News Service on Live Stock and Meats, Market News Service on Dairy and Poultry Products, Market News Service on Grain, Hay, Feeds and Seeds, Food and Fertilizer Surveys, Food Supply Investigations, Investigation and Demonstration of Cotton Standards and Cotton Testing, Rural Organization, State Cooperation in Marketing, Work, Grain Standardization, Enforcement of the Standard-Container Act, Enforcement of the Cotton-Futures Act, Enforcement of the Grain-Standards Act, Administration of the Warehouse Act.

*General information and duties.*—The studies of the Bureau of Markets cover such subjects as: Market conditions; demands for specific crops; sources of supply; methods of grading, standardizing, packing, and shipping farm products; the nature of the commercial transactions by means of which farm products move from the farm to the consumer; waste in marketing; methods of accounting and business practice for marketing agencies; profits in handling farm products with means for the reduction of those which are excessive; and cooperative associations of farmers for handling rural problems. Under regular appropriations, market news services are conducted for certain fruits and vegetables and live stock and meats. With the war emergency funds, this work has been greatly extended. Under the emergency fund, market reports are issued on dairy products, and on grain, seeds, and hay, and an inspection service, to determine the condition as to soundness of fruits and vegetables and other food products, has been inaugurated. The regulatory work conducted by the Bureau of Markets consists in the enforcement of the United States Cotton-Futures Act, the United States Grain-Standards Act, and the United States Standard-Container Act. The Bureau also is charged with the administration of the Warehouse Act.

*General publications.*—The Bureau of Markets prepares bulletins on marketing and the distribution of agricultural products, including cotton handling and marketing; market surveys, methods, and costs; cooperative purchasing and marketing; market grades and standards; city marketing and distribution; transportation and storage of farm crops; marketing by parcel post and express; marketing live stock, meats, and animal by-products; marketing grain, hay, and seeds; marketing cotton seed and its products; marketing dairy products; cotton warehousing investigations; general business practice in marketing; on the collecting and distributing of market information; reports on marketing live stock and meats; on investigations and demonstrations of cotton standards and cotton testing; on rural credit, insurance, and communication; on rural social and educational activities; cooperation in marketing work between the United States and the different States; on extension and demonstration work in marketing and distribution in rural organization; re-

ports on the enforcement of the United States Cotton Futures Act; on the United States Warehouse Act; on the enforcement of the United States Grain-Standards Act; and enforcement of the Standard-Container Act.

*Distribution, reports, lists, indexes, mailing lists, maps, and correspondence.*—See Department publications, pages 88-90.

### INSECTICIDE AND FUNGICIDE BOARD.

*Principal administrative officials.*—Chairman; Executive Officer.

*General information and duties.*—The Insecticide and Fungicide Board, created December 22, 1910, assists the Secretary of Agriculture in the enforcement of the insecticide act of 1910. Samples of insecticides are collected in the open market and examined to determine whether or not they are adulterated or misbranded under the provisions of the act.

*Publications.*—Decisions based on the board's findings are contained in Service and Regulatory Announcements. The results of investigational work are published in the series of the appropriate bureau represented on the board (Bureaus of Entomology, Chemistry, Plant-Industry, or Animal Industry).

### FEDERAL HORTICULTURAL BOARD.

*Principal administrative officials.*—Chairman; Secretary; Entomological Inspectors; Pathological Inspectors; In charge of Entry of Plants and Plant Products under Restriction.

*General information and duties.*—The Federal Horticultural Board, created August 21, 1912, assists the Secretary of Agriculture in the enforcement of the plant-quarantine act of August 20, 1912. It is also charged with work looking to the eradication of the pink bollworm of cotton.

*Publications.*—Decisions based on the board's findings are issued in the Service and Regulatory Announcements. The results of investigational work are published in the series of the appropriate bureau having representation on the board (Bureaus of Plant Industry and Entomology and the Forest Service).



## Part IX.—DEPARTMENT OF COMMERCE.

(For location of department and bureaus, see page 190.)

*Principal administrative officials.*—Secretary of Commerce, Assistant Secretary, Chief Clerk and Superintendent, Disbursing Clerk, Chief of Division of Appointments, Chief of Division of Publication, Chief of Division of Supplies.

*General information and duties.*—The Secretary of Commerce is charged with the work of promoting the commerce of the United States and its mining, manufacturing, shipping, fishery, and transportation interests. His duties also comprise the following:

- (1) The administration of the Lighthouse Service and the aid and protection to shipping thereby.
- (2) The taking of the census, and the collection and publication of statistical information connected therewith.
- (3) The making of coast and geodetic surveys.
- (4) The collection of statistics relating to foreign and domestic commerce.
- (5) The inspection of steamboats, and the enforcement of laws relating thereto for the protection of life and property.
- (6) The supervision of the fisheries as administered by the Federal Government.
- (7) The supervision and control of the Alaskan fur seal, salmon, and other fisheries.
- (8) The jurisdiction over merchant vessels, their registry, licensing, measurement, entry, clearance, transfers, movement of their cargoes and passengers and laws relating thereto, and to seamen of the United States.
- (9) The regulation of the enforcement and execution of the act of Congress relating to the equipment of ocean steamers with apparatus and operators for wireless communication.
- (10) The custody, construction, maintenance, and application of standards of weights and measurements.
- (11) The gathering and supplying of information regarding industries and markets for the fostering of manufacturing.
- (12) And the formulation (in conjunction with the Secretaries of Agriculture and the Treasury) of regulations for the enforcement of the food and drugs act of 1906 and the insecticide act of 1910.
- (13) He has power to call upon other departments for statistical data obtained by them.

Upon the organization of the Federal Trade Commission, created by the act approved February 26, 1914, the Bureau of Corporations ceased to exist as a bureau of the Department of Commerce and became a part of the Federal Trade Commission, and all pending investigation and proceedings of the former bureau were taken over by the Federal Trade Commission.

It is his further duty to make such special investigations and furnish such information to the President or Congress as may be required by them on the foregoing subject matters and to make annual reports to Congress upon the work of said department.

The Chief of the Division of Publications is charged by the Secretary of Commerce with the conduct of all business the department transacts with the Government Printing Office; the general supervision of printing including the editing and preparation of copy, illustrating and binding, the distribution of publications, and the maintenance of mailing lists. The advertising done by the department is in his charge. He also keeps a record of all expenditures for the publishing work of the department and conducts the correspondence it entails.

*Publications.*—The division of publications issues at intervals a list of publications of all bureaus of the Department of Commerce available for distribution. It issues also, at the end of each month, a list of those printed during that month.

An Annual Report of the operations of the division is printed at the end of each fiscal year. This report is submitted to Congress and printed as a congressional document, in compliance with section 92 of the act of January 12, 1895 (28 Stat. L., 6234).

These can be obtained by application to the Chief of Division of Publications, Department of Commerce, Washington, D. C.

## BUREAU OF THE CENSUS.

*Principal administrative officials.*—Director, Chief Clerk, Chief Statistician for Finance and Municipal Statistics, Chief Statistician for Manufactures, Chief Statistician for Population, Chief Statistician for Vital Statistics, Expert Special Agent in Charge of Revision and Results, Geographer, Expert Chiefs of Divisions.

*General information and duties.*—The Bureau of the Census is charged with the duty of taking the decennial censuses of the United States, of making certain other statistical investigations at regular intervals, and of collecting such special statistics as may be authorized by law from time to time. The act establishing the permanent Census Bureau requires that, after the completion of the regular decennial census, the Director of the Census shall decennially collect statistics relative to the defective, dependent, and delinquent classes; crime, including judicial statistics pertaining thereto; wealth, public indebtedness and expenditures, and taxation; religious bodies; transportation by water; and the fishing industry, in cooperation with the Bureau of Fisheries. Every five years statistics must be collected relating to manufactures, street railways, electric light and power stations, and telephone and telegraph business. Annual statistics must be gathered relating to births and deaths in States and cities maintaining efficient registration systems; the finances and various governmental activities of cities having populations of 30,000 and over, the production and distribution of cotton; and the quantity of leaf tobacco on hand.

*Decennial, quinquennial, and biennial publications.*—Under this heading are listed publications issued at intervals of ten years, five years, and two years, each being the latest of the series to which it belongs. There are also given a few which are not issued at regular intervals. All publications are of quarto size unless a different size is stated.

Population, 1910. (a) General report and analysis. (Vol. I, Reports of the Thirteenth Census; 1,373 pp.) Number, distribution; apportionment of representation; area; density of population; center of population; urban and rural population; population of cities; color; race, nativity; parentage, (native or foreign); sex; marital condition; conjugal condition; birthplace; foreign born; mother tongue of foreign white stock; language, native, of foreign white stock; year of immigration; naturalization; citizenship of foreign born; age; voting age; militia age; school attendance; illiteracy; inability to speak English; dwellings and families; homes and families; ownership of homes. (The 16 chapters of this volume are also issued in the form of separate bulletins.) (b) Reports by States, with statistics for counties, cities, and other civil divisions. Alabama to Montana. (Vol. II, Reports of the Thirteenth Census; 1,160 pp.)

(c) Reports by States, with statistics for counties, cities, and other civil divisions. Nebraska to Wyoming; Alaska, Hawaii, and Porto Rico. (Vol. III, Reports of the Thirteenth Census; 1,225 pp.)

Vols. II and III. Color; race; nativity; parentage; foreign born; sex; age; voting age; school age, and attendance; illiteracy; dwellings and families; homes and families; urban and rural; population in cities; citizenship of foreign born; naturalization; marital condition. (The contents of Vols. II and III are also issued in the form of separate bulletins, each relating to an individual State and to the District of Columbia, Alaska, Hawaii, or Porto Rico.)

(d) Occupation Statistics. (Vol. IV, Reports of the Thirteenth Census; 615 pp.)

This volume presents statistics showing number of gainfully employed persons 10 years of age and over, classified according to occupation in which engaged and according to sex, age, color or race, nativity, and parentage. (A summary of this report has been issued, in bulletin form. Two other bulletins have also been issued, one relating to cities of 100,000 and over, and the other to cities of 25,000 to 100,000.)

Agriculture, 1909 and 1910. (a) General report and analysis. (Vol. V, Reports of the Thirteenth Census; 927 pp.) Acreage, value of farms and

farm property; tenure; tenancy; mortgages; color or race of farmers; nativity of farmers; live stock and live-stock products; slaughtering on farms; crops; irrigation; plantations in the South. (The 12 chapters of this volume are also issued in the form of separate bulletins.)

(b) Reports by States, with statistics for counties--Alabama to Montana. (Vol. VI, Thirteenth Census Reports; 977 pp.)

(c) Reports by States, with statistics for counties--Nebraska to Wyoming; Alaska, Hawaii, and Porto Rico. (Vol. VII, Reports of the Thirteenth Census; 1,003 pp.) Vols. VI and VII. (State sections appear in alphabetical order. The more important statistics are presented separately for each county in each State.) Number, size, and value of farms; value of farm property; acreage, improved and unimproved; improved and unimproved land; domestic animals; poultry; bees; tenure; tenancy; color or race of farmers; nativity of farmers; mortgages; live stock and live-stock products; slaughtering on farms; crops; irrigation. (The contents of these volumes are also issued in the form of separate bulletins, each relating to an individual State and to the District of Columbia, Alaska, Hawaii, or Porto Rico.)

The census of agriculture is taken decennially.

Manufactures, 1909. (a) General report and analysis. (Vol. VIII, Reports of the Thirteenth Census; 845 pp.) Topics: Persons engaged in manufactures; proprietors, officers, and employees; employees; wage earners; capital; salaries and wages; cost of materials and fuel; expenses; power; products; value added by manufacture; character of ownership (corporation, individual or other); hours of labor; localization of industries.

(b) Reports by States, with statistics for principal cities. (Vol. IX, Reports of the Thirteenth Census; 1,404 pp.) Topics: Persons engaged; proprietors, officers, and employees; wage earners; power, capital; salaries and wages; cost of materials and fuel; expenses; products; value added by manufacture. (The contents of this volume have been issued in the form of separate bulletins, each relating to an individual State and to the District of Columbia, Alaska, Hawaii, and Porto Rico.)

(c) Reports for Principal Industries. (Vol. X, Reports of the Thirteenth Census; 970 pp.) Topics: This volume contains reports for 54 leading industries and groups of industries, in which are given statistics similar in scope to, but in greater detail than, those presented in Vol. VIII. (The contents of this volume have been issued in the form of 49 bulletins, 1 relating to manufactures in 13 metropolitan districts, and 48 relating to individual industries and groups of industries.)

Manufactures, 1914. Abstract; octavo, 722 pages. (The census of manufactures is taken quinquennially. The detailed results of the last inquiry, which covered the industrial operations of the calendar year 1914, have been published in the form of two series of bulletins, one containing statistics for individual States and the other for individual industries. These bulletins will later be bound together in the form of two or three large quarto volumes. The scope of the census is substantially the same as that for 1909.)

Mines and Quarries, 1909. Vol. XI, Reports of the Thirteenth Census; 369 pp.) Topics: Persons engaged; proprietors, officers, and employees; salaries and wages; hours of labor; products; cost of materials and supplies; royalties; rent; expenses; power; capital; character of organization (corporation, firm, individual, and other); contract work. (The sections of this report which relate to coal mining and to iron mining, respectively, have been published in the form of separate bulletins, one of 55 pages, entitled "Coal," and the other of 25 pages, entitled "Iron mines.") (The census of mines and quarries is taken decennially. Annual statistics in regard to mineral products are published by the United States Geological Survey.)

Abstract of the Thirteenth Census, 1910. (569 pp., without supplement.) This publication presents condensed statistics relative to population (except occupations), agriculture, manufactures, and mines and quarries. It is issued in 53 editions, one without supplement and each of the others containing a supplement presenting detailed statistics relating to the four subjects named, for some one State and for the District of Columbia, Alaska, Hawaii, or Porto Rico. The State supplements are also issued separately.

Benevolent Institutions, 1910. (411 pp.) Topics: Institutions for the care of children; homes for care of adults or of adults and children; hospitals; sanitariums; dispensaries; institutions for the care of the blind and deaf; number and sex of inmates; receipts; expenditures; value of property.

**Insane and Feeble-minded in Institutions, 1910.** (217 pp.) Topics: Sex; color; race; nativity; parentage; age; marital condition of insane; illiteracy of insane; occupation of insane prior to admission to institution; alcoholic psychosis among insane; general paralysis among the insane; names and locations of institutions. (The statistics in this report are also presented in condensed form in Bulletin 119, of 90 pp.)

**Paupers in Almshouses, 1910.** (141 pp.) Topics: Sex; color; race; nativity; parentage; age; marital condition; illiteracy; occupation prior to admission; physical condition; mental or physical defects; children born in almshouses; names and locations of almshouses. (The statistics in this report are also presented in condensed form in Bulletin 120, of 90 pp.)

**Prisoners and Juvenile Delinquents, 1910.** (About 400 pp.) Sex; color; race; nativity; offense; sentence; names and locations of institutions. (The statistics in this report are also presented in condensed form in Bulletin 121, of 130 pp.)

**The Blind in the United States, 1910.** (282 pp.) Topics: Sex; age; color; race; nativity; nationality; marital condition; occupation. (A summary of the contents of this report is presented in Bulletin 130, of 52 pp.)

**Deaf-Mutes in the United States, 1910.** (220 pp.) Topics: Sex; color; race; nativity; age; age at which deafness occurred; cause; lip-reading; deaf relatives; marital condition; school attendance; occupations. (A portion of the statistics contained in this report are given in an eight-page preliminary announcement entitled "The Census of the Deaf and Dumb, 1910.")

**Summary of State Laws Relative to the Care of the Dependent Classes, 1913.** (Octavo; 343 pp.) Topics: Paupers; blind; deaf and dumb; sick; infirm; homeless children; insane; feeble-minded; inebriates; soldiers, sailors, and marines.

**Statistical Directory of State Institutions, 1913.** (About 200 pp.) (In press.) Names and locations of State institutions for feeble-minded, insane, criminalistic, epileptic, inebriate, tuberculous, blind, deaf, deformed, and dependent; inmates, employees, expenditures.

**Marriage and Divorce, 1867-1906, Part I, Summary, laws, and foreign statistics.** (549 pp.) Topics: Marriages; marriage rates; divorces; divorce rates; divorcees among Negroes; causes of divorce; intemperance as a cause of divorce; alimony; residence; duration of marriage when terminated by divorce; children; occupation of husband; remarriage of divorced persons; suicide among the divorced; laws relating to marriage and divorce; marriage and divorce in foreign countries. Part II, General tables. (850 pp.) Topics: Cause; duration; duration of marriage when terminated by divorce; children; county statistics. (A summary of the statistics contained in this report is presented in Bulletin 96, of 71 pp.)

**Religious Bodies, 1906, Part I, Summary and general tables.** (576 pp.) Topics: Denominations; organizations; date of establishment; ministers; salaries of ministers; sex of members; language used in conduct of services; seating capacity of churches; value of property; debt; parsonages; Sunday schools; Negro organizations. Part II, Separate denominations. (670 pp.) History; doctrine; polity; organizations; sex of members; capacity of churches; seating capacity of churches; value of church property; debt; parsonages; Sunday schools. (A summary of the contents of this report is presented in Bulletin 103, of 149 pp.)

**Statistical Atlas of the United States, 1914.** (Text, 99 pp.; maps, charts, and diagrams, 509 pls.) The statistical atlas contains maps, charts, and diagrams by which are shown graphically some of the principal census statistics relating to population, agriculture, manufactures, mines and quarries, cotton, finances of cities, mortality, religious bodies, marriage and divorce, and insane in hospitals.

**Wealth, Debt, and Taxation, 1913, Volume I.** (886 pp.) Topics: Estimated value of public and private wealth; National and State indebtedness and funds and investments; county and municipal indebtedness and sinking-fund assets; taxation and revenue systems of State and local governments; assessments and taxes. Vol. II. (750 pp.) Topics: National and State revenues and expenditures and public properties of States; county revenues, expenditures, and public properties; municipal revenues, expenditures, and public properties. (The eight sections of this report have also been published in the form of separate bulletins.) (The inquiry relating to wealth, public debt, and taxation is made decennially.)

**Electrical Industries, 1912. (a) Central electric light and power stations and street and electric railways.** (440 pp.) Topics: Central electric light



and power stations; Commercial and municipal stations; character of ownership; stations operated in connection with electric railways; power equipment; generating equipment; financial statistics; cost; income; expenses; number of customers; output; employees; salaries and wages; technical aspects of advances in industry during the period of 1907-1912. Street and electric railways; Rolling stock; trackage; power; traffic; car mileage; municipal railways; elevated railways; subways; equipment; power; capitalization; cost of construction; income; expenses; dividends; interest; employees; salaries and wages; technical aspects of advances in industry during period 1907-1912. (The contents of this report are summarized in Bulletin 124, of 113 pages.)

(c) *Telephones and Telegraphs and Municipal Electric Fire-Alarm and Police-Patrol Signaling Systems.* (208 pp.) Topics: Telephones; Equipment; traffic; Bell system; income; expenses; employees; salaries and wages; finances; dividends; interest; rates in important cities. Telegraphs; Land telegraphs; ocean cables; mileage of wire and cable; number of messages; number of offices; finances; employees; salaries and wages; income; wireless systems; governmental systems. Municipal electric fire-alarm and police-patrol signaling systems; Boxes; fire alarms; fire losses; insurance. (The contents of this report are briefly summarized in Bulletin 123, of 26 pages. The electrical industries inquiry is made quinquennially.)

*Transportation by Water, 1906.* (240 pp.) Topics: Number of craft; tonnage; ownership; valuation of vessels and of land property; power; income; employees; salaries and wages; freight; passengers carried; congressional appropriations; development of inland waterways. (This inquiry is made decennially.)

*Fisheries of the United States, 1908.* (324 pp.) Topics: Fishermen; employees; salaries and wages; capital; equipment; production; canning and preserving; exports; imports; fisheries of Alaska. (This inquiry is made decennially by the Census Bureau in cooperation with the Bureau of Fisheries.)

*Official Register of the United States, 1917.* (896 pp.) Topics: Federal officials and employees; Name; designation; position; place of employment; department; bureau or office; salary; State of birth; legal residence. (The Official Register is compiled biennially. It is not for free distribution, but is for sale by the Superintendent of Documents, Government Printing Office, at \$1.50.)

*Mortality from Cancer and other Malignant Tumors in the Registration Area of the United States, 1914.* (212 pp.) Topics: Deaths and death rates from cancer in the registration area (which contained approximately two-thirds of the population of the United States in 1914), classified according to sex, age, color, and nativity (whether native or of foreign birth) of decedent, and nativity of parents, and according to organ or part of body affected.

*United States Life Tables, 1910.* (65 pp.) This publication is a compilation based on the population in 1910 and the number of deaths in 1909, 1910, and 1911, for the New England States, New York, New Jersey, Indiana, Michigan, and the District of Columbia. It presents, for various elements of the population, classified according to sex, color, nativity, and residence in urban and rural localities, the death rate and the expectation of life at each month of age during the first year of life and at each year of age thereafter, together with other details. These tables are similar to those compiled by life insurance companies, but differ from the latter in that they relate to the entire population of the area covered, instead of only to risks selected through medical examination and otherwise.

*Heads of Families—First Census of the United States, 1790.* This publication is issued in 12 paper-bound volumes, each relating to a single State, as follows: Connecticut (227 pp.), Maine (105 pp.), Maryland (189 pp.), Massachusetts (363 pp.), New Hampshire (146 pp.), New York (308 pp.), North Carolina (292 pp.), Pennsylvania (426 pp.), Rhode Island (71 pp.), South Carolina (150 pp.), Vermont (95 pp.), Virginia (State enumerations, 1782 to 1785; 189 pp.). Each volume gives the name of each head of family, the total number of members of the family; the number of free white males 16 years of age and over, the number of free white males under 16 years of age, the total number of free white females, and the number of slaves. (The census "family" includes, in addition to the natural family, servants, lodgers, and others residing in the same apartment or dwelling. These volumes are not distributed free, but are for sale at \$1.00 each.)

*Annual and other periodical publications.*—The annual publications of the Census Bureau are listed below. It may be noted here that practically all the

Census Bureau's publications are periodical in character, being issued at intervals ranging in length from two weeks to ten years. The contents of the reports issued at two-weeks intervals—those relating to cotton—are brought together and published, in amplified form, in an annual bulletin, as explained below. All these reports are distributed free, so far as the size of the editions will permit; and in some cases where the edition is so nearly exhausted as to necessitate the discontinuance of further free distribution, copies may be purchased from the Superintendent of Documents, Government Printing Office.

**Mortality Statistics.** (Report for 1916 will contain about 700 pages.) Deaths in death-registration area (containing approximately two-thirds the population of the United States), classified according to sex, color, nativity, percentage (native or foreign), age, cause, and month; death rates for all causes combined and for individual causes.

**Birth Statistics.** (Report for 1916 will contain approximately 90 pages.) The forthcoming report is the second of an annual series in which will be presented, for the birth-registration area (which now contains approximately 32 per cent of the population of the United States), statistics of births, classified according to sex of child and according to color and nativity of parents. Birth rates and infant-mortality rates (that is, the number of deaths of infants under 1 year of age per 1,000 births) will also be given.

**Financial Statistics of Cities having a Population of over 30,000.** (Last report published, which relates to the fiscal year 1916, contains 375 pages.) Revenues; receipts; revenue and nonrevenue; expenditures; interest; outlays for permanent improvements; assessments; taxes; public properties; indebtedness.

**General Statistics of Cities.** (The last report, which related to the fiscal year 1916, contained 188 pages.) These reports present statistics in regard to various activities of municipal governments. That for 1915 covered the subjects of governmental organizations, police departments, liquor traffic, and municipally owned water-supply systems. The next report will relate to recreation facilities, such as parks, playgrounds, bathing beaches, music and entertainment provided by the city, art galleries, museums, etc.

**Financial Statistics of States.** (The report for 1916 contained 127 pages.)—Revenues; receipts; revenue and nonrevenue; expenditures; interest; outlays for permanent improvements; assessments; taxes; public properties; indebtedness.

**Cotton Production and Distribution.** (Report for season of 1916-17 is presented in Bulletin 135, of 144 pages.)—Production; acreage; supply; distribution; price; value; cotton seed; linters; ginneries; stocks; spindles; imports; exports. (Data as to the ginning of cotton to specified dates; as to cotton consumed, imported, exported, and on hand, and number of cotton spindles in operation, each month; and as to cotton seed crushed and linters obtained to specified dates, are collected, and printed on postcards, a total of about 26 such reports being compiled in the course of a year. These reports are mailed to ginners, manufacturers, warehousemen, and others.

**Leaf Tobacco held by Manufacturers and Dealers.** (Last report related to January 1, 1918.)—These reports are issued quarterly and are printed on postcards which are mailed to growers, dealers, and others interested in the tobacco industry. They show the amounts of leaf tobacco on hand, unstemmed and stemmed, classified according to principal types. It is the intention hereafter to issue also an annual report, in pamphlet form, in which the statistics will be presented in greater detail than in the quarterly reports.

**Annual Report of the Director of the Census to the Secretary of Commerce.** (Report for fiscal year 1917 is of octavo size and contains 43 pages.)—These reports describe the operations of the Census Bureau during the years to which they relate, outline plans for future work, list the publications issued, make recommendations for legislation needed, and present tabular statements of appropriations and expenditures.

**List of publications.**—The Census Bureau has for distribution a pamphlet containing descriptive and chronological lists of all its publications, including those not available for distribution. No monthly list of publications is issued, but the various publications of the bureau are listed in the department monthly list.

**Method of distribution of publications.**—Nearly all reports, bulletins, etc., issued by the Census Bureau are for distribution on request, so far as the size of the editions will permit, with the exceptions of the Official Register of the United States and Heads of Families—First Census of the United States. The former publication is sold by the Superintendent of Documents, Government Printing Office, at \$1.50, and the latter is for sale by the Director of the Census

at \$1.00 per volume. Some of the publications of which the editions are so nearly exhausted that they are no longer available in the bureau are also for sale by the Superintendent of Documents.

*Mailing list.*—Mailing lists for various Census publications are maintained. In the case of most of the decennial and quinquennial inquiries, the bound volumes containing the complete reports are issued in comparatively small editions for distribution to libraries and educational institutions and to statisticians, officials, and others who have particular use for the detailed statistics which they contain. Summaries or abstracts of these reports, and in many cases complete sections of the reports, are, however, generally printed in the form of paper-bound bulletins, in much larger editions than the reports themselves, and these are usually available, during a period of several years after their first publication, for distribution to all who desire them.

*Maps.*—The Census Bureau does not publish any maps except as may be included in reports and bulletins.

*Correspondence.*—Requests for Census publications should be addressed to the Director of the Census, Washington, D. C.

### BUREAU OF FOREIGN AND DOMESTIC COMMERCE.

*Principal administrative officials and offices.*—Chief; Assistant Chief (First); Assistant Chief (Second); Chief Clerk. Chiefs of Divisions: Statistics, Editorial, Foreign Tariffs. District Offices: New York, Commercial Agent; Boston, Commercial Agent; Chicago, Commercial Agent; St. Louis, Commercial Agent; New Orleans, Commercial Agent; San Francisco, Commercial Agent; Seattle, Commercial Agent. Commercial Attachés: London, England; Paris, France; Petrograd, Russia; Peking, China; Buenos Aires, Argentina; Rio de Janeiro, Brazil; Lima, Peru; The Hague, Netherlands; Copenhagen, Denmark; Melbourne, Australia; Tokio, Japan.

*General information and duties.*—The Bureau of Foreign and Domestic Commerce is charged by law with the duty of "developing the various manufacturing industries of the United States and markets for their products at home and abroad, by gathering and publishing useful information, or by any other available method." In carrying out this function of gathering information advantage is taken of the relations of the bureau with many other branches of the Federal service.

Use is made especially of the Consular Service, through the Department of State, to obtain reports on the trade of foreign countries and opportunities for the sale abroad of articles produced in the United States. This material is edited in the bureau and distributed to the commercial public by means of the daily Commerce Reports and supplements thereto, and also by means of special bulletins and pamphlets and confidential circulars or letters.

The bureau directs the commercial attaché service in studies of foreign markets for American goods. The attachés devote all their time to the study of commercial problems and the results of their investigations are published in Commerce Reports or in monograph form. There are attachés at London, Paris, Petrograd, Buenos Aires, Rio de Janeiro, The Hague, Copenhagen, Tokio, Lima, Peking, and Melbourne.

The bureau is also equipped with a corps of special agents, who supplement the work of the consular officers through special investigations for which they are fitted by training or experience. The reports of these agents are published in Commerce Reports or as monographs. A special staff at the bureau supervises this work.

In connection with its trade promotion work the bureau maintains a Division of Foreign Tariffs, where information in regard to customs tariffs and regulations of foreign countries is compiled in compliance with specific requests, as well as for publication in Commerce Reports and separate monographs. In addition to information in regard to foreign customs tariffs, the bureau also furnishes information regarding patent and trade-mark laws of foreign countries, consular regulations, treatment of commercial travelers and their samples, pure food and drug laws, embargoes, contraband, and similar restrictive measures.

Statistical information in regard to imports and exports is received by the bureau in monthly and quarterly returns from the collectors of customs, showing the articles imported and exported and the countries from which articles are imported and to which articles are exported. These statistics are printed first in the Monthly Summary of Foreign Commerce and widely distributed. Very detailed import statistics are published quarterly. Annual statistics of

our foreign trade are published in detail in *Commerce and Navigation of the United States*. The *Statistical Abstract of the United States* presents in condensed form statements regarding the commerce, production, industries, population, finance, etc., of the United States and a statement of the commerce of the principal foreign countries.

The distribution work of the bureau has been greatly facilitated by the establishment of district offices in New York, Boston, Chicago, St. Louis, New Orleans, San Francisco, and Seattle. These offices expedite the distribution of commercial information and establish closer relations between Government and private agencies interested in the extension of foreign trade. Arrangements have also been made with commercial organizations in other cities to establish cooperative branch offices, which will serve the same purposes as the bureau's own district offices. Such cooperative offices have been established in Cincinnati, Cleveland, Los Angeles, Philadelphia, Portland (Oreg.), and Dayton.

*General publications.*—The general publications of the Bureau of Foreign and Domestic Commerce are issued in four series: (1) Special Agents Series; (2) Special Consular Reports; (3) Tariff Series; (4) Miscellaneous Series.

1. *Special Agents Series.* These include 167 monographs to date on special industries and special phases of commerce, prepared by commercial agents. The topics treated include trade conditions and markets for different commodities and manufactures in different countries.

2. *Special Consular Reports.* These include monographs (80 to date) compiled from the reports of consular officers on some selected commercial or industrial topic.

3. *Tariff Series.* These include monographs (38 to date) giving the customs duties of foreign countries, customs regulations, laws governing commercial travelers, trade-mark laws and regulations.

4. *Miscellaneous Series.* These include publications (66 to date) not falling in the three classes above mentioned, being chiefly such publications as have been prepared in the bureau. Among these publications are the reports on the cost of production in various industries.

*Method of distribution of general publications.*—The general distribution of the bureau's publications is on a sales basis. Limited editions of the general publications are printed for free distribution by the bureau to the press, trade journals, public libraries, commercial organizations, and other agencies assisting the bureau in its trade-promoting work. All publications of the bureau are sold by the Superintendent of Documents, Government Printing Office.

*Annual and other periodical publications.*—These include: (a) *Commerce Reports.* (Daily.) Single copies, 5 cents; annual subscription, \$2.50; cloth-bound quarterly volumes, with index, \$6 per annum.

(b) *Foreign Commerce and Navigation of the United States.* (Annual.) \$1.50.

(c) *Imports of Merchandise into the United States, by Articles and Countries* (five-year tables). (Table 3 from *Foreign Commerce and Navigation of the United States*.) (Annual.) 40 cents.

(d) *Exports of Domestic Merchandise from the United States, by Articles and Countries* (five-year tables). (Table 5 from *Foreign Commerce and Navigation of the United States*.) (Annual.) 50 cents.

(e) *Imported Merchandise Entered for Consumption in the United States and Duties Collected Thereon.* (Quarterly.) Single copies, 15 to 25 cents; (Tables 9 and 10 from *Foreign Commerce and Navigation of the United States*.) (Annual.) 15 cents.

(f) *Statistical Abstract of the United States.* (Annual.) 50 cents.

(g) *Imported Merchandise Entered for Consumption in the United States and Duties Collected Thereon.* (Quarterly.) Single copies, 15 to 25 cents; annual subscription, 75 cents.

(h) *Summary of the Foreign Commerce of the United States.* (Monthly.) Single copies, 15 cents; annual subscription, \$1.50.

(i) *Bulletin of Exports of Domestic Breadstuffs, Meat, and Dairy Products, Cotton, and Mineral Oils.* (Monthly.)

(j) *Total Values of Imports and Exports of the United States.* (Monthly.)

(k) *Foreign Tariff Notes.* (Quarterly.) Reprints of tariff notes from *Commerce Reports*.

*List of publications.*—The bureau has issued a catalogue of its general publications, in which the publications are grouped by subjects; the catalogue has an index. There are not included in this catalogue certain of the special consular reports and the tariff series. The bureau has also published leaflets list-



ing its publications of current value. No monthly list of publications is issued. The Division of Publications of the Department of Commerce issues such a list, which includes, of course, the publications of this bureau.

*Indexes to publications.*—An index of Commerce Reports is published quarterly. The price of the index to Commerce Reports is 20 cents a year. An index to the Supplements to Commerce Reports is published annually. No general index of the bureau's publications has been issued.

*Mailing lists.*—Copies of the bureau's publications are furnished free to the press, public libraries, and commercial organizations, when special requests are made. No general mailing list for all publications is maintained.

*Correspondence.*—General inquiries concerning the bureau's publications should be addressed to the Bureau of Foreign and Domestic Commerce, Washington, D. C.

### BUREAU OF STANDARDS.

*Principal administrative officials.*—Director, Bureau of Standards, Chief Physicist, Chief Chemist, Physicists, Secretary, Superintendent of Mechanical Plant.

*General information and duties.*—The functions of the Bureau of Standards are as follows: (a) The custody of the standards; (b) the comparison of the standards used in scientific investigations, engineering, manufacturing, commerce, and educational institutions with the standards adopted or recognized by the Government; (c) the construction, when necessary, of standards, their multiples and subdivisions; (d) the testing and calibration of standard measuring apparatus; (e) the solution of problems which arise in connection with standards; (f) the determination of physical constants and properties of materials, when such data are of great importance to scientific or manufacturing interests and are not to be obtained of sufficient accuracy elsewhere; (g) formation of standards for public utility service; (h) testing structural and other materials; (i) technologic researches; and other investigations as authorized by Congress.

The bureau is authorized to exercise its functions for the Government of the United States, for any State or municipal government within the United States, or for any scientific society, educational institution, firm, corporation, or individual within the United States engaged in manufacturing or other pursuits requiring the use of standards or standard measuring instruments. For all comparisons, calibrations, tests, or investigations, except those performed for the Government of the United States or State governments, a reasonable fee will be charged.

*General publications.*—Material is issued on the following topics: Acidimetry (standard); Alloy, metallurgy, research; Analysis (standard methods); Anemometers; Appliances (specifications); Axles, and other railroad materials; Balances and scales; Barometer testing; Brasses and bronzes (research); Calorimetry; Capacity measurements; Cement testing and research; Cement (standard specifications); Chemical analysis; Chemical properties of materials; Clay and clay products (testing); Color standards; Colorimetry; Columns, steel (testing); Combustion samples for calorimetry; Conductivity of structural materials; Constants (standards of physical); Density and hydrometer measurements; Electric cells (standard); Electric current testing; Electric meter measurement; Electrical conductivity of materials; Electrical lamps, Electrical measurements; Electrical practice standards, Electrical properties of materials; Electrical resistance measurements; Electrical standards and instruments; Electrical service standards; Electrolysis; Engineering instruments; Engineering materials (testing and research); Expansion of materials; Failures of metals (causes); Fire resisting properties of materials; Gas meter testing; Gas service standards; Gasoline standards (testing and research); Geodetic metal tapes (test of); Girders, steel (testing); Glass testing and research; Heat conductivity of materials; Heat measurements; Heat measuring instruments (testing); Heat standards; Hygrometry and density measurements; Inspection of weights and measures; Interference of light; Inks (testing and research); Instruments (engineering); Investigation of miscellaneous materials; Lamps (electrical); Length measurements; Light (interference); Light (standards); Light waves (measurements); Lime and stucco testing and research; Lubricating oils (testing and research); Magnetic testing; Magnetoptics; Mass measurements; Measurements (standards); Measurements of capacity, length, time, etc.; Mechanical standards of performance; Melting

point standards for thermometry; Metal tapes, surveyors' (testing); Metals and paper (testing and research); Metals (properties); Metals (causes of failure); Meter, electric, instrument force; Meter, gas (testing); Materials (testing and investigation); Materials, structural (testing and research); Metric system of weights and measures; Metallurgy alloy research; Oils, lubricating (testing and research); Optical instruments and standards; Optical materials; Optical properties of materials; Optical standards (constants and data); Optics (magneto); Oxidimetry (standards); Paper (testing and research); Performance (standards); Photometry; Photomicrography; Physical constants (standards); Polarimetry; Pressure gages; Pressure measurements; Properties of materials and metals; Pyrometry; Quality, standards (testing and research); Radiation (loss); Radiometry; Railroad materials (investigation); Rails (technology); Refrigeration; Research work with materials and metals; Resistance (measurements of electrical); Saccharimetry; Samplers, standard (analysis); Scales and balances; Silver voltometer; Specifications and tolerances for measuring apparatus; Specifications for materials; Speedometers; Standard methods of analysis; Standards for materials (testing and research); Standards of quality (testing and research); Standards of measurements; Standards of oxidimetry; Stone (testing and research); Stucco (testing and research); Sugar analysis; Sugar standard polarization for polarimetry; Surveyors' and geodetic metal tapes; Steel columns (testing); Steel girders (testing); Structural materials (testing and research); Structural steel column tests; Tapes (surveyors' and geodetic); Testing and research of various materials; Testing gas meters; Testing miscellaneous materials; Testing watches; Textiles (testing and research); Thermal properties of materials; Thermometry (heat measurements); Thermopiles; Time measuring (instruments); Tolerances and specifications for measuring apparatus; Voltmeter (silver); Watch testing; Weights and measures; Weights and weighing instruments.

*Method of distribution.*—Publications of the Bureau of Standards are distributed free of charge so long as the stock for free distribution is available. When a publication of this bureau is no longer available for free distribution, copies may be obtained by addressing the Superintendent of Documents, Washington, D. C., who will advise the writer concerning the prices of such papers, and supply same on receipt of the proper remittance.

*Annual and other periodical publications.*—An annual report is printed each year giving activities of the Bureau of Standards. Free on application.

*List of publications.*—A list of publications of the Bureau of Standards is available for free distribution and will be sent on receipt of request. No monthly list of new publications is published by this bureau, but such a list is included in the monthly announcement list of the Department of Commerce. These publications are identified by initial of series and serial number, e. g., "S 309" means serial No. 309 of the Scientific Papers.

*Index to publications.*—The Bureau of Standards has had one general index known as the "Decennial Index" (the first ten years, 1904-1914), which is for the Bulletins (i. e., Scientific Papers) only. This index is still available for free distribution.

*Mailing lists.*—A mailing list for public libraries and certain university libraries is maintained by the bureau. Some mailing lists classified according to the different classes of specialists of work carried on at the Bureau of Standards are also at present being maintained.

*Maps and charts.*—The Bureau of Standards issues a Metric System Chart which illustrates graphically the comparison between the English and the metric systems of weight and measure. This chart is sent free of charge to schools, commercial organizations, and other institutions on application being made to this bureau.

*Correspondence.*—All requests for publications should be addressed simply Director, Bureau of Standards, Washington, D. C.

## BUREAU OF FISHERIES.

*Principal administrative officials.*—Commissioner; Deputy Commissioner; Assistants in Charge of Divisions; Office, Inquiry Respecting Food Fishes, Fish Culture, Statistics and Methods; Architect and Engineer; Accountant.

*General information and duties.*—The work of the Bureau of Fisheries comprises (1) the propagation of useful food fishes, including lobsters, oysters, and other shellfish, and their distribution to suitable waters; (2) the inquiry into

the causes of decrease of food fishes in the lakes, rivers, and coast waters of the United States, the study of the waters of the coast and interior in the interest of fish culture, and the investigation of the fishing grounds of the Atlantic, Gulf, and Pacific coasts, with the view of determining their food resources and the development of the commercial fisheries; (3) the collection and compilation of the statistics of the fisheries and the study of their methods and relations; (4) the administration of the salmon fisheries of Alaska, the fur-seal herd on the Pribilof Islands, and the fur-bearing animals of Alaska.

*General publications.*—(a) Special reports in the form of octavo pamphlets, and (b) bulletins in the form of royal octavo pamphlets, embracing the following general subjects: Fish culture, fish-cultural methods and practices, fishery industries and methods, shellfish, Alaska fisheries, aquatic biology, morphology and physiology of aquatic animals, marine and fresh-water explorations, disease and parasites of fishes, etc. The special reports are the usual medium for publication of practical and economic subjects, and the bulletins of scientific and technical matters. These reports and bulletins are respectively grouped as annual series, and title pages and tables of contents are furnished to those who wish to bind them.

(c) Economic circulars which contain brief advance reports of investigations of economic importance or brief statements of information of timely significance not requiring more extensive treatment. These circulars are octavo leaflets, with independent serial numbers.

(d) Special statistical bulletins on various fishery industries issued as occasion demands or as investigations or canvasses are completed. These bulletins are single sheets, with independent serial numbers.

*Method of distribution of general publications.*—All publications of the bureau have heretofore been distributed free, but hereafter they will be sent out through the Superintendent of Documents, who will make a charge therefor. The free distribution of documents is now restricted to institutions exchanging with or cooperating with the bureau, and foreign and State fishery officials.

*Annual and other periodical publications.*—(a) The Annual Report of the Commissioner of Fisheries to the Secretary of Commerce. A brief administrative record of the year's activities.

(b) The Annual Report of the Distribution of Fish and Fish Eggs. A record of the fish hatched and reseeded and eggs obtained and the disposition of same.

(c) Alaska Fisheries and Fur Industries. An annual record of the work of the bureau in this field, covering (1) the enforcement of the law and regulations, having to do with the protection and conservation of the fisheries and operation of hatcheries; (2) administration of the American fur-seal herd of the North Pacific Ocean; and (3) the enforcement of the law for the protection of the fur-bearing animals generally.

(d) Service Bulletin, an octavo leaflet with independent serial numbers, issued monthly. It contains information of the general activities of the bureau during the preceding month, and serves as a medium of communication between the administrative offices and all employees.

*List of publications.*—A list of those available for distribution is published. No monthly list is issued.

*Indexes to publications.*—There is an indexed list of publications from February, 1871, to February, 1896, now out of print.

*Correspondence.*—Official communications should be addressed to the Commissioner of Fisheries, Washington, D. C.

## BUREAU OF LIGHTHOUSES.

*Principal administrative officials.*—Commissioner, Deputy Commissioner, Chief Constructing Engineer, Baltimore, Md., Superintendent of Naval Construction, Chief Clerk.

*General information and duties.*—The United States Lighthouse Service is charged with the establishment and maintenance of aids to navigation, and with all equipment and work incident thereto, on the sea and lake coasts of the United States, and on the rivers of the United States so far as specifically authorized by law, and on the coasts of all other territory under the jurisdiction of the United States, with the exception of the Philippine Islands and Panama.

The bureau publishes Light Lists and Buoy Lists, giving information regarding all aids to navigation maintained by the Lighthouse Service; it also publishes each week, jointly with the Coast and Geodetic Survey, Notices to Mariners, giving the changes in lights, buoys, etc.

*General publications.*—(a) Useful Information Concerning Aids to Navigation. A card that shows selected types of buoys, and gives general information relative to buoy colors, numbers, and shapes; day beacons, buoy lists, protection of aids, defects in aids, and distances of visibility for objects of various elevations above sea level. Free distribution.

(b) Lighthouse Service. 4 pages. Gives historical sketch and general description of the United States Lighthouse Service. Free distribution.

(c) Whitewash and Cement-wash Formulas. Free distribution.

(d) The United States Lighthouse Service, 1915. 94 pages, illustrated. Furnishes general information regarding the organization and operation of the United States Lighthouse Service. Copies may be obtained from the Superintendent of Documents, Government Printing Office, Washington, D. C., at 15 cents per copy.

(e) Medical Handbook for the Use of Lighthouse Vessels and Stations. 116 pages. Prepared for the benefit of officers and employees of the Lighthouse Service whose duty on vessels and at remote stations may render it difficult at times for them to obtain necessary medical assistance or advice. Explains the treatment of a few of the commoner diseases, and contains a supplement on "First Aid to the Injured." Copies may be obtained from the Superintendent of Documents, Government Printing Office, Washington, D. C., at 50 cents per copy.

(f) Regulations for Lighting Bridges over Navigable Waters; also for Lights on Sheer Booms, Piers, Dams, and Similar Obstructions to Navigation, 1915.

*Annual publications.*—(a) Annual Report of the Commissioner of Lighthouses, submitted annually to the Secretary of Commerce, reporting the operations of the United States Lighthouse Service for the fiscal year ended June 30. Free distribution. Mailing list maintained.

(b) Light List, Atlantic and Gulf Coasts of the United States, coast of Porto Rico, etc.

(c) Light List, Pacific Coast of the United States, and on the coasts of Alaska, the Hawaiian, Midway, Guam, and Samoan Islands; and also aids to navigation maintained by the Canadian Government on the coast of British Columbia.

(d) Light Lists, Great Lakes, United States and Canada. On the Great Lakes, the St. Lawrence River above St. Regis River, and on Lakes Memphremagog and Champlain.

(e) Light List, Thirteenth Lighthouse District. Upper part of the Mississippi (above Cairo, Ill.), the Illinois, Missouri, Minnesota, Gasconade, and Osage Rivers, St. Croix River and Lake, and Lake Traverse.

(f) Light List, Fourteenth Lighthouse District. On the Ohio, Tennessee, Kanawha, and Monongahela Rivers.

(g) Light List, Fifteenth Lighthouse District. On the Mississippi River below mouth of the Missouri River and above New Orleans, and on the Red River.

*Biennial publications.*—(a) Buoy List, First Lighthouse District. Maine and New Hampshire.

(b) Buoy List, Second Lighthouse District. Massachusetts, excepting Mount Hope Bay and Taunton River.

(c) Buoy List, Third Lighthouse District. Between the entrances to Narragansett and Delaware Bays, also the aids on Lakes Champlain and Memphremagog.

(d) Buoy List, Fourth Lighthouse District. Delaware Bay and River.

(e) Buoy List, Fifth Lighthouse District. Coast and tributary tidal waters of Delaware, Maryland, Virginia, and North Carolina from, but does not include, Fenwick Island Light Station, Delaware, to New River Inlet, North Carolina.

(f) Buoy List, Sixth Lighthouse District. North Carolina, South Carolina, Georgia, and Florida from New River Inlet, North Carolina, to Hillsboro Inlet Light Station, Florida.

(g) Buoy List, Seventh Lighthouse District. Florida and on other waters tributary to the sea and gulf from a point just south of Hillsboro Inlet Light Station, Florida, to and including Cedar Keys, Florida.

(h) Buoy List, Eighth Lighthouse District. The Gulf Coast of the United States, and tidal waters tributary to the Gulf, from, but not including, Cedar Keys, Florida, to the Rio Grande.

(i) Buoy List, Ninth Lighthouse District. Porto Rico and adjacent Islands, and Guantanamo Bay, Cuba.



(f) Buoy List, Tenth Lighthouse District. Lake Erie, Lake Ontario, and the St. Lawrence River above the mouth of the St. Regis River.

(k) Buoy List, Eleventh Lighthouse District. Lakes St. Clair, Huron, and Superior, and the Detroit, St. Clair, and St. Marys Rivers.

(l) Buoy List, Twelfth Lighthouse District. Lake Michigan and Green Bay.

(m) Buoy List, Sixteenth Lighthouse District. Alaska.

(n) Buoy List, Seventeenth Lighthouse District. Oregon and Washington.

(o) Buoy List, Eighteenth Lighthouse District. California.

(p) Buoy List, Nineteenth Lighthouse District. Hawaiian, Midway, Guam, and the American Samoan Islands.

*Weekly publications.*—Notice to Mariners (Issued jointly with Coast and Geodetic Survey), gives prompt notice of changes in aids to navigation and of obstructions or changes in channels which are to be noted on charts and light and buoy lists.

*Method of distribution.*—A copy of any Light List, Buoy List, or Notice to Mariners will be sent free of charge to any shipmaster or pilot upon application. Mailing lists of the Light and Buoy Lists, and Notice to Mariners are maintained.

*List of publications.*—A list of publications of the bureau, available for distribution, is published semiannually by the division of publications of the department.

*Correspondence.*—Requests for free publications or to have names placed on mailing lists should be addressed to the Chief, Division of Publications, Department of Commerce, Washington, D. C.

## COAST AND GEODETIC SURVEY.

*Principal administrative officials.*—Superintendent; Assistant Superintendent; Hydrographic and Geodetic Engineer in Charge of Office; Chiefs of Divisions: Geodesy, Hydrography and Topography, Charts, Terrestrial Magnetism, Accounts.

*General information and duties.*—The Coast and Geodetic Survey is charged with the survey of the coasts of the United States and coasts under the jurisdiction thereof and the publication of charts covering said coasts. This includes (a) base measure, triangulation, topography, and hydrography along said coasts; (b) the survey of rivers to the head of tidewater or ship navigation; (c) deep-sea soundings, temperature, and current observations along said coasts and throughout the Gulf and Japan streams; (d) magnetic observations and researches, and the publication of maps showing the variations of terrestrial magnetism; (e) gravity research; (f) determination of heights; (g) the determination of geographic positions by astronomic observations for latitude, longitude and azimuth, and by triangulation, to furnish reference points for State surveys; (h) the preparation and publication of sailing directions, and tide tables for all of the coasts under the jurisdiction of the United States.

The results obtained are published in annual reports and in special publications; charts upon various scales, including sailing charts, general charts of the coast, and harbor charts; tide tables issued annually in advance; Coast Pilots, with sailing directions, covering the navigable waters; Notices to Mariners published jointly by Coast and Geodetic Survey and Bureau of Lighthouses, issued weekly and containing current information necessary for safe navigation; catalogues of charts and publications; and such other special publications as may be required to carry out the organic law governing the survey.

*General publications.*—Publications are issued on following subjects: Astronomy; Azimuth; Azimuth of Polaris (tables); Bars (base); Base lines; Charts; Coast line; Coast pilots; Coastwise navigation; Coasts; Compass variation; Currents; Deep-sea soundings; Deflection of plumb line; Depth of compensation; Depths; Diurnal variation; Double zenith distances; Earth form; Earth flattening; Earthquakes; Elevations; Elongation and culmination of polaris (times of); Figure of the earth; Geoid; Geodesy; Geodetic astronomy; Geographic positions; Gravity; Harbors; Hydrography; Inland navigation; Inside route pilots; Interferometer; Invar leveling rods; Invar tapes; Isoclinic chart; Isogonic chart; Isostasy; Isostatic compensation; Latitude; Least squares; Leveling; Longitude; Magnetic charts; Magnetic declination; Magnetic dip; Magnetic disturbances; Magnetic horizontal intensity; Magnetic inclination; Magnetic measurements (directions); Magnetic observations (results); Magnetic observatories; Magnetic stations (descriptions); Magnetic survey of the United States; Magnetic tables; Magnetic vertical intensity; Maps; Map projections.

Meridians; Meridian lines; Nautical information; North American datum; Oceanography; Orthometric correction; Parallels; Pendulum apparatus; Pinnacle rocks; Polar coordinates; Precise leveling; Principal facts of the earth's magnetism; Reconnaissance; Refraction; Sailing directions; Sea level; Secular change tables; Shoals; Shore line; Signal building; Spheroid; Spirit leveling; Star observations; Steel tapes; Surveys; Tapes; Terrestrial magnetism; Tides; Time; Topography; Triangulation (primary); Triangulation (secondary); Triangulation (tertiary); Trigonometric leveling; True bearings (at magnetic stations); True meridian (directions for determining); Variation of compass; Wire drag work.

*Method of distribution of general publications.*—All publications included under paragraph 2 are distributed free except coast pilots and inside route pilots, which are sold at the cost of paper and printing.

*Annual and other periodical publications.*—(a) Annual Report of the Superintendent of the U. S. Coast and Geodetic Survey. Free. The report is divided into three parts as follows: Part I outlines the functions of the bureau, the branches into which it is divided, their functions, what has been accomplished in the office during the year just passed, and the needs of the office. Part II deals with the urgent needs in the field and necessary expansion of the work. Part III is a detailed statement for the past year of accomplished field and office work of the bureau.

(b) General Tide Tables. Annual. The predicted time and height of the tide at the principal ports of the United States and at many foreign ports are given in these tables for every day of the year, with a table of differences, by means of which the times and heights at intermediate ports may be ascertained. Reprints of the tables for Atlantic and Pacific coasts of the United States are issued separately. General tide tables, 50 cents; reprints, 10 cents each. To be obtained from the Superintendent, U. S. Coast and Geodetic Survey, Washington, D. C., and the chart agencies of the Survey.

(c) Notice to Mariners. Weekly. Free. Published jointly with the Bureau of Lighthouses. Corrections to be applied to charts to keep them up to date, announcement of new charts, new editions of charts, charts canceled, editions canceled and of the various nautical publications of the survey are included in these notices.

*List of publications.*—The available publications of the bureau are included in the List of Publications of the Department of Commerce Available for Distribution, issued twice a year. A monthly list of the publications of the survey is included in the Monthly List of the Publications of the Department of Commerce.

*Indexes to publications.*—The List and Catalogue of the Publications of the U. S. Coast and Geodetic Survey, 1816 to August, 1908, inclusive, has been issued by the bureau. A new edition is in preparation for free distribution.

*Mailing lists.*—Free mailing lists for the publications of this bureau are maintained in the Division of Publications, Department of Commerce, as follows: No. 111, Annual Report; No. 112, Geodetic Publications; No. 114, Magnetic Publications; No. 115, Philippine Publications; No. 116, Hydrographic and Miscellaneous Publications.

*Maps and charts.*—Charts of the Coasts of the United States, the West Indies, Panama Canal Zone, Alaska, Hawaiian and Marianas Islands, Philippine Islands, Topographic Maps of the Philippine Islands. These charts and maps are sold at the cost of paper and printing.

*Correspondence.*—Address, Superintendent, Coast and Geodetic Survey, Washington, D. C.

## BUREAU OF NAVIGATION.

*Principal administrative officials.*—Commissioner, Deputy Commissioner, Chief Clerk, Radio Inspector in Charge.

*General information and duties.*—The Bureau of Navigation is charged with general superintendence of the commercial marine and merchant seamen of the United States, except so far as supervision is lodged with other officers of the Government. It is specially charged with the decision of all questions relating to the issue of registers, enrollments, and licenses of vessels and the filing of those documents, with the supervision of laws relating to the admeasurement, letters, and numbers of vessels, and with the final decision of questions concerning the collection and refund of tonnage taxes. It is empowered

to change the names of vessels, and prepares annually a list of vessels of the United States. The commissioner also investigates the operation of the laws relative to navigation, and annually reports to the Secretary of Commerce such particulars as may in his judgment admit of improvement or require amendment.

In addition to the above statutory duties the bureau is charged, under direction of the Secretary of Commerce, with the enforcement, through collectors and surveyors of customs and radio inspectors, of the navigation and steamboat-inspection laws, and the laws governing radio communication, and the consideration of action to be taken on fines, penalties, and forfeitures incurred under those laws; administrative examination of accounts of collectors, surveyors of customs, and shipping commissioners covering fines, penalties, and forfeitures; services to vessels; navigation fees; amounts collected on account of decease of passengers, tonnage-tax collections, refunds; shipment and discharge of seamen, etc.

*General publications.*—(a) Radio Laws and Regulations of the United States. This publication includes the radio laws of the United States, the London Radiotelegraphic Convention, regulations applying to the radio laws and the convention, and general radio information.

(b) Important Events in Radiotelegraphy. This is a brief history of the development of radiotelegraphy and of the radio service and shows the value of radio as a safeguard to life at sea.

*Method of distribution of general publications.*—The Radio Laws and Regulations is sold at 15 cents per copy and the Important Events in Radiotelegraphy is sold at 5 cents per copy.

*Annual and other periodical publications.*—(a) Report of the Commissioner of Navigation. This publication contains a general review of the effect of the various laws upon merchant shipping; a résumé of the work of the Bureau of Navigation; detailed statistics of the American merchant marine and statistics of the merchant marines of the principal maritime countries of the world.

(b) List of Merchant Vessels of the United States. This publication contains the names in alphabetical order and other data of all merchant vessels of the United States, and also of vessels of the various branches of the Government, together with a list of vessels lost during the year. (Confidential.)

(c) Seagoing Vessels of the United States. This publication contains the names of merchant vessels, yachts, and Government vessels, arranged in the order of their signal letters; the names and addresses of the owners of the merchant vessels; the names of all merchant vessels, yachts, and Government vessels equipped with radio apparatus together with their call letters; lists of radio stations; flags of the principal maritime nations; and flags and pennants used in the international code. (Confidential.)

(d) Radio Stations of the United States. This list includes the names of land-radio stations, special radio stations, and amateur radio stations, together with the call letters of each station and other information of value to radio operators. (Confidential.)

(e) Navigation Laws of the United States. Published once in four years, and contains the existing laws relating to shipping. A supplement is issued at the end of each session of Congress.

(f) Radio Service Bulletin. This bulletin is issued monthly and is a supplement to the Radio Stations of the United States. It contains the names of new stations, alterations and corrections in old stations, amendments to the regulations and other matter of general interest. (Suspended during the war.)

*Method of distribution.*—(a) Radio Laws and Regulations of the United States, and (d) Radio Stations of the United States, are distributed partly free and partly sold; (b) List of Merchant Vessels of the United States, and (c) Seagoing Vessels of the United States, partly free and partly sold.

(e) Navigation Laws of the United States is distributed partly free and partly sold. The price for the 1915 edition is \$1.00 and 5 cents for each supplement.

(f) Radio Service Bulletin is sold at 5 cents per copy or annual for 25 cents.

*Correspondence.*—All requests for publications which are distributed free should be addressed to the Commissioner of Navigation and for publications for which there is a charge to the Superintendent of Documents, Government Printing Office.

## STEAMBOAT-INSPECTION SERVICE.

*Principal administrative officials.*—Supervising Inspector General, Chief Clerk.

*General information and duties.*—The Steamboat-Inspection Service is charged with the duty of inspecting vessels, the licensing of the officers of vessels, and the administration of the laws relating to such vessels and their officers for the protection of life and property.

The Supervising Inspector General and the supervising inspectors constitute a board that meets annually at Washington and establishes regulations for carrying out the provisions of the steamboat-inspection laws.

*General publications.*—(a) Laws Governing The Steamboat-Inspection Service. (Form 800.) Topics: Inspection; Vessels subject to inspection; Appointment of Supervising Inspector General, supervising inspectors, local inspectors and clerks to local boards; Board of Supervising Inspectors; Inspection of hulls, boilers and machinery; Life-saving equipment and fire apparatus required on vessels; Licensing of officers of vessels; Transportation of passengers and merchandise; Manning of inspected vessels, number of passengers allowable; Carriage of certain dangerous articles prohibited on passenger steamers; fire extinguishers and other fire-fighting equipment required on vessels; Lifeboats and life rafts required on vessels; Penalty clauses; Regulation of commerce and navigation; State regulation of pilots; No discrimination in rates of pilotage; Transportation of passengers and merchandise; Transportation of nitroglycerine and other dangerous articles; Liability of masters, etc., as carriers; An act to regulate the carriage of passengers by sea; Summary trial for certain offenses against navigation laws; Remission of fines, penalties, and forfeitures; Amendatory acts of Congress; Boundary lines of the high seas; Motor-boat act of June 9, 1910; Seaman's act of March 4, 1915.

(b) General Rules and Regulations Prescribed by the Board of Supervising Inspectors, Ocean and Coastwise. (Form 801 A.) Rules governing the inspection of hulls, boilers, and equipments of ocean and coastwise vessels coming under the jurisdiction of the Steamboat-Inspection Service, and relating to licensed officers of such vessels.

(c) General Rules and Regulations Prescribed by the Board of Supervising Inspectors, Great Lakes. (Form 801 B.) Rules governing the inspection of hulls, boilers, and equipments of vessels navigating the Great Lakes and coming under the jurisdiction of the Steamboat-Inspection Service, and relating to licensed officers of such vessels.

(d) General Rules and Regulations Prescribed by the Board of Supervising Inspectors, Lakes other than the Great Lakes, Bays, and Sounds. (Form 801 C.) Rules governing the inspection of hulls, boilers, and equipments of vessels navigating lakes other than the Great Lakes, bays, and sounds, and coming under the jurisdiction of the Steamboat-Inspection Service, and relating to licensed officers of such vessels.

(e) General Rules and Regulations Prescribed by the Board of Supervising Inspectors, Rivers. (Form 801 D.) Rules governing the inspection of hulls, boilers, and equipments of vessels navigating rivers and coming under the jurisdiction of the Steamboat-Inspection Service, and relating to licensed officers of such vessels.

(f) Pilot Rules for Certain Inland Waters of the Atlantic and Pacific Coasts and of the Coast of the Gulf of Mexico. (Form 804.) Act of June 7, 1897. To adopt regulations for preventing collisions; Boundary lines of the high seas; Pilot rules for vessels passing each other; Rules for lights to be carried by various kinds of vessels; Rules prohibiting unnecessary sounding of steam whistle; Motor-boat act of June 9, 1910; Act of September 4, 1890. In regard to collisions at sea; Regulations for tows of seagoing barges within inland waters.

(g) Pilot Rules for the Great Lakes and Their Connecting and Tributary Waters. (Form 808.) Pilot rules for vessels passing each other; Rule for lights to be carried by various kinds of vessels; Rule prohibiting unnecessary sounding of the steam whistle; Act of February 8, 1895. To Regulate navigation on the Great Lakes and their connecting and tributary waters; Motor-boat act of June 9, 1910.

(h) Pilot Rules for the Rivers Whose Waters Flow Into the Gulf of Mexico and Their Tributaries and the Red River of the North. (Form 806.) Pilot rules for vessels passing each other; Rules for lights for various kinds of vessels; Rule prohibiting unnecessary sounding of the steam whistle; Sections of



the Revised Statutes of the United States and acts of Congress relating to the navigation of vessels on the Red River of the North and rivers emptying into the Gulf of Mexico and their tributaries; Motor-boat act of June 9, 1910; Boundary lines of certain inland waters.

*Method of distribution of general publications.*—All of the publications included noted above are distributed free, through office of Steamboat Inspection Service.

*Annual and other periodical publications.*—(a) Annual Report of the Supervising Inspector General, Steamboat Inspection Service, to the Secretary of Commerce, fiscal year. Distributed free.

(b) List of Officers of Merchant Steam, Motor, and Sail vessels Licensed, each fiscal year. (Discontinued.)

*List of publications.*—A list of publications of the Steamboat-Inspection Service available for distribution is published semiannually in the List of Publications of the Department of Commerce available for distribution, and in supplementary list entitled Monthly List of Publications issued by the Department of Commerce.

*Mailing lists.*—Free mailing lists for all of the publications named under *General publications* and *Annual and periodical publications* are maintained, it being the endeavor of this bureau to place on such lists only the names of individuals requiring the publications.

*Maps.*—No maps are published by this service.

*Correspondence.*—Requests for the publications should be addressed to Supervising Inspector General, Steamboat-Inspection Service, Washington, D. C. Copies of the laws, general rules and regulations, and pilot rules can be obtained from boards of local inspectors, Steamboat-Inspection Service; at ports where located.

## PART X.—DEPARTMENT OF LABOR.

(For location of department and bureaus, see page 100.)

*Principal administrative officials.*—Secretary of Labor, Assistant Secretary, Solicitor, Chief Clerk, Disbursing Clerk, Chief of Division of Publications and Supplies, Appointment Clerk, Executive Clerk, Division of Conciliation.

*General information and duties.*—The Secretary of Labor is charged with the duty of fostering, promoting, and developing the welfare of the wage earners of the United States, improving their working conditions, and advancing their opportunities for profitable employment.

He has power under the law to act as mediator and to appoint commissioners of conciliation in labor disputes whenever in his judgment the interests of industrial peace may require it to be done.

He has authority to direct the collecting and collating of full and complete statistics of the conditions of labor and the products and distribution of the products of the same and to call upon other departments in the Government for statistical data and results obtained by them and to collate, arrange, and publish such statistical information so obtained in such manner as to him may seem wise.

His duties also comprise the gathering and publication of information regarding labor interests and labor controversies in this and other countries; the supervision of the administration of the act of Congress providing for the payment of compensation to artisans or laborers of the United States injured in the course of their employment; the supervision of the immigration of aliens, and the enforcement of the laws relating thereto, and to the exclusion of Chinese; the direction of the administration of the naturalization laws; and the direction of the work of investigating all matters pertaining to the welfare of children and child life, and to cause to be published such results of these investigations as he may deem wise and appropriate.

The Assistant Secretary performs such duties as shall be prescribed by the Secretary or may be required by law. He acts as the Secretary of Labor in time of absence of the Secretary.

*Annual and other periodical publications.*—(a) Annual Reports of the Secretary of Labor for 1913, 1914, 1915, 1916, and 1917.

(b) Annual Reports of the Department of Labor (report of the Secretary and reports of the bureaus consolidated) for 1913, 1914, 1915, and 1916.

(c) Annual Report of the Chief, Division of Publications and Supplies, for 1914, 1915, 1916, and 1917.

These are distributed free as long as available.

*List of publications.*—A list of publications of all bureaus is published semi-annually and is distributed free. No monthly list is published.

*Mailing lists.*—Mailing lists are maintained for free distribution of above publications.

*Maps.*—Maps are published only when necessary for use in connection with publications, and then are attached and form a part and are distributed free with other publications.

*Correspondence.*—Requests for above publications should be addressed Chief, Division of Publications and Supplies, Department of Labor, Washington, D. C.

### SOLICITOR FOR THE DEPARTMENT OF LABOR.

*Publications of the solicitor.*—The only publication available for distribution is the Opinions of Solicitor, U. S. Department of Labor, on Workmen's Compensation (under act May 30, 1908), 1 volume, April, 1915. The volume includes topics on the subject of compensation for injured United States employees under the act of May 30, 1908 (35 Stat., 556), as follows: Employment by the United States of artisan or laborer; Manufacturing establishments; Arsenals; Navy yards; River and harbor works and fortifications; Hazardous work in connection with the Reclamation Service; Isthmian Canal Commission;

Forestry Service; Employment excluded by the act; Legal definitions, decisions and phrases; Persons entitled to compensation; Medical examination, claims; Opinions of Attorney General; Decisions of the comptroller, etc.

This publication will be available for free distribution until the present supply is exhausted, and application should be made to the Solicitor for the Department of Labor, Washington, D. C.

The compensation act of May 30, 1908, has been superseded by the act of September 7, 1916 (39 Stat. 742), which lodges the jurisdiction of all questions concerning compensation to injured United States employees in the United States Employees Compensation Commission, which see page 151.

### UNITED STATES EMPLOYMENT SERVICE.

*Principal administrative officials.*—Director, two Assistant Directors, and Chief Clerk.

*General information and duties.*—The purpose of the United States Employment Service is to foster, promote, and develop the welfare of the wage earners of the United States by so conserving and distributing their industrial activities as to improve their working conditions and advance their opportunities for profitable employment, in harmony with the general good, with the necessities of war, with the just interests of employers, and with the development in practice of the recognized principle of a common responsibility for production and a common interest in distribution.

*General publications.*—The only publication issued is the "United States Employment Service Bulletin," which is the official organ of the United States Employment Service, and is published every Tuesday (weekly) for the information of the United States Employment Service and its field force and branches, cooperating State, county, and municipal employment services and other organizations interested in employment matters. It contains information as to the labor mobilizing and distributing work of the United States Employment Service; instructions to the field service; reports as to shortages and surpluses of labor in various localities; locations of branch employment offices, etc.

*Method of distribution.*—Copies are free. Circulation restricted to offices and employees of the United States Employment Service; other public employment services, State, county, and municipal employment offices and officers and organizations and individuals actually interested in employment matters, as employers, etc.

*Mailing list.*—Free mailing lists are maintained.

*Correspondence.*—Address Director, U. S. Employment Service, Department of Labor, Washington, D. C.

### BUREAU OF IMMIGRATION.

*Principal administrative officials.*—Commissioner General of Immigration; Assistant Commissioner General; Commissioners of Immigration: Ellis Island, N. Y., Boston, Mass., Gloucester, N. J., Baltimore, Md., Montreal, Province of Quebec, San Juan, P. R., New Orleans, La., Seattle, Wash., Angel Island, San Francisco, Cal.

*General information and duties.*—The Bureau of Immigration is charged with the administration of the laws relating to immigration and of the Chinese-exclusion laws. It supervises all expenditures under the appropriation for "Expenses of regulating immigration." It causes alleged violations of the immigration, Chinese-exclusion, and alien contract-labor laws to be investigated, and when prosecution is deemed advisable submits evidence for that purpose to the proper United States district attorney.

*General publications.*—Bulletins are issued on immigration statistics, immigration laws, and rules, treaty laws, rules governing the admission of Chinese, and agricultural opportunities in different parts of the country. Distributed free as long as available.

*Annual and other periodical publications.*—(a) Annual Report by the Commissioner General of Immigration. (b) Monthly statement for press and individuals directly concerned, giving comparative statistics of immigration and the inward and outward passenger movements.

*List of publications.*—Printed in the Department of Labor list.

*Mailing list.*—Maintained for above publications.

*Correspondence.*—Address: Commissioner General of Immigration, Washington, D. C.

## BUREAU OF NATURALIZATION.

*Principal administrative officials.*—Commissioner of Naturalization; Deputy Commissioner of Naturalization; Chief Naturalization Examiners, 11 located in the following cities: Boston, Mass., New York, N. Y., Philadelphia, Pa., Washington, D. C., Pittsburgh, Pa., Chicago, Ill., St. Paul, Minn., St. Louis, Mo., Seattle, Wash., San Francisco, Cal., Denver, Colo.

*General information and duties.*—The act approved March 4, 1913, creating the Department of Labor, provided a Bureau of Naturalization, and that the Commissioner of Naturalization, or, in his absence, the Deputy Commissioner of Naturalization, shall be the administrative officer in charge of the Bureau of Naturalization and of the administration of the naturalization laws under the immediate direction of the Secretary of Labor. Under the provisions of the act of June 29, 1906, naturalization jurisdiction was conferred upon approximately 3,500 United States and State courts. The duties of the Bureau of Naturalization are to supervise the work of these courts in naturalization matters, to require an accounting from the clerks of courts for all naturalization fees collected by them, examine and audit these accounts, deposit them in the Treasury of the United States through the disbursing clerk of the department, and render an accounting therefor quarterly to the Auditor for the State and Other Departments, to conduct all correspondence relating to naturalization, and, through its field officers located in various cities of the United States, to investigate the qualifications of the candidates for citizenship and represent the Government at the hearings of petitions for naturalization. In its administration of the naturalization laws the bureau obtains the cooperation of the public-school authorities throughout the United States, receives reports therefrom of courses in citizenship instruction, and, acting as a clearing house of information on civic instruction, it disseminates the information received throughout the public-school system. It stimulates the preparation of candidates for citizenship for their new responsibilities by bringing them into contact at the earliest moment with the Americanizing influences of the public-school system, and thereby contributes to the elevation of citizenship standards. In the archives of the bureau are filed duplicates of all certificates of naturalization granted since September 26, 1906, as well as the preliminary papers of all candidates for citizenship filed since that date, averaging an annual receipt of approximately 450,000 naturalization papers.

*General publications.*—(a) Naturalization laws and regulations; (b) proceedings of the naturalization reception, Philadelphia, Pa., 1915; (c) reception, Washington, D. C., 1916; (d) outline of course in citizenship for foreign and native born.

*Annual reports.*—Annual Reports of the Commissioner of Naturalization.

*Method of distribution.*—All publications are distributed free.

*Mailing lists.*—Free mailing lists are maintained for those interested.

*Correspondence.*—Address Commissioner of Naturalization, Washington, D. C.

## BUREAU OF LABOR STATISTICS.

*Principal administrative officials.*—Commissioner of Labor Statistics, Chief Statistician.

*General information and duties.*—The Bureau of Labor Statistics is charged with the duty of acquiring and diffusing among the people of the United States useful information on subjects connected with labor in the most general and comprehensive sense of that word, and especially upon its relations to capital, the hours of labor, the earnings of laboring men and women, and the means of promoting their material, social, intellectual, and moral prosperity.

It is especially charged to investigate the causes of and facts relating to controversies and disputes between employers and employees as they may occur, and which may happen to interfere with the welfare of the people of the several States.

It is also authorized, by act of March 2, 1895, to publish a bulletin on the condition of labor in this and other countries, condensations of State and foreign labor reports, facts as to conditions of employment, and such other facts as may be deemed of value to the industrial interests of the United States. This bulletin is issued in a number of series, each dealing with a single subject or closely related group of subjects, and the bulletin is published at irregular intervals as matter becomes available for publication.



By the act to provide a government for the Territory of Hawaii, as amended, it is made the duty of the bureau to collect and present in quinquennial reports statistical details relating to all departments of labor in the Territory of Hawaii, especially those statistics which relate to the commercial, industrial, social, educational, and sanitary condition of the laboring classes.

*General publications.*—Prior to July, 1912, the bureau published annual and special reports and a bimonthly bulletin. Since July, 1912, the publications of the bureau, other than the annual reports and its periodical publications, have been printed as bulletins issued at irregular intervals. Each number contains matter devoted to one of a series and also carry consecutive whole numbers, beginning with No. 101.

The titles of the reports and the titles of articles contained in bulletins are shown in the following list: Accident insurance; Accidents and prevention; Acetate of lead and other poisons; Agreements between employers and employees; Agriculture implement industry; Anthracite coal; Apprenticeship; Arbitration; Bakers, wages, etc.; Benefit and retirement systems; Bethlehem strike; Blacklisting; Boarding houses; Bonus systems; Boot and shoe industry; Boycotting; Brass industry; Brewing industry; Brickmaking; Broom manufacture; Buck Stove & Range case; Building and loan associations; Button manufacture; Calsson disease of "Bends"; Canning industry; Carbon monoxide; Carpet industry; Children in industry; Chlorine as poison; Cigar industry; Clothing industry; Coal mining; Company stores; Compensation for injuries; Conciliation and arbitration; Conspiracy; Convict labor; Cooles labor; Cooperation; Copper mining; Cost of living; Cost of production; Cotton industry; Danbury Hatters case; Dangerous occupations; Death rates in industry; Decisions of courts on labor; Domestic service; Dusty occupations; Eight-hour day; Employers' liability; Employment offices; Employment (regularity); Factory inspection; Factory legislation; Fatigue in industry; Funeral benefits; Furniture industry; Glass industry; Government ownership; Hawaii (labor); Holidays; Home industry; Hook worm disease; Hospital service; Hours of labor; Housing; Illiteracy; Immigrant labor; Industrial education; Industrial poisoning; Iron and steel industry; Jewelry industry; Labor conditions; Labor legislation; Labor organizations; Laundries; Lawrence strike; Lead poisoning; Liquor problem; Living conditions; Lockouts and strikes; Manufacturers' statistics; Match industry; Mediation and arbitration; Maternity insurance; Mine labor; Mine strike, Westmoreland County; Minimum wage; Municipal ownership; Negroes; Night work; Occupational diseases; Old age pensions; Overtime; Padrone system; Paper industry; Pension funds; Peonage; Phosphorous poison; Printing trade; Profit sharing; Protection of workers; Public utilities; Purchasing power; Railroad labor; Retail prices; Rubber industry; Sanitation (Industrial); Sickness insurance; Slums; Speeding up; Strikes and lockouts; Sunday work; Sweating system; Telegraph companies; Tobacco industries; Tuberculosis; Unemployment; Union wages; Vocational guidance; Wages; Welfare work; Westmoreland strike; Workmen's insurance; Zinc poisoning.

*Method of distribution of general publications.*—All publications of the bureau are distributed free.

*Annual and other periodical publications.*—Annual reports, presenting the results of the bureau's investigations and studies, were published from the beginning to 1910, inclusive, 25 such annual reports having been issued. Special reports, similar in character, were published from 1889 to 1905, 12 such reports having been issued. The subjects of all these reports are given in the list of publications. Miscellaneous reports, published by the bureau, are also given in list. A bi-monthly bulletin was issued by the bureau from November, 1905, to May, 1912, 100 numbers having been issued. At present the only periodical publication of the bureau is the Monthly Review, published since July, 1915, and an index is contained in the third volume, December, 1916, issue.

*List of publications.*—A list of publications is issued from time to time and is available for distribution. A list of the more recent publications is contained in the Monthly Review.

*Index to publications.*—The only separate index to publications which the bureau has issued is Bulletin 174, constituting a subject index from the beginning down to May 1, 1915. This bulletin is available for free distribution.

*Mailing lists.*—Free mailing lists for all publications are maintained.

*Correspondence.*—Requests for publications should be addressed to the Commissioner of Labor Statistics.

## CHILDREN'S BUREAU.

*Principal administrative officials.*—Chief of Children's Bureau, Assistant Chief, Director Child Labor Law Division, Director Hygiene Division, Director Social Service Division, Director Statistical Division, Director Industrial Division, Director Publicity Division.

*General information and duties.*—The act establishing the bureau provides that it shall investigate and report upon all matters pertaining to the welfare of children and child life among all classes of our people, and shall especially investigate the questions of infant mortality, the birth rate, orphanage, juvenile courts, desertion, dangerous occupations, accidents, and diseases of children, employment, and legislation affecting children in the several States and Territories. The bureau is also empowered to publish the results of these investigations in such manner and to such extent as may be prescribed by the Secretary of Labor. The bureau also enforces the United States Child Labor Law.

*General publications.*—Reports are issued from time to time on the various subjects within the field of the bureau. Among them are series of reports on infant mortality, discussing especially the economic aspects; pamphlets addressed to the individual mothers on the care of children; reports on laws affecting children; special studies of child welfare in the warring countries and on care of dependents of enlisted men in Canada, together with other studies in the fields of the respective divisions enumerated above.

*Method of distribution of general publications.*—Distributed free.

*Annual and other periodical publications.*—Annual Report of the Chief.

*List of publications.*—Multigraphed list of publications available for distribution. List also printed in each publication in the Children's Bureau.

*Mailing list.*—Free mailing lists are maintained: (1) General mailing list; (2) Special subjects, e. g., child care, child labor; (3) Miscellaneous.

*Correspondence.*—Address the Chief of Children's Bureau, Washington, D. C.

## NATIONAL WAR LABOR BOARD.

*Principal administrative officials.*—The board consists of 12 members, appointed by the Secretary of Labor, five representatives of the employers, five representatives of labor, and two representatives of the public.

*General information and duties.*—The National War Labor Board was organized in accordance with a report dated March 29, 1918, to the Secretary of Labor by the War Labor Conference. The functions and powers of the board are as follows: (a) To bring about a settlement by mediation and conciliation of every controversy arising between employers and workers in the field of production necessary for the effective conduct of the war; (b) to do the same thing in similar controversies in other fields of national activity, delays, and obstructions in which may, in the opinion of the board, affect detrimentally such production; (c) to provide such machinery by direct appointment or otherwise for selection of committees or boards to sit in various parts of the country where controversies arise, to secure settlement by local mediation and conciliation; and (d) to summon the parties to the controversy for hearing and action by the board, in case of failure to secure settlement by local mediation and conciliation. No cognizance of any controversy is taken where there is by agreement or Federal law a means of settlement which has not been invoked.

*Publications.*—As the board has been but recently organized, it has not issued any publications. The general outline and scope of activities of the board are given in the United States Employment Service Bulletin for April 9, 1918.

*Correspondence.*—Requests for information should be addressed to Secretary, National War Labor Board, Department of Labor, Washington, D. C.

## BUREAU OF HOUSING.

*Principal administrative officials.*—Director, Assistant to Director, Secretary, and Chief Clerk.

*General information and duties.*—The Bureau of Housing is charged with the construction of buildings for housing employees at munition plants and for the clerical forces in the District of Columbia when accommodations for such employees are not adequately provided by the existing housing facilities.

*Correspondence.*—Requests for information should be addressed to Bureau of Housing, Department of Labor, Washington, D. C.

## PART XI.—INDEPENDENT ESTABLISHMENTS.

(For location, see page 191.)

### LIBRARY OF CONGRESS.

*Principal administrative officials.*—Librarian of Congress; Chief Assistant Librarian; Chief Clerk; Secretary; Superintendent of Reading Room; Reading Room for the Blind; Representatives' Reading Room; Chiefs of Division: Bibliography, Binding, Card Index, Catalogue, Classification Section, Documents, Legislative Reference, Mail and Delivery, Manuscripts; Maps and Charts, Music, Order, Periodical, Prints, Semitic, Slavic, Smithsonian; Law Librarian; Copyright Office; Register, Assistant Register; Building and Grounds; Superintendent, Chief Clerk, Chief Engineer, Electrician, Captain of Watch.

*General information and duties.*—The Library of Congress was established in 1800, destroyed in 1814 by the burning of the Capitol, afterwards replenished by the purchase by Congress of the library of ex-President Jefferson, 6,700 volumes (cost, \$23,950); in 1851, 35,000 volumes destroyed by fire; in 1852, partially replenished by an appropriation of \$75,000; increased (1) by regular appropriations by Congress; (2) by deposits under the copyright law; (3) by gifts and exchanges; (4) by the exchanges of the Smithsonian Institution, the library of which (40,000 volumes) was, in 1866, deposited in the Library of Congress with the stipulation that future accessions should follow it. One hundred sets of Government publications are at the disposal of the Librarian of Congress for exchange, through the Smithsonian, with foreign Governments, and from this source are received about 12,000 volumes annually.

*Number of books.*—The collection is now the largest on the Western Hemisphere and the third in the world. It comprised at the end of the fiscal year (June 30, 1917) about 2,537,922 printed books and pamphlets (including the law library of 180,608 volumes, which, while a division of the Library of Congress, still remains at the Capitol), 158,480 maps and charts, 795,749 pieces of music, and 397,945 photographs, prints, engravings, and lithographs. It includes various special collections eminent in their respective fields.

*Manuscripts.*—The collection of manuscripts, touching every period of American history, includes the papers of nine of the Presidents and the records of the Continental Congress, with numerous other important groups—political, military, naval, and commercial.

*Smithsonian.*—The Smithsonian deposit is rich in scientific works, and includes the largest assemblage of the transactions of learned societies which exists in this country.

*Building.*—In 1897 the main collection was removed from the Capitol to the building erected for it under the acts of Congress approved April 15, 1880; October 2, 1888, and March 2, 1889, at a cost of \$6,347,000 (limit by law, \$6,500,000), exclusive of the land, which cost \$585,000. The building occupies 3½ acres, upon a site 10 acres in extent, at a distance of 1,270 feet east of the Capitol, and is the largest library building in the world. In the decorations some 40 painters and sculptors are represented—all American citizens. The floor space is 430,255 square feet, or nearly 10 acres.

*Bookstacks.*—The bookstacks, including the new stack built over the southeast interior court, contain a total of about 100 miles of shelving, with capacity for 3,540,000 octavo volumes of books and 84,000 volumes of newspapers.

*Librarian.*—The Librarian of Congress and the Superintendent of the Library Building and Grounds are now appointed by the President of the United States, by and with the advice and consent of the Senate (act of 1897). The employees of the library proper are appointed by the librarian and those of the building and grounds by the superintendent, under the act of 1897, which provides that they shall be appointed "solely with reference to their fitness for their particular duties."

*Interlibrary loans.*—While not a lending library, but primarily and essentially a reference library, the Library of Congress maintains an interlibrary loan

system, by which special service is rendered to scholarship by the lending of books to other libraries for the use of investigators engaged in serious research which it is not within the power or duty of the library in question to supply.

**Publications.**—The publications issued by the library are numerous, and include:

- Annual reports, showing the progress of the library.
- Bibliographies, exhaustive statements of the literature of certain subjects, e. g., Philippine Islands.
- Reference lists, containing principal references to questions of current interest, e. g., trusts, subsidies, railroads.
- Catalogues, lists of special collections in the Library of Congress, e. g., Hubbard collection of engravings, Thacher collection of Incunabula, Washington MSS., John Paul Jones MSS., maps of America, newspapers.
- Special publications on library methods, e. g., catalogue rules, classification, etc.

**Legislative reference.**—A small annual lump-sum appropriation, first available July 1, 1914, provides for a certain amount of research in the library for "data for or bearing upon legislation" needed by Congress or by its committees or Members, and for translations, digests, and compilations incorporating the results of this research.

**Copyright Office.**—The Copyright Office is a distinct division of the Library of Congress. It is under the immediate charge of the Register of Copyrights, who, by the act of March 4, 1909, is authorized, "under the direction and supervision of the Librarian of Congress," to perform all the duties relating to copyrights. Copyright registration was transferred to the Librarian of Congress by the act of July 8, 1870. Of most articles copyrighted two copies, and of some one copy, must be deposited to perfect copyright. A selection of these is placed in the library collections. Books, maps, musical compositions, photographs, periodicals, and other articles so deposited numbered, during the fiscal year 1916-17, 195,627 articles. Copyright fees applied and paid into the Treasury for the fiscal year 1916-17 amounted to \$110,077.40. Recent publications are: Dramatic compositions copyrighted in the United States, 1870-1916; decisions of the United States courts involving copyright, 1914-1917.

**Hours.**—On week days (except legal holidays) the library building, Senate and House reading rooms, main reading room, periodical reading room, and law library are open from 9 a. m. to 10 p. m.; other parts of the library from 9 a. m. to 4.30 p. m. On Sundays and certain legal holidays the building, main reading room, periodical reading room, division of prints, music division, and maps division are open from 2 to 10 p. m., the librarian's office and the office of the chief clerk from 2 to 6 p. m.

**General publications.**—The list of topics of bibliographies is as follows:

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|---|---|
| <ul style="list-style-type: none"> <li>Agriculture (classification).</li> <li>Alaska (list of maps).</li> <li>Almanacs (check list of American).</li> <li>America (list of maps). <i>See also</i> Kohl collection.</li> <li>American doctoral dissertations (list).</li> <li>American newspapers (check list).</li> <li>Anglo-Saxon interests (reference list).</li> <li>Animal industry (classification).</li> <li>Anthropology (classification).</li> <li>Arbitration (industrial). (Reference list.)</li> <li>Arbitration (international). (Reference list.)</li> <li>Argentine law (guide).</li> <li>Atlases (list of geographical).</li> <li>Banks (first and second of the United States). (Reference list.)</li> <li>Bibliography (classification).</li> <li>Books for a popular library (catalogue of 8,000).</li> <li>Books in embossed type for the blind.</li> <li>Boycotts and injunctions in labor disputes (reference list).</li> <li>Brazilian law (guide).</li> <li>British tariff. <i>See</i> Tariff.</li> </ul> | <ul style="list-style-type: none"> <li>Cabinets in England and America (reference list).</li> <li>Canada (reciprocity). (Reference list.)</li> <li>Canals (interoceanic). (Reference list.)</li> <li>Capital punishment (reference list).</li> <li>Cards (catalogue). (Handbook.)</li> <li>Cartography.</li> <li>Cartularies (reference list).</li> <li>Cataloguing (cooperative). (Bibliography.)</li> <li>Catalogue cards (handbook).</li> <li>Catalogue rules.</li> <li>Child labor (reference list).</li> <li>Chilean law (guide).</li> <li>Chinese immigration (reference list).</li> <li>Civil Service pensions.</li> <li>Classification of books.</li> <li>Colonization (reference list).</li> <li>Commerce. <i>See</i> Federal control of commerce and corporations.</li> <li>Commission government (reference list).</li> <li>Conservation of natural resources (reference list).</li> </ul> |
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- Continental Congress journals.  
 Continental law. *See* International law.  
 Copyright.  
 Corporations. *See* Federal control of commerce and corporations.  
 Cost of living and prices (reference list).  
 Crittenden papers (calendar).  
 Deep waterways (reference list).  
 District of Columbia (list of maps).  
 District of Columbia libraries (handbook).  
 Dramatic music (catalogue).  
 Early music (before 1800). Catalogue.  
 Economics (classification).  
 Education (classification).  
 Eight-hour working day (reference list).  
 Eighteenth century American newspapers (checklist).  
 Election (Corrupt practices). (Reference list.)  
 Embargoes of the United States.  
 Embossed type (books for blind).  
 Employers' liability and workmen's compensation (reference list).  
 Engravings. *See* Hubbard collection.  
 Europe and international politics (reference list).  
 Far East (reference list).  
 Federal control of commerce and corporations (reference list).  
 Federal Statutes (index analysis).  
 Fine Arts (classification).  
 Folklore (classification).  
 Foreign government (list of maps).  
 Foreign law (guides to).  
 Foreign newspapers (checklist).  
 Foreign tariff (reference list). *See also* Tariff.  
 Foster, S. G. First editions of music (catalogue).  
 Fourteenth and Fifteenth Amendments (reference list).  
 French alliance in American Revolution (reference list).  
 Franklin papers (list).  
 Genealogies (catalogue of American and English).  
 General works (classification).  
 Geography (classification).  
 Geography. American (classification).  
 German law (guide).  
 Government ownership of railroads. (reference list).  
 "Half Columbia" (report).  
 Hawaii (reference list).  
 History. American. (classification).  
 History (auxiliary sciences). (Classification).  
 History (universal and Old World). (Classification).  
 History of the Library of Congress.  
 Hubbard collection of engravings.  
 Immigration (reference list). *See also* Chinese immigration.  
 Impeachment (reference list).  
 Income and inheritance tax (reference list).  
 Incunabula. *See* Thacher collection.  
 Inheritance tax. *See* Income tax.  
 Initiative (referendum and recall). (Reference list.)  
 Injunctions in labor disputes. *See* Boycotts.  
 Insurance (Government regulation). (Reference list.)  
 International and Continental law (bibliography).  
 Japanese prints.  
 John Paul Jones manuscripts (calendar).  
 Kohl collection. List of maps relating to America.  
 Labor and strikes (reference list).  
 Labor disputes. *See* Boycotts.  
 Language (classification).  
 Law (headings for a subject catalogue). *See also* Foreign law (guides).  
 "The Library of Congress."  
 Library science (classification).  
 Lincolniana.  
 Literature (classification).  
 Lowery collection. List of maps of the Spanish possessions within the present limits of the United States, 1502-1820.  
 McDowell, Edward. First editions of music. (Catalogue.)  
 Manners and customs (classification).  
 Manuscript collections in the Library of Congress.  
 Manuscripts in Library of Congress (handbook).  
 Manuscripts (care).  
 Maps.  
 Maps (cataloguing).  
 Medicine (classification).  
 Mercantile Marine subsidies. *See* Subsidies.  
 Military science (classification).  
 Monetary question (reference list).  
 Monroe papers (list).  
 Music (classification).  
 Naval records in American Revolution (calendar).  
 Naval science (classification).  
 Negro question (reference list).  
 Negro suffrage. *See* Fourteenth and Fifteenth Amendments.  
 Opera librettos (before 1800). Catalogue.  
 Orchestral music (catalogue).  
 Parcel post (reference list).  
 Periodicals in District of Columbia (union list).  
 Philippine Islands (list of maps).  
 Philippine Islands (reference list).  
 Philippines (occupation by Americans). (Reference list.)  
 Philosophy (classification).  
 Pierce manuscripts (calendar).

- Plant industry (classification).  
 Political parties in the United States (reference list).  
 Political science (classification).  
 Polygraphy (classification).  
 Popular election of Senators. *See* Senators.  
 Porto Rico (reference list).  
 Portrait index.  
 Postal savings bank (reference list).  
 Prices. *See* Cost of living.  
 Prison labor (reference list).  
 Proportional representation (reference list).  
 Railroads (reference list).  
 Railroads (valuation and capitalization). (Reference list.)  
 Recall. *See* Initiative.  
 Reciprocity (reference list).  
 Reciprocity with Canada (reference list).  
 Referendum. *See* Initiative.  
 Science (classification).  
 Senators (popular election). (Reference list.)  
 Social groups (classification).  
 Social sciences (classification).  
 Spanish law (guide).  
 Sports and games (classification).  
 "Star-Spangled Banner" (report).  
 Strikes. *See* Labor. *See also* Boycotts.
- Subject headings used in dictionary catalogues of the Library of Congress.  
 Subsidies (mercantile marine). (Reference list.)  
 Sugar (economic aspects). (Reference list).  
 Supreme Court (reference list).  
 Tariff (reference list).  
 Tariff in foreign countries (reference list).  
 Technology (classification).  
 Tifacher collection of incunabula.  
 Theology (classification).  
 Trusts (reference list).  
 United States at war: Organization and literature (reference list).  
 Van Buren papers (calendar).  
 Vernon-Winger manuscripts (list).  
 Virginia Company of London (court book records).  
 Washington, D. C. (list of maps).  
 Washington correspondence with Continental Congress (calendar).  
 Washington correspondence with the officers (calendar).  
 Washington manuscripts (calendar).  
 Water rights (reference list).  
 Waterways. *See* Deep waterways.  
 Wool (tariff). (Reference list.)  
 Workmen's insurance (reference list).  
 Workmen's compensation. *See* Employer's liability.

*Method of distribution of general publications.*—With a few exceptions, the Library of Congress limits the free distribution of its publications to libraries and institutions; individuals may, however, obtain copies by purchase from the Superintendent of Documents, Government Printing Office, at merely nominal prices.

*Annual and other periodical publications.*—(a) Annual Report of the Librarian of Congress. The Annual Report summarizes the general activities of the library—the appropriations and expenditures and the work of the several divisions including the Copyright Office, special attention being given to new undertakings. Free distribution to libraries; copies also sold by the Superintendent of Documents.

(b) Monthly List of State Publications. This is a periodical list of current documents received from the States, territories, and insular possessions of the United States. Copies sent free to State offices and contributing bureaus as acknowledgement of material received, and one copy of each issue is deposited free of charge in each State library. The Superintendent of Documents has charge of the subscription lists for the sale of the publication at 50 cents a year.

(c) List of American Doctoral Dissertations. (Annual.) An annual list of every thesis printed either separately or in another publication, during the calendar year beginning with 1912, acquired, classified, and catalogued by the Library of Congress.

*List of publications.*—A list of Library of Congress publications is published annually. A monthly list is not published.

*Mailing lists.*—Free mailing lists are maintained for the distribution of Library of Congress publications to other libraries, institutions, and learned societies.

*Maps.*—The list of maps published by the library are enumerated under "General Publications."

*Correspondence.*—Requests for publications should be addressed to the Librarian of Congress. All requests for the purchase of publications should, however, be made direct to the Superintendent of Documents, Government Printing Office, Washington, D. C. Remittance should accompany the request.

## GOVERNMENT PRINTING OFFICE.

*Principal administrative officials.*—Public Printer, Deputy Public Printer, Chief Clerk, Purchasing Agent, Accountant, Congressional Record Clerk, Superintendent of Work, Assistant Superintendent of Work (Night), Foreman of Printing and Assistant Superintendent of Work (Day), Superintendent of Documents.

*General information and duties.*—The Public Printer has charge of and manages the Government Printing Office. Directly or through his principal officers he makes all purchases, disburses all money, appoints all officers and employees, wraps, mails, and dispatches publications for public distribution, and exercises general supervision over the affairs of the office.

The Deputy Public Printer acts as chairman of boards to examine and report on paper and material purchased, and also of a board of condemnation. He has supervision over the buildings and property and the care of the stores, and performs such other duties as are required of him by the Public Printer. In case of the death, resignation, absence, or sickness of the Public Printer he performs the duties of the Public Printer.

The Chief Clerk has direct charge of the personnel of the office, is charged with the detail of all matters in connection with appointments, promotions, or transfers, and has charge of the general correspondence and care of the files.

The Purchasing Agent has direct charge of all purchases; prepares all schedules of material and supplies and all proposals, and receives the bids; supervises the work of drawing contracts and orders for paper, material, machinery, and supplies; and acts as the legal adviser of the Public Printer in matters relating to the public printing and binding.

The Accountant has charge of the keeping of the accounts of the Public Printer with the Treasury Department, of the accounts with the several allotments of the appropriation, of the time of employees, of the property records, prepares for the signature of the Public Printer pay rolls and vouchers requiring the payment of money, renders bills for work done, and keeps all other accounts.

The Congressional Record Clerk has charge of the Congressional Record at the Capitol, and acts as the Public Printer's representative in furnishing information and estimates to Senators, Representatives, and Delegates.

The Superintendent of Work has direct charge of all the manufacturing divisions of the office.

The Assistant Superintendent of Work (night) has immediate charge of the manufacturing divisions at night.

The Foreman of Printing and Assistant Superintendent of Work (day) has immediate charge of the composing and foundry sections and branch printing offices. He also assists the Superintendent of Work in the supervision of the manufacturing divisions during the day.

The Superintendent of Documents has general supervision over the distribution of all public documents except those printed for the use of the two Houses of Congress and for the executive departments. He is required to prepare a comprehensive index of public documents, a consolidated index of congressional documents, and a monthly catalogue. He is authorized to sell at cost any public document in his charge the distribution of which is not specifically directed.

A complete reference library of Government documents is maintained in the division of the Superintendent of Documents.

*General publications.*—Style Book, Type Book, The Making of a Book, Monotype Manual, Monotype Faces, Bill Style Book.

*Method of distribution of general publications.*—Distributed free only in very small quantities, except the Style Book, which is sold by the Superintendent of Documents at 15 cents a copy, paper bound, or 30 cents a copy, cloth bound.

*Annual and other periodical publications.*—Annual Report of the Public Printer. Detailed report of the various operations of the Government Printing Office, including itemized statements of all moneys expended, amount of work performed, etc., during the fiscal year ending June 30. Distributed free in small quantities from the office of the Public Printer.

*Correspondence.*—Requests for the free publications should be addressed to Chief Clerk, Government Printing Office, Washington, D. C. Requests for the Style Book should be addressed to Superintendent of Documents accompanied by remittance.

## SUPERINTENDENT OF DOCUMENTS.

*General publications.*—(a) Check List of United States Public Documents, 1789-1909. Third edition. A list of congressional and departmental publications. This records the first systematic effort to include within the limits of one publication an approximately complete check list of all public documents issued by the United States Government during the first century and a quarter of its history. It claims to be only a check list and not a catalogue. Price, \$1.50 per copy.

(b) New Classes Assigned in the Public Documents Library, January 1, 1910-October 31, 1913. Bulletin 15. This bulletin gives information as to the classification numbers assigned in the Public Documents Library to new series of publications issued by the United States Government from January 1, 1910, to October 31, 1913. The classification numbers are in continuation of those printed in the Check List of United States Public Documents, 1789-1909. Price, 5 cents per copy.

(c) Outline of Revised Classification for Publications of the Interstate Commerce Commission, as adopted by the Public Documents Library, December, 1914. Bulletin 17. This classification supersedes that given in the Check List of United States Public Documents, 1789-1909, and in Bulletin 15. Price, 5 cents per copy.

(d) Author Headings for United States Public Documents as Used in the Official Catalogues of the Superintendent of Documents. 3d edition, March 4, 1915. Bulletin 18. Price, 10 cents per copy.

(e) List of Publications of the Agriculture Department, 1862-1902, with Analytical Index. Price, 35 cents per copy.

(f) List of United States Public Documents and Reports Relating to the Construction of the New Navy, also References to the Debates in Congress on the Subject, 1880-1901. Price, 5 cents per copy.

(g) Tables and Index, Congressional Documents, 15th-52d Congress, 1817-1893. Out of print.

*Method of distribution of general publications.*—The publications referred to above are in some cases available free to public, school, and college libraries, and are for sale to all other applicants at the prices mentioned. Remittance should be made to the Superintendent of Documents, Government Printing Office, Washington, D. C.

*Annual and other periodical publications.*—(a) Annual Report of the Superintendent of Documents. Administrative report of the superintendent, including an itemized statement of publications sold during the fiscal year ending June 30.

(b) Document Catalogue. This is the "Comprehensive Index," published at the end of each Congress. It undertakes to list everything published by any branch of the Government. It is a straight dictionary catalogue without any sort of complications, and being from beginning to end in one alphabet, there is no occasion for indexes. Document Catalogues for the period from the 53d to the 62d Congresses, inclusive, have been issued. Number 12 for the 63d Congress is now (April, 1918) ready for the press.

(c) Document Index. This is the Consolidated Index. Its publication began with the Fifty-fourth Congress, first session, and it has been issued following each session of Congress. It lists only the numbered documents and reports published by direct order of Congress, but these it treats very thoroughly. The titles may be found under their subjects arranged in alphabetical order in the general alphabet, and also in like order under the names of the committees from which they were reported, and again under the names of the Senators or Representatives by whom they were presented. They appear also in numerical lists. At the back of the book is a schedule of the volumes of numbered congressional documents and reports.

(d) Monthly Catalogue of United States Public Documents. This series was started with the issue for January, 1895, since which time it has been printed monthly. It shows the documents printed during the preceding month, where obtainable, and the price thereof. Beginning with the fiscal year July, 1900-June, 1910, an annual index to the Monthly Catalogue has been printed for each fiscal year. Prior to July, 1909, the indexes were published irregularly.

The publications referred to under "Distribution" are, in some cases, free to public, school, and college libraries, and are for sale to all other applicants. The Monthly Catalogue is sold on subscription at \$1.10 per year (including



Index). Remittance should be made direct to the Superintendent of Documents, Government Printing Office, Washington, D. C.

In addition to the above the Superintendent of Documents has printed a list of the following Government periodicals issued by the departments and bureaus: Accident Bulletin (R. R.) (quarterly); Agricultural Department List, Bulletins (monthly); Alaska R. R. Record (weekly); Army List and Directory (monthly)\*; Catalogue of Copyright Entries (weekly and monthly); Climatological Data by States (monthly); Commerce Reports (daily); Congressional Record (daily); Customs Appents (quarterly); Employment Service Bulletin (weekly); Experiment Station Record (monthly); Experts of Breadstuffs, etc. (monthly); Federal Reserve Bulletin (monthly); Immigration Bulletin (monthly); Imported Merchandise, Duties, etc. (quarterly); Interstate Commerce Decisions (irregular); Journal of Agricultural Research (weekly); Labor Statistics Bureau Review (monthly); Land Decisions (irregular); Laws (copies of laws) (as issued); Catalogue of U. S. Public Documents (monthly); Monthly Crop Report; Summary of Foreign Commerce (monthly); Weather and Crop Bulletin (weekly); Naval Medical Bulletin (quarterly); Navy and Marine Corps List and Directory (monthly)\*; Official Gazette of Patent Office (weekly); Pan-American Union Bulletin (monthly); Panama Canal Record (weekly); Patent Office Decisions (weekly); Pension Decisions (irregularly); Postal Guide (annual and monthly supplements); Public Health Reports (weekly); Pilot Charts (monthly); Radio Service Bulletin (monthly); Re-appraisal of Merchandise (weekly); Reclamation Record (monthly); Schedule of Steamers (monthly)\*; Service and Regulatory Announcements (monthly); Snow and Ice Bulletin (weekly in winter); Standards Bureau Bulletin (quarterly); State Publications (list) (monthly); Trade Marks (weekly); Treasury Decisions (weekly); War Trade Board Journal; Weather Maps (daily); Weather Review (monthly); Weekly News Letter.

*List of publications.*—The 44 Price Lists issued by the Superintendent of Documents are furnished free of charge. The following is a partial list of topics treated in the publications for sale at his office: Agricultural credit; Alaska; Alfalfa; American history; Animal industry; Anthropology; Arbitration (international); Arbitration (labor); Army; Astronomy; Aviation; Banking; Biography; Birds; Births; Butter; Canal Zone; Canning; Census; Chemistry; Child study; Chinese; Citizenship; Citrus culture; Civil War; Coal; Cold storage; Commerce; Concrete; Constitution of United States; Cooking; Cost of living; Cotton culture; Cotton trade; Crime; Cuba; Dairying; Diplomacy; District of Columbia; Drainage; Drugs; Education; Eight-hour law; Elections; Electricity; Employers' liability; Engineering; Enlistment of aliens; Espionage; Explosives; Farm equipment; Farm management; Finance; Fishes; Floods; Food control; Foods and cooking; Foreign relations; Foreign trade; Forestry; Fruits; Fuel; Game; Gardening; Gas; Gasoline; Geological Survey; Government periodicals; Grain; Grain standards; Guam; Hawaii; Health; Horses; Illiteracy; Immigration; Indians; Insects; Insular possessions; Insurance; International law; Interstate Commerce Commission; Iron mines; Iron ore; Irrigation; Japanese; Labor; Latin America; Latitude; Laws; Leveling; Light; Liquors and prohibition; Lobsters; Longitude; Lumber; Magnetism; Manufactures; Maps; Marine Corps; Marketing; Measures; Meat; Meteorology; Mexican Affairs; Milk; Mines and mining; Mosquitoes; Mounds; Naturalization; Navigation; Navy; Negroes; Neutrality; Nitrates and nitrogen; Ordnance Department pamphlets; Oysters; Pan America; Panama Canal; Paper manufacture; Peace; Petroleum; Philippines; Phosphates; Plants, Culture; Playgrounds; Political science; Porto Rico; Postal service; Potash; Poultry; Presidents of United States; President Wilson's administration and messages; Prisons and reformatories; Radiotelegraphy; Railroads; Rats; Rivers; Roads; Safety appliances; Schoolhouses; Seeds; Sewers and sewage; Slavery; Standards Bureau publications; Strikes; Submarine warfare; Sugar cane culture; Sugar trade; Surveying; Tariff; Teachers; Tests of metals; Thermometers; Ticks; Tides; Transportation; Treasury decisions; Treaties; Trusts; Vegetables; War in Europe; Water power; Water purification and pollution; Weather; Weights and measures; Wild animals; Wilson administration; Woman suffrage; Yearbooks of Department of Agriculture.

The following price lists of Government publications are issued by the Superintendent of Documents: 10, Laws; 11, Foods and Cooking; 15, Geological

\* Discontinued during the war.

Survey; 16. Farmers' Bulletins; 18. Engineering and Surveying; 19. Army and Organized Militia; 20. Public Domain; 21. Fishes; 24. Indians; 25. Transportation; 28. Finance; 31. Education; 32. Insular Possessions; 33. Labor; 35. Geography and Explorations; 36. Government Periodicals; 37. Tariff; 38. Animal Industry; 39. Birds and Wild Animals; 40. Chemistry; 41. Insects, also bees and honey; 42. Irrigation, Drainage, and Water Power; 43. Forestry; 44. Plants; 45. Roads; 46. Soils and Fertilizers; 48. Weather; 49. Proceedings of Congress; 50. American History and Biography; 51. Health, Disease, and Sanitation; 53. Maps; 54. Political Science; 55. National Museum; 57. Astronomical Papers; 58. Mines and Mining; 59. Interstate Commerce Commission; 60. Alaska; 61. Panama Canal and Canal Zone; 62. Commerce and Manufactures; 63. Navy; 64. Standards of Weight and Measure; 65. Foreign Relations; 67. Immigration; 68. Farm Management; 69. Pacific States.

*Correspondence.*—Requests for price lists and publications should be addressed to Superintendent of Documents, Government Printing Office, Washington, D. C.

### SMITHSONIAN INSTITUTION.

*Principal administrative officials.*—Secretary, Assistant Secretary, Chief Clerk. The establishment: President of the United States, Vice President of the United States, Chief Justice of the United States, Secretary of State, Secretary of the Treasury, Secretary of War, Attorney General, Postmaster General, Secretary of the Navy, Secretary of the Interior, Secretary of Agriculture, Secretary of Commerce, Secretary of Labor, Board of Regents. Include the Chancellor (Chief Justice of United States), Vice President of United States, three United States Senators, three Members of the House of Representatives, and six citizens of United States. Total, 14 members. Executive committee, three members.

*General information and duties.*—The Smithsonian Institution was created by act of Congress in 1846, under the terms of the will of James Smithson, an Englishman, who in 1826 bequeathed his fortune to the United States to found, at Washington, under the name of the "Smithsonian Institution," an establishment for the "increase and diffusion of knowledge among men." The Institution is legally an establishment, having as its members the President of the United States, the Vice President, the Chief Justice, and the President's Cabinet. It is governed by a Board of Regents consisting of the Vice President, the Chief Justice, three Members of the United States Senate, three Members of the House of Representatives, and six citizens of the United States appointed by joint resolution of Congress. The Secretary of the Smithsonian Institution is its executive officer and the Director of its activities.

Through the Hodgkins fund, the income of \$100,000 of which is for the increase and diffusion of knowledge in regard to the nature and properties of atmospheric air in connection with the welfare of man, grants have been made, publications issued, and medals and prizes awarded.

The Institution, in cooperation with the Library of Congress, maintains a scientific library which numbers 500,000 titles, consisting mainly of the transactions of learned societies and scientific periodicals.

*General publications.*—The series of publications issued by the Institution proper are: (a) Smithsonian Contributions to Knowledge, (b) Smithsonian Miscellaneous Collections, (c) Smithsonian Annual Report, and (d) a few special publications. Under the direction of the Institution there are also issued the publications of the United States National Museum, the Bureau of American Ethnology, and the Astrophysical Observatory. The topics covered by the publications of the Institution are the following:

Aeronautics, amphibians, anatomy, anthropology, archeology, arts and industries, astronomy, astrophysics, atmospheric electricity, bacteriology, bibliography, biography, biology (general), birds, botany, chemistry, coelenterates, crustaceans, echinoderms, electricity, embryology, engineering, ether and matter (theories), ethnology, exploration, fishes, geography, geology, heat, hygiene, insects, light, mammals, mathematics, mechanics, medicine, merostomes, meteorology, mineralogy, molluscs, mollusks, onychophora, paleontology, pathology, petrology, philology, physics, physiology, psychology, reptiles, sanitation, seismology, sound, surgery, terrestrial magnetism, trilobites, worms, and zoology (general).

*Method of distribution of general publications.*—General publications (except the Annual Report, which are free to all applicants) are distributed without

charge only to public libraries, educational establishments, learned societies, and specialists in this country and abroad. They are supplied to other institutions and to individuals at varying prices. Remittances should be made payable to the "Smithsonian Institution."

*Annual and other periodical publications.*—The Annual Report of the Board of Regents of the Smithsonian Institution shows the operations, expenditures, and condition of the institution and its branches for the fiscal year. It contains a general appendix comprising a selection of nontechnical papers describing recent progress or important developments in all branches of science. Limited editions of pamphlet copies of papers included in the report are issued for convenience and economy in conserving the bound volumes. Volumes and separates are distributed free to libraries and individuals by the institution. Volumes are also sold by the Superintendent of Documents, Government Printing Office.

*List of publications.*—A classified list of available publications is issued annually. A quarterly list of new publications is also issued. General lists of papers included in the several series have been published from time to time, but are now out of print.

*Indexes to publications.*—No general index to the contents of the several series of Smithsonian publications has been issued by the institution since that covering the years from 1846 to 1886, now out of print. Sets of cards may be purchased from the Library of Congress of a dictionary catalogue of all publications of the institution and its branches with the exception of the Museum Proceedings, Volumes 1 to XXX, inclusive.

*Mailing lists.*—Free mailing lists of libraries and learned societies are maintained, but none of individuals except limited lists of specialists.

*Maps.*—No maps are published by the institution except as illustrations in its publications.

*Correspondence.*—All correspondence should be addressed to the Secretary, Smithsonian Institution, Washington, D. C.

#### UNITED STATES NATIONAL MUSEUM.

(Including the National Gallery of Art.)

*Principal administrative officials.*—Assistant Secretary in Charge, Administrative Assistant, three head Curators.

The United States National Museum is the depository of the national collections. It is especially rich in the natural history of America, including zoology, botany, geology, paleontology, archeology, and ethnology, and has extensive series relating to the arts and industries, the fine arts, and American history.

The National Gallery of Art contains the George P. Marsh collection of etchings, engravings, and books on art; the Charles L. Freer collection, comprising numerous paintings, etchings, etc., by Whistler and other American artists, and many examples of Japanese and Chinese art; the Harriet Lane Johnston collection, including a number of portraits by British masters; and the William B. Evans collection of paintings by contemporary American artists.

*General publication.*—The National Museum issues two series of technical publications, namely: (a) Proceedings and (b) Bulletins, which consist of papers or contributions descriptive of its collections or relating to its operations. The subjects covered are mainly scientific, though the fine and industrial arts are also represented. The general classification of these subjects, as also of the collections of the museum, is as follows: Biology (zoology, botany); geology (systematic and applied geology, mineralogy, petrology, paleontology); anthropology (physical anthropology, ethnology, archeology); fine arts; industrial arts.

(a) The Proceedings, established in 1878, serve for the publication of the relatively shorter papers, presenting newly acquired facts in zoology, geology and anthropology, descriptions of new forms and revisions of limited groups. A small number of copies of each paper is printed in pamphlet form for promptly supplying specific needs, the remainder of the edition being assembled in the form of volumes, amounting to between one and two annually.

(b) The Bulletins, begun in 1875, serve for the publication of the larger and more comprehensive contributions, such as monographs of zoological groups, faunal studies, descriptive catalogues of collections, instructions for collecting,

reports of explorations, etc. Each Bulletin consists of a single contribution, which in a few instances has extended to two or more volumes. Included in the Bulletin series is the Contributions from the U. S. National Herbarium, for the publication of the botanical papers of the museum, but the volumes are numbered independently.

*Method of distribution of general publications.*—The above publications are distributed free while available by the museum. They may also be purchased from the Superintendent of Documents, except the separates from the Proceedings.

*Annual and other periodical publications.*—Annual Report. Restricted to a summary of operations and record of additions to the collections. Distributed free by the museum, and for sale by the Superintendent of Documents. A congressional edition of the Annual Reports is published for distribution by Senators and Representatives.

*Lists of publications.*—Each Annual Report contains a list of the publications of the year, of which a limited number of copies are issued separately. Two general indexed catalogues, covering the periods from 1875 to 1900, and 1901 to 1906, respectively, were printed, but the editions have long been exhausted. A monthly list is not issued.

*Indexes to publications.*—The only lists that have been indexed were the general ones from 1875 to 1900 and 1901 to 1906.

*Mailing lists.*—Free mailing lists are maintained for all series of publications. Outside of libraries and science and art establishments, they are mainly restricted to specialists.

*Maps.*—No maps are published except occasionally a sketch map in a faunal paper.

*Correspondence.*—Assistant Secretary Smithsonian Institution in charge of National Museum.

#### BUREAU OF AMERICAN ETHNOLOGY.

The Bureau of American Ethnology is engaged in the collection and publication of information relating to the American Indians and the natives of Hawaii.

*Principal administrative official.*—Ethnologist in Charge.

*General publications.*—(a) Bulletins, published on occasion demands, are devoted to more or less monographic treatment of the various phases of anthropology of the American Indians, including ethnology, archeology, language (including texts with translations), mythology and folklore, and bibliography. Of the 60 bulletins published, 59 treat of the American Indians and one of the natives of Hawaii. Eleven bulletins are in press. (b) Contributions to North American Ethnology. Vols. I-VII and IX published; series discontinued. The scope of the contents is identical with that of the bulletins. (c) Introductions: Relate to language, sign language, and mortuary customs. Four volumes; series discontinued. (d) Miscellaneous publications: Various subjects pertaining to the American Indians, but not designed for general distribution.

*Method of distribution of general publications.*—All publications of the Bureau of American Ethnology are distributed gratuitously, on receipt of requests, until the editions are exhausted, after which they may usually be procured from the Superintendent of Documents, Government Printing Office, at a price which covers cost of printing and binding. A congressional edition of each Annual Report and Bulletin is published also for distribution by Senators and Representatives. The Superintendent of Documents, Government Printing Office, issues a price list of publications relating to Indians.

*Annual and other periodical publications.*—The Annual Reports are devoted to a summary of the operations of the bureau and to "accompanying papers" consisting of memoirs on the ethnology and archeology of the American Indians and the natives of Hawaii. Thirty-one Annual Reports have been published, in 36 volumes, and three are in press. The scope of the work of this bureau is limited to the Indians of North America and the natives of Hawaii. It covers the ethnology, archeology, and physical anthropology of the tribes studied.

*List of publications.*—A List of Publications of the Bureau of American Ethnology is printed at intervals for distribution. It contains an author and subject index of 40 pages. The bureau does not issue a monthly list of its publications.



*Indexes to publications.*—Each Annual Report and most of the Bulletins issued by the bureau contain indexes of their contents. No general index to the publications of the bureau has been issued, but the List of Publications contains a list of authors and titles of all the memoirs issued.

*Mailing lists.*—The bureau maintains a mailing list of important libraries and other institutions which receive its publications regularly as issued. Lists of individuals are not maintained.

*Maps.*—The maps issued by the bureau pertain to American ethnology and are designed to illustrate its publications. Two maps of linguistic stocks have been published also separately.

*Correspondence.*—Correspondence relating to publications should be addressed to Bureau of American Ethnology, Smithsonian Institution, Washington, D. C.

#### NATIONAL ZOOLOGICAL PARK.

The National Zoological Park has an area of 167 acres, and is located in the Rock Creek Valley, 2 miles north of the center of Washington. Its collection comprises about 1,500 animals.

*Principal administrative official.*—Superintendent.

*Publications.*—The National Zoological Park does not publish documents of any kind. The Annual Report is printed as a part of the report of the Secretary of the Smithsonian Institution. Most of the zoological papers by members of the staff are printed in serial publications of the Institution and the National Museum.

#### ASTROPHYSICAL OBSERVATORY.

The Astrophysical Observatory investigates solar radiation and other solar phenomena. The work of this observatory is carried on partly in Washington and partly at a station on Mount Wilson in California.

*Principal administrative official.*—Director.

*General publications.*—Annals of the Astrophysical Observatory. Vol. I. Contains: Infra-red spectrum of the sun; Wave length and refraction for rock-salt and fluorite; Construction of bolometer and sensitive galvanometer. Vol. II. Measurements of intensity of solar radiation; Solar constant of radiation; Transparency of earth's atmosphere; Radiation and temperature of the earth; Variation of brightness over the solar disk; Theory of solar constant work; Construction of bolometer and pyrheliometer. Vol. III. Variability of the sun; Mean value of solar constant of radiation; Transparency of atmosphere at stations of different altitudes; Distribution of radiation over the solar disk; Temperature of the sun; Transparency of water vapor for infra-red rays; Effect of great volcanoes on climate.

The 1900 Solar Eclipse Expedition of the Astrophysical Observatory. Observations at Wadesboro, N. C., of May 28, 1900; photography of solar corona; height of solar corona.

*Method of distribution of general publications.*—Limited edition distributed free by the Astrophysical Observatory. Remainder sold by Superintendent of Documents, Government Printing Office.

*Annual and other periodical publications.*—Report of director made to Secretary of Smithsonian Institution, and included in Smithsonian Annual Report. Limited edition of separates distributed free.

*List of publications.*—No separate list issued. Included in Smithsonian List of Publications.

*Mailing lists.*—Free mailing list of observatories and specialists maintained.

*Correspondence.*—Address Secretary, Smithsonian Institution.

#### NATIONAL ACADEMY OF SCIENCES.

*Principal administrative officials.*—President (Secretary of Smithsonian Institution), Vice President, Home Secretary, Foreign Secretary, Treasurer. The council: The above-named officials and six other members of the Academy. Total, 11 members.

*General information and duties.*—The National Academy of Sciences of the United States of America was incorporated by an act of Congress March 3, 1863. The act named a body of incorporators, set forth the rights and privileges of the academy, and provided that "the academy shall whenever

called upon by any department of the Government, investigate, examine, experiment, and report upon any subject of science or art." The academy is custodian of a number of trust funds for the award of medals and grants for research.

*General publications.*—The academy issues the following publications: Scientific memoirs, consisting of large quarto volumes containing in detail researches and very extensive scientific data; biographical memoirs of deceased members; brief annual reports; and a monthly journal under the title, Proceedings of the National Academy of Sciences. This last publication was established for the purpose of presenting the announcement of all important discoveries and advances made in American investigations in a brief and concise form, reserving all details for publication in various special journals.

*Methods of distribution.*—Scientific memoirs, biographical memoirs, and annual reports are distributed to the larger libraries throughout the world in exchange. The Proceedings of the academy is published at the expense of the members, and for this reason, a subscription price of \$5 is charged.

*List of publications.*—A list of the publications of the academy has been published in the Proceedings, and separate copies are available upon request.

*Correspondence.*—Requests for publications shall be made to Home Secretary, National Academy of Sciences, Smithsonian Institution, Washington, D. C.

#### NATIONAL RESEARCH COUNCIL.

*Principal administrative officials.*—Chairman and Secretary.

*General information and duties.*—The National Research Council of the National Academy of Sciences was organized at the request of President Wilson in 1916, under the charter of the National Academy of Sciences. Its purpose is to promote research in the mathematical, physical, and biological sciences, and in their applications in engineering, agriculture, medicine, and other useful arts. During the war the Research Council, serving as the Department of Science and Research of the Council of National Defense, is devoting its entire attention to the solution of military and industrial problems. The Military Committee of the Research Council, consisting of the chiefs of the technical and scientific bureaus of the Army and Navy and other Government Departments, affords the necessary contact with the work of the Government, and the means of securing cooperation between governmental and civil agencies. The chief work hitherto accomplished by the Research Council includes the organization of the Division of Science and Research of the United States Signal Corps, including the meteorological service of the Army; initiation of the sound ranging service of the Army; development of the psychological methods now employed in examining all Army recruits; organization of the Research Information Committee, in cooperation with the Army and Navy Intelligence Services, with offices in Washington, London, and Paris; organization of extensive researches on submarine problems in cooperation with the Special Submarine Board of the Navy; organization of large cooperative investigations in agriculture, involving the joint action of the Department of Agriculture, State Experiment Stations, and universities; organization of medical researches for the Surgeon General of the Army; cooperation with educational institutions, leading to the organization of 72 research committees; development of many new instruments and devices for use by the Army and Navy.

*Publications.*—No publications have yet been issued by this Council.

*Correspondence.*—Address Secretary of National Research Council, Smithsonian Institution, Washington, D. C.

#### AMERICAN HISTORICAL ASSOCIATION.

*Principal administrative officials.*—President, two Vice Presidents, Secretary, Curator, Treasurer, and Executive Council of 12 members.

*General information and duties.*—The association was organized in 1889 for the promotion of historical studies, the collection and preservation of historical manuscripts and for kindred purposes in the interest of American history. Its principal office is in Washington, and it reports annually to the Secretary of the Smithsonian Institution concerning its proceedings and conditions of historical study in America. Its collection of manuscripts, books, and pamphlets may be deposited in the Smithsonian Institution.

*General publications.*—They include about 700 papers as follows: I. Papers and Annual Reports of the American Historical Association. II. Prize essays and additional publications. III. Classified list of publications. IV. The American Society of Church History.

Only the Annual Reports are printed by the United States Government, it being the regular Annual Report through the Smithsonian Institution to Congress, required by law.

*Annual and other periodical publications.*—The association publishes an Annual Report in one or two volumes. It contains business proceedings of American Historical Association, certain historical papers read at annual meetings, reports on archives, and collections of historical documents, 2,500 copies printed for Smithsonian Institution and American Historical Association, of which the Smithsonian Institution has 500 copies for International Exchange and the American Historical Association has 2,000 for its members. (As membership is over 2,000 the American Historical Association has no copies for distribution outside its members.) One thousand five hundred copies printed for Congress and depository libraries. On sale by Superintendent of Public Documents. The Annual Report for 1915 consists of 375 pages and is printed as H. Doc. 1497, 64th Cong., 2d sess.

*List of publications.*—A classified list of publications was issued between 1884 and 1912, 34 pages, about 700 titles.

*Indexes to publications.*—General index in volume II of the Annual Report for 1914.

*Mailing list.*—None except as to members and as above indicated under the Smithsonian Institution.

*Correspondence.*—Secretary of the American Historical Association, Superintendent of Public Documents, Washington, D. C.

#### INTERNATIONAL EXCHANGE SERVICE.

The International Exchange Service is the agency of the United States Government for the exchange of scientific, literary, and governmental publications with foreign Governments, institutions, and investigators. It receives and dispatches about 600,000 pounds of printed matter annually.

*Principal administrative official.*—Chief Clerk.

#### INTERNATIONAL CATALOGUE OF SCIENTIFIC LITERATURE.

*Principal administrative official.*—Assistant in Charge.

The International Catalogue of Scientific Literature publishes an annual classified index to the literature of science. The organization consists of a central bureau in London and 33 regional bureaus established in, and supported by, the principal countries of the world. That for the United States is supported by an annual appropriation from Congress, administered by the Smithsonian Institution.

#### PAN AMERICAN UNION.

(Formerly International Bureau of the American Republics.)

*Principal administrative officials.*—Director General, Assistant Director, Chief Statistician, Chief Clerk and Editor, Assistant Editor, Trade Expert, Assistant Trade Expert, Chief Translator, Assistant Spanish Translator, Portuguese Translator, Acting French Translator, Special Compiler, Assistant Statistician, Librarian (Acting), Chief Accountant and Disbursing Officer, Chief of Mail Room, Superintendent of Building and Grounds.

Governing Board: Secretary of State (Chairman *ex officio*), Ambassador of Brazil, Ambassador of Argentina, Ambassador of Chile, Ambassador of Mexico, Minister of Bolivia, Minister of Uruguay, Minister of Guatemala, Minister of Haiti, Minister of Cuba, Minister of Venezuela, Minister of Salvador, Minister of Panama, Minister of Ecuador, Minister of Colombia, Minister of Peru, Minister of Honduras, Minister of Paraguay, Chargé d'Affaires of the Dominican Republic, Chargé d'Affaires of Nicaragua. (Costa Rica has at present no representative on the Governing Board).

*General information and duties.*—The Pan American Union, formerly the International Bureau of American Republics, is the official international organization of the 21 Republics of the Western Hemisphere, founded and maintained by them for the purpose of fostering friendship, commerce, intercourse, and peace. It is supported through their joint contributions, each nation annually paying that part of the budget of expenses which its population bears to the total population of all the Republics. Its general control reposes in a governing board made up of the diplomatic representatives in Washington of the 20 Latin-American Governments and the Secretary of State of the United States, the latter being ex officio chairman thereof. Its executive officers are a Director General and an Assistant Director, elected by the board. They in turn are assisted by a trained staff of statisticians, editors, compilers, trade experts, translators, librarians, and lecturers. It is strictly international in its scope, purpose, and control, and each nation has equal authority in its administration with each other nation and without the predominant influence of any one nation. Its activities and facilities include the following: The publication in English, Spanish, Portuguese, and French of an illustrated monthly bulletin, which is a record of the progress of all the Republics; the publication of handbooks, descriptive pamphlets, commercial statements, maps, and special reports relating to each country; correspondence covering all phases of Pan American activities; the distribution of every variety of information helpful in the promotion of Pan American acquaintance, cooperation, and solidarity of interests. Its library, known as the Columbus Memorial Library, contains upward of 40,000 volumes, including the official publications, documents, and laws of all the Republics, together with 20,000 photographs, a large collection of maps, and 150,000 subject-index cards. Its reading room has upon its tables the representative magazines and newspapers of Latin America. Both are open to the public for consultation and study. The Pan American Union sets the date, selects the place of meeting, and prepares the programs for the International Conferences of the American Republics, and it is also the custodian of their archives. It occupies and owns buildings and grounds situated on Seventeenth Street between B and C streets, overlooking Potomac Park on the south and the White House Park on the east.

*General publications.*—Monographs on each American Republic; handbooks and pamphlets on special subjects; topics include all the data on the history and development of the several countries. Some specific topics: Commerce, industries, communications, education, products, agriculture, government, and descriptions of physical features. Bibliographies on special subjects are prepared for distribution.

*Method of distribution of general publications.*—The Pan American Union has for free distribution a limited supply of the publications mentioned, but in view of the demand for many of them and the cost of printing, it has been found necessary to make a new regulation that all requests for such matter must be made through, or with the approval of, a United States Senator or Member of Congress, except in the case of applications from foreign countries, which should be made through the Embassies or Legations in Washington or through the home foreign office.

*Annual and other periodical publications.*—There is published a monthly Bulletin, which is essentially an illustrated magazine, with Spanish, English, Portuguese, and French editions. It carries the title of: Boletín de la Unión Panamericana (Spanish); Bulletin of the Pan American Union (English); Boletim da União Pan-Americana (Portuguese); and Bulletin de l'Union Panaméricaine (French).

This magazine is a complete record of the general progress of the American Republics and publishes specially prepared and profusely illustrated articles on current and historical events and economic conditions. Subscription price for the English edition is \$2.00 per year in countries of the Pan-American Union.

*List of publications.*—A list of publications is issued several times each year, as new material is received, and is available for free distribution.

*Indexes to publications.*—Each of the editions of the "Bulletin of the Pan American Union," Spanish, English, Portuguese, and French, has a separate semiannual index. These are available for past years and will be sent without charge on request.

*Mailing lists.*—No general free mailing lists for publications are maintained, although under special conditions certain offices and persons are regularly supplied with publications.



*Maps.*—Maps are not regularly published by the Pan American Union; except to illustrate special reports or articles. A few maps of countries are for sale. List is included in publication list.

*Correspondence.*—Should be addressed to Director General, Pan American Union, Seventeenth and B Streets, Washington, D. C.

### INTERSTATE COMMERCE COMMISSION.

*Principal administrative officials.*—Commissioners (Chairman and 8 others); Secretary; Assistant Secretary; Chief Clerk and Purchasing Agent; Disbursing Clerk; Chief Counsel; Assistant Counsel; Director of Valuation; Member of Advisory Board; Solicitor, Bureau of Valuation; Chief Examiner; Attorneys and Examiners; Chiefs of Bureaus: Appointments, Carriers' Accounts, Member Engineer Board, Supervisor Land Appraisals, Supervisor of Accounts, Classification Agent, Correspondence—Claims, Dockets, Documents, Classification Agent, Correspondence, Dockets, Documents, Express Agent, Indices, Inquiry, Library, Locomotive-boiler Inspection, Mails and Files, Printing, Safety, Statistics, Stenography, Tariffs.

*General information and duties.*—The original act to regulate commerce, approved February 4, 1887, provided for a commission consisting of five members. By various amendatory and supplementary enactments the powers of the commission have been increased and the scope of the regulating statute materially widened. Among the more important of these enactments are the acts of March 2, 1889; the Elkins Act, approved February 29, 1903; the Hepburn Act, approved June 29, 1906; the Mann-Elkins Act of June 18, 1910; the acts of August 24, 1912, May 29 and August 9, 1917. Under the act of August 9, 1917, the commission is now composed of nine members.

The commission appoints a secretary, who is its chief administrative and executive officer, an assistant secretary, and such attorneys, examiners, special agents, and clerks as are necessary to the proper performance of its duties.

The act to regulate commerce applies to all common carriers engaged in the transportation of oil or other commodities, except water and natural or artificial gas, by means of pipe lines, or partly by pipe lines and partly by railroad, or partly by pipe lines and partly by water, and to telegraph, telephone, and cable companies (whether wire or wireless) engaged in sending messages from one State, Territory, or District of the United States to any other State, Territory, or District of the United States, or to any foreign country, and to common carriers engaged in interstate transportation of passengers or property wholly by railroad (or partly by railroad and partly by water when both are used under a common control, management, or arrangement for a continuous carriage or shipment); also to express companies and sleeping-car companies; and to bridges or ferries used or operated in connection with any railroad engaged in interstate transportation.

The act to regulate commerce requires all rates to be reasonable and just; prohibits undue or unreasonable preferences or advantages in transportation rates or facilities; prohibits the charging of a higher rate for a shorter than for a longer haul, over the same line, in the same direction, the shorter being included within the longer haul, or the charging of any greater compensation as a through route than the aggregate of the intermediate rates subject to the act. It is provided, however, that the commission may, in special cases, after investigation, authorize carriers to charge less for longer than for shorter distances. The commission is authorized to require carriers to establish through routes and joint rates. The commission is also authorized to require carriers subject to the act to construct switch connections with lateral branch lines of railroads and private side tracks. The act provides that where two or more through routes and through rates shall have been established shippers shall have the right to designate in writing via which of such through routes the property shall be transported to destination.

The commission has jurisdiction, upon complaint or in a proceeding instituted upon its own initiative, and after full hearing, to determine and prescribe reasonable rates, regulations, and practices; to award reparation to injured shippers; and to require carriers to cease and desist from unjust discrimination or undue or unreasonable preferences.

Carriers are required to publish and file all rates, rules, and regulations applying to interstate traffic, and are prohibited from engaging in interstate trans-

portation unless such rates, rules, and regulations are published and filed. Severe penalties are provided in the statute for failure to observe the rates and regulations shown in the published tariffs.

The commission may inquire into the management of the business of all common carriers subject to the provisions of the act to regulate commerce, and may prescribe the accounts, records, and memoranda which shall be kept by the carriers, which shall be open to examination by the commission through its authorized agents or examiners. Carriers are required to file annual reports with the commission, and such other reports as may from time to time be required.

By the act of June 18, 1910 (Mann-Elkins law), the jurisdiction of the commission was increased as to through routes and joint rates, freight classification, switch connections, long and short hauls, filing or rejection of rate schedules, investigations on own motion, determining reasonable rates, suspension of proposed rates, and other matters. This act also authorized the President to appoint a special commission to investigate questions pertaining to the issuance of railroad stocks and bonds.

By act approved August 24, 1912 (sec. 11), a new paragraph was added to section 5 of the act to regulate commerce, by which it is made unlawful after July 1, 1914, for any common carrier subject to the act to regulate commerce to own, lease, operate, control, or have any interest in any competing carrier by water. Jurisdiction is conferred upon the commission to determine questions of fact as to competition, after full hearing, on the application of any railroad company or other carrier, and to extend beyond July 1, 1914, the time during which such ownership or operation of vessels plying elsewhere than through the Panama Canal may continue, when it is found to be in the interest of the public and is of advantage to the convenience and commerce of the people, and not in restraint of competition.

At the same time section 6 of the act was amended by adding a new paragraph conferring upon the commission jurisdiction over transportation of property from point to point in the United States by rail and water, whether through the Panama Canal or otherwise, and not entirely within the limits of a single State, this jurisdiction, under certain conditions, including power to establish physical connection between lines of the rail carrier and the dock of the water carrier by directing the rail carrier to make such connection; to establish through routes and maximum joint rates over such rail and water lines, and to determine the conditions thereof; to establish proportional rates by rail to and from ports, and to determine to what traffic and in connection with what vessels and upon what terms and conditions such rates shall apply; and to require rail carriers entering into through routing arrangements with any water carrier to extend the privileges of such arrangements to other water carriers.

By the act approved March 1, 1913, amending the act to regulate commerce, the commission is directed to investigate, ascertain, and report the value of all the property owned or used by every common carrier subject to the provisions of the act.

Jurisdiction is conferred upon the commission to enforce certain provisions of the act approved October 15, 1914, to supplement existing laws against unlawful restraints and monopolies in so far as such provisions relate to carriers subject to the act to regulate commerce. The act prohibits, with certain exceptions, carriers from discriminating between purchasers in sales of commodities and from making leases or sales of commodities and from acquiring stock or capital of other corporations engaged in commerce tending to substantially lessen competition or create a monopoly; makes it a felony for a president or other specified officers to misappropriate a carrier's funds; and as amended by act approved August 31, 1916, provides that, effective January 1, 1919, no carrier shall have dealings in securities or supplies or contract for construction or maintenance to the amount of more than \$50,000 in the aggregate in any one year with another corporation or organization when, by reason of common officers or otherwise, there exists a community of interest between the carrier and such other corporation or organization, except as a result of free competitive bidding under regulations to be prescribed by the commission. The commission is further authorized to investigate violations of the act by carriers and to require the guilty parties to cease therefrom, and its findings of fact in such investigations shall be conclusive when supported by testimony.

The urgent deficiency appropriation act approved October 22, 1913, provided that the Commerce Court should be abolished from and after December 31, 1913.

and that the jurisdiction theretofore vested in the Commerce Court under act approved June 18, 1910, be transferred to and vested in the several district courts of the United States.

The act approved March 4, 1915, which became effective June 2, 1915, as amended August 9, 1916, makes common carriers liable for all loss, damage, or injury to property caused by them, and forbids, with certain exceptions, limitations of liability.

The act of February 11, 1903, provides that suits in equity brought under the act to regulate commerce, wherein the United States is complainant, may be expedited and given precedence over other suits, and that appeals from the circuit court lie only to the Supreme Court. The act of February 19, 1903, commonly called the Elkins law, prohibits rebating, allows proceedings in the courts by injunction to restrain departures from published rates, and provides that cases prosecuted under the direction of the Attorney General in the name of the commission shall be included within the expediting act of February 11, 1903.

Under the act of August 7, 1888, all Government-aided railroad and telegraph companies are required to file certain reports and contracts with the commission, and it is the commission's duty to decide questions relating to the interchange of business between such Government-aided telegraph company and any connecting telegraph company. The act provides penalties for failure to comply with the act or the orders of the commission.

The act of March 2, 1893, known as the safety-appliance act, provides that railroad cars used in interstate commerce must be equipped with automatic couplers, and drawbars of a standard height for freight cars, and have grab irons or handholds in the ends and sides of each car; and that locomotive engines used in moving interstate traffic shall be equipped with a power driving-wheel brake and appliances for operating the train-brake system. The act directs the commission to lodge with the proper district attorneys information of such violations as may come to its knowledge. The act of March 2, 1903, amended this act so as to make its provisions apply to Territories and the District of Columbia, to all cases when couplers of whatever design are brought together, and to all locomotives, cars, and other equipment of any railroad engaged in interstate traffic, except logging cars and cars used upon street railways; and provides for a minimum number of air-braked cars in trains.

By act of April 14, 1910, the safety-appliance acts were supplemented so as to require railroads to equip their cars with sill steps, hand brakes, ladders, running boards, and roof handholds, and the commission was authorized to designate the number, dimensions, location, and manner of application of appliances.

By act of May 6, 1910, the prior accident-reports law was repealed and a new statute passed giving more power to the commission as to investigating accidents, and is more comprehensive than the former law.

The act of March 4, 1907, makes it the duty of the Interstate Commerce Commission to enforce the provisions of the act wherein it is made unlawful to require or permit employees engaged in or connected with the movement of trains to be on duty more than a specified number of hours in any 24.

The act of May 30, 1908, directs the Interstate Commerce Commission to make regulations for the safe transportation of explosives by common carriers engaged in interstate commerce. A penalty is provided for violations of such regulations.

The act of May 30, 1908, makes it the duty of the Interstate Commerce Commission to enforce the provisions of the act wherein it is provided that after a certain date no locomotive shall be used in moving interstate or foreign traffic, etc., not equipped with an ash pan which can be emptied without requiring a man to go under such locomotive. A penalty is provided for violations of this act.

The act of February 17, 1911, confers jurisdiction upon the commission to enforce certain provisions compelling railroad companies to equip their locomotives with safe and suitable boilers and appurtenances thereto.

By an amendatory act approved March 4, 1915, the powers of the commission to inspect and to prescribe standards of safety for locomotive boilers and appurtenances thereto was extended to include "all parts and appurtenances of the locomotive and tender."

The urgent deficiency appropriation act approved October 22, 1913, contains an appropriation of \$25,000 to enable the commission to investigate and test block signals and appliances for the automatic control of railway trains and appliances or systems intended to promote the safety of railway operation, in-

cluding experimental tests of such systems and appliances as shall be furnished, in completed shape, to the commission for investigation and test, free of cost to the Government, in accordance with the provisions of joint resolution approved June 30, 1906, and sundry civil appropriation act approved May 27, 1908. Provision was made in the sundry civil appropriation acts approved August 1, 1914, March 3, 1915, July 1, 1916, and June 12, 1917, for continuing the investigation and testing of these systems and appliances.

The act making appropriations for the service of the Post Office Department approved July 28, 1916, empowers the commission to fix and determine fair and reasonable rates and compensation for the transportation of mail matter by railway common carriers and service connected therewith, prescribing the method by weight or space, or both, or otherwise.

#### PUBLICATIONS.

*General publications.*—Act to Regulate Commerce and Amendments.<sup>1</sup> Contains the original act as revised to date and all acts passed by Congress conferring jurisdiction upon the commission, but not all acts passed under the commerce clause of the Constitution.

Rules of Practice before the Commission.<sup>1</sup> Issued for the guidance of litigants before the commission, and also contains a form to be followed in the filing of a formal complaint.

Tariff Circular No. 18-A and Supplements Nos. 3 and 4 thereto.<sup>1</sup> Contains regulations to govern the construction and filing of freight tariffs and classifications and passenger-fare schedules and administrative rulings.

Tariff Circular No. 19-A and Supplement No. 1.<sup>1</sup> Contains regulations to govern the construction and filing of tariffs and classifications of express companies and administrative rulings.

Conference Rulings Bulletin No. 7.<sup>1</sup> Contains expressions of the views of the commission on informal inquiries involving special facts or requiring interpretation and construction of the law, and are to be regarded as precedents governing similar cases.

Decisions in Formal Cases. Issued in the first instance in advance sheets and served on the parties to the case. Only a limited distribution is made by the commission, but copies are sold on subscription by the Superintendent of Documents at a cost at the rate of \$1 per volume. The advance sheets are later issued in collected volumes known as Interstate Commerce Commission Reports. Copies are obtainable from the Superintendent of Documents, at a cost of \$1.50 per volume.

Regulations for the Transportation of Explosives and other Dangerous Articles by Freight and by Express and Specifications for Shipping Containers.<sup>1</sup> Issued under authority of Act of Congress of March 4, 1909. They are incorporated in the tariffs of the carriers and are binding upon all common carriers engaged in interstate or foreign commerce which transport explosives and other dangerous articles by land.

Notice to Shippers in Foreign Countries who Ship Dangerous Articles to the United States.<sup>1</sup>

Orders. Contain instructions to carriers subject to the Act to Regulate Commerce. Issued in printed and typewritten form. Printed orders are obtainable from the Superintendent of Documents.

National Car Demurrage Rules and Explanations.<sup>1</sup> Adopted by the American Railway Association and tentatively indorsed by the commission, subject to its right and duty to inquire into the legality or reasonableness of any rule or rules which may be made the subject of complaint.

Code of Storage Rules.<sup>1</sup> Same as next above.

National Code of Rules Governing the Weighing and Reweighing of Carload Freight. Same as second above.<sup>1</sup>

Laws, Rules, and Regulations for Inspection and Testing of Locomotives and Tenders and their Appurtenances.<sup>2</sup>

Interstate Commerce Commission Cases in the Federal Courts, 1887 to 1914.<sup>1</sup> Contains the cases of the commission which have been reviewed by the Federal

<sup>1</sup> Obtainable from the Interstate Commerce Commission when available, and also from the Superintendent of Documents.

<sup>2</sup> Obtainable only from the Superintendent of Documents.

<sup>3</sup> Out of print.



Courts since its organization to December 1, 1914; citations to same, with brief points decided.

Valuation of Common Carriers.<sup>1</sup> Orders and Circulars issued from time to time governing the conduct of the commission's work in ascertaining the values of common carriers, in accordance with the Act of March 1, 1913.

Accounting Documents,<sup>2</sup> as prescribed by the Interstate Commerce Commission in accordance with Section 20 of the Act to Regulate Commerce, that are of current effect with respect to various classes of carriers, purchasable only from the Superintendent of Documents, as follows:

## (G) STEAM RAILWAYS.

Classification of Operating Revenues and Operating Expenses of Steam Roads. Issue of 1914. Effective on July 1, 1914.

Condensed Classification of Operating Expenses of Steam Roads. Issue of 1914. Effective July 1, 1914.

Index to the Classification of Operating Expenses of Steam Roads. Classification of Investment in Road and Equipment of Steam Roads. Issue of 1914. Effective on July 1, 1914.

Classification of Train-Miles, Locomotive-Miles, and Car-Miles of Steam Roads. Issue of 1914. Effective on July 1, 1914.

Classification of Income, Profit and Loss, and General Balance-Sheet Accounts of Steam Roads. Issue of 1914. Effective on July 1, 1914.

Regulations to Govern the Destruction of Records of Steam Roads. Issue of 1914. Effective on July 1, 1914.

An Order of the Interstate Commerce Commission, dated June 28, 1915. In the Matter of the Destruction of Records of Steam Roads. Effective on July 1, 1915.

Accounting Bulletin No. 15. Interpretations of Accounting Classifications. Effective on January 1, 1918.

An Order of the Interstate Commerce Commission, dated July 19, 1915. In the Matter of a Uniform System of Accounts to be Kept by Steam Railways. Effective on July 1, 1915.

(Supplement to the Classification of Investment in Road and Equipment of Steam Roads.)

Rules Governing the Classification of Steam Railway Employees and their Compensation. Effective on July 1, 1915.

Supplement to Rules Governing the Classification of Steam Railway Employees and their Compensation. Effective on July 1, 1917.

Rules Governing the Monthly Reports of Railway Accidents. Issue of 1915. Effective on July 1, 1915.

Regulations to Govern the Forms and Recording of Passes. Issue of 1917. Effective on January 1, 1917. (Applies also to Electric Railways, Carriers by Water, and Sleeping-Car Companies.)

Rules Governing the Separation of Operating Expenses between Freight Service and Passenger Service on Large Steam Railways. Effective on July 1, 1915.

Amendment to Rules Governing the Separation of Operating Expenses between Freight Service and Passenger Service on Large Steam Railways, from October 23, 1917. (Procurable only from the Interstate Commerce Commission.)

## (B) ELECTRIC RAILWAYS.

Uniform System of Accounts for Electric Railways. Issue of 1914. Effective on July 1, 1914.

An Order of the Interstate Commerce Commission. Dated July 19, 1915. In the Matter of a Uniform System of Accounts to be Kept by Electric Railways. Effective on July 1, 1915.

(Supplement to the Uniform System of Accounts for Electric Railways. Issue of 1914.)

Regulations to Govern the Destruction of Records of Electric Railways. Effective on May 1, 1913.

Accounting Bulletin No. 14. Interpretation of Accounting Classifications. Effective on May 1, 1917.

<sup>1</sup> Obtainable from the Interstate Commerce Commission when available, and also from the Superintendent of Documents.

<sup>2</sup> Obtainable only from the Superintendent of Documents.

## (C) EXPRESS COMPANIES.

Uniform System of Accounts for Express Companies. Issue of 1914. Effective on July 1, 1914.

Accounting Bulletin No. 13. Decisions upon Questions Raised under Classifications. Effective on January 1, 1917.

Regulations to Govern the Destruction of Records of Express Companies. Effective on July 1, 1915.

## (D) CARRIERS BY WATER.

Classification of Operating Expenses of Carriers by Water. First Issue. Effective on January 1, 1911.

Alphabetical List of Representative Items Chargeable to Operating Expenses of Carriers by Water.

Classification of Operating Revenues of Carriers by Water. First Issue. Effective on January 1, 1911.

Form of General Balance Sheet Statement for Carriers by Water. First Issue. Effective on January 1, 1913.

Classification of Expenditures for Real Property and Equipment for Carriers by Water. First Issue. Effective on January 1, 1913.

Classification of Income and Profit and Loss Accounts for Carriers by Water. First Issue. Effective on July 1, 1913.

Regulations to Govern the Destruction of Records of Carriers by Water. Effective on July 1, 1913.

An Order of the Interstate Commerce Commission. Dated July 19, 1915. In the Matter of a Uniform System of Accounts to be Kept by Carriers by Water. Effective on July 1, 1915. (Supplement to the Classification of Expenditures for Real Property and Equipment for Carriers by Water. First Issue.)

Accounting Bulletin No. 12. Interpretations of Accounting Classifications. Effective on February 1, 1917.

## (E) PIPE-LINE COMPANIES.

Classification of Investment in Pipe Lines, Pipe-Line Operating Revenues, and Pipe-Line Operating Expenses of Carriers by Pipe Lines. Issue of 1915. Effective on January 1, 1915.

Regulations to Govern the Destruction of Records of Carriers by Pipe Lines. Effective on July 1, 1915.

## (F) SLEEPING-CAR COMPANIES.

Classification of Revenues and Expenses of Sleeping-Car Operations, of Auxiliary Operations, and Other Properties for Sleeping-Car Companies. Effective on July 1, 1912.

An Order of the Interstate Commerce Commission. Dated June 8, 1911. In the Matter of the Destruction of Records of Sleeping-Car Companies. Effective on October 1, 1911.

An Order of the Interstate Commerce Commission. Dated July 24, 1915. In the Matter of Destruction of Records of Sleeping-Car Companies. Effective on August 1, 1915. (Supplements the Order of June 8, 1911.)

## (G) TELEPHONE COMPANIES.

Uniform System of Accounts for Telephone Companies. (Classes A & B.) First Issue. Effective on January 1, 1913.

(Supplement to the First Issue of the Uniform System of Accounts for Telephone Companies. Class A and Class B. Effective on January 1, 1915.)

Uniform System of Accounts for Telephone Companies. Class C. Effective on January 1, 1915.

Accounting Bulletin No. 11. Interpretations of Accounting Classifications, embodied in Uniform Systems of Accounts for Telephone Companies (Classes A, B, and C). Effective on July 1, 1916.

Regulations to Govern the Destruction of Records of Telephone, Telegraph, and Cable Companies. Effective on February 1, 1914. (Out of print.)

Rules Governing the Classification of Telephone Employees. Effective on July 1, 1917.

## (H) TELEGRAPH AND CABLE COMPANIES.

Uniform System of Accounts for Telegraph and Cable Companies. Effective on January 1, 1914.

(See also last item under (G) Telephone Companies.)

## (I) GAS AND ELECTRIC CORPORATIONS.

Reports of Investigations of Railway Accidents.<sup>1</sup> Pursuant to the Act of May 8, 1910, the Commission, through its Bureau of Safety, investigates in particular cases, collisions, derailments, or other accidents resulting in serious injury to persons, occurring on the line of any common carrier engaged in interstate commerce, for the purpose of determining the causes of railroad accidents and preventive measures which might be taken to avert them; and, from time to time the finding of such investigations are published in pamphlet form.

Safety Appliance Publications.<sup>1</sup> Under the authority of the safety appliance acts governing the number, dimensions, location, and manner of application of the various safety appliances with which all cars and engines are required to be equipped are published in pamphlet form as follows:

United States Safety Appliance Standards, March 13, 1911. Designates the standards of equipment to be used on all cars.

Plates Illustrating United States Safety Appliance Standards.

Order of October 10, 1910. Prescribes the standard height of drawbars.

Orders of March 13, 1911, and November 2, 1915. Extend the period within which common carriers shall comply with all the requirements of the safety appliance acts.

Classification of Safety Appliance Defects to be Reported by Federal Inspectors, July 1, 1911.

Order of June 6, 1910. Requires an increase in the minimum percentage of power-brakes to be used and operated on trains. (Typewritten Form).

The Hours of Service Law and Administrative Rulings and Opinions Thereon.<sup>1</sup> Contains the law limiting the hours of service of railway employees engaged in the operation of railway trains, and administrative rulings of the commission thereon.

Order of October 9, 1916. In the Matter of Block-Signal and Train-Order Statistics.<sup>2</sup> Requests the carriers to submit certain statistics to the Commission.

Method of distribution of general publications.—Individual requests for general publications are complied with when practicable; also copies in any quantity may be obtained from the Superintendent of Documents at rates prescribed by that office. See Note.

Annual and other periodical publications.—Annual Reports<sup>1</sup> to the Congress, beginning with the year 1887, contain a summary of the work performed by the commission during each year; a digest of points decided in reported cases of the commission, and a digest of Federal Court decisions.

Annual Reports<sup>2</sup> on the statistics of railways in the United States beginning with the year 1888.

The texts of the Statistics of Railways,<sup>1</sup> preceding the statistics for individual companies, presented in tabular form, include many summary statements of financial and operating statistics of the steam railway companies in the United States as a whole.

Annual Reports on the Statistics of Express Companies in the United States, beginning with 1909.

Preliminary Abstract of Statistics of Common Carriers.<sup>2</sup> The series of preliminary abstracts began with the year 1911, and the issue of 1916 will contain 249 pages presenting extensive statistics compiled from the annual reports of steam railways having operating revenues above \$1,000,000 for the year, comprising numerous items showing mileage, revenues, and expenses in detail, operating statistics, freight traffic movement, and equipment, an analysis of general operating expense accounts with respect to class of service, as well as balance sheet, income statement, profit and loss statement, and also certain figures from the reports of the principal express companies and the Pullman Co. The abstracts, prior to the issue for the year ended December 31, 1916, do not contain any summaries or total figures for the carriers as a whole, but merely include, in tabular form, the returns of individual carriers.

<sup>1</sup> Obtainable from the Interstate Commerce Commission when available, and also from the Superintendent of Documents.

<sup>2</sup> Obtainable only from the Superintendent of Documents.

**Accident Bulletins.**<sup>1</sup> Issued quarterly and contain statistics relating to accidents occurring on steam railways and separately, accidents occurring on electric railways subject to the act to regulate commerce. They give in considerable detail facts pertaining to collisions, derailments, and other accidents resulting in injuries to persons, equipment, or roadbed, arising from the operating of railways used in interstate commerce. The bulletins also include summaries of reports to the Interstate Commerce Commission made by the Chief of the Bureau of Safety, covering accidents investigated by that bureau during each quarter.

**Tabulation of Statistics Pertaining to Block Signals, Interlocking Plants, and the Telegraph and the Telephone for Transmission of Train Orders as Used on the Railroads of the United States.**<sup>1</sup> Details the various systems of signals in use on the railroads together with the mileage so operated, as well as mileage operated by the train-order system.

**A Statistical Analysis of Carriers' Monthly Hours of Service Reports.**<sup>1</sup> Shows the number of instances in which employees were on duty in excess of the statutory period and the approximate causes thereof; issued annually.

**Annual Reports of the Chief of the Bureau of Safety to the Interstate Commerce Commission.**<sup>1</sup> Contain a summary of the work of that division for the year and statistics pertaining to the enforcement of the various safety appliance acts.

**Annual Reports of the Chief Inspector of Locomotive Boilers to the Interstate Commerce Commission.**<sup>1</sup> Contain a summary of the work of that division for each year.

**List of publications.**—The commission has not issued a printed list of its publications, but a list is embraced in a pamphlet published by the Superintendent of Documents, entitled, "Interstate Commerce Commission Publications," known as Price List No. 59. No monthly list of publications is issued.

**Indexes to publications.**—The only indexes published by the commission in separate form are the following:

(a) Table of Cases and Opinions of the Interstate Commerce Commission, volumes I to XXVII, inclusive.

(b) Supplement No. 1 to Table of Cases and Opinions of the Interstate Commerce Commission, volumes XXVII to XXXV, inclusive.

(c) Table of Commodities in the Decisions of the Interstate Commerce Commission, volumes I to XV, inclusive.

(d) Table of Commodities in the Decisions of the Interstate Commerce Commission, volumes XII to XXIII, inclusive.<sup>2</sup>

(e) Table of Cases Cited in the Decisions of the Interstate Commerce Commission, volumes I to XIV, inclusive.

(f) Table of Cases Cited in the Decisions of the Interstate Commerce Commission, volumes XII to XXV, inclusive.

The above are printed by the commission for its internal use, but copies are also obtainable from the Superintendent of Documents.

**Mailing lists.**—No general mailing list is maintained for publications under paragraph 2. The annual publications are distributed to a small list of public and educational libraries.

**Maps.**—The commission has not published any maps.

**Correspondence.**—Requests for publications should be addressed to Interstate Commerce Commission, Washington, D. C.

## DIRECTOR GENERAL OF RAILROADS.

**Principal administrative officials.**—Director General (Secretary of the Treasury); Advisory Board (consisting of five members).

**General information and duties.**—The control of the railroads was taken over by the Government under authority of Executive Order on December 27, 1917, for the purpose of operation during the war and for such period thereafter as may be provided by Congress.

**Publications.**—The only publications issued at this time are in the form of General Orders and Circulars to Railroads which deal with operation of the railroads by the Government. These are distributed to the Executive Officers

<sup>1</sup> Obtainable from the Interstate Commerce Commission when available, and also from the Superintendent of Documents.

<sup>2</sup> Obtainable only from the Superintendent of Documents.

<sup>3</sup> Out of print.



of the railroads and to a selected list of others to whom these publications are a matter of interest.

*Communications.*—Requests for these publications should be addressed to Secretary to Director General of Railroads, Interstate Commerce Building, Washington, D. C.

## THE PANAMA CANAL.

*Principal administrative officials.*—In Washington: General Purchasing Officer and Chief of Office; Assistant to the Chief of Office; Chief Clerk, Purchasing Department; Assistant Auditor; Appointment Clerk. On The Isthmus: Governor of the Panama Canal, Engineer of Maintenance, Chief Quartermaster, Auditor, Chief Health Officer, Executive Secretary.

*General information and duties.*—The Panama Canal officials are charged under the act of August 24, 1912, with the completion of the construction of the Panama Canal, its operation and maintenance, and the governing and sanitation of the Canal Zone which is a strip of land 10 miles wide extending across the Isthmus, having a width of approximately five miles each side of the center line of the canal. In connection with the operation of the canal, all necessary supplies are furnished to vessels using the canal.

*General publications.*—(a) Official Handbook of the Panama Canal. Topics: Distances saved; How a vessel is handled through the canal; Facilities for shipping; Saving in cost of operation by use of canal; Panama Canal tolls; The use of canal by sailing ships; The canal and the Navy; Features of construction; Traffic routes.

(b) Pamphlet containing sailing directions and general information regarding the Panama Canal. Topics: Quarantine regulations; Customs regulations; Tonnage certificates; Measurement; Tolls; Deposits, etc.; Agents and other information concerning shipping; Supplies and services; Rules and regulations governing the navigation of the canal; Radio regulations; Signals and signal stations; Aids to Navigation; Courses and distances, Panama Canal; Sailing directions, Atlantic entrance; Sailing directions, Pacific entrance; Tables of distance and time saved by Panama Canal route.

(c) Manual giving complete information concerning employments for the Panama Canal service. Topics: Civil-service examination; Excepted from civil-service examination; Transfers; Citizenship; Age limits; Physical examination; Promotions; Working hours; Payment of salaries; Steamship transportation; Positions and wages; Tool list; Uniforms; General conditions of employment; Climate; Health conditions; Clothing required; Quarters; Meals; and Commissary.

(d) Miscellaneous. In addition to the foregoing, the Panama Canal has in the past published various pamphlets, bulletins, and reports regarding the canal, which are used in replying to certain inquiries upon specific subjects, but which it is not desired to list, as the supply of same is now very limited. Furthermore, in some instances the subjects discussed are now obsolete, affecting the construction of the canal and the early history of the work.

(e) Panama Canal Tariff No. 2. Contains schedule of rates for supplies and services furnished to shipping and allied interests at the Panama Canal.

*Method of distribution of general publications.*—The publications referred to above are distributed free upon request.

*Annual and other periodical publications.*—(a) Annual Report of the Governor of the Panama Canal contains a résumé of the operations of the various departments of the Panama Canal for each fiscal year, accompanied by illustrations and drawings. The price of this report is \$1 for paper-bound and \$1.50 for cloth-bound copies.

(b) Quarterly Report of the Department of Health of the Panama Canal. Contains a report of the operations of the Department of Health of the Panama Canal for each quarter.

(c) Annual Report of the Department of Health of the Panama Canal. Contains a summary of the operations of the Department of Health for each calendar year.

(d) The Panama Canal Record. This publication is issued weekly on the Isthmus, being the official organ of the Panama Canal. It is used primarily for the publication of general information concerning traffic through the canal, as well as of executive orders, special circulars, official notices, advertisements, shipping news, and statistics of canal traffic. A subscription rate of \$1, domestic, and \$1.50 per year, foreign, is maintained for this paper.

(c) Miscellaneous. In addition to the foregoing, the Panama Canal from time to time issues circulars or brief publications giving information concerning conditions on the Isthmus of special interest to owners and operators of ships using the canal, such as notices to mariners, facilities and supplies available for shipping, prices for services and supplies, information concerning repair shops, dry docks, etc. These circulars, however, as above indicated, are furnished only to those who are likely to be especially interested therein, such as those who direct the movement of vessels using the canal.

*Mailing lists.*—A mailing list is maintained for the quarterly and annual reports of the Department of Health, and the same are furnished free to medical libraries, societies, and physicians interested therein. A free mailing list for the Panama Canal Record is maintained for public libraries, being furnished upon request.

*Maps.*—This office has for free distribution a map showing the Isthmus with completed canal. Other maps are included in reports referred to.

*Correspondence.*—Requests for publications should be addressed to "Chief of Office, The Panama Canal, Washington, D. C."

### FEDERAL RESERVE BOARD.

*Principal administrative officials.*—Secretary of the Treasury (ex officio), Comptroller of the Currency (ex officio), Governor, Vice Governor, three additional members, Secretary, Assistant Secretary and Fiscal Agent, Counsel, Assistant Counsel, Chief of Division of Audit and Examination, Chief of Division of Statistics, Chief of Division of Issue, Director of Division of Foreign Exchange.

#### FEDERAL RESERVE CITIES.

District No. 1, Boston, Mass.; District No. 2, New York City; District No. 3, Philadelphia, Pa.; District No. 4, Cleveland, Ohio; District No. 5, Richmond, Va.; District No. 6, Atlanta, Ga.; District No. 7, Chicago, Ill.; District No. 8, St. Louis, Mo.; District No. 9, Minneapolis, Minn.; District No. 10, Kansas City, Mo.; District No. 11, Dallas, Tex.; District No. 12, San Francisco, Cal.

#### FEDERAL RESERVE DISTRICTS.

District No. 1.—Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and all of Connecticut except the county of Fairfield.

District No. 2.—The State of New York and the northern part of the State of New Jersey and the county of Fairfield in the State of Connecticut.

District No. 3.—Southern part of New Jersey, the State of Delaware, eastern part of Pennsylvania.

District No. 4.—Ohio, western part of Pennsylvania; Marshall, Ohio, Brooke, Hancock, Wetzel, and Tyler Counties, W. Va.; eastern part of Kentucky.

District No. 5.—District of Columbia, Maryland, Virginia, North Carolina, and South Carolina; all of West Virginia except Marshall, Ohio, Brooke, Hancock, Wetzel, and Tyler Counties.

District No. 6.—Alabama, Georgia, and Florida, eastern part of Tennessee, southern part of Mississippi, southern part of Louisiana.

District No. 7.—Iowa; southeastern part of Wisconsin; all of the southern peninsula of Michigan, viz. that part east of Lake Michigan; northern part of Illinois; northern part of Indiana.

District No. 8.—Arkansas; eastern part of Missouri; southern parts of Illinois and Indiana; western part of Kentucky; western part of Tennessee; northern part of Mississippi.

District No. 9.—Montana, North Dakota, South Dakota, and Minnesota; northern parts of Wisconsin and Michigan.

District No. 10.—Kansas, Nebraska, Colorado, and Wyoming; western part of Missouri; all of Oklahoma except the counties of Atoka, Bryan, Choctaw, Coal, Johnston, McCurtain, Marshall, and Poshmataha; northern part of New Mexico.

District No. 11.—Texas; southern parts of New Mexico and Oklahoma not included in district No. 10; southern part of Louisiana not included in district No. 6; and eastern Arizona.

District No. 12.—California, Washington, Oregon, Idaho, Nevada, and Utah; western part of Arizona.

*General information and duties.*—Generally speaking, the functions of the board are to exercise a broad supervision over the affairs and conduct of 12

Federal reserve banks established in accordance with the terms of the Federal reserve act in different parts of the country and invested with authority to discount paper for member banks, issue Federal reserve notes to member banks, and perform the various banking functions described in the act itself. The board has full power to appoint its own staff of employees and officers and to regulate the conditions of their employment. Its support is derived from the several reserve banks from assessments levied by it half yearly pro rata. The board is responsible to Congress and reports annually to that body. Certain functions in connection with the national banking system are also assigned to it under the legislation, although the Comptroller of the Currency, who is a member of the board, exercises the same general administrative and supervisory authority over the national banks that has been in his hands in the past. It also passes upon applications under the Clayton Act as amended.

Some of the more important duties of the Federal Reserve Board are set forth in section 11 of the Federal reserve act, which provides that the Federal Reserve Board shall be authorized "to examine at its discretion the accounts, books, and affairs of each Federal reserve bank and of each member bank, and to require such statements and reports as it may deem necessary; to permit or, on the affirmative vote of at least five members of the Reserve Board, to require Federal reserve banks to rediscount the discounted paper of other Federal reserve banks at rates of interest to be fixed by the Federal Reserve Board; to suspend for a period not exceeding 30 days, and from time to time to renew such suspension for periods not exceeding 15 days, any reserve requirement specified in this act; to supervise and regulate through the bureau under the charge of the Comptroller of the Currency the issue and retirement of Federal reserve notes, and to prescribe rules and regulations under which such notes may be delivered by the comptroller to the Federal reserve agents applying therefor; to add to the number of cities classified as reserve and central cities under existing law in which national banking associations are subject to the reserve requirements set forth in section 20 of this act; to suspend or remove any officer or director of any Federal reserve bank, the cause of such removal to be forthwith communicated in writing by the Federal Reserve Board to the removed officer or director and to said bank; to require the writing off of doubtful or worthless assets upon the books and balance sheets of Federal reserve banks; to suspend, for the violation of any of the provisions of this act, the operations of any Federal reserve bank, to take possession thereof, administer the same during the period of suspension, and, when deemed advisable, to liquidate or reorganize such bank; to require bonds of Federal reserve agents; to exercise general supervision over said Federal reserve banks; to grant by special permit to national banks applying therefor, when not in contravention of State or local law, the right to act as trustee, executor, administrator, or registrar of stocks and bonds under such rules and regulations as the said board may prescribe."

*General publications.*—Federal Reserve Bulletin is a monthly containing matters of interest to officers and member banks of the Federal Reserve System.

*Distribution.*—The bulletin is supplied to officers and members of the Federal Reserve System without charge. To others the price is \$2 per year, or 20 cents per copy. Foreign postage, when necessary, is required.

*Annual publications.*—The Annual Report is issued in January or February of each year and is distributed without cost.

*Indexes.*—The Index to the Federal Reserve Bulletin for the year is printed in the December number. The Index Digest of the Federal Reserve Act is sold at \$1, paper cover.

*Mailing list.*—There is no free mailing list, except of the officers of the Federal Reserve System, noted above.

*Correspondence.*—Requests for publications should be addressed to "Secretary, Federal Reserve Board, Washington, D. C."

### FEDERAL TRADE COMMISSION.

*Principal administrative officials.*—Commissioners, Chairman, Vice Chairman, and three additional members. Administrative Department: Secretary, Assistant Secretary, Chief Clerk, Disbursing Clerk, Appointment Clerk, Docker Division, Division of Mails and Files, Publication Division, Stenographic Division, Library. Economic Department (Advisory Economic Board): Chairman.

two Additional Members, Legal Department; Board of Review: Chairman, two members; Chief Counsel, Chief Examiner.

*General information and duties.*—"An act to create a Federal Trade Commission, to define its powers and duties, and for other purposes," approved September 26, 1914, provides for a commission consisting of five members. Further specific powers are conferred upon this commission by "An act to supplement existing laws against unlawful restraints and monopolies, and for other purposes" (commonly known as the Clayton Act), approved October 15, 1914.

#### INVESTIGATION, PUBLICITY, AND RECOMMENDATION.

The commission is authorized to require corporations subject to its jurisdiction to file annual or special reports, or both, in such form as may be prescribed by the commission, or written answers to specific questions regarding the organization and management of their business, or their relations to other corporations, partnerships, or individuals. Furthermore, the commission is authorized to classify such corporations, and to make rules and regulations for the purpose of carrying out the provisions of the act. (Sec. 6, pars. *b* and *g*.)

The commission is given also a general power of investigation in respect to such corporations and their relations to other corporations, individuals, associations, and partnerships. (Sec. 6, par. *g*.)

Upon the direction of the President or either House of Congress, the commission is authorized to investigate and report concerning any alleged violations of the antitrust acts by any corporation. (Sec. 6, par. *d*.)

The commission is also authorized to investigate trade conditions in foreign countries with respect to combinations or other conditions affecting the foreign trade of the United States. (Sec. 6, par. *h*.)

Certain other functions of the commission combine with investigating the duty of making particular recommendations.

If, in any suit in equity brought by the Government under the antitrust acts, upon the conclusion of the testimony the court is of the opinion that the complainant is entitled to relief, it may refer the matter to the commission as a master in chancery to ascertain and report an appropriate form of decree. (Sec. 7.)

The commission is empowered, upon the application of the Attorney General, to investigate the business of any corporation alleged to be violating the antitrust acts, and to make recommendations for readjustment which shall bring it in harmony with the law. (Sec. 6 par. *c*.)

Whenever a final decree has been entered against any corporation in a suit to restrain violations of the antitrust acts, the commission is authorized to make an investigation of the manner in which the decree is carried out, and it is required to make such investigation upon the application of the Attorney General. In the latter case it is required to transmit a report of its findings and recommendations to the Attorney General, and may publish such report in its own discretion. (Sec. 6, par. *c*.)

The commission is authorized to make public such portions of the information obtained by it in accordance with law as it shall deem expedient in the public interest, except trade secrets and the names of customers, and, further, to make annual and special reports to Congress with recommendations for legislation, and to provide for the publication of its reports and decisions. (Sec. 6, par. *f*.) It is specially provided (sec. 10) that any officer or employee of the commission who, without its authority, shall make public any information obtained shall be guilty of a misdemeanor and be punishable by fine and imprisonment.

#### QUASI JUDICIAL FUNCTIONS.

Both the Trade Commission Act and the Clayton Act declare certain important rules of substantive law and direct the Federal Trade Commission to enforce these rules in regard to the following: Unfair methods of competition; price discrimination; tying contracts; holding companies; interlocking directorates; enforcement of the prohibitions of the Clayton Act.

*Relations of the commission to legislative, judicial, and other executive departments.*—The Federal Trade Commission is organized in a manner similar to that of the Interstate Commerce Commission, and its relations to the legislative, judicial, and other executive departments of the Government are defined in the law.



## PUBLICATIONS.

*General publications.*—The commission publishes special reports, most of them being in response to Congressional resolutions. A complete list of publications thus far issued is as follows:

(a) Report of the Federal Trade Commission on Pipe-Line Transportation of Petroleum.

(b) Report of the Federal Trade Commission on Trade and Tariffs in Brazil, Uruguay, Argentina, Chile, Bolivia, and Peru.

(c) Helpful Activities to Strengthen American Business.

(d) Preliminary Report of the Federal Trade Commission Relative to an Investigation of Gasoline Prices.

(e) Concluding Chapter of above Report.

(f) Report of the Federal Trade Commission on the Fertilizer Industry.

(g) Fundamentals of a Cost System for Manufacturers.

(h) A System of Accounts for Retail Merchants.

(i) Summary of the Report of the Federal Trade Commission on Cooperation in American Export Trade. Copies may be secured at \$1.15 each from the Superintendent of Documents, Government Printing Office, Washington, D. C.

(a) to (h) are available for free distribution.

The Bureau of Corporations, which was succeeded by the Federal Trade Commission, issued a large number of reports, most of which can be purchased from the Superintendent of Documents. The following subjects are treated in these reports: Beef industry; Cotton exchanges; Cotton tare; Farm Machinery Trade Association; Fertilizer industry; International Harvester Co.; Interstate Commerce law; Lumber and shingles; Lumber industry in Washington; Patents; Petroleum industry and Standard Oil Company—prices and profits; State laws concerning foreign corporations; Steel industry (three parts); Taxation, corporate (six parts); Taxation (special report); Transportation by water (four parts); Transportation of petroleum; Trust laws and unfair competition; Tobacco industry; Tobacco prices; Water-power development.

*Method of distribution of general publications.*—After the supply of documents for free distribution is exhausted, publications may be purchased from the Superintendent of Documents, Washington, D. C.

*Annual and other periodical publications.*—Annual Reports, 1915, 1916. Annual report contains the Federal Trade Commission act and the Rules of Practice Before the Federal Trade Commission, also such portions of the Clayton Antitrust Act as pertain to the Federal Trade Commission. Conference Rulings—Bulletin No. 1, containing Rulings Nos. 1-40, inclusive.

*List of publications.*—A list is available for distribution on request.

*Mailing lists.*—Carefully selected lists are maintained of those specially interested in the report of the Federal Trade Commission.

*Correspondence.*—Requests for publications should be addressed to Federal Trade Commission for those available for free distribution and to the Superintendent of Documents, Government Printing Office, Washington, D. C., for those publications for which a charge is made.

## UNITED STATES TARIFF COMMISSION.

*Principal administrative officials.*—Chairman, Vice Chairman, four additional members, Chief Clerk.

*General information and duties.*—The duties of the United States Tariff Commission, as provided by the act of September 8, 1916, are:

To investigate the fiscal and industrial effects of the customs laws of the United States;

To place at the disposal of the President, the Ways and Means Committee of the House of Representatives, and the Finance Committee of the Senate, when requested, all information at its command;

To make such investigations and report as may be requested by the President or appropriate committee of either House;

To report to Congress on the first Monday in December the methods adopted and expenses incurred and a summary of all reports made during the year.

*Powers.*—To make inquiry by one or more members or by designated agent or agents of the conduct, costs, or other relevant matters concerning any industry in the United States or in any foreign country, with inquisitorial powers in the territory of the United States or dependencies thereof.

*Publications.*—The commission has been only recently organized, and has no publications available for distribution except the following: (a) Act creating a Tariff Commission; (b) Interim Legislation; report submitted to the chairman of the Ways and Means Committee of the House of Representatives, April 16, 1917, on revenue conditions during the period between which tariff bill is enacted and date when it takes effect; (c) The Dyestuff Situation in the Textile Industries. Tariff Information Series No. 2. 29 pages; (d) Papers and Books. Schedule M, Tariff Act of October 3, 1913. 48 pages; (e) First Annual Report of the U. S. Tariff Commission, for the fiscal year ending June 30, 1917. 26 pages; (f) United States Tariff Commission, Outline of its Work and Plans, December, 1917, 13 pages. Address Chief Clerk, U. S. Tariff Commission, Washington, D. C.

### CIVIL SERVICE COMMISSION.

*Principal administrative officials and districts.*—Commissioners (President and two others); Chief Examiner; Secretary; Chiefs of Divisions; Application, Appointment, Examining.

First district.—Headquarters, Boston, Mass.; Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut.

Second district.—Headquarters, New York, N. Y.; New York, and northern counties of New Jersey.

Third district.—Headquarters, Philadelphia, Pa.; Pennsylvania, Delaware, and southern counties of New Jersey.

Fourth district.—Headquarters, Washington, D. C.; Maryland, West Virginia, Virginia, North Carolina, and the District of Columbia.

Fifth district.—Headquarters, Atlanta, Ga.; South Carolina, Georgia, Alabama, Florida, Mississippi, and Tennessee.

Sixth district.—Headquarters, Cincinnati, Ohio; Ohio, Indiana, and Kentucky.

Seventh district.—Headquarters, Chicago, Ill.; Wisconsin, Michigan, and the northern counties of Illinois.

Eighth district.—Headquarters, St. Paul, Minn.; Minnesota, North Dakota, South Dakota, Nebraska, and Iowa.

Ninth district.—Headquarters, St. Louis, Mo.; Kansas, Missouri, Arkansas, Oklahoma, and the southern counties of Illinois.

Tenth district.—Headquarters, New Orleans, La.; Louisiana and Texas.

Eleventh district.—Headquarters, Seattle, Wash.; Washington, Oregon, Idaho, Montana, Wyoming, and Alaska.

Twelfth district.—Headquarters, San Francisco, Cal.; California, Nevada, Arizona, New Mexico, Colorado, and Utah.

The commission is represented in Alaska by the secretary board of civil-service examiners, Juneau; in Hawaii by the secretary board of civil-service examiners, Honolulu; in Porto Rico by the chairman Porto Rican civil-service commission, San Juan; in the Canal Zone by the secretary board of civil-service examiners, Culebra; in the Philippine Islands by the director of civil service, Manila.

*General information and duties.*—The purpose of the civil-service act, as declared in its title, is "to regulate and improve the civil service of the United States." It provides for the appointment of three commissioners, not more than two of whom shall be adherents of the same political party, and makes it the duty of the commission to aid the President, as he may request, in preparing suitable rules for carrying the act into effect. The act requires that the rules shall provide, among other things, for open competitive examinations for testing the fitness of applicants for the classified service, the making of appointments from among those passing with highest grades, an apportionment of appointments in the departments at Washington among the States and Territories, a period of probation before absolute appointment, and the prohibition of the use of official authority to coerce the political action of any person or body. The act also provides for investigations touching the enforcement of the rules, and forbids, under penalty of fine or imprisonment, or both, the solicitation by any person in the service of the United States of contributions to be used for political purposes from persons in such service, or the collection of such contributions by any person in a Government building.

There were 517,305 positions in the executive civil service on June 30, 1916, of which 326,899 were classified subject to competitive examination.

Appointments of unclassified laborers in the departments at Washington and in the large cities are required to be made in accordance with regulations restricting appointment to applicants who are rated highest in physical condition. The system is outside the civil service act and rules.

Bureau of Information answers telephonic or personal inquiries regarding dates, places, and times of examinations, supplies application forms and other printed matter.

Chief Examiner supervises the system of examinations and the procedure of examining boards. The examining division and the application division are under his supervision.

Application Division issues announcements of examinations; passes upon applications; distributes publications; disbursements of appropriations; correspondence respecting admission to examinations; printing and the custody of supplies.

Examining Division prepares and rates examination papers; passes upon qualifications of applicants; issues notices of marking.

Secretary, Administrative Officer; matters relating to enforcement of civil-service act, rules, and regulations; has supervision of the appointment division.

Appointment Division keeps eligible registers and certifies for appointment; audits reports of changes in the service and maintains service records; certifies for reinstatement, transfer, and promotion; prepares for consideration of the commission cases of alleged violations of the rules and Executive orders, and prepares the general correspondence of the commission except that relating to applications and examinations.

*General publications.*—The publications of this commission relate to the subjects covered by the civil service act and rules, a compilation of which, with related statutes, legal decisions, and notes by the commission, is published at irregular intervals. Subjects mentioned below followed by an asterisk (\*) are more fully discussed in special circulars; subjects followed by a dagger (†) are fully discussed in the district manuals referred to under the fourth heading of this report:

Appointment of appointments in Washington, D. C., by States.	Politics and religion.
Boards of examiners.	Political activity.*
Certification and appointment.†	Probationary period.
Civil-service act and rules, related statutes, and decisions.	Qualifications of applicants.
Civil service districts.†	Ratings and eligibility.†
Districts: Civil service.†	Reductions.*
Eligibility (term).	Regulations.
Examinations: Competitive. Noncompetitive (Schedule B for original appointment and for transfer, promotion, etc.).	Reinstatements.*
Excepted positions (Schedule A of positions which may be filled without examination in the different departments and offices).	Removals.*
Investigations of violations of law and rules.	Removal of probationers.*
Nonapportioned positions.	Reports of appointments, separations, etc.
	Selections for appointment.
	Suspensions.*
	Temporary appointments.
	Testimony.
	Transfers.*
	Unskilled laborers.*
	Veterans: Preferred.* Reinstatement.*

Publications on the following subjects are not for general distribution, but are for the information of the commission's force and boards of examiners: Information for boards of examiners and nominating officers; Conducting of investigations; Information for persons conducting investigations; Classification, assignment, and appointment of laborers; Prosecutions in connection with civil-service examinations; Civil service districts.

*Method of distribution of general publications.*—All of the first list filed noted above are distributed free.

*Annual and other publications.*—(a) The Annual Report contains the report to the President by the commission, report of the chief examiner, civil-service act and statutes relating to the civil service, the civil-service rules, various regulations, Executive orders amending the civil-service rules and making exceptions to the act, opinions of the Attorney General, statement of results of investigations of alleged violations, statistical tables, and special articles on selected subjects.

(b) Announcements of Examinations are issued, containing dates and places of examinations not held under the district system, the character and scope of each, and all information necessary for applicants.

(c) Information for Applicants for Examinations under the District System. There are 12 civil-service districts, each in charge of a secretary. The commission is also represented in Alaska, Hawaii, the Philippine Islands, Porto Rico, and Panama by persons who perform the functions of district secretaries. Pamphlets containing information similar to that contained in the semiannual manual of examinations, but relating to examinations held under the district system, are published for each civil-service district at irregular intervals. For some of the districts there is a separate publication relating to the examination for clerks and carriers in post offices.

(d) Separate publications are also published for the information of prospective applicants for the following branches or positions: Navy Yard service; Engineer Department at large; Ordnance Department at large; fourth-class postmasters; rural carriers; railway mail clerks; and stenographers and typewriters.

The distribution of all manuals and circulars of information concerning examinations is free. The Annual Report, being issued in a very limited edition for the use of the commission, is on sale by the Superintendent of Documents at prices varying with the different numbers. Copies will be furnished for official use and to libraries as long as available.

*List of publications.*—No list of publications other than that contained in the annual reports under the heading "Publications of the Commission" is printed.

*Mailing lists.*—The only regular mailing lists maintained are those in connection with the distribution of examination announcements and applications for specially announced examinations, and of officials and libraries to receive the annual report.

*Correspondence.*—Requests for publications should be addressed to U. S. Civil Service Commission, Washington, D. C.

### UNITED STATES BUREAU OF EFFICIENCY.

*Principal administrative officials.*—Chief, Assistant Chief, Senior Accountant, Chief Labor-saving Devices, Chief Efficiency Ratings, Actuary, Chief Clerks.

*General information and duties.*—The duties of the Bureau of Efficiency are to establish and maintain a system of efficiency ratings for the executive departments in the District of Columbia; to investigate the needs of the several executive departments and independent establishments with respect to personnel, and to investigate duplication of statistical and other work and methods of business in the various branches of the Government service.

*Publications.*—Since its organization five years ago the bureau has prepared a large number of reports on specific problems presented to it by Congress and the heads of departments, but two of these reports have been published thus far. The bureau is required, however, to publish an Annual Report, and it has in preparation at this time several reports that will be sent to Congress.

The reports printed are: "Accounting system for the United States Indian Service," 1917, 190 pages, which gives a complete account of system, accompanied by forms and sample transactions; and "Work Performed by the Sub-treasuries," 1918, 39 pages, which shows what part of such work may be transferred to other offices of the Government and banks of the Federal Reserve System.

### UNITED STATES BOARD OF MEDIATION AND CONCILIATION.

(CREATED BY ACT OF CONGRESS, APPROVED JULY 15, 1913.)

*Principal administrative officials.*—Commissioner, Assistant Commissioner, Board of Mediation and Conciliation, and two additional members, Secretary and Disbursing Officer.

*General information and duties.*—The purpose for which the Board of Mediation and Conciliation was established is to settle by mediation, conciliation, and arbitration controversies concerning wages, hours of labor, or conditions of employment that may arise between common carriers engaged in interstate transportation and their employees engaged in train operation or train service.



In any case where an interruption of traffic is imminent and fraught with serious detriment to the public interest, the Board of Mediation and Conciliation may, if in its judgment such action seems desirable, proffer its services to the respective parties to the controversy.

Whenever a controversy concerning wages, hours of labor, or conditions of employment arises between such railroads and such employees, interrupting or threatening to interrupt the operation of trains to the serious detriment of the public interest, upon the request of either party the Board of Mediation is required to use its best efforts, by mediation and conciliation, to bring about an agreement. If such efforts to bring about an amicable adjustment through mediation and conciliation are unsuccessful, the board endeavors to induce the parties to submit their controversy to arbitration, and, if successful, makes the necessary arrangements for such arbitration.

The board is an independent office, not connected with any department.

*General publications.*—Topics discussed are: Effects of arbitration proceedings on rates of pay and working conditions of railroad employees; and Arbitration and conciliation laws. Recent Bulletins: Railroad Labor Arbitrations, Senate Document No. 493, 64th Congress, 1st Session; and Railway Strikes and Lockouts, House Document No. 2117, 64th Congress, 2d Session.

*Method of distribution of general publications.*—Distributed free as long as copies are available.

*Annual and other periodical publications.*—The board is not required to publish an annual report. It has, however, published a report of its work to June 30, 1914, and a report to June 30, 1917, of the operations of the board. These are for free distribution.

*Mailing lists.*—A small free mailing list is maintained for the bulletins and annual reports issued by the board.

*Library.*—The board does not maintain a library but preserves for reference the hearings and exhibits of the various arbitrations held under the act.

*Correspondence.*—Address: Secretary, United States Board Mediation and Conciliation, Washington, D. C.

## UNITED STATES EMPLOYEES' COMPENSATION COMMISSION.

*Principal administrative officials.*—Chairman, Vice Chairman, two additional members, Secretary, Disbursing Agent.

*General information and duties.*—The act of Congress approved September 7, 1916, creating the United States Employees' Compensation Commission assures compensation to all civil employees of the Federal Government who sustain personal injuries while in the discharge of their duties, but no compensation shall be paid if the injury is caused by the willful misconduct of the employee or by his intention to bring about the injury or death of himself or of another, or if intoxication of the injured employee is the proximate cause of the injury or death.

The compensation for disability shall not be more than \$60.67, nor less than \$33.33 unless the employee's monthly pay is less than the latter amount, in which case his compensation shall be the full amount of his monthly pay.

Payment shall be made for partial disability equal to 60 per cent of the difference between the employee's monthly pay at the time of injury and his wage-earning capacity after the beginning of partial disability.

In case of death the compensation shall be paid the widow or widower, to dependent parents or grandparents, to dependent children under the age of 18 years, and to other dependents under certain conditions.

The first compensation law in America was the Federal act of 1908 by which compensation was paid certain employees in the more hazardous service.

By the organization of this commission, compensation functions of all other commissions and independent bureaus through which compensation was formerly paid cease and determine.

By Executive orders the administration of the compensation act so far as it relates to the Panama Canal employees and employees of the Alaskan Engineering Commission has been placed under the heads of those organizations.

*Publications.*—The commission was organized in March, 1917. The only publication so far issued is the first Annual Report, covering activities during the fiscal year 1917.

### FEDERAL BOARD FOR VOCATIONAL EDUCATION.

*Principal administrative officials.*—Secretary of Agriculture (Chairman), Secretary of Commerce, Secretary of Labor, Commissioner of Education, Representative of Manufacturing and Commercial Interests (Vice Chairman), Representative of Agricultural Interests, Representative of Labor, Secretary to the Board, Chief Clerk.

*General information and duties.*—The Federal Board for Vocational Education was created by act of Congress approved February 23, 1917. This act makes appropriations to be used in cooperation with the States in the promotion of vocational education. For the fiscal year 1917-18 the amount appropriated is \$1,860,000, but the appropriation increases annually until in 1925-26 it reaches \$7,367,000, which sum is provided annually thereafter. The money so appropriated is to be given to the various States for the purpose of inaugurating or stimulating vocational education in agriculture and the trades and industries and in the preparation of teachers of vocational subjects. Its allotment is upon the condition that for each dollar of Federal money expended the State or local community, or both, in which schools are established shall expend an equal amount for the same purpose.

The duties imposed upon the board are of a twofold character: First, it is the representative of the Government appointed to cooperate with boards appointed by the States in promoting vocational education; and, second, it is required to make, or cause to have made, reports on vocational subjects. As representative of the Government, it examines the plans submitted by the various State boards containing the scheme of vocational education to be conducted by the States, and approves the same if found to be in conformity with the provisions and purposes of the act. It ascertains annually whether the several States are using, or prepared to use, the money received by them in accordance with the provisions of the statute, and each year it certifies to the Secretary of the Treasury the States which have complied with the provisions of the act, together with the amount which each State is entitled to receive. In the preparation of reports it is charged with the duty of making studies and investigations relating to the establishment of vocational schools or classes and the courses and studies to be taught therein. It is also required to make studies, investigations, and reports upon agriculture and agricultural processes and requirements upon agricultural workers; trades, industries, and apprenticeships, trade and industrial requirements upon industrial workers, and classification of industrial processes and pursuits; commerce and commercial pursuits and requirements upon commercial workers; home management, domestic science, and related facts and principles; and problems of administration of vocational schools and of courses of study and instruction in vocational subjects. The board was organized on July 17, 1918.

*Publications.*—The following publications have been issued:

- Annual Report for 1917.
- Bulletin No. 1, Statement of Policies.
- Bulletin No. 2, Training Conscripted Men for Service as Radio and Buzzer Operators in the United States Army (International Code).
- Bulletin, No. 3, Emergency Training in Shipbuilding—Evening and Part-Time Classes for Shipyard Workers.
- Bulletin No. 4, Mechanical and Technical Training for Conscripted Men (AT Division, U. S. Signal Corps).
- Bulletin No. 5, Vocational Rehabilitation of Disabled Soldiers and Sailors.
- Bulletin No. 6, Training of Teachers for Occupational Therapy for the Rehabilitation of Disabled Soldiers and Sailors.
- Bulletin No. 7, Emergency War Training for Motor-Truck Drivers and Chauffeurs.
- Bulletin No. 8, Emergency War Training for Machine-Shop Occupations, Sheet-Metal Working and Pipe Fitting.
- Bulletin No. 9, Emergency War Training for Electricians, Telephone Repairmen, Linemen and Cable Splicers.
- Bulletin No. 10, Emergency War Training for Gas-Engine, Motor-Car, and Motor-Cycle Repairmen.
- Bulletin No. 11, Emergency War Training for Oxy-Acetylene Welders.
- Bulletin No. 12, Emergency War Training for Airplane Mechanics—Engine Repairmen, Woodworkers, Riggers and Sheet-Metal Workers.
- Bulletin No. 13, Agricultural Education under the Smith-Hughes Act.

*Correspondence.*—All communications should be addressed to the Federal Board for Vocational Education, Washington, D. C.

## COUNCIL OF NATIONAL DEFENSE.

*Principal administrative officials.*—The Council (six members of the President's Cabinet): Secretary of War (Chairman), Secretary of the Navy, Secretary of the Interior, Secretary of Agriculture, Secretary of Commerce, Secretary of Labor. The Advisory Commission: Chairman and six other members of Commission, Director of Council and of Advisory Commission, Secretary of Council and Advisory Commission, Chief Clerk and Disbursing Officer.

*General information and duties.*—The Council of National Defense is directed by the act creating it to nominate to the President, to be appointed by him, an advisory commission consisting of not more than seven persons, each of whom possesses special knowledge of some industry, public utility, or the development of some natural resource, or is otherwise specially qualified for the performance of such duties as shall come within their jurisdiction.

It is the duty of the Council of National Defense to supervise and direct investigations and make recommendations to the President and the heads of executive departments as to the location of railroads with reference to the frontier of the United States so as to render possible expeditious concentration of troops and supplies to points of defense; the coordination of military, industrial, and commercial purposes in the location of extensive highways and branch lines of railroad; the utilization of waterways; the mobilization of military and naval resources for defense; the increase of domestic production of articles and materials essential to the support of armies and of the people during the interruption of foreign commerce; the development of seagoing transportation; data as to amounts, location, methods and means of production, and availability of military supplies; the giving of information to producers and manufacturers as to the class of supplies needed by the military and other services of the Government, the requirements relating thereto, and the creation of relations which will render possible in time of need the immediate concentration and utilization of the resources of the Nation.

The Council of National Defense adopts rules and regulations for the conduct of its work, which rules and regulations are subject to the approval of the President, and it provides for the work of the advisory commission to the end that the special knowledge of such commission may be developed by suitable investigation, research, and inquiry and made available in conference and report for the use of the council; and the council may organize subordinate bodies for its assistance in special investigations, either by the employment of experts or by the creation of committees of specially qualified persons to serve without compensation, but to direct the investigations of experts so employed.

Reports are submitted by all subordinate bodies and by the advisory commission to the council, and from time to time the council reports to the President or to the heads of executive departments upon special inquiries or subjects appropriate thereto, and an annual report to the Congress shall be submitted through the President, including as full a statement of the activities of the council and the agencies subordinate to it as is consistent with the public interest, including an itemized account of the expenditures made by the council or authorized by it, in as full detail as the public interest will permit.

*General publications.*—The following general and special reports have been issued covering some phase of the work:

(1) First Annual Report of the Council of National Defense, for the year ending June 30, 1917.

(2) A pamphlet giving a list of all the committees and subcommittees with their personnel under the Council of Defense. Free.

(3) A general report of the organization and activities of the various State councils of defense, which includes State and local organization, committees, finances, coordination of clubs and societies, military establishment, relief, home defense, aliens, transportation, industrial and engineering activities, labor, supply and conservation of food, and publicity. The State Council of Defense is the official State organization for the conducting of war activities outside of the regular field of the legislature or the State executive.

(4) Reports of particular State councils. About 30 of these individual reports have been issued. These reports have been made at the request of some section or division of the Council of National Defense or of the National Government, and as only one or two copies of the report have been made they are not available for distribution.

(5) Special reports on the activities of the various State councils in regard to some particular field. The reports issued so far of this nature cover the coordination of societies, home guard, and labor activities.

(6) Reports on the personnel of the various State councils, the chairman of the various committees of each State council, and the membership of the food and labor committees.

*Method of distribution of the general publications.*—The List of Committees and the General Report—(1), (2), and (3)—and such other general reports as are to be published from time to time, are distributed free to: (1) State councils; (2) various committees of the State councils; (3) divisions of the Council of National Defense; (4) other divisions and individuals who make application.

*Correspondence.*—Requests for publications should be addressed to the Secretary of the Council of National Defense, Washington, D. C.

### WAR INDUSTRIES BOARD.

The War Industries Board is composed of a Chairman, an Army officer, a Naval officer, and two civilian members, in all five members. The functions of the board are defined by the President's letter of March 4, 1918, as follows: (1) The creation of new facilities and the disclosing, if necessary, the opening up, of new or additional sources of supply; (2) the conversion of existing facilities, where necessary, to new uses; (3) the studious conservation of resources and facilities by scientific, commercial, and industrial economies; (4) advice to the several purchasing agencies of the Government with regard to the prices to be paid; (5) the determination, whether necessary, of priorities of production and of delivery and of the proportions of any given article to be made immediately accessible to the several purchasing agencies when the supply of that article is insufficient, either temporarily or permanently; (6) making purchases for the allies.

### UNITED STATES SHIPPING BOARD.

*Principal administrative officials.*—Chairman and three additional members, Vice Chairman, Secretary, Director of Operations, Chief Clerk and Disbursing Officer, President of Emergency Fleet Corporation, Vice President, Treasurer, four additional Directors and Secretary. Administrative Officers of Fleet Corporation: Vice President and General Manager, Office Manager, Chief Clerk, Managers of Steel-ship Construction, Wood-ship Construction, Shipyard Plants, Contractors, and Transportation, General Purchasing Officer, General Auditor, and General Counsel.

*General information and duties.*—The act of Congress approved September 7, 1916, entitled "An act to establish a United States Shipping Board for the purpose of encouraging, developing, and creating a naval auxiliary and naval reserve and a merchant marine to meet the requirements of the commerce of the United States with its Territories and possessions and with foreign countries; to regulate carriers by water engaged in the foreign and interstate commerce of the United States, and for other purposes," provides, as a means of enforcing its provisions, for a board of five members, which is empowered to select its own secretary. The board also appoints such attorneys, naval architects, and special experts and examiners as it may find necessary to employ for the proper performance of its duties. All other employees are to be appointed in accordance with the civil-service law. It is an establishment independent of other departments of the Government, similar in this respect to the Interstate Commerce Commission.

The board is authorized to construct and equip, or to purchase, lease, or charter, vessels suitable for use as naval auxiliaries in time of war, so far as the commercial requirements of the marine trade will permit, domestic yards to be given the preference in such construction, other things being equal, and may charter, lease, or sell such vessels to any citizen of the United States, under regulations to be approved by the President. The act also empowers the board during war or any national emergency, the existence of which may be declared by proclamation of the President, to regulate the transfer to aliens of vessels registered or enrolled and licensed under the laws of the United States, and further provides that no vessel registered or enrolled and licensed under the laws of the United States, or owned by any person or citizen of the United States,



shall be sold to an alien or transferred to a foreign registry or flag without the vessel being first tendered to the board.

The board is authorized to organize one or more corporations, under the laws of the District of Columbia, for the purchase, operation, lease, charter, or sale of the vessels authorized to be constructed under the act, and places at the disposal of the board for this purpose a fund of \$50,000,000, to be obtained by the sale of Panama Canal bonds. The existence of such corporation is limited specifically to five years from the close of the present European war, which date shall be proclaimed by proclamation of the President.

The board is authorized to make investigations as to the relative cost of constructing vessels at home and abroad, to examine the rules under which vessels are constructed at home and abroad, and to investigate matters relating to marine insurance and the classification and rating of vessels. It is also empowered to examine the navigation laws of the United States, and make such recommendations to Congress as it may deem best for the improvement and revision of such laws.

The act further provides for the regulation of the operations of common carriers in both interstate and foreign commerce, defines certain terms used in connection therewith, and provides penalties for the violation of its provisions. Carriers are required to file with the board copies of such agreements, or memorandums of oral understandings, as each may have with other carriers or persons subject to the act relating to the regulation of rates, pooling of earnings, number and character of sailings between various ports, the volume or character of traffic, etc. Certain conduct by carriers or other persons subject to the act is declared to be unlawful and punishable by penalties set forth in the act.

*Publications.*—The following publications of the board are available for distribution:

(a) Shipping Act—Compilation of all laws governing the board and Emergency Fleet Corporation, together with all executive orders and proclamations affecting the board; (b) Rules of Practice—Rules of practice in proceedings under the Shipping Act; (c) Certificate of Incorporation and By-laws of the United States Shipping Board Emergency Fleet Corporation; (d) First Annual Report of the Shipping Board and the Emergency Fleet Corporation; (e) Classification of Accounts to be used in Accounting to the United States for Requisitioned Vessels Operated for Government Account; (f) Rules for the Admission of Foreign Vessels and Foreign Built Vessels under American Registry to Engage in the Coastwise Trade of the United States, General Circular No. 4; (g) Requisition Charter Party—Charter Party to be Signed by the Board and the Owners of Requisitioned Vessels, Form No. 2; (h) Time Charter Party—Government Form, Form A; (i) United States Shipping Board Special Bare Boat Charter to United States Shipping Board Emergency Fleet Corporation, Form B; (j) United States of America Time Charter—Government Form, Form C; (k) United States Shipping Board Charter Party, Form D; (l) United States Shipping Board Sailing Vessel Time Charter, Form E; (m) Form of Contract for Construction of Requisitioned Vessels.

*Correspondence.*—Address all requests for publications to Chief Clerk, Shipping Board, Washington, D. C.

#### UNITED STATES EMERGENCY FLEET CORPORATION.

*Principal administrative officials.*—Director General; Office Manager; Chief Clerk; Managers of Division: Steel-ship Construction, Wood-ship Construction, Shipyard Plants, Contracts, Transportation, General Service, Labor, and Production; General Purchasing Officer; General Auditor; General Counsel.

*General information and duties.*—The object for which the corporation was organized is stated in the articles of incorporation, as follows: "That the corporation name of this company shall be United States Shipping Board Emergency Fleet Corporation, and the object for which it is formed is the purchase, construction, equipment, lease, charter, maintenance, and operation of merchant vessels in the commerce of the United States, and in general to do and to perform every lawful act and thing necessary or expedient to be done or performed for the efficient and profitable conducting of said business, as authorized by the laws of Congress," etc.

## UNITED STATES FOOD ADMINISTRATION.

*Principal administrative official.*—The Food Administrator.

*General information and duties.*—The Food Administration is charged with the duties of carrying out the food-control law passed by the Sixty-fifth Congress, and approved by the President August 10, 1917. (Public No. 41, H. R. 4961.)

*Publications.*—Bulletin No. 1. This includes an outline of the food-control policy by the President, the appointment of Herbert C. Hoover as Food Administrator by Executive order, mobilization of voluntary forces, hearings before the Senate Committee on Agriculture and Forestry, and addresses of Mr. Hoover at Brown and Harvard Universities.

Bulletin No. 2. Women of Nation invited to sign pledge and to register, hearing before Senate Agriculture Committee, Harvard commencement address by Mr. Hoover. Reference list of Department of Agriculture bulletins.

Bulletin No. 3. Ten lessons on Food Conservation. Part I (1-5).

Bulletin No. 4. Ten lessons on Food Conservation. Part II (6-10).

Bulletin No. 5. Ten lessons on Food Conservation. Parts I and II.

Bulletin No. 6. President's Executive order creating the commission; plans for control of wheat, flour, and bread; personnel of the Fair-Price Committee, Wheat Purchasing Division (with representatives at terminals), United States Millers' Committee; Food Administration Grain Corporation authorized with capital of \$50,000,000; and food as an international problem discussed.

Bulletin No. 7. Programme and Outline as of October, 1917.

Bulletin No. 8. Commodity Licensing. Outline of control methods based on President's proclamation of October 10.

Bulletin No. 9. General Statement as of August, 1917. (Out of print.)

Bulletin No. 10. Grain and Live Stock Policy.

Bulletin No. 11. The Standard Loaf. Summary of wheat flour bread problem as of December, 1917. (Out of print.)

Bulletin No. 12. Wheat Conservation Programme as of January, 1918. (Out of print.)

Bulletin No. 13. Food Value of Milk. April, 1918.

Bulletin No. 14. Household Wheat Programme as of April, 1918.

Bulletin, "The Prussian System"—Germany's starvation policy.

Bulletin, "Wheat Needs of the World," including summary of conditions in France.

Bulletin, "War Economy in Food," including recipe material.

The following United States Food Leaflets, issued jointly by the Department of Agriculture and the Food Administration, have been issued: No. 1, Start the Day Right with a Good Breakfast; No. 2, Do You Know Corn Meal?; No. 3, A Whole Dinner in One Dish; No. 4, Choose Your Food Wisely; No. 5, Make a Little Meat Go a Long Way; No. 6, Do You Know Oatmeal?; No. 7, Food for Your Children; No. 8, Instead of Meat; No. 9, Vegetables for Winter; No. 10, Plenty of Potatoes; No. 11, Milk, the Best Food We Have; No. 14, Dried Beans and Peas; No. 15, Save Sugar.

All bulletins available for free distribution.

*Distribution of publications.*—All bulletins for free distribution as long as available.

*Correspondence.*—Requests for publications should be addressed to Food Administration, Washington, D. C.

## UNITED STATES FUEL ADMINISTRATION.

*Principal administrative officials.*—Fuel Administrator; Assistant Fuel Administrator; Executive Secretary; Directors of Divisions: Distribution, Conservation, Legal, States Organization, Fuel Oil and Educational. Each State has a State Fuel Administrator.

*General information and duties.*—The Fuel Administration is charged under the act of Congress approved August 10, 1917, entitled "An act to provide further for the national security and defense by encouraging the production, conserving the supply and controlling the distribution of food products and fuel," with the regulation of prices of fuel and the proper distribution of the same.

*General publications.*—There have been about 25 pamphlets issued by the Fuel Administration, giving prices and classification of coal, description of the work of

the Fuel Administration, regulations of the Fuel Administrator and Information in regard to shipment and distribution of coal and coke, and a description of the Zone System for the distribution of coal.

*Method of distribution.*—The pamphlets are for free distribution as long as copies of the various editions are available.

*Annual and periodical publications.*—The Fuel Administration has not yet issued an annual publication and no periodical publications are issued.

*Maps.*—Publication No. 21-A contains a series of 13 maps of the bituminous coal zones of the United States.

*Correspondence.*—Requests for publications should be made to Director of Educational Division, Fuel Administration, Washington, D. C.

### WAR TRADE BOARD.

*Principal administrative officials.*—The board is composed of a chairman (representing the State Department), and one representative each of the Treasury and Agriculture Departments, two representatives of the Department of Commerce, a representative of the Food Administration and a representative of the Shipping Board, total seven members; Counselor and Secretary; Directors of the Bureaus of Exports, Imports, War Trade Intelligence, Transportation, Administration, Research, Tabulation and Statistics, Foreign Agents and Reports, and Enemy Trade.

*General information and duties.*—The War Trade Board was created by an Executive order of the President, dated October 12, 1917, which established a board "to be composed of representatives, respectively, of the Secretary of State, of the Secretary of the Treasury, of the Secretary of Agriculture, of the Secretary of Commerce, of the Food Administrator, and of the United States Shipping Board." The War Trade Board succeeded to all of the functions of the Exports Administrative Board, which was established by an Executive order of August 21, 1917.

*Exports.*—The Executive order of October 12, 1917, vested in the War Trade Board the executive administration of Title VII of the espionage act, approved June 15, 1917, which provides that, upon the issuance of a proclamation of the President, "it shall be unlawful to export from or ship from or take out of the United States to any country named in such proclamation any article or articles mentioned in such proclamation, except at such time or times, and under such regulations and orders, and subject to such limitations and exceptions as the President shall prescribe." Under these provisions of the statute and the Executive order referred to, the board has full power and authority to issue or withhold or refuse licenses for the exportation of all articles (except coin, bullion, or currency) whose exportation may be controlled by any proclamation issued by the President in pursuance of Title VII of the espionage act.

*Imports.*—Section 11 of the "trading with the enemy act" approved October 6, 1917, provides that "whenever during the present war the President shall find that the public safety so requires and shall make proclamation thereof it shall be unlawful to import into the United States from any country named in such proclamation any article or articles mentioned in such proclamation except at such time or times, and under such regulations or orders, and subject to such limitations and exceptions as the President shall prescribe." The executive administration of these statutory provisions is confided to the War Trade Board, and the Executive order of October 12, 1917, has vested in the board full power and authority to issue or withhold or refuse licenses for the importation of all articles whose importation may be controlled by any proclamation issued under section 11 of the "trading with the enemy act."

*Enemy trade.*—Section 3 (a) of the "trading with the enemy act" makes it unlawful for any person in the United States, except under the license of the President, "to trade or attempt to trade, either directly or indirectly, with, to, or from, or for, on account of, or on behalf of, or for the benefit of, any other person with knowledge or reasonable cause to believe that such other person is an enemy or ally of enemy" (as defined in the act) "or is conducting or taking part in such trade, directly or indirectly, for, or on account of, or on behalf of, or for the benefit of, an enemy or ally of enemy." Section 4 (a) of the act makes it unlawful for any enemy or ally of enemy to continue to do business in the United States except under, and in accordance with the

terms of the license of the President. The power and authority to issue licenses for the acts, which are prohibited by the foregoing provisions of the "trading with enemy act," and to prescribe the terms and conditions of such licenses are likewise vested in the War Trade Board by the Executive order of October 12, 1917; and this order grants to the board similar power to issue licenses permitting an enemy or ally of enemy or partnership of which an enemy or ally of enemy is or was a member at the beginning of the war to "assume or use any name other than that by which such enemy or partnership was ordinarily known at the beginning of the war," an act which is made unlawful, except under license from the President, by section 4 (b) of the act.

*General publications.*—The publications so far issued include: (a) "Rules and Regulations of the War Trade Board;" (b) "Directory of the War Trade Board," which has an organization of some 1,500 persons; (c) press notices, which are issued through the Committee on Public Information to the daily press, and also are published in Commerce Reports of the Department of Commerce; (d) a manual, which is now in course of preparation and is intended for all shippers and importers who will be interested; (e) "Enemy Trading Lists," prepared by the War Trade Board, containing a list of the firms as are indicated by the title.

*Method of distribution of publications.*—General publications are distributed by mail gratuitously.

*Annual and other periodical publications.*—"Journal of the War Trade Board," which is issued at intervals of from one to two weeks, and sent free to all on the regular mailing list of War Trade Board; others can obtain copies from Superintendent of Documents.

*List of publications.*—A list of our publications is available for distribution.

*Mailing lists.*—A mailing list, consisting of 16,000 names, of industrial and commercial organizations interested in exports and imports, to whom our publications are sent without charge, is maintained.

*Correspondence.*—Requests for publications should be made to the Division of Information, War Trade Board, Washington, D. C.

## NATIONAL ADVISORY COMMITTEE FOR AERONAUTICS.

*Principal administrative officials.*—Chairman: Chairman Executive Committee; Secretary; Assistant Secretary; Special Disbursing Agent.

*General information and duties.*—The National Advisory Committee for Aeronautics was appointed by the President, pursuant to act of Congress approved March 3, 1915 (naval appropriation act, public No. 273, Sixty-third Congress). Its membership consists of two officers of the Army, two officers of the Navy, a representative each of the Smithsonian Institution, the United States Weather Bureau, and the United States Bureau of Standards, together with one member from the Treasury Department and four professors from various universities who are acquainted with the needs of aeronautical science, or skilled in aeronautical engineering or its allied sciences. All the members, as such, serve without compensation.

The duties of the committee, as provided by Congress, are to supervise and direct the scientific study of the problems of flight, with a view to their practical solution, and to determine the problems which should be experimentally attacked, and to discuss their solution and their application to practical questions. The committee's research laboratory and experimental station is located at Langley Field, Virginia.

Meetings of the full committee are held semiannually, in April and October, and meetings of the executive committee, to which is delegated full power, are held monthly, or oftener, as may be necessary.

*General publications.*—(a) General Specifications Covering Requirements of Aeronautic Instruments (Report No. 8). (b) Nomenclature for Aeronautics (Report No. 9).

*Method of distribution of general publications.*—Free, through this office.

*Annual and other periodical publications.*—First, Second, and Third Annual Reports. Sold through Superintendent of Documents and distributed free through this office. Sale price, First Annual Report, 30 cents; Second Annual Report, \$1.

The First Annual Report contains the following technical reports: No. 1, Report on behavior of aeroplanes in gusts, by the Massachusetts Institute of



Technology; No. 2. Report on investigation of Pitot tubes, by the United States Bureau of Standards; No. 3. Report on investigations of aviation wires and cables, their fastenings and connections, by John A. Roebling's Sons Co.; No. 4. Preliminary report on the problem of the atmosphere in relation to aeronautics, by Prof. Charles F. Marvin; No. 5. Report on relative worth of improvements on fabrics, by Goodyear Tire & Rubber Co.; No. 6. Report on investigation of balloon and aeroplane fabrics, by the United States Rubber Co.; No. 7. Report on thermodynamic efficiency of present types of internal-combustion engines for aircraft, by Columbia University.

The Second Annual Report contains the following technical reports: No. 8. General specifications covering requirements of aeronautic instruments; No. 9. Nomenclature for aeronautics; No. 10. Mufflers for aeronautic engines; No. 11. Gasoline carburetor design; No. 12. Experimental researches on the resistance of air.

The Third Annual Report contains the following publications: No. 13. Meteorology and aeronautics; No. 14. Experimental research on air propellers; No. 15. Nomenclature for aeronautics; No. 16. The stretching of the fabric and the deformation of the hull in full balloons; No. 17. An investigation of the elements which contribute to static and dynamical stability and of the effects of variation in those elements; No. 18. Aerofoils and aerofoil structural combinations; No. 19. Periodic stresses in gyroscopic bodies with application to air screws; No. 20. Aerodynamic coefficients and equivalents in different systems of units; No. 21. Theory of an airplane encountering gusts, II; No. 22. Fabrics for aeronautic construction; No. 23. Aeronautic power plant investigations.

*Mailing lists.*—A free mailing list is maintained for all publications. Applications should be made to committee.

*Correspondence.*—Requests for publications should be addressed to the Assistant Secretary, National Advisory Committee for Aeronautics, Washington, D. C.

### THE AIRCRAFT BOARD.

*Principal administrative officials.*—Chairman, Vice Chairman, Chief Signal Officer of Army, Chief Constructor of Navy, two Colonels of the Signal Corps, Army, Captain, U. S. Navy and Lieutenant Commander; Secretary to Board.

*General information and duties.*—Supervise and direct in accordance with the requirements prescribed or approved by the respective departments, the purchase, production and manufacture of aircraft and accessories, ordnance and materials; to make recommendation as to contracts and their distribution in connection with the foregoing.

*General publications.*—No publications available for distribution have been issued by this board at the present time.

### ALIEN PROPERTY CUSTODIAN.

*Principal administrative officials.*—Alien Property Custodian, Managing Director, Directors of Bureaus of Administration, Trusts, Investigation and General Counsel.

*General information and duties.*—The President has delegated to the Alien Property Custodian the following powers and duties under the trading with the enemy act:

The executive administration of all the provisions of section 7 (a), section 7 (c), and section 7 (d), including power to require reports and extend the time for filing the same, conferred upon the President by the provisions of section 7 (a) and including the power conferred upon the President by the provisions of section 7 (g), to require the conveyance, etc., to the Alien Property Custodian at such time and in such manner as he shall require, of any money or other properties owing to or belonging to or held for or on account of any enemy or ally of an enemy not holding a license granted under the provisions of the trading with the enemy act which, after investigation, said Alien Property Custodian shall determine is so owing, etc.

The Alien Property Custodian is required by the trading with the enemy act to deposit all moneys coming into his hands in the Treasury of the United States, to be invested by the Secretary of the Treasury in United States bonds or certificates of indebtedness. With respect to all other property the Alien Property Custodian has all the powers of a common-law trustee. All moneys

or properties are to be conserved during the war and after the end of the war shall be disposed of as Congress shall direct.

*General publications.*—As this bureau has been but recently organized, there are no general publications available for distribution, except: (1) The Act to define, regulate, and punish trading with the enemy, and for other purposes. Approved October 6, 1917, Public No. 91, 65th Congress.

(2) Leaflets prepared by the managing directors for the general public, describing the powers and duties of the Allen Property Custodian.

(3) Circular of Information.—A. P. C.—97, and sets of forms used by the Allen Property Custodian.

*Method of distribution.*—The general publications noted above are available for free distribution.

*Annual reports.*—The only report so far issued is the Annual Report for the year 1917 containing 19 pages and printed as H. Doc. No. 840, 65th Cong., 2d session.

*Mailing lists.*—There are no mailing lists at present, but the several depositaries throughout the country and in the Insular possessions are advised from time to time of callings made.

*Correspondence.*—All communications requesting information should be addressed to the Allen Property Custodian, Washington, D. C.

### THE INTERNATIONAL JOINT COMMISSION.

*Principal officials of each country.*—United States Section: Chairman and two other members, Secretary, Counsel for United States. Canadian Section: Chairman and two other members, Secretary, Counsel for Canada.

*General information and duties.*—The International Joint Commission was created by treaty with Great Britain, and has jurisdiction over all cases involving the use or obstruction or diversion of waters forming the international boundary or crossing the boundary between the United States and Canada. In addition, under Article IX of the treaty, any questions or matters of difference arising between the high contracting parties involving the rights, obligations, or interests of the United States or of the Dominion of Canada, either in relation to each other or to their respective inhabitants, may be referred to the commission for report thereon by either Government or by the joint action of the two Governments. Under Article X of the treaty similar matters of difference between the two Governments may be referred to the commission for determination by the joint action of the two Governments. It is not a part of any executive department except to the extent of having its appropriation disbursed under the direction of the Secretary of State.

*General publications.*—The list of topics discussed in its publications are confined to the cases which come before it for settlement, and in the main relate to changes in the levels of the boundary waters. In this respect it is similar to any court of law whose subjects or topics are confined to the cases filed before it. The list of cases to date includes: Kettle Falls, Watrous Island Boom, St. Marys River Power, Shoal Lake Diversion, St. Croix River Power, St. Mary and Milk Rivers, Livingstone Channel, Pollution of Boundary Waters, and Lake of the Woods Investigation.

*Distribution of publications.*—All publications are distributed free, as long as copies are available.

*Annual publications.*—There are no annual publications. Whether the publication be a final report in an investigation, a report of testimony taken, or arguments of counsel or a decision, or whatever its character, it is published as soon after completed as possible.

*List of publications.*—A list of publications to date has recently been issued. No monthly list is printed.

*Mailing lists.*—A mailing list for each case or investigation is maintained and a general mailing list to receive all publications printed.

*Maps.*—In the investigations of the levels of the Lake of the Woods, which are about completed, a considerable portion of the territory was surveyed, and maps covering the portions surveyed were published, including about 40 different maps. This is the only case to date where the commission has prepared maps, and it was done in order to carry out the terms of the reference submitted by the two Governments.

*Correspondence.*—All communications should be addressed to the Secretary, International Joint Commission, Washington, D. C.

## INTERNATIONAL (MEXICAN) BOUNDARY COMMISSION.

*Principal administrative officials.*—American Section: Commissioner, Consulting Engineer, Secretary, Disbursing Officer.

*Publication.*—Report of the Boundary Commission upon the Survey and Remarkings of the Boundary between the United States and Mexico West of the Rio Grande, 1891 to 1896. Published in four volumes. (Report, illus., 2 vols., vol. 1, illus.; 240 pages; maps (26), 1 vol.; engravings (258 illus.), 1 vol.) This report is not available for general distribution, but can be consulted at the Library of Congress and at that of the State Department.

## COMMISSION FOR EQUITABLE DISTRIBUTION OF WATERS OF THE RIO GRANDE.

*Principal administrative officials.*—Commissioner, Engineer and Disbursing Officer.

*General information and duties.*—This commission was authorized by the protocol of May 6, 1896, between Mexico and the United States, and their treaty of 1848, article 21 (reaffirmed in 1853, article 7; 1884, article 5; and 1889, article 8), authorizing the appointment of "commissioners" to settle "any disagreement" or "differences" between the two countries. It is commonly called "Commission for the Equitable Distribution of the Waters of the Rio Grande"—the boundary for about 1,300 miles between these two nations. Its chief functions are "to study the questions in connection with the distribution of the waters of the Rio Grande," for the purpose of devising the best mode of controlling and conserving the waters of the Rio Grande, and for the making of a treaty on the subject between the two Republics, and in the meantime to measure and equitably divide the waters of and in the Rio Grande between the two countries, to lessen or avoid international complications and local dissensions between Mexico and the United States and the people thereof. (See Diplomatic and Consular appropriation act approved June 30, 1914.)

*Publications.*—(1) Proceedings of the International (Water) Boundary Commission, United States and Mexico, Treaties of 1884 and 1889. Equitable Distribution of the Waters of the Rio Grande. In 2 large volumes, illustrated, with maps. Vol. 1, pp. 1-227; vol. 2, pp. 228-438, with index. This publication is not available for general distribution but can be consulted at the Library of Congress and that of the State Department.

(2) Silt in the Rio Grande, by W. W. Follett. 102-page pamphlet, with diagrams and tables in regard to quantity of silt in Rio Grande. Not available for distribution. Copies can be consulted in Library of Congress and that of the State Department.

## INTERNATIONAL (CANADIAN) BOUNDARY COMMISSIONS.

## FOR DEFINING AND MARKING BOUNDARY BETWEEN UNITED STATES AND CANADA, EXCEPT ON GREAT LAKES AND ST. LAWRENCE RIVER. FOR MARKING AND SURVEYING BOUNDARY BETWEEN ALASKA AND CANADA.

*Principal administrative officials.*—United States Section: Commissioner, Engineer to the Commissions, Chief Clerk and Disbursing Officer. Canadian Section: Commissioner.

*General information and duties.*—These commissions were authorized by conventions or treaties between the United States and Great Britain, as follows: 1. Southeastern Alaska, or the boundary between Alaska and British Columbia. Length, 862 miles.

Article VI of the convention between the United States and Great Britain, providing for the settlement of questions between the two countries with respect to the boundary line between the Territory of Alaska and the British Possessions in North America, signed at Washington, January 24, 1903, stipulated that when the high contracting parties shall have received the decision

of the tribunal upon the questions submitted as provided in the foregoing articles, which decision shall be final and binding upon all parties, they will at once appoint, each on its own behalf, one or more scientific experts, who shall with all convenient speed proceed to lay down the boundary line in conformity with such decision.

2. The boundary between Alaska and Canada, along the one hundred and forty-first meridian. Length, 625 miles.

The convention between the United States and Great Britain providing for the surveying and marking out upon the ground of the one hundred and forty-first degree of west longitude where said meridian forms the boundary line between Alaska and the British Possessions in North America, signed at Washington April 21, 1906, stipulated that each Government shall appoint one commissioner, with whom may be associated such surveyors, astronomers, and other assistants as each Government may elect, who shall locate the boundary line, erect the necessary boundary marks, make the necessary surveys, and file duplicate records with their respective Governments.

3. The United States and Canada boundary from the Atlantic to the Pacific Ocean, with the exception of the St. Lawrence River and Great Lakes. Length, 2,647 miles.

Articles I, II, III, V, VI, VII, and VIII of the treaty between the United States and Great Britain, entitled "Canadian International Boundary," signed at Washington April 11, 1908, stipulated that each of the high contracting parties shall appoint without delay an expert geographer or surveyor as commissioner, and the commissioners so appointed shall jointly execute the necessary surveys, repair existing boundary marks, erect additional boundary marks, and lay down the boundary line in accordance with the existing treaties upon quadruplicate sets of accurate modern charts, prepared or adopted by them for that purpose, and that said charts so marked shall be filed with each Government, and said commissioners shall also prepare, in duplicate, and file with each Government a joint report or reports, describing in detail the course of the boundary so marked by them, and the character and location of the several monuments and boundary marks and ranges marking it.

*Publications.*—The commissions have no publications as yet ready for distribution, either maps, books, or reports.

### THE UNITED STATES SECTION OF THE INTERNATIONAL HIGH COMMISSION.

*Principal administrative officials.*—Chairman, Vice Chairman, seven additional members, Secretary, Assistant Secretary.

*General information and duties.*—The United States section of the International High Commission received legal recognition in an act approved February 7, 1916. It consists of the nine representatives of the United States on the International High Commission. There are 19 other national sections of this commission representing the Republics of Central and South America. The commission was organized in the summer of 1915 pursuant to a recommendation of the First Pan American Financial Conference, held in Washington May 24-29, 1915. It aims to bring about greater uniformity and a more liberal spirit in the commercial law and administrative regulations in the American Republics and more stable financial relations between Latin America and the United States. Its work is coordinated and directed by a central executive council, at present composed of the chairman, vice chairman, and secretary general of the United States section (the Secretary of the Treasury, Hon. John Basset Moore, and Dr. L. S. Rowe). Its first general meeting was held at Buenos Aires April 3-12, 1916, and future meetings will be held biennially.

By virtue of the act of February 7 the Secretary of the Treasury is ex officio chairman of the United States section and its funds are expendable under his direction. The office of the Secretary General of the United States section is in the Treasury Department at Washington.

It is proposed to hold other Pan American financial conferences from time to time for the purpose of discussing financial and trade problems and of promoting wider acquaintance among the banking and commercial communities of the Americas.



*General publications.*—The commission's publications deal with uniformity of the commercial law of the American Republics, and with the improvement of their financial and commercial relations. Its publications may be listed as belonging in the three general categories of: (a) Commercial law; (b) public finance; (c) fiscal regulations. The Secretary General has already published memoranda and treaty drafts with reference to an international gold clearance fund and with reference to the fiscal regulations governing commercial travelers; and also translations of uniform commercial laws of the United States, with commentary.

*Distribution of publications.*—Publications are furnished only upon request.

*Annual publications.*—The Office of the Secretary General has no annual publication. The report of the United States Delegation to the first general meeting of the Commission held at Buenos Aires, April 3-12, 1916, may serve as a general report of the work of the Commission up to the spring of 1916. This was published as a public document, having been transmitted to Congress by the President. A limited number of copies are available at the office of the Secretary General. The Proceedings of the First Pan American Financial Conference, a document containing the record of the meeting from which the commission emanated, may be obtained from the Superintendent of Documents, Government Printing Office, at \$1 per copy.

*Correspondence.*—Address: Secretary General, United States Section, International High Commission, Treasury Department, Washington, D. C.

## UNITED STATES GEOGRAPHIC BOARD.

### MEMBERS OF BOARD

Hydrographic and Geodetic Engineer, Coast and Geodetic Survey, Department of Commerce, is the chairman of the board.

Geographer, Census Bureau, Department of Commerce (secretary of the board).

Chief Clerk, General Land Office, Department of the Interior (chairman executive committee).

Superintendent, Division of Salaries and Allowances, Post Office Department.

Assistant Forester, Forest Service, Department of Agriculture.

Topographer, Post Office Department.

Ethnologist in Charge, Bureau of American Ethnology, Smithsonian Institution.

Chief, Bureau of Accounts, Department of State.

Chief Geographer, Geological Survey, Interior Department.

Member Bureau of Biological Survey, Department of Agriculture.

Editor and Assistant Chief of Division, Department of the Treasury.

Chief of Proof Section, Government Printing Office.

Commissioner, Bureau of Lighthouses, Department of Commerce.

Hydrographer, Department of the Navy.

Superintendent, Library and Naval War Records Office, Department of the Navy.

Member General Staff Corps, Army, War Department.

*General information and duties.*—By Executive order of August 10, 1906, the official title of the United States Board on Geographic Names was changed to United States Geographic Board and its duties enlarged.

The board passes on all unsettled questions concerning geographic names which arise in the departments, as well as determining, changing, and fixing place names within the United States and its insular possessions, and all names suggested by any officer of the Government shall be referred to the board before publication. The decisions of the board are to be accepted by all the departments of the Government as standard authority.

Advisory powers were granted the board concerning the preparation of maps compiled, or to be compiled, in the various offices and bureaus of the Government, with a special view to the avoidance of unnecessary duplications of work, and for the unification and improvement of the scales of maps, of the symbols and conventions used upon them and of the methods of representing relief. All such projects as are of importance shall be submitted to this board for advice before being undertaken.

*Publications.*—The United States Geographic Board issues but one publication, and that is the report covering the decisions of the board. The fourth report of the board, issued several months ago, contains all of the decisions rendered from the organization of the board in 1890 to July, 1916.

These annual reports are for free distribution as long as copies are available. Requests for reports should be addressed to: Secretary of the United States Geographic Board, Washington, D. C.

### THE COMMISSION OF FINE ARTS.

*Principal administrative officials.*—Chairman, Vice Chairman, five additional members of the Commission, Secretary and Executive Officer (an Army officer), Assistant to the Secretary. (All members of the commission are nonresidents, and serve without pay.)

*General information and duties.*—By act approved May 17, 1910, Congress created as a permanent body the national Commission of Fine Arts. The commission is "composed of seven well-qualified judges of the fine arts," who are appointed by the President and serve for a period of four years each, and until their successors are appointed and qualified.

Under the provisions of this organic act Congress directs that "It shall be the duty of the commission to advise upon the location of statues, fountains, and monuments in the public squares, streets, and parks in the District of Columbia, and upon the selection of models for statues, fountains, and monuments erected under the authority of the United States and upon the selection of the artists for the execution of same. It shall be the duty of the officer charged by law to determine such questions in each case to call for such advice. The foregoing provisions of this act shall not apply to the Capitol Building of the United States and the building of the Library of Congress. The commission shall also advise generally upon questions of art when required to do so by the President or by any committee of either House of Congress."

By Executive order dated October 25, 1910, the President directed that "Plans for no public building to be erected in the District of Columbia for the General Government shall be hereafter finally approved by the officer duly authorized until after such officer shall have submitted the plans to the Commission of Fine Arts created under the act of Congress of May 17, 1910, for its comment and advice."

On February 2, 1912, the President directed the commission to advise the officer in charge of public buildings and grounds in regard to the improvement of any of the grounds in the city of Washington under his charge whenever such advice is asked for by that officer. That officer now uniformly consults the commission regarding details of the development of all the parks and reservations under his control.

On November 28, 1913, the President issued the following Executive order: "It is hereby ordered that whenever new structures are to be erected in the District of Columbia under the direction of the Federal Government which affect in any important way the appearance of the city, or whenever questions involving matters of art and with which the Federal Government is concerned are to be determined, final action shall not be taken until such plans and questions have been submitted to the Commission of Fine Arts designated under the act of Congress of May 17, 1910, for comment and advice."

In order that the development of the District of Columbia may proceed harmoniously both under Federal and District jurisdictions, the President has requested the Board of Commissioners of the District of Columbia to consult the Commission of Fine Arts on matters of art falling under their jurisdiction and control.

The duties of the commission, therefore, now embrace advising upon the location of statues, fountains, and monuments in the public squares, streets, and parks in the District of Columbia; upon the selection of models for statues, fountains, and monuments erected under the authority of the United States, and the selection of the artists for their execution; upon the plans and designs for public structures and parks in the District of Columbia, as well as upon all questions involving matters of art with which the Federal Government is concerned. In addition, the commission advises upon general questions of art whenever requested to do so by the President or any committee of Congress.

Congress has stipulated in many recent enactments that the plans for certain designated buildings, monuments, etc., must be approved by the commission before they can be accepted by the Government.

*Publications.*—The only publication regularly issued is the Annual Report for fiscal year, which deals with the decisions of the commission as to the artistic appearances of public buildings, grounds, monuments, etc. It is sent free of charge to those interested. Requests should be made to the Commission of Fine Arts, Washington, D. C.

### ARLINGTON MEMORIAL AMPHITHEATER COMMISSION.

*Principal administrative officials.*—Secretary of War (Chairman); Secretary of the Navy; Superintendent United States Capitol Building and Grounds; Representative of the Grand Army of the Republic; Commander Camp No. 171, United Confederate Veterans of the District of Columbia; Representative of the United Spanish War Veterans; Executive and Disbursing Officer; Chief Clerk.

*General information and duties.*—The commission is authorized to supervise the construction of the Memorial Amphitheater at the Arlington National Cemetery.

*Publications.*—The commission has not issued any publications available for distribution.

### NATIONAL HOME FOR DISABLED VOLUNTEER SOLDIERS.

[Headquarters: National Military Home, Dayton, Ohio.]

*Principal administrative officials.*—Board of Managers: The President, The Chief Justice, The Secretary of War, ex officio; President, Dayton, Ohio; First Vice President; Second Vice President; Secretary; Three Additional Members. Officers of the Board: General Treasurer; Assistant General Treasurer and Assistant Inspector General, Inspector General and Chief Surgeon, Assistant Inspector General.

*General information and duties.*—Homes for the volunteer soldiers of the Nation who have been disabled are maintained by the board at the following places: Central Branch, Dayton, Ohio; Pacific Branch, Santa Monica, Cal.; Northwestern Branch, Milwaukee, Wis.; Marion Branch, Marion, Ind.; Eastern Branch, Togus, Me.; Danville Branch, Danville, Ill.; Southern Branch, Hampton, Va.; Mountain Branch, Johnson City, Tenn.; Western Branch, Leavenworth, Kans.; Battle Mountain Sanitarium, Hot Springs, S. Dak.

*Publications.*—The only publication issued for general distribution is the Annual Report. Under the law the Board of Managers is required to make an annual report to Congress. This report covers in detail the accounts and operations of the home and the several branches of the home, with statistics as to membership, etc., and a record of the proceedings of the board at its several meetings during the year. This report is printed as a House document and is distributed in accordance with the law and rule of the House of Representatives. Correspondence relative to home should be addressed to Dayton, Ohio.

### UNITED STATES SOLDIERS' HOME.

(Regular Army.)

*Principal administrative officials.*—Board of Commissioners: Governor of the Home (a retired Army officer), Surgeon General of the Army, Quartermaster General of the Army, Judge Advocate General of the Army, The Adjutant General of the Army, Chief of Engineers, United States Army, Secretary of the Board of Commissioners. Officers of the Home (residing at the Home, Washington, D. C.): Governor, Deputy Governor, Secretary and Treasurer, Attending Surgeon, Executive Clerk.

*General information and duties.*—The Soldiers' Home is the place to which retired enlisted men of the Regular Army, after 20 years' service, can live free of all expense. The home was maintained previous to 1908, by a small contribution from each enlisted man in the Regular Army, but now only by fines and

forfeitures. The home is located in a reservation of about 500 acres in the northwest section of the District of Columbia, about 4 miles from the Capitol, and includes administration, dormitory, mess, hospital, and other buildings, with accommodations for 1,500 veterans.

*Publications.*—The only publication issued by the home is the annual report, published by the Secretary of War under act of Congress, and printed at the Government Printing Office. Requests for the report should be addressed to Secretary and Treasurer, U. S. Soldiers' Home, Washington, D. C.

### BOARD OF ROAD COMMISSIONERS FOR ALASKA.

(Juneau, Alaska.)

*Principal administrative officials.*—President, Engineer Officer, Disbursing Officer.

President of the Commission (a United States Army officer).

Engineer Officer (a United States Army officer).

Disbursing Officer (a United States Army officer).

*General information and duties.*—The Board of Road Commissioners for Alaska was created by the act of Congress approved January 27, 1905 (sec. 2), amended by the act approved May 14, 1906. Funds for the work are derived from a tax fund collected in Alaska and from special appropriations made by Congress through military committees. The work of the board is carried on under the direction of the Secretary of War. The War Department has fixed the organization of the board as follows:

The senior officer on duty to be designated as the president, and engineer officer shall have general charge of the operations of the board, and shall approve and certify, on behalf of the board, all vouchers and expenditures.

The assistant to president and assistant engineer officer shall supervise the work of construction in the field, as provided in the act of Congress creating the board.

The third officer shall, upon designation by the Secretary of War, as provided in the law as amended, act as secretary and disbursing officer of the board.

*Publications.*—The only publication issued by the commission is the Annual Report giving an account of the construction of roads and trails in Alaska. This report is published about November 1 of each year, and is available for free distribution, a mailing list being maintained for this purpose; and names are placed thereon by request of parties interested.

A map of Alaska, issued in 1916, is available for free distribution to the various bureaus of the Government, and is sold to others at \$1 per copy.

*Correspondence.*—Requests for publications should be addressed to Disbursing Officer, Alaska Road Commission, Juneau, Alaska.

### COMMISSION ON NAVY YARDS AND NAVAL STATIONS.

*Commissioners.*—Two Rear Admirals, United States Navy; Chief Constructor, United States Navy; two Civil Engineers, United States Navy (five members).

*General information and duties.*—Appointed by direction of the President to carry out provisions of the act of Congress approved August 29, 1916, relative to the establishment of navy yards, naval stations, and submarine and aviation bases.

*General publications.*—Preliminary Report No. 1, General Discussion of Requirements of Navy Yards, Naval Stations, Submarine and Aviation Bases, December 30, 1916; Report No. 2, Additional Navy Yard on Pacific Coast of the United States, January 24, 1917; Report No. 3, Submarine and Aviation Bases on the Southern California Coast, January 31, 1917; Report No. 4, Submarine and Aviation Bases on the Pacific Coast of the United States, May 14, 1917; Report No. 5, Final Report on Additional Navy Yard on Pacific Coast, September 29, 1917; Report No. 6, Navy Yards, Submarine and Aviation Bases on the South Atlantic and Gulf Coasts of the United States, January 15, 1918.

*Method of distribution of general publications.*—Reports have thus far only been printed for the use of Congress, and the reports are not available for general distribution at the present time.

*Correspondence.*—All communications should be addressed to Commission on Navy Yards and Naval Stations, Navy Department, Washington, D. C.



## BOARD OF INDIAN COMMISSIONERS.

*Principal administrative officials.*—Chairman and nine other members, Secretary.

*General information and duties.*—The Board of Indian Commissioners, created in 1869, is a body of unpaid citizens, appointed by the President, who maintain an office in Washington, for the expenses of which and of travel Congress appropriates. The board is not a bureau or division of any department, but is purposely kept reasonably independent and afforded opportunities for investigation in order that it may freely express an intelligent and impartial opinion concerning Indian legislation and administration. Its legal duties are to visit and inspect branches of the Indian Service, to cooperate with the Commissioner of Indian Affairs in the purchase and inspection of Indian supplies, and to report to the Secretary of the Interior, to whom and to the President the board acts in an advisory capacity, with respect to plans of civilizing or dealing with the Indians.

*General publications.*—The following is a list of publications issued:

Report on Conditions among Fort Sill Indians. By William H. Ketcham. 1914. (Pamphlet.)

Report on Conditions among Mescalero Indians. By William H. Ketcham. 1914. (Pamphlet.)

Report on Conditions among Navajo Indians. By Samuel A. Eliot and William H. Ketcham. 1914. (Pamphlet.)

Report on Conditions among Papago Indians. By Samuel A. Eliot and William H. Ketcham. 1914. (Pamphlet.)

Report on Conditions among Pueblo Indians of New Mexico. By Samuel A. Eliot and William H. Ketcham. 1914. (Pamphlet.)

Report on Menominee Indian Reservation. By Edward E. Ayer. 1914. (Book, 150 pp.)

Administration of Indian Affairs in Canada. By F. H. Abbott. 1915. (Book, 148 pp.)

Report on Flathead and Fort Peck Indian Reservations. By William H. Ketcham. 1915. (Book, 93 pp.)

Conditions among the Indians of Northwest Coast. By Samuel A. Eliot. 1915. (Book, 28 pp.)

*Method of distribution of general publications.*—The above publications are distributed free while copies are available, but the supply is now nearly exhausted.

*Annual and other periodical publications.*—The board has printed annual reports, giving summaries of its work of visiting and inspecting Indian reservations and Indian warehouses, and also recommendations on the administration of Indian affairs from 1869 to 1917. The following Annual Reports are sold by the Superintendent of Documents, Government Printing Office: 1871, 189 pp., cloth, 25 cents; 1872, 202 pp., cloth, 30 cents; 1874, 152 pp., cloth, 25 cents; 1875, 164 pp., cloth, 25 cents; 1876, 108 pp., map, cloth, 25 cents; 1879, 129 pp., map, paper, 15 cents; 1881, 97 pp., map, cloth, 20 cents; 1882, 67 pp., map, cloth, 25 cents; 1883, 76 pp., map, cloth, 25 cents; 1884, 72 pp., map, cloth, 25 cents; 1885, 137 pp., map, cloth, 25 cents; 1887, 141 pp., map, paper, 10 cents; 1888, 132 pp., map, cloth, 25 cents; 1889, 170 pp., map, cloth, 25 cents; 1890, 196 pp., map, cloth, 25 cents; 1891, 165 pp., map, cloth, 25 cents; 1892, 169 pp., cloth, 25 cents; 1893, 158 pp., map, cloth, 25 cents; 1894, 168 pp., map, cloth, 25 cents; 1895, 120 pp., map, cloth, 25 cents; 1896, 138 pp., map, cloth, 25 cents; 1897, 84 pp., map, cloth, 25 cents; 1898, 33 pp., map, cloth, 25 cents; 1899, 130 pp., map, cloth, 25 cents; 1900, 113 pp., map, cloth, 25 cents; 1901, 82 pp., map, cloth, 25 cents; 1902, 35 pp., map, cloth, 25 cents; 1903, 31 pp., map, cloth, 25 cents; 1904, 20 pp., map, cloth, 25 cents; 1905, 25 pp., map, cloth, 25 cents; 1906, 31 pp., cloth, 30 cents; 1907, 35 pp., paper 5 cents, cloth 30 cents; 1908, 37 pp., paper, 5 cents; 1909, 29 pp., cloth, 15 cents; 1911, 13 pp., paper, 5 cents; 1912, 29 pp., paper, 5 cents; 1916, 38 pp., paper; 1917, 56 pp., paper.

*List of publications.*—No list of publications is available for distribution except Price List 24, issued by the Government Printing Office on Indians, which contains the list of the board's annual reports that are for sale.

*Mailing lists.*—Upon request names are put on a free mailing list for annual reports and any other publications that may be issued.

*Correspondence.*—Address requests for general publications and last annual report to "Secretary, Board of Indian Commissioners, Washington, D. C." Requests for earlier annual reports should be addressed to the Superintendent of Documents, Government Printing Office, Washington, D. C.

## AMERICAN NATIONAL RED CROSS.

*Principal administrative officials.*—President (The President of the United States); Vice President; Treasurer (The Comptroller of the Currency); Counselor (The Solicitor of the United States); Secretary. Central Committee: Chairman (an Ex-President of the United States); Vice Chairman; seventeen additional members of the Committee. War Council: Chairman; six additional members. Administration: General Manager and Comptroller.

*General information and duties.*—The American Red Cross was organized in 1881, incorporated in 1900, and reincorporated by act of Congress under the existing charter in 1905. It is a relief organization with Government sanction, and, as such, assists the Army and Navy whenever called upon to help care for the wounded and suffering. It furnishes aid to civilians in battle-swept areas suffering directly the devastation of war. It is a medium of communication between the people of the United States of America and their Army and Navy. It also helps to maintain and strengthen the morale of American fighting forces by looking after the health and comfort of their families at home. Apart from the exigencies of war, it is the national organization for administering relief in times of disaster, flood, famine or plague.

*General publications.*—The Bureau of Publications is charged with the editing and publishing of what is known as the A. R. C. series of pamphlets. These pamphlets have serial numbers indicative of the general type of activities covered by the publications. They are in the main directions for those engaging in these activities and are published as the demand arises for them. They are distributed to the 14 division managers of the various Red Cross territorial divisions of the country and by them furnished to chapters, which, in turn, send them to their branches, auxiliaries, and individuals. They are for free distribution.

The serial numbers assigned to the pamphlets are as follows: Civilian Relief, 200-299; Military Relief, 300-399; Woman's Work, 400-499; General, 500-599; Bureau of Junior Membership, 600-699; Nursing Service, 700-799. The current publications are as follows: Department of Civilian Relief; A. R. C. 200, Home Service; A. R. C. 201, Home Service Manual; A. R. C. 202, Upbuilding the Nation's Strength; A. R. C. 203, Town and Country Nursing Service. Its purpose and scope; A. R. C. 204 (in course of preparation); A. R. C. 205, Syllabus of Instruction for Home Service Instituted; A. R. C. 206, Chapter Courses in Home Service; A. R. C. 207, Handbook of Information for Home Service Sections; A. R. C. 208, This Side the Trenches.

Department of Military Relief: A. R. C. 300, First Aid Contests; A. R. C. 301, First Aid Instruction; A. R. C. 302, Sanitary Training Detachments; A. R. C. 303, Life-Saving Corps.

Woman's Work: A. R. C. 400, Instructions for Knitting; A. R. C. 401, Surgical Dressings War Manual; A. R. C. 402, Comfort Kits; A. R. C. 403, Uniforms for Red Cross Women Workers in the United States; A. R. C. 404, Suggestions for Christmas Packets; A. R. C. 405, Hospital Garments and Supplies; A. R. C. 406, (Out of Print); A. R. C. 407, Refugee Garments—Infants; A. R. C. 408, Refugee Garments—Boys and Girls; A. R. C. 409, Refugee Garments—Adults; A. R. C. 410, Uniforms for Women in Foreign Service (in press).

General: A. R. C. 500, Chapter and By-Laws, American National Red Cross; A. R. C. 501, Annual report, December 12, 1917.

Department of Development: A. R. C. 600, Junior Membership; A. R. C. 601, Story of the Red Cross; A. R. C. 602, Manual on War Relief Activities; A. R. C. 603, Work and Spirit of the Red Cross; A. R. C. 604, A program of Junior Red Cross Service (in press); A. R. C. 605, Agriculture for Junior Red Cross.

Nursing Service: A. R. C. 700, Information for Dietitians; A. R. C. 701, Emergency Detachments; A. R. C. 702, Instructions for Nurses called upon for active service; A. R. C. 703, Information for Applicants to the Nursing Service; A. R. C. 704, Elementary Hygiene and Home Care of Sick (in press); A. R. C. 705, Home Dietetics; A. R. C. 706, (In course of preparation); A. R. C. 707, Nurses' Aids (in preparation).

The Bureau of Publicity publishes a weekly Bulletin, press notices and reports upon special activities.

*Method of distribution of general publications.*—These pamphlets are distributed from National Headquarters, Washington, D. C., only in bulk to Red Cross Division offices. Individuals desiring copies should apply to their local Red Cross Chapters.

*Annual and other periodical publications.*—(a) No annual publication except the Annual Report. This is published as an A. R. C. pamphlet and listed in the above series and also as a United States House of Representatives document.

(b) The Red Cross magazine is published monthly at Garden City, L. I., subscription price, \$2 per year.

(c) The Red Cross Bulletin is published weekly by the Bureau of Publicity at national headquarters and is issued without cost to chapters.

*List of publications.*—No list available for general distribution. No monthly list issued.

*Correspondence.*—All individual requests for these publications should be addressed to the nearest Red Cross Chapter.

### EIGHT-HOUR DAY COMMISSION.

*Principal administrative officials.*—Three Commissioners, Secretary.

*General information and duties.*—An act of Congress, approved September 3 and 5, 1916, provides that eight hours shall constitute a day's work for the purpose of reckoning the compensation of employees in railroad train service. This commission made a report to the President and to Congress regarding the operation and effects of the eight-hour standard workday dated December 29, 1917. This report was its only publication. The commission went out of existence after the report was submitted.

*Publications.*—No publications except the Report of the Eight-hour Commission, House Document 690, 65th Congress, 2d Session.

### INDUSTRIAL COMMISSION.

This commission was appointed by Congress, but is not now in existence. It held hearings and made a report on trusts and capital and labor conditions, which was published in 1902 in 19 volumes, as follows:

- Vol. 1. Preliminary report on trusts and combinations. 1589 pp., illus. \$1.
  - Vol. 2. Trusts and combinations, laws and decisions. 291 pp. 30 cents.
  - Vol. 3. Report on prison labor. 166 pp. 20 cents.
  - Vol. 4. Report on transportation with evidence. 1220 pp. 65 cents.
  - Vol. 5. Labor legislation, digest of laws. 307 pp. 30 cents.
  - Vol. 6. Distribution of farm products. 508 pp., illus. 45 cents.
  - Vol. 7. Relations of capital and labor in manufacturing and business. 1295 pp., illus. 70 cents.
  - Vol. 8. Chicago labor disputes, 1902, building and machinery trades. 777 pp. 55 cents.
  - Vol. 9. Transportation, railroad legislation, taxation. 1455 pp. \$1.
  - Vol. 10. Agriculture and agricultural labor. 1564 pp., illus. \$1.
  - Vol. 11. Agriculture, taxation, speculation, warehouse, and elevator laws. 675 pp., illus. 55 cents.
  - Vol. 12. Relations of capital and labor, mining industry. 624 pp. 70 cents.
  - Vol. 13. Trusts and industrial combinations, and prices of stocks. 1186 pp., illus. \$1.
  - Vol. 14. Relations of capital and labor, manufacturing and business. 1004 pp. 90 cents.
  - Vol. 15. Immigration and education. 1133 pp., illus. \$1.
  - Vol. 16. Foreign legislation on labor. 242 pp. 25 cents.
  - Vol. 17. Labor organizations, disputes, arbitration, railroad labor. 1309 pp. \$1.
  - Vol. 18. Industrial combinations in Europe. 343 pp. 30 cents.
  - Vol. 19. Final report. 1259 pp., with map and 3 tables. \$1.
- These reports can be obtained at the prices stated from the Superintendent of Documents, Government Printing Office, Washington, D. C.

### ANTHRACITE COAL STRIKE COMMISSION.

This commission, not now in existence, was appointed by the President in 1902 to investigate and report on the strike and mining conditions in the hard-coal mines of eastern Pennsylvania.

The only reports of this commission now available for distribution are labor bulletins issued by the former Department of Commerce and Labor, as follows:

- Labor Bulletin No. 43. Report on strike, June 20, 1902. 10 cents.

Labor Bulletin No. 46. Report May-October, 1902, with appendix. 15 cents.  
These reports in bulletins can be obtained at the prices indicated from the Superintendent of Documents, Government Printing Office, Washington, D. C.

#### PRESIDENT'S HOMES COMMISSION.

This commission, not now in existence, was appointed by the President of the United States, and made a report on housing conditions and the construction of model houses in the District of Columbia.

A preliminary report of this commission was printed in 1909 as Senate Document 599, 60th Congress, 2d session, and can be purchased for 20 cents from the Superintendent of Documents, Government Printing Office, Washington, D. C.

#### COUNTRY LIFE COMMISSION.

This commission, not now in existence, made a report on conditions of country life, which was printed as Senate Document No. 705, 60th Congress, 2d session, in 1909. It contains 65 pages. The report discusses land holding, control of streams and forests, restraint of trade, agricultural labor, women's work on the farm, etc. It can be obtained from Superintendent of Documents, Government Printing Office, Washington, D. C. Price 95 cents.

#### COMMISSION ON CONDITION OF WOMEN AND CHILDREN IN INDUSTRY.

This commission, which no longer exists, was appointed by Congress to investigate the condition of women and child wage earners in the United States in 1910. A report was printed in 19 volumes (1910-1913), as Senate Document No. 645, 61st Congress, 2d session, as follows:

- Vol. 1. Cotton textile industry. 1044 pp. 75 cents.
- Vol. 2. Men's ready-made clothing. 878 pp. 65 cents.
- Vol. 3. Glass industry. 970 pp. 75 cents.
- Vol. 4. Silk industry. 592 pp. 45 cents.
- Vol. 5. Wage-earning women in stores and factories. 384 pp. 30 cents.
- Vol. 6. *Not available.*
- Vol. 7. Conditions under which children leave school to go to work. 309 pp. 25 cents.
- Vol. 8. *Not available.*
- Vol. 9. History of women in industry in the United States. 277 pp. 25 cents.
- Vol. 10. History of women in trade unions. 236 pp. 20 cents.
- Vol. 11. Employment of women in metal trades. 107 pp. 10 cents.
- Vol. 12. Employment of women in laundries. 121 pp. 15 cents.
- Vol. 13. Infant mortality and its relation to the employment of mothers. 174 pp. 15 cents.
- Vol. 14. Causes of death among women and child cotton-mill operatives. 430 pp. 35 cents.
- Vol. 15. Relation between occupation and criminality among women. 119 pp. 10 cents.
- Vol. 16. Family budgets of cotton-mill workers. 255 pp. illus. 20 cents.
- Vol. 17. Hookworm disease among cotton-mill operatives. 45 pp. 5 cents.
- Vol. 18. Employment of women and children in selected industries. 531 pp. 35 cents.
- Vol. 19. Labor laws and factory conditions. 1125 pp. 80 cents.

These reports are available for distribution at the prices indicated by the Superintendent of Documents, Government Printing Office, Washington, D. C.

#### NATIONAL MONETARY COMMISSION.

This commission, not now in existence, was appointed by Congress to investigate the fiscal and banking methods of this and other countries and report to Congress, with conclusions and recommendations. The report was printed in 1909 in 24 volumes as follows:

- Vol. 1. Banking in England, Germany, Switzerland, and Italy.
- Vol. 2. Financial laws of the United States, 1778-1909.
- Vol. 3. Digest of State banking laws.



- Vol. 4. Banking in the United States before the Civil War.
  - Vol. 5. National banking system.
  - Vol. 6. Clearing houses and credit instruments.
  - Vol. 7. State banks, trust companies, and independent treasury system.
  - Vol. 8. English banking system.
  - Vol. 9. Banking in Canada.
  - Vol. 10. Reichbank and removal of its charter.
  - Vol. 11. Articles on German banking and German banking laws.
  - Vol. 12. German bank inquiry of 1908. Part I.
  - Vol. 13. German bank inquiry of 1908. Part II.
  - Vol. 14. The great German banks.
  - Vol. 15. Banking in France and the French bourse.
  - Vol. 16. Banking in Belgium and Mexico.
  - Vol. 17. Banking in Sweden and Switzerland.
  - Vol. 18. Banking in Italy, Russia, Austro-Hungary, and Japan.
  - Vol. 19. Administrative features of national banking laws and European fiscal and postal-savings system.
  - Vol. 20. Miscellaneous articles.
  - Vol. 21. Statistics for the United States, Great Britain, Germany, and France.
  - Vol. 22. Seasonal variations in demands for currency and capital.
  - Vol. 23. Financial diagrams.
  - Vol. 24. Recommendations of National Monetary Commission.
- Sets of these reports. (24 vols.) can be obtained from Superintendent Documents, Government Printing Office, Washington, D. C., for \$45.

### IMMIGRATION COMMISSION.

- This commission, not now in existence, was appointed by Congress to make an investigation of immigration conditions and made a report in 1910, as follows:
- Vols. 1 and 2. Abstracts of reports. 900 pp. each. 61st Congress, 3d session. Senate Document 747. \$1.25 each.
  - Vol. 3. Statistical review, 1819-1910. 587 pp. Senate Document 756. 55 cents.
  - Vol. 4. Emigration conditions in Europe. 424 pp. Senate Document 748. 45 cents.
  - Vol. 5. Dictionary of races or peoples. 150 pp. illus. Senate Document 662. 20 cents.
  - Vols. 6 and 7. Immigrants in soft-coal mining. 1,310 pp. Senate Document 633. 60 and 65 cents.
  - Vols. 8 and 9. Immigrants in iron and steel industries. 1,558 pp. Senate Document 633. 70 and 80 cents.
  - Vol. 10. Immigrants in cotton and woolen goods. 951 pp. Senate Document 633. 85 cents.
  - Vol. 11. Immigrants in silk, clothing, collar, and shirt manufacturing. 790 pp. 65 cents.
  - Vol. 12. Immigrants in leather, boot and shoe, and glove manufacturing. 903 pp. 75 cents.
  - Vol. 13. Immigrants in slaughtering and meat packing. 697 pp. 70 cents.
  - Vol. 14. Immigrants in glass, agricultural implements, and vehicle manufacturing. 812 pp. 65 cents.
  - Vol. 15. Immigrants in tobacco, furniture, and sugar refining. 731 pp. 70 cents.
  - Vol. 16. Immigrants in copper, iron ore, hard coal, and oil. 929 pp. 80 cents.
  - Vols. 17 and 18. Immigrants in diversified industries and floating labor. 1,031 pp. 50 and 55 cents.
  - Vols. 19 and 20. Summary. Vols. 6-18. 2,030 pp. 50 cents and \$1.25. Abstract. 20 cents.
  - Vols. 21 and 22. Immigrants in agriculture. 130 pp. Paper, 35 and 40 cents.
  - Vols. 23-25. Japanese and races in Pacific and Rocky Mountains. 2,180 pp. 45, 65, and 85 cents.
  - Vols. 26 and 27. Immigrants in New York, Chicago, Philadelphia, Boston, etc. 1,405 pp. 55 and 70 cents.
  - Vol. 28. Occupations of future generations, number of children. 826 pp. 75 cents.
  - Vols. 29-33. Children of immigrants in schools. Senate Miscellaneous Document 749. 60 and 80 cents.

- Vols. 34 and 35. Immigrants as charity seekers. 1,839 pp. Senate Document 655. \$1.
- Vol. 36. Immigration and crime. 449 pp. Senate Document 750. Paper, 35 cents; cloth, 50 cents.
- Vol. 37. Steerage, importing immoral women, homes, and aid societies. 350 pp. 35 cents.
- Vol. 38. Changes in bodily form of descendants of immigrants. 573 pp. 60 cents.
- Vol. 39. Immigration legislation and decisions. Senate Document 758. Paper, 65 cents; cloth, 80 cents.
- Vol. 40. Immigration, Canada, Australia, Argentina, Brazil. 229 pp. 35 cents.
- Vol. 41. Statements by aid societies and organizations. 431 pp. Senate Document 764.
- Vol. 42. General index. (Probably never will be published.)
- These reports can be obtained from the Superintendent of Documents, Government Printing Office, Washington, D. C., at the price indicated.

### ECONOMY AND EFFICIENCY COMMISSION.

This commission, not now in existence, was appointed by the President of the United States as a commission, directly under the White House, for the purpose of investigating and recommending more economical and efficient methods in conducting the business of the Government. The commission issued a number of circulars and reports in 1910 to 1912, many of which are still available for distribution by the Superintendent of Documents, as follows:

- Circular No. 1. Outline for Reclassification of Government Estimates.
- Circular No. 4. Plan of Inquiry and Progress of Work.
- Circular No. 6. Expenditure Documents and Purchase of Supplies and Stores.
- Circular No. 13. Accounting Forms, Appropriations and Store Funds.
- Circular No. 18. Uniform System of Controlling Accounts and Summaries.
- Circular No. 20. Forms for Assets and Liabilities, Expenses, etc.
- Circular No. 21. Interdepartmental Correspondence and Labor Saving.
- Circular No. 23. Report on Progress of Work of the Commission.
- Circular No. 25. Analysis of Estimates and Expenditures for President.
- Circular No. 26. Alphabetical List of Catalogues for Preparing Orders.
- Circular No. 27. Analysis of Salaries and Wages Paid by the Government.
- Circular No. 29. Report of Preliminary Inquiry before this commission.
- Circular No. 30. Organization and Activity of the commission.
- Circular No. 31. Reports of Commission to January 8, 1913, and Criticism of Methods; Special Examples.
- Circular No. 33. Conclusions in re Expenditure Accounting and Reporting.
- Circular No. 34. Report by commission to President, December 18, 1912.
- Final Report of Commission. Vol. I, 565 pp. House Document 670, 62d Congress, 2d session, 1912. 65 cents.
- Organization of the Government. Vol. II, pp. 805-1833. House Document 458.
- Reprint of Outline of Organization of Government, 1912. 23 pp. 5 cents.
- All of the above reports are for sale by the Superintendent of Documents, Government Printing Office, Washington, D. C.

### EMPLOYERS' LIABILITY AND WORKMAN'S COMPENSATION COMMISSION.

This commission, not now in existence, held hearings and made a report, which was published in several volumes in 1912, as follows:

- Hearings, 1911, 2 vols., 514 pp. (Senate Document 90, 62d Congress, 1st session.) Cloth, 50 cents; paper, 35 cents.
- Report with Hearings, 1912, 2 vols., 1,709 pp. Senate Document 338, 62d Congress, 2d session. Vol. 1, Report and conditions in United States, Germany, and England, with laws and statistics. Cloth, 25 cents; paper, 15 cents. Vol. 2, Cases, hearings, and briefs. Cloth, \$1.15; paper, \$1.
- These reports can be obtained from the Superintendent of Documents, Government Printing Office, at the prices indicated.

COMMISSION ON INDUSTRIAL RELATIONS.<sup>1</sup>

*Principal administrative officials.*—Chairman and eight other members, Counsel to the Commission, Secretary, Director of Research and Investigation.

*General information and duties.*—The commission was created by Act of August 23, 1912. It was authorized to inquire into the general condition of labor, the relations of employer and employee, the effect of industrial conditions on public welfare, methods for sanitation and safety, methods for avoiding or adjusting labor disputes, smuggling of Asiatics into this country, and the underlying causes of industrial unrest, and reports its conclusions to Congress.

The commission submitted its report to Congress August 23, 1915, which was printed in 11 volumes, containing 11,260 pages of testimony. The commission held hearings in 1913, 1914, and 1915 in many of the principal cities of the United States, and heard the testimony of several hundred persons, including both employers and employees.

*Publications.*—The only publication issued by the commission was the report with testimony in 11 volumes, and the final report in one volume.

Vol. I (pages 1-1024). Final report and conclusions of the commission; Suggestions of expert witnesses to the commission; Testimony regarding trade agreements in collective bargaining; and Efficiency systems and labor.

Vol. II (pages to 2050). Cloak, suit, and waist industry, New York; Employment offices and unemployment; American Federation of Labor, Socialist Party, and the I. W. W.; Building trades of New York City; Industrial education, apprenticeship, and child labor; State mediation and arbitration of industrial disputes; and Men's garment trade of New York City.

Vol. III (pages to 3032). Dock workers of New York City; Department stores in New York City; Industrial relations and conditions, Paterson, N. J.; General industrial relations and conditions in Philadelphia; Cooperative plan of the Philadelphia Rapid Transit Co.; The metal trades of Philadelphia; Industrial education, apprenticeship, and child labor; Glass and pottery industries.

Vol. IV (pages to 4095). Textile industry of Philadelphia; Women's garment industry of Philadelphia; Industrial relations and conditions in Chicago; Life and labor conditions of Chicago stockyard employees; Conditions of employment of waiters and cooks; Industrial relations, gold mining, Black Hills, S. Dak.; Mining conditions and relations at Butte, Mont.

Vol. V (pages to 5085). Industrial relations and remedies, Seattle, Wash.; General industrial relations and conditions, Portland, Oreg.; Open and closed shop controversy, Stockton, Cal.; The seasonal labor problem in agriculture; Unemployment in California.

Vol. VI (pages to 6000). Labor conditions in construction camps, California; Collective bargaining in San Francisco; Industrial accident compensation; General industrial relations and conditions, San Francisco, Cal.; The printers strike in San Francisco; Open and closed shop controversy, Los Angeles, Cal.

Vol. VII (pages to 6990). Smuggling of Asiatics; The Colorado coal miners' strike.

Vol. VIII (pages to 8014). The Colorado coal miners' strike (continued); Centralization of industrial control and operation of philanthropic foundations; The Colorado strike, large foundations, and industrial control.

Vol. IX (pages to 9056). The Colorado strike, large foundations, and industrial control (continued); Rockefeller interests in Colorado; The land question in the Southwest.

Vol. X (pages to 10066). The land question in the Southwest (continued); Commercial telegraph companies; Pullman employees; Harriman Railroad System strike.

Vol. XI (pages to 11260). Conditions of labor on the Pennsylvania Railroad; Labor and the law; Pennsylvania State police; Labor conditions in Porto Rico; Complete subject and witness indexes.

*Correspondence.*—Ten thousand copies of the final report and testimony in 11 volumes were printed as Senate Document No. 415, 64th Congress, 1st session. One hundred thousand copies of the final report in one volume were printed. Copies of these reports are available for distribution by Members of Congress, and they can also be purchased from the Superintendent of Documents, Government Printing Office, Washington, D. C.

<sup>1</sup>The commission ceased to exist on the submitting of its report.

## THE DISTRICT OF COLUMBIA.

## PRINCIPAL ADMINISTRATIVE OFFICIALS.

## General Government:

Board of Commissioners.

Secretary's Office.

## Finance Offices—

Auditor.

Disbursing Officer.

Assessor.

Collector of Taxes.

## Law Offices.

## Miscellaneous Executive Offices—

Automobile Board.

Municipal Architect.

Chief Clerk Engineer Department.

Public Utilities Commission.

Care of District Building.

Courts and Courthouse.

Probation System.

Register of Wills.

Police Court.

Juvenile Court.

Municipal Court.

Coroner.

Writs of Lunacy.

Purchasing Department.

## Protection of Life and Property:

Metropolitan Police.

Militia and Armories.

Fire Department.

## Miscellaneous Inspection—

Building Inspector.

Plumbing Inspector.

Weights, Measures, and Markets.

Pound for Stray Animals.

Surveyor.

Insurance.

Electrical Inspection.

Game and Fish Laws.

Dangerous Buildings, Removal of.

Street Lighting.

## Health and Sanitation:

Health Office—

Quarantine and Contagious Diseases.

Sewers and Sewage Disposal.

Street Cleaning and Disposal of City Refuse.

Collection and Disposal of Garbage.

Condemnation of Insanitary Buildings.

Public Comfort Stations.

Board of Medical Supervisors.

Board of Medical Examiners.

Board of Pharmacy.

Nurses' Examining Board.

## Health and Sanitation—Continued. ✓

Anatomical Board.

Board of Dental Examiners.

Board of Examiners in Veterinary Medicine.

## Highways:

Surface Division.

Inspection of Asphalts and Cements.

Grading, Paving, Repairing Streets, Alleys, and Roads.

Condemning Land for Streets, etc. Bridges.

## Charities and Corrections:

Board of Charities—

Institutions for the Indigent—

Home for Aged and Infirm.

Municipal Lodging House.

Home for Incurables.

Southern Relief Society.

Relief of Outdoor Poor.

Care of Children—

Board of Children's Guardians.

Hope and Help Mission.

Industrial Home Schools.

Relief of Colored Women and Children.

National Training School for Boys.

National Training School for Girls.

Care of Children under Contracts with Private Institutions.

Burial of Indigent Soldiers.

Hospitals.

Insane (Care and Treatment).

Prisons and Reformatories—

Washington Asylum and Jail.

Reformatory and Workhouse.

## Education:

Board of Education—

Public Schools.

Special Education—

Instruction of Deaf and Dumb.

Instruction of Indigent Blind.

Free Public Library.

## Recreation:

Parks and Street Parking.

Public Playgrounds.

Bathing Beach and Swimming Pools.

## Public Service Instrumentalities:

Water Supply.

Markets (Public).

Crematory.

## Interest and Debt:

The Treasurer of the United States.

*General information and duties.*—The District of Columbia was established under the authority and direction of acts of Congress approved July 16, 1790, and March 3, 1791, which were passed to give effect to a clause in the eighth section of the first article of the Constitution of the United States, giving Congress the power



"To exercise exclusive legislation in all cases whatsoever over such district (not exceeding ten miles square) as may, by cession of particular States and the acceptance of Congress, become the seat of the Government of the United States, and to exercise like authority over all places purchased, by the consent of the legislature of the State in which the same shall be, for the erection of forts, magazines, arsenals, dockyards, and other needful buildings."

The local government of the District of Columbia is a municipal corporation having jurisdiction over the territory which "was ceded by the State of Maryland to the Congress of the United States for the permanent seat of the Government of the United States."

This government is administered by a board of three commissioners having in general equal powers and duties.

Two of these commissioners, who must have been actual residents of the District for three years next before their appointment and have, during that period claimed residence nowhere else, are appointed from civil life by the President of the United States and confirmed by the Senate of the United States for a term of three years each and until their successors are appointed and qualified.

The other commissioner is detailed from time to time by the President of the United States from the Engineer Corps of the United States Army, and shall not be required to perform any other duty. This commissioner shall be selected from, among the captains or officers of higher grade having served at least 15 years in the Corps of Engineers of the Army of the United States.

Three officers of the same corps, junior to said commissioner, may be detailed to assist him by the President of the United States.

The senior officer of the Corps of Engineers of the Army who shall for the time being be detailed to act as assistant (and in case of his absence from the District or disability, the junior officer so detailed) shall, in the event of the absence from the District or disability of the commissioner who, shall for the time being be detailed from the Corps of Engineers, perform all the duties imposed by law upon said commissioner.

One of said commissioners shall be chosen president of the board of commissioners at their first meeting, and annually and whenever a vacancy shall occur thereafter.

The commissioners are in a general way vested with jurisdiction covering all the ordinary features of municipal government and are also ex officio the Public Utilities Commission of the District of Columbia.

Congress has by sundry statutes empowered the commissioners to make building regulations; plumbing regulations; to make and enforce all such reasonable and usual police regulations as they may deem necessary for the protection of lives, limbs, health, comfort, and quiet of all persons, and the protection of all property within the District, and other regulations of a municipal nature.

#### PUBLICATIONS.

*General publications.*—The following general publications have been issued:

1. The Code of Law for the District of Columbia.
2. A compilation of the laws of Congress relating to the incorporation of companies, societies, etc., in the District of Columbia, with references and comments respecting judicial and other rulings and interpretations bearing thereon.
3. Index to the acts of Congress relating to the District of Columbia, and extant laws of former governments of said District, prepared under authority of and paid for out of an appropriation contained in "An act making appropriations to provide for the expenses of the government of the District of Columbia for the fiscal year ending June 30, 1912, and for other purposes," approved March 2, 1911. (36 Stat., pt. 1, 966.)

Pamphlet editions of the following regulations made by the Board of Commissioners of the District of Columbia, in pursuance of authority imposed upon that board by acts of Congress, which are cited therein. These regulations are analogous to the ordinances of the municipal councils of the typical American city: Police regulations; Building regulations; Plumbing and gas-fitting regulations; Electric light, heat, and power regulations; Health regulations; General orders regulating the platting and subdividing of lands and grounds in the District of Columbia, April 10, 1899.

Pamphlet editions of the following are issued:  
Laws Relating to the Assessment and Taxation of Real Estate in the District of Columbia to September 7, 1916.

Laws Relating to the Taxation of Personal Property in the District of Columbia to Termination of 1st Session of the 64th Congress, Edition of 1916.

Laws Relating to the Issue of Licenses to Transient Business in the District of Columbia.

Origin and Government of the District of Columbia. This is an outline sketch of the principal legislative and executive proceedings taken in the establishment of the seat of government of the United States, and of the several forms of local government which have obtained there. It contains also the names and terms of office of the leading officials of those governments, and other general information of local interest.

Maps of the District of Columbia, primarily for official use in the engineer department of the District of Columbia.

*Annual publications.*—(a) The only annual or periodical publication of the government of the District of Columbia consists of annual reports by the Board of Commissioners to Congress, embracing detailed and abstract accounts of the transactions of the several departments of that government, including reports of the Board of Charities, the Board of Education, and the Board of Children's Guardians.

(b) A compilation of laws prepared in the office of the secretary to the Board of Commissioners of the District of Columbia at the end of each session of Congress and relating to the District of Columbia, passed during such session.

(c) The annual estimates of the Board of Commissioners are included in the annual Book of Estimates. The copies not distributed by that department are kept for sale by the Superintendent of Documents of the Public Printing Office.

*Method of distributing general publications.*—All application for the free distribution or sale of these publications should be made to the secretary to the Board of Commissioners of the District of Columbia, at room 509, District Building, Washington, D. C.

The Code of Law for the District of Columbia is distributed by the Superintendent of Documents of the Government Printing Office.

The Index to the Acts of Congress relating to the District of Columbia is subject to free distribution to officials of the government of the District of Columbia to the number of 100, the remainder of the edition is subject to sale by the publishers, John Byrne & Co., 715 Fourteenth Street NW., Washington, D. C.

The following publications are subject to free distribution:

(a) The pamphlet containing the laws of Congress providing for the incorporation of societies, companies, and general business concerns in the District of Columbia.

(b) The pamphlet edition of the Origin and Government of the District of Columbia.

(c) The pamphlet editions of the following pamphlets and copies of maps: General orders regulating the platting and subdividing of lands and grounds in the District of Columbia, edition of April 10, 1899; Laws relating to the assessment and taxation of real estate in the District of Columbia to September 7, 1916; Laws relating to the taxation of personal property in the District of Columbia; and Map of the District of Columbia.

The Commissioners of the District of Columbia are authorized hereafter to issue, in their discretion, without charge, to officers and the judiciary of the government of the District of Columbia, and to other officers of the Government, to institutions of learning, and to State and city officials, by way of documentary exchange, copies of building, police, plumbing, and other municipal regulations made and published by them in their official capacity, not exceeding in all 100 copies, and the remainder of such publications shall only be disposed of by sale at not less than the cost price and 10 per cent thereof.

The charges now made per copy for such regulations at present are: Police Regulations, 25 cents; Building Regulations, 60 cents; Electric Lighting Regulations, 30 cents; Plumbing and Gas-fitting Regulations, 20 cents; and Health Regulations, 65 cents.

## APPENDIX.

### DEPOSITORY LIBRARIES.

The following list of libraries are those at which Government publications are deposited for reference purposes by the Superintendent of Documents, Government Printing Office. Where the word "library" is not included in connection with colleges or other institutions it is understood that library of institution is referred to.

#### ALABAMA.

Alabama Polytechnic Institute, Auburn.  
Department of Archives and History, State Capitol, Montgomery.  
Athens College, Athens.  
State and Supreme Court, Montgomery.  
Public Library, Birmingham.  
Howard College, Birmingham.  
Tuskegee Institute, Tuskegee.  
Association Public Library, Mobile.  
University of Alabama, University.

#### ALASKA.

Alaska Historical Society and Museum, Juneau.  
St. Matthews Free Public Library, Fairbanks.

#### ARIZONA.

Arizona State Library, Phoenix.  
Phoenix Public Library, Phoenix.  
Free Public Library, Tucson.  
University of Arizona, Tucson.

#### ARKANSAS.

Hendrix College, Conway.  
Arkansas State Library, Little Rock.  
State Agricultural School, Jonesboro.  
State Agricultural School, Magnolia.  
Branch Normal College, Pine Bluff.  
University of Arkansas, Fayetteville.

#### CALIFORNIA.

California State Library, Sacramento.  
University of California, Berkeley.  
Free Public Library, Sacramento.  
Eureka Free Library, Eureka.  
Public Library, San Francisco.  
Free Public Library, Santa Rosa.  
Mechanics Mercantile Library, 57 Post Street, San Francisco.  
Public Library, Stockton.

#### CALIFORNIA—continued.

Modoc County Library, Alturas.  
Leland Stanford University, Stanford University.  
Public Library, Los Angeles.  
Public Library, San Diego.  
Public Library, Riverside.  
Pomona College, Claremont.

#### COLORADO.

Public Library, Denver.  
College of the Sacred Heart, Denver.  
Colorado State Library, Denver.  
University of Colorado, Boulder.  
Agricultural College Library, Fort Collins.  
Colorado College (Roburn Library), Colorado Springs.  
University of Denver Library, Denver.  
McClelland Public Library, Pueblo.

#### CONNECTICUT.

Public Library and Reading Room, Bridgeport.  
Connecticut Agricultural College, Storrs.  
Connecticut State Library, Hartford.  
Silas Bronson Library, Waterbury.  
Trinity College, Hartford.  
Yale University Library, New Haven.  
Westeyan University, Middletown.

#### DELAWARE.

Delaware State Library, Dover.  
Wilmington Institute Library, Wilmington.  
Delaware College, Newark.  
New Castle Library Co., Newcastle.

#### DISTRICT OF COLUMBIA.

Army War College.  
Department of Interior.  
Department of Agriculture.

## DISTRICT OF COLUMBIA—continued.

Department of State.  
Navy Department.  
Department of Justice.  
Treasury Department.

## FLORIDA.

Public Library, Jacksonville.  
Florida State Library, Tallahassee.  
Florida State Normal and Industrial School, Tallahassee.  
University of Florida, Gainesville.  
J. B. Stetson University, Deland.  
Rollins College, Winter Park.

## GEORGIA.

University of Georgia, Athens.  
Georgia Historical Society, Savannah.  
Georgia State Industrial College, Savannah.  
Georgia State Library, Atlanta.  
Emory College, Oxford.  
North Georgia Agricultural College, Dahlonega.  
Thomas Public Library, Fort Valley.  
Young Men's Library Association, Augusta.  
Georgia Normal College and Business Institute, Douglas.  
Carnegie Library, Atlanta.

## HAWAII.

College of Hawaii, Honolulu.

## IDAHO.

University of Idaho, Moscow.  
Idaho State Library, Boise.  
Idaho Technical Institute, Pocatello.  
State Normal School, Albion.

## ILLINOIS.

Public Library, Freeport.  
University of Illinois, Urbana.  
Illinois State Library, Springfield.  
Public Library, Chicago.  
North Illinois State Normal School, De Kalb.  
University of Chicago, Chicago.  
Illinois State Normal University, Normal.  
Northwestern University, Evanston.  
St. Ignatius College, Chicago.  
Newberry Library, Chicago.  
St. Procopius College, Lisle.  
Public Library, Belleville.  
Public Library, Rockford.  
John Crerar Library, Chicago.  
Monmouth College, Monmouth.  
Public Library, Joliet.  
Public Library, Galesburg.

## ILLINOIS—continued.

Illinois Wesleyan University, Bloomington.  
Public Library, Danville.  
Public Library, Jacksonville.  
Illinois State Historical Society, Springfield.  
Public Library, Peoria.  
Public Library, Olney.  
Southern Illinois State Normal University, Carbondale.

## INDIANA.

Indiana State Library, Indianapolis.  
Purdue University, La Fayette.  
De Pauw University, Greencastle.  
Indiana University, Bloomington.  
Jasper College, Jasper.  
Hanover College, Hanover.  
Indiana State Normal School, Terre Haute.  
Morrison-Reeves Library, Richmond.  
Union Christian College, Merom.  
Lemonnier Library, University Notre Dame, Notre Dame.  
Public Library, Fort Wayne.  
Valparaiso University, Valparaiso.  
Public Library, Muncie.  
Wabash College, Crawfordsville.  
Indianapolis Public Library, Indianapolis.  
City Free Library, Huntington.  
Willard Library, Evansville.

## IOWA.

Iowa State Library, East Des Moines.  
Public Library, Fairfield.  
Free Public Library, Dubuque.  
Public Library, Des Moines.  
State University of Iowa, Iowa City.  
Iowa Wesleyan University, Mount Pleasant.  
Iowa State College, Ames.  
Cornell College, Mount Vernon.  
Public Library, Council Bluffs.  
Tabor College, Tabor.  
Ericson Public Library, Boone.  
Iowa College, Grinnell.  
Upper Iowa University, Fayette.  
Public Library, Cedar Falls.  
Public Library, Sioux City.

## KANSAS.

Kansas State Library, Topeka.  
Kansas State Agricultural College, Manhattan.  
Kansas State Historical Society, Topeka.  
University of Kansas, Lawrence.  
Baker University, Baldwin.  
Public Library, Pittsburg.  
Public Library, Hiawatha.



## KANSAS—continued.

Kansas State Normal Library, Emporia.  
Cooper College, Sterling.  
Fairmont College, Wichita.

## KENTUCKY,

Public Library, Louisville.  
Kentucky State Library, Frankfort.  
Lincoln Institute of Kentucky, Simpsonville.  
State University Library, Lexington.  
Public Library, Henderson.  
Center College of Central University of Kentucky, Danville.  
Public Library, Somerset.  
Kentucky Wesleyan College, Winchester.

## LOUISIANA.

Louisiana State Library, New Orleans.  
Louisiana State Museum Library, New Orleans.  
Louisiana Industrial Institute Library, Ruston.  
State Normal School, Natchitoches.  
Louisiana State University, Baton Rouge.  
Public Library, New Orleans.  
Tulane University, New Orleans.  
Howard Memorial Library, New Orleans.

## MAINE.

University of Maine, Orono.  
Maine State Library, Augusta.  
Bowdoin College, Brunswick.  
Public Library, Portland.  
Dyer Library Association, Saco.  
Bates College, Lewiston.  
Public Library, Bangor.  
Colby University, Waterville.

## MARYLAND.

Maryland State Library, Annapolis.  
Johns Hopkins University, Baltimore.  
United States Naval Academy, Annapolis.  
Western Maryland College, Westminster.  
Enoch Pratt Free Library, Baltimore.  
Washington College, Chestertown.  
Peabody Institute, Baltimore.

## MASSACHUSETTS.

State Library of Massachusetts, Boston.  
Massachusetts Agricultural College, Amherst.  
American Antiquarian Society, Worcester.

## MASSACHUSETTS—continued.

Harvard College, Cambridge.  
Williams College, Williamstown.  
Tufts College, Tufts College.  
Amherst College, Amherst.  
City Library, Lowell.  
Public Library, Worcester.  
Essex Institute, Salem.  
Boston Athenaeum Library, Boston.  
Public Library, Marlborough.  
Public Library, Lynn.  
Public Library, Boston.  
Public Library, Taunton.  
Public Library, New Bedford.

## MICHIGAN.

Michigan Agricultural College, East Lansing.  
Public Library, Kalamazoo.  
Public Library, Detroit.  
Public School Library, Battle Creek.  
Michigan State Library, Lansing.  
Detroit College, Detroit.  
University of Michigan, Ann Arbor.  
Public Library, Benton Harbor.  
Public Library, Grand Rapids.  
Polish Seminary, Orchard Lake.  
Public Library, Muskegon.  
Michigan School of Mines, Houghton.  
Public Library, Port Huron.  
Public Library, Saginaw, E. S.  
Public Library, Bay City.

## MINNESOTA.

Minnesota Historical Society, Paul.  
State Normal School, Winona.  
Minnesota State Library, St. Paul.  
University of Minnesota, Minneapolis.  
Public Library, Faribault.  
Public Library, Stillwater.  
Public Library, Minneapolis.  
Public Library, Duluth.  
High School Library, Fergus Falls.  
State Normal School, St. Cloud.  
Public Library, St. Paul.

## MISSISSIPPI.

Mississippi State Library, Jackson.  
Mississippi Agricultural and Mechanical College, Agricultural College.  
Mississippi State University, Oxford.  
Millsaps Library, Jackson.  
Public Library, Greenville.  
Public Library, Brookhaven.

## MISSOURI.

College of Agriculture and Mechanical Arts of Missouri, State University, Columbia.  
Christian Brothers' College, St. Louis.  
Drury College, Springfield.

## MISSOURI—continued.

Public Library, St. Joseph.  
 Public Library, Hannibal.  
 Hazelton Public School, Chillicothe.  
 Missouri State Library, Jefferson City.  
 Missouri School of Mines, Rolla.  
 Mount Jewell College, Liberty.  
 Public Library, Kansas City.  
 Public School Library, Carthage.  
 Public Library, St. Louis.  
 Public School Library, Perryville.  
 The Rockhurst College, Kansas City.  
 St. Louis University, St. Louis.  
 State Normal School, Warrensburg.  
 State Normal School, Cape Girardeau.  
 University of Missouri, Columbia.  
 Washington University, St. Louis.  
 Westminster College, Fulton.

## MONTANA.

Montana Agricultural College, Bozeman.  
 Montana State School of Mines, Butte.  
 Public Library, Helena.  
 University of Montana, Missoula.  
 Historical and Miscellaneous Department of Montana State Library, Helena.

## NEBRASKA.

University of Nebraska, Lincoln.  
 Carnegie Library, Grand Island.  
 Nebraska State Library, Lincoln.  
 Public Library, Omaha.  
 Public Library, Kearney.

## NEVADA.

Nevada State Library, Carson City.  
 University of Nevada Library, Reno.

## NEW HAMPSHIRE.

City Library, Manchester.  
 Dartmouth College, Hanover.  
 Public Library, New Hampshire College, Durham.  
 New Hampshire State Library, Concord.  
 Public Library, Laconia.  
 Public Library, Dover.

## NEW JERSEY.

Public Library, New Brunswick.  
 Public Library, Trenton.  
 Public Library, Atlantic City.  
 Public Library, Camden.  
 Public Library, Paterson.  
 Public Library, Bayonne.  
 Public Library, Jersey City.  
 Public Library, Newark.  
 New Jersey State Library, Trenton.  
 New Jersey Historical Society, Newark.

## NEW JERSEY—continued.

Princeton University, Princeton.  
 Public Library, Elizabeth.  
 Rutgers College, New Brunswick.

## NEW MEXICO.

New Mexico College of Agriculture and Mechanic Arts, State College.  
 New Mexico Normal University, East Las Vegas.  
 Territorial Library, Santa Fe.  
 University of New Mexico, Albuquerque.

## NEW YORK.

Adriance Memorial Library, Poughkeepsie.  
 Brooklyn Public Library, Brooklyn.  
 College of the City of New York, New York.  
 Colgate University, Hamilton.  
 Columbia University, New York.  
 Cooper Union Library, New York.  
 Cornell University, Ithaca.  
 Crandall Free Library, Glens Falls.  
 Astor Branch New York Public Library, New York.  
 Free Library, Newburgh.  
 Lenox Branch of New York Public Library, New York.  
 New York University, New York.  
 The Grosvenor Library, Buffalo.  
 Keuka College Public Library, Keuka Park.  
 New York State School of Agriculture, Farmingdale.  
 New York Law Institute Library, New York.  
 New York State Library, Albany.  
 Pratt Institute Library, Brooklyn.  
 Public Library, Utica.  
 Public Library, Yonkers.  
 Public Library, Buffalo.  
 Public Library, Plattsburg.  
 Rochester University, Rochester.  
 Supreme Court Library, White Plains.  
 Syracuse University, Syracuse.  
 Public Library, Troy.  
 Union College, Schenectady.  
 United States Military Academy, West Point.  
 The World Library, Pulitzer Building, New York.

## NORTH CAROLINA.

Catawba College, Newton.  
 Colored Agricultural and Mechanical College, Greensboro.  
 Fruitland Institute Library, Hendersonville.  
 Public Schools Library, Washington.  
 North Carolina State Library, Raleigh.  
 Trinity College, Durham.

## NORTH CAROLINA—continued.

Union Library, Davidson College, Davidson.  
University of North Carolina, Chapel Hill.  
Wake Forest College, Wake Forest.

## NORTH DAKOTA.

North Dakota Agricultural College, Agricultural College.  
North Dakota Library, Bismarck.  
State Historical Society, Bismarck.  
State Normal School, Valley City.  
State University of North Dakota, University.

## OHIO.

Brumback Library of Van Wert, Van Wert.  
Public Library, Athens.  
Public Library, Steubenville.  
Case Library, Cleveland.  
Denison University, Granville.  
Public Library, Portsmouth.  
Hiram College, Hiram.  
Kenyon College, Gambler.  
Public Library, Lebanon.  
Adelbert College of Western Reserve University, Cleveland.  
Miami University, Oxford.  
Marietta College, Marietta.  
Oberlin College, Oberlin.  
Mt. Union College, Alliance.  
Ohio State Library, Columbus.  
Ohio State University, Columbus.  
Ohio Wesleyan University, Delaware.  
Public Library, Bucyrus.  
Public Library, Columbus.  
Public Library, Toledo.  
Public Library, Sidney.  
Public Library and Museum, Dayton.  
Public Library, Chillicothe.  
Public Library, Cleveland.  
Public Library, Cincinnati.  
Warder Public Library, Springfield.

## OKLAHOMA.

High School Library, Muskogee.  
Altus Public Library, Altus.  
Colored Agricultural and Normal University, Langston.  
Murray State School of Agriculture, Tishomingo.  
East Central State Normal School, Ada.  
Northwestern State Normal School, Alva.  
Oklahoma Agricultural and Mechanical College, Stillwater.  
Oklahoma State Library, Oklahoma City.  
Public Library, Enid.  
University of Oklahoma, Norman.

## OREGON.

Library Association, Portland.  
Oregon Agricultural College, Corvallis.  
Reed College, Portland.  
Oregon State Library, Salem.  
Tualatin Academy and Pacific University, Forest Grove.  
University of Oregon, Salem.

## PENNSYLVANIA.

Allegheny College, Meadville.  
Public Library, Pittsburgh.  
Public Library, Bradford.  
Pennsylvania State College, State College.  
Free Library of Philadelphia, Philadelphia.  
Haverford College, Haverford.  
Historical Society of Pennsylvania, Philadelphia.  
Juniata College, Huntington.  
Lehigh University, South Bethlehem.  
Library Company of Philadelphia, Philadelphia.  
William McCann Library, Norristown.  
Washington and Jefferson College, Washington.  
Pennsylvania College, Gettysburg.  
Mercantile College, Philadelphia.  
The J. Herman Bosler Library, Carlisle.  
Philadelphia Museum, Philadelphia.  
Public Library, Scranton.  
Public Library, Warren.  
Public Library, Erie.  
Reading Room, Reading.  
University of Pennsylvania, Philadelphia.  
University of Pittsburgh, Pittsburgh.  
Watts De Peyster Library, F. and M. College, Lancaster.  
Wyoming Historical and Geographical Society, Wilkes-Barre.  
Pennsylvania State Library, Harrisburg.

## RHODE ISLAND.

Public Library, Westerly.  
Public Library, Providence.  
Brown University, Providence.  
Rhode Island State Library, Providence.  
Rhode Island College of Agriculture and Mechanical Arts, Kingston.

## SOUTH CAROLINA.

Charleston Library Society, Charleston.  
Charleston College, Charleston.  
Clemson Agricultural College, Clemson College.  
Colored Normal, Industrial, Agricultural, and Mechanical College, Orangeburg.  
Presbyterian College, Clinton.

## SOUTH CAROLINA—continued.

South Carolina State Library, Columbia.  
 University of South Carolina, Columbia.  
 Winthrop Normal and Industrial College, Rockhill.

## SOUTH DAKOTA.

Free Public Library, Sioux Falls.  
 South Dakota State Library, Pierre.  
 Dakota Wesleyan University, Mitchell.  
 South Dakota State College of Agriculture and Mechanic Arts, Brookings.  
 University of South Dakota, Vermillion.  
 Yankton College, Yankton.

## TENNESSEE.

Branham and Hughes School Library, Spring Hill.  
 Public Library, Nashville.  
 Cossitt Library, Memphis.  
 Middle Tennessee State Normal Library, Murfreesboro.  
 Public Library, Chattanooga.  
 Tennessee State Library, Nashville.  
 University of the South, Sewanee.  
 University of Tennessee, Knoxville.  
 Vanderbilt University, Nashville.

## TEXAS.

Agricultural and Mechanical College of Texas, College Station.  
 Baylor Library, Waco.  
 Public Library, Fort Worth.  
 Public Library, San Antonio.  
 Lyceum and Library, Houston.  
 Clarendon College, Clarendon.  
 Public Library, Dallas.  
 Public Library, El Paso.  
 Rosenberg Library, Galveston.  
 Southwestern University, Georgetown.  
 Texas Christian University, Fort Worth.  
 Texas State Library, Austin.  
 University of Texas, Austin.

## UTAH.

Brigham Young University Library, Provo.  
 Agricultural College, Logan.  
 Public Library, Ogden.  
 High School Library, Manti.  
 University of Utah, Salt Lake City.

## VERMONT.

Norwich University, Northfield.  
 Fletcher Free Library, Burlington.  
 Middlebury College, Middlebury.

## VERMONT—continued.

University of Vermont, Burlington.  
 Vermont State Library, Montpelier.

## VIRGINIA.

Emory and Henry College, Emory.  
 Bridgewater College, Bridgewater.  
 Virginia University, University.  
 Roanoke College, Salem.  
 Virginia State Library, Richmond.  
 Virginia Military Institute, Lexington.  
 Virginia Agricultural and Mechanical College and Polytechnic Institute Library, Blacksburg.  
 Richmond College Library, Richmond.  
 Public Library, Norfolk.  
 Hampden Sidney College, Hampden Sidney.  
 Washington and Lee University, Lexington.

## WASHINGTON.

Public Library, Everett.  
 Public Library, Seattle.  
 Public Library, Spokane.  
 State College of Washington, Pullman.  
 Public Library, Tacoma.  
 University of Washington, Seattle.  
 Washington State Library, Olympia.  
 Whitman College, Walla Walla.

## WEST VIRGINIA.

Davis and Elkins College, Elkins.  
 Department of Archives and History, State Library, Charleston.  
 Normal School, Fairmont.  
 Preparatory Branch, West Virginia University, Keyser.  
 West Virginia Colored Institute, Institute.  
 West Virginia University, Morgantown.

## WISCONSIN.

Appleton Library, Lawrence University, Appleton.  
 Public Library, La Crosse.  
 Beloit College, Beloit.  
 Public Library, Fond Du Lac.  
 Public Library, Eau Claire.  
 Public Library, Milwaukee.  
 Public Library, Racine.  
 State Library, Madison.  
 State Historical Society, Madison.  
 Public Library, Superior.

## WYOMING.

Public Library, Sheridan.  
 University of Wyoming, Laramie.  
 Wyoming State Library, Cheyenne.

## PHILIPPINE ISLANDS.

Philippine Library and Museum, Legislative Reference Division, Manila, P. I.



## List of United States Government Libraries, Washington, D. C.

Name.	Specialty.	Location.	Number volumes
I. State Department: Bureau of Rolls and Library.	Foreign relations and international law.	State, War and Navy Building, Seventeenth Street, south of Pennsylvania Avenue.	80,000
II. Treasury Department.....	Finance and Government documents.	Treasury Building, Fifteenth and Pennsylvania Avenue.	15,000
Bureau of Public Health Service.	Medicine.....	3 B Street SE.....	8,000
Office of Supervising Architect.	Architecture and construction.	Treasury Building, Fifteenth and Pennsylvania Avenue.	1,500
Office of Solicitor of Treasury.	Law.....	Bond Building, 14th St. & N. Y. Ave.	8,000
III. War Department.....	Military affairs.....	State, War, and Navy Building, Seventeenth Street, south of Pennsylvania Avenue.	100,000
Army Medical School.	Medicine.....	462 Louisiana Avenue, N.W.....	3,000
Army War College.....	Military affairs.....	War College Building, foot Four-and-a-half Street SW.	200,000
Engineer's School Library.	Engineering.....	Washington Barracks, foot Four-and-a-half Street SW.	60,000
Bureau of Insular Affairs.	Philippines and Porto Rico.	Mills Building, Seventeenth and Pennsylvania Avenue.	2,000
Surgeon General's office.	Medicine.....	Seventh and B Streets SW.....	580,000
IV. Department of Justice.....	Law.....	Fifteenth and Vermont Avenue.	50,000
V. Post Office Department.....	Post Office Department documents.	Chief Clerk's office, Post Office Department Building.	
VI. Navy Department.....	Naval affairs.....	State, War, and Navy Building, Seventeenth Street, south of Pennsylvania Avenue.	75,000
Hydrographic Office.....	Navigation.....	174 New York Avenue.....	2,000
Naval Observatory.....	Astronomy.....	Massachusetts Avenue and W Street.	35,000
Navy Medical School.....	Medicine.....	Twenty-third and E Streets NW.	18,000
VII. Interior Department			
General Land Office.....	Law.....	Interior Department Building, Eighteenth and E Street SW.	5,000
Geological Survey.....	Geology and science.	Interior Department Building.	260,000
Bureau of Education.....	Education.....	Pension Office Building, Judiciary Square.	175,000
Office of Indian Affairs.	Indians.....	Interior Department Building.....	1,700
Bureau of Mines.....	Mining.....	do.....	15,000
Patent Office.....	Science.....	Patent Office Building, Ninth and F Streets.	100,000
Pension Bureau.....	History.....	Pension Office Building, Judiciary Square.	3,000
Reclamation Service.....	Irrigation.....	Eighth and E Streets NW.....	4,000
VIII. Agricultural Department.....	Agriculture.....	1358 B Street SW.....	145,000
Bureau of Biological Survey.	Biology.....	do.....	6,650
Bureau of Chemistry.....	Chemistry.....	216 Thirteenth Street SW.....	6,600
Bureau of Crop Estimates.	Crops.....	Twelfth and B Streets SW.....	10,000
Bureau of Entomology.	Entomology.....	do.....	15,035
Bureau of Markets.....	Markets.....	1358 B Street SW.....	2,636
Bureau of Plant Industry.	Plants.....	Fourteenth and B Streets SW.....	6,900
Dairy Division.....	Dairying.....	Twelfth and B Streets SW.....	2,570
Forest Service.....	Forests.....	930 F Street NW.....	19,345
Office of Farm Management.	Farms.....	224 Twelfth Street SW.....	9,000
Bureau of Public Roads.	Roads and civil engineering.	515 Fourteenth Street NW.....	4,800
Office of Solicitor.....	Law.....	1316 D Street SW.....	1,700
States Relations Service.	Irrigation.....	220 Fourteenth Street SW.....	4,500
Weather Bureau.....	Meteorology.....	Twenty-fourth and M Streets NW.	36,000
IX. Department of Commerce.	Commerce and statistics.	Commerce Building, Nineteenth and Pennsylvania Avenue.	100,000
Coast and Geodetic Survey.	Geodesy.....	New Jersey Avenue and B Street SE.	10,000
Bureau of Fisheries.....	Fish culture.....	Sixth and B Streets SW.....	35,000
Bureau of Standards.....	Science.....	Pierre Mill Road.....	20,000
X. Department of Labor.....	Labor statistics.....	Department of Labor Building, 1712 G Street NW.	50,000

<sup>1</sup> Small collection.

<sup>2</sup> About one-third of the library's collections are shelved in the branch libraries.

*List of United States Government Libraries, Washington, D. C.—Continued.*

Name.	Specialty.	Location.	Number volumes.
<b>XI. Independent establishments:</b>			
Library of Congress.....	Entire range of literature.	Capitol Hill.....	2,750,000
Government Printing office: Superintendent of Documents Library.	United States publications.	North Capitol and H Streets.....	225,000
Smithsonian Institution. Bureau of American Ethnology.	Science.....	The Mall, B Street opposite Tenth Street.	275,000
National Museum. Pan American Union-Columbus Memorial Library.	Anthropology.....	Smithsonian Building.....	35,000
	Natural science.....	National Museum Building.....	25,000
	Latin America.....	Seventeenth Street between B and C Streets NW.	40,000
Interstate Commerce Commission.	Interstate commerce.....	Interstate Commerce Building, Eighteenth and Pennsylvania Avenue.	15,000
Federal Trade Commission.	Tariff and commerce.....	Fifteenth and K Streets.....	55,000
Civil Service Commission.	Civil service.....	1724 F Street NW.....	7,000
Public Library of District of Columbia.	General and fiction.....	Mount Vernon Square, Ninth Street and New York Avenue NW.	200,000
<b>Capitol:</b>			
Supreme Court Library.....	Law.....	Capitol.....	180,000
Senate Library.....	Public documents.....	do.....	250,000
House of Representatives.....	do.....	do.....	500,000
United States Court of Customs Appeals.	Law.....	Fifteenth Street and New York Avenue.	1,800
United States Soldiers' Home.....	General and fiction.....	Soldiers' Home grounds.....	15,000

<sup>1</sup> The Supreme Court library is included in the last branch of the Library of Congress.

Number of Employees of United States Government, June 30, 1917.

Department or bureau.	Number of employees.		
	Washing- ton, D. C.	Field.	Total.
The White House .....	48		48
Department of State .....	266	942	1,228
Department of Treasury .....	8,435	25,007	33,442
Department of War (civilian) .....	4,567	59,754	64,321
Department of Justice .....	1,661	4,653	5,314
Post Office Department .....	1,507	298,161	299,668
Navy Department (civilian) .....	6,928	55,152	62,078
Department of Interior .....	5,171	16,440	21,621
Department of Agriculture .....	4,054	14,815	18,869
Department of Commerce .....	1,659	8,420	10,079
Department of Labor .....	407	2,014	2,421
Independent establishments:			
Library of Congress .....	574		574
Government Printing Office .....	4,533		4,533
Smithsonian Institution .....	456		456
Interstate Commerce Commission .....	790	1,472	2,262
Civil Service Commission .....	206	70	276
United States Bureau of Efficiency .....	30		30
Federal Reserve Board .....	66		66
Federal Trade Commission .....	202		202
United States Shipping Board .....	81	1,000	1,081
United States Tariff Commission .....	53		53
United States Employees Compensation Commission .....	19		19
The Panama Canal .....	111	20,296	20,337
Federal Board for Vocational Education .....	44		44
District of Columbia .....	6,627		6,627
Miscellaneous commissions (Board of Mediation and Conciliation, American Board of Claims Arbitration Commission, International (Canadian) Boundary Commission, International High Commission (United States and Canada), Commission of Fine Arts, Arlington Memorial Amphitheater Commission, Lincoln Memorial Commission, Commission on Memorial to Women of Civil War, United States Botanic Garden) .....	71		71
War boards and organizations (Committee on Public Information, Council of National Defense, War Trade Board, United States Food Administration, United States Fuel Administration, Alien Property Custodian) .....	3,000	500	3,500
Congressional employees .....	1,129		1,129
<b>Total</b> .....	<b>51,925</b>	<b>709,950</b>	<b>760,881</b>

<sup>1</sup>Includes 346 justices, judges, and court officials in the District of Columbia.

<sup>2</sup>Includes 232 employees in Mail Bag Repair Shop.

<sup>3</sup>Includes 140 employees under Superintendent of Buildings and Grounds.

<sup>4</sup>Includes 500 temporary employees June 30, 1918.

<sup>5</sup>Includes 1,000 field employees November 1, 1917.

<sup>6</sup>Includes employees on November 1, 1917.

<sup>7</sup>Includes 1,500 laborers and temporary employees.

<sup>8</sup>It is estimated that during the fiscal year 1917-18, there was an increase of 50,000 employees in the classified service in Washington, and an increase of 100,000 employees outside of Washington.

*Location of Executive Departments and Bureaus, June, 1918.*

(As a rule, only administrative headquarters of bureaus of the War and Navy Departments are given, due to the changing of location of the various divisions and sections of these bureaus.)

The White House, Executive and Pennsylvania Avenues.

Committee on Public Information, 10 Jackson Place.

Service Bureau (Inquiry Division for general public), Fifteenth and G Streets.

I. Department of State—State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Diplomatic Bureau, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Consular Bureau, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Division of Far Eastern Affairs, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Division of Near Eastern Affairs, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Division of Western European Affairs, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Division of Latin-American Affairs, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Division of Mexican Affairs, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Division of Foreign Intelligence, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Bureau of Appointments (Great Seal), State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Bureau of Indexes and Archives, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Bureau of Rolls and Library (Treaties), State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Bureau of Citizenship (Passports), 1423 New York Avenue.

Bureau of Accounts, 1423 New York Avenue.

Adviser on Commercial Treaties, 1423 New York Avenue.

Foreign Trade Adviser, 1653 Pennsylvania Avenue.

II. Department of the Treasury, Treasury Building, Fifteenth Street and Pennsylvania Avenue.

Division of Appointments, Treasury Building, Fifteenth Street and Pennsylvania Avenue.

Division of Bookkeeping and Warrants, Treasury Building, Fifteenth Street and Pennsylvania Avenue.

Division of Customs, Bond Building, Fourteenth Street and New York Avenue.

Division of Loans and Currency, Treasury Building, Fifteenth Street and Pennsylvania Avenue.

Division of Public Moneys, Treasury Building, Fifteenth Street and Pennsylvania Avenue.

Division of Secret Service, Treasury Building, Fifteenth Street and Pennsylvania Avenue.

Section of Surety Bonds, Treasury Building, Fifteenth Street and Pennsylvania Avenue.

Government Actuary, Treasury Building, Fifteenth Street and Pennsylvania Avenue.

Bureau of Publicity, Liberty Loans, Treasury Building, Fifteenth Street and Pennsylvania Avenue.

National War Savings Committee, National Metropolitan Bank Building.

Comptroller of the Currency, Treasury Building, Fifteenth Street and Pennsylvania Avenue.

Treasurer of the United States, Treasury Building, Fifteenth Street and Pennsylvania Avenue.

National Bank Redemption Agency, Treasury Building, Fifteenth Street and Pennsylvania Avenue.

Internal Revenue Bureau, Treasury Building, Fifteenth Street and Pennsylvania Avenue.



II. Department of the Treasury—Continued.

Bureau of the Mint, Treasury Building, Fifteenth Street and Pennsylvania Avenue.  
Comptroller of the Treasury, Treasury Building, Fifteenth Street and Pennsylvania Avenue.

Auditors—

Treasury Department, Auditor's Building, Fourteenth and B Streets SW.  
Was Department, Winder Building, Seventeenth and F Streets NW.  
Interior Department, Auditor's Building, Fourteenth and B Streets SW.  
Navy Department, Auditor's Building, Fourteenth and B Streets SW.  
State and Other Departments, Auditor's Building, Fourteenth and B Streets SW.  
Post Office Department, Post Office Department Building, Eleventh Street and Pennsylvania Avenue.

Register of the Treasury, Treasury Building, Fifteenth Street and Pennsylvania Avenue.

Federal Farm Loan Bureau, Bond Building, Fourteenth Street and New York Avenue.

Bureau of Engraving and Printing, Fourteenth and D Streets SW.

Bureau of the Public-Health Service, 3 B Street SE.

Hygienic Laboratory, Twenty-fifth and E Streets NW.

The Coast Guard, Bond Building, Fourteenth Street and New York Avenue.

Supervising Architect's Office, Treasury Building, Fifteenth Street and Pennsylvania Avenue.

Bureau of War-Risk Insurance, New National Museum, Tenth and B Streets NW.

General Supply Committee, Auditor's Building, Fourteenth and B Streets SW.

Solicitor of the Treasury, Bond Building, Fourteenth Street and New York Avenue.

III. Department of War—State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

General Staff Corps, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

War College Division, Army War College Building, foot Four-and-a-half Street SW.

Military Intelligence, Fifteenth and M Streets

Board of Ordnance and Fortification, Union Trust Building, Fifteenth and H Streets.

Militia Bureau, Mills Building, Seventeenth Street and Pennsylvania Avenue.

Office of Chief Coast Artillery, Old Land Office Building, Seventh and E Streets.

Office of Chief Field Artillery, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Office of Judge Advocate General, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Office of Inspector General, 1424 H Street.

Office of Adjutant General, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Office of Provost Marshal General, Old Land Office Building, Seventh and E Streets.

Office of Quartermaster General, Eighteenth Street and Virginia Avenue.

Cantonment Division, Seventh and B Streets NW.

Depot Quartermaster, Seventeenth and F Streets NW.

Personnel: Civilian, enlisted, and commissioned, Seventh and E Streets.

Construction Division, Seventh and B Streets.

Office of Surgeon General, Seventh and B Streets.

Army Medical School, 462 Louisiana Avenue.

Medical Museum and Library, Seventh and B Streets SW.

Attending Physician and Dispensary, 1106 Connecticut Avenue.

Walter Reed Hospital, Georgia Avenue, near District line.

Office of Chief of Engineers, Sixth and B Streets.

Board of Engineers, Rivers and Harbors, Southern Building, Fifteenth and H Streets.

Office of Public Buildings, Grounds, and Washington Monument, 1729 New York Avenue.

United States Engineer Office (local), Southern Building, Fifteenth and H Streets.

Director General Military Railroads, Sixth and B Streets.

Engineer Depot, 1488 U Street NW.

Engineers' School, Washington Barracks, foot Four-and-a-half Street SW.

Office of Chief of Ordnance, Sixth and B Streets.

Personnel: Civilian, enlisted, and commissioned, Hoot Building, 1410 F Street.

Office of Chief of Ordnance, Sixth and B Streets.

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III. Department of War.—Continued.

Office of Chief Signal Officer, 1507 H Street.

Personnel: Civilian, enlisted, and commissioned, 1703 New York Avenue.

Bureau of Military Aeronautics, Seventh and B Streets.

Aircraft Production Board, Four-and-a-half Street and Missouri Avenue.

Bureau of Insular Affairs, Mills Building, Seventeenth Street and Pennsylvania Avenue.

Tank Corps, 1860 E Street NW.

Army camps in District of Columbia or vicinity—

American University Training Camp, American University Park, Massachusetts and Nebraska Avenues.

Artillery Camp, St. Asaph, Va.

Camp Meigs, Fifth Street and Florida Avenue NE.

Infantry Garrison, East Potomac Park.

Fort Myer Officers' Training Camp, Fort Myer, Va.

Camp Meade, Admiral, Md.

Camp A. A. Humphreys, Accotink, Va.

IV. Department of Justice, Justice Building, Vermont Avenue and K Street.

Solicitor General, Justice Building, Vermont Avenue and K Street.

Assistant to Attorney General, Anti-Trust Cases, Justice Building, Vermont Avenue and K Street.

Assistant to Attorney General, Alien Enemy Property, Justice Building, Vermont Avenue and K Street.

Special Assistant to Attorney General for War Work, Justice Building, Vermont Avenue and K Street.

Division of Investigations, Justice Building, Vermont Avenue and K Street.

Superintendent of Prisons, Justice Building, Vermont Avenue and K Street.

Pardon and Title Attorneys, Justice Building, Vermont Avenue and K Street.

Solicitors for Departments:

State Department—State, War, and Navy Building.

Treasury Department, Bond Building, Fourteenth Street and New York Avenue.

Interior Department, Interior Building, Eighteenth and F Streets.

Post Office Department, Post Office Building, Eleventh Street and Pennsylvania Avenue.

Agricultural Department, 1316 B Street SW.

Internal Revenue, Treasury Building.

Commerce Department, Commerce Building, Nineteenth Street and Pennsylvania Avenue.

Labor Department, 1712 G Street.

V. Post Office Department, Post Office Building, Eleventh Street and Pennsylvania Avenue.

First Assistant Postmaster General, Eleventh Street and Pennsylvania Avenue.

Division of Post Office Service, Eleventh Street and Pennsylvania Avenue.

Division of Postmasters' Appointments, Eleventh Street and Pennsylvania Avenue.

Division of Dead Letters, City Post Office Building, North Capitol Street and Massachusetts Avenue.

Second Assistant Postmaster General, Post Office Department Building, Eleventh Street and Pennsylvania Avenue.

Division of Railway Adjustments, Post Office Department Building, Eleventh Street and Pennsylvania Avenue.

Division of Foreign Mails, Post Office Department Building, Eleventh Street and Pennsylvania Avenue.

Division of Railway Mail Service, Post Office Department Building, Eleventh Street and Pennsylvania Avenue.

Third Assistant Postmaster General, Post Office Department Building, Eleventh Street and Pennsylvania Avenue.

Division of Finance, Post Office Department Building, Eleventh Street and Pennsylvania Avenue.

Division of Stamps, City Post Office Building, North Capitol Street and Massachusetts Avenue.

Division of Money Orders, Post Office Department Building, Eleventh Street and Pennsylvania Avenue.

Division of Registered Mails, Post Office Department Building, Eleventh Street and Pennsylvania Avenue.

Division of Classification, Post Office Department Building, Eleventh Street and Pennsylvania Avenue.

Division of Postal Savings, City Post Office Building, North Capitol Street and Massachusetts Avenue.

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V. Post Office Department—Continued.

Fourth Assistant Postmaster General, Post Office Department Building, Eleventh Street and Pennsylvania Avenue.

Division of Rural Mails, Post Office Department Building, Eleventh Street and Pennsylvania Avenue.

Division of Equipment and Supplies, City Post Office Building, North Capitol Street and Massachusetts Avenue.

VI. Department of the Navy—State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Office of Naval Records and Liberty, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Naval Consulting Board, Seventeenth and G Streets.

Commission on Training Camp Activities, Nineteenth and G Streets NW.

Judge Advocate General, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Office of Naval Operations, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Communication Service, Southern Building, Fifteenth and H Streets.

Cable Censor, Southern Building, Fifteenth and H Streets.

Arlington Radio Station, Arlington, Va.

Office of Naval Intelligence, Corcoran Court, New York Avenue.

Office of Gunnery Exercises and Engineering, Navy Annex, 1734 New York Avenue.

Aviation Section, Navy Annex, 1734 New York Avenue.

Coast Guard (during war), Bond Building, Fourteenth Street and New York Avenue.

Inspection and Survey, Southern Building, Fifteenth and H Streets.

Bureau of Navigation, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Hydrographic Office, Navy Annex, 1734 New York Avenue.

Naval Observatory, Georgetown Heights, Wisconsin and Massachusetts Avenues.

Division of Naval Militia Affairs, 817 Fourteenth Street.

Division of Naval Reserve (men), Fourteenth and H Streets.

Division of Naval Reserve (officers), Real Estate Trust Building, Fourteenth and H Streets.

Flying Corps, Navy Annex, 1734 New York Avenue.

Bureau of Yards and Docks, American National Bank Building, 1317 F Street.

Bureau of Ordnance, Interior Department Building, Nineteenth and F Streets.

Bureau of Construction and Repair, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Bureau of Steam Engineering, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Bureau of Supplies and Accounts, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.

Bureau of Medicine and Surgery, Navy Annex, 1734 New York Avenue.

Naval Hospital, foot of Twenty-fourth Street NW.

Naval Medical School, foot of Twenty-fourth Street NW.

Headquarters of Marine Corps, Navy Annex, 1734 New York Avenue.

Marine Corps Barracks, Eighth and G Streets SE.

VII. Department of the Interior, Interior Department Building, Eighteenth and F Streets.

Alaskan Engineering Commission, Interior Department Building, Eighteenth and F Streets.

District of Columbia Institutions:

St. Elizabeth's Hospital, Nichols Avenue, Anacostia, D. C.

Columbian Institution for the Deaf, Kendall Green, Florida Avenue NE.

Howard University, Howard Place and Georgia Avenue NW.

Freedmen's Hospital, Fourth and College Streets.

General Land Office, Interior Department Building, Eighteenth and F Streets.

Office of Indian Affairs, Interior Department Building, Eighteenth and F Streets.

Bureau of Pensions, Pension Building, Judiciary Square, Fifth and G Streets.

Patent Office, Patent Office Building, Seventh and F Streets.

Bureau of Education, Pension Building, Judiciary Square, Fifth and G Streets.

Geological Survey, Interior Department Building, Eighteenth and F Streets.

Reclamation Service, Eighth and E Streets.

Bureau of Mines, Interior Department Building, Eighteenth and F Streets.

American University Experiment Station, American University Park, Massachusetts and Nebraska Avenues.

National Park Service, Interior Department Building, Eighteenth and F Streets.

Superintendent of the Capitol Building and Grounds, Capitol Building.

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- VIII. Department of Agriculture, the Mall, between Twelfth and Fourteenth Streets SW.  
Division of Publications, 215 Thirteenth Street SW.  
Office of Farm Management, 224 Twelfth Street SW.  
Weather Bureau, Twenty-fourth and M Streets NW.  
Solar Radiation Research Section, Massachusetts and Nebraska Avenues NW.  
Bureau of Animal Industry, east wing, Agricultural Department Building.  
Animal Husbandry, Bush Building, 710 E Street.  
Meat Inspection Division, Bush Building, 710 E Street NW. Local office,  
Munsey Building, 1329 E Street NW.  
Experiment Farm (600 acres), Beltsville, Md.  
Bureau of Plant Industry, west wing, Agricultural Department Building.  
Arlington Experiment Farm, Arlington, Va.  
Forest Service, Atlantic Building, 928 F Street NW.  
Bureau of Chemistry, 216 Thirteenth Street SW.  
Bureau of Soils, east wing, Agricultural Department Building.  
Bureau of Entomology, Agricultural Department Building.  
Bee Culture Division, Drummond, Md.  
Bureau of Biological Survey, 1358 B Street SW.  
Bureau of Crop Estimates, Agricultural Department Building.  
States Relations Service, 220 Fourteenth Street SW.  
Bureau of Public Roads, Willard Building, 613 Fourteenth Street NW.  
Bureau of Markets, 1358 B Street SW.  
Insecticide and Fungicide Board, 220 Thirteenth Street SW.  
Federal Horticultural Board, Agricultural Department Building.
- IX. Department of Commerce, Commerce Building, Nineteenth Street and Pennsylvania Avenue.  
Bureau of the Census, Commerce Building, Nineteenth Street and Pennsylvania Avenue.  
Bureau of Foreign and Domestic Commerce, Commerce Building, Nineteenth Street and Pennsylvania Avenue.  
Bureau of Standards, Pierce Mill Road, near Connecticut Avenue.  
Bureau of Fisheries, Sixth and B Streets SW.  
Bureau of Lighthouse, Commerce Building, Nineteenth Street and Pennsylvania Avenue.  
Coast and Geodetic Survey, New Jersey Avenue, near B Street SE.  
Bureau of Navigation, Commerce Building, Nineteenth Street and Pennsylvania Avenue.  
Steamboat Inspection Service, Commerce Building, Nineteenth Street and Pennsylvania Avenue.
- X. Department of Labor, Labor Building, 1712 G Street NW.  
United States Employment Service, Sixteenth and I Streets. (Local office, 1410 Pennsylvania Avenue.)  
Bureau of Immigration, Labor Building, 1712 G Street.  
Bureau of Naturalization, Labor Building, 1712 G Street.  
Bureau of Labor Statistics, Labor Building, 1712 G Street.  
Children's Bureau, Labor Building, 1712 G Street.  
National War Labor Board, Labor Building, 1712 G Street.  
Bureau of Housing, 63 G Street.
- XI. Independent Establishments:  
Library of Congress, East Capitol and First Streets SE.  
Copyright Office, East Capitol and First Streets SE.  
Government Printing Office, North Capitol and G Streets.  
Superintendent of Documents, H Street, near North Capitol Street NW.  
Smithsonian Institution, the Mall, near Seventh Street SW.  
National Museum, the Mall, foot of Tenth Street NW.  
Bureau of American Ethnology, Smithsonian Building.  
International Exchange Service, Smithsonian Building.  
Astrophysical Observatory, Smithsonian Building.  
National Zoological Park, Rock Creek Park, Adams Mill Road.  
National Academy of Sciences, Smithsonian Building.  
National Research Council, 1022 Sixteenth Street NW.  
American Historical Association, Smithsonian Building.  
Pan American Union, Seventeenth Street between B and C Streets NW.  
Interstate Commerce Commission, Interstate Commerce Building, Eighteenth Street and Pennsylvania Avenue.



XI. Independent Establishments—Continued.

- Director General of Railroads, Interstate Commerce Building.
- Committee on Inland Waterways, 601 G Street.
- The Panama Canal, Mills Building Annex, 1709 G Street.
- Federal Reserve Board, Treasury Building, Fifteenth Street and Pennsylvania Avenue.
- Federal Trade Commission, Davidson Building, Fifteenth and K Streets NW.
- United States Tariff Commission, 1322 New York Avenue.
- Civil Service Commission, 1724 F Street.
- United States Bureau of Efficiency, Southern Building, Fifteenth and H Streets.
- United States Board of Mediation and Conciliation, Southern Building, Fifteenth and H Streets.
- United States Employees' Compensation Commission, Union Trust Building, Fifteenth and H Streets.
- Federal Board for Vocational Education, Ouray Building, Eighth and G Streets.
- Council of National Defense, all divisions at Eighteenth and D Streets, except—  
 Room Registration Bureau, 1321 New York Avenue.
- Science and Research Committee, Munsey Building, 1320 E Street.
- States Council Section, 1217 Connecticut Avenue.
- Women's Committee, 1814 N Street.
- War Industries Board, Eighteenth and D Streets SW.
- United States Shipping Board, 1319 F Street NW.
- Emergency Fleet Corporation, 140 Broad Street, Philadelphia, Pa. (local office, 1319 F Street NW.).
- United States Food Administration, Nineteenth and D Streets.
- United States Fuel Administration, Twentieth Street and New York Avenue.
- War Trade Board, Twentieth and C Streets NW.
- National Advisory Committee for Aeronautics, Munsey Building, 1320 E Street.
- Aircraft Board, Munsey Building, 1320 E Street.
- Alien Property Custodian, Sixteenth and F Streets.
- War Finance Corporation, Treasury Building, Fifteenth Street and Pennsylvania Avenue.
- International Joint Commission, Southern Building, Fifteenth and H Streets.
- International Mexican Boundary Commission, care State Department.
- Commission for Equitable Distribution of Waters of Rio Grande, care State Department.
- International Canadian Boundary Commission, National Savings and Trust Co. Building, 719 Fifteenth Street.
- International High Commission, Treasury Building, Fifteenth Street and Pennsylvania Avenue.
- United States Geographic Board, Office of Secretary, Commerce Building, Nineteenth Street and Pennsylvania Avenue.
- Commission of Fine Arts, Lemon Building, 1729 New York Avenue.
- Arlington Memorial Amphitheater Commission, 1729 New York Avenue.
- National Homes for Disabled Volunteer Soldiers, Dayton, Ohio.
- United States Soldiers' Home, Soldiers' Home Grounds, D. C.
- Board of Road Commissioners for Alaska, State, War, and Navy Building, or Juneau, Alaska.
- Commission on Navy Yards and Naval Stations, State, War, and Navy Building, Seventeenth Street and Pennsylvania Avenue.
- Board of Indian Commissioners, Interior Department Building, Eighteenth and F Streets.
- American National Red Cross, Seventeenth Street between D and E Streets.
- Government of the District of Columbia, District Building, Fourteenth Street and Pennsylvania Avenue.

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