DEPARTMENT OF THE INTERIOR
BUREAU OF EDUCATION

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THE FEDERAL EXECUTIVE DEPARTMENTS AS SOURCES OF INFORMATION FOR LIBRARIES

Compiled by
EDITH GUERRIER

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To THE LIBRARIANS:

I welcome this opportunity to send greetings to the librarians of the United States.

The help you gave the Government during the war, in placing before millions of people authentic Government messages, warrants the publication of a bulletin, which may serve as a guide to information that the Federal Government is ready to place at your disposal.

As duly appointed messengers to the people, you have the power of showing that while our Government may make mistakes, its works are open to the day and a knowledge of its purposes and of its acts is accessible to the humblest citizen.

Sincerely yours,

Woodrow Wilson

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FOREWORD.

Brief stories are given in the following pages of the functions and, in some instances, of the accomplishments of the various offices of the Federal Executive Departments which have printed matter of interest to libraries.

With regard to the office of the Chief Executive, the President of the United States, the only publications distributed are the President's addresses to Congress and his other speeches, which may be obtained by addressing the Secretary to the President of the United States.

Congressional printed matter can be obtained as follows:

The Congressional Record through the good offices of your Congressman; each Senator has 89 and each Representative 69 designations. Each Senator has also the privilege of naming two libraries in his State which shall receive the Record. The subscription price is $4 for a short session; $8 for a long session. Current copies of bills, resolutions, and reports can be obtained from the Senate or House Document Rooms. The publication desired should be described as follows:

Type of publication.	Number.	Congress.	Session.	Subject.
H. R. Bill.	1000	66	1	To create, etc.

The independent establishments from which printed matter may be obtained are:

Library of Congress.
Government Printing Office, Superintendent of documents.
Smithsonian Institution:
- United States National Museum.
- Bureau of American Ethnology.
- Astrophysical Observatory.
- National Academy of Sciences.
- American Historical Association.

Pan American Union.
Interstate Commerce Commission.
Panama Canal.
Federal Trade Commission.
United States Tariff Commission.
United States Bureau of Efficiency.
Civil Service Commission.
United States Board of Mediation and Conciliation.
Federal Board for Vocational Education.
International Joint Commission.
United States Geographic Board.
The Commission of Fine Arts.
Board of Road Commissioners for Alaska.
American National Red Cross.

A few Government documents are suggested for reference, as follows:

Congress.—The Congressional Record, the Congressional Directory, Monthly Compendium of Legislation, Weekly Compendium of Legislation.
Departments.—Annual reports of each department.
- State Department.—Register of the Department of State.
- Post Office.—Official Postal Guide.
- Justice.—Register of the Department of Justice and the United States courts.

Departments—Continued.

Interior.—Educational directory.

Commerce.—Annual and monthly lists of publications, Official Register of the United States, Statistical Abstract of the United States, Statistical Atlas of the United States.

Labor.—List of publications, the Monthly Labor Review.

Agriculture.—Monthly list of publications, Geography of the World's Agriculture, Program of Work, Agricultural Yearbook.

Government Printing Office.—Latest report.

Superintendent of documents.—Check List, Document Catalogue, Document Index, Monthly Catalogue United States Public Documents, Price List of Publications (complete set).

Library of Congress.—Monthly list State publications.

To the Librarians:

Some time you will undoubtedly visit your National Library, which is your Washington headquarters.

Pray come. But also, at all times, and in all relations, consider that you have a part interest in a library which, while having primary duties to the Government establishments at Washington, is maintained by the United States as a whole for a service truly national.

Herbert Putnam

Librarian, Library of Congress.

THE LIBRARY OF CONGRESS.

No study of the Federal executive departments, however brief, would be complete without a word about the Library of Congress, since much of the information given in Government publications is based on facts gleaned from the unequaled collections of that great library from which all the Government bureaus may draw books freely for official use.

The Library of Congress, better known as our National Library, is the mecca of American librarians. No librarian with true pride in his profession can enter its doors without instinctively giving thanks that here is a comradeship which nothing can overthrow; here under one roof is the great thought of exchange of the world. Here in quiet one may read the differing opinions of the greatest men with regard to the vital issues of life and, free from temporary emotional appeals, one may make his own decisions and go forth with the conscious power that only knowledge can give.

While the privilege of drawing books for home use is confined to Senators and Representatives, certain high officials of the Government, judges, and other persons designated by statute, the Librarian has the power of granting this privilege to scholars engaged in research, and he uses it freely, not merely within the District of Columbia, but (through interlibrary loans) throughout the United States.

"The purpose of the administration is the freest possible use of the books consistent with their safety and the widest possible use consistent with the convenience of Congress."

"The public has free access to a reference collection of over 15,000 volumes in the main reading room. Students are granted access to the shelves, and if the same books are needed day after day, a table is provided on which they may be reserved. Special alcove facilities are provided for research investigators employing stenographers and typewriters, and photo duplicates of books, newspapers, maps, etc., are furnished at a reasonable rate."

"The library proper is strongest in bibliography, public documents (especially those of foreign governments), American economics, political science, public law and legislation, the fine arts, genealogy, society publications, and newspapers. By virtue of the copyright laws, it has the most complete collection in existence of the products of the American press."

The library has issued and continues to issue an invaluable series of bibliographies, a list of which may be obtained on application.

To the Librarians of the United States:

The exigencies of the great World War brought very impressively to the mind of the public the important function of the State Department in fulfilling its statutory duty to subserve the interests of the United States and its citizens in international affairs and in shaping the character of such intercourse to adapt it to the changed conditions necessarily following the obligatory participation of this country in the war against an aggressive and defiant European power to the end that future peace, when restored, should be permanently assured to the benefit of all. Hence it is fitting that the complex machinery of the State Department should be well understood in order that its operation for the advancement of our national interests may be intelligently appreciated and supported by our people.

This publication is a step in the desired direction, and as such is most welcome.

Robert Lansing,
Secretary of State.

THE DEPARTMENT OF STATE.

[The bureaus and offices given page numbers are the ones selected as having matter of interest to librarians. Appointment and disbursing offices and other divisions connected primarily with the administrative work of a department have been omitted.]

THE OLDEST DEPARTMENT.

The great building, housing offices of the Departments of State, War, and Navy, is the only departmental structure which was constructed for the purpose of housing other than one department under one roof.

That part of the building occupied by the State Department is directly opposite the executive offices of the President, and the windows of the chief clerk's office offer a comprehensive view of the fine old trees and stretches of velvet lawn beyond the privet hedge which surrounds the White House grounds.

On May 19, 1789—that is, 19 days after Washington's inauguration—the matter of creating executive departments of the new Government was taken up, and on June 27 the President signed the final act creating the first of the executive departments, the Department of Foreign Affairs, changed on September 15, 1789, by a further act to the Department of State.

Of the Presidents, Thomas Jefferson, James Madison, James Monroe, John Quincy Adams, Martin Van Buren, and James Buchanan served as Secretaries of State.

The position of the Secretary of State is regarded of such consequence that in the event of the death of the President and the death or absence of the Vice President he would become acting President of the United States. So far no Secretary of State has been called on to fill this place.

As this department was created to manage, in addition to foreign affairs, such home affairs as did not fall under the other two departments, War and Treasury, it had in the beginning bureaus now under Interior, Commerce, Labor, and Agriculture, among them the Patent Office. It has certain important functions relating to Presidential elections, such as receiving from the governors of the States certification of the appointment of presidential electors, the receipt and transmission to Congress of any challenge of the ballot as reported. It is the duty of the department to cause all acts of Congress to be printed in at least three papers of the United States, to transmit amendments of the Constitution to the governors of the States, and to act as the official medium for transacting business connected with international exhibitions. The most important diplomatic function of the department is that of making treaties. All treaties, other than Indian treaties, are made by the Secretary of State, who often conducts the negotiations in person, has interviews with foreign envoys, drafts his own notes, and often the treaty itself.

One of the most dramatic episodes in connection with the Department of State occurred in the second year of the War of 1812. On August 20, 1814, Secretary of State James Monroe was commissioned by the President to see what advance the British were making toward

the city. On the 20th he actually saw the British forces from a hilltop and at once dispatched a messenger with a note to his department to save the records. Messrs. Graham, Pleasanton, and King, of the department, immediately packed in coarse linen bags the valuable papers, including those of the Revolutionary Government, the Declaration of Independence, and the Constitution. Mr. Pleasanton transported them by wagons to Leesburg, Va., 35 miles distant.

Mr. Pleasanton writes:

> On the 26th of August I returned to Washington and found the President's house and public offices still burning.

Mr. Gaillard Hunt, in his History of the Department of State, writes:

> So far as the State Department is concerned, the vigilance of Monroe and of Pleasanton and his colleagues prevented any destruction of important irreplaceable archives. That they deserve public gratitude for this will be realized if the mind is permitted to imagine the indelible shame which would have followed if they had been less loyal and resourceful and Cockburn and Ross had carried away with them, as trophies of their exploit, the original of the Declaration of Independence and the Constitution of the United States.

One of the most historic signatures ever affixed to a document by a Secretary of State will be the signature which authenticates the President's ratification by Congress of the treaty of peace at present before that body. The Senate agreeing that the treaty ought to be ratified, an attestation of the agreement and of any amendments it may have proposed is attached to the treaty, and it is sent back to the President, It is then signed by the President, this being the ratification, countersigned by the Secretary of State, and the great seal affixed, a special warrant for the purpose having been made.

The massive building, so glibly referred to as "State, War, and Navy," has for all patriotic Americans a new significance when one realizes that in the south wing of that massive pile in a big, quiet room on the third floor there is an iron box in which are kept the two greatest American documents, shortly to be joined by the third, a trio not to be surpassed in the world—the Declaration of Independence, the Constitution, and the present treaty of peace.

THE DEPARTMENT OF STATE.

DIVISION OF FOREIGN INTELLIGENCE.

This division collects, through clippings, information of foreign affairs and sends to the press in the United States and foreign countries, with which we have relations digests in the form of news items explaining American policies and activities. It also furnishes texts of official documents needed for the better understanding of the foreign policy of the United States.

The Information Series (consisting of confidential political information on current subjects) and the Foreign Relations Series (covering all diplomatic correspondence that it is deemed wise to print) are edited by this division.

DIVISIONS OF LATIN-AMERICAN AFFAIRS, WESTERN EUROPEAN AFFAIRS, NEAR EASTERN AFFAIRS, FAR EASTERN AFFAIRS, AND MEXICAN AFFAIRS.

These divisions deal with diplomatic correspondence on matters other than of an administrative character relating to political con-

ditions of the countries under their jurisdiction. All correspondence regarding what may be called politico-geographic conditions is filed with the bureau under whose jurisdiction the country referred to is placed.

The Division of Latin-American Affairs covers Central America, Panama, South America, and the West Indies; the Division of Western European Affairs covers 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 Division of Near Eastern Affairs covers Germany, Austria-Hungary, Russia, Roumania; Serbia, Bulgaria, Montenegro, Turkey, Greece, Italy, Abyssinia, Persia, Egypt, and colonies belonging to countries of this series; the Division of Far Eastern Affairs covers 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 Mexican Affairs deals with Mexico.

These divisions issue no publications.

DIVISION OF PASSPORT CONTROL.

Passports (documents attesting American citizenship) are issued by the Department of State through its accredited officers over the facsimile of the Secretary's signature.

The highest duty of our American diplomat or consular officer is to protect citizens of the United States in lawful pursuit of their affairs in foreign countries.

The first passport found in the files of the department is dated July 8, 1796, and reads as follows:

To all to whom these presents shall come, greeting:

The bearer hereof, Francis Maria Barrere, a citizen of the United States of America, having occasion to pass into foreign countries about his lawful affairs, these are to pray all whom it may concern to permit the said Francis Maria Barrere (he demeaning himself well and peaceably) to pass wheresoever his lawful pursuits may call him, freely and without let or molestation in going, staying, or returning, and to give him all friendly aid and protection, as these United States would do to their citizens in the like case.

In faith whereof I have caused the seal of the Department of State for the said United States to be hereunto affixed.

Done at Philadelphia, this eighth day of July, in the year of our Lord 1796, and of the Independence of these States the twenty-first.

TIMOTHY PICKERING,
Secretary of State.

(Gratis.)

During normal times the traveler seldom goes through the form of obtaining a passport, but if conditions are disturbed a passport is vitally necessary. One might call the passport a barometer of foreign political conditions. For instance, during the Spanish-American War more passports were issued than during any like period of time. Again, during the Russian-Japanese War, the number rose to large proportions. Under Secretary Lansing more than 180,000 passports have been issued during slightly more than four years.

Librarians, on application to the Division of Passport Control, Department of State, Washington, D. C., may obtain sample forms

and rules governing the granting and issuing of passports in the United States.

DIPLOMATIC BUREAU.

The oldest subdivisions of the department are the Diplomatic and Consular Bureaus. The duties of the Diplomatic Bureau briefly summed up are as follows. The administration of the Diplomatic Service at large, its personnel, ceremonial matters, the formalities of treaty making, and miscellaneous correspondence relating to foreign affairs. The United States has at present 44 diplomatic chiefs, together with their staffs, serving in foreign countries. The chiefs bear titles as follows:

Ambassadors (first class) or the personal representatives of the head of a State. They can negotiate with the head of a State personally.

Ministers plenipotentiary or envoys extraordinary (second class) are not considered personal representatives and therefore have not the privilege of treating personally with the head of a State; otherwise there is no difference between the first and second classes.

Ministers resident (third class) do not enjoy the title of excellency; otherwise there is no difference between them and ministers plenipotentiary.

Chargés d'affaires (fourth class) differ from the other classes in so far as its members are accredited from foreign office to foreign office, whereas the members of other classes are accredited from head of State to head of State. A distinction is made between a chargé d'affaires and a chargé des affaires. The latter is a member of a legation whom the head of the legation delegates for the purpose of taking his place during his absence on leave. Such a chargé des affaires ranks before the chargés d'affaires. (Oppenheim, International Law.)

The Diplomatic Service issues no public documents. A circular of information regarding appointments and promotions in the Diplomatic Service of the United States may be obtained on application to the Appointment Division.

CONSULAR BUREAU.

Consular officers are expected to endeavor to maintain and promote all the rightful interests of American citizens and to protect them in all privileges provided for by treaty or conceded by usage; to visa and, when so authorized, to issue passports; when permitted by treaty, law, or usage, to take charge of and settle the personal estates of Americans who may die abroad without legal or other representatives and remit the proceeds to the Treasury in case they are not called for by a legal representative within one year; to ship, discharge, and, under certain conditions, maintain and send American seamen to the United States; to settle disputes between masters and seamen of American vessels; to investigate charges of mutiny or insubordination on the high seas and send mutineers to the United States for trial; to render assistance in the case of wrecked or stranded American vessels and, in the absence of the master or other qualified person, take charge of the wrecks and cargoes if permitted

to do so by the laws of the country; to receive the papers of American vessels arriving at foreign ports and deliver them after the discharge of the obligations of the vessels toward the members of their crews, and upon the production of clearances from the proper foreign port officials; to certify to the correctness of the valuation of merchandise exported to the United States where the shipment amounts to more than $100; to act as official witnesses to marriages of American citizens abroad; to aid in the enforcement of the immigration laws, and to certify to the correctness of the certificates issued by the Chinese and other officials to Chinese persons coming to the United States; to protect the health of our seaports by reporting weekly the sanitary and health conditions of the ports at which they reside, and by issuing to vessels clearing for the United States bills of health describing the condition of the ports, the vessels, crews, passengers, and cargoes; and to take depositions and perform other acts which notaries public in the United States are authorized or required to perform. A duty of prime importance is the promotion of American commerce by reporting available opportunities for the introduction of our products, aiding in the establishment of relations between American and foreign commercial houses, and lending assistance wherever practicable to the marketing of American merchandise abroad.

In addition to the foregoing duties, consular officers in China, Turkey, Siam, Morocco, and a few other so-called non-Christian countries, are invested with judicial powers over American citizens in those countries. These powers are usually defined by treaty, but generally include the trial of civil cases to which Americans are parties and in some instances extend to the trial of criminal cases.

The office of vice consul is a subordinate office except during the absence from duty of the principal officer at the post, in which case the vice consulship becomes temporarily a substitute office.

A consular agent is an officer subordinate to a consul general or consul, exercising similar powers at a place different from that at which the consulate general or consulate is situated.

There are 40 consular assistants who are appointed by the President and hold office during good behavior. They may be assigned, from time to time, to such consular offices and with such duties as the Secretary of State may direct.

Provision is made for 10 student interpreters at the legation to China, six at the embassy to Japan, and 10 at the embassy to Turkey.

Consular Service examinations are held in Washington only. They are not held at stated intervals, but occur from time to time as the needs of the service require.

Two circulars of information are issued by the Bureau as follows: Information Regarding Appointments and Promotions in the Consular Service of the United States and Information Regarding Appointments and Promotions in the Student-Interpreter Corps of the United States in China, Japan, and Turkey. These may be obtained on application to the appointment division.

THE BUREAU OF APPOINTMENTS.

This division receives all applications for appointments in the Diplomatic and Consular Service abroad, and in the department at

Washington other than those positions not subject to civil-service rules and regulations; it also has charge of resignations, dismissals, and suspensions.

In the foreign service examinations are held for those who desire to become secretaries of embassy or legation and for those who desire to enter the Consular service as consul, vice consul, consular assistant, or student-interpreter in China, Japan, or Turkey. Posts in the American Diplomatic service include embassies in Argentina, Austria-Hungary, Brazil, Chile, France, Germany, Great Britain, Italy, Japan, Mexico, Russia, Spain, Turkey, and Peru; legations in Belgium, Bolivia, China, Colombia, Costa Rica, Cuba, Czechoslovakia, Denmark, Dominican Republic, Ecuador, Greece and Montenegro, Guatemala, Haiti, Honduras, Liberia, Netherlands and Luxemberg, Nicaragua, Norway, Panama, Paraguay, Persia, Peru, Poland, Portugal, the Kingdom of the Serbs, Croats and Slovenes, Roumania, Bulgaria, Salvador, Siam, Sweden, Switzerland, Uruguay, and Venezuela; agency and consulate general at Cairo; agency and consulate general at Tangier.

Diplomatic service examinations are not held at stated times, but only when the needs of the service require; these examinations are held in Washington only. Blank forms of application will be sent upon request addressed to the Secretary of State. No one may be examined who is not especially designated to take the examination, and a letter of designation is sent to those selected for examination. The letter of designation furnishes all information necessary as to date, place, etc., of the examination. Traveling and other personal expenses connected with the taking of examinations must be borne by the candidates.

The Appointment Division is also charged with the custody of the seal of the United States, sometimes called the Great Seal, which is the mark of the supreme authority of the United States. The seal is affixed to commissions of all Cabinet officers, diplomatic officers, consuls general and consuls, who are appointed by the President by and with the advice and consent of the Senate; to the envelopes containing ceremonial letters addressed to the heads of foreign Governments; to all treaties, conventions, and formal agreements with foreign powers; to all proclamations by the President; to all exequaturs issued to foreign consular officers in the United States such as are appointed by the heads of the Governments which they represent; to warrants issued by the President authorizing agents to take fugitives from the justice of the United States into custody under extradition treaties; and to miscellaneous commissions of certain civil officers appointed by the President whose commissions are not by law directed to be issued from other offices.

The design for the present seal was adopted July 20, 1782. It is first found on a commission dated September 16, 1782, giving full authority to Gen. Washington to arrange for exchange with Great Britain for a number of prisoners of war.

The design is clearly explained by Gaillard Hunt in the Department of State as follows:

The escutcheon is composed of the chief and pale, the two most honorable ordinaries. The pieces, paly, represent the several States all joined in one solid

compact entire, supporting a chief, which unites the whole and represents Congress. The motto alludes to this Union. The pales in the arms are kept closely united by the chief and the chief depends on that Union and the strength resulting from it for its support, to denote the confederacy of the United States of America and the preservation of their Union through Congress. The colors are those used in the flag of the United States of America—white signifies purity and innocence; red, hardiness or valor; and blue, the color of the chief, signifies vigilance, perseverance, and justice. The olive branch and arrows denote the power of peace and war, which is exclusively vested in Congress. The constellation denotes a new State taking its place and name among other sovereign powers. The escutcheon is borne on the breast of an American eagle without any other supporters, to denote that the United States of America ought to rely on their own virtue.

Reverse.—The pyramid signifies strength and duration; the eye over it and the motto allude to the many signal interpositions of providence in favor of the American cause. The date underneath is that of the Declaration of Independence, and the words under it signify the beginning of the new American era, which commences from that date.

On application to this division the following pamphlets will be furnished to librarians who have use for them: Register of the Department of State; Information Regarding Appointments and Promotions in the Diplomatic Service of the United States; Information Regarding Appointments and Promotions in the Consular Service of the United States; Information Regarding Appointments and Promotions in the Student-Interpreter Corps of the United States in China, Japan, and Turkey.

BUREAU OF INDEXES AND ARCHIVES.

This bureau receives, records, indexes, and files the department's correspondence with the exception of requests for passports received from domestic sources, trade reports, and applications for publications, etc. It also has charge of all telegraph and code work.

Correspondence is made of record in accordance with a subject classification and is distributed to the bureaus and divisions of the department. While under action a tally is kept of the movements from one office to another of every paper. Certified carbon copies of all outgoing communications are sent to this bureau, where they are recorded and attached to the papers on which they are based.

The arrangement of the file itself serves the general purpose of the subject index, and the subject matter of a given paper determines the filing place and, therefore, the file number of the paper.

The nine general subdivisions are as follows:

Class 0.—General.
Class 1.—Administration, Government of the United States.
Class 2.—Extradition.
Class 3.—Protection of interests.
Class 4.—Claims.
Class 5.—International conferences and congresses; international treaties.
Class 6.—Commerce; commercial relations.
Class 7.—Political relations of States.
Class 8.—Internal affairs of States.

By this method an individual paper is a complete unit unto itself and can be produced separately, or, if necessary, the complete file can be withdrawn at once.

This file was started in August 1910.

BUREAU OF ROLLS AND LIBRARY.

The library, which is a part of the Bureau of Rolls and Library, has probably the most valuable accumulation of books and documents relating to international law and diplomacy in this country. It has also a fair collection of biographies of statesmen whose acts have been concerned with international affairs. Originals of important State papers and historic documents are carefully preserved.

In a large safe in one corner are kept the original Declaration of Independence and the original Constitution of the United States. In a glass-covered case is a facsimile of the Declaration and the original draft made by Thomas Jefferson, with corrections. Jefferson's marginal notes tell who made the corrections.

The library issues no publications regularly, for distribution, but will answer questions along the lines of international law and biography and foreign relations.

FOREIGN TRADE ADVISER.

The Foreign Trade Adviser is the connecting link between the Department of State and the other Government offices interested in economic, commercial, financial, and sociological (relating to labor conditions) features which it comes within the province of the diplomatic and consular offices to report. His office furnishes advice and information to the Department of State on all economic and commercial matters. It is divided into 12 regional sections, as follows: (1) China; (2) Japan and dependencies; (3) Central America; (4) South America; (5) Switzerland and Italy; (6) Germany and Austria; (7) Near East; (8) France, Spain, Belgium, and Portugal; (9) United Kingdom; (10) British colonies; (11) Russia, Poland, Caucasia; (12) Scandinavia and Holland. The information coming from each one of these regions is studied by the regional economist to whom that region is assigned, and notes are made as to any measure which might be initiated, as the establishment of a steamship line or the advancing of a foreign loan. Consular and diplomatic communications on such subjects, duly indexed and edited, are sent to the departments of the Government with whom the conduct of American affairs in that particular rests. This matter, thus edited, is submitted to the Department of Commerce to appear in the publications of the Bureau of Foreign and Domestic Commerce.

Weekly meetings are held in this office by economic liaison representatives from every department in the Government in any way interested in foreign trade. Problems are discussed with the idea of inducing unified action. Duplications and discords are thus avoided.

The office issues no publications, but the facts which go from it to the other departments form the basis for the many pamphlets upon which American merchants and business men depend for knowledge of world conditions.

THE DEPARTMENT OF STATE.

Affairs:
- Latin American Affairs, Division of—
  - Central America.
  - Panama.
  - South America.
  - West Indies.
- Western European Affairs, Division of—
  - 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.
  - Liberia.
- Near Eastern Affairs, Division of—
  - Germany.
  - Austria-Hungary.
  - Roumania.
  - Serbia.
  - Bulgaria.
  - Montenegro.
  - Turkey.
  - Greece.
  - Italy.
  - Abyssinia.
  - Persia.
  - Egypt.
  - (Colonies belonging to countries of this series.)
- Far Eastern Affairs, Division of—
  - Japan.
  - China and leased territories.
  - Siberia.
  - Hongkong.

Affairs—Continued.
- Far Eastern Affairs, Division of—Continued.
  - French Indo-China.
  - Siam.
  - Straits Settlements.
  - Borneo.
  - East Indies.
  - India.
- Mexican Affairs, Division of—
  - Mexico.

Appointment Division:
- Allegiance, oath of, administered.
- Arms of United States.
- Commissions prepared; recorded.
- Commissions validated by seal.
- Recommendations for office.
- Resignations.
- Seal—custody of.

Consular Bureau:
- Applications.
- Bills of health.
- Certificates—invoices, goods shipped to United States.
- Correspondence.
- Estates, settlement of (Americans dying abroad).
- Examinations.
- Instructions—consular.
- Protection.
- Regulations—consular.
- Relief—citizens and seamen.
- Sanitary reports.

Diplomatic Bureau:
- Applications.
- Embassies in—
  - Argentina.
  - Austria-Hungary.
  - Brazil.
  - Chile.
  - France.
  - Germany.
  - Great Britain.
  - Italy.
  - Japan.

Diplomatic Bureau—Continued.
Embassies in—Continued.
Mexico.
Russia.
Spain.
Turkey.
Examinations.
Legations in—
Belgium.
Bolivia.
China.
Colombia.
Costa Rica.
Cuba.
Denmark.
Dominican Republic.
Ecuador.
Greece and Montenegro.
Guatemala.
Haiti.
Honduras.
Liberia.
Netherlands and Luxemburg.
Nicaragua.
Norway.
Panama.
Paraguay.
Persia.
Peru.
Portugal.
Roumania.
Serbia and Bulgaria.
Salvador.
Siam.
Sweden.
Switzerland.
Uruguay.
Venezuela.

Foreign Intelligence:
Information.
Newspaper notices.

Foreign Trade Adviser:
Commerce.
Economics.
Finance.
Sociology (relating to labor conditions with regard to the following regions):
China.
Japan and dependencies.

Foreign Trade Adviser—Con.
Sociology—Continued.
Central America.
South America.
Switzerland and Italy.
Germany and Austria.
Near East.
France.
Spain.
Belgium.
Portugal.
United Kingdom.
British Colonies.
Russia.
Poland.
Caucassia.
Scandinavia.
Holland.

Indexes and Archives, Bureau of:
Correspondence—
General.
Administration, Government of the United States.
Extradition.
Protection of interests.
Claims.
International conferences and congresses; international treaties.
Commerce; commercial relations.
Political relations of States.
Internal affairs of States.
Files.
Records.

Passport Control:
Applications.
Authentication of citizenship.
Protection of citizens.
Registration.
Travel regulations.

Rolls and Library:
Biography — American statesmen.
Constitution (original).
Declaration of Independence (original).
International law.
Peace treaty.

This space is intended for corrections and additions in order that the information in the foregoing pages may be kept up to date.

To the Librarians of the United States:

As a result of the war, the Treasury has been brought into closer touch with the people of the country than ever before in our history. To-day Liberty bonds, Victory notes, or War Savings Stamps—one or all—are in every home. More than 20,000,000 citizens have become investors in the securities of their Government. These investments, of great assistance to the Nation in its period of trial and of great value to the holders, are serving to bring the people of the country and their Treasury into more intimate relationship and fuller understanding.

This relationship has been further enhanced and increased by other activities of the Treasury of very great importance to the public welfare. The Treasury has become familiar to the people as the great collector of taxes to help pay the war bills. In performing this function it has been the aim of the department to be as helpful as possible to the tax-paying public in rendering returns and in facilitating understanding of the revenue laws. Then, again, our soldiers and sailors and their dependents have been drawn into close touch with the Treasury through the Bureau of War Risk Insurance, through which payments of allotments and allowances, compensation and insurance are made to them. The Federal Farm Loan Bureau serves the farmer with long-term loans; the Public Health Service protects and promotes the health of the people of the entire Nation. The functions of these two last-named bureaus, like virtually all other bureaus of the Treasury, have been accentuated in importance to the people during the war.

The great growth of the Treasury and its new individual relationship with so many millions of our citizens lead me to believe that there is an increased desire on the part of the public to know more of the operations and character of this great institution of their Government. The department welcomes an opportunity of closer relations with the librarians of the country, and through them with the public.

Carter Glass.

Secretary of the Treasury.

THE DEPARTMENT OF THE TREASURY.

[The bureaus and offices given page numbers are the ones selected as having matter of interest to librarians. Appointment and disbursing offices and other divisions connected primarily with the administrative work of a department have been omitted.]

THE PATRIOTISM OF PEACE.

"A world is to be rebuilt! Should we timidly pause and debate as to who should rebuild it? Not for an hour—the enterprise should be started right away. * * * It should spread in healthy progression, to the uttermost parts of the land. The American people should supplement the patriotism of war by the patriotism of peace. * * *"

These inspiring words of the Hon. Carter Glass, Secretary of the Treasury, were addressed to the Pittsburgh Chamber of Commerce. They apply to all Americans. The Secretary's words rang true when he said "to-day it takes a higher type of patriotism to serve the Nation than was required in the delirium of war."

Long after the guns have stopped firing the war work of the United States Treasury must go on, *in addition* to the great burden of repairing and rebuilding the structure of peace-time industry and prosperity, until the last war obligation is met and every commitment of the Government is honorably discharged.

The librarians of America, who have by their own efforts brought library service to a very high standard, will want to carry over into the times of peace that sense of unity and of cooperating effort which all Americans had during the war, to the inestimable benefit of the country. The great possibilities of libraries as agents for the social and educational upbuilding of the Nation are almost limitless. They can put before the public, information and ideas to be utilized in molding the new era.

There is great need of some link between the work of the Federal departments and the citizen. To use the public libraries in each locality in this connection will produce a cooperative movement of such unity and strength as would take a long time to organize on an individual basis.

Librarians are eminently fitted to be the message-bearers of the Government—they have the opportunity of reaching at least 50,000,000 people with authentic, current information which the Government wishes to place before the citizens of the United States and they are able to open up channels of publicity which insure a closer touch with Government activities and perhaps a better understanding on the part of the general public of the energies that are en-

gaged and the aims that are sought. There was never a time when educational work was more needed than now. There was never a time more ripe for the wide dissemination of information bearing upon the many constructive problems with which we are confronted. *A world is to be rebuilt.*

Every citizen feels the burden of taxation in a personal way. In the following pages we are giving you the story of the work being done by the various bureaus in the Department of the Treasury. The dissemination of this information will, in some measure, help the people to understand why this taxation is necessary, and how the citizens are in honor bound to bear their proportionate share of the Government obligations.

From Alexander Hamilton to Carter Glass, each Secretary of the Treasury has striven by his financial policy to protect the integrity of the Nation and to insure its prosperity. Behind the integrity of the Nation is the integrity of the citizen, high or low, rich or poor, wise or ignorant.

The library can help every child pondering over the tax on his ice-cream soda, and every man and woman struggling with the intricacies of the income tax regulations to an understanding of why the Government needs these personal contributions from even the children, by putting in the Government information corner the publications of the bureaus and divisions of the Treasury Department, and by placing there for reference use some books dealing with this department of the Government.

Volume 2 of The Works of Alexander Hamilton, edited by Henry Cabot Lodge, containing the papers of the first Secretary of the Treasury on "Taxation and finance," "Public credit," the "Revenue system," the "Public debt," and "Loans," gives the best idea of the beginnings of our country as a Nation among the countries of the world. The Financial History of the United States, by David Rich Dewey, Ph. D., professor of economics and statistics at Massachusetts Institute of Technology, is very comprehensive and also contains valuable bibliographies on relative subjects. Forty Years of American Finance (1865–1907), by A. D. Noyes; Public Finance, by Winthrop More Daniels; Financial History, by Bolles; Financial Mobilization for War, a collection of papers prepared for a joint conference of the Western Economic Society and the City Club of Chicago, University of Chicago Press, 1917, are also valuable works. The Bank and the Treasury, by Frederick A. Cleveland, Ph. D., of the School of Commerce, Accounts, and Finance, New York University (1908), contains an analysis of panics, speculation, and other conditions which disturbed our business life before the establishment of the Federal reserve banking system. Price list No. 28, American Finance, giving the Government publications relating to revenue,

taxation, banking, etc., may be obtained upon application to the Superintendent of Documents.

Sober thrift and industry on the part of our people, loyalty and vision in our private and national business, backed by the intelligent understanding of all our people, will build the new world we hope for. The libraries have a great opportunity to help on the work.

Aside from the money machinery of the Treasury Department, there are certain public-service bureaus under the jurisdiction of the Secretary of the Treasury. Valuable material is available from the Public Health Service, the Savings Division, the Internal Revenue, the Farm Loan Bureau, etc.

An article on "the Federal Reserve System" supplements the account of the fiscal machinery of the Government by an authentic account of the banking system, although the Federal Reserve System is an independent establishment of which the Secretary of the Treasury is ex officio chairman.

The Government counts on the librarians to bring this information to the people and to help them to benefit from it. Forward to the new era!

Bulletin-board suggestions for Treasury Day:

While the observance of that good faith which is the basis of public credit, is recommended by the strongest inducements of political expediency, it is enforced by considerations of still greater authority. There are arguments for it which rest on the immediate principles of moral obligation, and in proportion as the mind is disposed to contemplate, in the order of Providence, an intimate connection between public virtue and public happiness, will be its repugnancy to a violation of those principles.

This reflection derives additional strength from the nature of the debt of the United States. *It was the price of liberty.* The faith of America has been repeatedly pledged for it, and with solemnities that give peculiar force to the obligation.—*Alexander Hamilton, first Secretary of the Treasury.*

The foremost obligation of which I can think is the duty of every American citizen, of humble station or high, to guard jealously the honor of the Nation; to regard its commitments as his own and willingly to pledge his labor and his substance to a complete payment of the debt.—*Carter Glass, Secretary of the Treasury, 1919.*

THE DEPARTMENT OF THE TREASURY.

The Secretary of the Treasury is charged by law 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; of the Federal Farm Loan Board; and he is president of the Central Executive Council of the International High Commission, and chairman of the United States section of that commission.

Five assistant secretaries have immediate supervision of the operations of the Treasury as follows:

To 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 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 Division of Bookkeeping and Warrants, the Division of Loans and Currency, the Division of Public Moneys, the Secret Service Division, the Government Actuary, and the office of the disbursing clerk.

To the Assistant Secretary in charge of customs is assigned the general supervision of the Division of Customs and of all matters pertaining to the customs service.

To 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: Bureau of Engraving and Printing, Public Health Service, Supervising Architect, the selection of sites for public buildings, Coast Guard, Appointment Division, Division of Mail and Files, Division of Printing and Stationery, General Supply Committee, Section of Surety Bonds, and all unassigned business of the department.

To the Assistant Secretary in charge of the Bureaus of Internal Revenue and War Risk Insurance is assigned the general supervision of all matters pertaining to those bureaus.

To the Assistant Secretary in charge of Foreign Loans is assigned the supervision of all matters pertaining thereto.

The Department of the Treasury was established by act of the First Congress, passed September 2, 1789, providing for a Secretary of the Treasury and a Comptroller, Auditor, Treasurer, Register, and an assistant to the Secretary of the Treasury.

Especially in the financial organization of the country, the first hundred years of our national growth was largely experimental. The dramatic story of how Alexander Hamilton fought the stubborn opposition of the "State rights" men in the Constitutional Assembly of May, 1787, and won them over to the principle of national credit to be maintained through a Federal bank, is a brilliant chapter in our national history, well told in the little book, Alexander Hamilton, the Constructive Statesman, by Henry Boutell Lewis. Alexander Hamilton's plan was finally adopted, practically as offered, in the legislation enacted at the third session of the First Congress, when the shaping of a national bank as part of the Government machinery was begun. Hamilton's letter of February 23, 1791, to President Washington in reply to the objections advanced by other

members of the Cabinet that the national bank was unconstitutional, is a classic in fundamental economics.

Until 1840 the national-bank plan was a political issue in every campaign. The act of Congress of June 3, 1864, provided for banking facilities under Federal supervision to fit the need of communities of different sizes. Under the national-banking law, national-bank notes are secured by deposits of Government bonds.

The national-banking system was a great help to the commercial development of the country, but, in a few years, it was found that a more scientific banking system and more elastic currency system were necessary.

December 23, 1913, the Federal Reserve Act was approved. By this act the Federal Reserve Board of seven members, of which the Secretary of the Treasury and the Comptroller of the Currency are ex officio members, was created and a system of twelve Federal reserve districts was established. All national banks must be members of the Federal reserve banking system and qualified State banks and trust companies may also be admitted.

Seasonal and local banking situations are easily handled under the Federal Reserve System, elasticity in note issues being provided by a new form of currency, the Federal reserve notes, based on the rediscount of commercial paper and protected by an adequate gold reserve. These notes are automatically retired when the demands for which they were issued are satisfied.

The Government Mint for the coinage of gold and silver was established under the act of Congress, April 2, 1792. The Bureau of Engraving and Printing, for the manufacture of paper currency, Government securities, etc., was established under act of Congress of July 11, 1862.

Other phases of the management of Government assigned to the Treasury Department were added from time to time by acts of Congress, and various changes have been made in the laws relating to customs and internal revenue, the issue of Government securities, and the general plan of financing the Government.

THE CUSTOMS.

The original purpose of the customs was to provide revenue for the Government and to prevent smugglers from cheating the Government of its lawful due. The tariff laws have been the subject of constant revision since the year 1789, when the First Congress enacted the first tariff law, down to the most recent act of October 3, 1913.

The interpretation and enforcement of the tariff laws is under the immediate administrative supervision of the Assistant Secretary of the Treasury in charge of customs. Regulations are printed setting forth the procedure for the enforcement of the law. In case of dissatisfaction with the duty laid by a customs official, the importer may protest within thirty days to the United States Board of General Appraisers for a decision, and either the department or the importer may appeal to the Customs Court of Appeals, whose decision is final.

Besides the collection of the revenue, customs officers perform other duties. They have charge of the admeasurement and docu-

menting of vessels and the recording of bills of sale, mortgage, and other documents affecting the title to vessels. They enter and grant clearance to all vessels in the foreign trade and to those in the coastwise trade required by the navigation laws to enter and clear upon arrival and departure. They compile the statistics of imports and of exports and of shipments between the United States and its insular possessions and also prepare the statistics of traffic on the Great Lakes.

The customs officers act for the Department of Commerce in the enforcement of the motor-boat and navigation laws, the collection of all navigation fees, fines, and penalties, and the accounting for the same to the Department of Commerce, for which department the customs officers also act as shipping commissioners at all ports for which no shipping commissioner has been appointed. For the Department of Labor they collect, refund, and account for the head tax of immigrants and immigration fines. They enforce the statutes relating to the examination of imported teas in respect of their purity, quality, and fitness for consumption, and assist the Department of Agriculture in the enforcement of the food and drugs act and the meat-inspection laws. They also act as disbursing officers for the Coast Guard Service and as custodians of public buildings.

War emergencies transformed the customs service from one primarily concerned in collecting the revenue to one for the control of shipping and seamen, with the assistance of the Coast Guard and the Navy.

A plan was evolved at a conference of representatives of the various departments interested in the control and anchorage and movements of vessels and the supervision and control of seamen and travelers while in the territorial waters of the United States, for the enforcement of various statutes and Executive orders, including the "espionage act" and the "trading with the enemy act," relating to the control and supervision of vessels and their cargoes and the seamen and travelers on them, and the customs division of the Treasury Department was chosen to act as a clearing house on those questions which might arise from overlapping or conflicting jurisdiction. Detailed instructions were issued to the customs officers on the Atlantic, Pacific, and Gulf coasts outlining the procedure to be followed, which covered the following points: (1) The guarding of vessels arriving from and departing to foreign ports; (2) the search of vessels for prohibited articles and communications; (3) precautions to be taken to prevent illegal exportations of gold and currency; (4) the examination of outgoing passengers and baggage; (5) the visé of passports; (6) the issuance of certificates of citizenship and identification cards to seamen; (7) the censorship of communications brought into or carried out of the United States otherwise than in the regular course of the mails.

On account of the licensing of imports and exports by the War Trade Board, declarations for both imports and exports had to be checked by the customs officers, the total value of merchandise passing through their hands being, in the fiscal year ending June 30, 1919, $8,874,360,316, as against the total value of imports checked in the fiscal year ending June 30, 1914, amounting to $1,893,925,657, about four times as great a value, no examination of exports being necessary at that time.

The statistical work relating to exports and imports was reorganized in 1916, and by July, 1918, current reports were being sent every ten days to the Department of Commerce, to the Shipping Board, and to the War Trade Board, all the statistics of imports and exports for the entire country being compiled by a force of eighty-six employees of the Customs Statistical Bureau at New York.

The following publications are issued by the Customs Service:

The Treasury Decisions are issued weekly in pamphlet form, and contain the regulations and decisions in regard to customs laws and procedure. They are obtainable by subscription, $1.75 yearly, from the Superintendent of Documents.

Reappraisements of Merchandise, issued weekly, obtainable from the Superintendent of Documents; 5 cents the copy, 60 cents yearly.

THE BUREAU OF INTERNAL REVENUE.

In 1917 the whole plan of collecting internal revenue was changed to meet the war emergency. Previously, the chief sources of internal revenue were the excise taxes on distilled and fermented liquors, and tobacco, with which we have long been familiar as the background for romantic tales of adventure, courage, and danger, laid among the hardy inhabitants of the mountains.

The war revenue act of October 3, 1917, provided for lower exemptions and increased rates of tax on individual and corporation incomes, an excess-profits tax, an estate tax, and various excise and special taxes. This meant the collection of a personal income tax from a large portion of our earning population. In addition, war taxes to be collected by the Internal-Revenue Service were imposed on railroad tickets, freight bills of lading, telephone and telegraph messages, and other public utilities, insurance policies, dues, admissions, and all sorts of personal conveniences and trades. Under the "special tax" section, taxes were levied on many kinds of business, such as pawnbrokers, shooting galleries, and theaters, and upon business, papers, bonds, shares of stock, etc. The American spirit of "pay-as-you-go," as far as possible, in preference to a burdensome mortgage on future prosperity made it possible for the United States to raise vast sums of money by direct taxes, and it is greatly to the credit of our people that the collections from internal revenue for the fiscal year 1918 exceeded the estimate set by nearly $300,000,000, the estimate being $3,400,000,000 and the amount actually collected being $3,694,619,638.72.

It is invariably the policy of the Internal Revenue Bureau to endeavor to be fair and equitable in administering the law, thereby gaining the confidence and cooperation of taxpayers in the collection of war funds. Business men, accountants, lawyers, and technical men in all lines of business have given and are giving their services as advisers in the collection of the income and excess-profits taxes. The revenue act of 1918, approved February 24, 1919, effected revisions in the law of 1917 in administrative procedure, extended the list of taxable articles, and increased the rates generally of those in the 1917 law.

Title XII of this new law levies an additional tax, in addition to all other taxes, of 10 per cent of the net profits derived by employers of child labor under certain conditions.

The collection of all these different taxes involves the exercise of certain police powers by the revenue officers. It is to them we owe the firm control of the sale of distilled spirits, narcotics, and drugs, and the suppression of the illicit traffic in these commodities, as well as the protection of children under the section of the law mentioned above.

A comparison of the number of employees in the Internal Revenue Service in 1916 and in 1918, and the total collections and expenditures of the Internal Revenue for those years is the most vivid presentation of the tremendous increase of direct taxation made necessary by the war, and the additional burden placed on the Internal Revenue Service in making the collections:

Total number of employees in Washington and in the field service May 15, 1919	13,807
Total number of employees in Washington and in the field service June 30, 1916	4,738
Total collections of the bureau for the fiscal year 1916	$512,723,287.77
Total collections of the bureau for the fiscal year 1918	3,694,619,638.72
Total expenditures for the fiscal year 1916	7,242,501.00
Total expenditures for the fiscal year 1918	12,003,214.07
Collections from income tax for the fiscal year 1916	124,916,315.51
Collections from income and excess profits taxes for the fiscal year 1918	2,838,999,894.28

Clear and concise answers to questions relating to the application of the income-tax law of 1918 are given in the Income Tax Primer, of which two editions have been printed, one for the special use of business and professional people and the other to fit the needs of farmers. Copies may be obtained on application to the Commissioner of Internal Revenue, Washington, D. C.

Copies of the income-tax law and of the regulations covering various phases of its application may also be obtained from the Commissioner on application. The following regulations are now available for distribution:

37—Regulations Relating to Estate Tax.
41—Part 1, Regulations Relating to Tax on Admissions.
43—Part 2, Regulations Relating to the Tax on Dues (Secs. 502, 801, 802, 1308, 1309, 1310 (*a*), 1316 (*a*), 1317).
45—Regulations Relating to the Income Tax and War Profits and Excess Profits Tax.
46—Regulations Relating to Tax on Employment of Child Labor (Secs. 1200–1207 inclusive).
47—Regulations Relating to Excise Taxes on Sales by the Manufacturer (Sec. 900).
48—Regulations Relating to Excise Taxes on Works of Art and Jewelry (Secs. 902 and 905).
49—Regulations Relating to Collection of Tax on Transportation and Other Facilities (Secs. 500, 501, and 502).
50—Regulations Relating to Capital Stock Tax (Sec. 1000).
51—Regulations Relating to Excise Taxes on Toilet and Medicinal Articles (Sec. 907).
52—Regulations Relating to Tax on Soft Drinks and Other Beverages Bottled (Secs. 620 and 629).
53.—Regulations Relating to Tax on Soft Drinks, Ice Cream, and Similar Articles of Food and Drink (Sec. 630).
54.—Regulations Relating to Excise Taxes on Sales by the Dealer, Wearing Apparel, etc. (Sec. 904).
55—Regulations Relating to Stamp Taxes (Secs. 1100–1107 inclusive).

FISCAL BUREAUS.

THE SIX AUDITORS FOR THE GOVERNMENT.

All Government accounts, payable or receivable, and all claims relating to public money, must be audited. Appeal may be made to the Comptroller of the Treasury for revision of settlements made by the auditors.

The First Auditor receives and settles all accounts of the Treasury Department.

The Second Auditor receives and settles all accounts and claims of the War Department.

The Third, the Interior Department.

The Fourth, the Navy Department.

The Fifth, the White House; the two Houses of Congress; the Supreme Court; the Department 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; United States Shipping Board; Food and Fuel Administrations; Council of National Defense; Federal Board for Vocational Education; National Advisory Committee for Aeronautics; Eight-Hour Commission; United States Tariff Commission; United States Employees' Compensation Commission; War Trade Board; and Alien Property Custodian; and all boards, commissions, and establishments of the Government not under the administration of any executive department.

The Sixth, the Post Office Department.

THE COMPTROLLER OF THE CURRENCY.

The organization and supervision of our national banks, the resources of which were in March, 1919, $20,017,760,000; the appointment, with the approval of the Secretary of the Treasury, of national-bank examiners; the appointment of receivers of national banks; the issue of national bank and of Federal Reserve notes, and the execution of all laws relating to the issue and regulations of the national currency are under the control of the office of the Comptroller of the Currency. The comptroller is also ex officio member of the Federal Reserve Board. By his order the national banks make reports to him not less than five times a year.

Says the 1918 report of the Comptroller of the Currency:

> The financial strain of the past two years would have wrecked and crumbled any financial system not founded on sound economic laws and governed by conservative and established principles of finance; and no system, however, meritorious, could have survived such strain had not its component parts been operated and directed by men of character and experience, willing and able to rise to the supreme demands of the hour.

But one national bank in nearly 8,000 failed in the calendar year 1918.

So soundly administered has been the banking business of the United States under the national bank and Federal Reserve acts that the growth in the assets of the national banks in the last five years has been greater than the increase that took place in the preceding 25 years.

In the crisis of 1893 the proportion of liabilities of suspended national banks to the total liabilities of all active national banks in operation during that year was 2.39 per cent. In the crisis of 1907 the proportion was one-half of 1 per cent. But during the unprecedented financial strain from April 1, 1917, to April 1, 1918, the percentage of suspended national bank liabilities was only four-thousandths of 1 per cent. The ratio of liabilities of suspended national banks in the crisis of 1893 to total liabilities of all national banks was 500 times greater than in the year following our entrance into the great war. The reports made by the national banks to the Comptroller of the Currency show that the immunity from failure is steadily increasing.

An earnest effort is being made by the Comptroller of the Currency to impress upon the officers and directors of national banks the necessity of observing strictly the provisions of the national-bank act, and of conforming closely to the rules and regulations prescribed by the office of the Comptroller of the Currency, and of keeping alive a keen sense of the moral and legal responsibility of the officers and directors of national banks for the correct management of the banks. This is done by direct communications from the comptroller's office and by conferences of the bank officers and directors (held at the times of the periodical examinations by national bank examiners).

The increase in net earnings for the 12 months ended July 1, 1918, exceeded by $63,062,000 the net earnings for the 12 months ended July 1, 1914. The increase in net earnings in these four years, despite the abatement of excessive interest rates, the expenses attendant upon the sale of Liberty bonds, and other costs and losses of the war period, has been 42.2 per cent.

The stock of money in the United States increased from $5,408,000,000 on June 30, 1917, to $6,741,000,000 on June 30, 1918, an increase during the year of $1,333,000,000, or 24.65 per cent.

For the date nearest June 30, 1918, for which information is available, coin and other money in national banks and other reporting banks (exclusive of those in the island possessions) aggregated $882,700,000, and cash in Federal Reserve banks amounted to $2,006,200,000. The total amount of cash in all banks in the United States was therefore $2,888,900,000, or 42.86 per cent of the total stock of money. The remaining $2,490,500,000, or 36.94 per cent, was outside of the Treasury and banks and presumably in the pockets of the people. The total amount of money in circulation, exclusive of coin and other money in the Treasury as assets, was $5,379,400,000, or $50.81 per capita. The monthly statement, April 1, 1919, of the Division of Loans and Currency shows that the per capita distribution of money in circulation has increased to $54.56.

COMPTROLLER OF THE TREASURY.

The Comptroller of the Treasury renders the final decision in regard to the payment of claims against the United States. All war-

rants issued by the Secretary of the Treasury must be countersigned by the Comptroller of the Treasury. There is no appeal from the decisions of this important officer, but in certain cases suits upon such claims may be maintained in the Court of Claims or district courts.

The heads of departments, when in doubt as to expenditures permissible under their appropriations, or disbursing officers who are doubtful about the payment of claims properly before them for payment, may obtain an advance decision from the Comptroller of the Treasury before making the expenditure about which there is a doubt.

The Auditors for the Treasury, War, Navy, Interior, and Post Office Departments, and the Auditor for the State and Other Departments are bound by the decisions of the Comptroller of the Treasury, and settlements made by the auditors may be revised by him, upon application made within one year, as to an item or items of which payment has not been accepted.

The interpretation by the auditors of the laws relating to the disbursement of the public money is subject to the approval, disapproval, or modification of the Comptroller of the Treasury.

The collection of debts due to the United States, except those arising under the Post Office Department, is under the supervision of the Comptroller of the Treasury.

The responsibility of safeguarding the interests of the United States in money matters, even to countersigning all warrants authorized by the Secretary of the Treasury himself, is placed upon the comptroller so that every penny paid out of the Treasury of the United States must have his sanction and approval.

The records of decisions are accessible to the public three days after the decision is rendered at the office of the Comptroller of the Treasury.

Publications of the decisions of the Comptroller of the Treasury, including interpretations of the laws relating to the payment of money from the Treasury, are issued yearly, quarterly, and monthly, and they may be obtained from the Superintendent of Documents.

THE DIVISION OF BOOKKEEPING AND WARRANTS.

This division of the Office of the Secretary of the Treasury attends to the issue of warrants for covering into the Treasury the receipts of the Government from customs, internal revenue, sales of public lands, and from miscellaneous sources, and of warrants for payments from the Treasury of claims and accounts settled and certified to the Secretary of the Treasury by the several auditors; and of warrants in amounts covering requisitions made by the executive departments, etc., for appropriation funds to be placed to the credit of disbursing officers and subject to their checks for discharge of Government obligations.

Compiles, for submission by the Secretary of the Treasury to Congress, the Annual Book of Estimates of Appropriations, and supplemental and deficiency estimates, including claims and judgments of district courts, and the Court of Claims; also makes compilation of an annual digest of the appropriations made by Congress.

Bookkeeping of receipts, appropriations, and disbursements, including advances to disbursing officers and the accounting therefor; also of transactions relating to the public debt and sinking fund.

Prepares reports of receipts and disbursements annually transmitted by the Secretary of the Treasury to Congress and miscellaneous statistical data for Congress and its committees as called for by resolution or otherwise.

Reports to the Court of Claims and the Attorney General on claims against the Government pending in court and acts on applications of attorneys and agents for admission to practice in claims before the Treasury Department.

THE DIVISION OF LOANS AND CURRENCY.

The Division of Loans and Currency of the Office of the Secretary of the Treasury is principally concerned with the public debt issues and the currency of the United States. In this office details of all public-debt issues are conducted, including original issues of United States bonds, notes, and certificates of indebtedness, and any subsequent transactions therein which may involve exchanges, transfers, and conversions. Interest on registered bonds is paid by the Secretary of the Treasury by checks drawn in this division.

As regards United States currency, this division has charge of the paper mill where the distinctive paper is manufactured, and subsequently has custody of such distinctive paper and of all other paper used by the Bureau of Engraving and Printing in the preparation of any kind of securities issued by the United States. After the United States paper currency is unfit for further circulation, it is redeemed by the Treasurer either at Washington or through one of the subtreasuries. All such unfit currency is received by the Division of Loans and Currency for examination and destruction.

The following publications of the Division of Loans and Currency may be obtained from the Superintendent of Documents: Information Respecting United States Bonds, Paper Currency and Coin, Production of Precious Metals, etc.; A Compilation of the Principal Laws of the United States in Relation to Loans and Currency; Regulations of the Treasury Department in Relation to United States Bonds. The Monthly Statement of Circulation may be obtained upon application to the division.

DIVISION OF PUBLIC MONEYS.

The duties assigned to the Division of Public Moneys of the Secretary's Office are as follows:

The supervision of the several Independent Treasury offices (Assistant Treasurers of the United States), the designation of national banks and other United States depositaries and the obtaining from them of proper securities.

The keeping of a general account of receipts into the Treasury, the classification of such receipts and the preparation of lists thereof on which to issue warrants covering their amounts into the Treasury.

The direction of all public officers, except postmasters, as to the deposit of the public moneys collected by them.

The issue and enforcement of regulations governing Assistant Treasurers and national-bank depositaries and public disbursing officers in the safekeeping and disbursement of public moneys intrusted to them.

The supervision of the business pertaining to "outstanding liabilities," the issue and payment of duplicate checks, the transportation of public moneys and securities, and expenses thereof, and the expenses of Subtreasury offices.

The care and final disposition of moneys deposited to the credit of the Secretary in special deposit accounts.

The direction for special transfers of public moneys and generally matters pertaining to the foregoing.

THE SECRET SERVICE DIVISION.

This division is the part of the Office of the Secretary of the Treasury having charge of the suppression of counterfeiting and the guarding of the person of the President.

In addition, cases relating to stolen and forged Government checks, thefts of Government property, and violations of the laws relating to the Treasury Department are investigated by the Secret Service.

In war time the Secret Service was useful in uncovering violations of the regulations of the Food Administration, and of the export regulations of the War Trade Board, under the trading with the enemy act, etc.

No publications are issued by the Secret Service Division.

THE FEDERAL FARM LOAN BUREAU.

Whether it is the farmer's wife who drops in at the library on market day; or your fellow townsman who is looking for a good investment for his savings; or just an inquirer about the high cost of living there is information of interest for them in the literature issued by the Federal Farm Loan Bureau, which is a part of the United States Treasury Department.

For the farmer the Federal Farm Loan Bureau means an opportunity for easy, long-time credit through the National Farm Loan Association and the Federal Land Bank System; for the small investor it means a chance to buy farm loan bonds bearing 4½ or 5 per cent backed by the collateral of his own locality; for the modest inquirer about the high cost of living it shows what the Government is doing to aid the food producers and, through making them prosperous, to lower the price of food all over the country, and so to balance the proportion between the nonfood-producing industrial workers and the food-producing farming class. A study of the facts gathered by the Federal Farm Loan Bureau in readable, chatty pamphlets shows how the work of each class is necessary to the prosperity of all, and incidentally how intimately connected with daily living a branch of the Government may be.

From the time the Farm Loan Bureau was established, August 7, 1916, to the granting of the first loan in May, 1917, was a period of honest, common-sense investigation into the financial needs of the farmer, through some fifty-three conferences in forty-four different

States. Local business men, bankers, and farmers got together and threshed out what needed to be done with members of the Federal Farm Loan Board appointed by the President, with the approval of the Senate. The Secretary of the Treasury is ex-officio member and chairman; the other four members are Hon. George W. Norris, the farm loan commissioner; Hon. Charles E. Lobdell; Hon. W. S. A. Smith; and Hon. Herbert Quick. It is a bipartisan board, whose first members serve for two, four, six, and eight years, respectively, and after their terms expire the next appointees will serve for eight years. These men traveled some 20,000 miles and talked over the farmer's financial problems right on the ground in every section of the United States. They found that the farmer needs easy, long-time credit to help him put farming on a comfortable paying basis, and they worked out a practical way to give it to him.

The country was divided into twelve big agricultural districts, as a result of the information collected, taking all phases into consideration. A Federal land bank was established in each district. A land-bank registrar, appraisers, and bank examiners were appointed for each district by the Farm Loan Board. Each land bank had an initial capital of $750,000 and for thirty days the subscription books were open at $5 a share. After that, the United States Government subscribed the balance of the capital stock. Pamphlets and other literature were prepared to explain the plan to both investors and borrowers.

The Federal land banks loan up to 50 per cent of the appraised value of farm land being worked by the owner, or under his personal supervision, and up to 20 per cent on buildings, improvements, and equipment, on first mortgages, for the purpose of purchasing land for agricultural purposes; for purchasing equipment, fertilizers, stock necessary and reasonable for the efficient operation of the farm; to provide buildings for the efficient operation of the farm; to provide buildings and improvements on farm lands; to liquidate the indebtedness of the owner of the land mortgaged, existing at the time of the organization of the first national farm loan association in the county where the mortgaged land is situated, or for indebtedness subsequently incurred for purposes mentioned above.

The land banks issue bonds in denominations of $25, $50, $100, $500, and $1,000 on approval of the Federal Farm Loan Board.

As a rule the farmers themselves are the best judges of the value of farm property, and therefore a provision was made whereby groups of cooperative borrowers, called national farm loan associations, were formed and membership in one of these associations is a requirement for obtaining a loan from the Federal land bank. Ten farmer borrowers are necessary to form a national farm loan association, each farmer buying stock of the association to the amount of 5 per cent of the loan he requires, which may be any amount from $100 to $10,000, the maximum loan permissible under the act. The aggregate of loans desired must be at least $20,000. The borrower is entitled to dividends on his association stock and receives back the sum invested in the association when the amount he borrows is paid up, thus automatically terminating his membership. The associations invest what they receive from the sale of their stock in the purchase of stock of the Federal land bank of their district. Loans are recommended to the land bank by the national farm loan association sub-

ject to the appraisement of the land bank appraiser and review by the executive committee of the bank. The loan association guarantees the loans made to its members, and each member is responsible individually for his proportionate interest in the association.

In localities where national farm loan associations are not likely to be formed, the board has authority to permit Federal land banks to make loans to individual farmers through agents. The latter must be an incorporated bank, trust or mortgage company, or savings bank chartered by the State in which it has its principal office. Loans made in this manner are subject to the same conditions and restrictions as if made through national farm loan associations. Every agent has to indorse its loans and become liable for their payment or for defaults of the mortgagor. The amount of farm mortgage loans made can not exceed ten times an agent's capital and surplus. There have been eight agents authorized who are making loans, all of them in the seventh Federal land bank district.

The black shadow of the old back-breaking mortgage, which might be foreclosed at any time, is removed by the Federal farm loan system. Loans from the land banks are granted for a time period fixed by the borrower, and may run from five to forty years, fixed annual or semiannual payments being made which cover the interest and a percentage to be applied for the reduction of the principal, technically called amortization, automatically wiping out the mortgage. Additional payments of $25, or multiples of $25, may be made on any regular installment date after five years to reduce the debt in less than the agreed time, if desired. Already the Federal farm loan plan has done much to stabilize interest rates on farm loans, the Government rate being fixed at 5½ per cent. Private banks under supervision of the Federal Farm Loan Board have also been established for farm loan business, charging 6 per cent.

In the extending of relief to farmers in drouth stricken areas by the Treasury Department and the Department of Agriculture, the Federal land banks were designated as financial agents of the Government, for handling the sum of $5,000,000 set aside for this purpose.

Since May, 1917, the Federal Farm Loan Board has approved loans amounting to about $212,000,000 at 5½ per cent for the benefit of over 84,000 borrowers, actual farmers. In addition there are nine joint-stock loan banks which have placed farm loans amounting to over $25,000,000 at 6 per cent. There are in operation about 3,600 national farm loan associations of cooperative farmer borrowers. The capital of the twelve Federal land banks now amounts to over $19,000,000. The land banks are now loaning money to farmer borrowers at the rate of from ten to twelve million dollars a month.

In view of the fact that the total of farm loans in the United States is estimated at $4,000,000,000, the Federal Farm Loan Board has already made great strides toward furnishing reasonable credit for farmers, and has saved an appreciable sum in interest money, which, in itself, helps bring down the cost of living for all of us.

This outline indicates in a general way that the Federal farm loan system is unique in the history of farm mortgage credit. Its benefits are manifold and extend to the borrower, lender, investor, merchant, the country banker. To sum up—

When farmers borrow, they procure long-time loans at 5½ per cent interest with an easy method of repayment.

The Federal and joint-stock land banks as money lenders receive a gross income of about 1 per cent on all their loans in the difference between their loaning rate and the rate that they pay on their bonds.

Investors secure a gilt-edge, tax-exempt security for their money which pays them about 4½ or 5 per cent interest. The issue of bonds as security is under strict Government supervision and this function on the part of the Government inspires confidence on the part of the investing public.

Because farmers may borrow to procure farm implements and farm supplies, having cash to pay for them, country merchants have a quicker cash turnover than formerly and benefit accordingly.

Lastly, where farmers and merchants are rendered more prosperous because of this method of making loans, they will have more money to deposit with their country banks. In these ways, the benefits of the Federal farm loan system are quite generally distributed.

Free circulars of information may be procured of the Federal Farm Loan Bureau, Washington, D. C.

THE DIRECTOR OF THE MINT.

The interesting business of manufacturing our money is taken care of by the Director of the Mint. Under his general supervision the United States mints and assay offices are operated. Besides keeping in touch with the business details through daily reports, the Director of the Mint directs the coinage to be executed and has charge of the eight assay offices distributed throughout the country where gold and silver bullions are received, melted, and tested, and forwarded to the mints to be used in coinage. His yearly report shows the entire production of precious metals in the United States and the world. On his authority the quarterly estimate of the value of the standard coins of foreign countries is published for the use of customhouses and other public purposes.

Gold and silver are not found native in a state of purity, but very often they are mixed together in the ore, or they are found together with copper and other metals. The increase in the production of gold is not so much due to the opening of new mining fields as to the improvements in the methods of separating the metals in the refineries. Gold and silver leave the refinery in the form of bullion made up into bars of standard weight, size, and fineness, ready for use in the industrial arts or for coinage.

At the assay office bullion is tested for fineness. Ore is also tested to determine its value and the best means for refining it. The increase of business at the assay offices in the mining regions is proof of the public service rendered by the making of assays at a low cost.

At the mint the bars of metal are flattened to required and uniform thickness, and as "planchets" proceed to the next process where the disks ready for milling are cut out. The scraps are melted down and used again, much as the housewife treats her "cookie dough." The blanks are then pressed in the dies, which are engraved with marvelous skill, and the metal appears finally as coin.

Because of the extra demand for "small change" for war taxes, etc., during 1918 the three coinage mints at Philadelphia, San Francisco, and Denver were kept running at full capacity, 16 and 24 hours a day. 714,000,000 pieces of United States coin were minted, and in addition, 33,000,000 pieces were coined for foreign Governments.

When it became necessary to ship silver bullion to help our allies in the war the melting furnaces at the mints reduced to bullion bars over 260,000,000 American silver dollars.

For the first time platinum deposits were treated at the New York assay office for manufactures in connection with war work. The assay and refining of platinum were a special feature at the New York assay office for which special furnaces were designed, and an original system of treating the platinum group of metals was evolved.

The annual report of the Director of the Mint contains much interesting information; it is free on application to the Director of the Mint.

The quarterly circular, "Value of Foreign Coins," is distributed free through the Director of the Mint.

The following publications are on sale by the Superintendent of Documents: Catalogue of Coins, Tokens and Medals in the Numismatic Collection of the United States Mint at Philadelphia, $1; Guide to the Numismatic Collection of the United States Mint at Philadelphia, 10 cents; the Monetary Systems of the Principal Countries of the World, 10 cents.

THE REGISTER OF THE TREASURY.

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, redeemed and purchased securities; certifies to and transmits such accounts to the Auditor for the Treasury. He examines, assorts, and records all such canceled securities, and keeps records of the outstanding principal and interest of the bonded indebtedness of the Government.

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; is redemption agent for national-bank notes, Federal reserve-bank notes and Federal reserve 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.

The functions of the Office of the Treasurer are administered by the Treasurer, Assistant Treasurer, Deputy Assistant Treasurer, and Chief Clerk.

The cashier has custody of the active and reserve cash and trust funds, directs the shipment of currency in exchange for unfit money redeemed and makes payment of Government obligations and credits on account of revenue, transfer of funds, etc.

The Division of Accounting clears all checks and warrants drawn by disbursing officers of the United States, and keeps the depository accounts of disbursing officers; prepares statements of checks paid, and proves and furnishes the figures for the accounts of depository banks, Federal Reserve and Treasury offices, and furnishes proved figures for the daily statement of the United States Treasury and the financial statement of the United States Government.

Under the Division of General Accounts there are three sections: The warrant section, which keeps account of warrants issued by the Secretary of the Treasury, by classes, the dates of payment of same and the account of revenue and repay warrants covering the receipts into the Treasury; the bookkeeping section, which receives the daily reports of revenues received and payments made by 791 active depository banks, 12 Federal reserve banks, 9 subtreasuries, the Treasurer of the United States, and 10 mints and assay offices; the miscellaneous section, which has supervision of correspondence, charge of telegraphic transfers of funds to banks and others from subtreasuries and Federal reserve banks, collection of interest on public deposits held by depository banks and the rendition to the Auditor of the Quarterly Account of Receipts and Expenditures of Warrants by the Treasurer of the United States.

The Division of Securities has custody of all bonds to secure circulation, Government deposits, and postal savings funds, and also handles all payments made on account of the public debt, as well as having in custody various other special deposits and trust funds and handling the acounts of securities held to cover postal savings funds.

The Division of Redemption receives from banks and individuals soiled and mutilated notes of United States currency, counting and assorting same and making returns in new notes or giving credit as required, laundering such notes as can be made fit for renewed circulation, and preparing the remainder for recount and finally for destruction.

The Division of Issue has charge of the examination and proving by count of completed paper currency delivered to the Treasurer of the United States by the Bureau of Engraving and Printing. The currency is delivered in straps of 100 notes each. After proven, it is pressed into packages of 4,000 notes each, wrapped, sealed with three Treasury seals and labeled with the denomination of the currency and the amount. Daily deliveries are made to the Cash Division of the Treasurer's office.

The National Bank Redemption Agency is also a division in the Office of the Treasurer of the United States. All national-bank notes and Federal reserve currency sent to the Treasury for redemption are handled by this division.

The Sinking Fund Office of the District of Columbia, of which the Treasurer of the United States is ex officio Commissioner, has charge of all matters relating to the sinking fund and funded debt of the District of Columbia.

The publications issued by the Office of the Treasurer:

1. Annual Report of the Treasurer of the United States.
2. Annual Report of the Treasurer of the United States on the Funded Debt and Sinking Fund of the District of Columbia.
3. Monthly Statement—Paper Currency of Each Denomination Outstanding.

Information circulars have been printed concerning "Issue, Exchange, and Redemption of Money;" and the "Purchase of Uncurrent Gold and Silver Coins and the Redemption and Purchase of Minor Coins."

A series of memoranda have also been issued—

1. As to gold coins of $3 and under.
2. Legal tender and nonlegal tender and qualities of coin and paper currency.
3. Trade dollars not exchangeable.
4. As to State banks.
5. As to Continental currency.
6. As to premium on currency.
7. Mint marks.

FOREIGN LOANS.

By acts of Congress of April 24, 1917, September 24, 1917, April 4, 1918, and July 9, 1918, known, respectively, as the first, second, third, and fourth Liberty bond acts, authority was vested in the Secretary of the Treasury on behalf of the United States, with the approval of the President, for the purpose of more effectively providing for the national security and defense and for prosecuting the war, to establish credits in favor of foreign Governments engaged in war with the enemies of the United States, and, to the extent of the credits so established, from time to time to purchase at par from such foreign Governments, respectively, their several obligations. A total appropriation of $10,000,000,000 was provided for this purpose.

Credits have been established in favor of the Governments of Belgium, Cuba, Czecho-Slovak Republic, France, Great Britain, Greece, Italy, Liberia, Roumania, Russia, and Serbia.

The currencies needed in France, Great Britain, and Italy for our war expenditures in those countries have been provided by the respective foreign Governments under arrangements whereby the dollar equivalents of the amounts so provided have been made available to the respective foreign Governments for use to meet their war expenditures in the United States, and thus the needs of these Governments for advances from the United States have been reduced by a corresponding amount.

Demand certificates of indebtedness signed by the duly authorized representatives of the respective Governments are now held for all outstanding advances and substantially now all bear interest at

the rate of 5 per cent per annum. This rate has been fixed upon consideration of the rate of interest paid by the United States on Liberty bonds and certificates of indebtedness and of the loss of revenue resulting from the tax exemptions accorded to those issues, and other incidental expenses.

On November 15, after the little more than 18½ months of active participation in the war, the total credits established in favor of foreign countries were $8,171,976,666. Credits established since the armistice brought the total as of May 8, 1919, to $9,288,829,124.27.

The victory Liberty loan act of March 3, 1919, provided that until the expiration of 18 months after the termination of the war as fixed by the proclamation of the President, the Secretary of the Treasury with the approval of the President may, in addition to the credits authorized by the second Liberty bond act, as amended, establish credits with the United States for any foreign Government on March 3, 1919, engaged in war with the enemies of the United States, for the purpose only of providing for purchases of any property owned directly or indirectly by the United States, which is not needed by the United States, or of any wheat, the price of which has been or may be guaranteed by the United States. To the extent of the credits so established from time to time, the Secretary of the Treasury is authorized to make advances to or for the account of any such foreign Government, and to receive at par from such foreign Government for such advances its obligations at not less than 5 per cent interest, maturing not later than October 15, 1938, under terms and conditions prescribed by the Secretary of the Treasury. This act did not increase the appropriation available for loans to foreign Governments, but merely extended the purposes for which such loans might be made out of the balance of the appropriation made in the previous Liberty bond acts.

The Liberty bond acts contain provisions authorizing the Secretary of the Treasury to convert the short-time obligations of foreign Governments held by the United States into long-time obligations at interest rates not less than that borne by the short-time obligations and maturing within the periods provided by the acts.

The Hon. R. C. Leffingwell, Assistant Secretary of the Treasury in charge of fiscal bureaus, in his statement before the Committee on Ways and Means, comments on the obstacles arising out of warfare, which interfered with the ordinary procedure of international trade, etc.

"When England began to buy abroad, they found a curious physical barrier set up against the operation. Ordinarily, an adverse balance was settled in gold. There were two factors which interefered with the successful operation of that means of settlement. One was the physical barrier of the risks of the sea. It was no longer possible to ship gold from one country to another at the risk of submarine attack without a cost for the shipment and insurance which was almost prohibitive. The other factor was that the warring countries had so far inflated their currencies and their credit structures that they could not afford to let the gold go. To do so would have involved a risk of internal financial disturbance. There are only three ways of paying for purchases abroad—in goods, in gold, or in credits. I mentioned the situation which interfered with the settlement in gold. The submarine factor, of course, operated to a certain extent to restrict settlements in commodities. But the controlling element which prevented settlements in commodities was the fact that those Governments had to have their whole productive energy devoted to war purposes. They could not allow their people to make luxuries to sell to

America in exchange for the wheat and munitions and other things they must have from America because all of their man power must be used in fighting the war and in producing the things needed to help fight the war. Credits only remained. The British Government pursued a course up to the time of our entrance into the war of the utmost bravery in making a settlement in gold where she could. Other Governments had not the gold to begin with. All the Governments, about the time we entered the war, had reached the point where their exchange would not stand the strain of further purchases abroad, and they actually would have had to stop fighting if they could not have obtained the things they needed to import with which to fight.

"The credits you permitted the Treasury to establish solved that problem. They also made it possible for America to sell a stupendous quantity of goods and supplies at profitable prices.

MISCELLANEOUS DIVISIONS.

THE COAST GUARD.

The Coast Guard is normally engaged in humanitarian service, such as assisting vessels in distress, life-saving, giving medical aid to fishing fleets on the Grand Banks and in Alaskan waters, enforcing laws and regulations regarding navigation, quarantine, neutrality, customs, and in patrol duty to keep the seas free from derelicts, wrecks, or other floating dangers to ships, including the ice patrol in the North Atlantic which was instituted after the loss of the *Titanic*. The game and seal of Alaska are also protected by the Coast Guard during the breeding season.

In time of war, by operation of law, the Coast Guard is transferred from the direction of the Treasury Department to the Navy and it is mobilized for active war service in addition to its normal peace-time work.

At New London, Conn., the Coast Guard Academy, founded in 1874, trains cadets for the service on a plan similar to that followed at the Naval Academy at Annapolis. Three months' intensive training was given the extra personnel needed for war service, both on shore and on board a cruising cutter detailed as a training ship. The personnel was raised to a war strength of 229 commissioned officers, 438 warrant officers, and 6,106 enlisted men, the various units reporting to the divisional commanders of the Navy, generally those in which the ships were geographically situated. Six cutters were ordered to the war zone on patrol duty. Coast Guard officers were retained for duty at navy yards and stations, naval aviation stations, and in three sections of the regular Coast Naval Division.

The loss of life was proportionately heavier in the Coast Guard than in any branch of the naval service, as they were active not only in the submarine zone, but also supervised the loading of high explosives at the port of New York, over a thousand men being engaged in this work alone.

Since America entered the war the important system of coastal communication by telephone and submarine cables between the coast stations, so that news of shipwrecks or the approach of enemies from the sea can be reported in the briefest possible time, along our entire coast lines has been perfected. One station is also maintained at Nome, Alaska. The coastal communication service is invaluable in time of peace as well as in time of war.

For more than 120 years, since Alexander Hamilton, the first Secretary of the Treasury, founded the Revenue Cutter Service, which,

with the Life-Saving Service, was combined into the Coast Guard. January 28, 1915, through practical experience and traditions of steady drill, discipline, and training, the present splendid service has been built up. The excessive modesty of brave men is probably responsible for the fact that the Coast Guard issues no publications for general distribution. Libraries may write to the Commodore Commandant of the Coast Guard at Washington for a small blue book. The Annual Report of the Coast Guard, in which are packed in close statistical formation more true tales of heroism at sea and matter-of-fact devotion to duty than you will find on all the fiction shelves.

Appointments to cadetships are made upon strictly competitive educational examinations, which are open to young men of the prescribed ages (18 to 24) having the necessary moral and physical qualifications. Examinations are held throughout the country from time to time, and the highest averages attained are alone the sureties for cadet appointments. Strict military and comprehensive technical training, covering a course of three years, fit the cadet for his duties as an officer. Original appointment in the Engineer Corps is as cadet engineer, the maximum age limit being 25½ years.

A collection of photographs and transparencies for exhibition purposes may be borrowed from the Coast Guard by special arrangement with the Commodore Commandant of the Coast Guard, Washington, D. C.

BUREAU OF ENGRAVING AND PRINTING.

This bureau is the Government factory for producing its paper money, bonds, revenue, postage and customs stamps, checks, drafts, and all Government securities printed from engraved plates.

The Director's report for 1918 shows that 150,983,817 sheets of United States notes, bonds, national currency, Federal reserve notes, Federal reserve currency, and certificates of indebtedness were prepared and delivered during the fiscal year, valued at $31,482,991,950; 6,557,617,106 revenue stamps and 5,767,000 customs stamps were made. The United States Post Office Department required 13,200,109,567 postage stamps, the post service of the Philippines 21,710,000 stamps, and 33,518,971 sheets of checks, drafts, certificates, etc., were furnished to United States disbursing officers.

The bureau employs the most expert designers, engravers, plate printers, and other artisans, besides a large force of female operatives counting and examining the printed securities, and printers' assistants who aid the printers in their respective lines, making the product of this bureau very difficult to counterfeit. The work of the engravers is specialized so that each man becomes exceptionally skilled in his particular branch of the art, such as portrait, script, square letter, and ornamental engraving.

Designs for paper money, bonds, etc., are approved by the Secretary of the Treasury, while those for postage stamps are approved by the Postmaster General. The dies are engraved on steel, and by the transfer presses taken up upon rolls, and afterwards these in turn are taken up upon steel plates from which the securities are printed.

The inks used in printing these securities are manufactured by the bureau from colors which are fast to varying degrees of light, and all colors before being made into inks are subjected to fading tests.

The workers in each room are responsible for the securities, stamps, etc., on which they are working. Before closing each day a final count is made, and it is the pride of the bureau that not even a postage stamp is missing at the end of each day's work which can not be finally accounted for, although none of the employees are bonded.

As too much time would be lost in counting the securities before the lunch hour, the employees do not leave the building during the day. Therefore, in erecting and equipping the new building for the Bureau of Engraving and Printing, opened in the early spring of 1914, the Government strove to furnish the employees with surroundings as comfortable and attractive as possible. It is in every way a model factory building, equipped with a cooperative lunch room, emergency hospital with special wards for men and women, every convenience for the health and well-being of the workers.

From the gallery of the high, airy room where the big presses hum, the writer looked down on the men and women, singing in the sunlight as they printed the new victory bonds. The song was "The Long, Long Trail," to the accompaniment of the undertone of great machines, and in the contentment of the workers one caught a symbolic glimpse of the spirit of labor in the future toward which the world must surely advance.

The annual report of the Director of the Bureau of Engraving and Printing can be obtained on application to the Superintendent of Documents, Government Printing Office.

THE GENERAL SUPPLY COMMITTEE.

This committee was created by act of Congress of June 17, 1910, and is composed of officers from each of the Executive Departments, designated by the head thereof. The Superintendent of Supplies, 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.

The General Supply Committee is required to make an annual schedule of articles needed by the Government offices in the District of Columbia, with the exception of the field service of the Army and Navy, standardizing such supplies and eliminating unnecessary grades and varieties. Manufacturers are invited to bid on the articles scheduled, the successful bidder receiving the total orders, many or few, for his product during one year. The General Supply Committee is not empowered to make the purchases, but after the contracts are made the purchasing officers of the various Government establishments, etc., order goods as needed from time to time from the contractors listed in the General Schedule of Supplies.

Previous to the organization of the General Supply Committee, for instance, there were more than 50 separate schedules. Each department and establishment pursued its own system without reference to the others, and, in a number of instances, there was a decided lack of uniformity in the methods practiced by the different services of the same department. Each Executive Department, independent establishment, and oftentimes a number of bureaus and offices therein, made its purchases independently. One of the inevitable results of these methods was an extensive duplication of

work and expense, which has now been simplified by the issuance of one Government schedule covering the entire Government service and effecting standardization as to price and quality. An idea of the immense amount of purchases made under contracts negotiated by the General Supply Committee is given by the total for 1918, which is approximately $12,000,000.

Under the present system, subcommittees, composed of experts assigned from the different departmental bureaus and Government establishments, consider the bids submitted and examine the samples applying thereto. Their recommendations are presented to the General Supply Committee, which meets at regular intervals, and upon adoption by said committee abstracts of all bids received, accompanied by the recommendations of the subcommittee, are forwarded to the Secretary of the Treasury for award of contract.

Awaiting the inspection and recommendation of the various subcommittees, the writer saw stacks of saucepans, bottles of ink, hospital equipment, test tube racks, typewriter ribbons, pens, desks, chairs, tables, rugs, typewriter paper, leather goods, and merchandise of every description, which were submitted by bidders upon specifications issued by the committee. These samples must all be examined and passed upon with a view to selecting the types of pencils, pins, desks, waste baskets, etc., that will best serve the purposes of the Government offices.

The Secretary of the Treasury in his report for 1916 recommended that the General Supply Committee be enlarged and that the committee be given power to contract for and to *purchase* all supplies of the Government, stating further that this would necessarily involve a warehousing system, making Government purchasing a wholesale rather than a retail proposition, as it is at present, and consequently lowering the prices at which manufacturers can afford to bid for contracts. The plan is under consideration.

The Property Transfer Division of the General Supply Committee was organized under the provisions of Executive order of December 3, 1918, and the Treasury Department regulations of December 10, 1918, to take charge of surplus furniture, equipment, and supplies by transfer or sale.

It was pointed out that when the Government offices engaged in war work should be demobilized, a great quantity of merchandise of every kind would be thrown into disuse. The estimate is approximately $6,000,000 worth of second-hand merchandise and under the method of handling by transfer from war organizations to permanent offices of the Government, as requisitioned by their supply officers, and the allowance of a depreciation of not more than 25 per cent for previous use, the saving to the Government is enormous, compared with prices that could be expected to be realized from the former plan of disposal of surplus material, whereby the different departments handled such matters individually, generally by sale at public auction.

The Executive order of December 3, 1918, provides that all requisitions for material for Government use in the District of Columbia, excepting the field service of the Army and Navy, must pass through the General Supply Committee and must be filled from the stocks on hand if possible.

The 48 buildings formerly occupied by the Motor Transport Corps in East Potomac Park, Washington, have been placed at the disposal of the General Supply Committee. Up till May 15, 1919, about $1,000,000 worth of furniture, equipment, and supplies had been collected from demobilized Government offices, and about $500,000 has been reissued to other departments in lieu of the purchase of new material.

Furniture is repaired and refinished; typewriters are put in condition, cleaned, and set in orderly rows; every kind of merchandise is classified, ticketed, and credited to the department from which it was taken. Pins, automobiles, desks, tables, etc., are reissued and meet the requirements of the service almost as satisfactorily as new material.

Deliveries are prompt, which is an advantage over the time ordinarily required by the contractors. A requisition for 400 desks, 400 chairs, and 100 costumers was filled from the improvised warehouses of the General Supply Committee within three days. Six trucks are kept busy, collecting furniture, etc., and redelivering it to new users.

The salvage of war material is a big job, but the details entrusted to the General Supply Committee are being handled in an efficient manner. 3,500 typewriters, 5,000 desks, 10,000 chairs, 3,500 tables—the approximate numbers of large articles received for storage and reissue up to May 10, give some idea of the problem. Citizens who want efficient business methods in the Government will find nothing to complain of in the work of the General Supply Committee.

THE UNITED STATES PUBLIC HEALTH SERVICE.

The United States Public Health Service was established 120 years ago and is maintained as a part of the Treasury Department for the purpose of safeguarding the health of the Nation through the enforcement of domestic and maritime quarantine laws, and by continual research into all fields for the betterment of public sanitation and hygiene in both the rural districts and the populous industrial centers, so that any community or industrial enterprise confronted with problems relating to the health and welfare of the people may get expert advice and help from the Government whenever needed. Records are kept and the information compiled for reference, the experience of one community thus being available for the benefit of all, through Federal cooperation with the State, county, and city health boards.

The work of the Public Health Service is carried on under seven divisional heads: Scientific Research; Domestic (interstate) Quarantine; Foreign and Insular (maritime) Quarantine; Sanitary Reports and Statistics; Marine Hospitals and Relief; Personnel and Accounts; Venereal Disease Division; and Miscellaneous Work, including the dissemination of information and publications of educational value.

The Division of Research gathers information from many sources, including its own field investigations and experiments concerning the best methods of handling epidemics, of keeping the water supply pure, of treating various diseases that puzzle the medical profession, of finding the best ways to feed and care for children, and also how to maintain the most healthful conditions in industrial plants, to reduce

the menace of occupational diseases and to keep the workers in full health and strength.

The Division of Domestic Quarantine is at the service of your local health officials wherever your community has a special health problem to be met. For instance, plague-infected rats and ground squirrels in California threatened to be the cause of a serious epidemic unless a vigorous campaign was undertaken against them. Federal health officers exterminated the pests in both California and New Orleans, where there was also some infection. The public health nursing campaign interested both civil and military authorities and led to greater attention being given to the preventive phase of public health responsibility. The campaign against venereal diseases has also accomplished much for the protection of the public health and the efficiency of our industrial and military power.

During the war suggestions and assistance on all health matters were given to State and local boards of health and clinics were started in centers near cantonments, medical attention and nurses being furnished by the Federal Public Health Service. Public Health Service officers were detailed for posts of supervision over cantonment zones, and special surveys and investigations were made in localities where shipbuilding, munition production, and other essential war industries brought large numbers of workmen together under emergency living conditions. In the industrial plants, navy yards, etc., sanitary surveys were made and studies of occupational diseases and industrial hygiene were carried on so that every means should be undertaken to safeguard the health of the workers. Not only the cooperation of State, county, and city health boards was secured, but the active interest of manufacturers and owners of industrial plants was attracted to the importance of sanitation and hygiene in relation to the best results in industrial production, and these men helped to work out practical details with the advice and assistance of the health officers. In this respect, advances were made through public health research in regard to medical and surgical care of workers, shop lighting, industrial fatigue, health hazards in various industries, mines, plants for manufacturing explosives. Educational and preventive measures were taken in plants engaged in war work. Extensive surveys and tests of water supplies for cantonments and war production plants were made which were also of value to the civil population in those regions. The hygienic laboratory extended aid not only to Government agencies, but to private institutions engaged in essential work, notably to manufacturers of vaccines and serums and other medical supplies.

At the maritime quarantine stations on the mainland of the United States 10,755 vessels and 579,154 passengers were inspected by officers of the maritime quarantine, and at insular and foreign ports such officers inspected 5,850 vessels and supervised the fumigation of 1,845 vessels bound for the United States during the year 1918. The grand total of passengers and crews inspected during the year was 1,129,262 and of vessels fumigated 3,954.

Reports of cholera in India, the Malay Islands, Persia, and Turkey put the quarantine officers on guard for diseases on ships from those countries. Plague and typhus fever was reported from practically every part of the world. There was yellow fever in South

America and Mexico. United States quarantine officers are also stationed at foreign ports for the inspection of vessels clearing for the United States, and, in the home ports, incoming ships must show a clean bill of health for passengers and crew before being allowed to come to the docks.

Twenty marine hospitals and one hundred and nineteen relief stations where hospital and out-patient relief was furnished to patients were maintained in 1918 by the Public Health Service. In addition, there is the Government sanatorium for tubercular patients at Fort Stanton, New Mexico. Arrangements were made for treating war-risk insurance patients at the marine hospitals and relief stations. Medical officers of the service were also detailed for duty on coast guard vessels for the benefit of the men in the service and for the natives of Alaska who have no other access to medical care.

Since the Public Health Service functions in an educational way as well as in practical relief work, there is a great wealth of published material for the librarian to draw from for the library's Government reference corner. Complete lists of the public health bulletins may be obtained on application to the United States Public Health Service. Of particular interest is the complete practical handbook, reprinted in 1919, Prevention of Disease and Care of the Sick, which includes a valuable chapter on "First Aid to the Injured."

The stereopticon loan library maintained by the Public Health Service includes over 4,079 slides, with lectures prepared for use with the slides relating to rural sanitation, infant hygiene, production and care of milk, malarial activities, etc., useful in the campaigns for "Clean-up week." Slides and lectures may be obtained from the Division of Domestic Quarantine, Public Health Service, Washington, D. C.

A few suggestions for a library bulletin board:

1. Has your community a safe water supply?
2. Has your community a safe milk supply?
3. Is there provision for hospital care of tubercular patients?
4. If your community is in a malarial district, are your health authorities attending to mosquito control?
5. Are your schools provided with medical supervision?
6. Is house sanitation attended to in your town?

"Behind you stands the United States Public Health Service. The Health Department of your State will gladly cooperate with you."

THE SUPERVISING ARCHITECT.

Under the direction and approval of the Secretary of the Treasury, the Supervising Architect acts as landlord for all the post offices, customhouses (between 1,100 and 1,200 in number), and for the three Federal courthouses at Portland, Me.; Texarkana, Tex., and Santa Fe, N. Mex.

Not only were the plans for these buildings made in his office, estimates prepared, and contracts let for the erection of these buildings, but he had charge of buying the furniture, carpets, lighting fixtures, mechanical equipment, safes, and other paraphernalia of Government housekeeping, even to the providing of watchmen and other employees who keep the buildings in order.

When new buildings are to be erected, or old ones repaired or enlarged, it is the Supervising Architect, acting for the Secretary of the Treasury, who handles the details of locating and purchasing sites, and has charge of the building operations. The erection and immediate care of all Federal buildings outside the District of Columbia are under his control.

INTERNATIONAL HIGH COMMISSION—UNITED STATES SECTION.

In May, 1915, the Secretary of the Treasury, Hon. William G. McAdoo, assembled representatives of the Ministers of Finance of the Republics of Central and South America in a financial conference in Washington, for the purpose of bringing about closer financial and commercial relations between the countries of this hemisphere; and he had on hand to meet them a number of representative financiers of the United States.

The complete proceedings of this conference were published both in English and Spanish. The volume is now out of print.

As a direct result of this first Pan American Financial Conference, the International High Commission was created, the United States section of which enjoys congressional sanction, given in the act approved February 7, 1916.

The commission consists of 20 sections, one in each of the Central and South American Republics, each having eight jurists or financiers under the chairmanship, ex officio, of the Minister of Finance (in this country, the Secretary of the Treasury). The work of the entire commission is coordinated and directed by a Central Executive Council. Washington was chosen as the seat of the council by the unanimous choice of the commission at its first meeting. The council consists at this time of the Hon. Carter Glass, president, Secretary of the Treasury; the Hon. John Bassett Moore, vice president, and the Hon. L. S. Rowe, secretary general, Assistant Secretary of the Treasury.

The first general meeting of the commission was held in Buenos Aires in April, 1916, the United States delegation being headed by Secretary McAdoo. Future meetings are contemplated at appropriate intervals. Uninterrupted effort is carried on between meetings systematically to bring about practical uniformity in the commercial law and administrative regulations of the American Republics, and also to bring about more stable financial relations between Latin America and our own country.

The program defined by the International High Commission, in Buenos Aires, April 3–13, 1916, contained the following items, subject to changes and additions:

1. Establishment of a gold standard or gold exchange standard.
2. Negotiable instruments in international trade; bills of exchange; checks, bills of lading; warehouse receipts.
3. Classification of merchandise; customs regulations; consular certificates and invoices; port charges.
4. Uniform regulations for commercial travelers.
5. Patent, trade-mark, and copyright legislation.
6. Reduction and uniformity of postal rates; improvement of money-order and parcel-post facilities.

7. Extension of the process of arbitration for the settlement of commercial disputes.
8. International agreements on uniform labor legislation.
9. Uniformity of regulations on the classification and analysis of petroleum and other mineral fuels with reference to national policy on the development of natural resources.
10. Necessity of better transportation facilities between the American Republics.
11. Banking facilities; extension of credit; financing of public and private enterprises; stabilization of international exchange.
12. Telegraph facilities and rates; the use of wireless telegraphy for commercial purposes.
13. Uniformity of conditional sales and chattel-mortgage legislation.

In a recent address, Hon. John Bassett Moore thus summarized the aims and methods of the commission:

The work prescribed by the International High Commission has been steadily and energetically carried on. Valuable publications, intended to prepare the way for the measures which the commission has in view, have been prepared, printed, and circulated, and appreciable progress has been made in obtaining the adoption of those measures. Actual amelioration of methods of customs administration have been secured in various quarters. Efforts have been made to relieve the burdens and inconveniences caused by the war. But, with a view to practical achievement, the central executive council has singled out, and has passed with special vigor, certain measures of a comprehensive and systematic nature; and I am glad to say that the results have been most gratifying and encouraging.

Among those measures one of the most important is that of bringing into operation the conventions adopted by the International American Conference at Buenos Aires, in 1910, for the protection of patents and trade-marks. By the latter convention, the American Republics were divided into two groups, the southern and the northern. Of the southern group, Rio de Janeiro was designated as the official center, and of the northern, Habana; and at each of these capitals there was to be established an international bureau for the registration of trade-marks, so as to secure their international protection in the Americas. This treaty, so closely related to the interests of the countries concerned, and not least to those of the United States, had lain dormant and unratified. The International High Commission took it up and brought about its ratification by the requisite number of governments of the northern group, as a result of which the International Bureau of Habana is now on the point of beginning operations. It is hoped and expected that a similar result will soon be attained in the southern group.

Another measure specially pressed is the convention to facilitate the operations of commercial travelers. In a number of the American countries local taxes, practically prohibitive in amount, on the operations of such travelers, have for many years existed. A convention was formulated by the central executive council, and, after examination and revision, was submitted by the Department of State to the American Governments, looking to the substitution for all local taxes of a single national fee. This convention, first signed and ratified by the United States and Uruguay, has so far been accepted by 11 other countries.

Another measure dealt with is the treaty for the establishment of an international gold clearance fund, the object of this treaty being not only to assure the safety of deposited gold and to avoid the necessity of its shipment when difficulties in transportation exist, but also to facilitate and stabilize exchange through the adoption of an international unit of account. This subject was very carefully studied by the International High Commission, at Buenos Aires; and, as the result of the subsequent cooperation of the Department of State and the central executive council, a draft of treaty designed to give effect to the plan has been presented to the American Republics, seven of which have so far accepted it.

Among the other activities of the International High Commission and its Central Executive Council, we may particularly mention the preparation and

distribution of reports recommending the adoption of certain uniform measures as to bills of exchange, checks, bills of lading, and warehouse receipts, with the result that steps have been taken in some of the American countries toward legislation for that purpose. Moreover, following the example set by the agreement between the Chamber of Commerce of Buenos Aires and that of the United States in 1916, an advance has been made in several other quarters in the direction of the arbitration of commercial disputes. Close attention has also been given to the subject of ocean transportation, and constant efforts have been made to preserve the interests of the American countries in that regard.

It is gratifying to state that the Central Executive Council has had in its work the hearty and active cooperation of various bodies, such as the American Bankers' Association, the Committee on Commercial Law of the Conference of Commissioners on Uniform State Laws, the United States Chamber of Commerce, and the National Foreign Trade Council. Their assistance has been helpful and reassuring.

Those interested in ascertaining further what the commission is aiming at in the several subjects on its program are invited to communicate with the Secretary General, International High Commission, Treasury Building, Washington, D. C.

WAR FINANCE CORPORATION.

The War Finance Corporation, which came into existence in April, 1918, was created by Congress for the purpose of extending financial assistance to industries necessary and contributory to the prosecution of the war which could not obtain the desired help through ordinary banking channels, and also for the purpose of giving assistance to banks and bankers who had extended such aid to industries.

A capital stock of $500,000,000 was authorized, all of which, as issued, is to be owned by the United States Government. The Secretary of the Treasury is the chairman of the board. There are four other directors, one of whom is the managing director.

The office of the corporation is in the Treasury Building in Washington.

Of the total authorized capital stock, only $350,000,000 has been subscribed by the United States Government, and $150,000,000 is still unissued, but may be called in by a resolution of the board of directors at any time. The corporation is authorized to issue $3,000,000,000 of its bonds, but has only issued $200,000,000 up to date.

During the war it made numerous advances to industries and public utilities, totaling about $100,000,000. In this amount were included loans to 21 banks, amounting to about $6,000,000. Loans to savings banks were authorized, but only made to a very limited extent—a total of $250,000.

About $180,000,000 has been advanced to railroads up to May 1, 1919.

In addition to loans to industries and railroads and banks, the War Finance Corporation is authorized to deal in United States Government bonds.

An amendment to the war finance corporation act was passed by Congress in March, 1919, just before adjournment, and it authorizes the War Finance Corporation to use $1,000,000,000 of its authorized funds to help foreign trade by extending credit to American exporters, or to American bankers who finance American exporters.

WAR RISK INSURANCE.

The vanguard of the German Army had hardly appeared upon the borders of Belgium when William G. McAdoo, then Secretary of the Treasury, asked Congress for authority to establish a bureau in the Treasury Department to insure against war risks, cargoes, and bottoms of American vessels plying the high seas. His proposal was enacted into law on September 2, 1914. The Bureau of War Risk Insurance began its existence the following day in the sub-basement of the Treasury Building with an office force of five persons. June 12, 1917, shortly after the United States entered the world war, the act was amended to include insurance on the lives of the masters and seamen of merchant vessels, and by the act of October 6, 1917, the Division of Military and Naval Insurance was established as a part of the bureau for the purpose of affording protection to our soldiers and sailors and their dependents.

The bureau has four distinct functions:

1. It has provided Government insurance on cargoes, hulls, and the lives of masters and seamen of merchant vessels. The Division of Marine and Seamen's Insurance, charged with the execution of this feature of the war risk insurance law, will suspend upon the conclusion of peace.

2. It provides Government insurance for men in the military and naval service of the United States at peace-time rates. Plans have been perfected for the conversion of this war insurance into permanent peace forms, including all of the usual kinds of insurance policies.

3. It pays the Government allowance to the dependents of soldiers and sailors, and through it are paid the compulsory allotments made by enlisted men to their wives and children and all allotments which carry the Government allowance.

4. It provides compensation, for disabilities incurred by officers and enlisted men in the line of duty, to them and to their dependents. It is also responsible for providing medical treatment for all disabled soldiers and sailors.

From the humble beginning of a small war risk insurance concern the bureau has expanded until it is without parallel among humanitarian enterprises of civilized governments.

It is estimated that 95 per cent of the men in the Army and Navy of the United States have taken out insurance for 87 per cent of the maximum amount, which is $10, 000. This means that from October 6, 1917, to November, 1918, 4,000,000 men took advantage of this Government insurance, and an aggregate amount of nearly forty billions of dollars of insurance has been written.

To enable the bureau to carry out its diverse activities there has been maintained a force of over 14,000 employees working in night and day shifts. No single building in Washington was found large enough to accommodate the bureau in war time, and it was necessary to scatter its different divisions in 14 separate buildings, occupying a total of nearly 460,000 square feet of building space.

The bureau recently moved nearly all its divisions into a building specially constructed for it at Vermont Avenue and H Street, in Washington. This building occupies the site of the historic Arlington Hotel.

The bureau has received and handled over 4,000,000 applications for insurance, 4,000,000 applications for allotments and allowances, and has answered more than 3,000,000 letters. In 16 months it has issued a total of 13,768,000 checks, aggregating $432,255,845.

Government insurance was initiated primarily as a war measure, but it is more than that. It will not stop because the war is over. Under the war risk insurance act war-time term insurance can be retained in that form for five years after peace is signed, and at any time in that period can be converted into permanent life and disability insurance in all its usual forms.

WAR LOAN ORGANIZATION.

Through this organization the Liberty loan-campaigns have been conducted. With the Secretary of the Treasury as the directing head, the twelve Federal reserve banks, as fiscal agents of the Government, have acted as centers of the organization in their respective districts, operating through Liberty loan committees which were created in every part of the country. Banks and bankers, business men, associations and societies, newspapers, press associations, and thousands of men and women throughout the country patriotically cooperated with the Treasury Department, the Federal reserve banks, and the Liberty loan committees in assuring the great success of these loans. They unstintedly gave of their services and talent in the interest of the Government and it has been estimated that not less than 2,000,000 men and women patriotically devoted themselves to the work.

In order that the efforts of the Federal reserve banks and Liberty loan committees might be properly directed and brought into harmony with the Treasury, the war loan organization was created in the department. This organization had general supervision of all the activities directed toward the sale of Liberty bonds, notes, and war-saving certificates.

A part of the war loan organization is the bureau of publicity, which had charge of the preparation and distribution of posters, buttons, honor flags, and other material, the preparation of advertising copy, and the dissemination of news relative to the loans. This bureau has conducted a great nation-wide campaign of education in connection with each loan, pointing out the urgent needs of the Government in the prosecution of the war, the great value of Government securities as investments, and endeavoring to inculcate thrift and saving among all the people of the country. Every avenue of publicity was availed of and the Treasury received the patriotic cooperation of all.

Through the cooperation of the War and Navy Departments, exhibits of captured war material, soldiers' and sailors' equipment, ordnance, and ammunition were assembled and transported throughout the country, enabling the people, particularly of the more remote districts, to inspect some of the things for which part of the money raised by the loans was spent. Veteran soldiers and sailors and civilian speakers accompanied the trains and urged the people to subscribe for bonds. Much of the material had been captured by American soldiers in France, and no other single method of arousing enthusiasm met with greater success.

The speakers' bureau, which is also a part of the war loan organization, furnished speakers throughout the country to arouse interest in the loans and also had charge of the soldiers and sailors who assisted in the campaigns.

THE NATIONAL WOMAN'S LIBERTY LOAN COMMITTEE.

One of the notable factors in the success of the Liberty loans was the work of the women of the United States. It was with the belief that the women of the Nation would constitute a powerful moral force in war finance that the National Woman's Liberty Loan Committee was appointed by the Secretary of the Treasury in May, 1917. That they, working through the organization effected by this agency, not only accomplished this purpose but also became an essential element in the actual labors of promoting the loans constitutes one of the most interesting chapters in the financing of the war. There was probably no war service in which so many women took more active part than in the raising of money to pay our war burden. To their energy, their enthusiasm, their zeal, and their vision is due a great part of the success of the Liberty loans.

When the United States went into war with Germany the business of bond selling was a field so new to women that all work within it was genuine pioneering. The organization of women for the task was the work of the National Women's Liberty Loan Committee, which served in cooperation with the Treasury's war-loan organization. The members of this committee, serving as volunteers, performed the work of enlisting more than a half million women as sellers of Liberty bonds.

The first labors of the members of the committee, after the closing of the first Liberty loan where their work had been general publicity of war finance among women, were concerned with the adjustment of established organizations of women throughout the country to the established machinery for the raising of the loans. Where organization existed, the women of the Nation were organized by States, while the Treasury's loan organization was based upon the twelve fiscal divisions of the United States. It was the problem of the committee to correlate the two schemes of organization. They solved it by the appointment of both State and Federal reserve chairmen, the former responsible for actual organization of women in their respective States, the latter serving as the representatives of the women in dealing with the Liberty loan committees of the respective Federal reserve districts. Liberty loan committees elected the women Federal reserve chairman members of their executive committees.

In this organization during the second Liberty loan 60,000 women became sellers of bonds. In the third loan 500,000 women were enrolled as members of the organization, which had a woman chairman in almost every county of the United States and township officers in almost every township. In the fourth loan and also the fifth or Victory liberty loan between 700,000 and 800,000 women served.

No more recital of results achieved can show the extent of the service which women gave to the Nation through their participation in war finance. That hundreds of thousands of women assumed the

burden of a new kind of labor, not for themselves but for their country, is one of the most striking and characteristic facts in relation to the women of America that the war developed. The Liberty loans afforded a new proving ground where the women of the Nation accepted the opportunity to demonstrate again their patriotism, their ability, their consciousness of the obligations of citizenship, and their steadfastness of soul in the great and terrible crisis which our country met.

THE SAVINGS DIVISION.

The Savings Division, War Loan Organization of the Treasury Department, as organized for after-the-war service, is a combination of a directing staff of specialists and executives in Washington, with similar district organizations in reserve-bank districts. In addition there is a vast number of volunteer workers serving through the readjustment period on a less than a dollar-a-year basis, local, county and State savings directors and secretaries of war savings societies.

As a branch of the Treasury Department, the Savings Division is a national service bureau for the savings campaign, the actual conduct of which is decentralized into the twelve reserve bank districts. The staff of the savings division in Washington is engaged upon problems of organization, sales, thrift education, preparation of basic pamphlets and publicity material and of securing the cooperation and active service of national organizations and movements.

The savings division has stated as the first objective in the campaign: "To make thrift in all its forms, a permanent national practice." The purpose of the first objective is to persuade the people—

1. To put aside as their first obligation, and before they spend at all, part of their incomes for future use.

2. To invest the money they save out of their incomes in some security which pays a reasonable rate of interest and is absolutely safe.

3. To use the rest of their incomes so as to make every penny they spend buy something they really need and which has a full penny's value.

4. To use what they buy with as much care as if it were money itself.

The second objective in the campaign is to provide a safe investment for small savings through thrift stamps and war-savings stamps, not merely to raise money for the Government, but more especially to provide a safe security for small savings.

The active management of the campaign centers in a group of savings directors, one in every Federal reserve district, with headquarters, respectively, at Boston, New York, Philadelphia, Cleveland, Richmond, Atlanta, Chicago, St. Louis, Minneapolis, Kansas City, Dallas, and San Francisco. Correspondence may be addressed to the District Savings Director, War Loan Organization, in any of these cities.

These district directors are held responsible for the success of the campaign in their territories. Many of the district directors are assisted by State directors. All seek the cooperation of directors in every county and again in towns and cities, so far as may be practicable.

Township, neighborhood, and occupational group committees have been formed in large numbers, and all kinds of local societies and other organizations are invited to form cooperating committees. Savings societies are encouraged wherever people are grouped by their day's work, and to a large extent in schools and colleges.

The savings stamps are on sale by secretaries of savings societies and at post offices, banks, schools, stores, and other sales agencies.

The millions of savers are reached chiefly through the various agencies enlisted by the district savings directors, the savings division at Washington distributing its services largely through the district offices.

Cooperation in the multitudinous activities of this vast machinery is both patriotic service and social service. The economic welfare of the Nation calls for wise saving. The future welfare of millions of our citizens will be furthered by the practice of thrift.

The practical goal of the campaign—that every individual and family shall save regularly a portion of income, that savings should be set aside before spending begins, and that everyone should have a growing fund safely invested in Government securities—seems not impossible of accomplishment.

Librarians who wish to receive the literature issued by the savings division or by district or State directors should address the savings director of their districts who will welcome cooperation in placing information before library patrons and in distributing numerous pamphlets and leaflets.

THE FEDERAL RESERVE SYSTEM.

The Federal reserve act, approved December 23, 1913, was intended to provide for the establishment of new institutions to be entitled "Federal reserve banks," to furnish an elastic currency, to afford a means of rediscounting commercial paper and to establish a more effective supervision of banking in the United States.

The new banks were officially opened for business on November 16, 1914, and the system has accordingly been in operation about four and a half years. The period of almost one year intervening between the passage of the Federal reserve act and the organization of the banks was occupied in dividing the country into districts, studying its banking and credit needs, securing the appointment of the members of the Federal Reserve Board and perfecting preliminary arrangements for organization, including the naming of local boards of directors and the selection of officers for Federal reserve banks. As a part of this preliminary work the Board was called upon to share in financial adjustments, which were made necessary by disturbances growing out of the European war.

The organization of the system during the preliminary period in question had been placed, under the act, in the hands of the Secretary of the Treasury, the Comptroller of the Currency, and the Secretary of Agriculture, who had been designated by the law as the reserve bank organization committee. It was their function to divide the continental United States into Federal reserve districts and to designate a city in each as the seat of the district Federal reserve bank.

The act had provided that not less than eight nor more than twelve districts were thus to be established, and the committee determined upon the designation of the maximum number.

After the process of districting the country and of selecting the reserve cities had been completed, it was necessary to provide for the organization of a Federal reserve bank at each of the following points which had been named as Federal reserve cities: Boston, New York, Philadelphia, Cleveland, Richmond, Atlanta, Chicago, St. Louis, Minneapolis, Kansas City, Dallas, San Francisco.

The subscribed capital stock of each Federal reserve bank must be not less than $4,000,000, to which every national banking association must subscribe six per cent of its paid-in capital stock and surplus within thirty days after notification by the organization committee. Other banks deemed eligible by the organization committee were furnished by the Comptroller of the Currency with application blanks for membership. Percentage payments of subscriptions were graduated over a period of six months and the remainder payable on call. Penalties were fixed for national banks not complying with the requirements of the Federal reserve organization committee or of the Federal Reserve Board. In case the subscriptions by member banks proved insufficient the Federal Reserve Organization Board was authorized to invite outside investors to subscribe to Federal reserve-bank stock up to $25,000 par value. Any balance of stock remaining unsubscribed was to be allotted to the United States Treasury.

The preliminaries of corporate organization were effected by five banks from the entire number of those applying for membership, designated by the organization committee. Three directors for each Federal reserve bank were appointed by the Federal Reserve Board, to serve as (1) Federal reserve agent; (2) deputy Federal reserve agent. Six directors were elected by the member banks of the district.

Control of policy, management, and examination of the Federal reserve banks and their dealings with member banks is vested in the Federal Reserve Board. A Federal advisory council, consisting of one member chosen by each Federal reserve bank, meets quarterly and furnishes suggestions as to matters of general policy affecting the Federal reserve system, consulting with the board as to its purposes and informing it with regard to banking conditions in the several districts.

Although it proved possible to collect substantially the whole of the reserve of the Federal reserve banks in the form of gold or gold equivalents, this great sum was collected without inconvenient pressure upon business or disturbance of credit. Indeed, the lending power of the member banks was enlarged because of the fact that through the process of combination of reserves it was possible to carry on a safe banking business with a very much smaller amount of actual cash in hand or, what is the same thing, to increase liabilities to a considerably greater relative amount than had previously been possible. The early days of the system did not call for very much activity on the part of the Federal reserve banks because of the fact that the member banks were so well equipped with lending power that they did not find it necessary to rediscount. The fact that the system existed, however, created confidence and had a strong influence in

preventing banking disturbances which might otherwise have been produced as a result of European conditions.

During the first two years of the existence of the system the problems of the reserve banks were largely concerned with discount rates, the standardization of commercial paper, and other matters connected with the reorganization of the banking system. Early in the European War and before the new banks had actually been organized there had been disturbance due to the exportation of gold from the United States to Europe because of the unreadiness of English banks and merchants to extend cash credits. This condition quickly passed away.

The Federal Reserve Act had designated the Federal reserve banks as fiscal agents of the Government; but during the first two years it had not proved necessary to call upon them for performance of duty under this head, although the Secretary of the Treasury had deposited with them a limited amount of Government funds. The situation changed in 1917 when the United States became a belligerent.

It is thus seen that the history of the Federal reserve system to date may be roughly divided into some two or three periods, the first extending from the date of organization to the moment when the United States entered the war, the second from this date of our belligerency to the conclusion of the armistice, and probably a third beginning with the conclusion of the armistice and extending to the present time. Some account of the characteristics of these several periods may now be given.

One of the early war problems which the Treasury Department had been called upon to meet grew out of the hasty withdrawal of gold from the United States for shipment to Europe. The situation threatened to cause serious alarm in the United States, banks fearing to pay out gold because of the effect that such action might have on their reserve. It was foreseen that the condition would pass away as soon as the new Federal reserve banks were organized, but in the meantime some temporary action designed to bridge over the emergency was necessary. This led to the organization of a so-called "gold fund" or "gold pool" of $100,000,000, intended for the purpose of meeting gold payments in Europe. The fund was never called upon to any great extent, but the fact that joint effort had thus been provided for had a psychological effect, while on the other hand, the first shock of war speedily passed, and European conditions became more normal. Later on a so-called "cotton-loan fund" was organized with the participation of the members of the Federal Reserve Board for the purpose of relieving bad conditions in the Southern States, due to the extraordinarily low price of cotton resulting from inability to export that staple. This fund, like the gold pool, had its effect, but that effect was psychological rather than direct.

Immediately after the organization of the Federal reserve banks it was possible to devote some months of attention to the basic problems of the new system. Standardization of commercial paper was the first effort of the system, and the development of a regular plan for the issuing of Federal reserve notes followed. Later a plan was devised for effecting a national clearance by telegraph at Washing-

ron. and this was carried out through the organization of the so-called "gold-settlement fund."

The new issue of Federal reserve notes proved to be workable and satisfactory. Under the old system national bank notes had been issued upon the basis of Government bonds deposited in trust with the Treasurer of the United States and the inelasticity and unsatisfactory quality of this currency had been one of the reasons for the adoption of the Federal reserve act. The delay in getting the new banks organized, however, had led as a temporary measure to the amendment of a law called the Aldrich-Vreeland Act, which permitted the easier issue of currency by national banks, and during the last half of 1914 such new currency had been issued to the extent of nearly $400,000,000. An early problem of the Federal reserve act was the retirement of this currency, a process which, however, proved to be comparatively easy since the new Federal reserve notes readily took the place of the outstanding emergency notes, save in so far as the latter were actually retired. The Federal reserve law had also provided for the gradual retirement of the old national bank notes, this process to be carried out through the purchase of other bonds under fixed conditions, such bonds being transferred to Federal reserve banks, while, should there prove to be a call for new note currency to take the place of that of these purchased bonds, abundant provision of Federal reserve notes had been made. The national bank note currency tended to decrease slowly during the first two years after the organization of the system, while Federal reserve notes were issued at first to a very limited degree and later in larger amounts because they provided a convenient kind of currency which took the place of other notes previously in circulation. Many of the Federal reserve notes thus issued accordingly represented a substitution for other note issues rather than an addition to the circulation.

One of the early duties placed upon the new system was that of attempting the regulation of discount and interest rates. The fact that the business of Federal reserve banks was small prevented such rates of rediscount from becoming as effective as they might otherwise have been, especially as during 1915 and 1916 the reserve banks, under the direction of the board, thought it best to pursue a policy of distinct conservatism and preparedness rather than to follow any plan of encouraging the use of their funds through purchases of paper in the open market. The report of the Federal Reserve Board for 1916 says: "The Federal reserve act is based essentially upon the principle that liquid paper rather than loans secured by stock-exchange collateral, or 'merely investments,' should be the principal asset of the member banks when considered collectively; that the acceptance rather than the call-loan market, and rediscounts with the Federal reserve banks rather than loans placed through banks in reserve and central reserve cities, should be made the means through which the average bank can supply its current requirements."

As already indicated, a beginning had been made during the early years of the system in taking over the fiscal agency functions provided by the Federal reserve act. The Secretary of the Treasury, in 1915, appointed the Federal reserve banks as fiscal agents of the United States, thereby instituting the important fiscal reform of receiving and disbursing funds of the United States through the

Federal reserve banks. On January 1, 1916, there were transferred to the Federal reserve banks, Federal funds on deposit with member banks, amounting to about $9,000,000.

When the United States became a belligerent in 1917 the Federal reserve banks necessarily assumed a much larger scope of functions as fiscal agents. An abundant supply of note currency had been issued and in other respects the banks had been prepared for any calls that might be made upon them. The Federal reserve banks were charged by the Secretary of the Treasury with the duty of placing short-time Treasury certificates and redeeming them at maturity, the Treasury certificates of indebtedness being issued in anticipation of the collection of income taxes and the sale of Liberty bonds. The Federal reserve banks were made the central agencies for the Liberty bond campaigns. Their war burden necessitated the doubling of the clerical staffs of the Federal reserve banks.

More inducements were offered to qualified State banks and trust companies to become members of the Federal reserve system through a liberal policy in regard to the retaining of full charter and statutory privileges, and liberal discount privileges, with a view to fully mobilizing the banking facilities of the country and to making funds available for both banks and private investors for the absorption of the Liberty bond issues. Every effort was made to bring about a general absorption of Government loans by *savings*, and to limit private credits wherever practicable without causing hardships, so that credits might be conserved for war purposes and unnecessary expansion avoided.

As a war measure it had been determined to prohibit the export of gold and the President by Executive proclamation placed the management of the gold-export control system in the hands of the Secretary of the Treasury, who vested the Federal Reserve Board with the actual operation of it. This so-called gold embargo was in line with the policy followed by foreign countries and has continued in operation up to the present time.

The reserves of the twelve Federal reserve banks have been approximately equalized by discount transfers between the banks, under telegraphic direction of the Federal Reserve Board in Washington. The rediscount of discounted paper of other Federal reserve banks has been voted by the Federal Reserve Board as a means of meeting the heavy demands for the movement of funds, due first to transfers of Government funds; second, joint purchases of bankers' acceptances; and, third, seasonal requirements incident to crop moving during the year 1918.

The use of Federal reserve bank funds was permitted in safe open market operations, in safe investments, Government bonds, and the like, through regulations put into effect by the Federal Reserve Board.

On December 20, 1916, the Federal Reserve Board authorized the Federal reserve bank of New York to establish an agency with the Bank of England, under authority of section 14 of the Federal reserve act, which permits any Federal reserve bank "with the consent of the Federal Reserve Board, to open and maintain banking accounts in foreign countries, appoint correspondents, and establish agencies in such countries wherever it may deem best for the purpose of purchasing, selling, and collecting bills of exchange, and to

buy or sell with or without its indorsement through such correspondents or agencies bills of exchange arising out of actual commercial transactions."

Regulation and control of foreign exchange was effected by the Executive order of January 26, 1918. Further control was established by the trading-with-the-enemy act. The supervision and control of foreign exchange is closely related to the conservation of gold, and the Division of Foreign Exchange was organized to enable the board to carry out the provisions of the Executive order of January 26, 1918, and to cooperate with the Treasury Department in meeting the unusual problems in foreign exchange created by the war.

The work has been carried on under three divisions—administrative, research, and statistical.

The Federal reserve banks of the twelve districts have acted as local agents for the Division of Foreign Exchange. The work of the Division of Foreign Exchange will cease when peace is reestablished.

The foreign trade of the United States, already large, is expected to assume far greater proportions upon the reestablishment of peace. Member banks, by means of foreign branches, and American banking corporations, organized to conduct a foreign business, have established themselves in other countries, mainly in Central and South America, and the Orient, with a view to competing with British and continental banks which have long controlled the larger part of their international trade and banking.

The Division of Analysis and Research of the Federal Reserve Board was created on September 1, 1918.

The Governor of the Federal Reserve Board says in his report for 1918, summing up our present banking situation:

> Our banking situation is strong and inherently sound, and is much stronger than would have been the case if the war had continued another year. The ability of the country to absorb investments has proved to be far greater than had been anticipated, and our credit structure, although expanded, is unshaken.

The Federal Reserve Bulletin, issued monthly, at $2 per year, gives authentic current news of the financial world. The 1918 report of the Governor of the Federal Reserve Board is available for libraries.

THE DEPARTMENT OF THE TREASURY.

Architect:
- Customhouses.
- Federal courthouses.
- Post offices.
- Estimates.
- Contracts.
- Equipment.
- Furniture.
- Operation.
- Plans.
- Sites.
- Supervision.

Auditors:
- Accounts U. S. Government.
- Claims U. S. Government.

Currency, Comptroller of:
- Banks, national—
  - Examiners.
  - Receivers.
- Laws.
- Notes (national and Federal reserve), issue of.

Customs:
- Cooperation with—
  - Agriculture.
  - Coast Guard.
  - Commerce.
  - Labor.
- Espionage act, enforcement of.

Customs—Continued.
- Enemy trading act, enforcement of.
- Exports—
  - Reports, current.
  - Statistics.
- Imports—
  - Reports, current.
  - Statistics.
- Traffic on Great Lakes and with insular possessions.
- Laws.
- Revenue.
- Smugglers.
- Vessels—
  - Records of.
  - Clearance papers.

Coast Guard:
- Academy—
  - Examinations.
- Alaskan seal and game.
- Communication, coastal.
- Law enforcement—
  - Navigation.
  - Quarantine.
  - Neutrality.
  - Customs.
- Life saving.
- Patrol of seas.

Engraving and Printing:
- Plate printing of—
  - Checks.
  - Drafts.
  - Money.
  - Securities.
  - Stamps customs and postage.
- Model factory.

Farm Loan:
- Agents.
- Associations, national farm loan.
- Banks—
  - Federal land.
  - Joint-stock land.
- Bonds.
- Districts, land bank.
- Loans, restrictions on.
- Mortgages, amortization of.

Foreign loans:
- Self-explanatory.

Health:
- Education.
- Hospitals, marine.
- Quarantine—
  - Domestic (interstate).
  - Foreign and insular.
- Relief stations.
- Research.
- Sanitation—
  - Rural.
  - Industrial.
- Venereal disease.

Internal Revenue:
- Police powers.
- Taxes, collection of—
  - Excise.
  - Income.
  - Special.
  - War.

International High Commission:
- Financial and trade relations.
- South and Central America.

Loans and Currency:
- Debt, public.
- Distinctive paper, manufacture of.
- Distinctive paper, custody of.
- Destruction of unfit currency.
- Interest on registered bonds.
- Securities, original issues of.

Mint:
- Assay offices.
  - Gold.
  - Silver.
  - Platinum.
- Coins, manufacture of.

Public Moneys:
- Account, general.
- Regulations relating to—
  - Banks, depository.
  - Care and transportation.
  - Liabilities, outstanding.
  - Officers, public (except postmasters).
  - Treasury, independent.

Secret Service.

Supply Committee:
- Contracts.

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This space is intended for corrections and additions in order that the information in the foregoing pages may be kept up to date.

To the Librarians of the United States:

Five million young men in the Army and Navy of the United States have gotten a new view of life and a new interest in public affairs. They, with those who stayed at home and worked on the home front during the war, have all been engaged intensely and devotedly about the Nation's business. As they turn to peaceful pursuits they want to know how America came to be what it is and how to make it a greater and better country. The soldiers, particularly, rely upon libraries for the splendid service which followed them almost in the front-line trenches with books and periodical literature. Your opportunity is to continue to feed this appetite and to satisfy this wholesome desire for accurate knowledge. The War Department will welcome your cooperation in its own effort to make available accurate and detailed knowledge of America's participation in the war, and to this end copies of "A Statistical History of the War," by Col. Ayres, have been sent to over 6,000 libraries. The more comprehensive book, "America's Munitions," by Assistant Secretary of War Crowell, will be followed by other books and studies through which it is hoped to tell accurately and completely the story from the War Department's point of view. With these and other reliable and impressive books the yearning young mind of America will acquire knowledge as a basis for the patriotic exercise of that zeal and energy which the stimulation of the great war has brought about.

Cordially yours,

Newton D. Baker

Secretary of War.

THE DEPARTMENT OF WAR.

[The bureaus and offices given page numbers are the ones selected as having matter of interest to librarians. Appointment and disbursing offices and other divisions connected primarily with the administrative work of a department have been omitted.]

FIRST-HAND INFORMATION.

Gen. Pershing says in his report summarizing the organization and operations of the American Expeditionary Forces: "However capable our division, our battalion, and our companies as such, success would be impossible without thoroughly coordinated endeavor." Again he says, speaking of the supply question: "With such a problem any temporization or lack of definiteness in making plans might cause failure even with victory within our grasp."

Coordinated endeavor based on a common purpose, quick decisions, resulting from sound knowledge, definite directions born of executive ability, are three broad headings under which the story of America's successful Army exploits might well be written.

The 1918 three-volume Report of the Secretary of War is a study of masterly organization which is worthy of most careful reading, because the theories worked and the result was success.

The librarian can not expect the general public to be interested in these plain-spoken, unvarnished narratives of actual accomplishment, but as a servant of the people she can not afford to be unaware of the contents of the three red covered volumes that tell the story of how our Army did it. Furthermore, she will be constantly called on to select war stories for her shelves, and with a solid background of fact to guide her judgment she will not be inclined to order trifling and inadequate portrayals of the greatest events in our history.

These volumes can be purchased from the Superintendent of Documents, for $3.75.

"America's Munitions," mentioned by the Secretary in his letter to the librarians, can be purchased from the superintendent of documents for $2.

With regard to publications for which there is no charge, the Adjutant General's office should be addressed.

So far as possible the publications are listed under the services to which they refer. This listing is necessarily rather unsatisfactory, as a publication may contain matter pertaining to several divisions.

Only publications obtainable and of interest to libraries have been listed.

THE DEPARTMENT OF WAR.

ADJUTANT GENERAL'S OFFICE.

Upon the declaration of war. The Adjutant General's Office became the largest single communication office in the world. In addition to its peace-time duties, it engaged in raising the volunteer enlisted force of the Army to its maximum war strength.

After the declaration of war, the strength of the Regular Army was increased from 5,791 officers and 121,797 enlisted men to 10,698 officers and 503,142 enlisted men; the National Guard in Federal service and the Reserve Corps in active service from 3,733 officers and 80,713 enlisted men to 96,210 officers and 77,360 enlisted men. In addition, there was created the National Army with an enlisted force of approximately 516,840 men. The Army of the United States increased in actual strength from 9,524 officers and 202,510 enlisted men in April 6, 1917, to 188,434 officers and 3,482,454 enlisted men in November 11, 1918. The total registry of available men was 24,234,000.

The office of The Adjutant General is organized as follows:

Administrative Division.
Archives Division.
Casualty Division.
Enlisted Division.
Mail and Record Division.
Medical Division.
Miscellaneous Division.
Old Records Division.
Officers Division.
Personnel Demobilized Records Division.
Publication Division.
Selective Service Records (has charge of all records of selective service of the 23,000,000 men called under selective service act.)
War Risk Insurance Section.

PUBLICATIONS.

Army Register, December 1, 1918.
Military policy of United States.
Ayres' War with Germany, statistical summary; superintendent of documents. 40 cents.
Crowell's American munitions, 1917–18; superintendent of documents. $2.
Army posts, camps, cantonments, depots, etc.
Badge and medal circular.
Drill regulations and service manual for sanitary troops.
Field service pocket book, 1917.
Manual for stable sergeants, 1917; superintendent of documents. 35 cents.
War-risk allotments, family allowances, compensation, insurance. Army Allotments, Liberty bond allotments, and soldiers' and sailors' civil relief.
Instructions on research and study of information, 1917 (War Dept. Doc. 624).
Landscape sketching, 1917 (War Dept. Doc. 645).
Manual for Army horseshoers, 1917 (War Dept. Doc. 683).
Manual of physical training, for use in Army; 1914 (War Dept. Doc. 430).
Protective lighting, 1918 (War Dept. Doc. 800).
Road notes—Cuba, 1909 (War Dept. Doc. 349).
Rules of land warfare (War Dept. Doc. 467).
Small arms firing manual, 1918; corrected to August 31, 1918 (War Dept. Doc. 442).
Attack of British Ninth Corps at Messines Ridge.
Bulletin of aerial photography in the field (War Dept. Doc. 714).

Camouflage for troops of the line (War Dept. Doc. 727).
Gas warfare. Three parts. (War Dept. Doc. 705.)
Infantry aeroplane and infantry balloon (War Dept. Doc. 768).
Instruction concerning battle maps (War Dept. Doc. 597).
Motor transport in campaign (War Dept. Doc. 519).
Notes on camouflage (War Dept. Doc. 663).
Notes on construction and equipment of trenches (War Dept. Doc. 592).
Notes on gas as weapon in modern warfare (War Dept. Doc. 577).
Notes on German Army in the war (War Dept. Doc. 638).
Notes on interpretation of aeroplane photographs (War Dept. Doc. 664).
Notes on railroads and mechanical and wagon transport in connection with service of supply on western front in France (War Dept. Doc. 586).

UNITED STATES AIR SERVICE.

This service administers aeronautic personnel and equipment.

When war was declared in April, 1917, the United States had two aviation fields and about 55 serviceable planes of obsolete type.

Despite the fact that there existed in our Army no adequate organization of qualified personnel for the task of training, as well as that of securing the necessary planes and motors, at the time of the armistice there were 27 fields in operation in the United States with 960 instructors. Eight thousand six hundred and eighty-nine men had been graduated from elementary training and 6,331 from advanced training. There were then actually in training 5,697 men, of whom 47 per cent were in elementary and 53 per cent in advanced training schools. In France, England, and Italy American pilots and observers took finishing courses.

There were sent to the American Expeditionary Forces more than 5,000 pilots and observers, of whom at the date of the armistice 2,226 were still in training and 1,248 were on flying duty at the front.

To the date of the armistice 5,346 primary training planes had been produced, including 1,600 of the type which had been abandoned; 2,474 advanced training planes were also made.

Of service planes 4,089 had been produced. Nearly 33,000 training and service engines had been built in the United States. In addition to these, planes and engines were received in France from our Allies.

The American and allied airplane programs called for quantities of certain raw materials which threatened to exhaust the supply.

In order to meet the spruce and fir shortage labor battalions were organized and placed in the forests of the west coast. Approximately 174,000,000 feet of spruce and fir were delivered, of which more than two-thirds went to the Allies.

To meet an acute shortage of linen for the wings of the planes a fabric of long fiber cotton was developed which proved superior to linen. Castor beans were planted to furnish the required oil supply.

A substitute dope, less inflammable and of more plentiful basic materials, was produced.

The total number of observation balloons manufactured in the United States was 642, and more were received from the French.

Accessories developed and produced during the war were: Oxygen masks, parachutes, electrically heated clothing, cameras, wireless telephones, bomb sights and devices, machine guns and supplies.

At the armistice there were practically 45 service squadrons and 23 balloon companies in operation over the lines. Some of these took

part at Chateau-Thierry, St. Mihiel, Meuse-Argonne. United States Air Service individuals served with French, British, and Italians in their operations. Two squadrons served as units with the British and participated in all their work.

United States Air Service officers shot down 776 enemy airplanes and 72 balloons at a loss to our Air Service of 290 airplanes and 37 balloons.

Circulars, etc., are issued for use of the personnel only.

THE CHEMICAL WARFARE SERVICE.

General.—The Chemical Warfare Service was created to combine all the activities of chemical warfare under one bureau of the War Department. This service was accordingly charged with the work of research, development, proving, and manufacture of poison gases, gas-defense appliances, and the filling of gas shell; also with the organization and training of gas troops, the training of the entire Army in methods of gas defense and the cooperation with the Artillery in the tactical use of gas shell.

Research and development.—Research had to be done before gases and gas masks could be produced. The Bureau of Mines initiated the work in this field. Two months before we entered the World War this organization was studying plans and ways of assisting the Army and Navy. On June 25, 1918, the President issued an Executive order transferring these activities to the control of the War Department. This part of the Chemical Warfare Service was henceforth known as the Research Division. Investigation and development were prosecuted on a scale unheard-of before the war. "Activated" carbon and a new method of making mustard gas may be cited as examples of typical achievements in this field.

Gas defense.—When the armistice was signed the Gas Defense Division of the Chemical Warfare Service had manufactured more than 5,500,000 gas masks, of which more than 4,000,000 were shipped to France. These masks gave twenty times the protection afforded by the best German masks.

Other protective apparatus, suits, gloves, dugout blankets, gas-warning signals, and antidimming materials were also provided to the Army by the Gas Defense Division. The work of this division was accomplished in about 600 factories extending from Boston to San Francisco.

Gas production.—The main plant of the Gas Defense Division was located at Edgewood, Md. Within eight months the barren tract of land at that point had become a bustling beehive of chemical engineering activity. Other plants engaged in poison gas manufacture were scattered over the country. The whole enterprise was embraced under the title "Edgewood Arsenal."

At the time of the armistice a chlorine plant of 100 tons daily capacity—the largest in the world—was in partial operation. In addition, there was constructed a sulphur chlorine plant of 40 tons daily capacity; a phosgene plant of 80 tons daily capacity; a chloropicrin plant of 22 tons daily capacity; and a mustard-gas plant, partly finished, of 100 tons daily capacity. Forty tons had actually been made at this plant in one day.

At the time of the signing of the armistice the United States was producing as much toxic gas as all of the other Allies combined, and within another month would have been producing as much gas as all of the other Allies and Germany combined.

Gas in the field.—The greater part of the gas used in the field was put over in gas shell. Besides supplying the technically trained officers to advise and cooperate with the remainder of the Army (especially with the Artillery) in the tactical use of gas, the Chemical Warfare Service trained the entire Army in defensive measures against gas and also organized and trained the so-called "gas troops." These troops handled gas clouds and other short-range methods of projecting gas.

The principal implements of short-range offensive gas warfare are the Livens projectors, cylinders for gas clouds, and the 4-inch Stokes mortars. The gas troops in France made a place for themselves. The operations of these troops during the Chateau-Thierry offensive, in the capture of the St. Mihiel salient, and in the Argonne-Meuse operation, showed the remainder of the Army that "gas troops" had a real function.

Circulars, etc., are issued for use of the personnel only.

BUREAU OF COAST ARTILLERY.

This office is charged with all matters pertaining to coast and heavy artillery.

Seacoast defense may be considered as divided into two parts—first, harbor-defense, which has for its object the protection of important ports in order that they may serve as bases of operation for the Navy; second, coast defense proper, in which the coast line is the frontier and fortified harbors serve as supporting points.

The function of fortifications for harbor defense is twofold: (*a*) The security of the port, including the protection from bombardment of all its utilities, especially those of vital importance to the fleet; (*b*) the maintenance of a clear area in front of the harbor entrance which will afford our own fleet the opportunity of egress from the harbor without coming under the fire of the hostile fleet.

The means of defense of the coast line as a whole are the entire mobile forces of the Nation. Upon these forces rests the responsibility of protecting the fortified naval bases from enemy raids, which may be attempted by landing in the vicinity. The dispositions should be such as to prevent such landings. It would, however, be impossible to insure that no landing be made along the entire coast line. The object sought in locating the mobile forces to meet such operations should be to place them at strategic points which would enable them to move to the sea frontier in time to attack the enemy before his landing should be completed.

Publications issued by the office are: Journal of the United States Artillery, published monthly at the Coast Artillery School, Fort Monroe, Va., a technical journal devoted to the development of heavy artillery and its employment; Liaison, published weekly at the Coast Artillery School, Fort Monroe, Va., a news periodical of current interest to the Coast Artillery Corps. From time to time the office publishes technical notes and pamphlets of interest to a student of

artillery and its related sciences, as, for instance, "The Coast Artillery War Game."

CONSTRUCTION DIVISION.

This division has charge of all construction work demanded by the needs of the Army.

The first stupendous task it was called on to perform is summed up in the following paragraphs:

It was proposed to call the first contingent of conscripted men to camp during the first week in September, 1917, and hence, when the program had been formulated to the stage above indicated, there remained only about 90 days in which to complete the plans in Washington for general arrangements, prepare specifications and contracts, select the contractors, organize field forces for the contractor, constructing quartermaster, supervising engineer, and auditing staff, as well as to build at each of the 16 sites a cantonment originally estimated to cost roughly $6,000,000 and to house about 40,000 people and about 14,000 animals.

Each cantonment included complete housing for the organizations making up the complete division—administration buildings, regimental storehouses, rifle ranges, stables, wagon sheds, and all the necessary incidental buildings required for housing, not only the personnel but the animals forming part of the equipment of a division. In addition, each camp was provided with a number of storehouses, ranging from 9 to 11, which number has been since materially increased; a refrigerating and meat-storage plant; a remount station capable of caring for 5,000 animals; a base hospital with capacity of usually 1,000 beds; and divisional and brigade headquarters. In addition, there were provided, not at Government expense, buildings for the Y. M. C. A., Knights of Columbus, Red Cross, hostess houses, theaters, and other buildings for recreational purposes. Each camp involved the installation of complete water, sewerage, and electric-light systems, as well as systems of roads and railroad yards.

As soon as sites for the cantonments were approved by the Secretary of War it was necessary to make arrangements for the following items:

1. Execution of the leases.
2. Arrangements for railroad connections.
3. General survey of the ground and approximate layout of the camp as a whole, having in mind conditions as to drainage, prevailing winds, etc.
4. Development or provision of suitable and adequate water supply.
5. Arrangements for sewage.

In order to develop the foregoing items it became necessary to employ for service at each of the cantonments and camps supervising engineers and town planners.

In view of the lack of sufficient time to prepare complete plans and specifications, a typical set of plans showing a typical layout and general plans for typical buildings were made up. No separate specifications were prepared, but general information was included on the typical plans.

For approximately $200,000,000 the Army was provided on schedule time with complete housing facilities, including adequate water supply and full sanitary facilities.

For approximately $600,000,000 certain facilities for storing and placing aboard ships all supplies for the Army were provided.

In addition to the designing, building, and maintaining of the cantonments, this division provided shipping, storage, and machine-shop facilities both here and in France.

At the time of the creation of this division, in May, 1917, the commissioned personnel consisted of three officers. One year later the personnel of this division had grown to 263 officers and 1,100 civilians in Washington, the best constructors, engineers, draftsmen, managers, purchasing agents, and other specialists obtainable by the Government; there were hundreds of other officers and civilian experts in the field for this organization; it had an enlisted personnel of some 16,000 men and employed over 200,000 laborers and craftsmen; it had jobs on hand, complete and incomplete, aggregating $600,000,000, or nearly twice the cost of the canal at Panama; while future works then being planned and later actually undertaken came to another $600,000,000.

At the date of the armistice there were completed or under way 535 construction operations in every State in the Union, save one, with an organization of 1,500 officers and 12,000 civilians, while maintenance work engaged 16,000 enlisted men of the utilities detachments. Construction of every conceivable character for every department of the Army had been put up—camps, hospitals, ports of embarkation, huge warehouses and terminals, industrial plants, aviation fields, proving grounds, arsenals—all on a tremendous scale and in a minimum of time.

The thrilling and dramatic story of the achievements of this division is told in America's Munitions, 1917–18.

Circulars are issued for the use of the personnel only.

THE ENGINEER CORPS.

The Regular Corps of Engineers, United States Army, is a small body of engineers, specially educated and trained in the arts of military and general engineering. Formerly all officers for this corps were selected from the honor graduates of the West Point Military Academy, and afterwards given an additional course of instruction in military and general engineering at the engineer school at Washington Barracks. The Corps of Engineers may now be entered from civil life, without graduating from West Point, by passing a special examination. Successful applicants are commissioned as provisional second lieutenants.

In time of peace the Corps of Engineers is engaged principally on the construction of lighthouses, fortifications, and river and harbor improvements. At the outbreak of the war, April 6, 1917, this corps had an authorized strength of 300 officers and 2,198 enlisted men, and an actual strength of 234 officers and 2,198 enlisted men.

The national defense act, approved June 3, 1916, authorized the Corps of Engineers to be increased to 505 officers and approximately 7,500 enlisted men. This act also authorized the creation of an

Officers' Reserve Corps in different branches of the Army, including an Engineer Reserve Corps. On June 30, 1917, some 15,000 applications for commissions in the Engineer Reserve Corps had been received, many of them from prominent engineers in all branches of engineering practice in civil life. Of these applicants 2,334 had been commissioned and 541 ordered to active duty.

On June 30, 1918, the actual strength of the Engineer Corps (Regular and reserve) was approximately 8,000 officers and 210,000 enlisted men, a large percentage of whom were already in France; and when the armistice was signed on November 11, 1918, a total of 502 different Engineer units, comprising 503,126 men, had been authorized. Of these, 382 units had been raised or were being raised, and the actual strength of the Engineers was approximately 12,000 officers and 265,135 enlisted men. Of the latter, 234,390 had been sent to France.

In time of war the Engineers' duties are many and exacting. To each division, Army Corps and Army, a certain number of engineer troops are assigned, usually a regiment of approximately 50 officers and 1,600 men, whose duties include reconnaissance, surveying, mapping, laying out and construction of camps, trenches, dugouts, bombproofs, fortifications, mines and countermines, roads, bridges, buildings, and the construction and operation of railroads in the combat area. Much of this work is done in advanced areas under shell fire, and the units assigned to such work were formerly called "pioneer" units, but are now more generally called "sappers."

In the War of 1917 many other duties were added to the work of the Engineers. The transportation and maintenance of an Army in France, 3,000 miles from the United States, and the increasing complexity of modern warfare necessitated an unusual amount of terminal, railroad, shop, storehouse, and hospital construction, and the organization of a number of highly specialized technical units. To meet these needs special engineer services were organized for railway construction, operation, and maintenance, shop operation, camouflage, highways, water supply, mining, quarrying, forestry, surveying and mapping, lithographing and printing, electrical and mechanical engineering, crane operation, service battalions, engineer depots, inland waterways, flash and sound ranging, searchlights, etc.

PUBLICATIONS.

Engineer Field Manual, parts 1-7, superintendent of documents. $1.

OFFICE OF THE CHIEF OF FIELD ARTILLERY.

It is the duty of this chief to keep the Chief of Staff informed of all important Field Artillery matters and to see that adequate measures are taken to prepare the Field Artillery for service.

The chief of Field Artillery is authorized, subject to such general guidance as the Chief of Staff may indicate, to control the disposition and use of all Field Artillery personnel and material in the United States.

As a result of the establishment of this office, the Field Artillery was transformed, in the nine months preceding the armistice, from a large number of scattered regiments and brigades, whose training was poorly coordinated, whose strength in officers was unevenly dis-

tributed and alarmingly deficient, whose instruction was continually being handicapped due to depletion of enlisted and commissioned strength by drafts for overseas replacements, and which were not using equipment available to the best advantage, to a coordinated, well-trained, efficiently officered branch of the service, with well-organized systems of training centers, officers' schools, and replacement depots.

The strength of the Field Artillery on November 11, 1918, was 22,392 officers and 439,760 enlisted men, organized as follows: Sixty-one divisional artillery brigades, 17 army and corps artillery brigades, 72 ammunition trains, 8 corps parks, and 3 army parks.

The office of the Chief of Field Artillery organized the Field Artillery Basic School at Camp Taylor, Ky., and School of Fire at Fort Sill, Okla. Since the armistice these schools have been reorganized on a peace basis and are in operation at the present. In addition, officers have been detailed for duty with R. O. T. C. units, Field Artillery, at most of the leading colleges and schools in the United States. It is proposed to continue training centers and activities under whatever military policy of the country is determined by legislation.

Circulars, etc., are issued for use of the personnel only.

FINANCE SERVICE.

The Director of Finance has responsibility for and authority over the preparation of estimates, disbursements, money accounts, property accounts, finance reports, and pay and mileage of the Army, and has responsibility for and authority over the activities, personnel, and equipment of the several finance and accounts divisions, branches, and offices of the staff and supply corps and bureaus of the Army, and has authority over and responsibility for the finances of the several corps, departments, and other separate activities of the Army, including the accounting for funds and property.

The work of finance and accounting involved in connection with the supplies of the following supply bureaus, including the finance activities pertaining to the procurement of such supplies were transferred to the Director of Finance, as well as the personnel, equipment, and records pertaining to the finances and to the finance and accounting activities of these organizations:

The Corps of Engineers.
Office of the Surgeon General.
Signal Corps.
Quartermaster Corps.
Chemical Warfare Service.
Ordnance Department.

No publications are issued by this service.

GENERAL STAFF.

The Chief of Staff, who is also the Chief of the General Staff, is the immediate adviser of the Secretary of War on all matters relating to the Military Establishment and is charged by the Secretary of War with the planning, development, and execution of the military

program. By virtue of his office, the Chief of Staff takes rank and precedence over all officers of the Army and by authority of and in the name of the Secretary of War issues such orders as will insure that the policies of the War Department are harmoniously executed by the several corps, bureaus, and other agencies of the Military Establishment and that the Army program is carried out speedily and efficiently. In order that he may perform the duties with which he is charged, the Chief of Staff has under his immediate control a body of officers which constitutes the War Department General Staff.

This War Department General Staff is divided into four primary divisions, each functioning under an officer known as the director and who is an Assistant Chief of Staff. The four primary divisions are:

1. Military Intelligence.
2. War Plans Division.
3. Operations.
4. Purchase, Storage, and Traffic.

In addition there is an executive assistant to the Chief of Staff, who is in charge of the Office of the Chief of Staff and has cognizance and control of the coordination of the various divisions of the General Staff and several bureaus, corps, and other agencies of the War Department, with a view to preventing duplication of work and securing harmonious action, and the collection of statistical data for the information of the Secretary of War and the Chief of Staff.

The director of each division of the General Staff is authorized to issue instructions in the name of the Secretary of War and of the Chief of Staff for carrying out these policies, approved by the Secretary of War and the Chief of Staff, within his control.

The Military Intelligence Division has cognizance and control of military intelligence, both positive and negative; cooperates with the intelligence sections of the General Staffs of other countries and with the intelligence agencies of other executive departments of our Government. In addition it is charged with the supervision of military attachés, obtains, reproduces, and issues maps, translates foreign documents, and disburses and accounts for intelligence funds.

The War Plans Division is charged with the cognizance and control of plans for the organization of all branches of the Army, studies and enunciates policies for the national defense; proposed legislation and the preparation of regulations and rules for the Military Establishment. In addition, it is charged with the supervision of all training for the Army; its tactics and the methods of warfare to be employed, together with all publications relating to the same, and the collection and compilation of all historical data pertaining to the war, including photographs and motion-picture films.

The Operations Division is charged with the cognizance and control of the carrying into effect of the military program, as approved by the Secretary of War and the Chief of Staff. In the fulfillment of its functions it determines the policy affecting the distribution of all types and quantities of equipment and supplies for the Army, including research and inventions in equipment and war material; the appointment, promotion, transfer, and assignment of the commissioned personnel of the Army; the recruitment,

mobilization, and movement of troops; camp sites, cantonments, posts, hospitals, and construction plans and projects for the same.

The Purchase, Storage, and Traffic Division is primarily charged with the supervision of the procurement, storage, and issue of all supplies necessary for the troops in carrying out the military program as approved by the Secretary of War and Chief of Staff and directed by the Operations Division. It is also charged with the coordination of the movement of all troops and supplies, either by rail, water, motor, or horse-drawn transportation.

PUBLICATIONS.

Economic Mobilization in United States for war of 1917, Monograph 2 (W. D. Doc. 885).

Survey of German Tactics, 1918 Monograph 1 (W. D. Doc. 883).

THE INSPECTOR GENERAL'S DEPARTMENT.

At the outset of the war with Germany the department contained 23 officers; the total number detailed during the period of active operations was 310; and on November 11, 1918, the personnel consisted of 191, including two major generals and four brigadier generals. Of the officers detailed during the war 21 attained the grade of general officer. The present peace-time organization is 29 officers—1 major general, 4 colonels, 8 lieutenant colonels, and 16 majors. There is no enlisted personnel in the department.

The theory of expansion was based entirely on the needs of the service, and as the Army grew so did the department. Before being selected, officers' records were scrutinized with care, having in mind both professional qualifications and temperamental fitness. Where practicable newly detailed officers were assigned for a short period of duty in the Office of the Inspector General, where they familiarized themselves with methods and policies and had an opportunity to become imbued with the spirit of the department.

Contrary to a more or less general impression, the Inspector General's Department is in no sense a detective bureau, occupying itself merely with searching out defects and irregularities, but rather it is a constructive agency of the War Department, using the best military brains available to recommend remedial action for ascertained evils. It favors neither the Government nor the individual, the division or the squad, the officer or the enlisted man; it searches solely for facts and studies proper remedies where necessary. Its slogan is "The square deal."

Inspectors have exceptional opportunities to observe and compare methods throughout the service, and to profit by the experience of the very best officers in every branch of military activity. They are thus in position to offer many helpful suggestions, also to assist in disseminating a knowledge of the best methods among the officers and organizations with whom they come in contact. An inspector who takes the broadest possible view of his functions can accomplish a great amount of good outside of what he may do in his capacity of critic. He should endeavor to leave with every command he inspects the feeling that his work has been profitable to it.

A number of inspectors are kept on duty in Washington to make general inspections throughout the country, including in their sphere of inquiry every branch of military activity. A much greater number are assigned as department, port, camp, and division inspectors in the United States and with the services of supply and the combatant forces in France. These inspectors are on the staffs of their respective commanding generals, to whom they report directly and from whom their orders come.

That the methods and policies thus outlined are successful is indicated by the cordial relations and real cooperation that exist between the Inspector General's Department and all branches of the War Department.

No publications are issued by this office.

BUREAU OF INSULAR AFFAIRS.

To this bureau are assigned all matters pertaining to civil government in the island possessions of the United States; namely, the Philippines and Porto Rico. It is also the repository of the civil records of the government of occupation of Cuba from January 1, 1899, to May 20, 1902, and had assigned to it matters pertaining to the provisional government of Cuba September 29, 1906, to January 28, 1909. It has also immediate supervision of the Dominican receivership for the collection of customs, revenue, and payment of the interest and principal of the adjusted bonded indebtedness of the Dominican Republic.

The reports of the Governors of Porto Rico and of the Philippines give the current acts of Federal Government of these islands under the following heads:

Report of the Governor of Porto Rico, 1918:
- List of acts passed by the English Legislative Assembly.
- List of appointments by the governor.
- Personnel of insular police force.
- List of franchise ordinances passed by the executive council.
- Statistical data concerning civil-service operations.
- Report of the secretary.
- Report of the commissioner of health.
- Report of the auditor and consolidated statistics.
- Report of the treasurer.
- Report of the commissioner of the interior.
- Report of the commissioner of education.
- Report of the attorney general.
- Report of the commissioner of agriculture and labor.
- Report of the food commission.

Report of the Governor General of the Philippine Islands, 1917:
- Report of the governer general.
- Report of the secretary of the interior.
- Report of the bureau of non-Christian tribes.
- Report of the secretary of public instruction.
- Report of the secretary of finance.
- Report of the secretary of justice.
- Report of the secretary of agriculture and natural resources.
- Report of the department of commerce and communication.

Librarians desiring publications of the Philippine Islands and Porto Rico may apply to the Bureau of Insular Affairs.

OFFICE OF THE JUDGE ADVOCATE GENERAL.

The Judge Advocate General is the official legal advisor of the Secretary of War, the War Department, and the entire Military Establishment. Every commander who exercises general court-martial jurisdiction has on his staff a judge advocate who supervises disciplinary action in the first instance. To the Judge Advocate General, as to a court of last resort, are referred all general court-martial records for examination and revision.

The office is organized as follows:

Administrative Law Division:
- General board of review.
- Contracts and claims section.
- Constitutional and international law section.
- Civil administration section.
- General administration section.
- Statutory construction and legislative draft section.
- Admiralty and maritime section.
- Reservations and Titles section.

Special clemency board, section No. 1.
Special clemency board, section No. 2.
Special board of review.
Examiners section.
Military Justice Division:
- Board of review (first section).
- Board of review (second section).
- Special opinions' section.
- Death and dismissal section.
- Penitentiary section.
- Disciplinary barracks section.
- Retained in service section.
- Clemency and restoration section.

Executive Division:
- Executive officer.
- Personnel and liaison section.
- Record and property section.
- Bond section.
- Statistical section.
- Publications and library section.

The department is organized with a view of securing to every offender against the military code a fair and just trial according to a definitely prescribed procedure, so safeguarded that no soldier will be punished except in accordance with law. No sentence awarded by a general court-martial is effective until approved by a superior commander who has upon his staff as a legal advisor, a judge advocate.

The publications issued by this office are:

Military laws of the United States, 1915–1917.
Military Reservations, National Cemeteries, and National Parks, 1916 (W. D. Doc. 496).

General Orders, No. 73, War Department, 1918, transferred all separate existing Army organizations to the National Army of the United States.

1. This country has but one Army—the United States Army. It includes all the land forces in the service of the United States. These forces, however raised, lose their identity in that of the United States Army. Distinctive appellations, such as the Regular Army, Reserve Corps, National Guard, and National Army, heretofore employed in administration and command, will be discontinued, and the single term the United States Army will be exclusively used.

2. Orders having reference to the United States Army as divided into separate and component forces of distinct origin, or assuming or contemplating such a division, are to that extent revoked.

3. The insignia now prescribed for the Regular Army shall hereafter be worn by the United States Army.

4. All effective commissions purporting to be and described therein as commissions in the Regular Army, National Guard, National Army, or the Reserve Corps shall hereafter be held to be and regarded as commissions in the United States Army—permanent, provisional, or temporary, as fixed by the conditions of their issue; and all such commissions are hereby amended accordingly. Hereafter during the period of the existing emergency all commissions shall be in the United States Army and in staff corps, departments, and arms of the service thereof, and shall, as the law may provide, be permanent, for a term, or for the period of the emergency. And hereafter during the period of the existing emergency provisional and temporary appointments in the grade of second lieutenant and temporary promotions in the Regular Army and appointments in the Reserve Corps will be discontinued.

The above order consolidated the different classes of forces making up our National Army into the United States Army. Therefore the officers and men of the National Guard drafted into Federal service on August 5, 1917, numbering 12,123 and 367,000, respectively, together with all drafted at a later date, formed a part of the United States Army. At the time of the first draft, August 5, it was contemplated that the records of the Militia Bureau bearing upon the commissioned personnel and the numbers of enlisted personnel would be immediately transferred to the Adjutant General's Department. However, it was found in administering the affairs of the National Guard drafted into Federal service that so many complicated questions arose that two officers of the Adjutant General's Department were sent to the Militia Bureau in order that they might consult the files of that bureau and the personal knowledge of the officers in administering the affairs of the National Guard called into Federal service. The transfer of the records actually occurred on May 10, 1918.

This bureau issues annually a report by the chief of the bureau to the Secretary of War, which sets forth the work of the Militia Bureau during each fiscal year from July 1 until the following June 30. A limited number of copies are available for distribution. This bureau prepared during the war a treatise on protective lighting and another on military protection (Doc. 882, War Department). Copies of the latter document are distributed by The Adjutant General's office.

The following matter is handled by the Militia Bureau:

National Guard.—All matters pertaining to the National Guard except the class described as "Philippine National Guard."

Medical Department, National Guard.

Mobilization of the National Guard.

Attendance of National Guard personnel at Army service schools.

General scheme of training and field training of National Guard.

United States Guards were organized and handled by the Militia Bureau up to and including November 14, at which time the handling of the United States Guards was by order transferred to the department commanders. All records pertaining to the United States Guards were transferred to The Adjutant General's Department March 17, 1919, and are there at the present time.

Furnishing of equipment to home-guard organizations.

N. B.—The Philippine National Guard is made up of citizens of the Philippine Islands who up to the present are not by law citizens of the United States. Therefore they can not be included as organizations of the National Guard under the act of June 3, 1916, which contemplates only organizations made up of citizens of the United States. They are strictly organized militia of the Philippine Islands. The Militia Bureau is concerned only with National Guard organizations formed under the act of June 3, 1916.

MOTOR TRANSPORT CORPS.

Until April 19, 1918, motor equipment was procured by five separate purchasing bureaus.

On August 15, 1918, an order was issued forming an independent Motor Transport Corps, with which was placed the responsibility for the design, operation, maintenance, procurement, personnel, and finance in connection with all motor vehicles except trucks and tractors of the caterpillar type.

This organization, however, operated only a short time, and on September 6, 1918, the procurement activities of the corps were transferred to a new section of the Quartermaster Corps, known as the Motors and Vehicles Division. This left the Motor Transport Corps with the design, operation, maintenance, and personnel, but with no responsibility for either procurement or supply.

At the time of the signing of the armistice, the personnel of the Motor Transport Corps totaled about 2,700 officers and 77,000 enlisted men.

From the experience gained on the Mexican border it had been proved that the Army would need a vast number of motor vehicles, and some of the best engineers in the country were brought together and three standardized trucks developed.

The average truck travels about 30 miles a day. Up to the date of the last War Department report there had been completed 82,500 trucks, 16,000 motor cars, 27,000 motorcycles, and 22,000 bicycles.

Circulars, etc., issued by this office are for the personnel only.

ORDNANCE DEPARTMENT.

The story of the Ordnance Department is fully and completely given in "America's Munitions, 1917–1918," under the following heads:

The ordnance problem.
Gun production.
Mobile field artillery.

Railway artillery.
Explosives, propellants, and artillery ammunition.
Sights and fire-control apparatus.
Motorized artillery.
Tanks.
Machine guns.
Service rifles.
Pistols and revolvers.
Small-arms ammunition.
Trench-warfare material.
Miscellaneous ordnance equipment.

It is very important to read the substance of the international agreement bearing upon the production of munitions on page 15 of this report. This agreement, by providing that American field medium and heavy artillery be supplied from British and French Government factories during 1918, gave America time to build manufacturing capacity on a grand scale without the hampering necessity for immediate production.

By the month of October, 1918, 42,000 workmen were engaged in the production of heavy guns, and the total number of workmen and women in the making of ordnance material reached the great total of 3,250,000. These men became so skilled in their work that America now has a trained body of artisans for the finest kind of gun and ammunition manufacture.

The service rifles were manufactured in this country and each rifleman as he stepped aboard the transport carried his own gun. The total rifle production in this country up to November 9, 1918, was 2,506,307. Pistols and revolvers furnished our men were American products. Of these the output was 743,663. Among the smaller arms were all kinds of grenades, trench knives, and wire cutters.

The historical branch of this department contains hundreds of typewritten illustrated reports (blue prints, charts, and photographs) on every phase of the Ordnance Department. The research worker along these lines may, subject to the approval of the chief, consult reports bearing on the subject he is investigating. A very good description of the ordnance problem is given in "America's Munitions," pages 21 to 221.

PURCHASE, STORAGE, AND TRAFFIC.

QUARTERMASTER DIVISION.

The office of the Quartermaster General, Director of Purchase and Storage, is organized under the following divisions: General Administration, Personnel, Requirements, Remount Service, Purchase Service, Storage Service.

One of its functions is the provisioning of the Army. As a testimonial to the success of its performances, the average American soldier at the end of the fighting in 1918 is said to have weighed 12 pounds more than he did when he entered the Army. At the time the armistice was signed the American troops in France were eating about 9,000,000 pounds of food daily.

The overseas forces were the particular concern of the Subsistence Division. It was planned to have approximately three months' advance supply of food sent over each month for the number of troops actually sent to France during that month. This was called the initial supply. In addition to this there was sent over a monthly automatic supply equivalent to the amount of food the troops already in France would consume during that month. In this way a 90 days' reserve was usually maintained overseas.

The reclamation of supplies has become a very important one with the increase in Quartermaster Corps activities. The Conservation and Reclamation Division of the Quartermaster Corps operates laundries, repair shops of various sorts, and is charged with the responsibility for the greatest possible use of every article of quartermaster supplies, either by saving of waste or in other ways.

Almost as important as the food for the soldier is his clothing. Shoes, socks, uniforms, overcoats, raincoats, rubber boots, blankets, and tentage are a few of the necessary articles.

The purchase of woolen breeches during the war amounted to $13,176,000; of blankets, $145,000,000.

Economies and substitutes were the object of constant study by experts; for instance, substitution of vegetable ivory for metal in buttons was attempted. The Bureau of Standards in Washington tested the taqua, or ivory nuts, from which buttons are made, and found them suitable. A vegetable ivory button with a shank was developed, although no such ivory button had been known before, and the Government's insignia was stamped on this button. Gen. Pershing approved the use of ivory buttons, and thereafter many manufacturers produced millions of gross. Every manufacturer who took button contracts agreed to turn over the ivory-nut waste to the Chemical Warfare Service to be used in making charcoal for the gas-absorbing canisters of the gas masks. Most of the buttons were produced by firms in Rochester and Philadelphia. Manufacturers of electric goods, hardware, billiard balls, celluloid, pearl buttons, and phonograph records turned their plants into ivory-button factories. Enormous quantities of buttons were required. For the Army shirts alone the Government needed 276,000,000 buttons in 1918.

The shortest description of the miscellaneous activities of the Quartermaster Corps would include music for bands, furnishing of paints and fuels, oils (the last being divided into 49 items), brushes, rolling kitchens, tools and tool chests, hardware, horses and mules, motor and horse-drawn vehicles, medical and dental supplies.

This division also manufactured war goods in Government shops in two huge uniform factories at Philadelphia and Jeffersonville, Ind. This latter factory became the largest shirt-manufacturing establishment in the world. When the armistice was signed the Philadelphia uniform factory was rapidly becoming the largest clothing manufacturing plant in the United States.

The statistics of salvage work accomplished by this division are impressive, and in the year 1918 amounted to $101,180,151.

These activities are fully dealt with in "America's Munitions."

Publications issued by this division are:

Army foot-measuring and shoe-fitting system (War Dept. Doc. 879).
Manual for Army bakers, 1916 (War Dept. Doc. 563); superintendent of documents. 35 cents.
Manual for Army cooks, 1916 (War Dept. Doc. 564); superintendent of documents. 50 cents.
Manual for Quartermaster Corps, 1916; 2 volumes; superintendent of documents. $2.25 set.
Official table of distances for guidance of disbursing officers of Army charged with payment of money allowances for travel (War Dept. Doc. 354).
Pack transportation, 1916 (War Dept. Doc. 565).

REAL ESTATE SERVICE.

One of the principal functions of the Real Estate Service is the procurement, by purchase, lease, condemnation, requisition, or donation, of any and all real estate required for the use of the War Department. It is by the adoption of proper methods and the application of real estate experience and skill that the interests of the Government can be safeguarded in the matter of the price paid for the real estate required.

This service has jurisdiction over all real estate purchased, leased, rented, condemned, requisitioned, or donated for the use of the War Department, excepting real estate required for sites for fortifications and seacoast defenses, all such property being under the direction of the Chief of Engineers.

The service has established and is maintaining a filing and recording system for all grants, deeds, abstracts, leases, and other instruments pertaining to real estate and interests therein under control of the War Department. It also maintains an indexing and mapping system.

THE SIGNAL CORPS.

Military signals to-day include the telephone, the telegraph, radio telegraphy and telephony, the buzzer, the buzzerphone, panels, pyrotechnics, flags, smoke signals, pigeons, dogs, mounted orderlies, and runners.

The Signal Corps in France had to provide facilities for communication for the Service of Supply. Our own telegraph and telephone systems had to be set up, and at the date of the armistice there were in France 96,000 miles of American telegraph and long-distance telephone circuits.

In addition to the various means of communication, the Signal Corps was called upon to supply in large quantities wire reel carts, flagstaffs, field glasses, photographic equipment, chests, tools, meteorological apparatus, and wrist watches.

The enlisted and commissioned personnel of the Signal Corps is composed of highly specialized technical men. The Signal Corps maintains schools for its officers and enlisted men and offers unusual advantages to the young men of the country who are interested in electrical engineering, with all its allied branches. The value of the training secured during one period of enlistment in the Signal Corps would be inestimable to a young man who desires to enter this field.

PUBLICATIONS.

Field Message Book:
Electrical Engineering Pamphlet, No. 1. The Buzzerphone.
Electrical Engineering Pamphlet, No. 2. The Monocord Switchboard Unit.
Electrical Engineering Pamphlet, No. 3. Field Telephones.
Training Pamphlet, No. 1. Elementary Electricity.
Training Pamphlet, No. 3. Laying Cable in the Forward Area.
Training Pamphlet, No. 4. Visual Signaling.
Training Pamphlet, No. 6. Trench Line Construction.
Field Pamphlet, No. 1. Directions for Using Set, Signal Lamp, Type EE-7.
Field Pamphlet, No. 2. Directions for Using Set, Signal Lamp, Type EE-6.
Field Pamphlet, No. 3. Directions for Using a Two-way T. P. S. Set, Type SCR-76.
Field Pamphlet, No. 4. Directions for Using Acroplane Radio Telegraph Transmitting Set, Type SCR-73.
Radio Pamphlet, No. 1. Elementary Principles of Radio Telegraphy and Telephony:
Radio Pamphlet, No. 2. Antenna Systems.
Radio Pamphlet, No. 3. Radio Receiving Sets, Type SCR-54 and SCR-54-A and Detector Equipment, Type T-3-A.
Radio Pamphlet, No. 5. Airplane Radio Telegraph Sets, Type SCR-65 and SCR-65-A.
Radio Pamphlet, No. 7. Primary Batteries.
Radio Pamphlet, No. 8. Storage Batteries.
Radio Pamphlet, No. 10. Ground Telegraphy or T. P. S.
Radio Pamphlet, No. 11. Radio Telegraph Transmitting Sets, Type SCR-74 and SCR-74-A.
Radio Pamphlet, No. 13. Airplane Radio Telegraph Transmitting Set, Type SCR-73.
Radio Pamphlet, No. 14. U. W. Radio Telegraph Transmitting Set, Type SCR-69.
Radio Pamphlet, No. 15. Two-way T. P. S. Set, Type SCR-76.
Radio Pamphlet, No. 18. Listening-in Stations.
Radio Pamphlet, No. 19. Two-way T. P. S. Set, Type SCR-76-A.
Radio Pamphlet, No. 20. Airplane Radio Telephone Sets.
Radio Pamphlet, No. 21. Theory and Use of Wavemeters.
Radio Pamphlet, No. 22. Ground Radio Telephone Sets.
Radio Pamphlet, No. 23. U. W. Airplane Radio Telegraph Set, Type SCR-80.
Radio Pamphlet, No. 24. Tank Radio Telegraph Sets.
Radio Pamphlet, No. 30. The Radio Mechanic and the Airplane.
Radio Pamphlet, No. 40. The Principles Underlying Radio Communication.

PHOTOGRAPHS.

All historical photographs of the War Department are filed with this division and may be purchased from the photographic section of the office of the Chief Signal Officer. These are fully classified and it is only necessary to mention the subject of which photographs are desired. The prints are 4 by 5 inches, 5 by 7 inches, or 6½ by 8½ inches, and cost 15 cents apiece. Enlargements of any photograph may be secured in either black or sepia tones in the following sizes: 11¼ by 14 inches, 35 cents; 14 by 17 inches, 50 cents; 17 by 20 inches, 75 cents; and 20 by 24 inches, $1.

List of general headings under which A. E. F. photographs are filed:

Addresses.
Advancing.
Aeroplanes.
Alien property.
Allied prisoners.
Amusements.
Animals.
Argonne.
Armistice.
Artillery:
  En route.
  In action (A-B).

Shipbuilding.
Signal Corps.
Signs and insignia.
Smoke bombs.
Snipers.
Snow scenes.
Standards.
Steel.
Supplies (A—B).
Survivors.
Tanks (A-B).
Tractors.
Training.
Training camps.
Transportation.
Trenches (A-B).
Verdun.
Warehouses.
Washing up.
Water supply.
Wire entanglements.
Women's work.
Y. M. C. A.
Divisions:
Complete—
1, 2, 26, 27, 30, 35, 42, 77, 78, 79, 80, 83, 84, 91, 92, 93.
Divisions—Continued.
Incomplete—
3, 4, 5, 6, 7, 29, 33, 36, 37, 81, 82, 86, 88, 89, 90.
Regiments.

CLASSIFICATION CHART FOR KEY FILE OF DOMESTIC PICTURES.

Activities.
Aviation.
Celebrations.
Ceremonies (I, II).
Drills and inspection.
Entertainments.
Exhibitions.
Exhibits (I, II, III, IV).
Food (I, II).
Homecoming (I, II, III, IV, V).
Hospitals.
Internment camps.
Miscellaneous.
Pay.
Personnel.
Pigeons.
Plants.
Public buildings.
Signal Corps operations.
Special.

MOTION-PICTURE FILMS.

The Signal Corps motion-picture films contain motion pictures of all Army activities in this country and in the American Expeditionary Forces. Certain portions of these records have been released for general distribution and may be purchased from the photographic section of the Office of the Chief Signal Officer. These motion pictures are furnished in the standard size film at the rate of 10 cents per running foot for positive films and 80 cents per running foot for negative films. (For further details communicate with the photographic section, Office of the Chief Signal Officer.)

OFFICE OF THE SURGEON GENERAL OF THE ARMY.

The Medical Department of the United States Army is charged with the duty of investigating the sanitary condition of the Army and making recommendations in reference thereto, of advising with reference to the location of permanent camps and posts, the adoption of systems of water supply and purification, and the disposal of wastes, with the duty of caring for the sick and wounded, making physical examinations of officers and enlisted men, the management and control of military hospitals, the recruitment, instruction, and control of the enlisted force of the Medical Department and of the Nurse Corps, and furnishing all medical and hospital supplies, including

those for public animals. At the head of the Medical Department is the Surgeon General of the Army. The various corps comprised in the Medical Department are shown on page 12 of this report, under the heading of the "Personnel Division."

The Medical Corps of the Regular Army was, of course, entirely inadequate to render the professional care for the vast new armies, but was peculiarly fitted by reason of its experience and training to handle the medico-military administrative problems and to train the new medical officers, fresh from civil life, in their duties as officers, sanitarians, and administrators. Consequently, nearly every regular officer was placed in an administrative position. Those regular officers particularly qualified were assembled in the office of the Surgeon General, and with them were associated the best civilian talent of the country, not only surgeons and internists, but also renowned specialists in the eye, ear, nose, throat, in dentistry, in oral-plastic surgery, in roentgenology, in sanitary engineering, in psychology, in epidemiology, in food and nutrition, in veterinary medicine, etc.

At the height of its activity during the war the Office of the Surgeon General was organized in the following divisions:

*Division of Sanitation.	Library Division.
*Hospital Division.	Air Service Division.
*Personnel Division.	Gas Defense Service.
Laboratory Division.	Food Division.
*Division of Physical Reconstruction.	Overseas Division.
	Division of Head Surgery.
Division of Medicine.	Medical Officers Training Camp Division.
Division of Surgery.	
*Finance and Supply Division.	Veterinary Division.

*The starred divisions are the ones we have chosen to treat.

DIVISION OF SANITATION.

The Division of Sanitation, which has for many years been one of the three permanent divisions of the Surgeon General's Office, has undergone great expansion during the war and its duties rapidly extended to the handling of all questions relating to the health and well-being of troops and the sanitation of camps, cantonments, permanent posts, hospitals, ports of embarkation, transports, military trains, and other military stations. Its function includes the physical examination and selection of recruits and registrants; the physical examination of soldiers prior to demobilization; the selection of camp and division surgeons, camp and division sanitary inspectors, epidemiologists, sanitary engineers, and surgeons for recruit depots; the direction of medico-military activities in camps, cantonments, and other stations in so far as they relate to the Surgeon General's Office; supervision of the hygiene and sanitation of camps; advising the War Department with reference to camp sites, housing, air space, clothing, food, water supplies, sewerage systems, and garbage disposal; the control of fly and mosquito breeding and the elimination of these pests; the destruction of lice and other disease-bearing insects; the search for and quarantine of "carriers" of disease and "contacts" with disease; the design and construction

of quarantine and detention camps; the administration of quarantine and other measures necessary to prevent the spread of communicable diseases; and the inspection of camp, post, base and general hospitals. In sum, the activities of the Division of Sanitation include all the functions of a health department in a civil community and many other duties in addition.

To accomplish the work above indicated the Division of Sanitation has maintained the following sections:

Section of Sanitary Inspections.
Medical Records Section.
Current Statistics Section.
Communicable Disease Section.
Sanitary Engineering Section.
Food and Nutrition Section.
Student Army Training Corps Section.
Miscellaneous Section.

The following figures indicate the enormous reduction in deaths which has resulted from the sanitary measures enforced during the present war as compared with the practice in vogue in the Civil War and Spanish-American War:

Number of deaths (disease) that occurred in present war, Sept. 1, 1917, to May 2, 1919	40,412
Number of deaths (disease) that would have occurred if the Civil War death rate had obtained	227,094
Number of deaths (disease) that would have occurred if the Spanish-American War death rate had obtained	112,656

HOSPITAL DIVISION.

The duty of the Hospital Division is to provide and operate all military hospitals in the United States; that is to say, to care for all sick and injured of the armies in training in the United States and also for the cases returned from overseas. This plan comprehended some 600 separate locations of military medical activity. Some of these places had been in existence prior to this war, but the great majority were new, and all those that were not new carried increased military activity or were secured by the Medical Department from other branches of the service and converted into hospitals. To do this work it was necessary to inaugurate an elastic system of expansion, both in the Surgeon General's Office and at each large hospital, and this system had to keep constantly in as close touch as possible with the changing policy of the War Department as regards concentration of troops and enlargement of camps and ports and also with the varying demands from the American Expeditionary Forces.

Personnel Section.—The statistics of this section show that during the period of the emergency there were operating, on a monthly average 30 general hospitals, 32 base hospitals, and 131 miscellaneous hospitals for the care of the sick in the United States. Each of these hospitals had on duty an average of 33 medical officers, selected from the best personnel of the Army and country at large, 88 trained nurses, and 465 enlisted men of the Medical Department. In round numbers, 2,000,000 sick were treated in these hospitals from the time of the first draft in 1917 to April 25, 1919. The total number of medical officers, nurses, and enlisted men employed in the Army

hospitals during the period of the war would furnish the entire population for a city the size of Albany, N. Y. At one time 150,000 beds were set up for use in the Army hospitals. If these beds were placed end to end, they would form an almost unbroken line from New York to Washington.

PERSONNEL DIVISION.

(Apr. 6, 1917, to May 20, 1919.)

On April 6, 1917, the Medical Department had approximately 981 commissioned officers, 403 female nurses, and 6,900 enlisted men on active duty. On December 1, 1918, there were approximately 40,100 commissioned officers, 21,480 female nurses, and 264,000 enlisted men, organized under the following divisions:

Dec. 1, 1918 (approximately).

Medical Corps	30,500
Dental Corps	4,500
Veterinary Corps	2,000
Sanitary Corps	2,895
United States Army Ambulance service	205
Nurse Corps	21,480
Enlisted personnel	264,000

DIVISION OF PHYSICAL RECONSTRUCTION.

Physical reconstruction as applied in military hospitals is defined as continued treatment, carried to the fullest degree of maximum physical and functional restoration consistent with the nature of the disability of the sick or injured soldier, by the employment of all known measures of modern medical and surgical management, including physio therapy (thermo, electro, hydro, and mechano therapy, massage, calisthenics, gymnastics, military drill, and the like), curative mental and manual work (in wards, shops, schools, gardens, and fields), and sports and games in and out of doors.

Before the armistice was signed approximately 10,000 disabled soldiers were returned from the American Expeditionary Forces to the United States. These were cared for in 16 general military hospitals, and those who needed it were given the benefit of the continued treatment known as physical reconstruction.

Following the armistice, the return of the sick and injured from overseas was expedited. From November 11, 1918, to May 1, 1919, approximately 110,000 disabled soldiers from the American Expeditionary Forces have been returned to America. This has required the Medical Department of the Army to secure facilities for the application of measures of physical reconstruction in additional general hospitals and in 15 base hospitals of the training camps. At the height of the maximum degree of hospitalization, since the armistice was signed, 48 hospitals have functioned in physical reconstruction. At the present time 44 general and base hospitals carry on this type of treatment.

DIVISION OF FINANCE AND SUPPLY.

At the outbreak of the war with Germany the Medical Department had its need for supplies computed in such a manner as to permit its

ready adaptation to any size army it might be called upon to equip. In cooperation with the medical section of the Council of National Defense, it held conferences with representative committees of manufacturers of surgical instruments, pharmaceuticals, laboratory supplies, surgical dressings, hospital equipment, etc., and succeeded in getting these industries lined up for full, complete, and enthusiastic support of the medical departments of the Army and Navy. New sources of supply were developed as rapidly as it became evident that existing sources would prove inadequate. Negotiations for supplies were rapidly carried forward and the manufacture of needed articles promptly begun. Fortunately for the Medical Department, a large part of the supplies it required were available for spot purchase, the majority of its standards being uniform with commercial articles and sizes in common use. New supply depots were established at Atlanta, Ga., and Philadelphia, and the capacity of the existing depots at New York, Washington, St. Louis, San Antonio, and San Francisco greatly increased.

Considering one item alone, we find at the signing of the armistice that the Medical Department had in sight sufficient supplies and equipment for 700,000 hospital beds, with 300,000 cots in reserve for crisis expansion.

Publications of the Office of Surgeon General are: Air Service, Medical, 1919; Surgical Anatomy, 1918; Manual of Neuro-Surgery, 1919; Physical Examinations of the First Million Draft Recruits. A complete list of the many extremely valuable monographs issued by the Surgeon General's Office may be obtained on application to the Reprint Division.

THE TANK CORPS.

The British conceived the idea of the tank from watching the caterpillar tractors used by the Artillery at the front. Seeing the ease with which these tractors surmounted obstacles and mud impassable to armored cars, and even teams, they decided to combine the principle of the caterpillar tractor with that of the armored car. Sir William Tritton, of the William Foster Co., designed the first British tank. This consisted of the engine and transmission of the Foster-Daimler tractor mounted on a Holt caterpillar chassis, the whole being protected by a mild steel armor. This design proved to be top heavy and unwieldy, and the tank was redesigned, the second attempt of Sir William Tritton producing the tank as it is to-day.

At the same time the British were carrying out their experiments the French were also developing a tank. The French tank differed from the British in that it was not to be a fighting unit, but was intended to carry machine guns and their crews, bombers, and infantry across "no man's land" to the enemy's trenches, where they were to leave the tank and capture the trench. After the British tanks had been tried out in action, the French saw that the fighting unit was the much better plan and changed their designs accordingly, so the British really were the first to develop the fighting tank that gained such wonderful reputation during the war.

The tank got its name through the efforts of the British to conceal it from the Germans until it could be used in action against them. During the development of the tank it was necessary to ship parts

of tanks and also to refer to the machine in telephone and telegraphic communications, so the idea was spread that movable water tanks were being manufactured for Russia, and the machine was always referred to as "tank."

Circulars, etc., issued by this office are for the personnel only.

TRANSPORTATION SERVICE.

The duties of this service include all transportation activities except those pertaining to the Motor Transport Corps. The word "Transportation" as used here means the conveying by all the means of land and water transportation of every manner of thing—animal, vegetable, mineral, or fabricated—which is needed for supplying our Army.

Spruce is needed for aeroplane propellers, and the Transportation Service brings it from the northern forests; coffee is needed, and the Transportation Service brings it from Guatemala; sugar is needed, and the Transportation Service brings it from Cuba and Porto Rico; beef is needed, and the Transportation Service brings it from the Middle West. Everything which goes to make up the supplies for our Army is carried by the Transportation Service, loaded into a freight car or stowed in the hold of a transport, swung out into a warehouse, put on a truck, or packed on a mule's back.

The Transportation Service carries our men and everything they need.

The Administrative Division manages all legal matters pertaining to the service, plans, efficiency methods, attends to orders and regulations, finance, claims, contracts, baggage, remains and effects, printing telegraph, courier service, office supplies and equipment, personnel and inspection, mail and records, statistics and information.

The Water Transportation Division operates under the following sections—cargo traffic branch, vessel operation branch and construction, maintenance and repair branch.

The Animal Drawn Transportation Division looks after wagon and pack transportation.

The Rail Transportation Division is organized with the following units—passenger traffic branch, freight traffic branch and construction, maintenance and operation branch.

The publications issued by this office are for the personnel only.

WAR CREDITS BOARD.

The board was appointed by the Secretary of War to administer the granting of advances of money to War Department contractors under authority of section 5, Public Act 61, Sixty-fifth Congress, which reads as follows:

SEC. 5. That the Secretary of War and the Secretary of the Navy are authorized, during the period of the existing emergency, from appropriations available therefor, to advance payments to contractors for supplies for their respective departments in amounts not exceeding 30 per cent of the contract price of such supplies: *Provided*, That such advances shall be made upon such terms as the Secretary of War and the Secretary of the Navy, respectively, shall prescribe, and they shall require adequate security for the protection of the Government for the payments so made.

This office issues no publications.

Adjutant General's Office:
- Administration.
- Archives.
- Casualties.
- Enlistments.
- Personnel.
- Publications.
- Records.
- War-risk insurance.

Air Service:
- Airplanes.
- Airships.
- Balloons.

Chemical Warfare Service:
- Flame.
- Gas.
- Gas masks.
- Gas shells.
- Grenades.
- Signal lights.
- Smoke screens.
- Toxic chemicals.

Coast Artillery:
- Defenses.
- Forts.
- Heavy artillery.
- Target practice.

Construction:
- Bids.
- Cantonments.
- Competitive bids.
- Drainage.
- Emergency construction.
- Fire protection.
- Heating.
- Hospitals.
- Housing.
- Labor.
- Lighting.
- Machine shops.
- Plans.
- Refuse disposal.
- Roads.
- Sewerage.
- Sites.
- Specifications.
- Storage plants.
- Water supply.

Engineer Corps:
- Base hospital plants.
- Bridges.
- Camouflage.

Engineer Corps—Continued.
- Construction.
- Electrical construction.
- Forestry products.
- Map making.
- Mining.
- Port facilities.
- Quarrying.
- Railroads.
- Road building.
- Roads.
- Storage depots.
- Supplies—
  - Distribution of.
  - Procurement of.
  - Standardizing of.
- Surveys.
- Transportation.
- Trenching.
- Water supply.

Field Artillery:
- Material.
- Officers' schools.
- Personnel.
- Replacement depots.
- Training centers.
- Travel.

Finance Service:
- Accounts.
- Disbursements.
- Estimates.
- Mileage of Army.
- Pay of Army.
- Reports—finance.

General Staff (an administrative, not an executive branch):
- Administration.
- Censorship.
- Construction.
- Coordination of plans.
- Education.
- Equipment.
- Information.
- Hospitalization.
- Map preparation.
- Movement of troops.
- Operations.
- Organization.
- Preparation.
- Supervision of combat operations.
- Supply.

Quartermaster Division—Contd.
- Contracts.
- Depots.
- Distribution.
- Engineering.
- Forage.
- Fuel.
- Hardware.
- Kitchen.
- Laundering.
- Leather goods.
- Personnel.
- Provisioning.
- Purchase.
- Reclamation.
- Repairs.
- Requirements.
- Salvage.
- Storage.
- Subsistence.
- Textiles.
- Vehicles.

Real estate:
- Land (for War Department uses)—
  - Abstracts.
  - Condemned.
  - Deeds.
  - Donated.
  - Grants.
  - Leased.
  - Maps.
  - Rented.
  - Requisitioned.

Signal Corps:
- Aviation.
- Buzzers.
- Cable.
- Dispatches.
- Flags.
- Motion pictures.
- Motorcycles.
- Panels.
- Photography.
- Pigeons.
- Projectors.
- Radio.
- Telegraph.
- Telephone.

Surgeon General:
- Accidents.
- Ambulance units.
- Appliances for disabled soldiers.
- Artificial limbs.
- Death.
- Dentistry.
- Diseases.
- Dressings.
- Epidemics.
- Fly prevention.
- Food.
- Gas masks.
- Health.
- Hospitalization.
- Medicine.
- Mobilization camps.
- Mosquito control.
- Neurology.
- Orthopedic surgery.
- Physical examination.
- Preventive treatment.
- Psychiatry.
- Reconstruction work.
- Sanitation.
- Sickness.
- Statistics.
- Supplies.
- Surgery.
- Veterinary.
- Wounds.

Tank Corps:
- Equipment.
- Training.

Transportation (all except motor):
- Animal—
  - Wagon.
  - Pack.
- Rail—
  - Freight.
  - Passenger.
- Water—
  - Cargo traffic.

War credits:
- Advances (of money).
- Securities (for same).

This space is intended for corrections and additions in order that the information in the foregoing pages may be kept up to date.

To the Librarians of the United States:

There was never a time in the history of the Republic when it was more important that the people lend their loyal support to the Federal laws and obedience to the judiciary than at present. The librarians of the United States can do much in disseminating such sentiments among the people, by making available for the reading and thoughtful public the basic principles of Government and the activities of the Department of Justice in enforcing the Federal statutes.

The natural unrest which follows in the wake of a world-wide conflict, which took from peaceful pursuits for a period of four years 50,000,000 to 75,000,000 producers, is a condition which confronts civilization and makes it more vital now than ever before that all classes of citizens reverence and respect the law and unite in the support of our institutions. It is a time when the lawless elements of our population press the advantage accrued to them through unstable and unsettled conditions and when extremists and radicals seek to overthrow Governments and to disrupt society to the end that they may reap ephemeral notoriety and personal profit.

The Department of Justice is pleased at this opportunity to get closer in touch with the great American public through the medium of the librarians of the United States.

Respectfully,

A. Mitchell Palmer,
Attorney General.

THE DEPARTMENT OF JUSTICE.

The First Congress of the United States met at New York on March 4, 1789, and its first session was devoted entirely to the enactment of laws to provide the machinery for the permanent Federal Government contemplated by the Constitution.

Under the third article of the Constitution the office of Attorney General was created, thus making him the fourth Cabinet officer in order of creation, but the department as a department was not created till 1870. A few quotations from a history of the Department of Justice show that the legal department of our Government was not born without a struggle.

In March, 1791, Congress increased the salary of the Attorney General to $1,900, which was maintained until 1797, when it was increased to $2,000. In December of the same year Randolph wrote a long letter addressed to the President, containing important recommendations concerning the office of Attorney General. He advised that the Attorney General be authorized to represent the Government in the inferior courts as well as in the Supreme Court; that he be given control and supervision of the district attorneys; and he pointed out the urgent necessity for a clerk. Washington transmitted this letter to Congress in a special message, and the committee to whom it was referred investigated the questions and reported favorably upon all the recommendations of the Attorney General. Despite the letter of Randolph, the message of Washington, and the favorable report of the committee, Congress took no action. Twenty-seven years elapsed before any allowance was made for clerk hire and 70 before the Attorney General was given supervision and control of district attorneys.

In his first annual message President Polk strongly urged upon Congress the necessity of creating a legal department, with the Attorney General at its head and of placing him on the same footing with the heads of the other executive departments. But his recommendations met the fate of the many that had gone before. Congress read them and did nothing.

The growth of the office of Attorney General, both in its functions and in its personnel, had been so great during the first 80 years of the existence of the Federal Government that at the end of that

period it was in reality, what it has always been in theory, one of the executive departments of the Government. There was needed a law to give it organization, a name, and a home. The Forty-first Congress, heeding in part the recommendations of the many Attorneys General and Presidents, gave it organization and a name, but failed to provide a home; and enacted the law of June 22, 1870, entitled "An act to establish the Department of Justice."

The duties and powers of the Attorney General, very briefly expressed, are as follows: As head of the Department of Justice he is to prosecute the law business of the Government and to direct and control the subordinate officers provided for this work, not only in the department at Washington, but also in the 86 judicial districts into which the United States and the Territories are divided; he is to interpret the laws for the President and for the heads of the other executive departments. The first he may perform through his assistants and subordinates. In the performance of the second he may approve and adopt the opinions of his subordinates except upon questions involving construction of the Constitution, but upon such questions he must give his own opinion. The duties of the Attorney General as head of the department are so exacting, the details of the administration of the business concerning which he must give directions are so numerous, and the necessity of giving verbal advice to the President and to the other Cabinet officers is so frequent that he has no time to prepare pleadings or briefs, or personally conduct or argue any except the most important cases.

He signs all communications addressed to the President and to the heads of other departments, all instructions to his subordinates, and all important letters. He gives personal directions to the heads of the several bureaus or divisions of the department, and, after they have been briefed for him, considers all applications for executive clemency and reports them to the President, and all applications for appointment in or under the department.

The other principal officers of the department are as follows: The Solicitor General, the Assistant to the Attorney General, the Assistant Attorneys General, Solicitor for the Interior Department, Solicitor for the Post Office Department, Solicitor for the Department of State, Solicitor for the Treasury, Solicitor for the Department of Commerce, Solicitor for the Department of Labor, Solicitor of Internal Revenue, Chief Clerk and Superintendent of Buildings, Private Secretary and Assistant to the Attorney General, Superintendent of Prisons, Director of Bureau of Investigation, and Pardon Attorney.

The Attorney General in his 1918 report says:

> Reviewing the history of the country during the period since its entry into the war, from the standpoint of this department, one of the distinctive achieve-

ments of the American people has been the maintenance of order, the comparative failure of enemy activities, and, speaking broadly, the very general self-control and self-restraint exhibited throughout the country in critical situations. There have been instances of outrage and disorder, but only in isolated cases directed against individuals, and the number has been negligible. This condition is, of course, chiefly due to the law-abiding instinct of the people, but it is believed that it is due also to the attitude and policies adopted by this department.

The publications of this department are: The Annual Report of the Attorney General; Register of the Department of Justice and United States Courts; Opinions of Attorneys General (published at irregular intervals). The first two may be obtained (so long as the supply holds out) on application to the department by libraries giving good reasons for the request.

TO THE LIBRARIANS OF THE UNITED STATES:

The Post Office Department, through the 55,000 post offices, 43,000 rural carriers, 18,000 railway postal clerks, 35,000 city carriers, 47,000 clerks in post offices, and a large number of other employees, approximately a total of 300,000 employees, reaches every city, town, hamlet, and crossroads in the United States, and in this manner comes into daily contact with the American citizen as does no other Government department.

The Postal Service carries letters to the homes of the humble citizen as carefully, expeditiously, and sacredly as it does to the home of the great. It does not serve the capitalist with any greater degree of fidelity than it does the laborer. The same rate of postage applies to all alike. There is no class distinction recognized in the service of the Post Office Department. In the struggle for class selfishness to-day, can not we profit from the example set by the Postal Service? It is the very essence of democracy.

The progress of our Nation, its unity, its liberty, its defense, its intelligence, its development of character, and its material prosperity are dependent upon the greatest possible extension of the means of communication. These facts are the very corner stone of the Postal Service since the days of Benjamin Franklin, the father of our postal system. In establishing our present postal system in 1775, the Continental Congress recognized these principles when it said in a resolution that "communication of intelligence with frequency and dispatch from one part to another of this extensive continent is essentially requisite to its safety." The unification of the colonies and their successful organization for the American Revolution were largely due to the communication of intelligence through the system of posts organized by Franklin.

The improvement and extension of the Postal Service since its establishment has coincided with and been a barometer of the progress and prosperity of the Nation.

A. S. Burleson

Postmaster General.

THE POST OFFICE DEPARTMENT.

Before the days of the Post Office Department libraries were archives where old, long-bearded men delved in the past history of dead times. With the advent of a mail service, the breezes of the present blew through dusty chambers; young, virile thinkers began to seek on library tables for current, daily news, and on the open shelves for the living news of the ages, past and present, which we call literature.

The printing press and the post office—these are the common carriers to the stations named public libraries.

The story of the United States Post Office is the story of the geographic development of these United States. The fact that these pages are intended to point out sources of publications rather than descriptions of departments permits only the brief statement that the Post Office is a distributor, rather than a provider, of printed matter.

The annual report of the Postmaster General has always some feature of current interest, as the development of the aerial mail service, the management of war savings and thrift stamps, etc. This report may be obtained on application to the chief clerk of the department.

The only other available publication is the United States Official Postal Guide, which gives full postal information and a list of the post offices of the United States. The subscription price for the cloth-bound guide with monthly supplements is $1 a year, to be obtained from the Post Office Department, Washington, D. C.

To the Librarians of the United States:

In the immediate future those who fought on land and sea in the great war for world freedom will begin to seek in public libraries throughout the United States for information regarding the record of the Government in the conduct of the war. And later on the descendants of these men will search in the same libraries for the records of the deeds of their fathers.

Now is the time to collect, to preserve, and to make accessible to your patrons the records of the Navy's part in the conflict. I believe that one of the essentials of good citizenship is a knowledge of the workings of the citizens' Government.

The Navy Department will welcome your cooperation and will gladly place with you matter suitable for the purposes suggested.

Faithfully, yours,

Franklin D. Roosevelt,
Assistant Secretary of the Navy.

THE DEPARTMENT OF THE NAVY.

[The bureaus and offices given page numbers are the ones selected as having matter of interest to librarians. Appointment and disbursing offices and other divisions connected primarily with the administrative work of a department have been omitted.]

THE SPIRIT OF THE NAVY.

One of the United States Senators has recently said: "I wish I could go on and tell you what the American Navy has been doing in the narrow seas. I can not. The Navy has remained largely silent about its work and its preparation, and it is one of the best things about it, but it has been doing the greatest possible work everywhere. It has not failed in convoying the troops. It has not failed in its work in the Baltic and the Channel and the coast of France and the Mediterranean, and it will not fail here. It will do everything that courage and intelligence and bravery can possibly do."

"Teamwork," said the Secretary, "had been the Navy's slogan for five years, and its perfect operation has given proof of the wisdom of the insistence upon the whole organization working in harmony and with a common spirit. Frequent conferences and full exchange of ideas with administrative genius and hard work have made possible the record of the Navy before and during the war. * * *

"The very phrase 'The Navy of the United States' has to-day a new significance. It means not only ships and crews, not only matériél and personnel—it connotes a spirit, invisible but potent, a spirit that has enriched our national life, that has vitalized our national thinking, that has widened our contact with national problems, and thus by community of interest has bound us together in a closer and more resolute union. In thousands of American homes to-day where our Navy was a mere word in 1913 it has become a symbol not only of daring but of unselfish endeavor and high constructive purpose. It has entered into the national consciousness as part and parcel of the twin concepts, America and Americanism. It had already linked itself inseparably with our past; it now is no less a part of our future. Nations and people, too, that knew of the Navy of the United States only by hearsay or random incident know it now as the organized will of a free people, prompt to heed the call of right against might, tireless in effort, fertile in resource, happy in cooperation, and unyielding till the ultimate goal be won."

The Navy issues few publications, but the annual reports of the bureaus and the Annual Report of the Secretary of the Navy give facts with which every librarian should be familiar, if for no other reason than from patriotic pride in a great protective force run along a strictly American plan of organization.

The report of the department; the Navy Directory, a monthly which lists the officers of the Navy; Instruction for the Navy of the United States Governing Maritime Warfare, 1917; Register of the Commissioned and Warrant Officers of the United States Navy, are issued by the Secretary's office. These and all free publications listed under the different bureaus and offices may be obtained as long as the present supply lasts by applying to the Secretary of the Navy. The United States Naval Institute at Annapolis will send a list of its publications on request.

For a list of photographs typical of the activities of the department, address the Secretary of the Navy. These photographs may be had at a nominal price.

THE DEPARTMENT OF THE NAVY.

THE GENERAL BOARD.

The work of this board includes action upon all questions referred to it by the Secretary of the Navy for investigation or recommendation.

A few of the subjects acted upon give a slight idea of the wide range covered: Tactics and strategy of submarines, defense of the Panama Canal, organization of naval forces, mine and net defenses, general aeronautical policy of the United States, pending ownership of islands in the Pacific Ocean and elsewhere, etc.

THE COMPENSATION BOARD.

This board was created under the exigencies of war and established by the Secretary of the Navy for the purpose of handling certain matters in connection with the construction of naval vessels at civilian yards under cost-plus-profit contracts.

Its duties are:

To ascertain, estimate, and determine, in accordance with the terms of contracts, the actual costs of vessels building or about to be built, under contract with the Navy Department, on a cost-plus-profit basis.

To decide upon, control, and supervise the execution of all methods necessary to be established to carry out its duties, especially those defined in the contracts for vessels building or to be built upon the cost-plus-profit basis.

The board is authorized to call upon the bureaus and offices of the department for such information and assistance as may be necessary in the execution of the work assigned to it, and it will be furnished with copies of contracts and such other data as may be necessary in the proper performance of its duties.

At all the shipbuilding yards—except those building only mine sweepers—the compensation board is represented by a local board known as the cost inspection board. That board is composed of three officers of the Navy, namely, the inspector of machinery, the superintending constructor, and the cost inspector. The two former are regularly on duty at the yard in connection with the technical supervision of the building of the vessels, while the officer of the Supply Corps, designated as the cost inspector, is stationed there primarily as a representative of the compensation board. The actual cost inspection, under the general direction of the compensation board, is carried on by this cost inspection board, which has a suitable force of assistants.

The vessels whose costs are supervised by the compensation board are building at 20 shipyards at an aggregate estimated cost of about $800,000,000. The contracts under which these vessels are building are of two kinds:

Cost plus 10 per cent profit on such cost.

Cost plus a fixed sum for profit, plus a bonus for "savings" effected as between the contract estimated cost and the actual cost as determined after completion.

THE NAVAL CONSULTING BOARD.

The naval consulting board, of which Thomas A. Edison is president, has considered 110,000 ideas, inventions, and devices. It has held 4,200 interviews on inventions and examined 700 models.

In 1918 the war committee of the technical societies composed of representatives of the great engineering societies associated themselves with the naval consulting board.

Among the subjects studied by the board were: Aeronautics, propellers for airplanes, stabilizing and controlling devices, and an instruction machine that has been adopted for use; optical glass, improvements in quality and production; ordnance equipment; anti-submarine defensive devices and offensive instruments; internal combustion engines, refined hydrocarbon fuel for airplane engines giving greater efficiency and longer life to machines, and methods of coal combustion looking to higher economy.

When the department called for classes of electrical and mechanical engineers from which to select a number of commissioned officers for active service, the board was of material assistance in its prompt and efficient handling of the situation, and as a result the Navy was enabled to obtain an excellent selection of able and experienced officers.

The Secretary of the Navy has said:

> The officers and members of this board give their time and talents, many of them to the exclusion of their private business, from a desire to render a patriotic and disinterested service. They are entitled not only to the thanks of the department, but of the large number of other agencies and individuals that have benefited by their counsel and advice.

Three pamphlets, interesting historically, have been issued and may be had on application: Problems of Aeroplane Improvement, August 1, 1918; The Submarine and Kindred Problems, June 1, 1918; The Enemy Submarine, May 1, 1918.

NAVY YARD COMMISSION.

This commission was appointed to investigate and report on the necessity, desirability, and advisability of establishing new or improving existing navy yards and naval stations.

In performing this duty careful studies were made of the Pacific coast and of the Gulf of Mexico.

The Secretary of the Navy has recently said:

> The Navy's policy is that in its own plants it should be able to construct every type of ship and every character of munition required. Until recently at only one navy yard could the Navy build a dreadnaught, and the increased size of these capital ships has made it necessary to lengthen the ways there and to

add facilities for such construction. It is not expected that all naval ships will be built in the navy yards. Contracts will still be let to private companies for a portion of the new construction when reasonable bids are made. But ability to build all types will secure competition. It will also have the effect of stimulating the navy yards to do their best when they know the quality of their product, and their costs of production will be compared with the same character of ships constructed by privately-owned plants. This competition will be helpful alike to the private contractors and to the Government, for it will serve as an incentive to both for excellence in work and in economical management.

This bureau issues no publications. Its work has been summed up in Congressional Document 1946, Sixty-fourth Congress, second session (six parts).

THE OFFICE OF NAVAL OPERATIONS.

The primary functions of the Office of Naval Operations are:

1. Study and preparation of policies and plans.

2. The operation and administration of the forces of the Navy in accordance with approved plans.

(1) The work of the Planning Division has to do with war plans and plans in connection with current administrative work. Constant liaison has been consistently maintained in order that the division might keep in close touch with the activities in all departments of the Government.

(2) The Division of Operating Forces directs the movements of all naval craft, whether surface, subsurface, or air, not specifically designed for training and experimental purposes exclusively.

The statistical section of this division prepares an accurate index history of each fleet unit and subunit of that fleet, showing the composition of the various units, their movements, and, where possible, the duty performed in connection with these movements. It also prepares an accurate index history of each vessel in the Navy. This shall apply to aircraft as well as other naval craft. This data shows dimensions, fuel consumption, cruising radius, tactical qualities, armament, and all movements of the craft from the date of commission; showing duty performed, and the divisions or subdivision of the fleet or the stations to which attached, if any. In case of vessels not built by contract for the Navy, it prepares a complete history of the vessel's activities previous to delivery to the Navy, and method by which the vessel was obtained; also a résumé of any action against an enemy of the United States in which the vessel has been engaged.

The auxiliary service of this division handles all matters pertaining to the merchant marine, particularly with regard to what the Navy can do in time of peace to help the merchant marine. It has also been charged with the duty of building up a set of statistics on merchant ships with regard to their availability and adaptability for naval use in time of war.

The idea in this is to be prepared for an emergency and in doing so to profit by the experience gained in Naval Overseas Transportation Service during war operations. The merchant marine could not handle the situation of carrying supplies in the presence of the enemy, and the Navy will have it to do again if the emergency arises.

This office is also charged with the handling of all matters pertaining to the operation of naval auxiliaries, and cargo vessels operated by the Navy for other Government departments and the handling of all naval matters pertaining to the operation of troop transports.

It is an interesting fact that not a single American troop transport was sunk on the way to France. In all, over 2,000,000 men had been landed in France by November 11, 1918, and millions of tons of cargo had been successfully transported. At the close of hostilities it was estimated that every five hours a naval vessel laden with supplies for our soldiers and sailors left an American port.

INTELLIGENCE DIVISION.

The Intelligence Division is charged with the collection of information for the department and for other naval activities which require it. It publishes and disseminates such information to the Navy and to Government officials requiring it. It cooperates with the other executive departments of the Government in discovering and bringing to justice persons engaged in activities against the United States. It directs all naval attachés abroad, and is the official channel of communication for all foreign naval attachés in the United States.

Many pictures of the Navy Department are filed with this division. They have been carefully indexed and people who are writing articles concerning some phase of the Navy's work are permitted to go to the files and select the photographs they need for illustrative purposes.

COMMUNICATIONS DIVISION.

The director of naval communications is charged with the administration, organization, and operation of the entire radio, telegraph, telephone, and cable systems of communications within the naval service, including the operation of the trans-Atlantic radio system and all communications between merchant ships and all shore stations in the United States and its possessions. The foregoing includes the preparation and distribution of all codes, ciphers, and secret calls and commercial accounting. The director of naval communications handles all matters pertaining to radio communications in any manner whatsoever, except those relating solely to purchase, supply, test, and installation of apparatus. During war the director of naval communications is also chief cable censor, which involves the administration of the organization for censoring all cablegrams from or to the United States and its possessions, except the Philippine Islands.

This division is responsible for the handling of all telegraphic and radio communications to and from the Navy Department. Its high-power radio service is now the largest in the world. Through the Annapolis, Tuckerton, Sayville, and New Brunswick, N. J., stations direct communication was maintained with Europe, enabling this Government to keep in touch with London, Paris, and Rome, without depending on the trans-Atlantic cables.

This division issues a daily shipping bulletin giving the following reports: Dangers to navigation and maritime miscellany; troop-

ships en route United States from foreign ports; vessels entering port of New York; vessels departing port of New York; passenger vessels in port of New York, giving probable date of sailing and destination; all vessels in port of New York, showing date of arrival and activity while in port; position reports of vessels at sea; alphabetical index to all vessels, showing nationality, type, tonnage, cargo, and last report of location or movement, with date of same. This bulletin can only be obtained by a library through one of the Congressmen of the State in which the library is located.

MATÉRIEL DIVISION.

The Matériel Division is organized so that the several sections thereof have cognizance of the several general divisions or classes of naval craft. It is the duty of the officers of the various sections of the division to keep in close touch with those handling the planning and operating end of the work under their cognizance and to attempt to shape their work to meet the approved plans and the operating orders for the vessels in question, subject, of course, to the approval of the head of the Matériel Division. It is the duty of the head of the Matériel Division to coordinate the work of the navy yards and other industrial establishments of the Navy.

NAVAL DISTRICTS DIVISION.

In war or national emergency the Districts Division has cognizance of the routine commandeering of vessels for the Navy and of the correspondence which such commandeering occasions.

INSPECTIONS DIVISION.

The activities at present under this division are:

(*a*) Board of inspection and survey.

(*b*) Joint merchant vessels board.

The board of inspection and survey is charged with inspections and trials of newly constructed naval vessels and, at intervals specified by law, with the material inspections of all vessels of the Navy.

The joint merchants vessels board is charged with the inspections of privately owned craft and the securing of such data relative to such craft as will determine their suitability for military purposes.

GUNNERY EXERCISES AND ENGINEERING PERFORMANCES DIVISION.

This division issues to the service, instructions for gunnery and engineering exercises and operations; for collections, analyzing, and review of data in regard to gunnery, and steaming performances of naval craft, and the review of battle inspections of ships for the chief of naval operations in connection with the preparation and maintenance of the fleet for war.

The functions of the office are divided into four parts:

Gunnery.
Steaming.
Small arms.
Inspections.

Since the necessity arose of putting guns on merchant vessels the Navy has trained for that purpose and put into active service more than 2,000 gun crews.

During 1918 the Navy operated 1,000 targets, instructing monthly over 30,000 men; each week more ammunition was expended in small arms' training than was formerly expended in an entire year in the Navy, withal there was not a single accident or injury to personnel due to carelessness or to fault of personnel in firing over 40,000 rounds of ammunition from July, 1917, to the date of the armistice. There were qualified in Navy courses 54,147 marksmen, 23,222 sharpshooters, and 11,867 expert riflemen.

Every large training center and every important rendezvous for naval vessels is provided with conveniently accessible ranges, and now relatively very few men who have not received their small-arms training are assigned to duty aflont. To-day practically every combatant ship is able to organize a landing force of as many men as it can send ashore, with every man a trained rifleman and many of them thoroughly trained machine gunners.

AVIATION.

On July 1, 1917, there were but 45 naval aviators and approximately 200 student officers under training and about 1,250 enlisted men attached to the Aviation Service. On July 1, 1918, there were 823 naval aviators, 2,052 student officers, 400 ground officers, 7,300 trained mechanics, and 5,400 mechanics in training. At the time of the armistice the aviation personnel numbered more than 40,000.

Shortly after the United States entered the war it was decided that the Navy should have its own aircraft factory, and, since aircraft had come to stay, it was considered wise to erect buildings of a permanent character. The erection of these buildings was authorized July 27, 1917, and at the Philadelphia Navy Yard there was at the cessation of hostilities one of the largest aviation factories in the world, with a personnel of 3,700.

As a result of the activities of this service, the larger part of the American coast was constantly patroled by naval aircraft. During June, 1918, a total of 25,642 flights along the Atlantic coast were made, covering 2,155,860 miles.

The United States Naval Air Service maintained 27 naval air stations in Europe and took a most active part in the patrol of the European coast. On April 27, 1918, the French Minister of Marine, in recognition of a continuous flight of 25 hours and 43 minutes by an American dirigible, officially complimented the American forces on an ascension "which constitutes by its duration a remarkable performance and gives us proof of the most excellent qualities of endurance, of energy, of 'sangfroid,' and of technical ability of the American forces."

The first forces of the United States to land in France for service against the enemy were the United States naval aeronautic detachments, which arrived in that country early in June, having been transported on naval vessels. The bodies of three of the men of this first expedition are buried in France. Two were killed by accidents in the air.

This service issues no publications for other than its own personnel.

FILES AND RECORD DIVISION.

This division has charge of the delivery, routing, handling, and mailing of all official mail of the office, both confidential and nonconfidential.

But one office of the Naval Operations Division publishes informational matter obtainable by libraries—the Naval Intelligence Board—Illustration of submarines, torpedoes and mines; Submarines, torpedoes, and mines (poster); Submarine Silhouette Book; Silhouette Sheet of German High Sea Fleet (poster).

COAST GUARD.

Upon the declaration of war the Coast Guard was transferred from the Treasury to the Navy Department by Executive order.

One of its first activities was the extension of wire communication service from station to station till the entire coast was connected by wire, including a number of outlying lighthouses and lightvessels. This system comprised 2,327 miles of land line and 402 miles of submarine cable.

The safe handling and loading of vast quantities of explosives in the congested harbors of New York, Boston, Philadelphia, and Newport News has been largely entrusted to officers and men of the Coast Guard. With all its war activities it has been able to continue its customary peace-time ministrations. During 1918 it was instrumental in saving the lives of 1,250 persons, in removing 11,084 persons from danger, caring for 477 persons in distress, and saving property valued at $15,198,332.

The Coast Guard cutter *Tampa* was lost in the European War zone on September 26, 1918. This was the only vessel belonging to the Navy which was lost in the war in an encounter with the enemy. All hands perished—111 officers and men. It was supposed she was torpedoed, but that fact has never been verified on account of the fact that there were no survivors.

This division has been transferred to the Treasury, where it belongs in time of peace.

MARINE CORPS.

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. He assigns officers and men to shore stations and to vessels of the Navy, and under direction of the Secretary issues orders for the movement of officers and troops and has charge of the recruiting services of the corps, including the establishment of recruiting stations.

The Secretary of the Navy recently wrote:

This efficient fighting, building, and landing force of the Navy won imperishable glory in the fulfillment of its latest duties upon the battlefields of France, where the marines, fighting for the time under Gen. Pershing as a part of the victorious American Army, have written a story of valor and sacrifice that will live in the brightest annals of the war. With heroism that noth-

ing could daunt, the Marine Corps played a vital rôle in stemming the German rush on Paris, and in later days aided in the beginning of the great offensive, the freeing of Rheims, and participated in the hard fighting in Champagne, which had as its object the throwing back of the Prussian armies in the vicinity of Cambrai and St. Quentin.

With only 8,000 men engaged in the fiercest battles, the Marine Corps casualties numbered 69 officers and 1,531 enlisted men dead and 78 officers and 2,435 enlisted men wounded seriously enough to be officially reported by cablegram, to which number should be added not a few whose wounds did not incapacitate them for further fighting. However, with a casualty list that numbers nearly half the original 8,000 men who entered battle, the official reports account for only 57 United States marines who have been captured by the enemy. This includes those who were wounded far in advance of their lines and who fell into the hands of Germans while unable to resist.

In the Secretary's report (1918) the record of the marines at the start of the American offensive in France is concisely and vividly portrayed.

On application to "The Marine Corps Recruiting Publicity Bureau," 117 East Twenty-fourth Street, New York, libraries can obtain the following publications:

Excerpts from annual report of the Secretary of the Navy.
Hellwood. By George Pattullo.
Leadership. By Maj. C. A. Bach.
Marine Corps Song Book.
Personal letter from Maj. Frank E. Evans.
Physical Training and Games.
Story of the Shoulder Strap.
The United States Marine Band.
United States Marines.
United States Marine Corps Recruiting Service.
United States Marines in Rhyme, Prose, and Cartoon.
United States Service Primer.
Short Vocabulary of French Words and Phrases.
What the Uniform Tells.
Who am I?

This bureau also handles Marine Corps photographs, slides, and motion pictures.

CONSTRUCTION AND REPAIR.

This bureau has the responsibility for the designing, building, fitting, and repairing of all ships built for the Navy and (with the approval of the Bureau of Ordnance) the placing of permanent fixtures of armament as manufactured and supplied by that bureau. It also has charge of the docking of ships and operates and cleans dry docks.

During the war new construction was devoted mainly to vessels which would deal with the submarine menace. From America's entrance into the war to the date of the signing of the armistice 155 ships had been launched, including 1 gunboat, 93 destroyers, 29 submarines, 26 mine sweepers, 4 fabricated patrol vessels, and 2 seagoing tugs.

American battleships are the largest yet laid down by any nation. The largest British battleship of which we have knowledge displaces 27,500 tons; the largest German, 28,000 tons; the largest Japanese, 30,600 tons. Our *Colorado*, *Maryland*, *Washington*, and *West Virginia* each displace 32,600 tons.

The work of the bureau included the repair and fitting for service of a number of interned German ships. More than 700 privately owned vessels were purchased or chartered and fitted for naval use.

From the beginning of the war the question of painting vessels in such a manner as to prevent their being seen or to enable them to escape submarine attack has been much discussed. It is not quite the same as "camouflage," as it is generally understood on land, where objects at rest are painted or marked in such a manner as to prevent their being identified against a fixed background. Experience has shown that no system of marking will materially reduce the visibility of a vessel; that a uniform coat of paint is about as good as anything for the purpose of reduction of visibility, but unfortunately the most desirable color varies with conditions. Experiments which have been carried on for years in our service had indicated a light gray, commonly called "battleship gray," as about the most desirable color for all-around purposes. This appears to have been confirmed by war experience. There has been developed, however, particularly during the last year, a system of so-called "dazzle" painting—the vessel being painted in an apparently grotesque and bizarre manner for the purpose, not of rendering it invisible but rendering it difficult for the submarine commander, peering through his periscope for a few seconds at a time, to determine the course of the vessel. While not always effective, there is no doubt that dazzle painting is a palliative against submarine attack, and during the last year its application, not only to naval vessels but to all vessels of the Emergency Fleet Corporation, has been systematically undertaken. A division was formed in the Bureau of Construction and Repair which undertook the preparation of the designs for all vessels, and the Emergency Fleet Corporation arranged to paint the vessels in accordance with the designs supplied. Up to the 1st of October not less than 1,127 vessels had been specially painted after designs prepared in the Navy Department.

The prime requisite in fleet maintenance is ample docking equipment, and dry docks are now being provided which will be needed for the increased merchant marine, and an arrangement has been made by which some of these ships will be constructed at the Norfolk and other navy yard docks.

The Navy's policy is that in its own plants it should be able to construct every type of ship and every character of munition required.

Circulars, etc., issued by this division are for the use of its personnel only.

BUREAU OF ORDNANCE.

It is the duty of this bureau to maintain and operate torpedo stations, ordnance plants, naval proving grounds, ammunition and mine depots, and to supervise the manufacture of offensive and defensive arms and apparatus, ammunition, and other war explosives for the Navy Department.

It cooperates with the Bureau of Construction and Repair in designing and inspecting the installation of permanent fixtures of vessels' armament and their accessories on board ship. Also the methods of storing, handling, and transporting ammunition, torpedoes, and mines,

and all other matters connected with ordnance design, construction, installation, and repairs.

One of the greatest achievements of the Navy during the war was the design and construction of the 14-inch naval guns on railway mounts, which hurled shells far behind the German lines.

It was realized that to be most effective the railway battery should be completely mobile and independent of any permanent artillery base. The guns were mounted on cars which could be freely transported over the French railways. It was necessary to make repair shops and barracks for the personnel mobile. For this purpose 12 cars were constructed to accompany each gun. There were machine-shop cars, armored ammunition cars, kitchen cars, berthing, crane, construction, and wireless cars. These cars, as well as the gun mounts, were all designed, built, and equipped under the direction of the Navy Bureau of Ordnance. This battery was sufficiently mobile so that when an order to shift position was received while the gun was in action, the gun, personnel, and all attendant cars could be under way in about an hour. The American Navy thus designed, built, and manned with bluejackets specially trained for land service the largest and most high-powered mobile land battery in the world. So successful were these guns that additional orders for many more were requested before the armistice was signed.

With regard to the development of mines, the Bureau of Ordnance manufactured immense quantities of these, which were used in laying the North Sea mine barrage, which was one of the most potent factors in overcoming the submarine menace. Two complete mine bases were established abroad with a capacity for assembling and issuing 1,000 mines a day. The American Navy operated a mine-laying squadron from these bases, which laid the majority of the mines in this North Sea barrage, in conjunction with the British Admiralty. These mines were of a new type, developed by the Navy Bureau of Ordnance, and were considered most effective, and accounted for a number of German submarines which attempted to pass through the mine fields.

The Navy Bureau of Ordnance also developed a shell which, when fired over an enemy's ship, will light it up, making it visible, and thus rendering the ship an easy target. This most recent naval development was in response to the demand for some means of searching out the enemy at night without the disadvantage of turning on searchlights. The device in the shell consists of an illuminating compound attached to a series of parachutes.

The Navy Bureau of Ordnance met the tremendous demand for arming merchant ships necessitated by the German submarine campaign. During the war over 2,570 ships, exclusive of regular naval vessels, were armed with guns of various calibers by the Navy.

BUREAU OF STEAM ENGINEERING.

Among the duties of this bureau are matters relating to designing, building, fitting out, and repairing machinery used for the propulsion of naval ships.

It has cognizance of the entire system of interior communications. It has charge of all electrical appliances excepting motors and their apparatus used to operate machinery belonging to other bureaus.

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

From the time the United States became a belligerent, the magnitude of the engineering work of the Navy, both mechanical and electrical, was, not only in its actual amount, but in the rapid development of facilities for its execution, without a parallel, for the same period of time, in the history of the world's navies.

During the period of active warfare the Navy had a grand total of 1,959 vessels in service or soon to be commissioned. The Bureau of Steam Engineering is charged with the care and repair of the great bulk of the machinery of this vast fleet.

The inspection of material for new construction, spare parts, and repairs is one of the most important branches of this bureau's work, not only in its own field but for other bureaus. During the fiscal year there were inspected for the Bureau of Steam Engineering and for the Bureaus of Yards and Docks, Supplies and Accounts, Construction and Repair, Ordnance, Navigation, and Medicine and Surgery, a total of 784,427,945 pounds of engineering and other material, of which 97.4 per cent were accepted. This material was inspected in 2,067 manufacturing establishments by a total of 306 naval officers and civilian assistants.

The electrical work of the Bureau of Steam Engineering is very extensive, both in scope and magnitude. Approximately $20,000,000 were expended for this purpose during the fiscal year. The field covered comprises generators, lighting systems, telephones, searchlights, the electrical installations in submarines and naval aircraft, and the development of all electrical anti-submarine and anti-aircraft devices. A further work of great importance has been the development of submarine-detection devices.

The most striking engineering accomplishment in ship construction was marked in the completion of the electrically propelled battleship *New Mexico*. In this unique vessel the United States Navy has a battleship which has no peer in the world's navies, not only for economic propulsion and less liability to serious derangement, but for her military superiority in greater maneuvering power and increased underwater protection.

The gigantic task of repairing the cylinders of the damaged interned German ships was referred to this bureau, and it was decided to make all repairs where possible by electric welding. So well and so successfully were these repairs accomplished that there was not a single instance of defective weld, nor has one developed during the months of arduous service on which these ships have been engaged. By this process all the vessels were made ready for service probably a year before they could have been if the cylinders had been renewed, and $20,000,000 was saved.

All matters relating to radio equipment, except the actual operation by the radio personnel, on naval vessels and at naval radio stations are directed by the Bureau of Steam Engineering.

The activities of this bureau are summed up in the last report of the chief under the following heads: Design; repairs—electrical, radio; inspection; supplies; fuel and personnel; aeronautics; logs and records; machinery of vessels under construction; activities of the machinery divisions at navy yards.

Certain technical handbooks are issued for use of naval engineers; occasionally, if good reasons for the request are advanced, a pamphlet can be secured on application. A few suggestive titles are Boilers; Engineering Instructions; Fuel-oil-burning Installations; Ice Machines; Pumps.

SUPPLIES AND ACCOUNTS.

The duties of this bureau comprise all that relates to the purchase, reception, storage, care, custody, transfer, shipment, issue, and accounting for all supplies for naval establishments except for the Marine and Hospital Corps.

Before the United States entered the war the record for one year's purchases was $27,000,000. Since then the high-water mark was more than $30,000,000 in a single day; the total munitions purchased during the 12 months amounted to over a billion dollars.

In the 1918 report the Paymaster General discusses the activities of his bureau under five heads:

The building up of an organization for specializing in various lines of commodities, thus forming a basis for coordinating all Government purchase.

Developments in competitive bidding.

War-time means of securing material.

Determination of "fair and just" prices.

Stock upkeep in war.

During the period of active warfare all purchasing was coordinated by the War Industries Board. Each purchasing department designated a representative for every commodity in which it was interested and in which some form of control and teamwork was necessary to avoid injurious conflict and competition. These representatives formed a "commodity section," with a representative of the War Industries Board acting as chairman. The intent was to provide a way by which joint action might be taken in all cases. The results have varied with each commodity section, depending in part upon the situation in the industry and the personnel of the section. These sections which have functioned as partnerships and have operated under agreed-upon plans have in all cases secured good results without friction or delay.

With regard to the cost of subsistence the secretary writes:

> Though the cost of subsistence must always be secondary to quality and quantity, it is a fact that, by careful administration of the commissariat, the expense of feeding our enlisted forces amounted to $4,000 per day less than the rise in the price of provisions throughout the country would have justified, as shown by the official market reports of the Department of Commerce.

With regard to clothing, there were some shortages during the early weeks of the war, but before the approach of cold weather the stocks on hand were more than ample to give each enlisted man a complete outfit, including blankets, overcoats, shoes, heavy underclothing, and such supplies.

BUREAU OF YARDS AND DOCKS.

This bureau is charged with the design and construction of shore facilities known as the Public Works of the Navy, requisite to the

upkeep, outfitting, and manning of ships of war. These facilities include dry docks, marine railways, shipbuilding ways, harbor works, quay walls, piers, wharves, dredging, landings, floating and stationary cranes, power plants, coaling plants, heating, lighting, telephone, water, sewer, and railway systems, roads, walks, and grounds, bridges, radio towers and accessory structures, submarine bases, seaplane hangars and beaches and fuel systems, dirigible hangars and fields, and all buildings for whatever purpose needed by the Navy and Marine Corps.

In general, the work of the bureau is carried out by commissioned officers of the Corps of Civil Engineers, United States Navy.

The outbreak of the war increased the volume of this bureau's work manyfold, proportionately with the general naval expansion. Its personnel increased from 148 on April 7, 1917, to 735 on November 11, 1918, a growth of 500 per cent. Expenditures by the bureau for new work were about $60,000,000 in 1917 and about $150,000,000 in 1918, as compared with an average figure not exceeding $5,000,000 for a peace year. Its construction forces during the war operated throughout the coast area of the United States, as well as in England, Ireland, Scotland, France, the Azores, and Siberia.

Soon after our entrance into the war this bureau erected in the New York Navy Yard a reinforced concrete storehouse 11 stories high and 360 by 180 feet in plan, the largest structure of its kind then in existence. Actual construction of this building occupied less than seven months. A large program of storehouse projects was executed concurrently with the above at various navy yards, providing more than 2,000,000 square feet of additional warehousing space. With this as a beginning, new storage area of all kinds, including munition storage, has now been completed for the Navy, aggregating about 10,000,000 square feet.

The Bureau of Yards and Docks planned and completed during the war period at Annapolis, Md., the greatest high-power radio station ever built, and then went ahead with a still larger one in France. The latter comprises eight steel towers, each one taller than any other structure in existence save the Eiffel Tower.

The largest office building ever constructed was a result of this bureau's planning and supervision. This building, located in Potomac Park, Washington, consists of two units connected by a covered corridor and accommodates the entire Navy Department and the munitions offices of the War Department. Each unit is made up of a "head house," with wings extending southward 500 feet, each 60 feet wide. There are 17 wings in all, with a height of three stories, and the total floor space afforded is more than 41 acres. The fact that the entire structure is of reinforced concrete and brick and was completed in less than eight months preceding the armistice marks this as a very unusual achievement.

An extensive scheme of improvements in the facilities of navy yards for the construction of naval vessels was carried forward during the war period. Up to date approximately $27,000,000 has been invested in this system, and modern equipment has been provided at the New York, Philadelphia, and Norfolk navy yards for the building of capital ships. Extensive improvements in a similar direction have been installed in the yards at Boston, Portsmouth, N. H.,

Charleston, S. C., Mare Island, Puget Sound, Pearl Harbor, and elsewhere.

Fifty-nine million dollars has been expended in the construction of naval training camps for about 180,000 recruits, these cantonments representing the greatest enterprise of shore training for sea duty ever undertaken in history.

This bureau is bringing to completion a 1,000-foot dry dock at Pearl Harbor, Hawaii, capable of accommodating the largest naval vessels now existing or contemplated. It has required 10 years to finish, and the peculiar difficulties surrounding its construction have marked its successful completion as an engineering epoch of the first magnitude. A dock of similar dimensions has recently been completed at Norfolk, Va., and a duplicate of the latter is well under way at Philadelphia.

In general, the work of the Corps of Civil Engineers as reflected in the activities of the Bureau of Yards and Docks is of the highest interest and is especially important from a naval standpoint.

A bulletin entitled "Public Works of the Navy" is issued quarterly by this bureau. Librarians may obtain available copies upon formal application to the Chief of the Bureau of Yards and Docks.

JUDGE ADVOCATE GENERAL.

The Judge Advocate General renders opinions upon legal features, including personnel of the naval service. The solicitor renders opinions upon legal matters involving matériel, such as contracts, claims, titles to land, etc.

It is the duty of the Judge Advocate General to have recorded and to review 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; also to report upon all matters relating to prisons and prisoners, pardons, congressional bills and resolutions relating to the personnel, questions of international law, and the submission to the Attorney General of questions under his cognizance as directed by the Secretary of the Navy.

It is an interesting fact that in 1917 the percentage of trials by court-martial was 1.75 per cent in the Navy; 2.72 per cent in the Marine Corps, against the 1918 figures of 1.17 per cent in the Navy and 1.2 per cent in the Marine Corps.

The following publication, which is issued by this office, can be obtained from the Superintendent of Documents Office: Naval Courts and Boards, 75 cents.

THE BUREAU OF MEDICINE AND SURGERY.

The Bureau of Medicine and Surgery has charge of the upkeep and operation of all hospitals and of the force employed there; it advises with respect to all questions connected with hygiene and sanitation affecting the service and, to this end, has opportunity for necessary inspection; it provides for physical examinations; it passes 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 has 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 has power to appoint and remove all nurses in the Nurse Corps (female), subject to the approval of the Secretary of the Navy.

The growth of the Hospital Corps is dramatically shown by the following figures. November 1, 1916, it had a personnel of 1,650; November 1, 1918, of 16,564. At first sight it may seem a simple task to train a man to be of value to a medical officer in the sick bay of a vessel, but even this degree of training is not easy to accomplish. At sea the medical officer is often in the course of a short period confronted with varied problems for the solution of which in civil life he could call upon a large number of persons of special training. At sea he has only himself and his hospital corpsmen. At sea the hospital corpsman who to-day assists the doctor in the operating room may to-morrow find himself in charge of an insane patient; the next case may be one of pneumonia, and the next one of diphtheria. He may find himself suddenly called upon to transport the wounded either ashore with a landing party of marines, or from boat to ship, or up and down ship's ladders and through the narrow gangways and passageways of the modern battleship. He may be assigned as clerk in the surgeon's office, or to work in a ward where he is called upon to care for minor surgical conditions, he is expected to know how to sew up a scalp wound or dress a burn, and to prepare the operating room for a surgical operation or a microscopic slide for a bacteriological examination. When sufficiently trained to be of immediate value to a doctor in a sick bay at sea, he can do all of these things and more besides with considerable efficiency. The hospital corpsman is not a nurse, not a registered pharmicist, not a hospital orderly, but he is one who has begun to prepare himself for the difficult task of becoming of real and general assistance to the medical officer.

An idea of the increase in the supply depot's activities is shown by the following comparisons:

Value of stores issued fiscal year:	
1917	$524,693.79
1918	2,460,858.66

The Annual Report of the Surgeon General gives a readable account of naval service throughout the world. It also discusses such subjects as sanitary measures, special investigations, and diseases of special interest. The publications of this bureau are as follows:

United States Naval Medical Bulletin (quarterly), obtainable from the superintendent of documents, $1 a year; Manual for the Medical Department of the United States Navy, obtainable from the superintendent of documents, 60 cents; Handy Book for the Hospital Corps, obtainable from the superintendent of documents, 50 cents; Medical Compend for Masters of the Naval Auxiliary Service and Others; Hospital corps of the Navy, 1919.

BUREAU OF NAVIGATION.

This bureau issues, records, and enforces the orders of the Secretary to the individual officers of the Navy; supervises the training and education of line officers and of enlisted men (except the Hospital Corps) at schools and stations and in vessels maintained for that purpose; attends to the upkeep and operation of the Naval Academy, of technical schools for line officers, of the apprentice-seamen 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; has under its direction the Division of Naval Militia Affairs, the National Naval Volunteers, and the Naval Reserve Forces, and provides for the mobilization of all these reserves.

Under the direction of this bureau, at the various training stations and schools, a sufficient number of men were trained to meet the war emergency demands, which are graphically expressed by figures, showing the increase of personnel from 58,527 on July 1, 1916, to 497,030 on November 9, 1918. The Annapolis Academy has proved equal to the big emergency task imposed since our entrance into the war. Six hundred midshipmen as well as 2,300 officers from the Reserve Officers' Corps have been graduated.

The list of training schools is an astonishingly long one as given in the Secretary's annual report for 1918. Rear Admiral Ross, who inspected these schools, concludes his report with these words: "In addition to the regular training station the Navy Department established naval units in over 90 educational institutions of collegiate grade."

Some of the varied duties of this bureau include the direction of rendezvous and receiving ships; providing of transportation for all enlisted persons under its cognizance; keeping records of service of all officers and men; preparing an annual Navy register for publication: attending to applications for appointments and commissions in the Navy; preparing, revising, and enforcing all regulations governing uniforms; distributing orders and regulations of a general character; attending to all that relates to the supply of ships and navigational outfits.

PUBLICATIONS.

The United States Navy.
Posters issued by United States Navy (booklet).
Courses in history, geography, and arithmetic.
List of books issued to ships' and crews' libraries.
Student's arithmetic.
Machinist's school.
American practical arithmetic by Bowditch, 1918.

The Hydrographic Office, under this bureau, supplies charts and sailing directions as needed by the Navy and other public services and the mercantile marine. It also prepares manuals of instruction in navigation called for by various schools and colleges maintaining navigation classes and by young men of the reserve and others aspiring to become officers in the Navy or the mercantile marine.

The branch hydrographic offices have disseminated the latest information relating to safe navigation and have collected the marine data required for the improvement of our charts and nautical works.

The publications of this bureau are especially interesting. The following pamphlets and printed matter for bulletin boards may be obtained on application to the nearest of any of the recruiting offices. It is suggested that librarians interested in the opportunities offered by the United States Navy ask to be put on a mailing list at one of the recruiting offices in order that they may receive the material automatically as it is issued.

PUBLICATIONS.

A complete list of the numerous charts, maps, and publications of this office will be sent on application.

The following books will be found useful for libraries near navigable bodies of water:

International Code of Signals.
Lists of Lights in Various Ports of the World.
Table of Distances Between Ports.

THE DEPARTMENT OF THE NAVY.

Coast Guard (see Treasury).
Compensation Board:
- Actual costs of vessels.
- Contracts (cost-plus-profit).

Construction and Repair:
- Administration.
- Aircraft.
- Camouflage.
- Contracts.
- Dazzle painting.
- Designs.
- Draftsmen.
- Maintenance.
- Production.
- Shore establishments.
- Supply.

General Board:
- Advice.
- Investigations.
- Plans.
- Recommendations.
- Research.
- Strategy.
- Technique.

Judge Advocate General:
- Boards—inquest, investigation.
- Congressional bills.
- Courts—inquiry, martial.

Judge Advocate General—Contd.
- Laws.
- Pardons.
- Prisons.

Marine Corps:
- Aviation.
- Discipline.
- Drills.
- Field artillery.
- Hospitals.
- Infantry.
- Insurance.
- Landing parties.
- Machine gun companies.
- Signaling.
- Training.
- Wireless.

Medicine and Surgery:
- Ambulances.
- Diseases.
- Epidemics.
- Food inspection.
- Gas warfare.
- Hospital Corps.
- Hospitals, base.
- Hygiene.
- Medical Corps.
- Medical school.
- Navy yards.

Medicine and Surgery—Contd.
- Nurse Corps.
- Operations.
- Sanitation.
- Statistics—morbidity, mortality.
- Tropical diseases.

Naval Consulting Board:
- Aeronautics.
- Devices—
  - Controlling.
  - Stabilizing.
- Ideas.
- Inventions.

Naval operations:
- Airplanes.
- Ammunition.
- Bases, assembly.
- Censorship.
- Codes.
- Commandeering.
- Communication—
  - Cable.
  - Radio.
  - Telegraph.
  - Telephone.
- Convoys.
- Dirigibles.
- Fields, flying.
- Fliers.
- Flying boats.
- Gunnery.
- Histories (naval craft).
- Information.
- Investigations.
- Machine gunners.
- Mails.
- Mechanics.
- Merchant marine.
- Motors.
- Movement—
  - Aircraft.
  - Subsurface craft.
  - Surface craft.
- Plans.
- Problems.
- Ranges.
- Riflemen.
- Sabotage.
- Schools.
- Sharpshooters.

Naval operations—Continued.
- Stations—
  - Bombing plane.
  - Dirigible.
  - Seaplane.
  - Training.
- Statistics.
- Targets.
- Training.
- Transportation—
  - Supplies.
  - Troops.

Navigation:
- Appointments.
- Commissions.
- Education.
- Militia.
- Mobilization.
- Naval Academy.
- Naval War College.
- Register, naval.
- Reserves.
- Schools, technical.
- Training.
- Transportation.
- Volunteers.

Navy Yard Commission:
- Coast, Gulf of Mexico.
- Coast, Pacific.
- Yards, navy.
- Stations, naval.

Ordnance:
- Ammunition depots.
- Armor.
- Charges.
- Explosives.
- Fuses.
- Gun factories.
- Guns.
- Magazines.
- Mines.
- Nets.
- Optical instruments.
- Powder.
- Projectiles.
- Proving grounds.
- Torpedoes.
- Turrets.

Steam Engineering:
- Aeronautics.
- Design.

Steam Engineering—Contd.
- Electrical work.
- Fuel.
- Inspection.
- Logs and records.
- Machinery.
- Personnel.
- Radio.
- Repairs.
- Welding.

Supplies and Accounts:
- Commodities.
- Competition.
- Coordination.
- Cost keeping.
- Organization.
- Purchase.

Supplies and Accounts—Contd.
- Receipts.
- Storage.
- Supplies.

Yards and Docks:
- Bases, submarine.
- Camps, training.
- Depots, ordnance.
- Factories, aircraft.
- Hospitals.
- Office buildings.
- Power plants.
- Public works.
- Radio stations.
- Shipbuilding.
- Storage.

This page is intended for corrections and additions in order that the information in the foregoing pages may be kept up to date.

TO THE LIBRARIANS OF THE UNITED STATES:

During the period of active warfare you gave timely and telling publicity to information which the people of this country needed. In this period of readjustment and in the period of peace to follow, a still greater task is yours, that of placing before your communities the news of what our Government is doing.

Continue to impress upon the people of your communities that it is their Government, that their leaders are serving what they honestly and sincerely believe to be the best interests of the people, that those leaders earnestly ask the people whom they serve, before criticizing, to understand what is being done.

Nations across the water are looking to us for help. Shall we give it? We must act unitedly, each individual facing squarely the question, "Am I seeking my own advancement and that of my party, or am I seeking that which will benefit my neighbor as well as myself, that which will demonstrate the brotherhood of democracy for which America stands?"

I count on your understanding and your help.

Yours, faithfully,

Secretary of the Interior.

THE DEPARTMENT OF THE INTERIOR.

[The bureaus and offices given page numbers are the ones selected as having matter of interest to librarians. Appointment and disbursing offices and other divisions connected primarily with the administrative work of a department have been omitted.]

THE GOVERNMENT AND THE LIBRARIES.

The Government has a wealth of material, a mine of information, which should be brought to the attention of the American public. The libraries are the community centers where men and women of all races, all creeds, meet on common ground to get from books containing the wisdom of the ages, from periodicals with the inspiration and information of the present, the idea which is to be the beacon that will help them steer straight amid the shoals and rocks to the shore of their dreams.

These great libraries of ours are distinctly American institutions, they exhale the air of democracy. The librarian, if he really follows his calling, must be absolutely nonpartisan and nonsectarian in his attitude. The institution he represents is supported by taxes paid by Catholics, Jews, and Protestants and a host of other sects—by people born in America, France, Italy, and practically every country in the world. St. Francis, Moses, and Drummond, Lincoln, Victor Hugo, and Mazzini have universal messages. The eternal truth of the message will compel its translation into a myriad tongues, its use and appreciation by the man who prostrates himself before the image that visualizes his faith and the man who breathes his prayer to that which can no more be visualized than the electric current which answers with flame to the touch of the king or the slave.

When, almost a century and a half ago, our fathers brought forth on this continent a new nation, conceived in liberty and dedicated to the proposition that "all men are created equal," they left to their descendants the task of providing for those equally created human beings the opportunities which would fortify them with qualifications for maintaining that equality.

Upon the schools and the educational institutions of our home land has descended the heritage of our fathers; upon us devolves a development of American educational systems which will produce men and women who think straight, act true, and believe in Government of, by, and for the people.

The libraries must supplement the work of the schools; for the pupils they must furnish, as it were, popular and well illustrated guide books to help make vital the time table by which the children travel the road of learning, which is about all the managers of that road have time to give. For the older people, they must be ready with the great and comforting words of those whose wisdom the

judgment of the world has made eternal, and they must likewise provide a perpetual moving picture of the times in which we live.

Librarians of America, our task requires all the vision right education, constructive thought, and unhesitating action can give; it needs the realization that good citizenship means responsibility; that responsibility must be preceded by knowledge and that it is our privilege and our duty to provide means for acquiring knowledge which will make for better homes, better cities, a better nation.

We have just ended a great war in which we fought to preserve democracy; and democracy is government of, by, and for the people. Observe that of and by come before "for." It is not "for" unless it is "of" and "by"; and how can government be "of" and "by" unless the people understand why certain policies are outlined and unless they take part in producing the resultant action.

The first step—"government of"—calls for a well-informed people. The librarians can help to spread the necessary governmental information by placing in the hands of their patrons current Government information, as given out by Government officials.

The second step—"government by"—calls for more than a casual glimpse of the workings of government; it means that if the papers talk of a bill for reclaiming arid lands, the people know what it is all about, but how can they know if they do not know what has been done and why further action is contemplated. The Government always has full, readable information to be obtained on request to the right source. It is the librarian's business to know the source and to obtain the information.

"Government for" the people is not "for" if it is the result of an idea evolved by some one at the top out of touch with you and me. It will be that kind of government unless you and I take pains to know and understand it. Our Government does not reach down, like a person giving charity, and place a gold piece in the hand of its pauper citizens. Our Government stretches out always an open hand. We are not pauper citizens; we reach up and grasp the hand and so we realize government "of, by, and for the people."

THE DEPARTMENT OF THE INTERIOR.

The bureaus and offices under this department are: Secretary's, Solicitor's, Patent, Pension, Land, Indian, Education, Geological Survey, Reclamation, Mines, Alaskan Engineering Commission, National Parks, St. Elizabeth's Hospital, Howard University, Freedmen's Hospital, and the Capitol Building and Grounds, employing 5,472 in Washington and 15,661 outside of Washington, making a total of 21,133 employees.

The department issues no list of publications, nor does it have a mailing list for publications. The bureaus of the department that issue lists of publications are the Bureau of Education, the Geologi-

cal Survey, the Bureau of Mines, the Reclamation Service, the General Land Office, and the Patent Office. Monthly lists of new publications of the Geological Survey, the Bureau of Education, and the Bureau of Mines are issued and are sent to persons expressing a desire to receive them; separate requests for free publications should be addressed to each bureau.

Persons desiring to be informed regarding all Government publications should obtain the Monthly Catalogue of United States Public Documents, which is sold by the Superintendent of Documents, Government Printing Office, Washington, D. C., for $1.10 a year.

THE GENERAL LAND OFFICE.

The General Land Office is the agency provided by Congress for the survey and disposition of the public lands.

The operations of the Land Service are carried on through the office at Washington with about 500 employees; and a field force of 1,000, acting through 98 land offices, 13 offices of surveyors general, and eight field divisions, engaged in duties pertaining to the survey of the public lands and the consideration of claims that may be asserted under public-land laws.

During the fiscal year of 1918 the accepted and approved surveys and resurveys executed by the General Land Office covered an area of 11,000,000 acres; 6,492,000 acres were patented under the homestead laws and 340,280 acres under the desert-land acts.

Other activities of the office embrace actions on mining claims; rights of way for railroads, canals, ditches, and reservoirs; adjustment of land grants to States and railroads; sale of coal lands, isolated tracts; in fact, all matters pertaining to the control and disposition of the public lands.

There yet remain, exclusive of Alaska, some 222,000,000 acres of unappropriated public lands. The greater part of these lands are not suited to ordinary agricultural uses but are better adapted to grazing. A schedule of the "vacant public lands," by States and counties, is issued yearly, and this, with the circular, "Suggestions to Homesteaders," is the most helpful information the office has for the home seeker.

For general information with respect to public lands, inquiries should be addressed to the Commissioner of the General Land Office, from whom a list, No. 628, of circulars may be obtained from which the librarian can make suitable selection.

OFFICE OF INDIAN AFFAIRS.

The Commissioner of Indian Affairs has the management of all Indian affairs and of all matters arising out of Indian relations. He has under his control the education of their children, the conservation and disposition of their lands, the use and investment of their moneys, the purchase of supplies for the old and indigent, the care of their health, the building of hospitals, the proper effective use of their agricultural and stock interests, the development and conservation of their great oil and other mineral resources, the building and maintenance of irrigation dams, canals, and other means of increasing the area of their lands, the appointment of employees in direct manage-

ment of schools and agencies, all matters relating to the civilization of the Indian from a material, educational, and health standpoint.

The annual report of the Commissioner of Indian Affairs issued each year is a valuable source of information to anyone interested in the social, educational, and industrial conditions of the Indians. This report for the fiscal year 1918 shows a total Indian population of 336,243 Indians, of whom there are about 300,000 Indians, either directly under the supervision of the Commissioner of Indian Affairs, or indirectly through their interest in undivided tribal properties and moneys closely related to it. The birth rate for 1,000 of Indian population was 29.42 and the death rate 24.72.

Indian education is accomplished through the medium of nonreservation boarding, reservation boarding, and day schools under Government control; also in mission schools under care and control of denominational authorities, and many are enrolled in public schools, there being reported a total of 63,476 Indian children in these several kinds of schools.

A distinctive policy of the present Indian Commissioner is the gradual elimination of the competent Indians from those who are not competent to handle their business affairs. In all cases where an Indian is found to possess average business qualifications to handle his property and possesses an allotment of land he is given a patent in fee and then becomes a citizen of the United States. This policy has been broadly applied to all Indians of the allotted class who are of less than half Indian blood.

The report of the Commissioner of Indian Affairs for 1918 is especially interesting in showing that about 33,000 Indians were eligible for military service, and up to the signing of the armistice 8,000—6,000 of whom enlisted—were in camp and actual warfare, while patriotic Indians responded to the call of the Government for investment in liberty bonds to the amount of $20,000,000, a per capita subscription approximately of $60.

Indian schools have a modern up-to-date course of study, the central idea of which is the elimination of needless studies and the employment of a natural system of instruction built out of actual activities in industry, civics, community interests, etc. This vocational system is generally recognized as most complete and practical. It is studied by many educators in the United States and foreign countries for its adaptation to the needs of all classes of children under modern conditions.

A Board of Indian Commissioners composed of philanthropic individuals who serve without compensation is appointed by the President. This board from time to time visits Indian reservations, looks over the situation, and makes recommendations.

The following pamphlets have been issued by the Office of Indian Affairs:

Social Plays, Games, and Marching.
Some Things that Girls Should Know.
Outline Lessons in Housekeeping.
Farm and Home Mechanics.
Synopsis of Course in Sewing.
Games Suitable for Group Athletics in Indian Schools.
Setting-Up Exercises (extracts from Manual for Privates of Infantry of the Organized Militia of United States).

These pamphlets were published for the use of Indian schools, but so long as the supply lasts copies will be furnished to librarians on application to the Office of Indian Affairs.

PENSION OFFICE.

In August, 1776, the Continental Congress passed resolutions promising pensions to soldiers and seamen. The first of these reads, "That every commissioned officer, noncommissioned officer and private soldier, who shall lose a limb in any engagement, or be so disabled in the service of the United States of America as to render him incapable afterwards of getting a livelihood, shall receive, during his life, or the continuance of such disability, the one-half of his monthly pay from and after the time that his pay as an officer or soldier ceases; to be paid by the committee as hereafter mentioned," etc.

From the time these resolutions were passed to the present year $5,395,361,109.69 has been paid by the United States Government as compensation for services rendered in the Revolutionary War, the War of 1812, the Indian War, the Mexican War, the Civil War, the Spanish-American War. Pension or compensation funds for disabilities incurred by soldiers in the recent world war are handled by the Treasury Department.

Every library may have, so long as the supply lasts, a copy of the last edition of the pension laws, to be obtained on application to the Commissioner of Pensions, Washington, D. C.

PATENT OFFICE.

Fifty years ago a clerk in the Patent Office is said to have sent in his resignation because he feared he would be "out of a job," since there could really be nothing new left to invent. Since the organization of the office more than 80 years ago, 1,308,021 patents had been granted up to July 1, 1919.

If it is possible to afford the money every inventor should certainly visit the Patent Office to find out what has already been done along the line or the idea upon which he is at work. If not, he may send 25 cents for the "Manual of Classification of Subjects of Invention of the United States Patent Office," find out under what class and subclass his invention would be found, and then write for the price of copies of all patents in the subclass. Copies of specifications and drawings of United States patents cost 5 cents each.

In applying for a patent, the applicant is advised to employ a competent patent attorney, as the value of patents depends largely on the skillful preparation of the specifications and claims.

The models of patented objects are no longer on exhibition, but the office has at the service of any interested person clearly expressed drawings with specifications of every domestic and of most foreign inventions.

Patent specifications and drawings are expensive and require much space. Therefore, only the larger libraries maintain files, as, for instance, the public libraries of Boston, New York City, Cleveland, Chicago, Denver, or San Francisco. Every library should have on hand "Rules of Practice" and "Patent Laws" of the United States, "Statutes and Rules Concerning the Registration

of Trade-Marks," and "Statutes and Rules Concerning the Registration of Prints and Labels," free on application to the Commissioner of Patents, Patent Office, Washington, D. C.

BUREAU OF EDUCATION.

This bureau represents that branch of our Government most intimately connected with the making of good and patriotic citizens. It acts as a clearing house through which pass educational data and statistics, not only of the United States but of foreign countries as well. Summaries of conclusions drawn from consideration of the vast amount of material reviewed are always at the disposal of research workers and educators.

The special divisions of the bureau are as follows:

Higher education.
Rural schools.
City school administration, including kindergartens.
Agricultural education.
Industrial education and education for home making.
Commercial education.
Physical education and health.
Civic education or education for citizenship.
Home education.
Library.
Americanization.
Educational extension, including community organization, visual instruction.
United States School-garden army.
Education of negroes.
Education and medical relief for natives of Alaska.
Foreign educational systems.
Division of Statistics.
Editorial Division.
Information Division.

Brief notes are given of some of the activities which should be of special interest to librarians.

ALASKA SCHOOL AND REINDEER SERVICE.

In Alaska there are approximately 27,500 natives in villages scattered over thousands of miles. In 70 of these villages United States public schools have been established. This great area has been divided into five districts, each district under the supervision of a district superintendent of schools. The largest one of these districts contains 100,000 square miles, and the others average 65,000 square miles each. To reach the widely separated schools a district superintendent must travel thousands of miles over a frozen and often trackless wilderness.

Each school is a social center for the accomplishment of practical ends. Many of the buildings contain, in addition to the recitation room, an industrial room, kitchen, quarters of the teacher, a laundry, and baths. The schoolroom is available for public meetings, and in many instances the school is the only elevating power in the native community.

In its endeavor to safeguard the health of the natives of Alaska, the Bureau of Education maintains five hospitals. In order to give the natives experience in business affairs and to protect them from unscrupulous white traders, cooperative stores have been established and placed under the supervision of public school teachers.

To protect the natives the Bureau of Education has requested the reservation of selected tracts of land to which large numbers of natives can be attracted and within which the natives can obtain fish and game and conduct their own industrial and commercial enterprises.

The reindeer industry began in 1892 with the importation of 171 reindeer from Siberia. The importation continued until 1902. During the 10 years 1,280 reindeer were brought over. On June 30, 1917, there were 98,582 reindeer distributed among 98 herds. Of the total number, 69 per cent were owned by 1,568 natives. The income of the natives from the reindeer industry during that fiscal year was $97,515. The raising of reindeer is a form of industrial education best adapted to the Eskimos inhabiting the limitless grazing lands of arctic and subarctic Alaska.

Within less than a generation the reindeer industry has raised the Eskimos from the primitive to the pastoral stage, from nomadic hunters to civilized men having in their reindeer herds assured support and the opportunity to accumulate wealth.

AMERICANIZATION.

This division has carefully considered the best educational methods to be employed for transforming our foreign-born residents into "loyal, literate, and efficient citizens." Some of the immediate objects of this work are:

1. To give the immigrant better opportunities and facilities to learn of America and to understand his duties to America.
2. To unite in service for America the different factions among the several racial groups and to minimize in each race the antagonism due to old-country conditions.
3. To cement the friendships and discourage the enmities existing among races and to bring them together for America.
4. To bring native and foreign born Americans together in more intimate and friendly relations.
5. To give native-born Americans a better understanding of foreign-born Americans.
6. To develop among employers a more kindly and patriotic feeling toward foreign-born workmen.
7. To encourage the foreign-born Americans to assist in the work of Americanization and to develop a more patriotic feeling toward the work in which they are engaged.
8. To develop the school as the center for Americanization work for all alike.

EDUCATION IN FOREIGN COUNTRIES.

Special studies are made each year of the educational systems in foreign countries in order that any measures of vital importance, adopted abroad, may be added, if advisable, to American educational systems. These studies are grouped under different countries.

A few excerpts from the 1917 report are of special interest as showing some effects of the war on education in European countries.

France was brought to a serious consideration of her educational problem by the fact that during the first year of the war 2,350 school buildings were taken over for military purposes. On March 12, 1917, a bill was introduced for compulsory continuation education for every boy and girl in France—boys to attend school to the age of 20 and girls to the age of 18. While this bill was not passed, because of shortage of public funds, it was favorably discussed and its final enactment may be regarded as only a question of time.

In Germany on the 1st of June, 1916, it was announced that 6,117 teachers had fallen in the war, not including great numbers of normal-school students.

It was necessary for the Belgian Government, in cooperation with the French authorities, to establish in the neighborhood of Paris and in Normandy school colonies engaging the services of some 150 teachers. The girl pupils cooked, washed, and sewed for the colony, while the boys raised vegetables for the colony table.

In England the Fisher bill was enacted for universal compulsory education from date of completion of elementary school course to the age of 16. Immediately following this come two years in continuation schools, employers being obliged to cooperate with the schools by allowing children of school age in their employ the time required for school attendance. This bill allows great powers, in matters relating to courses, to local boards; the final power, however, is vested in the general commission, of which Mr. Fisher is president.

The current report deals with educational progress in England, France, Italy, Switzerland, Spain, Scandinavia, Russia, Germany, Japan, and the countries of South America.

HOME EDUCATION DIVISION.

The Home Education Division of the Bureau of Education has gained the cooperation of 75,000 women in rural districts which made it possible to reach the mothers of children under 3 years of age in 2,100 counties with literature on the care and training of little children.

The demand for selected courses of reading necessitated the formation of the National Reading Circle, which has a membership of about 10,000 readers. Ten courses have been prepared with the cooperation of specialists in the various subjects. Library cooperation has been given by 31 State libraries. These libraries will see that readers who can not get the books otherwise are provided with them upon application. Several local libraries have presented plans for active cooperation in carrying on the Reading Circle.

The following courses are ready for distribution and can be obtained by libraries applying to the Home Education Division, Bureau of Education:

The Great Literary Bibles.
Masterpieces of the World's Literature.
A Reading Course for Parents.
Miscellaneous Reading for Boys.
Miscellaneous Reading for Girls.

Thirty Books of Great Fiction.
Some of the World's Heroes.
American Literature.
Biography.
History.

On completion of a course a certificate will be awarded, bearing the seal of the United States Bureau of Education and signed by the Commissioner of Education.

LIBRARY.

The library of the Bureau of Education, while primarily a working collection for the bureau staff, is also designed to serve, so far as possible, as a central reference and circulating library for educators throughout the country. It is a strictly specialized collection on educational subjects only, in which it is especially strong. General literature, history, science, etc., are outside its scope. The library contains about 175,000 volumes and pamphlets, to which current additions are constantly being made.

The library offers to readers the use of its material by means of two methods—(1) by direct consultation at the bureau in Washington, and (2) by interlibrary and personal loans. Suitable reading-room accommodations are available, and the resources of the library are placed at the disposal of vistors desiring to engage in study or research. To non-residents of Washington who can not obtain in their local libraries the books on education which they need, books may be loaned by the Bureau of Education free of charge under the interlibrary loan system, or personally to teachers who are vouched for by a responsible school official. Books are forwarded and returned by mail under penalty labels, without charge for postage to the borrower, and may be retained as long as four weeks.

The library also supplies freely on request bibliographies on all educational subjects and prepares, as a bulletin of the Bureau of Education, a Monthly Record of Current Educational Publications, which presents a general survey of current educational literature in books and periodicals.

THE UNITED STATES SCHOOL GARDEN ARMY.

During 1918 over 1,000,000 children enlisted in the School Garden Army, producing more than $10,000,000 worth of garden stuff.

When the teacher wishes to organize a company of children, the first procedure is to write the United States School Garden Army, Bureau of Education, Washington, D. C., for enlistment sheets. When these have been filled and returned, the Washington office will send on insignia—very attractive little pins for privates and officers. The teacher is furnished with complete instructions fitted to the district in which the gardens are located. Her name is at once put on the mailing list; and as fast as new instructions come out she receives copies. There may be some districts where this idea has not been developed because teachers go away for the summer or feel they have not time to give after school closes. It may be possible for librarians to start companies in sections of the country where the children have not as yet been given this opportunity.

The following leaflets may be had free on application to the United States School Garden Army, Bureau of Education: The Spring Manual of the United States School Garden Army; Home Canning and Drying of Vegetables; War Gardening and Home Storage of Vegetables.

Every library should have the following pamphlets issued by the Bureau of Education:

1. "Available publications of the United States Bureau of Education, March, 1918" (address Commissioner of Education). In this list all publications of the Bureau of Education, now obtainable, whether free or for a nominal charge, are noted.

2. "Guide to United States Government Publications," Bulletin No. 2, 1918 (address Superintendent of Documents, inclosing $0.20). A brief description is given of the executive departments and of the war organizations under the following heads: Titles of principal administrative officials, general information and duties, general publications, methods of distribution, annual and other periodical publications, indices, mailing lists, and maps.

The appendix includes a list of the depository libraries in each city of the United States where Government publications may be found, a table of the number of employees in the various departments, and a list of Government libraries in the District of Columbia.

3. "Educational Directory," Bulletin No. 36, 1918 (address Superintendent of Documents, inclosing $0.20). This pamphlet constitutes a guide to the educational activities of the Government. It also lists the principal State, county, and city educational activities, including universities, museums, public and private schools, public and society libraries, and educational associations.

4. "Public, Society, and School Libraries," Bulletin No. 25, 1915 (address Superintendent of Documents, inclosing $0.20). This bulletin lists some 18,000 public, society, and school libraries and gives statistics under the following heads: Date of founding; Controlled by; Classification; Free, subscription, free to students or for reference; Distribution of books outside city; Distribution of sections of library to schools; Borrowers' cards in force; Books issued for home use; Books issued for juvenile use; Visitors to reading room during year; Number bound volumes; Volumes added during year; Paid library employees; Building force, janitors, etc.; Salary of librarian. Financial statistics are also given.

5. On application to the Commissioner of Education, any librarian can have his name put on a mailing list to receive the semimonthly publication, "School Life," which contains information of vital importance to all educators.

THE GEOLOGICAL SURVEY.

The United States Geological Survey is making topographic and geologic atlases of the country; interpreting its geologic history; examining and mapping its mineral resources and studying their modes of deposition; collecting statistics of mineral production; investigating underground and surface water supplies, both as to quantity and quality; and publishing the results of its work in maps

and reports that are distributed free or sold at the cost of paper and printing.

The originals of the Geological Survey's published topographic maps are drawn in the field by its engineers and the maps are printed at the Geological Survey's engraving and lithographic plant in Washington. Most of these maps are published on scales of about 1 inch, one-half inch. or one-fourth inch to the mile, and all are printed in at least three colors—the water features in blue, the contours showing elevations in brown, and the names and symbols of the works of man, such as boundaries, roads, railroads, towns, and cities, in black. Some of the maps show also wooded areas in green. The maps are sold by the survey at the cost of paper and printing.

The topographic maps already published represent about 1,300,000 square miles, or about 44 per cent of the area of the country.

The survey's geologic work includes special geologic examinations and maps of areas or of deposits that are of great economic interest—such as those containing gold, silver, copper, lead, zinc, coal, phosphate, oil, and gas—or close studies designed to show modes and places of ore deposition or to indicate unexploited areas that probably contain valuable mineral deposits. It also includes geologic maps published in the folios of the Geologic Atlas of the United States, which now cover about 200,000 square miles. The text in each folio describes the rock formations and the mineral and water resources of the area covered, and the atlas, when completed, will represent the results of a detailed general geologic survey of the United States.

In Alaska the engineers and geologists of the survey have been at once map makers, geologists, and explorers, and they are still making researches in that great domain, which is now being opened to further exploitation by Government railroads.

In making its geologic investigations the Geological Survey, though it studies the earth mainly as the abode of modern man in connection with his material needs, does not completely neglect the higher human interest in the geologic history of the earth, an interest that strives to re-create truly pictures of past geography and of long-vanished plants and animals, the scarce and scattered fragments of which, embedded in ancient rocks, show the geologist where and how and when they lived and thus tell him the age of the rocks in which they are preserved and the geography and geology of the part of the world they inhabited.

The survey's statistical work, which covers all the mineral industries of the country, includes correspondence with about 100,000 producers and is conjoined with examinations of mineral deposits. The published statistics form a complete index to the mineral industries in the United States—to their history, their status, and their prospects.

During the war the survey prepared maps showing the mineral resources of all countries, and these maps were combined to form an atlas of the mineral resources of the world. This atlas, which includes brief descriptions as well as maps, shows not only the several sources from which we can obtain minerals not found in our own country, but the foreign mineral deposits with which our own must

compete in the world's markets. It was prepared for confidential official use but will soon be published for general use.

The survey's work on the country's water resources includes detailed field investigations of water-bearing strata, with determinations of the quantity and quality of the water they contain, and the gauging of streams at all stages to show their minimum and maximum flow, in order to provide for their utilization as a source of municipal or other water supply or as a source of power, or to establish preparedness for floods. Emphasis has lately been placed on studies of power available for use in areas that contain no coal. The hydrographic work of the survey now includes the mapping of springs and watering places in the arid regions of the southwestern part of the country, such as Death Valley, and the erection of signs and guideposts directing travelers to water.

Among the tasks of the survey is that of classifying the public lands with respect to their content of coal, gas, oil, phosphate, and other minerals, as well as with respect to their availability for irrigation, as water-power sites, or as stock-raising homesteads. This work includes the valuation of the lands for sale by the Government.

The survey has published more than 4,000 reports by more than 700 authors. It has the largest geologic library in the country, a collection containing 250,000 books and pamphlets and 100,000 maps, which are availble for general use. Its collection of geologic photographs illustrate every phase of geology.

A well-indexed list of publications published in April, 1918, can be obtained on application to Geological Survey, Washington, D. C.

A wonderful collection of photographs under more than 100 headings is filed in Washington. A list of these will be furnished on request and photographs can be obtained at a moderate charge on application to the Geological Survey, Washington, D. C.

The maps published by the survey are indispensable. Every library should have at least the map of its district.

Price lists of available maps, both topographic and geologic, will be furnished on application to the Director, United States Geological Survey, Washington, D. C.

RECLAMATION SERVICE.

The reclamation of 3,000,000 acres of arid land, briefly stated, is the task upon which this service is engaged. Already over 12,000 miles of canals, ditches, and drains, including 93,000 canal structures, have been built. One hundred storage and diversion dams have been constructed, including the 349-foot Arrowrock Dam, the highest in the world; the Elephant Butte Dam, forming the largest irrigation reservoir in the United States and the longest roller-crest dam in the world on the Grand River in Colorado.

In connection with this work 95 tunnels, aggregating over 27 miles in length, 1,000 miles of road, 83 miles of railroad, 1,300 miles of power-transmission lines, and 4,400 miles of telephone line have been constructed.

At present over 120,000 persons are living on the 30,000 farms irrigated by the service.

For information regarding farms, address the Statistician, Reclamation Service, Washington, D. C. There are at present about 150 farms of from 40 to 80 acres open to settlement; the cost, including perpetual water rights, ranges from $36 to $92 per acre, and a farmer has 20 years in which to complete his payments, no interest being charged.

Collections of photographs and lantern slides can be bought at cost. Address Statistician, United States Reclamation Service, Washington, D. C.

A partial list of motion-picture films which may be borrowed are as follows:

The Spirit of the West.	Our Great Northwest.
Winning the West.	The Land that God Forgot.
Millions for Moisture.	American Riviera.
The Romance of Irrigation.	Our Inland Empire.
Romance of the Southwest.	Our Pagan Peoples.
America's Eden.	Photography in Government Publicity.

A price list of publications can be obtained on application to the director and chief engineer, United States Reclamation Service, Washington. The Reclamation Record, issued the first of each month, costs $0.50 a year to other than water users, to whom it is sent free, and is a wide-awake publication which every librarian will find helpful. It is illustrated and contains departments of interest to home makers and teachers in every part of the country.

BUREAU OF MINES.

This bureau, established in 1910, makes scientific studies of problems in the mining industry in order that it may be carried on with greater efficiency, profit to industry and society, and under the best conditions for the safety and health of the miner. The number of coal miners killed by accidents has been reduced from 6 per million tons mined to 3 per million tons during the past few years as a result of the work initiated by the bureau. In other words, there were in 1918, 1,500 less men killed in the coal-mining industry than would have been if the conditions prevailing earlier had continued to exist.

In order to rescue miners whose lives are endangered by mine explosions or mine fires, the bureau maintains mine-rescue cars at central points, which can be sent on express trains to any point where an explosion or fire occurs and render immediate aid. When not so occupied the crews of these cars train miners to rescue and render first aid to their fellow workers. In connection with this work the bureau has devised and developed many new and improved types of safety devices. An experimental coal mine is operated by the bureau near Pittsburgh, in which the conditions leading to mine explosions and other disasters are studied. Out of its experience with mine gases the bureau initiated the work in this country on gas warfare and carried it on until June 25, 1918, when it was transferred to the War Department.

Prior to the war 500,000,000 tons of coal per year was burned in the United States. If this had all been used with the maximum of efficiency 125,000,000 tons of it might have been saved for future use.

Much of the work of the bureau is directed toward securing greater economy and efficiency in the use of fuels and much progress has already been made. An investigation is now in progress to make possible the efficient utilization of lignite, which forms one-third of the coal resources of the United States, but which is now comparatively little used.

Petroleum products, especially gasoline, are an essential of modern civilization. Great losses of these valuable products occur unless their production and preparation for use is done by the proper methods. Methods of increasing the supply and decreasing losses have been devised by the bureau's engineers, both for petroleum and natural gas.

Many mineral products necessary for the success of industry in the United States were before the war largely imported from abroad. Among these are potash, tin, manganese, chromite, pyrite, magnesite, and others less important. During the war the bureau stimulated their production here. These are only a few of the complex technical problems which the bureau is called upon to solve for the general benefit of the mining industry, which furnishes most of the raw materials for the manufacturing industry.

Mining laws of all the States are compiled, annotated, and published by the bureau, which also reports decisions in mining cases, working toward the end of securing uniform mining laws throughout the States which would greatly benefit the miner.

The bureau maintains a central library in Washington and 13 branch libraries at the mining experiment stations: Columbus, Ohio; Pittsburgh, Pa.; Ithaca, N. Y.; Minneapolis, Minn.; Urbana, Ill.; Bartlesville, Okla.; Golden, Colo.; Salt Lake City, Utah; Tucson, Ariz.; Seattle, Wash.; San Francisco, Calif.; Berkeley, Calif.; and Fairbanks, Alaska. All books are interchangeable between the stations and there is a daily service to the stations from the central library.

The publications of the bureau fall into four general classes—bulletins, which are monographs completely covering an important subject; technical papers, which are accounts of progress in work of continuing interest or complete discussions of subjects of minor importance; miners' circulars, which are descriptions of the best practice for readers with practical knowledge but limited education; and miscellaneous publications, chiefly statistical reports of mining accidents, annual reports of the director, etc.

A complete list of publications has been prepared, showing those available for free distribution and those obtainable from the Superintendent of Documents, Government Printing Office, on payment of the cost of printing. Interested persons should apply for a copy of the latest list to the Director, Bureau of Mines, Washington, D. C. A monthly list of new publications is sent free on request to anyone interested in the bureau's publications.

Three hundred reels of films and 2,000 lantern slides, accompanied by printed lectures, have been prepared. Individual reels or a collection of slides for temporary use can be borrowed by any library willing to assume responsibility for breakage or other damage and to pay express charges. To secure a list of those available, apply to the Director, Bureau of Mines, Washington, D. C.

"I consider our national parks nature's own museums and classrooms where one may study the making of America and come to regard great scenic features, not alone as wonders, but as open pages from the book of creation," said one of the men in the National Park Service who writes guide books that make one uneasy to be off on a long trail through a great forest, over a mountain pass, or along a quiet flowery valley of one of our national parks.

"In those parks," he continued, "one learns so well the meaning of scenery that he goes back and applies the principles of a great canyon or a mighty waterfall to the ditch behind a country schoolhouse or the spillway of a milldam."

The three fundamental principles governing the National Park Service are: First, that the national parks must be maintained in absolutely unimpaired form for the use of future generations as well as those of our own time. Second, that they are set apart for the use, observation, health, and pleasure of the people. Third, that the national interest must dictate all decisions affecting public or private enterprise in the parks.

This service has charge of 18 national parks: Yellowstone, Wyo.; Yosemite, Calif.; Glacier, Mont.; Mount Rainier, Wash.; Sequoia, Calif.; General Grant, Calif.; Hot Springs, Ark.; Mesa Verde, Colo.; Grand Canyon, Ariz.; Rocky Mountain, Colo.; Lafayette, Me.; Lassen Volcanic, Calif.; Wind Cave, S. Dak.; Platt, Okla.; Crater Lake, Oreg.; Mount McKinley, Alaska; Hawaii, Hawaiian Islands; Sullys Hill, N. Dak.; and 23 national monuments: Devil's Tower, Wyo.; Montezuma Castle, Ariz.; El Morro, N. Mex.; Petrified Forest, Ariz.; Chaco-Canyon, N. Mex.; Muir Woods, Calif.; Pinnacles, Calif.; Natural Bridges, Utah; Lewis & Clark Cavern, Mont.; Tumacacori, Ariz.; Navajo, Ariz.; Zion, Utah; Shoshone Cavern, Wyo.; Gran Quivira, N. Mex.; Sitka, Alaska; Rainbow Bridge, Utah; Colorado, Colo.; Papago Saguaro, Ariz.; Dinosaur, Utah; Capulin Mountain, N. Mex.; Verendrye, N. Dak.; Casa Grande, Ariz.; Katami, Alaska.

For all information with regard to what is in the parks, write the National Park Service, Department of the Interior, Washington, D. C.

For information as to how to get to the parks, address United States Railroad Administration, Bureau of Service, Room 646, Transportation Building, 161–164 West Jackson Boulevard, Chicago, Ill.

Librarians should cooperate with the National Park Service in stimulating the recreational use of the parks. Attention should be called to special opportunities afforded science classes to study in the national parks.

The facilities afforded camping parties are too little known. As for the projects contemplated by the men of broad vision at the head of this service, they should also be the projects of the average citizen who loves his country and longs to see its resources utilized to the utmost.

The annual reports of the Director of National Park Service in all larger libraries may be classed as literature, as well as information.

"Glimpses of our National Parks," a most attractive booklet, as well as information circulars, describing the various parks and some of the monuments, may be obtained free on application to the National Park Service, Department of the Interior, Washington, D. C.

ALASKAN ENGINEERING COMMISSION.

The commission is now engaged in constructing a trunk line of railway from the Pacific Ocean to the interior. Its headquarters are at Anchorage, Alaska, and men desiring employment on the railroad should address that place. Already through traffic has been established between Seward and the Matanuska coal fields.

The development of railroads and wagon roads means the opening up of animal, agricultural, and mineral resources of a country 590,884 square miles in area, about one-fifth the size of the entire United States.

With the most limited railroad and wagon-road facilities, for the calendar year ending December 31, 1918, the value of Alaskan products exported amounted to $85,423,568. The opening of the interior will swell this amount to proportions which only the makers of fairy tales dare predict.

The Secretary of the Interior writes: "In the development of this continent, the discovery of its resources, and their highest utilization there is a fascination to the American which is superlative. It is, indeed, our life and has called out the most sterling qualities in our character."

The "large life of a new land" calls to its development red-blooded men and fearless women with the spirit that made Plymouth Rock a national monument and carved New York from the wilderness.

Ignorance regarding Alaska's climate has been widespread. The permanent snow and ice fields on the mountains cover a small percentage of its area. Authentic Weather Bureau records show that the average winter temperature of the south coast of Alaska is the same as that of St. Louis or New York, without as great extremes of temperature; that of Nome the same as that of northern Minnesota and Dakota.

The total value of Alaska's products since 1867 has amounted to $847,719,408. The total commerce of Alaska was $1,295,229,055, Alaska has produced *double the value received.*

The commission has a small collection of slides which may be borrowed; also photographs of Alaskan scenery which may be purchased at cost.

A handbook, entitled "General Information Regarding the Territory of Alaska," has just been issued.

Applications for printed matter should be addressed to the commission, room 6107, Department of the Interior, Washington, D. C. Applications for photographs should be made to the Alaskan Engineering Commission at Anchorage, Alaska.

The slides may be obtained by addressing the Bureau of Education, Department of the Interior, Washington, D. C.

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Alaskan Engineering Commission:
- Description, scenery, etc.
- Maps.
- Mines.
- Railroads.
- Surveys.

Bureau of Education:
- Alaska, description.
- Alaska, education.
- Americanization.
- Civics.
- Community service.
- Courses.
- Curriculum.
- Domestic sciences.
- Education, agricultural.
- Education, general.
- Education, higher.
- Education, home.
- Education, kindergarten.
- Education, negro.
- Education, rural.
- Education, vocational.
- Educational extension.
- Home economics.
- Libraries.
- School administration.
- School gardens.
- School hygiene.
- School statistics.
- School surveys.

Geological Survey:
- Alaska, description.
- Classification, land.
- Hydrography.
- Resources, mineral.
- Resources, water.
- Structure, geologic.
- Survey, geologic.
- Topography.

Indian Affairs:
- Agriculture.
- Allotments.
- Citizenship.
- Customs.
- Education.
- Forestry.
- Health.
- Housing.
- Industries.
- Investments.
- Irrigation.
- Missionaries.
- Religion.
- Reservations.
- Stock raising.

Land Office:
- Alaska.
- Carey Act lands.
- Coal, oil, and gas lands.
- Desert lands.
- Homesteads.
- Indian land openings.
- Mineral lands.
- Mining claims.
- Rules of practice.
- Railroad grants.
- Rights of way
- School lands.
- Surveys.
- Swamp lands.

Bureau of Mines:
- Combustion.
- Dust.
- Explosives.
- Fuels—Coal, etc.
- Gases.
- Health.
- Lamps for miners.
- Laws, mining.
- Metals.
- Metallurgy.
- Mining, general.
- Ores—Gold, lead, silver, etc.
- Petroleum.
- Quarrying.
- Radium.
- Safety devices.
- Sanitation.

National Park Service:
- Monuments—
  - Capulin Mountain, N. Mex.
  - Casa Grande, Ariz.
  - Chaco Canyon, N. Mex.
  - Colorado, Colo.
  - Dinosaur, Utah.
  - Devils Tower, Wyo.

This page is intended for corrections and additions in order that the information in the foregoing pages may be kept up to date.

TO THE LIBRARIANS OF THE UNITED STATES:

In their intimate contact with the public, librarians enjoy the unique position of being able to direct large numbers of people to information regarding the various activities of the Government. The Department of Agriculture welcomes the cooperation of all librarians in their effort to disseminate the results of its investigations and its advice upon the multiplicity of subjects which are briefly outlined in this pamphlet.

I take this occasion to congratulate the librarians of this country upon the service which they so efficiently rendered during the war and to express my appreciation of their active cooperation with this department. I hope the new and old contacts made may be continued and the work strengthened and extended.

Sincerely yours,

Clarence Dunlap

Assistant Secretary of Agriculture.

THE DEPARTMENT OF AGRICULTURE.

[The bureaus and offices given page numbers are the ones selected as having matter of interest to librarians. Appointment and disbursing offices and other divisions connected primarily with the administrative work of a department have been omitted.]

YOU AND YOUR GOVERNMENT.

One hundred years ago and more America and much of Europe were mainly concerned with the making of constitutions and the assembling of the machinery of Government. As the nineteenth century swept to a close we find this machinery running smoothly and the activities of our Government drawing closer to the affairs of the people. "Judicial, Legislative, and Executive" were cold abstractions to the average man, but Agriculture, Mining, Forest Reserves, Fisheries, and Parks, were human and understandable. That John Smith should be elected to Congress was mainly John Smith's affair, and high tariff or low tariff largely a matter of party politics; on the other hand, that the wild swan should continue to nest in the marshes of Virginia and the oyster beds be protected; that New Orleans be cleared of rats, and California of ground squirrels—this was understandable human service and touched the health, prosperity, and happiness of the whole community.

As the twentieth century advances we find these great machines of Government, no matter where they exist—Washington, Paris, London, or the antipodes—reaching out more and more into human affairs. Australia moves her young people to and from consolidated high schools over federally run railroads, and New Zealand is ready to finance and plan a home for young couples. The Department of Commerce in Washington will find the leak in your industrial plant and will advise on how to make it a going concern. The Department of Agriculture will send a man to locate the worm that cuts your young cabbage, or hunt down the red spider when the leaves curl and the oranges fall.

Our taxes maintain a very expensive Government plant in Washington, and it is good business to use it. That, however, is up to us. The service is democratic; it is for the people, but also of the people. The call for help must come from the State and community. The more these resources are used the more helpful the Government will become and the nearer it will approach the solution of our simple human needs. A machine it must be, but if the people do their share it can be a machine pulsating with the heart of America, answering the needs of the twentieth century.

What does this mean to the librarian in her world of books? Will she be merely a cataloguer of the hopes and fears of this "new day," with its bright promises and dark threats?

Never did patriotism say more sternly to each American, "See to it that no harm come to the State." The librarian, surely, has a part in the making of democracy. She is a necessary link between the needs of the people and the resources of the Government. But she must first know her problem, and no magic formula can be furnished.

Let us suppose a poorly paid librarian, perhaps not trained but with plenty of common sense, starts out to study her library. "This is not the Library of Congress nor the State library," she says, "but the public library of Farmville, in Prince Edward County, supported by my people's money. It ought to be their tool house, the workshop of the community; their needs come first, and a set of Greek plays or the life of Confucius later—very much later!"

Good! Then she is ready for a walk about the town and miles into the country to study these needs of her own people and discover just where the library can give practical aid. If she walks with an open heart the scales will fall from her eyes and she will see her community as it really is and all the glory of the commonplace.

Mrs. Brown's fretful complaint that she can't sell her head lettuce, Mrs. Stanley's story of the sparrows and her wax cherries, and the gloomy struggle of the farmers with tobacco worms—why, these things matter tremendously. They make all the difference of money and comfort and happiness, and perhaps a chance to read Greek plays. Somewhere in the Department of Agriculture is the answer to these questions, somewhere in Washington the solution of many problems her community is up against, and the library can be the go-between.

With the help of the Bureau of Forestry she might have saved the magnificent elms of Main Street and the whispering aspens of High Street. A photograph exhibit down town and a road-building movie would have helped the good-roads crowd. And the pig club and the calf club projects of the banks, and the women in their struggles for a community cannery—why the Government has a wealth of pictures, bulletins, and first aids on just these things.

The librarian drops down out of breath at the top of a high hill to struggle with the idea. Below her lies the little town and beyond the encircling hills. The sunset light brings a magic of color, but the old story is new to her to-day.

Has there ever been a soil survey of Prince Edward County, and what did it tell? Around her are fields grown up in scrub pine, yellowing in a soil burnt out by a hundred years of tobacco. The hillsides are gashed with gullies redder than an Indian pipe; at the foot the muddy little river struggles with these washings toward Chesapeake Bay, and there the Government is ever busy dredging from the bottom this wealth of Prince Edward County.

What is the answer to it all, she wonders. It must be found and she must help the Government, for democracy is at stake. A Government rich in resources and a people intelligent to use these resources; this is her answer; intelligent use of Government resources that fit the case of her own people.

The sun is gone and against the clear horizon dim mountains lift their crests and a flight of winged clouds slide down the sunset sky; the librarian has lived through a great moment.

THE DEPARTMENT OF AGRICULTURE.

OFFICE OF FARM MANAGEMENT.

This office has to do with the operation of the farm as a whole, as a business proposition. Farm-management investigations are designed to determine the most profitable ways of doing things on the farm, how to organize the farm to best advantage under given conditions, and how to operate to best advantage under a given plan of organization. Primarily the office is concerned with the improvement of farm practices, with the study of how to get yields that will return the greatest net profit per acre, and how to combine the several farm enterprises so as to yield the greatest possible net farm income.

Correlated with the straight farm practice and organization investigations conducted by this office are many other kindred investigations, bearing more or less directly upon the farm business. Briefly summarized, these are the lines followed in the work of this branch of the department:

Crop economics.—Studies in farm practice and cost of production of various field crops.

Live-stock economics.—Studies in farm practice and cost of production of various farm animals.

Farm management surveys.—Surveys of groups of farms in different localities designed to bring out the various factors which determine success or failure in farming, to determine the cost of the farmer's living, and to make available facts as to the status of tenancy in the United States.

Farm accounting.—Investigations in practical methods of farm bookkeeping.

Farm equipment.—Studies of farm machinery from the economic standpoint, and of the factors that make for efficiency in the use of farm power, both draft animals and tractors.

Application of farm economics to farm practice.—Special investigations designed to develop the best farm practices in the different agricultural regions.

History and distribution of farm enterprises.—Studies of agricultural geography, with reference to frost, dates of planting, etc.

Farm tenancy.—A study of prevailing systems of farm tenancy and underlying principles of tenant farming. To devise lease contracts which will secure an equitable division of farm income and which will tend to maintain a good system of farming.

The Office of Farm Management has several hundred slides illustrating farm-management subjects, which will be loaned to responsi-

ble parties under certain conditions. Among its more important publications may be mentioned the Geography of World Agriculture as being a reference book that should be in every library. This book may be obtained from the Superintendent of Documents, Government Printing Office, for $1.

THE WEATHER BUREAU.

Of prime interest to the public are the forecasts and warnings of the Weather Bureau. Those issued for the benefit of maritime interests are most important and valuable. Scarcely a severe storm has occurred along our coasts in recent years for which warning has not been given from 12 to 24 hours in advance. As result of warnings displayed for a single hurricane, coast vessels with cargoes valued at over $30,000,000 have been detained in port.

Warnings of frosts are also of immense value. During one cold wave, the warnings saved citrus fruit valued at $14,000,000. Railway and transportation companies make continued use of forecasts in their shipments.

In cities the uses made of forecasts are many and varied. Preparations are made by heating and lighting plants to meet increased demands. Merchants prepare cold-weather article advertisements. Coal dealers supply partial orders to all customers instead of full orders to a few. Dredging ceases. Charity organizations prepare to meet increased demands, etc.

The bureau maintains several stations for observing the winds and other meteorological conditions at various levels in the atmosphere, and the information thus obtained is placed at the service of aeronauts. An earthquake-reporting service is also operated by the Weather Bureau.

It should also be noted that an important function of the Weather Bureau is to prepare and publish climatological statistics for all parts of the United States. These statistics, relating to rainfall, temperature, winds, etc., serve a great variety of purposes and are constantly consulted by physicians, agriculturists, engineers, and others.

These are a few of the ways in which the public connects with the Weather Bureau, and librarians can so vitalize its information that this almost magic power may be of service to many who are perhaps unaware that this important source of information relates to Mrs. Smith's washing day as well as to Mr. Multimillionaire's fleet of merchant ships.

The library consists of about 37,000 volumes, wherein will be found a great wealth of statistical information concerning the climates of all parts of the world.

Periodical publications available for libraries where they will be used, are: Daily Weather Maps, issued at Washington, D. C., and at a number of selected stations; Climatological Data for the United States (sections relating to single States may be obtained separately); Monthly Weather Review; National Weather and Crop Bulletin; Snow and Ice Bulletin (during the season); and the Annual Report. Address Chief, United States Weather Bureau, Washington, D. C.

ANIMAL INDUSTRY.

The Bureau of Animal Industry conducts regulatory work, field investigations of wide scope, and experiments, with resulting printed information, along lines of animal industry. Some of its special functions are the eradication and control of animal diseases; Federal meat inspection; inspection and quarantine of imported animals; encouragement of the live-stock business by education and demonstration; community development through field agents; investigations of the manufacture and handling of all dairy products, including butter, cheese, and ice cream; investigations of city milk supplies and of ways and means of producing and handling milk of superior quality. Several farms are maintained for the study of practical problems in feeding and breeding.

This bureau has some 5,000 photographs dealing with the principal branches of its work, which are available either as prints or in the form of lantern slides. A few groups have been made up into illustrated lectures; for each of these there is a syllabus printed. Some of these lectures are on "Cow testing," "Making farm butter," "Cottage cheese," etc. Much of this work is handled through the States Relations Service. It is possible to furnish slides on practically every phase of animal industry, and slides not accompanied by lectures will on request be given good legends so that the lecturer can tell exactly what they mean. Responsible people may borrow them by paying express or mailing charges. Address requests for publications covered by the subject headings to the Chief of the Division of Publications, or to the Chief of the Bureau of Animal Industry; address requests for slides and lectures to the Chief of Bureau of Animal Industry and they will be referred to the proper office.

THE BUREAU OF PLANT INDUSTRY.

This bureau deals with the cultural range, growth, disease prevention, production, and methods of utilization of plants. It also makes special studies of poisonous plants and spreads information with regard to their dangerous qualities.

Among a very few of the bureau's vast activities are the following of special interest: General laboratory investigations, with a view to discovering the causes and means of prevention and the remedies for various diseases attacking all forms of plant life; special experiments in plant nutrition and soil fertility; field and laboratory studies to discover methods of improving our cereal, fruit, and other crops.

This bureau maintains field stations and conducts experimental work on irrigated lands on Government reclamation projects in arid regions of the United States, and dry-farming investigations under subhumid, semiarid, or dry-land conditions. It studies problems involved in the handling and storage of fruits and vegetables in order to develop methods of harvesting, transporting, and storing whereby decay and deterioration and loss in transit and in storage may be reduced to a minimum.

An experiment farm and over 30 greenhouses for experimental work are maintained in and near Washington, and a considerable

number of field stations and plant-introduction gardens in various parts of the country. A seed and plant-exchange service is conducted between experts of foreign countries and American experts. This bureau supervises the purchase and distribution of vegetable, flower, cotton, tobacco, lawn-grass, and drought-resistant seeds, and of bulbs.

For bulletins covering practically every phase of plant production in the United States, the Chief of the Division of Publications, should be addressed.

FOREST SERVICE.

The Forest Service administers the National Forests, which comprise about 155,000,000 acres of land, nearly all in the mountainous portions of the country. It is also concerned with the protection of forested watersheds of navigable streams in cooperation with States, the acquisition by the Government (with the object of regulating stream flow) of lands on the watersheds of navigable streams, and the application of forestry to privately owned timberlands. The research work of the Forest Service comprises studies in forestry, the marketing and utilization of forest products, and the most effective use and improvement of range grazing lands.

The administrative and investigative work is directed from Washington, but the greater part of National Forest business is carried on through seven districts, with headquarters at Missoula, Mont.; Denver, Colo.; Albuquerque, N. Mex.; Ogden, Utah; San Francisco, Calif.; Portland, Oreg.; and Washington, D. C.

The enthusiasm of the Forest Service people for their subject is so great that the visitor on leaving the bureau literally reverses the experience of the blind man and sees "trees as men walking" forever after; and the librarian who does not know of the opportunities offered by this bureau is missing possibilities of which he can not afford to remain uninformed.

The Forest Service has issued many publications which should find room on the shelves of most libraries. These publications deal with all aspects of forestry and the forest problem—commercial tree studies; planting and nursery practice; the identification, properties, seasoning, and preservative treatment of wood; forest fires; wood utilization; grazing on forest lands; lumber, lumbering, and the lumber industry; timber production; wood distillation; forest management; and farm woodlands. In addition, there are publications dealing with the use of the National Forests for recreation and the utilization of their water resources for irrigation and water power. Every library near a forest district should have "Government Forest Work" and "The Use Book."

On application to the Forester, Washington, D. C., a list of the representatives of the Forest Service in the States will be furnished, and also a list of books on forestry for small libraries.

The Washington office of the Forest Service has over 40,000 photographs listed under more than 900 headings. Photographs illustrating a particular subject can be borrowed at any time by libraries applying to the Forester, Washington, D. C. Special exhibits of enlarged photographs arranged in 12 series of four pictures each may be borrowed for periods of about three weeks at a time. These are mounted in panel form with eyelets for hanging.

More than 16,000 lantern slides are embraced in the service lantern-slide collection, now available for general use by anyone interested in forestry education and publicity who will pay transportation charges and be responsible for breakage or loss. Each set (about 50 slides) is accompanied by a syllabus or "canned lecture" for the use of the lecturer, as a basis for his own version or as a prepared description of the slides as shown on the screen. At present the slides are divided into the following sets:

Of general interest:
- Conservation of the forest.
- Forestry in the United States.
- The work of the Forest Service.
- The farm woodlot.
- Street trees.
- Tree windbreaks.
- Recreation in the National Forests.
- Farm forestry in the South.

For special use in schools:
- Nature study and forestry.
- Botany and forestry.
- Manual training and forestry.
- Geography and forestry.
- Agriculture and forestry.

Sets of 30 samples of commercially important woods of the United States, with maps showing the regions in which each species grows, the natural forest regions of the United States, and the National Forests, and with charts containing information about forest products and the lumber industry, may be borrowed on the same terms as the photograph sets and lantern slides. These exhibits are arranged in seven panels of four sections each, mounted and provided with eylets for hanging.

BUREAU OF CHEMISTRY.

The Bureau of Chemistry, in addition to detecting frauds punishable under the food and drugs act, cooperates with practically every other bureau in the Department of Agriculture.

For the purpose of stimulating food production and obtaining data to be used in the enforcement of the food and drugs act investigations completed and being carried out include the following subjects:

The prevention of spoilage and waste in the handling of poultry and eggs; the stimulation of the production of sea food; the stimulation of the consumption of fish and the prevention of spoilage in the transportation of fish to market; the prevention of dust explosions and fires in mills, elevators, and threshing machines in order to conserve grain; the stimulation of the industry of dehydrating fruits, vegetables, and fish in order to conserve perishables; studies on the composition of various food materials and the influence of different methods of production with special reference to cocoa, corn meal, rice products, and related subjects; considerable work on methods of analysis used in the detection of adulteration under the food and drugs act; studies on the transportation, storage, and handling of food products such as shrimp, oysters, grape juice, loganberry juice, etc. The feasibility of canning fish hard frozen immediately after capture has been investigated with a view to determining whether by this means canning operations might be made more continuous, especially in localities with a warm climate, such as the coast of the Gulf of Mexico. Plans are being made to establish freezers at suitable places on the Gulf of Mexico, to prevent gluts due to heavy

catches, and to insure an even distribution of fish, as well as its better condition on arrival at the market.

A general fire and explosion prevention campaign has been carried on in order to reduce the great losses due, in many instances, to lack of knowledge on the part of employees. At meetings held in various parts of the country, mill and elevator owners and employees were shown by means of moving pictures, lantern slides, and miniature dust explosions, the danger of dust explosions and fires, and were made acquainted with the circumstances under which they occur.

The bureau has cooperated with the Post Office Department in helping to secure fraud orders against a number of concerns marketing through the mails preparations with fraudulent medicinal claims.

Chemical laboratories are located in the following cities, to which samples collected by authorized inspectors of the Department of Agriculture, food and drugs are submitted for analysis, and where information concerning the enforcement of the food and drugs act may be obtained: Baltimore, Md.; Boston, Mass.; Buffalo, N. Y.; Chicago, Ill.; Cincinnati, Ohio; Denver, Colo.; Minneapolis, Minn.; New Orleans, La.; New York, N. Y.; Philadelphia, Pa.; St. Louis, Mo.; San Francisco, Calif.; San Juan, P. R.; Savannah, Ga.; Seattle, Wash.

Publications prepared by the Bureau of Chemistry can be secured on application to Chief of the Division of Publications of the department.

THE BUREAU OF SOILS.

This organization comprises a field force, engaged in surveying and mapping the soils of the country; a laboratory force, employed in chemical and physical investigations of soils and fertilizers; and an office force, carrying on the administrative work.

The soil survey is the principal activity of this bureau. On June 30, 1919, an area of 1,022,252 square miles had been surveyed and reports and maps embodying the results of the work published. Ordinarily a survey covers a single county, and the work is distributed over the country, so that some surveys have been completed in every one of the States.

Soil mapping and soil classification are primarily scientific, the results being fundamental and designed to furnish a sound basis for the investigations and experiments of agricultural workers connected with the Department of Agriculture, the State Experiment Stations, and other State organizations. But the reports and maps have an immediate practical value also, as they furnish information concerning the character and value of land, the climate, and the type of agriculture in different parts of the country, and show the opportunities open to those desiring to engage in farming.

In the bureau laboratories are carried on investigations of the mineral characteristics of soils, of their relation to internal moisture and air movements, their tendency to erode, and other fundamental questions. The fertilizer investigations, while primarily scientific, include the search for natural supplies of potash, the devising and perfecting of the processes of manufacture of fertilizer ingredients, and a study of the present supplies, their value and permanency.

"Field Operations," published by county units from time to time as work is completed, contain descriptions of the soils, climate, and agriculture of the county. A large-scale lithographed map, showing the distribution of the various soils, accompanies the text. The reports are of interest not only to the farmer, but also to the investor, banker, real estate dealer, or railway official, and to anyone desiring information concerning the value of land as dependent upon the character of the soil, its state of development, and its present or prospective use. Address Chief of Bureau or Chief of Division of Publications.

THE BUREAU OF ENTOMOLOGY.

This bureau studies insects with special reference to methods of control, experiments with the introduction of beneficial insects, makes tests with insecticides and insecticide machinery, conducts investigations in bee culture, and identifies insects sent in by inquirers. It maintains field laboratories in various parts of the country. The insects studied include those injuring cereal and forage crops, orchard trees and fruits, garden crops, stored products, forests and forest products, shade and ornamental trees and hardy shrubs, and southern field crops, such as cotton, tobacco, sugar cane, and rice. The bureau also investigates household insects and those which affect the health of man and domestic animals.

A list of publications available for free distribution may be obtained on application to the chief of the bureau or Division of Publications.

BUREAU OF BIOLOGICAL SURVEY.

This bureau has charge of the work which has to do with the relation of wild birds and mammals to agriculture, to the control of injurious species, and to the conservation of those beneficial or harmless. It studies the food habits of wild birds and mammals to secure information on which to base legislation protecting them or authorizing their destruction, experiments in fur farming with a view to conserving this natural resource, conducts trapping and poisoning operations against injurious rodents and predatory animals on national forests and other public domain, and, in cooperation with State extension departments and other State organizations, organizes campaigns on private lands to prevent depredations on crops and live stock; makes biological surveys of States and special areas, studies the migration of birds and geographical distribution of wild animals and plants, and maps the natural life zones of the country; administers Federal laws relating to interstate commerce in game and for the preservation of game and the protection of migratory game and insectivorous birds; regulates the importation of foreign wild birds and mammals; and administers national mammal and bird reservations.

The investigation of the food habits of wild birds includes both field observations and the analyses of stomach contents. These make possible a classification of birds as beneficial, neutral, or harmful in their relation to man and recommendations for the protection of useful species and the repression of injurious ones. Investigations of the food habits of waterfowl and upland game birds are conducted

with a view to securing information of use in increasing the food supply in depleted areas. Methods of attracting desirable species about homes are studied and recommended.

The work of eradicating injurious rodents has resulted in an enormous saving of food crops, more than 3,500,000 acres of Government lands having been freed of prairie dogs and over 13,000,000 acres of private lands having been treated in the year 1918 with poisoned grain to destroy rodent pests. When injurious animals, such as jack rabbits, are fit for food, effort has been made to kill them for market; in this way 25,000 of these animals were shipped to market from one small community. In the Northwest a very injurious mole has been consistently trapped and, as a valuable by-product in cooperative campaigns for crop protection, pelts valued at $50,000 have been sold. The destruction of wolves, coyotes, and other predatory animals has saved great numbers of sheep, cattle, and other live stock, and the proceeds from the sale of skins secured by Government hunters are turned into the Federal Treasury.

On the 74 national mammal and bird reservations, which include five big-game preserves for elk, antelope, bison, and deer, as well as birds, natural conditions for each are maintained so far as possible.

As a result of the enforcement of the law protecting migratory birds a notable increase in the numbers of various species of wild fowl has been reported from various sections of the country especially in the breeding grounds from which formerly they were driven by incessant shooting.

The publications of the bureau include contributions to the technical and popular series of the bulletins of the department; the series of results of technical studies of wild life, and biological surveys of areas, under the title, "North American Fauna"; and annual summaries of the game laws of the United States, Canada, and Newfoundland, and of the laws relating to fur-bearing animals, besides an annual directory of officials and organizations concerned with the protection of birds and game. These and related publications may be obtained on application to the Chief of the Division of Publications or the Chief of the Bureau of Biological Survey.

THE DIVISION OF PUBLICATIONS.

The way the Department of Agriculture reaches the reading public is shown by the fact that 62,218,829 printed documents were distributed during the past year, the editing, printing, and distribution of which was under the supervision of the Division of Publications.

The indexing section of this division places at the disposal of any serious investigator along agricultural lines a full list of all references to the subjects treated of in the department publications. This index has not been printed, but reference lists on any agricultural subject made up from it will be sent on application to the Chief of the Division of Publications. This index is one of the most valuable reference lists on agriculture in the United States.

The motion-picture laboratory has produced 49 films which are available for exhibition in addition to the 51 reels of film prepared last year. Librarians would do well to speak of these films to people interested in the educational possibilities of moving pictures in order that managers of moving-picture houses may be requested, from time

to time, to obtain these reels. Application for a list of the films and for the films themselves should be made to the Chief of the Division of Publications, to whom also applications for any of the department's publications should be made.

THE BUREAU OF CROP ESTIMATES.

This bureau issues the Government crop reports. These reports give the number of acres in a crop as early in the season as it is practicable to make an estimate: also, at the same time, the probable production from that area as forecast from the condition of the growing crop. These forecasts of production are revised from month to month in accordance with changes in seasonal conditions, and after harvest a more definite estimate of production is made.

In a sense this bureau is a form of farmers' cooperation, wherein each farm crop reporter gives information about his locality and in return receives information about the entire country, the bureau acting as a clearing house for such cooperative exchange. The farmers are benefited by the department's crop report, by being kept informed of crop possibilities outside of their own immediate districts, and, because the reports of the Government are disinterested and unbiased, they tend to prevent the circulation of false or misleading reports by speculators. Prompt and reliable information regarding crop prospects is very valuable in the conduct of commercial, industrial, and transportation enterprises. The data for these reports relate to the condition and acreage of each of the important agricultural products and begin with the planting season. At harvest time the yields per acre are tabulated.

Figures on which the estimates are based are obtained through a field service consisting of a corps of paid field agents and crop specialists and a very large body of volunteer crop reporters, composed of the following classes: County reporters, township reporters, individual farmers, and several lists of reporters for special inquiries.

The final crop estimates are made each month by a crop-reporting board, composed of the chief of the bureau and six members, chosen from the statisticians and officials of the bureau and from field agents and crop specialists, who are called to Washington for the purpose. While the board is in session no one is allowed to enter or leave the office and all telephones are disconnected.

The bureau has a library which contains a comprehensive collection of agricultural statistics issued by the Federal and State Governments of this country, by boards of trade and other commercial organizations, and by private estimators; and one of the most complete collections of agricultural reports of foreign countries. Practically all countries issuing such reports contribute to this collection.

In addition to the books, the library receives currently several hundred domestic and foreign publications relating to agricultural and commercial statistics, and maintains a back file of these publications for reference.

Another function of the Bureau of Crop Estimates is that of maintaining crop records, domestic and foreign. Records for the United States are continuous beginning with 1866. The records for foreign countries have been drawn off from the original returns in convenient

form, converted to American units, and placed on file for ready reference. There are also several hundred manuscript tables of which copies are kept for the use of officials, investigators, journalists, and others interested. This recording service also makes investigations and issues bulletins on special subjects relating to agricultural statistics.

The services of this bureau are at the disposal of any person who needs accurate information with regard to crop and live-stock statistics of the United States or of foreign countries. The librarian can help to give publicity to these important data by bulletin notes: for instance: "Do you know how many bushels of peanuts your State has raised?" or "Do you know which State produces most wheat, cotton, apples, horses, sheep?" etc. The Monthly Crop Reporter and other statistical publications may be had by libraries free on application to the Bureau of Crop Estimates or the Division of Publications, United States Department of Agriculture, Washington, D. C.

STATES RELATIONS SERVICE.

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 for agricultural experiment stations and cooperative extension work in agriculture and home economics; supervises the work of the agricultural experiment stations under the direct control of the department in Alaska, Hawaii, Porto Rico, Guam, and the Virgin Islands; studies methods and subject matter of school instruction in agriculture; and makes investigations in home economics.

The service includes the following offices: (1) Office of the director, which deals with the general business and administration of the service and the work relating to agricultural instruction and farmers' institutes; (2) Office of Experiment Stations, which deals with the work and expenditures of the State and insular experiment stations; (3) Office of Extension Work South, which has charge of cooperative extension work in 15 Southern States; (4) Office of Extension Work North and West, which has charge of cooperative extension work in 33 Northern and Western States; and (5) Office of Home Economics, which deals with questions of food, clothing, and household equipment and management.

The chief aims of the work of the service are to promote agricultural research through the agricultural experiment stations and agricultural education in the schools, and to improve farming and home life through extension work in agriculture and home economics and through investigations in home economics.

The extension service carries directly to the farms and homes of the country and endeavors to secure the adoption in practice of the best available information regarding agriculture and home economics through (1) county agents, who deal with farm problems; (2) home demonstration agents, who deal with problems of the home; (3) club leaders, who carry on extension work with young people; and (4) specialists in various branches of agriculture and home economics. About 2,300 of the 2,850 agricultural counties of the United States now have county agents and about 1,400 counties have home demonstration agents.

The aid of the extension service may be secured through the local county agricultural or home demonstration agent or the director of extension at the State agricultural college.

Photographs, charts, and data of various kinds relating to the local extension work which would make excellent material for the library bulletin board can probably be obtained from the local agents, and similar material relating to the work in general may be obtained through the director of extension at the State agricultural college.

Every librarian should add to his "Use Your Government" card catalogue the name and address of the local representatives of the extension service; namely, the county agricultural agent, the home demonstration agent, and the local club leader, and should offer them, if possible, the use of the auditorium (if the library has one) for conferences or lectures, and should be ready to cooperate in all movements.

The service publishes "Experiment Station Record," a periodical in two volumes of 10 numbers each annually, which gives abstracts of publications reporting investigations in agricultural science in the United States and other countries, and contains editorials and notes bearing on agricultural research. This can be obtained from the Superintendent of Documents, Government Printing Office, Washington, D. C. The annual subscription is $2.

Other publications of the service may be obtained on application to the Chief of the Division of Publications, United States Department of Agriculture, Washington, D. C., or to the Superintendent of Documents.

BUREAU OF PUBLIC ROADS.

This bureau gathers information and statistics concerning the construction and maintenance of highways, assembles practical data with regard to various kinds of traffic, makes studies of the utilization of convict labor in road management, furnishes local officials with plans and specifications for bridges, gives advice as to the best methods of road-bridge construction.

It also makes studies with regard to farm irrigation and the drainage of irrigated lands, farm buildings, domestic water supply, and drainage disposal, and other phases of farm engineering.

As a part of its war service the office aided the Emergency Fleet Corporation in testing the materials for and designing of concrete ships, and various departments in the conservation of cement, steel, stone, gravel, sand, oil, asphalt, and other materials needed for war purposes through the United States Highways Council. It prepared apparatus for testing the power of various explosives for the Ordnance Bureau, and made detailed and complete highway maps covering a large part of the Atlantic Coast.

Several hundred lectures are given yearly concerning the work of this office, and models and exhibits are furnished through the office of exhibits of the Department of Agriculture; 6,276 prints, 649 lantern slides, 177 bromide enlargements, and 545 photostats were made during the past year.

Librarians in rural districts should find this office of special interest, and, if the roads are poor, particularly those leading to schools

and churches, they should endeavor to interest public-spirited people of the town to request advice and help from the bureau, which is at the service of the public on call.

Under the Secretary of Agriculture the bureau has charge of carrying out the administrative provisions of the Federal aid road act of July 11, 1916, which provides for Federal aid in the construction and reconstruction of rural post roads in cooperation with the respective State highway departments. This act provides for a five-year program of construction, beginning with an appropriation of $5,000,000 for the fiscal year 1916, and increasing annually by $5,000,000 to $25,000,000 for the fiscal year 1921. By the terms of an amendment to this act approved February 28, 1919, an additional appropriation of $50,000,000 was made available for the fiscal year 1919, $75,000,000 for the fiscal year 1920, and $75,000,000 for the fiscal year 1921. These funds are apportioned to the various States on the basis of area, population, and total rural post road and star route mileage. The cost of the construction is to be borne jointly by the Federal Government and the States or local subdivisions, the Federal Government paying not to exceed 50 per cent of the cost, nor to exceed a total of $20,000 per mile, except for bridges over 20-foot span.

The original act also provides an appropriation of $1,000,000 annually for a period of 10 years, to be used for construction and improvement of roads and trails in or partly within the National Forests in cooperation with the respective States or counties. This fund has been supplemented by an additional appropriation provided by the act of February 28, 1919, as follows: Three million dollars annually for the fiscal years 1919, 1920, and 1921.

The act specifically provides that all applications for aid in the improvement of rural post roads shall be made to the Department of Agriculture by the proper State highway department in the State in question. All preliminary inquiries for securing aid on any specific road should, therefore, be taken up with the State highway department in the State in which the road is located instead of with the Bureau of Public Roads.

For lantern slides, accompanied by lectures and photographs covered by the subjects indicated, address the Chief of the Bureau of Public Roads. For publications address the Chief of the Bureau or the Chief of the Division of Publications.

BUREAU OF MARKETS.

The Bureau of Markets acquires and disseminates information regarding the marketing and distribution of farm and nonmanufactured food products. Its work is divided into four branches—investigation, demonstration, service, and regulatory. Through its investigation work it obtains information of fundamental importance regarding marketing methods and conditions; and also regarding the standardization, transportation, and storage of agricultural products and methods used in their grading, handling, and packing; methods of accounting and business practice used by agencies engaged in marketing such products and the organization of cooperative associations.

Demonstration work is conducted regarding standardization, grading, packing, and shipping commodities, the use of the accounting systems devised by the bureau, and other matters.

In its service work the bureau issues reports giving information regarding the supply, commercial movement, disposition, and market prices of fruits and vegetables, live stock and meats, dairy and poultry products, hay, feeds, and seeds, and regarding opportunities in foreign countries for American producers of farm products.

Reports are issued monthly showing the production of dairy products, the stocks of hides and skins, the consumption of wool, and cold-storage holdings of various commodities. Reports are issued upon the supply and price of honey semimonthly. Weekly and monthly summaries are issued covering market conditions and tendencies with regard to fruits and vegetables and livestock and meats.

An inspection service on fruits and vegetables is now available at 172 markets. Inspectors investigate and certify to shippers the conditions as to soundness of fruits and vegetables and other food products when received at central markets.

Regulatory work is performed in connection with the enforcement of the United States cotton futures, grain standards, and standard container acts, and in connection with the administration of the United States warehouse act.

The chief of the bureau represents the Secretary of Agriculture in the execution of the duties prescribed under the President's proclamation of June 18, 1918, for the regulation of stockyards, and acts as liquidating officer of the wool section of the War Industries Board, which section has been transferred to this bureau.

Bulletins dealing with nearly every subject coming under the jurisdiction of this bureau have been issued. For information, publications, or periodicals address the Chief, Bureau of Markets, United States Department of Agriculture, or the Chief of the Division of Publications.

THE DEPARTMENT OF AGRICULTURE.

Animal Industry:
- Breeding.
- Dairying.
- Diseases.
- Feeding.
- Housing.
- Inspection, meats, butter.
- Parasites.
- Quarantine.
- Silos.
- Tick eradication.

Biological Survey:
- Animals, wild.
- Birds, wild.
- Conservation, wild life.
- Fur, farming.
- Game, preservation.

Biological Survey—Continued.
- Interstate commerce, game.
- Laws.
- Mammals, wild.
- Migrations, birds.
- Plumage.
- Reservations, bird, mammal.

Chemistry:
- Adulterations, food, drugs.
- Analysis, food, drugs, water.
- Chemistry.
- Micro-organisms.

Crop Estimates:
- Acreage.
- Growing conditions.
- Forecasts of production.
- Live stock.

Crop Estimates—Continued.
Prices, articles farmers buy.
Prices on farms.
Production.
Values of plow lands.
Wages, farm.
Yields.
Entomology:
Bees.
Control measures.
Diseases.
Honey.
Insects (all kinds).
Parasites.
Silk worms.
Farm Management:
Abandoned farms.
Accounting, farm.
Clearing.
Cost, production.
Economies, production.
Farming, types of.
Geography, agricultural.
Labor-saving devices.
Forest Service:
Dendrology.
Farm woodlands.
Fires, forest.
Game.
Grazing.
Irrigation.
Lumber.
Lumber industry.
Planting (tree).
Preservation (wood).
Properties of wood.
Recreation.
Seasoning of wood.
Timber.
Water power.
Wood distillation.
Wood utilization.
Markets:
Accounting.
Business methods.
Community fairs.
Cooperative buying.
Credits, rural.
Crops, marketing.
Food inspection and supplies
Grading farm products.
Insurance.

Markets—Continued.
Marketing.
Market-news service.
Markets.
Preservation, food in transit
Prices, foodstuffs.
Seeds, marketing.
Storage.
Transportation.
Warehouses.
Plant Industry:
Bacteriology, soil.
Botany, economic and systematic.
Breeding, plant.
Cereals.
Citrus canker eradication.
Control of stem rust of cereals through barberry eradication.
Cotton.
Diseases, plant.
Drug and oil plants.
Fibers.
Flowers.
Forage.
Foreign seed and plant introduction.
Forest trees, diseases.
Fruits.
Fungi.
Gardens, home.
Horticulture.
Irrigation.
Nutrition, plant.
Physiology, plant.
Seeds, testing.
Sugar plants.
Tobacco improvement.
Vegetables.
White-pine blister-rust control.
Public Roads:
Bridges.
Convict labor.
Drainage.
Engineering.
Highway systems.
Irrigation.
Post roads.
Sewage disposal.
State roads.

This page is intended for corrections and additions in order that the information in the foregoing pages may be kept up to date.

To the Librarians of the United States:

In all the four corners of the earth, in the remotest lands across the seas, there are now representatives of the Department of Commerce who have gone to bring back information which will no doubt answer questions now in the minds of people in your own towns. In offices in Washington hundreds of workers search through books and records for other facts. Along our coasts, in Alaska and Hawaii, in the Philippines and the West Indies, as well as from Maine to California, are men and women working under the Department of Commerce in lighthouses, fisheries, and other services. Your fellow townsmen may need to know something which has already been learned by these workers or by our scientific investigators. We are ready to help; all our facilities are at their disposal. The librarian to whom this circular comes can make the connection between the question and the answer. Since our work has been established at the behest of the American people, we welcome any opportunity to make it fruitful and beneficial to them.

William C. Redfield,
Secretary of Commerce.

THE DEPARTMENT OF COMMERCE.

[The bureaus and offices given page numbers are the ones selected as having matter of interest to librarians. Appointment and disbursing offices and other divisions connected primarily with the administrative work of a department have been omitted.]

COMMERCE IN THE LIBRARY.

The Department of Commerce has a universal appeal based on ever-present human desires. The longing for the silks and spices of Cathay led to the discovery of America. The desire for one or another commodity of exchangeable value brought here the English, the Dutch, the French, and a score of other nationalities and gave us a cosmopolitan population. Germany's desire to control international commerce plunged us into a world war the results of which are yet to be written.

Commerce takes one far afield. Its activities are models of organization, patterns of ordered logical thinking, and examples of how results of deepest scientific research can be made accessible and understandable to any ordinarily intelligent and progressive person.

The Secretary of Commerce recently said:

> The nations must needs live, and to live they must trade, and trade does not do harm but good if into the heart of commerce is brought the ideal of service. We must furnish the people of the world not what is most advantageous for us to sell them, but what is most to their benefit to obtain. That means that commerce must be humanized and sympathetic as far around the earth as you wish to sell your goods.

The librarian, as director of a department of the commerce of thought, has in his realm the same problems with which the world of material commerce is grappling, and, like his fellow citizen, the merchant, he must sell the ideas his patrons need. Like the merchant, he must develop a world consciousness which is founded on the realization that an individual counts only in so far as he is an effective member of society.

The librarian, then, who functions for his community, looks out from his watchtower over the world and turns a switch here or there to route a train of thought to the junction it wishes to reach. I say junction advisedly, for trains of thought never reach a terminal.

The train dispatcher does not turn a track toward San Francisco if the passengers wish to reach Los Angeles. The librarian does not force the latest Commerce Reports upon the man who asks for Aristotle's Poetics, but if the man who wants Aristotle is a responsible citizen of the United States he will want to know what is being done by a department which is building up a power that makes or unmakes nations. He will not fail to stop in the Government information corner if in that corner the news of what his country is doing is effectively told.

For his commerce news, the librarian will use the daily Commerce Reports (free to libraries agreeing to give its items daily publicity). This material costs the Government a large amount, and no librarian is justified in receiving it for archive files only.

A current bulletin attached by one corner with a thumb tack is a disagreeable sight; as for the month-old bulletins, cards, and notices that destroy the efficacy of our bulletin boards, what wonder that the business man avoids his town library where such practices obtain.

Books, as well as goods, must be attractively displayed and intelligently advertised, and as Government documents, which should be the property of the people, are unknown to the ordinary library patron, the librarian must advertise them, and, like the salesman, he must follow the principles of advertising.

First, know the goods.
Second, believe in them.
Third, know your customer's needs.
Fourth, aim to give him what he needs.

No librarian will ever popularize a document if he does not know its contents and if he does not like it himself. The matter in the daily Commerce Reports is not merely informational; it is written in a style that might serve as a pattern of clear, concise, readable presentation of a subject. Suppose a librarian runs through a current report, decides on the article to be featured, and then on that leaf of the multiplex screen devoted to commerce puts the following notice:

Men of Greek descent, are you interested in American capital helping develop the rich plains of Macedonia and Thrace? Read Commerce Reports, March 28. Ask for books and articles on Modern Greece.

Or—

On the shipping program largely depends the future of American commerce. Read Mr. Hurley's plan for operations of American merchant marine, Commerce Reports, March 28. Ask for Mr. Dana's lists of books and articles on ships and shipping.

Or—

Australia, the land of opportunity. Read industrial and commercial development in Victoria, Australia, Commerce Reports, March 28. See pictures of Australia on display in main reading room.

On the section of shelves devoted to commerce, pamphlets and books are neatly arranged, covered, if possible, with attractive covers properly lettered. This is distinctly a business man's shelf, and the librarian needs a business man's consulting committee to study and suggest best possible ways of making it effective. A local chamber of commerce or board of trade would doubtless appoint such a committee.

Books and pamphlets in this section will undoubtedly be chosen with the needs of a community in mind. If the town has shoe factories, pamphlets on all phases of the shoe industry will be collected. If a canal or railroad is being projected, clippings and articles on opportunities for enlarged business in connection with the new projects will be collected.

Maps, posters, charts, and graphs of all kinds can be used effectively—not too many being displayed at a time. In short, the librarian can paraphrase, as a slogan for his commerce books, the words of the Secretary of Commerce—

> As the representatives of the great commercial department of the Government, we suggest ways in which we can be of service to the business of the country and in which the business of the country can be of service to the Nation. That word "service" is to be the test of us and of you.

THE DEPARTMENT OF COMMERCE.

UNITED STATES CENSUS BUREAU.

This bureau is the greatest statistical office in the world. The developments of statistics are causing history to be rewritten. Till recently the historian studied nations in the aggregate, and gave us only the story of princes, dynasties, sieges, and battles. Of the people themselves—the great social body, with life, growth, forces, elements, and laws of its own—he told us nothing. Now, statistical inquiry leads him into hovels, homes, workshops, mines, fields, prisons, hospitals, and all other places where human nature displays its weakness and its strength. In these explorations he discovers the seeds of national growth and decay and thus becomes the prophet of his generation.

The chief instrument of American statistics is the census, which should accomplish a twofold object. It should serve the country by making a full and accurate exhibit of the elements of national life and strength; and it should serve the science of statistics by so exhibiting general results that they may be compared with similar data obtained by other nations. The census is indispensable to modern statesmanship.

Practically every man, woman, and child of thinking age has a personal census of one or of many things—of dollars, of linen, of marbles, or dolls. As individuals, we list our belongings in one form or another. The Government Census Bureau may be compared to the head of a family setting down the number of persons in his family and the amount of his possessions.

The Federal census lists the whole family of the United States—lists our people according to their ages, races, nationalities, etc., and according to their occupations; lists our farms, their live stock, the crops they produce; lists our manufacturing industries and their products, our mineral resources, and our wealth in general. Practically no important legislative bill is discussed without the background of figures furnished by the Census Office. Congress may have under consideration a bill proposing changes in the literacy test for immigrants. It must know how many illiterate foreigners there are in this country. A State may be contemplating a change in its educational system. It will need to know the number of illiter-

ates living within its borders, and the average school attendance of persons of school age. When Congress had before it the draft bill, the first question was approximately how many men of draft age there were in each State, county, and city.

The census serves so many purposes that we use it as unconsciously as we breathe, without noticing that we are using it. In the records of such a laboratory the growth of a nation is epitomized and in its current work the imperceptible changes which are taking place are accurately determined.

War developed the community census idea and efficient card indexes were developed of organizations, institutions, specialists, and volunteer workers. These indexes should be revised and maintained to fit the need of peace times and to be ready for service in case of an emergency, such as a disastrous fire, flood, or influenza epidemic—and where is there a more fitting place for such a file than in the library service corner? The principles of the great Federal census can well be applied to the community library service census.

The publications of greatest interest to the average librarian are the Statistical Atlas of the United States, which tells the story of the census by maps and graphs and the Abstract of Census, covering the four principal branches—population, agriculture, manufactures, mines, and quarries. (The Statistical Atlas, of which only a very few copies remain available for distribution, may be purchased at $2.50, from the Superintendent of Documents, Government Printing Office. The Abstract is supplied free to libraries upon application to the Director of the Census.) A pamphlet, the Story of the Census, 1790–1916, and a classified list of census publications may be obtained from the Director of the Census without charge.

UNITED STATES COAST AND GEODETIC SURVEY.

A full and complete knowledge of the coast, its nature and form, the character of the adjacent sea bottom, the positions of reefs, shoals, and any other dangers to navigation, the rise and fall of the tides, and the variation of the compass, are of the greatest practical value and a real necessity to all those nations whose lands touch the sea or who have any interest in its commerce.

The Coast and Geodetic Survey is charged with the survey of the coasts and the publication of charts and other information covering said coasts. This includes base measure, triangulation, topography, and hydrography along the coasts; the survey of rivers to the head of tidewater or ship navigation; deep-sea soundings; temperature and current observations along the coasts and throughout the Gulf and Japan streams; magnetic observations and researches, and the publication of maps showing the distribution of the earth's magnetism; gravity research; determination of heights; the determination of geographic positions by astronomic observations for latitude, longitude, and azimuth, and by triangulation, to furnish reference points for State surveys.

Some idea of the importance to this country of surveys of its coasts, and also of the magnitude of the undertaking may be formed when we recall that the actual shore line of the United States, its insular possessions and Alaska, which includes all of the islands, bays, sounds, and rivers in the tidal belt, reaches the large total of 103,300 miles.

The success of a country's commerce depends, first, upon the accessibility of its seaport towns, therefore the charting of its coast waters to insure safety of the navigation of those waters are of first importance.

During the two fiscal years 1913 and 1914, $4,830,463,297 worth of exports left the United States seaports, excluding the Philippine foreign trade, and $3,706,933,891 worth of imports arrived (exclusive of Philippine foreign trade).

Upon the charting of the Alaskan coast, which in itself is longer than that of the entire continental United States, depend many human lives and many great enterprises. Alaska can be approached only by water, her waterways are her only gateways. The seaport towns and the interior can be reached by ships only. The safeguarding of these vast areas is therefore the essential step in the development of that territory.

The practicability of the charts prepared has been demonstrated in thousands of instances. To cite only one, of a river leading to placer mine deposits: It was decidedly exceptional and purely accidental if a vessel managed to enter the river without serious delays and groundings. After the survey had been made, it is stated that an officer unacquainted with this region and using only methods and data available to all navigators, safely piloted a vessel through the approaches and into the river without delay or inconvenience.

During the past year 302,000 charts have been distributed. No navigator, to whatever part of the coast of the United States his voyage may take him, feels himself safe without these charts.

The survey publishes 660 charts covering the coast of the United States and Alaska, Porto Rico, the Canal Zone, Hawaii, and the Philippine Islands; also magnetic variation charts of the United States, Alaska, the West Indies, and the Philippine Islands. Ten Coast Pilot volumes are issued covering the Atlantic, Gulf, and Pacific coasts, Porto Rico, and the coast of Alaska. Sailing Directions of the Philippine and Hawaiian Islands are also issued.

A bibliography of publications issued by the survey may be obtained without charge from the Division of Publications, Department of Commerce. Chart catalogues containing also lists of the Coast Pilots, Inside Route Pilots, and Tide Tables can be obtained free of charge on application to the office of the survey.

The publications giving results of the geodetic, magnetic, and hydrographic work furnish geographic positions, elevations, depths of water, data concerning changes in coast line or in depths in channels and harbors, and information relating to terrestrial magnetism in convenient form for the use of engineers, surveyors, railroad officials, State and municipal governments, other departments of the General Government, or those engaged in any work of development, construction, or improvement.

BUREAU OF FISHERIES.

During the fiscal year 1918, 40 species of fish were propagated, including lobsters and economically valuable fresh-water mussels. As a result over 4,000,000,000 eggs and young were planted in every State and in Alaska. This service involved 570,574 miles of travel.

Marine and fresh-water fishes and invertebrates were collected and hatched at 50 stations and 76 substations in 34 States and Alaska. Food and game fishes were rescued from overflowed lands where they were in peril of being left by the receding waters and returned to the safety of the streams.

Solely by reason of these fish-cultural operations, supplemented by similar activities on the part of the States, the supply of trout and other game and food fishes in streams and small lakes is being maintained and increased, the whitefish of the Great Lakes is holding its own, the shad in certain waters is being saved from extinction, and the effects of heavy fisheries for the Pacific salmons and certain marine fishes are being compensated. As a result of transplanting, the Atlantic shad and striped bass are abundant on the Pacific coast, and the former are being shipped back in large numbers to supply the markets of their ancestral regions. It is believed that the recently inaugurated propagation of fresh-water mussels will relieve the danger of depletion of the supply of the raw material of the pearl-button industry.

Statistics gathered by the bureau are not only of immediate interest to the fishery industries, but are highly important as a basis for determining the necessity and the measures for the regulation and conservation of the fisheries. In the last few years special statistical reports have been published on the menhaden, oyster, lobster, and fresh-water mussels, in addition to comprehensive general reports on the entire fisheries of various sections of the country.

The regulation of the fisheries, whether in navigable waters or not, is a function of the government of the several States within which they are located, and until recently the Bureau of Fisheries had no executive duties in the enforcement of fishery regulations, although in its advisory capacity it exercises large influence over fishery legislation. It is now charged, however, with the enforcement of the laws relating to the fisheries and the taking of fur-bearing animals in Alaska, and has entire administrative control of the Pribilof Islands, their native inhabitants and the fur-seal herds which resort to them during the breeding season. The annual value of the fishery products of Alaska is about $51,000,000, or over seven times the original cost of the Territory to the United States.

The scientific work for which the bureau was originally created has grown greatly in both quantity and scope. It embraces the study of the habits, distribution, food, environment, diseases, and classification of fishes and other aquatic animals, especially those of commercial importance, and of their food and enemies. The information necessary as a basis for the conservation and improvement of the fisheries, therefore, covers a wide field in aquatic biology, physics, and chemistry, and the scientific work of the bureau is governed by an appreciation of these requirements.

Investigations and experiments are conducted by field parties working in all parts of the country, at the general laboratory in Washington, the marine biological stations at Woods Hole, Mass., Key West, Fla., and Beaufort, N. C.; and the biological station on the Mississippi River at Fairport, Iowa. For marine investigations the bureau has an able seagoing steamer, a coastwise steamer, a motor vessel, and various launches, and small boats are employed both on

the coast and in interior waters. Some of the practical scientific aid which the bureau has extended to the fisheries in recent years consists of the location of new fishing grounds, the development of markets, and means of using wasted or neglected fishery resources; the development of methods of sponge, terrapin, and fresh-water mussel culture; causes of disease in fishes; surveys of oyster bottoms and recommendations for their conservation and utilization; recommendations for State fishery legislation, etc.

In recent years a number of new fishes have been introduced to the markets through publicity campaigns inaugurated by the bureau, and methods of curing fish, new to American practice, have been established with the result that many millions of pounds of products heretofore wasted have entered into consumption to the benefit of both producers and consumers. A fishery industry laboratory now nearing completion in Washington will add greatly to the efficiency of this work.

A list of publications issued by this bureau is given in the general list of the Department of Commerce.

Circulars on the utilization of fishery products and the methods of preparation by canning, salting, smoking, etc., together with cooking recipes, will be sent on application to the bureau.

The bureau has photographic negatives illustrating some features of its work. Prints from these may be made by local photographers at the expense of applicants. A few motion picture reels illustrating shad, lobster, whitefish, and salmon culture, and the rescue of fishes from overflowed lands are available.

FOREIGN AND DOMESTIC COMMERCE.

It is the function of this bureau to collect and to distribute information which will assist the manufacturer and exporter.

The collecting agencies are:

1. Trade commissioners, traveling officers with a single subject or group of subjects for investigation, who are not restricted in their studies to any one country.

2. Commercial attachés, officers whose duty it is to maintain a general outlook over trade in the country within which they are stationed. Posts at present are as follows: London, Paris, The Hague, Copenhagen, Madrid, Rome, Petrograd (closed temporarily), Buenos Aires, Rio de Janeido, Santiago (Chile), Peking, Tokyo, Melbourne.

3. Consuls, officers of the State Department, have fixed posts and are, among other important duties, charged with that of maintaining a local outlook over the trade of their consular districts.

4. Statisticians in Washington, who compile the statistical returns of the customhouse.

5. Research workers in Washington, who compile information from official publications of foreign countries and from confidential reports.

6. Foreign tariff specialists in Washington, who collect and compile from all available sources tariff information on foreign countries and upon allied subjects, such as embargoes, trade-mark laws, and free ports.

This service covers the whole earth and is so flexible that it can meet the widest needs of American commerce.

"The future of our commerce abroad, as at home, lies in so conducting its affairs that all parties thereto shall be gainers. We go, let us say, into a strange land. We may look at its people in two ways. We may say, 'What is the utmost we can extract from these people by greater knowledge, by clever scheming, perhaps by the use of direct or indirect compulsion?' On the other hand we may say, 'How can we help these people and win a due regard from them, gladly given because we are helpful?' What are their needs? How can we supply them? In the latter case would fall the investment of our funds abroad, in railways, utilities, public and private services of all kinds, the development of their natural resources of whatever kind they might be and through the spending there of our means and our efforts, building up those peoples. Out of that would normally come the growth of business flowing to our shores."

"He who sells plows to replace the forked stick of wood, he who sells tractors to replace the ox, he who sells pianos to homes where music was not before, he who sells books where there was nothing to read, is serving. He who builds a railway where there was none, who puts a ship where it is needed, who opens a mine and builds a mill, is serving and should be rewarded for so doing. He who helps others to do these things for themselves, does still more service. His profit comes from the response of other peoples to his leadership. This is true at home and abroad. It adds dignity to business, gives honor to trade, and makes commerce the handmaiden of civilization."

"Our officers abroad are ready to help. They may be attachés, located at a great center, or trade commissioners moving to and fro on special errands. Their purpose, wherever they are, is to serve the commerce of the country. Theirs will be the duty to point out where that commerce may serve others and gain by so doing."

Information gathered by the various agents is disseminated through addresses delivered before representative bodies of business men and through printed circulars which are given the widest possible selective distribution. These circulars, with the exception of statistical and tariff reports, are based on fundamental, psychological, historical, geographical, and economic data. In addition to furnishing facts for the business man, many of the bulletins are valuable additions to the collections of libraries making a point of reference work.

A bulletin of the "Special Agents Series," picked up at random—"Cotton Goods in China"—has subject headings as follows: Area and population; treaty ports and commercial centers; Manchuria; transportation in China. Then comes an exhaustive survey of cotton import and native trade. This is followed by currency, tariff, shipping, weights and measures, how to increase trade, description of principal mills, wages and buildings, and a score or more of other headings. The clear, compact style of the monograph is indicated in the opening paragraph:

> China, the largest market in the world for cotton yarn and the second largest for cloth, being exceeded by India alone, has an area, including dependencies, of 4,278,352 square miles, and a population variously estimated at 325,000,000 to 400,000,000. Its total area is slightly greater than that of the United States, Mexico, and Central America combined, and its population nearly four times that of the United States, or eight times that of the entire continent of South America.

A quotation from "Russia," of the Special Consular Report, testifies to the readable nature of that material.

> In Siberia, the region between the Arctic Circle and the Arctic Ocean is a frost-bound waste, growing only arctic mosses and lichens and inhabited by nomadic hunters and fishermen. The ivory tusks of extinct mammoths are dug from the ice and frozen soil of this region. South of the tundra is a vast area of coniferous forests, extending from the Ob River far beyond the Lena, yielding lumber and abounding in fur-bearing animals. The agricultural lands of Siberia are in the southern part, extending down to the Chinese border.

These publications increase our geographical knowledge and so widen our visions of and sympathy with those whom we call foreigners, that we actually get their points of view, understand why they desire certain things, and so adapt our trade as to meet those desires.

The Secretary recently illustrated this point by the following story:

> In Central America are Indians, who by reason of their natural habits and customs, are rather large buyers of certain textiles. Three countries had tried to sell them such goods without much success—Great Britain, Germany, and the United States. At last the Germans did what seems normal to a German. They went to an ethnologist, and asked him what the difficulty was. He told them that as part of the religious cult of these Indians they regarded certain symbols and colors as lucky and others as unlucky and that it would be a wise thing to print only such designs on their goods and to use such colors as were considered by the Indians to be lucky and to avoid those symbols and colors that were considered unlucky. By that method, which after all is a scientific method, namely, to ascertain truth by study in advance of action, Germany got that business. It is a simple lesson. How many of you would select orange-colored goods for sale in Dublin or invade the markets of Asiatic Turkey with articles bearing designs of the Holy Cross?

On application to the Publications Division of the Department of Commerce a catalogue of the Bureau of Foreign and Domestic Commerce publications will be sent free to any librarian. In this catalogue all printed matter is classed under subjects. A complete index, beginning with "Abyssinia" and ending with "Zinc," gives an analysis of the contents of practically all subjects dealt with by this bureau.

"Commerce Reports," the bureau's daily newspaper, is a digest of the current business news of the world. The yearly subscription is $2.50. Address the Superintendent of Documents.

LIGHTHOUSE SERVICE.

The Lighthouse Service has charge of aids to navigation on all territory under the jurisdiction of the United States, except the Philippine Islands and Panama. On June 30, 1919, the total number of aids in commission was 16,076, including light stations, light vessels, fog signals, buoys, day marks, etc., covering 47,300 miles of general coast line. This territory is divided into 19 districts, each in charge of a superintendent who reports to the Commissioner of Lighthouses. Each district has an office force, depots for supplies and materials, and one or more tenders for carrying the necessary supplies to light stations and light ships, caring for buoys and doing various other necessary work in connection with the maintenance of the aids. Attached to each district is also a technical force for the construction and upkeep of both land structures and floating equip-

ment. In all, the services of about 6,000 employees are required, including keepers, employees on vessels and at depots, offices, etc.

Within recent years great improvement has been made both in lighting apparatus and illuminants for the Lighthouse Service. When the Boston Light was established, in 1716, the common oil burner of the period was used inclosed in a lantern consisting of a cylinder of heavy wooden frames holding small, thick panes of glass. The illuminant was fish or whale oil. Since that time improvements have gradually been made in the illuminating apparatus and the illuminant, until at the present time lights having nearly 1,000,000 candlepower and having distinctive characteristics to identify them are in use. Great improvement has also been made in fog signals as aids to navigation. The first fog signal in the United States was a gun, installed at Boston Light in 1719, which was fired when necessary to answer the signals of ships in thick weather. Bells operated by striking machinery, governed by clockwork, were later introduced. Bells are still in use, but at important stations improved signals, such as trumpets, whistles, sirens, and diaphones, operated by air or steam, are in use. Mechanically operated fog signals are provided with a governing device for timing the strokes or blasts whereby the cycle is repeated at regular intervals to facilitate identification of location.

The development of devices for increasing the efficiency of aids to navigation and improving the equipment for handling the work of the service is a feature to which the bureau gives constant attention.

During the war the tenders of the Lighthouse Service cooperated with the Navy and War Departments, and rendered valuable service along certain lines for which they were specially equipped.

All seagoing lighthouse tenders and exposed light ships are now equipped or being equipped with radio apparatus. The work of equipping the principal coast light stations with telephones is in progress as a part of the improvement of coast communication facilities.

On August 6, 1918, the light ship stationed on Diamond Shoals, off Cape Hatteras, N. C., was fired upon and sunk by a German submarine. The crew abandoned the vessel and reached shore in a small boat without injury.

The hazards to which lighthouse keepers and the crews of light ships are often subjected and the loneliness of the life on exposed stations are such as to attract only brave and hardy men. In addition to their regular duties, heroic work is being constantly done by these men in saving life and property in the cases of accidents and wrecks, often at great personal risk.

In prescribing regulations for the Lighthouse Service great stress has always been laid on the importance of keeping the lights burning regardless of weather or other unfavorable conditions, and any neglect of duty resulting in the extinguishment of a light, or the failure of the fog signal to sound when required, is severely punished. Stringent discipline is required on account of the danger to ships if aids are not kept in constant operation. Very few cases have occurred where negligence has been found, and many cases are on record of conspicuously meritorious conduct on the part of lighthouse keepers and crews of light vessels under circumstances re-

quiring courage, good judgment, and faithfulness. As early as December 31, 1806, President Jefferson, when passing upon the case of a lighthouse keeper found guilty of negligence in attending to his duties, stated: "I think the keepers of lighthouses should be dismissed for small degrees of remissness because of the calamities which even these produce."

A retirement law is now in force for the benefit of keepers and other field employees of the Lighthouse Service who are exposed to the hazards of the service. This law provides for optional retirement on three-quarters pay after 30 years' service upon reaching the age of 65 years, and compulsory retirement at 70 years of age.

The Lighthouse Service is supported entirely by appropriations out of the general revenues of the Government without direct tax on shipping.

In the National Geographic for January, 1913, the Commissioner of Lighthouses gives a very complete and well-illustrated history of lighthouses in general. A bulletin, the United States Lighthouse Service, 1915, may be had free on application to the Commissioner of Lighthouses. Libraries in the vicinity of lighthouses may be put on the mailing list for the Lighthouse Service Bulletin, a monthly periodical issued from the Washington office.

BUREAU OF NAVIGATION.

This service 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.

This work includes the decision of questions relative to the issue of documents of vessels and their filing, vessel admeasurement, and collection and refund of tonnage taxes. It prepares an annual list of merchant vessels and is empowered to change the name of such vessels. Radio equipment on merchant vessels is under the jurisdiction of this bureau.

The bureau enforces through its field officers the navigation and steamboat inspection laws and considers the action to be taken on penalties incurred for violation thereof.

Publications of the Bureau of Navigation are not intended for general distribution, but in special cases they can be secured upon request addressed to the bureau. They are as follows: List of Merchant Vessels of the United States; Code List of Merchant Vessels of the United States; Radio Laws and Regulations; Report of the Commissioner of Navigation; Navigation Laws of the United States, edition of 1919.

BUREAU OF STANDARDS.

As much gold as you can carry, or as much meat as you can eat, or cloth enough for a coat were the old measures. Now even the air we breathe has been weighed; the volume of water delivered over Niagara Falls has been computed; the distance from here to the sun has been measured. We lead a measured existence from the time we wake up in the morning and put on our clothes, the very threads of which have been tested, measured, and "standardized," to the time when we darken the electric lamp—the light, heat, and power of which have been measured to a thousandth of an inch.

The standards of all American measurements, both quantitative and qualitative are determined in a group of many buildings a few miles from the National Capital, occupying 24 acres of ground on a hill with outlook over all the surrounding country.

The various kinds of standards dealt with are grouped under five main heads.

STANDARDS OF MEASUREMENT.

Standards of measurement are the means by which we maintain the units for a given measure. For example, the yard stick, the troy pound, were formerly standards. We now derive the yard and the pound from the metric standards. Lengths are compared to $\frac{1}{1000000}$ of an inch. Capacity measurements are made to within 75 parts in a million. Accurate thermometry measures temperature changes to within one-thousandth of a degree Centigrade, and by radiometers can measure the heat energy of the stars. Time may be measured within one part in 8,500,000, the master time keeper maintaining an accuracy not varying more than a tenth of a second a month. Light intensity is measured by the bureau within one part in a thousand; $\frac{1}{100000}$ of a candle may be estimated. Weighing may be made to within one part in a hundred million, the smallest error being $\frac{1}{2500000000}$ pound. The wave lengths of radio in wireless are measured within 5 parts in a thousand. The smallest wave measured is about 2 meters and the longest is about 60,000 meters, or about 37½ miles.

We measure the resistance which a material offers to the passage of an electric current. Two resistances may be compared with an accuracy of one part in one hundred million, from a range of one ten-thousandth of an ohm to ten thousand ohms. The absolute error is about one ten-billionth of an ohm. The bureau measures electromotive force through a range of from one ten-billionth of a volt to one million volts, with an error about the same as for resistance.

STANDARD CONSTANTS.

The bureau determines numerical data concerning materials and energy and motion. For example, the velocity of light was determined electrically in an elaborate research. The melting points of many metals were very accurately determined from highly purified samples. These melting points are used to fix the temperature scale for all heat measurements. The unit of electric current was measured by the bureau so that it can now be said that unit current will electrodeposit silver at the rate of 0.00111800 gram per second (4 grams per hour), approximately the weight of a dime in 40 minutes. These fundamental numerical data are the basis of science and industry. They are used in preparing standards of quality for material, performance for machines, and standards of practice for gas service, electric service, and other utilities, and in standardizing industrial processes.

STANDARDS OF QUALITY.

A standard of quality is an accurate description of the properties which a material should possess, including dimension, strength, durability, etc. For many materials standards have been already formu-

lated and are in use by the Government, but a mere beginning has been made and the bureau is actively at work in perfecting such standards. In this work the bureau cooperates with technical societies and secures the cooperation of users, makers, buyers, and testing experts.

STANDARDS OF PERFORMANCE.

We now measure the performance of machines such as airplane motors and engines, vacuum cleaners, fire extinguishers, etc., in the same general manner that we measure the quality of materials. The speed, work, and general effectiveness of such devices are clearly specified in terms of units of measure so that the test need not depend upon the opinion even of a skilled expert, the results being given impersonally.

STANDARDS OF PRACTICE.

This includes technical regulation of construction, installation, and operation of public utility systems, such as gas, electricity, telephone service, etc., all based on specifications worked out at the Bureau of Standards.

Perhaps more than any office in the Government, the work of this bureau intimately touches the lives of the people; it offers the test of tests for the materials concerned with practically every action of our daily lives.

The director writes in a recent report:

> The bureau compares with its own standards of measurement the standards of measuring instruments of States, cities, scientific laboratories, educational institutions, manufacturers, Government bureaus, or the public, for which a nominal fee is charged, except in the case of the National and State Government institutions. It gives the advice concerning these standards or their uses, whether it be in connection with the enactment of laws, regulations, or ordinances concerning the weights and measures of everyday trade or in connection with precision standards used in scientific work and the industries. It gives advice upon request to State and city officials, public service commissions, and public utility corporations regarding the standards of measurement, or quality, or performance involved in legislation or regulation pertaining to the public utilities. Many questions of disagreement between the public and utility companies as to these matters are referred to the bureau for advice or adjustment, often avoiding unfair or inconsistent regulation, as well as long drawn out and expensive litigation. There is a great need on the part of the public for unbiased and reliable information pertaining to the standards entering into the regulation and sale of the services of public utilities. As far as possible, such information is given in the form of publications upon definite subjects.

It must not be inferred from the above that the bureau's activities are devoted principally to the interests of the user or consumer. The fundamental facts regarding standards of measurement, quality, or performance are the very things which most deeply concern manufacturers; they are fundamentally concerned, either directly or indirectly, with the improvement of methods of production or the quality of the output. It may be said that the bureau occupies somewhat the same position with respect to the manufacturing interests of this country that the bureaus of the Department of Agriculture do to the agricultural interests. Many industries are just beginning to realize the importance of precise methods of measurement and scientific investigation, which in practically every case involve some kind of measurement.

It is upon quality as well as upon price that competition must finally depend, whether in domestic or foreign commerce. The use of exact methods and scientific results is the greatest factor in the improvement of quality, efficiency, or the development of new industries. The educational value of the bureau's work in this respect is almost entirely unknown to the general public, and yet the bureau receives hundreds of letters, as well as many personal visits from manufacturers, seeking information as to standards of measurement, how to use them, how to measure the properties of materials, or as to the fundamental physical and chemical principles involved; also, what is of even greater importance, how to initiate and carry out scientific investigations and tests on their own account in their particular fields of work.

The new era in American business and the bureau's position in relation to industrial development were recently discussed by Secretary Redfield, as follows:

> The days are over when business concerns considered competition to be keeping to themselves everything that they could learn, and going alone into the markets of the world to plow their way as best they could, without regard for anybody else, and with especial disregard of their competitors. Commerce has outgrown that stage, and nowadays we have to consider business as a whole in its larger and common interest.
>
> I am perfectly aware of and in accord with the spirit and the present practice of the antitrust laws—I am not discussing that question at all—but on the scientific side of business, with which we have a great deal to do, and on its development side, its commercial side, with which we have quite as much to do, we can not work for individual concerns, because that would be to discriminate against all the other concerns in that industry. We can and do work constantly, however, for associated industry.
>
> For example, the great technical societies, the American Society of Civil Engineers, the Society of Mechanical Engineers, the Society of Electrical Engineers, the Society of Mining Engineers, of Refrigerating Engineers, maintain their permanent committees which cooperate with the Bureau of Standards of our department. A great many of the industries which are separate from these great societies are doing the same thing, and within the last few weeks I have taken over, as my own unofficial, commercial, and technical advisers, the 15 or 16 gentlemen who represented the great industries in the War Industries Board, in order that they might, through the continuance of their war committees, represent those industries before the Department of Commerce, which in turn might be helpful to each industry as a whole.
>
> Let me here emphasize this fact, that we are building and have almost completed the greatest industrial laboratory in the world. At the Bureau of Standards we have now a force of something over 1,000 men and women who are chiefly engaged in industrial research on problems, many of which affect every one of you. For instance, we are studying particularly today on our rolling mill the alloys of steel, and their effects upon hardiness and endurance of the metal. Do you want to learn how long a certain shaft with a certain percentage of zirconium or any other metal will endure in a particular service, in order that you may so design it as to be certain, beyond the chance of error, that it will stand the stresses put upon it? We will undertake an experiment of that kind. You may send your own technical men, if you will, to the laboratory, and they may stay as long as you wish; or, we will send our technical men out into your factory to work with your own engineers. Do not get the impression that we think we know all about it beforehand. We are there to learn, but this work must have two sides. It is necessary that we shall learn from the industry as well as that the industry shall learn from us.

On application to the bureau a complete list of its publications will be furnished (many of these are furnished to libraries free on application). This list is so carefully indexed, that it may well serve the librarian as a bibliographic aid in locating current scientific

data. Three popular bulletins of general interest, sold by the Superintendent of Documents, are: Circular 55, Measurements for the Household, $0.15; Materials for the Household, $0.15; Safety for the Household, $0.15.

A chart, "International Metric System," 28½ by 44 inches will be sent free on application to any library.

STEAMBOAT-INSPECTION SERVICE.

This service issues licenses to merchant marine officers, such as masters, mates, pilots, and engineers, after examinations which are conducted at all the principal points. Its officers inspect the hulls, boilers, and machinery of steam vessels and their equipment of all kinds for securing safety at sea. It has officers stationed at the mills where boiler plates are made for marine use and inspects such of these plates as are subject to tensile strain, as well as the finished boilers. In addition to the supervising local and assistant inspectors stationed at all the sea, lake, and river ports, it has traveling inspectors whose duties cover the general service. Its work is technical on the one side and practical on the other and its officers require a high degree of training in construction and engineering, combined with practical experience in the construction and navigation of vessels.

Publications of the service include the following: Laws Governing the Steamboat-Inspection Service; General Rules and Regulations Prescribed by the Board of Supervising Inspectors; Pilot Rules; Annual Report of the Supervising Inspector General. As will be seen from the titles, these publications are useful chiefly to shipping interests.

THE DEPARTMENT OF COMMERCE.

Census:
- Agriculture.
- Births.
- Cotton and Cotton seed.
- Deaths.
- Dependent, defective, and delinquent classes.
- Electrical industries.
- Manufactures.
- Marriage and divorce.
- Mines, quarries.
- Municipal finances.
- Occupations.
- Population.
- Religious bodies.
- Shipbuilding.
- State finances.
- Tobacco.
- Water transportation.
- Wealth, public indebtedness, and taxation.
- Wells, oil and gas.

Coast and Geodetic Survey:
- Astronomy.
- Base measures.
- Channels.
- Charts.
- Coasts.
- Currents.
- Gravity.
- Hydrography.
- Isostasy.
- Levels.
- Magnetic observations, etc.
- Soundings.
- Tides.
- Traverse.
- Triangulation.

Fisheries:
- Biological studies.
- Commissions.
- Drying.
- Food.
- Hatcheries.

Fisheries—Continued.
Industries.
Laboratories.
Laws.
Lists (of fishes).
Mussels.
Oyster culture.
Ponds.
Preserving.
Propagation.
Salmon.
Seals (furs).
Sponge culture.
Foreign and Domestic Commerce:
Chemicals.
Clothes.
Credits.
Customs.
Exports.
Fabrics.
Food.
Imports.
Laws, commercial.
Machinery.
Merchandise—
Domestic.
Foreign.
Organizations, commercial.
Port facilities.
Prices—
Retail.
Wholesale.
Railway equipment.
Shipping.
Shoes.
Tariffs.
Trade conditions.
Lighthouses:
Buoys.
Lighthouses.
Lighthouses—Continued.
Lightships.
Lists.
Navigation:
Laws.
Lists, merchant vessels.
Radio stations.
Rules.
Bureau of Standards:
Analysis.
Apparatus.
Area (measurements).
Calculation.
Capacity.
Chemicals elements.
Comparisons.
Currents.
Light.
Measurement devices—
Heat, light, etc.
Instruments.
Metals.
Meters.
Power.
Radiation.
Refraction.
Resistance.
Safety codes.
Specifications.
Tables.
Temperature.
Testing.
Thermometers.
Units.
Waves.
Weights.
Steamboat-Inspection Service:
Laws.
Rules—
General.
Pilot.

This page is intended for corrections and additions, in order that the information in the foregoing pages may be kept up to date.

TO THE LIBRARIANS OF THE UNITED STATES:

The American workman did his full share in bringing to a victorious end the fight for world freedom. In standing behind the boys who offered and gave their lives on battle fields he did all that his country expected of him. It is not too much to say that when it comes to supplementing and carrying on the work begun by them, he likewise will not be found wanting. The President said in his message to Congress: "The question which stands at the front of all others in every country amidst the present great awakening is the question of labor." The Department of Labor will gladly give to the libraries of the country whatever cooperation shall be necessary to put before the people an intimate knowledge of labor, of what it has already done, and of what it expects to do.

Faithfully yours,

W. B. Wilson

Secretary of Labor.

THE DEPARTMENT OF LABOR.

[The bureaus and offices given page numbers are the ones selected as having matter of of interest to librarians. Appointment and disbursing officers and other divisions connected primarily with the administrative work of a department have been omitted.]

THE LIBRARY AND THE WORKMAN.

The public library belongs essentially to the student and to the person who can not afford to own the books he wishes to read. To both these classes belong the workmen of the Nation.

The man who would study what others in his trade have accomplished seeks the technical collections at his disposal in his public library. Sometimes he knows exactly what text books he needs; again, he knows merely the subject on which he wishes information. The librarian is necessarily a salesman, and if his customer asks for matter on electric welding or on methods of mortising, he must know where to lay his hands immediately on the material required.

In connection with almost any subject, it is always his privilege to call attention to Government publications dealing with similar problems. Take, for instance, the Monthly Labor Review, which contains timely, authentic, and vital information on subjects in which not only the workingman, but every thinking American citizen, should be interested. If, however, this matter has to go through the ordinary channels of indexing, cataloguing, binding, etc., it must either take its place with the classics or be consigned to the document department, a sort of statistical morgue, to be jeered at and avoided.

The chief value of Government publications is their timeliness and their connection with the lives of the people. There are certain general problems in which everyone who works is interested—shorter hours, more pay, better conditions. These questions require thought and thought requires a background of information, and more pertinent information can not be found than that offered by such a periodical as the Monthly Labor Review. Its articles on standardization, efficiency, and investigation are not only packed with vital facts, but they are so simply and directly written that special education and special training of the reader is not a necessary qualification for their comprehension.

The Monthly Labor Review should appear on the table as soon as its wrapper is removed and the man or woman interested in such questions as "Prices and cost of living," "Wages and hours of labor," "Housing and profit sharing," should be directed to the valuable material the Department of Labor is freely furnishing for our help and guidance if we will but use it.

THE DEPARTMENT OF LABOR.

ADJUSTMENT AND CONCILIATION SERVICE.

Progress in reconstruction can only be made when industrial peace prevails throughout the country, and realization of this truth has inspired the Conciliation Service to the maximum of endeavor in urging both sides to labor controversies to reach a common ground for settlement of their differences.

It is encouraging to note that the efforts of the commissioners uniformly are successful. According to a recent report of Mr. H. L. Kerwin, director of conciliation, fourteen disputes were adjusted in six days, involving directly 11,957 workmen, and affecting indirectly 22,575 or a total of 34,532.

A daily average of ten or a dozen reports of labor controversies are received at the Labor Department, with requests for the services of commissioners to aid in bringing about adjustment of differences. These requests are always followed by the detail of a commissioner to investigate the controversy and to assist in bringing the parties together. Owing to the limited size of the force it frequently happens that the commissioners have several assignments concurrently, involving a great deal of traveling and rapid movement from one point to another. The results accomplished, however, compensate for the extra efforts required.

Mediation does not necessarily mean arbitration. The mediation function of the department is not judicial; it is diplomatic. The Secretary or his commissioners of conciliation may propose arbitration, but they themselves very rarely act as arbitrators.

MODUS OPERANDI.

Commissioners of conciliation are required—

(*a*) To bring the employers and wage earners concerned in a dispute into direct negotiations for an amicable adjustment.

(*b*) Failing in that, they are to act as negotiators in an effort to find some mutually satisfactory basis of settlement.

(*c*) Failing also in this, they are to endeavor to secure an agreement to a basis of arbitration in which the award shall touch nothing but the points actually in dispute.

(*d*) Failing in all, they are required to report the pertinent facts to the department for further instructions.

In connection with the growth and importance of the work of this service, the following table shows the number of strikes or threatened strikes brought to the attention of the service during each year since its inception: 1914, thirty-three; 1915, forty-two; 1916, two hundred twenty-seven; 1917, three hundred seventy-eight; 1918, one thousand two hundred seventeen.

UNITED STATES EMPLOYMENT SERVICE.

At the time of our entrance into the war the United States Employment Service was a part of the Division of Information in the Bureau of Immigration with offices throughout the country. In October, 1917, that part of its work concerned with the war emergency was placed directly under the control of the Office of the Secretary of Labor. In January, 1918, all of its work was placed directly

under this control when a distinct Employment Service, entirely separate from the Bureau of Immigration, was created. On August 1, 1918, in accordance with the decision of the Secretary of Labor, affirmed and proclaimed by the President of the United States, the United States Employment Service became the medium through which practically all recruiting of unskilled labor for war industries, except that for farms and railroads, was carried on. State organization committees, State advisory boards, and community labor boards were organized to facilitate this work. In the early part of the war the service assisted the United States Shipping Board in recruiting skilled workers for shipyards and aided in meeting the sudden demand for skilled and unskilled workmen in cantonment construction. During the period from January 1, 1918, to June 30, 1919, the service directed 6,446,294 workers to employment, and of these 4,955,159 were placed. Since the signing of the armistice the service has been engaged in the important work of finding employment for discharged soldiers, sailors, and marines, as well as civilian war workers. The number of bureaus for returning soldiers, sailors, and marines in operation on June 30, 1919, was 2,294, and the number of discharged service men for whom employment has been obtained was 314,137.

Federal community labor boards were organized by the United States Employment Service to assist in recruiting and distributing unskilled labor for war work after August 1, 1918. The boards were organized in industrial communities, the locations and boundaries of which were determined by State organization committees. They were composed of three members, representing, respectively, labor, employers, and the United States Employment Service. In September, 1918, provision was made for the selection of two women members, representing labor and employers. The board had general jurisdiction over the recruiting and distributing of labor in its locality, utilizing the services of the United States Public Service Reserve and the United States Employment Service. In December, 1918, there were 1,580 boards in operation. After the signing of the armistice they took the initiative in organizing bureaus for returning soldiers and sailors.

Advisory boards were organized in each State according to instructions issued by the Director General of the United States Employment Service on July 17, 1918, to enable the employers and workers of the States to share with that service the administration of and responsibility for its war labor supplying program. The boards were composed of the State director of the employment service as chairman, and two representatives of labor and two of management appointed by the Secretary of Labor. Where the State director of the United States Public Service Reserve was not the same person as the State director of the employment service, the former official was ex officio a member of the board. It was the duty of the State advisory board to assist the State director of the United States Employment Service in choosing members of his own staff and the officers to be placed in charge of the main local offices; to determine the allotment of the quota of unskilled laborers to be raised by the various localities of the State for war work; and to advise the State directors of the employment service and of the public service reserve in regard to matters of general policy.

Committees were organized in each State according to instructions issued by the Director General of the United States Employment Service on July 17, 1918. The committees were composed of three members—the State director of the United States Public Service Reserve, one representative of labor appointed by the State Federation of Labor, and one representative of management appointed through the cooperation of representative organizations of employers. It was the function of these committees to inaugurate community labor boards and State advisory boards.

IMMIGRATION BUREAU.

The Bureau of Immigration administers laws relating to immigration, including the Chinese-exclusion laws.

For the fiscal year ending June 30, 1918, the net increase through foreign immigration to our population was 18,585 as compared to 769,276 in 1914. This small increase, however, did not mean that the activities of the bureau were curtailed.

From the outbreak of the war in 1914 it became impossible to handle immigration business along the lines followed in times of peace; each case became a special one as conditions constantly changed and unforeseen circumstances arose. Many matters apparently not in its province had to be handled, as the bureau had proved itself to be a ready and efficient agency for carrying on many activities not existing in times of peace.

Some of its most important war activities were concerned with the promulgation and enforcement of passport regulations; helping to man merchant vessels; administering internment camps for alien enemy seamen; enforcement of espionage; trading with the enemy and sabotage laws; procurement and employment of labor; control of the movement of skilled workers between Canada and the United States; and, what is unique in the annals of the service, caring for, as "guests of the Nation," some 2,900 officers and seamen from 83 Dutch vessels requisitioned by the United States under the rules of international law.

The 1918 report of the Commissioner General, available on application, is perhaps the most interesting as an historical narrative of any ever issued.

NATURALIZATION BUREAU.

In its administration of the naturalization laws this bureau seeks to obtain the cooperation of every public school, and it has recently published two books which libraries situated in foreign quarters may wish to have for their reference collection—"Teachers' Manual," arranged for the guidance of the public-school teachers of the United States for use with the students textbook to create a standard course of instruction for the preparation of the candidate for the responsibilities of citizenship; "Student's Textbook," a standard course of instruction for use in the public schools of the United States for the preparation of the candidate for the responsibilities of citizenship.

Other important publications of the bureau are "An Outline Course in Citizenship," "The Work of the Public Schools with the Bureau of Naturalization," "Second Year of the Work of the Public Schools with the Bureau of Naturalization and Naturalization Laws and Regulations."

BUREAU OF LABOR STATISTICS.

The United States 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 the word, and especially upon its relation to capital, the hours of labor and earnings of laboring men and women, and the best means of promoting their material, social, intellectual, and moral prosperity.

In fulfilling the functions above mentioned the bureau prepares bulletins grouped in the following series:

Wholesale prices.
Retail prices and cost of living.
Wages and hours of labor.
Employment and unemployment.
Women in industry.
Workmen's insurance and compensation.
Industrial accidents and hygiene.
Conciliation and arbitration.
Labor laws of the United States.
Foreign labor laws.
Vocational education.
Labor as affected by the war.
Miscellaneous series.

BULLETINS ISSUED DURING THE FISCAL YEAR 1919.

In the series "Wages and hours of labor," one bulletin (No. 245) was issued. This bulletin presents the union scale of wages and hours of labor prevailing on May 15, 1917, of 803,095 union members in 56 important industrial cities in the United States.

Two bulletins were published in the series on "Employment and unemployment"—No. 241, a study of the growth and importance of public employment offices in the United States, and No. 247, a report of the proceedings of the Employment Managers' Conference, held at Rochester, N. Y., May 9, 10, and 11, 1918.

In the series "Women in industry," the one bulletin issued, "Women in the lead industries" (No. 253), describes the danger of lead poisoning to women in those industries.

Three bulletins were printed in the "Workmen's insurance and compensation" series. No. 240 is a comparison of workmen's compensation laws of the United States enacted up to December 31, 1917; No. 243 presents the enactments, new and amendatory, made by the State legislatures during the year 1917 and up to July, 1918, on the subject of compensation of workmen for injuries, and also notes some changes in foreign legislation; and No. 248 is a report of the proceedings of the fourth annual meeting of the International Association of Industrial Accident Boards and Commissions, held at Boston, Mass., August 21–25, 1917.

In the series "Industrial accidents and hygiene," one bulletin (No. 236 (was issued. "The effect of the air hammer on the hands of stone cutters" contains reports of studies on this subject made by the bureau, together with statements by physicians employed by the workmen and the employers.

One bulletin, "Operation of the Industrial Disputes Investigation Act of Canada" (No. 233), was published in the series "Conciliation and arbitration."

Two bulletins were issued in the "Labor laws of the United States" series. No. 244 reviews and reproduces labor legislation of 1917, and No. 246 presents in abridged form important decisions of the Federal courts and the State courts of last resort.

Bulletin No. 249, "Industrial health and efficiency: Final report of the British Health of Munition Workers' Committee," was issued in the series "Labor as affected by the war."

In the "Miscellaneous" series, "Welfare work for employees in industrial establishments in the United States" (No. 250), is a report of an investigation by the bureau.

Listed according to serial numbers, the bulletins issued during the fiscal year 1919, are as follows:

233. Operation of the industrial disputes investigation act of Canada.
236. The effect of the air hammer on the hands of stonecutters.
240. Comparison of workmen's compensation laws of the United States.
241. Public employment offices in the United States.
243. Workmen's compensation legislation in the United States and foreign countries.
244. Labor legislation of 1917.
245. Union scale of wages and hours of labor, May 15, 1917.
246. Decisions of courts affecting labor, 1917.
247. Proceedings of Employment Managers' Conference, Rochester, N. Y., May 9 to 11, 1918.
248. Proceedings of the Fourth Annual Meeting of the International Association of Industrial Accident Boards and Commissions.
249. Industrial health and efficiency. Final report of British Health of Munition Workers' Committee.
250. Welfare work for employees in industrial establishments in the United States.
253. Women in the lead industry.

BULLETINS IN PRESS, AUGUST 1, 1919.

251. Preventable death in the cotton manufacturing industry.
252. Wages and hours of labor in the slaughtering and meat-packing industry.
254. International labor legislation and the society of nations.
255. Joint standing industrial councils in Great Britain.
256. Accidents and accident prevention in machine building.
257. Labor legislation of 1918.
258. Decisions of courts and opinions affecting labor, 1918.
259. Union scale of wages and hours of labor, May 15, 1918.
260. Wages and hours of labor in the boot and shoe industry, 1907–1918.
261. Wages and hours of labor in woolen and worsted goods manufacturing, 1918.
262. Wages and hours of labor in cotton goods manufacturing and finishing, 1918.
263. Housing by employers in the United States.
264. Proceedings of the Fifth Annual Meeting of the International Association of Industrial Accident Boards and Commissions, held at Madison, Wis., September 24–27, 1918.
265. Industrial survey in selected industries in the United States, 1919. Preliminary report.

Because of the constant demand for current retail and wholesale prices for use in the settlement of wage disputes during and since the war, these data have been published each month in the Monthly Labor Review and in the form of separates so as to be more quickly available. Annual bulletins showing the changes in wholesale and retail prices will again be issued, now that the demands for war emergency printing has eased up.

In addition to these bulletins the bureau publishes a general labor magazine, the Monthly Labor Review. This magazine which was begun in July, 1915, has come to be recognized as the authoritative publication dealing with matters of current interest relating to labor in all of its phases in the United States and foreign countries. It gives information concerning the current work of the Bureau of Labor Statistics and of other bureaus of the Department of Labor, and also the work of other Government agencies dealing directly with labor matters. Statements of the employment and conciliation work of the department and statistics on immigration are printed each month. Reviews of the work of State labor bureaus, workmen's compensation commissions, minimum-wage commissions, and arbitration boards are given, together with information concerning the legislation of Congress and of the several States and summaries and analyses of important court decisions relating to labor. The proceedings of important conventions and conferences dealing with labor interests are summarized.

The more important subjects treated of in special articles and reports during the year 1919, are:

Collective bargaining.
Conciliation and arbitration.
Cooperation.
Employment and unemployment.
Employment management.
Housing.
Immigration.
Industrial accidents and hygiene.
Industrial councils and employees' representation.
Labor laws and legislation.
Labor organizations.
Minimum wage.
Prices and cost of living.
Social insurance.
Strikes and lockouts.
Vocational education.
Wages and hours of labor.
Women in industry.
Workmen's compensation.

The Monthly Labor Review is widely distributed, carrying a mailing list of over 17,000 addresses. All publications of the Bureau of Labor Statistics are free of charge.

LABOR BIBLIOGRAPHIES.

Current labor literature is featured regularly in the Monthly Labor Review. Labor publications received during the month are listed with full bibliographical detail, and important books are given special reviews. In the number for June, 1919, an extensive list of the labor press was given, covering over 500 entries of current labor papers and journals issued in the United States and foreign countries. This list has been reprinted as a separate and may be

had on application to the bureau. Recent special bibliographies have appeared as follows:

Vocational education and employment of the handicapped, with special reference to the crippled soldiers. September, 1917. Pages 187-212.
Training of women for war work. August, 1918. Pages 164-171.
List of references on reconstruction. December, 1918. Pages 47-79.

Brief reading lists on current topics are compiled from time to time to meet special inquiries.

LABOR INDEXES.

A "Subject index of the publications of the United States Bureau of Labor Statistics up to May 1, 1915," was issued in 1915. This index, which appears as Bulletin No. 174 of the regular bulletin series, included 25 annual reports, 1885-1915; 12 special reports, 173 bulletins, and about 50 volumes of miscellaneous reports. Each volume of the Monthly Labor Review carries an index, and a cumulative index covering the issues July, 1915, to July, 1919, is in preparation. In connection with the matter of indexing, the bureau is preparing a list of subject headings, with cross references, for indexing labor literature. These headings have been very carefully selected and are based on the knowledge of expert indexers working in cooperation with persons familiar with labor matters.

DESCRIPTION OF OCCUPATIONS.

A special series of pamphlets entitled "The Descriptions of Occupations," giving definitions of the occupations found in 23 of the principal industries of the country has also been prepared. These definitions are being used by manufacturers and others throughout the country as a standard of the qualifications necessary for each particular position. The industries covered up to the present time in this series are:

Boots and shoes.
Building and general construction.
Cane sugar refining.
Coal and water gas manufacture.
Electrical manufacture, distribution, and maintenance (X-ray, radio).
Flour milling.
Harness and saddlery.
Logging camps and sawmills.
Medicinal manufacturing.
Metal-working trades.
Mines and mining.
Office employees.
Paint and varnish manufacture.
Paper manufacture.
Printing trades.
Railroad transportation.
Rubber goods manufacture (boots, flat goods, rubber auto tires).
Shipbuilding.
Slaughtering and meat packing.
Street railways.
Tanning.
Textiles and clothing.
Water transportation.

DISTRIBUTION OF PUBLICATIONS.

For convenient use and wider circulation many of the articles appearing in the Monthly Labor Review are reprinted as separates.

The publications of the United States Bureau of Labor Statistics are distributed regularly to the libraries listed in the bureau's bulletin No. 174, page 211-233. Additional libraries will be placed on the mailing list upon request, which may be made for individual series or for all publications. Communications should be addressed to the United States Commissioner of Labor Statistics, Washington, D. C.

CHILDREN'S BUREAU.

The Children's Bureau of the United States Department of Labor was created by act of Congress in 1912 "to investigate and report upon all matters pertaining to children and child life among all classes of the people." It was further directed to study certain specific questions, such as infant and maternal mortality, juvenile courts, dangerous occupations, accidents and diseases of children, employment, and other matters affecting children.

During the six and one-half years of the bureau's existence it has published about fifty reports on the results of its various investigations and inquiries. They are grouped in the following series and are available free of charge: Care of Children; Dependent, Defective, Delinquent Classes; Infant Mortality; Industrial; Rural Child Welfare; Legal; Children's Year; Miscellaneous.

These publications vary widely in character, ranging from exhaustive studies with many statistical tables and charts to simple dodgers and leaflets containing practical instruction on various phases of child care and of child welfare work.

The bureau collects and distributes a great deal of miscellaneous information regarding child-welfare activities in this and other countries, and has also prepared publications giving directions for the inauguration of child-welfare work, such as children's health conferences, infant welfare stations, public-health nursing, etc. It has issued directions for testing birth registration, etc.

An extensive correspondence is carried on with interested persons and organizations in all parts of the country. The bureau has undertaken much popular propaganda on the basis of its studies, such as that involved in its Baby Weeks of 1916–17 and the Children's Year. The Children's Year Campaign, in which the Child Conservation Section of the Council of National Defense vigorously cooperated, inaugurated three drives—Weighing and Measuring, Recreation, and Back to School.

The publications of Children's Year are:

Save 100,000 Babies.
Weighing and Measuring Test 1, Suggestions to Local Committees.
Weighing and Measuring Test 11, Suggestions to Examiners.
Children's Year Working Program.
Patriotic Play Week.
Children's Health Centers.
The Public Health Nurse.

Back to School Drive.
Scholarships for Children.
Advising Children in Their Choice of Occupation and Supervising the Working Child.
The Visiting Teacher.
The Employment Certificate System.
The States and Child Labor.

As a culmination of Children's Year Campaign a conference on child welfare was held in Washington, to which a number of foreign guests were invited. At this conference minimum standards for the health, education, and work of American children were drawn up in tentative form, to be further discussed in the light of local conditions at regional conferences held in nine large cities of the country. A motion-picture film, "Our Children," was shown at all these conferences, depicting the need for and results of a health conference held under the auspices of the Children's Bureau in a progressive southern town. This film, which is educational without being dull, is available upon request for organizations looking for pictorial means of arousing communities to the need for child-welfare work.

During the current year the bureau has been conducting a library campaign for the purpose of presenting to the librarians of public libraries the importance of child-welfare work as an after-war measure, giving them assistance in strengthening their collections on these subjects, and acquainting them with the agencies that are engaged in some form of work for improving the conditions affecting child life. Posters and placards, a selection of the more popular publications of the bureau, a list of books and pamphlets on child welfare, and briefer lists and suggestions have been distributed and a library mailing list established. A complete list of bureau publications and a list of the bureau's mailing lists have been furnished. An encouraging number of libraries are returning these checked according to what they wish to receive. The amount of material sent out has been limited purposely because of the great demands being made at the present time on the libraries. It is hoped, however, that what has been done will give many librarians a better idea of the bureau's work; impress on them its desire to furnish them with any publications they can use and to cooperate with them in meeting any need that arises in connection with the child-welfare work in their communities; and inspire them to build up, gradually perhaps but surely, a collection of authoritative books and pamphlets which will adequately represent a great work, that of gaining a happier, healthier childhood for all the Nation's children, and therefore a stronger, wiser parenthood and citizenry in the years to come.

BUREAU OF INDUSTRIAL HOUSING AND TRANSPORTATION, UNITED STATES HOUSING CORPORATION.

The Bureau of Industrial Housing and Transportation was established as a war-emergency measure to provide houses for workers engaged upon Government contracts. Such contracts had been placed for munitions and ships in various cities in which the population was already congested, and skilled workers could not be secured or sufficient quantities of materials produced unless houses were built.

Though the bureau was established in February, 1918, moneys were not available for its use in the construction of houses until July, 1918. In that month the United States Housing Corporation was established to facilitate the construction of houses. Investigations were made in over 100 American cities and plans were drawn for houses in 90 cities.

In addition the bureau through its homes registration division made vacancy canvasses and established branch offices of the United States Homes Registration Service in more than 100 cities, in order to utilize to the utmost all existing housing accommodation. Through the Transportation Division arrangements were made through loans and rearrangement of train schedules to utilize to the maximum all available housing in suburbs, special trains being run to accommodate the workers on Government contracts, and special fares, when necessary, being arranged for.

The types of houses constructed vary according to the needs of the locality and the type of labor to be housed. Temporary construction was, of course, necessary in places where industry would not continue after the war was over. In permanent communities it was more economical to construct permanent houses, so located that they would be readily saleable after the war was over. Dormitories for 1,800 women workers, known as residence halls, were constructed in Washington, with cafeteria, a central auditorium and small recreation halls in each unit, and other features which would tend to make these wholesome and pleasing places of residence. Temporary dormitories were constructed at several of the local plants. In all cases the desires of the workmen and their wives were carefully canvassed, and an attempt was made to build houses which conformed to their desires, which were practical, convenient, home like, but which did not depart widely from the prevailing types of houses with which workingmen are familiar. Standard house plans, specifications, and rules for architects, town planners, and engineers, were drawn up.

Though plans were drawn to house approximately 25,000 families and 13,000 single workers, the armistice made possible the cancellation or curtailment of most of the contracts, so that houses or apartments are actually being built for 6,148 families, and dormitories for 4,932 men and 3,375 women. The projects of the United States Housing Corporation are located in 26 different cities; two on the Pacific coast (Bremerton and Vallejo) to house employees of navy yards; others in the Central States at Rock Island, Ill.; Alliance and Niles, Ohio; and Hammond, Ind.; others in Eastern States at Bath, Me.; Quincy, Mass.; Newport, R. I.; Bridgeport, New London, and Waterbury, Conn.; Watertown and Niagara Falls, N. Y.; New Brunswick, N. J.; Erie and Philadelphia, Pa.; Aberdeen and Indianhead, Md.; Portsmouth, Va., and Charleston, W. Va., to house employees of arsenals, proving grounds, navy yards, and workmen engaged on a variety of Government contracts.

The 6,148 houses built by the United States Housing Corporation will provide excellent homes for over 30,000 people, and the dormitories will provide for 8,000 more. As the Homes Registration Service has found suitable homes for over 50,000 persons, and as the Transportation Division has made it possible for war industries to use over 8,000 workers living outside of the city in which they work, it may be said that approximately 100,000 persons will have been

housed by the United States Housing Corporation during the first year of its existence.

Stress has been laid upon economy, so far as economy has been consistent with prompt meeting of an emergency need. But stress has also been laid upon quality in housing, because efficiency, contentedness, and good citizenship are dependent upon wholesome living conditions.

The houses built by the United States Housing Corporation are being rented for the present in view of the present uncertainty as to the trend of real estate values, but it is expected that when conditions become stabilized they will be sold to their occupants or other intending home owners at a fair appraised value and on reasonable terms.

A room registry was established by the Washington Chamber of Commerce in the fall of 1917, and was later taken over by the District Council of Defense. In September, 1918, this office was taken over by the Bureau of Industrial Housing and its title changed to Homes Registration Service. It provides addresses of vacant rooms to all inquirers, and has supplied addresses to more than 40,000 persons since February, 1918. Altogether, it has found rooms for 15,322 women, 1,527 men, and for 467 couples; this in addition to the work of the Committee on Requisitioned Houses, which also operated through this office and which provided homes for approximately 1,000 persons.

Since the armistice the work of the United States Housing Corporation has been materially curtailed. Although plans were drawn for houses in 94 different cities, projects were abandoned altogether in all but 26 cities and were materially curtailed in many of these. The houses planned by the United States Housing Corporation are already completed or are nearing completion in each of these cities, and already over 1,400 houses and apartments and over 2,500 rooms in dormitories are occupied.

Plans of houses constructed by the corporation will also be issued to any intending home builder at cost of reproduction. Any interested person may secure these by writing to the United States Housing Corporation, 613 G Street NW., Washington, D. C., specifying the type and size of house in which he is interested.

A fully illustrated report has been issued, including plans, elevations, and descriptions of all standard types of houses which it has designed or erected and of plans of each community and a detailed exposition of the organization, working methods, and achievements of the bureau. This valuable report may be obtained from the Superintendent of Documents.

WOMEN'S BUREAU.

The Woman in Industry Service was established in July, 1918, under the appropriation which authorized the Secretary of Labor to—

> Establish a service with special reference to promoting and developing the welfare of wage-earning women, improving working conditions of women and advancing their opportunities for profitable employment, and in this service to coordinate and control all work in the Department of Labor and other departments having to do with any matters of policy or procedure with reference to women wage earners.

Standards have been formulated governing the employment of women. These standards deal with wages, hours, collective bargaining, necessity for employment management in industry, and the working conditions which should be established in plants where women are employed.

To assist in establishing policies regarding the employment of women a committee on hazardous occupations was organized to report on the employment of women in hazardous occupations; an advisory council of working women has been formed; special investigations are being made in a number of cities of the conditions of employment of Negro women in industry; and an initial inquiry has been made into the status of women in the metal trades in Michigan.

The service cooperates with the War and Navy Departments by advising on conditions affecting the employment of women in navy yards and arsenals.

Special assistance and advice has been given in the States with a view toward formulating or furthering programs of legislation. At the request of the governor of Indiana a survey was made of the conditions under which women were employed in that State and a report was submitted in advance of the meeting of the legislature.

Information regarding legislation and working conditions for women is furnished to those who are interested.

A stereopticon slide lecture and a 15-panel exhibit illustrating the standards which are advocated for the employment of women have been prepared for use throughout the country by State labor departments, schools, and colleges, and other organizations.

Publications issued by the service are:

Bulletin No. 1. Proposed Employment of Women during the War in the Industries of Niagara Falls.
Bulletin No. 2. Labor Laws for Women in Industry in Indiana.
Bulletin No. 3. Standards for the Employment of Women in Industry.

THE DEPARTMENT OF LABOR.

Adjustment and Conciliation Service:
- Agreement.
- Arbitration.
- Awards.
- Controversies (labor).
- Disputes.
- Mediation.
- Negotiation.
- Settlement.
- Strikes.

Children's Bureau:
- Accidents.
- Care of defective, dependent, delinquent.
- Diseases.
- Education.
- Employment.
- Employment statistics.

Children's Bureau—Continued.
- Health.
- Labor.
- Laws.
- Measuring.
- Mortality.
- Nursing (public health).
- Occupations, dangerous.
- Play.
- Scholarships.
- Statistics.
- Weighing.
- Welfare.

Employment Service:
- Information.
- Investigation.
- Jobs.
- Reserve, public service.
- Statistics.

Housing and Transportation:
- Contracts.
- Dormitories.
- Plans.
- Specifications.

Immigration:
- Aliens.
- Chinese.
- Employment.
- Exclusion.
- Illiteracy.
- Japanese.
- Laws.
- Passports.
- Statistics.

Labor Statistics:
- Accident insurance.
- Accidents, industrial.
- Collective bargaining.
- Conciliation and arbitration.
- Cost of living.
- Dangerous occupations.
- Efficiency, industrial.
- Eight-hour day.
- Employment.
- Employment management.
- Factory inspection.
- Factory management.
- Group insurance.
- Handicapped in industry.
- Health insurance.
- Hours of labor.
- Housing.
- Industrial democracy.
- Industrial education.
- Industrial insurance.
- Industrial hygiene.
- Industrial unrest.
- Injunctions.
- Labor legislation.

Labor Statistics—Continued.
- Labor organizations.
- Labor standards.
- Maternity insurance.
- Minimum wage.
- Occupational diseases.
- Old age and invalidity.
- Poisoning, industrial.
- Prices.
- Safety.
- Strikes and lockouts.
- Strike insurance.
- Unemployment.
- Unemployment insurance.
- Vocational education.
- Wages.
- Welfare work.
- Women in industry.
- Workmen's compensation and insurance.

Naturalization:
- Americanization.
- Citizenship.
- Cooperation.
- Foreign born.
- Home making.
- Organization.
- Schools, public.

Women's Bureau:
- Bargaining, collective.
- Conditions, working.
- Employment.
- Hazard.
- Hours.
- Investigations.
- Legislation.
- Policies.
- Standards.
- Surveys.
- Wages.

This page is reached with mingled gladness and regret. Gladness that the task set is accomplished; regret that contact with the department officials is thereby made unnecessary.

The compiler claims this space in which to record her gratitude for the intelligent interest uniformly manifested in the purpose of this little pamphlet, and for the cordial courtesy shown by the many officials who have furnished the "copy" which has made it possible. There must also be a word of appreciation for the efficient Government Printing Office workers who, from a mass of manuscript, have quickly produced these printed pages.

This page is intended for corrections and additions in order that the information in the foregoing pages may be kept up to date.

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