

# American Library Economy

PUBLIC LIBRARY, NEWARK, NEW JERSEY

SUBJECT HEADINGS OF  
THE INFORMATION FILE

NEW YORK  
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1925

## MODERN AMERICAN LIBRARY ECONOMY SERIES

. Edited by John Cotton Dana

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# Modern American Library Economy

As Illustrated by the Newark, N. J.

Free Public Library

By John Cotton Dana

## *List of Subject Headings for Information File*

*With Introduction and a List which supplements the Information File,  
of Important Reference Books containing Current Information.*

SECOND EDITION

Compiled by

Helen F. Gould and Emma A. Grady



NEW YORK  
THE H. W. WILSON COMPANY  
1925

**PRINTED IN THE U. S. A.**

# THE INFORMATION FILE: SUBJECT HEADINGS

## Preface to the Edition of 1917

This is the list of subject headings under which material is arranged in our Information File. A description of the file itself, of our methods of using it and of the rules we worked out for treatment of material placed in it was published two years ago, 1915, under the title Vertical File. We have changed its name to Information File as conveying a better idea of its character and purpose. Few changes, and none of importance, have been made in the rules laid down in the pamphlet alluded to.

In April, 1914, we printed for our own use, in a very small edition, a list of all the subject headings for the File which had been adopted up to that time. For this list we had many calls from librarians and others. Since it was printed it has been greatly modified in many ways. It now includes more than 3,500 main entries. It is desirable that the number of entries be kept small. The list changes every day, of course. New subjects are added and old ones dropped or sub-divided. The steady stream of leaflets, pamphlets, clippings, notices and letters grows constantly in size and daily extends the range of the File.

Requests continue to come in for this list of our headings, selected during four years of daily contact with the task of classifying, under appropriate subjects, the printed matter of every kind on the topics that are to-day most often in men's minds; a task made more difficult by the fact that these headings form the only index we have of a vast amount of information which is constantly called for. Partly to meet these requests and partly to aid us in our own work we have here printed the list, as of June 1, 1917. Thus printed it will very greatly shorten the labor of assigning to their proper places the many items in each day's flood of material. Other libraries will find it useful in several ways, so we conclude from letters and inquiries concerning it. Perhaps it is more truly a list of the things the world is now doing and saying and of the things of which it is now thinking than is any other now in print; though it includes, of course, many entries on local affairs which would not appear in a list of the works and thoughts of the world at large.

Wherever conditions warrant, headings are selected from indexes already in print. Often, in this way, information of local interest is filed under certain forms of entry that are locally well known, through indexes of city and state manuals and indexes to laws and ordinances, though technically less desirable. Thus we make it easy to pass from these indexes to the Information File and vice versa. Much information, however, finds its way to the file almost as soon as it appears in print and therefore too soon for us to compare forms of headings with those of other indexes. This fact makes our list of interest to professional indexers and from them we receive frequent inquiries on points of selection of headings.

Miss McVety, who has charge at the main library of all our work in the reference field, save that which has to do with "business," technology, art and the sciences, makes the very definite claim that no book, no group of books, no group of indexes, and even no group of dictionaries and encyclopedias is more valuable as an aid in the library's daily task of answering inquiries than is the Information File. Our reasons for believing that this would be true of a library tool of this kind, once it were extended to fair proportions, were given in the pamphlet called *The Vertical File*, already mentioned. It is not necessary to restate them here. In outline they are, that the printing press now catches at once much of what is thought and said and done each day, and almost before each day reaches its close; that man is slowly learning, and particularly is the man of affairs learning, that he chiefly needs, for guidance in his work, what was thought and said and done yesterday; that this which he needs has rarely reached book form by the time he wants it; and that the journals, pamphlets and clippings in which the printing press has placed it are more readily, quickly and cheaply put at his command by means of a device of the nature of the Information File than by any other we have yet discovered.

Several thousand organizations have been established in recent years to investigate or to improve existing social conditions. They issue single sheets, booklets and pamphlets, individually and in series, and many of these find their place in our Information File. It seems that no complete list of these organizations is in existence. We compiled a list of several hundred with much labor a few years ago, and printed it for the N. J. Library Association under the title "Social Questions." We revised and enlarged this list in 1914, and it was published by the H. W. Wilson Company in 1915. It included over 500 societies and was accompanied by a list of more than 400 topics on which these societies issued publications. We refer to this subject here because the names of these societies are not included in our list of Subject Headings, and also because the Information File is supplemented in many ways by them. Our printed list has not been kept to date since the establishment of the Index of Public Affairs Information Service. With the continued improvement of this service, we hope for a cumulative list of societies in classified form as a natural outgrowth of its work.

The main information file in the lending department, once begun, grew rapidly—it now occupies 60 trays, holding from 4,000 to 4,500 folders—and one department after another adopted a file of its own as a necessity, so that choice of subject headings and uniformity of headings soon became a burning question. The official list of headings accordingly was printed in 1914, and the revision of headings and assigning of new headings was then placed in the hands of Mrs. Colegrove, general adviser and supervisor of the ten information files in the system.

No single file in a department of the library contains items under all the headings listed; as far as possible all technical and scientific subjects are limited to the file in the technical department; all art subjects are limited to the art department file; and other special subjects are limited to the files of the departments specializing in those subjects. Additional cross-references are constantly being made to facilitate the use of available material and thus to make the information in each department more easily accessible to the others. This work of

harmonizing the ten files of ten different departments is still far from complete. With large files and pressure of other work it necessarily progresses slowly.

One of the labor-saving devices adopted since the first printing of the official list, is the grouping of most biographical material under the heading: "Biography, A—Z." It is divided among so many folders that the alphabetic arrangement in each folder is easily maintained, and any required item is quickly found. This saves file space, waste of folders and time in making frequent changes in the list of headings. The same principle is applied to catalogs, price lists, programs and other constantly changing groups, with a chronological or numerical arrangement when preferable.

A supplement to the Information File is a device called the "colored band filing method." This is based on the application to material to be filed to narrow strips of paper of different colors. These strips, by their colors and by their positions, are the guides by which pamphlets, maps, directories and other miscellaneous matter are kept in order. Keys to the arrangement are prepared, and by these the strips are applied, and by them any needed pamphlets are found.

The kinds of material which may be so filed are (1) publications which are so thick that the expense of providing vertical file drawers to hold them would be very great, and so ephemeral in their nature that the expense of classifying and marking them with classification numbers to make them available during their period of use is quite unwarranted; (2) those which are so large or of such a shape that they will not go into vertical file drawers; (3) maps and broadsides that must hang on hooks, or stand on shelves with edges only exposed, to save storage space; and (4) all other material to which it is clearly not economical to give classification numbers. That is, this method classifies and arranges automatically, by the use of a key and pieces of colored paper, a mass of information of temporary value, in odd sizes and shapes, with no expensive apparatus and with the minimum of labor. A pamphlet in this series about to be issued, "Filing System by Colored Bands," illustrated with diagrams in color, explains how to adapt this method to material of many kinds.

J. C. D.

# LIST OF SUBJECT HEADINGS FOR INFORMATION FILE

## Preface to the Second Edition.

Of the 3,500 main entries included in the List of Subject Headings for Information File, published seven years ago, probably a third have been dropped from the Newark Library's file. As many new headings have been added, and perhaps 500 more, 4000 in all; though the extension of the Pamphlet Library has checked somewhat the natural increase in the size of the Information File. This growth of the Pamphlet Library was somewhat forced by the growing unwieldiness of the Information File. The multitude of items flowing into it called for more and more vertical file units to hold them. We found that the floor space covered by vertical files is more than twice that required by book cases holding the same number of pamphlets standing side by side like books on a shelf—as they do in our Pamphlet Library—and the cost of book cases was about a third of the cost of files.

The Pamphlet Library is in part the outcome of a plan for adapting the use of colored bands to the Dewey Decimal classification, whereby D. C. numbers are indicated by colors which, when applied to the backs of pamphlets standing in solid rows, make the classification number visible, even on a single sheet of paper.

This division of material made it necessary to draw a line between the two collections. Strictly current information is filed by subject in folders in the Information File, with tentative date of removal, usually six months ahead, stamped on each item. Weeding is thus done automatically, according to the date, and almost daily, by a junior clerk. Material weeded out is then examined by the head of Information File and Pamphlet Library, who returns still current matter to the file, and sends the remainder to the Pamphlet Library to be classified and Decimally Banded, or destroyed if no longer needed. To make easy for the reference assistants the transition from a Subject Heading on an Information File folder, to the Dewey classification in the Pamphlet Library, the classification number is indicated on the Information File folder after the subject heading.

Certain exceptions are made to the rule that the Information File shall contain only current matter, for example, some very small items, often in single sheets, are kept in Information File for convenience; and routine exceptions are made in certain cases, e.g.,

1. *Holiday material*, needed for one month during the year, and for the remaining eleven months is little used; most of it is removed from the Information File and stored in packages. Bulky pamphlets on holidays which are not cataloged and bound, are put in Pamphlet Library to save space.
2. *Biographical matter*, clipped from newspapers or magazines, chiefly for students who need biographical information about an author for book reviews, is arranged alphabetically in the Information File because of its physical frailty, and because the constant use of this material places it in the class of "current."



3. *Local information.* Many clippings, old and new, on local subjects,—leaflets, miscellaneous local publications, both of Newark and New Jersey, etc., etc., fill fifteen drawers of the Information File. The chief reason for keeping this material here instead of in the Pamphlet Library is that Information File material, except for duplicate copies, is kept for reference only; Pamphlet Library material is lent. Much of the local information clipped from newspapers deteriorates rapidly, and lasts longer in closed drawers. Many duplicates, of course, of local material in the Information File, are placed in the Pamphlet Library.
4. *Sample sets of single poems,* which may be borrowed in sets of 25-40 for school use from the Poem collection of several hundred titles.
5. *Certain subjects in much demand,* especially light, one-or-two-page leaflets; for example, Education for Citizenship, for use with Foreigners. On such subjects the collections are divided between Pamphlet Library and Information File.
6. *Current price lists* of Government Documents are in the Information File, for quick reference.

The above are a few of our exceptions. There are others, all of which may be explained by reasons like those noted.

The list below of a few of the items received in a single day and the disposition of them in the two collections, shows how the line is drawn:

### INFORMATION FILE

- Brass Tacks on the Pending Child Labor Amendment.
- French Envoy to Russia Appointed.
- Annual Report, American Library Association. 1923.
- How Public Service Would Link Its Lines and Terminal with Proposed Pennsylvania Station.
- Census of Manufactures, 1923, Dept. of Commerce.
- Pennsylvania Indian Pottery Unearthed.
- Bird Books for Holiday Gifts.
- The Council-Manager Plan for the City of Newark.
- The Press in Soviet Russia.
- Courses of Study, All Year Schools, Newark.
- Arithmetic Survey, Newark, N. J.
- School & Teacher-day of American Education Week.
- List of Inspected Electrical Appliances, National Board of Fire Underwriters.
- Transportation-Price list of the U. S. Government Publications.
- Federal Income Tax Table.
- New York City Social Calendar.
- Abraham Lincoln Walks at Midnight. Poem by Vachel Lindsay.
- Bulletin of National and Interstate Organizations Engaged in Social, Civic and Philanthropic Work.
- The Southern Heavens for October Evenings.

### PAMPHLET LIBRARY

- City Managership as a Profession.
- The Constitutionality of Proportional Representation.
- Making the Best and Fullest Use of Available Labor in this Country.

- Catholic, Jew, Ku Klux Klan: What they believe.
- Other Industries of New England.
- Thawing Frozen Water Pipes with Electric Current.
- Manual of the Malden Public Schools.
- The Mushroom Industry of Pennsylvania.
- Catalogue of the Corcoran Gallery of Art.
- Cooperation in Transportation.
- Workers Education in the U. S.
- Library Supplies, Library Bureau.
- Wurlitzer Musical Instruments, Sales Catalog.
- Broadway Rouss, October, 1924, Sales Catalog.
- Heresy—The Bishop Brown Case.
- The Economic Position of the Married Woman.

The material composing the Newark list of societies and social organizations, published by the H. W. Wilson Company in 1915, and not since revised in printed form, has been kept to date in the "Directory" drawer of our Information File, in spite of the comprehensive classified list of organizations included in "Serial Publications of Social Agencies" edited by Elsie Rushmore, and published by the Russell Sage Foundation in 1921.

The main Information File in the Lending Department now occupies 80 trays, holding nearly 4,500 folders. The management of the files in other departments has simplified itself somewhat. The Art Department is limited to art subjects; but its headings agree in general form with the main file, and are decided upon usually in consultation with the head of the main Information File. Branch libraries, except the Business Branch, have miniature files based on the main file, much reduced in variety of material, of course. All subject headings used at the Business Branch,—catalog, information files, etc.—are made uniform with those in "2,400 Business Books."

The technical and scientific files were again incorporated in the main file when the Technical Department returned to the main Lending Department.

The 36-page pamphlet in this series, "Color-and-Position-Filing" explains how to adapt colored bands to many systems of classifications, and to many kinds of material; but only refers in passing to the Dewey Decimal Classification scheme, which was beginning to be worked out at the time it was published. A complete description of a library of pamphlets, classified by the D. C. and "numbered" by colored bands, is in preparation.

MARGUERITE L. GATES.

Lending Department.

May, 1925.

## SOURCES OF INFORMATION

A list of a few important sources of information on current topics constantly used. Prices are for latest available editions and are subject to change.

**Agricultural Index.** Wilson, N. Y. Consult pub. for price. Monthly cumulative index to agricultural periodicals, books and bulletins.

**Almanack.** J. Whitaker, London. 6s. Governments, finances, population, commerce and general statistics of nations of the world with special reference to British Empire and U. S.

**American Annual Golf Guide and Year Book.** Golf Guide Co., N. Y. \$3. Lists the year's leading golfers, winners of championships and cups, golf associations of the U. S., etc.

**American Art Annual.** American Federation of Arts, Wash., \$7.50. Who's who in art, art dealers, art schools, museums, craftsmen, art sales, etc.

**American Baptist Year Book.** Amer. Baptist Pub. Coc., Phila. 75c. pa. Directory, statistical and institutional information.

**American Jewish Year Book.** Jewish Publication Society of America, Phila. \$2. Activities of Jews throughout the world. Contains a communal directory with brief biographical sketches.

**American Labor Year Book.** Rand School of Social Science. N. Y. \$2. Chronicle of aims, struggles and achievements of labor throughout the world.

**American Library Directory.** Bowker, N. Y. \$8. Classified list of 9,200 libraries with names of librarians.

**American Medical Directory.** Amer. Med. Assoc., Chicago. \$15.

**American Travel and Hotel Directory.** (U. S. ed). Phillips, N. Y. \$5.

**Anglo-American Year Book.** Amer. Chamber of Commerce in London, London. 15s net. (\$4.). British-American commercial and residential directory; essentials of English law for Americans.

**Anglo-South American Handbook,** including Central America, Mexico and Cuba. Macmillan, N. Y. \$7.50

**Annual Magazine Subject Index and Dramatic Index.** Faxon, Boston. \$15. Includes less common American and English periodicals, society publications, theatrical and musical magazines not indexed elsewhere.

**Annual Register of Women's Clubs and National Organizations in America.** H. M. Winslow, Boston. \$3. Contains, also, a directory of club lecturers, entertainers and musicians.

**Army List and Directory.** Govt. Print. Off., Wash. \$1.25. Bi-monthly.

**Automobile Blue Book.** Automobile Blue Books Corp., Chicago. 4v. \$3. ea. Road guide for motorists touring the U. S.

**Ayer & Son's American Newspaper Annual and Directory,** N. W. Ayer & Son, Phila. \$15. All periodicals in U. S. and its possessions, Canada, Cuba and the West Indies with information respecting transportation facilities, banks, industries, etc., of places of publication.

Bankers Encyclopedia (purple book). Bankers Encyclopedia Co., N. Y. \$15. Semi-annual.

Barnes' Federal Code: annual Supplements. Bobbs-Merrill, Indianapolis. \$4.50. Gives text of important statutes enacted with full tables and cross references.

Book Review Digest. Wilson, N. Y. Consult pub. for price. Descriptive note and selection of reviews of new books from more than 60 literary, scientific and technical journals. Monthly, except February and July, with annual cumulation.

Brooklyn Daily Eagle Almanac. Brooklyn Daily Eagle. \$1.50. Information, general of the world, and special of N. Y. C. and Long Island.

Bulletin of Bibliography and Dramatic Index. Faxon. Boston \$3. Book lists, periodical news, and dramatic index to theatrical and musical magazines not indexed elsewhere. Quarterly.

Bulletin of Public Affairs Information Service; a cooperative clearing house of public information. P. A. I. S., N. Y. Consult pub. for price. Cumulative.

Canada Year Book. Canada Dept. of Trade and Commerce, Ottawa. Free. Well-indexed classified record of physical, political, social, economic and financial conditions. Most useful Canadian statistical annual.

China Year Book. Dutton, N. Y. \$12. More like an encyclopedia than the ordinary year book; historic and social information.

College Entrance Examination Board. Ginn, Boston. 60c. Questions set at examinations. Annual.

Commercial Travelers' Guide to Latin America. Govt. Print. Off. Wash. \$1.25.

Cumulative Book Index. Wilson, N. Y. Consult pub. for price. Current bibliographical service of U. S. Cat.

Directory of Agricultural and Home Economics Leaders, U. S. and Canada. W. G. Wilson, Cambridge, Mass. \$5.

Directory of Social Agencies of New York, formerly the New York Charities Directory. Charity Organization Society, N. Y. \$2.

Educational Directory (of the U. S.). Govt. Print. Off. Wash. 20c.

Engineering Index. Amer. Soc. of Mech. Engineers, N. Y. \$6. Annual cumulation of index published monthly in Mechanical Engineering.

English Catalogue of Books. Bowker, N. Y. \$4.

Exporters' Encyclopaedia. Exporters' Encyclopaedia Corp., N. Y. \$15. Contains full and authentic information relative to shipments for every country in the world.

Fourteenth Census of the U. S. taken in the year 1920. Govt. Print. Off., Wash.

Handbook of American Private Schools. Sargent, Boston. \$3.

Handbook of Social Resources of the U. S. Amer. Red Cross, Wash. \$1. States the activities of each of many hundred organizations. Includes a detailed index.

Handbook of Summer Camps. Sargent, Boston. \$4.50.

Heaton's Annual. Heaton, Toronto. \$2. The commercial handbook of Canada and municipal register\_\_\_\_\_ .

Hendrick's Commercial Register of the U. S. S. E. Hendricks Co., N. Y. \$12. Annual register for buyers and sellers in architectural, electrical, engineering, mining, railroad and allied industries.

Hubbell's Legal Directory. Hubbell Pub. Co., N. Y. \$15. Annual lists of lawyers, important state laws, court calendars and procedure, also synopsis of laws of Canada, England, Scotland, France, Germany, Holland and Mexico, with trademark laws of Argentina, Chile and Uruguay.

Industrial Arts Index. Wilson, N. Y. Consult pub. for price. Cumulative index to select list of engineering and trade periodicals, few of which are covered by other indexes.

Industrial Directory of New Jersey. Bureau of Industrial Statistics, Trenton, N. J. Free. Triennial.

International Index to Periodicals. Wilson, N. Y. Consult pub. for price. A cumulative author and subject index to a select list of the periodicals of the world.

Japan Year Book. Japan Year Book Office, Tokyo, Japan. 8 yen. Contains a section "Who's who in Japan."

Kelly's Directory of Merchants, Manufacturers and Shippers of the World. 2v. Kelly Pub. Co., N. Y. \$20.

Living Church Annual; the Churchman's Yearbook and American Church Almanac. Morehouse, Milwaukee. \$1. pa. General directory and institutional information.

Lutheran World Almanac and Annual Encyclopedia. National Lutheran Council, N. Y. \$1.50. pa. Very detailed directory information.

Mailing List Directory. McGraw, N. Y. \$10. Classified index to trade directories.

Manual of the Board of Commissioners, Newark, N. J. Dept. of Parks and Public Property. Newark. Free. Lists city officials, governing boards and institutions; defines duties and powers of commissioners and records election returns.

Manual of the Legislature of New Jersey. J. A. Fitzgerald, Trenton. \$2. Lists state officials, governing boards and institutions; records census and election returns and describes legislative procedure.

Methodist Year Book. Methodist Book Concern, N. Y. 50c pa.

Minutes of the General Assembly of the Presbyterian Church in the U. S. A. Part II. General Assembly of the Presbyterian Church., Phila. \$2. Contains directory of churches and clergy.

Monthly Catalogue United States Public Documents. Govt. Print. Off., Wash. Free to many libraries. Descriptive classified price list.

Monthly Check-list of State Publications. Gov. Print. Off., Wash. \$1. per year.

Moody's Rating Book Service. Industrial volume; Public utility volume; Government volume; Railroad volume. Moody Investment Service, N. Y. \$20. per vol. Annual.

Musical Blue Book of America. Musical Blue Book Corp., N. Y. \$5. Directory of musicians and musical societies listed by state and city.

Navy Directory. Govt. Print. Off., Wash. \$1.25. Bi-monthly.

Negro Year Book. Negro Year Book Pub. Co. Tuskegee Institute., Tuskegee. \$1.

New International Year Book. Dodd, N. Y. \$6.75. Serves as a record of progress and events in any subject. Especially useful for biography.

N. J. Lawyer's Diary and Bar Directory. Soney & Sage, Newark. \$3. Court rules and practice; important revisions and statutory enactments; official stenographers, alphabetic and classified lists of N. J. lawyers.

N. J. State Federation of Women's Clubs. Year Book. 25c. Apply to Secretary.

N. Y. Times Index. N. Y. Times, N. Y. \$8. "Master-key to all newspapers." Quarterly.

Newark School Scrap Book; an indexed collection of newspaper clippings concerning Newark schools; compiled by Public Library, Newark, N. J.

Official Catholic Directory. P. J. Kenedy, N. Y. \$3. Ecclesiastical statistics for U. S. and its possessions, Cuba, British Empire and Mexico.

Official Congressional Directory. Govt. Print. Off., Wash. 60c. Sketches of congressmen, cabinet officers and supreme court justices, personnel of committees, directory of government officers with brief statements of their duties, also diplomatic and consular list.

Patterson's American Educational Directory. Amer. Educational Co., Chicago. \$6. The most complete educational list.

Readers' Guide to Periodical Literature. Wilson, N. Y. Consult pub. for price. Author and subject index to selected list of periodicals.

Shippers' Guide, with supplements (U. S. & Canada). Shippers' Guide Co., N. Y. \$16.

Simms' Blue Book and National Negro Business and Professional Directory. Simms, Chicago. \$2.

Statesman's Year Book. Macmillan, London. \$7.50. Statistical and historical annual of the states of the world.

Statistical Abstract of U. S. Govt. Print. Off., Wash. Free. Covers population, finance, commerce, industries, agricultural and other products, immigration, education, etc.

Thomas' Register. Thomas Pub. Co., N. Y. \$15. American manufacturers and first hands in all lines.

2,400 Business Books. Wilson, N. Y. \$5. Guide to business literature.

U. S. Official Postal Guide. Govt. Print. Off., Wash. \$1.50 for annual with monthly supplements. Information concerning service and organization of the department with alphabetical lists of offices; classified list with salaries; discontinued offices.

Who's Who. Black, London. 42s. Annual biographical dictionary of most prominent persons of Europe and America, including some other notable men and women.

Who's Who in America. A. N. Marquis & Co., Chicago. \$7.75. Biographical dictionary of notable living men and women of U. S.

Who's Who in Canada. Brentano, N. Y. \$10. Not arranged alphabetically but has index.

Who's Who in Music, International. Current Literature Pub. Co., N. Y.  
\$6. Contemporary biographical dictionary and record of the world's musical activity.

Who's Who in the Theatre. Small, Boston. \$5. Biographical record of the contemporary stage.

Women of 1924, International. Women's News Service, N. Y. \$3.

World Almanac. N. Y. World, N. Y. 35c. pa. Foreign and other statistics.

Year Book of Wireless Telegraphy and Telephony. Wireless Press, N. Y.  
\$3 pa.

Yearbook. U. S. Dept. of Agriculture. Govt. Print. Off., Wash. \$1.25.

Yearbook of the Churches. Federal Council of the Churches of Christ in America, N. Y. \$1 pa. Directory of its constituent bodies, with denominational societies and statistics.

Year's Art. Hutchinson & Co., London. 8s 6d. Annual epitome of matters relating to sculpture, engraving, architecture and schools of design.

## LIST OF SUBJECT HEADINGS

### Abbreviations

Ability tests. *See* Educational measurements; Intelligence tests; Physical ability tests;

### Abyssinia

Academic costume. *See* Costume, Academic

Academie française. *See* Institute of France

### Acadia

### Acceptances

Accidents. *See also* Automobile accidents; Railroads, Accidents; Safety movement

### Accidents, Industrial

*See also* Employers' liability; Labor and laboring classes, Bibliography; Safety devices; Safety movement; Workmen's compensation

### Accounting

*See also* Cost accounting; Municipal accounting

Accumulators. *See* Storage batteries

Acids. *See* Chemicals

Actors and actresses

Addresses. *See* Speeches

### Adenoids

Adjustment bureaus

### Adolescence

*See also* Youth

Adult education. *See* Evening and continuation schools; Immigrants in the U.S., Education; Workers' education

### Advertising

*See also* Billboards; Municipal advertising; Show windows

### Aeronautics

*See also* Postal service, Aerial; Aeronautics, Military; Aeronautics, Laws and regulations

Aeronautics, Bibliography

Aeronautics, Engines

Aeronautics, Laws and regulations

Aeronautics, Military

Aeroplanes. *See* Aeronautics

### Afghanistan

### Africa

Africa, Antiquities

### Agricultural credit

*See also* Banks and banking, Cooperative

Agricultural experiment stations

Agricultural laws and legislation

Agricultural schools

Agricultural societies

*See also* Patrons of husbandry

### Agriculture

*See also* Crops; Dairying; Drainage; Farm management; Fertilizers; Fruit culture; Land tenure; Live stock; Silos; Vegetables; Women as farmers



- Agriculture, Bibliography**  
**Agriculture, Cooperative**  
**Agriculture, N.J.** *See* N.J., Agriculture  
**Agriculture, Study and teaching**  
*See also* Agricultural societies  
**Ainos**  
*See also* Japan  
**Air-brakes**  
**Air brush painting.** *See* Painting, Industrial  
 and practical  
**Air conditioning**  
**Alabama**  
**Alaska**  
**Albania**  
**Alcohol**  
*See also* Alcohol as fuel  
**Alcohol as fuel**  
*See also* Fuel  
**Alcoholism**  
*See also* Liquor problem; Prohibition;  
 Saloons; Temperance  
**Algeria**  
**Aliens**  
*See also* Chinese in the U.S.; Citizenship;  
 Deportation; Immigration; Japanese in  
 the U.S.; Naturalization  
**Allied debts.** *See* Debts, Public  
**Alloys**  
**All-year schools.** *See* School year  
**Almanacs**  
*See also* Calendars  
**Alphabet**  
**Alsace-Lorraine**  
**Alum**  
**Aluminum**  
**Amber**  
**Ambergris**  
**America, Discovery and exploration**  
**Amer. Bible society.** *See* Bible societies;  
 Directory  
**American legion**  
**Amer. lib. assoc.**  
**Amer. lib. assoc., Booklist**  
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*See also* N. J., Jews
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Newark, Inventors; Newark, Lawyers;  
Newark, Mayors; Newark, Ministers;

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 Newark, Election districts  
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- Newark, Friends, Society of
- Newark, Fuel supply  
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- Newark, Girls
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- Newark, Historic houses  
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- Newark, Societies and clubs†**  
*See also Newark, Athletic clubs; Newark, Boys' clubs; Newark, Camera club\*; Newark, Cartaret book club; Newark, Contemporary; Newark, School men's club; Newark, Traffic club; Newark, Women's clubs*
- Newark, Soldiers, Disabled**
- Newark, Soldiers' and sailors' municipal aid bureau**
- Newark, Songs\***
- Newark, Stained glass\***
- Newark, State normal school**
- Newark, Statistics**  
*See also Newark, Vital statistics*
- Newark, Statues.** *See Newark, Sculpture*
- Newark, Stores**  
*See also Newark, Department stores*
- Newark, Street cleaning**
- Newark, Street lighting**
- Newark, Street railroads**  
*See also N. J., Public service corporation; N. J., Public service corporation, Fares*
- Newark, Street traffic**  
*See also Newark, Accidents; Newark, City planning; Newark, Streets*
- Newark, Streets**  
*See also Interurban improvements; Newark, Pavements; Newark, Refuse and refuse disposal*

- Newark, Streets and public improvements  
 Newark, Strikes  
 Newark, Study\*  
 Newark, Study leaflets  
 Newark, Suburbs  
   *See also* Newark, Development schemes  
 Newark, Subways  
 Newark, Summer schools  
 Newark, Sunday  
 Newark, Sunday schools  
 Newark, Survey  
   *See also* Newark, Social survey  
 Newark, Swimming pools  
 Newark, Tablets†  
   *See also* Newark, Schoolmen's club  
 Newark, Taxation  
   *See also* Newark, Budget; Newark, Finance  
 Newark, Teachers (including promotion examination material)  
 Newark, Teachers' examinations, Announcements  
 Newark, Teachers, Examinations, Art  
 Newark, Teachers, Examinations, Domestic art  
 Newark, Teachers, Examinations, Domestic science  
 Newark, Teachers, Examinations, English  
 Newark, Teachers, Examinations, High schools A-M, N-Z  
 Newark, Teachers, Examinations, History  
 Newark, Teachers, Examinations, Junior high schools  
 Newark, Teachers, Examinations, Kindergarten  
 Newark, Teachers, Examinations, Manual training  
 Newark, Teachers, Examinations, Music  
 Newark, Teachers, Examinations, Principals A-M, N-Z  
 Newark, Teachers, Examinations, Printing  
 Newark, Teachers, Examinations, Spelling  
 Newark, Teachers, Examinations, Teaching  
 Newark, Technical school  
 Newark, Telephone  
 Newark, Theatres†  
 Newark, Trade-unions  
 Newark, Traffic. *See* Newark, Street traffic  
 Newark, Traffic club  
 Newark, Transportation  
   *See also* Newark, Jitney buses; Newark, Railroads; Newark, Street railroads  
 Newark, Trees  
   *See also* Newark, Shade tree commission  
 Newark, Tuberculosis  
 Newark, University  
   *See also* Newark, Institute of arts and sciences  
 Newark, University extension  
   *See also* Newark, Institute of arts and sciences  
 Newark, Vacant lot cultivation  
 Newark, Vital statistics

Newark, Vocational education  
*See also* Essex Co., Vocational education;  
Newark, Industrial education  
Newark, Wages  
Newark, Water-supply  
Newark, Waterways  
Newark, Weather. *See* N. J., Weather  
Newark, Weights and measures  
Newark, Welfare federation  
Newark, Welfare work (in industry)  
Newark, Women  
Newark, Women and politics  
Newark, Women's clubs  
*See also* Daughters of the American Revolution;  
Newark, Contemporary  
Newark, Working girls and women  
Newark, Y. M. C. A.  
*See also* Newark, Boys  
Newark, Y. M. H. A.  
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Newark, Zoning  
*See also* Newark, City planning  
Newark and the war  
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Newsboys  
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*See also* Associated press; Journalism  
Niagara Falls  
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Noise  
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Normal schools  
North Carolina  
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Northfield, Mass.  
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November  
Numismatics  
Nurseries\*  
Nurses and nursing  
*See also* School nurses  
Nutrition  
*See also* Children, Care and hygiene;  
Diet; Food; Vitamines  
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*See also* Professions; Vocations for men;  
Vocations for women  
Occupations, Diseases and hygiene  
Ocean

- October
- Office supplies  
*See also* Duplicators; Library supplies
- Offset process. *See* Lithography
- Ohio
- Oil. *See* Petroleum
- Oil engines. *See* Gas and oil engines
- Oil fuel
- Oil painting. *See* Painting
- Oil shales
- Oils and fats
- Oklahoma
- Old age  
*See also* Longevity
- Old age pensions
- Old Spanish trail
- Olympic games
- Open and closed shop  
*See also* Trade-unions
- Open-air schools
- Opera\*
- Oranges, N. J.
- Orchestra\*
- Ordnance
- Oregon
- Organ\*  
*See also* Color organ\*
- Orient
- Ormolu\*
- Osteopathy
- Outdoor life
- Oysters
- Packing industry
- Pageants
- Paint  
*See also* Newark, Industries, Chemical;  
Painting, Industrial and practical
- Painters\*
- Painting\*  
*See also* Cubism\*; Futurism\*; Miniature  
painting\*; Pastels\*; Post-impressionism\*
- Painting, American\*
- Painting, Chinese\*
- Painting, Dutch\*
- Painting, English\*
- Painting, French\*
- Painting, German\*
- Painting, Indian\*
- Painting, Industrial and practical
- Painting, Japanese\*
- Painting, Landscape. *See* Landscape painting
- Painting, Metropolitan museum\*
- Painting, Mural. *See* Mural painting and  
decoration
- Painting, Persian\*
- Painting, Russian\*
- Painting, Scandinavian\*
- Painting, Study and teaching\*

- Paleontology. *See* Animals, Extinct
- Palestine
- Palisades interstate park
- Palisades of the Hudson  
*See also* Hudson river; Palisades interstate park
- Pan-American conferences
- Pan-American union
- Pan-Americanism
- Pan-Pacific union
- Panama
- Panama canal
- Panama canal, Bibliography
- Panama canal, Fortification
- Panama canal, Tolls
- Panama canal zone
- Panama-Pacific exposition
- Panama railroad
- Pantomimes
- Paper
- Paper flowers\*
- Paper work  
*See also* Calendars; Cardboard construction; Posters
- Paraguay
- Parasites
- Parcel post  
*See also* Postal service, Laws and regulations
- Parents
- Parents' associations  
*See also* Schools and the home
- Parks†  
*See also* Landscape gardening\*; National parks and reserves; Playgrounds; *also* names of cities
- Parliamentary practice
- Parole. *See* Probation system
- Passaic river  
*See also* Newark, Harbor
- Passaic river bridges
- Passaic valley sewer
- Passion plays
- Passports
- Pastels\*
- Pasteur, Louis
- Patagonia
- Patent laws
- Patent medicine
- Patents
- Patriotic programs  
*See also* Songs, Patriotic\*
- Patriotic societies  
*See also* names of societies
- Patriotism  
*See also* Citizenship; Loyalty
- Patrons of husbandry
- Pauperism. *See* Poor
- Pavements  
*See also* Roads; Streets
- Paving. *See* Pavements



**Pawnbroking**

**Peace**

*See also* Arbitration, International; Bok, World peace prize; International law and relations; Militarism; Non-resistance; War

**Peace, Bibliography**

**Peace, Study and teaching**

**Peace day**

**Peace societies**

**Pearl fisheries**

**Pecans**

**Peccavi pun**

**Pellagra**

**Pencils**

**Penmanship**

**Pennsylvania**

**Pennsylvania railroad**

**Pens**

**Pensions**

*See also* Old age pensions; Teachers, Pensions, annuities, etc.

**Pensions, U. S.**

**Pensions for mothers.** *See* Mothers' pensions

**Perfumery**

**Periodicals**

*See also* Education, Periodicals; Journalism; Newspapers

**Persia**

**Personnel administration.** *See* Employment management

**Peru**

**Pests.** *See* Household pests; Insects; Rats

**Petroleum**

*See also* Oil fuel; Oil shales

**Pewter\***

**Peyote**

**Pharmacy**

**Philadelphia, Pa.**

**Philanthropy**

*See also* Charities; Social settlements; Social work

**Philippine islands**

**Philosophy**

**Phonetics**

*See also* Speech

**Phonograph\***

**Phosphorus**

**Photo-engraving\***

**Photo-mechanical processes\***

**Photographs\***

*See also* Moving pictures; Photostat

**Photography, Bibliography\***

**Photography, Color\***

**Photometry**

**Photostat**

**Physical ability tests**

**Physical education and training**

*See also* Athletics; Sports

**Physical examinations**

- Physical geography
  - See also* Climate; Icebergs; Ocean
- Physical measurements
- Physics
- Physiology
- Physiognomy
- Piano\*
- Picture collection\*
- Picture collection, Sources\*
- Pictures dealers\*
- Picture frames and framing†
- Pictures, Study by means of\*
- Pictures, Study of\*
- Pigeons
- Pigs. *See* Hogs
- Pilgrim fathers
- Pilgrims fathers, Plays
- Pilgrim fathers, Poems
- Pilgrim tercentenary
- "Pineys." *See* N. J., "Pineys"
- Pipes†
- Pitcher, Molly
- Plant forms\*
- Planting tables. *See* Gardening
- Plants†
  - See also* names of plants
- Plaster and plastering\*
- Plaster board
- Plaster casts\*
- Plate†
  - See also* Silver; Silverware
- Platforms, Political
- Platinum†
- Platoon schools. *See* Gary system
- Play
  - See also* Games; Playgrounds; Recreation; Sports
- Playgrounds
  - See also* Parks, Recreation
- Plays
  - See also* Dialogues; Drama; Entertainments; Marionettes; Mock trials; Pantomimes; special days and subjects
- Plays, Bibliography
- Plays, Foreign language
- Plays, Grammar
- Plays, Historical
- Plays, Patriotic
- Plays, Price lists
- Plays, Primary
  - See also* Dramatization in school work
- Plumbing
- Pocahontas
- Poems
  - See also* special days and subjects
- Poems, Grammar
- Poems, Humorous. *See* Humorous poems
- Poems, Nature. *See* Nature poetry
- Poems, Primary
- Poems, Religious. *See* Religious poetry

Poems in sets, A-Z

Poetry

*See also* Ballads\*; Free verse; Poems:  
Songs\*; War poetry.

Poetry, Bibliography

Poetry, Bibliography, Best poems

Poetry, Study and teaching

Poets, Lake

Poisons

*See also* Drugs

Poland

Polar regions

Poles in the U. S.

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Police, State

Policewomen

Poliomyelitis. *See* Infantile paralysis

Polish literature

Political parties

*See also* Platforms, Political; Politics;  
*also* names of parties

Political prisoners

*See also* Conscientious objectors

Political science

Politicians

Politics

*See also* Elections; Lobbying; Platforms,  
Political; Primaries; Suffrage; *also* names  
of cities and countries, subhead Politics  
and government

Politics, Corruption in

*See also* Campaign funds; Lobbying;  
Tammany Hall

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Poor

*See also* Charities; Old age pensions;  
Philanthropy; Thrift; Unemployed

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Port Newark terminal. *See* Newark, Port,  
Terminal

Port of New York authority

Portland, Oregon

Porto Rico

Portraits†

*See also* Photographs

Ports

*See also* Docks; Harbors; Terminals

Portugal

Post-impressionism\*

Postage-stamps

Postal savings bank

Postal service

Postal service, Aerial

Postal service, Laws and regulations

Poster stamps\*

Posters†

*See also* Newark, 1916, Posters\*; Bill-  
boards; Holidays; Poster stamps\*

Posters, Bibliography\*

Posters, Billboard nuisance\*

Posters, European war\*

Posture

**Pottery**, (subdivided in Art Dept. by name of potter, ware, country or name of article)†

*See also* N. J., Pottery\*

**Pottery, Indian, American\***

**Poultry**

**Poverty.** *See* Poor

**Power plants**

**Prayer**

**Precious stones**†. *See also* Diamonds

**Preservation of wood.** *See* Wood preservation

**Presidential campaigns**

*See also* Campaign funds; Platforms, Political

**Presidents, U. S.**

*See also* names of presidents

**Presidents, U. S., Messages**

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**Prices**

*See also* Cost of living; Farm produce; Money; Prices

**Prices, Government regulation**

**Primaries**

**Primaries, Presidential**

**Princeton, Battle of**

**Princeton university**†

**Print collections\***

**Printing**†

*See also* Block-books\*; Color printing\*; Ink; Monotype\*

**Printing, Costs**

**Printing specimens\***

**Prints\***

*See also* Japanese prints\*; Linoleum prints\*

**Prints, American\***

**Prints, Bibliography\***

**Prints, English\***

**Prints, Methods\***

**Prison labor.** *See* Convict labor

**Prison ships**

**Prisons and prisoners**

*See also* Convict labor; Political prisoners; Probation system

**Private collections\***

**Private schools**

**Prizes (rewards).** *See* Nobel prizes; Rewards, prizes, etc.

**Probation system**

*See also* Juvenile courts

**Professions**

*See also* Occupations; Vocations for men; Vocations for women

**Profit**

**Profit sharing**

*See also* Labor and capital

**Progressive education association**

**Prohibition**

*See also* Alcoholism; Liquor problem; Temperance

**Prohibition-Anti**

**Prohibition, Enforcement**

- Project method in teaching**  
**Projection apparatus**  
**Pronunciation.** *See* Names  
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*See also* Fortune-telling  
**Proportional representation**  
**Prostitution**  
*See also* Sex hygiene; Social problems;  
White slavery  
**Protestant Episcopal church**  
**Proverbs**  
*See also* Folk-lore; Quotations  
**Prudential insurance company**  
**Prussianism.** *See* Germany  
**Pseudonyms**  
**Psychical research**  
*See also* Spiritualism  
**Psycho-analysis**  
**Psychology**  
*See also* Child study  
**Psychotherapy.** *See* Mental hygiene  
**Public affairs information service**  
**Public baths.** *See* Baths, public  
**Public buildings\***  
*See also* Library architecture\*; School-  
houses; U. S. Public buildings  
**Public comfort stations**  
*See also* Newark, Public comfort stations  
**Public health**  
*See also* Drinking cups; Food adultera-  
tion and inspection; Housing problem;  
School hygiene  
**Public lands**  
*See also* Indians of N. A., Reservations;  
National parks and reserves  
**Public libraries.** *See* Libraries  
**Public markets.** *See* Markets  
**Public records.** *See* Archives  
**Public schools**  
*See also* Education; Open-air schools;  
Rural schools  
**Public service**  
*See also* Colleges and universities, Muni-  
cipal  
**Public service corporations.** *See* Public util-  
ities  
**Public speaking**  
*See also* Debating; Resolutions; Toasts  
**Public utilities**  
*See also* Franchises; Municipal owner-  
ship  
**Public utilities, Regulation**  
**Public utilities, Valuation**  
**Public welfare**  
*See also* Welfare work (in industry)  
**Publicity**  
**Publishers and publishing**  
**Puppets.** *See* Marionettes  
**Pure food law.** *See* Food adulteration and  
inspection  
**Puritans.** *See* Pilgrim fathers  
**Puzzles**  
**Pyrometers**  
**Quakers.** *See* Friends, Society of

- Quarantine
  - See also* Public health
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- Race decadence. *See* Degeneration
- Race problems
  - See also* Immigration; Indians of N. A.; Japanese in the U. S.; Jews; Negroes
- Races of man
- Radio
- Radio apparatus
- Radio, Bibliography
- Radio broadcasting
  - See also* Newark, Radio
- Radio communication
- Radio laws and regulation
- Radio stations
  - See also* Newark, Radio
- Radio telegraph
- Radio telephone
- Radium
- Raffia
- Railroad law
- Railroads
  - See also* Government ownership and control; Grade crossings; Safety devices; Subways; Transportation; Tunnels; *also* names of railroads
- Railroads, Accidents
- Railroads, Employees
- Railroads, Equipment and supplies
  - See also* Freight cars; Locomotives
- Railroads, Finance
- Railroads, Government ownership and control
- Railroads, Passes
- Railroads, Rates
  - See also* Freight rates
- Railroads, Valuation
- Railroads in war
- Rain
- Rapid transit
  - See also* Electric railroads; Subways
- Raritan canal. *See* Delaware and Raritan canal
- Rat proofing
- Rats
- Reading
  - See also* Books and reading; Children's literature
- Reading, Study and teaching
- Real estate
- Recall
  - See also* Courts, U. S.; Democracy; Referendum
- Reclamation service
- Reconstruction
- Reconstruction, European war
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  - See also* Games; Play; Playgrounds; Social centers; Sports
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- Red cross, Junior**  
**Reference books**  
*See also* Dictionaries; Encyclopedias  
**Reference work**  
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**Reflectoscope**  
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**Refrigeration and refrigerating machinery**  
**Refuse and refuse disposal**  
*See also* Sewage; Street cleaning; Water pollution  
**Regents' examinations.** *See* N. Y. (state), Regents' examinations  
**Religion**  
*See also* Christianity; Ethics; Missions; Religious education; Religious literature; Religious poems  
**Religious art.** *See* Christian art and symbolism  
**Religious education**  
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**Religious literature**  
**Religious plays**  
**Religious poems**  
**Renaissance**  
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**Reparations.** *See* Debts, Public; European war, Indemnities  
**Representative government**  
*See also* Democracy; Proportional representation  
**Reproduction stories.** *See* Stories for reproduction  
**Republican party**  
*See also* Presidential campaigns  
**Research**  
*See also* National research council  
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**Restaurants.** *See* Lunch rooms and cafeterias  
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**Retail trade**  
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*See also* Children, Backward, defective, etc.; School grading and promotions  
**Revenue cutter service**  
**Rewards, prizes, etc.†**  
*See also* Bok, World peace prize; N. J., Rewards, prizes, etc.; Newark, Rewards, prizes, etc.; Nobel prize  
**Rhode Island**  
**Rhodes scholarships**  
**Rice**  
**Rifle practice**  
**Riley, J. W.**  
**Riots**  
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**Rivers**  
*See also* Floods; Harbors; Water power; also names of rivers

**Roads**

*See also* Lincoln highway; Old Spanish trail; Pavements; Storm King highway;

**Streets****Roads, Bibliography****Roads, Construction**

*See also* Pavements, Streets

**Roads, National****Robinson Crusoe****Rockefeller foundation****Rockefeller institute for medical research****Roentgen rays****Roman Catholic church****Roman Catholic church, Education****Roman Catholic literature****Rome****Roosevelt, Theodore****Rope****Rose\*****Rotary clubs****Royal academy of arts****Rubber****Rugs†****Rugs, Bibliography\*****Rugs, Chinese\*****Rugs, Oriental\*****Rugs, Rag\*****Rugs, Use and purchase\*****Ruhr valley invasion****Rumania****Rural credit. *See* Agricultural credit****Rural schools****Russell Sage foundation**

*See also* Foundations, Charitable and educational

**Russia**

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**Russia, Commerce****Russia, Constitution****Russia, Education. *See* Education, Russia****Russia, Foreign relations****Russia, Industries and resources****Russia, Politics and government****Russia, Relief work****Russian language****Russian literature****Rust**

*See also* Corrosion and anti-corrosives

**Rutgers college****Sabotage****Safety devices**

*See also* Employers' liability

**Safety lamps****Safety movement****Sagas****Sailors****St. Lawrence river**

*See also* Canada; Great Lakes

**St. Louis, Mo.****St. Louis, Mo., City planning**



- St. Patrick**  
**St. Patrick's day**  
**Saints**  
**Salaries**  
*See also* Teachers, Salaries; Wages  
**Salem, Mass.**  
**Salesmen and salesmanship**  
*See also* Advertising; Retail trade  
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**Salt**  
**Salvation army**  
**Samoa**  
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**San Francisco, Cal.**  
**Sanatoriums**  
*See also* Hospitals  
**Sand**  
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**Sanitary engineering**  
**Sanitation**  
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**Saving**  
*See also* Thrift  
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**Saws**  
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**Scandinavia**  
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**School administration and organization**  
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*See also* Parents' associations  
**School athletics**  
**School attendance**  
*See also* Compulsory education  
**School boards**  
**School books.** *See* Text-books  
**School city**  
*See also* Self government (in education)  
**School day**  
**School decoration\***  
**School discipline**  
**School finance**  
**School gardens\***  
*See also* Vacant lot cultivation  
**School grading and promotions**  
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**School-houses†**  
**School-houses as social centers**  
*See also* Social centers

- School hygiene
  - See also* Open-air schools; Physical education and training; Schools, Medical inspection
- School journalism. *See* College and school journalism
- School laws and legislation
- School libraries
  - See also* Children's literature
- School lunches
- School management
  - See also* School city; Self government (in education)
- School nurses
- School programs
- School savings banks
  - See also* Newark, School banks
- School supervision and supervisors
- School supplies
- School surveys. *See* Educational surveys
- School year
  - See also* Newark, School year
- Schools
  - See also* Agricultural schools; Colleges and universities; Education; Evening and continuation schools; High schools; Industrial education; Kindergarten; Manual training; Normal schools; Open-air schools; Rural schools
- Schools, Experimental
- Schools, Fire protection
  - See also* Fire protection
- Schools, Medical inspection
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- Science, Bibliography
- Science, Study and teaching
- Scientific expeditions
- Scientific management
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- Scientists
- Scotland
- Screens\*
- Sculptors\*
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- Sculpture, American\*
- Sculpture, Ancient\*
- Sculpture, Architectural. *See* Architectural sculpture
- Sculpture, European\*
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- Sculpture, Primitive. *See* Art, Primitive
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- Seals (animals)
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- Seattle, Wash.
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- Secretaries

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*See also* Bolshevist propaganda

**Self control****Self-government (in education)**

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**Self master colony****Senators**

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*See also* Employment agencies

**"Seven sisters." *See* N. J., Corporation laws****Sewage**

*See also* Refuse and refuse disposal;

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**Sewing. *See* Needlework****Sex determination and control****Sex hygiene**

*See also* Sex instruction

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*See also* Steamships and steamboats; Submarine boats

**Shipping**

*See also* Freight rates; Maritime law; Shipbuilding; Transportation

**Shipping board****Ships**

*See also* Prison ships

**Ships, Concrete****Shoes**

*See also* Feet

**Shop committees****Short ballot**

*See also* Ballot

**Short story****Shorthand****Showcard writing. *See* Lettering****Show windows†****Shutters\*****Siam****Siberia**

*See also* Far Eastern Republic; Russia

**Sicily and Calabria****Signals**

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- Silhouettes\***
- Silk**
- Silkworms**
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- Singing and voice culture\***
- Singing games**
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- Skis and ski-running**
- Sky-scrapers\***
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- Social calendar.** *See* N. Y. (city), Social  
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- Social centers**  
*See also* Community centers; School-  
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- Social evil.** *See* Prostitution
- Social hygiene**
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*See also* Charities; Child labor; Church  
 and social problems; Defectives; Divorce;  
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 lems; Minimum wage; Prostitution; Pub-  
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- Social service.** *See* Social work
- Social settlements**
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*See also* Educational surveys; Industrial  
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- Social unit plan**
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