

A European Library of American Management Literature

One Permanent Result of the Prague International Management Congress

IN CONNECTION with the Prague International Management Congress, the Taylor Society cooperated with the Joint Committee on American Participation in assembling a library of management literature for display at the Congress and a permanent contribution to the library of the Masaryk Academy of Work.

Societies, publishers and individual authors contributed a total of more than three hundred volumes and two hundred and fifty magazines, pamphlets and reprints, and a number of firms practicing scientific management prepared scrapbooks of photographs, forms and other exhibits of special interest and value. Each book or separate carried the name of the donor on a book-plate which read: "Presented to the Management Library, Masaryk Academy, Prague, as a testimonial of the esteem in which Czechoslovak industry is held by American industry and a permanent reminder of the First International Management Congress, Prague, July 21-24, 1924."

The following publishers contributed one to twenty-six volumes each: Engineering Magazine Co.; The Ronald Press Company; A. W. Shaw Co.; John Wiley & Sons, Inc.; The H. W. Wilson Company; Houghton Mifflin Company; E. P. Dutton & Company; The University of Chicago Press; J. B. Lippincott Co.; Doubleday, Page & Co.; Harvard University Press; D. Van Nostrand Company; P. Blakiston's Sons & Co.; Poni & Liveright; Bragdon, Lord & Nagle Co.; Cost Engineer Publishing Company; Ginn and Company; Harcourt, Brace & Company; Harper & Brothers; The Industrial Press; Longman's, Green and Co.; Prentice-Hall, Inc.; G. P. Putnam's Son's; U. P. C. Book Company, Inc.; World Book Company.

Other institutions sent one to twenty-four volumes: Alexander Hamilton Institute; American Federation of Labor; American Engineering Council; LaSalle Extension University; American Association of Engineers; Amos Tuck School of Dartmouth College; Academy of Political Science of Columbia University; Russell Sage Foundation; Carnegie Foundation for the Advancement of Teaching; Industrial Extension Institute; Burroughs Adding Machine Company; General Electric Company; American School of Home Economics; Griffenhagen & Associates.

Among the authors presenting their books were Frank B. Gilbreth, Lillian M. Gilbreth, Harrington Emerson, Paul M. Atkins, W. H. Leffingwell and Horace B. Drury.

The cooperating societies contributed yearbooks, proceedings, and miscellaneous publications. The American Management Association, American Society of Mechanical Engineers, National Association of Cost Accountants, Society of Industrial Engineers and Taylor Society and the American Society of Civil Engineers and American Institute of Mining and Metallurgical Engineers from the Founder Societies are represented by eighty volumes and more than one hundred pamphlets.

Special Contribution of the Taylor Society

A committee of the Taylor Society, headed by Morris L. Cooke of Philadelphia, began last March to assemble for the Masaryk Academy a collection of materials representative of scientific management—books, monographs and exhibits. The result was a significant library, including five books by Frederick W. Taylor in English; ten translations of Taylor's books into six foreign languages; eight books about Taylor or the scientific management movement; twelve by men more or less directly associated with the scientific management movement, and many others having general application. Some of these are out of print and not ordinarily available. The books assembled by the Taylor Society carried a special presentation slip with a quotation from a letter Mr. Taylor wrote to Henri LeChatelier: "I desire nothing more than that my ideas spread; it matters little the dress under which they circulate."

The complete list follows:

GEORGE D. BARCOCK, The Taylor System in Franklin Management
 RAY STANNARD BAKER, The New Industrial Unrest
 CARL G. BARTH, Supplement to Frederick W. Taylor's "On the Art of Cutting Metals"
 JOHN R. COMMONS, Industrial Goodwill
 FRANK B. COPLEY, Frederick W. Taylor, Father of Scientific Management
 CHARLES DAY, Industrial Plants
 HORACE B. DRURY, Scientific Management
 MAJOR WILLIAM E. DUNN, Scientific Management Applied to Instruction and Training in Field Artillery
 HARRINGTON EMERSON, The Twelve Principles of Efficiency
 HOLDEN A. EVANS, Cost Keeping and Scientific Management
 DAVID FRIDAY, Profits, Wages and Prices
 H. L. GANTT, Work, Wages and Profits
 FRANK B. GILBRETH, Motion Study: Primer of Scientific Management

CHARLES H. GRIFFITHS, Fundamentals of Vocational Psychology

JAMES HARTNESS, Human Factor in Works Management
 H. K. HATHAWAY, Routing Considered as a Function of Up-to-Date Management

HEARINGS BEFORE THE COMMITTEE ON LABOR, A bill to Regulate the Method of Directing the Work of Government Employees

HEARINGS BEFORE SPECIAL COMMITTEE OF THE HOUSE OF REPRESENTATIVES, To Investigate Taylor and other Systems of Shop Management

ROBERT FRANKLIN HOXIE, Scientific Management and Labor
 CHARLES W. HOYT, Scientific Sales Management
 SCUDDER KLYCE, Universe

RICHARD H. LANSBURGH, Industrial Management
 W. H. LEFFINGWELL, Office Manual; Scientific Office Management

DWIGHT V. MERRICK, Time Studies as a Basis for Rate Setting

HUGO MUNSTERBERG, Psychology and Industrial Efficiency
 WILLIAM C. REDFIELD, The New Industrial Day
 DR. ING. GEORG. SCHLESINGER, Selbstkostenberechnung im Maschinenbau

WALTER DILL SCOTT, Increasing Human Efficiency in Business

WALTER DILL SCOTT and ROBERT C. CLOTHIER, Personnel Management

ING. RUDOLF SEUBERT, Aus der Praxis des Taylor-Systems
 J. RUSSELL SMITH, The Elements of Industrial Management
 FREDERICK W. TAYLOR, On the Art of Cutting Metals;

Principles of Scientific Management and translations into French (2), Swedish, Russian, German, and Japanese; Shop Management and translations into Dutch, Russian and German

FREDERICK W. TAYLOR and SANFORD E. THOMPSON, Concrete Costs; A Treatise on Concrete, Plain and Reinforced

TAYLOR SOCIETY, Frederick Winslow Taylor (A Memorial Volume)

ORDWAY TEAD, Instincts in Industry
 C. BERTRAND THOMPSON, Scientific Management; The Theory and Practice of Scientific Management
 TUCK SCHOOL CONFERENCE, Scientific Management

Bulletins, Reprints and Pamphlets

In addition to these fifty volumes, the Taylor Society contribution included about one hundred separates, comprising a file of the Bulletin and the following reprints and pamphlets.

L. P. ALFORD, Ten Years Progress in Management
 A.S.M.E. SUB-COMMITTEE ON ADMINISTRATION, Present State of the Art of Industrial Management, 1912

CARL G. BARTH, Slide Rules for the Machine Shop as a Part of the Taylor System of Management
 BROTHERHOOD OF RAILWAY MECHANICS, Inc., Supreme Lodge, 1912 Convention Number

HENRI LECHATLIER, Preface to the French Edition of "The Principles of Scientific Management"

MORRIS L. COOKE, Public Engineering and Human Progress; Scientific Management as a Solution of the Unemployment Problem; Will Labor Make the Next Move?

FRANK BARLEY COPLEY, Frederick W. Taylor, Revolutionist

JAMES M. DODGE, A History of the Introduction of a System of Shop Management

H. L. GANTT, A Bonus System of Rewarding Labor; Productive Capacity a Measure of Value of an Industrial Property; Efficiency and Democracy; Expenses and Costs; Training Workmen in Habits of Industry and Cooperation
 H. K. HATHAWAY, Standards

HARRY ARTHUR HOPF, A Practical Method of Solving the Salary Problem; Efficiency in Business; Job Analysis as an Aid to Industrial Stability; Modern Office Planning; Office Administration; Personnel Activities in Financial Institutions; Salary Standardization as an Aid to Industrial Stability; Surveying My Day; Report on Personnel Activities in the Federal Reserve Banks with Exhibits

W. H. LEFFINGWELL, Standardization; Training the Office Force; Making Every Foot of Space Pay Its Way; Training Slow Hands to Work Faster; What Challenging Each Method Saves for a Business; The Use of a Measuring Stick in the Office; Seven Space-Saving Plans that Earned Profits; How to Manage; Clerks that Gnaw at Profit; A Practical Plan for Rating the Efficiency of an Office Organization; Improving Your Service by Watching Complaints; Nine Improvements on the Way It Was Always Done; A Few Specific Thoughts of Increasing Sales; Organizing the Work of the Non-Selling Help; Results from Improved Management Methods; Managing the Move; Standardization in the Office

FREDERICK W. TAYLOR, A Comparison of University and Industrial Methods and Discipline; Why Manufacturers Dislike College Students; The Principles of Scientific Management

SANFORD E. THOMPSON, Time Study and Task Work
 ROBERT B. WOLF, Modern Industry and the Individual

Special Exhibits

The most valuable of the contributions through the Taylor Society are manuscript materials, scrapbook collections of standing orders and forms, and exhibits illustrating management procedures in specific plants.

This special material included:

TABOR MANUFACTURING COMPANY, Complete set of standing orders, affording a working picture of the procedure used in perhaps the best known scientific management plant—the plant used for exhibition purposes by Mr. Taylor during the later years of his life; Complete work file for a typical product including every paper exactly as used in the shop.

WATERTOWN ARSENAL, Exhibit of forms and photographs giving a complete outline for carrying an order through the shops.

THE YALE & TOWNE MANUFACTURING COMPANY, Exhibit of major forms; an evolution in scientific form of management as introduced by Frederick W. Taylor.

W. H. McELWAIN COMPANY, Exhibits of production and wage control.

FORBES LITHOGRAPH MANUFACTURING COMPANY, Exhibit of course of order through planning department.

THE JOSEPH & FEISS COMPANY, Exhibit of a system of personnel control.

EATON, CRANE & PIKE COMPANY, Exhibit of a typical route sheet folder.

PROCTOR & SCHWARTZ, Inc., Exhibit of management practice.