

OFFICE METHODS

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649227860

Office Methods by Blanche Baird Shelp

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BLANCHE BAIRD SHELP

**OFFICE
METHODS**

OFFICE METHODS

Practical Bibliographies

OFFICE METHODS

By
BLANCHE BAIRD SHELF

U. of
California

THE H. W. WILSON COMPANY
New York, N. Y.
1918

INTRODUCTION

This bibliography was compiled as a graduating thesis from the Library School of the University of Wisconsin, June, 1917, but has been brought down to date. It is intended to assist executives, secretaries, and those holding clerical positions in offices to devise systems and records most suitable for their needs.

No attempt has been made to present a complete bibliography. The field is too wide to admit of comprehensive treatment in the time devoted to the subject. Preference has been given to those books and articles, published since 1910, which seem to represent the best business methods. In a few cases matter published before that date has been included because nothing has yet appeared which could be substituted. Except in a few instances only such magazines as are indexed in the well-known magazine indexes have been considered.

The compiler acknowledges gratefully the assistance in preparing this bibliography given by the faculty of the Library School of the University of Wisconsin, Mr E. R. Hudders, the librarians in charge of the business branch of the Newark (N. J.) public library, and the library of the Alexander Hamilton Institute. It is hoped that users will regard the imperfections of this bibliography with charity. Any criticisms will be most acceptable.

The authorities for notes quoted are as follows:

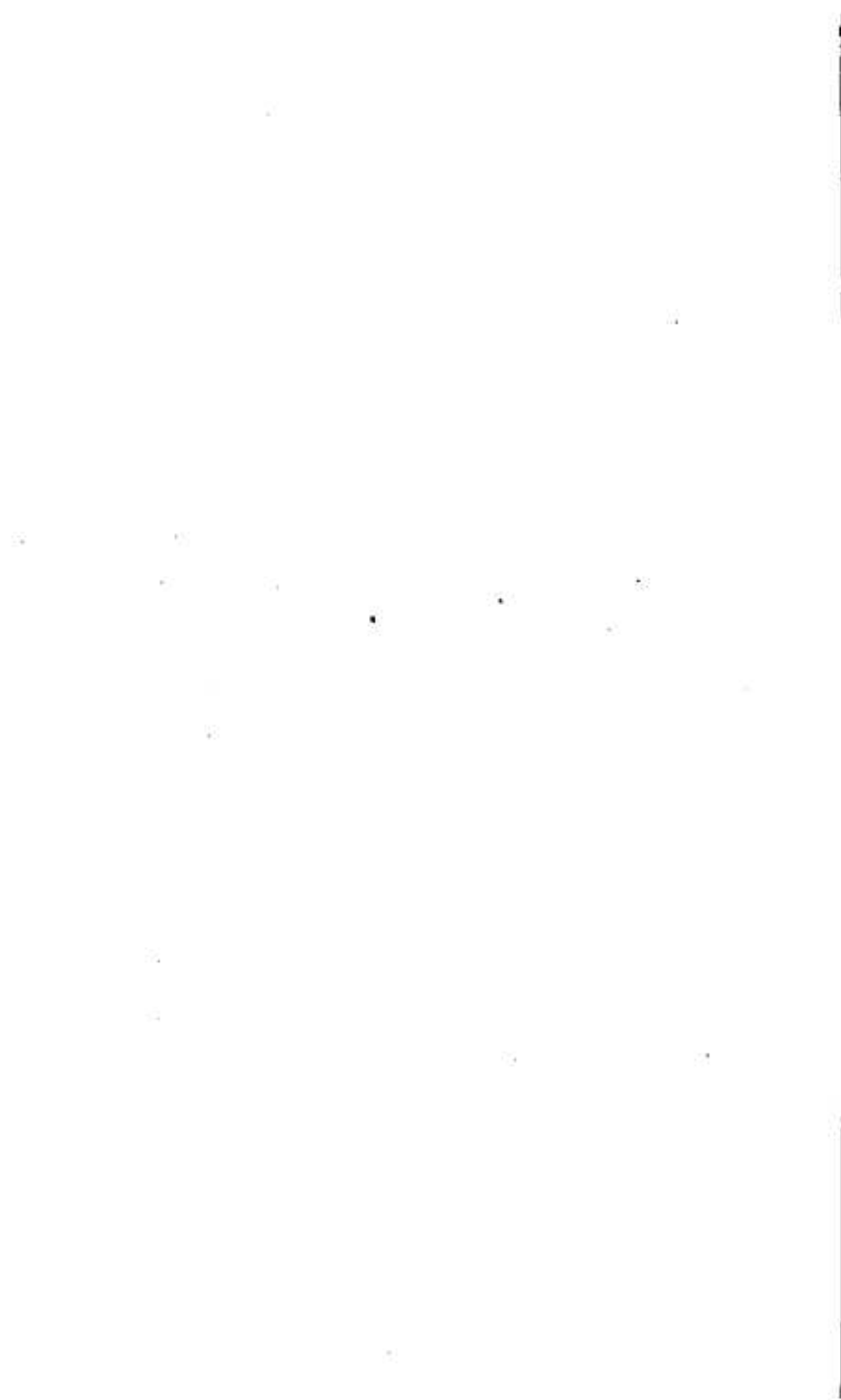
Brooklyn. Brooklyn Public Library. Business man's library.
New York. New York Public Library. Municipal Reference
Library Notes [monthly].

St Paul. St Paul Public Library. Business books [monthly].

Wisconsin. Wisconsin Library Commission. Bulletin [monthly].

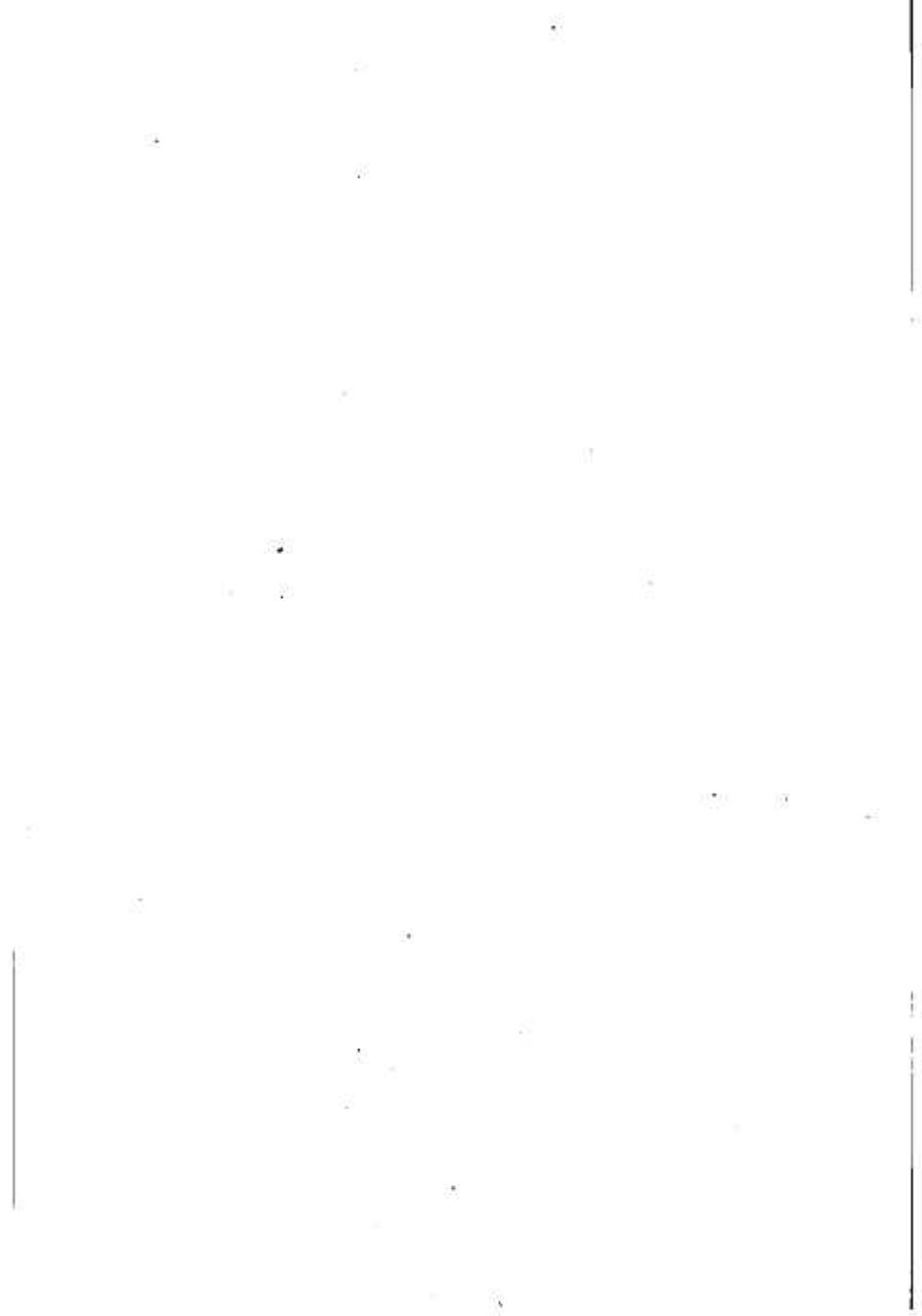
B. B. SHELF.

April, 1918.



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GENERAL REFERENCES.

- Business digest.** N. Y. Cumulative digest corporation.
A weekly publication that is invaluable to the business concern which desires to keep well-informed of the trend of affairs in the business world. It contains a digest alphabetically arranged of articles in periodicals, reports, etc., relating to business, including office methods.
- Cahill, M. F.** Office practice, by M. F. Cahill & A. C. Ruggeri. Macmillan, 1917.
Primarily for students. The best methods are represented. The chapters on Office records, Office time and labor savers, and Office reference books are worthy of note.
- Dewey, Melvil.** Decimal classification and relativ index. Ed. 9, rev. Lake Placid Club, N.Y. Forest press, 1915. \$6.
The most widely used system of classifying all sorts of material.
- Office efficiency. Reprinted from *The business of insurance*, N. Y. Ronald press, 1912. 15c. Pam.
Excellent, time-saving methods recommended by an expert in library economy.
- Dicksee, L. R.** Office organization and management, including secretarial work, by L. R. Dicksee & H. E. Blain. 3d ed. Lond. Pitman, 1914. \$2.
An English work which touches upon all problems that arise in office practice from the personnel of the office staff to legal matters.
- Fuller, W. D.** Standardization in office work. *Industrial Management*, July, 1917, v. 53, p. 503-507.
All office work classified as "straight line" and "circle" operations. Standards are given for determining the unit of work in the several cases.
- How to systematize the day's work.** 9th rev. ed. Chic. System co. 1911. \$1. (System "how books").
Practical methods every routine worker should know. Published also as *Personal Efficiency in Business*, 1914; and as *How to Double the Day's Work*, 1910.
- Kemble, W. F.** Choosing employees by mental and physical tests. N. Y. Engineering Magazine Co. 1917. \$3.
The only book which treats this subject at length. It will be found of great assistance to the office executive in choosing his employees successfully.
- Kilduff, E. J.** Systematizing the office (in his *Private secretary*. 1916 p. 277-291. Century, \$1.20).
Methods of handling details.