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lating cards. Cards are dropped into place and removed with ease. The punched out holes are shown as green windows and the numbers representing the 'cut-outs' come brilliantly into view. The numbers and fields are so distinct they can be easily read from a distance. The handling and reading of cards is greatly facilitated by this device and verification with original matter is accomplished with celerity and accuracy.

"Verification by Calling Back: This is accomplished by two clerks, preferably by others than those who punched the particular cards being checked, one reading aloud from the punched card while the other checks it against the original data."

Space does not permit of a description in detail of the various machines such as the key punch, the gang punch, the sorter, and the tabulator. This information in printed form has been placed on file and is readily available for the use of the members of the staff.

The most desirable method of filing cards is in special cabinets, wood or steel. These are made by several manufacturers of office furniture.

A serviceable and fairly presentable cabinet may be made from the small boxes in which cards are shipped; attach a pull handle and label holder to the front, and fit them in a rack placed against the wall.

Whatever method is adopted, means should be taken to pack the cards tightly to prevent them from being affected by the atmospheric conditions. They should be filed in a dry place.

In filing, it is always desirable to separate groups by index cards which show the group number and perhaps other identifying symbols. Unfinished work in files or trays should always have index cards stating how far the work has progressed.

Care should be taken in handling all cards as injured cards do not feed readily in the machines.

Where information on the original data must be coded before being punched code

holders, of which there are several on the market, are of valuable assistance.

Additions to the Library, Sept., 1918:

Connecticut. General Assembly. Laws concerning local and state revenue passed by the General Assembly, Session of 1917. Hartford, Conn., Tax Commissioner, July, 1917. 30 p.

— Taxation of miscellaneous corporations, in effect August 1, 1915. Hartford, Conn., 1915. 6 p.

Guaranty Trust Company of New York. Federal Capital Stock Tax (Revenue Act of September 8, 1916) and Treasury Department Regulations No. 38, revised 1918. New York, Guaranty Trust Company, (1918.) 36 p.

National Foreign Trade Council. Official report of the fifth National Foreign Trade Convention held at Cincinnati, Ohio, April 18-20, 1918. New York, National Foreign Trade Council, (c1918.) 667 p.

Standard clauses for the contracts between the government and the railroads; final draft, September 5, 1918. (Form A, for companies without subsidiaries.) 21 p.

United States. Federal Trade Commission. Detailed instructions covering the preparation of textile schedule, pertaining to F. T. C. Textile Schedule "A." Washington, Federal Trade Commission, (1918.) 6 p.

— Textile report, Schedule A. Washington, Federal Trade Commission, (1918.) 22 p.

United States. Treasury Department. Regulations No. 38 (revised) relating to the Capital Stock Tax under the Revenue Act of September 8, 1916. August 9, 1918. Washington, Government Printing Office, 1918. 31 p.

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