American Library Association
Library War Service
Washington, D.C.

March 16, 1918.

To: All Librarians,

Under separate cover we send by parcel post to each camp:

Four inscribed pins "A. L. A." to be pinned to left collar of uniform, one on each side.

Similar pins, miniature size, to be pinned to each side of collar of shirt.

CIRCULARS REGARDING UNIFORMS FOR MEN

The supply was so limited to be sufficient to provide one to each man in the camp library service. If more are needed, please order from the headquarters office.

HERBERT BETHALL
General Director.
March 16, 1918.

To the Camp Librarian:

Under separate cover we send by parcel post to each camp:

Bronze insignia pins "A. L. A." to be pinned to lapel of collar of uniform, one on each side.

Similar pins, miniature size, to be pinned to each side of collar of shirt.

The supply sent is intended to be sufficient to provide each of each to each man in the camp library service. If more are needed for any purpose, they may be of same design as Army Service shirt. Color should be as nearly headquarters office.

HERBERT PUTNAM
General Director.
The uniform shall be made of what is commercially known as Forest Green uniform cloth.

The coat to be made with collar and open lapels so as to leave an opening of five inches from collar button to point at which lapels meet. Length to be from middle finger when at right angles to the floor. Four outside flap pockets with flap and button and button-hole on each. Upper pockets 3 inches wide, 3 inches long. Lower, 7 inches wide, 8½ inches long. Inside pocket in lining of coat 6 inches wide, 7 inches long. Buttons are to be U. S. Regulation coat size on fronts; sleeve size on pockets and shoulder straps. Position buttons are recommended.

VESTS. Color and material same as for coat. Design, laced or button, as desired.

Name-plate kindly state what printed equipment is desired for other.

MANTEL SHIRT: To be of same design as Army Service shirt. Color similar to that of uniform recommended.

HAT: Regulation service hat. Black cord may be used, but not required.

TIE: May be of tan leather.

Belt: To be of tan leather at least two inches wide and of length suitable for uniform. (No shoulder strap)

INSIGNIA: On the left coat pocket sew the oval embroidered cloth design "A. L. A. Camp Library" which will be furnished on request by the A. L. A. Service, Library of Congress, Washington, D. C.

This same design in brassard form will be supplied to be worn as an arm band by those who are not provided with uniforms.

Bronze insignia pins—"A. L. A." will be furnished by headquarters to be pinned to the coat lapels and smaller pins for the shirt collar.

The color is olive drab and is that worn by the correspondents.

It is suggested that a uniform constitutes a valuable service asset. American who is to remain in the war zone service will expect him to be well invested, if not exceptionally.
Robert Riker & Co., manufacturers of uniforms, 779 Broadway, New York, are sending out the following statement:

"UNIFORMS FOR COMMISSION ON TRAINING CAMP ACTIVITIES DIRECTORS.

We have been authorized to furnish the uniforms for the Sports directors, Song leaders, Theatrical directors, Librarians and others in charge of Training camp activities.

We furnish the equipment complete at $40 $45 $50 $55 $60 $65 $70 $75 and the overcoat at the same range of prices.

The uniform equipment consists of cap, cap device, coat, two shirts, two pairs of breeches, leather English coat belt, leather trousers belt and leather leggings. The quality of each part of the equipment is in keeping with the price paid for the equipment complete.

When ordering kindly state what priced equipment is desired and also whether you desire light, medium or heavy weight uniform and also whether you desire overcoat and whether the same is to be light, medium or heavy weight.

We furnish the devices for the various branches of the TRAINING CAMP ACTIVITIES without extra charge.

MEASUREMENTS: May be taken by any tailor and he is to send us the measurements the same as for ordinary clothing and in addition the size of the shirt you wear, the size of your hat and the measurement of the calf at its largest part. The measurement for breeches is to be taken the same as for ordinary clothing and we will make the proper allowance for breeches.

WHEN ORDERING: Kindly include check for amount of equipment desired and same will be sent free of charges, otherwise send deposit for one third amount of order and balance to be collected C.O.D. with examination privilege."

The color is olive drab and is that worn by war correspondents.

It is suggested that a uniform constitutes a valuable working costume. A librarian who is to remain in the work some months will doubtless find it a good investment, if not a necessity.
SPECIAL INFORMATIONAL CIRCULAR

April 26, 1918.

LIBRARY WAR SERVICE
Headquarters
Washington, D.C.

The Library War Service, when so requested, will ordinarily authorize any camp librarian or regular camp library assistant (man) to procure a uniform, provided he expects to remain in the service at least two months. A uniform consists of one coat and two pairs of breeches of Forest Green fourteen-ounce unfinished serge, two shirts, one hat, one two-inch leather coat belt, and one pair of Leggins.

Uniforms should be obtained locally if possible, provided the cost to the Library War Service does not exceed fifty dollars. Otherwise, full measurements, including hat size, should be sent to Headquarters and uniforms will then be made in Washington.

All uniforms must be made according to specifications furnished by Headquarters on application.

Uniforms used for less than three months and ceasing to be worn become the property of the Library War Service.

SUMMER UNIFORMS

Summer uniforms of Forest Green khaki (cotton) are authorized for camp librarians or regular camp library assistants who have already obtained the regular camp library uniforms, and for other librarians and regular assistants (men) who expect to remain in the service at least two months. They will not ordinarily be authorized for those who would use them for less than two months. A summer uniform consists of one coat, two pairs of breeches and two shirts.

Summer uniforms must be made in design closely similar to the regular camp library uniform, for which specifications are furnished by Headquarters on application.
SPECIAL INFORMATIONAL CIRCULAR

Summer uniforms should be procured locally, provided the Forest Green Khaki can be obtained locally, and provided the cost to the Library War Service does not exceed thirty-six dollars. Otherwise, if the coat and two pairs of breeches can be made up locally for twenty dollars or less, Headquarters will furnish the material for them on request (9 yards, or for a large man 9 ½ yards), while O. D. shirts can always be bought locally. If the material for summer uniforms cannot be obtained locally; or if the prices named above cannot be obtained, measurements should be sent to Headquarters, and the uniforms, including shirts, will then be made in Washington. The price for this, i.e., one camp shirt with ties, will not be inapplicable.

Those who are securing summer uniforms and do not already own a hat, two inch leather coat belt and leggings, are authorized to buy these articles locally or to order them from Headquarters (measurements necessary). Summer uniforms used for less than three months and ceasing to be worn, become the property of the Library War Service. Please note that many camp workers who wear their coats but little and are not living in insufferably warm camps, will find it unnecessary to wear summer uniforms. Therefore directed not to give out any publications of the War Department to individual soldiers for their personal custody or ownership, nor to include them in boxes or packages for overseas use. This does not, however, prevent their use in the ordinary library method of lending, with a proper record and with the distinct understanding that they shall be returned on the date due.

For the General Director

Joseph L. Wilson

Assistant to the Director
To the Camp Librarian:

INSIGNIA: You will be expected at the Conference to wear your insignia design and pins in the manner shown in the illustration. If the oval design is now sewed on the sleeve, have it transferred to the left coat pocket. A white shirt may be worn, with either attached or separate white turned-down collar and black tie, but a camp shirt with black tie will not be inappropriate.

WAR DEPARTMENT PUBLICATIONS: The Adjutant General's Office has refused certain requests for War Department publications, because it has had a report that one of our Camp Librarians has given copies of War Department manuals to soldiers who are leaving for overseas. Please note that the distribution of War Department publications to officers and men is entirely in the Adjutant General's charge. Camp Librarians are therefore directed not to give out any publications of the War Department to individual soldiers for their personal custody or ownership, nor to include them in boxes or packages for overseas use. This does not, however, prevent their use in the ordinary library method of lending, with a proper record and with the distinct understanding that they shall be returned on the date due.

For the General Director

Joseph L. Wheeler

Assistant to the Director
Within the past week I learn add Mr. Mesmer of the Commission
on clothing that he was advised by telegraph that the new ruling of the War
Department which indicates that uniforms for civilian officers is correct
would be very tiny and black tie the troops or in the immediate vicinity
of the Camp may be anything alike 1 1/2" from lower edge in the neck
in the center, between button and bottom edge in center, between button and bottom edge
in the center, between button and bottom edge of collar

Spec. I. C. June 20, 1918.
MEMORANDUM

August 23, 1918.

Within the past week I learn from Mr. Hanmer of the Commission on Training Camp Activities (by telephone) that the new ruling of the War Department which indicates that uniforms for civilian workers in Camps should be worn only while on duty with troops or in the immediate vicinity of the Camp, may be interpreted quite liberally by those who are actually in the service. Mr. Hanmer intimated that our men at Camp Devens, for example, might wear their uniforms on trips to Boston.

I have written to Mr. Eddy at Camp Devens and to Mr. Marron at Camp Travis, informing them of this interpretation of the Commission, and advising them that it will probably be quite proper for Camp Library men to wear their uniforms on any trips taking them away from the Camp for not more than one or two days at a time.

GEORGE F. STRONG.
SPECIFICATIONS FOR UNIFORMS FOR MEN
(Approved by the War Department, August 12, 1918, and subsequently)

INERTIA:

Forest green cloth for winter and field gray cotton for summer.

COAT:

Coat is to be made single breasted with collar and open lapels so as to leave an opening of five inches from collar button to point at which lapels meet. Length to be to middle finger when at right angles to the floor. Four outside patch pockets with flap and button and button holes on each. Upper pockets 5 inches wide by 8 inches long. Lower pockets 7 inches wide by 8 inches long. Inside pockets in lining of coat to be 6 inches wide by 7 inches long.

TROUSERS:

Breeches to be regulation riding breeches, laced or buttoned on lower leg.

SHIRT:

Shirt to be gray wool or cotton with soft turned down collar and two pockets. For dress occasion a white shirt with turned down collar. Black four-in-hand tie to be worn for both service and dress.

CAP:

Cap to be model known as barrack cap and to be made of the same material as the uniform with black braid around the cap and black leather visor; or regulation service hat, with black cord recommended but not required. Caps or hats must be changed summer and winter to correspond with summer and winter uniforms.

LEGGINS:

Leggins to be tan leather (or imitation leather) or spiral cloth (Optional).

SHOES:

Shoes to be tan, laced.

BELT:

Belt is optional and if worn should be two inches wide and of the same material as the uniform.

OVERCOAT:

Overcoat is to be double-breasted model in olive drab with cross pockets.

EMBROAD:

On left coat sleeve three inches from the wrist the circular embroidered design - an open book inscribed "A. L. A." - is to be sewn. This design is 2 inches in diameter, worked in gold on background of forest green cloth (winter) and of field gray (summer). Furnished by the Library War Service.

This same design in brassard form, to be worn as an arm band, will be furnished by those who are not provided with uniforms.
SPECIFICATIONS FOR UNIFORMS FOR MEN, CONT'D.

INSIGNIA: cont'd.

Buttons to be of dark green smooth-faced bone; size to correspond to regulation army coat for front, sleeves, pockets and shoulder straps.

Bronze pins, furnished by the Library War Service, to be pinned (large size) to the coat lapels, both right and left side, and (smaller size) to the shirt collar, both right and left side.

On coat, the pin should be placed parallel with the lower edge of the collar. On shirt collars the smaller pin should be placed parallel to the top of the coat collar.

On the front of hat or cap, one of the large bronze pins.

11-13-18
AMERICAN LIBRARY ASSOCIATION
LIBRARY WAR SERVICE
Headquarters: Library of Congress,
Washington, D.C.

SPECIAL INFORMATIONAL CIRCULAR

November, 1918.

UNIFORMS FOR MEN

The American Library Association will furnish to the men who
expect to remain in the Library War Service not less than three months:

1 coat  (Forest green, 14 or 15 oz.
1 pair breeches (unfinished serge for winter,
(and field gray cotton for summer.
1 hat or cap  (same material as uniform)
1 pair logrins-leather (or imitation leather, or spiral cloth (optional)
2 shirts (gray).

On request, a measurement blank will be sent to men entitled
to uniform. On receiving it have measurements correctly and accurately
taken by a local tailor or some other competent person; forward these
measurements to Washington headquarters, and uniform will be made and
sent you direct from tailor. The tailor will be instructed to send bill
to you. If uniform is satisfactory, approve bill, and send it to Wash-
ington headquarters. If minor alterations need to be made, have them made
locally and send bill to Washington headquarters. If uniform is radically
wrong, return it to tailor, who made it, notifying him and also Washington
headquarters.

Those obtaining uniform (coat and breeches) according to above
procedure are authorized to purchase locally the other items above mentioned;
namely hat (or cap), logrins, and two gray shirts, at an expense not
to exceed $20. This equipment can, in most cases, be bought of the camp
quartermaster or the post exchange.

INFIGNIA: Chevron will be attached to coat by tailor. In
addition, headquarters will send you two extra chevrons for your two shirts
one to be sewed to each shirt on left breast pocket.

Three pins will also be sent you from headquarters; one to be attached
attached to each lapel of coat, parallel with lower edge of collar, and
third to be pinned to front of hat or cap.

Men who expect to be in service at least six months will be
furnished an extra pair of breeches.
In exceptional cases, permission may be granted for uniform to be made locally, provided suitable material can be obtained. In that case specifications and sample of material will be furnished by Washington headquarters.

Uniforms remain the property of the American Library Association and upon the expiration of term of service of the wearer, the uniform should be sent by parcel post to Washington headquarters, unless other arrangements for its disposition are made in special cases.

The War Department has ruled that uniforms for civilian workers in camps should be worn only while on duty with troops or in the vicinity of the camps. This ruling seems to be interpreted that uniforms can properly be worn on trips to near-by cities or towns, especially if the wearer is on official business, but that they should not be worn at a considerable distance from the camp, as for example, on a trip home.

The War Department rules that civilian representatives not wearing uniform will be required, while in camp, to wear a brassard, 5 inches wide, on the left sleeve, midway between the elbow and shoulder, with lettering or design showing the line of activity in which wearer is engaged. Such brassard for authorized representatives of the American Library Association, for whom uniforms are not provided, will be furnished by Washington headquarters on request.

Belts are not recommended and are not furnished by the Association. Neither are shoes, ties, or articles other than those enumerated in the carecots.

Camp library assistants will ordinarily be expected to obtain approval of the librarian in charge before authorization for uniform is issued.

Overcoats: The A. L. A., will pay $20 toward cost of an overcoat to any man who has been provided a uniform. Measurement blank will be sent on request, and overcoat costing $35.50 will be made and sent direct from tailor. Overcoat will become property of man for whom it is ordered, if it remains in service three months after its receipt, and, with chevron removed, will be suitable for ordinary civilian use. Specifications and sample of material will be sent to any who prefer to have uniform made locally. On receipt of bill for overcoat, pay tailor amount over and above $20, have him credit such amount on bill, and then send bill to Washington headquarters for settlement of balance.

A "reefer" or short sheepskin-lined coat, costing about $20 will be provided, on recommendation of the camp librarian, to any man in service lasting one, and for whom an overcoat has not been provided. In many camps this can be obtained locally.
American Library Association

Library War Service

HEADQUARTERS
THE LIBRARY OF CONGRESS
WASHINGTON, D.C.

(GOOD ORDER)

Smith-Gray Corporation,
729 Broadway,
New York City,

Gentlemen:

Please accept our order herewith for uniform,
consisting of one coat and one pair of breeches to be made for

Name _____________________________
Address _____________________________

His measurements are attached hereto.

Ship uniform to him at his address given, by parcel post, insured, special delivery.

It is understood that you will make shipment in
about one week from receipt of this order.

Bill in duplicate, sending him original, with copy
to us.

Very truly yours,

Executive Secretary.

W.L. 11/1/1.
American Library Association
Library War Service

HEADQUARTERS
THE LIBRARY OF CONGRESS
WASHINGTON, D. C.

November 20, 1918.

(Overcoat Order)

Please see our order hereewith for overcoat, to be made for

Smith-Gray Corporation,
729 Broadway,
New York City.

Please accept our order hereewith for overcoat, to be made

for

Name ___________________________

His measurements are attached hereto.

Address _________________________

Ship overcoat to him at his address as here given, by parcel

post, insured, special delivery.

It is understood that you will make shipment in about one

week from receipt of this order.

Very truly yours,

Executive Secretary

U/E 11/25/18.
To the Camp Librarians:

A new embroidered insignia has been adopted for uniforms for Library War Service representatives. This should supersede the design now in use. A supply intended to be sufficient to meet the needs of men in uniform in your Camp is here enclosed. If supply is insufficient, state how many additional you need.

The old insignia should be removed from the uniform and this new circular device sewed to the left coat sleeve, three inches above the wrist opening, and to the pocket of each shirt.

New pins (in open book inscribed with letters "A.L.A,"), are being made, and will be sent out shortly.

Very truly yours,

GEORGE B. UTLEY

Executive Secretary.