

THE INTERNATIONAL EXCHANGE SERVICE  
OF THE  
SMITHSONIAN INSTITUTION.

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In effecting the distribution of its first publications abroad, the Smithsonian Institution established relationships with certain foreign scientific societies and libraries, by means of which it was enabled to materially assist institutions and individuals of this country in the transmission of their publications abroad, and also foreign societies and individuals in distributing their publications in the United States.

In recent years the Smithsonian Institution has been recognized by the United States Government as in charge of its official Exchange Bureau, through which the publications authorized by Congress are exchanged for those of foreign governments; and by a formal treaty it acts as intermediary between the learned bodies and literary and scientific societies of the contracting States for the reception and transmission of their publications.

Attention is invited to the fact that this is not a domestic, but an international exchange service, and is used to facilitate such exchanges, not within the United States, but between the United States and foreign countries only.

The Smithsonian Institution will receive from any person or institution of learning in the United States a package addressed, under the following rules, to any person or institution abroad, and will deliver it to the addressee free of expense. Its agents and the exchange bureaus abroad will likewise receive from associations of learning or individuals in their respective countries such publications as may be delivered to them under rules similar to those prescribed herein, and will forward them to Washington, after which the Institution will undertake their delivery, free of expense, to the respective addresses in the United States.

The rules established for the operation of the Exchange Service provide for the distribution of books, pamphlets, charts, and other printed matter, sent as *donations or exchanges*, to any accessible point abroad, and without expense to the sender beyond that of the delivery of the packages to the Smithsonian Institution in Washington, and also without expense to the recipient. Similar material sent from abroad to this country is forwarded, prepaid by the sender, to the agents

or correspondents of the Institution in their respective countries. Beyond this there is no expense to the sender.

A scientific society or an individual in the United States desiring to take advantage of the Exchange Service should have all packages strongly wrapped and legibly and fully addressed. All packages constituting a consignment should be carefully packed to avoid being damaged in transit, and forwarded to the Smithsonian Institution at Washington, carriage prepaid. The separate packages should not exceed one-half of one cubic foot in bulk, and they should not contain letters or other written matter.

In forwarding exchanges the sender should address a letter to the Institution, stating by what route the consignment is being shipped to Washington, and the number of boxes or parcels of which it is composed.

On the receipt of a consignment at the Institution each package is assigned an "invoice number," and a record is made of the entire list of packages under the sender's name. The separate packages are also entered under the name of the person or office addressed. An account is thus established with every correspondent of the Institution, which shows readily what packages each one has sent or received through the Exchange Service. The books are then packed in boxes with contributions from other senders for the same country, and are forwarded by fast freight to the bureau or agency abroad which has undertaken to distribute exchanges in that country. To Great Britain and Germany, where paid agencies of the Institution are maintained, shipments are made weekly; to other countries they are made at somewhat greater intervals.

Each package sent out contains an addressed receipt card bearing an "invoice number" identical with that upon the package. This invoice number should be carefully noted by the recipient, as it is the *means of identifying the package*, and it is important that the card should be signed and mailed to the Institution without delay. The receipt having been filed in the Exchange Office, the record of that particular package is made complete, while failure to return the receipt card gives rise to doubt as to the correctness of the address, and future packages for that address may be returned to the sender.

Transmissions from abroad are received by freight in large boxes, and are distributed in the United States under frank by registered mail, a record first having been made of the name of the sender and of the address of each package. A receipt card, returnable by mail without postage, is sent with each of these packages, and the recipient should sign and return it to the Institution at once as an acknowledgment of the package.

The Institution and its agents will not knowingly receive for any address purchased books, nor apparatus or instruments of any descrip-

tion, whether purchased or presented, nor specimens of natural history except where special permission from the Institution has been obtained.

The following is a list of countries and exchange bureaus or distributing agencies therein to which publications are forwarded by the Institution for distribution, and which in turn receive and transmit similar contributions to the Institution for distribution in the United States. It represents all parts of the world and exemplifies the motto, "Per Orbem," on the Smithsonian seal :

Algeria (*via* France).

Angola (*via* Portugal).

Argentina : Museo Nacional, Buenos Ayres.

Austria : K. K. Statistische Central-Commission, Vienna.

Azores (*via* Portugal).

Belgium : Service Belge des Échanges Internationaux, Brussels.

Bolivia : Oficina Nacional de Inmigración, Estadística y Propaganda Geográfica, La Paz.

Brazil : Serviço de Permutações Internacionais, Bibliotheca Nacional, Rio de Janeiro.

\* British Colonies : Crown Agents for the Colonies, London.

Bulgaria : Doctor Paul Leverkühn, Sofia.

Canada : Sent by mail.

Canary Islands (*via* Spain).

Cape Colony : Superintendent of the Stationery Department, Cape Town.

Chile : Universidad de Chile, Santiago.

China : Shipments temporarily suspended.

Colombia : Biblioteca Nacional, Bogotá.

Costa Rica : Oficina de Depósito y Canje de Publicaciones, San José.

Denmark : Kongelige Danske Videnskabernes Selskab, Copenhagen.

Dutch Guiana : Surinaamsche Koloniale Bibliotheek, Paramaribo.

Ecuador : Biblioteca Nacional, Quito.

East India : India Store Department, India Office, London.

Egypt : Société Khédiviale de Géographie, Cairo.

France : Bureau Français des Échanges Internationaux, Paris.

Friendly Islands : Sent by mail.

Germany : Doctor Felix Flügel, Äussere Halle'sche Strasse No. 18, Leipzig-Gohlis.

Great Britain and Ireland : Messrs. William Wesley & Son, 28 Essex Street, Strand, London.

Greece : Professor R. B. Richardson, Director American School of Classical Studies, Athens.

Greenland (*via* Denmark).

Guadeloupe (*via* France).

Guatemala : Instituto Nacional de Guatemala, Guatemala.

Guinea (*via* Portugal).

Haiti : Secrétaire d'Etat des Relations Extérieures, Port au Prince.

Honduras : Biblioteca Nacional, Tegucigalpa.

Hungary : Doctor Joseph von Körösy, "Redoute," Budapest.

Iceland (*via* Denmark).

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\* This method is employed for communicating with a large number of the British Colonies with which no means is available for forwarding exchanges direct.

- Italy : Ufficio degli Scambi Internazionali, Biblioteca Nazionale Vittorio Emanuele, Rome.
- Java (*via* Netherlands).
- Korea (*via* Russia).
- Liberia : Care of American Colonization Society, Washington, D. C.
- Luxemburg (*via* Germany).
- Madagascar (*via* France).
- Madeira (*via* Portugal).
- Mexico : Sent by mail.
- Mozambique (*via* Portugal).
- Natal : Agent-General for Natal, London.
- Netherlands : Bureau Scientifique Central Néerlandais, Bibliothèque de l'Université, Leyden.
- New Guinea (*via* Netherlands).
- New Hebrides : Sent by mail.
- Newfoundland : Sent by mail.
- New South Wales : Government Board for International Exchanges, Sydney.
- New Zealand : Colonial Museum, Wellington.
- Nicaragua : Ministerio de Relaciones Exteriores, Managua.
- Norway : Kongelige Norske Frederiks Universitet, Christiania.
- Paraguay : Ministerio de Relaciones Exteriores, Asuncion.
- Persia (*via* Russia).
- Peru : Biblioteca Nacional, Lima.
- Portugal : Bibliotheca Nacional, Lisbon.
- Queensland : Chief Secretary's Office, Brisbane.
- Roumania (*via* Germany).
- Russia : Commission Russe des Échanges Internationaux, Bibliothèque Impériale Publique, St. Petersburg.
- Salvador : Museo Nacional, San Salvador.
- Santo Domingo : Sent by mail.
- Servia (*via* Germany).
- Siam : Board of Foreign Missions of the Presbyterian Church, New York.
- South Australia : Astronomical Observatory, Adelaide.
- Spain : Oficina para el Canje de Publicaciones Oficiales, Científicas y Literarias, Sección de Propiedad Intelectual del Ministerio de Fomento, Madrid.
- Sumatra (*via* Netherlands).
- Syria : Board of Foreign Missions of the Presbyterian Church, New York.
- Sweden : Kongliga Svenska Vetenskaps Akademien, Stockholm.
- Switzerland : Service des Échanges Internationaux, Bibliothèque Fédérale Centrale, Bern.
- Tasmania : Royal Society of Tasmania, Hobart.
- Tunis (*via* France).
- Turkey : American Board of Commissioners for Foreign Missions, Boston.
- Uruguay : Oficina de Depósito, Reparto y Canje Internacional, Montevideo.
- Venezuela : Biblioteca Nacional, Caracas.
- Victoria : Public Library, Museums, and National Gallery, Melbourne.
- Western Australia : Victoria Public Library, Perth.
- Zanzibar : Sent by mail.