

Here is the South; that is Canada and the other British Provinces; the Pacific States have one pile, and the other Western States are divided into two—Ohio, Indiana, and Illinois forming one, and the remainder another. This is only the rough approximation; each of these little hillocks are again divided into States, and then each State is arranged alphabetically, so that there may be no lost time turning over the leaves of the entry book. Then the clerk in charge of this sits down with his book, a huge folio, before him, and receipts every newspaper which comes into the place. If a receipt is not to be found on the book, it is a proof that the newspaper has not arrived, and the file is consequently faulty. If it is desirable to have the paper, it being one which advertisers frequently use, a polite note is sent in printed form, saying that the *Banner of Freedom* is not received regularly, and trusting that the error may be remedied. If it is a deficiency in a particular date, another form is sent out, specifying the time. There are frequent omissions, and letters of this tenor have consequently to be much used, and caution has to be exercised in another respect. Mails are frequently delayed, and the daily which should be due this morning may not arrive until to-morrow. The quantity of mail matter received at this office is much larger than at any other establishment in the United States. The Monday mail is the largest, as more weeklies are published on Thursday, Friday, and Saturday than on other days of the week, and it takes about that length of time to get to New York.

In calling off the different dailies and weeklies to the checking clerk the reader separates out those which belong to different departments. Two men manage one special list, two others another, one has New York city, and the others are divided around. Each of these men opens out the paper before him, and looks after the advertisement which should be there. A black crayon is drawn at the top and bottom of the notice, and an entry is made of the fact in another book. A single mark indicates the insertion of the advertisement; a second shows that it is in correctly, and in cases where position has been specified to denote that it is actually where it should be. This done, the papers are folded up to one uniform size, and each is inserted in its appropriate pigeon-hole. Here it is for future reference for three months, and is then withdrawn for new papers to come. It is kept nine months after this, properly arranged and labeled, so that it may be known, and is finally sold for old paper. There are enough pigeon-holes around the room for every newspaper in the United States, and they are classified alphabetically by States, so that no one need have a moment's hesitation in laying his hand on any paper. If the paper is not received, the box is left vacant; if publication has stopped, a large card is put in marked "suspended." All the pigeon-holes are labeled, so that a novice can find a paper as well as an experienced man, and everything throughout this room, as in all the others in the suite, testifies to the abundant use of printing which characterizes the firm. The labels are printed; the tags are printed; the blank books have printed headings, and the letters are printed, and only require to be filled up in the address and date. With this plan a most perfect system is attained; nothing is trusted to chance, and when the advertiser desires personally to find out whether his work has been well per-