



CLINTON E. WOODS

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The Business Man's Library — Volume 6

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# ORGANIZING A FACTORY

HOW BUSINESSES ARE ORGANIZED  
—WHAT THE DUTIES OF THE DEPARTMENTS  
ARE—HOW FACTORY ACCOUNTS ARE KEPT—HOW  
COSTS ARE DETERMINED—KEEPING RECORDS OF LABOR, STORES  
AND FINISHED PRODUCT—HOW LABOR COSTS ARE  
REDUCED—KEEPING THE EXECUTIVE IN  
TOUCH WITH DETAILS

BY

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## PUBLISHER'S PREFACE

American business men hold that the only way to learn to do things is to do them. This opinion has had much truth and fact to justify it, but it has been undergoing a marked transformation in the past decade. For men are coming to realize that, although no one can learn to do a thing by merely being told how it is done, such precious knowledge greatly facilitates his learning how to do it when once he gets into practical work. It affords him a strong foundation, barren and useless in itself, but a firm basis upon which to build the structure of business experience. Book learning, abstract knowledge, is like a fertilizer: it does not, of itself, produce anything, but it stimulates growth and advance when the live seed, practical experience, is instilled in the soil of work.

There is another feature in modern commercial life which has stimulated the output of business literature. Association for the accomplishment of common purposes is having an always greater impetus, and it has been accompanied by another kind of co-operation—the give and take of business ideas and knowledge.

In other words, business men are realizing that no one man can know all; that every man can make a profitable exchange by giving his knowledge and ex-