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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 33

January 1942

NUMBER 1

War-time Controls and Restrictions on Domestic Trading in the
United Kingdom

L. O. Holliday

What Special Libraries Can Do for Civilian Defense

Ruth Seward

Practical Hints for Reference Librarians

Thomas E. Keys

Special Libraries and the Needs of the Future

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Mrs. Roosevelt Gives Role to Libraries

Our Bill of Rights—1941

Dr. Alice V. Keliber

Council of National Library Associations

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War-time Controls and Restrictions on Domestic Trading in the United Kingdom¹

By L. G. HOLLIDAY, H.B.M.

Vice Consul at Los Angeles, California

MAY I begin by saying that I have taken trading to include not only the distribution of finished goods but also the movement of raw materials and the various stages of their manufacture and I have found it impossible to overlook the questions of labour supply, price fixing and taxation. So we shall perforce cover an extended field and there will not be much time for details. I would make one more initial observation: that many of the problems which have had to be met in the United Kingdom by the imposition of controls and restrictions are caused by factors which do not operate in the United States, chief among which is the fact that the United Kingdom is an island country, very densely populated and dependent both for foodstuffs and for the raw material of industry on supplies imported from abroad.

Controls and restrictions have to be imposed in a country at war or expecting to be engulfed in war for one reason and one only, and that is to ensure that the available energy and talent of the country is concentrated to the greatest possible extent on the sole objective of winning the war. Any resemblance of war-time controls to the restrictions which a planned peace-time economy entails is

purely coincidental, for the professed aim of this latter type of control is not reconcilable with war-time aims. The one aims to win a war at whatever social sacrifice; the other to ensure an even distribution of social and economic advantages for purely humanitarian ends.

Accepting this definition of the justification for war-time controls and restrictions, in what general direction would we expect them to be applied? First and foremost, I suggest, in the concentration of energy on the manufacture of military goods and the consequent restriction on the output of civilian goods except in so far as these latter are required for the use of the armed forces. There are two main ways in which this can be effected—by diversion of the energies previously devoted to the production of civilian goods and by control of the spending power of the purchasing public.

CHANGE-OVER TO A WAR-TIME ECONOMY

First let us consider the diversion of the energies previously devoted to the production of civilian goods. This has been achieved in a variety of ways, by government control of the allocation of raw materials and foodstuffs, by restriction of the amount of goods which may be manufactured for the civilian home trade, by the concentration of industry and by the rationing of labour supply.

¹ Text of an address delivered to the Los Angeles Chapter of the Special Libraries Association reproduced here by permission.

Allocation of raw materials

First take raw materials and food-stuffs. These are both imported and domestic. Imports are controlled by a system of import permits and by the allocation of shipping space. Control here is exercised by the President of the Board of Trade who shares with the Comptroller General of the Department of Overseas Trade the functions of your Secretary of Commerce. Once the goods are in the country their allocation and that of domestic produce is subject to the decision of the Ministry of Supply with the exception of aluminium and bauxite which are controlled by the Ministry of Aircraft Production and cement which is allotted by the Ministry of Works and Buildings. Maximum allocations of both domestic and imported items are for munitions and the supply departments of the forces with progressively lesser amounts to the basic industries, the export trade, government services and civilian industries. The supplies of nearly all raw materials to manufacturers are subject to this control. Thus there are, for example, controls regulating the use of cotton, wool, silk, flax, timber, paper and paper-making materials, hemp, jute, leather, rubber, certain chemicals, plastics, industrial starches (including adhesives), iron and steel, non-ferrous metals, aluminium and light alloys. The use of raw cotton of all types is subject to licensing, and the amount allocated to home civil needs has been cut to a bare minimum, representing between 25 and 30% of normal consumption. Neither raw silk nor flax is being released for home civilian consumption and true hemp is restricted to essential purposes. Supplies of raw materials to the rayon industry for home civilian trade have been restricted. Under the wool rationing scheme operated by the Wool Control, the home trade is severely cut to something under 30% of normal. Even the use of jute is now being curtailed. The ration of upper leather for

the manufacture of boots and shoes is 80% of normal. Deliveries of timber are subject to the issue of a licence which is not granted if the use for which the timber is required is not considered absolutely essential and the acquisition of wood wool is subject to control. Again, the production and delivery of paper and paperboard are drastically rationed and the use of paper for specified purposes is prohibited or restricted. The ordinary daily newspaper is now able to print editions of only four pages. Newsprint for periodicals is also being drastically cut. Paper for stationery and general printing is being similarly cut down and that for the production of books is being reduced to 33 $\frac{1}{3}$ % of 1939 consumption. Steel for civilian purposes including both consumer goods and the repair, maintenance and extension of plant is released on a severely restricted basis. For consumers' goods the reduction is broadly to about one-fifth of normal, but no releases at all are being made for many purposes, e.g. for metal bedsteads. The release of steel for new plants and of new and reconditioned machinery is only allowed in essential cases and is administered on the advice of the appropriate Government Department. New building is under strict control and even after the need for a building has been established, the plans are closely scrutinised to cut out extravagance in steel and other materials. Moreover, there has recently been appointed a Controller General of Factory and Storage Premises whose department maintains a Register of Factories and Stores. No premises which fall vacant may be taken over by new occupants without his permission and new buildings will not be allowed when the register reveals that suitable existing premises are available. No virgin aluminium is released except for absolutely essential purposes, nor for export (hollow-ware of aluminium is no longer made at all). Last October stocks of material

remaining in the hands of hollow-ware manufacturers were requisitioned and exports prohibited. The release of brass and copper is subject to rationing arrangements made with the trade associations affected. For example, no copper or copper alloys are released for making such articles as ornamental lighting fittings, car and bicycle fittings and curtain rods; and the release of brass is limited to a nominal figure for such non-essential purposes as jewellery. The Non-Ferrous Metals Control continuously exercises pressure on consumers to find substitutes. Finally the sale and supply of dyestuffs are subject to licence.

Limitations on supplies to manufacturers are balanced by limitations on the volume of sales they may make, with the intention of restricting the manufacturer's demand for raw materials to the amount of these which can be made available to him. Under a series of orders, known collectively as the Limitation of Supplies Orders, civilian home trade in a wide range of consumers' goods was restricted for the period of June to November 1940 to two-thirds of its value in the corresponding period of the previous year and has since been reduced to one-third of previous values. The supply which may be made available of certain classes of goods has been fixed at a still lower level, for example textile piece goods, cosmetics and toilet accessories.

Concentration of industry

One of the most drastic experiments was the scheme introduced in April of this year by the President of the Board of Trade designed to bring about a concentration of production. This scheme applied to all industrial plants covered by raw material control or the Limitation of Supplies Orders to which I have already referred. At a later date the policy of concentration may be applied to all industries working substantially below full capac-

ity. I believe that this scheme will be of particular interest to you because it is the most radical solution yet attempted in the United Kingdom of the problem with which the United States is now confronted of reconciling the claims of all out defence production with the interests of the small manufacturer whose output is not required by the defense programme.

The manufacturing industries were first grouped according to product and each group was then required to contract to a point where the manufacturing facilities in operation by so-called nucleus firms were no greater than was required to process the raw materials available and to manufacture the volume of goods which might be sold.

Each firm in each group had first to establish average monthly production during the period June to November, 1939, then establish current monthly production. If average production was say £10,000 and current production £5,000, the firm would have to find another firm or firms willing either to take over or to surrender production to the extent of £5,000. The firm taking over production would have to arrange to compensate the firm which was willing to close down as the government accepts no responsibility for compensation of this kind. When all the firms in a given group had made these arrangements a joint scheme was submitted to the Board of Trade for approval. In the event of failure to arrive voluntarily at a scheme of contraction such a scheme would be imposed compulsorily by the Board of Trade.

The object of this scheme was to release a considerable body of labour and some three hundred thousand workers have already been released for defence production or for service in the Armed Forces; the release of factory space—and by mid-September twenty-three million square feet had been already released; the retention of essential civilian productive capac-

ity running on the most economical scale; and the assurance to nucleus firms of their factories, their labour supply and their supply of raw material. At the same time this scheme protects the interest of capital and management in those industrial units which have been closed down by forcing the remaining nucleus firms to pay compensation equivalent to the additional volume of business which they have taken over. As overhead charges are more thinly spread, profits in fact tend to be greater than before concentration.

Control of labour

This dilemma leads to a consideration of the question of labour control. We have been very fortunate in England in the type of labour leader we possess and particularly in the personality of Mr. Ernest Bevin. Thanks largely to these two factors and to the patriotism of the men themselves it has been possible to do two things; to employ men not possessed of the usual union qualifications on union jobs and to be able to transfer labour where it is wanted most. The powers thus vested in the Minister of Labour are used to ensure that labour is allocated according to the same scale of priorities as materials. Manufacturers of non-essential commodities are consequently forced to exercise the strictest economy of labour and often must give up key men who can be put to better use elsewhere.

RATIONING AND PRICE FIXING

What is the result of all this? That a state of full employment has been reached followed by actual labour shortage with the resultant rise in money wages. The pool of purchasing power is enormously increased at precisely the time when the supply of consumption goods has been cut to the bare minimum. The inevitable result is inflation unless the surplus money in circulation can be forced back into the Treasury by means of loans and taxation.

Hence a second set of controls is necessary. To make saving more attractive it is essential to remove the opportunities for spending, by rationing and price fixing. To skim off the money not returned to the Treasury in the form of loans it is necessary to resort to taxation. These measures at the same time ensure that the limited supply of essential civilian commodities will be distributed equitably and that the war-time demands of national finance will be met.

Rationing of food and clothing

The rationing of food has been in force since the early days of the war and has been steadily extended to a wide range of foodstuffs. Lord Woolton has administered the system flexibly and fairly and there have been few complaints. At the present time, the rations are: meat, 25¢ worth per person per week; bacon, 5 small rashers a week; butter and cheese, two ounces a week; tea, the national drink, two ounces a week; milk, 3 pints a week, except for pregnant women and children under five who get 7 pints a week; eggs, one a week. Moreover, these rationed foodstuffs may only be obtained from the particular retailer with whom the consumer has registered his coupon book. His supplies from the wholesaler are determined by the number of his registered customers. The supply of gasoline is also rationed, according to horse power and has been progressively reduced until now for private use the motorist is only entitled to enough pool petrol to make possible 100 miles of motoring a month. The result is that civilian consumption has been cut to 30% of normal. The biggest and best-kept surprise was the introduction of clothes rationing. Even the wife of the Prime Minister was caught by surprise though Mr. Churchill had slyly remarked during the preceding week that his supply of handkerchiefs seemed to be running low! The allotment is sixty-

six coupons per person per year which may be handed in at any retailer's. This allows a man in a whole year to buy, for example, one suit, one pair of shoes, two cotton shirts, two collars, one pair of pajamas, two pieces of underwear, one pair of socks and nothing else. The coupon value of all standard types of new clothing including footwear and clothing materials is fixed. The ingenious housewife was quick to take advantage of the exceptions. Thus, though the same number of coupons had to be surrendered for a pair of trousers or a kilt, the latter contained more than enough material for a woman's two piece suit and though linen yardage and linen handkerchiefs were controlled, linen bed-covers were not.

Price fixing

Except in the case of meat, rationing was based on quantities not on price. A corollary to the rationing system therefore was a system of price fixing. Maximum Price Orders govern the price of all rationed foodstuffs and of the uniform pool gasoline, but not clothing. A wide range of unrationed essential foodstuffs is also affected, including bread, potatoes, fish, fresh fruit, cereals and certain vegetables. The principal industrial raw materials affected are coal, lumber, the non-ferrous metals, paper (in short supply since the fall of Norway) and wool. These maximum prices are fixed on the basis of pre-war cost of production plus an agreed figure for increased costs.

The net effect of these curbs on spending is that the public has loaned to the Government two billion pounds in the first two years of war. But during that period total spending amounted to more than seven billion. Taxing away the unloaned surplus in the hands of the public would help close that gap, at the same time still further lessening the danger of excessive inflation. Actually, some 40% of the

cost of the war is being met out of current income.

Taxation

The most talked of system of British taxation is still the income tax. Without going into complex details, suffice it to say that £5,000 is the maximum net income possible in the United Kingdom today and that to retain £5,000 net it is necessary to earn a gross of at least £66,000. In the realm of corporate taxes, excess profits are taxed away 100% above a fair pre-war average, and this applies not only in the defence industries but to all businesses whatsoever. Twenty per cent of the amount payable as excess-profits tax will however be reclaimable after the war. This concession echoes a provision in the income tax law whereby a proportion of the amount raised by lowering the exemption rate is credited to the taxpayer as savings which can be drawn when the war is over. These two brain-children of Mr. John Maynard Keynes are designed to lessen the jolt of post-war deflation and provide a cushion against the time of industrial readjustment with its inevitable danger of unemployment.

Rather less than a year ago the Government imposed deliberately restrictive indirect taxation in the form of a Purchase Tax, to supplement the revenue from stiff excise taxes which had already forced the price of a packet of twenty cigarettes to thirty cents of which the Government takes seventeen. The Purchase Tax applies to practically every commodity, the only important exceptions being eatables and reading matter. On goods classified as luxuries it amounts to one-third of the price paid by the retailer to his supplier. Non-luxury items are taxed at one-sixth of the wholesale price. The purpose of imposing the tax on the wholesaler, who in many cases is also the manufacturer, is to reduce the cost of collection and to diminish the likelihood of evasion.

In other respects the effects of the tax are the same as though it were to be imposed on the retail price and collected from the retailer, as with the California Purchase Tax.

CONCLUSIONS

That completes my main outline. There are of course in addition many, many minor checks and balances but they do not affect the general picture: control of imports, limitation of supply, curtailment of sale, telescoping of productive capacity, allocation of labour and on the other hand rationing of purchases, limitation of price, a ceiling on incomes and a virtual ban on luxuries.

I hope that you will agree with me that the final effect of these various piecemeal measures is of a logical, well-integrated system of control which has completely and efficiently transformed a peace-time into a war-time economy. It is not pleasant always for the manufacturer and the trader, but he knows that it is all worth while, and I think he still has enough humor to smile when he is accused in certain quarters in this country of taking advantage of the war to build up trading monopolies overseas. In the face of all these restrictions he would have to be a superman to achieve that as well and he is no superman, just an ordinary businessman anxious to make a profit but more anxious to play his part in ridding the world of Hitlers and Mussolinis and all other threats to free enterprise.

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What Special Libraries Can Do for Civilian Defense¹

By RUTH SAVORD

Librarian, Council on Foreign Relations, New York, New York

AT THE moment, I have the sinking and shrinking feeling of one who is expected to be a minor prophet but who is deeply conscious of the fact that, in approaching my present task, I more closely resemble Mickey Mouse. I cannot prophesy what demands may be made on us. I can only review some things that have been done and suggest others that might be done.

For over two years, the daily press and our radios have been dinning into our ears all the horrible details of total war, for which we were for a time totally unprepared. But at last the giant that is America began to move, so that, on December 7th when we were shocked into realization of our active involvement, we found ourselves, if not fully prepared, at least well along the road of preparedness. In spite of the so-called "weaknesses" of democracy, we had accomplished much within the framework of our democratic way of life and without recourse to totalitarian methods. Of course, there have been differences of opinion as to procedure—some have even called it disunity. However, the past week has proved that "united we stand."

Ideas are a weapon in the defense of democracy and ideas with the facts to support them are our stock in trade. All too often, when we think of preparedness,

¹Talk given at a meeting on Civilian Defense observing Bill of Rights Day, Monday evening, December 15, 1941, sponsored by the New York and New Jersey Chapters of Special Libraries Association, the New York Library Club and the New Jersey Library Association.

national defense and total war, we visualize only guns, cannon, battleships, planes, tanks, bombs—all the terrifying and destructive aspects. We lose sight of the less spectacular but equally important services of supply; the behind the lines services which, for their successful accomplishment in supporting the front line, must have accurate data on which to base decisions. Our military leaders need information on weather conditions, topography, new developments in chemical and aerial warfare, transportation facilities and other phases of our military effort; industrial leaders must have facts on production, on strategic materials on labor, price and export control, on government contracts, etc.; municipal leaders need facts on air raid protection, shelters, fire fighting, mob psychology and morale; the general public needs vocational material and what is probably more important unbiased treatment of the problems of the day, for intolerance, dissension, muddled thinking can jeopardize our entire effort.

MOBILIZATION OF LIBRARIES

New occasions teach new interests and concerns. To meet these interests the libraries of the country must mobilize all their resources. We, like our government and industrial leaders, must accept the fact that we cannot operate on a "business as usual" policy.

In some ways, I feel that I am a superfluous part of this program because we are all in this together and it is almost an

anachronism to separate public and special libraries in talking about our place in this time of national emergency. But we really are not separating them—we are discussing Libraries with a capital L—for never has it been so important for us to cooperate closely in utilizing the skills and resources of *all* the units of the library profession.

In the summer of 1940, almost as soon as the national defense program began to take shape, librarians went into action. S. L. A. set up a National Defense Committee, A. L. A. set up a Committee on National Defense Activities and Libraries; the two Associations joined with the Library of Congress and the Library Division of the Office of Education to form a Joint Committee on Library Research Facilities for National Defense. The *Guide to Library Facilities for National Defense* was issued in two editions and within the last month, S. L. A. has issued the first in a series of volumes under the title *Special Library Resources*. We early realized we could not mobilize for any broad national service without much more detailed information than we had about our national research resources, especially those in technical and special libraries as to their relative strength, importance and location. A library's geographical location in relation to defense areas may be as important a factor as its collection and service.

Almost immediately, school, college, public and state library agencies offered their services to schools, which were adapting their curricula to changing conditions, to training centers and to vocational defense classes. In addition to providing books, periodicals and other printed materials, they stimulated the use of this material through personal guidance, exhibits, publicity and the preparation of book lists. In the sections where defense industry is largely concentrated—Connecticut, Cleveland, Michi-

gan and California—our members, especially those heading Business, Industrial and Technical Divisions of Public Libraries are doing yeoman service. In the smaller centers, where Public Libraries do not have such well-developed divisions, our members, who are in charge of industrial libraries, can and should offer their knowledge of sources by suggesting material for purchase as well as for inclusion in lists. Here I should like to say that, if we are to cooperate effectively, inter-library loan rules must be less stringent.

But after all, these services are more or less in the line of duty. In peace, national emergency or in time of war, libraries have always cooperated with each other. To-day these ordinary services have simply been stepped up. In this stepping up process, exhibits can play a very great part in education and in making the public and defense workers realize how much libraries can help them, especially if they take the form of cooperative effort. They can show how libraries come to the aid of the working man who seeks to add to his technical skill, to the student learning a trade, and to the executive and employer needing the latest information on defense contracts, labor, etc. One of the outstanding instances of this is the series of 12 exhibits that were displayed in the Los Angeles Public Library with portions of the same exhibits later going to the City Hall. These were planned and carried out by a committee representing special, county, public and university librarians. Local firms engaged in defense work cooperated by providing models of bombers, displays of airplane parts, small tools, models of plants in process of construction, displays showing the use of rubber, oil and other strategic materials. These pointed up the books, pamphlets and library services used to illustrate the slogan "Putting Knowledge to Work for National Defense", and thus showed the steps in filling a request for

information from its receipt to the final use of the information in defense work. Civilian defense was shown by a map of concentration districts; defense contracts featured services supplied by Commerce Clearing House; and the Armed forces were illustrated by caps and emblems of various branches of the services, supplied by the motion picture studios. Here was a perfect example of utilization of all library resources of a community.

The Business Branches and Industrial Departments of several Connecticut libraries are doing equally effective work through this medium. Our Connecticut Chapter is working with the State Defense Administrator on an idea for traveling exhibits to be planned by a proposed Library Defense Committee, posters to be executed by the Yale Art Department and printed and distributed by the State Defense Council. These would go from one community to another, remaining in each about a week, with the local library being responsible for the material to be displayed and for local publicity.

DUTY OF SPECIAL LIBRARIANS

As special librarians, our first and immediate duty is to devise ways and means to meet efficiently the increasingly heavy daily demands of our own organizations, to evaluate our past policies, to eliminate, if necessary, some old activities in order to make time for new needs and to increase the speed with which information is produced to meet requests. But we cannot stop there. Special library techniques—the collection, organization and efficient use of ephemeral materials, the category into which so much defense material falls, our training to anticipate the demand before it is made, our expert knowledge of sources in a special field, our lack of red tape in getting material into circulation, our procedure of supplying the answer rather than the source from which the answer can be obtained, added to the

speed that ordinarily characterizes the service—all these should be put at the disposal of the agencies that plan and operate the local programs. Either as Chapters or as individuals we should become acquainted with our local defense organizations, see that our special qualifications are on record and feed such councils from our files whatever data is needed for their activities. As individuals we might well volunteer to do reference work on our own time when we discover some committee or defense project that needs help in our special field.

INFORMATION CENTERS

At the present time, I believe there are something like 6000 local defense councils in the country composed of men and women of varying degrees of ability and experience. They are charged with a vast responsibility for civil protection including labor supply, labor migrants, volunteer recruiting and training, certain phases of health, welfare, nutrition, housing and others too numerous to mention. Isn't it logical to suppose that these citizens would welcome assistance on their problems? Denver sent word to each member of its defense council saying that a member of the library staff, who would provide any data it needed, had been assigned to cooperate with it. Cleveland, San Francisco, Southern California, Baltimore, Newark, Queens, the University of North Carolina have already taken steps to set up information centers and clearing houses in varying forms.

There are two clienteles for such centers—the public and the defense agencies themselves. Some will serve one, some the other and possibly some will serve both.

As for the public, I doubt if anyone will question the efficiency—both from the standpoint of officials and of the public—in having one center in every city where questions will be answered accurately

and completely. Uncertainty and lack of information are often prime causes of hysteria. A little judicious publicity will soon teach the people to use such a center and if they can obtain the information they seek, no one need worry about their morale.

The service to the defense agencies although slightly more complicated is even more important. A center, where there could be found a complete, properly arranged and readily available collection of all available publications relating to defense, would add materially to their effectiveness. Here there should be people capable of making digests of information pertinent to the current problems of the various committees of the defense councils and of making it available for publication and distribution. Such a center would not only save a vast duplication of effort but would guarantee better, more efficient and speedier service by trained workers than could possibly be provided by volunteer service.

Of course, the centers must have the help and cooperation of officials at Washington, particularly that of the Office of Civilian Defense. This was demonstrated a few nights ago when Los Angeles had its first blackout and there was, of course, an immediate demand for the new O.C.D. pamphlet on blackouts. Only 5 copies could be found in the entire city. The Los Angeles Railway Company, which carries 1,000,000 passengers a day, was unable to secure even a single copy and had to telegraph to Washington. If there had been an arrangement whereby every defense publication were supplied automatically to a center of information, this would not have happened. I would

suggest that we authorize the Chairman of our National Defense Committee to approach the proper authorities with a request that a certain number of special libraries in a community be made depositories for every defense publication and that these be dispatched immediately upon publication.

Of course, New York may have to be a law unto itself, in this as in so many other matters, because of its vast size. A single information bureau with the proper space, equipment and personnel to serve the entire city may not be feasible but I think it should be considered by a cooperating group before the idea is discarded. As an alternative, it would be possible to set up a series of committees to function in every subject and field in which the defense council is concerned. These would all be coordinated through a clearing house, which would be the liaison office to refer the inquirer to the proper organization, agency or library and thus save him from going from one place to another.

I said I was talking about Libraries with a capital L and I hope this meeting is going to be the springboard which will bring together representatives from all the libraries in the Metropolitan Area to cooperate in planning such a center or clearing house. Leadership consists largely in looking into the future, seeing opportunities for greater service and in working for their accomplishment. Let us provide that leadership as our part in the present struggle to guarantee that libraries shall function in a free society and that our order of the New World shall not be replaced by Hitler's New World Order.

Emergencies have always been necessary to progress. It was darkness which produced the lamp. It was fog that produced the compass. It was hunger that drove us to exploration; and it took a depression to teach us the real value of a job.—Anon.

Practical Hints for Reference Librarians

By THOMAS E. KEYS, M.A.

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INITIATES in the field of library science with or without a comprehensive course in reference work may find difficulties in the proper fulfillment of their duties as reference librarians. Without a formal course in reference work, the neophyte will find it hard to develop a complete understanding of the field. He will also have some trouble in organizing his knowledge, which essential may be supplied him through the excellent courses available in library schools. It is with the aforementioned thoughts in mind that this paper has been written.

Much of our interpretation of reference work depends upon policy and definition. If you have a conservative conception of reference librarianship, and the library policy limits your activities to answering questions of an informative character, you will have an attitude different from that of the librarian who is encouraged to promote a liberal policy and who looks upon reference work as a means of interpreting the resources of the library for the reader. In this broader aspect, reference librarianship includes the cataloging and classifying of books, the indexing and cross indexing of the periodical literature, the compiling of bibliographies, the teaching of the reader the use of the library and its chief reference tools, instruction in the fundamentals of bibliography and related subjects, in addition to the answering of fact-seeking questions. Reference work in special libraries may even go further to include the assembling of relevant data for use in scientific research. Some research libraries embody in their services the abstracting of articles,

the translating of papers, the verification of references, analytic surveys of the literature, and the collecting of case reports.^{1,2} Most libraries cannot offer such services, so the librarian should keep in mind Mr. Bishop's³ suggestion that the reference worker should not attempt to do the reader's job.

Another factor which limits the extension of reference work is the time and money allotted for the reference department. It would be ideal if libraries had more money, so that they could make the most of the reference function. But even large libraries with well organized reference departments must choose carefully the services they can afford to render the individual reader. Small libraries, wherein librarians are executives, cataloguers, reference librarians, order clerks, pages and what-not, must limit their activities for the most part to the answering of fact-seeking questions.

The possession of adequate reference books is another factor which operates toward the success of the reference department. Although a good reference librarian may be able to do a competent job with a limited number of reference tools, the more aids in his hands, the better the chances for the ultimate success of the reference department. Reference books, for the most part, are expensive; but their purchase should be encouraged. They are among the most important books a library can own, for they serve not only to make available the resources of libraries, but also to find answers to fact-seeking questions by means of which, so it seems, the efficiency of a reference department is judged.

As has been suggested elsewhere,⁴ a well trained reference librarian has a splendid opportunity to aid the integration of research. Research is of little practical value unless a report of it is published. It is axiomatic that individually published research is of little consequence unless it becomes assimilated with the body of published research in its particular field, and is made available to the scholar. Without modern indexing facilities and without competent librarians to guide the scholar, research would be of little significance and individual contributions to its literature would be lost. Significantly enough the Army Medical Library⁵ has already cataloged more than 3,000,000 references to medical literature.

I have suggested a policy for the work of the department and mentioned a few opportunities afforded by reference work; next, what are the things that save the librarian's time, the institution's money and contribute to the reader's happiness? First the librarian must employ considerable tact in dealing with his patrons. Tact amounts to finding out specifically what the reader's requests are without insulting his intelligence. The librarian should carefully judge the problem and offer to help, if it is within his scope. If the problem is beyond the librarian's comprehension, care should be taken in suggesting the manner in which the answer can be found. In problems within the librarian's scope, an attempt should be made to induce the reader to be as specific as is possible.

For example, in my special field, medical librarianship, the reader might ask me to get out the "literature" on tuberculosis. To an initiate this might sound like a reasonable request. Imagine the librarian's embarrassment to find that between 1893 and 1932 in the 5,000 medical journals of the world there have been published approximately 34,000 articles on the subject of tuberculosis!⁶ About 850

articles are published each year on this subject alone. To bring these figures up to date, the compiler would have to list some 40,800 references! The physical impossibilities of doing this for a reader necessitate asking a few pertinent questions before the literature is searched. The librarian should ask the reader to limit the subject to the particular aspect in which he is interested. The librarian should further ask the user what languages he can read. Most library users can read only English. If so, it is of little use to offer them books and articles printed in a foreign language.

When possible, set a limit on the number of years for which it will be necessary to find references. For most purposes, a search of the literature for a five-year period should be ample. Perhaps the reader is interested only in the articles by a particular author. It is a temptation to bring to the reader's attention more information than he requests. I am firmly convinced that this should be avoided. At times a search of the literature will not reveal any articles which treat specifically of the reader's subject. The next step is to look for articles and books that might have some relationship to the reader's problem. The librarian must inspect such references personally. When the librarian becomes used to reference problems, he can afford to be further selective in his search of the literature. Experience teaches us that the worth of certain journals is more than that of others, and the efforts of certain authors are more appreciated than those of others. It is the librarian's obligation to know about the better authors, even at the cost of reading their works. And here let it be said that I consider it a duty of reference librarians to spend some time each day in reading and becoming acquainted with the books in their libraries.

In using indices for obtaining references to the literature, it is advantageous to

start with the newest index and work retrogressively. Not only will this procedure give the reader the most recent references first, but it might also lead to the discovery of a review article of merit. It is sometimes thought beneficial to keep bibliographies worked up on special subjects. My personal viewpoint is that this is not a good plan. Each bibliographic problem, it seems to me, presents a separate question which demands a separate study. Eventually, the research student will, through proper schooling in the

fundamentals of bibliography, prefer and be able to look up his own material.

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Special Libraries and the Needs of the Future¹

By LAURA A. WOODWARD

President, Special Libraries Association

FOR some time we have all been aware that great changes are taking place in business, in industry and in government. These domestic changes have been our most immediate concern, but they have taken place against a background of more serious ones in international relationships, of which we were less conscious. Both situations were serious and both implied a necessity for changing attitudes and techniques. Only during the past three weeks have we even begun to realize how revolutionary and dangerous these shifting relationships can be. The threat to American civilization, revealed in the events of December 7th in the Far East has taken concrete and definite outlines. The present need of our country is an assurance that its long belief in democratic

ways is justified; that democracy *has* the ability and the devotion to carry us through the shock and strain of the months and the years ahead.

Such ability and devotion is not necessarily dramatic. Its greatest effectiveness may be found in the doing of daily duties in more flexible and intelligent ways; in seeing that behind the soldier in battle there is as courageous a meeting of civilian problems as those met in actual physical warfare.

The service of librarians is traditionally unspectacular but vitally necessary to business, to industry and to government. Our training and experience place us at the liaison point between research and administration in all of these fields. Our difficulties in the past have been those of shaping means to ends with the hope that as each need arises, our techniques

¹Address delivered at meeting of Illinois Chapter of S. L. A. Monday, December 29, 1941.

will prove adequate. To-day, not only have we set these objectives before us, but we are also sufficiently self-critical to question our methods of attaining them. This questioning has become more and more articulate and as a result, has evolved a definite realization of our fundamental failings.

At a recent meeting of the Minnesota Library Association, Dr. Geza Schütz put his finger on professional weaknesses: "Unsatisfactory professional training, with its too great emphases on mechanical routines; a lack of professional literature; mediocre leadership; and perhaps, above all, the essential need of a thorough work-analysis, of library services. . . ."* The fact that Dr. Schütz' experience has been that of the general librarian rather than of the special is encouraging. For, in too many instances special librarians have felt that they were voices crying in the wilderness and that the words they used were strange. We are realizing the need of common objectives in the profession; of cooperative and understanding thinking; of basic principles in training and in practice upon which all can build vital service. We have needed to discover common *denominators*.

TRAINING FOR LEADERSHIP

Out of the confusion of thinking, even in the restricted field of professional training, we are beginning to find some of these foundation stones. This means much to a profession which has, to a great extent, "just grown."

We have learned much from the activities of our own and other organizations in respect to the limits of professional training in library schools; and what is more important, of its possibilities and of the factors in professional training which serve common needs in all types of libraries. We are glad to know that in the past ten years our Association has published in our magazine, many articles on training; that we have also had sessions at our annual

conventions devoted to the subject; and that among our standing committees has been one on training and recruiting. All of these efforts have been forward-looking. It may be useful to review a few of their findings.

One of the most significant reports in this period was that of Mr. Herman Henkel, who reported to the Association at its 1939 conference, the results of a survey made by a sub-committee of our Training and Recruiting Committee of that year. (*Proceedings of the Thirty-first Annual Conference of the Special Libraries Association, 1939*, pp. P1-P4.) His paper concerned the kinds of training essential to proper preparation for special library jobs. A rather comprehensive survey was made, both of facts and opinion, in an effort to determine and segregate "common denominators" in the field of education for librarians undertaking either general or special work. While his report was not final, he did discover a "surprising degree" of agreement in regard to certain basic and essential subjects in existing curricula. Here was given factual basis supporting basic common denominators upon which to build professional service.

Other papers presented at that time approached the problem from various points of view and one of them foreshadowed work done by our Standards Committee during the following year, of which I shall speak later.

In line with this continuing interest in training, our committee on Training in 1940-41, with Mr. Francis St. John as chairman, made a special survey of opinion on the possibilities of various in-service training programs. The results of his work were discussed by an informal group of special librarians, including the director of one library school, at a meeting in New York early in January, 1941. The recommendations made at that time were in the direction of flexibility in meeting local needs through chapter planning for dis-

* *Library Journal*, December 1, 1941, p. 1037.

cussion group conferences; through library institutes, which would present programs on techniques and resources in special libraries, suited to the inexperienced librarian but not without interest to those who have been longer in service. Various other possibilities which may fairly be included in the term "In-Service Training" were also suggested. The committee very specifically emphasized the opinion that none of these efforts should be considered substitutes for library school courses; rather they should stimulate on the part of those participating, a desire for formal training.

In its concern over some practical solution to the problem of training for special librarians, the Association has this year drafted Linda Morley to head a committee which has a broader implication than those preceding it. It is called Training and Professional Activities. I do not need to tell you of Miss Morley's own important professional activities. But you may not know that she has for years been chairman of our Professional Standards Committee and has been concerned in a vital way with a probing of the problem of training—again with emphasis on the discovery of "Common denominators." I especially wish to call to your attention her report on the work of the Professional Standards Committee in the (*Proceedings of the Special Libraries Association for 1940* pp. 215-217). The whole report is significant, though one would hardly suspect that fact, so little does it "shout." Here we find already in progress a forward-looking study of that which Dr. Schütz calls "the essential need" in his penetrating analysis of weaknesses in the library profession. It is no less than an assumption on the part of Miss Morley's committee that the "type of service given by a special library is the most practical common denominator and largely determines requirements for personnel, collections, policies and operating methods." The committee proceeded

on this assumption to formulate seventeen different types of services. These types "were evolved from actual requests made to the libraries of the members of the Steering Committee (a sub-committee of the Professional Standards Committee). A work analysis for each type is in process. Specifications for these analyses are laid down in Miss Morley's report. It is important that this work be carried to conclusion since it is the first attempt of which we know to reduce professional requirements to basic standards which will give the profession the needed common denominators for training and for library operation.

Other points in Dr. Schütz' address are no less important;—the "lack of professional literature," by which we understand a lack of the sort of professional literature represented by Miss Morley's work; and "mediocre leadership."

SPECIAL LIBRARIANS AS LEADERS

May I say that I believe with Miss Alexander in a talk given by her before the New York State Library Association at Lake Mohonk, in September of last year, that the future of our profession may very well lie in the hands of special librarians. They are of necessity alert to changes taking place; their libraries are, again of necessity, smaller and more flexible; and finally, as the needs for highly specialized research become more insistent and far-flung, the demand for librarians with special knowledge and adaptable techniques will be greater. If this be true, we have in our own association all the factors necessary to adequate leadership. Such leadership requires qualities of personal initiative, courage and intelligence, together with those of sound training and that indefinable something called "vision." If special librarians are to qualify, they must be prepared to give of their time and ability to think things through as their contribution to national needs as well as to the more immediate needs of our profession.

As a step in this direction, we are proud that S. L. A., through a devoted and able member, Emma Quigley, has had a large part in establishing the Pacific Aeronautical Library at Hollywood, California; that our Association has organized 4 new chapters within the last two years; that more chapters are being considered; that it has published an outstanding reference tool and it hopes to complete the initial volume with three more which will do much to round out our knowledge of Special Library Resources in both the Americas; that it has taken the initiative in sponsoring an independent "Council of Library Associations" where matters of common interest to all librarians can be discussed with a view to action.

The past two years have been devoted in large part to setting our own house in order through more efficient organization of groups, chapters and the Headquarters Office. For the first time we have a Publications Governing Board which under Eleanor Cavanaugh's direction is developing long-range publishing policies—something we have never before had. A Public Relations Committee has done a fine piece of work in analyzing our needs and in

formulating a blue-print for future action on this front, first under the leadership of Emma Quigley and now under the guidance of Rose Vormelker. Now that we have our machinery in working order; now that we have certain well-defined "common denominators" as a base from which to operate; now that we have 10 groups and 20 chapters through which to make effective our leadership—*where shall we find our leaders?* This brings us to the crucial question of individual responsibility.

The great strength of S. L. A. lies in the fact that we are a volunteer, working organization. The ability and generosity of each of our members is without question. Such ability and generosity carry obligations—obligations to step forward and say "I can do this—or that." Modesty has no place in the face of the present emergency. There is a definite need for shoulder to shoulder working for solution of the many problems of "library engineering"; for the greater problems of national effort towards a unified front in this contest to preserve our common ideals. Our Hartford slogan still holds—"Forward March!"

MRS. ROOSEVELT GIVES ROLE TO LIBRARIES

Libraries throughout the nation are requested by Mrs. Franklin D. Roosevelt to become a definite part of the civilian defense program. Quoting from a statement appearing in the *New York Times* for January 7, 1942, she says, "I hope that the librarians of the country will feel that they have a great obligation to help in civilian defense; first, by making available to the general public official literature on civilian defense, obtained from State and local defense councils; second, by supplying to defense councils, on request, the specific information on problems as they arise about which they lack general knowledge."

Mrs. Roosevelt, who is assistant director of the Office of Civilian Defense and in charge of civilian volunteer participation, has assigned Miss Mary Louise Alexander, special assistant and library expert, to the task of placing the participation program before librarians.

Our Bill of Rights—1941¹

By DR. ALICE V. KELIHER

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AS WE look over the Bill of Rights and recognize its fundamental soundness it may be difficult to realize what a relatively tiny band of people enunciated these ten acts of freedom 150 years ago. Already the nations of Europe were old and tired and worn from long centuries of battle and conflict but our little nation, hugging the Eastern Coast, was fresh and new. It was made of the people who came to these shores to find freedom and the vigorous destiny of the unafraid. They had fought for freedom and their immediate parents and grandparents had faced tremendous hazards in putting away their old lives and coming to this country to found the new ways that were their dream. They had come from monarchies, from serfdom, from state exploitation of the individual man and so they dreaded uncontrolled authority of government over the individual. They dreaded, too, the marriage of church and state which had led to so many of the fundamental problems of the old world. And so it was with deep thought for the future of their children and their children's children that they set down these amendments:—

“Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof, or abridging the freedom of speech, or of the press, or the right of the people peaceably to assem-

ble and to petition the government for a redress of grievances. . . .” and further guaranteed the right of the people:—

to maintain militia
to be secure against unwarranted seizure
to trial by jury
to protection from cruel and unusual punishments
retaining of rights by people and by the states . . .

This, as we know, did not finish the task of guaranteeing fundamental rights of humankind. It was a full 75 years later that we, as a nation, extended these rights to Negroes,—a tenth of our population. If we find it hard to realize what a short time ago this was, we have only to recall that George Washington Carver, the great Negro chemist, who is still making remarkable contributions at Tuskegee, was as a child, traded for a horse. Thus, it is in this one man's lifetime that freedom has come to his race. This job is not yet finished, for we know that in our human frailty, there are parts of our nation where we do not practice the Bill of Rights with regard to the Negro.

Approximately 125 years after the signing of the Bill of Rights women were given the right to vote and more recently in our history labor was granted the legal right to bargain collectively for its welfare. Today our task is to fight off the despotic attack of fascism upon our concept of the dignity and of the rights of man. We have also the deeply fundamental task of interpreting the Bill of Rights in our national life so that it may come through this awful crisis with the strength with which it has survived the other catastrophies of our nation.

If we find it difficult at times to see

¹ Talk given before a meeting on Civilian Defense observing Bill of Rights Day, Monday, December 15, 1941, sponsored by the New York and New Jersey Chapters of Special Libraries Association, the New York Library Club and the New Jersey Library Association.

clearly the way, let us not be impatient with ourselves; let us instead study and discuss, and think, and visit so that we may know the actual conditions in our nation, so that we may see clearly what needs to be done. Perhaps in this time of gravity we shall see each other with open eyes. Let us pray that we shall, as England has, come to recognize the importance of everybody. Let us not be impatient at our own frailties, and let us not give way to doubts and fears. Freedom is a very new idea in the life span of man. So far as we know, human beings have been millions of years in developing. Man found his spinal column and set it upright; he discovered fire and tools, and wheels and very, very late in his history, truly in the last fraction of a second, did he begin to discover the human side of his problem. In this fraction of a second beauty has flourished; the dignity of the human spirit has become the Democratic ideal. But like the lovely water lily blossoming on the surface, with its long stem submerged in the dark water, our freedom has a long submerged history of slavery, serfdom and disregard for the human spirit.

When we realize the millions of people on the face of the earth who, within our memory, have begun their experiment to find freedom—Russia and China—as two examples, we see how dangerously new in man's history are the habits of freedom. We all know that when we face moments of hazards and blinding insecurity, we search unconsciously for the thing that gave us security in childhood. The gravest threat to man today, and how well Hitler knows this and how craftily he has used it, is that weak moment when we lean on our weariness and wish for someone else to make our decisions; to tell us what to do;

to take from off our shoulders the crushing load of personal responsibility. We only need to remember the states in our nation where people have been ill-fed and weary and where the Huey Longs and the Tamagdes have sprung into leadership.

No, the Bill of Rights in 1941 must be bracketed with individual conscience, personal responsibility and the will to take action where it is needed. It is not enough for us to have protection thrown around our lives if we live meagrely and cowardly within the walls of those protections. The protections given us in the Bill of Rights do mean freedom but *freedom for something*, not *freedom from something*. Freedom of speech with nothing to say is vacuous. Freedom of religion without souls and spirits, burning like fire in living men, is no liberating freedom. Our freedoms are like solid treads of stairs under our feet; stairs that lead to development, accomplishment and the cooperative building of a better life. Freedom is not a vacuum. Gibran has said that were we really free we would cease to speak of freedom as a goal and a fulfilment. Freedom is no end in itself in which we rest contented and serene in the arm-chair of inactivity. Freedom is rather the means by which we move towards those values that we in a Democratic society hold dear. When Old Jules thought of freedom he thought of it as the distance he could put between himself and his neighbor. Today we are growing up to the realization that freedom is disciplined, vigorous and responsible. As we recognize this, we as a people will come to have "the Democratic conscience." We will look outward, not inward, and in our efforts to make our coveted freedoms available to others we shall find that they are brought more closely to ourselves.



Special Files in the Technology Department of the Carnegie Library of Pittsburgh

By MARGARET J. GRIFFIN

SPECIAL files are common to most libraries and useful in all. Each librarian has his own names for such extraordinary aids in helping him more rapidly answer those questions to which the ordinary library tools afford no easy access. A brief description follows of some of the larger and more useful special files in the Technology Department of the Carnegie Library of Pittsburgh.

A "Current Catalogue" is maintained which is most useful. Here, in arrangement duplicating the classified section of our departmental catalogue, are filed temporary cards for recent additions. Temporary cards are filed only in the author section of the main catalogue, but this special file makes available by subject, the latest material in the book collection. Permanent cards are substituted as they come from the catalogue department and a new file is begun every five years.

A file of trade catalogues was begun about thirty-five years ago. The old catalogues are retained for their occasional great value in patent litigation and in revealing the state of the art or industry at any period. The accession numbers of these trade catalogues have now reached about 17,500 but, as a single number may be assigned to a binder containing from 50 to 100 bulletins or catalogues, it is now practically impossible to say how many separate items are included. Two card catalogues are kept to make this material available. One lists material by subject; the other by name of the manufacturer.

Under the name of the company is filed a card for each catalogue, bearing a classification number, the title, date, pages, size and an indication of whether it is bound and has an index. Much valuable information, which appears in this form earlier than in books or trade journals, is thus obtained. The information may include instruction, tests, properties of materials and operation of equipment.

Certain manufacturers publish what, for want of a better name, are known as "House Organs." Some of these also contain much valuable information. The Technology Department receives about 400 of these currently. Many others are dead but the files are still of interest. Separate card catalogues are maintained to make these available by (1) title, (2) subject and (3) name of the company.

The "Reference Questions" file contains the answers to the out-of-the ordinary questions. The file has been accumulating over a number of years and often contains the solution to a problem which even an excellent catalogue and many indexes fail to solve.

A "Biography" file is maintained, containing now about 39,000 references to biographical sketches and portraits of both living and dead figures in technical and scientific fields.

A "History" file is kept in which references are filed by subject to sources of information covering the history of processes and products.

A "Mathematical Tables" file contains references to specific tables mainly in books not classified in mathematics.

A "Pennsylvania Geology" file contains references arranged by author and subject.

A "Glossaries" file contains references by subject.

A file of over a thousand bibliographies of subjects in pure and applied science is another most useful tool.

Patent searching by subject is a formidable undertaking. To facilitate this work in the fields of chemistry and metallurgy the Department has made typewritten lists of the numbers of patents by classes and sub-classes. These extend from the beginning of the numbered system through 1933.

The "Technical Book Reviews" file

contains over 130,000 entries. This file includes the cards for the years 1917-1928 during which the Department published the "Technical Book Review Index."

The Department has developed a system for quick service with topographic maps of the U. S. Geological Survey. Each map is given a numerical symbol and the approach is through a card file arranged (1) by names of states and (2) by names of "quadrangles." On each card is pasted the detailed information issued by the Survey when the map is published.

Though there are very few library catalogues of the extent and character of our classified catalogue, it should be kept in mind that these special files reveal sources of information not to be found through either the catalogue or the other usual library tools.



Editor's Note

Since change seems to be the trend of the times, this issue of *SPECIAL LIBRARIES* conforms with the reigning spirit. It is hoped that the changes involved will prove to be advantageous to the readers of the magazine.

Not only do we begin the new volume with a new cover, but in turning the pages it will be noted that four new features have been added. One is the revision, by request, of an old friend *EVENTS AND PUBLICATIONS*, edited by M. Margaret Kehl, New York Municipal Reference Library. So that this Department will serve everyone and include the material you want, Miss Kehl will welcome contributions about the indispensable writings, reports, etc. which come to your desk. Not only are notices of *PUBLICATIONS* wanted, but *EVENTS* as well.

An entirely new Department is the *FORECAST OF FORTHCOMING BOOKS*. We hope you will like it.

Two subjects of pertinent interest to S.L.A. members today are *NATIONAL DEFENSE* and *MICROFILMING*. Each of these will have their own columns in the new set-up. Watch for them.

The Editor will at all times welcome comments and suggestions on the magazine. It is her desire to include in it material which will be of interest and value to you in your profession.

A. C. M.

Council of National Library Associations

PRESIDENTS of six national library associations and representatives of six others met in Chicago, December 28, 1941, to discuss the S. L. A. resolution adopted at Hartford, June 19, 1941, recommending the formation of a coordinating Council of Library Associations.

There was a full discussion of the resolution together with the consideration that there was already in existence a Joint Committee on Cooperation between National Library Associations. The result of the afternoon's discussion was the adoption of the following motion which it was voted should be presented to the meeting of the Joint Committee to be held the following day:

"... there be created a cooperating Council of Library Associations, the objectives of which would be to serve as a clearing house for information, a planning board and a coordinating board dealing with common problems of the member associations."

At the call of President Brown of the American Library Association, the Joint Committee met on Monday, December 29, 1941, to consider the future of the Committee. Eleven of the twelve representatives at Sunday's meeting were present, also representatives from the Association of College and Reference Libraries and the Theatre Library Association.

Since the future of the Joint Committee was intimately connected with the possible organization of a National Council, the resolution adopted at Sunday's meeting was presented immediately for consideration. Much constructive thought went into the discussion. It was finally voted that the members of the Joint Committee recommend to their associations that the name of the Committee be changed from the Joint Committee on Cooperation between National Library Associations to COUNCIL OF NATIONAL LIBRARY

ASSOCIATIONS; further, that the functions of the Council be "to consider the relationships between the various national library associations, to facilitate the interchange of information among them and to work out plans for cooperation in activities."

Following a full discussion of the matter of membership and representation in the Council it was voted that the Divisions of the American Library Association be invited to appoint representatives to this Council; furthermore, that the president of any member association, or whomever he designated, would be its representative to the Council unless otherwise voted by his association.

It was also voted that the Chairman of the Council should be elected from within the group.

A discussion of certain projects of national importance which need the immediate support of all library associations prompted the suggestion that the chairman appoint a committee of three to consider and recommend such projects as it deemed advisable and to consider possible machinery for organization. This Committee, composed of Herman H. Henkle, Sidney B. Hill and Milton E. Lord, as Chairman, will make its report at the organization meeting of the Council, a date for which is to be set, if, and as soon as, a majority of the nineteen library associations (which number includes the five A. L. A. Divisions) vote to participate in the Council.

Action in favor of joining the Council was taken by the American Library Association, Association of American Library Schools, American Association of Law Libraries and the Association of Research Libraries at meetings held in Chicago. The Executive Board of Special Libraries Association has since voted that S. L. A. participate in the Council.

Announcements

Appointment

Mr. Herman H. Henkle, at present Director of the School of Library Science, Simmons College, Boston, Massachusetts, has been appointed Director of the Processing Department, Library of Congress, effective February 1, 1942.

Mr. Henkle was born at Colorado Springs in 1900, was graduated as Bachelor of Arts from Whittier College in 1928, received his certificate in Library Science at the University of California School of Librarianship in 1932. He has served in the public libraries at Berkeley and Oakland, California, and in the Biological Library in the University of California. He was Associate in Library Science at the University of Illinois in 1936-1937. Since 1937 he has been Director of the Simmons College School of Library Science. Mr. Henkle is a member of the present S.L.A. Executive Board.

Library Binding—Important Notice

The Special Libraries Association has been asked to cooperate with other organizations to obtain for library binding the A-10 rating under Order P-22 of S.P.A.B. As it now has been interpreted by Mr. Maury Maverick of the Division of Civilian Supply of the Office of Emergency Management, it applies only to materials for rebinding old books and for maintenance of equipment for tax supported libraries and other public institutions.

There has been evidence of material shortage affecting the binding of library books and magazines but in order to present a convincing argument we shall need to cite instances where shortages have affected special libraries. We should like to know first to what extent periodicals are bound or books rebound, and, secondly, what individual experiences members may have had in being unable to get binding done because of material shortage. Do you for example bind 50% of the magazines received or 15% and what number does that represent of your total list?

Please send this information to us as soon as possible as the situation may soon become so critical that we shall be unable to get a preferred rating at all.

Mr. Phillips Temple, Librarian
Riggs Memorial Library
Georgetown University
Washington, D. C.

Mr. Walter Hausdorfer, Librarian
School of Business
Columbia University
New York, N. Y.

National Defense News

Bill of Rights Day

The meeting on Civilian Defense, sponsored by the New York and New Jersey Chapters of S. L. A., and the New York Library Club with fourteen cooperating library clubs and associations in Metropolitan New York and New Jersey, was a huge success. One thousand people gathered in the Auditorium of the Metropolitan Life Insurance Company.

Due to the war and the emergency on the Pacific Coast, Mrs. Roosevelt and Judge Polier could not come—but the other speakers carried on. Mrs. Oswald Lord, Director of Volunteer Participation, Region II, outlined the great need for volunteers of many kinds and made a plea for the cooperation of our groups. Mary Louise Alexander, of the Office of Civilian Defense, gave an overall picture of the part libraries should take in National Defense. This was followed by Mr. Hopper, who spoke on Public Libraries and National Defense.

Ruth Savord, whose paper appears in this issue, gave very definite suggestions for our part in defense and suggested the immediate establishment of centers or clearing houses for information. (Ed. Note: This idea is already being worked out. Details later.)

Perhaps the most inspiring address was by Dr. Keliher, who gave a marvelous interpretation of the Bill of Rights. Dr. Keliher's talk also appears in this issue.

Victory Book Campaign

Books by the million will change hands in the Victory Book Campaign which began Monday, January 12, 1942, when readers in homes throughout the land will share the books they have enjoyed with our soldiers, sailors and marines.

This Campaign, conducted by the United Service Organization, American Red Cross and many library Associations, including S.L.A., seeks ten million books for U.S.O. houses, Army "dayrooms", ships, Naval bases, etc. Books should be taken to public libraries, where they will be sorted, repaired if necessary, and sent on as quickly as possible to the spots where men in the service want books. In many communities schools and other conveniently located places will be designated as collection centers. Unbound magazines and newspapers will not be handled.

Eleanor Cavanaugh, S.L.A. National Defense Committee Chairman, has communicated with the various Chapter Presidents suggesting ways and means for S.L.A.'s participation in this campaign.

Events and Publications

M. MARGARET KEHL, *Department Editor*

Scarcely a day goes by without some question on the Wage and Hour Law, so that this pamphlet should be extremely valuable. One library tells us it is constantly in use. *HOW TO KEEP WAGE AND HOUR RECORDS UNDER THE FAIR LABOR STANDARDS ACT OF 1938*. . . . Effective September 15, 1941, (U. S. Dept. of Labor, Wage and Hour Division, 1941. 31 p. Distributed gratis by the National Association of Manufacturers, 14 West 49 St., N. Y. C.) shows employers how to keep records for employees entitled to the minimum wage and to overtime after the forty hour week. Data as to exemption and records necessary for those executives exempted, as well as preservation of length-of-time records is of special significance.

* * *

INDEX OF STATISTICAL DATA AVAILABLE IN NEW YORK STATE DEPARTMENTS, (New York State Division of Commerce, Bureau of Planning, 1941. 107p. spiral binding.) The Central Statistical Committee of the American Statistical Association, Albany Chapter, is the compiler. Apply to publisher.

The first effort to our knowledge, to analyze the facts actually kept and made available by each bureau and state department. Sources are given and the names of those responsible for them. It looks useful, and even allows space for changes or additions.

* * *

The Municipal Reference Library of Milwaukee, Wis. will send you a special report on salary and wage trends in twenty cities, and St. Paul's experience with cost of living adjustments in the last twenty years, for just twelve cents in postage. Note for other cities—St. Paul has provided an eight point rise in salaries for 1942 under its cost of living adjustment plan.

* * *

Housing for Health (The Science Press Printing Co., Lancaster, Pa., 1941. 221p. \$1.00) includes papers presented under the auspices of the Committee on Hygiene of Housing of the American Public Health Association. The subjects included Housing Codes; Health Centers; Heating and Ventilation; Noise Reduction; Low-cost Home Construction; etc.

* * *

Business Research Projects—1941 (U.S. Department of Commerce, Bureau of Foreign and Domestic Commerce, Economic Series #16, Washington, D. C., 1939. 20 cents) is the second annual compilation of research projects in business and economic problems under way or recently completed in United States educational or research institutions.

THE COLLEGES AND THE COURTS, 1936-40; RECENT JUDICIAL DECISIONS REGARDING HIGHER EDUCATION IN THE UNITED STATES, (New York: Carnegie Foundation for the Advancement of Teaching, 1941. 126 p. Apply). This booklet supplements an earlier study by its author, M. M. Chambers—"The Colleges and the Courts" (1936, with co-author Edward C. Elliott).

THE ADOLESCENTS' COURT PROBLEM IN NEW YORK CITY; A PRELIMINARY SURVEY OF EXISTING PROCEDURE AND AN EMERGENCY PLAN, by Paul Blanshard (Society For the Prevention of Crime, 42 Broadway, N. Y. C. 67 p. 15 cents) is a splendid approach to and survey of a comparatively new venture.

ADVERTISING BY THE STATES by The Council of State Governments, 1313 E. 60 St., Chicago, Ill. (Rev. ed., 1941. 36 p. \$1.00) should be in the files of advertising libraries.

ADMINISTRATIVE REORGANIZATION OF STATE GOVERNMENTS; a bibliography, was compiled by Grace Weiner, and is available for ten cents at 1313 East 60th St., Chicago, Ill. (Nov., 1941. 10 p.).

MUNICIPALS is available from the Federal Deposit Insurance Corporation, Washington, D. C. and was prepared by the Committee on Municipal Obligations, of the National Association of Supervisors of State Banks, Mr. Edward A. Wayne, Chairman and Editor. (108 p. spiral binding). It definitely outlines credit surveys of municipal obligations as investments and should prove useful to all banks and investors.

Over four hundred references are included in *LEVULINIC ACID; A LITERATURE REFERENCE*, compiled by the Division of Research Development of the A. E. Staley Manufacturing Co., Decatur, Ill. The thirty-eight page pamphlet is divided into sixteen headings ranging from preparation to industrial application, with a short introduction for each.

From the Civil Aeronautics Board comes a detailed point to point traffic survey of air passengers, the routing, miles and traffic concentration. The three volumes are called *AIRLINE TRAFFIC SURVEY*, Report on origination-destination traffic for September, 1940, (Washington, 1941).

INDUSTRIAL RELATIONS DIGESTS on the following topics—Policies in Adjustment of Wage Rates, Basic Training Policies, Upgrading of Production Workers, Grievance Procedures, and Selection Procedures come from the Industrial Relations Section of Princeton University, Princeton, N. J. (at twenty cents each).

* * *

The Division of Research and Statistics of the Federal Housing Administration, Washington, D. C. has recently completed a revised edition of its mimeographed *Description of Economic Data System*, including the system of classifications used in organizing national, state and city data relating to the demand and supply of housing.

Have you received the latest copy of the old reliable *AUTOMOBILE FACTS AND FIGURES* (New York: Automobile Manufacturers Association, 1941. 96 p. Apply)? This year's edition, the 23rd, gives data measuring employment of passenger cars by their millions of owners as to necessity purposes, such as driving to work, business, marketing and so on. Regular sections on car registration, production, sales, taxes and employment are supplemented by a section on the industry's defense work.

Along the same lines, the 14th edition of *BUS FACTS* (Washington: National Association of Motor Bus Operators, 1941. 63 p. Apply) was issued at the close of the year.

* * *

Two issues of *Tax Policy*—August and September, 1941 (Tax Institute, 135 S. 36 St., Philadelphia, Pa. at 25 cents) are of special interest. The first is an excellent digest of the new income tax, corporation, excess profits, estate and gift, as well as excise taxes, passed by Congress last summer. The other does a similar job for state enactments.

* * *

CIVIL LIBERTIES AND DEMOCRACY by Margaret Fulmer (*A.L.A. Booklist*, July 15, 1941. Part 2. 25 cents). It is often extremely difficult to suggest books on these important topics which are not biased or instruments of propaganda. Miss Fulmer's selection seems excellent since it does not confine itself to the newest or most-talked-of best sellers.

* * *

For defense—The New York State Council of Defense, State Capitol, Albany, has issued three pamphlets: 1. *AIRCRAFT WARNING SERVICE*. 2. *ORGANIZATION OF AUXILIARY FIRE CORPS*. 3. *ORGANIZATION OF AUXILIARY POLICE CORPS*. The last two are the New York City procedure for air raid warden service and auxiliary fire service. (Apply for these—there may be a small charge)

The September issue of the New York City Police Department's *Spring 3100* (10 cents) reprinted many important talks used for the air raid warden courses.

Also recommended is a handy booklet by C. Swayne, 778 Church St., N. Y. C. on *WAR GASES AND GAS MASKS* which digests what everyone should know of this unpleasant subject—just in case.

LIBRARIES AND NATIONAL DEFENSE (A.L.A., Circular No. 1, November 15, 1941) is a new venture intended to supplement the *A.L.A. Bulletin* with up-to-the-minute developments. So far the mailing list has been selected, but undoubtedly any library in a defense area can secure it by addressing the editor, Miss Julia Wright Merrill, at A.L.A. headquarters.

* * *

The Bureau of Urban Research was recently established at Princeton University. It issued a six page leaflet describing the Urban Reference File—an abstracting service.

* * *

The leading article in the November 14, 1941 issue of the *Association News Bulletin* (Savings Bank Association of the State of New York) is by Dorcas Campbell, Librarian of the East River Savings Bank: "Libraries in Banks in New York City." There is a *MANUAL OF ORGANIZATION* of that library available.

* * *

The National Resources Planning Board, Technical Papers #2 and #3 are of particular interest at this time. Technical Paper #2 is a study of *National Planning in Selected Countries* by L. L. Larwin (Government Printing Office, Washington, D. C., 173p. 40 cents) and #3 survey *Gains in Oil and Gas Production Refining and Utilization Technology* (Published by the Board, Washington, D. C. Price ?).

* * *

The James Jerome Hill Reference Library, Saint Paul, Minnesota, was the recipient of the entire collection of professional books of the late Herbert M. Temple, dean of Northwest Certified Public Accounts. This collection is one of the finest private accountancy and taxation libraries in the country, numbering nearly 500 volumes.

JANUARY FORECASTS OF

Forthcoming Books

(Where the publisher has supplied the price and a brief description of the book, these have been included)

AIRCRAFT INSTRUMENTS, by G. C. DeBaud. Published by The Ronald Press Company, New York, New York. Price ?

AMERICAN HIGHWAY PRACTICE, Volume 1 by L. I. Hewes. (Volume 11 will be ready in February 1942.) Published by John Wiley and Sons, New York, New York. \$5.00. "An exhaustive study of all highway design, construction and location."

ARMY OFFICER'S MANUAL, by A. C. M. Azoy. Published by the D. Appleton-Century Company, New York, New York. Price ?

BUILDING CONSTRUCTION, by W. C. Huntington. Published by John Wiley and Sons, New York, New York. 2nd edition. \$6.00. "This volume, comprehensive in scope, is designed to familiarize the reader with types of construction and with building materials and their uses."

COMMERCIAL AIR TRANSPORTATION, by J. H. Frederick.
Published by Richard D. Irwin, Inc., Chicago,
Illinois. Price ?

CONDENSED CHEMICAL DICTIONARY, by T. C. Gregory.
Published by Reinhold Publishing Corporation,
New York, New York. 3rd edition. \$12.00.

CORPORATIVE EXECUTIVES' COMPENSATION CONTRACTS,
by G. T. Washington. Published by The Ronald
Press Company, New York, New York. Price ?

ECONOMIC EFFECTS OF ADVERTISING, by N. H. Borden.
Published by Richard D. Irwin, Inc., Chicago,
Illinois. Price ?

ELECTRICAL ILLUMINATION, by J. O. KRAEHNBUHL.
Published by John Wiley and Sons, New York,
New York. \$3.75. "A well-coordinated treatment
of illuminating practice as well as the basic
theory of illumination."

ELECTRON MICROSCOPE, by E. F. Burton and W. H.
Kohl. Published by Reinhold Publishing Cor-
poration, New York, New York. Price ?

HOUSE CONSTRUCTION DETAILS, by N. L. Burbank.
Published by Simmons-Boardman Publishing Cor-
poration, New York, New York. 2nd edition.
\$3.00.

MANUFACTURE OF SODA, by Te-Pang Hou. Published by
Reinhold Publishing Corporation, New York,
New York. 2nd edition. Price ?

MERCHANDISING FASHIONS, by J. B. Swinney. Pub-
lished by The Ronald Press Company, New York,
New York. Price ?

PERMANENT AGRICULTURE, by W. Scott and J. B. Paul.
Published by John Wiley and Sons, New York,
New York. \$2.50. "This book is written from the
scientific point of view; the treatment is concise,
accurate and as up-to-date as possible."

PHOTOGRAPHY: ITS SCIENCE AND PRACTICE, by J. R.
Roebuck and H. C. Stachle. Published by the D.
Appleton-Century Company, New York, New
York. \$5.00. "The book is written in full detail
and will find its biggest audience among serious
students of photography of all degrees of prac-
tical proficiency. With a laboratory manual of
eighteen experiments. Indexed. Bibliographies at
the ends of chapters, and a general bibliography
at the end of the book."

SEEDING AND PLANTING IN THE PRACTICE OF FORESTRY,
by the late James W. Toumey; 3rd edition pre-
pared by Clarence F. Korstian. Published by
John Wiley and Sons, New York, New York.
\$5.00. "The enlarged activities of federal and
state governments and other agencies in forest
and shelterbelt planting during the decade just
past have resulted in numerous changes in ac-
cepted practice. Discussion of these changes is
included in this revised edition."

SOCIAL ORGANIZATION OF THE WESTERN APACHE, by
G. Goodwin. Published by University of Chicago

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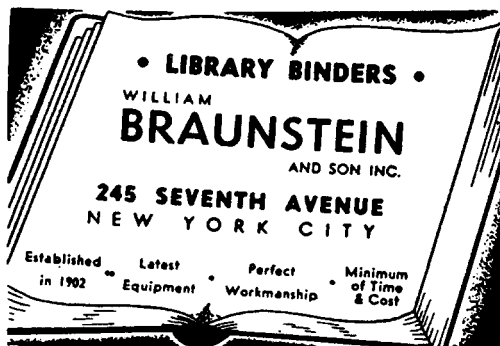
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SOME HISTORIANS OF MODERN EUROPE, edited by B. E. Schmitt. Published by the University of Chicago Press, Chicago, Ill. \$5.00. "European historians of the last generation (since 1900) who have written the history of modern Europe are discussed with critical evaluation of their works in this valuable and needed collection of twenty-two essays by former graduate students of the Department of History of the University of Chicago."

STANDARDIZED PLANT NAMES, prepared by American Joint Committee on Horticultural Nomenclature, in cooperation with the Federal Department of Agriculture. Published by the J. Horace McFarland Company, Harrisburg, Pa. \$10.00.

SURVEYING, by C. B. Breed. Published by John Wiley and Sons, New York, New York. \$3.00. "A practical book giving detail on the every day problems of the practicing surveyor!"

UNITED STATES AND CIVILIZATION, by J. U. Nef. Published by the University of Chicago Press, Chicago, Ill. \$2.50. "History suggests that Western civilization in Europe and America has reached the end of an epoch which began with the Reformation and the voyages of discovery. The author is concerned with the role the United States might play in building a civilization worthy of man at his best during and after the present period of confusion, turmoil and war."

WAGE INCENTIVE METHODS, by C. W. Lytle. Revised edition. Published by The Ronald Press Company, New York, New York. Price ?

WHEN EGYPT RULED THE EAST, by G. Steindorff and K. C. Seele. Published by University of Chicago Press, Chicago, Ill. \$4.00. "This short history of a short era relates the glories of the eighteenth, nineteenth and twentieth dynasties, and traces the beginning of Great Egypt's decline."

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Microfilming Notes

The S. L. A. Committee on Microfilming and Documentation believes that what is most needed now in microphotography, in addition to a really good low-priced reading device, is for the library world and the reading public to be informed about its potentialities. Toward that end the Committee has worked for the past four years and toward that same end it intends to continue working. For this purpose space will be reserved in each issue of *SPECIAL LIBRARIES* for timely articles or news notes on various aspects of microphotography. The Committee will also be glad to receive pertinent questions of general interest through this column. Inquiries may be addressed to Mr. L. H. Fox, Chairman, N. Y. Public Library Annex, 137 West 25th Street, New York, New York.

Late last spring Mr. Cibella, the first Chairman of the Committee, completed his *Directory of Microfilm Sources* including photostat service, thus filling a long felt need in this field. It was common knowledge that a few outstanding library and commercial laboratories supplied microfilms but beyond that there was no way of knowing which institutions did so. The Directory lists a hundred and seven organizations equipped to make microfilm.

* * *

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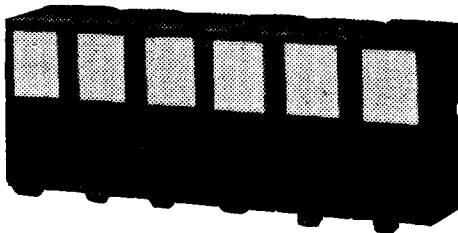
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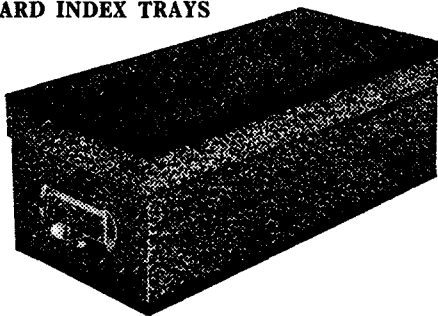
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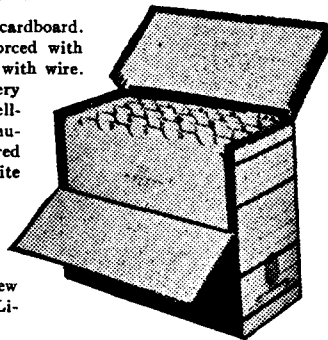
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