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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 35

January 1944

NUMBER 1

The Library in a Research Organization
Earl K. Fischer

Library Service to the Engineering Department of Scintilla Magneto Division,
Bendix Aviation Corporation
Vera Margan

A Preparatory Program for Science and Technology Librarians
Floyd Emory Orton

New Guides and Aids to Public Documents, 1942-43
Jerome K. Wilcox

The Preservation of Reference Material in a Financial Library
Alta B. Clafin

S. L. A. Plans a Recruiting Program
Ruth S. Leonard

Published by
SPECIAL LIBRARIES ASSOCIATION

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Special Libraries

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Indexed in Industrial Arts Index and Public Affairs Information Service

THE STAFF

ALMA CLARVOE MITCHILL
80 Park Place, Newark 1, N. J.

Editor

JEAN MACALISTER

Associate Editors

BETTINA PETERSON

KATHLEEN BROWN STEBBINS
Advertising Manager

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• January •

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THE LIBRARY IN A RESEARCH ORGANIZATION¹

By EARL K. FISCHER, Ph. D.

Interchemical Corporation, Research Laboratories, New York, New York

A SPECIALIZED library serves as the eyes and ears of the research organization. By keeping ever alert to all published information and making this material quickly available to the staff, the library becomes indispensable to the efficient functioning of the organization. Although the subjects covered by special libraries associated with a variety of supporting institutions may be extremely diverse, and the information may come from totally different agencies, special libraries all have similar basic opportunities and obligations.

If we seek to analyze the requirements of library service, several criteria become apparent. Promptness is essential, for often the progress of laboratory and development work is dependent upon a quick answer to a specific inquiry. But there are times in an extensive project when completeness is vital. At such times, the librarian must use his judgment in surveying the most important material in the time available.

The burden is not alone that of the librarian, however, and staff members should inform the library of items of enduring as well as immediate or temporary interest. A measure of co-operation is essential also for assistance in the selection of books and journals, in arranging the facilities to the greatest general good, and in keeping these facilities in the best possible order at all times.

To determine how some of the many tasks of the library can be handled for the staff of a research organization is the purpose of this paper. No attempt is to be made at this time to comment even briefly on methods of classification, indexing or budgeting the library expenses, for these subjects are best left to an expert in library science. Instead, taking the viewpoint of a person requesting help from the library, let us ask what concrete suggestions can be made in connection with source materials, methods of presentation of information gathered by the librarian, and other services which the library is in a position to give.

SOURCE MATERIALS

1. *Reference works and texts.* In the selection of primary reference works such as monographs, treatises and handbooks, there will ordinarily be little dispute; in every industry and profession there are well-known and standard reference works. However, text-books, intended as they are for instruction, ordinarily have little place in a special library unless such texts are the only available compilations of factual material. This is rarely the case; instead texts are usually a partial account of a deeply involved branch of knowledge, and the staff of any research organization has little need for pedagogical books. Text-books, too, rapidly become obsolete. It is better to encourage individual purchase.

Reference works can often be assembled by the librarian in the form of reprint collections arranged either by sub-

¹ Digest of an address before the Science Technology Group of S. L. A. New York Chapter.

ject or by author and, if feasible, bound in a single volume. Whenever possible this should be done, for a volume on the library shelves is far more useful than the same reprints scattered throughout a series of file drawers. These volumes should be prepared with a typewritten title page, table of contents and an index. Where a field of research is followed consistently and the quantity of reprints is large, classification into subdivisions is desirable. Inasmuch as the original papers appear in periodicals, a chronological arrangement is necessarily imposed. Following this plan, a monograph or a collection of monographs otherwise unavailable is created by the librarian.

Use of important reference works should be restricted, insofar as possible, within the building or for overnight study. If a member of the staff removes a volume for use in his home, the work of others may be severely handicapped, and much confusion results from personal requests of the librarian to return the missing volumes. Such requests often degenerate into, "Please don't forget again tomorrow."

2. *Periodicals and journals.* Purchase of journals relating directly to the work of an organization requires no justification. For a relatively small sum a large number of annual subscriptions can be obtained; the value of files of current technical and trade journals may exceed by many times the subscription costs.

In addition, magazines and journals published by various industries, usually called "house organs", are distributed gratis and form a valuable addition to periodical literature. Many of these publications contain useful and valuable information. There is an added importance, however, for in patent searches the appearance of an article in one of these magazines constitutes publication, a fact

which may profoundly influence decision on the patentability of some development. In a more general way, the trend of an industry is sometimes reflected in house organs; this alone is sufficiently important to justify careful perusal and preservation for future reference.

3. *Patents as literature.* There has been a disposition, especially marked in colleges and universities, to neglect patent disclosures as a source of information. In some fields, patents constitute the only important literature available. Publication in scientific journals of the details of the research leading to the patents lags far behind or is never published.

Caution, however, is needed in evaluating information from patents. The information in the specification is likely to be promotional in character, for experimental data can be presented to convince the examiner of the novelty and usefulness of the idea. The literary style of the patent specification and claims is particularly disconcerting, for the disclosures are written in a manner dictated by legal practice. Close attention is needed to extract the essence of the material. As a consequence, the data obtained must be carefully compared with other patents in the same field and a measure of editorial discretion is needed. Caution should be observed, too, in taking the claims as published in the *Official Gazette* of the United States Patent Office as representative. Frequently the character and implications of the invention are found to be quite different when the whole patent description is studied. The titles to patents are usually general in character, giving little indication of the subject; consequently the subject should be given prominence for classification and filing purposes.

4. *Original research notebooks and reports.* The most valuable of all refer-

ences for a research organization are the record books and reports compiled by the staff, provided this material is properly cared for. In cases of patent litigation alone, these records are of incalculable value, but almost equally important is the opportunity for other members of the staff to consult notes in planning additional work or to prevent duplication. Because such records touch very closely on the policies of an organization, the management frequently retains full control and the information is not permitted in the files of the library. This policy is likely to lead to the unproductive state of "lost in the files", unless the librarian has knowledge of the available material which can be released to properly authorized persons.

There is a disposition, also, to purchase for research notebooks any cheap bound or loose-leaf book which, after a few weeks use, becomes ragged and torn and presents a filing problem. Instead, standard bound books, available with a variety of page rulings, and strongly bound with board covers should be adopted. Pages should be numbered. If the book style is wisely chosen, such books, standard in format for many years past, will be available for replacements for future needs. Thus a uniform library of research volumes can be accumulated.

Reports should be prepared according to a uniform plan and the binding should be rugged.

5. *Secondary sources of information.* Newspapers, advertisements in national magazines and book reviews should not be overlooked as a source of information. The radio, unsuspected as a source for information, may carry an announcement or advertisement which applies directly to the organization. Although such items will probably never be a source of essential information, the trend of marketing

plans or a twist in the approach to a subject, useful to some person in the organization, can be detected.

METHODS OF PRESENTATION

1. *Abstract Bulletins.* The amount of published material on any active field of inquiry is staggering. As an instance, it is estimated that 60 to 80 hours is required to read the papers published in one month relating to the paint and pigment field. If the busy executive or technician is provided with an index to this literature in the form of an abstract bulletin, he can obtain quickly a survey of the new material which has appeared and select certain papers for more detailed study.

There are several essentials for such a bulletin. It should be published at weekly or bi-weekly intervals, and the journal and patent abstracts included should be both pertinent and informing. Abstracts which merely put into sentence form the paragraph headings of an article or which copy a claim of a patent are little better than a simple bibliographical listing. Each abstract should carry concrete statements, conclusions drawn by the author, and important experimental data when given. A note indicating whether an article is a review of previous work, a presentation of new experiments, historical or polemical is also helpful in determining the value of the original paper. Editorializing in an abstract is generally undesirable.

The bulletin can be made permanently valuable if the abstracts are mimeographed or printed in such form that they can be clipped and pasted on 3 by 5 or 4 by 6 file cards.

2. *Literature searches.* Searches of the literature of a subject are sometimes handicapped by an insufficiently defined request. Requests should be in writing and as specific as possible. To make a complete literature search on "Plastics" would

require years; to find the pertinent publications on "Moulded Plastics for Distributor Caps" is a reasonable task requiring a relatively short time.

Presentation of the information should be orderly and here again, specific conclusions and data, preferably arranged in tables and graphs, should be given. The historical aspect of a subject may be necessary for some purposes, but ordinarily the factual material should be given first place. Wherever possible, the style should be terse, for these reports are used as source material.

3. *Translations.* For many purposes, literal translations from foreign languages are requested. Where exactness is required, as for legal interpretation, the translator, though well versed in both the language and the subject, may be completely baffled by the correct interpretation of a phrase or sentence. If consultation with others expert in the language and the special field does not clarify the uncertainty, alternative translations together with the original statement in the foreign language should be given parenthetically. This precaution will avoid embarrassing or costly explanations later.

4. *Personal attention.* When an unusually important article or patent appears in a publication, interested persons should be immediately informed of such material. The converse of this occurs when an article is of very limited interest

and only one person is concerned. There is value to this approach if not overdone, for such personalized service makes each member of the staff realize that the librarian is alert to his special needs.

The duties listed above are, in any analysis, the primary obligations of a library staff. But there is a larger obligation to the world of letters, for in these matters the librarian is really the spokesman for a voluntarily inarticulate staff. In relations with publishers of books and journals, suggestions on subjects for forthcoming issues are welcome to an editor. Criticism, too, is accepted graciously, especially when such criticism points to a possible improvement. As examples, there can be listed such necessary items as indices for the year's collection of journals, pagination serially throughout the year to facilitate reference, and occasionally questions on format. Within an organization, too, the librarian can bring subtle suggestions to bear on the literary qualities of the reports prepared by the staff if in no way other than by purchasing books on "how to write technical reports".

The success of the library is best measured by the confidence shown by the supporting organization. More valuable than fan mail, which is scarce even for a difficult job well done, is the unspoken assurance which grows from the profitable coordination of library and laboratory research.

Accurate knowledge is the basis of correct opinion; the want of it makes the opinions of many people of little value.

ANON.

LIBRARY SERVICE TO THE ENGINEERING DEPARTMENT OF SCINTILLA MAGNETO DIVISION, BENDIX AVIATION CORPORATION

By VERA MORGAN

Librarian, Scintilla Magneto Division, Bendix Aviation Corporation, Sidney, New York

THE Engineering Library of Scintilla Magneto Division of Bendix Aviation Corporation serves a research and development organization whose whole concern for the present is a 100 per cent effort to get more and better aircraft ignition equipment to our flyers on all the fighting fronts. Along with that is the vision looking toward the future with crowded air lanes and speeding transports carrying on the business of a re-oriented world.

Library service to such an organization has less to do with orderly rows of books ranged on library shelves than with agility in pursuing elusive facts, almost in sensing which way the wind blows that bears the plasma of future ideas. Because we are a development organization, with the highest standards of precision in performance to maintain, the engineers are interested in new materials, new products, new theories in design. Everything is to be considered, tried in performance, tested in all ways, and then judged—to be perfected or discarded.

Current periodicals, trade literature and directories of sources of information are the librarian's trusted friends and constant companions. Much time is spent in scanning the new magazines for trade literature to be ordered, as well as for new ideas in print, pictures or articles to be called to the attention of specialists

among the engineers. On the regular routing list, special items are added to make sure that they are not overlooked by busy men. In this way, the Librarian can save much of the time of the engineer and yet insure that he will see, as he turns over a problem in his mind, the material which may give him the spark or the hunch for which he is waiting.

All trade literature requested is listed on cards, and these become the shelf list as the material is received. From these a list is prepared and routed to those most interested in using a "special interest" file. This is being changed and added to constantly as bits of information from various sources drift to the Librarian's desk. The letters accompanying the trade literature are filed alphabetically by company name, as it is no rare occurrence to have an engineer ask for the letter to ascertain who signed it, because he is putting through a long distance telephone call of inquiry to the company and wishes to talk directly to a member of the firm.

Each Saturday morning, the heads of the four divisions making up the Engineering Department receive a typed bulletin *What's New in the Library?* listing all important trade publications, books and government documents received during the week. These lists are routed to all employees of their divisions. A copy is also posted on the Engineering Department's official bulletin board. The first

of the week brings a shower of "Speeder" memos from the farther away laboratories, from the technicians asking to have their names placed on reserve lists to receive from one to half a dozen items. Some of the younger laboratory assistants and junior draftsmen often ask for advice on building up personal libraries, and the Barnes and Noble and College Bookshop catalogs as well as all technical book catalogs are filed in duplicate so that there may be a circulating as well as a reference set on hand.

Practically all material in the Library is circulated without restriction as the need arises. Recently the Librarian made a special trip to the Mail Room for two copies of the latest *Production Engineering* magazine which were in the incoming mail. These were charged to an engineer who stood waiting to take them to a conference at which engineers of two companies were waiting for information pertinent to a discussion contained in an article appearing in one of the magazines.

Through the cooperation of an excellent plant photostat department, the Librarian offers to have a photostat made of any article, graph, nomograph chart or table wanted by the engineers for their personal desk files. This is an attempt to handle constructively the problems of removal of pages from current periodicals by engineers who feel justified in that the company provides all necessary tools for good work. They regard these charts as necessary shortcuts, and fail to realize the future importance of complete files of periodicals for reference purposes.

Notices of forthcoming conventions in the magazines are not only entered on a convention calendar which is perpetually kept up to date, but also is a source of preprints of forthcoming papers on subjects of vital current importance.

A member of the Standards Division of

the Engineering Department brought to the Library the problems of finding information on a standard method of specifying the finish on a part produced by steel or sand blasting, and of testing to determine the finish to specification in order that the results would always be the same. A letter was written to the Secretary of the American Foundrymen's Association because the book *Standardization Activities of National Technical and Trade Organizations* by the National Bureau of Standards stated that this organization was working on the classification and designation of surface qualities. Letters were also sent to six firms making sand blast equipment, bearing AAAA ratings in *Thomas' Register*, because that capitalization would indicate that they probably had active research organizations. Replies were received from every letter and each without exception referred to someone else who might have the answer. The trail led to the Automotive Council for War Production in Detroit whose secretary sent the minutes of some of their meetings at which the subject had been discussed. While the problem is not yet solved, these minutes showed those engineers to be faced with some of the same problems that our engineers are working on here, and sharing their experiences toward working out a solution to further the war effort. These minutes have been the subject of much good conversation, and a few hot arguments in the Library since their arrival.

Likewise, an engineer made the comment in the Library that although he thought the National Bureau of Standards *Handbook H28 on Screw Thread Standards for Federal Services, 1942* stated on its cover that it supersedes H25, the H25 standards were still accepted by one branch of the service—the Navy. An

inquiry to the National Bureau of Standards in Washington brought a mimeographed copy of the proposed supplement to *Handbook H28*, which has not been officially released and is still subject to minor revisions. It seems that the thread design requirements are as specified in H28, but the gaging requirements are in accordance with the earlier *Handbook H25*. This was necessary since gaging has been frozen under H25 standards for the duration plus six months to utilize present gage stocks, in service or under contract.

One of the pleasant duties of the Librarian is to gather together all the material from different angles for talks the men are asked to give both for the local Engineering Club and for other professional organizations. Then, there are the various department conferences within the Bendix organization as a whole. Monographs are prepared by specialists within the organization to be shared with all the divisions of Bendix. We have just prepared a bibliography of thirty typed pages on bearings for one of our engineers. This includes books and periodical articles on plain bearings, bearing metals and surfaces, antifriction, porous, phenolic and other non-metals, bronze and jewel bearings and on bearing lubrication and testing—in short all types of bearings except ball bearings.

Two people spent a large part of one day in gathering together all the resources in the library on carbon brushes for our specialist who was to speak on this subject in New York within the week. Engineering and Research Laboratory reports, trade literature, preprints of American Electrical Institute talks, books and periodicals were accumulated, and some photostats hastily made so that he could have some of the material at hand as he talked.

Likewise, the scarcity of mica has turned that lowly Cinderella into a glamour girl, hotly pursued by all electric companies where mica insulation is a necessity. When one is suddenly faced with the problem of buying immediately everything in print on the subject, one can be truly grateful for the research our government has been quietly but persistently piling up in the past, thus making it readily available to our need now. Both the U. S. Bureau of Mines and the Mica-Graphite section of the War Production Board have been very generous in their information.

A term heard almost as frequently in our plant as "good morning" is "Radio Shielding" yet its very complexity has made it very difficult to pin the written material on the subject down to a single heading in looking for, or in listing material. As the electrical aids to safer flying have increased particularly in modern warfare, the necessity to keep the electric and ignition circuits from interfering with the electric waves making up the sound system, has been increasingly the problem of the designing engineers in both fields.

One of the interesting uses of the Library is by industrial engineers who are investigating suggestions turned in under the plant's suggestion system. All suggestions, however wild and impractical they may seem at first, are considered and checked against existing information. Many of them have to do with the use of plastics and their composition, so the material on the dielectric and tensile strength, heat range and machining of the different plastics is always in demand. A recent request for information on a new plastic material listed among the "New Products" in one of the electrical magazines, led to our letter file where the company had written in answer

to our request for printed material that "the materials have been placed under secrecy orders by the government and at the present time we are not free to distribute technical information."

The head of the Metals Laboratory is now asking for all information that can be furnished him and his workers on testing of plastics, as the increased use of plastics as substitutes for metal, is reflected in a new emphasis in this department. They are also asking for everything the Library can furnish them on chrome plating of aluminum and on finishes for magnesium. Their latest request was for tables on the expansion of aluminum alloys and magnesium which were located in *Die Casting for Engineers*, by the New Jersey Zinc Company and in *Aluminum Alloys* from the Aluminum Company of America. These figures were used to check the accuracy of the table on shrink fits which appeared in a recent magazine. The use of cold chambers to shrink metals for closer fits has contributed much to the accuracy of today's mass production.

A new trade bulletin on Chace 772 Alloy, routed to the laboratory head, has resulted in several orders for stock to the company for it was discovered in his testing, that this alloy has the same coefficient of expansion as melmac, a plastic much used in our magnetos. All articles we can locate on heliarc welding are circulated as a unit from man to man since the use of magnesium for lighter airplane parts has brought a flock of new problems to be solved. A designing engineer, who seldom visited the Library, needed very quickly the number used by a certain rather obscure company to specify aluminum stock of a certain standards designation. He was much surprised and pleased to have it put before him in a table from Woldman and Dornblatt's

Engineering Alloys, Their Names, Properties and Uses, giving him the exact information for which he had searched vainly in his own files.

A list of firms selling fiberglas was compiled for a development engineer. A search in *Thomas' Register* under that subject heading did not give the type that could be used here, but a search through all the firms listed under packing and under two other headings showed eight firms that could be contacted for the type of material needed. Much time has been spent unsuccessfully in writing to various libraries trying to locate a copy in this country of *V. D. I. Zeitschrift* for October 17, 1942 so that a photostat could be made of a complete article on a new type plastic extrusion nozzle used by the Germans. An abstract of this article appeared in the January 1943 *Royal Aeronautical Society Journal*.

Laboratory technicians writing up their test reports telephone the Library to settle points of grammar and usage. All books telephoned for are sent immediately by messenger, and collected by messenger on the day they are due, if they have not come in meanwhile. An instructor from the Service School where Army, Navy and Marine personnel are trained in the operation and servicing of Scintilla magnetos and ignition harnesses, dropped in to see reviews that compare the different series of War Training texts for beginners on electricity and on flying. The pilot of the company's plane returned the latest issue of *National Aeronautics*, asking us to secure the revised edition of "Air Traffic rules" listed there.

One of the draftsmen came with the problem of the tension on a thin curved shell which caused the plate to buckle between the screws. Timoshenko and Eshbach helped solve his difficulty. One thing the Librarian has to learn in serv-

ing designers is the importance of screws. All price lists are carefully stapled in the back of each company's catalog, not for the price but for the table of screw sizes which may be the only item needed by the draftsmen. The Purchasing Department telephoned for advice on buying detailed maps of all the states to help it keep track of the location each day of all expeditors to facilitate the delivery of telegrams and long distance messages changing their itinerary.

The latest addition to the file of questions unanswered is for a picture of a French radial airplane engine of 1918 showing the attachment of the propeller. One young engineer is busily engaged in reading to see if he can work out a way to reverse a process to take the "bugs" out of one of the designs. He may have to change a law of physics to do it, but many of the discoveries of today have been made by designers, who worked doggedly at problems that others said

could not be done.

Life in an Engineering Library is full of surprises and some thrills in trying to keep our engineers conversant with the latest and tentative specifications and rulings on war material so that they may be as well informed as the resident and visiting inspectors of the different branches of the Service. A chance conversation has brought a new Library service into being—library packets for train reading by busy engineers who thus utilize the time spent in going to and from conferences, by catching up on their reading. There are very few brief cases that now do not have some Library material among their contents.

Louis Pasteur has said that "Chance favors the mind that is prepared." New discoveries are made by workers who are keenly searching for an objective. In the development of new products and new ideas, we are always pioneers on the edge of the unknown.

A PREPARATORY PROGRAM FOR SCIENCE AND TECHNOLOGY LIBRARIANS

By FLOYD EMORY ORTON

Library, Eastern Oregon College of Education, La Grande, Oregon

THE preparation of science and technology librarians has "stumped" librarians and laymen alike from the date of first founding of these institutions. One more suggestion for the improvement of this type of library service added to the present literature may not be amiss at a time when industrial expansion needs an increased supply of these librarians. When statements like the following can be made it seems as if the profession should take

some initiative in relieving the situation. "Although there are innumerable possibilities, the Special Libraries Association has hesitated to work for the formation of new libraries because of the lack of this trained personnel. That is why the association feels so strongly that our training agencies should be interested in understanding this need and meeting it—thus providing employment for many capable people."¹

¹ Savord, Ruth. "Training for special librarianship." *American Library Association. Bulletin.* 32:910-14.

Mr. Whitford² in his survey of the literature on the preparation of special librarians, quotes a number of statements by important names in the library world on both sides of the question—from the point of view of the subject specialist and of the professional librarian. Similar statements by the users of these libraries might likewise prove valuable. However, the lack of studies in this last field makes it necessary to rely chiefly on personal observation. To avoid as much controversial matter as possible let us look at what the more “middle of the road” librarians have to say in this article.

Dr. James I. Wyer

“The ideal person for a special library more and more will be acknowledged to be one who has studied both library science and the major subject or field which the library serves. I do not see how either of these two lines of study can well be postponed until after the library position is attained, or be most effectively or efficiently learned ‘on the job’ . . . The graduate library schools, especially those offering the richest and most diversified courses, should seek, and special librarians should help them find, library-minded students who have had or will take a year of graduate work in insurance, chemistry . . . etc., and to their special knowledge add a year or more of library instruction.”

Dr. C. C. Williamson

“A point has now been reached (1923), however, where there is apparently sufficient demand to make it feasible to provide specialized professional training. The rapid expansion of public and private libraries, the development of many types of special libraries, and a keen interest at the present time in higher standards of service, put a responsibility on the professional training schools of which they are becoming aware, but which as yet they have taken no adequate steps to meet.”

Miss Harriet E. Howe

“Experience has shown that it is more commonly the lack of sufficient subject

knowledge rather than of sufficient library technique that hampers the library school graduate in a special subject library. His special knowledge may not be adequate to the demands made upon him by experts, and therefore if his patrons are predominately experts he must enlarge his equipment by further study in his field as well as in allied fields . . . Specialization begun in college can, without too much risk in regard to placement, be carried over into professional courses in librarianship, as shown by the proportion of first positions in which specialization proved an advantage to the class of 1932 (at U. of Denver School of Librarianship).”

Mr. Whitford then makes the following statement: “To sum up, our technology librarian should be a PROFESSIONAL LIBRARIAN rather than a SUBJECT SPECIALIST, but the more subject knowledge he can acquire in one way or another, the better!” Considering the evidence submitted as well as the qualifying statement of the above sentence it might be better said: Our technology librarian should be a professional librarian *as well as* a subject specialist.

Let us look at these quoted statements a little more closely. Dr. Wyer states that an effort should be made toward preparing for these positions by a year of graduate study in the subject field in addition to a year or more of library instruction. He, thereby, recognizes the need for subject knowledge and suggests about the only practical method at present of securing such information. However, the efficiency of this method of preparation for special librarianship may be questioned. For one thing it necessitates an extra year’s schooling which in itself may prevent worthy candidates from entering this field. Especially is this true so long as there is no extra compensation for this additional work. (The better salaries usually paid those entering this field is not to be considered “extra compensation” as these salaries are

² Whitford, R. H. “Librarian or specialist?” *Library Journal*. 63:224-226. March 15, 1938.

being paid without graduate work, in many cases.) Also, we might question the value to the special librarian of the information gained in the year's graduate work. If he has the necessary background to take graduate work he has a familiarity with the subject matter which will be sufficient, in most cases, for him to give competent service. In very few instances will companies hire librarians who are also to act as subject consultants to their engineering staff. Neither does the engineering staff expect the librarian to have a subject training equal to his. However, he does have a right to expect that the librarian will have enough subject knowledge to be able to understand his requests and to locate the information needed. In order to do the latter he needs instruction which it is difficult to acquire in either graduate study in his subject or in our present library school curricula. More on this point later.

Dr. Williamson's statement was originally published in 1923 but still very little has been done to supply the need for specialized professional library training. Columbia, Denver and Simmons have made beginnings according to Miss Savord,³ but much remains to be done. Miss Howe, also, emphasizes the need for subject knowledge.

A few words from a recent article by the librarian of one of the leading science and technology libraries of the world will bring this problem up to date. "Probably the most frequent complaint among trained patrons is that libraries fail to comprehend their language and miss the correct appreciation of their metaphors and so their problems."⁴

We may assume from these references alone that there is a definite need for these special librarians and that some attention should be given to their training.

³ Op. cit.

⁴ Bay, J. C. "Activities of a scientific reference library." *College and research libraries*. 2:99-102.

Of what shall this special training consist? Let us assume that our student has the necessary personal qualifications which have been discussed at length in the literature. (Recruiting falls outside the limits of this paper.) The following minimum preparation should fit the candidate for a position in a science and (or) technology library.

1. A bachelor's degree with the equivalent of a major, preferably, in the field most closely related to the material in the library. Included in this course should be a reading knowledge of French and German.

2. At least a year's work in an accredited library school with special facilities to meet the needs of the special student.

3. Provision for practice work in a special library in the field of the student's specialty.

The first requirement can be met by a sufficient number of institutions to satisfy our needs. If the second requirement can be adequately satisfied, facilities will be available for the last. The second, however, is difficult to fulfill. Not all the accredited library schools have the literature of these special fields on their campuses so that the number of institutions which are equipped physically to give work in this field are somewhat limited. The necessary concentration of these students at a few institutions will make for

³ Op. cit. more efficient preparation. Another limiting factor in the satisfying of the second requirement is the lack of personnel for teaching the literature of these special fields. We may consider two possible sources for this instruction. Departmental librarians, provided they have the necessary subject and literature knowledge, may be considered but the number from this source may be small. The best source will probably be from the faculties of the various scientific and technical depart-

ments, if they have literature specialists who recognize the importance of making this knowledge available.

If no literature courses are being offered in these departments it probably will be difficult to arouse enough interest to get such a course unless a faculty member has a particular interest in this field. However, if subject specialists, as a group who criticize the preparation of special librarians (and they have good reasons for so doing in many cases), would assume their responsibilities in this work the condition could soon be remedied. Unless some form of cooperative project with mutual interest shown by both sides can be arranged the library school will, of necessity, have to abandon the idea of giving such training.

However, if a subject specialist is already giving the course for the department, the library school is most fortunate. The chemical literature course developed by Dr. Byron A. Soule at the University of Michigan is an example of this type of cooperation. It is required of all graduate students in the department of chemistry. Shortly after its inception the library school gave it official recognition by including it as one of its elective courses. Literature is available in the various departmental libraries at this institution for several other specialized literature courses in the field of science and technology.

How much time should be taken from our regular library school courses for these special electives? A personal example may answer this question. The substitution of chemical literature for advanced reference and engineering literature, (or other allied field) for advanced bibliography with special problems relative to my field wherever feasible in the other subjects in my first year's work would not have seriously affected my gen-

eral program, yet it would have been a distinct advantage to me in my first two positions. My academic training made it inevitable that I would go into this type of specialized work, yet it was impossible for me to obtain the specific training which I needed most. If I had taken my first year's work at the University of Michigan the one special course offered there, while it would have been a start in the right direction, would not have greatly improved my preparation to meet the demands of a special library's clientele.

If a student is interested in a second year's work it might include administration of a special collection and further work in the student's specialty with possible additional work in an allied field. The time spent in special courses under this program would be a little over 15 per cent of each year's work. The advantages accruing to the individual, the library in which he works, the user of that library and the profession in general would certainly outweigh the disadvantage of the curtailment of the broad general training. If the specialist decided later to go into general library work, his course would have included a wide enough scope so that the special course would not handicap him.

The internship, while it still seems to be in the experimental state, should receive some consideration in this field. Dr. Bay⁵ mentions "a system of post-graduate volunteer service in our larger libraries" as a method of acquainting interested persons with scientific literature. (Students in this field are missing a rare opportunity if they do not investigate the possibilities so generously offered in the above article by the Librarian at the John Crerar Library.) The profession is badly in need of fellowships or other aids for the encouragement of internships in

⁵ Ibid.

science and technology libraries. The few great institutions might be supplemented by the better departmental libraries where the librarians have the preparation and experience to give the internes the necessary information and inspiration.

Now let us examine the library school, itself, to see how well it is suited to the education of science and technology librarians. It must be admitted that these students encounter difficulties which do not affect the majority of the other students because of their peculiar training. This problem, of course, applies to all students in proportion to the amount of their specialization in contrast to their general work in the humanities. The laboratory method develops mental habits varying considerably from those of the non-science student. Reading habits are different due to the differences in reading difficulty and in the quantity of material read in the two fields. Another problem is the almost complete lack of knowledge on the part of the science student of "the literature"—meaning, of course, the humanistic literature. His previous writing experiences have been confined mainly to "writing up" laboratory experiments, which it must be confessed are, in the main, quite unliterary. Briefly, then, the science student develops different thinking processes, reads differently, and writes differently than does the student of literature. The difficulty in this situation lies in the fact that nearly all the faculty members as well as the students in library schools have a similar background in the humanities. Consequently, the curriculum and teaching methods are fitted to the needs of the majority as is quite proper, if the program is not so rigid as to make it impossible to vary it when the necessity arises. On the other hand, the special student has a definite contribution to

make to the library school. Special problems in cataloging scientific and technical books, special classifying problems, special assignments in reviewing scientific literature for book selection, etc., would not only appeal to the science student but would help the other students to bridge this gap in their training.

If the science student decides definitely to go into special library work for life, added emphasis should be given to these special problems in library schools. If there is a possibility that he may go into general library work he should still be allowed to follow up his specialty, but with fewer special assignments.

These suggestions for the preparation of science and technology librarians, while they may not be the best or only ones that might be investigated, are an attempt at furnishing the profession with some constructive ideas. Usually when scientific and technical people need a specialist they move heaven and earth to get just that training and experience.

The profession has realized the need for special preparation for children's and school librarians and more recently hospital librarians. There is also some specialization offered, especially in the second year's work, in each of the fields of public, college and university library work. The reason for the natural development of these library specialties may be based on the similarity of the various literatures. The need for the preparation of science and technology librarians demands that we drop our aloofness from the scientist and technologist and work out a program acceptable first of all to them, for they are going to be the ones to use the service, and secondly to us. Time will iron out the differences of opinion and we will realize that the library profession, also, is not immune to evolution.

NEW GUIDES AND AIDS TO PUBLIC DOCUMENTS, 1942-43¹

By JEROME K. WILCOX

Associate Librarian, University of California, Berkeley, California

AMONG the guides and aids to the use of public documents issued in 1942-43, those pertaining to World War II naturally hold a prominent place. These appear as items 2, 4, 6, 7, 10, 15, 36, 37, 38B, 41, 78, 79, 80, 83, 84, 86 and 91.² Directories of war agencies are also being issued at periodic intervals. These appear as items 8, 9, 12, 14, 35, 39, 40, 42, 64, 77A and 82. The Special Libraries Association has published a new edition of its *Descriptive List for Use in Acquiring and Discarding U. S. Periodical Mimeographed Statements* (see item 16), first issued in 1929. The Division of Statistical Standards of the U. S. Bureau of the Budget has brought out two editions of its *Directory of Federal Statistical Agencies* (item 21). The Legislative Reference Service of the Library of Congress has issued Part I of a *Checklist of Hearings before Congressional Committees through the Sixty-Seventh Congress* (item 32), and it is hoped that additional parts will appear soon, as there is a considerable need for comprehensive recording in this field. The National Archives has released its *Handbook of Federal World War Agencies and Their Records, 1917-1921* (item 33). The Work Projects Administration has issued three new volumes, two being bibliographies of research projects reports, thus bringing up to date its

Index of Research Projects, and the third one being the final edition of the *Check List of Historical Records Survey Publications* (items 47-49).

In the field of state publications, a number of important handbooks to individual state governments have appeared (items 50, 51, 65 and 75). Each of three states, Florida, Maine and West Virginia, has begun the issuance of a checklist of official state publications (items 56, 60, and 76). Many unsuccessful attempts have been made in the past to publish state checklists which were prepared as masters theses at the Library School of the University of Illinois. At last, one has been published with the assistance of the Louisiana Historical Records Survey. This is Lucy B. Foote's *Bibliography of the Official Publications of Louisiana, 1803-1934* (item 57), a magnificent accomplishment. Besides this Louisiana checklist, the two outstanding additions to this group are a *Supplement Checklist of Legislative Journals of the States of the United States of America* (item 63) and Volume V of the *Book of the States, 1943-1944* (item 54). The latter publication, issued by the Council of State Governments, is now the standard reference book of the forty-eight states.

In the foreign field, we are indebted to the British Information Services for reprinting two very important guides to British government publications (item 77B). Three important aids to the acquisition of the publications of the European Governments in Exile have ap-

¹ Previous lists on *Public Documents* compiled by Mr. Wilcox have appeared in SPECIAL LIBRARIES for July-August and September 1938, November 1940, March and April 1942.

² Entry numbers in annotated list which follows.

peared (items 80, 84 and 86). The Library of Congress has made three exceedingly useful contributions to the field: a list of recent censuses in European countries, a *Guide to the Official Population Data and Vital Statistics of Sweden* and a guide to the official publications of present-day Germany (items 88, 89 and 90).

The annotated list which follows includes seven general aids, forty-three federal, twenty-seven state and fifteen foreign.

GENERAL GUIDES

1. California. University. College of agriculture. Giannini foundation of agricultural economics. Library. *Important sources of information for work in agricultural economics with special emphasis on California*. May 1943. Berkeley, 1943. 77 p. (mim.)

Official government sources are included throughout.

Originally issued in September 1941.

2. Northwestern university. Library. Document department. *Selected current references to official publications on civilian defense*. February 5, 1942. Evanston, 1942. 18 p. (mim.)

Supplement I-II. March 5, 194[2]—May 5, 1942. Evanston, 1942. (mim.)

3. Special libraries association. Committee of the Social science group. II. *Materials and their acquisition*. Chicago, Public administration service, 1941. p. 8-34. (In its *Public administration libraries. A manual of practice*. New and revised edition. Chapter II, p. 8-34. (Publication no. 75))

4. Tompkins, Dorothy Campbell. *Sources of information for the study of national defense and the war effort*. September 1942. Berkeley, Bureau of public administration, University of California, 1942. 49 p. (mim.)

Includes official and non-official sources.

5. U. S. Library of Congress. Division of documents. *Government document bibliography in the United States and elsewhere* by James B. Childs. Third edition. Washington, D. C., 1942. 78 p.

Arranged as earlier editions: United States, Confederate states of America, States, Foreign countries and League of nations.

6. Wilcox, Jerome K. Official war publications. *Guide to state, federal, and Canadian publications*. Volume [III]—VI. June 1942—August 1943. Berkeley, Bureau of public administration, University of California, 1942-43. (mim.)

These four volumes with Volumes I and II (Official defense publications, September 1941, and Official defense publications. Supplement, January 1942, respectively) list publications from June 1940 to June 1943 inclusive. Within this three year period 11,109 items have been indexed of which 465 were Canadian, 3,273 state, and 7,371 federal.

7. Wilcox, Jerome K., ed. *Public documents and World War II* Papers presented before the Committee on Public documents, American library association, Milwaukee, Wisconsin, June 23 and 25, 1942. Chicago, A. L. A., 1942. 118 p. (planographed)

FEDERAL GUIDES

8. Chamber of commerce of the United States. War service division. *Directory of war agencies*. January 1, 1943. Washington, D. C., 1943. 79 p. (War service bulletin no. 77)

Earlier editions issued as National defense bulletin no. 58, March 28, 1942, and War service bulletin no. 61, June 15, 1942.

9. Chicago. Association of commerce. War problems service. . . . *United States war organization offices in Chicago* [Third edition] June 21, 1943. Chicago, 1943. 32 p.

First edition issued November 10, 1942; second edition, February 22, 1943.

Have also issued a *Directory, national war agencies*, February 1943, and *Washington directory, War production board executive personnel*, April 24, 1943.

10. Melinat, Carl H. *U. S. government publications and the war. A selected list* . . . Chicago, 1942. p. 153-175. (The Booklist, v. 39, no. 7, December 15, 1942, part 2)

An annotated selected list covering "the last two years to aid libraries in building up their war information files".

11. Merritt, Le Roy Charles. *The United States government as publisher*. Chicago, University of Chicago press, c1943. 179 p. illus. tables. (The University of Chicago Studies in library science)
12. National association of manufacturers. *N. A. M. Handbook on war production*. August 1942. New York, 1942. 184 p.
Contains a section on how to sell to the government; principles for determination of costs under government contracts—War—Navy departments; directory information on war agencies; text of Priorities regulations nos. 1-14; allocation classification system; and a priorities section (index of titles of priorities actions, equipment orders (E series), limitation orders (L series), conservation orders (M series), preference rating orders (P series), suspension orders (S series), index to titles and subjects of PD forms, and priorities forms (PD series)).
13. New Jersey. Historical records survey. *List and index of Presidential executive orders* (Unnumbered series) 1789-1941. Clifford L. Lord, editor. Newark, [1943] 388, [2] p. (mim.)
Distributed by New York State historical association, Cooperstown, N. Y. at \$2.00.
14. San Francisco. Chamber of commerce. Domestic trade department. *Directory of federal offices in San Francisco and the Bay area*. August 1943. San Francisco, 1943. 47 p. (mim.)
Earlier editions issued August 1, 1942 and January 1943.
15. Scudder, Robert E. *World War II and the indexing, distribution, restrictions on distribution and discontinuance of U. S. government publications*. Chicago, A. L. A., 1942. p. 7-41. (In Wilcox, J. K., ed. *Public documents and World War II*. p. 7-41)
16. Special libraries association. Washington, D. C. Chapter. *United States government periodic publications*. A descriptive list including press releases, preliminary reports and other data published at frequent or regular intervals, by important U. S. government departments, bureaus and agencies. With notes indicating which releases are of permanent value and which may be discarded . . . June 1942. New York, 1942. 87 p. (processed)
Presented as a completely revised edition of the *Descriptive list for use in acquiring and discarding United States periodical mimeographed statements*, published in 1929.
This lists only the more important and most generally used releases.
17. [U. S. Board of governors of the Federal reserve system] *State and local financial data* compiled by, and available at, various federal agencies. Washington, D. C., 1941? 25 p. (mim.)
18. U. S. Board of governors of the Federal reserve system. Library. *Data released to the press and public by the Board of the Federal reserve system*. May 1942. Washington, D. C., 1943. 8 p. (mim.)
First issued May 1938.
19. U. S. Bureau of agricultural economics. *Agricultural economic reports and publications*. March 1943. Washington, D. C., 1943. 61 p. (mim.)
Frequently revised.
20. U. S. Bureau of labor statistics. *Prices and cost of living branch. Studies completed for the defense agencies September 1939 to October 4, 1941*. Washington, D. C., 1942? 20 p. (processed)
21. U. S. Bureau of the budget. Division of statistical standards. *Directory of federal statistical agencies*. A list of professional and administrative personnel of federal statistical and research agencies. Seventh edition. January 1943. Washington, D. C., 1943. 152 p. (processed)
Sixth edition, printed, January 1942.
22. U. S. Bureau of the census. *Census bureau publications, July 1, 1941*—Washington, D. C., 1941 (processed)
An excellent list periodically revised and includes 1940 Census publications, publications of the Vital statistics division, current manufacturing reports, quarterly reports, annual reports, etc.
23. U. S. Bureau of the census. *The United States census*. New York, 1942. p. 417-455. (In *Wilson library bulletin* v. 16, no. 6. February 1942, p. 417-455, illus.)
A "series of comprehensive articles . . . on the scope, findings, implications and use of current Census reports and publications".
24. U. S. Bureau of employment security. Reports and analysis division. *Labor market information available from the Re-*

- ports and analysis division, Bureau of employment security. January 17, 1942. Washington, D. C., 1942. 1 p. (processed)
Gives for each item nature of data, frequency of collection, methods of release, and use of information.
25. U. S. Department of agriculture. Office of information. Division of publications. *The publications of the United States Department of agriculture and the policies covering their distribution*, by M. C. Merrill . . . Delivered before the Public documents committee of the American library association, Boston, Mass. June 23, 1941. Washington, D. C., 1942. 23 p. (processed)
Appendix. *Series of publications and periodicals formerly issued by the U. S. Department of agriculture and discontinued*, p. 16-23.
26. U. S. Department of agriculture. Office of information. Division of publications. Distribution section. *List of Farmers' bulletins that have been superseded and the Farmers' bulletins or other publications superseding them*. January 1942. Washington, D. C., 1942. 12 p. (processed)
27. U. S. Extension service. *Publications of the Extension service, United States Department of agriculture*. Issued January 1940. Revised January 1942. Washington, D. C., 1942. 30 p. (Extension service circular 323) (mim.)
Includes printed and mimeographed publications.
28. U. S. Federal board of surveys and maps. Map information office. *Maps and charts of the Pacific Ocean and insular possessions*. Washington, D. C., 1941. 10 p. (Information series no. 2) (mim.)
Includes official and unofficial publications.
29. U. S. Federal housing administration. Division of economics and statistics. *Real property inventory data available at Division of economics and statistics*, Federal housing administration. Washington, D. C., 1938. 4 p. (processed)
Issued August 1, 1938.
30. U. S. Federal housing administration. Division of research and statistics. *Current real property and housing survey data*. March 15, 1941. Washington, D. C., 1941. 1, 10 p. (mim.)
31. U. S. Federal housing administration. Division of research and statistics. *Real property surveys 1939-40*. Collected narrative reports. July 23, 1940. Washington, D. C., 1940. 3 p. (mim.)
32. U. S. Library of Congress. Legislative reference service. *Checklist of hearings before Congressional committees through the Sixty-seventh Congress*. Part I—*House committee on agriculture*. Compiled by Harold O. Thomen. Preliminary edition. Washington, D. C., 1941. 54 p. (mim.)
Prefatory note dated February 27, 1942.
First of a series which is planned eventually to cover many of the major committees of both houses for the period before the 68th Congress.
33. U. S. National archives. *Handbook of Federal World War agencies and their records, 1917-1921*. Washington, D. C., 1943. 666 p. (Publication no. 24)
Contents: Introduction.—General bibliography.—World War agencies and their records.—Appendix: Hierarchical list of agencies described in the *Handbook*.
For each agency is given date of organization, functions, records and, in many instances, references.
34. U. S. National resources planning board. *Fields of current state planning board activity*. June 10, 1942. Washington, D. C., 1942. 93 p. (Circular VIII (revised)) (mim.)
This is the fourth issue of Circular VIII, presenting a breakdown of State planning board activities classified according to function.
35. U. S. Office for emergency management. *O. E. M. handbook. Functions and administration*. [May 1942] Washington, D. C., 1942. 72 p. charts.
36. U. S. Office of education. *Government sources of information on national defense . . .* Washington, D. C., 1942. 50 p. (Education and national defense series pamphlet no. 2) (processed)
Preliminary edition.
37. U. S. Office of education. *Vocational training for war production workers*. Catalog of instructional materials and instructional material information relating to vocational training for war production workers. Rev. November 1942. Washington, D. C., 1942. 10 p. (Misc. 3499 VE-ND) (mim.)

- Includes the publications of the U. S. Office of education, and those of Alabama, California, Michigan, New York and Pennsylvania.
- 38A. U. S. Office of foreign agricultural relations. Division of foreign information and statistics. *Informational materials on foreign agriculture, January 1937—June 1943*. A list of articles and studies on agricultural development in foreign countries, foreign competition and demand for farm products and foreign agrarian policies appearing in bulletins and periodicals issued by the Office of foreign agricultural relations. July 1943. Washington, D. C., 1943. 25 p. (mim.)
- 38B. U. S. Office of government reports. U. S. Information service. *Reference list of national defense publications*. A selection of pertinent bulletins and articles prepared by federal agencies actively engaged in the national defense program. February 1942. Washington, D. C., 1942. 36 p. (mim.)
39. U. S. Office of price administration. Executive office for price. Analysis section. Jurisdiction and classification unit. *Directory of commodity and services*. An index to price and rationing regulations and jurisdiction of operating units. Washington, D. C., 1943. 284 p.
Contents: pt. I, Organization directory.—pt. II, List of O. P. A. price and rationing regulations.—pt. III, Alphabetical index of commodities and services.—pt. IV, Price branch index of commodities and services.
40. U. S. Office of war information. *Handbook of emergency war agencies*. March 1943. Washington, D. C., 1943. 143 p. Primarily a directory.
41. U. S. Office of war information. [*List of discontinuance and curtailment of publications and other informational materials made by federal departments or agencies between July 1, 1941 and September 25, 1942*] Washington, D. C., 1942. 23 p. (O. W. I. Regulation no. 3)
Originally issued as press release OWI-538, September 25, 1942 (mim.) and later published in *Victory*, v. 3, no. 39, September 29, 1942, p. 26-29.
42. U. S. Office of war information. News bureau. San Francisco region office. *Directory, national war agencies, Pacific coast region*. San Francisco, 1942? 17 p. (mim.)
43. U. S. Soil conservation service. *Guide to field activities*. November 1, 1941. Washington, D. C., 1941. 10 folded maps. Third edition.
44. U. S. Superintendent of documents. *Classified list of United States government publications available for selection by depository libraries* . . . November 1, 1941. Washington, D. C., 1941. 73 p.
45. U. S. War department. Office Secretary of war. Civilian personnel division. *Administrative planning agencies in the federal government*. February 28, 1942. Washington, D. C., 1942. 47, [4], 195 p. charts (partly folded) (mim.)
States activities and functions and total number of personnel for the agencies included. All data precedes the war.
46. U. S. War production board. War production drive headquarters. *War production drive. Informational materials* . . . March 1943 edition. Washington, D. C., 1943. 41 p. illus.
47. U. S. Work projects administration. Division of service projects. *Bibliography of research projects reports*. February 5, 1943. Washington, D. C., 1943. 56 p. (W. P. A. Technical series. *Research and records programs bibliography* no. 6) (mim.)
This sixth bibliography contains references to approximately 600 reports on W. P. A. research projects received in the central office between January 1 and June 30, 1941, inclusive. The first to fifth issued as *Research and records programs bibliography* nos. 1-5, inclusive.
48. U. S. Work projects administration. Division of service projects. *Bibliography of research projects reports*, prepared by Cyril E. Paquin . . . April 30, 1943. Washington, D. C., 1943. 209 p. (W. P. A. Technical series. *Research and records bibliography* no. 8) (mim.)
Cover dated: June 30, 1943.
Eighth and final issue in the series.
Covers reports received between June 30, 1941 and April 30, 1943.
49. U. S. Work projects administration. Division of service projects. *Checklist of Historical records survey publications*, prepared by Sargent B. Child and Dorothy P. Holmes. Assistance in checking and

arranging by Cyril E. Paquin . . .
 Revised April 1943. Washington, D. C.,
 1943. 110 p. (W. P. A. Technical series.
Research and records bibliography no. 7)
 (mim.)
 Final listing of Historical records sur-

vey publication issued between 1936 and
 1943 and supersedes W. P. A. *Research
 and records bibliography* no. 4 issued Sep-
 tember 12, 1940, and revised edition issued
 September 1, 1941.

(To be continued)

THE PRESERVATION OF REFERENCE MATERIAL IN A FINANCIAL LIBRARY¹

By ALTA B. CLAFLIN

Librarian, Federal Reserve Bank of Cleveland, Cleveland, Ohio

THE problems of preservation of reference material in an ordinary special library are similar to, though less extensive than, those of the public or university library. In the Federal Reserve Bank Library our binding bill averages very little over \$200 a year. However, since we are regarded by our own officials and by other banks in the city and throughout this Federal Reserve district as a source of historical as well as current information, files of the more important periodicals, reports, documents, etc., must be preserved permanently, and binding is the only *safe* way of accomplishing that purpose.

The preservation of our back files of periodicals is not a very difficult problem, once the decision as to what and how to bind and the procedure to be followed has been worked out and recorded. Only the more important of the financial periodicals are bound, and this includes sets of unindexed periodicals of local financial interest which might not be available elsewhere. Examples are such magazines as the *Cleveland Banker*, organ of the local chapter of the American Institute of Banking; our own employees'

magazine, and those of some of the other Federal Reserve banks; the staff magazine of the Bank of England, of which we have a complete file; the monthly bulletin of the Robert Morris Associates, which is not issued for public circulation; and similar monthly or quarterly serials. In many cases, in order to have these of any use for reference, it has been necessary to type a more or less detailed index or table of contents and bind it in with each volume.

Periodicals which we do not wish to discard at the end of the current year, or incomplete files of the more important ones, are tied up by volumes between press-boards and kept on the regular shelves as long as we need them or have space for them. Also, certain files of periodicals, having no value to our particular library beyond the current year, are clipped for the few articles which may have more permanent use and then discarded.

Our regular binding record for each periodical carries all the instructions as to the disposal of the various types of periodicals, together with notes as to title pages and indexes, the record of when the volumes have been sent and returned from binding and the cost for each vol-

¹ Paper presented at the Joint Session of the War and Postwar Conference of the Library Binding Institute, November 5, 1943, Cleveland, Ohio.

ume. One thing we do insist upon is the binding in of covers and advertising pages. The reason for this is that financial advertisements frequently have permanent reference value, and covers often carry portraits or other distinctive features. For periodicals which are not continuously paged, the bound-in covers help more conveniently to identify the monthly issues.

The question of binding paper-bound reports and other documents depends of course on their permanent usefulness. Serial reports, if small, are kept temporarily between press-boards on the shelves or in the vertical files, until four or five years' issues have accumulated; then they are bound. However, only the most important single pamphlets are bound. These are generally placed in Gaylord binders and treated as books. In a very few cases a group of pamphlets on the same subject are bound together. As an example the briefs of counsel and the opinions of the judges of a legal case, as the case goes through the various courts, would be bound together in chronological order, with a typed table of contents.

The great mass of our pamphlet and unbound material is kept in the vertical files, and constitutes almost as large a part of our collection as the shelved material. We also keep on hand a great deal of duplicate material, for busy executives dislike being bothered unnecessarily to return items which have been sent to them. This is especially true of the large bound material. We find that if our patrons can have a duplicate copy of a single issue to carry in their brief case and keep permanently if they choose, they are well pleased.

Of course we are very strict about material that cannot be duplicated or replaced, and only loan (if at all) to those

who, we are sure, appreciate the necessity for care in returning. If the reference item in such publications is brief or only a few pages, we often have it photostated or typed for the person wanting it.

Newspapers we do not bind at all, since we can always use the bound files in the nearby public library. The current files, after they are circulated and clipped, are kept for a few months and discarded. Clippings are preserved for reference, as a rule, loose in subject folders in vertical files and discarded when their usefulness is over. The few items of permanent value are mounted on single sheets.

Each year there are always certain mimeographed statistical reports and proceedings which must be bound for permanent reference and preservation. Also, each year all the printed circulars issued by the bank are bound in annual volumes. All of these have to be quite fully indexed on typed sheets which are bound with each volume. There is also the problem of smaller or oversize items that must go in their regular place in the volume. We are quite satisfied with the way this is handled by our own local binders, though the cost does make the volumes rather expensive for us.

The mending problem is quite a considerable one with us. We have found, and no doubt other small libraries have had the same experience, that the great enemy of the books on the shelves nowadays is not the bookworm, or the cockroach or the dirty fingers of small boys, but the devastation wrought by the night cleaning staff. We never see them, and their work in the library is only a small part of their nightly duties. For some reason, they are not given a small vacuum cleaner for the tops of the books, so they try to dust by hand and do so by pulling the books out by the top of the binding. Many times in the early days

we used to find the floor strewn with pieces of old sheepskin bindings or the old cloth-bound books partly ripped down the backs. There has been great improvement in recent years but we still have occasional exasperating experiences. In this connection, we welcomed the young man who came two or three years ago to offer his services as book mender, such as he had been doing for several law

offices in town. He came for two days with his small mending kit and gluepot, and as a result the appearance of our shelves has been very much improved.

It may be that other libraries have different problems and have discovered other methods more advantageous, but the ones discussed in this paper have proved successful in the Library of the Federal Reserve Bank of Cleveland.

S. L. A. PLANS A RECRUITING PROGRAM

By RUTH S. LEONARD

Assistant Professor of Library Science, Simmons College, School of Library Science,
Boston, Massachusetts

and

Chairman, S. L. A. Training and Professional Activities Committee

THE Training and Professional Activities Committee is working on an intensive program this year to make college students aware of the opportunities and advantages of the special library profession. The need for recruiting college students to the library profession is acute; and the greatly increased demand for special librarians in many fields makes S. L. A.'s responsibility especially apparent.

The Committee has decided that the most direct approach to the college student is through the personnel directors, vocational counselors, and deans of the colleges and universities. We wish to give to these people information which will correct their misconceptions and distorted ideas concerning the library profession so that they can explain to college students what special library work has to offer. We should like to encourage them to recommend the special library profession to properly qualified students who

do not realize the opportunities now and in the future, to combine their subject specialization with library science preparation for a variety of positions in many types of special libraries.

A special recruiting pamphlet is being prepared which will accompany a form letter to some five hundred personnel officers in the colleges and universities throughout the country. We hope that they will thus be stimulated to send to S. L. A. Headquarters for additional information and be interested in our plan to have representative special librarians go to the colleges to speak informally or formally with students who may be attracted to the special library profession. We also hope that special librarians may be invited to take part in vocational information conferences.

In January, our President, Miss Eleanor S. Cavanaugh, will ask Chapter Presidents to nominate special librarians who would be willing to visit colleges or

universities in their vicinity, at the invitation of the personnel officer, to talk over the possibilities of special librarianship as a career. We hope that those of you who are asked to do this will respond enthusiastically to this opportunity to correct the many false impressions which college administrators, faculty and students have concerning special library work.

Today the library profession must face the challenge to demonstrate the social importance and essentiality of library

service in time of crisis as well as in peace time, if it is to have any appeal to the mature student. For the student who has prepared himself in one field of knowledge it is important that he understand how he may use that knowledge in the field of special library administration by becoming also a specialist in the use and servicing of library materials.

The need for attracting college students capable of assuming administrative responsibility in special libraries is great. We must accept this challenge.

EVENTS and PUBLICATIONS

What Every Librarian Has Been Waiting For

Apart from its great value to the man in the street, the publication of Jennie M. Flexner's *MAKING BOOKS WORK*, a guide to the use of libraries (New York, N. Y., Simon and Schuster, 1943. 271p. \$2.50), is a major event in the library world. At last, through this interpretation, people and libraries may be brought into a dynamic relationship since the *positive values* of library procedure are clarified and the part played by the library's users in its development is graphically portrayed. But it is not surprising that such a book has not appeared before this. It could only be the outcome of years of fruitful relationships in bringing books and people together through libraries and in discovering and transforming the many tangible and intangible barriers into firm steps toward constructive service. Such a background and much hard study of the *reasons* for library techniques were essentials and have resulted in a text that consistently and enjoyably approaches and elucidates the library from the users' angle. The apparent effortlessness with which this consistency is maintained, is proof in itself of Miss Flexner's thorough understanding and art.

Special librarians will find this volume particularly valuable because of its clear presentation of the general library approach to problems. The analysis of the purpose of cataloging and the service to the user given by the various steps is as successful and as illuminating as any section of the book. Because the ap-

proach from the reader's point-of-view is consistently maintained, the chapters on reference books, in particular the one on encyclopedias, dictionaries, yearbooks and the other fundamental publications, will be as refreshing to any librarian as it will be revealing to those who use the library. The chapter "Books for Your Own Library" is an invitation to enjoyment as well as a testament of faith.

MAKING BOOKS WORK is indeed a milestone in library literature and an approach to new vistas both for those who serve and for those who use libraries. But considered from the point-of-view of the special librarian who turns to books and print primarily as tools for the day's work rather than as a means for the enrichment of living, the book has a major omission. There is no chapter that deals intensively with such publications as city and trade directories, investment services, the publications of organizations such as the National Industrial Conference Board or the American Management Association. Some paragraphs here and there touch, though only slightly, on several of these. It is because real understanding of their manifold uses is important both in the handling of the individual's personal problems and in the corporations sound development that the failure to include a section vital to all library users is to be deplored.

Right there perhaps lies the cleavage in understanding between the general and the special librarian, a cleavage that can continue only to

the great detriment of both. Broadly stated and with minor exceptions, in the day's work books to the public librarian are a means for the enrichment of living; to the special librarian they are tools whose skilled use has a direct relation to profit and loss. Both points of view are valuable—intensely important for the country's future welfare. But it is only as complete understanding and application of both interpretations may be developed by each group, that American librarianship in all its aspects can grow to its full stature. The library world is greatly in debt to Miss Flexner for her contribution toward the development of such understanding.

MARION C. MANLEY.

* * *

The *Northwestern Miller* for October 27, 1943 carries an article on the literature of milling and baking with an annotated list of 49 books to make a five foot shelf of books for flour men. The list and the general comment on the literature of this industry are both valuable.

* * *

STANDARD COMMODITY CLASSIFICATIONS, Technical paper No. 26 (651p.) may be obtained from the Superintendent of Documents, Washington, D. C. This is a standard classification for the use of Federal agencies, which, if used, will increase the value of comparability of commodity data (Price?).

* * *

A HANDBOOK OF MEDICAL LIBRARY PRACTICE, compiled by a committee of the Medical Library Association, edited by Janet Doe and recently published by the American Library Association, presents the problems of medical librarianship. Special attention is given to the selection and procurement of medical books and periodicals, their classification and cataloging, the treatment of pamphlets, pictures, maps, microfilms, rarities and reference work. (Chicago, Ill., 1943. 609p. \$5.)

* * *

With the object of bringing to the people of the United States a clearer knowledge of our neighbors to the south, and in response to many requests, the Americana Corporation (Chicago, Ill.) has prepared a volume of basic material on the Latin American countries. LATIN AMERICA is offered in two bindings; one at \$2 and one at \$2.50. A copy of the LATIN AMERICA QUIZ SUPPLEMENT is sent free with each book. Extra copies of the QUIZ may be ordered at 25¢ each.

In the *Bulletin of the Medical Library Association* for October 1943, there appears an interesting article by Jennie R. Greenbaum, Medical Librarian, Michael Reese Memorial Library, Chicago, Illinois, on "Work Analysis of Functions and Duties of the Medical Library Staff."

* * *

This year's issue of U. S. CAMERA ANNUAL—1944 is sub-titled THE U. S. AT WAR, as it presents a cross-section of Americans at war. (New York, N. Y., Duell, Sloan & Pearce, 1943. \$4.50.)

* * *

STATISTICAL ANALYSIS IN BIOLOGY (New York, N. Y., Interscience Publishers, 1943. \$4.50), by K. Mather, is a presentation, in simple terms, of the basic theory of modern biological statistics.

* * *

STABILIZATION OF EXCHANGES (October 4, 1943. 14p. \$1) discusses foreign exchange and the gold standard 1914-1939 as well as the world monetary cooperation. This pamphlet may be obtained from Editorial Research Reports, 1013 13th St., Washington, D. C.

* * *

Bibliographies:

INDUSTRIAL PENSION TRUSTS. (Published in S.L.A. *Financial Group Bulletin*, November 1943, pp. 6-7).

INTERNATIONAL MONETARY STABILIZATION, BRITISH AND AMERICAN PLANS. (Published in *Congressional Record*, November 1, 1943, pp. 9080-9081).

JOB ANALYSIS. Compiled by Joseph E. Zerga. (Published in *Journal of Applied Psychology*, June 1943, pp. 252-267).

MOTION-PICTURE FILMS AND OTHER VISUAL MATERIALS FOR INSTRUCTIONAL USE. (Published in *Education for Victory*, December 1, 1943, pp. 3-5).

NAVY BIBLIOGRAPHY. Compiled by Library Section, Welfare Division, Bureau of Naval Personnel, Navy Department. (Published in *Wilson Library Bulletin*, December 1943, Section 1, pp. 320-321).

PERSONNEL MANAGEMENT FOR WARTIME PRODUCTION. Part I: Personnel Department. Part II: Personnel Management. (Published by Cleveland Public Library in *Business Information Sources*, March 1943, 8p.) Annotated.

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PHYSICAL FITNESS. (In *Booklist*, February 1, 1943, p. 234.)

PLASTICS. Letter Circular No. 712. (Washington, D. C., National Bureau of Standards, 1943, 5p.) Annotated.

PUBLICATIONS USEFUL IN FIRE DEFENSE TRAINING. (In *National Fire Protection Association Quarterly*, April 1943, Part II, pp. 37-50.) Annotated.

SAFETY MEASURES. Compiled by Anne L. Baden. (Washington, D. C., Library of Congress, Div. of Bibliography, 1942, 56p.)

SELECTED BIBLIOGRAPHY OF BOOKS, PAMPHLETS AND PERIODICALS IN ENGLISH IN THE FIELD OF ECONOMICS, POLITICS AND SOCIOLOGY OF LATIN AMERICA. Compiled by Richard F. Behrendt. (Albuquerque, New Mexico, University of New Mexico, School of Inter-American Affairs, 1943, 30p., 25¢.)

SELECTED LIST OF BIBLIOGRAPHIES ON POSTWAR PLANNING. (Published by Cleveland Public Library, War and Defense Information Center in *Mimeographed Bulletin No. 13*, March 8, 1943, 4p.)

WAR AND THE CONSUMER. (In *Publishers' Weekly*, February 27, 1943, pp. 1013-1017).

WAR EFFORT—TRAINING—UPGRADING—SUPERVISION. Abstract No. 6. *British Engineering Bulletins*. (Washington, D. C., War Manpower Commission, Bureau of Training, 1942, 24p.) Annotated.

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Announcements

Jane Brewer Honored

Jane Brewer, S. L. A. National Membership Chairman and Custodian, Real Property Survey Data Unit Library, Federal Housing Administration, Washington, D. C., has recently been made a Fellow of the American Geographical Society.

Sir Angus Fletcher Appointed to Buffalo Post

The many friends of Sir Angus Fletcher will be interested to learn that he has been appointed British Consul for the Buffalo area. Sir Angus was Librarian of the British Library of Information from 1922-1941. He also was President of the S. L. A. New York Chapter 1927-1928 and served the National Association as Chairman of several Committees. Our good wishes go with him in his new work.

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Ella Tallman Appointed to New Position

Ella Tallman, who has been in charge of lantern slides at the Cleveland Museum of Art, Cleveland, Ohio, has recently been appointed Assistant Librarian of the Museum. Miss Tallman, while in charge of the Museum's lantern slides, built the collection to over 50,000, with a yearly circulation of 200,000. These slides, many of which are in color, represent all periods of the art of the world.

Miss Tallman is Past-President of the S. L. A. Cleveland Chapter and is at present serving her second year as National Chairman of the Museum Group.

The Library of Congress Issues Printed Cards for Microfilms

The Library of Congress has issued its first printed cards for microfilm copies of books in the Library. These cards are being printed for use in the catalogs of the Library and for distribution to other libraries in the same manner and at the same cost as cards for books in the Library of Congress. The new cards are not distinguished by being assigned special card numbers but a complete set is being maintained by the Card Division so that they can also be sold as a set if any card subscriber should wish to have all of the cards for microfilms. Over 200 of the cards have now been printed.

Some of the cards for microfilms have been printed from copy supplied through cooperative effort by other libraries and an increasing amount of copy for microfilms is expected from this source.

Whenever the Library of Congress has printed a catalog card for the original work, that entry will be used, with appropriate annotation, for the microfilm copy.

Student Loan Fund

At the moment librarians are in such demand that few seem to be thinking of a future call for those with special training or of the postwar competition which will favor those with the highest qualifications. The Special Library Association stands ready with a Student Loan Fund designed "to provide financial assistance to those members who wish to carry on professional study in an accredited library school."

Inquire of your local Chapter President or write direct to the Chairman of the Student Loan Fund, Marguerite Burnett, Librarian, Federal Reserve Bank of New York, New York 7, New York, if you are contemplating taking additional library courses and need financial aid.

On the Press

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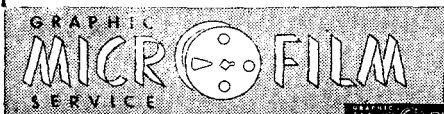
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S. L. A. Boston Chapter

The Boston Chapter celebrated in September its twenty-fifth birthday. This was resplendent with a cake and many reminiscences. Boston Chapter has several reasons to be proud of its accomplishments, among which is the fact that it has furnished the National Association with four outstanding Presidents: Daniel N. Handy (1912-1914; 1924-1926), Edward H. Redstone (1923-1924), William Alcott (1929-1930) and Howard L. Stebbins (1935-1937).

Shall S. L. A. Hold a 1944 Convention?

President Cavanaugh has sent out the following letter to all Chapter Presidents and Group Chairmen:

"The very important question of whether or not to hold a conference in 1944 must be decided by the Executive Board very shortly. Since the Board would like to have an expression of opinion from the membership before making this decision we ask that you discuss the subject at the January meeting of your Chapter and at any local Group meetings.

"The Board would like to make the decision as early as possible this spring in order to give the Chapter holding the Convention longer time to prepare for it, should a convention be held. No Chapter has, as yet, extended an invitation, but Philadelphia is seriously considering inviting SLA to hold the 1944 Conference there.

"In your discussion, please note that transportation will probably be more difficult than in 1943 and that hotels will be more crowded than ever before. At the meeting of the Executive Board on November 5th, one member was unable to get a reservation at any New York hotel and was therefore unable to attend the meeting the next day.

"On the other hand, you will want to mention that the 1943 conference was the biggest and one of the most successful in our history and that members felt they received a great deal of value from it.

"May we have a summary of the opinion of the members just as soon as possible after your January meeting, for the guidance of the Board in this all-important decision?"

If your Chapter President or Group Chairman has not brought up this important matter for discussion, will you not bring it to his attention so that the Executive Board may have before it representative opinions, when making its final decision.

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Library Pictures Wanted

If any S. L. A. member has on file recent pictures of his or her library, Mrs. Kathleen B. Stebbins, national Secretary, would appreciate having them sent her at S. L. A. headquarters. Several requests for pictures of special libarires have been received from newspapers and magazines.

War and Postwar Conference of the Library Binding Institute

Possible postwar developments in the library field and the consequent developments which might be needed in library binding were two of the main topics discussed at the War and Postwar Conference of the Library Binding Institute held at Cleveland, November 5 and 6. Many S. L. A. members were among the nearly two hundred librarians present at the Joint Session of librarians and binders, and a number of them participated in the program.

The following paragraphs are culled from the proceedings, as being of particular interest to special librarians.

At the Joint Session, presided over by Clarence S. Metcalf, Librarian, Cleveland Public Library, Helen Hefling, Head, Catalogue Dept., Lakewood Public Library, and President, Cleveland Chapter, S. L. A., presented greetings on behalf of the Chapter. She said, in part: "There has been a sudden, new realization in business and industry of the value of library research, and nearly every important industry has or is developing its own research department or special library. Last month two areas in the country each reported more than fifty new Special Libraries Association members. Undoubtedly, this means to members of the Library Binding Institute, even in this period of priorities and labor shortages, that you will be called upon to advise or assist in the conservation or preservation of more, and of a greater variety of materials. It is of inestimable value to these new libraries and librarians to find the Joint Committees of the Library Binding Institute, the American Library Association and the Special Libraries Association already working together in their interests, with the Minimum Specifications already in use."

The lack of proper recognition of libraries by government agencies was pointed out by Clarence W. Sumner of Youngstown, who suggested action by library organizations to remedy the situation.

A paper by Capt. Thomas E. Keyes, Sn. C., AUS, Officer in Charge, Cleveland Branch,



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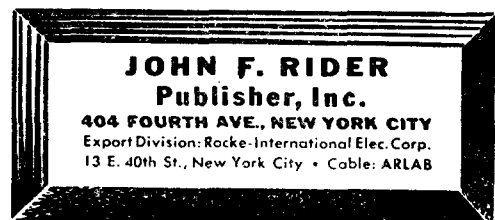
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Army Medical Library, describing "The Army Medical Library and Its Conservation" was presented by his associate, Dr. Max H. Fisch, Curator. An exhibit of books from the library and examples of restoration were shown.

John B. Nicholson, Jr., librarian, Fenn College Library, Cleveland, presented a paper on "The College Library in the War Training Program" in which he described very vividly some of the problems encountered by college librarians today.

Alta B. Clafin's paper on "Binding Procedure in a Financial Library" is reprinted in this issue.

In his annual report, the Executive Director of the Library Binding Institute, Pelham Barr, summarized the problems of the binders and pointed out that they are due partly to the fact that binding is a small industry. He warned against expecting "fairlyland" improvements in binding immediately after the end of the war.

A special afternoon session sponsored by the Ohio Library Association and led by Walter Brahm, Ohio's State Librarian, discussed "Problems of Maintaining Library Service in Wartime".

The five sessions of the binders' meetings covered present conditions and postwar possibilities in the bindery. Current government regulations were explained and discussed through detailed questions and answers. At the technical session market and shop conditions affecting materials were considered. Scarcity of backlining, reinforcing fabric and leather was stressed. Labor turnover and increased costs were the main topics of the management session and they revealed the critical conditions existing in many binderies today. At a special session on postwar planning, the members were given specific suggestions on how each binder could go about making a definite plan for developing his service to libraries.

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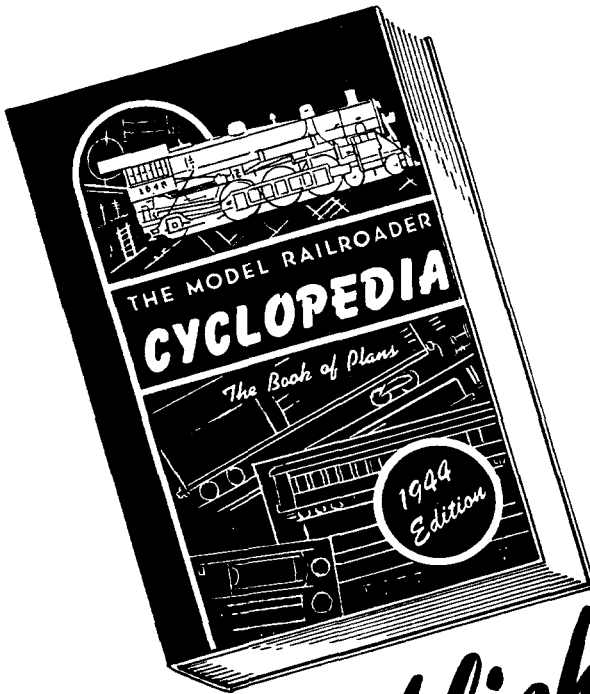
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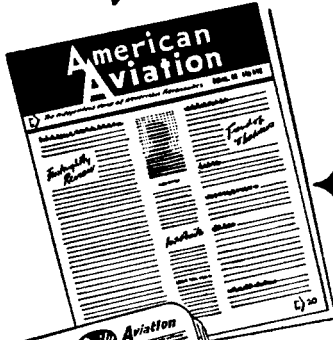
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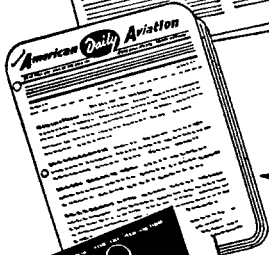
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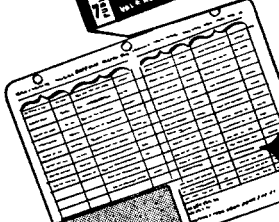
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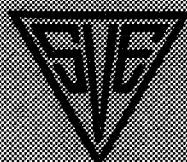
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