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Special Libraries

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The Physical Planning of Special Libraries

The Special Library of the Future

Library Purchasing Practices

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SLA General Reserve Fund Policy

Vol. 42, No. 1, January, 1951

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The Physical Planning of Special Libraries

Mr. Herner is Librarian, Applied Physics Laboratory,¹ The Johns Hopkins University, Silver Springs, Md.

IN 1908, THE GREAT PHYSICIAN and librarian, Sir William Osler, made the statement, "Money invested in a library gives much better returns than mining stock."² More recently industry has adopted the spirit, if not the letter, of this interesting quotation. Considerable thought has been given to putting libraries to work in bolstering industry's capital and intellectual stock by making available the background information that is a vital part of modern industrial research and development. The increasing significance of special libraries on the industrial scene is a direct result of this trend.

Unfortunately industry, for the most part, has adhered to another idea, expressed in the statement, "Libraries are not made; they grow."³ The typical special library usually begins as an unofficial collection housed in the office of a person in the organization who has shown a greater-than-nominal interest in books. Very often, the secretary of this "bookish" individual is given the task of superintending the collection. Eventually, the collection grows to the point where neither the space allotted to it nor the personnel charged with its supervision is adequate. Then a search is made for a librarian, and for some free space in which an independent li-

brary might be established. Generally the area chosen for the purpose is not optimal for a library, but is the only one available. In the world of the special librarian, the question is more likely to be, "Is there any space left for a library?" than is it to be, "This space is ideal for a library; may we have it?"

However, given an area to house the collection with allowances for its expansion, and given an experienced librarian to supervise the operation, it is possible to set up a respectable library even where the space allotted for the purpose is not ideal. But this requires careful planning and no small amount of foresight and ingenuity on the part of the librarian.

The organization of a special library is usually a tightly-budgeted project. It is rare indeed when the special librarian is permitted to enlist the services of outside experts. At one point or another, in planning and building a library, the librarian is likely to function as architect, time and motion expert, and interior decorator—this, in addition to the regular duties of librarianship.

Another factor to be considered is the ever-present curb on expenditures for "creature comfort" in the library. This limitation results from the fact that often the men in the upper echelons of most organizations—the men who control the purse-strings—are not the primary users of the library. Thus, it is often difficult to project the importance of adequate tables and chairs, comfortable ventilation, a pleasant color scheme that is restful to the eyes, and other necessary items. More often than not, the librarian must improvise, making the layout of the library fit its physical

¹ Operating under contract NOrd 7386 with the Bureau of Ordnance, U. S. Navy.

² Cushing, Harvey W. *Life of Sir William Osler*. 1940.

³ Birrell, Augustine. *Obiter Dicta. Book Buyer*. 1925.

environment rather than making the environment fit the library. The two plans illustrated are applicable to this situation. Both required expenditures of less than \$5000.

The Floor Plan and Its Function

The typical library is made up of the following components: The reference area, in which the most-often-used printed sources of information are shelved; the card catalog in which the library's book, periodical and pamphlet holdings are listed; the vertical file, where special information sources, generally tear-sheets, pamphlets and bibliographies, are filed; the current periodical room or area; the main shelving area (or areas, depending upon the physical layout of the library and upon whether it is to have a closed or open shelf arrangement); the reading or study area; and, finally, the work-area for the library staff. These, and other more specialized library appurtenances should be laid out in a scaled floor-plan as soon as the space is made available. The floor-plan serves two important purposes. First, it is an objective, dependable means for evaluating a given area's potential as a library. Second, the floor plan minimizes the elements of speculation and improvization incumbent in the task of converting empty floor space into an efficient library. Alterations of plans on paper are likely to be much simpler, less time-consuming and a good deal cheaper than the shifting and rearrangement of actual library furnishings.

Anyone who has used a rule and drawing pencil in an art or mathematics course can prepare a utilizable floor-plan. The writer made the original rough drawings of the two floor-plans shown, and he did so with nothing more than a pencil, a rule and a copy of the architects' drawings of the areas to be occupied by the projected libraries.¹

¹ The finished floor-plans used to illustrate this paper were prepared by Doris Rubinfeld from the original rough drawings, which were scale at 1/4 inch per foot.

The Allowable Live Floor Load

Before the floor plan is prepared, it is wise to ascertain the allowable live floor load of the library area. This information is generally available from the building superintendent or maintenance office. Most office buildings have an allowable live floor load of about 75 pounds per square foot. Live floor load refers to actively-used floor space, as contrasted to dead-storage space, in which the allowable floor load is several times greater.

The average weight of a row of books one foot long is 20 pounds. Seven such rows, one above the other, would create a floor-load of 140 pounds per square foot. This, added to the weight of the shelving used to hold the books, could result in a weight that is in excess of the allowable live floor load of the projected library area.²

Closed Versus Open Stacks

There are definite advantages and disadvantages to both open and closed systems. It would, of course, appear that the ready availability of books in an open-stack arrangement allows the reader a great measure of freedom and permits him to examine quickly all of his library's holdings in a given subject. The open-shelf does do just that, and for the advanced library-user, who knows exactly what he is looking for and how to go about locating it, this may be beneficial. However, the freedom incumbent in open stacks can be dangerous for the uninitiated library-user. The person who is not well-versed in the literature of his field may stumble in going directly to the books. True, he may pick the book he wants from the shelf, but he is just as likely to overlook other important works which might better suit his needs. For this type of library-user, it is best to situate the card catalog between him and the place where the books are shelved.

² It should be pointed out that the allowable load is usually greater around the walls than in the center of a room. Thus it is often safer to utilize wall areas for book shelving.

The most obvious fault of the closed-stack reference library is its slowness in delivering requested reading materials into the hands of the reader. There is an unfortunate but widely-accepted axiom in the bibliographic world which states that the speed of reader-services is inversely proportional to the size of the library.

A closed-stack arrangement means that the bulk of the collection must be kept some distance away from the readers. It also means that a book, once requested, must go through several hands before it is delivered. This may deter the busy industrial researcher, who generally needs his information in a hurry, and it may place a strain upon the library staff.

From the space utilization viewpoint, there is little difference between the open and closed-shelf systems. Those differences that do exist will tend to favor the open-shelf system. Figure 1, an open shelved library, contains 805 linear feet of stacks and has a shelving potential of 4,840 bound volumes and

200 current periodical files. It occupies a floor area of 932 square feet and has a seating capacity of 18. Figure 2, a closed-shelf library, contains 777 linear feet of stacks, has a shelving potential of 4,616 bound volumes and 200 current periodical files, occupies 1,440 square feet of floor-space, and seats 56 persons. The difference in seating capacities is due to the additional 408 square feet of available floor-space.

Selecting the Shelving

Shelving should be selected on the basis of durability, maneuverability, cost and attractiveness. Since it involves a large capital investment, a shelving installation should be planned in terms of maximum longevity and usefulness. A well-planned shelving unit will function for as long as the library in which it is used is in existence. The ideal unit can be dismantled and used elsewhere, should the library move or cease to exist.

Shelving must be sturdy enough to do the job for which it is installed. It

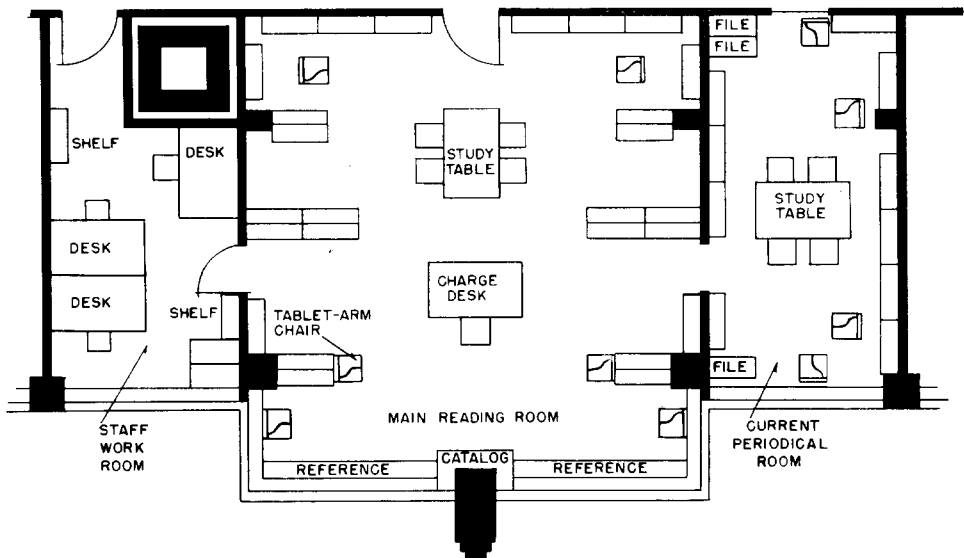


Figure 1. The library of the Applied Physics Laboratory, The Johns Hopkins University. Situated on the third floor of the Main Building of the Laboratory, the library has several physical encumbrances to contend with. Most noteworthy is the large chimney in the upper right hand side of the staff work room. On the positive side is the fact that the library has high ceilings and ample window area, which make the lighting problem comparatively simple.

must be high enough to hold an adequate number of books to justify the floor-space it occupies. It must be low enough to facilitate the shelving and removal of books as they are needed. Shelving must lend itself to the book-shifting which is a regular part of library activity. Individual shelves must be easily removed and replaced, but their shape must not be altered or their structure weakened during these operations.

Most manufacturers feature individual units 91 inches high, 36 inches wide and 10 inches deep.¹ These contain seven tiers of shelves spaced at intervals of one foot. Wooden shelving will cost approximately 70 to 80 per cent more than steel shelving. The main advantage of wood is that it is more attractive and available in a wider variety of finishes than metal. However, for most special libraries, the cost differential, together with wood's tendency to warp and spring with age, usually spells the answer.

In establishing a library's shelving requirements, the following figures should be considered: Each section contains seven tiers of three-foot shelves, for a total of 21 linear feet. Seven volumes per linear foot is an accepted and fairly dependable figure. In weighing number of volumes against linear feet of shelf space, allow a minimum of six inches per three-foot shelf for additions to the collection (although careful weeding of the collection may make this unnecessary). Thus, each range will have immediately available space for 123 volumes, and will have an expansion potential of 22 volumes. It is also important to set off an oversize area in which books over 10 inches high may be shelved. The oversize area affords an opportunity to use shelf space which would be wasted

¹ *The Thomas Register of American Manufacturers*, published annually by The Thomas Publishing Company of New York, contains a fairly complete list of library shelving manufacturers. This list is arranged by geographical location.

by mixing regular-sized books and out-sized books on the same shelf.

In measuring space requirements for current periodicals, one foot should be allowed for each subscription. While there are many arrangements for exhibiting separately the latest issue of each important journal received, the average special library user will be better served by having all the current issues of the journals he wants to see together in one place. However, this will vary with the size and type of the periodical collection.

Aisle space between shelving ranges is important. On it depends comfort and visibility. In a closed shelf arrangement, aisles should be at least three feet wide. In an open-shelf library, aisles of over five feet are necessary.

The Deposit Library

Another important space saver is the deposit library, a storage depot for less-used and obsolete material culled from the working collection. The deposit library is a means of utilizing less-desirable space, and drawing pressure from the regular library. The type of storage varies from boxing in marked crates to actual shelving. The use of regular shelving methods is preferred, since it makes possible a better use of space, and makes requested materials more readily available. For a library containing 5000 volumes, the deposit library need occupy no more than 200 square feet of floor space, although this figure will depend upon acquisition and culling policies.

Selecting the Furniture and Non-Stationary Equipment

The availability of funds and the projected size of the library operation will largely govern the type and amount of furniture and equipment installed. The average special library will require the following furniture and equipment: Tables and chairs, work desks, typewriters, a catalog cabinet, file cabinets and one or more book trucks.

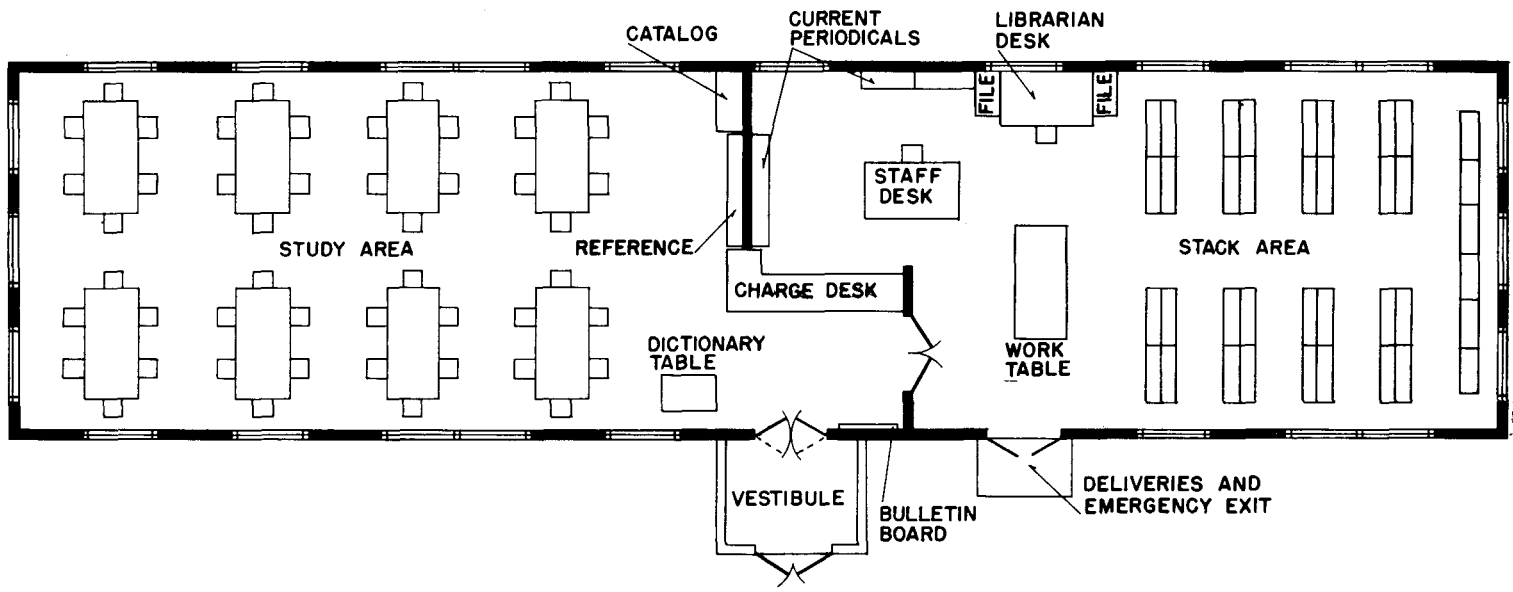


Figure 2. The Engineering Reading Room, New York University. This library occupies a steel quonset structure. Its low ceilings and metal roof tend to make it overwarm in the summer, but its excellent window areas make visibility more than adequate.

The table dimensions most often used in special libraries are 36 inches by 60 inches or 36 inches by 72 inches. An effort should be made to fill as much free space as possible with tables and chairs. Aside from a good book and periodical collection, there is no single feature that will bring more people into the library than comfortable and adequate study areas. A minimum of 2½ square feet of table space should be allowed for each reader. Where tables are placed so that readers are seated back-to-back, a minimum of five feet (preferably six feet) should be allowed for "sliding" and aisle space. Where tables abut on walls or similar areas, there should be a minimum of 2½ feet (preferably three feet) between the table and the abutment.

Chairs, whether metal or wood, should be sturdy and comfortable (The wise library planner tests for the latter attribute by actual field tests!). The chairs should have stretchers which serve both as strengtheners and places for depositing books and brief cases that might otherwise end up on the floor or tables. Many special libraries are supplementing their available table and chair space by installing tablet-arm chairs. These are easily moved, and are suitable for quick perusals of reference literature. They are also available in both wood and metal.

Many librarians prefer wooden tables and chairs to metal. The reason for this preference is approximately the same as for their preference for wooden shelving: Wood comes in a greater variety of finishes. This is true, but steel furniture costs much less than wooden furniture, and is more durable. Also, steel furniture lends itself to the modern, functional idea of decoration that is becoming universally accepted in library planning. Both types are available from furniture and library supply dealers and manufacturers. Both should be carefully examined before a selection is made.

Most special libraries use common office desks in place of the charging desks

which are common to public libraries. Office desks having typewriter drawers are usually satisfactory for the purpose. However, a small, specially-planned charge desk is often better for varied reference and clerical activities. A well designed charge desk may cost little more than an executive-type office desk.

Typewriters in the library should be noiseless, and they should not be concentrated in the immediate vicinity of a reading or study area. Electric typewriters are finding favor among librarians (particularly those who cut many mimeograph and lithograph stencils). However, electric typewriters cost approximately twice as much as standard office machines, and they are noisier.

The catalog is the focal point of the library. It should be carefully selected. Once again, size will depend upon the size of the projected library. Most special librarians prefer the expansion type of cabinet, to which sections may be added whenever necessary. In calculating catalog-cabinet space requirements at the start, it is safe to assume 90 cards to the inch, or 1,080 cards to the standard twelve inch drawer. Thus, with an average of four card entries (one author, three subject), the catalog needs of a library containing 3,250 volumes will be served by a twelve-drawer cabinet. Catalog cabinets are available from most library-supply houses. In selecting catalog cabinets, the librarian should observe the following precautions: Wooden cabinets are preferred over metal because the individual drawers are not as likely to have dangerously sharp edges. Cabinets must lend themselves to ready expansion. The ease with which sections can be added and the availability of sections should be closely investigated before any decisions are made.

Book trucks made of wood are preferred to those made of steel. Again, the reason is safety. Any piece of furniture that is likely to be moved should have as few sharp edges as possible.

Two types of filing cabinets are necessary in most libraries. The first, and

most common, is the letter-size file cabinet consisting of from three to five drawers whose dimensions are each usually 12 by 14 by 29 inches. In the library, such cabinets serve both as storage places for correspondence and other office records, and for depositories for vertical files of pamphlets, reprints and other forms of unbound literature. Letter-size cabinets of steel are available in various finishes, and can be chosen to match closely the color scheme of the library. If space permits, it is wise to choose three-drawer cabinets, whose tops can be used in place of tables, for storing vertical file material in the reading portions of the library, and to use the more-economical five-drawer cabinets for correspondence.

Another cabinet that is becoming increasingly useful, particularly in the maintenance of current and bound periodical records and book shelf-lists, is the card system file. This consists of a cabinet with shallow trays or drawers containing wires or other attachments on which two-faced record cards can be hung. This type of cabinet with all the necessary attachments is being produced by several large domestic manufacturers of library and office equipment. As in the case of the larger correspondence files, steel card system files are available in various finishes.

Both of the library installations illustrated utilize steel supply cabinets. These have two large doors and five tiers of shelves. The dimensions of these cabinets are 18 inches deep, 72 inches high and 36 inches wide. Steel supply cabinets are also available in numerous finishes.

Arranging the Physical Components of the Library

In deciding upon the arrangement of equipment and furniture, the basic tenet should be, "Know exactly where the various physical components of the library go *before* they are purchased." This will prevent much unnecessary work and expense, and will bring predictable, satisfactory results.

A dependable method for finding the best arrangement is by laying out scaled two-dimensional cardboard or paper models of the equipment and furniture needed on a scaled outline of the space to be occupied by the library. These models can be altered, measured and studied until the best arrangement is found.¹ Then a complete floor plan can be drawn up and the purchasing begun.

Space for Innovations

As in many other fields, there are constant innovations in library methods. The use of new filing and recording methods is becoming ever more important. The modern librarian must be alerted to the existence and possible applicability of such improvements as microfilms, microcards and microprints in the special library. Space for the eventual installation of these improvements should be considered and incorporated into the overall floor plan of the library.

Decorating the Library

Decoration is largely a matter of taste and to cite any hard-and-fast rules would be fallacious. In general, the purpose of decoration in the library is to create an aura of maximum reader-comfort. This means a color scheme that is both attractive and functional. It may mean the installation of sound-proofing tiles on the ceiling (although the presence of large quantities of books does much to absorb distracting sounds). It may also mean "man-size" ash trays on the study tables, and, if space and budget permit, a few strategically-placed easy chairs. Drapes are notorious dust-catchers, but the frequent cleaning bills engendered in the installation of attractive drapes are more than justified by the feeling of home-like comfort they convey. Asphalt tile floor coverings are the safest, most comfortable and most durable for libraries. If care-

¹ In using two-dimensional scaled models, the third dimension, *height*, should not be forgotten, lest seven-foot shelves be fitted into areas six feet high, etc.

fully chosen, they are also the most attractive type of floor covering.

Light and Color in the Library

Color is an important part of decoration. In the library, its role is fundamental, since it is directly related to visibility. Through the effective use of color it is possible to attain both maximum visibility and an optimum in psychological comfort for the reader. The improper use of color can, on the other hand, undo many of the material benefits of a good collection, a competent librarian and adequate shelves and furniture.

The question of how much light is best for a library is a very elusive one. Ideally, lighting conditions in the library should approximate those of daylight. Estimates of 10 to 50 foot candles are usually given. However, the effectiveness of any lighting system will depend upon the unlighted conditions in the library (the conditions that exist during the day, when no artificial light is used). A careful examination of natural lighting conditions in every part of the library should be made. Then, there should be a synthesis of natural light (most special libraries are used mainly in the daylight hours), artificial light and color.

For artificial illumination, most special libraries use white fluorescent light. This is probably the most efficient for the purpose. Where white light is used, library walls should be painted in flat shades of green, grey or blue. Ceilings, an important source of reflected light, should be done in a lighter shade of the wall-color chosen. Floor coverings should also match, but should be darker than the walls if they are not to distract the reader.

Color contrasts are another important factor in library decoration. The use of a single color or several closely related colors is likely to result in "institutionalism" and its resulting boredom and inefficiency in the library. Also

to be avoided is the reader-distraction caused by extreme contrast in color. Floor, wall, ceiling, furniture and equipment colors should complement one another comfortably.

Creature Comforts in the Library

The subject of making library-users feel at home in the library has been discussed throughout this paper, but it is one that is worthy of some reiteration. As has been suggested before, reader-comfort is an all-important part of the library operation. Without it, the position of the library in the organization it serves is greatly weakened, for without it, readers come to the library because they are *obliged* to come, and not because they *want* to come.

In addition to furnishing its customers the reference tools and assistance they need, the library must give them a practical, comfortable place in which to work. Adequate tools and comfortable working conditions are axiomatic in modern, productive industry. They are no less important in a modern, productive library.

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The Special Library of the Future¹

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FROM THE TIME THAT THE WORLD has had a way of expressing itself by means of symbols put together to convey thoughts, there have been libraries. The development of libraries has been one of advancement through the years. In the early days most of the libraries were in monasteries where the books were chained to the walls. In America, the 19th century saw the beginnings of public library service, the development of children's rooms, traveling, school, county and prison libraries.

With the 20th century, a new type of library came into being—collections of specialized information. The "special library" covers some special interest, and its collection includes the literature of one business or of one subject; it serves a specific organization with a limited clientele; and it is interested in having at hand or in knowing where to obtain quickly the latest, most authoritative information.

Since the special library deals primarily with the present and the future, and since a great deal of the most important material is not in books or even

in print, there are wide horizons available for the development of "the special library of the future."

Let us draw back the curtain on the panorama of the year 1975 and pay a visit to the library of the Nuclear Corporation.

Physical Construction of the Library

The physical construction of the library is centered in acoustical conditioning, air conditioning, day lighting and color conditioning. These factors not only add to the comfort and efficiency of the staff, but are actually a necessity in maintaining the standards of service which are the obligation of a special library.

Acoustical treatment varies with the specific need. In the alcoves used for wire recordings a ready mixed plaster is used. It has a high coefficient of sound absorption and is an excellent light reflector. Furthermore, it is pleasing to the eye as it presents a continuous surface. Since frequent cleaning is unnecessary because the air is completely filtered by the Precipitron, the acoustical qualities are permanent.

The recording alcove and super-facsimile alcove adjoining the browsing room are lined by perforated materials which are manufactured and marketed as a finished product ready for application to the walls and ceiling. Sound waves passing through the small openings are absorbed by the soft receptive materials behind the surface and the perforations are sized so that any number of coats will not form a ledge over them. This style of material thus retains its original high efficiency permanently. In addition, the perforations are arranged by pleasing geometric patterns, and because of the variety of sizes

¹ This article was prepared by the authors while they were attending the School of Library Science, Drexel Institute of Technology. Both Margaret Kehl, Assistant Professor of Library Science, at Drexel and the editor of *SPECIAL LIBRARIES* considered it so unusual and interesting that it is being included in this issue. Here is an entirely different slant on the future of the special library.

and shapes of the tiles, afford a rather free change in the architectural design which is in keeping with the browsing room itself.

The acoustical treatment of the browsing room and reading room is accomplished by the use of structural units of masonry construction which makes it possible to carry on the varied activities with a minimum of noise. The walls are smooth and painted to harmonize with the color conditioning and decorative scheme of the furnishings.

Air conditioning is accomplished by the Precipitron which removes dust particles, bacteria and any other particles as small as 1/25,000 of an inch, as well as oil mist and tobacco smoke.

The Precipitron consists of three major parts—the dust collector cells, the ionizer unit and the power pack. The ionizers are energized by the power pack with 13,000 volts d-c, creating a strong electrostatic field; every particle of foreign matter, regardless of size or composition, receives a positive charge. Within the areas of the cell itself, this is known as the collector, and parallel plates alternately charged with 6000 volts d-c are spaced 5/16" apart. Since unlike charges attract the positively charged dust, particles are attracted to the negative plate and grounded. The collected dirt is harmlessly flushed down the drain in a few minutes.

The emphasis on lighting is upon quality of light rather than on quantity, and involves proper distribution, complete elimination of glare and a sufficient brightness ratio—all of which is accomplished by means of daylighting and concealed fluorescent lighting.

Uniformity of illumination and elimination of shadows is obtained by the utilization of the bilateral lighting system in the browsing room. In this system, the ceiling plays an important part in eliminating shadows by diffusing a major portion of the light it receives from two banks of windows. In the reading room, where it is impractical to have bilateral lighting, the same results

are accomplished by increasing window head height and placing it flush with the ceiling.

Glare is the result of an unbalanced lighting environment and is prevented by the removal of all surfaces with specular reflection, such as glass or glossy varnished surfaces; hence woodwork, furniture and equipment are finished in pastel shades. Mottled-pastel colors in floor tiles are used in the flooring.

In the former instance, no shades, blinds or other daylight control devices are used on these large windows. The transom windows facing south are protected from direct sunlight by an overhanging corridor roof which has a sharp ceiling slope.

In the latter instance, by using scientifically designed louvers on the large amount of glass made available by the bilateral system, it is possible to reduce extreme brightness and to maintain evenly distributed, glare-less light. This makes it possible to orient the building north, south, east or west, and still maintain a nearly perfect lighting environment.

When daylighting is impossible, concealed fluorescent lighting is automatically controlled by a brightness meter adjusted to a brightness ratio of 10 to 1.

Color conditioning, which is basically color selection, is an art combined with science, and the following principles direct the future library's color scheme:

Red, yellow, orange, and buff are considered warm colors, while green and blue are cool colors. Gray may be neutral, warm or cool depending on its composition.

Warm colors will tend to make a room appear smaller, while cool colors will give the illusion of increased size.

Red is stimulating, invigorating and conducive to action.

Green is soothing and restful and provides a pleasing background during all hours of the day.

Blue is the coolest of colors and is effective in producing restfulness and overcoming stuffiness of rooms.

Yellow is the gayest of all colors, with high visibility and stimulation of cheerfulness. Buff is equally effective.

With the exception of the alcoves, corridor and microfilm storage, the ceilings are painted an off-white which has a high reflection value of 83.4 percent. The alcove ceilings are painted white as they have no direct source of natural light and white reflects 88 percent.

The side walls are painted as follows:

- Foyer — Red
- Reading room — Light green
- Browsing room — Light blue
- Work room — Light yellow
- Librarian's office — Rose
- Stack — Silver Gray
- Wire recorder alcove — Peach
- Corridor — Cream
- Facsimile alcove — Blue green
- Microfilm storage — Peach
- Recording alcove — Blue green
- Television room — Buff
- Research room — Buff
- Wash room — Rose

The floors are covered with a composition tile which absorbs sound and is light colored buff. This increases the lighting efficiency and diminishes shadows.

The foyer contains the card catalog, desk and bulletin boards. Directly behind the foyer is a corridor leading to a research and to a television room. On one side of the corridor are two wire recording alcoves and the stacks. The opposite side contains a recording alcove and a super-facsimile alcove, both of which open directly into the browsing room. The microfilm storage room is directly beyond these alcoves and opens into the corridor. The reading room is located to the right of the foyer and is connected by a short hall to the librarian's office and the work room. Adjoining the office is a wash room, while the large closet adjoins the work room. An interesting feature in the work room is the mail chute. To the left of the foyer is located the browsing room which has an open balcony extending the full width of the room at the opposite end. The balcony not only permits bilateral lighting, but also is a functional unit of the browsing room.

There is a double door at the en-

trance to the library. Each door is equipped with an electric eye and electronic counter for recording the people passing through the doors.

The foyer is lined with lighted frames in which constantly changing pictures of the latest books and the covers of the current magazines available in the reading room appear in color. Another frame contains announcements of meetings.

Furnishings and Equipment

Upon entering, the library gives the impression of one's own living room. All of the furnishings are in light wood to reflect the light. The chairs are large and comfortable and are upholstered in fireproof, washable plastic in colors to blend with the walls. A small bookcase on wheels with a table top is beside each chair. Several books may be placed in the case at one time and then taken back to the chair so that the reader can study from several sources simultaneously without disturbance.

The librarian explains that in keeping with the decoration, all of the current periodicals are recessed in the wall of the reading room. To demonstrate, she pushes a button in the wall beside the name plate *Atomic Age*, and a tray containing the latest issue of this periodical slips out.

Of course, there are no longer any files of back issue periodicals to prepare for the bindery. Everything more than a year old is microfilmed and filed in humidity-controlled cabinets in a specially built room.

The last newspaper was printed in 1960, and all of the back issues are on microfilm in a central storehouse which is equipped with a microfilm reader and a television camera. If one of the employes of the Nuclear Corporation is interested in an article in an old newspaper, a telephone call will place it on the library's television receiver in a few minutes. The storehouse can very quickly telecast the article from the microfilm reader over its special lines to local libraries. The current news is received continuously on

the superfacsimile machine in the browsing room of the library. The superfacsimile was developed in 1947 and is a combination of television, radio relay and photography capable of handling up to a million words a minute. It can transmit, in facsimile, the equivalent of forty tons of airmail coast-to-coast in a day. This machine is equipped with a special attachment for placing the copy on microfilm as it prints for permanent record.

Books

The books are shelved in a special room in floor-to-ceiling stacks, which at first would seem to present a problem in obtaining the books and in reshelving them. However, since all control is mechanical from the catalog, it is not necessary to classify the books according to Dewey's scheme, which is practically a forgotten "art." As the books are received, they are prepared and shelved in numerical order with the accession number printed on the back. The catalog is arranged by subject, and each card contains the accession number. A dial numbered from 1 to 0 is set up next to the catalog, and provides for any combination of numbers regardless of the number of books in the collection. If a research man wishes to study book number 91969 on rocket ships, he dials this number. As the last number slips into place, an automatic tripper releases the book from the shelf in the stack room. The book travels down a chute to a conveyor under the floor which carries the book to the charging desk.

The books are charged by means of a punched card system. When a book is borrowed, the borrower's card and the book card are placed side by side in a small control machine at the desk. At the press of a button, a charge card, which duplicates both the borrower's pattern and the book's pattern, side by side, is mechanically produced on a machine in the workroom. The book card is replaced immediately in the book pocket.

It is unfortunate that to date, no one has devised a method for reshelving the books, but the page's work is facilitated by a lift containing book shelves. This lift is composed of a small platform which is designed to run up and down the stacks, as well as horizontally along the shelves, and is controlled by merely touching a button.

Camera for Reproduction

Despite the fact that each laboratory is equipped with a microfilm reader, the research men still like to have prints of certain articles which they are using for extended research. For this purpose, the library still uses an old device, the "SX70" camera which was invented in 1947 by a scientist named Land. This camera was originally designed to take and develop a picture in 60 seconds with one operation. The time has been reduced to 30 seconds, and the finished picture withstands long exposure to intense sunlight or frigid weather.

Wire Recorders

The library has two soundproof rooms immediately behind the charging desk for wire recorders. One outstanding use made of these machines is for recordings of the proceedings of various meetings held throughout the world—American Chemical Society, National Association of Manufacturers, Electrochemical Society, etc. Instead of purchasing preprints and published addresses as they did in 1950, the library now subscribes to an annual service through a central wire recording company. The cost of the service is based on the number of cartridges of different meetings the library wishes to receive. The library maintains a complete set of cartridges of addresses made by the corporation's employes.

Television

Today an experiment of thought wave measurement and transmission by means of the electroencephalograph is being televised, and the television room has been set up so that the Nuclear

Corporation's scientists can watch proceedings simultaneously with scientists all over the world. This room is used daily for observing the demonstrations of new scientific developments.

Facsimile Equipment

The facsimile equipment is invaluable because of its ability to transmit quickly and without error important orders, documents, specifications, sketches, books, maps and to leave a permanent record of such transmission.

One of the receivers is in constant use for the receipt of material—books, bibliographies, charts, schematics—from all over the world which are not in the library's collection.

Another receiver is used daily for reference work. When a long research question is received, the librarian immediately contacts the Library of Congress to ascertain whether or not this work has been done before. If it has, they will transmit a copy of the complete search to the Nuclear Corporation; and thus the search is completed in a very short period of time.

The library also has two facsimile transmitters. One is used for sending material to other libraries; the other is for internal use. Instead of the old method of circulating copies of magazines to the various plant departments, the facsimile operator simultaneously transmits the periodicals as they are received for permanent record to receivers throughout the plant. This method has more than paid for the installation of the facsimile equipment because only one subscription to each periodical is required.

Function of the Work Room

The library assistants in the workroom are as busy as ever, but they are not stamping books by hand, or lettering or sorting cards. They are tending machines which insert the book plate and book pocket and then stamp and number the books by the push of a button.

Cataloging procedure is at a mini-

mum. The publishers now supply cards of different types for new books and records, and the accession clerk only has to insert the next chronological number in the upper left-hand corner. The old records are received on facsimile from the Library of Congress.

The card catalog is arranged around the main desk, and the mere twist of the dial will release all of the cards on a particular subject and then refile them when they are no longer needed.

The sink in the washroom is equipped with an electronic soap dispenser which is now in use in all homes. It was developed back in 1946. As you know, this device is placed above the wash basin, and a lamp in one side sends a beam of light across to a photoelectric tube in the other side. When the washer's hands break the beam, electric mechanism is actuated to eject a measure of soap. This has been improved until now the water also turns on automatically with the breaking of the beam.

Browsing Room

The short working hours of the average working man of today means that he has a great deal of leisure time. Most of the employes take an active part in community affairs, participate in adult education programs and enjoy various hobbies. In the browsing room, there is in addition to an excellent collection of purely recreational material, a well-rounded collection of items for use in connection with these activities. The employes spend much of their free time in this attractive and comfortable room or on the adjoining balcony.

Library Personnel

Despite modern scientific aids, personnel continues to be the prime factor in the library. However, there is a difference in the type of personnel employed. The new system of automatic machines decreases the number of professional workers needed, as most of the routine work formerly carried on by professionals can now be assigned to clerical workers or to a new class

of library worker, the library technician. These technicians are high school graduates who have taken an eight months' course in the technical aspects of library work offered by some of our library schools and junior colleges. They are expert in operating the new equipment and in carrying out routine duties.

The professional librarians are research experts and are recognized and respected as such by all departments and executives of the company. The head librarian is an administrator and receives a salary on a par with those paid the heads of other departments. The assistant librarians receive salaries commensurate to those of lesser executives. Such salaries are warranted by the type of work done and the training required to perform it. Most special librarians of today are persons who decided on this career early in their college courses, and so obtained a good general education with emphasis on a subject field in which they were particularly interested. Most librarians of the Nuclear Corporation majored in physics. Then upon graduation, they entered a library school where courses planned to prepare librarians to organize and administer special libraries are presented. Scientific library management is emphasized in all these schools today. Thus the professional librarians are trained to do a really professional job, and freed from routine by modern devices and well-trained technicians, they select, read and study, then plan and lay out methods of bringing out information in books and other sources, and make contacts.

Library Cooperation

Library cooperation has become more important with improved means of communication. In fact, "cooperation" might be called the key word of modern library service. Where practicable, one library will service a number of companies. Duplication of holdings has been nearly eliminated. Everyday the research men read extracts from books all the way across the country. If the book or magazine is not available on tele-

vision, or if it is wanted for extended study, a telephone call by the librarian to any country of the world will have the book coming in on facsimile within a few minutes.

The union catalog in Washington now includes the cards of all the larger American and foreign libraries. The foreign catalog was started back in 1955 when agreements were made with England, France and Russia to supply each of them with a film copy of the American union catalog in exchange for a record of books in their libraries. This catalog is kept up to date by facsimile and now also includes the books in the libraries of Germany, China, Japan and the South American countries.

There has been an ever increasing number of published books and journals. To take care of the vast stock of material, the country was divided into six regions: Northeast, Southeast, Northwest, Southwest, Middle States, and Far West, each division based on common cultural and economic backgrounds. As early as 1948, these regions had fairly complete union catalogs at strategic points. Comprehensive purchasing agreements have been entered into by the research libraries in every region, each library undertaking to develop definite subject fields and types of publications.

Conclusion

You may think that library service such as this would necessitate great expenditures. Initial expenses are high, but when one considers the tremendous volume of work that can be accomplished by a relatively small staff, the great saving of time and space, and the reduced cost of interlibrary loan through the use of facsimile, you realize that operating costs are actually very low. In the long run, such library services save money for the company.

So now, with the press of a button, we draw the curtain on the "special library of the future," and return to the special library of today with its

(Continued on page 39)

Library Purchasing Practices¹

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PURCHASING LIBRARY materials cannot always be done according to rules we learned in library school. We must conform to the rules and regulations governing purchasing in our own organization. There are, however, certain steps we can follow which will be found worthwhile in any circumstance.

Order Card

After the selection of books, pamphlets and other material has been made, the first step in the ordering process begins. An order card should be made for each item to be purchased. This card may be the ordinary library "P" slip, or it may be a printed form which can be secured from any library supply house. The printed form has several advantages. If requests for the purchase of a book are made by those other than library personnel, the card is insurance for providing all order items necessary. This card may also serve purposes which will be mentioned later.

The order card should be as simple as possible, for it must save time and labor, yet produce results; it must contain this information:

1. Author's name in full, with surname written first.
2. The short, or catch, title of the book.
3. The number of copies wanted.
4. The date of publication (and the edition), using n.d. (no date) if unknown.
5. The name of the publisher; if a compound name, the first name is sufficient.
6. The advertised price of the book.
7. The firm from whom the book was ordered.
8. The date ordered.

¹ Talk given before the May 13, 1950, meeting of the SLA Texas Chapter. This paper also appeared in the Chapter's *Bulletin* for August 1950.

It is helpful to include the following information:

1. By whom requested, so that he may be notified when the publication arrives.
2. In what publication the book was reviewed.
3. The class number as found in the A.L.A. *Catalog, Booklist* or any classed list from which the book may have been selected.
4. If the library uses Library of Congress cards, the L. C. number should be entered.

After the order card is filled, a check is made to see if the book is in the library, or is on order. Needless duplication can be prevented in doing this. I know of no library which has any excess space, and I firmly believe that we are approaching the time when we will also ask if there is a library readily accessible from which this can be obtained. This will be especially true of certain expensive reference sets, serials, and other seldom-used material. If the book is not in the library, the order is approved, and the agent selected from whom to buy the books.

For the actual order, or requisition form as the case may be, I should like to refer to a statement of the A. C. McClurg & Company, Library Department, of Chicago. The department makes the suggestion that an order be typed in double space with a sufficient margin before the author's name for check marks and other notations, also a space after the price for the discount or net price. The manner of notation, then, is this: number of copies, author, title, publisher, price. The author's initials are not necessary, except in connection with such common names as Clark, Johnson, Smith and similar names. This information is taken from the order cards.

Since the wholesale dealer usually arranges his stock under publisher, and

each publisher's books are shelved alphabetically by author, the book dealer prefers that orders come to him under the same arrangement. If this is not possible, the author alphabet is then suggested. There should be at least two copies of any order made, for one is sent to the firm from whom the purchase is made, the other is kept in the library. In my own case, I keep a copy and send the original to the purchasing department where the order is made in its final form. After the order is typed the order cards are filed with all the other cards from outstanding orders, alphabetically by author under the heading "books ordered."

When the books are received, this procedure is followed:

1. Books are unpacked.
2. The order cards are withdrawn from the file of "books ordered."
3. The information is transferred from the invoice to the card.
4. The bill is certified.
5. The entry of purchase is made in the book. (I enter the date of the bill, the name of the purchasing agent, and the cost of the book plus transportation cost on the page following the title page, and as close to the spine as possible.)
6. Each item received is checked on a copy of the order.
7. If the order is incomplete, the bill is filed behind "Waiting for payment."
8. If the order is complete, the bill is entered on the record.
9. The bill is forwarded to the purchasing office for payment.
10. The ledger is posted.
11. If there are discrepancies in the invoice and the books received, or if editions vary, or if books are imperfect, the dealer is notified.
12. The book is accessioned, the necessary information being taken from the order card.
13. The final disposition of the order card is made.

Order cards can serve many useful purposes in addition to their original use. They may be arranged alphabetically by author to form a list of the library holdings. They can be used as the basis for computing insurance (65 or 70 cents on the dollar). They may be used as a "continuation" file in the case of year books, annuals, sets issued irreg-

ularly, etc. They may be consulted to prevent duplication of the book stock. They may form an author catalog. They may be returned to the person requesting the purchase of the book with the notation that the book is ready to be issued. They may be used as a shelf list card with the addition of the call number and accession number, and used for taking inventory. Notes in regard to an order should be written on the back of the order card.

Cost and Service Received to be Considered in Choosing Dealer

In buying, consider the cost and the service received. If equal, buy from dealer offering largest discount, but not at the cost of long delays. In choosing an agent, investigate, and if the local dealer gives a good discount and good service, patronize him. The advantages in this are that books can be inspected, your order is filled at once, complaints are quickly settled, and transportation costs are small. If this does not prove to be satisfactory, orders may be placed with a well established jobber in a book center. When buying in quantity, it is cheaper to buy through a big jobber, for his volume of sales permits him to obtain and so give to others larger discounts. Time, postage, stationery and clerical work are saved by ordering from a single source.

As the rates of discount which a dealer will allow can be determined in advance, and will apply to all orders of books of special types, there is nothing to be gained by securing special quotations upon each order. The amount of discount different dealers give would not vary enough to compensate for the time and effort wasted. Carl L. Cannon says that asking for bids is poor policy, for the profit is small, and if the price is made extremely low, it may cause the agent to lose interest in the library.

So far the consideration has been for large orders. For ordering a single book not carried in stock by the local dealer, it is simpler to order direct from the publisher. He may be the only one to

have it, and frequently he will offer special inducements. It is the quickest means of obtaining the item.

I checked into the matter of discount allowed by a number of publishers and dealers. New York University allows 15 per cent discount to libraries and 20 per cent to trade. Alfred A. Knopf states in the 1949-1950 catalog of Borzoi books, "All library orders are billed at the net price less a 25 per cent discount." Columbia University Press states, "Our educational discount to teachers and libraries is 10 per cent." Scribner's told me it handles only four items from the Dallas office, and on these they gave libraries a 25 per cent discount. These items were bibliographical and historical. Houghton Mifflin quoted a discount of 25 per cent on trade titles and 20 per cent on educational titles. Greater discount is allowed for larger quantities ordered from the home office. Lippincott had a similar offer for quantity and also gave a 20 per cent discount on college textbook-type publications. Macmillan grants a discount of 25 per cent on miscellaneous titles, and 20 per cent discount on technical books. McGraw-Hill no longer grants a discount to libraries since it has been considered an unfair trade practice. This last may be the forerunner of a discount policy to be adopted by all publishers.

In contacting local bookstores, only one stated that no discount was given to corporation libraries; three others stated that they give discounts of 25, 20, and 33½ per cent respectively.

The discount policy of the big dealers located in the book centers is very much the same. Brentano's have given us a discount of 10 per cent from the publishers' catalog price. Stechert-Hafner gives a 20 per cent discount on regular trade books, 10 per cent on special books—technical, scientific, chemical, and textbooks—and net to 10 per cent on Society and Association publications, some University Presses, and others from whom they receive a very limited, or no discount. Baker-Taylor replied to

my inquiry that the amount of discount given was governed by the amount of the purchase. It seems that small orders are not profitable, and the larger firms are not eager to handle them. McClurg and Hunting are two other big dealers with an excellent reputation.

Out-of-print books are not so readily obtained. There are several channels through which these may be procured. A number of dealers handling out-of-print books publish catalogs, but their usefulness is of short duration, for most often there is only one copy of each entry. Since it is a case of first come, first served, one can rarely secure all items ordered. The most successful method, probably, is to insert a "want list" advertisement in some such publication as *Publishers' Weekly*, 62 West 45th Street, New York, N. Y.; *Want List*, 95 Broad Street, New York, N. Y.; or *The American Antiquarian Booksellers*, 529 South Melville Street, Philadelphia, Pennsylvania. *Publishers' Weekly* is a trade paper of the publishing field primarily concerned with the advertisement of new books. It carries the "book wanted" advertisements as an accommodation, whereas *Want List* is devoted entirely to the old book trade. The cost of advertising is equal, and in 1947 was ten cents a line. *The American Antiquarian Bookseller* was published monthly first about 1947 in mimeograph form, and had a very limited circulation. There was no charge for listing. I do not know if this is still being published. These want lists are read by many dealers who do not publish a catalog, and in addition by book "sleuths" who earn a very good income by locating such material.

Another source for securing out-of-print and other elusive material is through dealers who maintain "search service." Possibly the best service may be obtained from Stechert-Hafner, Seven Bookhunters, and American Library Service, all of New York City. There are others which specialize in such service and who may be located through

trade papers. However, a "search service" is expensive.

Magazine Ordering

The preparation for ordering magazines is much the same as that for books. The same order cards may be used. In an upper corner put "T.F. (till forbidden)" and the date the magazine subscription is to start. A separate card should be made for each copy of a magazine, but if only one or two numbers of a magazine are ordered, write "back number" instead of "T.F.," and withdraw from the file when they are received. The "till forbid" cards are left in the file until the subscription is withdrawn; unless the file becomes crowded, it is best to leave these too. If the title changes, a new card should be made, but the old card should be left in the file with a see reference to the new title. When the next order is made, send only the list of magazines you want to add and those you want to withdraw, if the first order states the subscription is "until forbidden." Order cards for books and order cards for magazines should be filed separately.

The dealer will send a bill with the discounts allowed. On the back of each order card, note all information for each volume number or numbers. In order to write all this information covering a period of several years, the writing must be small.

It is not always possible to follow this plan for magazine orders. In my own case, I try to arrange for subscriptions to expire at the same time. A list of the magazines for which subscriptions are to be renewed, together with the list of new titles to be added, is sent to several magazines: the date and number of the bill, the cost of the magazine, and the dealers who are asked to bid. The lowest bid is chosen.

When asking for bids, it is wise to stipulate that all indices are to be supplied. Other information which must be included is the date the subscription is to begin. Among the reputable magazine subscription jobbers are the Mayfair

Agency and F. W. Faxon Company. They give excellent service. The International News Company is a source for foreign periodical subscriptions. The Macmillan Company is still another firm which distributes some foreign publications. In a recent letter, they stated, "We distribute in the United States a number of English journals and magazines of interest to your regular readers. They cover a wide range of subjects and offer a different point of view. Each may be ordered from the subscription department."

Ordering Government Publications

"How to Get Government Documents Fast," by Ruth L. Mushabac, assistant librarian, Federal Housing Administration, published in the *SLA Financial Group Bulletin*, fall issue, 1946, is one of the most interesting documents for librarians. Miss Mushabac gave this talk at the Boston Convention of SLA before the Financial Group meeting and I cannot miss the opportunity to pass on a few of her findings.

To secure House documents, reports, bills, resolutions, the Congressional Record and other matter printed for members of the House, write to the House Documents Room. For the same material printed for the Senate, the request should be made to the Senate Document Room. Write by air mail or wire if your demands are pressing. The request will be filled the day it is received if you give full and accurate information as to title, subject matter, numbering and approximate date, and if your return address is clear and complete. Air mail postage may be enclosed if an estimate of the cost can be made.

Hearings and reports from the different committees are obtainable only from that committee. They maintain mailing lists, but it is safer to request each item desired as it is released. The supply for distribution is limited, and libraries are given preference. The bill number, the title of the legislation, and the subject matter covered must be

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Industrial Taxation and the Special Library

Mr. Gibson is Assistant Librarian, Brown and Bigelow, St. Paul, Minn.

YOU HAVE ALL HEARD the phrase "strike while the iron is hot." For the purpose of selling special libraries and special librarians to industry, the iron will never be hotter than in these years of ever-increasing industrial competition and taxes.

Current business periodicals and industrial journals are high lighted by articles citing the growth in size of that portion of industrial budgets allocated to research and many fine articles have appeared detailing the part special librarians have played in this field. However, there is a point relative to our sales argument for new special libraries in industry which seems to have been overlooked up to the present time—it is the cost factor of the special library and the special librarian as they relate to the corporate tax picture.

In attempting to sell the idea of a special library to a specific firm, we have all encountered at one time or other such remarks as "too expensive;" "doesn't fit into our cost picture;" "it would be of value to us to have a library but we can't afford it," etc. As corporate taxes increase, these arguments have less and less weight to back them up. Under such conditions businessmen channel more and more money into projects that can be of benefit to their businesses and can, at the same time, be credited against their tax assessments. Special libraries can be sold to prospective companies both on the basis of their value in the research process and the fact that the cost of the

library and the librarian's salary are deductible from the corporate tax assessment. These deductions can be applied in two ways: first, the librarian's salary can be deducted as a part of general operating cost and, second, the physical equipment of the library can be entered as a part of the cost of conducting research or as capital investment.

With regard to salary deduction, Lasser has this to say, "Payments to employes are deductible if they are ordinary and necessary costs and are payments for services actually performed."¹ Further, "Costs will generally be allowed if you maintain a research department; conduct research to improve your products or develop new products in the regular course of your business."² Generally speaking, capital costs that are not directly deductible are to be found in the erecting or purchasing of fixed assets. These, however, are amortizable or depreciable over a period of years, the rate of depreciation being determined by formula or mutual agreement between company and tax assessor. "The courts say expense is of a capital nature when it results in the acquisition or retention of a capital asset; when it is an improvement or development of a capital asset in such a way that the benefit of the expenditure is enjoyed over a comparatively lengthy period of business operation. Some degree of permanency must be realized from this outlay."³ This last statement

¹ Lasser, J. K. *Lasser's Business Tax Handbook*, Simon & Schuster, 1949, p.506.

² *Ibid.*, p.751.

³ *Ibid.*, p.740.

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SLA General Reserve Fund Policy

Mr. Gay is Assistant Librarian, Bidle Law Library, University of Pennsylvania.

ON JUNE 13, 1950, in Atlantic City, the Advisory Council of SLA was asked to consider the adoption of a policy regulating the General Reserve Fund of the Association. Upon a motion made and adopted at that time, the matter was referred to the October 1950 meeting of the Advisory Council and Executive Board in St. Louis.

Having been an active member of SLA for over thirteen years, and during that time having had the privilege of serving the Association directly in a number of ways, particularly as an elected member of the Executive Board for three years—two as treasurer and one as a director—I feel that perhaps an expression of my philosophy in regard to a General Reserve Fund policy might not be unwelcome. This philosophy has received encouragement by the support my brief remarks received at the June 13, 1950, meeting mentioned above. Not being at present an officer of SLA, I am speaking simply as a member deeply interested in the welfare and development of SLA.

The policy as submitted to the Council is the result of a number of years of work on the part of a number of people. Originally submitted by the Finance Committee under Walter Hausdorfer's chairmanship, it was restudied by the Finance Committee under Jurgen Raymond's direction, discussed and amended by the 1949-1950 Executive Board and finally rewritten to incorporate these discussions and amendments. Here are the results. That it is not a perfect and finished document no one is more aware than the Executive Board re-

sponsible for its present form, and it is expected that more amendments will be made to it when the desires and wishes of the membership have been expressed.

From comments expressed and discussions heard, I have deduced that there are at least two schools of thought on the type of policy needed to regulate the use of the General Reserve Fund: (1) that the Fund should be used for the continuous development of the Association and the cause of special librarianship, and that the rules governing its use contain a reasonable degree of flexibility; (2) that the Fund should be used only in case of "dire emergency" and therefore protected by stringent regulations. The writer of this memorandum subscribes to the No. 1 school. At this point, I should like to make my position clear about the existence of a Reserve Fund for SLA. I believe that SLA should have a Reserve Fund, that the Fund should never be depleted completely at any one time, that once depleted in part it should be rebuilt again. I do not believe that it should be used to carry on the current operations of the Association. I do believe that such a fund should be a dynamic force in the development of SLA and not a sacrosanct stone hanging around the Association's neck. This dynamic force should be used to undertake worthwhile projects and activities that cannot be financed through the regular income of SLA. Furthermore it should not be beyond the Fund's usefulness for it to be used for capital investments when such investments require large amounts of money unless the Association is maintaining an Equipment and Depreciation Fund.

I should like to illustrate what I mean by a dynamic force. For years we have been talking about an internation-

al relations program. The SLA International Relations Committee, under the able chairmanship of Eleanor Cavanaugh, devoid of substantial funds, has made a splendid start in spreading the cause of special libraries in foreign countries. However, the time has come when we should go farther by taking some positive action—and such action involves money. The International Relations Committee had hoped that when the International Federation of Library Associations holds its congress in the U. S. our Association would sponsor a special library institute. The idea, thought to be a good one by all those consulted, could not be carried through because the funds were not forthcoming; that is, they were not forthcoming from agencies other than SLA. We presented the plan but did not offer to help finance it, although we hoped that other agencies would do so. The suggestion might have met with better reception if we had offered to finance a portion of the program. It is true that in this particular instance SLA would not derive financial benefits from the project, but it would gather a harvest in good will, publicity and prestige which would affect favorably the advancement of the Association.

I should like to proceed with another illustration where the question of the use of the Reserve Fund for capital investment enters the picture. In order to run a certain headquarters activity more efficiently, a piece of new equipment is needed. This equipment I believe will cost about \$1800. Since our regular income does not allow us to spend that much on new equipment in one year, it would take probably about three years to accumulate enough out of regular income to buy this particular piece of equipment. The Association's secretary made a study of the matter and reported that the savings occasioned by the use of this equipment would pay for its purchase in approximately one year. Therefore, the question in this case is, can the money to purchase

this piece of equipment *be borrowed* now from the Reserve Fund or shall headquarters continue to operate in a less efficient way until the day might come perhaps when the Association has saved enough to buy it out of current income? I rather like to think that some of the older generation of members who regretted in times past the lack of funds for purposes similar to those illustrated above would not consider SLA money thus spent as wasted. (Please note that I am using the equipment illustration as a means of raising the question of the Fund's availability to purchase expensive equipment, and that I am not recommending the actual purchase of a specific piece of equipment. Such a purchase should not be made until thorough investigation has been completed.)

To those members who belong to the No. 2 school of thought: that the Reserve Fund should be used only in case of "dire emergency," I should like to ask them to define the term more closely. I should like to ask them who would expect to have not only the authority, but the knowledge and vision, to decree a state of "dire emergency." What is expected to befall the Association? In case of a catastrophe, requiring the use of the Reserve Fund to carry on the every day operations of the Association, I suggest that what the Association will need in such an emergency is the membership's will to survive—\$40,000 or \$50,000 will not suffice. If the will to survive is there and is as strong as it was in the days when no Reserve Fund existed, I feel confident that SLA will weather the emergency regardless of the existence of a Reserve Fund or despite the lack of it. We have heard expressed, from those who believe in the "dire emergency" idea, that in the old days when the Association was devoid of financial resources those active in the direction of the Association's affairs felt keenly the lack of money to undertake projects which they felt would benefit SLA and

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Reorganization of SLA Divisions

MANY IMPORTANT DECISIONS, which effect every member, were made at the Association's Annual Business Meeting on June 15, 1950, in Atlantic City, New Jersey. Among these were the change of the designation from "Group" to "Division," the change in the privileges of membership for Institutional, Active and Student members regarding Division affiliation, and the provision that Division allotments should be paid semi-annually, and automatically in advance. The change in membership privileges allows Institutional, Active and Associate members one free Division affiliation and none to Student members. The provision for additional Division affiliation at 50 cents each was retained.

Since these provisions became effective immediately and since allotments to the Divisions, based on the new lists, for the period July 1-December 31, 1950, had to be paid as soon as possible, it was necessary to set up some machinery to determine the choice of each member for primary affiliation and to give them an opportunity to choose and pay for additional affiliations. These payments for additional affiliations, of course, applied only to the year 1950 if the member had not previously paid for similar additional affiliations.

Accordingly, double postcards were mailed in June to all Institutional, Active and Associate members asking each one to (a) designate the choice of primary affiliation and (b) to indicate any additional affiliation desired and to remit 50 cents for each such affiliation. Unfortunately, about 600 members did not return these cards which prevented counting them in any Division when allotments were made for the period July 1-December 31, 1950. At the suggestion of Mrs. Elizabeth Owens and Ruth Savord, the names of these members were sent to Chapter presidents asking them to secure Division affiliations from

their Chapter members. At present, about 300 of these 600 have now indicated their choice but our records are still incomplete for the other 300. May I appeal to these members to send in their choice or to send word that they do not wish *any* affiliation so we can clear our records?

The next step was the preparation of new membership lists for each Division, based on the postcard returns and including those who chose and paid for an additional affiliation. These were sent in September to the Division chairmen with the request that former membership lists be destroyed. As usual, these lists are being kept up to date by weekly shipments of cards for new members, changes of address and resignations.

As soon as the new Division designations were available, budget checks for the period July 1-December 31, 1950, were sent to all Division chairmen. It was explained that the amount equalled one-half the total allotted for the year based on 15 cents for each member who had, up to that time, chosen that Division as a primary affiliation plus the entire 50 cents paid by members choosing that Division as an additional affiliation.

A new count of the membership of each Division will be made on January 15, 1951, and checks for half of the 1951 budget allotment will be sent to each Division chairman at that time. These will cover payment at the rate of 15 cents for each member choosing a Division as a primary affiliation. Since it will be impossible to determine all additional affiliations till March 31 when all payments are due, the checks for these additional affiliations will be mailed about April 15 and those for the second half of the 1951 budget allotments will be mailed as usual in July.

These details of this rather drastic reorganization of our Divisions have been given in order to help Division chair-

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The Land of the Sky Blue Water Beckons You

PLANS FOR THE 1951 SLA CONVENTION, which will be held in St. Paul, June 18-21, are gradually taking shape. The precedents set by former committees for successful conventions have been outstanding, and the present committee realizes the difficult task which lies ahead in meeting the high standards already established.

St. Paul, your convention city, is a photogenic city with its State Capitol, churches, parks and lakes, and a host of other scenic wonders. If you enjoy cultural pursuits, you will want to visit the Public Library, the Hill Reference Library, the Minnesota Historical Society Library, the Court House, the universities and colleges, and the city's churches.

For those interested in sports and the wide-open spaces, there are challenging golf courses, riding stables, baseball; and fishing and swimming are easily accessible. The good things of a metropolitan city are available—fine stores in which to shop, excellent restaurants, a variety of entertainment that includes dancing, bowling and theater.

Transportation should offer no problem for your forthcoming visit. The fastest and most modern transportation facilities serve St. Paul. Six railways, the Chicago, Burlington and Quincy; the Chicago, Milwaukee, St. Paul and Pacific; the Chicago and Northwestern; the Chicago, Rock Island and Pacific; the Great Northern; and the Northern Pacific railways operate the finest streamline trains. St. Paul is also served by the country's leading airlines: Northwest; Mid-Continent; Capitol; Midwest; Western; and Wisconsin-Central.

The hotels in St. Paul will unquestionably be your first stop on your arrival. They are designed with all modern facilities and offer comfortable liv-

ing quarters. Convention Headquarters will be the Hotel Lowry, with the overflow being accommodated at the St. Paul Hotel, directly across the street. The price range will suit everyone's budget.

This year's convention calls for increased informality. To accomplish this several new ideas will be put into practice.

Many times delegates arrive at conventions ahead of time and are at a loss for something to do. In a strange city with few if any acquaintances, they may feel lonely and ill-at-ease. To eliminate this situation for those of you who are planning to arrive in St. Paul Sunday, plans are being made for an informal get-together which will keep you pleasantly occupied.

Instead of the many breakfast and luncheon meetings which have been usual at past conventions we will have communal breakfasts and luncheons—in the same dining room, after which guests may feel free to linger and chat or retire to the various meeting rooms. The breakfasts will be served buffet style; a fixed menu will be provided for the luncheons. We believe this arrangement will keep the cost of meals down and it will not only permit, but will encourage, the informality of meeting new people, discussing problems, and getting better acquainted with new and old friends. This arrangement will leave ample time for Division meetings and social gatherings.

On Monday evening, a reception will be held at the James Jerome Hill Reference Library. This will be a get-acquainted gathering and promises to be one of the highlights of the convention.

Instead of a banquet, a Smorgasbord at the Hotel Lowry, which is famous for

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A Table of Contents Reprint Service

SEVERAL LETTERS have been received by the editor relative to Mrs. Gazin's article in the September 1950 issue of *SPECIAL LIBRARIES*, "Wanted: A Table-of-Contents Reprint Service." From these letters it would seem that such a service would supply a long-felt need and in her report at the recent SLA Board and Council meeting in St. Louis, the editor recommended that a committee be appointed to investigate its possibilities with the publishers.

Several of the letters received stated that the librarians were having contents pages photostated and circulated among their interested clientele. A letter from J. Alan MacWatt, Librarian, Lederle Laboratories Division, American Cyanamid Company, was particularly interesting in that it described the method used in his company. It reads as follows:

"Our remedy to the problem of current periodical circulation ties in with the article in the September issue of *SPECIAL LIBRARIES*, "Wanted: A Table of Contents Reprint Service." We had read and considered many of the previously suggested plans for alleviating this situation. They all helped, but only for a short period of time. It was our opinion that something drastic was called for, so we discontinued circulating journals on a prearranged basis. Journals were only circulated on individual requests. Obviously, we had to find some way of keeping our scientific staff informed, so we decided to send them copies of the table of contents of various scientific journals.

"The process of reproducing these tables of contents needed investigation. A straight copying job required a corps of typists. So, letters were sent to a number of publishers because it was our opinion that printers could pull twenty-five or more copies of the table of contents as they came from the

press to send to us at very little expense and trouble. Our letters proved us wrong. Most printers would do it, but at a cost of two or three dollars an issue. This angle had to be abandoned.

"Our office service group came up with the suggestion that we photostat the table of contents and expose this to a sensitive multilith plate for rapid reproduction. Lightness, darkness, fuzziness and highlights were all a part of the preliminary runs, but with high contrast photostatic paper we secured nearly acceptable results. We are investigating one more technical detail. We want a reverse copy from which we can make a direct exposure to the sensitive plate. This we know is possible by prism removal on our photostat machine, but we want to try the Yale Library's special camera because of portability. This experiment has not been completed.

"I feel that a table of contents reprint service, as mentioned in the September issue, would be of assistance to all of us. My preference would be for a service to supply table of contents of all journals in a uniform size. A library could subscribe for the tables of contents of a special group of journals or for all tables of contents. It could check those references of immediate interest. When the volumes for established indexing and abstracting services are received, the table of contents of the journals so indexed could be destroyed. The remaining tables of contents subscribed to could be retained in their original state or indexed by the individual library as its problems warranted.

"It might also be possible to expand such a service to include annual indices of journals that are not covered by the indexing and abstracting services.

"I would like to hear some more comments and criticisms on this item from the librarian's point of view."

SLA Chapter Highlights

If one can judge from the Chapter *Bulletins*, all of the Chapters are well launched into the year's activities. The Chapters are to be commended for the use that is made of the *Bulletins* for disseminating information concerning Association affairs. The local Chapter *Bulletins* are certainly the most direct way of reaching the Association, and it is gratifying to see that Chapters are not unconcerned about such matters as membership requirements, placement policy, etc. That Chapters are also interested in what other Chapters are doing is evident by the fact that articles and news items are reprinted locally.

The MINNESOTA CHAPTER entertained SLA President Elizabeth Owens on October 28-29, who in turn stimulated a great deal of interest within the Chapter by discussing the activities of SLA on the Association level. Many of us who do not get to conventions or to Advisory Council meetings do not realize the extent of the work that is done by the Executive Board and Association committees, but after hearing Mrs. Owens' discussion, we realize more fully who are responsible for the vigor and enthusiasm and accomplishments of SLA. Mrs. Owens spent some time getting acquainted with St. Paul, the 1951 convention city, and discussing convention plans with convention planning committees. The MINNESOTA CHAPTER is anticipating introducing the SLA to the Great Northwest.

SLA publicity, did you say? The new 1950 edition of the *Special Libraries Directory of Greater New York* received publicity in *Business Week*, *Chemical Engineering*, *Editor and Publisher*, *Information Bulletin* of the Library of Congress, the *New York Daily News*, the *New York Times Daily Book Review*, and the *New York Times Sunday Book Review*. In addition, the October *New York Chapter News* matter-of-factly goes on to say, "the *Library Journal* carried a comprehensive review of the *Directory* in its August issue in the professional reading section." We notice on another page that the Publicity Chairman of the NEW YORK CHAPTER is Chester M.

Lewis, Chief Librarian, New York Times.

Almost every Chapter has a "Union List" and so the problems and frustrations of compilation and maintenance are well known. This is what the MILWAUKEE CHAPTER is doing: A card catalog is maintained at the reference room of the Milwaukee Public Library, and each participating library is responsible for the filing of its cards and for future revisions.

The alertness of SLA members is also reflected in the subject matter of meetings and informative *Bulletin* material, "atomic energy" recurring frequently. The November CINCINNATI CHAPTER *Bulletin*, designated "Atomic Energy Bulletin," reprints almost entirely a speech on "The Effects of Atomic Weapons on Communities," by Dr. Hoke S. Green, Dean of the Graduate School and Head of the Department of Chemistry, University of Cincinnati. Originally appearing in the SAN FRANCISCO BAY REGION *Bulletin* and reprinted in the KANSAS CITY CHAPTER *Bulletin* is a bibliography, "Atom Bomb Protection," which was prepared by the Lansing Library Service.

And to quote from the October *Indiana Slant*, ". . . a library is a place where you want staff members who are polite, have a helpful attitude, who are cheerful, and above all who have an honest desire to render service." This quote is taken from a condensation of a talk given by John T. Barnett, Director of Public Relations, Butler University, at the Indiana SLA Spring Institute, May 20, 1950. Mr. Barnett goes on to say, happily, that in the daily routine of his business, "librarians probably are the one group who are outstanding in these traits." The INDIANA CHAPTER is not taking this matter lightly for the Hospital Libraries Section had as a speaker recently, Dorothy Kniseley, Public Relations Representative of the Indianapolis Public Library—her subject, "Friendliness"—a pleasant note on which to conclude "Chapter Highlights."

MARGARET P. HILIGAN
Chapter Liaison Officer and Chairman,
Chapter Relations Committee.

SLA Division Highlights

The Metals Section of the S-T DIVISION of Special Libraries Association participated in the National Metals Congress held in Chicago, October 23-27, 1950, by sponsoring an exhibit and a demonstration of the punched-card sys-

tem as applied to the new ASM-SLA Metallurgical Literature Classification. Mrs. Marjorie Hyslop, editor of *Review of Metal Literature*, and the person responsible for the classification, assisted by a Chicago committee ap-

pointed by Morris Schrero, chairman of the Metals Section, arranged the display and scheduled attendants to answer questions and explain the system. Copies of a paper written by Frederica Weitlauf, librarian of the Timken Roller Bearing Company, describing the functions of an industrial special library, were distributed to booth visitors. Those on the committee were Charles Wolfenberger of the Acme Steel Company, chairman; Helen Basil, librarian of the Crane Company; Catherine Simms, reference librarian, Illinois Institute of Technology; and Mrs. Isabella B. Wallace, consultant. Others in attendance at the booth were Mrs. Marie Blaauw, Everett Caldwell, Mrs. Maude B. Hinson, Kenneth Fagerhaugh, Mignon Gill, Marianne Keating, Miss G. Wensel, Mrs. Hyslop, Theresa Igoe, Mrs. Jean A. Haime and Morris Schrero.

A two-day regional meeting of the Metals Section, scheduled on the American Society for Metals program, was held that week at the Illinois Institute of Technology. One session, attended by a number of metallurgists, was devoted to the metallurgical classification. A talk on literature searches was given by Dr. M. A. Grossmann, director of research, Carnegie-Illinois Steel Corporation, and John D. Gat, also connected with the same company, presented a paper on patent searches. A panel discussion on training and experience most useful for technical librarians was presented by Helen Basil; Martha Hershey, librarian of the Argonne National Laboratory; Father Redmond Burke, director of libraries, De Pauw University; and Elizabeth Fry, librarian of Carnegie-Illinois Steel Corporation. Visits to the Institute of Gas Technology, the Armour Research Foundation, the Illinois Institute of

Technology, and the Crane Company were included in the program.

The February issue of SPECIAL LIBRARIES has been designated as the PUBLISHING DIVISION issue. Contributors will include Agnes Rogers, author of *Women are here to stay*; James Wood, Head of Information at Curtis Publishing Company, Philadelphia; and Eileen Graves, Publications Division of New York Public Library and editor of *Ulrich's Directory of Periodicals*.

The change in the Constitution made at the SLA Convention in June with respect to allowing only one Division affiliation for Institutional, Active and Associate membership has resulted in fewer members for every Division and less income.

However this change in the Constitution was brought about not by hasty action on the part of the membership, but by a concerted drive on the part of the various Divisions to weed out the dead wood. Unfortunately the results have not solved the entire problem; chiefly because the Divisions find they are receiving less money.

It would now seem necessary to increase the total amount allotted for each member and at the same time charge a great deal more than 50 cents for the privilege of extra affiliation.

Elsewhere in this issue of SPECIAL LIBRARIES is an explanation by our Executive Secretary, Mrs. Stebbins, of the difficulties encountered by her staff, in changing over the records. It was hoped that by describing the methods used that there will no longer be any misunderstanding on the part of the members as to what has been done.

SARA M. PRICE,
Division Liaison Officer and
Chairman, Division Relations Committee.

Off the Press¹

The UNION LIST OF LEGISLATIVE HISTORIES cumulates, revises and supplements the lists which appeared in the November 1946 and May 1947 issues of *Law Library Journal*. It covers the legislative history holdings of more than thirty of the major libraries in the District of Columbia. The list is an indispensable tool for the busy law librarian whose clients increasingly demand cumulated knowledge and the shortest route to the answer to their statutory problem whether it be the determination of the intent of Congress as to some fine point of law or a general history of the particular statute.

¹ Where it is possible the editor has given prices for publication noted in this section. The omission of a price does not necessarily indicate that the publication is free.

The UNION LIST OF LEGISLATIVE HISTORIES is the result of painstaking research on the part of a Committee of Law Librarians over a period of four years in response to a general demand in Washington Libraries for a directory of sources of legislative histories.

In order to make the publication available to all, the Society has set the nominal price of \$1. Copies may be obtained from Miriam C. Vance, 616 Continental Building, Washington 5, D. C.

* * *

The *Unesco Bulletin for Libraries* for November 1950 contains a detailed account of the UNESCO Seminar on "The Role of Libraries in Adult Education" held in July 1950 in the Stadsbibliotek (Public Library) of Malmo, Sweden. A selection of the papers presented during the seminar will comprise the fourth

volume in the series of UNESCO public library manuals. In addition, library journals throughout the world will publish individual papers. The *Bulletin* may be borrowed from SLA headquarters.

* * *

The 1950 BITUMINOUS COAL ANNUAL is the third to be issued by the Bituminous Coal Institute. Some of the statistical content of the previous editions has been up-dated and is re-published in this volume along with much new factual material. The pictures and graphics are new and the index is more comprehensive. This book, as was the case with its predecessors, aims to bring together such authentic facts and figures as are available and to present them in a form that will be intelligible and interesting to the general public as well as to statisticians and economists. (Washington 5, D. C., Bituminous Coal Institute, Southern Building, 1950. 200pp. 85 cents; gratis to librarians)

* * *

The demand for reprints of "The Company Library—A Tool of Management" by Alma C. Mitchill which appeared in the September 14, 1950, issue of *Public Utilities Fortnightly*, has been so great that a supply has been printed by SLA headquarters for free distribution upon request. In this eight-page article, Miss Mitchill, Librarian of Public Service Electric and Gas Company, Newark, New Jersey, shows the necessity of a library to a public utility company, how it can be made most effective, what its true functions and possibilities are, and the requisite size and cost in relation to the company's size and operations.

* * *

The Illinois Chapter, SLA, announces the publication of A LIST OF SERVICES AND A LIST OF PERIODICALS IN SPECIAL LIBRARIES OF THE CHICAGO AREA, 1950.

This valuable, 200-page reference tool lists holdings of services and periodicals of 90 co-operating libraries.

Orders should be sent to Annie Orfanos, Secretary-Treasurer, Illinois Chapter Special Libraries Association, Northern Illinois College of Optometry, 42nd Place and Drexel Boulevard, Chicago 15, Illinois. Price: \$3.

* * *

The latest edition of the reference book on the fiscal operations of federal, state and local government, FACTS AND FIGURES ON GOVERNMENT FINANCE, 1950-1951 is now available.

This handbook of statistics was prepared by the research staff of the Tax Foundation, a non-partisan, non-profit organization which gathers and disseminates factual information on taxes and governmental expenditures. All data are from official sources.

Expanded considerably over previous editions, this year's 224-page book contains 165 tables, is illustrated by eleven charts, and indexed for ready reference. Due to the very large demand for this book—more than 20,000 copies were distributed last year—additional copies of the 1950-1951 edition of *Facts and Figures* will be sold at cost. (New York, N. Y. Tax Foundation, 30 Rockefeller Plaza, 1950. Single copies, \$2)

* * *

The second edition of THE COLUMBIA ENCYCLOPEDIA contains ten thousand more entries than the first edition which was published in 1935. Subject matter is arranged alphabetically with guiding cross references to related subjects. Each article is written in simple language which requires no specialized knowledge of any subject. In addition to thousands of articles of universal interest and importance, this book presents entries of special interest to Americans. Besides describing such typically American items as clambake, wigwam, Davy Crockett, Paul Bunyan, Johnny Appleseed, Annie Oakley and hundreds of American sports, military and political figures, it also includes separate articles on many phases of American history, politics, literature, culture, geography and of America's international role. Coverage of Canada is equally comprehensive. (New York, Columbia University Press, 1950. 2300p. \$25)

* * *

Nos. 11-16 of the series of publications entitled LIBRARY OF CONGRESS DEPARTMENTAL AND DIVISIONAL MANUALS are now available. As noted in the November 1950 issue of SPECIAL LIBRARIES, the Library plans eventually to include in the series a manual for every unit of the Library. These manuals may be purchased from the Card Division, Library of Congress, Washington 25, D. C., at the following prices per copy: No. 11, *Loan Division*, 25¢; No. 12, *Hispanic Foundation*, 25¢; No. 13, *Processing Department Office*, 25¢; No. 16, *Music Division*, 25¢; No. 15, *Map Division*, 30¢; No. 17, *Manuscripts Division*, 30¢; No. 14, *General Reference and Bibliography Division*, 35¢. Nos. 1-16 are also available on loan from SLA headquarters.

* * *

THE SOUTH AS AN ECONOMIC REGION is the title of a new series of Public Affairs Abstracts, prepared by Dorothy L. Swerlove of the Legislative Reference Service and issued by The Library of Congress. Another set of abstracts prepared by J. D. Williams and entitled ECONOMIC STABILIZATION AND NATIONAL DEFENSE, is also available from the Card Division, The Library of Congress, Washington 25, D. C. 30 cents each.

Have you heard....

SLA-A.I.S. Joint Meeting on Government Standardization on Documentation

The Institute of the Aeronautical Sciences, in co-operation with the Special Libraries Association, is holding a special meeting on Standardization in Technical Information Services for Government Contractors, January 29, 1951, from 2:00 to 5:00 P. M., at the Hotel Astor in New York.

Dr. Eugene W. Scott, Executive Secretary of the Interdepartmental Committee on Scientific Research and Development, will be chairman. The speakers will be E. Eugene Miller, Chief, Division of Research Information, National Advisory Committee for Aeronautics; Dr. Dwight E. Gray, Chief, Navy Research Section, Library of Congress; Col. A. A. Arnheim, Director, Central Air Documents Office; and Dr. Mortimer Taube, Deputy Chief, Technical Information Service, Atomic Energy Commission.

Discussions will center around the recent work of the Group for Standardization in Information Services (GSIS). The background leading up to the standardization work will be discussed by Mr. Miller, the work on cataloging by Dr. Gray, the work on distribution of catalog cards and documents by Col. Arnheim, and future developments by Dr. Taube.

Mrs. Elizabeth W. Owens, president of SLA, and Thelma Hoffman, chairman of the SLA Science-Technology Division, have approved co-sponsorship by SLA of the meeting. Ralph H. Phelps, chairman of the New York Science-Technology Division, SLA, has designated this the first meeting of 1951 for his Division, which will cooperate in local arrangements.

The final hour of the session will be devoted to questions and discussion from the floor. As the speakers represent agencies processing and distributing thousands of documents per month, industry is widely affected by their work. The discussion part of the program is designed for the exchange of ideas on the problems industry may bring to the meeting.

New Jersey Chapter Honors SLA Editor

Alma C. Mitchell, Librarian, Public Service Electric and Gas Company, Newark, New Jersey, was the honored guest at a dinner given by the New Jersey Chapter, SLA, December 5, 1950, at the Military Park Hotel in Newark. In recognition of her long service to the Association in many capacities and of her successful editorship of *SPECIAL LIBRARIES* for the past ten years, Miss Mitchell was presented with a Life membership in Special Libraries Association. This occasion marks the first time such a membership has ever been presented. Messages of greeting were read at the dinner from President Owens, members of the Executive Board, Chapter presidents and

other SLA members. Representatives of the New York Chapter were also present.

The editor wishes to take this opportunity to thank all those who sent messages and to express to them her appreciation of all they did to make the occasion a most eventful one.

New SLA Directory in Preparation

A Directory of Members of Special Libraries Association is being prepared by a committee, under the chairmanship of Isabel L. Towner, appointed as a result of action taken by the Executive Board last June. The list will include all members in good standing as of April 1, 1951, and will be available for purchase in time for the June 1951 Convention. The Directory will include two alphabetical lists—one by names of members and the other by names of organizations represented in the membership. In order to be sure that you are listed correctly, please send notification of any change-of-address promptly to SLA headquarters.

It will assist the committee, also, if payment of dues is made as soon as possible. All members are urged to pay their 1951 membership dues before March 31, when all unpaid members will be dropped, so they may be included in the Directory.

Attention, Please

Several additional sets of *SPECIAL LIBRARY RESOURCES*, Vols. 2-4, have been assembled from copies formerly used for exhibit and are now available at \$22.90 each. Orders may be sent to SLA headquarters, 31 East Tenth Street, New York 3, N. Y.

Annual Catalog of Phoenix Mutual Life Insurance Company Available on Request

The Phoenix Mutual Life Insurance Company Library has available for free distribution a few extra copies of its annual catalog of services and books. Requests should be made to Muriel Williams, Librarian, Phoenix Mutual Life Insurance Company, Hartford 15, Connecticut.

Department of State Requests Material for Overseas U. S. Information Centers

The Department of State, through its United States Information Centers overseas, makes available to the residents of the host countries, books, magazines, newspapers, pamphlets, brochures, maps and posters which will interpret the United States from the industrial and economic, as well as from the cultural, social and historical points of view. One of the most effective ways for doing this has been through the well-written and artistically produced publications of American business organizations.

In reappraising the overseas program in order to strengthen the library collections, the Department is interested in securing additional pamphlet and brochure material. Anyone wishing to contribute material to this important program may direct it to:

Division of Libraries and Institutes
U. S. Department of State
Washington 25, D. C.

New Additions to SLA Loan Collection

The following material was recently added to the SLA loan collection of classification schemes and subject headings lists:

Classification Scheme for the Legal Library of the Cleveland Electric Illuminating Company

Subject Heading List used in the Library of Johns-Manville Research Center

Welding Patent Classification in the A. F. Davis Welding Library, by Robert S. Green, Engineering Experiment Station *Bulletin*, No. 140, Ohio State University

Drexel Institute of Technology Offers Scholarships for 1951-1952

The School of Library Science, Drexel Institute of Technology, will grant three full tuition scholarships for the academic year 1951-1952. The School offers a one-year curriculum leading to the degree of Master of Science in Library Science. The scholarships are awarded to graduates of approved colleges and universities who have achieved high academic standing and are in need of financial aid.

Application should be made to the Dean of the School of Library Science, Drexel Institute of Technology, 32nd and Chestnut Streets, Philadelphia 4, Pennsylvania, before April 15, 1951.

Obituary

Aubrey F. Andrews

Aubrey F. Andrews, Director of Libraries of the city of Tacoma, Washington, died November 6, 1950, in Tacoma. Prior to his acceptance of the Tacoma position, four years ago, Mr. Andrews had been assistant to the city librarian in Buffalo, New York. A member of Special Libraries Association since 1947, Mr. Andrews was currently serving as president of the Washington Library Association.

Helen Austin Bacon

Following a short illness, Mrs. Helen Austin Bacon, Librarian of the Ben Tidball Memorial Library, Department of Social Security, since May 1947, died August 9. Mrs. Bacon had been an Active member of the Special Libraries Association since 1946, and a vice president of the Puget Sound Chapter in its early

organizational period. Social workers as well as librarians held Mrs. Bacon in high regard for her fine standards of library service and development of specialized collections.

The Land of the Sky Blue Water Beckons You

(Continued from page 27)

its bounteous smorgasbords, is planned. This will be the top social attraction of the convention. There will also be entertainment—Minnesota style—to delight everyone attending.

Meetings? Yes, there will be meetings. Division meetings and several meetings of general interest to all members are being planned. The spirit of informality will be carried on throughout the convention. The convention theme will be *Share, Learn, Advance*.

St. Paul is the gateway to the nations summer playgrounds. The convention itself might be combined with your vacation. The prospect of a vacation in Minnesota will revive tired bodies, refresh weary minds and retread flagging ambitions. Whether you long

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For further convention news communicate with:

Eileen Miller, *Archivist*
The College of St. Thomas Library
St. Paul, Minnesota

For materials on the vacation wonders of Minnesota contact:

Bernadette A. Becker, *Librarian*
Minnesota Department of Business
Research and Development
State Capitol
St. Paul 1, Minnesota

FREDERICK BATTELL, *Chairman*
1951 SLA Convention Committee,
Librarian, Minnesota & Ontario Paper
Company,
Minneapolis, Minnesota.

Reorganization of SLA Divisions

(Continued from page 26)

men understand the new lists and the amounts of their allotments.

Understandably, the number of members included on Division lists dropped drastically since before the change was made Institutional members were allowed at least three free affiliations and Active members were allowed at least two. Although a large percentage of these two classes had taken advantage of this privilege when the affiliations were free, few felt the additional affilia-

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tions were of sufficient importance to them to pay 50 cents for the privilege. Therefore, as the lists now stand, they represent those primarily interested in that particular Division thus making for a more cohesive group. These were the arguments presented in the Business Meeting when members approved the change. As new members join the Association and as former Student members change to Associate or Active, Division lists will increase. It may not be out of order to point out that smaller membership lists mean smaller mailings, less postage and stationery and less work for chairmen.

This reorganization has put heavy pressure on the Headquarters staff because of the immediacy of the problem which involved so many changes in records. The cooperation of Division chairmen, Chapter presidents and individual members is greatly appreciated. Any suggestions for improved handling of the detail work involved in revision of membership records will be cordially received by Mrs. Owens, Beatrice Simon, chairman of the Policies Committee, (now studying membership records among other headquarters activities), and by the executive secretary. Thank you all for your patience and understanding.

KATHLEEN B. STEBBINS,
Executive Secretary.

General Reserve Fund Policy

(Continued from page 25)

the profession. Now the Association has some resources but if we surround them by regulations that will prevent their use for development except in case of emergency, I fail to see how better off SLA is now than it was fifteen years ago. Some members have expressed concern over the possibility that future executive boards might recklessly spend

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the Reserve Fund if left unprotected by strict regulations. This reaction, natural as it may seem, denotes a lack of faith in the people the members elect to run the affairs of the Association for them. It is with a degree of regret and perhaps frustration that I have noted in the past few years a tendency in a section of the membership to distrust its officers. This tendency has become strong enough to induce a member to make the statement that recent boards have arrogated to themselves entirely too much in setting policy. If, as the Association grew in membership and its activities became more numerous and varied, executive boards have assumed greater responsibility than originally intended, it was done with the welfare of the Association in mind. Decisions have to be made, and even in a democracy the final decisions are made not by the people as a whole but by the much smaller group of men the people have elected to speak and act for them. That the decisions should be influenced and governed by the wishes and desires of the membership no one will deny, but it would be most unfair to those members willing to assume responsibility to believe that their actions are motivated by a desire for personal power and self-advancement. If members of past executive boards have erred occasionally when discharging the duties of their office, they are in distinguished company—they can find colleagues in all walks of life: business, government, politics, and others. This is said not as an apology for mistakes, in which this writer as a former officer might have had a share, but simply as a statement that librarians are not any different from the rest of the human race and are therefore subject to the same vices and virtues. However, to deny an elected officer a certain freedom of action is to negate the objective of a free election.

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Industrial Taxation and the Special Library

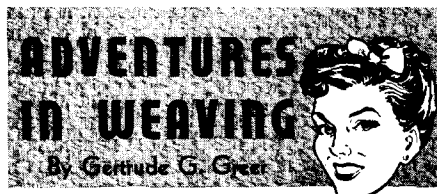
(Continued from page 23)

is directly related to the purchase of the books and equipment needed in the formation of a special library—they would constitute acquisition of capital assets which have a certain degree of permanency.

It must be pointed out that research activities are not unique in the fact that they are or can be considered a legitimate tax deduction. Many other business activities come under this same category. The special library is fortunate that it is an activity of benefit to every department in a specific business, and thus its formation would not be an addition to one department at the expense of another in the scramble for the increased funds made available by higher tax rates.

I have not touched upon the excess profits tax primarily because of the uncertainty connected with its passage at this time. However, should such a law be enacted, it offers the utmost incentive (taxwise) to the formation of new special libraries. In the past, when this law was in operation, industry was assessed from 90 to 95 percent on all profits made during the year above an amount selected by the government as a base. Operating under such a law, a special library would for all practical purposes be subsidized by the government. The funds with which the library operates would have appeared as profit under normal tax conditions but with the excess profits law in effect these funds must be spent for legitimate tax deductions or surrendered as taxes.

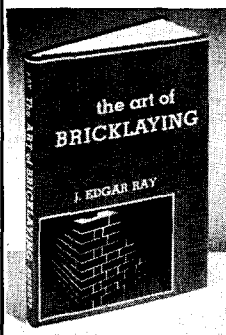
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Library Purchasing Practices

(Continued from page 22)

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The Agriculture Department maintains a central publications office for distributing its material. Address requests to the U. S. Department of Agriculture, Inquiries and Distribution Service, Office of Information, Washington 25, D. C. There is no charge for publications sent from this office.

Each bureau of the Labor Department issues its publications free, but if you do not know in which bureau the publication originates, you may request it from the Department of Labor Publications Division, Washington 25, D. C.

The Commerce Department publishes a weekly *Business Service Check List* of all material issued by the Department in the previous week. It provides return-mail service (or collect wire or telephone service if desired) on all orders from the *Check List*.

The Special Library of the Future

(Continued from page 18)

heat, its dust, its routine processes. But whether it is "today" or "tomorrow" the ideals of the special library remain unchanged—putting knowledge to work, providing facts where and when they are needed, knowing sources of information, being ready to meet the demand before it is made, watching for trends that forecast future needs and interests of the clientele served. This is the job of the special librarian.

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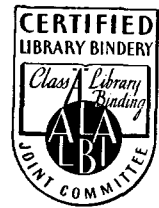
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