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# SPECIAL LIBRARIES

*Official Journal of the Special Libraries Association*

VOLUME 45

JANUARY 1954

NUMBER 1

Survey of Study Facilities for  
Foreign Library School Students in the U. S.

*Gwendolyn Lloyd*

Techniques in Report Writing

*Robert L. Shurter*

General Principles of Filing Pamphlets

*M. Margaret Kehl*

Cataloging a Philatelic Literature Collection

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SPECIAL LIBRARIES ASSOCIATION

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# Survey of Study Facilities for Foreign Library School Students in the U. S.

GWENDOLYN LLOYD

*Industrial Relations Librarian, University of California, Berkeley, Calif.*

**T**HIS SURVEY of study facilities in United States for foreign library school students was sponsored by the International Relations Committee of Special Libraries Association in order to secure information on library schools which would accept foreign students as "special" students if they did not meet all the usual admission requirements as outlined in the school catalogs. The report has been made possible only through the cooperation of the library school directors in answering the questionnaire which was sent in the spring of 1953 to each of the thirty-six U. S. library schools accredited by the American Library Association Board of Education for Librarianship.

Four schools reported that regular admission requirements are not waived for foreign students, leaving thirty-two schools to be considered in the following report. The list of schools appended at the end of the article is divided into two sections: (1) those reporting that regular admission requirements are waived for foreign students, and (2) those reporting that requirements might be waived "occasionally", "rarely", or that "credits are evaluated on an individual basis" to determine whether the applicant's academic background is sufficiently comparable to that required for admission of American students. It was difficult to interpret some of the replies received from the schools listed in the second group. Since the curricula and requirements of foreign universities differ from those of the U. S. universities, it is usually necessary to evaluate transcripts from foreign universities on

a more or less individual basis. Foreign students desiring to apply for admission to any of the library schools in the United States should send records of education and experience, including transcript of university or college work to the library school of his choice for evaluation. This same requirement applies to any applicant for admission.

Many foreign students have academic backgrounds that would meet fully the admission requirements of the library schools in this country. However, the lists of library schools which do waive some of the normal requirements should serve as an aid to foreign students in selecting library schools to which they are most likely to be admitted. Students admitted on waivers of regular requirements are usually admitted as "special" or "unclassified" students and cannot become candidates for a degree unless deficiencies are removed. A number of the schools will supply, however, a written statement of work completed if a degree is not awarded.

At many of the universities, the larger ones in particular, there are special advisors to assist foreign students in planning their study programs and in adjusting to a new environment. The Institute of International Education, with headquarters in New York City, provides counseling for foreign students.

## Financial Assistance

Some scholarships or forms of financial assistance are available at most of the universities and colleges listed. Only four of the library schools reported that no scholarships were available current-

ly to foreign students upon entering the school: Catholic University reported that some "are at present being planned"; Columbia's small fund in the School of Library Service is insufficient for the needs of a foreign student; at George Peabody a year's residence is required to qualify; and at Wisconsin one summer school or one semester's residence is required. Although there are some scholarships designated particularly for foreign students, many are general university scholarships open to U. S. and foreign students studying in all subject fields and they are awarded on a strictly competitive basis. Some scholarships are limited to: tuition; tuition and room; or tuition, board and room. Three southern universities have special scholarships for Latin American students: Louisiana, North Carolina and University of Texas.

In addition to the scholarships and fellowships available at the particular universities, the Institute of International Education, with headquarters at 1 East 67th Street, New York, N. Y., and offices in some countries abroad, administers a number of private and public scholarships and fellowships and has information on additional scholarships that might be available to foreign students. The Institute works in collaboration with the U. S. Department of State in its foreign student program. Probably the best procedure for an applicant who wishes to be considered for financial aid from one of these agencies is to take the matter up with the cultural attaché at the American embassy in his own country. This officer should be able to advise him as to the office or committee which handles applications from his nationals and direct him regarding steps he may take.

From information supplied on the questionnaires plus that extracted from the library school catalogs which were available to the author<sup>1</sup>, a tabulation

<sup>1</sup> Not all schools sent catalogs as requested, nor were the latest catalogs of all schools available in the University of California Library.

has been prepared of the schools offering courses in special libraries administration, those providing preparation for certain types of special libraries, and those offering bibliography and reference courses in various subject fields. It will be observed from the tabulation that many of the schools now offer reference or bibliography courses, or a survey of the literature courses in the three subject fields of humanities, science and technology, and social sciences. These subject field courses (one or more) seem to supplant in many schools the former single advanced reference and/or bibliography course which covered several subject fields. The general reference and bibliography courses covering several subject fields are not included in our tabulation.

### Subject Courses

The subject courses may be offered by the library school alone, in cooperation with the appropriate subject department, or credit may be granted for certain subject courses taken in other departments. Some of the schools not offering reference and bibliography courses in individual subject fields or in special libraries administration, offer a course designated as "special problems", or "individual research", or an advanced reference course in which the student may pursue a subject of special interest under the guidance of a faculty member.

Although the library school curricula change somewhat from year to year, the information as tabulated should be useful for a period of several years as an aid to prospective students in making preliminary selection of schools most likely to offer reference and bibliography courses in their special fields of interest. Before making a choice of schools, however, a prospective student should secure the most recent catalogs of courses from several of the library schools in order to determine whether the courses in which he is most interested are to be offered during the year of his study.

**TABULATION OF COURSES OFFERED IN SPECIAL LIBRARIES ADMINISTRATION  
AND SUBJECT FIELDS<sup>1</sup>**

<i>Library School</i>	<i>Special Libraries Admin.</i>	<i>Art and Fine Arts</i>	<i>Biology</i>	<i>Business</i>	<i>Chemistry</i>	<i>History</i>	<i>Hospital</i>	<i>Humanities</i>	<i>Law</i>	<i>Medicine</i>	<i>Music</i>	<i>Science &amp; Technology</i>	<i>Social Sciences</i>	<i>Others<sup>7</sup></i>
ATLANTA	<i>Hospital Libraries Admin.</i>						x	x				x	x	
CARNEGIE	<i>Science and Technical Libraries Admin.</i>							x <sup>2</sup>				x	x <sup>2</sup>	
CATHOLIC	x	x				x								x
CHICAGO	x <sup>5</sup>	x		x							x			
COLUMBIA		x						x	x	x	x	x	x	
DREXEL	x							x <sup>3</sup> x <sup>2</sup>				x <sup>2</sup>	x <sup>2</sup>	
EMORY	<i>Medical Libraries Admin.</i>									x				
GEORGE PEABODY							x					x	x	
ILLINOIS		x		x			x <sup>3</sup>	x	x	x	x	x	x <sup>3</sup>	x
INDIANA				x			x					x <sup>4</sup>	x <sup>4</sup>	x
KANSAS S.T.C.							x					x	x	
LOUISIANA	<i>Municipal Libraries Admin. Special Libraries Admin.</i>													
MARYWOOD							x					x <sup>4</sup>	x <sup>4</sup>	
MICHIGAN	<i>Chinese and Japanese Collec. Special Libraries Admin.</i>	x		x			x			x	x	x	x	x
MINNESOTA	x						x					x	x	
NORTH CAROLINA							x <sup>2</sup>					x <sup>2</sup>	x <sup>2</sup>	x
PRATT	x						x					x	x	
ROSARY	<i>Theological Seminary Libraries Admin.</i>							x <sup>2</sup>				x <sup>2</sup>	x <sup>2</sup>	x
ST. CATHERINE	x													
SIMMONS	x	x	x					x <sup>2</sup>	x	x	x	x <sup>2</sup>	x <sup>2</sup>	
SOUTHERN CALIFORNIA	<i>Library School gives credit for bibliographic courses taken in practically all departments of university</i>													
SYRACUSE								x				x	x	
TEXAS S.C.W.	x							x <sup>3</sup>				x	x <sup>3</sup>	
TEXAS UNIVERSITY					x				x					
WASHINGTON	<i>Law Libraries Admin. Special Libraries Admin.</i>							x <sup>3</sup> x <sup>2</sup>	x			x <sup>2</sup>	x <sup>2</sup>	
WESTERN MICHIGAN										x	x			x
WESTERN RESERVE	<i>Hospital Libraries Admin. Special Libraries Admin.</i>						x					x		
WISCONSIN	<i>Historical Agencies Special Libraries Admin. (Beginning Feb. '54)</i>				x									x

1. A mark "x" in a column indicates that such a course is given by a library school. If a course in administration for a particular type of special library is offered, the type is listed in the column for "Special Libraries Administration" in place of the mark "x". DENVER, KENTUCKY, NEW YORK (Albany) and NEW YORK (Geneseo) are omitted from the above table since they did not report any special subject reference or bibliography courses.
2. Courses are listed in school catalog but not on questionnaire.
3. *Humanities* and *Social Sciences* offered in combined course.
4. *Sciences (Natural and Applied)* and *Social Sciences* offered in combined course.
5. "We have worked out curricula . . . with appropriate subject departments."
6. WESTERN RESERVE's course in *Special Libraries* emphasizes the business information services.
7. Other subject field courses offered by one school only include: *American history and literature bibliography*—MICHIGAN; *American history: manuscripts and source materials*—INDIANA; *Catholic reference and bibliography*—CATHOLIC; *Chinese and Japanese*—MICHIGAN; *Education*—WESTERN MICHIGAN; *English bibliography and methods of research*—MICHIGAN; *English history and literature bibliography*—MICHIGAN; *English literature*—CATHOLIC; *Geological bibliography*—INDIANA; *Historical agencies*—WISCONSIN; *Maps and cartobibliographic aids*—ILLINOIS; *Political science bibliography and methods of research*—MICHIGAN; *Sociology*—CATHOLIC; *Spanish American literature*—NORTH CAROLINA; *Theology*—ROSARY.

## Special Courses

Several of the library schools offer a group of courses preparing for special librarianship in general or in a particular subject field, rather than a single course. Since it is difficult to indicate this information adequately in the table, these should be given separate mention.

CARNEGIE Library School offers several courses for preparation of scientific and technical librarians: *Administration of science and technology libraries*; *Literature of the sciences*; and *Documentation of scientific literature*. The school also devises "tailor-made" programs to suit the needs of individual foreign students, combining selected courses in the library school, courses in subject departments of Carnegie Institute of Technology, and practical work in libraries in Pittsburgh.

CHICAGO reports that they have worked out curricula for students interested in preparation for special librarianship in which the library school cooperates with the appropriate subject departments.

DREXEL offers a group of four courses: *Introduction to special library service*; *Special library techniques*; *Administrative problems of special libraries*; *Reference materials for the special libraries*. The course in reference materials stresses materials for business, public administration and technical libraries, but

special aid is given to students interested in developing collections in the fine arts, medicine and theology.

UNIVERSITY OF MICHIGAN offers a special program for librarians of Japanese and Chinese collections in cooperation with its Department of Far Eastern Languages and the University Library.

SIMMONS offers courses in technical processes and research and bibliographic methods for special libraries.

UNIVERSITY OF TEXAS anticipates offering in the near future courses in special libraries administration for science and technology libraries and perhaps medicine and law.

WASHINGTON offers a special curriculum for law librarianship in cooperation with the Law School for students who hold already a Bachelor of Laws degree. It includes four special courses in law library administration, legal materials, research, reference and bibliography.

WESTERN MICHIGAN COLLEGE, although not offering regular courses in special libraries administration, works out a cooperative program with the Upjohn Company for special field assignments for students with academic majors in science.

WISCONSIN offers a series of four courses in the work of historical agencies, taught by members of the staff of the State Historical Society.

## U. S. LIBRARY SCHOOLS WHICH WAIVE SOME ADMISSION REQUIREMENTS FOR FOREIGN STUDENTS

The following accredited library schools report that regular admission requirements can be waived for foreign students. Educational background, experience and other qualifications are evaluated on an individual basis by the schools to determine the ability of the applicant to profit from the library school program. Recommendations from librarians under whom the applicant has worked or from a local library association would be helpful in securing favorable consideration of his application for admission at most of the schools.

Students admitted on waivers of regular requirements are usually admitted as "special" or "unclassified" students. They are not admitted to candidacy for a degree unless deficiencies are removed.

School of Library Service<sup>1</sup>

ATLANTA UNIVERSITY

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Degrees offered: M. S. in L. S.

Write: MRS. VIRGINIA LACY JONES, Director

Carnegie Library School

CARNEGIE INSTITUTE OF TECHNOLOGY

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Degrees offered: M. L. S.

Write: RALPH MUNN, Director

Department of Library Science<sup>2</sup>

CATHOLIC UNIVERSITY OF AMERICA

Washington, D. C.

Degrees offered: M.S. in L.S.

Write: REV. JAMES J. KORTENDICK, S.S., Head

Graduate Library School

UNIVERSITY OF CHICAGO

Chicago 37, Illinois

Degrees offered: M. A.; Ph.D.

Write: HOWARD W. WINGER, Dean of Students

<sup>2</sup> Usual requirements waived if student is a librarian.

<sup>1</sup> Negro university.

School of Library Service  
COLUMBIA UNIVERSITY  
New York 27, New York  
*Degrees offered:* M. S.; D. L. S.  
*Write:* CARL M. WHITE, *Dean*

School of Librarianship  
UNIVERSITY OF DENVER  
211 Fifteenth Street  
Denver 2, Colorado  
*Degrees offered:* M. A.  
*Write:* LESLIE I. POSTE, *Director*

School of Library Science  
DREXEL INSTITUTE OF TECHNOLOGY  
Philadelphia, Pennsylvania  
*Degrees offered:* M. S. in L. S.  
*Write:* HARRIET D. MCPHERSON, *Dean*

Library School  
GEORGE PEABODY COLLEGE FOR TEACHERS  
Nashville 5, Tennessee  
*Degrees offered:* M. A. (L. S.) for 5th year;  
M. S. in L. S. for 6th year study. May  
minor in Library Science while working  
for Ph.D.  
*Write:* WILLIAM A. FITZGERALD, *Director*

Library School  
UNIVERSITY OF ILLINOIS  
Urbana, Illinois  
*Degrees offered:* M. S.; Ph.D.  
*Write:* HAROLD LANCOUR, *Associate Director*

Division of Library Science  
INDIANA UNIVERSITY  
Bloomington, Indiana  
*Degrees offered:* M. A. in L. S.; M. A. for  
teachers with major in Library Science.  
*Write:* MARGARET I. RUFVOLD, *Director*

Library School  
LOUISIANA STATE UNIVERSITY  
Baton Rouge 3, Louisiana  
*Degrees offered:* M. S.  
*Write:* MRS. FLORRINELL F. MORTON, *Director*

Department of Librarianship  
MARYWOOD COLLEGE  
Scranton 2, Pennsylvania  
*Degrees offered:* M.A. in Librarianship  
*Write:* SISTER M. NORBERTA, *Director*

Department of Library Science  
UNIVERSITY OF MICHIGAN  
Ann Arbor, Michigan  
*Degrees offered:* A. M. L. S.; Ph.D.  
*Write:* RUDOLPH H. GJELSNESS, *Director*

Department of Librarianship  
NEW YORK STATE COLLEGE FOR TEACHERS  
Albany 3, New York  
*Degree offered:* M. S.  
*Write:* ROBERT S. BURGESS, JR., *Head*

Department of Library Education  
NEW YORK STATE TEACHERS COLLEGE  
Geneseo, New York  
*Degrees offered:* B. S.; M. S.  
*Write:* MRS. ALICE D. RIDER, *Director*

School of Library Science  
UNIVERSITY OF NORTH CAROLINA  
Chapel Hill, North Carolina  
*Degrees offered:* B.S. in L.S.; M.S. in L.S.;  
M.S.L. (Master of School Librarianship)  
*Write:* SUSAN GREY AKERS, *Dean*

Department of Library Science  
ROSARY COLLEGE  
River Forest, Illinois  
*Degrees offered:* M. A. in L. S.  
*Write:* SISTER MARY LUELLA, *Director*

Department of Library Science  
COLLEGE OF ST. CATHERINE  
St. Paul 1, Minnesota  
*Degrees offered:* B. A. or B. S. with major in  
Library Science; B. S. in L. S. (5th year)  
*Write:* SISTER ANTOINE, *President*

School of Library Science  
UNIVERSITY OF SOUTHERN CALIFORNIA  
Los Angeles 7, California  
*Degrees offered:* M. S. in L. S.  
*Write:* *Assistant Director*, School of Library  
Science

Graduate School of Library Science  
UNIVERSITY OF TEXAS  
Austin 12, Texas  
*Degrees offered:* M. L. S.  
*Write:* ROBERT R. DOUGLASS, *Director*

School of Librarianship  
UNIVERSITY OF WASHINGTON  
Seattle 5, Washington  
*Degrees offered:* Master of Librarianship  
*Write:* GLADYS R. BOUGHTON, *Director*

Department of Librarianship  
WESTERN MICHIGAN COLLEGE OF EDUCATION  
Kalamazoo 45, Michigan  
*Degrees offered:* B. S. or B. A. with major in  
librarianship  
*Write:* ALICE LOUISE LEFEVRE, *Director*

The following library schools report that regular admission requirements are waived for foreign students "occasionally", "rarely", or "credits evaluated on an individual basis", etc. Pratt admits one student without the regular qualifications each year.

Division of Librarianship  
EMORY UNIVERSITY  
Emory University, Georgia  
*Degrees offered:* A.M.; Master of Librarianship  
*Write:* MISS TOMMIE DORA BARKER, *Director*

Library School  
KANSAS STATE TEACHERS COLLEGE OF EM-  
PORIA  
Emporia, Kansas  
*Degrees offered:* B. S. or A. B. with Library  
Certificate; M. S. with major in Library  
Science  
*Write:* ORVILLE L. EATON, *Director*

Department of Library Science  
UNIVERSITY OF KENTUCKY  
Lexington, Kentucky  
*Degrees offered:* A.B. with major in library  
science. M.A.; M.S. in L. S.  
*Write:* EDWARD JUDSON HUMESTON, JR., *Head*

Division of Library Instruction  
UNIVERSITY OF MINNESOTA  
Minneapolis 14, Minnesota  
*Degrees offered:* Master's degree with major  
in Library Science  
*Write:* DAVID BERNINGHAUSEN, *Director*

PRATT INSTITUTE LIBRARY SCHOOL  
Brooklyn 5, New York  
*Degrees offered:* M.L.S.  
*Write:* WAYNE SHIRLEY, *Dean*

School of Library Science  
SIMMONS COLLEGE  
Boston, Massachusetts  
*Degrees offered:* S. B.; S. M.  
*Write:* KENNETH R. SHAFFER, *Director*

School of Library Science  
SYRACUSE UNIVERSITY  
Syracuse, New York  
*Degrees offered:* M. S. (L. S.)  
*Write:* WHARTON H. MILLER, *Dean*

Library Science Department  
TEXAS STATE COLLEGE FOR WOMEN  
Denton, Texas  
*Degrees offered:* B. A. with major in Library  
Science; M. L. S.  
*Write:* HAZEL PULLING, *Director*

School of Library Science  
WESTERN RESERVE UNIVERSITY  
11111 Euclid Ave.  
Cleveland, Ohio  
*Degrees offered:* M. S. in L. S.  
*Write:* JESSE H. SHERA, *Dean*

Library School  
UNIVERSITY OF WISCONSIN  
811 State Street  
Madison 5, Wisconsin  
*Degrees offered:* M. A. in L. S.; M. S. in L. S.  
*Write:* RACHEL K. SCHENK, *Director*

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## THE PRESIDENT'S New Year's Greeting 1954

The tyranny of publishing deadlines brings about such violations of the unity of time that I find myself trying to draft a New Year's message during Thanksgiving week. Thus it is not surprising that I tend to color my thoughts for 1954 as much with thankfulness as with hope.

SLA members must join with me in gratification for the steady increase in our members. The last available membership figures indicate that we are very close to the five thousand mark, a goal I have urged the Membership Committee to cross by the year's end. The Association can be thankful, too, for the competent hands into which we have entrusted its management: even at this early date the new Executive Secretary is displaying a fine capacity for leadership and a thorough knowledge of SLA affairs. A further cause for rejoicing lies in the progress toward better integration of committee structure and operation as a result of the work of the Committee on Committees: I need only men-

tion the motivation of a new Committee on Recruitment, the reconstitution of the Finance Committee, the broadened scope of the Public Relations Committee for example. We are grateful, too, to Miss Ferguson's administration for the impetus to public relations through the Clinic, the results of which Chapters all over the land are employing this year. We take pride in our widespread representation in other organizations. We can be pleased, too, that machinery has been set in motion for an improved publications program.

I could go on and on. The progress made by SLA in 1953 should inspire confidence for the future among all members. We are not unaware of the problems which still have to be faced; but we know that the solution of these problems and of new ones that will arise will serve only as a challenge to continued effort in the year to come. Happy New Year!

LUCILE L. KECK, *President*

# Cataloging A Philatelic Literature Collection

CATHERINE B. CARPENTER

*Cataloger, Cheney Library, Boston University, Boston, Mass.*

**I**N THE SUMMER OF 1951, the Boston Philatelic Society, one of the oldest stamp collectors' societies in the nation, presented its library to Boston University. Although stamp collecting started out in the nineteenth century as a simple hobby, it has since become increasingly scientific and specialized, and a large body of philatelic literature has gradually accumulated. The Boston Philatelic Society's library was built up over a period of years and contains books, periodicals, catalogs, pictures, slides, and other material on philately.

## Initial Steps

The first step in organizing the collection for use was taken in the summer of 1952, at which time a recent library school graduate arranged the periodicals and set up checklists for them. In the spring of 1953 a team of three was organized to catalog the book collection. A junior cataloger headed the team and carried the major part of the work; she set up the descriptive copy and assigned subject headings. A philatelist and an experienced subject cataloger assisted her.

## Subject Cataloging

No attempt was made to classify the material, but intensive subject cataloging was undertaken. This was made necessary by the fact that very few philatelists use an author approach.

The primary problem in cataloging any special collection is, of course, the setting up of subject headings which are intelligible and useful both to the specialist and to the general reading public. Certain aspects of this collection—its location in a room by itself, and its separate catalog—made immediately apparent some simplifications which could be used in formulating the subject headings.

First of all, the use of the words "stamp" and "postal" was cut to a minimum, since in a philatelic literature collection the concern of the books with stamps is self-evident. Thus a book entitled *The Postage Stamps of the Transvaal* would have as a subject heading only the word Transvaal; similarly, a book on the postal history of Great Britain would be indicated by: Great Britain—History. The subject approach was primarily geographical, for stamp collectors generally think of stamps in terms of the country of issue. Postage stamps appear in issues, somewhat as books appear in editions. Each issue of a given denomination is used for a certain length of time (which varies according to the country, period, and other factors) before being replaced by another issue. Thus it was necessary to break down the country heading used to designate the whole history of a country's stamps into chronological subdivisions. In this case a three-part heading was used: Country—Period—Denomination; e.g., for the 1851-1857 issue of three cent stamps in the United States, the heading would be: U. S.—1851-1857—Three Cent. The period here covers the year or years during which the particular issue was current. Another breakdown was used when a book concerned a subject other than the simple history of the postage stamps of a country, or discussed only a particular aspect of that history. Under these conditions, the heading form employed was: Country—Subject. Therefore a book on commemorative stamps issued by the United States would be designated: U. S.—Commemorative Issues. In such cases a cross-reference was made so that it would be possible to find the book by the subject approach as well as the geographical. The



form used for this was: **COMMEMORATIVE ISSUES**, Also see subdivision **Commemorative Issues** under names of countries, states, etc.

### **Terminology**

It was frequently necessary to use a word with one generally accepted meaning in another sense which was specifically philatelic. Such words as **Color**, **Design**, **Counterfeits**, **Essays** (designs produced for a stamp which differ from the later approved and officially issued design) and **Errors** (mistakes occurring in printing the stamp, or errors in design made by the artist or engraver) are cases in point.

In general, the philatelically accurate term was preferred to any other, except in cases where a more flexible term was obviously called for. For instance, the philatelic appellation "**Wreck Covers**," which means envelopes that have been in wrecks of ships, mail trains, airplanes, etc., and have an official postmark to that effect, was considered too narrow in view of the fact that collectors may in future widen their activities to include envelopes which have been in disasters not properly coming under the designation wrecks. The term **Covers**, **Disaster** was therefore substituted. In all such instances, cross-references were supplied. The phrase "**Match and Medicine**" is used by philatelists for certain revenue stamps of the United States government, called proprietary stamps. These were issued to go on match boxes and patent medicine bottles, and were originally printed by private presses. Material on these stamps was put under the heading: **U. S.—Private Proprietary**, with references from: **U. S.—Revenue Stamps**, and "**Match and Medicine.**"

### **Personal Names**

Personal names as headings have a specific meaning in relation to the philatelic collection; they were used primarily for books about a man's stamp collection. These books usually contain some biographical material, but the

philatelic orientation is established by the fact that such material is chiefly about the man *as a collector*.

Since this collection is intended for use with a course in philately given at the University during 1953/54, special emphasis was placed on bringing out all aspects of collecting, particularly the methods of starting and maintaining a collection. The heading used for books on how to make a collection was: **Collecting—Handbooks**; this category contains the majority of the books included under the broad heading: **Collecting**. The next most important subdivision of **Collecting** was **Financial Aspects**, used for books on the value of stamp collecting as a financial investment. Other aspects of collecting were also emphasized. Since philately has a technical language of its own which the student of philately must learn, it was necessary to bring out all glossaries of philatelic terms, whether they were whole books, or only sections of more general works. This was done by means of the general heading: **Dictionaries**, under which were put both glossaries proper and analytics for those books of which only part was a glossary.

### **Subject Authority File**

A subject authority file was made, in all essential respects following the format of the Library of Congress subject heading list, with tracings of **See From** and **See Also** references. All series had subject analytics made for their separate volumes. A large amount of ephemeral pamphlet material was separated into subject groups and filed in pamphlet boxes labeled according to subject.

The cataloging of this book collection of nearly six hundred items required approximately two hundred hours. This time may be broken down into the following components: 140 hours of cataloging by the junior cataloger; thirty hours of advisory work by the philatelist and the senior cataloger; and thirty hours of clerical help in typing.

# Techniques in Report Writing\*

ROBERT L. SHURTER

*Professor of English, Case Institute of Technology, Cleveland, Ohio*

**I**N ESSENCE, a report is a communication from someone who has information to someone who wants to use or ought to have that information. As in all communication, writing a report involves three fundamental elements: the writer, the material or information to be conveyed, and the reader. It is, therefore, the writer's obligation and responsibility to see that he writes in terms and language which his reader will understand and to organize his material in a pattern which his reader prefers.

## Slanting the Report

To do this most effectively, the writer must begin by raising two questions:

1. What is the purpose for which this report is written?
2. Who will read it and how much will the reader understand? (Can he easily understand highly technical language or must such terms be defined or explained in more general language?)

He must then decide whether, for this reader and purpose, his material can be organized inductively—with details and explanations first, followed by general conclusions or recommendations—or deductively—with the general conclusions first, followed by the detail and specific explanations. More and more frequently, the American executive prefers the deductive pattern of organization, which is, in fact, now called the "executive-type report" because it is specifically designed for management decisions. Because this report highlights conclusions or recommendations, the executive can refer the details and technical data, on which these conclusions rest, to his subordinates for check-

ing and for appraisal. In general, the deductive pattern is most appropriate for reports to management; the inductive pattern for reports to technical readers who want to examine the basis on which conclusions rest. But regardless of these generalities, it is always the preference of *your* individual reader which should govern your choice of a pattern of organization for any report.

## Paper Work

Most of the delays in getting reports finished occur after the research is complete, the facts and evidence assembled, and at the point where the actual writing should start. Commenting on this point, Charles Darwin said, "A naturalist's life would be a happy one if he had only to observe and never to write"—and the great majority of report writers share his unhappiness at the stage when they must put their ideas down on paper! What is needed is a definite plan in writing to overcome this tendency to procrastinate. The best way to do this is to follow the steps of some procedure such as this:

1. *Plan your time* so that you are not forced to write the report at the last minute. Don't put off until today the report that is due tomorrow!
2. *Use an outline* based on the research materials gathered and the organizational pattern you have selected.
3. *Try to write the whole report* by getting it down on paper in rough draft form. At this stage, do not worry about the language, the grammatical construction, the transitions; you can polish these aspects of the report later.
4. *Put the report away* for at least a day so that you can come back to it with the objective viewpoint of an editor.
5. *Revise, revise, revise!* This is the stage at which you change the rough draft into its final form.

\* Abstract of a talk given at the National Metals Congress in Cleveland, Ohio, October 23, 1953, before the Metals Division and Section of the Special Libraries Association.

By following such a procedure, you can avoid the chief mistakes that most report writers make. On the basis of comments made by report readers in business and industry, the chief faults of most writers are:

1. Failure to tell the reader *at the start* about the purpose and subject matter of the report. The first question a reader naturally wants answered is "What is this about?" and the writer always has a responsibility to see that this question is answered.
2. An attempt to "impress" the reader by the sheer length of the report or by an overwhelming mass of material. Aim at conciseness as well as accuracy and most reports can be shortened considerably without any loss of information.
3. Language which is too technical for the reader to understand. Remember that you write your report for a specific reader and ask yourself constantly how much that reader will understand.
4. Failure to break the text into small readable units by the use of headings and sub-headings.
5. Excessive wordiness caused by failure to revise the report thoroughly.

#### **Use of the Report in Business**

The writing of reports is one of the most costly activities of American busi-

ness today. As Charles E. Wilson, United States Secretary of Defense and former President of General Motors said, "No physical activity goes on in our modern age without a piece of paper going along to guide it"—and in most instances, this piece of paper is a report. Only by avoiding the mistakes mentioned and by following a definite plan of procedure can report writers cut costs, improve efficiency, and communicate with their readers effectively. In the last analysis, the results will produce great savings for both writers and readers and, above all else, for the companies for whom they work. This area of communication is one that every company or individual should study carefully with the purpose of seeing where unnecessary duplication and unnecessary wordiness can be avoided. In fact, the frequent comment that it now "takes a ton of paper to produce a ton of product," however exaggerated, offers a clue to the increased efficiency and great savings which business and industry can attain by studying ways to improve all communications, and particularly reports.

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### ***New York's Municipal Archives Center***

The pioneer work of Rebecca B. Rankin is described by Jason Horn, formerly of the National Archives in Washington, D. C., in his article on the "Municipal Archives and Records Center of the City of New York," which appeared in the October 1953 issue of *The American Archivist*. Two centuries of neglect in the care of the city's records came to an end when Miss Rankin, as chairman of a committee appointed in 1939, initiated a records management program. Upon Miss Rankin's retirement in June 1952 and following reorganization, the archival collection which had operated as a division of the Municipal Reference Library was raised to branch library status, and James Katsaros, assistant to Miss Rankin in the Municipal Reference Library for twenty-six years, was named supervisor of the newly established Municipal Archives and Records Center.

The article describes in detail the organization and maintenance of the collection and the functions and objectives of the Center today. Reprints are available on request from Mr. Katsaros at 238 William Street, New York 38.

**THE EXECUTIVE BOARD and ADVISORY COUNCIL**

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# General Principles of Filing Pamphlets\*

M. MARGARET KEHL

Associate Professor, School of Library Science, Drexel Institute of Technology,  
Philadelphia, Pa.

GENERAL PRINCIPLES of filing pamphlets might seem at first glance as simple as A, B, C. After all, according to Bertha M. Weeks, author of *How to File and Index*, "Filing is the systematic arrangement of records so that they may be quickly found again." We could start and close our discussion with the thought that the only reason for filing pamphlets in some fashion or other is for the relocation of the pamphlet. Parenthetically, any system can be upset by careless filing.

What can be told that is new about principles for filing pamphlets? One may define pamphlets as *not* including periodicals or unbound matter over one hundred pages. Yet some libraries might stop at fifty pages. And will you bear with me if I *do* include trade literature and small trade catalogs in the pamphlet group?

Why do we file pamphlets at all? Wouldn't it be easier to throw away much of our mail and save considerable effort? Why not start a "return to books movement" and forget pamphlets? We file first to accumulate like material in one place and to locate the items when needed. This is not new but basic.

We file pamphlets on the shelf if we want to have all of our resources together, and in filing cases when shelf room is at a premium. An orderly arrangement, demanding both accuracy of classification and refiling can be achieved in both instances. We may use a binder; one of many pamphlet containers—either box or metal frame; a file case; or even a string, to keep our pamphlet collection together. Still there must be a key marked on the housing

unit as well as on each pamphlet to facilitate use.

## Classification

The next principle involves the choice of classification: whether to number, alphabetize by author or issuing agency, or actually classify the pamphlets like books. We can use Dewey Decimal, Library of Congress, Ranganathan, Bliss or Taube's new scheme. We may use the subject heading on folders and pamphlets. Sometimes we list *only* our valuable items in the catalog. Other libraries index every scrap of information. In order to relocate our pamphlets, whether on the shelf or in a file, we adopt one of the most adaptable schemes of classification or the most applicable subject authority lists for arrangement.

To go back to the definition of what constitutes a pamphlet, research reports should be considered. The confidential reports of company or government agencies present a filing problem of such magnitude that many libraries handle them apart from their usual pamphlet collection. For our purposes then, the many near print reports coming out with serial numbers, such as PB, or under company assigned project numbers, are *not* pamphlets. It might be noted, however, that methods for keeping such reports are basically similar to the other principles of filing. Frequently such sets are indexed by their serial numbers, as are government serials.

As the file collection grows, so in the course of time must pamphlets be discarded, since library walls are fixed. Some librarians may fool themselves into thinking that ten pamphlets bound in one volume will save space. This won't do indefinitely. The principle of keeping pamphlets from becoming un-

\* Paper presented at the 44th Annual SLA Convention in Toronto, Canada, before a Convention-Wide Workshop, June 22, 1953.

manageable is based on our old friend —“weeding.” I have known librarians who discard each day, but this is unusual. Other friends say that they weed each summer when work is slack. Since vacations usually occur then and deplete the staff, I’m a bit doubtful about the effectiveness of this schedule. The best idea that has come to mind is to make some mark on pamphlets when they are received — some code or symbol that indicates temporary status of the item — or a possible date for discard. Weeding may then be done automatically, even by a non-professional worker. The catch however, is — who can always see far enough in the future to anticipate when a pamphlet may become completely useless?

Equally difficult may be the decision necessary to clear the file. One library reported that for years it had preserved a grubby item because it was the only one of its kind. It might have been the result of a special Gallup poll. It reported on a survey made on the interesting question as to whether men bought more flowers before marriage or after, in other words for their sweethearts or wives. Soon after it was discarded from the files, lo and behold, someone sought just such information.

#### **Subject Heading File**

Two recent articles in *SPECIAL LIBRARIES* are worth examining anew. The first, by Ann McDonald, called *A Realistic Approach to Records Management*, appeared in the March 1953 issue. The author states simply that setting up an “Information File” or “Vertical File” arranged by subject is difficult because no two people think exactly alike about any one topic. Therefore, a subject authority list must be carefully prepared, and every file so organized should have an index. She reviews the kinds of systems: the dictionary arrangement with one subject following another alphabetically, the encyclopedic method with a main subject heading breakdown followed by its subdivisions, and two numeric systems. A number may be assigned to a principal main subject and

divided as the subject expands. The other numbering is assigned to each new subject as in Dewey Decimal. Cross references are important, and here, though Miss McDonald does not mention it, it has been found useful to indicate such cross references not only in the index to the file but on the folders themselves when the pamphlets are housed in a vertical file.

#### **UDC**

Lawrence P. Murphy, in his *Vertical File Classification System* described in *SPECIAL LIBRARIES*, May-June 1953, rejects the subject heading file, after a trial, in favor of the Universal Decimal Classification system. His argument that UDC simplifies filing is based on his particular subject problem and the fact that the class number entails less of a legend on the pamphlet itself.

Both of these articles ignore what seems important to this discussion. Any filing system whether by alphabet or number can be operated if there is sufficient personnel to prepare both the material, the detailed index and the necessary library records. Since many special libraries are one-man libraries, we must cut corners. With sufficient staff, we can have careful processing, files and filers.

If the special librarian decides to file pamphlets on the shelf with books and bound periodicals, the pamphlet becomes a book to all intent and purpose and stands either alphabetically by author or title or by number, or by its regular classified position. Reinforcement of the item, or storage in a box or pamphlet case becomes necessary for small pieces. Self-charging by a series card can be an advantage of this kind of an arrangement. To be avoided are long involved identification numbers.

Recording of all pamphlets by accession numbers, filing by the number assigned, and charging out by this number saves time, but cannot be used for interfiling with any other classification. The assumption, therefore, is that a separate place is required both for housing and circulation records.

Trade catalogs are best filed by a combination of accession numbers and alphabetization by the manufacturer's name. The item then stands on the shelf, or may be filed in the vertical file by company name. Different publications from the same company are distinguished by the accession number assigned at receipt. A product index to the whole, or the use of the *Thomas' Register* index, makes the collection easily available and simplifies circulation. Where the trade catalogs received are small in number there is no good reason to separate them from other pamphlets.

At Municipal Reference Library in New York City, when I was on the staff, an extensive vertical file was in constant use, and a catalog on park equipment, if of pamphlet size, was interfiled with other studies on that subject. In the library catalog the author was the manufacturer or dealer supplying the catalog. In that vertical file, too, were mimeographed releases, clippings and correspondence which answered questions pertinent to the subject folder's contents. In one vertical file were combined all materials under a specific subject heading. The library catalog provided an index to the file. We did at one time, however, have some items in the folders which were uncataloged because of their ephemeral nature. These were intended for discard or replacement and did not seem to warrant a more permanent record.

What happens when one uses a vertical file for deposit without indexing the pamphlets filed therein? My own file for teaching purposes tells me graphically that it is not good, and I have only three legal-sized file drawers. Each folder has a heading concerned with lectures on "Abstracting," "Bibliography," "Equipment," "Publicity,"—to name a few. Into these folders I put reprints, clippings, bulletins and sample forms from special libraries. I haven't taken time to make index cards for them under more than one idea, and if I mark them for one folder it is unusual. They

are obviously not cataloged by the Drexel Library which catalogs the books in our study room. If they were so cataloged I couldn't have them to use as I do. It is a personal study file, with no Memex, but it usually produces what I want under these broad headings. However, a good study of abstracting services is as valuable when teaching reference as it may be for abstracts, and many over-all descriptions of individual special libraries give techniques and criteria for book selection. I must constantly juggle articles for the different subject approach. Memory must serve to remind me where the article that I remember has been filed last. Don't let your file grow before you start to record fully what you have.

All our best principles break down when we cannot foresee growth. Those of you who remember NRA may understand what happens when a subject mushrooms suddenly. I doubt if any kind of filing arrangement can always meet this test.

#### Summary

We file pamphlets to keep similar material together, but most important, so that we can locate information from every angle of usefulness. The special library, no matter what its purpose, will receive pamphlets in some quantity. The more that you have the more important your filing becomes. But beginning to organize when the collection is small is wise. In adhering to my topic—"General Principles of Filing Pamphlets"—I've omitted types of equipment, details for arrangement and systems for the best record keeping. But the skeleton for these few remarks is based on Miss Week's book, articles in our professional literature and from observation of special libraries. Please refer to these sources for further details.

No growing collection is "heading" foolproof. No active file will produce *everything* we want when it is needed most. But speaking generally, many of our filing difficulties could be surmounted if there were many hands and plenty of time.

# CARNEGIE ENDOWMENT FOR INTERNATIONAL PEACE

## *The Reference and Information Service*

LEE ASH

*Librarian, Carnegie Endowment for International Peace, New York City*

FOR THE PAST FEW YEARS, while planning for its newly consolidated headquarters building at United Nations Plaza at 46th Street, the Trustees of the Carnegie Endowment for International Peace considered the establishment of a Reference and Information Service for the use of its staff and made provision for a small, specialized book and pamphlet collection to serve the Endowment and to a limited extent some needs of the 37 other non-profit organizations in the building.

When the old Washington headquarters was given up in 1948 the original great Endowment library was sold to George Washington University where it is maintained today as a special collection of international relations. The collection was sold because the Trustees of the Endowment felt that under the wonderful long-term guidance of Helen L. Scanlon and her associates it has become an intrinsic part of Washington's library resources, and its removal would cause drastic disappointment to scholars and government workers of the region.

Today the new Reference and Information Center is still in its formative period: some of the equipment has not yet been installed, Library of Congress cards are on order, only a brief author catalog exists, and book ordering is in its most elemental stages; vertical file materials—accumulated from many separate files and in a variety of folders—are just being organized. Art-Metal stacks for 10,000 volumes have been installed, ten new Shaw-Walker 5-drawer vertical files and a card catalog case are in use. The office furniture—blue, orange, and yellow upholstered chairs,

and handsome yellow draperies, with grey rugs—was all designed by Knoll Associates. A well-lighted reading room provides table space for twelve persons. There is a "scholar's alcove" of three carrels for persons doing long-term research, and a comfortable library conference room for small meetings, etc. The alcoves and the librarian's office are separated from the reading area and stack space by ceiling-to-floor transparent glass panels. The entire building is air-conditioned.

### **Holdings**

A core collection of 3000 basic works in foreign affairs and international relations was purchased from the Foreign Policy Association which is in the new building and which no longer maintains a library. Supplementary purchases were also made from the Institute of Pacific Relations. Over 300 periodicals are received regularly. It is not intended that the collection should ever become large since New York libraries (especially the UN and the Council on Foreign Relations) have provided liberal interlibrary loan privileges, and the staff is familiar with other library resources of the area.

The eminent historian, Professor James T. Shotwell, president emeritus of the Carnegie Endowment, has presented to the library of the Endowment his complete archival collection of material on the history of the United Nations Conference on International Organizations, United States Delegation, out of which eventually grew the specialized agencies of the UN. Consisting largely of correspondence, reports, documents, etc., these materials are freely available for use in the library.

The present staff consists of a professional librarian, a full-time, non-professional assistant (Columbia doctoral candidate in linguistics who offers translation services in all European, Cyrillic, and Arabic languages through the library), and a clerk-secretary.

The International Center on the second floor of the building, administered

by the Carnegie Endowment for International Peace, has a large lounge, exhibition hall, banquet hall, and kitchen facilities available to outside organizations. Several library organizations have already made use of these rooms, and a number of SLA groups have scheduled meetings for the future. Arrangements for library meetings are made through the Librarian's Office.

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## Institutes of World Affairs Conference

October 19, 1953

The International Conference of Leaders of Institutes of World Affairs devoted an entire day to consideration of the preparation and distribution of publications and to library and documentation problems of the Institutes. This meeting, October 19, 1953, was the only open meeting of an eleven-day session which began October 20 at the Carnegie Endowment International Center located near the United Nations. The purpose of the Conference, sponsored by the Carnegie Endowment, the Foreign Policy Association, the World Peace Foundation, and the Woodrow Wilson Foundation, was to bring together from nineteen countries, about fifty leaders of important organizations devoted to the study of world affairs, and to discuss ways and means for providing greater and more effective service. Discussion was completely informal throughout the meetings, and while no published proceedings are planned, a series of essays based on the discussions will be published in the spring.

### Librarians Participate

About fifty leading librarians of the Eastern States were invited to attend the all-day session, and the Conference was especially proud to welcome Flora Belle Ludington, president of the American Library Association, Elizabeth Ferguson, past-president of Special Libraries Association, and Verner Clapp, acting librarian of the Library of Congress. Dr. Johan Wilhjelm, secretary, Det Udenrigs-politiske Selskab, Copenhagen, presided at the morning program of the "Library Day" sessions. Papers on Institute problems and projects were presented by S. L. Poplai, director, Surveys and Documents Section, Indian Council of World Affairs, New Delhi; and, by Gerolamo L. Bassani, director, Istituto per gli Studi di Politica Internazionale, Milan. Delegates and librarians joined in hearty discussion of both papers, and there was great evidence of the existing need for clarification on methods of exchange of publications between the Institutes.

### Mr. Clapp Presides

Mr. Clapp presided at the afternoon panel discussion on "Cooperation Among Institutes and Libraries." Other members of the panel included Ruth Savord, librarian, Council on Foreign Relations; Joseph Groesbeck, chief, Processing Section, United Nations Library; Douglas Bryant, administrative assistant librarian at Harvard (and chairman of the ALA International Relations Board); and John H. Ottemiller, associate librarian, Yale University.

### Book Purchasing

In addition to problems related to the exchange of publications between Institutes and between Institutes and libraries throughout the world, the matter of techniques for the purchase of books, internationally, was discussed and disappointment was expressed by Delegates who have had sorry experiences with American booksellers. Fortunately, Frederic Melcher, president of R. R. Bowker Company, and Peter S. Jennison of the American Book Publishers Council, were present to reaffirm the booksellers' vital interest in providing service to customers throughout the world. Copies were distributed of the October 17 issue of *Publishers' Weekly* which contains information on the purchase of American books abroad.

### Discussion

Consideration was given to cooperative book purchasing, indexing, clipping services, and to the United Nations documents and publications program, concluding the day's agenda.

Sponsors of the Conference "Library Day" had planned to provide a forum where foreign Delegates might voice their needs and where American librarians could take part in an exchange of viewpoints and information. From the remarks of those attending the meeting and from the enthusiasm expressed by the Delegates, it was evident that the meeting had been extremely successful.

LEE ASH



# UNITED STATES BOOK EXCHANGE

**M**ORE INFORMATION, please! This exclamation represents, oddly enough one of the most frequent answers on a questionnaire circulated among special libraries participating as members of the United States Book Exchange.

Since the principal points of information about the Exchange have been requested by USBE members, non-members, also, may find it both interesting and helpful to know these important facts about USBE.

The Exchange is a vast pool of library duplicates (three million on hand at the end of 1953) which are received, cataloged, and made available for the choice of member libraries. The size of the centralized stock means that libraries can receive from one point large shipments of wanted publications.

Through the general limitations placed by USBE on what it keeps, most of the material on hand is scientific and technical. Since these are duplicates from libraries, the greater proportion is not rare material. But seven of the sixty libraries answering the questionnaire stressed the importance of the rare or otherwise unavailable publications they had received from USBE.

## Cost

Centralization and size mean also that the work can be done reasonably. Most exchanges among libraries are free in the sense that no charge is made, but listing, correspondence, holding of materials, and poor percentage of return make the internal cost high for the exchanging library. USBE charges a fee for *each item* which the participating library receives, but the availability at one source, the percentage of return, and the minimum amount of bookkeeping and correspondence required of the participant, all make for a low internal cost and thus for overall economy. Of the forty-eight libraries that answered "What do you think of

the present scale of USBE fees?" forty-three answered that they were reasonable or better; only five thought they were high as compared with other means of exchange.

## Direct Orders

A good proportion of the answering libraries picked out for special commendation the most important single fact about USBE: orders can be placed direct, without having to wait for needed items to appear on a list. The size and completeness of the USBE periodical stocks (both domestic and foreign) means that there is a good return on such direct orders. Libraries also like the fact that *USBE maintains a back order file* of such orders so that what cannot be filled immediately is supplied as soon as it comes in to USBE.

There are exchange lists, of course, to present available monographs and to notify members of the variety and extent of foreign serials which can be ordered. Members commented on the value of the regular, manageable, monthly lists, and especially on the wide spread of the foreign holdings.

One last fact is that USBE represents a central place to which libraries can send duplicates without listing or sorting, certain that they will find a useful place and not be wasted. Only the materials useful for exchange among the five hundred USBE participants are kept for that purpose, but much that has a certain value goes abroad as gifts to libraries and schools in the underdeveloped areas.

There are many other facts which individual inquiring libraries may wish to know, and for that purpose they may write direct to the offices of the U. S. Book Exchange, Inc., care of the Library of Congress, Washington 25, D. C.

HELEN LAWRENCE SCANLON  
*Special SLA Representative,*  
*U. S. Book Exchange.*

# Library Cooperation in the USA

A PAPER on the "Aspects of Cooperation in University and Special Libraries in the United States of America," by Robert L. Collison, reference librarian, city of Westminster (Great Britain), was presented before The Library Association, April 29, 1953, in Llandudno, at the Annual Conference, and appears in the *Proceedings* recently issued.

Mr. Collison concurs with Robert Vosper of the University of Kansas that "it is incumbent upon all librarians and all libraries to work closely and actively together in professional matters. No library today can be effective in isolation from the main currents of library development. All research libraries, most particularly, must assume responsibilities at the regional and national levels."

Mr. Collison states: "The extent, however, to which practical co-operation between university and special libraries has already advanced in the United States is not generally realized in Britain . . . Moreover, much of the development in this field has been gradual and instinctive: so much so, that even many American librarians appear to be unaware of their full implications, or of the general pattern which is more easily apparent to the foreign observer."

Mr. Collison makes some interesting observations on the effects noted in co-operative planning of book-purchase, where libraries in the same area "have a long-standing agreement on which subject-fields each will cover;" co-operative storage of items withdrawn from circulation; "Bibliographical Centres;" etc.

"In this day-to-day mutual assistance routine which appears to be a feature of most areas containing both university and special libraries," continues Mr. Collison, "there is no doubt that it is greatly stimulated by a community of interests which transcends whatever of-

ficial barriers may exist. And this community of interest is stimulated in turn by the existence of local branches of national subject-group associations of libraries . . . Particularly active in this field is the Special Libraries Association which operates many subject groups . . ."

*Robert L. Collison is the author of "Indexes & Indexing: A Guide to the Indexing of Books, and Collections of Books, Periodicals, Music, Gramophone Records, Films and other Material, with a Reference Section and Suggestions for Further Reading."*

*This useful, 155-page guide is published by John de Graff, New York, 1953, and costs \$2.50.*

"While SPECIAL LIBRARIES, the organ of the Special Libraries Association, has shown a tendency to scrappiness in the past, there is growing evidence, here, too, that the special libraries welcome news of, and plans for, co-operative projects with all kinds of libraries."

Mr. Collison notes the invaluable contribution of the Library of Congress in coordinating the efforts of all types of libraries and the alacrity with which "specialist librarians" avail themselves of LC bibliographical aids.

*An open letter to Mr. Collison from Elizabeth Ferguson, past-president of SLA.*

DEAR MR. COLLISON,

Thank you so much for giving us the perspective of an understanding foreign observer on the special library scene. Last year, as president of Special Libraries Association, it was my duty and my great privilege to visit seventeen of our chapters throughout the U. S. and Canada. Native though I am, I noted many of the same patterns you describe so well. I, too, had the vivid impression that "the development in this field has been gradual and instinctive: so much so that even many American librarians appear to be *unaware* of their full implications . . ."

The "unawareness" in many of our chapters was apparent in the all-too-prevalent feeling, expressed something like, "We are so far

away, do we really matter?" You can imagine how this distressed me and why I continually pointed out that the informal cooperative activities at the chapter level are a very special source of strength to the Association.

Work every day in a high-pressure special library, where information is always wanted "yesterday," makes one realize what informal cooperation means. Close personal acquaintance with other librarians and intimate knowledge of their resources plus the *habit* of constant interchange (all made possible by chapter activities) give us our "secret weapon."

A special value of this interchange, the *authoritative* nature of the information produced, has not, I think, been sufficiently emphasized. Most special libraries operate as units of organizations—business, research, professional or industrial. Many of these parent organizations are themselves first sources of information in some field of knowledge and all of them must be completely informed as to all important sources in their specialized area. Through such a library, therefore, it is possible to get not only a needed book or

journal but information with the assurance, backed up if need be by the personal authority of experts in the field, that it is pre-selected and definitive. One of the executives of my own firm, herself an authority on life insurance statistics, recently stated that this, in her opinion, was one of the greatest values of specialized libraries.

Finally, thank you for reminding us that cooperation, formal and informal, is the breath of life to modern library service and that cooperation can be achieved without major policy changes.

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## UNESCO CONFERENCE

The Fourth National Conference of the U. S. National Commission for UNESCO was held in Minneapolis on September 15-17, 1953. The Conference was planned "to bring together a group of leaders broadly representative of American life to consider ways to improve our understanding of and participation in world affairs, particularly through the kinds of international cooperation represented by UNESCO."

Examples of UNESCO programs now functioning in Asia and Mexico were vividly presented at the opening session in the excellent documentary film, *World Without End*. The second and third day of the Conference offered thirty-six discussion groups, indicating the wide scope of subject coverage.

Your delegate was privileged to attend three panel discussions and selected the following:

1. *What does the balance sheet of the United Nations show?*
2. *The evolution of the United Nations and the implications for charter revision.*
3. *American attitudes toward international cooperation: the work of national organizations.*

The last-named group discussion revealed the difficulties of reaching that large segment in the population of our country which is prey to misinformation. The general feeling prevailed that dissemination of information was best accomplished through training and informing small groups which could, in turn, transmit information to other groups.

Special librarians could make a great contribution to such a program. Many of us are in a position to house and disseminate United Nations materials and we are always on call to supply authoritative information as required.

I hope that the Association will take advantage of the privilege extended to us and will send two delegates to the annual UNESCO Conference. It is particularly appropriate that Special Libraries Association should take part in this noteworthy effort for international cooperation and security.

VERNIE H. WOLFSBERG, *Librarian*  
St. Paul (Minn.) Fire and  
Marine Insurance Co.

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## IFLA Proceedings

The proceedings volume of the 19th Council Meeting held by the International Federation of Library Associations in Vienna, June 10-13, 1953, is now available.

Seventy-three delegates participated, representing twenty-seven associations, 16 countries and seven international organizations.

Mrs. Eileen Cunningham, librarian at the School of Medicine, Vanderbilt University, Nashville, Tennessee, gives some of the highlights of the IFLA meeting on the next page. Mrs. Cunningham served as chairman of the Committee on Periodicals and Serial Publications and presented a report of the meeting held by the Committee on June 10.

The proceedings volume includes reports in English, French and German. About half the reports appear in English.

Copies of the volume, *Actes du Conseil de la FIAB*, 19me Session, Vienne, 10-13 Juin 1953, are available at approximately \$3.50 each from Martinus Nijhoff, Lange Voorhout 9, The Hague, Holland.

# IFLA MEETING

June 10-13, 1953

**T**HE COUNCILS of the International Federation of Library Associations and the Federation of International Documentation could scarcely have chosen a more inviting spot to meet than historic Vienna, surrounded by beautiful gardens, public buildings, and the charm of old world culture.

An interesting innovation in this year's meeting was the introduction of sections in addition to sub-committee meetings and the Sections on Learned Libraries and on Public Libraries met for the first time. Some of the members of the Council felt that if too many sections developed within IFLA, considerable duplication of effort might result with an unfortunate weakening of the group as a whole.

## Periodicals

The Committee on Periodicals and Serial Publications held a special meeting, Mrs. Eileen Cunningham serving as chairman. A resolution was passed noting the additional costs frequently imposed on subscribers to foreign periodicals and recommended that publishers eliminate these hidden costs.

The resolution urged the removal of import taxes on scholarly material.

The increased use of modern methods of reproduction such as "offset", rotaprint, etc. was suggested in order to bring prices within the financial resources of scientists and libraries.

Scientists were urged to forego "author remuneration", and to use their influence with publishers in their own countries to keep down the costs of scholarly periodicals of international interest.

## Publishers to Meet

It was suggested that editors and publishers of important journals be invited to meet with the Committee during the International Congress of Librarianship and Documentation to be

held in 1955. The Committee will also be represented at the 1954 International Meeting of Publishers.

## Statistics

The IFLA Committee on Library Statistics recommended that member Associations study carefully the UNESCO Statistical Division's Report (UNESCO/ST/R/13), and submit comments to the Statistical Division of UNESCO before the end of 1953. The comments received, together with any known rules on uniform compilation of library statistics, will aid the Committee in preparing the revised Report for the 1954 session of the IFLA Council.

## Education for Librarianship

The Joint Committee on Education for Librarianship and the Status of Personnel accepted a proposal made by E. Rickli of the Swiss Association of Documentation to hold a study session on methods of teaching documentation immediately prior to IFLA's next council meeting. (Details of the program, to be held in Switzerland, can be obtained from Mr. E. Rickli, General direktion, P.T.T., Berne, Switzerland.) The Committee's concern with teacher training is reflected in its recommendation that "an international meeting be organized of those responsible for the instruction in librarianship and the instruction of documentation in view of the future creation of an international school or courses for the methodology of these instructions."

## Documentation

The Federation of International Documentation, meeting in Vienna concurrently with IFLA, proposed a Committee on Instruction in Documentation which will devote itself to the whole problem of documentation as a profession, as well as to pedagogical methods.

The experience of library specialists working with the UN Technical Assist-

ance Program was reported by Dr. Joseph Stummvoll of the Austrian National Library and was supplemented by Dr. P. Bourgeois of Berne. Both speakers stressed the need of adequate library service and professional trained local librarians as essential to a program for economic development of any country. In support of Dr. Stummvoll's report, the Council recommended that its members give more attention to training librarians and to finding means of greater cooperation with the Technical Assistance Program.

Mrs. Cunningham of the United States was one of three delegates ap-

pointed by IFLA and the International Federation of Library Documentation to represent them at the First International Congress of Medical Librarianship in London, July 1953.

The invitation of Yugoslavia to hold the IFLA 1954 Council Meeting in that country was accepted. An important feature of that meeting will be plans for an International Congress on Librarianship and Documentation, to be held in 1955.

EILEEN R. CUNNINGHAM, *Librarian*  
*School of Medicine Library,*  
*Vanderbilt University,*  
*Nashville, Tennessee*

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## Radio Free Europe

Martha R. Schmidt, a member of the Special Libraries Association and former chairman of the Social Science Division, has been appointed chief of the library department of Radio Free Europe, the American-sponsored station in Munich, Germany, broadcasting to Soviet-dominated Central and Eastern Europe.

Actually five radio networks in one, RFE is composed of the "Voice of Free Poland" and "Voices" for each of the other target countries. It broadcasts in Czech, Polish, Hungarian, Rumanian and Bulgarian.

Unlike the Voice of America, the British Broadcasting Corporation and other government-owned radio stations, RFE is a private organization, dependent on funds contributed to the Crusade for Freedom.

RFE states that its main effort is to expose Communist lies and distortions and bring the truth to people who have no chance to learn for themselves. In carrying out this aim, RFE airs 434 newscasts every week.

The effectiveness of RFE broadcasts is shown by the constant stream of abuse aimed at it by the Communist press and radio, hundreds of letters smuggled through the Iron Curtain, and the reports of refugees who have risked their lives to escape to the west.

Running RFE's huge establishment in Munich and the short wave transmitters in Lisbon, are about 130 Americans and 500 exiles from Central and Eastern Europe. In addition, there are some 900 German and Portuguese administrative and technical personnel.

# Aeronautics Abstracting in the Netherlands

GERTRUDE SCHERPENHUIJSEN ROM

Head, Technical Information Office, National Aeronautical Research Institute,  
Amsterdam, Holland

## History

THE GREATER PART of the documentary work for various aeronautical organizations in the Netherlands is centralized in the National Aeronautical Research Institute.

A Committee for the Classification of Aeronautical Literature (CCL) was established in 1940 by the Committee for Aeronautical Nomenclature. The country's most important aeronautical organizations collaborated in the project, and civil and military aviation authorities, the aircraft industry, and aeronautical research were represented on the Committee.

The war delayed further action. However, following the liberation of the Netherlands, a large number of publications became available and there was an urgent need to solve existing problems.

Careful consideration was given to the Universal Decimal Classification, particularly in scientific and technical areas and subject matter related to aeronautics. On closer study, the aeronautical sections appeared to be unsuitable and to require revision.

The extensive developments in aeronautical research and the tremendous increase in the output of publications outdistanced the indexing systems in use by various aeronautical organizations before 1940 rendering them inadequate and ultimately, valueless.

It was decided therefore to create a new aeronautical index based on current needs and requirements, and to investigate later whether the UDC could be revised or modified accordingly.

The new aeronautical index was completed in 1948 through the cooperation of specialists in the various technical and scientific fields. The index consists of sixteen principal groups:

- A General (including Standardization, Publicity, History)
- B Mathematics, Physics, Chemistry
- C Structural Strength
- D Aero- and Hydromechanics
- E Flight Mechanics
- F Vibration and Acoustics
- G Materials
- H Workshop Techniques
- J Power Units
- K Aircraft Construction
- L Aircraft Equipment
- M Aeronautical Instruments and Measuring Apparatus
- N Civil Aviation
- P Military Aviation
- Q Meteorology, Mechanical and Civil Engineering, Electronics, Aviation Medicine
- R Law, Economics, Insurance, Personnel

In order to keep abreast of aeronautical developments, the index was revised and brought to date in 1950, and again in 1952.

The British Standards Institute has undertaken the task of modifying the UDC for aeronautical use, employing the Dutch CCL Code as a basis.

Moreover, a special Documentation Committee of the NATO Advisory Group for Aeronautical Research and Development (AGARD) has under way the revision of the NACA Classification with a view to coordinating the NACA Classification, the CCL Code and UDC.

## Organization

It is interesting to examine the *Study of Physics Abstracting of the American Institute of Physics, Report No. NR 390-006* (1950) of the Office of Naval Research, U. S. A., and to see how its findings correspond with the operations set up here in Amsterdam.

Summarizing the conclusions drawn in this study, there is stress on the importance of wide coverage of technical journals, the prompt publication of abstracts written by experts, and finally, the issuance of extensive indexes.

It was noted also that physicists require only "indicative" abstracts when it is possible to check back to the original paper. However, when the original paper is not readily accessible, an informative abstract is essential and is worth the additional cost for preparation.

Bearing these factors in mind, we now review the operational scheme of the Dutch abstracting service.

1. Coverage includes approximately 200 journals of technical or scientific importance, and also about 90 report-series received from all parts of the world.

2. Abstracts are published the fourth week following receipt of the journals, and in the case of such weekly publications as *Flight*, *Aeroplane*, *Aviation Week*, etc., in the second week.

3. Abstracts are written by abstractors and, except for the weekly publications mentioned above, they are checked by scientific specialists.

4. Specialists check also the index-numbers assigned to abstracts against the classification code. About 60 per cent of the abstracts are given one index number; about 30 per cent receive two numbers and the remaining 10 per cent, more than two numbers.

5. Only "indicative" abstracts are given. These are taken from available summaries, abstracts, contents, introductions, etc., or they may be specially prepared.

The abstracts are issued in the form of cards which carry data on the source of the original paper, figures, tables and references, the indexing numbers, and an abstract using not more than 600 characters in length. The abstract is usually in the same language as the original paper or it may be done in English. The cards are issued in a weekly edition. Twelve thousand cards per annum are supplied.

The cards are issued in two ways. The abstracts are printed in offset on perforated sheets, three to a sheet, and they are bound in booklets. One series is printed on translucent paper and kept systematically. The latter form makes it possible to reproduce Ozalid cards for subscribers to special subject classifications. For instance, the Dutch Welding Society will be interested only in articles on welding and in certain instrument headings.

The abstracting service has been made financially possible through the participation of five joint sponsors: Netherlands Air Forces, Royal Fokker Aeroplane Company, Royal Dutch Airlines, Department of Civil Aviation, and National Aeronautical Research Institute. Representatives from each of these participants form a committee supervising the service organization.

Subscription to the complete abstracting service is \$200 per annum. Limited service is available at a proportionate fee. Ozalid cards are 15 cents each.

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## Geotechnical Classification

The Royal Swedish Geotechnical Institute in Stockholm has published *A New Geotechnical Classification System* written by W. Kjellman, L. Cadling, and N. Flodin.

"Engineering comprises perhaps 100 special branches," say the authors, "and each of them should solve its own literature problem by means of its own classification system."

The SGI system for classification in depth of geotechnical literature acknowledges its indebtedness to UDC. The ten main classes are 0, General; 1, Soil Science; 2, Laboratory Investigations; 3, Field Investigations; 4, Earth Pressure Problems; 5, Stability Problems; 6, Deformation Problems; 7, Ground Water Problems; 8, Special Problems, and 9, Improvement of Soils Foundations.

Auxiliary signs (digits and roman alphabet letters) may be added directly to the main numbers to show kinds of soil and kinds of activities. These are separated from the main numbers by an accent mark (´). A feature of the scheme which is novel (at least to the reviewer) and worthy of wider application is the use of a full black line and a dotted line in the margin to show the places in the tables where these auxiliary signs may be applied.

This system has been in actual use for nearly seven years, and reflects a careful analysis of the field it covers. It has been pointed out that the system is based upon the Swedish conception of geotechnics, and that it may not fully agree with foreign needs. The present edition lacks an index.

The Royal Swedish Geotechnical Institute's premise that 100 special engineering classifications will furnish the tools with which to master the rising flood of technical literature may be debatable, but it should throw light on the ultimate problem, which would seem to be the invention of a system of universal extension and great intention, expressed in an easily-managed system of notation.

DONALD B. CAMPBELL

# New Guides and Aids to Public Documents Use 1949-1952

JEROME K. WILCOX

*Librarian, The City College Library, New York City*

WHILE THE PRESENT SELECTION is about half the number of titles of the previous four-year selection<sup>1</sup>, this does not imply that necessary guides and aids are nearing an end. For example, some large and important states are without any periodic checklist of their publications. So far only two provinces of Canada—British Columbia and Saskatchewan—have historical checklists of their publications. Moreover, many foreign governments and important international organizations are without even adequate annual lists of their documents and publications. It is therefore hoped that the bibliographical interest in this field will continue until complete bibliographical control of this field is attained. The present compilation includes many important titles and divides itself categorically as follows: General Publications—12; Foreign Publications—14; Federal Publications—23; State Publications—11; and International Organization Publications—14.

## GENERAL

BESTERMAN, THEODORE, comp.

*Index Bibliographicus. Directory of Current Periodical Abstracts and Bibliographies. Répertoire des revues courantes de bibliographies analytiques et signalétiques.* Volume II. Social Science, Education, Humanistic Studies. Sciences sociales, Éducation, Sciences humaines. Paris, UNESCO, The Hague, International Federation for Documentation, 1952. xi, 72 p.

Official and semi-official publications, 087.3, p. 9-10.

International organizations, 341.12, p. 21.

BROWN, EVERETT S.

*Manual of Government Publications, United States and Foreign.* New York, Appleton-Century-Crofts, 1950. 121 p.

Includes publications of U. S. Government, American state governments, British Government, British Commonwealth of Nations, European governments, Latin America, the Near and Far East, and League of Nations and United Nations.

CARNEGIE ENDOWMENT FOR INTERNATIONAL PEACE. European Center.

*Les Publications officielles et la documentation internationale, Travaux de la Conférence de Documentation réunie à Paris le 29 janvier 1951*, publiés sous la direction de Michel Roussier, janvier 1952. [Paris, Imp. Marçilly] 1952. 81 p.

<sup>1</sup> SPECIAL LIBRARIES, v. 40, no.9, November 1949, p. 371-77; v. 40, no.10, December 1949, p. 406-12.

*Les publications officielles du gouvernement français*, par M. Roussier, p. 31-52.

*United States Government Publications*, prepared by Carl H. Melinat, p. 52-66.

*Les publications officielles allemandes.* Traduction d'une lettre du Dr. Tiemann, p. 66-69.

*Some Dutch official publications*, by Made-moiselle Belinfante, p. 69-73.

MARKLEY, ANN ETHELYN.

*Library Records for Government Publications.* Berkeley, University of California Press, 1951. 66 p. Processed.

A revised and expanded version of paper presented at the Institute on Government Publications, held at Berkeley, Calif., October 26-28, 1950.

Includes two excellent bibliographies, one a bibliography of United States, state, county and municipal, foreign, and international documents (p. 33-53) and the other *List of government publications indexed in general periodical indexes* (p. 54-58).

PHILADELPHIA BIBLIOGRAPHICAL CENTER AND UNION LIBRARY CATALOGUE.

*Union List of Microfilms.* Revised, enlarged, and cumulated edition. Ann Arbor, Mich., J. W. Edwards, 1951. xvi, 1961 columns.

Includes government publications.

————— *Supplement, 1949-1952.* Ann Arbor, Mich., J. W. Edwards, 1953. vi p., 995 columns.

Includes government publications.

SPECIAL LIBRARIES ASSOCIATION.

*A Source List of Selected Labor Statistics.* Revised edition. New York, c1953. xvii, 113 p.



Preliminary edition published in 1944; 1st revision in 1950; 2d revision in 1953.

Contents: Federal Agencies.—State Agencies.—Non-Governmental Agencies.— Subject Index.—Title Index.—Addresses of Agencies Listed as Compilers.—Periodicals Referred to, with Publication Information.

UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION.

*Manuel des échanges internationaux de publications . . . Handbook on the International Exchange of Publications . . .* Paris, UNESCO, 1950. 369 p. (Publication 617)

Prepared in collaboration with Miss J. L. Dargent.

Annex 1. *List of Bibliographies of Official Publications*, p. 138-164. List arranged General, League of Nations, United Nations, and then alphabetically by name of country.

U. S. LIBRARY OF CONGRESS.

*Current National Bibliographies*, I - V. Washington, D. C., 1949-51. 5 pts. (In *Library of Congress Quarterly Journal of Current Acquisitions*, v. 6, no. 4 (Aug. 1949), p. 28-33; v. 7, no. 1 (Nov. 1949), p. 14-22; v. 7, no. 2 (Feb. 1950), p. 11-13; v. 7, no. 3 (May 1950), p. 14-21; v. 8, no. 2 (Feb. 1951), p. 15-26).

Includes current checklists of government publications for each country.

—————. *Supplement I-IV*. Washington, D. C., 1951-52. 4 pts. (In *Library of Congress Quarterly Journal of Current Acquisitions*, v. 9, no. 1 (Nov. 1951), p. 9-13; v. 9, no. 3 (May 1952), p. 128-32; v. 9, no. 4 (Aug. 1952), p. 192-96; v. 10, no. 1 (Nov. 1952), p. 6-12).

Includes also current checklists of government publications for each country.

An additional list of "Current National Bibliographies" also published in *Library of Congress Quarterly Journal of Current Acquisitions*, v. 10, no. 4, (Aug. 1953), p. 194-198.

U. S. LIBRARY OF CONGRESS. CENSUS LIBRARY PROJECT. *Statistical Yearbooks. An Annotated Bibliography of the General Statistical Yearbooks of Major Political Subdivisions of the World*. Prepared by Phyllis G. Carter. Washington, D. C., 1953. viii, 123p.

Arranged alphabetically by continent as follows: Africa; America, North; America, South; Asia; Europe; and Oceania. Under each continent arrangement is alphabetically by name of political subdivision.

For each country and colony or territory identifies its general statistical yearbook and gives for each its history, the contents of the most recent issues and location in Washington of the last five issues.

U. S. LIBRARY OF CONGRESS. PROCESSING DEPARTMENT.

*The Role of the Library of Congress in the International Exchange of Official Publications. A Brief History*, by Robert D. Stevens. Washington, D. C., 1953. 85 p. Processed.

Contents: Introduction—The Beginning of the Program: 1800-1857.—Development of the Mechanism of International Exchange: 1860-1900.—Growth of the Library's Program: 1900-1925.—The Influence of James B. Childs.—Present Program: 1930-1952.—Appendices.

WILCOX, JEROME K.

*Memorandum on Government Publications Prepared for the Social Science Department of the United Nations Educational, Scientific and Cultural Organization*. 30 June 1949. Paris, UNESCO, 1949. 30 p. (UNESCO/SS/AB/3) Mimeographed.

Appendix A. General Bibliography.— Appendix B. Recent Manuals, Guides, etc.— Appendix C. National Checklists and Bibliographies of Government Publications: United States.— Appendix D. National Checklists and Bibliographies of Government Publications: Great Britain, the Commonwealths, the Colonies, etc.— Appendix E. National Checklists and Bibliographies of Government Publications: Latin America.— Appendix F. National Checklists and Bibliographies of Government Publications: Europe.— Appendix G. National Checklists and Bibliographies of Government Publications: Miscellaneous.— Appendix H. Social Science Abstracts and Indexes and Special Sections of Social Science Periodicals Listing Government Publications.

## FOREIGN

BIBLIOGRAPHICAL SOCIETY OF THE PHILIPPINES.

*Checklist of Philippine Government Documents*, 1950. Washington, D. C., Library of Congress, 1953. 62 p. Processed.

Contains 755 entries with an author, title, and subject index.

*Bibliographie de la France. F. Publications officielles*. Sept. 1, 1950- Paris, 1950-

The first number consists of 24 pages and lists 234 titles.

Prior to this supplement and since August 1937 titles for official publications have been included in the main section and marked with an asterisk.

CANADA. DEPARTMENT OF PUBLIC PRINTING AND STATIONERY. SUPERVISOR OF GOVERNMENT PUBLICATIONS.

*Canadian Government Publications. Monthly Catalogue*. v. 1, no. 1- January 1953-Ottawa, 1953-

Each issue in two parts: the first part listing publications in English and the second part listing publications in French.

The French section has title: *Publications du gouvernement canadien. Catalogue mensuel.*

Each part is subdivided into four sections: I. Parliamentary Publications; II. Departmental Publications; III. Alphabetical List of Periodicals; IV. Index.

References in both the separate English and French indexes are by entry numbers even though entry numbers in each issue are consecutive beginning with the English part and running through the French part.

COMITE DE COORDINATION POUR LA DOCUMENTATION DES SCIENCES SOCIALES.

*Bibliographie sélective des publications officielles françaises.* 1. Année, no. 1- 15 jan. 1952- Paris, 1952- Semi-monthly.

Preceded by *Listes nationales de publications officielles. France: Documents administratifs.* Liste no. 0 (Liste recapitulative). Jan.-May 1951 and Liste no. 1-14. 15 May 1951—31 Dec. 1951. Mimeographed.

Part 1. Documents administratifs. — Part 2. Bulletin des sommaires.

Section IV of Part 1 entitled: *Administration de l'union française outre-mer.*

GREAT BRITAIN. H. M. TREASURY.

*Government Statistical Services.* London, H. M. Stationery Office, 1953. 28p. (S.O. Code no.63-131)

Appendix A. Statistics Collected by Government Departments, p. 17-21.

Appendix B. Principal Statistical Publications, p. 22-28.

GREAT BRITAIN. INTERDEPARTMENTAL COMMITTEE ON SOCIAL AND ECONOMIC RESEARCH.

*Guide to Official Sources.* London, H.M.S.O., 1948-

No. 1. *Labour Statistics. Material collected by the Ministry of Labour and National Service.* Revised August 1950. 38 p.

Originally published in 1948.

Appendix II. *Subject Index to Published Sources of Ministry of Labour and National Service Statistics,* p. 22-25.

No. 2. *Census Reports of Great Britain, 1801-1931.* 1951. 119 p.

List of Census Reports for Great Britain, 1801-1931, p. 6-10.

GREAT BRITAIN. PUBLIC RECORD OFFICE.

*Guide to the Public Records.* Part 1. Introductory. London, H.M.S.O., 1949. 70 p. Plates.

Part 1 prepared by Hilary Jenkinson.

A new edition of the *Guide to the Public Records*, five official *Guides* having been previously issued. The last previous issue was prepared by Giuseppi in two volumes in 1923-1924.

This new *Guide* is to be published in short "Parts" as they can be made ready. Part 1 "introduces readers to the Department and its work rather than to its contents."

HOLMES, MARJORIE C.

*Publications of the Government of British Columbia, 1871-1947,* [Victoria, B. C., Printed by Don McDiarmid, Printer to the King's Most Excellent Majesty, 1950] 254 p.

Note on t.p.: Being a complete revision and enlargement of *Publications of the Government of British Columbia, 1871-1937,* by Sydney Weston.

HARROCKS, SIDNEY.

*The State as Publisher. A Librarian's Guide to the Publications of His Majesty's Stationery,* with a foreword by H. G. G. Welch. London, The Library Association, 1952. 32 p. (Library Association Pamphlet no. 10)

Includes Parliamentary and non-Parliamentary publications and Lists and Indexes.

MACDONALD, CHRISTINE, comp.

*Publications of the Governments of the North-West Territories, 1876-1905, and of the Province of Saskatchewan, 1905-1952.* Regina, Sask., Legislative Library, [1953] 1952. 110 p.

A preliminary mimeographed list was issued in 1948 with the title: *Publications of the Governments of the North-West Territories and the Province of Saskatchewan, 1877-1947.* 84 p.

STAVELY, RONALD, ed.

*Government Information and the Research Worker . . .* London, The Library Association, 1952. vi, 228 p.

This book consists of twenty-four chapters, each by a different author, and is "based on a series of lectures delivered at an Easter Course arranged by the School of Librarianship and Archives, University College, London, from the 16th-20th April 1951." It has a combined author and subject index.

The series of lectures, now printed chapters, includes the Ministries of (1) Food, (2) Agriculture and Fisheries, (3) Health, (4) Education, (5) Labour and National Service, (6) Works, (7) Town and Country Planning, (8) Fuel and Power, and (9) Supply. In addition, the following agencies are included: Interdepartmental Committee on Social and Economic Research, Commonwealth Agricultural Bureaux, Central Office of Information, H.M. Treasury, Information Division of the Treasury, Central Statistical Office, Social Survey Publications, Medical Research Council, Board of Trade, Technical Information and Documents Unit, Department of Scientific and Industrial Research, H.M. Customs and Excise, and Colonial Office and Commonwealth Relations Office.

Each chapter discusses the publications and non-published data of the ministry or government agency concerned.

U. S. AIR FORCE. AIR UNIVERSITY. HUMAN RESOURCES RESEARCH INSTITUTE.

*War Documentation Project Study No. 1: Guide to Captured German Documents.* Prepared by Gerhard L. Weinberg and the WDP Staff under the direction of Fritz T. Epstein. Prepared under contract AF 18(600-1) with the Bureau of Applied Social Research, Columbia University. Maxwell Air Forces Base, Alabama, 1952. ix, 90 p. (Research Memorandum Number 2, Vol. 1. HRR "War Documentation Project")

Contents: Part I. Books. — Part II. Periodicals. — Part III. Depositories. — Part IV. Supplement: Publications of Documents Captured by the Germans. — Addenda. — Index.

U. S. LIBRARY OF CONGRESS. CENSUS LIBRARY PROJECT.

*Population Censuses and Other Official Demographic Statistics of Africa (Not Including British Africa). An Annotated Bibliography,* prepared by Henry J. Dubester. Washington, D. C., 1950. 53 p. Processed.

Issued in cooperation with the U. S. Bureau of the Census.

This is the seventh in a series of census bibliographies issued by the Census Library Project.

Arranged alphabetically by name of country.

U. S. LIBRARY OF CONGRESS. CENSUS LIBRARY PROJECT.

*Population Census and Other Official Demographic Statistics of British Africa. An Annotated Bibliography,* prepared by Henry J. Dubester. Washington, D. C., 1950. 78 p. Processed.

Issued in cooperation with the U. S. Bureau of the Census.

Fifth in a series of census bibliographies issued by the Census Library Project.

"Lists census and other official demographic publications issued by the several British colonies and possessions in Africa as well as by the Union of South Africa. References are also included to pertinent publications of the British Colonial Office and of the German Kolonial Amt."

## FEDERAL

BOWMAN, NELLIE M.

*Publications, Maps and Charts Sold by U. S. Government Agencies Other than the Superintendent of Documents.* (In SPECIAL LIBRARIES, v. 44, no. 2, Feb. 1953, p. 53-65)

BOWMAN, NELLIE M.

*Specifications Issued by the Federal Government.* (In SPECIAL LIBRARIES, v. 41, no. 9, Nov. 1950, p. 318-19, 337)

BOYD, ANNE M.

*United States Government Publications.*

Third edition. Revised by Rae Elizabeth Rips. New York, H. W. Wilson Co., 1949. xx, 627 p. Charts.

A new edition of a standard guide.

DOCUMENTS EXPEDITING PROJECT.

*Classified Checklist of United States Government Processed Publications.* Preliminary Edition. August 1, 1951. Washington, D. C., 1951. xii, 86 p.

Limited edition. Copies available only to subscribers to the Project.

———. *Supplement A-* August 1, 1951/March 1, 1952- Washington, D. C., 1952-

DORNBUSCH, C. E., comp.

*Unit Histories.* [no. 1]- Dec. 21, 1952- Washington, D. C., 1952- mimeographed.

Nos. 1-2 issued without issue numbers. [No. 1] forwarded to Washington, D. C., on Dec. 21, 1952; [no. 2] dated Jan. 1953; no. 3 dated Feb. 1953, etc.

At present time the checklist of *Unit Histories* is prepared by C. E. Dornbusch, Special Assistant in Government Documents, New York Public Library, and is mimeographed in Washington, D. C., by the Office of Military History.

DUBESTER, HENRY J. and ULLMAN, MORRIS B.

*The Census and Your Library.* (In *Library Journal*, v. 75, no. 20, Nov. 15, 1950, p. 1947-48, 1972-74)

Discusses the development of Census publication series and Census services to libraries.

LAW LIBRARIANS' SOCIETY OF WASHINGTON, D. C. SPECIAL COMMITTEE ON LEGISLATIVE HISTORIES.

*Union List of Legislative Histories.* Washington, D. C., 1950. 78 p. Processed.

Revision and consolidation of Union Lists which appeared in the *Law Library Journal* for Nov. 1946 and May 1947.

Contents: Part I. Descriptions of Cooperating Libraries. — Part II. Union List of Legislative Histories of Federal Laws Maintained by Contributing Agencies.

Under Part II for each law is given Public Law No., Bill No., subject, citation, and libraries holding.

LEIDY, W. PHILIP.

*A Popular Guide to Government Publications.* New York, Columbia University Press, 1953. 296 p.

A subject guide to some 2500 United States government publications, popular and non-technical.

MCCAMY, JAMES L.

*Government Publications for the Citizen.* New York, Columbia University Press, 1949. 139 p.

A report of the *Public Library Inquiry.*

U. S. BUREAU OF THE BUDGET. OFFICE OF STATISTICAL STANDARDS.

*Statistical Services of the United States Government*. Revised edition—June 1952. Washington, D. C., 1952. 78 p. Processed.

Contents: Introduction—Part I. The Statistical System of the Federal Government.—Part II. Principal Types of Economic and Social Statistics.—Appendix I. Statistical Responsibilities of Federal Agencies.—Appendix II. Bibliography of Principal Periodical Statistical Publications.

U. S. DEPT. OF THE ARMY. OFFICE OF THE CHIEF OF MILITARY HISTORY.

*Unit Histories of World War II: United States Army, Air Force, Marines, Navy*. [Compiled by C. E. Dornbusch] Reproduced in collaboration with the New York Public Library. [New York or Washington, D. C., 1950] iii, 141 p. Processed.

Includes also Women's Auxiliary Corps.

A preliminary checklist of which the final edition is to be published by the New York Public Library.

—————, *Supplement*, 1951 . . .  
Compiled by C. E. Dornbusch. Washington, D. C., 1951. 50 p. Mimeographed.

Issued by U. S. Dept. of the Army. Special Services Division. Library Section.

U. S. DEPT. OF THE ARMY. OFFICE OF THE CHIEF OF MILITARY HISTORY.

*Unit Histories of World War II and After: United States Army*. Prepared with the assistance of the New York Public Library . . . July 1953. Washington, D. C., 1953. 1-4, 4a, 5, 5a, 6-102 p. Loose-leaf. Mimeographed.

Distributed by Library Section, Special Services Division, Department of the Army.

"The present bibliography includes only army organizations, but it contains titles related thereto received since the last supplement and prior to November 1952."

New titles not included will be added on supplemental pages; hence the list is issued in loose-leaf form.

"The largest part of the work of compilation has again been performed by Mr. C. E. Dornbusch."

U. S. DEPT. OF COMMERCE. OFFICE OF ADMINISTRATIVE SERVICES.

*United States Department of Commerce Publications*. Compiled under the direction of Wanda Mae Johnson. Washington, D. C., 1952. 795 p.

Contents: Section I. General Information.—Section II. Selected List of Publications.—Section III. Subject Index.

"This selected list of publications of the Department of Commerce is designed for the use of businessmen, scientists, research workers, trade and professional associations, libra-

ries, educational institutions, and others interested in commerce and its related fields. It includes publications which continue to have research value even though copies are no longer available for distribution, as well as publications which are now in stock. Press releases and other materials of a similar nature have not usually been listed. Publications issued since October 1950 are not included."—Foreword, p. iii.

Indicates throughout catalogs of publications of individual bureaus, administrations, etc.

U. S. DEPT. OF STATE. DIVISION OF LIBRARY AND REFERENCE SERVICES. OFFICE OF LIBRARIES AND INTELLIGENCE ACQUISITION.

*Declassified Reports of the Office of Intelligence Research as of July 1, 1950*. Washington, D. C., 1950. 84 p. (Bibliography no. 53, July 7, 1950) Mimeographed.

Distributed by Office of Intelligence Research.

U. S. DEPT. OF STATE. DIVISION OF PUBLICATIONS. OFFICE OF PUBLIC AFFAIRS.

*Publications of the Department of State, October 1, 1929 to January 1, 1950*. Dec. 1951. Washington, D. C., 1951. 136 p. (Department of State Publication 4164)

This cumulative list of publications is divided into three parts: Part I. Subject List.—Part II. Periodicals.—Part III. Index by Series.

U. S. DEPT. OF STATE. DIVISION OF PUBLICATIONS. OFFICE OF PUBLIC AFFAIRS.

*Publications of the Department of State, July 1, 1950*. Washington, D. C., 1950. 61 p. (Department of State Publication 3881)

The semi-annual list cumulative from January 1, 1948, in new format.

Contents: Introduction.—Part I: Alphabetic Subject List.—Treaties and Other International Acts Series (Alphabetic by subject).—Periodicals.—Part II: Series List.

The new format continued for the semi-annual list of January 1, 1951 to date, except that *Treaties and Other International Acts* has been dropped as a separate part after the January 1, 1951 issue.

U. S. LIBRARY OF CONGRESS. CENSUS LIBRARY PROJECT.

*Census Publications, 1790-1945*, prepared by Henry J. Dubester. Washington, D. C., 1950. 320 p.

Prepared in cooperation with the U. S. Bureau of the Census.

Divided into two parts: Pt. I. Decennial Census Publications.—Pt. II. Publications Other than Decennial.

Includes 3664 entries with a two-column, 20-page subject index.

U. S. LIBRARY OF CONGRESS. LEGISLATIVE REFERENCE SERVICE.

*Checklist of Hearings before Congressional Committees through the Sixty-Seventh Congress.* Part III. House Committee on Accounts, House Committee on Alcoholic Liquor Traffic, House Committee on Banking and Currency, House Committee on the Census, House Committee on Claims, House Committees on Coinage, Weights and Measures. Compiled by Harold O. Thomen. Preliminary edition. Washington, D. C., 1951. 61 p. Multilithed.

U. S. NATIONAL ARCHIVES.

*Federal Records of World War II.* Washington, D. C., 1950-51. 2 v. (National Archives Publication no. 51-7, 51-8)

Vol. I. *Civilian Agencies.* 1950. 1073 p. (National Archives Publication no. 51-7)

Vol. I lists 1804 agencies of the legislative, judicial and executive branches including the emergency agencies and international agencies. Gives brief history of each organization and a statement concerning its official records.

Vol. II. *Military Agencies.* 1951. 1061 p. (National Archives Publication no. 51-8)

Vol. II includes Interallied and Interservice Military Agencies, The War Department and the Army, The Naval Establishment, Theaters of Operations and a consolidated index for v. 1 and 2.

U. S. NATIONAL ARCHIVES AND RECORDS SERVICE.

*List of File Microcopies of the National Archives.* Washington, D. C., 1950. 67 p. front. (National Archives Publication no. 51-5)

A record of federal archival material available on microfilm.

U. S. NATIONAL HISTORICAL PUBLICATIONS COMMISSION.

*List of World War II Historical Studies Made by Civilian Agencies of the Federal Government.* Washington, D. C., 1951. v, 53p. Processed.

Not for general distribution. Arranged alphabetically by departments or issuing bodies with index to agencies, offices, bureaus, boards and committees concerned.

U. S. SUPT. OF DOCUMENTS.

*A New Catalog of Representative Government Best-sellers Now Available from the Superintendent of Documents . . .* Washington, D. C., 1951. 62 p.

A classified list.

U. S. SUPT. OF DOCUMENTS.

*United States Government Publications Monthly Catalog. Decennial Cumulative Index, 1941 - 1950. Index to the monthly issues from January 1941 to December 1950 and the Supplements for 1941-42, 1943-44, and 1945-46.* Washington, D. C., Government Printing Office, 1953. iv. 1848 p.

A monumental achievement. The first cumulative index to the Monthly Catalog ever issued.

## STATE

*Anuario Bibliografica Puertorriqueño. Indice alfabético de libros, folletos, revistas y periódicos publicados en Puerto Rico durante 1948-1950.* Rio Piedras, P.R., Biblioteca de la Universidad, 1950-

1948, p. 41-50 and 1949, p. 47-60, etc., list Puerto Rico territorial documents and publications.

1948- Compiled by Gonzalo Velazquez.

CHAMBER OF COMMERCE OF THE UNITED STATES. DEPARTMENT OF MANUFACTURE.

*State Industrial Directories.* Washington, D. C., 1949. 8 p. Mimeographed.

Issued Feb. 1949.

For each gives publisher, frequency of issue and price.

HOTALING, DONALD O.

*State Manual Procurement Guide* (In SPECIAL LIBRARIES, v. 44, no. 6, July-August 1953, p. 228-232)

Revision of earlier edition which appeared in SPECIAL LIBRARIES, v.39, no. 6, July-August 1948, p. 184-191.

*Louisiana Almanac and Fact Book, 1949* . . . New Orleans, Louisiana Almanac and Fact Book, Inc., c1949-

Editor: 1949- Stuart O. Landry.

Vol. 1, 1949; vol. 2, 1950-1951-1952.

Essentially a state manual, including a roster of state and parish officers and parish statistics.

LOUISIANA. SECRETARY OF STATE.

*Semi-Annual List of the Public Documents of Louisiana.* [no. 1]- Baton Rouge, 1949-

No. 1-2 issued without series no.

No. 1, typed MS; no. 2- mimeographed.

Title varies: [No. 1] *Publications of State Agencies as of February 1, 1949. Semi-Annual List for Depositories under Act 493 of Regular Session of 1948.* — [No. 2] *Semi-Annual List of Public Documents Distributed to Depository Libraries under Act 493 of 1948, February-August 1949.* — [No. 3] *Semi-Annual List of the Public Documents of Louisiana, September-December 1949 . . .* — [No. 4] *Semi-Annual List of Public Documents of Louisiana, January-June 1950 . . .* [No. 5] issued with author, title and subject index.

NEW YORK STATE LIBRARY.

*Checklist of Official Publications of the State of New York.* [v. 1] — Mimeographed.

Annual cumulations of the *Monthly Checklist.*

Vol. 1, issued with title, *Cumulated Checklist of Official Publications of the State of New York*, covers only Oct. 1947 to June 1948, inclusive.

Vols. 4-5 not issued. A five-year cumulation, Oct. 1947-June 1952 in preparation.  
OREGON STATE LIBRARY.

*Checklist of Official Oregon Publications Received by the Oregon State Library for Distribution to Libraries. Quarterly Checklist no. 1- January-March 1951- Salem, 1951- Monthly.*

ROCKWOOD, ELEANOR RUTH.

*Oregon State Documents; a Checklist, 1843 to 1925.* Portland, Oregon Historical Society, 1947. 283 p.

SOUTH CAROLINA. HISTORICAL COMMISSION.

*A Checklist of South Carolina State Publications Issued during the Fiscal Year July 1, 1950-June 30, 1951-* [Columbia, 1952]- (South Carolina Bibliographies nos. 3A, 3B, etc.) Processed.

1950/51- Annual.

TUCKER, LENA LUCILE.

*Author Headings for the Official Publications of the State of Washington.* Seattle, University of Washington Press, 1950. 75 p.

Contents: Introduction.— Washington (Ter.).— Washington (State).— Entries Not Preceded by Washington (State).

In most instances gives date established and legal authority for name, also date abolished or superseded where it applies.

U. S. LIBRARY OF CONGRESS.

*A Guide to the Microfilm Collection of Early State Records.* Prepared in association with the University of North Carolina; collected and compiled under the direction of William Sumner Jenkins, edited by Lillian A. Hamrick Washington, D. C., 1950. xxxviii, 308, 206, 44, 101, 56, 9, 38 p. Multilithed.

Includes legislative records (journals, minutes and proceedings, debates, proceedings of extraordinary bodies, legislative papers), statutory law, constitutional records, administrative records, executive records, and court records.

—————. *Supplement.* Prepared by the Library of Congress in association with the University of North Carolina. Collected, compiled and edited by William Sumner Jenkins. Washington, D. C., 1951. xxiii, 130, xviii p.

"A guide to the residue of the microfilms, organized under five special classes: *local records, records of American-Indian nations, newspapers, records of rudimentary states, and miscellany.*"

## INTERNATIONAL

AUFRICHT, HANS.

*Guide to League of Nations Publications. A Bibliographical Survey of the Work of the League, 1920-1947.* New York, Columbia University Press, 1951. 682 p.

Contents: Part 1: Introduction.— Part 2: The Covenant—Text and Amendments.— Part 3: Principal Organs and Organization of the League.— Part 4: Documents Relating to the Main Activities of the League.— Part 5: The International Labor Organization and the Permanent Court of International Justice.— Appendix 1: Documents Relating to the League of Nations.— Appendix 2: Documents Relating to the International Labor Organization and the Permanent Court of International Justice.— Appendix 3: Documents Relating to Transfer of League of Nations Assets and Functions to the United Nations.— Index.

CABALLERO-MARSAL, FERNANDO A., NIELSEN, JORGEN K., and WINTON, HARRY N. M.

*United Nations Documents in the United Nations Library: Organization and Servicing.* Chicago, 1951. p. 65-72.

Reprinted from the *Journal of Cataloguing and Classification*, v. 7, no. 3, (Summer 1951), p. 65-72.

Presented in an abbreviated form at a meeting of the A.L.A. Public Documents Committee in Chicago, July 12, 1951.

CARROLL, MARIE J.

*League of Nations Documents and Publications Compared with or Continued in United Nations Publications.* (In *College and Research Libraries*, v. 13, no. 1, Jan. 1952, p. 44-52, 64)

Paper presented at meeting of Public Documents Committee, A.L.A., July 12, 1951, Chicago.

Also a reprinted edition, paged 44-53.

MOOR, CAROL CARTER and CHAMBERLIN, WALDO.

*How to Use United Nations Documents.* New York, New York University Press, 1952. 26 p. (New York University Libraries. Occasional Paper no. 1)

Contents: Part I. Methods and Problems of Research.— Part II. Basic Tools and Guides.— Part III. List of Tools and Guides by Organs of the United Nations.— Part IV. Selected Subject Guide.

INTERNATIONAL CIVIL AVIATION ORGANIZATION.

*Index of ICAO Documents. Cumulative Edition, 1947-1950, with a List of PICAO and ICAO Meetings. May 1952.* Montreal, 1952. iv, 290, 9 p. Processed.

"This Index brings together all entries initially listed in monthly instalments and annual volumes published during the years 1947 to 1950 inclusive."—Preface, p. i.

INTERNATIONAL CIVIL AVIATION ORGANIZATION.

*Index of ICAO Documents. Special Issue. PICAO and ICAO Assembly Documentation,*

1946 to 1950. December 1950. Montreal, 1950. 164 p. Processed.

Includes documentation for the PICAQ Interim Assembly 1946 and the First to Fourth Sessions, inclusive, of ICAO. "Included are not only Assembly documents, but also references to Assembly occurring in other documents."

INTERNATIONAL LABOUR OFFICE.

*Library Catalogue of Publications in English of the International Labour Office, 1919-1950.* Geneva, 1951. 379 p. (Bibliographical Contributions no. 5) Mimeographed.

Limited free distribution.

Contents: Author-Subject Index (in one alphabet). — Checklist I. International Labour Conference. — II. Regional Conferences. — III. Special and Technical Conferences. — IV. Commissions, Committees, etc. — V. Governing Body. — VI. Periodicals. — VII. Studies and Reports. — VIII. Miscellaneous Publications.

PAN AMERICAN UNION. COLUMBUS MEMORIAL LIBRARY.

*Periodicals of International Organizations*, by Edward P. Davis. Washington, D. C., 1950. 21 p. (Bibliographic Series no. 33)

Reprinted from *Lea*, no. 8, 1949, p. 1-9 and no. 12, 1950, p. 1-12.

Contents: Pt. 1. The United Nations and Specialized Agencies. — Pt. II. Inter-American Organizations.

ROBERTS, A. D.

*The Documents and Publications of International Organizations. 30 June 1949.* Paris, UNESCO, 1949. 37 p. (UNESCO/SS/AB/1) Mimeographed.

"Existing Bibliographies, Indexes and Directories," p. 5-12.

Annex 5: Bibliography, p. 34-36.

Republished in *Review of Documentation*, v. 17, fasc. 1, 1950, p. 3-17.

SIGNOR, NELLE.

*United Nations versus League of Nations Documentation.* (In *SPECIAL LIBRARIES*, v. 43, no. 2, Feb. 1952, p. 62-64, 70)

UNITED NATIONS HEADQUARTERS LIBRARY.

*Selected Bibliography of the Specialized Agencies Related to the United Nations.* Lake Success, N. Y., 1949. 28 p. (Its Bibliograph-

ical Series no. 1; also United Nations Publications Sales Number: 1949. I. 16)

UNITED NATIONS HEADQUARTERS LIBRARY. DOCUMENTS INDEX UNIT.

*United Nations Documents Index. United Nations and Specialized Agencies Documents and Publications.* v. 1, no. 1- January 1950-Lake Success, N. Y.; New York, N. Y., 1950-Monthly.

Vol. 1, no. 1- also ST/LIB/SER.E/1-

Vol. 1, no. 4, pt. 2; v. 2, no. 4, pt. 2; v. 3, no. 4, pt. 2; v. 4, no. 4, pt. 2; etc. Consolidated Lists of Depository Libraries and Sales Agents and Offices.

Vol. 1 has monthly "General Index" at end of each issue. Vol. 2- has monthly "General Index" as Center Fascicle in each issue. Monthly indexes superseded annually by "Cumulative Index" (v. 1, 1950, 2 pts. (A-I and J-Z); (v. 2, 1951- each in 1 v.)

Each issue (v. 1, no. 1- ) has in tabular form "Revisions, Addenda, Corrigenda and Non-English Language Editions" for United Nations and each specialized agency. For the United Nations in particular there is a section "Republications" which tabulates the mimeographed documents which have later been printed.

Vol. 1, no. 2 and v. 4, no. 2, contain a list of periodicals and press releases for each agency; v. 1, no. 12 and v. 2, no. 12, contain a cumulative checklist of periodicals and press releases for the calendar year for each agency.

UNITED NATIONS. STATISTICAL OFFICE.

*List of Statistical Series Collected by International Organizations. December 1951.* New York, 1951. 56 p. (Statistical Papers, Series M, no. 11; ST/STAT/SER.M/11)

Contents: Introduction. — Code Symbols. — Index. — *List of Statistical Series.*

The *List of Statistical Series* is grouped under twenty broad subjects each with smaller subject sub-divisions. For each series by code symbols there is given frequency, method of collection, name of organization, and name of publication.

WINTON, HARRY N. M.

*Documentation.* (In the *Annual Review of United Nations Affairs*, 1949, p. 52-68; 1950, p. 193-201; 1951, p. 152-64; New York, New York University Press, 1950- )

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## FEBRUARY

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### Pharmaceutical Section News

Thanks to the collaboration and the generous support of the Pharmaceutical Section of the Science-Technology Division, Special Libraries Association, an illustrated expanded issue of **SPECIAL LIBRARIES** in February will include papers of value and of interest to all SLA members.

# Have you heard . . .

## Drexel Scholarships

The Drexel School of Library Science is offering three tuition scholarships for the academic year 1954-55. They are available to students entering the full time curriculum leading to the degree of Master of Science in Library Science. Applicants must be American citizens, and graduates of approved colleges or universities. Evidence of high academic achievement and of the need for financial aid must be submitted.

Application should be made to the Dean of the School of Library Science, Drexel Institute of Technology, 32 and Chestnut Streets, Philadelphia 4, Pennsylvania, by April 1, 1954. Questions about scholarships available to foreign students may also be addressed to the Dean.

\* \* \*

## Chemical Market Research

The Science-Technology group of the SLA New York Chapter is presenting Richard M. Lawrence, senior market analyst of the Monsanto Chemical Company at its meeting, January 25, 1954, at Stouffers Restaurant, 540 Fifth Avenue, New York City.

Mr. Lawrence, one of the outstanding men in his field today, will discuss "Finding the Facts and Figures for Chemical Market Research." He is the author of "Sources and Information for Industrial Market Research" and has contributed extensively to the technical literature.

An extensive display of Chemical Market Research Sources will be an added attraction at this meeting. The meeting is open to all SLA members and their guests and to non-members who wish to attend.

\* \* \*

## Life Insurance List

The November 1953 issue of *Business Literature*, a monthly publication of the Newark (New Jersey) Business Library, offers a list of selected publications on life insurance.

References include information useful to the layman and to life insurance personnel.

Copies of the listing, compiled by Mary P. McLean and Mary E. Hunt, may be obtained from the Newark Business Library, 34 Commercial Street, Newark, N. J., at 10 cents each.

\* \* \*

## LC Cards for UN Items

Catalog cards for UN documents and publications considered of lasting interest by the United Nations Library are available from the Library of Congress at the usual rates. Subscriptions should be placed according to the language desired.

## San Francisco Union List

A new edition of *The Union List of Periodicals in the San Francisco Bay Region*, a valuable aid in business, marketing and technical research has just been published by the San Francisco Bay Region Chapter of Special Libraries Association.

The 120-page paper-bound book lists all technical and business journals, newspapers, trade union publications, and major employee and company magazines which are maintained on file in 42 business, technical, public, and college and university department libraries of this area. A special feature of this new *Union List* is the inclusion of newspapers, trade union journals and important house organs.

Copies are available at \$5 each from: Marie Koutecky, Standard Oil Company of California Library, Box 3495, San Francisco 20, California.

\* \* \*

## SLA 50th Anniversary

M. Margaret Kehl, chairman of the SLA Fiftieth Anniversary Committee which was appointed to plan and prepare in advance for the Association's fiftieth birthday in 1959, will be assisted by Herbert O. Brigham, Elizabeth O. Cullen, Linda Morley and Margaret Reynolds, serving in an advisory capacity, and by Laura Marquis, Gretchen Runge and James Katsaros as a working committee.

Chapters and Divisions are urged to prepare histories of their organization, growth and development for possible publication during the anniversary year.

\* \* \*

## ADI Meeting

Approximately 200 members attended the annual meeting of the American Documentation Institute in Washington, D. C. November 5-6, 1953.

Featured on the program were three round table meetings listed as follows:

### *Problems of Editing Technical Reports*

Chairman: HENRY P. STEIER, International Business Machines Corp.

### *Organization of Information*

Chairman: ROBERT C. MCMASTER, Batelle Memorial Institute

### *Documentary Reproduction*

Chairman: DR. VERNON TATE, Massachusetts Institute of Technology



# SLA CONVENTION NOTES AND CALENDAR

The Cincinnati Chapter extends cordial greetings to all SLA members and invites everyone to attend the 45th Annual Convention of Special Libraries Association, to be held May 16-21, 1954, at the Netherland Plaza Hotel in Cincinnati, Ohio, "Queen City of the West."

Cordially yours,  
JOSEPH J. OLAH, *Convention Chairman*

## CONVENTION CALENDAR

- May 16. All Day.* Executive Board Meeting
- May 17. Morning.* Official Opening of Convention
- Afternoon.* Conventionwide Workshop on Library Planning and Library Equipment. Sponsored by the SCIENCE-TECHNOLOGY DIVISION. *Program Chairman:* MARGARET P. HILLIGAN, librarian, General Mills, Inc., Minneapolis, Minnesota
- May 18. Morning.* Open Meeting. "What Can the Publisher Do To Help the Special Librarian?" Publishers review publishing problems and possible solutions. Round table discussion. Sponsored by the PUBLISHING DIVISION. *Program Chairman:* MARIE S. GOFF, librarian, E. I. du Pont de Nemours & Co., Inc., Wilmington, Delaware
- Afternoon.* Open Meeting. Part II: Workshop on Library Planning and Library Equipment
- Evening.* Executive Board and Advisory Council Meeting
- May 19. Evening.* Annual Banquet
- May 20. Morning.* Annual Business Meeting
- May 21. All Day.* Executive Board Meeting  
Post-Convention Tours

Division programs will be noted in forthcoming issues of SPECIAL LIBRARIES  
Convention Registration Fee: \$6. for the full Convention; \$2. for each day

## Company Organization Charts

"Company Organization Charts" (Studies in Personnel Policy, No. 139), issued recently by the National Industrial Conference Board, includes listings for company libraries in at least four of the more than fifty charts given.

Libraries noted in organization charts were listed as follows: Detroit Edison Company, Detroit, Michigan, (Merle L. Manning, librarian), where the library is given under the Vice-President and Controller; Minnesota and Ontario Paper Company, Minneapolis, Minnesota, (Frederic C. Battell, librarian), where the librarian appears under the Director of Research; National Cash Register Company, Dayton, Ohio, (Emma M. Wedenbine, librarian), where the library is a unit of the Industrial Relations Department; and, Southern California Edison Company, Los Angeles, California, (Rose Purcell, librarian), where the librarian is listed under the Executive Vice-President's Office.

\* \* \*

### SLA Members In Print

Richard Gremling, librarian at the Bell Telephone Laboratories, New York, was featured in the October 1953 issue of "The Reporter", a company publication.

\* \* \*

Lead article in the October 1953 issue of "Times Talk", house organ of The New York Times, offers a detailed description of the new system set up by Chief Librarian Chester M. Lewis for safeguarding material in the clipping files, at the same time rendering new and improved service to staff members requiring this material.

\* \* \*

### SLA Authors in Print

BOOTS, ROSE: How McGraw-Hill streamlined. *Library Journal*, vol. 78, no. 22, December 15, 1953, p. 2192-2194.

\* \* \*

PARKER, ALICE LEE, and Staff: Prints and photographs: annual report. *The Library of Congress Quarterly Journal of Current Acquisitions*, vol. 11, no. 1, November 1953, p. 27-40.

\* \* \*

RANKIN, ALICE: Outracing the treadmill. *Chemical Week*, vol. 73, no. 22, November 28, 1953, p. 43, 46.

\* \* \*

SHAW, RALPH R.: Photoclerical routines at USDA. *Library Journal*, vol. 78, no. 21, December 1, 1953, p. 2064-2070.

\* \* \*

SZLADITS, LOLA L.: Medical illustrations and portraits: a brief survey of collections in America. *Eye to Eye; Bulletin of the Graphic History of America*, no. 3, December 1953, p. 13-22.

## Lura Shorb Retires



Photo - Davis Studios

Lura Shorb, manager of the Library Division at Hercules Powder Company's Experiment Station near Wilmington since 1927, has retired after thirty-five years' service with Hercules.

Miss Shorb began her service with Hercules in 1918 as an analytical chemist following her graduation from the University of Delaware. In 1927 she was asked to organize a library for Hercules chemists, and in preparation for this assignment, Miss Shorb spent seven weeks at the research center of Imperial Chemicals Industries, Ltd., in Scotland. Today, the library which she organized is operated by twenty-seven staff members and offers a wide variety of services to personnel.

An active member of a number of professional societies, Miss Shorb's activities in Special Libraries Association have won for her the recognition and the esteem of her professional associates. She has served on many SLA committees and has been chairman of the Publications Committee, the Nominating Committee and the Finance Committee. She has served also as Vice-President and President of the SLA Philadelphia Council. Her papers have been published in a number of professional journals including *SPECIAL LIBRARIES*.

Dr. Herman Skolnik is Miss Shorb's successor as manager of the library.

\* \* \*

### Retired

Lawrence L. Hopkins has retired from the General Electric Co., Schenectady, where he served as assistant librarian for 33 years.

Mr. Hopkins received his B.S. in Electrical Engineering in 1910 from the Case School of Applied Science, now Case Institute of Technology.

GE's "Library Service", a semi-monthly publication edited by Mr. Hopkins was one of the first of its kind in the industrial library field, informing company personnel of new publications of interest.

## Off the Press . . .

- A CLASSIFICATION FOR COMMUNICATIONS MATERIALS.** By *Jay W. Stein*, with the guidance of faculty members of the School of Library Service, Columbia University. New York: Columbia University (School of Library Service), 1952. 35p. Paper, \$2.
- CULTURE CHANGE.** An Analysis and Bibliography of Anthropological Sources to 1952. (Stanford Anthropological Series No. 1.) Stanford, Calif: Stanford University Press (Department of Sociology and Anthropology), 1953. 242p. Paper, \$4.
- DECIMAL SYSTEM FOR CLASSIFYING DATA PERTAINING TO THE PETROLEUM INDUSTRY.** By *Lester C. Uren*. Berkeley: University of California Press, 1953. 94p. Spiral, \$2.50.
- DELIVERY COSTS — THEIR MEASUREMENT AND COMPARISON FOR DEPARTMENT AND SPECIALTY STORES.** By *Bishop Brown* and others. Pittsburgh, Penna: University of Pittsburgh Press, 1953. 55p. Spiral, \$2.
- DISCONTINUOUS AUTOMATIC CONTROL.** By *Irmgard Flügge-Lotz*. Princeton, New Jersey: Princeton University Press, 1953. 168p. \$5. A visual presentation making use of diagrams to show how tedious computations can be replaced by graphical solutions.
- THE EARTH.** Its Origin, History and Physical Constitution. By *Harold Jeffreys*. 3rd ed. New York: Cambridge University Press, 1952. 393p. \$13.50.
- THE ECONOMIC DEVELOPMENT OF JAMAICA.** Report by a Mission of the International Bank for Reconstruction and Development. Baltimore, Md: Johns Hopkins Press, 1953. 288p. \$5.
- THE ECONOMIC DEVELOPMENT OF NICARAGUA.** Report of a Mission Organized by the International Bank for Reconstruction and Development at the Request of the Government of Nicaragua. Baltimore: Johns Hopkins Press, 1953. 424p. \$5.
- THE FEDERAL LOYALTY-SECURITY PROGRAM.** By *Eleanor Bontecou*. Ithaca, New York: Cornell University Press, 1953. 377p. \$5.
- FREEDOM OF THE PRESS IN ENGLAND, 1476-1776.** The Rise and Decline of Government Controls. Urbana: University of Illinois Press, 1952. 411p. \$7.50.
- HOUSEHOLD EQUIPMENT EXPERIMENTS.** By *Faith Madden*. Ames: Iowa State College Press, 1952. 138p. Spiral, \$1.75.
- INDEX AND FINDING LIST OF SERIALS PUBLISHED IN THE BRITISH ISLES, 1789-1832.** By *William S. Ward*. Lexington: University of Kentucky Press, 1953. 200p. \$6.
- INTRODUCTION TO AFRICA.** A Selective Guide to Background Reading. Prepared by the European Affairs Division, Library of Congress. Washington, D. C: University Press of Washington, 1952. 237p. Paper, \$1.75.
- A JOINT CATALOGUE OF THE SERIALS IN THE LIBRARIES OF THE CITY OF TORONTO.** Edited by *Robert H. Blackburn*. 5th ed. Toronto, Canada: Toronto University Press, 1953. 602p. \$5.
- LIBRARY ORGANIZATION AND MANAGEMENT OF TECHNICAL REPORTS LITERATURE.** (Studies in Library Science No. 1.) By *Bernard M. Fry*. Washington, D. C: The Catholic University of America Press, 1953. 140p. Paper, \$2.25. Deals with problems and new techniques in acquisition and bibliographical control of technical reports. Includes extensive bibliography, glossary, exhibits, lists and charts.
- THE MAMMALS OF MINNESOTA.** (Occasional Papers No. 6.) By *Harvey L. Gunderson* and *James R. Beer*. Minneapolis: University of Minnesota Press, 1953. 190p. Cloth, \$3.50. Paper, \$2.
- OIL IN THE SOVIET UNION.** History, Geography, Problems. By *Heinrich Hassmann*. Translated from the German with the addition of much new information by *Alfred M. Leeston*. Princeton: Princeton University Press, 1953. 173p. \$3.75.
- ON THE SOCIAL FRONTIER OF MEDICINE.** Pioneering in Medical Social Service. By *Ida M. Cannon*. Cambridge, Mass: Harvard University Press, 1952. 273p. \$4.75.
- THE OPERATION OF SICKNESS BENEFIT PLANS IN COLLECTIVE BARGAINING.** (Research Report Series No. 84.) By *Fred Slavick*, Princeton: Princeton University (Industrial Relations Section, Department of Economics and Social Institutions) 1951. 109p. Paper, \$2.50.
- THE PEOPLE'S RIGHT TO KNOW.** Legal Access to Public Records and Proceedings. By *Harold L. Cross*. New York: Columbia University Press, 1953. 405p. \$5.50.
- PRICE MAKING AND PRICE BEHAVIOR IN THE PETROLEUM INDUSTRY.** By *Ralph Cassady, Jr.* New Haven, Conn: Yale University Press, 1953. \$4.
- THE PROGRESSIVE MINE WORKERS OF AMERICA: A STUDY IN RIVAL UNIONISM.** (Bureau of Economic and Business Research, Bulletin 73.) By *Harriet D. Hudson*. Urbana: University of Illinois, 1952. 152p. Gratis.
- THE PUBLIC LIBRARIAN.** (A Report of the Public Library Inquiry.) By *Alice I. Bryan*. With a section on the Education of Librarians by *Robert D. Leigh*. New York: Columbia University Press, 1952. 474p. \$6.
- THE PUBLIC LIBRARY IN AMERICAN LIFE.** By *Ernestine Rose*. New York: Columbia University Press, 1954. 238p. \$3.25.
- RADIOACTIVE ISOTOPES.** An Introduction to Their Preparation, Measurement and Use.

- By *W. J. Whitehouse* and *J. L. Putnam*. New York: Oxford University Press, 1953. 424p. \$10.
- SCHOLAR'S WORKSHOP. Evolving Conceptions of Library Service. (Illinois Contributions to Librarianship No. 5.) By *Kenneth J. Brough*. Urbana: University of Illinois Press, 1953. 197p. \$4.50.
- A SELECTED BIBLIOGRAPHY OF SOUTHERN CALIFORNIA MAPS. By *Edward L. Chapin, Jr.* Berkeley: University of California Press, 1953. 124p. Paper, \$3.
- SOCIAL BIBLIOGRAPHY OR PHYSICAL BIBLIOGRAPHY FOR LIBRARIANS. (Library Science Series No. 4.) By *S. R. Ranganathan*. Delhi, India: University of Delhi, 1952. 348p. \$4.50. The author applies five laws of library science to social bibliography. Chapters on paper making, printing and binding.
- SOCIAL FACTORS RELATED TO JOB SATISFACTION. A Technique for the Measurement of Job Satisfaction. (Bureau of Business Research, Research Monograph No. 70.) Columbus: Ohio State University, 1952. 105p. \$2.
- STUDIES IN BIBLIOGRAPHY. Papers of the Bibliographical Society of the University of Virginia. Vol. 5, 1952-1953. Edited by *Fredson Bowers*. Charlottesville: Bibliographical Society of the University of Virginia, 1952. 230p. \$6. This scholarly treatment of several literary texts will be of interest to students of English and American literature.
- SURVEY OF UNITED STATES INTERNATIONAL FINANCE 1952. By *Gardner Patterson, John M. Gunn, Jr.* and Assistants. Princeton: Princeton University Press (International Finance Section, Department of Economics and Social Institutions), 1953. 311p. Paper, \$2.75.
- TESTIMONY AGAINST PROPHANE CUSTOMS. Namely Health Drinking, Dicing, Cards, Christmas-Keeping, New Year's Gifts, Cock-Scaling, Saints' Days, etc. By *Increase Mather*. Charlottesville: University of Virginia Press, 1953. 59p. \$5. (Of 400 copies printed, 200 are for sale.) Reprinted from the 1687 edition.
- THE USE OF BOOKS AND LIBRARIES. By *Harold G. Russell, Raymond H. Shove* and *Blanche E. Moen*. 7th ed. Minneapolis: University of Minnesota Press, 1951. 91p. Paper, \$1.50.
- VALLEY OF TOMORROW. The TVA and Agriculture. (The University of Tennessee Record, Extension Series, July 1952, Vol. XXVIII, No. 1.) By *Norman I. Wengert*. Knoxville: University of Tennessee (Bureau of Public Administration) 1952. 151p. Paper, \$1.50.
- WHAT SHALL I READ NEXT? A Personal Selection of Twentieth Century English Books. By *F. Seymour Smith*. New York: Cambridge University Press, 1953. 232p. \$2.
- RICHARD WILSON. By *W. G. Constable*. Cambridge: Harvard University Press, 1953. 306p. \$12.50. Biography and critical study, including 364 reproductions, of the work of this important 18th century English artist.

### Pamphlets Available\*

BIBLIOGRAPHIE D'ÉTUDES ET D'ARTICLES SELECTIONENES. Vol. 22, No. 7. 1952. Available from Chambre de Commerce de Paris, 16, Rue Chateaubriand, Paris, France.

Contents include listings in history, geography, political economy, public finances, marketing, social questions. French text.

CURRENT CARIBBEAN BIBLIOGRAPHY. An Alphabetical List of Publications Issued in the Caribbean Territories of France, Great Britain, the Netherlands and the United States during 1952. Vol. II, Nos. 1-2. 1952. 17p. Free to libraries and institutions. Available from Caribbean Commission, Central Secretariat, Kent House, Port of Spain, Trinidad.

INSTITUTIONS AND INDIVIDUALS. An Annotated List of Directories Useful in International Administration. Compiled by *Katrine R. C. Greene*. 1953. 217p. \$2.80. Available from Public Administration Clearing House, 1313 East 60th Street, Chicago 37, Illinois.

INTERNATIONAL REPERTORY OF SOCIAL SCIENCE DOCUMENTATION CENTRES. 1952. 44p. 50 cents. UNESCO publication. Available from Columbia University Press, 2960 Broadway, New York 27, New York.

Lists principal research centers in many countries dealing with sociology, political science, geography, social psychology and related branches.

LIST OF SWEDISH TECHNICAL PERIODICALS. Compiled by *Dr. Carl Bjorkborn*. 1953. 15p. Available from Information Service. The Swedish Institute, Stockholm 3, Sweden.

LOOKING FOR EMPLOYMENT IN FOREIGN COUNTRIES. By *Juvenal L. Angel*. 1953. 25p. \$1. Available from World Trade Academy Press, 11 West 42nd Street, New York 36, New York.

ORGANISATIE T.N.O. Verslag Over Het Jaar. 1952. 305p. Available from S. Gravenhage, Konningskade 12, The Hague, Holland.

Annual report of the Central Organization for Applied Scientific Research in the Netherlands (T.N.O.). Dutch text.

REVUE INTERNATIONALE DES INDUSTRIES AGRICOLES. Vol. XIII, No. 3. Edited by *Henry-Francois Dupont*. 1952. 200p. Available from Commission Internationale des Industries Agricoles, c/o Dr. Fellner, 416 5th Street, N.W., Washington 1, D. C.

Brief reviews of recent international publications in agriculture and related industries. French text.

\* The omission of a price does not necessarily indicate that the publication is free.

### Letters to the Editor

... Only this morning a telephone call came, asking somewhat insecurely, yet urgently, if there was any way in which the library could order a *British Intelligence Report* without first writing to England and losing time . . .

I went to the *Correlation Index* and found the PB report number in two minutes. A check in the *Numerical Index* yielded volume and page number in the *Bibliography of Scientific and Industrial Reports* where I found price and ordering procedure. A letter to OTS could thus go out with the first mail and our man was ready to believe that special librarians are really inexpensable.

Personally, I think the *Correlation Index* and *Numerical Index* are the ones which are inexpensable.

S. O. C.  
Philadelphia, Pennsylvania

\* \* \*

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### CALENDAR

#### JANUARY 25

SLA New York Chapter, Science-Technology Group. Stouffers Restaurant, 540 Fifth Avenue. R. M. Lawrence, Monsanto Chemical, "Finding the Facts and Figures for Chemical Market Research."

#### JANUARY 28-30

National Council on Social Work Education and Social Welfare Section of SLA. Washington, D. C. Hotel Statler. Workshop.

#### FEBRUARY 2

SLA Pittsburgh Chapter.

#### FEBRUARY 2-6

American Library Association. Chicago, Illinois. Morrison Hotel, 79 W. Madison Street. Midwinter Meeting.

#### FEBRUARY 5

SLA Philadelphia Council. Sponsored by Social Science Group.

#### FEBRUARY 25-27

SLA Executive Board and Advisory Council Meeting. Chicago. Drake Hotel.

#### MARCH 5

SLA Philadelphia Council. Banquet.

#### MARCH 9-12

American Management Association. San Francisco, California. Fairmont Hotel. General Management Conference.

#### MARCH 24-26

National Health Council. New York City.

#### APRIL 2-3

American Academy of Political and Social Science. Philadelphia. Benjamin Franklin Hotel.

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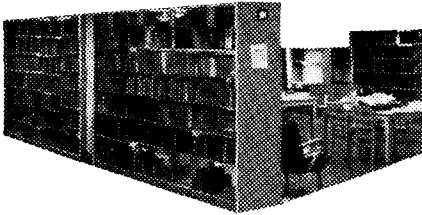
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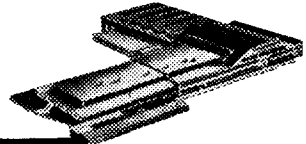
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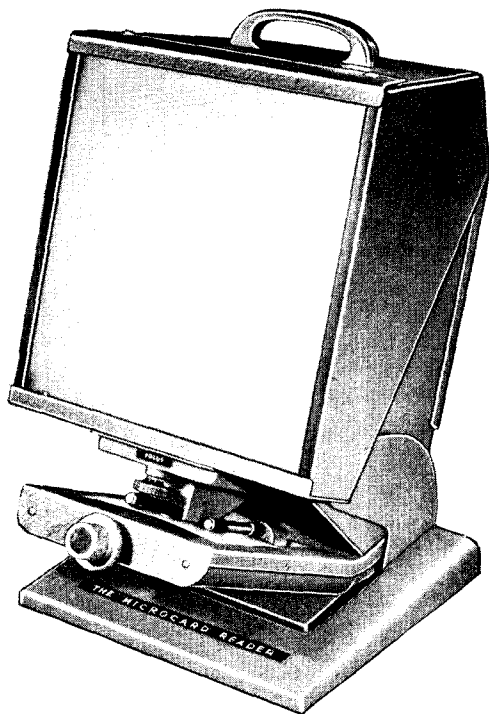
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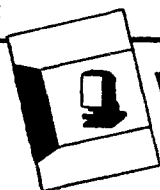


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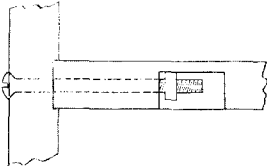
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