Special Libraries, January 1959

Special Libraries Association

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Some Observations on Five Decades of Special Libraries

Editors of Special Libraries

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SPECIAL LIBRARIES
Special Libraries, 1910-1959

Special Libraries is published by the Special Library Association as a means of furthering effective co-operation. It will serve as a medium of intercommunication and to a certain extent will be a clearing house of notes and news of special interest to the members of the association. It will publish a limited number of papers and short reference lists. It will devote special attention, however, to listing the more important current literature and especially those books, official reports, pamphlets and periodical articles that are not included in the general book lists and periodical indexes. . . . It is believed that such information will be very useful not only to special libraries and institutions but to a very large number of general and public libraries. [Special Libraries, vol. 1, no. 1, January 1910, p. 1.]

From a slim volume of 124 pages to an annual volume of 500 pages and from a utilitarian type face on plain cream paper to a variety of types and illustrations on glossy paper, the changing form of the official journal of the Association has reflected the growth and diversification of the special library profession.

The contrast between the physical appearance of the first and latest issues of Special Libraries is belied by the unity of the editorial philosophy over the half century. The statement of purpose quoted above from the first issue is the identical editorial policy of this one and of those between.

It is often said that one of the criteria of a profession is a great body, a great heritage, of special knowledge. Our profession, which works with knowledge, has built up its particular body of professional knowledge. Over the 50 years of the special librarian's formal recognition, Special Libraries has been the storehouse of as much of this professional knowledge as could be recorded in its limited space. The editors, both the early volunteers and the recent full-time editors, have been dedicated to the purpose of recording our special knowledge. We owe a debt of gratitude to our present editor and her predecessors for the orderly acquisition and useful arrangement of the constantly-increasing components of our professional heritage.

Mrs. Jeanne B. North, Chairman Committee on Special Libraries
Some Observations On
Five Decades of Special Libraries

A quick survey of Special Libraries over the five decades it has flourished proves
to even the most casual observer that from its inception the journal has con-
sistently pioneered in bringing to its readers the tools they have needed to do
a better job. It is a matter of record that one of the major forces leading to the
organization of Special Libraries Association was the urgent need felt by special
librarians for a publication of their own. Guy E. Marion, recalling the early ac-
tivities and objectives of the Association, wrote: "It was foremost in the minds
of nearly all at that time (1909) that one of the prime reasons why this new As-
sociation was actually needed as a separate entity with its own treasury, lay in the
fact that there was no organization in existence which would publish and spread
the things we were thinking and saying. The technical press was not interested
in pushing our ideas, the American Library Association had only its proceedings.
. . . In fact there seemed to be no other way to bring our thoughts and deliber-
tions to other similarly interested minds but to start our own official organ where
we could control the publishing of everything in this particular field."*

The first ten issues of the 1910 volume contained information that had never
before been assembled. A wealth of bibliographical information that up to that
time had never been published, descriptions of the facilities and services of spe-
cial libraries that no one had ever thought worthy of careful, detailed delineation,
papers prepared by specialists for presentation before state library meetings, lively
current news and comments on library affairs—these were the heart and sub-
stance of those now dusty volumes of the first years of Special Libraries.

Although the first 1910 volume, which sold for $2, was small in comparison
with recent volumes of the journal, it presaged what was to come. Five pages
of the April issue were a two-part listing, by name and subject field, of SLA mem-
bers—the first membership directory. Another issue carried "Technical Magazines
Containing Book Reviews"—certainly a forerunner of SLA's successful monthly
periodical, Technical Book Review Index. The energy and foresight of members
was clearly evident in the detailed proposals for the publication of Artisans Trade
Index (later assumed by the H. W. Wilson Company and published as the emi-
nently useful Industrial Arts Index, now Business Periodicals Index and Applied
Science & Technology Index), Public Affairs Information Service and a newspa-
per index. Indices like these had never been available until Special Libraries
stressed the need for better bibliographic services in these fields of knowledge.
The first volume also regularly carried columns called Notes And References in
the fields of public affairs, insurance, technology and public utilities. The first
advertisement, three lines describing the services of the H. R. Huntting Company
of Springfield, Massachusetts, appeared in the April issue.

Ten years later in 1919 and for a subscription price of $4 annually, Special
Libraries had 450 subscribers, and a group of advertisers were helping the journal
achieve financial stability. Gaylord Brothers, Harvard University Press and Ron-
ald Press were, as they have continued to be, familiar names in the two to three
pages of advertising. Halftone illustrations had been introduced; these pictures of
early special libraries are particularly interesting when contrasted to the libraries
presented in the current Special Libraries' series, Planning The New Library.

The tenth volume of the journal also showed the development of an idea that has since proved most successful, namely the devotion of an entire issue to one particular subject field. Seven special issues were published, covering business, industrial, safety, chemical, agricultural, financial and transportation libraries. The articles "Training Of Business Librarians" and "Internal Publicity As An Aid To The Laboratory" were titles and subjects that might be selected for publication today, while "List Of References On The Right To Strike" indicated the restlessness and increasing importance of organized labor during the beginning of the century but more important, the awareness of the editor to subjects of current interest and concern.

A decade later, in 1929, the journal reflected the Association's growth in membership and prestige. Lists of publications, national and local officers and Institutional members were carried regularly as were reports from local Associations (now Chapters) and Groups (now Divisions). An annual index was published with the March issue, and the subscription price had increased to $5. The purposes had not changed nor had the drive to give those in the special library field the kind of information they needed, when they needed it and in a form they could use.

In the spring of 1929 two special issues appeared on classification: one was devoted to classification problems and the second to discussions and evaluations of the Brussels, Cutter, Dewey, Elliott, Baker Library, Library of Congress and other special classification systems. There was also a special newspaper number. Events and Publications, the predecessor of Have You Heard and Off The Press, was a regular column featuring news about items of library interest.

By 1939 the number of regular departments had increased substantially and included each month a President's Page, News Notes, Letters To The Editor, Publications Of Special Interest and editorials. Library Magazine Articles Of Interest, We Do This, Board Meeting Notes and Conference News appeared intermittently. That year the Convention proceedings were published separately and were not included in the subscription price of $5.

The social, economic and technical changes that characterized the 1930's were clearly reflected in the format and subject matter of the thirtieth volume of Special Libraries. There were no line cuts or photoengravings to enliven the text, and the printed matter was of a serious, often discursive nature. Four articles on unionism and professional workers marked the beginning of concern with professional standards, salaries and requirements. Pieces on filing, preserving and cataloging microfilm indicated that special librarians were aware of new methods of performing traditional tasks and were utilizing new equipment and concepts. Problems of SLA's relationships with the American Library Association were evident in letters to the editor and reports by officers and committees.

After World War II, the 1949 volume of Special Libraries placed, in keeping with the times, greater emphasis on scientific and technical libraries. Although there were still many articles on business, insurance, financial and social science libraries, there began to be equally as many on technical librarianship, for example, "Patent Searching," "Triangular Training For The Technical Librarian," "A Cataloger's View Of The AEC Library Program," and "Organization Of An Abstracting Service." Documentation became a familiar term in the language in such pieces as "Railway Documentation In Europe" and in a section of an article by S. R. Ranganathan entitled "Special Librarianship—What It Connotes."

Throughout the year, particularly in the April issue, the Association's Fortieth Anniversary and many-faceted history were stressed. Past presidents reviewed the accomplishments of their terms, tribute was paid to the many members who had
volunteered their time and abilities to edit *Special Libraries*, the organization of Chapters and Groups was recorded and an impressive list of bibliographies, source lists, reading lists, directories, subject heading lists, handbooks, union lists, indices and other books published by the Association since 1917 was given. By 1949 *Special Libraries* had an average length of 40 pages and sold for $7 yearly.

Beginning with this January 1959 number, *Special Libraries* will automatically be sent to all, except Student, members of the Association and to 1935 subscribers. In the past decade the journal has been able, despite rising printing and paper costs, to maintain a $7 yearly subscription rate. In addition its average length has increased to 44 pages, with several larger issues each year, the extensive use of half tones, line cuts, charts and tables has been reintroduced and the quality of the paper and printing have improved. At the same time it has continued to present the latest practices and principles of all aspects of special librarianship.

Today in 1959 as in 1910, *Special Libraries* is dedicated to furnishing special librarians with the tools and information they need to perform their multitudinous tasks more effectively and more efficiently.

*MARY L. ALLISON, Editor*

**Editors Of Special Libraries, 1910-1959**

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<td>Bureau of Legislative Information, Indiana State Library</td>
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Time-Savers And Space-Savers

RICHARD W. LUCE, Assistant Librarian
J. Walter Thompson Company, Chicago, Illinois

TIME-AND SPACE-SAVERS are always of interest to librarians. I'm sure that all of us have wracked our brains at one time or another for ways to do a routine library job more quickly or to make additional room in already crowded quarters. I have asked members of the Advertising, Business, Financial and Publishing Divisions to describe to me any time- and space-saving devices they use in their libraries and consider worthy of being shared. Many responded with what have seemed to me very good suggestions, and I am going to try to describe most of them. One word of caution, however; these ideas come from a wide variety of libraries—large and small—and they may or may not be adaptable to your own particular library. However, with modifications some may work very well within the framework of your own system.

Jean Wesner, librarian of Bethlehem Steel Company, submitted a description of a space-saving device, which she has found works very well for her and has been well accepted by the users of her library. The idea for this space-saver grew out of a dislike of the appearance of the old, familiar library newspaper rack with its sticks holding newspapers as though they had been hung up to dry. To remedy the situation, a newspaper cover using the "subway fold" was designed. The cover is made of a fabrikoid material. A thin metal rod along the inside of the spine of the cover holds the newspaper in place. The cover is creased down the middle so that when it is not being used, it folds nearly in half.

The cover in turn has enabled the library to replace the old-fashioned newspaper rack with a much neater looking and more compact rack that is simply a modification of the standard library magazine rack. The rack is narrow—about 12 inches wide—and the slots into which folded newspapers and covers are dropped are approximately 18 inches deep. Miss Wesner has informed me that her library is switching over to genuine leather covers of the same design because it is felt that the better quality material will look better and last longer. However, she is of the opinion that an economy cover in a plastic material would very likely serve quite well in a more budget-conscious situation. The design of the cover, by the way, is in the hands of the Bethlehem Steel Company Patent Department.

Miss Laura White of A. T. Kearney & Co., in Chicago, has come up with another suggestion for saving space. She has found the problem of making room on already overcrowded magazine shelves a pressing one. In order to conserve space on the magazine shelves, she must constantly discard older issues of magazines to make room for incoming current ones. When discarding these older issues, she has found it worthwhile to cut off and save the top cover of a
periodical if it has imprinted on it an index to the contents of the issue. She keeps such covers only for magazines not indexed in *Business Periodicals Index* and uses them for reference to magazines useful in her subject area.

I don't see why one should limit oneself to the covers of periodicals. If it is a magazine not indexed in any of the periodical indexing services and is nonetheless of reference value, it would seem to me worthwhile to clip and save the periodical's table of contents regardless of where it appears in the magazine.

Speaking of tables of contents to magazines brings me to my first time-saver. There are two traditional ways of routing periodicals. The first way involves attaching a routing list of names to the magazine and then sending the magazine off to make the rounds according to this list. The magazine returns to the library only after everyone has seen it. This system has the advantage of reasonably rapid circulation and minimum work for the library staff. It also has a serious disadvantage. If the magazine is wanted while routing, it is often difficult and time-consuming to track it down.

The second traditional way to route a periodical again involves attaching a routing list of names to the magazine and then sending the periodical off to make the rounds. After each person on the list has looked at it, however, the periodical is returned to the library where it is discharged and recharged. It is then routed by the library to the next person on the routing list. This second system assures the librarian of knowing at all times where copies of circulating periodicals are, but the process of keeping track is time-consuming and expensive.

Sarah Hicks of Swift & Company in Chicago, and Sherry Taylor of the Prudential Insurance Company of America, Los Angeles, have pointed out a third way of dealing with the problem of routing magazines. Instead of routing the periodical, copies of the tables of contents are made and routed in place of the publication itself. Persons interested in seeing a particular article can then request the magazine. Such a system would certainly cut down the amount of periodical routing done by the library staff, and it would assure more adequate library control of the whereabouts of periodicals.

I can imagine two important draw-backs to this system. First, there are the time and expense involved in having prints made of the tables of contents. Second, many readers would, I suspect, object that they often cannot tell by a title whether or not they want to read a certain article. Also briefer items of interest to the reader are often not covered adequately in tables of contents. I do not mean to belittle this system, however; it could work very well for some, I am sure.

While on the subject of periodical routing, Mariana Reith of Caterpillar Tractor Company, Peoria, Illinois, has sent in a time-saver which she has found works very well in charging-out periodicals. She calls it a "semi-permanent periodical charge-out card," and it looks like the standard charge-out card with which I'm sure all librarians are familiar. Miss Reith uses this card for charging-out all unbound periodicals. Each card contains the name of the periodical at the top of the card. New cards for each periodical title are numbered consecutively and are filed in a charge-out tray where they are kept until needed. When a library patron borrows a copy of a periodical, a member of the staff selects the appropriate card and writes in the space provided the date of the issue of the magazine together with the name and location of the borrower. A date stamp is used to indicate when the magazine was borrowed and when returned. Cards are destroyed when completely filled on both sides.

Miss Reith put this charge-out system into effect almost six years ago and she says that several advantages have become apparent since that time. First, the pre-typed cards are legible charge-out records, and they eliminate the use of hastily written slips for periodical charge-outs. Second, fewer cards need be handled when checking for over-dues or for issues not on the shelf. Third, the card provides a quick check-back for a particular issue of a magazine which a patron remembers having out a few weeks ago, that is, until such time as the card is destroyed. Fourth, it provides an additional check on periodical usage for retention schedule purposes. Finally it provides a supporting argument for addi-
tional subscriptions to well-used titles by showing the "no-shelf-time" record of a few recent issues.

Gertrude Lyons of Bryan Houston, Inc., New York City, has sent in a time-saving system she has used to advantage in keeping a record of research jobs completed by her company. A copy of every research job is supposed to be sent to her library. Miss Lyons uses a card index to keep track of these reports. When a new report reaches her desk, she assigns it a number and types up a card showing client and/or product name, date of research job and title and/or a brief description of the job. This card is filed numerically in the card index. As a double check, a listing is also kept in a kind of accession book which Miss Lyons refers to as her bible. When she receives a request for a research report, she first checks the card index. If the job is not indexed, she double checks in the bible. If no listing is found in either place, it is fairly certain that the job was never sent to the library. The index and bible also provide a continuing record of research reports from year to year. Miss Lyons points out that it takes but a minute to type both index card and bible notation and that time is saved when most needed, that is, when requests are numerous, and speed is essential.

Beatrice Saunders, chief librarian of the Bell Telephone Company of Canada Library in Toronto, sent in a sample copy of her library periodical check list and the numbered card used to keep track of what periodicals are routed to an employee of the company. The check list is nine pages long and lists 346 periodicals available for routing. The numbers on the card correspond to numbers preceding the titles on the periodical check list. The check list is sent to an employee who has indicated that he would like to see regularly some of the periodicals received in the library. He marks those titles he wants to see and returns the list to the library. The library then enters his name and company location at the top of the card and circles below the numbers on the card corresponding to the numbers of the items he has checked on the periodical list. Not only does the numbered card save time, which would otherwise be spent writing out the title of the periodical, but it also provides the library with a very concise record of those periodicals which individual employees receive. From these cards, the name of the individual is added to the routing lists for the periodicals circled. Remington Rand Limited printed the cards and supplied the library with the frames for them. These frames fit into a stand which is kept on top of an ordinary telephone table. They are easily accessible to the periodicals record clerk who is responsible for making any changes of address on the cards and for making any additions or deletions to the cards during the year.

Bess Walford of the Federal Reserve Bank of Richmond, Virginia, suggests a time-saver for libraries which are responsible, in part at least, for the actual routing of library materials. One of the duties of a member of Miss Walford's staff is to distribute library materials (mostly periodicals and serials) to the personnel in the research department of the bank. In the past a girl has done this by going to each "out" basket, picking up material there, returning to the library to sort it and finally redistributing it to the proper "in" basket. To make her job easier, a cart was designed and built to the library's specifications which now enables the girl to pick-up, sort and redistribute the material in one trip. The cart is three feet high, and the top is divided between a sorting area and a
small vertical file. The folders in the file are labeled with names of research department personnel in the order in which they occur along the distribution route. Tilted tabs on each folder make for easy reading. There are actually two shelves on the sorting area side of the cart—the top shelf is used for sorting and the lower shelf for holding material to be returned to the library. Miss Walford claims that the use of this cart, which cost approximately $45 to build, saves the library between 20 to 40 minutes a day.

Helen Loftus of Eli Lilly & Company, Indianapolis, has submitted two time-savers which she asserts help to reduce wear and tear on her library staff. The following technique was developed to save the time of her clientele and library staff, as well as to reduce unnecessary interlibrary loan requests. She maintains an abstract service in the Library Business Service; consequently, a page by page check is made of all journals and other publications received. While doing this, any book, pamphlet or governmental publication mentioned within an article or listed in a bibliography or information source section of publications is marked if it is available in the Library Business Service. Thus, when these journals are circulating, anyone interested in seeing any of this material knows at once that it is available in the Library Business Service. The user is thus saved an unnecessary telephone call to the interlibrary loan clerk and is also encouraged to read additional material since he knows exactly what is immediately available to him. A special stamp for marking items was purchased at a very nominal fee. Miss Loftus is certain the public relations and publicity value of this procedure more than exceeds the few additional minutes it takes to use the stamp each day.

Miss Loftus' second suggestion has to do with filing newspaper-type trade papers, such as Advertising Age, Drug Topics, Barron's and Commercial and Financial Chronicle. She felt that the staff was spending a great deal more time than desirable to locate a specific copy of a back issue. This was especially true if the issue was two-three years old. Due to a space problem, she was not able to separate stacks of these publications by years but had to pile one upon another. By placing markers in the stacks indicating the beginning of each year, the time spent locating a desired issue was greatly reduced, and a collateral benefit was realized in that it reduced destruction of the publication by eliminating unnecessary and careless handling due to haste.

Marion Wells of the First National Bank of Chicago, has submitted a space-saver in shelving periodicals. She found that with the increase of her periodical holdings, her present shelving was hopelessly inadequate and there was no room for additional shelving. In desperation she resorted to standing periodicals on end instead of piling them on their sides. However, another difficulty presented itself. It was impossible to get them to stand up straight unless they were held tightly together by book supports, and then they were not easy to use. It was decided to experiment with Princeton Files, turning them around with the closed side at the back and the open side facing front. This arrangement has worked very well. The periodicals are loose enough to be used comfortably both by the library staff and by company personnel. Labels giving the name of the periodical, number of copies to be kept and the destruction schedule have been taped to the shelf edge below each periodical to facilitate locating them quickly. For an investment of $200, Miss Wells says she has saved a tremendous amount of room and has actually made space available for long runs of important and constantly-used statistical publications.

Jo Ann Aufdenkamp, also of the Federal Reserve Bank of Chicago, has sent in a suggestion for those who have to clip pages from magazines. To do this with a staple remover or a razor blade or scissors can be an irritating job. Try this easy way, using one paper clip and a length of thread—fine, strong nylon thread works best. Tie the thread to one end of the paper clip and attach the clip to the bottom back cover of the magazine close to the spine. Insert the thread behind the page to be clipped and align the thread parallel and as close to the spine as possible. Then simply pull the thread down briskly for a smooth cut. You will be surprised at how simply and neatly this method works.
The Listing Of Scientific Literature
In Soviet National Bibliographies

KAROL MAICHEL, Slavic Librarian
Columbia University Libraries, New York City

THE PURPOSE OF THIS paper is to familiarize the North American science librarian with the material on all aspects of scientific endeavor that is listed in the national bibliographies of the Soviet Union. After a few words about these bibliographies and their histories, I shall describe briefly the listing and arrangement of scientific material in these bibliographies as they appear today—that is, as they appeared at the beginning of 1958 and, in the case of annuals, 1957.

Listing of Books

The Soviet national bibliography for the listing of books and pamphlets is the Knizhnaia letopis' (Book annals). It has been in existence since 1907 and has appeared over the years with varying periodicity, predominantly as a weekly. In 1945 the latter frequency was made official, and it has appeared as a weekly ever since.

The listings in Knizhnaia letopis' are based on a mandatory submission of printed material, and it therefore lists ALL the books and pamphlets published in the USSR in Russian and in the non-Russian languages. This tool, as well as other Soviet national bibliographies discussed here, is published by the Vsesoiuznaia knizhnaia palata (All-Union Book Chamber), which is located in Moscow.

Since 1926 the arrangement of material in Knizhnaia letopis' has been according to a special subject scheme, which today consists of 31 classes. A table of this classification is included in each weekly issue, on the reverse side of the title page or at the end. Of the 31 subject classes, numbers 15 and 16 are devoted to the listing of scientific literature. The first of these (no. 15) is devoted to the natural sciences and mathematics and is subdivided as follows:

- General problems; dialectics of nature
- Physical and mathematical sciences
- Chemical sciences
- Geological and geographical sciences
- Biological sciences

The second grouping (no. 16) is devoted to technology and industry and is subdivided as follows:

- Industry (general problems)
- Technology (general problems)
- Construction
- Energetics (power industry)
- Mining
- Metallurgy, metallography
- Technology of metals
- Machine construction, appliances
- Chemical industry
- Timber, wood, and woodworking industries; paper industry
- Light industry
- Food and flavor industry
- Remaining production; trade

Within each of these subdivided categories, material is arranged in alphabetical order by author or title. The bibliographical information in each entry is quite detailed, giving, in addition to the usual data, the number of copies printed, notations as to bibliographies included in the works themselves and the price of each item. Each entry includes a decimal classification number as well as the expeditionary number of the mandatory copy of the work. Each entry is also prefixed by a consecutive listing number, by which the item is referred to in the indexes.

Knizhnaia letopis' includes a number of indexes. Those relating directly to scientific material are: 1) a name index, which is published quarterly and cumulates into an annual; 2) an annual index to series which
lists books published under any comprehensive title; in the Letopis' itself books are entered individually, under their own titles; and 3) an annual subject index.

The second national bibliography for the listing of books and pamphlets is Ezhegodnik knigi SSSR, a semi-annual publication which, if its limitations are recognized, is actually a more convenient bibliographical tool than Knizhnaia letopis'. This is so because Ezhegodnik knigi SSSR is actually a publication that cumulates the material listed in the Letopis', bringing all the material on every subject together. Its second great advantage is that its subdivisions of the 31 main subject groupings are considerably more detailed than those of the Letopis', making it easier and quicker to consult. On the debit side is the fact that it appears a year or so after the publication of the items it lists.

The bibliographical information included in Ezhegodnik knigi SSSR is shorter and more simplified than that in Knizhnaia letopis'. Each entry carries a consecutive number by which it is referred to in the index of authors' names, which also lists the titles of collective works. This index is divided into separate sections for Russian and non-Russian material.

Ezhegodnik knigi SSSR has been published under various names for the periods 1911-1914, 1921-1929, 1935, 1941-1956. Since 1935 it has been published by its present name. Its periodicity has also varied since its inception; since 1945 it has been published semi-annually.

The Listing of Periodicals

Soviet scientific periodical publications are well covered in two volumes of a ten-volume set entitled Periodicheskaia Pechat' SSSR. 1917-1949 (Periodical Press of the USSR. 1917-1949). This set, which is still in the process of being published, will, when it is complete, cover periodicals on all subjects; the two volumes covering scientific periodicals have already appeared.

The volume covering the natural sciences and mathematics is referred to in the introductory text as "Volume 3." Its subtilte is Zhurnalny, trudy i biulleteni po estestvennym naukam i matematike (Journals, transactions and bulletins of natural sciences and mathematics). The volume covering periodicals on technology and industry is referred to as "Volume 3" in the introductory text and is subtitled Zhurnalny, trudy i biulleteni po tekhnike i promyshlennosti (Journals, transactions and bulletins in the technical sciences and industry). Both volumes are indexed by title, language, place of publication and publishing house. The tenth volume of the set will be a cumulative index to the first nine.

Periodicheskaia Pechat' SSSR. 1917-1949 is succeeded, in time, by Letopis' periodicheskikh izdanii SSSR. 1950-1954 gg. (Annual of periodical publication in the USSR. 1950-1954). This bibliography is divided into two parts, the first of which lists journals and the second, newspapers. The journal section is arranged according to 33 subject categories, of which groups 7 to 17 cover scientific journals. Within each subject grouping, material is arranged into three groups, by type of publication, i.e., Zhurnalny (general journals), Trudy (transactions, memoirs) and Biulleteni (bulletins). Within each of these subdivisions, material is arranged in alphabetical order. Four indexes are included for the journal section: two by language (one for Russian and one for non-Russian languages), one by publisher and one by place of publication.

Since 1954, two supplements to this bibliography have been published each year. These will cumulate every five years.

The Listing of Articles

The Soviet national bibliography for the listing of periodical articles is Letopis' zhurnalnykh statei. Its subject arrangement is similar to that of Ezhegodnik knigi SSSR with section numbers 15 and 16 covering natural science and mathematics and technology and industry, respectively. The subdivision of these groupings also follows, in principle, that found in Ezhegodnik knigi SSSR. Each entry includes detailed bibliographical information. Whenever the title of an article is not clear, a short explanatory annotation is run after the title, in brackets.

The periodicity of this bibliography has varied considerably over the years; it has
been a weekly since 1944. Indexes of authors' names and geographic subjects are published quarterly, and since 1949 cumulative indexes have been issued yearly. Since 1944 each issue has included, at the very end, a listing of all the periodicals indexed in it; before that, such lists were included only irregularly. From 1944 to 1952 this listing was cumulated in the last yearly issue; since 1953 it has been published separately at the end of each year.

Newspaper articles are listed in a national bibliography entitled *Letopis' gazetnykh statei* (Annual of newspaper articles). This bibliography, too, is subdivided along the lines of *Ezhegodnik knigi SSSR*; but number 15—natural science and mathematics—is not subdivided at all, while number 16—technology and industry—contains the 13 principal subdivisions found in the latter. The entries include the same information as those in *Letopis' zurnalnykh statei*.

*Letopis' gazetnykh statei* was begun in 1936, with a varying periodicity, and has appeared weekly since 1945. It includes quarterly indexes, by authors and geographic subjects, which are cumulated at the end of each year in the final issue.

The Listing of Bibliographies

In addition to these national bibliographies, one additional item should be mentioned. This is a bibliography of bibliographies entitled *Bibliografiia Sovetskoi Bibliografii* (Bibliography of Soviet Bibliography), which, since it is based on material in the works already mentioned, is of great importance to the scientific librarian. Published since 1939, 1946-, it lists bibliographies appearing in books and articles as well as those published separately. Practically all the entries include short annotations—somewhat longer for separately published bibliographies—while the entries for appended bibliographies include the number of books listed. There are two indexes: one of authors and titles, and one of periodicals.

*Bibliografiia Sovetskoi Bibliografii* is arranged in the same manner as *Ezhegodnik knigi SSSR*; the sections for natural science and mathematics and for technology and industry are indentically subdivided.

These, then, are the national bibliographies that produce a remarkably complete coverage of printed material published in the Soviet Union. Used correctly, they can prove of indispensable value to the science librarian in the United States or Canada.

The Listing of Reviews

Since 1926 book reviews appearing in periodicals and newspapers have been listed in a quarterly bibliography entitled *Letopis retsenzii*. The classification used is similar to that in the bibliographies discussed above—there are 31 subject classes, of which numbers 15 and 16 are devoted to natural science and mathematics and technology and industry, respectively. However, in *Letopis retsenzii* these categories are not subdivided further, and all material under these general headings is listed in simple alphabetical order, by author or title.

Each issue of *Letopis retsenzii* includes three separate indexes: 1) an index of authors, titles and editors; 2) an index of reviewers; and 3) an index of newspapers from which the reviews have been taken. All three indexes are cumulated in the fourth issue of each year.

Scientific Information Sources Bulletin

The National Science Foundation has just published the first in a new series of bulletins that will list all significant scientific information sources or activities within the Federal Government. Prepared by the Foundation's Science Information Service, under its Unpublished Research Information Program, the bulletins' primary objectives are to make unclassified unpublished scientific research information easily accessible and readily available to all United States scientists and engineers. For each federal agency or department, the bulletins will list general subject fields in which scientific reports are prepared, categories of these reports, policies regarding their availability and locations of the agencies' libraries. Requests for further information as well as comments and suggestions should be addressed to the attention of the URI Program Director, National Science Foundation, Washington 25, D. C.
Indexing a Personal Reference File

WILLIAM A. WILKINSON, Librarian
Research Department, Monsanto Chemical Company, St. Louis 4, Missouri

One of the many services a special library can provide for those whom it serves is advice with personal filing problems. Most special librarians at one time or another have had people come to them asking for suggested subject headings, indexing techniques or other information they could use in organizing a file drawer or so of references, reprints, clippings, letters, pamphlets, and so on.

As one means of providing such help, our library issued two bulletins some time ago to the research staff entitled "Indexing The Chemical Literature: Suggestions For Maintaining A Personal Reference File." The first contained a general discussion of the problem and requirements of suitable methods, an outline of marginal punch card methods and accounts of systems described in the literature. The second bulletin described coordinate indexing techniques and possibilities and concluded with a comparison of the relative merits of marginal punch cards and coordinate indexing as solutions to the problem.

The coordinate indexing system we suggested was practically unknown to our chemists (although a similar system had been used in at least one other research laboratory) and seemed to catch on with them immediately. In fact, in several cases where punch card systems had already been in use for some time, a switch was made to a coordinate index. To our knowledge, no account of this particular application of coordinate indexing has appeared in the literature.

Beginning the Coordinate Index

The mechanics of the coordinate indexing method have been discussed adequately elsewhere,1,2,3 so they will not be discussed here. The features of our system, which have not been described previously, are the forms used and the manner in which coordinate indexing is applied to them.

The three forms illustrated in Figure 1 are used. Bibliographic information and an abstract (if desired) are recorded on Form 1. An accession number is assigned to each reference and recorded in the upper right hand corner of this form under "file number." If a chemist wants to include a table or graph with his abstract, or instead of it, Form 2 is used and attached behind Form 1. Form 3 employs the conventional format used in most manual coordinate indexes.

Contrary to usual practice, these forms are printed on a good grade of paper, rather than card stock, and are filed in one or more two-hole looseleaf binders. This feature makes it very easy for chemists to bring their indexes to the library when they are reading or searching. All forms are 5 x 8 inches in size.

Most of the men maintain their indexes in three sections: 1) a numerical sequence of bibliographic-abstract forms; 2) an alphabetical sequence of coordinate indexing terms; and 3) an alphabetical file of authors or corporate names. The author-corporate indexing is done on conventional ten-column forms (Form 3) by simply considering the author's name to be a term and posting the accession numbers of all indexed documents written by one author on one indexing form. Usually all three parts of the index are filed in one binder to begin with, and then when the index outgrows a single binder, the bibliographic-abstract forms are removed and filed separately. The two-part index has the added advantage of enabling the indexer to bring only the bibliographic-abstract half of his index to the library; he can record and abstract pertinent references he finds while reading the current periodicals, for instance, and index them later in his laboratory or at home.
Figure 1: The Three Forms Used In A Coordinate Index For A Personal Reference File.

<table>
<thead>
<tr>
<th>FORM 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHOR: D. H. R. Barton, P. de Mayo, and I. C. Orr</td>
</tr>
<tr>
<td>AUTHOR'S POSITION AND ADDRESS:</td>
</tr>
<tr>
<td>TITLE: Triterpenoids. PART 24. Further investigations on the constitution of Zeorin</td>
</tr>
<tr>
<td>ORIGINAL SOURCE OF DATA: J. Chemical Society, 2239-2248</td>
</tr>
<tr>
<td>DATE: June 1958</td>
</tr>
<tr>
<td>ABSTRACT: Zeorin contains a group HO.CMe_2 attached to a cyclopentane ring. A squalenoid structural formula</td>
</tr>
</tbody>
</table>

| FORM 2 |

| FORM 3 |

<table>
<thead>
<tr>
<th>TRITERPENOIDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
</tr>
<tr>
<td>-----</td>
</tr>
<tr>
<td>21</td>
</tr>
<tr>
<td>91</td>
</tr>
</tbody>
</table>

Special Features

This kind of coordinate index is particularly good for indexing a wide variety of sources. For example, many chemists maintain small reprint files they like to index along with other references for which they do not have reprint copies. Using this system they simply fill in a bibliographic-abstract form for each reprint (just as for any other reference), assigning the next higher accession number each time, and then file the reprints in a file drawer according to the assigned accession numbers. A symbol or note on the bibliographic-abstract form indicates the presence of a reprint in the reprint file (and hence lack of such a note or symbol indicates that the chemist has only the reference to the original article and no copy in his files).

Similarly, drawings, graphs, spectra charts and other miscellaneous material can be indexed and then filed numerically in any convenient place. Items of greatly different format need not be merged into a single cumbersome file, as is often the case when reprint files are arranged in one series of subject classes.

Several of the special features of this indexing system are apparent when the criteria of K. A. Krieger are applied to it. He suggests that an indexing system appropriate for a personal reference file should be flexible and simple, and should:

1. Find without fail all the data sought.
2. Be sufficiently flexible to accommodate entries on subjects not anticipated when the scheme was first set up.
3. Reduce duplication of entries to a minimum.
4. Eliminate the use of a code book, or at least use a code that depends only upon general and easily remembered directions.
5. Avoid the use of complex sorting or punching machinery.
6. Use a card large enough to allow direct recording of data, or an average abstract, and small enough to be carried in a pocket.

During the two years this system has been used by a large number of our chemists, experience has shown that all the above criteria are satisfied. Depending on the depth and care of the indexing, it has been found that in most cases all the data that had been indexed and were subse-
quenty searched for were retrieved. Because data of many different forms and sources were all indexed in the one place, nothing was overlooked. A chemist needed to search only once and not remember also to look here and look there.

The flexibility of the system is probably its greatest asset. Particularly in doing research work, a man often is assigned to a new field, possibly after working for several years in another. He therefore finds that his files will henceforth be built up in entirely different subject areas, and the index to his present files must be changed accordingly. Such a change would probably necessitate closing off a punch card indexing system and beginning a new one; thereafter the man would need to use two separate systems or discard the first one. The coordinate index readily accommodates new subject interests without beginning a whole new system. Also, the coordinate index can be built up gradually or modified as experience is gained. It is usually necessary to develop a punch card system almost completely before proceeding with any indexing; any later changes are costly.

Regarding Krieger's third point, the only duplication of entries is in the multiple posting of file numbers on the indexing forms, which is certainly a very minor disadvantage. Fourthly, use of a code book is not necessary, although in some cases it might be helpful to maintain separately from the index itself, a list of terms used. In some cases a secretary or assistant might do the recording of the bibliographic information and the posting on the indexing forms. It would then be helpful for the chemist to have his own list of terms so that he could select pertinent terms from the list and pass on the documents to his assistant or secretary; they could then do the actual recording in the index. Of course, he could flip through his index to verify or find terms, but it would be faster and perhaps more convenient to have a list.

No "sorting or punching machinery" is required. Referring to Krieger's last point, we have found that the 5 x 8 inch forms allow sufficient space (both sides are used) for the direct recording of data, an abstract or drawings, if desired. Some people even paste clippings on the bibliographic-abstract forms. While the 5 x 8 inch forms are hardly small enough to be carried in a pocket, they are easily carried to the library or elsewhere in their binders—certainly more easily than a card file.

Summary
During two years of experience, we have found that this indexing system requires little time for its maintenance or searching, yet its retrieval performance is excellent. Chemists with no previous familiarity with coordinate indexing are able to index their own files adequately after very little instruction. Also, the actual recording of references and posting in the index can be done by an assistant if desired. The system is quick to gain users, and those who use the system are quick to suggest its merits to others.

CITATIONS

ARMA OFFICERS
At its Annual Meeting in New York City on October 25, the American Records Management Association elected H. W. Fred Shaw, Kaiser Steel Corporation, Oakland, California, president for the 1958-59 term. The new first and second vice-presidents are Mrs. Ida Welch, Allen Bradley Co., Milwaukee, and Thomas E. Henzey, The Illuminating Co., Cleveland, respectively. William Benedon of Lockheed Aircraft Corp., Burbank, California, is the new treasurer, and Mrs. Gertrude Schroeder, 3640 Dickens Ave., Chicago, the new secretary.
The following organizations have expressed their interest in supporting the activities and objectives of the Special Libraries Association by becoming Sustaining Members for 1959.

AMERICAN CANCER SOCIETY, New York, New York
AMERICAN CYANAMID COMPANY, New York, New York
AMERICAN IRON AND STEEL INSTITUTE, New York, New York
THE AMERICAN TOBACCO COMPANY, Research Laboratory, Richmond, Virginia
ATLAS CORPORATION, New York, New York
ATLAS POWDER COMPANY, Wilmington, Delaware
R. R. BOWKER COMPANY, New York, New York
BRIDGEPORT PUBLIC LIBRARY, Bridgeport, Connecticut
CARRIER RESEARCH CENTER, The Logan Lewis Library, Syracuse, New York
CENTRAL VERMONT PUBLIC SERVICE CORPORATION, Rutland, Vermont
COMMISSION OF PUBLICITY AND EFFICIENCY, Toledo, Ohio
CONSOLIDATED EDISON COMPANY OF NEW YORK, New York, New York
CONSOLIDATED ELECTRODYNAMICS CORPORATION, Technical Library, Pasadena, California
CONSOLIDATION COAL COMPANY, Research and Development Division, Library, Pennsylvania
CORNELL UNIVERSITY LIBRARY, Ithaca, New York
CRANE COMPANY, Engineering Division, Chicago, Illinois
THE DOW CHEMICAL COMPANY, The Chemical Library, Midland, Michigan
THE DOW CHEMICAL COMPANY, Rocky Flats Plant, Denver, Colorado
E. I. DU PONT DE NEMOURS & COMPANY, Lavoisier Library, Wilmington, Delaware
EASTMAN KODAK COMPANY, Research Library, Rochester, New York
THE FIRST NATIONAL BANK OF BOSTON, Boston, Massachusetts
JOHNS-MANVILLE RESEARCH CENTER, Manville, New Jersey
LUKENS STEEL COMPANY, Technical Library, Coatsville, Pennsylvania
MALLINCKRODT CHEMICAL WORKS LIBRARY, St. Louis, Missouri
MARQUETTE UNIVERSITY MEMORIAL LIBRARY, Milwaukee, Wisconsin
NATIONAL BANK OF DETROIT, Detroit, Michigan
THE NATIONAL CASH REGISTER COMPANY, Dayton, Ohio
NATIONAL LEAD COMPANY, Titanium Alloy Manufacturing Division, Niagara Falls, New York
THE NEW YORK TIMES, New York, New York
PITMAN-MOORE COMPANY, Indianapolis 6, Indiana
THE PORT OF NEW YORK AUTHORITY, New York, New York
PROCTOR & GAMBLE COMPANY, Technical Information Service, Cincinnati, Ohio
THE PURE OIL COMPANY, Central Library, Chicago, Illinois
RCA LABORATORIES, David Sarnoff Research Center, Princeton, New Jersey
THE RAND CORPORATION, Santa Monica, California
ROHM & HASS COMPANY, Philadelphia, Pennsylvania
THE ROYAL BANK OF CANADA, Montreal, Quebec, Canada
SHELL DEVELOPMENT COMPANY, Technical Information Services, Emeryville, California
UNION ELECTRIC COMPANY, Saint Louis, Missouri
UNITED AIRCRAFT CORPORATION, East Hartford, Connecticut
UNIVERSITY OF MARYLAND, Theodore R. McKeldin Library, College Park, Maryland
UNIVERSITY OF MINNESOTA LIBRARY, Minneapolis, Minnesota
UNIVERSITY OF TEXAS, Dental Branch Library, Houston, Texas
THE UP JOHN COMPANY, Kalamazoo, Michigan
THE H. W. WILSON COMPANY, New York, New York

EDITOR'S NOTE: This list includes all applications received through December 8, 1958. Supplements to this list will appear in future issues.
Planning The New Library:
The Procter & Gamble Company
M.A.&R. Technical Library

DR. ELSE L. SCHULZE, Supervisor, Technical Information Service
The Procter & Gamble Company, Ivorydale, Cincinnati, Ohio

EARLY IN 1956 the Procter & Gamble Company announced a plan to expand its Manufacturing Administration and Research (M.A.&R.) Building in Ivorydale. The floor space of the existing building was to be more than doubled by an addition at the rear. Hopefully we requested an increase in space for the overcrowded M.A.&R. Technical Library. When the decision was made that we would not only receive more space but also be assigned to entirely new quarters in the new area of the building, we were delighted. The floor space was to be increased by more than one half, and approval was given to replace most of the old furniture. Our future was indeed bright.

The M.A.&R. Technical Library is the parent of the two technical libraries that comprise the Procter & Gamble Technical Information Service. The junior technical library at the company's Miami Valley Laboratories (M.V.L.), 15 miles from M.A.&R., was established in 1952. Its new light gray furniture, yellow walls, terra-cotta upholstery and picture windows made the older library, though substantial, look dark and old-fashioned in comparison. So it was with zest and enthusiasm that we plunged into the planning of the proposed new M.A.&R. Library.

The space assigned the library consists of 4224 square feet on the fifth and top floor of the building. As the floor plan indicates, the area is oblong in shape with an extra offshoot or alcove area at each end. Most of the windows face north; those at the rear face west. The view from the top floor is interesting, with a typically industrial scene in the foreground and green hills in the distance. Escalator service, as well as some elevator service, is available from the ground floor.

The charging desk is opposite two staff offices. The reading area, periodical racks and card catalogs are within easy view and the stacks are to the far rear.
The architect proposed the initial layout of the library. After studying the plan, we requested some substantial changes, all of which were subsequently approved by the architect.

Having an oblong room with only a single entrance at one end, we wanted to utilize the entrance area to best advantage. Since the offices of the company's Patent Division were also to be located on the fifth floor, not far from the library door, the patents collection was assigned to the alcove on the windowed side of the room just inside the entrance. Thus members of the Patent Division have ready access to our large patent files, to the card indexes for patents and to that part of the library staff which selects, orders, classifies, distributes and searches patents. On the windowless side of the room adjacent to the library entrance, we placed the workroom. A delivery port between the outer corridor and workroom interior permits direct delivery of mail, parcels and the large interlibrary carrying cases into the processing area.

The library offices were assigned space along the windows just beyond the patents area. The partitions of the offices are movable walls, \( \frac{5}{2} \) feet high, the lower portions of which are metal, the upper parts glass. Such an arrangement permits staff members to see the charging desk across the aisle and the reading area beyond, and to detect any need by readers for service or assistance.

We placed the reading space close to the center of the room, reasonably near all of the diverse parts of the library's collection. In addition to tables and chairs, the reading area contains the cabinets of cards which index our books, pamphlets and periodicals. Also wall shelving is provided here for industrial catalogs and certain special publications, as well as a booth housing a microcard reader. The far end of the reading area is bounded by two periodical display racks, seven feet high, between which is a center opening leading into the stack area.

The stack area was designed to accommodate wall shelving, stacks, a 48-foot abstract bar and a microfilm reading booth.

A wall across most of the rear of the stack area serves to separate that area from the corridor leading to the technical reports area and beyond to the storage area. The side of the wall facing the stacks contains book shelving; the other side is lined with filing and storage cabinets for new laboratory notebooks and reprints of articles by Procter & Gamble authors. At the far end of this group of cabinets is a second microfilm booth for reading microfilmed reports. The technical reports area is the only part of the library entirely closed off by walls and a door. It contains an electronic statistical machine used for mechanical retrieval of information and it sometimes becomes quite noisy. Study carrells are provided here for those who wish to read reports on the spot.

Mail is delivered from the outer corridor through a delivery port into the workroom.
Floor Plan of The M.A.&R. Technical Library
closed without disturbing readers who sit along the length of the tables. The two periodical racks are similar to, though taller than the rack in the M.V.L. Library. They are custom-built units, 7 feet high, providing an upper section of rows of \( 1\frac{1}{8} \) inch slots to exhibit 750 current issues of periodicals and a lower section of 144 open bins for storing recent back issues of the more important periodicals.

All of the furniture we selected is metal. The charging desk, 12 feet in length and counter-high, contains drawers of trays for charge cards, drawers for supplies, bins for returned books and a built-in typewriter unit. This desk and the staff desks, reading tables, work tables, card cabinets and abstract bar are topped with Textolite, a durable plastic easy to clean. The aluminum chairs are upholstered in a plastic resembling bark cloth. The filing cabinets contain five drawers each, the fronts of which tilt forward when opened and the interiors of which are provided with separators.

The metal shelving chosen for the book collection is the conventional single- and

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**VITAL STATISTICS FOR THE PROCTER & GAMBLE COMPANY TECHNICAL INFORMATION SERVICE**

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Serves applied research and development, engineers, manufacturing executives)</td>
<td>(Serves basic research)</td>
</tr>
<tr>
<td><strong>Total square foot area</strong></td>
<td>4,224</td>
</tr>
<tr>
<td><strong>Staff</strong></td>
<td>14</td>
</tr>
<tr>
<td>Professional</td>
<td>8</td>
</tr>
<tr>
<td>Nonprofessional</td>
<td>6</td>
</tr>
<tr>
<td><strong>Employees served at location</strong></td>
<td>1,200</td>
</tr>
<tr>
<td><strong>Services extended to other areas</strong></td>
<td>Books, periodicals, patents, reports, etc. are sent back and forth between the two libraries in large carrying cases by station wagon several times each day, as needed.</td>
</tr>
<tr>
<td><strong>Average number of users per day</strong></td>
<td>150</td>
</tr>
<tr>
<td><strong>Volumes (books and bound and unbound periodicals)</strong></td>
<td>13,000</td>
</tr>
<tr>
<td><strong>Current periodical subscriptions</strong></td>
<td>695</td>
</tr>
<tr>
<td><strong>Vertical file drawers</strong></td>
<td>340</td>
</tr>
<tr>
<td><strong>Date of completion</strong></td>
<td>1957 (in latest location)</td>
</tr>
<tr>
<td><strong>Planned by librarians and architects</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Special facilities and equipment</strong></td>
<td>2 microfilm readers</td>
</tr>
<tr>
<td></td>
<td>1 microcard reader</td>
</tr>
<tr>
<td></td>
<td>101 electronic statistical machine</td>
</tr>
<tr>
<td></td>
<td>Wheel-type file for holding 5,000 cards, 4 inch x 6 inch, bearing codes for terms used in indexing for mechanical retrieval</td>
</tr>
<tr>
<td></td>
<td>German, French and Spanish translation service</td>
</tr>
<tr>
<td></td>
<td>New micro- and photo-reproduction equipment on order</td>
</tr>
</tbody>
</table>
double-faced type, equipped with slots for ready adjustment of shelves. For the bound periodicals we decided on Compo stacks. Containing shelves that pull out like drawers of a filing cabinet, these stacks give twice the usual capacity per unit of floor area. They enabled us to place unbound current issues of many periodicals next to the corresponding bound sets instead of relegating them to the storage area.

The color scheme was chosen particularly to harmonize with cork floor covering. It had been our feeling that the combination of pale gray furniture and cork flooring used in the M.V.L. Technical Library was not entirely satisfying. We wanted light-colored furniture, but instead of gray, this time we selected a warm beige, popularly known as Manila tan. The color blends beautifully with the cork color, each hue enhancing the other. All the desks, tables, shelving, periodical racks, partitions, booktrucks and waste baskets were purchased in Manila tan. Half of the 68 filing cabinets and 15 card files were purchased in Manila tan; the others were among the newer items of furniture in the former library and were refinished in Manila tan. Pale green was chosen for the Textolite tops on the desks, tables, abstract bar and card cabinets. Coral upholstery was our preference for the aluminum chairs. The walls are pale beige; the Venetian blinds are very light gray.

With 18 large windows, excellent fluorescent lighting and light furniture and walls, the area is very bright and cheerful. Originally the architect had proposed green and tan drapes for the windows. We considered the suggestion carefully, then decided against it. Drapes did not seem entirely suitable for an industrial atmosphere, and they might have shut out some of the wonderful natural light. To give the room its final decorative touch, we chose instead a colorful wallpaper mural. This has been mounted on the wall above a row of pamphlet file cabinets behind the charging desk. The mural is 12 feet long and 50 inches high. It is a scene from Grand Teton National Park, Wyoming, showing part of Jackson Lake in the foreground and snow-topped mountains behind. The colors—blue, green, white, and touches of yellow—are lovely and appropriate to the surroundings.

Since the library area is large and the staff members are in some cases widely separated, we requested a special buzzer system on the telephones. It is now possible to buzz each other when we want to talk by telephone, as well as to use the telephones in the normal fashion.

Originally we did not plan to house any photocopying equipment in the library. The company’s photography studio and the photostat and blueprint department are conveniently located on the same floor. Moreover, on three floors of the building quick photocopying units have been strategically placed for the use of offices and laboratories. Those on the fifth floor are not far from the entrance to the library. So far we have used these services outside of the library. At present, however, increased need has forced us to consider the procurement of some photocopying equipment to be kept in the library exclusively for library use. We now have approval to purchase a microfilm reader-printer, a book copying machine and a report and magazine copying device.
A brief account of the moving operation may be of interest. Since we do not normally work on Saturday, we selected a Saturday for our first moving day. This gave us the complete freedom of movement through corridors and elevators necessary to transfer material from the third to the fifth floor. Fortunately most of the furniture and equipment was new and had been placed in the new area ahead of time. The refinished cabinets were the only pieces that had to be moved with the literature collection. Using 18 men supplied by a commercial moving company, we completed the operation in three full days. All shelves and file drawers, in both the old and the new location, had been labeled in advance so that the proper material went to the proper spot. Most of the members of the staff of both technical libraries volunteered to help in the move. Half the girls stayed on the lower level to see that the literature was loaded on dollies in the correct order. The rest were in the upper new area directing the placing of the books and literature. Of course the dollies arrived too quickly. We had quite a problem loading the Compo stacks since we were not familiar enough with them to estimate their great capacity. As a result we loaded the first shelves too snugly, so that we had too little space for expansion in some parts of the stacks and far too much space in others. Another major move was necessary later to adjust the situation.

We have been in our new location for nearly a year. In that time the M.A.&R. Library staff has increased from 11 to 14 persons, the collection has grown and the number of users has increased. Although we are not actually crowded, the enjoyable period of generous space is passing all too quickly.

It is difficult to say when the planning and moving of a library is really complete. One operation always seems to lead to another in a growing, active library. At present we are engaged in three projects which stemmed from the move. First of all, we are conducting an intensive weeding program to ensure against rapid overcrowding of the quarters. Also, we are about to embark for the second time on a program of microfilming older reports and notebooks, so that at least some of these can be discarded and hence save space. Lastly, we are gradually rebinding many of our older and still valuable books. Against the former furniture and equipment, the shabbiness of some of these volumes had not been particularly apparent. Next to the new light shelving, their worn and faded condition has been quite noticeable. With the completion of these jobs, we hope that we can consider ourselves moved and in good order.

NEW MICROTRANSPARENCY READER
A compact microfilm reader that will also scan microfiche, the V.C. Lexicon Reader, is now available from Micro Methods Limited of East Ardsley, Yorkshire, England, for 44 pounds (about $123). The Reader can accommodate microfiche up to a maximum size of 9cm wide; it can also be used for 2 x 2 inch transparencies and filmstrips and, when fitted with an easily removable film carrier, will take 100 feet of full-size 35mm unperforated microfilm. The film may be scanned across its full width, and the image remains in focus whether the film is moving or not. A tension arrangement eliminates the need for pressure plates. The image is projected onto a white screen on the desk, and a prism attachment enables it to be adjusted to the desired reading angle. In addition, the V.C. Lexicon Reader can also be used as a filmstrip or as a slide projector.
New Jersey Chapter Libraries

Libraries represented in the New Jersey Chapter of SLA are scattered over a wide expanse of northern and north central New Jersey. Prospective visitors who intend to visit several libraries in a short time should perhaps plan on covering some specific section rather than the whole area.

For persons who are driving, the region can best be reached by means of the Garden State Parkway, a multi-lane, limited-access toll highway paralleling the New Jersey coastline. For public transportation, one may use the Pennsylvania Railroad, Eastern and Allegheny Airlines and the Greyhound and Lincoln bus lines.

There are several major geographical areas containing concentrations of special libraries:

Newark—Jersey City—Elizabeth—Oranges Area
Use the Garden State Parkway and New Jersey Turnpike. All of the public transportation facilities mentioned above serve this vicinity.

New Brunswick—Bound Brook—Somerville Area
The Garden State Parkway and New Jersey Route 18 may be used. One may also take the Pennsylvania Railroad, changing trains at Philadelphia.

Princeton—Trenton Area
This is most easily reached by taking the Pennsylvania Railroad to Philadelphia, then transferring to a train passing through Trenton and Princeton. Persons driving should follow U.S. Routes 30 and 206.

Summit—Morristown Area
Take the Delaware, Lackawanna and Western Railroad from Newark. Drivers should take the Garden State Parkway and New Jersey Route 24.

Montclair—Paterson Area
Persons driving should use the Garden State Parkway. This vicinity is also served by the Delaware, Lackawanna and Western Railroad.

Following is a list of New Jersey Chapter libraries which will be open to SLA visitors on the two days immediately following the Fiftieth Anniversary Convention—Thursday and Friday, June 4 and 5, 1959. Detailed information on reaching individual libraries will be available at the Convention Information Desk. In most cases it will be advisable to contact in advance the librarians of the libraries you plan to visit so that proper arrangements can be made. All of the libraries listed below will be open both June 4 and 5 unless otherwise specified.

**ACADEMY OF MEDICINE OF NEW JERSEY**
Jerome S. Rauch, Librarian
91 Lincoln Park
Newark 2, N. J.
Market 3-2688
Open: June 4, 9 a.m.—9 p.m.
June 5, 9 a.m.—5 p.m.

**AMERICAN CYANAMID CO.**
Agricultural Division
Dr. Wallace E. Houk, Librarian
P.O. Box 672
Princeton, N. J.
Walnut 4-3800
Open: 8:30 a.m.—5 p.m.

**AMERICAN SMELTING AND REFINING CO.**
Harriet McBride, Librarian
South Plainfield, N. J.
Plainfield 6-4800
Open: 8:30 a.m.—5 p.m.

**BAKER CASTOR OIL CO.**
Lenore Dimek, Librarian

**SPECIAL LIBRARIES**
40 Avenue A
Bayonne, N. J.
Hemlock 6-8800, Ext. 322
Open: 2–4 p.m.

BELL TELEPHONE LABORATORIES, INC.
Murray Hill Laboratory
Mr. R. O. Stanton, Librarian
Murray Hill, N. J.
Crestview 3-6000, Ext. 4466
Open: 9 a.m.–5 p.m.

BELL TELEPHONE LABORATORIES, INC.
Whippany Laboratory
Mr. E. G. Simpkins, Librarian
Whippany, N. J.
Tucker 7-1000, Ext. 2037
Open: 9 a.m.–5 p.m.

BOY SCOUTS OF AMERICA
National Council
Margaret K. B. Weir, Librarian
New Brunswick, N. J.
Charter 9-6000, Ext. 265
Open: 9 a.m.–5 p.m.

BRISTOL-MYSF Products Division
Mrs. Mary G. Thompson, Administrative Librarian
225 Long Ave.
Hillside, N. J.
Waverly 3-5000
Open: 8:30 a.m.–4:30 p.m.

CELANESE CORPORATION OF AMERICA
Central Research Laboratories
Mrs. Irline R. Stephens, Research Librarian
Summit, N. J.
Crestview 3-6600
Open: 3–5 p.m.

CIBA PHARMACEUTICAL PRODUCTS, INC.
Mrs. Helen Roberts, Head Librarian
556 Morris Ave.
Summit, N. J.
Crestview 3-3500
Open: 9:15 a.m.–5 p.m.

ESSO RESEARCH AND ENGINEERING CO.
Helene Matsen, Librarian
P.O. Box 51
Linden, N. J.
Wabash 5-1600, Ext. 2351
Open: 1–4:30 p.m. June 4 only.

FAIRLEIGH-DICKINSON UNIVERSITY
Dr. George E. Nelson, Librarian
207 Montross Ave.
Rutherford, N. J.
Geneva 8-1600
Open: 10 a.m.–4 p.m.

FOOD MACHINERY AND CHEMICAL CORP.
Central Research Library
Helen S. Kosowski, Librarian
U.S. Route 1
Princeton, N. J.
Walnut 4-4100, Ext. 252
Open: 8:30 a.m.–4:30 p.m.

GIVAUDAN Corp.
Mary Garippa, Librarian
109-201 Delawanna Ave.
Delawanna, N. J.
Prescott 7-0741, Ext. 241
Open: 9–11:30 a.m.; 2–4:30 p.m.

I.T.T. LABORATORIES
Division of International Telephone and Telegraph Corp.
Ellis Mount, Librarian
500 Washington Ave.
Nutley 10, N. J.
North 1-1100, Ext. 2097
Open: 10 a.m.–Noon; 2–5 p.m.

JERSEY CITY FREE PUBLIC LIBRARY
William J. Roehrenbeck, Director
472 Jersey Ave.
Jersey City 2, N. J.
Henderson 5-7498
Open: 9 a.m.–8:30 p.m.

JOHNS-MANVILLE RESEARCH CENTER
Katharine L. Kinder, Chief Librarian
Manville, N. J.
Randolph 3-5000, Ext. 328
Open: 8:30 a.m.–5 p.m.

LEHN and FINK PRODUCTS CORP.
Edmund A. Tilly, Librarian
192 Bloomfield Ave.
Bloomfield, N. J.
Pilgrim 8-5600, Ext. 61
Open: 8 a.m.–4:30 p.m.

MERCER HOSPITAL
School of Nursing
Etzel S. Brown, Librarian
446 Bellevue Ave.
Trenton 8, N. J.
Open: 9 a.m.–10 p.m.

MINERALS AND CHEMICALS CORPORATION OF AMERICA
Loretta Francis, Librarian
Menlo Park, N. J.
Liberty 8-2200, Ext. 227
Open: 10 a.m.–4 p.m.

MONTCLAIR ART MUSEUM
Mrs. Edwin Bonta, Librarian
South Mountain and Bloomfield Aves.
Montclair, N. J.
Pilgrim 6-5555
Open: 10 a.m.–5 p.m.

MOUNT HOLLY LIBRARY
Mrs. Rhoda H. Barnitz, Director
(Continued)

JANUARY 1959

27
417 High Street
Mount Holly, N. J.
Amherst 7-4258
Open: Noon-5:30 p.m.; 7-9 p.m.

MUHLENBERG HOSPITAL
Margaret Bonnell, Librarian
Park Ave. and Randolph Rd.
Plainfield, N. J.
Plainfield 6-1750, Ext. 340
Open: 10 a.m.-5 p.m.

NEW JERSEY LAW LIBRARY
Mrs. Herta Prager, Librarian
State House Annex
Trenton 25, N. J.
Plainfield 6-1750, Ext. 340
Open: 10 a.m.-5 p.m.

NEWARK MUSEUM
Robert Riggs Kerr, Librarian
43-49 Washington St.
Newark 1, N. J.
Mitchell 2-0011
Open: Noon-5:30 p.m.

NEWARK PUBLIC LIBRARY
James E. Bryan, Director
5 Washington St.
Newark 1, N. J.
Humboldt 3-0700
Open: 9 a.m.-9 p.m.

NEWARK PUBLIC LIBRARY
Business Library
Mary P. McLean, Librarian
34 Commerce St.
Newark 2, N. J.
Market 2-5881
Open: June 4, 9 a.m.-9 p.m.
June 5, 9 a.m.-5:30 p.m.

NOPCO CHEMICAL CO.
C. Alice Rankin, Librarian
Harrison, N. J.
Humboldt 3-6200, Ext. 306
Open: 9 a.m.-4 p.m.

ORANGE PUBLIC LIBRARY
Harriet F. Burdick, Director
348 Main St.
Orange, N. J.
Orange 3-0153
Open: June 4, 9 a.m.-6 p.m.
June 5, 9 a.m.-10 p.m.

PFIZER THERAPEUTIC INSTITUTE
Elizabeth F. Speckerman, Librarian
199 Maywood Ave.
Maywood, N. J.
Diamond 2-1700
Open: 9 a.m.-5 p.m.

PRINCETON UNIVERSITY LIBRARIES
William S. Dix, Librarian
Princeton, N. J.
Walnut 1-6600
All special libraries open 9 a.m.-5 p.m.
Firestone Library open 8 a.m.-midnight

PRUDENTIAL INSURANCE COMPANY OF AMERICA
Marguerite Rummell, Librarian
213 Washington St.
Newark 1, N. J.
Mitchell 3-6000
Open: 8:30 a.m.-4:30 p.m.

PUBLIC SERVICE ELECTRIC AND GAS CO.
Florence E. Carlton, Librarian
Room 8236
80 Park Pl.
Newark 1, N. J.
Market 2-7000, Ext. 2354
Open: 8:30 a.m.-4:30 p.m.

RCA LABORATORIES
Fern Cloak, Librarian
Princeton, N. J.
Walnut 4-2700
Open: 8:30 a.m.-5 p.m.

RUTGERS, THE STATE UNIVERSITY
College of Pharmacy
E. Marie Murphy, Librarian
1 Lincoln Ave.
Newark 4, N. J.
Humboldt 2-5670
Open: 9 a.m.-4:30 p.m.

RUTGERS, THE STATE UNIVERSITY
Institute of Microbiology
Robert A. Day, Librarian
New Brunswick, N. J.
Charter 7-1766, Ext. 8-261
Open: 8:30 a.m.-4:30 p.m.

RUTGERS, THE STATE UNIVERSITY
Newark Colleges Library
Mr. D. C. Libbey, Head, Reference & Circulation
40 Rector St.
Newark 2, N. J.
Mitchell 3-1766
Open: 8 a.m.-5 p.m.

E. R. SQUIBB & SONS
Division Olin Mathieson Chemical Corp.
Winifred Sewell, Librarian
5 Georges Rd.
New Brunswick, N. J.
Kilmer 5-1300
Open: 9 a.m.-4 p.m.

TEXTILE RESEARCH INSTITUTE
Mrs. Anne Mansfield, Librarian
P.O. Box 625
Princeton, N. J.
During the week of April 12 to April 18, 1959, thousands of communities throughout the United States will be celebrating the second National Library Week. This event is a cooperative effort to emphasize the importance of reading in American life and the importance of libraries of all kinds. Sponsored by the National Book Committee, Inc., in cooperation with the American Library Association, the National Library Week program will enlist the aid of librarians and civic leaders on both the state and local level.

Many special librarians participated in last year's program of activities to arouse interest in libraries for "a better-read, better-informed America." In order to extend our participation in the 1959 observance of National Library Week, these specific instances of events and activities, which contributed to the success of the 1958 program, may be helpful to SLA members:

- Hold an open house for public, clubs, community groups or employees.
- Prepare special reading list to be distributed to employees or library users during National Library Week.
- Investigate using a postage meter message on all company out-going mail.
- Represent special librarians at meetings, broadcasts or TV programs planned for National Library Week.
- Use "tent" or double placard display for tables in company restaurants or cafeterias. (Available from NLW headquarters, 24 West 40th St., New York 18, at nominal cost.)
- Plan a special exhibit of library material. This could highlight some important collection, such as historical materials or publications by staff members.
- Provide inserts to company management for use in mailings or salary envelopes.
- Distribute bookmarks.
- Plan to utilize all available display space. These may be bulletin boards, an area in the company reception room or a street window.
- Write an article or suggest material for the company publication.

Forms for ordering materials from National Library Week headquarters in New York have been provided to each SLA Chapter President and Publicity Chairman.

MARY C. DUNNIGAN, SLA Representative to National Library Week
United States Brewers Foundation, 535 Fifth Ave., New York 17, New York
Report of the Treasurer

I respectfully submit the financial statements of the Special Libraries Association for the year ended September 30, 1958, including the statement of assets and fund balances, statement of income, expenditures and changes in general fund balance and the summary of changes in special fund balances. The report of Price Waterhouse & Co., who examined the financial statements, is included herewith.

ANNE L. NICHOLSON, Treasurer

EXECUTIVE BOARD OF
SPECIAL LIBRARIES ASSOCIATION

In our opinion, the accompanying statements present fairly the assets of Special Libraries Association at September 30, 1958 resulting from the cash transactions, and the income collected, expenses disbursed and changes in fund balances for the year, and are presented on a basis consistent with that of the preceding year, except for the writing off of the inventory of publications, which we approve. Our examination of these statements was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The accounts of the Association are maintained on the basis of cash receipts and disbursements, and accordingly reflect amounts collected at September 30, 1958 for dues and periodical subscriptions applicable to subsequent periods aggregating approximately $30,000; the corresponding amount at September 30, 1957 was approximately $26,000. The accounts do not reflect expenses incurred but not paid at September 30, 1958 comprising principally amounts payable to the John Crerar Library totaling approximately $2,800; the corresponding amount at September 30, 1957 was approximately $1,700.

PRICE WATERHOUSE & CO.
56 Pine Street, New York 5, New York
November 10, 1958

SPECIAL LIBRARIES ASSOCIATION
STATEMENT OF ASSETS RESULTING FROM CASH TRANSACTIONS
SEPTEMBER 30, 1958

<table>
<thead>
<tr>
<th>Assets</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General fund:</strong></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$76,235.66</td>
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<tr>
<td><strong>General reserve fund:</strong></td>
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<tr>
<td>Cash</td>
<td>$4,845.73</td>
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<tr>
<td>United States Government securities, at cost (approximate market value $50,300)</td>
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<td><strong>Life membership fund:</strong></td>
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<tr>
<td>Cash</td>
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<td><strong>Publications fund:</strong></td>
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<tr>
<td>Cash</td>
<td>$26,456.53</td>
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<td><strong>Scholarship and student loan fund:</strong></td>
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<tr>
<td>Cash</td>
<td>$10,313.93</td>
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<tr>
<td>Loans receivable</td>
<td>650.00</td>
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<tr>
<td><strong>Translation Center fund:</strong></td>
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<tr>
<td>Cash</td>
<td>$34,278.96</td>
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<tr>
<td><strong>Fiftieth Anniversary fund:</strong></td>
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<tr>
<td>Cash</td>
<td>$240.69</td>
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<td><strong>Equipment reserve fund:</strong></td>
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<td>Cash</td>
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<tr>
<td><strong>Total</strong>:</td>
<td>$200,632.38</td>
</tr>
</tbody>
</table>

EXHIBIT 1
### Exhibit I—Continued

#### Fund Balances

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General fund (Exhibit II)</td>
<td>$76,235.66</td>
</tr>
<tr>
<td>Special funds (Exhibit III):</td>
<td></td>
</tr>
<tr>
<td>General reserve fund</td>
<td>49,343.14</td>
</tr>
<tr>
<td>Life membership fund</td>
<td>2,613.47</td>
</tr>
<tr>
<td>Publications fund</td>
<td>26,456.53</td>
</tr>
<tr>
<td>Scholarship and student loan fund</td>
<td>10,963.93</td>
</tr>
<tr>
<td>Translation Center fund</td>
<td>34,278.96</td>
</tr>
<tr>
<td>Fiftieth Anniversary fund</td>
<td>240.69</td>
</tr>
<tr>
<td>Equipment reserve fund</td>
<td>500.00</td>
</tr>
</tbody>
</table>

Total $200,632.38

### Exhibit II

#### Special Libraries Association

**Statement of Income Collected, Expenses Disbursed and Changes in General Fund Balance**

**For the Year Ended September 30, 1958**

**Income collected:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues</td>
<td>$ 90,541.25</td>
<td>$ 81,700.00</td>
</tr>
<tr>
<td>Periodicals:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Libraries</td>
<td>18,381.69</td>
<td>17,550.00</td>
</tr>
<tr>
<td>Technical Book Review Index</td>
<td>11,867.30</td>
<td>12,080.00</td>
</tr>
<tr>
<td>Net receipts from convention</td>
<td>5,293.16</td>
<td>5,200.00</td>
</tr>
<tr>
<td>(after payment of expenses totaling $17,739.75)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest on funds in savings bank account</td>
<td>774.24</td>
<td>300.00</td>
</tr>
<tr>
<td>Proceeds from sale of &quot;Our Library&quot;</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1,260.36</td>
<td>1,000.00</td>
</tr>
<tr>
<td><strong>Total income</strong></td>
<td>128,148.00</td>
<td>117,830.00</td>
</tr>
</tbody>
</table>

**Expenses disbursed:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation of funds to subunits:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapters</td>
<td>10,233.41</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Divisions</td>
<td>3,969.46</td>
<td>3,798.00</td>
</tr>
<tr>
<td>Committees</td>
<td>2,328.86</td>
<td>2,960.00</td>
</tr>
<tr>
<td><strong>Total expenses</strong></td>
<td>16,531.75</td>
<td>16,758.00</td>
</tr>
</tbody>
</table>

**General operations:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>39,654.47</td>
<td>40,690.00</td>
</tr>
<tr>
<td>Rent</td>
<td>4,140.00</td>
<td>4,140.00</td>
</tr>
<tr>
<td>Postage</td>
<td>1,871.17</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>3,084.32</td>
<td>2,700.00</td>
</tr>
<tr>
<td>Payroll taxes</td>
<td>1,152.20</td>
<td>1,650.00</td>
</tr>
<tr>
<td>Porter service</td>
<td>1,119.50</td>
<td>1,140.00</td>
</tr>
<tr>
<td>Accounting and legal counsel</td>
<td>1,437.19</td>
<td>1,400.00</td>
</tr>
<tr>
<td>Telephone and telegraph</td>
<td>985.51</td>
<td>900.00</td>
</tr>
<tr>
<td>News bulletin</td>
<td>692.61</td>
<td>700.00</td>
</tr>
<tr>
<td>Equipment service and repairs</td>
<td>781.57</td>
<td>600.00</td>
</tr>
<tr>
<td>Building repair and maintenance</td>
<td>130.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Executive Board meetings</td>
<td>228.39</td>
<td>300.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>492.61</td>
<td>400.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>244.40</td>
<td>125.00</td>
</tr>
<tr>
<td><strong>Total expenses</strong></td>
<td>56,033.94</td>
<td>56,845.00</td>
</tr>
</tbody>
</table>

**Carried forward**

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>72,565.67</td>
<td>73,603.00</td>
</tr>
</tbody>
</table>

**JANUARY 1959**
EXHIBIT II—(Continued)

<table>
<thead>
<tr>
<th>Expenses disbursed (brought forward)</th>
<th>Actual</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Periodicals:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Libraries</td>
<td>26,745.60</td>
<td>27,940.00</td>
</tr>
<tr>
<td>Technical Book Review Index</td>
<td>9,649.55</td>
<td>9,970.00</td>
</tr>
<tr>
<td><strong>President’s travel</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Executive secretary’s expense</strong></td>
<td>347.87</td>
<td>350.00</td>
</tr>
<tr>
<td><strong>Equipment purchases</strong></td>
<td>1,282.24</td>
<td>1,300.00</td>
</tr>
<tr>
<td><strong>President’s fund</strong></td>
<td>100.00</td>
<td>200.00</td>
</tr>
<tr>
<td><strong>Membership in other organizations</strong></td>
<td>79.50</td>
<td>275.00</td>
</tr>
<tr>
<td><strong>Charter revision</strong></td>
<td>355.78</td>
<td>850.00</td>
</tr>
<tr>
<td><strong>Recruitment project booklet</strong></td>
<td>1,313.90</td>
<td>1,240.00</td>
</tr>
<tr>
<td><strong>Salary survey</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Equipment reserve</strong></td>
<td>500.00</td>
<td>500.00</td>
</tr>
<tr>
<td><strong>Total expenses disbursed</strong></td>
<td>112,920.11</td>
<td>118,628.00</td>
</tr>
</tbody>
</table>

Excess of income collected over expenses disbursed .................................................. 15,227.89 ($ 798.00)

Fund balance, September 30, 1957 ............................................................... 61,065.71

Loss—Interfund transfers (net) ........................................................................ 76,293.60 (57.94)

Fund balance, September 30, 1958 (Exhibit I) .................................................... $ 76,235.66

EXHIBIT III

SPECIAL LIBRARIES ASSOCIATION

SUMMARY OF CHANGES IN SPECIAL FUND BALANCES
FOR THE YEAR ENDED SEPTEMBER 30, 1958

<table>
<thead>
<tr>
<th>General Reserve Fund</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Transfer from life membership fund</strong></td>
<td>$ 100.00</td>
<td></td>
</tr>
<tr>
<td><strong>Interest received on United States Government securities and savings bank account</strong></td>
<td>653.88</td>
<td></td>
</tr>
<tr>
<td>Balance, September 30, 1957 ..................................................... 48,589.26</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Balance, September 30, 1958 (Exhibit I)</strong> ................................... $ 49,343.14</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Life Membership Fund</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Interest on savings bank account</strong></td>
<td>$ 85.46</td>
<td></td>
</tr>
<tr>
<td><strong>Transfer to general fund of interest on savings bank account for prior period</strong></td>
<td>(80.46)</td>
<td></td>
</tr>
<tr>
<td><strong>Transfer to general reserve fund</strong></td>
<td>(100.00)</td>
<td></td>
</tr>
<tr>
<td>Balance, September 30, 1957 ..................................................... 2,708.47</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Balance, September 30, 1958 (Exhibit I)</strong> ................................... $ 2,613.47</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Publications Fund</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proceeds from sales of publications</strong></td>
<td>$ 7,748.40</td>
<td></td>
</tr>
<tr>
<td><strong>Interest on savings bank accounts</strong></td>
<td>492.11</td>
<td></td>
</tr>
<tr>
<td><strong>Production and selling expenses</strong></td>
<td></td>
<td>8,240.51</td>
</tr>
<tr>
<td><strong>Decrease in inventory from prior year</strong></td>
<td></td>
<td>3,638.36</td>
</tr>
<tr>
<td><strong>Loss on SLA directories transferred to general fund</strong></td>
<td></td>
<td>2,216.14</td>
</tr>
<tr>
<td><strong>(38.40)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>5,816.10</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Excess of income over expenses</strong></td>
<td></td>
<td>2,424.41</td>
</tr>
<tr>
<td><strong>Write-off of balance of inventory</strong></td>
<td></td>
<td>(4,396.25)</td>
</tr>
<tr>
<td><strong>Balance, September 30, 1957</strong></td>
<td></td>
<td>28,428.37</td>
</tr>
<tr>
<td><strong>Balance, September 30, 1958 (Exhibit I)</strong> ................................... $ 26,456.53</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SPECIAL LIBRARIES
<table>
<thead>
<tr>
<th>Scholarship and Student Loan Fund</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Income:</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>$3,749.39</td>
</tr>
<tr>
<td>Interest on savings bank account</td>
<td>353.85</td>
</tr>
<tr>
<td>Scholarship grants</td>
<td>4,103.24</td>
</tr>
<tr>
<td>Balance, September 30, 1957</td>
<td>(3,230.00)</td>
</tr>
<tr>
<td>Balance, September 30, 1958 (Exhibit I)</td>
<td>10,110.69</td>
</tr>
<tr>
<td>Balance, September 30, 1958 (Exhibit I)</td>
<td>$10,963.93</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Translation Center Fund</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant from American Iron &amp; Steel Institute</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Grant from Public Health Service</td>
<td>5,888.00</td>
</tr>
<tr>
<td>Subscription receipts</td>
<td>9,083.60</td>
</tr>
<tr>
<td>Salaries and expenses</td>
<td>39,971.60</td>
</tr>
<tr>
<td>Excess of income over expenses</td>
<td>(27,238.85)</td>
</tr>
<tr>
<td>Balance, September 30, 1957</td>
<td>12,732.75</td>
</tr>
<tr>
<td>Balance, September 30, 1958 (Exhibit I)</td>
<td>21,946.21</td>
</tr>
<tr>
<td>Balance, September 30, 1958 (Exhibit I)</td>
<td>$34,278.96</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fiftieth Anniversary Fund</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer from general fund</td>
<td>$100.00</td>
</tr>
<tr>
<td>Expenses</td>
<td>(259.31)</td>
</tr>
<tr>
<td>Balance, September 30, 1957</td>
<td>400.00</td>
</tr>
<tr>
<td>Balance, September 30, 1958 (Exhibit I)</td>
<td>$240.69</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment Reserve Fund</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer from general fund</td>
<td>$500.00</td>
</tr>
<tr>
<td>Balance, September 30, 1958 (Exhibit I)</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

**ASM-SLA Metallurgical Classification Revised**

The second edition of the *ASM-SLA Metallurgical Literature Classification* is now available for $3 from ASM Headquarters, 7301 Euclid Avenue, Cleveland 3, Ohio. The new edition has been greatly expanded and provides greater depth in certain areas. Where corrections were obviously necessary, they have been made without assigning new meanings to the existing code combinations. One of the major changes is the creation of a new schedule, Products and Equipment. Close collaboration in its preparation was maintained with a number of European groups, notably the Italian Association of Metallurgy, the Verein Deutschen Eisenhuttenleute, and the Subcommittee on Technical Research of the European Coal and Steel Community (C.E.C.A.). While the classification has a wide range of uses for indexing by conventional methods, it is also designed for use with a marginal punched card filing system. Punched cards for use with this second edition are available from Lee F. Kollie Associates, Inc., Chicago 1, Illinois. A set of loose leaf work sheets is also available from ASM Headquarters for $5 for those who wish to expand or modify the standard classification to include special areas of subject interest. Three members of the ASM Committee on Literature Classification also represented the SLA Committee on Special Classifications: Allen Kent, Frederica M. Weitlauf and Marjorie R. Hyslop.
The International Conference
On Scientific Information—
Some Observations

Through five days, November 16-21, 1958, the Grand Ballroom of the Mayflower Hotel in Washington, D. C. was filled to capacity with hundreds of documentalists from the four corners of the globe who had come to listen to the latest on scientific information. The organizers of the Conference, which was sponsored by the National Science Foundation, the National Academy of Sciences—National Research Council, and the American Documentation Institute, had the field divided into seven areas. For each of these fields experts had written papers, which in one tidy volume were sent to participants and observers months in advance.

In themselves the preprints were quite an impressive object lesson in mental information digestion and retrieval. To scan this array of printed matter weighing, as one speaker remarked, nearly six pounds, let alone to read and remember it, presented a formidable task for the less than genial mind. There was, of course, not enough time for these papers to be read at the Conference, and one had to be content with discussion about them by panels of experts and comments from the contributing authors.

Those who expected from these proceedings a magic formula that would be the key to the organization of the ever-increasing tide of printed matter pouring into research libraries left disappointed. Indeed whoever took the pains of plodding through the gigantic volume of preprints must soon have realized that such guidance was not forthcoming. The conclusion then was inescapable that the librarian daily facing the scientist in search of information will, in the main, have to rely on his old standby, the card catalog, as inadequate as it may be. Yet, from the papers presented and from suppliers' exhibits, it was quite evident that there were a variety of information retrieval machines on or about to come onto the market.

It was generally felt that although machines designed to aid documentalists have made giant strides in the last few years, information experts somehow have not kept pace with the development of the machine. Most of all they have failed to formulate an adequate information theory and have failed to evaluate machines on their abilities to meet the needs of the library. This is not to detract from the high quality of many papers and the excellency of some discussions, but, unfortunately, these dealt with matters of secondary interest, such as the most desirable form and content of abstracts or the definition of monographs.

The organizers of the Conference wisely chose to avoid recommendations and resolutions. There was no agreement on essential points, and in many instances there were as many opinions as debaters. The main question was left unanswered: Is there a better information storage and retrieval system than the plain card catalog? Yet it was evidently the consensus of all that though still an indispensable tool in most libraries, the card catalog does no longer meet present day information needs and must, if not replaced, at least be supplemented by a more adequate instrument. Regarding the nature of the new system, there was a woeful lack of ideas. Papers and discussions merely served to confirm the general view that a solution was not in sight. The counsel coming from the dais was a call for more research. This was scant aid to the librarian faced with the choice of venturing into Uniterm, Peekaboo, IBM systems or what have you, or keeping his old card catalog and biding his time till more information would be available from the experts.

The feeling was widespread that the results of the Conference need not have been quite so disappointing. Papers were accepted on the basis of their originality. Perhaps more
emphasis should have been placed on their contribution to the most urgent problems at hand. More papers dealing with existing machines, retrieval systems and their evaluation in terms of actual library needs might then have been presented.

Among the panel members and authors, the British excelled in lucidity and conciseness of papers and debate. Bernal, Vickery, Farradane, Cleverdon and others had valuable contributions to make. Mikhailov, the Russian delegate, spoke on the structure of the All Union Institute for Scientific and Technical Information, an example of a completely centralized information system. No such centralization of information is contemplated in the United States, as was pointed out by Allan T. Waterman in his banquet address. The aim, he said, was rather better coordination of government agencies in charge of the dissemination of information.

Documentalists had ample occasion to see the lively interest the computer industry is taking in their problems. This interest seemed to this observer perhaps the most hopeful aspect in the complex problem. Once the costs of the machines are somewhat more in line with what the average scientific library can afford, the end of the documentalist's plight may be forthcoming. The proceedings of the Conference were a lean support to Verner Clapp's (one of the panelists) expectation that the answer could be just as close at hand as it was at the time when the card catalog was about to displace the printed book catalog.

MICHEL O. FRIEDLANDER
Director of Engineering Library
Grumman Aircraft Engineering Corporation
Bethpage, Long Island, New York

Retrieval Systems Demonstrated

New information processing systems were demonstrated publicly for the first time by IBM and Eastman Kodak at the International Conference on Scientific Information in Washington, D. C., November 16-21, 1958.

The Kodak Minicard system, an ultra high-speed information handling system, combines the advantages of microfilm, punched cards and digital computing techniques. The Minicard system records documents, pictures or other information photographically on tiny pieces of film about the size of a postage stamp. Through the use of complex electronic controls, the Minicard system can be utilized to retrieve any desired information by searching the Minicard film records automatically at speeds up to 1,000 a minute. Developed by Eastman Kodak Company, the first complete Minicard system is now in use by the U.S. Air Force in the Pentagon in Washington; the system will not be generally available until further government commitments are fulfilled. Other methods of coding and handling information already in use in the United States and abroad may easily be converted to the new Kodak system, including the coding system being developed at Western Reserve University. It is expected that the Minicard system will be very useful for handling, storing and retrieving information relating to scientific fields, and specialized applications for business, industry and educational use may also be developed.

The new IBM 704 data processing system, known as "auto-abstracting," is a new system which analyzes articles word by word, selects the most significant sentences and reproduces them on a printer. Besides aiding information retrieval, the auto-abstract is a source of key words which pinpoint significant items in a document and form the basis of various automatic coding and indexing systems. When technical papers are set in type by means of a punched paper tape containing the text, auto-abstracts become a byproduct of the actual publication. This processing system can also scan through the index of a technical literature collection and present scientists with automatically printed bibliographies and abstracts for each document listed.
This Works For Us...

Microcards in an Edition of One

All librarians whose records are on long reels of microfilm must have wished that their microfilmed data could be placed on microcards so as to combine the advantages of microfilm's reduced storage space with the ready retrieval of cards. This has been an impossibility in the past, since the smallest economical size of a microcard printing appears to be an edition of 60 copies, far more than usable for departmental records.

A new system called Microtak, developed by Mr. Ernst Biel of Biel's Photocopy and Microfilm Service, now makes microcards available in an edition of as little as one or two on a do-it-yourself basis.

In the Microtak process the long microfilm negative is contact printed on a tape of special photographic paper coated on the reverse side with a pressure sensitive adhesive which is protected in the reel with a strip of peelable backing paper. To make up the microcards, the Microtak tape is unrolled from a dispenser which strips off the backing, is then cut into suitable lengths and pressed on the cards.

The research library of The Carborundum Company is using this system for the recording of research notebooks. These notebooks contain 50 pages and an index. For some years they have been stored by microfilming 30 or 40 in the order of their serial numbers on 100 foot reels of 16mm microfilm, the negative being placed in permanent storage, and a positive film being made for use in the library. The microfilm positives are now being replaced by Microtak contact prints made from the same negatives.

The Microtak tape is applied to punched 3 x 5 cards which have been previously prepared by typing a heading giving the serial number of the notebook and the author's name. Three rows of 12 frames each are adhered to the face of the card, and the remaining 15 frames are placed on the back. There is room on the face of the card for 10 additional frames in a partial fourth row around the punched hole. This space is used instead of the reverse of the card for shorter runs,
such as for notebooks in which not all the pages were used.

The illustration shows the face and reverse of a standard 50 page item which has been micro-reproduced on the card in front of the temporary file box, which incidentally contains 300 cards in 8 inches. Standing out from the file is a card which is complete on the face in 46 frames. The Microtak reel, as received, stands in front of the dispenser, which is self-explanatory, and a reel of the microfilm from which the Microtak was printed stands behind. Cost of the 100 foot reel of 16mm Microtak, not including the cost of the original microfilming, is $9.50.

Flexibility is a great advantage of the Microtak process. Additional material filmed at a later date can be added to a card already set up, or can be placed on a new card interfiled with the series. Microfilms larger than 16mm can be printed on Microtak as readily as 16mm. The mounting cards may be any size or shape selected to fit the requirements of the storage facilities available or the microcard reader used. For example, the New York State Bureau of Motor Vehicles is using Microtak for its records of automobile registrations, copies of which are needed at several locations. In this case 35mm film and tape are used, and the frames are mounted on 6 x 9 inch cards.

The new system has been welcomed by the clientele of Carborundum's research library, since the conversion from film to cards means eliminating the tedious procedure of setting up a 100 foot reel on a projector, cranking to the right section, finding perhaps that the information wanted is continued in the middle of another reel, cranking the first film back onto the storage reel and repeating the process for the next reference. Now the references can be ready for use by merely selecting from a file the card for the exact notebook wanted and inserting it in the reader. Simplification of the procedure is steadily increasing the use of these records and by the same token their value to the company.

MRS. M. CONSTANCE PARCHÉ, Librarian
The Carborundum Company
Niagara Falls, New York

SPOTTED

- Special libraries are appearing in print these days, not only in newspapers and library periodicals, but also in popular magazines. In the August 9 "Talk of the Town" section of The New Yorker, "our man Stanley" described a visit to a unique special library in Brooklyn—one devoted entirely to the study of barnacles. Occupying a room in the C. A. Woolsey Paint & Color Co., manufacturers of marine paints, the library was organized in 1940 "to procure" as the curator Richard J. Eckart said, "a complete record of the devilish things barnacles do to anti-fouling paint."
- Speaking of the American penchant for glorifying work-a-day jobs by giving them fancy names, Albert H. Marchwardt writes in his fascinating study, American English (Oxford, 1958): "One of the amusing sequels of the shift in terminology from janitor to custodian in one American university was that the title of the head of a research library had, in turn, to be changed from Custodian to Director, since there was some danger of confusing him with the janitor of the place."
- E. Hargreaves, Deputy City Librarian of Birmingham, comments on the current relationship of reference and special librarians in the lead article of the July 1958 Library Association Record: "I may be wrong—but I feel that in the post-war years at least—the limelight has been focused—and very properly—on the special librarian. No one here needs to be told of the spectacular expansion and development of special libraries and the consequent improved status of their specialist staff. But reference librarians have their pride and remember that, whilst the specialists knows more and more about less and less—and the special librarian has more and more material on fewer and fewer subjects—they can never set a limit to their range. Their horizons are lost in the ever-expanding universe of knowledge."
- A firm experimenting with an electronic brain designed to translate English into Russian fed it with the words "The spirit is willing but the flesh is weak." The machine responded with a sentence in Russian characters which was handed to an expert linguist. "This says," he translated, "that the whiskey is agreeable but that the meat has gone bad."
Establishment Of New NSF Program

The National Science Foundation has announced the establishment of a Research Information Center and Advisory Service on Information Processing to be operated jointly by the Foundation and the National Bureau of Standards. Designed to bring together research and development data on methods and equipment for the automatic processing of scientific information and to foster closer cooperation among the various groups engaged in this type of work, the Service will be staffed by Bureau personnel who will analyze materials received and furnish requested technical advice. The National Science Foundation has made a grant of $105,000 to the Bureau for the establishment and first year’s operation of the Service, and the Council on Library Resources, Inc. has contributed $20,000 toward operating costs for the first two years. The policies of the Service will be set by NSF. Organizations and individuals concerned with research and development activities and planning programs may obtain further information about the new Service and its procedures by writing the Research Information Center and Advisory Service on Information Processing, Program for Documentation Research, National Science Foundation, Washington 25, D. C.

Members In The News

DR. ROBERT E. MAIZEELL has been appointed to the staff of the American Institute of Physics to direct research on the problems of publishing and documentation in the field of physics, under a grant from the National Science Foundation with supplementary funds from the Atomic Energy Commission. Dr. Maizeell was formerly in charge of the Research Library of the Olin Mathieson Chemical Corporation’s Industrial Chemical Division.

DR. LOWELL A. MARTIN, Dean of the Rutgers Graduate School of Library Service since its founding in 1953, has recently been appointed vice president and editorial director of the Grolier Society, Inc., effective March 1, 1959. DR. RALPH R. SHAW, an authority in the field of applied bibliography and professor of library services at Rutgers since 1954, will succeed him as Dean.

IRENE M. STREIBY has been honored by the Indianapolis Chamber of Commerce as one of the ten top career women in the city. At a recognition dinner, her contributions to education and librarianship and her 22 years’ distinguished service with the Eli Lilly Company Library were cited.

In Memoriam

MRS. HAZEL H. FORT, head of the Thomas F. Cunningham Reference Library at International House, New Orleans, passed away on November 12, 1958. Entering the employ of International House in 1946 as a librarian, Mrs. Fort built the Thomas F. Cunningham Library to its present position of prestige, importance and usefulness.

LC Section Becomes Division

A Division of Natural Resources will be established in 1959 in the Legislative Reference Service at the Library of Congress. At present a Natural Resources Section exists as a part of the Economics Division of the Legislative Reference Service.

M.I.T. Catalog Revised

"Serials and Journals in the M.I.T. Libraries," a list containing over 3500 titles and produced by the IBM 407 printer from punched cards, has been revised. A limited number of copies are now available at $15 a copy. Orders should be addressed to the Director of Libraries, Massachusetts Institute of Technology, Cambridge 39, Massachusetts.
Off the Press . . .

Book Reviews


Two generations of historians, geographers, librarians and cartobibliographers have used and relied on the four volume bibliography of geographical atlases compiled between 1909 and 1920 by Philip Lee Phillips. A supplement to this classic has been badly needed, so appearance of volume five after several years of meticulous work by Mrs. Clara Egli LeGear, distinguished Library of Congress bibliographer and cartographical historian, is heartily welcomed.

In this volume 2,326 world atlases acquired by the Library between 1920 and 1955 are noted. Arrangement and description is similar to that of earlier volumes. Complete bibliographical citation is usual as is the fullness of descriptive notes distinguishing between variant editions, copies, and impressions and identifying cartographers, engravers and publishers. Other cartobibliographical aids of reference value are cited. Full tables of contents, with a few exceptions, have been given for all atlases to 1820, with this virtue repeated in the instance of maps of America to 1870. Only the inclusion of complete contents for all atlases would have made the compilation more useful.

Broad subject groupings have been used for the special subject atlases; school atlases have been distributed chronologically among the general atlases. Extensive publishing of economic, historical and maritime atlases is apparent. Events of World War I are recorded in 41 titles, World War II in 54. At long last in the section on reproductions are made available tables of contents for Miller's Mappa Arabicae, the Monumenta Cartographica Vaticana and Wieder's Monumeta Cartographica.

The major portion of volume five lists chronologically more than 1,700 general world atlases, beginning with a facsimile edition of a twelfth century Ptolemy and concluding with ten 1955 imprints.

Aids in use of the bibliography include both an author list and an 180 page index. Lack of a cumulative author list for the five volumes is answered by the promise of such a list in a later volume (volume 6, Europe; volume 7, rest of the world; volume 8, integrated author list and index). Under entries for area, reference in the index is made to special subject maps, then in a chronological order to general atlases. Cartographers, engravers, even the publishers (indexed under that entry) have their line. Index notations refer to title, contents and notes by title number.

The book is bound in blue buckram with the title stamped in gold on a block of red on the spine. Running title numbers in the upper margin of each page make location of references easy, yet in instances when a dozen or more atlases are described on a single page, individual title numbers in bold face would make location easier.

We owe much to Mrs. LeGear and her associates. Just as the first four volumes have come to be identified as "Phillips," so should volume five be known respectfully as "LeGear."

BILL M. WOODS, Map Librarian University of Illinois, Urbana, Ill.


It might be said of the card catalog, as of the weather, that everybody talks about it. The card has had defenders, detractors and advocates of specialized, divided and classified forms. What does it all mean? So far, although American librarians have questioned its effectiveness and its high costs, they have not found a replacement for the 3 x 5 inch card file as the chief record of a library's resources.

The latest study of the catalog, conducted by the Policy and Research Committee of the Cataloging and Classification Section, American Library Association Resources and Technical Services Division, was planned to measure how well the catalog does its work and to determine just what it is supposed to do. Similar studies have been made of catalog use at individual institutions, but the present survey is the first attempt at a large-scale study covering a wide variety of libraries.

In Catalog Use Study, the report of the survey, Director Sidney L. Jackson summarizes and interprets data collected in more than 5,000 interviews with catalog users in 39 academic, public and research libraries. The analysis covers successful and unsuccessful searches for both "known items" (by author and title) and subject materials. For unsuccessful searches attempts are made to register causes of failure, with consideration given to the catalog (physical structure and cataloging policy) and to the human element (lack of experience, intensity of effort).

Complacent catalogers and library administrators should be disturbed by a few of Jackson's findings, such as that "Not all staff members were more skillful than the patrons at using the catalog," and that "Joint author entries were apparently used only in rare instances." Other findings, concerning the patron's inexperience as a cause of difficulty and the relation of catalog size to incidence of failure, appear axiomatic, but
it is perhaps expedient that these statements be granted the authority of the study.

While the report is a definitive addition to the literature of cataloging, it has little to offer to the librarian in a special library. This is not altogether the fault of the survey's planners since Jackson reports that "certain industrial and commercial libraries either ignored the invitation [to participate in the survey] or declined when the obligation to interview patrons at the catalog was clearly understood." Fundamentally, the reason must lie in the unusual relationship between patron and catalog in the special library, while in a public library the inexperienced public seldom approaches the card files without assistance.

Marion R. Taylor, Editor
Union Catalogue of The Atlanta-Athens Area
Emory University Library
Emory University, Georgia

New Serials

PILOT, a new cross-referenced monthly index of electronic, computer, automation and avionics periodicals, many not listed in International Technical Titles, will be distributed in January 1959 at an annual subscription rate of $60. It will feature permutation indexing so that every significant word in a title appears in the left-hand margin (index position) sorted alphabetically. In addition, all similar words or terms will be grouped together, even though they may not be the first words in the original titles. Using ultra high-speed data processing equipment, PILOT eliminates time-lag while accumulations are being made and, therefore, can be a completely up-to-date and comprehensive index of technical periodicals.

SLA Authors


Scholarly Press Formed

A new publishing house, University Publishers, Inc., has been founded. It is an independent, non-profit organization located at 59 East 54 Street, New York 22, New York, and its purpose is to facilitate scholarly publishing by providing a press for academic and non-profit institutions that do not have one of their own.

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