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Mrs. Agnew is a Russian language consultant at Rand Corp.; Russian language teacher, L.A. City Schools system; and translator for such firms as Jet Propulsion Lab., N.A.A., Rockwell, Bunker-Ramo and Electro-Optical Systems.

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Contents include: Substrate Surfaces for Microelectronics; Achieving Reliable Thick Film Components; A Phototech Process for the Fabrication of Hybrid Thin-Film Circuitry; Thallium Oxide Resistive Glazes, Thick Film Circuit and Substrate Design Considerations for Automation; Comparison of the Use of Thin and Thick Film Resistors and Conductors in Hybrid Integrated Circuits; New Dielectric Glazes for Crossover and Multilayer Screened Circuitry; High-Density, Low-Power, Thick-Film Circuits for Space Systems.

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Do We Need a Dues Increase?

The discussions about SLA's current financial situation have concentrated on the increased cost of Headquarters' operation due to the move. While it is true that the cost of the move and the increase in rent pushed our Association's financial resources to the limit, these factors were the last and not the first that make an increase in dues necessary.

Since the last dues increase in January of 1964, our expenses have risen 34 per cent, and our income has risen only 26 per cent. In two of the past four years our operations have shown a deficit, and it was apparent even before the move that the deficits would continue unless services to members were severely curtailed or the dues raised. The sudden 150 per cent increase in rent catapulted us into a financial situation that could have had serious consequences had not severe cuts been made in those parts of the 1967-68 budget other than rent. These cuts included an emergency 10 per cent per capita reduction in Chapter and Division allotments. Some cuts can continue to be held at a minimum due to the increased efficiency expected from our new one-floor Headquarters office, and to the purchase of up-to-date equipment made possible through the generosity of our members. However, many of the cuts, such as the Chapter and Division allotments, should be restored, and there will be added expenses as new services are requested by the members. Also, there is our old friend, or skeleton in the closet: cost-of-living. Just as the cost of living rose in the last four years as steadily as our expenses, so will it continue to rise in the future. Our present rate of income growth cannot keep pace with these increased costs. We will not be able to maintain the 1967-68 "hold-the-line" budget. Future budgets will continue to increase almost automatically. The majority of our income will continue to be spent for Headquarters operations.

As Treasurer it is my duty to emphasize the practical aspects of SLA's situation but, as an Association member, it does me little good to be told that increased Headquarters expenses necessitate my paying more dues. "Headquarters" tends to become a remote word standing for an entity not connected to the rank and file of the members. I think of the purposes of SLA; I think of the "Goals for 1970" that were so bravely set; I think of the members with their ideas and hopes for increased professional activity on the part of their Association; and I wonder if we are sacrificing these for a plush "Headquarters" serving no particular purpose except image-making. One look at our new Headquarters brings me down to earth, and I realize this is no fancy decoration for our Association, but a simple, cheerful, and well-laid-out office where SLA's work is done. I remind myself then: How can we implement our goals? How can we channel our ideas except to finance the means we have established for coordinating our activities—our Headquarters? And the answer to the question Do We Need a Dues Increase? is a clear "Yes."

Jean Deuss, Treasurer
The establishment of a company archival program requires more than the desire or a recognition for its need. To be effective, the program must have the backing and support of the highest managerial level. It is from here that the direction, support, and prestige will come. The aims and the goals of the archival program should be in the form of a written document to management. The archivist should learn all that he can about the company's history and its past and present executives. Legal documents, contracts, financial records, and correspondence obviously must be saved. Other material to be saved includes house organs, photographs, catalogs, and samples of products.

**Business Records in the Company Archives**

**JOSEPH M. SIMMONS**

A company establishing an archival program must adhere to several basic tenets if the program is to achieve success. Before continuing, the word company, used in this paper, will be defined as a business seeking financial profits.

The first and most important requirement is that the archival program have the backing and support of the highest managerial level. This can be the executive vice president, the president, or the chairman of the board. Why must the program be started at this level? If it is to be at all successful, the direction, support, and prestige will come from this source. It is from the highest company echelon that the necessary financial support will be granted. It is from here that the directives and memos will sift down to the middle and lower echelons informing the department managers of the company's archival program and the need and desirability of their cooperation with the archivist.

From the corporate level, the archivist will learn how extensive and detailed the archival program is to be, structurally. If the collection is to be a working type, in that the material will be made available to researchers and scholars, the problem of in-depth cataloging or indexing is presented. If outsiders are to be allowed the use of material, the problem of space requirements is to be considered. Obviously, if the material will be used only by company personnel the problem is less complicated.

The next important step is to present management with an archival program. This may be prepared by the archivist or, as in our company, an archival committee consisting of a vice president, the assistant secretary of the corporation, the director of public relations, and the archivist.

Before preparing a program, the archivist should study and learn all he can about the company and how it developed through the years. He should try to locate tables of organization or organization charts which were drawn through the years in order to give him a better understanding of how the company structure evolved. The position of each department in the administration hierarchy should be understood. Policy decisions and often operational decisions are made at the top level and the execution and implementation of these decisions are administered by the various departments in descending levels of the organization. Therefore it becomes necessary to understand the functions of each department on different levels and the operational activity of each department in executing these directives. By understanding the position, the function, and the activity of each department, a knowledge and under-

Mr. Simmons, who is SLA Chapter Liaison Officer and librarian at the Chicago Sun-Times and Daily News, originally presented his paper at the October 7, 1966, meeting of the Society of American Archivists in Atlanta, Georgia.
standing of the entire organization and operation will be acquired. As a result, when company records are received, they will be easier to process.

Not only should the archivist learn all he can about the present organization, he should learn as much as possible about the history of the company. This embraces more than the date when the doors were opened for business or where the business was first located. What was the name of the original company? Was it partnership? Was it incorporated? In what state? Was the company ever in peril because of economic recessions or because of fires, floods, and other acts of God? Did the company ever merge with or absorb another competing or noncompeting enterprise? Were any unusual industry breakthroughs initiated by the company; were there any spinoffs or unloading of unprofitable divisions? When did the company go public by issuing stock? And when did its name appear on any of the stock exchanges?

These are but a few questions, and there are many, many more which must be answered.

There are those who consider the company or the corporation as a living entity and its life is infused by the personalities who operate the company. As important as it is to know the history of the company, it is equally or perhaps more important to know about the present and previous executives. These are the entrepreneurs, the men with acumen and foresight, the dreamers and the visionaries who built and developed the organization. Their marks may not be visible but they are evident, nevertheless. The place of these men in the company structure will help the archivist to understand the history and development of the company. Do not limit the biographical research to the principal officers. Many executives in the middle or upper-middle management group have had great influences in suggesting or executing policy decisions.

Business records are important, but more important are the papers of the founder of the company or organization. Whether these are personal or business, they should be found, treated for preservation, accessioned, and stored. These papers provide the researcher with background material on how the company started and, as it grew and prospered, its effect on both the industry it served and the development and growth of the town or region in which it was located.

The founders of these companies were not only influential in the industry they served but often had important roles in bringing new industry into the region. They helped in starting new colleges by financial gifts and other gratuities such as land and homes. Think of the number of college and town libraries donated by them. Many of these men had the drive and energy to serve on civic boards; others worked to bring art and culture into the regions they lived. Because of this kind of activity and the civic interest shown by these men, it is almost impossible to write a definitive history of a particular industry without consulting the papers of these who made the greatest contributions to it. This also will apply in writing a local or state history, as these influences were felt in many areas of civic, political, and public affairs. It is not uncommon to find this energy displayed on a national or international level.

This is the material, if it can be found or located, that will provide the archivist with the nucleus of his archival collection. This is the material which will be carefully handled and preserved, as the archivist knows the value of it to researchers, historians, and scholars. This is why every letter, memo, and note becomes important.

The archivist not only has the problem of finding and preserving older manuscripts and material, but he also is faced with problems presented by the electronic age. The lengthy hand or typewritten letters have been slowly replaced by the telephone and sound recording devices. Years ago, it was a letter that was sent, or a telegram; today the telephone is used. It is not unusual for three or four people in various parts of the country to be connected to a central conference call in which all concerned may discuss and make decisions with nothing in print to record the “meeting.” There also exists the luncheon and dinner meetings in which problems are discussed and settled without any kind of a record except the official announcement of the accomplished fact. Voice recorders now are capturing the spoken word on belts or tapes. Some of these may be transcribed, some left to be played back at a future date and then erased or discarded. This menace of the electronic age is introduced here to
underscore the importance of saving and preserving the papers and records that the company archivist acquires. It is paradoxical that business literally is becoming submerged in paper and yet the paper wanted by the archivist is more and more difficult to ferret out.

What are some of the business records that should be in the company archives? This will depend on the archival program in terms of security, space, and safety. Legal considerations may be involved and, to some degree, company policy.

Obviously, documents which gave birth to the company, whether it be a partnership agreement, charter of incorporation, or a license from the city or state to engage in a particular activity, are of prime importance and these may or may not be kept in a private vault.

Old contracts and agreements should be saved. These may relate to producing a certain product or providing a service; it may be a labor contract; it may be a real estate contract buying or leasing property. The contract may take many forms and may be used for different reasons. All contracts, even those outdated and no longer effective, should be part of the archives. The officer of the company charged with responsibility for the contracts should give the archivist any cancelled or fulfilled contracts no longer in use.

Financial records of the company, whether in the form of annual reports, financial statements, day books, cash books, ledgers, budget reports, and statements of income and expense, should be kept. If given to the archives, these financial records in all probability will be outdated. However, samples of accounting forms should be included with notations of how and when used. Manuals or directives to the accounting department outlining procedures should not be overlooked. This is important in determining how and when new accounting methods were introduced.

Some samples of purchasing records should be kept as matters of interest. These will show methods and policies in making purchases, who were the vendors, and the purchase prices of various commodities used.

Production records on a selective basis should be retained to show what the company made and, in some cases, how it was made. Charts showing the table of organization for the production staff, drawings showing plant layout, drawings showing design, research reports and technical surveys should be made part of the record. Photographs, while not a business record, should be made of each step in the manufacture of a product or service. This can be of more value to the historian of the future than many written documents.

Inventory records in the growing computer age may be a thing of the past. Today, sales records are fed back to the warehouse by computer and when a minimum inventory is reached, the computer automatically notifies the production department. This is an over-simplification, but the point is, it is possible inventory forms will have limited use in the future. How to preserve these tapes will be a problem the archivist will have to solve. Samples of old inventory records should be preserved as part of the record.

Land, labor, and capital is the three-legged milk stool of the capitalistic system. In a large organization, it is impossible to keep all labor and personnel records. Yet the future historian will be interested in the size of the workforce at various periods, how it was handled, the salary and wage scales, and the company policy toward sickness, vacation, retirement, and the growing collection of fringe benefits. If possible, summarized reports relating to policies of hiring, training, dismissal, accident reports, arbitration proceedings, and so on, should be included. If the company has an agreement with a union or unions, these contracts should be kept.

Samples of advertising programs of all types should be kept. These may be in the form of inserts, ads in trade publications, newspapers, magazines, radio, television, and elsewhere. If possible, a notation should be made as to the media, how long it was used, and, where possible, include tangible results. Agreements with advertising agencies should be part of the permanent file.

As nothing moves until a sale is made, it is important to get a good understanding of the company’s gross sales and its system of distribution. Again, a summary of the sales department’s figures should be included, which show sales by district and by products. Also include market analyses, selling terms, price lists, sales manuals, catalogs, analyses of selling expenses, and salesmen’s compensation. Routine letters should be discarded,
but those letters which bear on policy matters, changes in the business climate, and comments on goods and services should be saved. Reports submitted by branch managers or division heads should be kept on a selective basis. Samples or models of products, packages, labels, and trademarks should be kept to show how they changed in design through the years.

Material relating to the general administration and managerial level are most important to the archivist and the historian for them fully to understand the operations of a company. This is difficult because policy and decisions are made verbally and usually no machinery exists internally by which to record these decisions. Minute books of board meetings should be carefully kept and preserved. Because of the confidential nature of the contents, it may not be possible to place them into the archives. However, a notation should be made that these are in existence, a certain number of minute books covering a definite period. Usually this is an open-end notation, but if the company acquired another company, the notation should include the dates covered for the second company.

Correspondence of senior executives should be saved permanently. Where the contents are confidential because of business reasons or to protect the contents from busybodies, it is advisable to withhold access to these records by outsiders or others for as long a period as necessary. In any event, whatever the restriction placed on these records, they should not be destroyed. Those letters of the middle management group should be screened for important letters in order to be certain nothing of potential value is destroyed.

Saving the letters of the senior executives cannot be over-emphasized. They are important in understanding the company and its role in the industry. The executive of today is articulate, educated, and a man of action. He is sophisticated and knowledgeable and his advice and counsel are very often sought by the highest levels of city, state, and national government. Here we find letters of notables on the American scene. These may not be strictly construed as business records, but very likely these letters are the result of the impact made by the individual in the particular company or industry.

Some may argue that these are personal letters and should not be part of the business record. A study and analysis of the contents of these letters will usually reveal that these letters were received or written because of the executive’s affiliation with the company. The executive of today not only participates in policy decisions in his company but serves on boards of directors of other business organizations. He may work on civic committees, serve as a trustee on a college board, be an advisor on a special committee formed by the governor of a state or even the President of the United States. And what about the time he gives his trade or professional organization? Obviously it becomes difficult to sort out these letters and classify them as business or personal. The time spent in these activities becomes an admixture of the executive’s business and personal life.

There are other business-oriented records which should be considered. Company publications in the form of house organs, public relations brochures, employee publications, catalogs, brochures, films, awards, and company directives are but a few of them. Other materials are speeches by company executives which shed some light on the philosophy of the individuals operating the company, correspondence between executives within the company dealing with internal matters, and publications by and about the company or about or by individuals associated with it.

These business records were expensive in preparation, usually voluminous in numbers, and mostly with current value only. Yet these papers must be selectively saved by firms because of future historical value to the companies themselves, to future historians who may write a history of the company or the industry, and to the researcher or scholar who may be studying the social or economic impact made on a city, region, or state.

Bibliography

Computers are used at the B. F. Goodrich Research Center Library for circulation control, book catalog preparation, journal files, and information retrieval. Information in these files is readily updated and listed in various ways. Thus, we have reduced the time spent by our clerical staff in typing and filing this information. The need to analyze library procedures and plan their automation as part of an over-all master system is emphasized. The system must be designed to fit the needs of a library and its users in that particular environment.

The Application of Computers at the B. F. Goodrich Research Center Library

ALICE YANOSKO CHAMIS

Interest in the use of computers and data processing equipment in libraries is increasing very rapidly. The extent of their actual use was the topic of a survey conducted last year for the Documentation Division of the Special Libraries Association and the Library Technology Program of the American Library Association. The results of this survey were published in October 1966 and summarized in the May-June 1967 issue of Special Libraries. About 18 per cent of the 6,150 libraries who responded to the questionnaire were using or planning to use data processing equipment. Industrial libraries constituted 4.7 per cent of the 18 per cent. While the survey had an over-all response rate of 40 per cent, the response from those libraries having or planning data processing was higher than 50 per cent. Thus, the survey indicated that although computers are used in libraries, they are not used extensively.

The library has about 9,000 books and 16,000 bound journals. Among unbound materials, we have about 132 vertical file drawers of reports and pamphlets, 105 vertical file drawers of internal reports, and about 80,000 patents. We microfilm many of our own records as well as purchasing microfilm or microfiche of patents, government reports, and theses. We now have about a thousand reels of microfilm in addition to flat copy film.

The research library consists of eight persons, five of whom are chemical librarians, and three are clerical library assistants. We have one additional librarian chemist who is establishing a branch library in Akron.

The research library serves primarily the B. F. Goodrich Research Center. Here research is carried out for B. F. Goodrich divisional companies, which include tires, industrial products, aerospace and defense, chemical, footwear, textiles, Canada, and international. As a result, requests for information to the research library may come from any of these divisions. However, the primary users are the approximately five hundred employees of the Research Center, half of whom have one or more college degrees.

Prior to even considering the use of computers and other data processing equipment by the library, each library procedure was analyzed. This analysis helped us determine what the library was doing and what the problems were. We then investigated how we could use data processing equipment and computers for our library procedures. From this, we developed a master plan and time schedule for each library procedure we wanted to automate.

The major computer applications in the
The library are for: circulation control; book catalog preparation; journal files; and information retrieval.

Circulation Control

We have found it very useful to use IBM cards for circulation control of most items to our users. We use them for books, journals, pamphlets, and laboratory notebooks. Although the format for each differs, the basic information keypunched is shown in figure 1. We include the descriptive data about the item, the user’s name and code, and the date circulated. The cards are then sorted and filed by the descriptive data. The volume of these does not warrant storage on magnetic tape. Thus when items are returned, the cards are manually removed from the file and sent to the user as a receipt or retained in a record of items circulated and returned.

The advantage of keeping our circulation records on IBM cards is the ability to sort these readily by user. Thus, when a person is being transferred or leaves the company, we can readily give him a list of what he has signed out so he can return the items to us before he leaves. Periodically, we use an IBM 1130 computer to compile an inventory of items signed out to each user. Items which need to be returned to the library because there are other persons on the waiting list are coded. The other items in the inventory need to be checked only to make sure that the user still has the item and has not loaned it to a co-worker. This periodic inventory has greatly reduced the number of “lost” or “misplaced” books.

Book Catalog Preparation

We find it advantageous to use a data processing system for our book catalog. From one basic entry containing the Dewey number, the author, the title, the publication date, and the accession number we can generate four different listings shown in figure 2: 1) the author, 2) the title, 3) the classification or shelf list, and 4) the accession number. These lists can be distributed to various locations inside as well as outside the Research Center enabling others to determine readily what books we have. Each of the lists can be easily updated. We used the IBM 7090 for this system and are now converting it to the IBM 360. We have not yet used subject entries for the books as we are first planning to do further work on establishing our subject authority list for the book collection.
Journal Files

Two basic types of IBM cards are key-punched for our journal files.

The first is the holdings master card shown in figure 3. On this is entered the complete title, a numeric alphabetizing code, the year and volume of the first issue retained, title changes or abbreviations, and shelf location. We have over 16,000 bound volumes of journals in our collection, represented by about 5,000 cards. These cards are entered on magnetic tape. We can obtain either a title list or shelf location list of our holdings. These can be distributed to other locations for interlibrary loan purposes. We use the GE 235 for our holding compilation.

The second type of card keypunched for each journal is a current subscription master card. On this card is recorded the title, code, issues/year, vendor, type of circulation, subject classification. We have about seven hundred cards in this record. These cards are entered on our master magnetic tape. The program written for the GE 235 prints two types of lists from this input. The first is an alphabetical list of current subscriptions primarily for library staff use. The second is a list of the current subscriptions arranged by subject. This list is intended primarily for the user, so he can go to the appropriate subject classification and select those journals pertinent to his field. Many journal titles are misleading as to subject content. This list is particularly valuable to new users selecting journals for circulation.

The user goes through the subject classified list and selects those journals of interest to him. Circulation request cards are then keypunched containing the journal title and codes as well as the user’s name and code. We have about 3,500 request cards. These cards shown in figure 4 are entered on magnetic tape with the current subscription master cards mentioned previously. We can obtain from this GE 235 program four types of records: 1) circulation statistics showing number of requests for each journal; 2) lists for circulating the journals; 3) list of journals requested by each man. This list is sent to each user annually with a complete list of subscriptions for the coming year.
add or delete journals he wants circulated to him; 4) circulation control cards. These are basically of the type shown previously in figure 1, containing descriptive data and the user's name and code.

Information Retrieval

Information retrieval is our largest use of computers. All our programs are written for the GE 235 computer. The system is based on the use of EJC (Engineer's Joint Council) principles in indexing and thesaurus construction. The elements of our information retrieval system are the thesaurus, the dual dictionary, and the bibliography.

The thesaurus is our master list of terms. It is an alphabetical listing of the main entries. A portion of our thesaurus is shown in figure 5. Here "Seals, Seat Belts and Seat Covers" are listed in alphabetical order.

Figure 3

Figure 4
These and other non-chemical terms are in section 1 while chemical terms are section 2. We have additional sections for our personnel, organizations, and projects. Under each main entry are listed related or synonymous terms. For example under "Seals," we find " SEALANTS and Gaskets." "Seals and Sealants" are synonymous, the SF denoting the "Seals" was "seen from" "Sealants." Similarly, "Gaskets" is "generic to" or a more specific type of "Seal."

The dual dictionary is our master index of terms. It is used for information retrieval. It is an alphabetical list of terms in the same order as in the thesaurus but only main entries are listed. A portion of our dual dictionary is shown in figure 6. There is a listing for each term and role used so that we have 7 Seals and 9 Seals, the numbers denoting the appropriate EJC role. Following the main term are listed the accession numbers and alphabetical links of documents containing this term. Information retrieval is performed by manual coordination or matching of accession numbers. For ease in coordination, the numbers have been listed in terminal digit order, so that all accession numbers ending in 0 are in the first column, those ending in 1 in the second column, and so on to those ending in 9 in the last column. Thus, in a search of documents concerning the effect of oils on seals, we coordinate EJC role 7 Seals (item affected) with EJC role 6 Oils (item causing an effect). We find no match in the first or second column, but we do find a match in the third column, document 1622 link B. Proceeding further, one finds an additional match for document 1486 link A. Thus these two documents retrieved are answers to our question. Although the search is now manual, we will use the com-
The Results and Future Plans

Information needs to be entered into our computer systems only once. From that point, the computers and other data processing equipment can readily sort, list, subtract, and add to our information according to what we have specified in our computer program. As a result of these computer systems, we have reduced the time spent by clerical library assistants in typing and filing large volumes of information. They are now able to process the remaining information readily and make it available to the user quickly. They are using the time saved to do some professional work in acquisition, circulation, and reference previously done by the librarians. Thus, the librarians have been able to provide prompter service to the users as well as working on additional library projects.

Some computer programs such as the keyword-in-context have been used for specialized files. We are now working on other applications of the computer as detailed in our master plan. For example, we have planned "automatic information distribution" as part of our information retrieval system. The programs have been written but we still need to compile user profiles to make it operational. Computer searching is also planned.

The net result of the use of data processing and computer systems will be better service to the users.

References

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<td>THE VISCOSITY OF A WIDE RANGE OF POLYMERS.......</td>
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Figure 7
Many persons from many walks of life must combine their talents and coordinate their efforts in order to ensure successful planning of an efficient library. Architects, engineers, administrators, library committee members, users, professional consultants, and, not least important, the library staff must make contributions. These contributions will result in basic documents such as the program of requirements and the equipment specifications being revised numerous times. These revisions, however, will result in the strong specifications and the clear and concise program of requirements that are absolutely essential to successful planning.

Planning the New NIH Research Library

JESS A. MARTIN

The National Institutes of Health, located in Bethesda, Maryland, is truly one of the largest and most important biomedical research centers in the world. Its twenty-five hundred scientists and research workers and its nine-thousand-member supporting staff utilize heavily the services of the NIH library. In order to serve more adequately the needs of the scientists and to support more effectively the important research programs, a new library building was required.

Justification for the expenditure of nearly one million dollars stated that the present NIH library was badly located and wasted prime laboratory space in order to provide inadequate and inefficient library space. The principal factors which mitigated strongly in favor of relocation were: 1) configuration, 2) location, 3) adequacy of space, 4) efficiency of library operations, and 5) security of the collections. It was determined that the heavy traffic of the library required a ground-floor location which was central to the majority of users; that the layout should provide space as square as possible and space designed for a library; that the space should accommodate a minimum of 140,000 volumes, 100 staff members, and 250 readers, and that the space should permit logical grouping of materials easily accessible to users and staff and easily supervised by staff.*

In 1960, preliminary investigation into the feasibility of relocating the NIH library was begun, just six years after it had been moved to its present location on the fifth floor of the Clinical Center Building. A study to determine the space requirements of a new library was conducted and resulted in an estimate that 24,000 gross square feet would be needed. When serious planning began in 1963, the estimate had risen to 37,000 gross square feet and, in 1966, to 42,500 gross square feet with the following space allocations:

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<td>Reading &amp; study spaces</td>
<td>8,800 sq. ft.</td>
</tr>
<tr>
<td>Offices</td>
<td>1,500 sq. ft.</td>
</tr>
<tr>
<td>Conference room</td>
<td>200 sq. ft.</td>
</tr>
<tr>
<td>Mechanical space, etc.</td>
<td>10,000 sq. ft.</td>
</tr>
</tbody>
</table>

Mr. Martin is chief of the Library Branch, Division of Research Services, at the National Institutes of Health, U. S. Department of Health, Education, and Welfare, Bethesda, Maryland.

* Space standards used by the NIH library were: ten books per square foot; thirty square feet per reader; seventy-five to one hundred twenty-five square feet per staff member in work areas; fifty to one hundred square feet per staff member in office areas; twenty-five square feet per carrel.
On April 29, 1963, authorization was granted to proceed with the program of requirements (POR) for the "NIH library relocation" with the understanding that the program should be confined to the functional requirements of the library operations and should not limit the architect beyond describing the criteria which must be met by the building design, materials, and equipment. The first POR prepared in May 1963 provided information about library services, collection and its security, staffing, work flow, user identification and listed specific design requirements, such as: 1) humidity control, 2) elevator service, 3) booklift, 4) receiving/shipping platform, 5) soundproofing, 6) venting for photocopiers, 7) plumbing, 8) reinforced construction to support weight of bookstacks, 9) minimum permanent partitions, and 10) windows located in such manner as to provide maximum utilization of wall space for shelving.

In addition to the requirements given above, the following were cited as essential: 1) selection of an architect with previous library building experience, 2) regular pre-construction conferences between the architect and the librarian, 3) provision for future building expansion, 4) inclusion of staff lounge with rest room and kitchen facilities, 5) rest rooms for users on all levels, 6) adequate storage space for supplies, 7) recessed display cases, and 8) adequate parking facilities for library staff and visitors. The POR was reviewed by two consultants, Alfred N. Brandon, director, Welch Medical Library, Johns Hopkins University, Baltimore, Maryland, and Ralph R. Shaw, then professor of library service, Rutgers University, New Brunswick, New Jersey. Both consultants emphasized that provision should be made for future expansion and stated that the planned library facility did not appear to meet adequately the needs of a projected library operation. They also recommended that serious consideration be given to the development and adoption of new automated techniques for technical processing and information retrieval before building plans progressed too far.

On February 3, 1964, approval was granted to the Department of Health, Education, and Welfare by the General Services Administration to negotiate contracts for architectural/engineering services and construction. The chief, Library Branch, provided a list of architectural firms with previous library building experience. Geographical nearness of the architectural firm was considered as important as previous building experience and influenced the final selection. On July 24, 1964, representatives of the Library and Project Engineering Branches, Division of Research Services, met to recommend several firms for consideration. A Washington, D. C., firm was awarded the contract the latter part of July 1964.

On August 21, 1964, the first meeting with the successful contractor was held with Library and Engineering Branch representatives participating. The purpose of the meeting was to acquaint the architect with the library operation. The following is a brief summary of the discussion: 1) the present operation of the library permits open-stack privileges for the NIH scientists and supporting staff. Open and closed or locked carrels are needed to accommodate users; 2) the library circulates its resources, but some consideration is being given to limited circulation of certain materials; 3) the various possibilities of single-story and two-story design suggested that horizontal expansion at some future time would be more advantageous in meeting the needs for space mobility and physical accomplishment of the expansion; 4) the library committee was described as interested primarily in functional concepts and policies of library operation rather than in details of architectural design; 5) computerization of library services involve the need for auxiliary equipment such as key punches, card sorters, tape storage, but not large computers. When computers are required, existing NIH computer facilities will be utilized; 6) in case of a multi-level facility, elevators to accommodate people and library materials would be essential; and 7) first-floor location of the library facility and nearly square space are important.

Initial diagrammatics were prepared by the architect on October 1, 1964, and reviewed by library staff as well as Engineering Branch personnel. Early response to the diagrammatics by the chief, Library Branch, revealed that: 1) the existing Clini-
cal Center loading platform appeared to be located too far from the library to serve its needs. The architect asked for a tabulation of the amount of printed matter shipped and received per month by the library. The data when compiled failed to support the need for a separate loading platform; 2) toilet facilities for library staff were inadequate; 3) typing rooms were too large; and 4) windows on the south side of the new facility occupied too much wall space. The diagrammatics were revised by the architect to correct items 2, 3, and 4.

During December 1964, tentative design drawings were reviewed with the architect. The review resulted in these recommendations: 1) book truck elevator should be made large enough to accommodate two book trucks, 2) windows shown at basement level should be eliminated, 3) less space should be allotted administrative offices and additional space allotted to translating offices, 4) emergency exits should be designated and electrical outlets be shown, and 5) the circulation desk should be purchased from a recognized library furniture manufacturing firm and not be made a part of the construction contract. Also during December the tentative design drawings were presented to the Scientific Directors of NIH. Two important recommendations resulted: 1) space assigned to proposed group conference rooms should be used for carrels, and 2) a third stacks level should be considered. Both recommendations were incorporated. On January 19, 1965, revised tentative design drawings were approved.

Equipment lists were drawn next. One list of existing equipment to be transferred to the new facility and another list of new equipment required for the new facility were prepared. The list of new equipment included estimated costs while the list of equipment to be transferred cited inventory numbers that could be used for identification purposes. A third list of equipment to be surplused was also prepared.

The vitally important task of preparing equipment specifications next received the attention of members of the library staff. The literature was consulted for information that would aid in the development of strong specs. In addition, specifications used by other government libraries were borrowed and the assistance of a representative from one of the major library equipment manufacturing concerns was sought. The specifications went through five major revisions before they were considered ready to accompany invitations to bid sent to prospective contractors. Included in the specifications were a schedule of equipment, a description of the work covered by the contract, instructions to the bidders concerning on-site visits, shop drawings and workmanship, and so forth, and careful detailed descriptions of each item of equipment to be provided, for example:

**Rectangular apronless tables:** height = 29", width = 60", depth = 42". (LB 60C)

**Round apronless tables:** height = 29", diameter = 48". (LB 61D)

**Square apronless tables:** height = 29", width = 42", depth = 42". (LB 60C)

**Study carrels:** shall be single- and double-faced, as listed in schedule, of modular design.

**Single-faced carrels:** complete with apronless leg base, shall be approximately 36" wide, 52" high by 28" deep. Table tops shall be approximately 24" deep by 35" long and 29" off floor. Book shelf shall be 7" deep, 35" long, and 14" above table top. End panels and uprights shall be approximately 26" high, 28¾" deep by 1½" thick. High-pressure laminate shall be used for face ply of table top.

**Double-faced carrels:** complete with leg base shall be approximately 36" wide, 52" high by 56" deep, having two table tops and two shelves as shown above for single-faced carrels. End panels and uprights shall be 26" high, 56" deep by 1½" thick, and shall have sliced birch faces with ¾" solid bound edges. Top shall be approximately 1½" thick with high pressure laminate surface. (LB 26 Series)

**Card catalog reference tables:** height = 42", width = 60", depth = 24". Each of the card catalog reference tables is to be furnished with four sets of pigeon hole compartments containing a maximum of three compartments, of dimensions that will accommodate a sizeable stack of slips 3 x 5". The pigeonhole compartments are to be placed under the top of each table near each corner. "Eggshell Textured" high-pressure laminate shall be used for face ply of table top. (LB 7192 CR)

**Book and periodical shelving:** shall be of unit type of construction of heights and depths as listed in Schedule of Equipment. Sections, except as otherwise noted in Schedule, shall
be 36" wide to allow for wide interchange of shelves.

Each section 6'10" high shall have six adjustable shelves for each face, making seven book spaces in height. Each section 48" high shall have two adjustable shelves providing three book spaces in height. Sections shall have one flat base shelf for each face. Ranges and shelves shall be made of birch with fruitwood finish.

The ends shall be of flush panel design, 5-ply construction with surface veneer of birch, with the front edges rounded, and not less than 1 1/8" thick. Binders shall be of solid birch with no exposed joints. The top surface shall be solid birch 2 1/4" thick, with flush face. The bases shall be solid birch, approximately 4" in height. Backs shall be plywood faced with birch or maple. Intermediate uprights shall be solid birch, not paneled. The shelves shall be solid birch, approximately 3/8" thick, made of strips not over 4" wide. Plywood shelves will not be acceptable.

In each case the Library Bureau, Remington Rand, Inc., catalog number, or its equivalent was cited. Performance tests to which the successful bidder would need to submit his equipment were also offered. The Cold Soak Test for delamination, the Hot and Cold Check Test and the Resistance to Stains Test for finishes were included as was a Load Test for metal stacks. Last but not least, important shop drawings of each custom-built item were attached.

In May 1967, a contract for metal shelving and carrels and one for wooden equipment were awarded to reputable library furniture manufacturers. Before the contracts were awarded, three on-site visits were made to inspect installations of the equipment of low bidders. In one instance the on-site inspection supported the rejection of the lowest bid. Things to look for during the inspection visits include sharp corners or edges, excessive shelf deflection under weight of books, uneven installation due to unlevel floors, installation scars on equipment, and unevenness of paint.

The last major assignment was the development of plans for the move to the new facility. A move coordinator, the assistant chief, Library Branch, was selected. She immediately developed preliminary move plans or general guidelines including diagrams that were distributed to all persons "needing to know" about the plans. The move plan stated that a minimum interruption of library services was desirable. Presented here are the general guidelines for the move:

Initially, meetings will be held with the various persons and groups concerned with the construction, inspection, and preparation of the new library building and with installation and transfer of equipment (e.g., NIH representatives, contractors, equipment representatives, and transportation and housekeeping personnel). These meetings will ensure that the activities of the several groups involved are carefully coordinated. For example, it is essential that the contractor who is awarded the steel stacks coordinate his transfer of existing stacks and installation of new stacks with the contractor awarded the wooden stacks and that each work closely with the library staff assigned to supervise the physical transfer of books and journals. An ideal arrangement would find one contractor handling all new equipment.

Within the library, discussions concerning the move will be held with library section chiefs and unit heads, other designated library supervisors, and move teams. These discussions will determine the readiness of the book/journal collection for the move and the size of the reference collection and result in the integration of separate collections, the selection of additional journal titles for journal display, and the location of microfilm and other special material, etc.

Studies will be made by the move coordinator to estimate the linear feet of the book/journal collection now on library shelves. Moving crowded shelves where books are subject to extensive compression into an expanded stack area requires the selection of a proper standard shelving size. Allocation of subject classes of books and journal titles to stack and shelving areas will be made. A placement numbering system will be developed for identifying areas and shelves in the new building to which books/journals will be transferred.

The new building readiness will be checked prior to the move by an NIH inspection team. Delivery dates and placement locations for new furniture and equipment will be verified. Carpeting must be in place. Telephones must be installed and ready for use during the move. Pertinent move drawings, occupancy drawings, location labels and placards will have been prepared, distributed, explained, and posted as needed. Supplies and equipment needed for
the move, such as book trucks, dollies, cardboard boxes, sealing tape, labels, placards, marking pencils, must be on hand. Elevators must be assigned for the exclusive use of the library during the move.

1st Day +*, Contractor: New steel shelving to accommodate 70,000 volumes should be installed in the north part of the basement 1 level of the new building by an experienced commercial concern. The diagram of the stacks level of the new library (see figure 1) indicates the corridor through which the new steel shelving will be moved. The new shelving will be installed first in stack areas A and B. If necessary to the effective transfer of existing shelving from the old facility to the C area, stacks for the D area will be installed last.

1st Day +, Transportation: New equipment, e.g., desks, chairs, tables, card catalog, index bar, carrels should be placed in designated locations on floors 1 and basement 1 of the new building by the transportation staff.

1st/2d Day, Housekeeping: New draperies should be hung in the reading room of the new building.

1st/2d Day (Night), Transportation: Equipment from the old library should be moved and placed in designated locations on floor 1 and basement 1 of the new building by the transportation staff. The transportation staff should be assigned until the move is finished. A freight elevator is required for the exclusive use of the library during its move.

Priorities for the equipment move are as follows: 1) Office of the Chief, 2) Technical Services Section, 3) Translating Unit, 4) Bibliographical Services Section, 5) Reference Unit, 6) Circulation Unit.

Each library staff member will be responsible for packing in-desk and on-desk contents in pasteboard boxes to be sealed before transfer. Numbered labels will be provided so that each box, desk, chair, etc., will be properly identified for designated placement in the new building. Library section chiefs and unit heads are responsible for the supervision of packing and marking general supplies and equipment for their respective sections/units as well as boxes containing desk contents.

3rd Day, Contractor: New wood shelving to accommodate the current journals, the reference collection, and the five-year periodical reference file should be installed as designated on floor 1 of the new building by an experienced commercial concern.

3rd Day +, Library Staff and Transportation: It is proposed that as soon as the new steel stacks are installed, the move of the collection will begin whether during the week or weekend. The book collection (monograph wing) will be taken from the shelves, placed in shelving order on book trucks which are given placement placards, wheeled via freight elevator and basement 1 level to the new building and placed as designated on the newly installed shelving. (See figure 2 for arrangement of present library.)

Separate teams of library staff in both the new and old libraries, on an overtime basis and/or in shifts, will perform the above duties which involve the handling of books. The transportation staff, until finished with assignment, will be needed to push filled trucks from the present stacks to library staff assigned to shelves in the new building and then return empty trucks. A freight elevator for the exclusive use of the NIH library will be required during the transfer hours. Move librarians in the new library and in the old library will supervise the move operation to ensure transfer of materials in proper shelving order. Sufficient book trucks for the move will be borrowed from area libraries.
4th Day, Library Staff and Transportation: The periodical reference collection will be moved next to wooden shelves on floor 1 of new facility using a central passenger elevator assigned for the exclusive use of the library. Entrance to the new building will be on the floor 1 level near the auditorium. The placement placard system used for the book transfer procedures will be used to designate shelf locations for the periodical reference volumes.

4th Day, Library Staff (Reference): Current journal issues from sloped shelves in the present reading room will be transferred on book trucks via the central passenger elevator to floor 1 of the new building. They will be placed in desired order on the new journal display shelves. Members of the reference unit will carry out this entire operation under the supervision of the chief of the readers services section.

4th Day, Library Staff (Cataloging): Card trays from the old catalog will be loaded in consecutive order on large metal book trucks, moved via the freight elevator to floor 1 of the new building. The cards will be transferred into the new catalog and the trays labeled. Members of the cataloging unit will carry out this entire operation under the supervision of the chief of the technical services section.

4th Day +, Contractor: The stacks in the monograph wing, the reference room, and journal wing in that order will be dismantled, transported, and installed in the basement 1 level of the new building by an experienced commercial concern (see figure 1).

5th Day +, Library Staff and Transportation: As soon as the old stacks reinstallation has advanced sufficiently, the journal collection will be taken from the shelves in shelving order, placed on book trucks, wheeled via the freight elevator and basement 1 level to designated stacks area in the new building. They will be placed on the new shelves as indicated by the book truck placement placards and stacks shelf labels. Library staff teams will handle journal volumes and the transportation staff will move the book trucks to and from the new building. Move librarians will be stationed in the old and new libraries to supervise the operations. After the stacks have been emptied they will be dismantled, transferred, and installed in C area of new facility.

5th Day, Transportation and Manufacturers’ Move Crew: Moving and installation of leased equipment requiring the attention of the manufacturer (e.g., IBM 870 Document Writing System, Xerox photocopier, Xerox Copyflo, Recordak camera) will be scheduled at the same time if possible. Transportation staff will carry out this move with the necessary company representative and library section/unit supervisors present to ensure operation of the equipment as soon as it is installed.

6th Day, Library Staff (Circulation, Refer-
ence): Minimum staff of the reference and circulation units will remain in the old library to provide limited service until the journal move has been completed.

Obviously the full cooperation of many different persons from many different walks of life will be required to ensure a successful transfer of people, equipment, supplies, and various other things to the new facility.

The careful planning, close coordination and cooperation, and constant followup that have resulted in completion of the program of requirements, diagrammatics, tentative design drawings, equipment lists, specifications, bidding procedures, awarding of contracts, and a building 90 per cent constructed will result in a successful move to the new three-story wing of the Clinical Center which will serve as the new library and will be occupied in early 1968.

Bibliography

New Library Buildings, 1960-67

The list of references was compiled by the Task Force on Library Physical Facilities of the Federal Library Committee and appears with the consent of Paul Howard, executive secretary, F.L.C. Many of the references were consulted by the author during the planning of the new NIH library building. Annotations were prepared by the author.

1. American Library Association. Library Technology Reports. A loose-leaf service that provides information on library systems, equipment, and supplies for the entire library profession.

2. Beatty, William K. Recently built medical school libraries in the United States. Journal Medical Education 38: 725-729, September 1963. A survey of 83 medical school libraries was conducted by questionnaire. Twenty libraries, built since 1955, were visited. Flexibility, air conditioning, light, color, and carrels are among those things discussed.

3. Ellsworth, R. E. Library buildings (Rutgers Univ. Graduate School of Library Service. State of the library art. v. 3, pt. 1). Rutgers University Press, 1960. Covers many aspects of library building planning. Material is presented in an awkward manner and includes excessive excerpts from works of others. Not much originating with the author is easily found. Planning, library functions, structure and materials, lighting, ventilation, noise levels, and floor loads are some of the topics covered. A long bibliography, heavily sprinkled with references to the older literature, might be the most valuable part of this effort.


7. Keally, F. Architects view of library planning. Library Journal 88: 4521-5, December 1, 1963. A discussion of planning public libraries by a distinguished architect that could be helpful for those planning any type of library. Such things as the program of requirements, lighting, elevators, etc., are discussed.

8. Kurth, W. H. Moving a library. Scarecrow. 1966. 220 p. Describes plan that took three years to develop for move of the National Library of Medicine. Carefully details the move from selection of a committee and designation of a move director to the actual physical transfer of the materials to the new location. Book would be helpful for anyone planning the move of a library collection but is especially good for those planning a move of a very large collection. Some aspects of the NLM move plan such as collection pre-move mergers might not interest librarians who have no such requirements. Stacking formulas used by NLM might prove more complex than would be needed by smaller facilities planning a relocation.

9. Lewis, Chester M., ed. Special Libraries: How to plan and equip them. SLA Monograph no. 2. Special Libraries Association, New York, 1963. Though especially valuable for individuals planning a special library those responsible for planning public, school, or college libraries will also find much useful information. Interrelationships between librarian, administrator, architect, and equipment specialist covered generously. A checklist for library planning will serve as a practical guide for planning programs. Case histories of ten special libraries are presented.

"Resilient Floorings for Library Buildings," "Equipment Evaluation and Specifications Writing—A Panel Discussion," "Library Lighting," "Heating and Ventilating," and "Getting the Most for Your Money." Most pages are devoted to library case studies, with photographs, architectural plans, and comments. Detailed outlines on "Writing Specifications for Library Equipment" and "To Remodel or Not to Remodel" are appended.


The proceedings of the 1961 Institute organized and operated by the Section on Buildings and Equipment of ALA include general papers and panel discussions that emphasize the service aspects of planning library buildings for college and university, public, school, and special libraries. "Environmental Control," "Human Mechanics in Relation to Equipment," and a panel discussion, "Involving Others in Planning," are among the presentations. Floor plans, architectural drawings, and photographs are included.


The 1963 Institute attracted three groups: 1) architects and librarians who were engaged in advanced planning or construction of new libraries, 2) librarians and architects who had had a great amount of experience in planning library buildings, and 3) those desirous of increasing their knowledge with the hope of planning a building in the future.

A paper on the library building consultant is presented by Keyes Metcalf followed by descriptions of buildings plans presented by librarians representing college and university, public, school, and hospital libraries. Floor plans, architectural drawings, and photographs accompany the textual material. A panel discussion, "Role of the Architect, Engineer, and Librarian in Library Planning" and "Planning a Special Library in a Federal Office Building" are particularly interesting.


Papers, panel discussions, and question and answers periods covering furniture selection, book stacks, photocopying, and card reproduction equipment are presented. A particularly good panel discussion on specification writing and bidding procedure is included.


Proceedings of the 1964 Library Equipment Institute feature texts of papers given at the Institute as well as presentations of panelists and discussions that ensued between members of the audience and the program speakers. Emphasis at this Institute is primarily on library furnishings and equipment. Particularly interesting are the papers on library lighting and floor coverings.


Each year a series of articles on planning, designing, and equipping new library buildings constitutes the December 1 issue of Library Journal. Following are some of the titles that appeared in 1965: "Mr. Architect, Listen," "Is Carpet Practical?" "Education for Building," etc. In 1966, a fine article entitled "Furniture Specifications and Bidding Documents" can be found. All types of library buildings are included. The information in the annual "architectural" issues has been approached to anyone planning a library and is an excellent source to consult.


The author discusses the interior of the new library and most of its furnishings except stacks. The professional advice of an interior designer is recommended to the librarian who is planning a new library.


This large volume provides comprehensive coverage of planning academic and research library buildings. The volume is written by a librarian for librarians and though a considerable part of the book deals with architectural and engineering problems these problems have been approached with the librarian's needs in mind. The book, though not perfect, is the most comprehensive study of its kind to be published during recent years.


This easy-to-read book serves as a comprehensive guide which condenses the essential principles, criteria, and methodology required for the design of small public libraries. Though written with public libraries in mind, useful information can be found by those planning any type of library. Color, lighting, and spatial relationships are among the topics covered.


Frazer Poole is the issue editor. Several contributors discuss design of library equipment, materials used, sizes, spacing and arrangement, and performance testing. Information included can benefit any planner of any type of library.


Particularly good for planners of small to medium technical information centers. Contains information about vaults and storage of classified reports. Company-designed current display racks are described. Work flow and use patterns as they af-
fect the arrangement of equipment are discussed.


The results of a study are reported that show how groups arrange themselves in a cafeteria where interaction is encouraged and in a library where interaction is discouraged. The study will prove valuable to planners of all types of libraries and will permit better selection and arrangement of chairs, reading tables, and study carrels.


A description of the theoretical and practical approaches to moving 1,000 to 1,000,000 or more volumes. Survey of twenty-nine academic and public libraries was made by questionnaire. The smallest library collection moved was 8,000 volumes; the largest 700,000 volumes. Four basic methods of moving are described: 1) hand moving, 2) special carriers, 3) boxing, and 4) book trucks.


Chapter 4 only. Purpose of chapter 4, “Physical Layout and Equipment” is to acquaint those responsible for planning science-technology libraries with various space, service, and equipment requirements. Better known manufactures of various types of library equipment are provided. Chapter 4 would be particularly helpful to librarians new to the profession.

Bienvenidos Amigos!

A la Ciudad de Nuestra Señora,
La Reina de Los Angeles

Theme: Special Libraries—
Partners in Research for Tomorrow’s World

“Super Los Angeles 1968 Conference”—this started out to be something of a gag, something of a public relations device. Thanks, however, to my copartner, Helen J. Waldron, Program Chairman, and cohorts, and our Southern California Chapter officers, but most of all to the spontaneous enthusiasm and cooperation we are receiving from all our associates and colleagues, the jest is on the way to becoming a true word.

For instance, Dr. William H. Pickering, the director of the Jet Propulsion Laboratory at the California Institute of Technology, has accepted our invitation to deliver the keynote address at the opening session. In addition, our second general session will comprise a series of papers on Challenges for Tomorrow’s Special Librarian, Tomorrow’s User, Tomorrow’s Management. Title of the third general session is “National Data Banks,” with a cast of speakers already engaged who are recognized national authorities in this rapidly evolving new concept of comprehensive resource machinery. The attractive nature, both cerebral and social, has us already finding double and triple simultaneous conflicts in the Division programs . . . as if WE were going to have the time to attend any of them.

On the lighter side—yes, you should find much enjoyment and warm comradery when you come to visit us. Immediately preceding the Opening Session, a Champagne-Buffet Reception has been scheduled to be held in the palatial foyer of our new Music Center Pavilion. This will be the Scholarship Event of the Conference. The banquet will be a Mexican fiesta. While at the moment we can’t guarantee for entertainment
either the Tijuana Brass or Jose Jimenez, rest assured the program promises a happy, jolly, gala evening.

Oh, yes! By the way, there's an unusual luxury already built into our program. Believe it or not, a completely free night to go out on the town. Your local committee will be standing by to help you in every manner possible with tour information, reduced-rate group tickets, and every other convenience to send you on your way to the theater, night club, bistro, music hall, baseball game or what you will.

. . . And before I forget it, Tuesday, June 4, 1968, is Presidential Primary Election Day in California— you know what that means! But don’t worry, the sale of beverages of every shape and variety is legal in California seven days a week from 6:00 A.M. to 2:00 A.M. (that’s right, twenty hours a day except on election days).

Since the last time you were our guests in 1949, the city has become a megalopolis. From 1954 to now, the size of our city has doubled to become the third largest in the nation. Of the fifty-eight counties in the state, the eight southern counties of which Los Angeles is a part have almost half of the state’s population. An extensive network of hundreds of miles of freeways that bring you closer to the recreation areas in the mountains, the desert and the sea have replaced the inadequate county and mountain roads. Within the last few years, an exquisite and impressive new Art Museum and Music Center complex has come into being. In addition, there’s a new Sports Arena and a Forum which will be open by the time this goes to press.

So “you all” come and make the acquaintance of Orky and Debbie, Elsie, Kathy, and Sam (the whale and quartet of porpoise at Marineland); Winnie, Chip, and Tinker (... the pooh, ... 'n' Dale, ... Bell at Disneyland); the Whitneys and the Huntingtons (the mountain and the Library—Museum, that is); the Saints 'n' the sinners—Santa Monica, Santa Barbara, San Pedro, San Gabriel, San Fernando, Purisima Concepcion, and San Bernardino.

The sinners? We are—your gracious hosts, the members of your local Conference Committee. The sin—pride! Proud of the opportunity to have you visit us, but, for better or worse, so proud we’re stuck with our gag and will accept nothing less than a Super Los Angeles Conference.

Conference Chairman
JOHN M. CONNOR
Los Angeles County Medical Association
In answer to an expressed need, the Information Center on Crime and Delinquency of the National Council on Crime and Delinquency is attempting to provide bibliographic control of the publications in its field and related fields, and a listing of summaries of pertinent, current, action, demonstration, and research projects. It is also attempting to serve as a source of information on specific problems in the area of crime, delinquency, and correction. The methods it is using are: bibliographies of abstracts of current published materials; listings of summaries of current projects; computer storage and retrieval of these abstracts and summaries; a custom answering service for individual problems. The organization and the operation of the Information Center during the year 1966 are described in this paper. The problems encountered and the solutions proposed for these problems are also discussed.

The Information Center on Crime and Delinquency

BARBARA M. PRESCHEL

The National Council on Crime and Delinquency (NCCD) is a nation-wide organization which has a history of more than fifty years of work in improving the standards and methods of treatment of offenders in juvenile courts, probation, parole and community welfare agencies, and correctional institutions. The NCCD library has more than 5,000 volumes in its field, receives more than 250 current journals and newsletters each year, and has a vertical file system of more than 25,000 items. NCCD employs a field staff with four regional offices and representatives in seventeen states of the United States; and a home office staff which includes experts in the various aspects of the field of correction. It regularly publishes two professional journals, a newsletter, and many monographs, handbooks, and guides in its field.

In 1958, NCCD conducted a survey of professional and lay leaders in the fields of correction, law, education, and social work to discover what they felt to be the most urgent need in the area of crime and delinquency prevention. Priority was given, almost unanimously, to the establishment of an information center that could gather and organize experience, information, and research findings about the treatment, prevention, and control of crime and delinquency, and could disseminate this information to groups that could put this knowledge to work.

In the spring of 1960, NCCD received a one-year pilot grant from the Rockefeller Brothers Fund to initiate the National Research and Information Center on Crime and Delinquency. In 1961, a four-year grant was received from the National Institute of Mental Health to put the Information Center on an operational basis. Since 1961, there have been many changes in the methods, operations, and funding of the Information Center. This paper will describe the organization and operation of the Information Center on Crime and Delinquency (as it is now called) during the year 1966.

The Information Center on Crime and Delinquency (ICCD) is interesting as an example of one of the more than five hundred information centers in the United States.

Mrs. Preschel worked at the Information Center on Crime and Delinquency from September 1961 to September 1966. Since then she has been a doctoral student at the Columbia University School of Library Service. Her article is adapted from a paper prepared for the School.
States. It is atypical in that it covers a subject area in the social sciences, not in the physical sciences, and that the computer it uses is not directly accessible to its staff. It was established in response to the expressed need for control of the flood of written material in its field. To a large extent, it has succeeded in creating fairly manageable access to the publications in the area of crime and delinquency. However, changing demands and changing theories of service have caused it to alter its methods many times.

In 1966, the Information Center on Crime and Delinquency employed twenty-two people, including part-time abstractors. Four had master's degrees in library science, two had some library school training, one was a sociologist and a former parole officer, two were editors, three were secretaries, five were involved primarily with acquisitions and machine operation. The rest were part-time abstractors and variously skilled and unskilled assistants.

The operations performed during 1966 by ICCD may be summarized as follows:

1. ICCD gathered, coded, indexed, and prepared for machine storage and retrieval a) abstracts of current written material in the field of crime and delinquency, and b) summaries of current projects in the field of crime and delinquency.

2. ICCD prepared the camera-ready copy for the bimonthly serial publication, *International Bibliography on Crime and Delinquency*, which was published by the National Clearinghouse for Mental Health Information. This camera-ready copy consisted of introductory material and bibliographic abstracts, current project summaries, and an index to each issue.

3. ICCD employed an information analyst whose only job was to answer inquiries on crime and delinquency.

4. ICCD began publication of a bimonthly selection of abstracts from the *International Bibliography on Crime and Delinquency*.

5. ICCD collected the written material produced by the approximately sixty grantees of the U.S. Office of Juvenile Delinquency and Youth Development, created abstracts of the material, microfilmed the material, and made it available for retrieval through keyword indexing and the use of a Termatrix system.

6. Under its contract with the Office of Juvenile Delinquency and Youth Development, ICCD published a series of specialized subject area bibliographies of annotated citations, primarily chosen from material produced by Office of Juvenile Delinquency and Youth Development grantees.

7. Selected large documents chosen by the Office of Juvenile Delinquency and Youth Development were excerpted by ICCD and the excerpts were put into form suitable for later reproduction by the Office of Juvenile Delinquency and Youth Development.

Operations 1 and 2 were performed under a contract with the National Clearinghouse for Mental Health Information (NCMHI) of the U.S. Department of Health, Education and Welfare. The 1966 contract between NCMHI and ICCD involved more than $130,000.

**Creation and Processing of Bibliographic Abstracts**

ICCD subscribed to or screened more than three hundred journals and more than two hundred books and monographs to gather the approximately four thousand items to be abstracted in accordance with the NCMHI contract in 1966. ICCD also received numerous unpublished research reports, speeches, and so on. Most of these books, journals, monographs, and reports were acquired in coordination with the NCCD library. Materials in English, French, German, Spanish, and Italian were covered comprehensively, and selected materials in Swedish, Norwegian, Danish, Dutch, and Russian were also abstracted. Foreign material was translated and abstracted in the United States by abstractors, usually foreign graduate students, who worked on a part-time basis. Figure 1 shows the processing procedure used for bibliographic abstracts.

**Gathering and Processing Current Project Summaries**

Throughout the year, letters were sent to university departments and graduate schools;
Journal, book, or other written material is received at ICCD.

Each document is recorded in an accession file.

Material is abstracted and coded.

Material to be used is selected.

Abstract and code sheet are checked for accuracy.

A record of the unused material is made in the accession file to facilitate evaluation of subscriptions, etc.

Abstract is checked for English usage and form of bibliographic citation.

Abstract is given an identification number and typed in rough.

Abstract is typed on special paper in camera-ready form.

Rough typing is proofread.

Rough typing is proofread.

Original document, code sheet, and carbon of abstract are used to create the index to the printed issue.

Index to printed issue is typed on special paper in camera-ready form.

Camera-ready copy, abstracts, summaries, original documents, and code sheets are sent to NCMHI.
state and municipal police, probation, parole, court, and community service agencies; prominent personnel in the field; and grantees of public and private agencies throughout the world. These letters requested information on current work being done. Current project report forms were distributed at national and international meetings and liaison was maintained with the U.S. Science Information Exchange, the Canadian Correction Association, the Scandinavian Research Council, the Council of Europe, Unesco, Great Britain’s Home Office, and the Japanese Ministry of Justice for the exchange of information. In this way, five hundred to six hundred summaries of current projects were gathered. Figure 2 shows the processing procedure used for current project summaries.

Coding Bibliographic Abstracts and Current Project Summaries

Each bibliographic abstract and current project summary was coded for machine retrieval in accordance with a code sheet containing more than 1,400 terms. Each term had its own number symbol and was arranged in hierarchal order under thirty-five broad subject sections. Sections 1-8 of the code sheet were a form of descriptive cataloging, that is, they indicated the form, content, original language, country of origin, general scientific or professional field, major subject area, and time covered in the document. Sections 9-35 contained subject terms. These terms were arranged generically, and although in a few sections the generics were optional, in most cases, if a sub-generic symbol was circled, the higher generic was circled also. Each person responsible for coding an abstract or summary was given a thesaurus of code terms, code sheets, and careful instruction in coding. A maximum of thirty terms were to be used for each document.

Publication of “The International Bibliography on Crime and Delinquency”

After the bibliographic abstracts, current project summaries, code sheets, and camera-ready copy were completed, they were sent to the National Clearinghouse for Mental Health Information (NCMHI) in Bethesda, Maryland. There they were stored in an IBM computer, indexed for retrieval by the number symbols that had been circled on the code sheet for each individual abstract or summary. The camera-ready copy was proofread again and then sent to the U.S. Government Printing Office for printing and binding, to emerge later as an issue of the International Bibliography on Crime and Delinquency. This publication was sent free to interested professionals in the United States and foreign countries.

Replying to Requests for Information

For many years, the National Council on Crime and Delinquency had made it a practice to answer inquiries for information from the materials held in its library and through consultation with its staff of experts. After the Information Center was established, the library continued to answer questions needing brief replies, consultants continued to answer questions needing advice and opinions, but most bibliographic or factual questions were referred to the information analyst employed by ICCD independent of its government contracts.

In 1966, approximately five questions each day were referred to the information analyst. One out of three of these inquiries were from NCCD personnel, the others were primarily from other practitioners in the field of crime, delinquency, or social work. Some came from students.

A copy of the answer to each question was stored in the library and was used to facilitate answers to similar questions. With every tenth answer sent, a user survey sheet was enclosed asking the user to rate the answer in terms of applicability, amount of information given, type of information given and local availability of bibliographic items recommended.

Publication of “Selected Highlights of Crime and Delinquency Literature”

Beginning late in 1966, Selected Highlights of Crime and Delinquency Literature, a bimonthly mimeographed compilation of abstracts of the most outstanding literature processed for the International Bibliography on Crime and Delinquency, was distributed to NCCD personnel as a current awareness
Current project report form or information concerning an on-going project is received at ICCD.

Selection is made on the basis of relevance and the dates of the project.

Project is screened to prevent duplication of a previously printed summary.

If summary is complete, project is given a number and recorded in accession book.

Summary is edited.

Summary is typed in rough.

Rough typing is proofread.

Summary is coded.

If summary is incomplete or has not been authorized by the personnel of the project, letters are sent to elicit complete information.

Original document, code sheet, and carbon of summary are used to create the index to the printed issue.

Index to printed issue is typed on special paper in camera-ready form.

Camera-ready copy is proofread and corrected.

Camera-ready pages containing bibliographic abstracts, current project summaries, and index are assembled and numbered.

Camera-ready copy, abstracts, summaries, original documents, and code sheets are sent to NCMHI.

Processing Procedure for Current Project Summaries
device. It appeared approximately six months prior to the issue of the *International Bibliography* from which its entries had been chosen.

**Other Publications**

The U.S. Office of Juvenile Delinquency and Youth Development (OJODYD) funds demonstration and training projects concerned with the prevention, treatment, and control of delinquency; with training or curriculum development for correctional workers; and with the employment, health, and development of youth. Each of the projects produces mimeographed or printed documents. Some of the documents describe the project or the project’s findings, some are handbooks, training manuals, or texts. All substantive material produced by these projects was screened by ICCD in 1966 and all materials directly connected with crime and delinquency were abstracted and coded for inclusion in the *International Bibliography*. The remainder of the substantive publications, those concerned with health, education, or employment, were also abstracted and coded. Then each OJODYD document, including the documents abstracted for the *International Bibliography*, was given a special accession number for the Termatrex system and microfilmed by Recordak Microfile. Selected subject terms from the code sheet were used as descriptors for Termatrex cards.

At two-month intervals, a specialized subject bibliography of annotated citations primarily selected from material produced by OJODYD grantees was published. This publication, entitled the *Juvenile Delinquency and Youth Development Bulletin*, concentrated on a different area of delinquency or youth development in each issue. The *Bulletin* was sent free to a special list of 1,500 administrators of U.S. agencies which also included all OJODYD grantees. Each *Bulletin* contained an order blank. Xerox copies of OJODYD documents cited in the bibliography were available free from ICCD on request.

**Problems, Solutions, and Plans for the Future**

The good will, hard work, and commitment of the staff of the Information Center on Crime and Delinquency were evident in all the operations of the Center, but also evident, to both staff and patrons, were the many gaps or flaws in service. The Information Center was gathering the information in its field adequately, but the dissemination of the information was not being accomplished as well as had been hoped. The most apparent flaw in service was in the question-answering ability of ICCD. In 1966, there was a time lag of approximately three months between the receipt of a query at the computer center at NCMHI and a reply. In addition, only a fraction of the material sent to NCMHI by ICCD had as yet been stored in the computer. This meant that answers were often incomplete as well as late. Because of this, most questions were answered by the information analyst at ICCD after consultation with NCCD staff specialists. The computerized information retrieval system at Bethesda was, for all practical purposes, unusable. The NCCD library card catalog was the tool most often used to answer bibliographic questions. The printed *International Bibliography* would have been a valuable tool, but material in it was functionally inaccessible for all but the most “important” inquiries, since there was no cumulated index and each of the bimonthly issues had to be searched separately. The Termatrex system would also have been a valuable tool, but the only non-OJODYD items that the Termatrex system contained were pre-1964 items.

The actual physical production of the *International Bibliography on Crime and Delinquency* was a source of dissatisfaction since there was a lag of six to eight months between the time camera-ready copy was sent to NCMHI and the time the physical volume was published and distributed. There was also dissatisfaction with the inflexibility of the form of the abstracts in the *International Bibliography*. All abstracts were required to be informative abstracts of 250 words or less. This is inadequate for an abstract of a meaty book. On the other hand, many journal articles could have been dealt with better in a short, indicative abstract, and some should not have been ab-
strated at all, simply listed.

There was dissatisfaction also with the code sheet. It had been constructed by staff at ICCD in consultation with staff at NCMHI in 1963. It had many inadequacies, most of which had come to light after experience in its use. A revised code sheet and thesaurus had been constructed but had not yet been authorized for use. The coding was still done in a manner that resulted in a document concerning the attitude of juvenile court judges toward parole officers being coded in the same way in which a document concerning the attitude of parole officers toward juvenile court judges would be. Compulsory use of higher generic terms on the code sheet resulted in situations in which a psychiatrist who volunteered his services in a training school was coded both as a professional worker (a psychiatrist) and as a non-professional worker (a volunteer).

Another major problem in the efficient use of the computerized information retrieval system was the lack of adequate communication between the people who were coding the material and the people who were retrieving the material. The people retrieving the material at Bethesda had several different code sheets and thesauri to work with (one from each information center handling an area of mental health). The definitions of index terms they consulted were not always explicit and they were often unaware of new index terms added to the codes. Telephone contact between coders and NCMHI computer personnel was nil, although this might have reduced the problems of distance.

In 1966, while solutions to old problems were being sought, new problems were also under discussion at ICCD. These included a structured and systematic user study; a follow-up study of "current projects" reported in past years; periodic analysis and evaluation of important new program developments in the field and the construction of a state of the art paper that could indicate gaps or unnecessary duplications of effort; expansion of the Information Center's ability to handle inquiries; a monthly subscription service which would distribute timely abstracts of publications in one or more subject areas pre-chosen from a list of many areas by the individual subscriber; and enrichment of the subject area knowledge of Information Center staff. A new machine code system, initiated by NCMHI, was being tentatively used to code bibliographic abstracts and current project summaries for the International Bibliography. The code sheet had been abandoned and each item was coded by terms used in the item itself, with adjustment to terms in a thesaurus.

It was hoped that these new developments, in conjunction with the continuing operations of the Information Center would allow ICCD to progress in two directions at once. Comprehensive recording of written material concerning crime and delinquency would continue. More specific isolation of influential materials, more evaluation, speedier dissemination of information, and more visibility for important trends and developments would be the new goals.
The use of mechanical equipment in controlling circulation of books and reports in a large aerospace library is described. Significant savings are derived precisely because computers are not involved. Response by borrowers is upgraded and controls are more effective.

Mechanized Circulation Controls

K. P. NOLAN, F. S. CARDINELLI, and W. A. KOZUMPLIK

THE TECHNICAL INFORMATION CENTER (TIC) of Lockheed Missiles & Space Company has made a transition from a burdensome and complex manual system of library charge-outs, recalls, and renewals to a simple electrical accounting machine (EAM) system, utilizing tabulating cards and window envelopes.

The basic system of tabulating cards and EAM equipment keeps the process simple, flexible, and economical. Since it provides the illusion of a computer monitored system, user response to overdue loans is rapid and much more complete. Savings are estimated at $38,000 annually, precisely because electrical rather than electronic equipment is utilized; that is, no data is computer stored. The system accounts for all charge-outs through the preparation of a preprinted "library charge record" (tabulating card) in which is keypunched report or book identification in addition to employee name, employee number, organization, work location, and due date. This tabulating card is then duplicated, providing a master file by report/call number and a duplicate file by borrowers' name. Since items are normally charged out for one-month loan, the borrowers' file is sorted for overdue items monthly. Tabulating cards representing overdues are then duplicated by machine card punch on the preprinted "overdue" (tabulating) card. These tabulating cards are inserted in window envelopes and mailed to the delinquent borrower.

On receipt, the borrower returns the subject item to the Palo Alto or Sunnyvale Library of the TIC as indicated on the overdue card; or he requests renewal by signing the card and returns it to the appropriate library. The response to this overdue notification system represented by the number of report and book returns has been phenomenal and perhaps rests on borrower reaction that his loan transactions are in the computer. Since computer accuracy is accepted, he wants to clear the record promptly.

A more detailed outline of the system and procedures for its implementation and follow up are given herewith (see figure 1). Requests for reports or books may be telephoned, given in person, submitted on a publication procurement request form, or received by way of letter from another company, military office, or institution. If the requested item is available, the following actions commence:

1. Temporary library charge-out cards are prepared listing: a) report or book identification, copy number, classification, and se-

The co-authors are all on the staff of Lockheed Missiles & Space Company, Palo Alto, California. Miss Nolan is supervisor of Reports Technical Services/Palo Alto Library-Reports, Technical Information Center; Mr. Cardinelli is office management assistant, Office Operations; and Dr. Kozumplik is manager of the Technical Information Center.

January 1968
Security control number for reports or partial title in the case of books; b) requestor's name, employee number, organization, and building; c) due date.

Card is put aside for keypunching onto the "library charge record" tabulating card (figure 2) and the report or book is forwarded to its requestor.

2. Temporary charge-out cards are alphabetized by employee (requestor) name and taken to EAM equipment area daily for processing on keypunch machines and duplication.

These actions are performed by library personnel. On the same day, the original set of cards is filed by call number/report code and the duplicate set is filed separately by employee name.

3. The original tabulating card set acts as the master file for all recall and follow-up action. Recall action is initiated when a requested report or book is required by another user; the following steps are taken: a) locate the report or book in the master file by alpha-numeric code or by Dewey number respectively; b) identify employee charged with it; c) notify this employee by phone and request immediate return of the item.

4. Duplicate that card for report or book identification. Then punch the new requestor's name, employee number, organization, and building number, clip to existing charge-out card and refile. This action sets up a "hold" or "wait" list.

5. Monthly the main file is sent to EAM equipment area for processing, by machine sorter, of all items that have been charged out in excess of thirty days. Processing is as follows: a) duplicate all charge-out information on preprinted "overdue" tabulating cards (figure 3). Cards are machine delivered in alphabetical order; b) process these cards on machine interpreters utilizing a sixty-character per line printout. The first line (forty characters) is composed of the report or book identification; the second forty-line text contains employee name, employee number, organization, and building. The latter is positioned so as to be visible in a window envelope; c) duplicated over-"
due cards and original borrower name cards are returned to library; d) overdues are inserted in window envelope and mailed; e) original borrower name cards are alphabetically sorted, returned to master file at circulation desk; f) upon receipt of the overdue notice, the employee has a choice of one of the following actions: first, return the overdue item to the library. This is required when the stamped message is applied informing the borrower that a "hold" or "wait" list exists (figure 4); or request renewal (except when "wait" list stamp has been applied) by signing the overdue card in the designated area. Card is reversed to show the recalling library's address, inserted in the same window envelope, and placed in the mails.

6. When material is returned, the librarian pulls cards from both files and destroys.

7. If renewal is desired and renewal is permissible, the card is pulled from the borrower name file. To achieve new due date on both cards these are batch-processed as follows: a) a computer instruction card is placed on top of the deck; b) the deck is delivered to the EAM equipment area daily where they are duplicated and automatically updated by machine card punching equipment; c) upon return of both decks, cards
are interfiled in the master file at the circulation desk.
8. The original two card circulation record of all daily transactions is keypunched in the first hour of the next day.
9. All overdues are submitted to EAM equipment area once a month, normally two workdays after the due date.

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**National Library Week—1968**

**Be all you can be. Read.**—the theme for the 1968 National Library Week program to be observed April 21-27—has inspired a series of four NLW official posters created by Charles Saxon and William Steig, two of the country’s most popular cartoonist-illustrators.

The designs convey "a sense of personal, individual renewal and achievement," according to Peter S. Jennison, director of the NLW program. "The posters speak to the search for identity and idealism in young people, and the Walter Mitty dreams that linger in most adults. Our chief effort this year will be to show how reading and libraries can unlock the individual's capacities and serve the disadvantaged 'underclass' in American society today."

Humorous in mood, the designs keynote other related promotional aids available from NLW headquarters. A three-dimensional pop-up counter display showing the four basic poster characters is a new item this year. In addition, NLW offers lapel buttons, mobiles bookmarks, tabletents, streamers, postcards, and 24-sheet outdoor billboard posters.

The chairman of the 1968 NLW Steering Committee is William Bernbach, president of Doyle Dane Bernbach, Inc. Serving with Mr. Bernbach as vice-chairmen are Foster E. Mohrhardt, president of the American Library Association and director of the National Agricultural Library, and Alfred R. Schneider, vice-president of the American Broadcasting Company.

For a fully descriptive free brochure about posters and other aids, with prices and order blank, send a postcard request to: Promotion Aids Brochure, National Library Week Program, 1 Park Avenue, New York 10016.
Be all you can be. Be all you can be.

Read. Read. Read.

NATIONAL LIBRARY WEEK 1968

April 21 to 27, 1968
LTP Reports to SLA

LTP has received a grant in the amount of $16,500 from the Council on Library Resources, Inc., to support a program for evaluating photocopy and microform equipment for libraries. Over a four-month period which began November 15, 1967, William R. Hawken, LTP's consultant in the reprographic field, is utilizing a method of evaluating equipment which provides for the testing in depth of only those machines on which a large amount of detailed information would be useful. Brief testing and prompt reporting will be accorded machines of limited utility to libraries. This will enable LTP to increase, over past programs, the number of machines on which reports can be prepared within any given length of time.

Continuation of LTP's publications on the conservation of library materials has been assured by a grant of $30,000 from CLR. In this, Phase II of the project, it is planned to publish material by five British experts in conservation. The material will be uniform with the first publication in the series, Cleaning and Preserving Bindings and Related Materials, by Carolyn Horton, which appeared in August this year and completed Phase I of the project. It is expected that in later phases, other facets of conservation will receive attention. These would include the repair and preservation of papyrus; problems dealing with mold and vermin; care and storage techniques for books and such non-book materials as film, microfiche, tape and disk records; repairing techniques for paper; and characteristics of printing and writing inks and illumination materials.

An evaluation of the Polaroid CU-5 camera by William R. Hawken appears in the January issue of Library Technology Reports. The camera has been promoted as a "cataloger's camera"—one which will produce copies of bibliographic entries in books that subsequently can be used as catalogers' work slips, or as masters from which catalog cards can be reproduced.

Librarians interested in knowing who does what with which data processing equipment can find out from a copy of The Use of Data Processing Equipment by Libraries and Information Centers. The survey, a number of copies of which are still available, was prepared for Library Technology Program and Special Libraries Association, Documentation Division. The study is intended to identify library functions which are automated and the places in which they are operational.

The study is available from LTP, American Library Association, 50 E. Huron Street, Chicago, Illinois 60611, price $10.00.

LTP is editing for publication the translation from the Czech of a definitive work on compact shelving. The book, which will be published under the title Compact Library Shelving, describes compact shelving and evaluates various installations of this type of equipment in Europe and the United States. It is an over-all survey of the equipment, its uses, advantages, and disadvantages.

Drahoslav Gawrecki, the author, is head of the Department for the Construction and Equipment of Libraries of the State Library of Czechoslovakia.

Robert Shaw, head, LTP Information Service, attended a meeting in November of the Illuminating Engineering Society Subcommittee on Library Lighting, which was held at the New York University Library in New York City. Dr. Charles Gosnell, director of libraries at NYU and a committee member, discussed some of the lighting innovations incorporated in the new NYU library. The manuscript for the revised edition of "Recommended Practice of Library Lighting," now in preparation by the committee, is nearing completion.

Mrs. Marjorie E. Weissman
General Editor
Library Technology Program
American Library Association, Chicago

Editor's Note: Mrs. Weissman succeeded Mrs. Gladys T. Piez, who has retired, as General Editor of LTP in October 1967. SLA's Special Representative to the ALA/LTP Advisory Committee is Don T. Ho, supervisor of Technical Information Libraries, Bell Telephone Laboratories, Holmdel, New Jersey.
Have You Heard . . .

Chemical Information Joint Meeting

The Chemistry Division of SLA and the Chemical Division of the American Chemical Society will hold a joint meeting on May 3-4, at Chemical Abstracts Service, Columbus, Ohio. Technical sessions will be devoted to acquisition, processing, and dissemination of chemical information. Chemical Abstracts Service (CAS), the American Chemical Society’s information arm, and the largest system in the world serving a single discipline, will act as host for the two-day symposium. A series of scientific papers about CAS operations will be presented. Tours and systems demonstrations will be conducted by CAS technical staff members. A general banquet will be held at the Christopher Inn, Columbus, on May 3. Students are encouraged to participate at student rates. Contact Larry X. Besant, assistant librarian, Chemical Abstracts Service, University Post Office, Columbus, Ohio 43210, for further information.

University of Florida Assistantships

The University of Florida Libraries is offering a number of graduate assistantships for the academic year 1968-69, primarily for practicing professional librarians who are interested in study leading to a master’s or doctoral degree in a subject field other than library science. Stipends of $2,400 are awarded to a nine-month work-study period, and require fifteen hours of library duty each week. Holders of assistantships are exempt from out-of-state tuition fees but pay resident registration fee. Awards are conditional on admission to the graduate school of the University, and formal applications, including graduate record examination scores, must be submitted by February 15, 1968. Forms may be obtained from the Director of Libraries, University of Florida, Gainesville, Florida 32601.

ALA Headquarters to Remain in Chicago

The membership of the American Library Association has voted in favor of keeping ALA headquarters in Chicago. The vote, taken by mail, was 9,781 for remaining in the Windy City, as against 6,997 votes for relocating to the nation’s capital. The vote set aside the action of the ALA Council, which had adopted the recommendations of the ALA Executive Board’s subcommittee on headquarters space needs, that the main office be moved to Washington. A petition signed by more than three hundred members of the Association resulted in the mail vote. ALA was founded in 1876 by 103 librarians who met in Philadelphia for the purpose. Chartered in Massachusetts in 1879, its first offices were established in the Boston Athenaeum. Today, the Association is housed in a building erected in 1963 at 50 East Huron Street. ALA membership totals about 36,000 in this country and more than 1,000 in countries throughout the world.

The N. Y. Times Index to Be Produced by Computer

The New York Times Index will be produced by computer beginning this month (January 1968). According to a Times spokesman, computerization will make the Index more comprehensive and more legible, will reduce the time needed to publish it, and will enable the publishers to offer a variety of additional indexing services. The Index consists of summaries of the news published in The Times, arranged by subject. It is issued twice a month in magazine form, and all material for the year is re-edited and cumulated into an annual volume. Computerization is said to advance publication of the annual Index by four months, from late June to late February. With the new system, semimonthly issues will contain much material previously published only in the annuals.

CLR Appoints F. E. Mohrhardt

The appointment of Foster E. Mohrhardt, director of the National Agricultural Library, to serve as program officer of the Council on Library Resources, was announced recently by Dr. Fred C. Cole, president of the Council. Mr. Mohrhardt, who succeeds
Verner W. Clapp, begins his new duties January 15. A member of SLA, he has been director of the Agricultural Library since 1954. This library, which has more than 1.25 million volumes, is among government libraries second in size only to the Library of Congress.

Prior to assuming the directorship of the Agricultural Library, Mr. Mohrhardt served as director of library services for the Veterans Administration. 1967-68 president of the American Library Association, he has been president of the Association of Research Libraries, and the U. S. Book Exchange, and a vice-president of the American Association for the Advancement of Science (AAAS). He has served as delegate and chairman to several overseas conferences of librarians and documentalists. He is a vice-president of the International Federation of Library Associations. Mr. Mohrhardt was a recipient of the Department of Agriculture's Distinguished Service Award in 1963, and is a Fellow of the AAAS, and of the Institute of Information Scientists, London. He has authored several books and papers, and is editor of a series of guides to science information.

MEMBERS IN THE NEWS

SAMUEL GOLDSTEIN joins the staff of the University of Massachusetts Library on January 2, as chief of Readers Services and head of the Reference Department. Mr. Goldstein was formerly science librarian at Brandeis University.

DR. JOHN F. HARVEY, former dean of Drexel Institute of Technology, School of Library Science, has received a Fulbright Grant to the University of Tehran, Iran, where he will direct the Library School for the term 1967-68. Upon his return to Drexel Dr. Harvey will relinquish the deanship and assume duties of full professor and researcher.

DR. LOUIS SHORES, dean emeritus of the Library School, Florida State University, is the newly named director of the Tex-Tec Project for the Communication Service Corporation of Washington, D. C., under the terms of a contract recently signed with the Texas State Library. Dr. Shores will head a team of library and education consultants preparing syllabi for library technician courses to be taught in Texas junior colleges. Work on the project is already underway and scheduled for completion in time for introduction of the course materials at the beginning of the 1968-69 academic year. Dr. Shores recently retired after thirty-seven years as head of two American Library Association accredited library schools. He also serves as editor-in-chief of *Colliers Encyclopedia* and was given the Beta Phi Mu award in library education, as well as the Isadora Gilbert Mudge Citation in Reference at ALA's recent convention in San Francisco.

THEODOR B. YERKE, librarian of the U. S. Forest Service research station in Berkeley, California, is Charles E. Bullard Fellow in Forest Research at Harvard University for the present academic year. Mr. Yerke, who is a frequent representative of the Forest Service on National Agricultural Library task forces, will return to his regular post in September.

COMING EVENTS

Columbus to Be Site of 1968 ADI Convention

The American Documentation Institute (ADI) will hold its thirty-first annual convention in Columbus, Ohio, October 20-24, at the Sheraton Columbus Hotel, on the theme: "Information Transfer." Dr. Gerard O. Platau, Chemical Abstracts Service executive, has been named national chairman for the meeting. The Columbus meeting marks the first national meeting of the organization under its new name of the American Society for Information Science (ASIS), a change that became effective January 1, 1968. According to Dr. Platau, the name change was effected to more accurately reflect the mission of the organization in an era of rapidly changing information technology and explosive scientific and technical information growth.
BOOK REVIEWS


Special librarians may not have originated the library bulletin, but certainly they are the ones who make the greatest use of this communication tool. However, most bulletin originators, especially before Blair (Special Libraries, 1961), just started producing a bulletin without too much prior cogitation. The Blair article, and the convention meeting which preceded it, undoubtedly helped many of us construct more client-centered bulletins. J. R. A. Walker now offers some further aid to the special librarian.

Information Bulletins in Special Libraries, an account of current practice in special libraries in Great Britain, resulted from an examination of 103 special library bulletins. In this work, Mr. Walker offers a near-complete discussion of the subject including justification for bulletins, their layout, internal arrangement, abstracting, the form of citations, the design of bulletin covers and indexes.

It is with the author's chapter on citations that I have the most complaint. Mr. Walker, in discussing the format of citations, cites the use of a coden for journal titles and suggests that "it should be merely a matter of time before they [the bulletin readers] learnt the coden for journals in their particular field." He continues, "One can even imagine the contents of library periodicals stores being arranged in coden order so that translation of the coden would not be needed." While the British bulletin reader might learn a coden, this reviewer cannot imagine American special library users ever attempting to familiarize themselves with a coden merely to understand a library bulletin.

There is one other area where Mr. Walker's advice is weak and not extremely helpful to American librarians. In attempting to provide enlightenment concerning the management of requests generated by bulletin items, the author, dealing with journal articles only, offers no new ideas as to how one might cope with large numbers of requests for any article. American librarians have largely overcome that problem with the aid of the ubiquitous reproducing machine. Mr. Walker offers no help at all with requests for popular book or report literature, items which are more expensive to reproduce, legitimately or otherwise. It would be quite a boon to the harried special librarian if, short of an XYZ 999 computer, he could be advised of a sure-fire way to maintain and service waiting lists for very popular bulletin items.

Aside from these troublesome points, the book assembles in one package virtually all the existing principles of library bulletin construction and use. The result is a study which is worth two hours of any librarian's time.

JOHN J. MINITER
School of Library Science
Texas Woman's University, Denton, Texas


This review will not be impartial. The reviewer has long admired the author, professionally, and has an affection for him personally. And as for the subject, Louis Round Wilson has been a professional idol ever since the reviewer began his own library career in the South in 1928.

Dr. Wilson, of course, became librarian at Chapel Hill some twenty-seven years before this. By 1928 he had already laid the foundation, more than anyone else, for the great library renaissance which this reviewer was to witness first-hand. The epic of library development in the South, of which Louis Round Wilson must forever remain the hero, is beautifully and tenderly told by Maurice Tauber.

There is so much significant library history in these pages, that unless all of it is retold, an injustice to both the author and subject will result. "Years of Growth" is good narrative of a youth that reminded me of printing and teaching experiences. "Call to Chicago" recalls my wife's good-natured ribbing of Dr. Wilson and his "sinecure": $12,000 (a very high salary in the nineteen-thirties), "six months on and six months off." But this chapter has a timely reminder for academic librarians with an ancillary complex, who still attribute superiority to faculty who work in classrooms (see page 143). "A North Carolinian Abroad" heralds much of the comparative librarianship movement just now gaining momentum.

One of the most creative of Dr. Wilson's statesmanships was his concern for library service to Negroes, and the education of Negro librarians. Because I was librarian of Fisk University, and helped plan the building

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which Dr. Wilson dedicated on November 20, 1929, I recall first-hand how much his liberal, but responsible words, helped balance a situation already tense with some of the strains that contribute to our current unrest.

There were numerous other points in library development, both in the South and in Chicago, where crises were guided from near-disaster to innovation, only because Dr. Wilson had that rare genius of combining concept with conciliation. This, Dr. Tauber reveals again and again, in pages that will not let you stop reading.

The book selection conclusion should force Columbia University Press to up its printing, and down its price, for this title. Because Tauber's *Louis Round Wilson* is a must in academic, public, school, and special libraries, and once the librarians read it, for their personal collections as well.

**DR. LOUIS SHORES**
Florida State University, Tallahassee

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**Forthcoming Book Titles Expanded**

R. R. Bowker Company has expanded the coverage of *Forthcoming Books* (a five-month forecast) to include new books in print beginning with the November 1967 issue. This edition, which appears in a new three-column format, indexes some 12,000 books scheduled to be published before April 1968, and 5,000 titles published since the summer of 1967. With each successive bimonthly issue, the list of published titles will increase by 5,000; by next September 30,000 published books will be listed, which is about the total annual output in the United States, according to Bowker.

*Forthcoming Books'* companion, *Subject Guide to Forthcoming Books*, provides the same five-month forecast of books to come, but classifies them under two hundred subject headings. These publications are available by separate annual subscriptions of $16.95 and $7.50 respectively, or in a combination subscription of $22.95 a year, from R. R. Bowker Company, 1180 Avenue of the Americas, New York, N. Y. 10036.

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**New Patent Abstracts Journal**

The Patent Office, U.S. Department of Commerce, will begin publication on January 2, 1968 of a weekly journal to contain abstracts and drawings of U.S. patents. The object of the journal will be to provide non-patent oriented scientists, engineers, and businessmen easier access to the important technical information contained in patents. For this purpose, abstracts have been required as part of patent applications since the start of 1967. Subscriptions to the new journal, entitled *Official Gazette Patent Abstracts Section*, are being offered on a six-month basis (January through June 1968) by Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402. Price is $27. Single copies will be sold for $1.25.

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**Collection of Student Essays**

The School of Library and Information Services of the University of Maryland has published the first volume of its Student Contribution Series: *The Library's Public Revisited*. This volume is a collection of essays prepared originally for the School's Seminar in the Political Process. The series is planned to serve as a publication vehicle for the finest student papers generated at Maryland and future numbers will appear only when such pieces, united by a common theme, are developed in advanced courses in the School. The volume's content includes a preface by Dr. Paul Wasserman, dean of the School, who is a member of SLA. Edited by Mary Lee Bundy, with Sylvia Goodstein, it is available at a cost of $3.00 from the University of Maryland, Student Supply Store, College Park, Maryland 20742.

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**Meeting Manpower Shortages**

*Meeting Manpower Shortages* is the latest report of the technical report series of the New York State School of Industrial and Labor Relations at Cornell University. Written by Jozetta H. Srb, this thirty-page report reviews the various ways business and industry have responded to the recent shortages of skilled workers, especially in the construction and manufacturing industries. It includes examples of the changes in hiring policies and training programs, and deals with the expanded use of alternative manpower utilization. The report provides a brief background account of the tighter labor markets of 1965-66, and includes a list of references. It is available at $2.00 from: Professor J. Gormly Miller, Information Center, NYSSILR, Cornell University, Ithaca, N. Y. 14850.

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**British Books in Print**

Because of a 9 per cent gain over last year's British book production, *British Books in Print* will now be revised annually instead of every four years. Starting with the new 1967 edition, which is distributed in the United States and Mexico by the R. R. Bowker Company, the bibliography will be issued each October and
will record all books in print and on sale in the United Kingdom before April of the same year. The publication includes approximately 200,000 titles from 3,500 publishers. In a new one-volume format, the directory lists the books in separate titles and author indexes. The 3,250-page 1967 edition is available at $18 postpaid, from the R. R. Bowker Company, 1180 Avenue of the Americas, New York, N. Y. 10036.

RECENT REFERENCES

Miscellaneous


Of the 42 chapters, several are biographical. Others review coordination chemistry from the time of Werner to the present and include current research in many aspects of this field. Index.

Federal Council for Science and Technology


Fourth in a series of annual progress reports issued by the Committee on Water Resources Research since its inception in September 1963. The present report summarizes Committee activities and other significant actions pertaining to the water resources program during the past year.


Designed to assist anyone involved in the many problems encountered by contractors in qualifying for, negotiating or entering into and performing government contracts. Explains the major areas in public contract work, including eligibility, bidding requirements, specifications, sources of information, labor rules and terminations. Detailed table of contents.


A report analyzing the entry into the United States of scientists and engineers from abroad. Presents information on their numbers, occupations and fields of specialization, and national backgrounds. The five main subjects are: Immigrants, Non-immigrants, Educational exchange, Foreign educational origins of doctorates awarded by U.S. Academic Institutions, and Scientists in the United States with foreign graduate degrees.


Attempts to apply measurement and evaluation techniques to a relatively new development in the digital-computer systems area: the time-shared, interactive machine. Bibliography and Index.


Forty-two biographical sketches of leaders in governmental, economic, military, and party positions of importance in the USSR and of prominent figures in Soviet scientific and cultural life. Much of the information has heretofore been available only in widely scattered sources, many of which have never been translated into English. The detailed index, as well as the bibliographies appended to each biographical sketch, in which sources and publications in English, Russian, and other languages are cited, should prove useful to students and researchers. Glossary of political and historical terms.


Presents a well-designed system for cash management. It is elementary enough to serve as a guide for the financial manager just initiating a cash management program; but it is comprehensive enough to be useful to the sophisticated financial officer who needs or wishes to improve his cash management program. The final section of the book provides a description of a variety of short-term investment outlets which are available to public institutions and which meet the liquidity and safety requirements of most regulatory bodies.

Proceedings


Essays commemorating the one hundredth anniversary of Mendel's announcement to the Brunn Natural History Society of his studies on inheritance in garden peas. The diversity of subjects covered reflects the wide range spanned by current-day genetics and illustrates the progress made in several of the major areas of genetics research. Index.


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CLARK ART INSTITUTE, Williamstown, Mass. requires a cataloguer with M.L.S. degree, background in foreign languages and history of art, to assist in the rapid development of its library in anticipation of a program of graduate study in art history. Salary dependent on qualifications and experience. Apply to Michael Rinehart, Librarian.

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