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Special Libraries

Official Journal of the Special Libraries Association

February 1941

● PARTIAL LIST OF ORGANIZATIONS WITH SPECIAL LIBRARIES ●

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February, 1941

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Denver's Bibliographical Center

By JOHN VANMALE

Director, Bibliographical Center for Research, Rocky Mountain Region, Denver

DENVER'S Bibliographical Center came into being as an instrument for combining the book stocks and staff services of a number of comparatively small libraries scattered over a large area, the idea being to add together library resources in order to multiply library service. This is not exactly a new idea. The same end has been attained in this country on a statewide scale, in Europe on a national scale, by central agencies which have either been founded with that aim in view or by state or national libraries which have widened their services in response to demands for more service. The Bibliographical Center for Research, Rocky Mountain Region is however unlike every other American central agency in some one particular: it does less than this one in one respect, more in another, while its whole purpose and its methods differ from that one. The Bibliographical Center has not done all it could do—because, for one thing, it has not had large funds—but it has succeeded well enough to demonstrate the possibilities of cooperative library service. Nor is it an experiment which fits the Rocky Mountain

region and no other. Similar enterprises, adapted to local conditions, might very well multiply library services elsewhere.

This paper is written for two reasons: (1) to record the Bibliographical Center's history; and (2) to argue that central coordinating agencies like the Bibliographical Center can improve library service out of all proportion to their

cost in money and effort. Since this paper is written by the person in charge of the Bibliographical Center for the past three-and-a-half years, the reader must discount its claims for the Bibliographical Center rather heavily. An experiment is difficult to describe, when the experimenter is doing the describing: it is so easy in such a case to take the will for the deed. But the possibilities of applying the same procedures, or of adapting them, to his own group of libraries can be adjudged with some accuracy by the reader.

PURPOSE OF ORGANIZATION

The Bibliographical Center was not formed as a central agency for supplementary library service—it has developed into that. The original purpose of Mr.

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Malcolm G. Wyer and the college presidents who signed the application for a Carnegie Corporation grant with him was to purchase a collection of research tools to be made available in Denver for the scholars and students of the region. The first of three grants of \$10,000 each was received in 1935. A committee, called the General Committee, comprising one representative from each of the 11 institutions interested in the Center, met to decide how to select the books destined for the Bibliographical Center, and what was to be done with them. The choice of titles was left to the librarians and the heads of departments in the various institutions, these titles to be arranged in a file of first, second and third choices by Miss Elsie Louise Baechtold, who was appointed Organizer. The General Committee appointed four of its members an Executive Committee which, meeting frequently, was to plan and supervise in detail.

Since one of the first choices on the list of recommended purchases was a set of Library of Congress cards, the Executive Committee decided to purchase a set. The Card Division could supply a set at a favorable price if the cards were to be filed in alphabetical order locally; the advent of WPA made this possible. Another very desirable tool was a union catalog; this too could be accomplished with WPA labor, and the two files could be combined. The gift of a set of its cards by the John Crerar Library made the future union catalog more valuable. The decision to compile a union catalog radically changed the functions of the Bibliographical Center; with this tool it could not very well be merely a central collection of the more expensive and the more scholarly works administered by a curator—it had to become a clearing house for interlibrary loans, and might become a general agency for all types of library cooperation.

THE UNION CATALOG

While the purchase of the LC set was being negotiated, the Center experimented at the Colorado School of Mines Library with a photographic method of reproducing catalog cards for the union catalog. The Dexigraph was used to reproduce four cards at a time on a reduced scale in negative. Although the Dexigraph was used to copy four other library catalogs, and although it has worked well elsewhere, this camera was not particularly successful in Colorado. The reproductions were often dim as a result of poor photographic technique by some of the WPA photographers; delivery of the sensitized paper was often delayed, and the paper was expensive. So long as WPA paid for the supplies—and later, a Denver city appropriation could be used—the cost to the Bibliographical Center was inconsiderable, but the dimness of the Dexigraph negatives was a permanent defect which had to be remedied. The solution hit upon was to compare the negatives with the file of printed cards, stamping a *Union list of serials* symbol for the owning library on the printed card wherever the two entries were identical, and making a positive enlargement of the Dexigraph negative for entries in the region but not recorded by the LC and JC cards. These enlarged positives were not made, however, since later on typed copies took their place. The library catalogs incorporated into the union catalog include at present all the college and university libraries of Colorado, the University of Wyoming, the Wyoming State Library, and Brigham Young University of Utah and the Colorado Springs Public Library. Later other libraries of Utah and New Mexico will be added. The union catalog, it will be noted, includes other than “sponsors” of the Center, and does not yet include all the sponsors.

Union catalogs are spectacular enterprises. The technical difficulties of combining the work of many catalogers (of

varying skill, training and habits) are considerable, but public and even professional attention is apt to focus on what might be called the production aspect of the task. A combination of circumstances brought together the production ingredients of a union catalog at the time the Bibliographical Center's was formed: photographic mass reproduction of cards and quantities of free WPA labor. Circumstances did not produce the cooperation of catalogers in keeping the union catalog up-to-date nor in providing editorial revision of the varying and conflicting cataloging formulae on the cards obtained by this mass production. These, the cooperation and editing, are not generated by the heat of a campaign, but must go on quietly for a long time after the union catalog is founded. The cooperation is the result of demonstrated usefulness of the union catalog; the editing is the product of trained supervision and adequate reference tools. The Bibliographical Center's task, therefore, after the printed cards and dextrigraph negatives had been acquired, was to make the union catalog usable, to use it, and to make sure that it would continue to be usable.

Miss Baechtold died, in the spring of 1937, just when this task became apparent. Her successor's first efforts were therefore to whip the union catalog into shape for use. By the end of the year the printed cards had been filed into one alphabet, the dextrigraph negatives in another, the additional slips for newly acquired books in another. Since January, 1938, the union catalog has been in constant use, and has been slowly combined into one alphabet for the letters A-L, while the editing of conflicting entries and the addition of new libraries goes on. Moreover, the record of each library is up-to-date. Until a year ago most of the additions to the union catalog were copied by WPA typists, and new catalogs were copied by WPA typists, so this aspect of

mass-production has continued to be of service; now, however, most of the slips for new entries are produced by the various cataloging departments as part of their routine.

Typists have proved more satisfactory than cameras because, since each entry is checked against a printed card, or, if there is no printed card for that entry, with a bibliography, the typist can be asked to investigate the error, or to corroborate the entry, by comparing it with the book itself. If the typist skips a card, there is no way of detecting the omission, just as with the camera, but if there is any peculiarity in the entry, such as transposed letters or a mistaken or unconventional author heading, the error or singularity is discovered before the entry is filed. The checking and the filing are done by WPA workers without library experience. These workers have however had four years of the most grueling sort of training in filing, and they have had a constantly increasing stock of reference tools to use in the Bibliographical Center and the Denver Public Library. Entries which cannot be identified by printed cards or bibliographies are referred to the director for his suggestions before going back to the library from which they came, and no typed card which has not been finally identified is filed without his OK.*

The Bibliographical Center's union catalog is one of its tools, and the Bibliographical Center's stock of books (8,000 volumes) is the reference library of the union catalog compilers. In consequence of the care spent in compiling the union catalog, the Bibliographical Center can report with assurance that a given title is or is not in the region. The Bibliographical Center does not depend entirely on the union catalog to find out the

* This description of the methods used in Denver is not offered as a model; a definitive manual of union catalog methods is being compiled by Arthur B. Berthold for the A. L. A. Board on Resources of American Libraries, and will probably be published next year.

whereabouts of a book: the library catalogs in book form, such as those of the Peabody Institute and Boston Athenaeum, the bulletins of such libraries as the Boston and New York public libraries, the various union lists of serials, bibliographies which note the locations of books such as those listed in *Locating Books for Interlibrary Loan*, N. Y., 1930, by Constance Mabel Winchell, telephone calls to Denver libraries (most of which are not in the union catalog, since to include them would be wasteful), and inquiries sent to other union catalogs locate the book fully as often as the union catalog.

In fact, the union catalog is not essential to the Bibliographical Center. Without it, the Bibliographical Center could still supply the mature students and scholars of the mountain states with any book they require, though often not as promptly. For many of its services, in fact, the union catalog is not used at all, e.g., for reporting the sources of information on a given topic, since like all union catalogs this is an author check-list, not a classified or dictionary joint-catalog. The union catalog is worth its weight in publicity, however—three million cards are far more impressive than shelves of books, since professors, graduate students and non-academic scholars have seen shelves upon shelves of books but seldom have seen so many catalog cards in one place. Moreover, prompt service is highly prized even in such slow and presumably well-planned investigations as professors and students carry on. As for the sort of demand with which special librarians are familiar, the supplying of spot-information, the merits of a union catalog are obvious, since at least every other time a large union catalog will tell where the desired book is.

Lest it be supposed that the union catalog is in constant furious use, however, the number of books borrowed or reported upon should be noted: 1938,

1,071; 1939, 2,833; and last year, 1940, 6,133. These are not enormous figures; they about equal, in fact, the daily circulation of a medium-sized public library at different times of the year. These inquiries do however represent reading with a purpose. They denote an encouraging response to an experiment.

SUPPLEMENTING REGIONAL LIBRARY RESOURCES

In the Rocky Mountain region a union catalog has more than the usual reason for being. Colorado, New Mexico, Utah and Wyoming are thinly populated (Colorado, a little over a million, Wyoming around 250,000) and the libraries of these states are therefore comparatively small and scattered. The total book stock of the college and university libraries of these four states about equals, in number of volumes, the University of Illinois Library; the combined staffs of these libraries total a little more than the Illinois staff. With a fairly large university library spread thin over four states, it is not easy to predict where one of its books will be found. This situation is also the Bibliographical Center's reason for being. It is easily seen that a region with only two libraries larger than 150,000 volumes will be weak in many subjects and in various types of publications. The original survey, made by Miss Baechtold, of the bibliographical resources of the region showed a considerable weakness there—only a small proportion of the bibliographies and other research tools recommended for purchase was in the region. The original purpose of the Bibliographical Center—to fill this lack by a central collection of bibliographies—was therefore an attempt to supplement regional library resources, to round out the combined holdings of the libraries of this area.

The union catalog supplements the book resources of any one library in this region with the books in the other li-

braries. The Bibliographical Center by means of the LC cards, the JC cards and otherwise, does more than that: it may be said to supplement any one library almost to the bounds of printed materials. This generalization requires, like most generalizations, a great deal of qualifying. The interlibrary loan code of the American Library Association does not provide for indiscriminate lending of books, but it does recognize that local understandings suspend those of its articles which limit proper interlibrary loan requests to borrowers with unusually serious purposes. The sponsor institutions of the Bibliographical Center* have no formal understanding that their books are at the command of any reader in the mountain states, but no such understanding is necessary, since their books have always been lent freely upon request. The Bibliographical Center has on two occasions even gone so far as to ask for loans of books to be placed on reserve. In practice, therefore, the book stock of any one library is part of a pooled library book stock covering the entire region. Requests for loans of books from libraries outside the region are made along the lines of the interlibrary loan code, but with a liberal interpretation of the code on occasion. The Bibliographical Center seldom returns a loan request with the remark that since the book is in print the library should buy it, since most of the libraries have very small budgets; and the Center never questions the seriousness of purpose behind a loan request forwarded by a reference librarian.

This rather easy going interpretation of the interlibrary loan code is due to the fact that the Bibliographical Center aims to become an agency for coordinating library services as well as a means for combining book stocks. Just as the union catalog transformed the Bibliographical

Center into a clearing house for interlibrary loans, the growth of the Center's book collection, and the continuing supply of WPA workers made possible the use of the bibliographies by mail. If the local librarian does not have the book a patron asks for, he can borrow it for the patron through the Bibliographical Center by means of a letter or postcard. If the local librarian is asked for information on a given topic in which the library is weak, or if one of the professors or a student is investigating some topic rather thoroughly and goes beyond the library's resources, the chances are that this local librarian does not have the bibliographies and other reference tools which will tell him which books to ask for. The Bibliographical Center either has the tools or can find out where they are, and therefore can consult them either directly or by mail and report what books have been written on that topic and where they are. This is a type of service which very large libraries elsewhere can supply, but which no one library in the mountain states could heretofore give its readers. If the Center succeeds in extending this service to all readers in the mountain states, it will develop a type of extension work new to this country; the attempt to do so is the Center's claim to pioneering.

This claim is a rather fine distinction, and will not bear too close scrutiny. The Bibliographical Center borrows books only for the users of college and university libraries. Requests for loans from public libraries go to the Denver Public Library extension librarian, who fills them if she can; if she cannot, she asks the Bibliographical Center for a report on where the books are, and reports in turn to the inquiring public library, which then borrows the book if it can. Individuals writing to the Center also receive reports, not loans, with instructions to ask their local librarians to borrow for them. Loan requests from the

(Continued on page 64)

* The Universities and Colleges of Colorado, Wyoming and Utah, New Mexico Normal University and the Wyoming State Library.

Role of the Wright Field Library in National Defense

BY HOPE THOMAS

Librarian, Wright Field Library, Materiel Division, War Department Air Corps, Dayton

THE Library of Wright Field was born amid the confusion and bustle of the First World War. At that time, however, Wright Field and the Materiel Division, of which we are a part, were not in existence. We were situated at McCook Field and were known as the Engineering Division. On October 7, 1918 the first entry was made in the accession book, and by the time the Armistice was signed thirteen hundred fifty entries had been made. At the end of 1940, when we are again strengthening our defenses, we have over thirteen thousand books and almost seventy thousand documents. At first the document file and the Library were two separate units, but in 1926 they were combined and have worked together ever since.

By 1927 McCook Field had become too small for the engineering activities which were in progress there and we moved to Wright Field. By this time the Library was a lusty youngster and growing in importance to the officers and engineers who were doing research and development work.

Although we are essentially an aeronautical library, it is surprising how many fields of science that includes; and, of course, in order to answer all questions, we must have books and magazines on these subjects. We subscribe to over one hundred magazines, about one-third of which are foreign publications. You will find on our shelves books on physics and

mechanics, radio and electrical engineering, thermodynamics, optics, chemistry, strength of materials and metallurgy, engines—internal combustion as well as Diesel, photography and navigation, and our books on mathematics are well worn. We are also beginning to add medical books for the workers in the physiological research laboratory who study the effects on pilots of flying, especially at high altitudes. These are subjects which most people do not even think of when they speak of aeronautics. In addition to these subjects we have the books most often thought of when aeronautics is mentioned; books on aerodynamics, aircraft construction, propellers. These are only part of the subjects covered in our Library, for our engineers represent many fields of science and it is to the Library that they come to supplement their knowledge or to find out what has been done in a given field.

Many times we are asked for "everything you have" on a certain subject and, after hours of searching, we have to say, "nothing at all," for it is a new idea. At other times we collect data so that our engineers can select that which is of importance to them and save hours of time, for why make tests that are expensive in both time and money when someone else has done so? By following the trend of requests from our engineers, and the growth of our Library, one can follow the growth and development of aeronautics. One day we began to have

requests for data on pressure vessels. We searched and searched for this and that. It was not long before we heard rumors of a stratosphere plane with a pressurized cabin, and sometime later the Lockheed XC-35 was an actual fact. And now who has not heard of sub-stratosphere flying?

Aerodynamic characteristics must be tested in a wind tunnel and when our new twenty-foot wind tunnel was proposed, it was to the Library that our engineers came for data. What kind of tunnels did various countries have? And so we searched again. We found descriptions of tunnels all over the world, what they can do and how they operate.

What kind of bombs are in use abroad and how effective are they? Our reports which come from all over the world keep the men in touch with what is going on.

The parachute, which has saved so

many lives, was developed at Wright Field; and so our reports on strength of silk and testing of silk were consulted, as were the reports of rates of descent of falling bodies. The parachute has played a dramatic role in this latest war, and our own army air corps is developing equipment for the infantry parachute troop units. So in its small and round-about way the Library has had its part in this too.

For practically every piece of research the Army Air Corps has accomplished, the engineers have, at some stage in its development, had recourse to the Library.

A staff of five circulates about 4000 books, magazines, and documents each month to 1103 borrowers. And so this baby of the First World War has grown up to take its place in aiding our national defense.



New Bibliographical Center

THE University of Pennsylvania announces another grant of \$20,000 from the Carnegie Corporation of New York to carry forward the experimental library activities now under way in Philadelphia. Last year a survey of Philadelphia libraries and of community needs was conducted by the Bibliographical Planning Committee, a joint enterprise of the University of Pennsylvania and the Union Library Catalogue of Philadelphia. Under the new grant, the program and personnel of the Catalogue and the Planning group is being integrated in a Bibliographical Center. Mary Louise Alexander will direct the planning and Rudolf Hirsch of the New York Public Library has been added to the staff as director of the Union Library Catalogue. Dr. Conyers Read, secretary of the American Historical

Society and Professor of English History at the University of Pennsylvania is chairman of the new organization.

The recently completed survey of Philadelphia libraries, soon to be published, will make it possible for librarians in the area to compare their holdings, set up fields of specialization and avoid unnecessary duplication, broaden their inter-library lending and thus give the users of libraries greatly increased service.

In addition to the book location service now rendered in increasing volume by the Union Catalogue, the Bibliographical Center will offer many types of professional services to librarians and people seeking information in libraries. It also offers its facilities as a clearing point for scholars and librarians outside of Philadelphia who wish to tap the rich book treasures in this area.

Some Aspects of the Union Catalog Situation

By ARTHUR B. BERTHOLD

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AFTER several years of much agitation and continuous development of union catalogs, we have now come to a point where it is necessary to review our successes and to note our failures. There is information available of over 70 union catalogs of one type or another and the present study of regional union catalogs is unearthing several more. For the sake of clarity, we present the following figures in tabulated form:

Type	No. of Catalogs	No. of Cards
National.....	2	15,000,000
Regional and local.....	17	19,000,000
LC Depository Union Catalogs.....	28	68,000,000
Subject union catalogs.....	20	580,000
Exchange catalogs.....	5	370,000
Total.....	72	102,950,000

These figures are not to be taken as exact, but merely as very close approximations, based upon estimates submitted to the writer. Furthermore, they include at least 30 complete LC depository sets, or a matter of some 48,000,000 cards. However, even when these are subtracted from the total, we still have nearly fifty-five million cards distributed among seventy-two union catalogs all over the country.

Obviously, there is much duplication. According to figures compiled at the national Union Catalog, an average of 64 per cent of the material listed in the Union Library Catalogue of Philadelphia is also found in Washington. Undoubtedly the percentage is much higher for other union catalogs representing less richly

stocked libraries. If we should accept three-fourths as the normal ratio of duplication for this country and furthermore disregard all but the regional and the subject union catalogs, we would still have about 4,895,000 individual volumes represented in the 37 *bona fide* union catalogs now in operation. To this may be added about 9,000,000 cards for individual items in the national Union Catalog. It is by means of the union catalogs that this mass of literature is made readily available to anyone who will take the trouble to inquire at these information centers.

Notwithstanding the numerical preponderance of subject union catalogs, the present tendency is definitely towards the regional or local catalog. This is a healthy sign, for it not only indicates a tendency to look upon *all* library users as worthy of the special services which a union catalog is prepared to render, but it also shows a willingness on the part of librarians to *commit themselves* to a program of cooperation which, in some cases, is not unconnected with an appreciable increase in new responsibilities. The rôle of the special library is particularly important, for it is from the special library that most of the unique material is usually obtained. Since in the nature of things it is only the hard-to-obtain items which are requested of the union catalog, a large number of such requests are referred to the special libraries.

The question now arises: What does the special library get in return for the increased services which it performs as a

result of its being indexed in the union catalog? There is, of course, the usual privilege of consulting the catalog for the location of books not in its possession. We have no figures to show just how successful the location service has been in regard to special libraries when compared with the general public libraries. However, there are indications that the special library does not, as a rule, find the union catalog as useful as the general library. Before dismissing this point, we wish to draw a line between what might be called humanistic and academic special libraries and the special libraries which have to do with technological and business matters. We have no doubt the former are served very well by the union catalog, but the latter, which require usually the very latest publications, are not so well served. This is purely a matter of organization and of time. It takes time to order a book, to accession and to catalog it, and finally to send the necessary record to the union catalog. Up to this time the best that has been attained in this direction is that some libraries now report their new accessions as often as once every fortnight. However even by this system books are seldom recorded in the union catalog before at least a month has elapsed since their publication.

Various schemes have been proposed for the speeding up of reporting of new accessions. One is that order slips should be sent to the union catalog as soon as an order is placed, and later that these slips would be replaced by regular catalog cards. Another is that the union catalog should serve as a central purchasing agency and thus automatically would have records of all outstanding orders. Both of these proposals have their good points, but there are also certain objections, such as undue concentration of technical processes and the readjustment of financial support, which appear to be of great moment to otherwise quite pro-

gressive librarians. However, the question has been raised comparatively recently and the future is by no means as dark as may appear.

Anyone who has stopped to consider the enormous number of cards which have been copied to make up the catalogs, the amount of filing and editing which has gone into the preparation of these catalogs and the continuous problem of operation and upkeep, must realize that union catalogs are very costly reference tools. No one realizes this better than the people who actually run them. For this reason union catalog authorities, at least the more progressive of them, have never been quite satisfied with just catalogs as such. We have little doubt that most of our colleagues will agree that only the national Union Catalog which handles some 40,000 inquiries per month, has justified its existence purely on the basis of its location service. The next union catalog both in point of size and in the number of requests handled, is far behind. It is one-third the size of the national Union Catalog and handles an average of 3,000 requests per month. Other union catalogs for which we have figures are considerably lower in the scale. There is, of course, the point that the national Union Catalog is not only larger and older than the regional union catalogs but is also the recognized medium for the location of books all over the country. The other catalogs serve only a fraction of the public. Even so, this disparity in service is serious. The only reason that it is not also a decisive argument against regional union catalogs is that on the whole they have recognized this shortcoming and are taking active measures to overcome it.

With our present methods of card reproduction and all the attendant operations of filing, editing, upkeep and operation the compilation of union catalogs cannot be made much less expensive

than they are now. On the other hand, the actual unit cost of operation can be reduced considerably by the simple expedient of adding new services to the location service.

This takes us to a consideration of bibliographical centers for research. It is not easy to draw a definite line between the union catalog and the bibliographical center. At the present time there are three library agencies that operate under the name of bibliographical center and each possesses a union catalog. In Denver, the center idea came first, and the union catalog was added as an indispensable tool. In Philadelphia, the union catalog came first, but it soon expanded its activities to such an extent that the center idea was the natural corollary. In Seattle, although the whole undertaking has been known from the start as a bibliographical center, the union catalog was the first to receive attention. However, it matters little whether or not the undertaking is called a bibliographical center as long as it performs the activities of a center.

Perhaps we may say the most important step towards a true bibliographical center is the adequate provision for a subject approach to the existing resource. The subject union catalogs do this to a certain extent, but they are limited in scope and for that reason serve only a restricted public, such as lawyers, the medical profession, and people interested in the arts. The true subject union catalog does not yet exist. When it comes, it should be a file as inclusive as a regional union catalog and it should be either arranged under subject headings or in classified order. Most important of all, it should take the form of a subject index to the already existing regional union catalogs.

In the meantime the subject approach is being developed by some of the regional union catalogs. Some of them have maintained supplementary files for certain

types of literature, such as bibliographies, periodicals, genealogical material, local history, imprints and so forth. Others have undertaken to collect printed subject lists and bibliographies by means of which a subject field may be inventoried. Still others have made intensive studies of special collections and information files in their respective libraries and have recorded this information in a systematic manner. At least one union catalog is experimenting with the compilation of a classified index to its main author file which, if successful, may present the best answer to the whole problem of subject approach.

Thus it is seen that union catalog authorities are alive to their problems and that they are not afraid to experiment. One handicap of the movement has been the lack of authentic information about what is being done in this field and an evaluation of the best methods of doing it. This is now being taken care of by a nationwide study of the whole union catalog problem. As in every movement, in this one there are people who are natural enthusiasts and others to whom the darker side is more noticeable. Since both types are sometimes unavoidable, it is essential that a certain amount of planning, coordination and supervision should be exercised in the matter of new catalogs and the proper functioning of those which already exist. Up to the present, we have had no agency with any power in this matter. To some extent this accounts for the fact that in certain parts of the country there are several adjoining states without any union catalogs, while in one state there are two union catalogs of over two million cards each, and in one city there are five subject union catalogs but with no provision for a general union catalog.

It is this haphazard and planless development that must be checked, if the whole is to attain maximum utility.

What Kind of Training?

By FRANCIS R. ST. JOHN

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ALMOST every issue of *Special Libraries* for the past few years has contained articles or communications on the subject of training for special library work. Margaret Smith, Marion A. Manley, Mr. Jesse Shera, Ethel Fair, Linda Morley are but a few of the names of members who have done intensive work on this question. Many of these articles were careful studies and showed the effect of thoughtful preparation, but how many of the suggestions have been accepted and put into practice? Apparently few or none. At first the main emphasis pointed toward an effort to induce library schools to pay more attention to definite courses in special library work. Later the question of learning by doing or apprentice training was taken up and for the last couple of years in-service courses sponsored by three or four local chapters have been studied and tested and discussed.

As a public librarian interested in special libraries and also in training for librarianship, I have been amazed at the variety of definitions applied to three terms much used to describe the various types of training other than formal library school work. For the sake of clarity let us see if we cannot define these terms: apprenticeship, internship and in-service training.

APPRENTICESHIP

Apprenticeship is that form of learning on the job which in some fields of work is used instead of specialized academic training. This form of training now is used almost exclusively in the mechanical trades where manual dexterity is most

important. An informal type of apprenticeship was used in the early days of library training but that was when library work consisted of charging, discharging, shelving and perhaps mending books. Today it is practically impossible to develop by this method the awareness, background and philosophy, necessary in the professional librarian. However, we hear the term used freely in regard to library training and therefore it should be defined in relation to internship and in-service training.

Apprenticeship training is still used in many fields and the method of training has assumed a more or less standardized form. An apprentice training course should be well planned and varied so that the apprentice can get a broad knowledge of all the functions of the organization. Usually an apprentice is paid a nominal sum for salary until the period of apprenticeship is over and then is given a regular position on the staff. To the best of my knowledge apprenticeship in this broad sense is not used extensively in libraries as a training method. Many special libraries, however, take untrained workers and train them for a particular job.

Last summer the Federal Committee on Apprenticeship of the Labor Standards Division of the United States Labor Department set up an elaborate definition of "Apprentice" with certain basic standards which are given here as an example.

Definition of "Apprentice" and Minimum Standards of Apprenticeship

A. Definition of "Apprentice":

The term "apprentice" shall mean a person at least 16 years of age who is covered by a written agreement registered with a State Apprenticeship

Council, providing for not less than 4,000 hours of reasonable continuous employment for such person, and for his participation in an approved schedule of work experience through employment, which should be supplemented by 144 hours per year of related classroom instruction.

B. Basic Standards:

1. An apprenticeable occupation is considered one which requires 4,000 or more hours to learn.
2. A schedule of the work processes to be learned on the job.
3. A progressively increasing scale of wages for the apprentice that should average approximately 50 per cent of the journeymen's rate over the period of apprenticeship.
4. Provision for related classroom instruction. (144 hours per year of such instruction is normally considered necessary.)
5. The terms and conditions of the employment and training of each apprentice to be stated in a written agreement and registered with the State Apprenticeship Council.
6. Review of local apprenticeship by a State Apprenticeship Council.
7. Apprenticeship should be jointly established by the employer and the employees.

Approved by the Federal Committee on Apprenticeship, June 17, 1940.

This definition applied only to skilled labor.

In libraries this type of training is used as a makeshift but it is not the best answer to the training problems of S.L.A.

INTERNSHIP

In a pamphlet¹ prepared for the A.L.A. Board of Education for Librarianship in 1938, internship is defined as "Supervised, planned training which allows the application of full theoretical training to actual, varied practice." The method suggested was to place selected, inexperienced library school graduates in approved libraries at a living wage. The term of internship to be one year, during which time the intern was to receive supervised instruction in each of the main functions of the library for a specified time, (i.e. two months). During the period of internship a counsellor should be assigned to guide the work of the intern and to supplement the practical side with informal conferences. After the training period was over he would be under no obligation to remain at the library where

¹ St. John, Francis R. *Internship in the Library Profession*. Chicago, American Library Association, 1938.

he has served his internship, nor would the library be required to employ him.

This plan was tried out by the Tennessee Valley Authority during 1938-39. A report on their experiment was published in the *American Library Association Bulletin* for March, 1940.² At the end of the eleven month period the internship was considered a success by both the T.V.A. and the intern. The greatest difficulty was the expense. During the first part of the year a disproportionate amount of the librarian's time was needed to start the plan. Later in the year the intern had developed to such an extent that he was able to relieve the librarian of some of her responsibilities. As a result of this experiment the A.L.A. Board of Education for Librarianship stated certain features which should apply to internship programs.

1. Supervision which embraces the professional as well as the administrative points of view.
2. A plan based on job analysis.
3. Periodic reports measured against the original plan.
4. Systematic conferences between intern and supervisor and also with the Internship Committee.
5. An acceptance by the employer and employe of the internship as a training device and an educational method rather than as a means of saving money.³

It can readily be seen that internship is a form of training designed especially to make an *individual* more valuable by adding an extra year of training to provide a board practical background for the theoretical studies of library school. Although accepted by the medical profession as a regular form of training, it can not be considered as the immediate solution of the special library training question because of the practical difficulties involved. Special librarians are concerned with a two-fold problem: (1) adequate training of new recruits in the special library field, (2) further training of those already on the job. Internship might help in the first for those recruits who

² Harris, Helen M. and others. *T.V.A. Experiments with Internship*. A.L.A. *Bulletin* 34: 163-169. March 1940.

³ *Ibid.* p. 164.

have finished library school and should be considered, but such a program would be very difficult to work out for the second problem.

IN-SERVICE TRAINING

In-service training is a term used to denote an organized plan of study for continued professional growth. It is a post-entry form of training, that is, training engaged in usually as an extra-curricular activity by a person or group of persons actually employed in the work. In the strictest sense it presupposes formal technical training but actually this is not the case in practice. In-service training may be sponsored by the employer, by an informal group of the workers themselves or by local professional organizations.

In the last two years at least three of the local chapters of S.L.A. have carried on in-service programs. Southern California studied the organization and methods of the Los Angeles Public Library and later did the same for the other libraries in the city. Pittsburgh gave a course in Bibliography and New Jersey, a course on Business Information Sources. The methods used by these chapters varied to suit local needs.

In-service training may take any one of several forms such as planned reading, lectures, formal courses at a college or university, extension courses, conference method discussions or planned visits to libraries. In the last few years in-service training has become especially popular because of its wide adoption by the various government agencies. With the rapid expansion of their staffs these agencies found that many on their staffs lacked professional training. They had to be taught three things; what to do, how to do it, and why, so that they would know not only the mechanics of their jobs but also be helped in their relationships with the people with whom they worked.

WHAT TYPE FOR S.L.A.?

Which of these three types of training on the job is especially suitable to special library work? Apprenticeship leaves something to be desired because of the expense of training one worker at a time. There are so many one-man special libraries that the problem of attempting broad systematic training on the job is almost impossible. The element of time and the pressure of every day work can not be overlooked. Another disadvantage is the limited viewpoint occasioned by concentrated work in one special library.

In the report by Margaret G. Smith in 1937⁴ which was based on questionnaires sent out by the S.L.A. Committee on Training and Recruiting she pointed out that only 41% of librarians who answered had college degrees with post-graduate library courses, 6% more had informal education plus miscellaneous library training and 5% had college and a public library training course. A good subject background is preferred by many special librarians to formal library training. They are willing to teach the methods and mechanics of library work to a subject specialist. This form of training would be an apprenticeship. In many cases an excellent librarian is thus trained but one difficulty is that the result is too often a mechanical librarian with little or no appreciation of the philosophy of service. Internship as a method for training beginners must be limited to those with theoretical training. Internship could be developed in some types of special libraries; such as, special departments in public libraries, museums, medical libraries, etc. However there would probably be a vociferous objection on the part of a private employer, if he paid for the training of a librarian, unless he was sure that the trainee would work for the firm at the end of his internship. In 1938 one objection

⁴ Smith, Margaret G. *Why and What are Special Librarians*. *Special Libraries* 28: 144. May-June 1937.

discovered was that manufacturing companies were reluctant to have confidential information such as patents handled by the trainee who might be employed by a rival concern at the end of his training period. Another difficulty is encountered by the complication of Social Security. Internship should be studied by S.L.A. as a form of training for new recruits from library schools. It has much in its favor.

SUGGESTED PROGRAM

The Training Committee of Special Libraries Association is convinced that an in-service training course cannot be adapted to cover the needs of special librarians in such a way that it could replace a regular formal library school course. For example, no thoughtful person will argue that an informal survey on eight or ten evenings can be substituted for a concentrated year's course in cataloging as given in a library school. The Committee feels that in each chapter the training needs and interests vary from the raw recruit with no training to the administrator with years of experience. It would be almost impossible to plan a course that would hold the interest of the trained people, if it were limited to routines which would be needed by those with least training. On the other hand, if the course were planned for the experienced members, it would be so far above the heads of the new people as to leave them helpless and bewildered.

The Committee feels that it is misleading to use the term "course" but suggests that "programs" can be set up by local chapters which would fit their particular needs. The real advantage of these programs would be their stimulative effect. It would be possible to emphasize the philosophy of librarianship and to encourage the participants to study further on their own the more specific items which they lack. The success of these programs will depend largely on the ability and enthusiasm of the local leader.

The latter part of January a meeting of the Training Committee and several special librarians particularly interested in training for librarianship was held in New York.

The various points mentioned above were discussed and all present agreed on the following points:

1. That it would benefit the S.L.A. if individual chapters set up in-service training programs on a broad inspirational basis.
2. That these programs should not attempt to teach specific routines because of the danger that such "courses" might be interpreted by employers as the equivalent of library school courses.
3. That the programs should be arranged by the local chapters to fit their specific needs but that the national association should offer each year a syllabus on a broad subject such as "Sources of Information" with reading suggestions and possible methods of presentation. It was hoped that the local chapters would base their programs on all or part of this syllabus.
4. That the success of each program depended on a capable leader in each district. The national committee would hold itself ready to suggest possible discussion leaders or lecturers, some of whom might not be librarians.
5. That the programs should be aimed at the untrained workers now in special library work but be broad enough to benefit all no matter how much training they had had.
6. That the aim of the programs should be to interest the participants in further study either on their own or in library schools.
7. That some of the methods which might be used in these programs were lectures, planned reading, courses at a college or university, conference method discussions, planned visits to libraries, panel discussions.

The Committee recommends adoption of a program based on these seven points and asks that anyone interested send criticisms and comments to the chairman. It is expected that there will be an opportunity for further discussion of the question at the Hartford meeting and if enough chapters are interested, the plan can be put into operation next year.

We must not fool ourselves into believing that there is any shortcut to adequate training for library work. The program suggested is at best a makeshift but as in-service training, it will have a definite place if it can demonstrate to us that library work is more than a mechanical job. Service which is the essence of library work needs an awareness and alertness to be complete.

The President's Page . . .

DURING the whirl of the busy months of the year, to which have been added the manifold demands of the defense program, it may be well to take stock of the direction in which S.L.A. is moving. What is the significant factor found in the various projects in hand? Here are the names of the projects:

- a) our National Defense Committee.
- b) our representation on the programs of the Inter-American Bibliographical and Library Association.
- c) our representation on the Committee for Aid to Finnish Libraries.
- d) a representative to the American Documentation Institute.
- e) a representative on the A.L.A. Committee on Cooperation between National Associations.
- f) cooperation with the Classification Committee of Public Administration in connection with the revised edition of the *Glidden Classification*.
- g) a special representative to the H. W. Wilson Company.
- h) a column on "Special Libraries" in the *Wilson Bulletin*.
- i) a representative on the Joint Board of Publishers and Book Sellers.
- j) a representative on the A.L.A. Committee on Foreign Importations.
- k) a representative on the A.L.A. Committee on Indexing and Abstracting Periodicals.
- l) our representation on the Committee on Cooperation with Special Libraries in Latin America.
- m) a representative on the American Standards Association Committee on Standards.
- n) an S.L.A. representative at the Midwinter Meeting of A.L.A.
- o) cooperation with Time, Inc., in reprinting the bibliography *World War II*.

These fifteen projects extend beyond the limits of our internal organization which in and of itself is a complex matter! With the exception of the staff at the Executive Office, which consists of three people, all of this work is carried on by volunteers. Members of the Association should find much of interest and of pride in the manifest vitality of S.L.A. and in the value of the contributions thus made. The most significant factor in the picture, it seems to me, lies in

the flexibility and ability of the membership of the Association. These qualities are those without which "specials" can not serve. Now, more than ever, are they in demand. In the October issue of *Special Libraries*, V. N. Rimsky-Korsakoff of the Central Laboratories of the General Foods Corporation says, "War, if and when it comes, will have . . . a far-reaching effect. Industrial libraries will be confronted with new and in many cases, totally unexpected demands. . . . It is of paramount importance that library staffs be well prepared in advance for any emergency that should arise."

The need for rapid adjustment and flexibility in special library operation is emphasized in practically every one of the comments on "War and Preparedness" in that number of the magazine. I wonder if you noticed also, that many of the letters stressed the need for regional bibliographic centers; for "precise information on the location of research material"? This need is sketched in detail in Mr. Dabagh's comment on "adequate preparedness for the mobilization of knowledge."

Here we find, in outline, the thing that our Committee on National Defense is doing. Here also is emphasis on the need for trained personnel. (It may be well to note in passing that the S.L.A. Employment Committee reports that two more Chapters are establishing cooperation with State Employment Commissions, on the same basis as that used by the New York Chapter.) That the need for "specialized directories of information centers" is felt by all research workers, is evidenced by an article in the September, 1940, issue of the *Journal*

of *Documentation*. Here we find such directories urged "according to the excellent example of the '*Special Libraries Directory of the United States and Canada*.'"

In addition to flexibility and intelligence in adjusting national tools and professional techniques to new and important needs, our Association must learn to think of itself as something besides a self-contained unit. Proof that we are doing this is found in the fifteen projects I have listed—not many of which I can describe although all are doing worth-while and interesting things. In addition to the significant work being done by Mr. Henkel's Committee on the Survey of Special Libraries and Miss Alexander's Committee on National Defense, which is co-ordinate with the Survey Committee in some respects, I want to mention our relations with the Inter-American Bibliographical Associa-

tion. Miss Alma Mitchill represented the Association on their program in 1940. I have been asked to do so again this year on the subject of "Special Libraries in Latin America." Very interesting material is coming to my attention, largely by correspondence. Due to the fact that S.L.A. has a Committee on "Cooperation with Special Libraries in Latin America," it is in a position to extend its cooperation not only beyond the bounds of internal interests, but beyond the bounds of the United States—in a prompt and effective recognition of the value of reciprocal exchange between special libraries to the South and ourselves.

That special librarians will accept the manifold challenge of this confusing period and do their bit to help bring order out of chaos, I do not doubt.

Laura A. Woodward



Hartford, the Convention City

SO you're coming to Hartford in June! We cannot promise you a flood, earthquake, or a hurricane, but, we will do all in our power to make your visit instructive, interesting, and, entertaining. As you walk, or, ride in a cab, from the station to the Bond, try to picture yourself being rowed in a row-boat right into the lobby of the hotel. That is the way guests arrived and departed in the flood of 1936. The high water mark can still be seen.

Hartford is midway between New York and Boston on the Connecticut River. It was settled in 1636 by Rev. Thomas Hooker, whose body lies in Center Church burying ground. In 1639, the Hartford colony devised and adopted a Constitution which was used as a model for the Constitution of the United States one hundred and fifty years later.

Called the Insurance City, Hartford contains the home offices of forty-five insurance companies. The question has come to us many times, why are there more companies in Hartford, than any other city?

Charles Hopkins Clark, historian, states in his book *The Memorial History of Hartford County*: "Hartford occupies a unique position in fire insurance. For no predisposing cause beyond the energy and skill of those who have had charge of the business, it has acquired the leadership in the United States of this important interest. Just how it started is not known. Some persons think that it began in marine underwriting, and that Hartford owes its eminence as an insurance center to the importance that it once had as a shipping port."

Register early unless you plan to bring a trailer with you!

Guide to Library Facilities for National Defense*

THE report for which so many Special Libraries Association members contributed information has been issued by the American Library Association. Copies have been presented to each library that appeared in the book and additional copies are being supplied to the National Defense Commission and other defense units for whom this survey was planned originally.

As the person responsible for S.L.A. participation, I want to give a brief summary of this project. You will remember that this was begun last summer when everything which related to the national emergency was being mobilized with great speed. S.L.A. had already organized its own Defense Committee but joined with other library associations to answer what seemed to be the first need in the library field, namely, a knowledge of the research facilities covering national defense subjects.

Mr. Archibald MacLeish, the Librarian of Congress, asked us for information for a master file of research sources throughout the country, to be housed at the Library of Congress and duplicated for other key centers as demand indicated.

S.L.A. sent out 400 questionnaires to its members in the fields of technology and business. Two hundred and three individual libraries responded, supplying fine information on their holdings in specific fields. Mr. R. B. Downs, Chair-

man of the Joint Committee was responsible for securing information from public libraries, universities and a few of the major technical libraries of the country. He then secured the services of Mr. Carl Cannon to tabulate all the replies and Mr. Cannon was given full responsibility for the final report. The A.L.A. which financed the project decided that a published directory containing only brief descriptions of holdings was more feasible than the original plan.

To those librarians who took time and trouble to send us complete information on many subjects and now find themselves entered only briefly in a few places, I want to say that full use will be made of the reports sent us. Because the information was so good, S.L.A. through its Chapters and Groups is now planning an expanded survey to cover more libraries and more subjects than those touching defense. You will hear from us concerning these plans soon.

No special librarians saw the present A.L.A. report before it was printed, not even the members of the Joint Committee. So I can only hope that no errors of omission or commission are serious. Those of you who wish corrections or additions made please write *to me* at once, since S.L.A. is now given an opportunity to make suggestions.

MARY LOUISE ALEXANDER, *Chairman*
SLA National Defense Committee

THE first compiled returns on the Defense Research Facilities Questionnaire of last summer have just come to my desk. The book is attractive-

* *Guide to Library Facilities for National Defense.* (Preliminary Edition) by Carl L. Cannon, Editor for the Joint Committee on Library Research Facilities for National Emergency. Chicago, American Library Association, 1940.

looking in its pale green cover and its concise title *Guide to Library Facilities for National Defense* drew me to an eager examination of the contents. I confess to some disappointment both as to the expected panorama of special library resources and to mechanical details in the construction of the list and indexes.

My first instinct was to turn to the heading *Finance* in which I am naturally most interested. I was surprised to find no library listed under this general heading. Under the subhead, *Public Finance*, I found the various Federal Reserve Bank libraries, and this proved to be their only listing, although that subject is not outstanding in their collections and is mentioned specifically in only one of their descriptive notes. It would have seemed preferable to list them under the more general heading *Finance*. Another curious omission was one of the strongest financial libraries in the country, namely Standard Statistics Company library.

Several inaccuracies in the index and list of libraries are apparent, which will necessitate a careful re-checking in compiling the next edition. Some names of libraries are not correctly given. For instance, there is no indication that the "Federal Reserve Library," at Washington, D. C., is actually the library of the Board of Governors of the Federal Reserve System.

One wonders, if a better birdseye picture of the total resources of a subject would not be obtained, if all the libraries which have material on the subject could be listed by name in one place. As it is, only a few libraries, with full description of contents, are listed under the subject, say *Finance*, while all the secondary references appear under that same heading in the Index at the end, with only a series of blind page numbers through which one must thumb to find the library desired.

This Guide, however, is visible evidence of how valuable a tool is within our grasp, if the vast amount of material which was rounded up in the old questionnaires and which will be supplemented by new ones to come later, can be organized to the satisfaction of everyone. This is not an easy task, and criticism is offered not in a reproachful spirit but in response to the appeal of the editor and committee.

MARGUERITE BURNETT, *Librarian*
Federal Reserve Bank of New York

.....

WHEN one picks up this Guide and casually glances through it, the first impression received is favorable. A more careful study, however, reveals innumerable flaws. The most outstanding of these to me is the classification of the special libraries, many of which are assigned to subject headings not particularly applicable to them. For example, to those of us who are public utility librarians, it is a bit disconcerting to find *Public Utilities* a sub-heading of *Social Sciences*; then to discover that only seven public utility libraries are listed under this sub-heading which also includes a library in a financial organization, a public library, two university libraries and libraries of consulting engineering concerns. There is no doubt but that these other libraries have public utility material, but why eliminate from the list 50 per cent of the specialized public utility libraries in the Survey?

In some instances I noticed that a company which has several definite subject interests was given but one classification, whereas others, with less reason, appeared under many headings. This was particularly true of my own company which was listed under *Electricity* but not listed under *Fuel*, *Public Utilities* or *Transportation*, (although it is given a page number for this latter entry in the index). The Public Service

Corporation of New Jersey should unquestionably have been listed under these four headings. If that is true of this company, it is no doubt true of many others.

To my mind the Guide is not complete nor is it truly representative of the library profession. Fortunately this edition is only a preliminary one and a thorough revision will probably be made before the final publication.

ALMA C. MITCHILL, *Librarian*
Public Service Corporation
of New Jersey

THERE is so much wrong with the preliminary edition of the *Guide To Library Facilities for National Defense* that my suggestion would be to start over from scratch, so far as their comments on public libraries are concerned. The only entries that seem to have any practical value are those for special libraries and I would heartily recommend that these be taken out and used as a nucleus for a new edition of the *Special Libraries Directory*.

Now for some specific statements. Under *Agriculture*, there is no mention made of collections at Ohio State University or any other state university in the Middle West. Yet every state has such schools and they have unusually good collections in their libraries. Under *Aeronautics*, there is no mention made of the collections in Cleveland Public Library nor Detroit Public Library. Yet the world knows that Cleveland makes most of this industry's parts and that the collections in the libraries of these two cities in the field of aeronautics are outstanding. That statement was made on the report sent in by the technology division to the Cleveland Public Library. You will see on page 165 that it is also included in the general report for the Detroit Public Library. The same situation exists for the subject of *Chemicals*, a subject in

which both Detroit and Cleveland are especially strong, yet no mention is made of either under the subject, *Chemicals*.

Directories were not included in the list of subjects asked for originally, although I personally mentioned the importance of these for defense questions and specified the extent of our collection in this field, yet no mention is made of this collection. Certainly no indication of the sources on this subject is given with the meager reference to The United States Bureau of Foreign and Domestic and Raymond Service, Inc. of New York City. What about the directory libraries in all leading cities maintained by R. L. Polk and Company, also the excellent directory collections covering trade, city, county, state, and association directories in all leading libraries giving a business service; for example, Boston, Cleveland, Detroit, Indianapolis, Minneapolis and Newark, to name but a few?

Of some two hundred subjects on which we were asked to evaluate our collection, we submitted as a sample our holdings on petroleum, yet we are conspicuously absent in the index on petroleum, while a number of collections infinitely narrower in scope are listed.

In the first letter that went out for this information it was especially stressed that the most important thing to know in connection with our research facilities concerned personnel. We held several conferences to determine the justification for rating our own staff members as experts and specialists in their fields. Now we have a guide which makes no mention of personnel and in a number of places makes the statement, "Has a good collection on the subject." What is the meaning of the word "good" and what earthly use is a "good" collection unless it is adequately manned by a staff that thoroughly knows its contents and how to use it?

I would suggest that the subject be revamped for public library information and more comprehensive grouping made. If we in Cleveland attempted to list our resources on each of the two hundred subjects that were listed we would first of all incapacitate ourselves to give defense service such as we are doing. In the second place there would be omitted subjects of great importance. If a collection is good in *Cotton growing & manufacture* it ought to include *Cotton trade*. If a collection covers the *Drug trade* or the *Chemical industry*, it should include *Camphor industry and trade*. If a collection aims to cover *Labor and laboring classes*, it would necessarily cover *Labor laws & legislation* and *Labor camps*. What justification would there be for separating *Milk supply* from *Food supply*? If the headings for *Aeronautics* had been more inclusive, there would have been no conspicuous lack of important collections under that heading, nor the futile remark that is listed under *Airports*.

ROSE L. VORMELKER,
Business Research Librarian
Cleveland Public Library

THE individuals responsible for the collection and analysis of information in this guide to resources of more than five hundred libraries are to be commended for the dispatch with which the information has been made available. Less than six months elapsed between the organization of the Joint Committee on Library Research Facilities for National Emergency and the publication of the Guide.

The title of this work could almost have been "*Guide to library facilities in technology*." The interpretation of the scope of "national defense" makes the difference significant. Not only do the topics covered include aeronautics, tools and tool materials, iron, glass, rubber, oil, and the whole range of technological subjects, but also public health, agricultural economics, public finance, foreign affairs, censorship, civil rights, and "liberty" of speech and press. In opposition to *total*

war this Guide is prepared to aid *total defense*.

The classification under broad subjects, subdivided by sub-topics, appears to be the most useful arrangement from the point of view of the special worker.

The classification in particular instances is open to question. For example: the principal description of the U. S. Civil Service Commission Library is found under *Commodities: Cost and Standard of Living*, rather than under the more applicable heading, *Social Sciences: Specialized Personnel*, or perhaps the more general heading *Social Sciences: Public Administration*. There is no reference to the Civil Service Commission Library under either of these headings, but there is one under, *World War 1914-1918: Personnel*. Again, a long paragraph describing the law collections at the Library of Congress appears under the sub-topic, *Law: Civil Rights*. It would seem that in each of these examples, as well as others noted, the general description of a library should appear under the broad subject, or sub-topic, most descriptive of the principal holdings of the library, with references or notes under only those sub-topics for which portions of the library's collection are significant.

A minor but disconcerting characteristic is the appearance, in some two dozen places, of subject or regional headings at the bottom of the page, separated from all pertinent entries. Other minor criticisms could be made, but this reviewer prefers to emphasize commendation for a good piece of work, already in process of revision, which should be of assistance in this emergency.

In long view, a very bright spot in this volume is the editor's comment that American libraries have apparently been planned for peaceful industrial pursuits rather than defense. Perhaps this is simply one of the "weakness" of Democracy. We can hope so.

HERMAN H. HENKLE, *Director*
School of Library Science,
Simmons College

Chapter News

Illinois Chapter

The last week in December the ALA joined with the Illinois Chapter of SLA at a most interesting dinner meeting held during the ALA Midwinter Meeting in Chicago. Among the hundred guests who attended were Robert B. Downs, Director of Libraries, New York University; Luther Evans, Library of Congress; Ruth Savord, Council of Foreign Relations; Harry Bauer, T.V.A.; Rose Vormelker, Cleveland Public Library; Irene Strieby, Eli Lilly & Co., and Francis St. John, Enoch Pratt Free Library.

Later Mr. Downs prefaced his remarks on "Research Material for Nation Defense in Libraries" by giving a brief review of the organization and work of the Joint Committee on Library Research for National Emergency. This survey which was carried on with the cooperation of hundreds of libraries is now available in a preliminary edition entitled, *Guide to Library Facilities for National Defense*.

Michigan Chapter

Due to the fact that the Michigan Chapter is International in character the February meeting was held at Windsor, Canada, just across the border, as guests of the *Windsor Daily Star*.

Personal

Knighted!

Recently an unusual honor came to one of our members, when Sir Angus Fletcher, Director of the British Library of Information, received from Nevile Butler, C.V.O., British Chargé d'Affaires, at the British Embassy in Washington the following telegram:

It gives me great pleasure to inform you that the King has been pleased to Direct that you be appointed Knight Commander of Order of Saint Michael and Saint George in recognition of valuable services which you have rendered to state. Please accept my warmest congratulations and those of all members of embassy staff on this well deserved recognition of your work.

BUTLER

His appointment as Knight Commander of the Most Distinguished Order of St. Michael and St. George, was announced in the list of honors conferred by His Majesty King George VI, on January 1, 1941. This Order is bestowed upon those who

have rendered valuable services in relation to colonial and foreign affairs.

This is not the first honor which has come to Sir Angus for in 1931 he was made a Companion of the Most Excellent Order of the British Empire. This Order, instituted in 1917, was designed to recognize the services rendered by civilians to the Empire.

The SLA extends its heartiest congratulations to Sir Angus on this well-merited honor.

A Knight of Merit

Sophia Josephine Lammers, Librarian, Joseph Schaffner Library of Commerce, Northwestern University retired early in February. Miss Lammers, a graduate of the New York School of Library Science had been Reference Librarian at the University of Nebraska, Librarian of the Mankato, Minnesota, Public Library, and of the Library of Commerce and Economics, Northwestern University, Evanston, before coming to the Schaffner Library in 1928. In professional affairs Miss Lammers had been very active, having been president of the Nebraska Library Association, secretary-treasurer of the Minnesota Library Association, vice-president of SLA as well as a member of ALA, Chicago Library Club and Illinois Chapter of SLA. She was from time to time a member of various committees of these groups.

During the World War Miss Lammers was enlisted in the Marine Corps at Washington, D. C. with the rank of Sargeant. She was engaged in research work for the Marine Corps during 1919-20. Miss Lammers was the compiler of: *Provisional List of Nebraska Authors*, and the author of various other articles.

For years Miss Lammers has been a loyal member of SLA. Her many friends in SLA extend best wishes for a continued useful and happy life.

Elva E. Clarke

With great regret we record the sudden death on January 10th of Elva E. Clarke, Librarian of the Employers Association of Detroit. Funeral services were held at Emporia, Kansas.

A native of Fairfield County, Iowa, Miss Clarke was graduated from State Teachers College, Emporia, and took graduate work at Simmons College. For a number of years she was a librarian at the City Library and was assistant to the chief librarian at the Utley branch. In 1920 she resigned to become librarian for the Employers Association.

Although declining high elective office in the Michigan Chapter, Miss Clarke discharged numerous committee duties with faithfulness and zeal. Of wide acquaintance and fine professional understanding, Miss Clarke's friendship and counsel will be greatly missed.

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Publications

Life Reduced to Millimeters!

In a recent issue of *Life* we find another story in the Miracles of Microfilming. It seems a complete issue of *Life* was recorded on Microfilm by the University of Chicago Libraries. Filmed in this size, four months of *Life* could be stored in a cigaret box.

This development to preserve the written word is claimed to be the greatest revolution since Gutenberg invented movable type. Five billion microphotographs are now made annually; 4,000 U. S. banks record customers' checks; more than 100 newspapers film daily editions; scholars preserve fragile manuscripts. The Social Security Board has microfilmed draft numbers as they were drawn. In England at some hideout in the country, London banks are now reproducing from microfilm records whose originals have been bombed out of existence.

A New World

It is good to glance ahead in preparation for a time when there would be a new world with new institutions, new economic ideas and a new peace. To do this an excellent bibliography entitled *The New World Order* has just been issued by the Carnegie Endowment for International Peace Library at Washington. It covers bibliographies, periodicals, books, pamphlets and magazine articles. In the 17 pages of this list you will find much help for living in this coming new world.

Hemisphere Defense

In the new bibliography issued this year by the Columbus Memorial Library of the Pan American Union we find a most helpful list entitled, *Selected List of Books and Magazine Articles on Hemisphere Defense*. The topic has been considered in its broadest aspects to include material recently published on cultural, economic and political relations of interest to students of Latin American affairs.

Another Subject Help

A copy of *Subject Index* of The Library of the Industrial Relations Section of Princeton University has just come to hand. This timely revision of a previous list has been brought up-to-date from 1937 and incorporates many new war headings. Just at this time when there is a new emphasis on labor relations and development, this list of a library which is noted for its great strength in these subjects should be a great help to special librarians.

News Briefs

College Art Association

This year for the first time in the history of the College Art Association, a session was devoted to a Round Table on *Problems of Art Libraries* at the annual meeting held at the University of Chicago the last of January.

Under the Chairmanship of E. Louise Lucas, Librarian of the Fogg Museum of Harvard University the following talks were given:

Some Problems of the Art Museum Library by Etheldred Abbot, Librarian of Ryerson Library, Art Institute of Chicago,

The Art Library in the Small College by Dr. Esther Seever, Chairman of Department of Art, Wheaton College,

The Union Catalogue in the Art Field by Ruth Schoneman, Editor of the Union Catalogue of Art in Chicago Libraries,

Photograph Collections and their Problems by Eleanor Mitchell, Librarian of the Art Department, University of Pittsburgh.

In Print!

In the November issue of *Modern Hospital* there was an excellent article entitled, *A Special Library at Work*, by Ann Howe and Margaret Ingersoll.

Read *The Library—A Service Department* by Betty Joy Cole which appeared in the *Executives Service Bulletin* for November 1940.

In the *Northwestern University Bulletin* for December 9, 1940, you will find an excellent article, *Portrait of a Dental Library* by Madelene Marshall, Librarian, Northwestern University Dental School.

Limited Supply

The Municipal Reference Library, New York City, has prepared a recent bibliography on *Rules and Regulations of Departments to be used with the Administrative Code and Charter*. While the supply last copies of it are available for free distribution.

Big Savings

Special Libraries Association offers the opportunity to complete volume sets of *Special Libraries* from 1900 through 1939 (a few numbers of earlier issues exhausted). If your order totals \$5.00 or more you may take advantage of the low price of \$.10 a copy plus postage. If your order is under \$5.00 please remit \$.15 a copy plus postage. Separate *Proceedings* issues of 1938 and 1939 may be ordered for \$.50 and \$.75 respectively. Address: Special Libraries Association, 31 East Tenth Street, New York.

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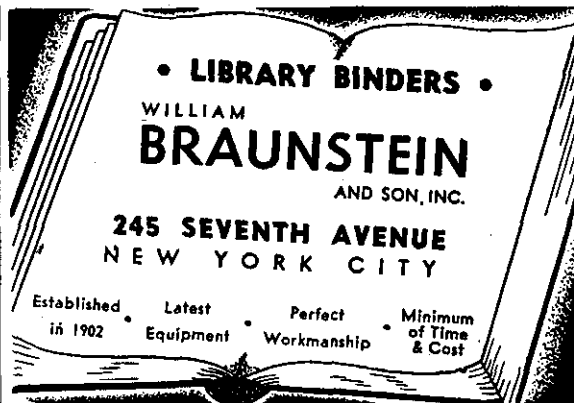
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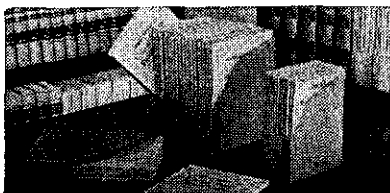
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libraries sponsoring the Center (fourteen colleges, one state library, and the Denver Public Library, which as the largest library of the region is a sort of regional scholarly library) are forwarded to the library owning the book, which sends the book direct to the borrowing library. The Bibliographical Center therefore serves any reader who knows of its existence, but favors academic readers. It sends out no kits of pamphlets, like some university extension agencies; does not buy a book which it cannot borrow, like some state library commissions and state libraries; does not send out traveling libraries, like some county school systems, state libraries and library commissions; and does not perform many other extension functions. It does after a fashion coordinate and combine the library resources, both in books and staffs, of the Rocky Mountain region, and supplements them by borrowing books from outside the region and by supplying bibliographical reference service.

Perhaps the chief reason the Bibliographical Center's claim to priority in systematic supplementary library service (after all, most large libraries have for years helped out their smaller neighbors when asked to do so) is subject to qualification is that it has operated on a shoestring. The \$30,000 Carnegie grant has been husbanded down to the last penny; it has been used to buy books, pay the rather heavy postage bills, buy the depository set, and pay the director's salary. As many books as could be obtained by gift or exchange have been so acquired. The Center's staff has been WPA, but like the union catalog filers, the people working for the Bibliographical Center have had four years of exacting training; one of them has meanwhile gone to library school and another is halfway through the course, but all of them have had to use bibliographies daily and have developed skill in their use such as most

librarians do not get the opportunity to attain. However, the use of WPA workers for tasks such as these has meant that the Bibliographical Center has had to be partly school partly reference library, and its services could not be widely advertised lest the demand exceed the Center's capacity. Moreover, the vagaries of WPA rulings and of one or two WPA officials have continually threatened and often crippled the Center's operations. One of the most onerous tasks in conducting the Center's operations has been the necessary finagling to prevent threatened staff cuts or transfers and to try to obtain reinstatements. The Bibliographical Center has strikingly demonstrated both the virtues and the drawbacks of WPA.

Mr. Wyer envisaged many possibilities for cooperation through the Center, such as the exchange of broken serial files, the prevention of duplication, the joint purchase of expensive materials, and division of fields of specialization. To all of these the librarians of the sponsoring institutions are committed in principle, but up to the present nothing has been done about them except now and then, here and there. Occasionally a librarian contemplating an expensive purchase inquires whether the work is already in the region, and if it is, foregoes purchasing; but the Center has not as yet worked out procedures for these types of cooperation so that they may become routines.

During 1940 the Center has occasionally acted as a distribution point for gift collections of books, sending the books where they were apt to be used and to libraries which did not have them. This sort of thing will probably become one of the ordinary tasks of the Center. The Center is also arranging a purchasing agreement between the libraries of the region and one of the jobbers, so as to secure favorable discounts and service for all the libraries and in return guarantee a volume of business to the jobber. There is a next step which may never be

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taken, and that is to purchase books and collections for, say, high schools and forums, and to obtain and distribute quantities of free or inexpensive pamphlets to similar groups. These possibilities are not probabilities; they are mentioned only to show the possibilities of such an enterprise as this for all kinds of library extension.

The Bibliographical Center can claim, with no afterthoughts, that it has become the apparatus for exact, prompt and efficient library service to those who know what they are about. This is more of a feat than it sounds. Very few scholarly writers take any pains to cite their references in the way books are described in library catalogs. Books which appear under corporate author headings in library catalogs are usually, for instance, ascribed to a personal author or to an editor. A reference sent to other union catalogs than Denver's will ordinarily be sent back as not found if the author entry is not as found in the union catalog; before the Bibliographical Center staff consults the union catalog, the author entry is normally checked in bibliographies. No matter how mistaken or obscure the citation, the Bibliographical Center usually runs it down. With such a resource as this at hand, the readers of the Rocky Mountain region are certain to get the book they know they want. In the same way, the books cited in an authoritative work which the staff consults in order to supply a list of books on a given topic are tracked down and correctly described, according to library usage, for the reader who knows what topic he wants to read about though not exactly what books and periodicals he should have.

A BIBLIOGRAPHICAL CENTER

The upshot of this description of what the Bibliographical Center aims to be (and has been to a moderate degree) is that "union catalog" and "bibliographi-

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cal center" are not synonymous. A bibliographical center may be defined as a specialized type of library service designed to handle the more unusual and difficult reference questions, those questions which require sources of information the library does not possess. A bibliographical center therefore is no more out of place in Boston, New York or Los Angeles than in the arid reaches of the West, since even in cities having large libraries the coordination of library resources improves the speed and efficiency of library service. This conclusion needs no emphasis among special librarians, since the special librarian who must have the pertinent facts about a given topic on his boss's desk at three P.M. (or else!) very soon becomes his own bibliographical center. If metropolitan areas, states and regions organize central agencies to do systematically what the special librarian in a jam does by inspiration, then anyone applying to a library for help will get the same service as the special librarian's boss.

Since the components of library service are book stocks and librarians trained to unravel the tangles of printed materials, a central agency designed to locate complete and accurate information on all topics should have a record of special collections and of librarians trained in special fields. That is to say, the idea of having a checklist of all cataloged books in a given area is good, but good only for those who know exactly which books they want; the idea of having a file of descriptions of special collections is good for scholars engaged in long-term study; but the idea of having a central agency which can tell what to look for, where it is, and who knows how to use it should insure complete satisfaction to all library users. Any one library can ordinarily satisfy most of its clientele; if it cooperates with other libraries in a coordinated system of services, however, it should be able to dispose of all inquiries which come to it.

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The present library situation looks very much like merchandising before the chain-stores came into being and factory production before rationalisation and mass-production and research laboratories were created. Actually, of course, the library situation is not chaotic; it is merely not systematized. Perhaps it need not be so strictly regimented. Certain it is that the difficult problem in the way of locating sources—both in finding out what those sources are and then finding the sources themselves—is unusual, by and large.

It is plain that in the country at large and in almost every community and region, library service could be greatly improved by coordination of library resources and by cooperation among librarians expert in diverse fields. That is to say, we know that the total resources of American libraries, the resources of even any one portion of them, are adequate to care for more various and more specialized or more complex needs than they now satisfy, and that the stock of specialized knowledge among librarians, though none too great, is unevenly distributed and that both could be used to greater advantage if the more difficult inquiries could be routed automatically to the point and to the librarian who knows his way about in that printed matter. Printed materials are voluminous and increasingly diverse; they are increasingly complex in their make-up—the information on any one topic is scattered in books, pamphlets, periodicals, serials, and what not, and it is almost never well organized bibliographically. Sources of exact and complete information could better be found if groups of libraries were to develop as nearly as possible as units, building and processing their stocks to cover as wide a range as possible, as readily available as possible, and to share among their staffs the responsibilities of competence in aiding inquirers to use their resources.

3

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