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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 34

February 1943

NUMBER 2

Inst.



American Labor Publications in the Library
Some Special Problems
Elmer M. Grieder

Microfilm Reading Machines
Part II: Construction and Operation
D. H. Litchfield and M. A. Bennett

Conservation in the Special Library
Ross C. Cibella

Coordination of Branch Office and Home Office Libraries
Marcella Hasselberg

SLA War Activities Committee
Phillips Temple

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Special Libraries

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Indexed in Industrial Arts Index and Public Affairs Information Service

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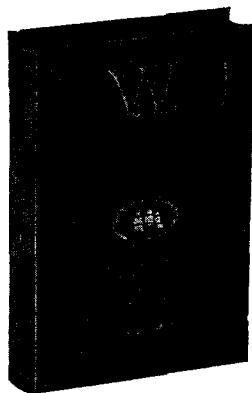
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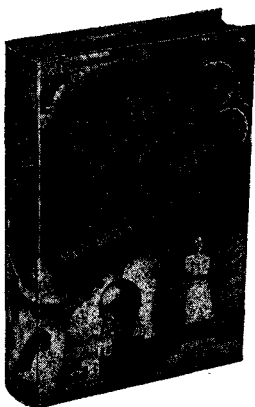
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AMERICAN LABOR PUBLICATIONS IN THE LIBRARY: SOME SPECIAL PROBLEMS

By ELMER M. GRIEDER

Assistant Librarian, Graduate School of Public Administration, Harvard University,
Cambridge, Massachusetts

THE American labor press reflects, in its volume and variety, the vast and rapid development of the union movement. It is impossible to estimate how much of its output has escaped the acquisitive notice of librarians. Like most movements which originate in the masses of men, the labor movement was begun in obscure surroundings, and its early days were full of conflict, in which many organizations and doubtless many journals failed to survive. Moreover, the social, political and economic causes and effects of unionism somehow seemed to make little impression on the collectors of earlier days, and indeed, on the public, whether in university surroundings or in ordinary life. An obscure bibliography, a lack of demand and possibly an innate social conservatism hampered the growth of interest on the part of librarians. The Department of Labor Library in Washington, the John R. Commons Library at the University of Wisconsin and the Johns Hopkins University Library probably were the chief pioneers in the assembling and preservation of union publications, and they have all done much to elucidate the bibliography of the field.

The situation is materially altered at the present time. Most large libraries, whether public or university, have considerable quantities of union publications, either isolated in special sections, or classified and assimilated with the bulk

of the collection. There are also numerous special libraries with an interest in such material. *Special Library Resources*, published in 1941, lists 43, under the following entries: Labor and labor laws, Employment and unemployment, Industrial relations, and Trade Unions. Of these, one belongs to a professional consultant; two belong to unions; three to employer organizations; five to public libraries; six to corporations; six to research organizations with professional information services and publication programs; nine to federal and state departments; and ten to universities. The remaining library, that of the International Labour Office, belongs in a special category. The second volume of *Special Library Resources* will, no doubt, include more labor collections.

All libraries dealing with union publications encounter special problems. A few of these, which seem most serious, will be discussed here. They are the problems of bibliography, of acquisition, of preparation and arrangement and of preservation. No attempt will be made to deal with foreign materials. They present, at this time, difficulties which are almost insuperable, with the exception of publications originating in Great Britain and the Spanish-American countries. In continental Europe, the independent labor press has been all but extinguished, and the fate it has met in Spain illustrates

the necessity for obtaining material as soon as it appears, lest the form and the literary manifestations of labor organization alike disappear in the stress of war and internal upheavals. The Central and South American countries are experiencing an upsurge of labor organization, and its literature deserves attention. Unfortunately, its bibliography is very difficult, and many papers are new and struggling, and likely to find it impossible to survive.

THE PROBLEM OF BIBLIOGRAPHY

Although a really exhaustive listing of union publications is still difficult to compile from the various bibliographies which are available, the situation in recent years is infinitely better than that prevailing before 1900. The origin of the labor union movement itself is shrouded in mystery, and the literature of its early stages is largely untraceable. No one knows how much material has completely disappeared. The lists cited below are useful for the later years. They do not constitute an exhaustive compilation of bibliographies but are the titles which have been found most useful in the Graduate School of Public Administration at Harvard. Most books on labor contain some citations of material in their footnotes or bibliographies; Ulrich's *Periodicals Directory*, 1942, Ayer's *Directory of Newspapers and Periodicals*, issued annually, and most of the other press directories contain entries for labor union titles. These are not exhaustive, however, as they generally exclude much local and minor material. The following bibliographies are entirely or largely confined to union publications, except for Nos. 6-8 which are included because they provide information on items not listed in any exclusively union bibliography.

1. Marot, Helen. *A handbook of labor literature*. Philadelphia, Pa., Free library of economics and political

science, 1899. 96pp.

A subject bibliography, including a section of "Labor periodicals" on pp. 76-81. Anarchist, socialist, single tax, and other peripheral subjects are listed with union publications from Great Britain and the United States. Valuable for early titles, but not exhaustive.

2. Barnett, George E., ed. *A trial bibliography of American trade-union publications. Prepared by the Economic seminary of the Johns Hopkins University*. Second edition. Baltimore, Md., the Johns Hopkins press, 1907. 139pp.

The first edition appeared under the same title in 1904. An author list, including constitutions, proceedings, periodicals, pamphlets, etc.

3. U. S. Department of labor. Library. *List of labor papers and journals and other periodicals featuring labor matters currently received in the Department of labor library*. (In: *Monthly labor review*, 8: 1884-1903, June, 1919.)

4. U. S. Department of labor. Library. *List of American trade union journals and labor papers currently received by the Department of labor library*. Washington, D. C., Oct. 15, 1941. 38pp.

The latest of several editions. A very valuable list of over 350 titles, including local papers.

5. American council on public affairs. *The American labor press; an annotated directory*. Washington, D. C., American council on public affairs, 1940. 120pp.

Compiled at the University of Wisconsin. The most valuable recent list of journals, including 676 titles, national and local. Date of foundation, price, make-up, and other information.

6. *Public affairs information service*. Vol. 1 (1915)—New York, N. Y.

Valuable for citations of pamphlets, proceedings, reports, constitutions, etc. Also useful as an index to labor articles and parts of books dealing with labor.

7. *Pamphleteer monthly*. V. 1, no. 1 (May, 1940)—New York, N. Y.

Lists pamphlets.

8. *Union list of serials*. Second edition. (In process.)

Especially good for early and local papers and for convention proceedings and minor serials. The only good recent guide to proceedings.

9. Canada. Department of labour. *Annual report on labour organization in Canada for the calendar year*. 1911-date. Ottawa, Canada, King's printer.

An exhaustive list of Canadian unions and United States unions with Canadian affiliations, including a bibliography of their journals. Valuable statistical material.

Lists of unions are useful for canvassing smaller organizations, and for canvassing those organizations which publish nothing eligible for inclusion in these bibliographies. The following is the most authentic and exhaustive for national organizations.

U. S. Bureau of labor statistics. *Handbook of American trade-unions*. Issued in three editions: 1926 (Bulletin no. 420); 1929 (Bulletin no. 506); 1936 (Bulletin no. 618).

The most complete list of national and independent unions. Gives new organizations and defunct organizations in separate listings. Includes information on number of locals, objectives, official organ, and an historical sketch of each union. Valuable as a handy reference tool for the period covered.

A number of states issue directories which may include national as well as local and state-wide organizations.

INDEXES

Most of the familiar periodical indexes, such as the *Readers' Guide*, *Poole's Index*, and the *Public Affairs Information Service* analyze some labor journals, usually the more important national and international publications. The more obscure local papers, and those from smaller

unions, are not likely to be represented regularly. The following appear to be the best indexes for these.

1. U. S. Bureau of labor statistics. *Titles of recent magazine articles relating to labor*. No. 1-3 (July 19-Aug. 2, 1913). Continued as:

Weekly list of current magazine articles relating to labor. No. 4-7 (Aug. 9-30, 1913). Continued as:

Monthly list of current magazine articles relating to labor. No. 8-11 (Sept.-Dec. 1913). Discontinued with issue for December, 1913.

A classified list of domestic and foreign literature from union and non-union sources. The *Monthly labor review* (1915-date) continues it in combination with a bibliography of monographs, etc.

2. Rand school of social science. *Index to labor periodicals*. V. 1, no. 1-13 (Dec. 1926-Dec. 1927). Continued as: *Index to labor articles*. V. 2, no. 1—(Jan. 1928)—

Issued to 1938 by the Research Department; since then by the Meyer London labor library of the Rand School. This seems the most exhaustive of current indexes. It is not confined to labor papers, but includes many.

3. Massachusetts institute of technology. Industrial relations section. *Library accessions bulletin*. No. 1 (Aug. 1, 1928)—

This is an index rather than an accessions list. It is not as exhaustive as the title cited above.

THE ACQUISITION PROBLEM

In the Graduate School of Public Administration at Harvard, the following approximate order of importance has been established for union publications: constitutions, convention proceedings, agreements with employers, journals and newspapers, yearbooks or anniversary books and minor educational and statistical material. The briefs presented before impartial arbitrators, and the decisions

and awards of the latter, are considered very important, but they do not fall strictly within the field of union publications. They will be considered later. As the interests of research workers vary, one or the other of these categories will emerge as of special importance, perhaps only temporarily.

As a rule, the more or less standard publications are easy to obtain from the national office, or from an individual officer or member of the union. Early files of some journals are hard to obtain. Often they are not complete even in the union office, so that late beginners are likely to find it difficult or impossible to fill in their sets. The large number of requests for free material seems to have become a burden in recent years, although most organizations are still liberal in their mailing list policy. As a rule, the prices attached are very small, so that purchase is not a serious burden on the library.

The dilemma which confronts labor librarians is the fact that the items which are hard to secure are often the most important for certain purposes. Briefs and awards of arbitration cases are examples. While agreements and constitutional provisions express the formal policies of unions and the formal lines of their relationships to employers, it is in the cases which arise, and which require arbitration, that the actual attitude of both parties is revealed. Similarly, the impact of unionism on the individual working man is not shown in constitutions, nor in official organs of any kind, but it becomes evident when local office files, dues records, complaints, minutes of meetings, are examined. All these materials must be secured through the personal interest of someone connected with the union, and the only method of gaining that interest is by personal contact and friendship. A systematic program of correspondence will bring in most of the officially pub-

lished material, although constant vigilance is necessary to detect items which may not appear in bibliographies—through newspapers, magazines, or word-of-mouth. It is the unpublished or privately circulated material which is important, and most difficult to acquire.

It seems that labor libraries should take the responsibility for bringing in and preserving the local files in their areas. They can be kept together as collections, with little or no detailed recording, so that they need not cause serious trouble or expense. The same applies to early publications and records in each area. The guides are few, and the material may be buried in attics, or perhaps in the libraries of old-time labor leaders. If assurance is given that it is important, and that it will be cared for, good results can be obtained by exploratory trips and visits. Some material, of course, is confidential, particularly when it involves personalities still living and assurances have to be given that it will remain confidential for a stipulated time. The point is that labor libraries are the logical places for the preservation of historical records, and an effort must be made to bring that fact to the attention of union leaders, especially in areas covered by local unions.

THE PROBLEM OF PREPARATION AND ARRANGEMENT

Although much union material lends itself to ordinary serial or monograph processing, it is doubtful whether such expensive routine is always necessary. It may have a tendency to scatter publications from a single union through a collection, so that it is difficult to bring it together for study. The organic relationship between all the literature emanating from one organization is important, and it seems possible that better results might be secured through a simpler processing. Certainly the classification of labor litera-

ture by general schemes, such as the Library of Congress or the Dewey Decimal, does not seem to fit the needs of a special collection, especially with the crowding in social science sections which both are experiencing.

The customary publications of unions fall into a few well-defined categories. Constitutions, proceedings, agreements, papers or journals make up the majority of their output. If each type of publication is kept in a section by itself, it will be easy for the student to assemble everything in those types for a given union. In an attempt to cope with a large mass of material, and to eliminate the necessity for elaborate cataloguing, classification and other processing, such a plan is to be put into effect at Harvard. Constitutions and agreements are to be filed in vertical file cabinets under the name of each union; proceedings and periodicals are to be placed in two sections, alphabetically by the name of the union, or the title of the paper; a separate section is to be devoted to large papers, which are placed in portfolios, and must be shelved flat; and the residue of material—publicity dodgers, educational material, etc.—is to go into a residual file under the issuing union. Briefs and awards of impartial arbitrators will be placed in files under the names of the unions involved. Reports of officers will be filed with the proceedings for the conventions before which they were given. This rule stems from the fact that proceedings and reports are often combined, so that it seems less confusing to combine them, even when they are issued separately. Often, too, the reports of officers must replace proceedings, as the only source of official information and statements of policy, in years when no conventions are held. The primary aim in this scheme is to keep union material together as much as possible, given the necessity for

economical and efficient shelving, and the impossibility of applying notations to thousands of items and catalog cards. Local office collections are to be kept together, with no detailed record. A special catalog of agreements is completed; constitutions and important monographs are catalogued in the usual way, while serial records are maintained for all journals, newspapers, proceedings and other serial publications. Awards of arbitrators and briefs presented before them, are not recorded in any way; the file gives the only record. Admittedly the plan is an experiment, dictated by necessity and reinforced by conviction that it will serve the needs of research students and faculty members. In any case, whether it works efficiently over a long period or not, some method of keeping union publications close together should be devised.

THE PROBLEM OF PRESERVATION

Although such union publications as proceedings, constitutions, yearbooks, together with some periodicals, are issued on substantial paper and can be shelved in the usual way, with or without binding, there are many papers which are printed on very poor stock. They present the same problems as newspapers—poor paper, large size and rapid deterioration, while slowly accumulating volumes make necessary effective methods of temporary preservation. They can, of course, be bound into volumes when a sufficient bulk has accumulated, but they are sure to decay rapidly and their size makes binding expensive. The obvious solution is microfilming.

About two years ago this solution was investigated. At that time it was estimated that microfilming union papers of the usual size—the *CIO News* is an example—would cost about one cent a page, if single copies were sent to the photographer, in quantities of 3,000 pages or more. This charge is for negatives only.

A four-page weekly would then cost about \$2.08 a year. Although most libraries have projectors, in some cases a machine would be an added expense. Positive prints were quoted at .05 a foot. At that time, twenty-one libraries having considerable labor collections were circularized, to determine their interest in a cooperative microfilming plan. Under this scheme, as tentatively drawn up, one library would take the responsibility for preparing the papers, using the best available files from the various participating libraries, sending them to the photographers, distributing the negatives or positive prints to subscribers and allocating the costs. The latter would vary with the number of institutions subscribing to each paper.

Fourteen of the libraries expressed active interest, although none, in the absence of detailed information, could promise to participate. It is evident that the costs could be brought down to very reasonable figures if enough copies of the film were sold. It is also evident that the administering library would incur considerable expenses which would have to be figured into the cost to subscribers. In the sense that the cost of microfilm for one year, or one volume, of a paper would not exceed the cost of binding it, the project could probably be put on a nearly self-supporting basis for the more important papers. Since the original inquiry was made, the cost of microfilming foreign newspapers at Harvard, on a similar basis, has increased about 8%, with the probability of further rises in the future. At the moment the plan is being held in abeyance. Some institution will have to be prepared to undertake the initial financing before it can be put into operation, and it seems that present financial conditions do not encourage any commitments of that kind. Meanwhile, labor papers on newsprint are not bound

at Harvard. They are filed in portfolios, usually two or three years to each, and shelved flat. This is by no means a permanent solution to the problem of preservation, but it protects the material from dust, light and creasing, so that they can later be used for filming. The cost to the library has been about .66½ for each portfolio.

CONCLUSION

The value of personal searches in locating and acquiring labor union publications can hardly be over-emphasized. This is especially true for early material, but it holds good for the present time. It is the only method which will bring in unofficial items, or memoranda on policy and practice which never reach the stage of publication. Intra-union splits, differences of opinion and the like seldom are publicized to the rank and file. Sometimes they come into the open during conventions, but often they do not. Only personal contact will make available the sources of information which hold the key to these and other political movements within unions. The same applies to early material, which may have been overlooked in compiling bibliographies, or may be available only in limited quantities.

Cooperation between libraries is essential for the promotion of research. Whether by microfilming, by union lists of labor material or by inter-library loan, it must be encouraged and utilized. The *Union list of serials* has considerable value for items falling within its scope. Its defect, for the present purpose, lies in the fact that many labor groups were, in their origins, purely local, and there may well be files of periodicals in small public libraries or college libraries which are not represented in the *Union list*. This is the more likely because many early unions failed to survive, and their publications and records cannot be obtained from existing offices.

MICROFILM READING MACHINES¹

By D. H. LITCHFIELD

Supervisor, Periodicals and Microfilms, Columbia University Libraries

and

M. A. BENNETT

Supervisor, Department of Binding and Photography, Columbia University Libraries
New York, New York

Part II: Construction and Operation

SOME understanding of the mechanistic principles of a reading machine is essential to the fullest use of it. This is not to say that a microfilm curator need be conversant with the theories of the transmission of light nor be able to discuss the laws of optics. In his daily struggle to keep ahead of his readers' requests, the librarian has no working time to review the principles of physics (if indeed he was exposed to them in school), and certainly he does not want to spend his leisure time in any such pursuit. He is essentially a bookish creature who has come to his profession along the way of a liberal arts course and library school training. His education has explored the paths of ancient and modern languages and literatures, the traditional and still generally acceptable background of one who is to spend his life in the world of books. Any educational excursions will probably have been into the fields of the political or social sciences. The physical sciences probably will have been overlooked in this itinerary.

It is on several physical principles that the reading machine is constructed. The librarian, grounded in his own art but no other, must learn enough about these first

principles to be able to handle the machine, clean it and advise with a technician about repairs. Lesson number one is to learn the parts of the machine and what they do.

PARTS OF THE READING MACHINE

The body of the machine is in two sections: the *case* and the *head*. Sometimes referred to by manufacturers as the cabinet, the case is the large hollow part that contains the screen on which the image is projected. The head is the part of the machine that contains the lens and the light. It is generally mounted on top of the case, although in one model it is in the base of the machine.

The Head

In order to take film in any position, the head must be able to rotate through an arc of 90 degrees. That is, it should be movable in a quarter of a circle. In the head are the winding mechanism and the optical system. These comprise the following parts: the light and its housing; reflector, condensers and heat filter; film gate with its flats; the lens.

Light. The bulb is generally 100 watts, of bayonet base design. Everyone is familiar with the thread base of the ordinary electric light bulb, which screws into a socket. The filament in a projection bulb consists of sev-

¹ Copyright 1943 by Dorothy Hale Litchfield and Mary Angela Bennett.

eral coils of wire in a row. In order to direct the greatest possible amount of light on the film, this row of coils must face the lens broadside on. If the base of a projection bulb were threaded and the bulb were not screwed in all the way, the coils of wire would not face the lens and the full effect of their light would be lost. So a bulb with a bayonet base is used. The base is a smooth band with two tiny projections. These fit precisely into grooves in the light socket. The bulb is inserted in the socket and turned until the projections are firmly in place in a notch at the end of the groove.

Housing. So called because it houses the light. Should be well ventilated by louvers or vents in the metal casing to allow a circulation of air around the bulb. A housing ought to be designed so that enough of it may be removed to change the lamp easily. A removable flap is sometimes affixed with two screws.

Reflector. A concave metal mirror, like one side of a ball, placed in back of the light. Light rays disperse from the electric bulb in all directions, so the reflector is installed to catch these rays and deflect them into one beam.

Condensers. In front of the light are the condenser lenses (not to be confused with the focusing lens which you manipulate to bring the image into focus). These lenses focus the light rays directly on the film.

Heat filter. A white light contains all the colors in the spectrum. The red rays give off the most heat, so a greenish piece of glass is installed in front of the light to absorb them. This shields the film from the excessive heat which naturally accompanies the needed amount of light.

Film gate. Aperture in the head through which the film passes, between the condenser and focusing lenses.

Flats. Two pieces of glass, locked in the film gate, which hold the film flat as it is being read. One or both of these flats should move back from the film whenever it passes from one exposure to the next. This property of moving is called retraction. If there is no retraction of the flats, a film will be badly scratched.

The flats must be kept clean. Film that is dusty will, when run through the flats, leave a deposit of dust particles that are clearly visible on the screen. They often obscure the printing of the book. At a time when there is no film in the machine the flats may be cleaned by passing a cloth moistened with carbon tetrachloride between them.

One hazard prevalent in the early days of microfilm and becoming rarer is that of adhesive and cellulose tape. Even today, films are sometimes spliced or attached to reels with these tapes. When run between flats and exposed to the heat from a 100-watt bulb, the adhesive melts all over the film and the flats. Carbon tetrachloride is ineffective against this gum. The writers have found hot water and soap to be the best cleaning agent here, although care must be taken to use a pure soap with no abrasive. Soft clean cloths without lint must be used for drying. They should be thoroughly washed again after use.

Since the flats must be cleaned often and sometimes while the reader (whose adhesive-taped film has caused the trouble) waits, they should be easy to remove. This is an important point in reading machine design. More power to the designers of one

model in which the flats can be lifted up and removed with the fingers!

Focusing lens (or objective). A lens is a curved piece of glass polished or ground so that rays of light entering it from all angles are brought together to form an image. The place outside the lens where this image is in focus is called its focal plane. (The film gate in a reading machine holds the film in place at the focal plane of the lens). A simple lens such as that of an eyeglass is one piece of glass; the compound lens used in cameras, projectors and reading machines is made of several pieces of glass held together in a lens mount.

A lens is fully described when the following specifications are given: the focal length, the f number, and the correction. For example, "50 millimeter, f :4.5, anastigmat". Focal length is the distance from the lens to its focal plane. This distance cannot be measured by the layman. It is computed by the designer of the lens and is given in millimeters or inches on the lens mount. The purchaser of a wall projector is guided by the focal length of the lens, depending on the size of the room in which he intends to use the projector; but the purchaser of a reading machine need not be concerned with the focal length of the lens as it has already been chosen according to the size of the screen.

The f number of a lens expresses the relationship between its diameter and the distance to its focal plane (remember, the film is at the focal plane). When a reading machine has an f :4.5 lens, the distance between the lens and the film gate is $4\frac{1}{2}$ times the diameter of the lens; if it has an f :2 lens, the distance is

twice the diameter of the lens. On a reading machine a lens with a wide aperture (low f number) is generally used because it means a brighter screen, but the f number is no indication of the lens's quality. It should have a high correction of aberrations as well as a low f number.

According to the laws of optics, light rays cannot be focussed into a perfect image by a single piece of glass. Certain rays will go in the direction indicated but others will not. To correct these distortions or aberrations, the lens manufacturer uses other pieces of glass in combination with the original one. Seven kinds of aberration have been described by physicists, who have also discovered corrections for each one. The cost of a lens rises in direct relation to the correction of these aberrations, although absolute correction has never been attained. If a reading machine lens does not have a high degree of correction, the image on the screen will be greatly distorted.

The lens aberration that causes the most noticeable distortion on the reading machine screen is curvature of field. A lens being convex naturally projects a rounded image. If the screen were concave instead of flat, this image would not be distorted. As it is, the image that strikes the edges of the flat screen is not in focus at that plane. When the reader brings the edges into focus by using the focusing screw, he finds that the center is blurred. This blurring at the edges of the screen is worst at the corners. There is a simple graphic demonstration of this. Describe a circle on a sheet of paper and draw a rectangle inside with its corners touching the circumference.

One can readily see that as the definition is poorer around the edges of the circle, so will it be worse at the corners of the rectangle.

Aberrations are least apparent in the center of a lens, and increasingly apparent toward the edges. An iris diaphragm is sometimes placed inside a lens to ensure that light will pass only through the center. When a diaphragm is used on a reading machine lens, the image on the screen is clearer but the screen is much darker. A larger bulb to increase the light would necessitate changes in the design of the machine to offset the additional heat, all of which would greatly increase the cost. One of the unsolved problems of reading machine optics is the demand for an inexpensive lens with a low f number and a high correction of aberrations so the image on the screen will be both bright and sharp. Since there is no such thing as a good cheap lens, there cannot be any such product as the "good cheap reading machine" so earnestly desired by some of the promoters of microfilm. Nobody has so neatly summed up the reading machine problem as Mr. Miles Price when he observed, at a meeting of the Law Library Association, "You can't repeal the laws of optics in favor of anybody".¹

Winding mechanism. A reading machine with no winding mechanism is feasible if the material to be read is a short journal article, a broadside or a pamphlet. One machine has been designed for just such material, and will take a strip of film 10 inches long that can accommodate 14 pages of an octavo book. Films of entire

books are generally 20 feet or more and require a reading machine with a winding mechanism. The film is wound on a reel. As the reader turns from one page to the next he moves the handle of the machine and the film winds from one reel to the other. The winding mechanism is generally in the head of the machine, although the handle for turning may be in the lower part of the case for the greater convenience of the reader.

There is a *winding post* (spindle over which the reel fits) on each side of the film gate and aligned with it. The post should revolve in either direction so that the film may be wound backward or forward. The rest of the winding mechanism consists principally of a crankshaft and gears. These are generally concealed inside the head of the machine. All the parts of the winding mechanism should be firmly set in the head, easy of access and simple to operate. This part of the machine, because it is movable, needs adjustment from time to time.

The Case

The *case* of the reading machine contains the screen. Two basic specifications determine the type of reading machine: the kind of screen and the diameter of enlargement. There are two kinds of screen, and by their names we divide all reading machines into two classes. These are opaque-screen and translucent-screen.

Opaque-screen. One from which the image is reflected, exactly like projection on a wall screen only at a different angle. In wall projection the light passes from the projector to a screen across the room; in an opaque screen reading machine the light falls from the head to the bottom of the case. This screen may be made of

¹ *Law library journal* 33:213. September 1940.

paper, cardboard, or it may be the floor of the case painted any light color. Thus it is relatively cheap to construct.

The disadvantage of the opaque screen is its awkward and unnatural position for reading. In order to look closely at the image, the reader thrusts his head into the front opening of the case under the overhanging hood. Too far in, and his head is directly under the lens obscuring the image altogether.

Translucent-screen. One with two functioning surfaces. The image is projected on its rear surface, inside the machine, and shows through on the front surface facing the reader. This type of machine is so constructed that the lens projects an image on a mirror, from which it is reflected onto the screen. Because the projection is indirect instead of direct, some definition is lost.

The translucent screen has been made of various kinds of material. One is ground glass, that is glass which has been roughened on one side by abrasion. Another is composed of plastic in combination with plain glass.

We have said, in discussing lenses, that definition is more important than brightness on the screen. One thing seems to us even worth the sacrifice of a little definition,—the position of the screen. A translucent screen is mounted on the case at an angle approximating that of wall projection, to which the average person has been accustomed these many years. It is far more natural to him than the opaque screen under its hood.

Diameter of reduction. Refers to the number of times smaller the micro-

film image of a book is than the book itself. Generally expressed by the symbol 12x or 24x and spoken of as "12 diameters" or "24 diameters". When material is microfilmed, it is reduced a certain number of times depending on its size. The degree of reduction is expressed in diameters (*diameter of reduction*), because the lens projects a round image and its characteristics are described in terms of a circle. Instead of saying "The book is reduced 12 times", microphotographers say "The book is filmed at a 12 diameter reduction".

The designer of a reading machine must decide how many times the image on the film is to be magnified on the screen. Experimentation has proved that the most satisfactory magnification is equal to, or slightly larger than, the diameter of reduction. For example when a book has been microfilmed at a 12x reduction, the image on a screen is most readable at a 12x enlargement. Most books are 12 inches or less in height, so the screen on the simplest reading machines is about 12 inches square. This means that the film of a book appears on the screen about the same size as the book itself.

OPERATION

On the simplest reading machines, there are just three possible operations: thread the film, focus the lens, turn the handle. The second and third of these are self-explanatory. The focusing screw should be on a thread and easy to manipulate; the crank handle that controls the winding mechanism ought to be large enough to grasp comfortably and within easy reach.

It is threading or loading the film that calls for a good deal of practice. Reels are now constructed with a square hole in the center of both sides, but the early

reels had one square hole and one round. This necessitated a good deal of rewinding, as the round hole would not fit on the square-based winding posts. The luckless librarian who received a reel of film wound in a position which proved to be upside down and backwards for projection on his reading machine, spent some time nervously twisting and turning the film before he got it on the machine right side up.

Microfilm sometimes must be threaded on a machine in a direction contrary to that in which it has been rolled. If the film is a short strip and has remained in this position for some time before it is put on the machine, it is apt to spring back off the reels. There are several solutions to this dilemma: use spring clips² or roll the film in the opposite direction for about 48 hours before using it. Another solution is to splice very long leaders, or blank strips, on both ends of the film. A good splicer costs about \$25.00.

Out of our own struggles to master the black art of loading film on a reading machine, we offer two suggestions. First, it is important to read, mark, learn and inwardly digest the book or leaflet of instructions that the manufacturer gives you with your machine. It is all there, if you will study it.

Secondly, procure strips of film in Positions I, II, II-S, III in both negative and positive states. That will be eight strips. Learn to put these on your read-

ing machine. Master the technique so thoroughly that you can thread any Position correctly the first time you try it. Then when a reader brings you a film you have never seen before you will be able to put it in the machine for him with as little fuss as you would hand him a reference tool for a timely piece of information. We must learn to handle microfilm as we have learned, all these generations, to handle books: smilingly, quickly, unobtrusively.

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Newly revised and greatly amplified over the previous editions. Fine clear diagrams. Good reading. Recommended.

(Part III in this series on Microfilm Reading Machines will appear in the next issue. Reprints are available.)

² *Journal of documentary reproduction* 1:278. Summer 1938.

DON'T FORGET THE VICTORY BOOK CAMPAIGN—

That book you've enjoyed, pass it along to a man in uniform.

CONSERVATION IN WARTIME

A Resumé of the Recent Library Binding Institute Convention

PRACTICAL ways in which librarians and library binders can work together to meet the problems of conserving library material under wartime conditions were the main theme of the eighth annual convention of the Library Binding Institute, held in Pittsburgh, Pennsylvania, on October 2 and 3, of this year. A joint meeting of the Pittsburgh Chapter, S. L. A. with L. B. I. opened the convention and in addition to the special libraries, practically all libraries in the area were well represented. Mr. Ross C. Cibella greeted the convention as President of the Chapter. Following are a few of the highlights of the papers presented at that time which were of particular interest to special libraries. Mr. Cibella's paper is not included in this summary as it appears elsewhere in this issue.

"Librarians have gone too far in penny-pinching economy resulting from inadequate budgets. They have been too modest in not demanding decent tools with which to do their work; utility as well as cheapness is necessary if needed service is to be performed. Conservation has always been a necessary part of library activity; now because of the war, it is more necessary than ever."—Ralph Munn, Director, Carnegie Library of Pittsburgh, Chairman of the Session.

"Both binderies and libraries should experiment with binding. The binderies have a very fine product now, but there is no reason to believe that it cannot be improved or made cheaper with new materials, new methods and new ideas. In any type of experimentation with new methods for handling library procedures (including binding), look ahead to the end result; do not try to fit an untried new process

into your present way of doing things; go slowly at the beginning; record every step in writing; place the product in service and examine regularly; repeat the experiment with variations as to time and other factors."—James E. Bryan, Head of the Adult Lending Department, Carnegie Library of Pittsburgh.

"For every item we catalog, we make some commitment toward the retention and conservation of that item. Why spend money on binding or putting into a pamphlet binder something trivial and at the same time leave undone or poorly done something really worth while? To mend a valuable book when re-binding is needed, or to bind poorly a much used magazine is a waste in both money and materials. Select as your conservation process the one that best fits the publication and the use expected of it."—Carroll F. Reynolds, Acting Librarian, University of Pittsburgh.

"Planning conservation is just as important in a small library as a large one. Written outlines and instructions for all regular and important routines should be on file in even the smallest library."—Susan Himmelwright, Librarian, B. F. Jones Memorial Library, Aliquippa, Pennsylvania.

"Untrained librarians often disregard specifications and give inadequate instructions for binding books and are apt to dump their problems in the binders' laps with the request to fix them—and they usually do. Pamphlets present the most vexing conservation problem. Some circulate and are shelved as books, especially some government documents. Ordinary pamphlet material is put in pamphlet boxes."—Stanley L. West, University of Pittsburgh School of Law.

"The problem of book conservation begins with production. We should make the publishers feel our interest and concern. We should protest the use of poor paper for important books and periodicals. We should discourage the use of spiral bindings for any but the most ephemeral material. We should protest the use of illustrations, particularly photo-

graphs, without suitable margins, and stamping which is fancy but illegible. We should discourage oversized books."—Adeline Bernstein, Head of Order Department, Carnegie Library of Pittsburgh.

"Rapidly rising labor costs due to manpower shortage and the effects of government regulations on all phases of the industry threaten library binding service. Labor shortage means not only higher wages but also slower deliveries. Labor costs of production are going up much faster than wages because the new workers are slower. Some binders do not realize how fast their costs are increasing. The cooperation of librarians is necessary if the industry is to survive. Library binding will be considered essential in Washington only if libraries are considered essential."—Pelham Barr, Executive Director, Library Binding Institute, New York, New York.

At the technical and management sessions of the convention, the members dis-

cussed "What's Ahead in Washington?" and the effects of the war on materials and operating conditions. Practically every material has been affected by government controls, indirectly or directly, and after present supplies are used up, conditions will be more stringent. Material prices have been frozen at high levels. There is no official ceiling on prices which may be charged for library binding. Pick-up and delivery service come under all kinds of rigid controls.

It was decided not to ask for changes in the Class "A" specifications and therefore certified binderies would continue to maintain quality standards until Class "A" materials are unavailable, in which case only properly approved alternatives would be used.

CONSERVATION IN THE SPECIAL LIBRARY¹

By ROSS C. CIBELLA

Librarian, Hall Laboratories, Inc., Pittsburgh, Pennsylvania

THE bulk of material housed in the special library is in the form of periodicals, photostats, reprints, company documents, patents and miscellaneous materials. Although books and texts have their place, the need for up-to-date information makes it necessary for the individual industrial library to subscribe to the current literature in that field. I shall briefly describe each of the more important types of literature used in a special library, with emphasis on the industrial research library, and the method commonly used in the preservation

of this material as it applies during normal times. Conservation during this present emergency is a different story.

PERIODICALS

Trade and technical journals offer one of the best means for keeping the library and technical staff informed on the latest developments in the field. Often the material appearing in periodicals is not incorporated in book or monograph form until several years later. In most cases, only a part of the information is included with a footnote referring to the article or articles in the technical journals. Therefore, these periodicals should be preserved so that this material will be

¹ A digest of an address before the Library Binding Institute, October 2, 1942, Pittsburgh, Pennsylvania.

readily available for reference. The most practical means of preserving periodicals is by binding in stiff covers. Such binding makes the periodicals readily accessible on the shelves and keeps them from being mutilated and soiled through use. The only drawback which we have found in binding is that it is impractical, both from the bulk and expense incurred, to bind the advertisements together with the text material. We have partially solved this problem at Hall Laboratories by asking our binder to return all the advertisements intact which are to be found within the covers of the individual issues. We then file all of our own advertisements, those of our present competitors and all those in the related fields in a vertical file arranged by firm name. As the collection becomes bulky, it is proposed to bind each set of advertisements in book form by firm name, arranged chronologically and filed on the shelves. The advertisements which are not included in our files are discarded.

Microphotography offers another means of preserving not only the entire set of periodicals, but at the same time the advertisements appearing therein. However, microfilms are not as convenient to use as the original material, but where the original material is not available and where space is at a premium, microphotography is a boon.

PHOTOSTATS AND REPRINTS

Oftentimes items of interest appear in periodicals or publications which are not received by the special library. Rather than order the complete issue, the individual paper is ordered either in photostat or reprint form. As a rule, this material is filed in a vertical file by subject. Prior to filing, the reprint or photostat can be either stapled or bound in a flexible binder depending on the importance of the material. Where a subject is of

prime importance to that library, all reprints and photostats on the subject can be bound together with a typewritten index or Table of Contents sheet included. A general title is usually printed on the back of the book.

COMPANY DOCUMENTS

This form of material naturally is of great value to the continuance of the firm in business. The type with which most industrial libraries are concerned are usually issued in the form of laboratory reports. These documents tell the story of the research of the company, whether positive or negative. Some of this material is published, but the greater bulk of it never leaves the files. Being of a confidential nature and used for a history of patent cases, both present and future, it naturally presents a special problem to the library. Some of these reports are set up in typewritten form and merely stapled to keep pages of the same report together. Others are bound in paper boards and stapled for further security. In some cases, some firms have seriously considered binding laboratory reports in book form. However, the problem arises as to the advisability of sending these confidential manuscripts outside the library. I know of one instance where a firm sent their laboratory reports to the binder together with a representative who watched the reports as they went through the binding process. At the end of the day, the reports were put into a press and the press locked by the representative of the company. This illustrates one extreme necessary in making sure that the information remains confidential.

PATENTS

Very few special libraries subscribe to all the patents of the United States Patent Office and of foreign countries. In

(Continued on page 67)

EVALUATING LIBRARY PROCEDURES AND SERVICES

[During the months to come, the S. L. A. Methods Committee is planning a series of articles of interest to special librarians on techniques, policies or aspects of our work which have not been covered previously in our professional literature. We should like to have you read them with a critical mind and we shall appreciate your comments, especially if you have discovered another system to be preferable to the one described in the article. These comments should be received by the Editor before the 15th of the next month for publication in the following issue.—Ed.]

I—Coordination of Branch Office and Home Office Libraries

By MARCELLA HASSELBERG

Formerly Librarian, The Curtis Publishing Company, Philadelphia, Pennsylvania

ALITTLE over three years ago the Commercial Research Division of The Curtis Publishing Company decided upon an expansion of its library activities. For some years the Division had been gradually increasing its library collection and its clipping files. Similar progress was being made in each of the companies' seven branch offices, located in New York, Boston, Cleveland, Detroit, Chicago, San Francisco and Philadelphia.¹ In each of these offices there was a small library used by the men in the company as well as by the advertising agencies, manufacturers and any other interested individuals. There had, however, been no coordination of the activities of these several libraries. Each was separately administered with the result that no company branch library had much resemblance to another. When the decision was made to draw these libraries together it was felt that, since each of these libraries was attempting to perform the same type of service, there would be a general gain if they all employed the same methods.

Preliminary, however, to a consideration of the branch office problem came the expansion of the home office library in the Commercial Research Division. After visits to other business libraries in Philadelphia and New York, the conclusion was reached that first of all our own subject heading list would have to be compiled. This was the largest single job in the entire process and consumed several months of concentrated effort. This list, which has some 2,500 subject headings including *see* references, was compiled during the fall of 1939. It was used experimentally in the Commercial Research Library for some months before any effort was made to pass it on to the branches. Its first application was to our clipping and pamphlet file. When we had reached a stage of development in which we felt the list was fairly reliable we next began to use it in connection with our company surveys.

One of our chief tools of marketing information is the surveys that our division conducts in such fields as automobiles, food, drugs, etc. The results of kept in our files and one sent to each branch. In the Commercial Research Di-

¹ The Philadelphia branch office, located in the home office building, figures only partially on the discussion here. This office, as would be expected, depends largely on the Commercial Research Division library.

vision these surveys had for some time been filed by subject. We decided now to keep this arrangement and by using a letter and number designation for these subjects, to obtain a classification number for each individual survey. At this point we discovered that these surveys, when they reached the various offices were treated in varying manners. Sometimes they were filed in the library, several of the branches catalogued them, but they were kept frequently by the individual in the office most interested in the particular subject covered. Since these surveys constitute our most valuable source of information it was decided that a thorough job of cataloguing would be worthwhile. With some of the more comprehensive studies we are using ten to twenty subject cards. Because all of us use the surveys in the same manner, we decided that the job of analysis, done once in the home office, could be passed on to the branches and this part of the library operation lifted from their shoulders.

By the use of a card mimeographing machine we are able to turn out a creditable catalogue card. This means that with very little additional work on our part we can supply each of our branches with a complete set of cards. The subject headings to be used are typed on tissue sheets, seven carbons being made in one striking. These are cut to 3x5 size and attached to the sets of cards. The branch, on receiving the cards, types the tracing on back of the main card, the subject headings and added entries on the others and the set is ready to be filed. The classification number is pencilled on the survey before it leaves our office so that it too is ready for filing in the branch library.

Another vital source of information for us is the trade journal and business magazine. In the Commercial Research

Division we clip 110 such periodicals. When the branches were asked for a copy of their subscription lists it was discovered, quite naturally, that certain journals were being received by all of us. Five of the seven branch libraries, like our own, were clipping some of these. Here was another place, we felt, where duplicate labor could be cut down. We were already using our newly compiled list of subject headings for our clipping file—the same list that is used for our company surveys and, as a matter of fact, for all catalogued material. We selected a group of nine of the periodicals received by all of the branches and as these are clipped for filing, a sheet is compiled showing in the heading the name and date of the magazine, followed by a list of the titles of the items clipped, giving the pages on which they appear, the subject headings under which they are filed and the cross references used. Seven carbons of these clipping sheets are made and one sent to each branch. These are, of course, merely suggestive and when a branch has no interest in an item marked for clipping it is ignored. But since we have broader interests than any single branch, we are unlikely to overlook items they wish clipped. One scanning operation is therefore serving for all the libraries.

When all of the processes had reached a stage in planning that the methods to be employed had crystallized, each branch was visited. All aspects of the proposed activities were carefully discussed and out of these visits grew many new ideas and revisions of old ones. After the branch office librarian had worked with the plan for about two months and had begun to feel somewhat familiar with it, she visited the Commercial Research Division library. This exchange of ideas was essential to a clarification of the

work we were doing. There was, of course, the added benefits gained from converting a mere name into a personality and drawing the company librarians more closely together.

What we have done thus far has been to lay the foundation for increasingly integrated activity. There are still many avenues for cooperation left open to us. Only recently the question of central cataloguing of books was raised by one of the branches. All of our book collections are small and thus far no attention had been given the branch office book problem; the home office collection is being classified in a modified Dewey classification. It was decided that it would be comparatively easy to supply each branch with a main card and tracing for any books for which they sent in a descriptive slip. We have begun this work on our experiential basis with the New York office.

There is one aspect of branch library work of which we only gradually became aware; it may be helpful to point it out to anyone beginning such an activity. Integration brings with it a certain amount of inflexibility. For instance, revisions that might be made in your subject heading list, now affect not only your library but the branches as well. No change in policy can be inaugurated without a complete explanation being sent out. For this reason it is highly desirable to use the main office library as a proving ground and have the methods to be employed well established before they are applied to the branches. As was mentioned before we have been working on our plans only a little over three years; we have still a great many difficulties to meet. But our progress has been encouraging and we feel now that, despite the changes we may find necessary, we are on the right track.

SPECIAL LIBRARY SEMANTICS

By ETHEL M. FAIR

Director, Library School, New Jersey College for Women, New Brunswick, New Jersey

WHAT does one mean when one says, "Routing," "Signal system," "Outguide"? Whether these terms seem to relate to some kind of military engagement or to the peaceful organization of procedures in special libraries is a question in semantics unless one has at hand the brand new *Special Library Glossary*.¹ As the Duchess said,

"'Ah, well!' It means much the same thing. 'Take care of the sense and the sounds will take care of themselves.' 'I think I should understand that better,' said Alice very politely, 'if I had it written down; but I can't quite follow it as you say it.' 'That's nothing to what I could say if I chose,' the Duchess replied."

And so Miss Morley and her associates have listed for the world the terms applicable to the handling of materials in

¹ Morley, Linda H. *Contributions toward a special library glossary*. N. Y. Special Libraries Association, 1943.

special libraries, have defined them and have "taken care of the sense," and have written it down.

The clarification of library terminology is a matter about which the profession has been indifferent or lethargic ("morbidly drowsy,"—see *Webster*). Library service suffers from lack of precise terms to describe materials and processes used, to identify personnel and to express objectives. The same noun has been applied to the first folio of Shakespeare, a school text and a volume of a "financial service" without any distinguishing qualifying syllable or inflection. (Incidentally, why isn't there a cross reference from "financial service" in the *Glossary*?). Miss Morley points out that a "fully developed terminology" which "is usually the sign of a matured profession . . . is not merely an academic matter." Vague, inaccurate terms make "very difficult the recognition of statements of essential objectives and activities." Special libraries in the past have relied upon "general library terms which have acquired added or different significance . . . through gradual accretion . . ., and new terms . . . of hitherto unnamed practices and ideas." Examples and full explanations are needed "in order to counteract the weight of tradition," and to clarify the new meanings. The present *Glossary* is a welcome harbinger (see *Webster*) of the larger dictionary of terms which is promised from the A. L. A. Now the special librarians have a guide to clarify their speech, the young assistants have a manual to acquaint them with an unfamiliar terminology, and even the "client" (see *Glossary*) may be shown the authority for strange new meanings for English words.

In addition to clarifying loosely used or general terms for the special library field, the *Glossary* furnishes a teaching tool for the uninitiated. The definitions and

examples given, taken as a whole, present a picture of many of the routines, activities and aims of a special library: e. g., the special library surveys the current publishing activities to discover new material useful to the library's clientele (see "Current Publications Survey"); or compiles facts from day to day, not elsewhere assembled, which directly affect the clientele's interest (see "Data Compilations"). The editors have coined a new concept which summarizes the justification of special libraries in the "Dissemination of knowledge: *in such a manner as to beget use.*" That phrase seems to the reviewer to describe in a nutshell the handling of printed information by special libraries.

Thus the first impression of the welcome *Glossary* is wholly favorable. Critical testing of its use brings out certain minor omissions. All the desired cross references are not included: e. g., "Search service See . . . Patent search;" "Subject file See Filing systems." Such common terms in library parlance as "Vertical file" (which needs clarifying for the layman and which is replaced usually in special libraries and in business offices by the word "File") does not appear although its library abbreviation "V. F." is used without explanation in the definition of "Outguide." If "Outguide" is the term used for "a form card on which the charge for V. F. material is recorded," the general librarian wonders what the special librarian calls the record of bound publications circulated from the shelves. It is interesting that the word "Circulation" (the term on which most public libraries live!) does not appear in the *Glossary*. Incidentally "Outguide" is only one of the terms which seem quite new in the existing library vocabulary. Others found in the *Glossary* are "Tickler file;" "Interest record;" "Job file" (which doesn't mean "help wanted!"); and "brokers' circular," of all things!

The editors have captured the terms which have crept into use in special libraries and, the reviewer suspects, have dressed up others to be respectable. There should be no objection to coining new words which can serve a need if the new term catches the favor of librarians and is meaningful to library users. New modes and new activities bring with them new terms. The new word of the under-

world, "frisk," appeals to the reviewer as a term that might add meaning to certain kinds of "searching" which librarians attempt to do. We would vote to authorize the editors to look for new words and offer them to the profession to add further significant terms to the professional vocabulary. In the meantime we shall gratefully use these terms offered in the *Glossary*.

SLA WAR ACTIVITIES COMMITTEE

A PROGRESS REPORT

By PHILLIPS TEMPLE

Chairman, Special Libraries Association, National War Activities Committee

IT is doubtful whether the majority of special librarians, intent as they are on their individual tasks, realize the number and variety of the war activities being undertaken by their fellow special librarians throughout the country. It is more doubtful whether government officials who stand to benefit from a knowledge of these activities are aware of them either. The experience of this Committee, since the appointment of its present chairman by Miss Eleanor S. Cavanaugh, President of the Special Libraries Association, in October 1942 has shown that such officials appreciate prompt and accurate information, and that one of our main problems is to acquaint them with the services that librarians are equipped to extend. Thus the threefold object of the Committee is clearly: (1) to acquaint librarians with the activities of their colleagues in widely separated areas and in different types of libraries; (2) to render the results of such activities immediately available to those government officials desiring them; (3) to coordinate and stimu-

late further projects along these lines. The Headquarters of the Committee is that of the Chairman, whose address is noted at the end of this report, and librarians are urged to keep the Committee posted on the work they are doing with camp libraries, bibliographies, war information centers and related matters as outlined on page 310 of *SPECIAL LIBRARIES* for October 1942.

Mr. Ralph M. Dunbar, Chief, Library Service Division, U. S. Office of Education and Mr. Walter H. Kaiser, Public Library Specialist with the same agency, have been most cooperative in making available to the Committee the pages of the periodical *Education for Victory* (see Vol. 1, p. 25, Dec. 15, 1942). Releases of national interest from the Committee will appear there from time to time, as well as in *SPECIAL LIBRARIES*, in local newspapers and in other media. Cordial relations have been established between the Committee and Mr. John Mackenzie Cory, Chief, Library Liaison Unit, Office of War Information. Mr. Cory, by the

way, gave an interesting talk to the Connecticut Chapter on January 8th: "War Information and Misinformation". (Watch for this article in SPECIAL LIBRARIES.) The Hartford members of the Special Libraries Association are conducting a "Rumor Clinic" the purpose of which is "To search out and publicize the *truth*, to refute vicious rumors which endanger the national war effort."

Mr. Joseph C. Shipman, W. A. C. Chairman for the Baltimore Chapter, reports a large number of projects, in which the Enoch Pratt Free Library is taking a prominent part. EPFL employees are on the Publications Committee of the local OCD; have prepared a series of thirteen leaflets on Civilian Defense in conjunction with that agency; have compiled reading lists for recruits to the various armed services; have developed a reading course on "Citizenship and Unity in Wartime" in cooperation with the Baltimore Committee on Civilian Defense and have issued booklists in connection with the course; have prepared a central War Information Card File covering books, magazines, pamphlets and documents; and have issued as supplements to the ALA *Booklist* several bibliographies, including "Training for War" and "Aeronautics Training". Dr. Joseph L. Wheeler, Librarian, has given desk space in the main lobby for Civilian Defense registration, and provided headquarters, sorting and storage space for the Maryland Victory Book Campaign.

Miss Ruth G. Hedden, President of the Boston Chapter, reports that Civilian Defense in her area (which includes not only Boston, but the greater part of New England) is taken care of very efficiently by the Massachusetts Committee on Public Safety. This Committee has deep traditional roots, being an off-shoot of the Revolutionary and European War committees of the same name. The Com-

mittee, which issues frequent publications relating to wartime activities, has for its Librarian Miss Edith Guerrier, who is a member of the Boston Chapter of SLA and is in the Planning and Technical Division of the Committee. Among her advisers and voluntary assistants are eight other Boston Chapter members, one of whom is Miss Mildred C. O'Connor of the Boston Public Library who serves as Chairman of the Civilian Defense Committee of the Boston Chapter. Another is Miss Alice E. Hackett of the same Library, who is Chairman of the Chapter's War Roster Committee. Military officials in Washington have requested and received copies of Miss O'Connor's two bibliographies on Blackout and Aerial Photography in the Detection of Camouflage. Unfortunately they are out of print at the moment.

Work with camp libraries is handled principally through the Boston Public Library with which, through the Committee of Public Safety, SLA librarians are cooperating. The preservation and protection of collections in case of attack are entrusted to the Committee on the Protection of Valuable Objects. On this Committee, which is comprised of librarians, representatives of museums, etc. is Mr. Milton E. Lord, Director of the Boston Public Library and a member of SLA. Mr. Robert G. Rosegrant of the Boston Art Museum is Chairman, and Mr. Gregory Edson is Secretary.

Miss Carol Wanner, Librarian, Office for Emergency Management, was recently appointed Chairman of the Washington, D. C. Chapter W. A. C., and has lined up the following projects upon which her Committee is now engaged: War Prisoners' Aid, including Japanese evacuees, for which the services of a Japanese speaking librarian have been engaged; Volunteer Services, Substitution and Conservation, Emergency Library

Training, Listing of Translations and Photostats of Foreign Data, Physical Fitness and Inter-American Cooperation. The further development of these projects will be recorded in future issues of the *Chapter News Bulletin*.

The Pittsburgh Chapter, whose W. A. C. Chairman is Miss Margaretta Barr, Librarian, Eavenson, Alford and Auchmuty, is supervising projects that include work with Defense Councils, U. S. O., Red Cross and similar organizations. Details will be given later when Miss Garland, editor of the *Chapter Bulletin*, publishes Miss Barr's Report in the *Bulletin*.

The Illinois Chapter reports a project that might well be emulated in other parts of the country. Dr. Shattuck of the Chicago Historical Society is supervising the collection of war materials of historical interest. The progress of this work may be followed in future issues of the Chapter's *Bulletin*, *The Informant*. Volunteer work by Chapter members is being carried on in cooperation with the Council of Social Agencies in Chicago. It is also announced that reports on several completed projects will be made early this year.

Miss Rose L. Vormelker, Head, Business Information Bureau and Director of the War Information Center, Cleveland Public Library, is responsible for the publication of one of the most useful series of bulletins that has come to our attention. They are mimeographed and run from three to thirty-odd pages, touching on matters of much interest not only to War Activities Committees but to librarians in general. Bulletin No. 9, for example, is devoted to a "List of Associations and Institutions Publishing Free and Inexpensive Pamphlets on War Problems". Issue No. 11 is a list of "World War II Subject Headings for Pamphlets and Clippings in the War Information Center". Bulletin No. 12 pre-

sents a list of references on the "Use of Blood Plasma on the Battlefield". All of this series of bulletins may be obtained if postage accompanies the request for them.

Mr. Willard Kelso Dennis has been appointed W. A. C. Chairman for the Greater St. Louis Chapter. He reports that members of the Chapter are engaged in such fields of war work as Red Cross First Aid, U. S. O., and Civilian Defense. Mr. Dennis is the compiler of a "Book List on Modern Military Science", published in the September 1942 issue of *SPECIAL LIBRARIES* which has received favorable comment from members of the armed services as well as from librarians. In the foreword to his list of "Additions Made to Library, 1942" Mr. Dennis, who is Librarian of the Parks Air College, Inc., mentions that he is working on "a list of books which the various aeronautical librarians of this country have recommended as the best or essential to an aeronautical collection. It will be published in *SPECIAL LIBRARIES*." Technical and other librarians will be interested to note that the *Parks Air News* is distributed on a free basis. The December 1942 issue carries an article on the library.

The Indiana Chapter W. A. C. is under the direction of Miss Nancy Todd, Chief, Technical Department, Indianapolis Public Library. Her Committee is concentrating at the moment on one particular project: the compilation of a union list of technical periodicals. During the summer and fall, the Indiana Chapter sponsored a project to sort 24,000 books contributed to the Victory Book Campaign and assembled in two of the Branch Libraries of the Indianapolis Library.

Miss Regina E. Chadwick, Assistant Librarian, Standard Oil Company of California, is Chairman of the W. A. C. of the San Francisco Bay Region. She reports that the San Francisco Public Library and the Oakland Public Library

both have War Information Centers within their reference departments that coordinate all local and federal war material and publications. Miss Elizabeth Nutting of the Shell Development Library is in charge of duplicate exchange material, and bibliographies on pertinent information appear from time to time in the Chapter *Bulletin*. Miss Mabel W. Thomas, Head, Reference Department, Oakland Public Library, writes that in August 1941 that Library organized a book collection in the City Hall for the newly formed Oakland Defense Council. Since our entry into the war this special library in the office of the Defense Council and the similar collection in the public library were put to intensive use in training wardens and other volunteers. Miss Thomas mentions that "aside from the dominant interest in the progress and issues of the war, the most urgent present needs are for information relating (1) to specific occupations (civil and military) and (2) to wartime laws and regulations and the agencies charged with their administration."

In Canada, the various war activities are being coordinated by Miss M. K. Carpenter, Librarian, Bank of Montreal and W. A. C. Chairman. The camp libraries there for men and women in the services are under the direction of the Canadian Legion War Services and the Central Book and Magazine Depot of Military District No. 4. Many of the volunteer workers in these organizations are librarians. A project which was started and later abandoned because of the extra work involved, but which nevertheless merits mention, was the issuing of a holdings list of material on World War I and World War II. A *pro forma* was sent to each Chapter member for checking, but so comprehensive a bibliography did not prove practicable.

Librarians may be interested to learn

that Miss Isabel L. Towner, Librarian, National Health Library, 1790 Broadway, New York, N. Y., is compiling on cards a bibliography on "Health and the War". This project was initiated before this country entered the war, and covered the general subject of "National Defense and Health". There are now about 1,500 cards in the file, under such subjects as "Army and Navy", "Child Welfare", "Civilians", "Nurses and Nursing", "Nutrition", "Social Hygiene", "Tuberculosis", etc. The Bibliography is not available in printed form, but librarians are welcome to make use of the material listed on the cards.

Material on Postwar Problems being much in demand, we might mention that Miss Harriet Van Wyck, Librarian, The Woodrow Wilson Memorial Library, 8 West 40th St., New York, N. Y., has assembled a large collection of books, pamphlets and periodicals on this subject. In addition to complete data concerning the League of Nations, the International Labour Organization, and the Permanent Court of International Justice, there is a carefully classified clipping file of the *New York Times* covering a twenty-year period. Miss Van Wyck writes that the resources of the library are available to other librarians and to anyone who is interested in the field of international affairs.

The foregoing notes do not pretend of course to give a complete picture of the multifarious ways in which special librarians are contributing to the war effort, but it does serve to indicate some of the lines along which such contributions are being directed. It also shows how important each individual's effort is when considered as a part of the total picture, and how useful it is for this Committee to receive reports from those charged with conducting wartime projects. This thought was well expressed

by Miss Ella Tallman, President of the Cleveland Chapter, in the October 15th issue of its *Bulletin*: "When multiplied by the efforts of the members of our Cleveland Chapter and added to those of all the SLA members in the United States, the total will be mighty impressive".

Closely allied with war problems as they directly affect librarians is the matter of binding materials. The Special Libraries Association's Emergency Binding Committee is actively engaged on the problem of maintaining binding service to special libraries by doing everything possible to assure the continued supply of necessary materials to binderies. The War Production Board is surveying the materials needed by all civilian industries for the next eighteen months and materials needed will be allocated on the basis of the survey. Mr. Pelham Barr, Executive Director, Library Binding Institute, is compiling the statistics of materials required in binding for all libraries.

The W. P. B. has asked that the figures for public, school, college, university and governmental libraries be separated from those for other libraries, the latter category including mostly special libraries. For this reason, a separate survey is be-

ing made of binding done annually by special libraries. As the Washington Representative of the SLA Emergency Binding Committee, the present writer has sent a questionnaire to a sampling of about one hundred libraries. The responses have been very satisfactory and from these will be developed statistical ratios on which will be based estimates of the binding needs of all special libraries.

A preliminary study of the questionnaires returned reveals the importance of the binding of special library material, particularly of periodicals. Practically all librarians who responded stress the difficulties and loss of essential library material if binding is curtailed. A large proportion of special libraries are found to be serving directly in war activities.

While it is believed that the sampling questionnaires will produce reasonably accurate estimates, data from any special library would be welcome as they would be helpful in the compilation. Any librarian wishing to cooperate in this very important survey should write for a copy of the questionnaire (which is very brief) addressing Mr. Phillips Temple, Librarian, Riggs Memorial Library, Georgetown University, Washington, D. C.

A MESSAGE FROM OUR PRESIDENT

SL. A. members will be interested to know that from September 30 through December 31, 1942 there was added to our membership 155 new members—of these members 15 were Institutional, 91 Active and 49 Associate. The increase over the usual number of Active members can be traced in large part to the work of our Placemen Service.

Our total membership now stands at 2,800, the largest since the Association was organized. In the past ten years our membership has been nearly doubled. In 1931 it was 1,540.

* * *

Members disturbed about the new Government policy of cancellation of some Government publications and releases and the curtailment in distribution of

others will be interested to know that the OWI has appointed a sub-committee of the Inter-Agency Bureau responsible for publications and their distribution, to study this matter and to make recommendations.

Of necessity, this sub-committee consists of Government employees but the committee members have been chosen from among those who have had direct contact with libraries and know their needs. Representatives of public, university and special libraries have been asked to meet with this committee in Washington sometime in January.

Watch for a forthcoming article on "Special Libraries and the War" which will appear in the near future in *This Week* magazine.

* * *

The 1943 Victory Book Campaign is now under way and from reports it is going to go over the top. I hope all S. L. A. chapters and members are taking an active part. Please keep me informed as to what you are doing, how you are doing it and how many books you collect. I will then report this directly to the Campaign Committee, which definitely wants this information.

If you have any special "stunts" or unusual ways of collecting for this campaign do write me the details, as Campaign Headquarters will use all this for its publicity.

ELEANOR S. CAVANAUGH,
President.

EVENTS and PUBLICATIONS

The members of the Committee of Women Underwriters of the National Association of Life Underwriters have prepared a guidebook for those women who are considering life underwriting as a career. *LIFE UNDERWRITING, A CAREER FOR WOMEN* (Indianapolis, Ind., The Insurance Research and Review Service, 1942. 144p. Price?) is written by women who have become successful underwriters and each chapter deals with a different phase of the work.

* * *

BASIC PRINCIPLES OF WEATHER FORECASTING, by Victor P. Starr (New York, N. Y., Harper, 1942. 299p. maps. \$3.00) is devoted almost exclusively to the principles and problems of weather forecasting. The book stresses particularly the short-period forecasting technique, i.e., for a period of some thirty-six hours in advance, although the techniques of the Five-Day Forecasting Project of the U. S. Weather Bureau at Washington are also discussed.

* * *

What looks like a particularly workable plan for filing press releases of War Agencies is presented by John Armstrong and Elmer M. Grieder in the January 1943 issue of the *Wilson Library Bulletin*.

A "Technical Library" is the title of the two articles appearing in the November and December 1942 issues of the *Office*. These articles describe the activities and functions of the Tennessee Valley Authority Library and are by its Chief, Harry C. Bauer. Mr. Bauer at present is "somewhere in Africa."

* * *

Here is an interesting little pamphlet and most apropos at this time, a *PLAN FOR THE COLLECTION AND PRESERVATION OF WORLD WAR II RECORDS*, by Lester J. Cappon of the University of Virginia (New York, N. Y., Social Science Research Council, 230 Park Ave., 1942. 24p.). Among other items, Mr. Cappon discusses the kinds of material to be collected, state projects, local projects and war records in metropolitan areas.

* * *

THE SURVEY OF CURRENT BUSINESS, 1942 SUPPLEMENT is a compilation of statistical series which are carried in the regular monthly issues of the magazine, including detailed footnotes on time series. Orders should be directed to the Superintendent of Documents. (Washington, D. C., Dept. of Commerce, 1942. 271p. 50¢.)

A Motor's Handbook is offered free to subscribers (New York, N. Y., Motor, 572 Madison Ave., 1942.) The Handbook is an annual edition of specifications, interchangeable parts, service instructions and wiring diagrams.

* * *

The Special Librarian page of the *Wilson Library Bulletin* for December 1942 contains an interesting article by Pat Kleiman, Librarian, Ohio Farm Bureau, Columbus, Ohio, on "War Information in an Insurance Library."

* * *

Three interesting little pamphlets on life insurance have been prepared by the Institute of Life Insurance (New York, N. Y., 60 East 42nd Street. gratis). They are entitled, LIFE INSURANCE POLICY LOANS: STORY OF LIFE INSURANCE: WHAT'S IN YOUR LIFE INSURANCE POLICY?

* * *

Thomas C. Cochran and William Miller have put a new interpretation on the history of the United States in *INDUSTRIAL AMERICA—THE AGE OF ENTERPRISE*. The text is based on existing material in American history, economics and related social subjects. (New York, N. Y., Macmillan, 1942, 394p. biblio. \$3.50.)

* * *

CONTROLLED MATERIALS PLAN, HOW IT WILL WORK has been reprinted from *Business Week*, December 12, 1942, pages 41-50. This "Business Week report to Executives" describes the objectives, the machinery and other data on this complex plan. (New York, N. Y., Business Week, 330 West 42nd St. 20¢.)

* * *

In a recent Brookings Institution publication, *POST-WAR—PEACE PLANS AND AMERICAN CHOICES*, Arthur C. Millspaugh explains plans for a durable peace, giving arguments for and against. (Washington, D. C., 1942. 107p. \$1.00.)

* * *

Businessmen, publicists, economists and every thinking adult has a vital interest in the wide range of investigations and proposals contained in the 43 monographs prepared by the Temporary National Economic Committee. Noel Sargent and John Scoville have thoroughly analyzed these studies, combed out their essential content and reprinted them with a critical review of each in *FACT AND FANCY IN THE T. N. E. C. MONOGRAPHS*. (New York, N. Y., National Association of Manufacturers, 1942. 832p. \$3.00.)

FEBRUARY FORECASTS OF

Forthcoming Books

(Where the publisher has supplied the price and a brief description of the book, these have been included.)

ANALYTIC GEOMETRY, by Smith, Salkover and Justice. Published by John Wiley & Sons, New York, N. Y. Probable price \$2.50.

AUTOMOTIVE MECHANICS, by Frost. Published by John Wiley & Sons, New York, N. Y.

CAREERS IN RETAILING FOR YOUNG WOMEN, by Doris McFerran. Published by E. P. Dutton & Company, New York, N. Y. Price \$2.50. "For the girl who thinks she prefers advertising, for the budding commercial artist, for the youthful optimist who dreams of becoming a stylist. . . ."

CHEMISTRY OF POWDER AND EXPLOSIVES, V. 2, by Davis. Published by John Wiley & Sons, New York, N. Y. Probable price \$4.50.

DIFFERENTIAL EQUATIONS, by Reddick. Published by John Wiley & Sons, New York, N. Y. Probable price \$2.50.

ELEMENTARY QUALITATIVE ANALYSIS, by Hartsuch. Published by John Wiley & Sons, New York, N. Y. Probable price \$3.50.

FAMILY AND DEMOCRATIC SOCIETY, by Folsom. Published by John Wiley & Sons, New York, N. Y. Probable price \$4.00.

FEDERAL TAXES ON ESTATES, TRUSTS AND GIFTS, by Montgomery. Published by Ronald Press, New York, N. Y.

FOOD FOR PEOPLE, by Reid. Published by John Wiley & Sons, New York, N. Y. Probable price \$4.00.

FOOD PREPARATION RECIPES, 2nd edition, by Conway, Child and Niles. Published by John Wiley & Sons, New York, N. Y. Probable price \$2.50.

FUNDAMENTALS OF MACHINES, by Lebowitz. Published by John Wiley & Sons, New York, N. Y.

FUNDAMENTALS OF SHOP WORK, by Kennedy. Published by John Wiley & Sons, New York, N. Y.

GENERAL METALLOGRAPHY, by Dowdell. Published by John Wiley & Sons, New York, N. Y. Probable Price \$3.50.

PROPELLER HANDBOOK, Revised edition, by Falk. Published by Ronald Press, New York, N. Y.

RADIO, by Zeluff. Published by John Wiley & Sons, New York, N. Y.

SKI TRACK ON THE BATTLEFIELD, by V. A. Firsoff. Published by A. S. Barnes & Company, New York, N. Y. Price \$2.00. "In vivid and gripping style the author has created a most enjoyable work, which at the same time is authoritative and compelling as it unfolds the story of ski warfare in Finland, Russia and Norway, and its development in Canada, the United States and in other countries where cold climates prevail."

Announcements

S. L. A. Adds New Names to Its War Roster

Wayne M. Hartwell, Executive Assistant, Common Aid to Libraries in War Area, A. L. A., Rush Rhees Library, University of Rochester, Rochester, N. Y., is now a Private, 1301 Service Unit, Co. K, Barracks 1, New Cumberland.

Mr. Francis S. Wilson, Chief, Inquiry and Reference Section, Bureau of Foreign and Domestic Commerce, Washington, D. C., is now a Lieutenant in the Navy.

Mr. Lawrence Albert Arany, Indexer, Library, *Newsweek*, New York, N. Y., is now Captain Lawrence Arany, c. A, 8th Trg. Btn., Fort McClellan, Alabama.

Flight Officer Ruth Moorehouse, R. C. A. F. (W. D.), is in Command of the School of Cookery at Guelph, Ontario, Canada.

Latest news of Sergeant Obs. Peter Morgan to reach us was received December 17th and dated September 17th. At that time he had been stationed somewhere in West Africa for about five months.

Mr. Elliott Victor Fleckles, formerly Librarian, Schaufler Memorial Library, Mt. Hermon School, Mt. Herman, Massachusetts, is now in the Army as a Chaplain.

Mr. John C. Stump, formerly with Mechanics' Institute, San Francisco, California, is also in the Army.

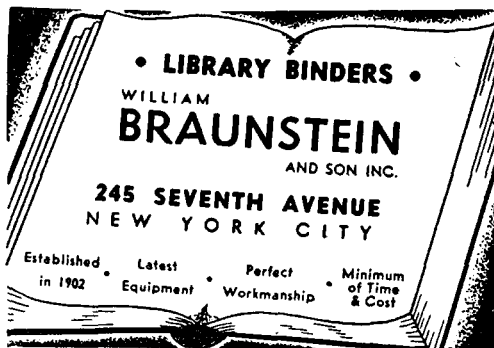
Catherine Laird, Ensign U. S. N. R., 1513 O St., N. W., Washington, D. C., has joined the WAVES.

Heads Stamford (Conn.) Public Library

Miss Mary Louise Alexander has recently been appointed Librarian of the Ferguson Library in Stamford, Connecticut. Miss Alexander, who is well-known in both A. L. A. and S. L. A. circles, brings to her new work a wide knowledge of library technique. She has the well wishes of all her friends and associates.

German Publications Available

Word comes that recent German publications in the fields of Chemistry, Physics, Technology and Meteorology will be reprinted in small editions by the photo-offset process to supply the demand of war industries and research. The Alien Property Custodian, who has taken over copyrights of scientific and technical works published in enemy countries, has given publishing rights for a period of five years to Edwards Brothers, Inc., Ann Arbor, Michigan. By May 1st fourteen titles are to be completed. Prices are nearly 50% lower than those of the original publishers.



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What You Don't Know About George Washington, by George Morgan Knight, Jr.; Wm. Lyon Phelps terms the book "full of interesting information, much of which was quite new to me . . . will surprise some readers . . . a good book to 'have around' the house . . . copiously illustrated." Frank R. Kent: "exceedingly interesting and sound." G. W. Oakes, *N. Y. Times*: "delighted to read it." Annotated bibliog. of 200 works; cloth; \$3.50.

AMERICANS ON GUARD

Just out: **Americans on Guard**, by Col. O. R. McGuire; introd. by Dean Roscoe Pound, Harvard Univ.; Editor Raymond Moley: "magnificent." Frank Gannett, newspaper-chain owner: "extremely valuable, a thorough job of research." *N. Y. Journal American*: "unusually clearheaded approach to dangers confronting U. S." Vice-Pres. Latham, Macmillan Co., "an admirable book." 400 pages, octavo, buckram, \$5.

ANTIDOTE FOR WAR-TENSION

Rev. John La Farge, editor of magazine *America* says of the book **Intimate Glimpses of Old St. Mary's**: "Some good fish in Mr. Knight's diligent haul." A pleasant, delightful history of a charming county in Southern Maryland. 40 Chapters. 47 Illustrations. Index. \$5.

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Southern California Chapter Conducts Course in War Information Materials

World War II has brought new problems to us all, not only as individuals but as special librarians as well. There is probably no special library which has not had its collection affected by the influx of war material. This avalanche of war publications has been so great that it has been difficult for librarians to evaluate and select, or even to be sure that they are aware of all important items. Moreover, much valuable material stands unused in our libraries because it is contained in publications, which, due perhaps to hasty preparation, are poorly arranged and indexed badly, if at all.

It was in the hope of solving to a certain extent these problems that the S. L. A. Southern California Chapter offered this year a course in "War Information Materials—Sources and Reference Use." Lecturers were carefully chosen for their knowledge of the literature on the subject. They were requested to make their talks as specific and practical as possible, giving information as to contents and methods of use of the most important titles and of those which are most difficult to use. A bibliography or lecture outline, frequently both, was prepared for each lecture, and there were excellent displays of publications.

The need for such a course has been amply justified by the response to the announcements and to the consistently high attendance. There were 59 paid enrollments, and an average attendance of between 40 and 50 at each of the eight meetings held between October 21 and December 16, 1942. So much praise has been given the bibliographies and outlines that the Chapter believes special librarians elsewhere will find them useful. They are therefore being offered for sale at \$1.00 a set. Those interested may order from Miss Virginia Miller, 1711 Griffin Ave., Los Angeles, California.

Births

Mr. and Mrs. Maurice William Poppei announce the birth of a son, William Maurice. Mrs. Poppei, known to her SLA friends as Marcella Hasselberg, was the former National Treasurer. An article by her appears in this issue of the magazine.

Correction

The price of the *American Readers Library* advertised in SPECIAL LIBRARIES for January 1943 as 52 cents each, should have read 25 cents each.

Conservation In the Special Library

(Continued from page 53)

our case, we order only those patents which are of interest to us. After we have accumulated several hundred patents, we have these bound in book form arranged numerically by country. A card file by patentee, assignee and subject is used as an index to the bound patents. Sometimes we find that after the patents have been bound in a numerical sequence, a new field of interest is opened and new patents have to be inserted in consecutive order in the books already bound. So far, we have found our binder most cooperative in handling this material. A special problem is presented when foreign patents are collected in various types of formats such as, original copies, photostatic copies, typewritten copies, and in some cases patents copied in longhand or translations of the original patent. A good binder can make a neat looking job of the entire batch and still make the volume serviceable.

MISCELLANEOUS MATERIAL

In a special library there are collections which are of interest only to that firm or to an individual. Sometimes it may be a collection of papers of one of its outstanding chemists or engineers, especially if he is in line for an award by a society or an association. The prospectus, when presented, usually includes a biographical sketch, typewritten, and a complete collection of his papers. Such material again offers a problem in keeping them intact. So far, we have found that binding the entire collection together with the help and advice of a good binder has proven the most satisfactory and the most economical way to preserve this material.

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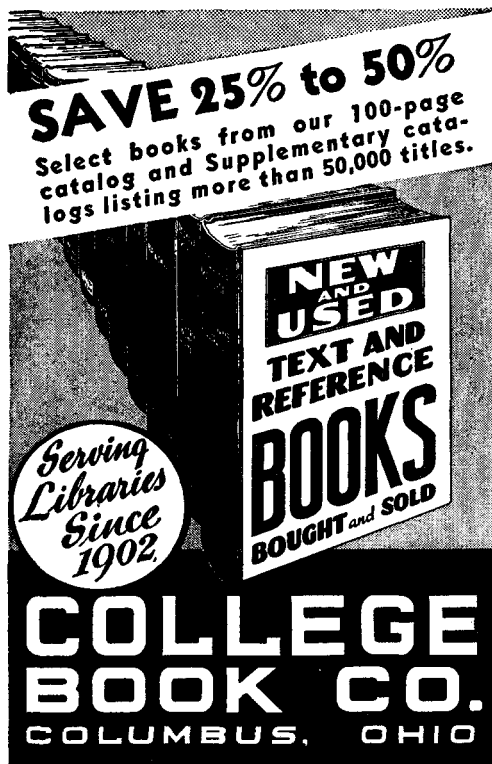
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