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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 37

February 1946

NUMBER 2

Special Librarian and Technical Progress
Francis E. Fitzgerald

A Technical Library in a Shipyard
L. G. Hill

Filing of Research Reports
Gertrude G. Harris

Book Reviews in Aviation Periodicals as Aids in Book Selection
in the Aeronautical Reference Library
Willard Kelso Dennis

Pesticus Librarius
Elizabeth H. Burkey and Juliet Walton

S. L. A. Convention

Published by
SPECIAL LIBRARIES ASSOCIATION

85

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\$3.50 including Spring (1946) Supplement

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Special Libraries

VOLUME 37 Established 1910 NUMBER 2

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Indexed in Industrial Arts Index and Public Affairs Information Service

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SPECIAL LIBRARIAN AND TECHNICAL PROGRESS¹

By FRANCIS E. FITZGERALD

Director of Libraries, Office of the Quartermaster General, Washington, D. C.

THE important role of special librarians in technical progress has been established. The war years have emphasized the necessity for highly organized scientific libraries manned by trained and experienced personnel. Additional development of technique, methodology and searching tools should now be given planned attention by Special Libraries Association to strengthen and perfect special librarians' services. Postwar America will make new demands.

War experience has shown the need for greater control over literature in scientific and technical fields, and for speed in marshalling data. The strange paradox that specialization brings about is, that in knowing more and more about less and less, one knows less and less about more and more. Skilled special librarians have, as a result, found themselves in the dilemma of having to know more and more about more and more!

The complexities of scientific and technical data increase as the fields expand. There is already apparent economic and social loss in failure to utilize to the full existing knowledge. Benefits of scientific research are conferred on society through applications made by technologists. Expanding the area of knowledge is the reward of pure science; technology's task is to convert and fit that knowledge to social usefulness. New materials have to be explored for the task they can best perform or the new social gain they make possible. The technologist must have at his disposal organized data to use as an engineer makes use of material and labor

to translate the architect's plan into a structure for human habitation.

As a complement to expanding knowledge must come an equal capacity for integration and dissemination. Special libraries have the function of regimenting published data so that they form a continuing, solid, articulated foundation to further the advance of science and technology.

Joining with scientific societies, our Association should take full share of leadership and responsibility to sharpen search tools. The individual scientist, technologist or librarian can contribute more effectively to this effort. In preparation for postwar operations there is need to evaluate what has been done; how well we are serving and what more we must do to increase our efficiency and service. The steady growth of our Association is a monument to its worth. The increase in size and number of special libraries serving business and industry is evidence of our value to research. Cooperative undertakings of our Association have led to creating important tools for seeking information. The expenditure of skill, effort, time and resources must be made still more productive at less cost. New and better tools must be planned and perfected.

TOO MANY "MANUFACTURING" JOBS IN LIBRARIES

There are too many "manufacturing" jobs required in too many libraries to prepare library materials for use. These operations are "housekeeping" duties taking 50 per cent or even more of our staff strength. Selection, ordering, classifying, cataloging, pocketing, carding, labeling

¹ Talk given before Philadelphia S. L. A. Council on April 6, 1945.

and other processing steps are home manufacturing operations to turn the "raw material" of acquisition into completed products for reference use. The fact that operations such as these use up so much staff strength has concerned administrative librarians for many years. Realization that in a library staff of 20, not more than five or six serve the reader directly, appears to the executive as too much for too little. The creation of special indexes to periodical literature in the face of such tools as *Technical Book Review Index*, *Chemical Abstracts*, *Engineering Index*, etc., is practiced by many of our most able librarians. The cost may run easily to \$2,000 or more a year, and still be far from satisfactory as a tool. The same management which finances such staff expenditures will hesitate to approve a \$1,500 subscription to the card service of the *Engineering Index*. The question I should like to ask is whether we might not analyze our total housekeeping costs.

Let us find out in the form of a task list for each worker, and the end-product obtained. The net result in library efficiency should be measured against these costs. Such an analysis on a uniform reporting schedule would furnish our Association with some real data on what we are spending and getting, and, therefore, what we should do on a national scale to support a planned program of organized effort to master the contents of our collections. Consider, too, the present costs for available indexing services, time spent in moving from one annual index to another annual index or cumulated index in an ordinary search. The total amounts involved would well warrant analysis.

Some questions to be answered: Are we efficient? Are the results worth the expenditure? Can we as an Association do a better job of planning and execution in cooperation with professional bodies in science and technology?

The production of better end-products selectively applicable to the specific tasks of technical libraries in the operation of

collections of literature has a value which would pay their costs over and over. Any increase in the efficiency of research staffs of your company has enormous meaning in modern technological progress. Library service has played far too small a part in this progress. Our services are needed to augment this progress. Our role becomes more and more vital.

We cannot be satisfied with a position on the fringe of scientific endeavor. Some of us hardly touch the scientist's working day. "Putting knowledge to work" is our motto, and we strive to do that as handmaidens of research. We now perform a useful purpose, but we have hardly touched the ground on which we should walk with firm and sure steps. My belief is that special librarians can perform a function so complete and embracing that we can definitely form part of the front line with our researchers.

THE DICTIONARY CARD CATALOG— A RELIC FROM ANTIQUITY

Let us turn to some of the tools we create or use and consider their applicability to our particular tasks. One of my favorite targets is the dictionary card catalog—that relic from antiquity. The list of subject headings we use to caption the cards is obsolete for our purposes. New substances, processes, terminology and degrees of relationship and differentiation meet a stone wall of inflexibility. To change one heading, from an old to a new term, requires withdrawal, erasure, re-typing, editing, re-tracing, re-filing, more editing, instead of a simple shift from location behind one guide card to another. The useful space of a catalog card is bounded within borders set by laws of the Medes and the Persians. So soon as you raise your voice in question, an answer is given with each sentence or statement documented to prove you are a foolhardy knave (but not from special librarians!). Authorities are quoted from Dewey to date. As special librarians do we care a continental what public or historical libraries do to solve their prob-

lems? Are we not a different breed of cats? The warp and woof of present library methods were founded in a different age for simpler problems. Tradition, as such, has no place in our thinking. We must be hard-nosed and practical to stay on the payroll. The continuation of practices which are not efficient for our purposes breeds stagnation. Lists of subject headings for our purposes should exist apart from cards in catalogs and appear in loose-leaf or card form with definitions of their meaning and use. Along side the subject term should be a coded classification number under which material will be found in a classed catalog. In a separate subject card file, we should drop in one card each time a new term pops up and cite the coded classification and sub-group under which the cards for that material will be found in the classed catalog. To do this adequately, we should spend our energy in developing classification systems capable of vertical and horizontal expansion in pace with the growth of knowledge. Past classifications built a framework of 10 of 26 classes by guess and by chance. We should build on the style of the Pentagon. In this connection we can take a leaf from the loose-leaf services such as that for prices, priorities and allocations. Five or so volumes carry page numbers in the hundred thousand. Tomorrow they'll have to take care of a price ceiling and 40 pages of text on hand-and-machine made pretzels. It will all drop right into place without a struggle or a quiver. New pages will suddenly appear around 120,100 and you can find everything on pretzels easily, as they send along a weekly index and frequent cumulative indexes for old and new material. The data are well organized, though highly complex.

FORMATION OF A LIBRARY SERVICE CORPORATION DESIRED

A few years ago a study was made of the annual production of technical articles included in the *World List of Scientific Periodicals*. The number was estimated

at one million and a half, but only one-third of these articles were accessible through existing indexes and abstract services. Coverage as well as the character and kind of indexing and abstracting services are involved in the mastery of technical literature for purposes of scientific and technical investigation. It should be of vital concern to S. L. A. to exert constant effort and leadership in the endeavor to bring these stores of information within the reach of our research workers. It is a task in which we can participate most helpfully. Our cooperative work has already been accepted and appreciated. The energy and funds already engaged in local and published efforts would very probably not have to be increased, but rather diverted and channeled into more effective joint efforts. The membership of S. L. A. could plan to a great extent to finance a large part of this task. The formation of a Library Service Corporation, for example, as a subsidiary of S. L. A. could be the vehicle for such a program. It would be the purpose of such a corporation, operating as a non-profit enterprise, to conduct experimentation in ways and means, and offer finished products to special libraries and research institutions. Such services should be aimed at making the work of the library, laboratory and other fact users more efficient.

Several examples might be considered to illustrate the work of such an agency; take the matter of adding a book to your library. Suppose this agency offered a subscription plan for a complete service of this kind. Each week it would prepare and issue a "Technical Book Service." One would subscribe to certain sections of the sciences and technologies. The subscription would be selective from the entire range of current publications having scientific or technical importance. In the Monday mail the subscriber would receive the section pertinent to the special interest of the library. The listing would contain the usual bibliographical identification and description, and an abstract

of each publication. This abstract would give a "brief" of the subject content, and evaluation of the significance within the field, the authority of the author, and a recommendation on the kind of library it would best serve. The abstract would be prepared without signature by a reviewer whose sole interest was critical evaluation. One's problem would be purely a decision based on local requirements; for example, you might wish to consult a member of your organization and usually a telephone would be sufficient for consultation since you have at hand all of the information needed. A second set of listings, which could be circulated, could be obtained at half the cost of the original subscription. Through this method in a matter of one or two days your book selection for the week would be completed. The actual time spent would total only a few hours and you would be assured of the complete coverage in your fields of interest. The selections would be prepared and distributed in advance of publication and you would waste no time, in fact, you would be able to receive the titles on the day they were published.

The steps taken would be simple and direct. A post card would be sent with the listings and the titles requested noted, a check attached and returned to the Library Service Corporation. Your selections, accompanied by a complete set of cards ready to be filed in your card catalog, would arrive ready to be shelved in your library. The processing to be performed would be limited to a book plate, ownership stamp and display of the book jacket. The book would have its pocket and card, classification and book label when it arrived. All of the processing would be accomplished as a uniform procedure following the provisions of hypothetical Z 40.1-1946 of the American Standards Association. The cards would carry a bibliographic entry and full contents. The back of the card would have the abstract as originally shown in the "Technical Book Service". The full face of the card would have been used. To

the left of the round punch hole in bold face type would appear the call number, and the serial number of the card. To the right, there would be the subject nomenclature. At the top right hand corner would appear in six point bold face type the full coded classification. The number of cards to be furnished with each book would be determined by the type of catalog you have. The cost of the book would be the list price. The operation of the Library Service Corporation would be financed by the difference between list price and large lot discounts at 25 per cent. As the Service became known, individual buyers would select it to build private libraries and would have the benefits of an organized service. Buyers and libraries preferring to do so could deal with local bookstores. These methods of accomplishment are given, of course, for purposes of illustration and would be subject to contractual agreement between the Corporation and the book trade. The essential point to realize is that libraries would be furnished an end-product immediately available for consumption upon delivery. The reduction in personnel costs would actually warrant a premium for such service. The fact that mass production would be carried through from manufacture to library consumer is the important consideration.

With respect to periodical literature, the Service has the greatest benefit to offer to special libraries. Distributed on the same date insofar as practicable, as the serial itself, the periodical service would furnish for each title desired, or by subject without regard for any particular title, a completely manufactured item ready for immediate use. The Monday mail this time would bring a batch of punch cards. Each card would have an insert of film which would register a complete article. Since the average technical article is approximately seven or eight pages in length, one card would usually suffice. The card would be pre-punched with the coded classification for filing and would show on the face of the card in

print, the author, title and imprint information for ordinary visual consultation. In addition to the code designation for the particular subdivision of knowledge covered in the article, there would be blank spaces for detailed local information. The coded card would indicate the subject, language, date, country and would bear a serial number to identify the card for re-order.

To read the article, the card would be inserted in a small desk projector so that as you sit in your armchair in complete comfort, it could be read from the screen which would be attached to your desk.

Upon receipt of these articles, you could select certain ones for staff reference and in that case the card would become a negative sent to the laboratory for photographic enlargement to original impression area. It would often be possible to omit the enlargement process and merely route the cards to the organization staff for observation. The use of a manila envelope would protect the cards in transit and upon return to the library the cards would be sent to the search room for filing.

The Library Service Corporation would also operate a search service on an item charge basis. A request, for example, could be sent for a search for all material respecting the lubrication of small, high-speed bearings or for material in English, German or any other language or nationality specification, on the effects of humidity and temperature on radio equipment and transmission in tropical areas. In a very few days, the punch cards would be in the mail and in your hands for immediate reference. Such special project cards would be hand-dated in the upper left-hand corner and would be supplemented by a standing order to maintain a current bibliography and file of material for instant reference or for keeping the scientist currently advised of the articles being written in his field.

The problems involved in this Service include the contractual relations with peri-

odical publishers. Some of these, for instance, might be arranged on the basis of a fee paid to the publisher each time a card is issued for sale. On the subject service basis, recompense to publisher would be based on the number of cards sold per month or for some other set period. So far as your library would be concerned, you would use your periodicals like a newspaper since record sets would be maintained by the Corporation in fire-proof storage. You might not ever need to bind any periodicals. Smaller libraries would be able to limit their individual subscriptions to a few titles for advertisements, trade information and non-indexed material of general interest.

The search room of your library would fill local requests in the same manner, using sorting machines, collators and tabulating equipment for listings. In larger libraries duplicate sets of cards would be purchased, one set for the search room and one for the public. The public file in classed catalog order would be available for consultation at library tables. When material from this file was loaned, it would be represented by a plain punch card carrying identical coding, and reproduced mechanically. The borrower's name and the date of the loan would be written across the face of the card. If charges were made of the record at the charging desk, a second card would be made for the circulation desk, the first copy being filed in place of the material while in use. Filing would be performed by staff members to insure proper return. When a reference was wanted for extended use a photographic enlargement could be made available at a small charge.

CONCLUSION

In this not altogether imaginative journey into the special library of 1950, I should like to offer a few impressions rather than convictions. The special library has an important function to perform. It must strive to perfect the machinery of organization and operation. The discoveries of science and the appli-

cations of technology must be reviewed for their bearing on library operation. As soon as apparent benefits are observed, advantage must be taken of new techniques under experiment, whether it is the microcard, the I. B. M. film strip card, or a new development in the printing industry. As a growing profession, special librarianship must be alert to any and all methods which will accomplish better results, save time and costs, increase coverage, accuracy and selectivity of special library work. The acquisition and use of knowledge must be given every benefit to be derived from modern technology.

There is no adequate reason why the literature of science and technology can-

not be made easily available. The small plant, as well as the large corporation, needs the information. The number of special libraries should be increased a hundred fold. The number of special librarians should increase rapidly and substantially as hundreds of small companies and large corporations demand their services. Personnel administrators want one per cent of the payroll for personnel purposes and we should have a standard also to guide executives. Results will make the executive of an organization become the strongest supporter of the library. It is time to think and do expansively. A new age is upon us. We have a job to do and it is up to us to do it adequately, with special service and a masterly manner.

A TECHNICAL LIBRARY IN A SHIPYARD

By L. G. HILL

Librarian, Central Technical Department, Bethlehem Steel Company
Quincy, Massachusetts

THE Technical Library of the Central Technical Department of Bethlehem Steel's Shipbuilding Division, located at Quincy Yard, Quincy, Mass., has existed as a collection of technical books and periodicals for some twenty years or more. Like most libraries it began as a very small collection housed on some convenient shelves in one of the larger offices or drawing rooms. As time passed and activities expanded, the Library grew as well. The need for a library did not yet warrant a full-time librarian and although simple cataloging and classifying was done it was often difficult to find the material desired.

In the Spring of 1944 the organization of the Central Technical Department was changed and the Development and Research Section of the Department was formed. In connection with this it was

decided that the Library be reorganized to provide more efficient service. Plans for a separate room for the Library were made and a trained librarian employed to catalog, classify and do whatever else was necessary to promote efficient library service.

The problem confronting the Librarian at the beginning divided itself into three major elements: (1) to discard useless and obsolete material and catalog and classify the remainder; (2) to define the field to be covered by the Library and to set about procuring material to form the basis for a well rounded collection; and (3) to make arrangements to insure that new or important material be brought to the notice of the company's personnel.

The first two elements by their nature had to be handled simultaneously. The main difficulty at the outset was that, al-

though trained in library technique, the Librarian had no engineering education. As a result he made himself something of a pest to engineers already neck-deep in the furious activity of a wartime shipyard building Naval combat vessels.

WEEDING AND DISCARDING OBSOLETE MATERIAL

Much of the material to be weeded was in the form of advance papers from technical societies now duplicated in bound volumes, ancient government pamphlets long since superceded, trade publications of no particular value, etc. This material the Librarian felt himself qualified to discard. Doubtful material was set aside to be decided upon by the experts in the fields to which the material applied.

When the weeding and discarding were finally completed there remained surprisingly little material. In fact, excluding sets of bound periodicals less than 200 books and pamphlets were left to be cataloged and classified. The range of subject matter in the nucleus extended from naval architecture through mechanical engineering to marine biology. In view of this fact and the expectation that further additions would increase the scope of the Library it was decided to use the Dewey Decimal Classification rather than another specialized but less flexible marine engineering classification system that was available. Subject headings were taken from Library of Congress *Subject Headings* 4th ed. and *Supplements* modified where necessary to fit specialized usage. The catalog is a dictionary type with numerous cross references. Analytics were made only where essential for full subject coverage. On the whole it was a rather routine cataloging job, made interesting only by the problems of integrating the material from the viewpoint of the shipbuilding application.

TYPE OF MATERIAL IN LIBRARY

The Library serves the technical departments in the Yard so that the emphasis is on both practical and theoretical engineering subjects. The main consid-

eration is to have a Library of quality rather than quantity and therefore, the standard for selecting material for inclusion in it is high. The publications suggested for acquisition must be competently written and authoritative.

The primary effort in building the Library is to provide the best and the latest books and periodical materials on ship design and marine engineering. To the outsider this may appear to be a very narrow field. However, if one stops for a moment to consider the complexities of large modern cargo and passenger ships to say nothing of naval combat ships it is easy to see that nearly every branch of engineering science has its marine application in the design and construction of these ships. To name only some of the more important fields there are naval architecture, mechanical engineering, both power and machine tool, electrical engineering and its new adjunct, electronic engineering, industrial chemistry, metallurgy and marine biology, not to mention such theoretical studies as hydrodynamics, analytical mechanics and organic chemistry.

Naturally we neither need nor desire exhaustive collections in all of these fields. The policy is to have complete coverage of naval architecture and engineering material written primarily from a marine or naval standpoint. In the other fields we limit ourselves to a basic collection of standard reference or text books and one or two of the outstanding periodicals. No organized effort to build up a collection on the history of ships and shipbuilding is being made, although such material is always welcome and is included in the permanent collection of the Library.

The Library subscribes to most of the marine magazines and publications of the technical societies in Great Britain and the United States. Most of these are bound or are kept for a specified period. Some clipping is done from the more or less ephemeral publications and filed in the vertical files.

At the present time the Library does not subscribe to any foreign publications and during the war no effort was made to procure any. It is likely, however, that at some future date the Library will include the more important marine publications in French and German.

The subscription list of the Library now includes approximately 50 periodicals in addition to numerous solicited and unsolicited trade journals, advertising booklets and other more or less useful material. Both the *Engineering Index* and *Industrial Arts Index* are on file.

Building the book collection from its original low ebb required considerable cooperation on the part of the department and section heads. To facilitate matters the Librarian prepared lists of books culled from *Cumulated Book Index*, publishers' catalogs and other sources on such subjects as naval architecture, electrical engineering, lubrication and machine design. These lists were submitted to engineers and executives active in the specific fields. These men, all of whom showed great interest and cooperation, checked the lists, adding and deleting so that in the end the Librarian had a buying list from which all dead-wood had been culled and which represented the authoritative books in each field. This method had the additional advantage of bringing to these men the knowledge of what books were available and what would eventually be in the Library.

SPECIAL SERVICES IN THE LIBRARY

The most important special feature of the Library is an index of periodical articles on specific ships and ship types which may be found in the Library collection. This index, although by no means as yet complete, has already proved invaluable in locating quickly and easily information on any particular ship or type of ship. When completed this index will contain thousands of cards and will be kept up to date from current periodicals. In addition to this major indexing project, several smaller indexes, mostly of

technical papers, have been made and many more are waiting to be done.

The Library also has a special collection of photographs for each ship as launched in the Quincy Yard, depicting the preliminary arrangements and actual launchings. This collection, in conjunction with photographs of the ships as they leave the yard for delivery, constitutes an excellent record of the Yard's activity and of ships built here, as well as being useful for reference in connection with future launchings.

One of the regular services of the Library is the routing of current magazines and periodicals to executives and engineers. In the case of some of these periodicals it has been found advisable to obtain two copies, one for routing and the other for reference in the Library, thus saving considerable time and trouble in locating current copies for immediate reference.

Every two months the Librarian issues an annotated bibliography of important periodicals. This is distributed widely among all the design and engineering departments. Together with periodic descriptive bulletins of new books and pamphlets, this list seems to serve the purpose of keeping the personnel informed on current acquisitions.

The Librarian is called upon to make literature searches on specific subjects. In addition there are certain subjects in which we are perennially interested and all incoming material is searched for items bearing on them. The Librarian keeps himself informed on current projects in the Yard and routes material he finds to those in charge of them.

The day to day use of the Library by the engineering and research personnel is increasing steadily as they come to rely on it for quick factual information or for help in locating specific material. The Library and Librarian have been exceptionally fortunate in having available by inter-library loan, the collection of one of the largest and best engineering libraries in

the country, that of the Massachusetts Institute of Technology. The efficient and friendly service of the librarians there has been invaluable, both in procuring material and in advising the author on engineering library technique.

The variety of information that can be required from a shipbuilding library is sometimes appalling. Among other things, the Librarian has been asked the high and low temperature in Sturgeon Bay, Wis., on January 3, 1944; the depth of the channel, if any, running from Montevideo to Buenos Aires; to locate material on wind flow from smokestacks; and to find a picture of a U. S. cruiser in heavy weather off Cape Horn.

CONCLUSION

I have often been asked if lack of any engineering knowledge and education was not a serious handicap in organizing the Library. But I am convinced that I would have been more seriously handicapped if I had had engineering knowledge but no training in library technique. Naturally the ideal librarian would be one who had

both. However, in the present situation where the major portion of the library clientele consists of specialized engineers and designers who are acquainted with the literature in their special fields, the problem was mainly in placing that material at their disposal in orderly and efficient arrangement. This much, it is hoped, has been done. I do not believe it necessary that an engineering librarian be an engineer. Certainly he must have, or acquire, sufficient engineering knowledge to be able to handle the material intelligently, but he should be a librarian first and an engineer second. In this way his main interest is in acquiring and arranging the material so as to give quick and efficient service rather than in the intrinsic value of the material itself.

Our Technical Library has been in operation now for a little over a year. Housed in quarters adequate for the next eight years it is giving efficient library service to its clientele and there is every reason to believe that it will prove to be an increasingly important asset to the Company.

THE FILING OF RESEARCH REPORTS¹

By GERTRUDE G. HARRIS

Technical Librarian, Lukens Steel Company, Coatesville, Pennsylvania

CONTROL by the library of reports on company research presents first problems of housing, filing, indexing and circulation, secondly, the engineering or research notebook, then the progress reports and finally the completed report. Additional problems

may be those of financing and of supplying writing aids.

Notebooks are distributed by the library in which the research workers must keep an accurate daily record of all the experimental work he performs. This record becomes the backbone of any patent application and is signed and witnessed daily. The engineering notebooks used at RCA Lancaster are formed from loose-leaf sheets which permit the inclusion of pertinent correspondence, photostats, miscellaneous material. A microfilm record of these notes, which was started as a war precaution in case of bombing, will be continued since it is felt that the

¹ Summary of a discussion at the 1945 fall meeting of the Science-Technology Group of the Special Libraries Council of Philadelphia and Vicinity opened by a panel group including Lura Shorb of Hercules Powder Company Experiment Station, Wilmington, Delaware, Mary Rebecca Lingenfelter of RCA-Victor Division, Camden, N. J., Helen E. Yoder of RCA, Lancaster, Pa., Ruth Marsh of Charles Lennig and Co., Philadelphia, Pa. and Mrs. Anne Longenbach of Biochemical Research Foundation, Newark, Delaware.

microfilm record is proof that nothing has been added to the notebook record at a later date. At RCA Camden all work is recorded in duplicate by use of a tissue sheet, the carbon copy being sent to the library. All laboratory records at Hercules Powder Company Experiment Station must be transcribed into progress reports. Most company libraries number research notebooks in a chronological sequence as they are distributed to the engineer or research worker and maintain a card file by number and by user. The filled notebooks are filed chronologically under this number. At Hercules Powder Company when an appropriation has been made in answer to a Request for an Investigation the library assigns a serial number to the project. This is used to identify all charges and reports made on the project. Progress reports are written periodically and filed chronologically under the *Investigation number*. Companies house notebooks in vaults, in locked vertical files or on closed shelves, sometimes in pamphlet boxes. At RCA Lancaster the engineering notebooks are sent to the library once a month where the sheets are numbered, microfilmed, then bound and returned to the engineer. The microfilm record is always kept in the library. The bound notebook eventually comes back to the library where it is filed in locked fire-proof file cases.

Most libraries do not catalog notebooks, entry to the material being gained through the index the worker himself has made. Progress reports, on the other hand, are generally carefully cataloged. Biweekly reports containing negative information are the only ones kept permanently after a report or patent has been published at

Biochemical Research Foundation, and these are given as many subject cards as possible. Periodic summarizing reports are very completely indexed by the staff of the Intelligence Division at E. I. duPont de Nemours and Company.

All companies carefully catalog reports of completed research, since these are usually the only information on work that has been done. At Hercules, *Chemical Abstracts* provides most subject headings but an "Indexers' Memo Book" contains a list of company headings. The Jackson Laboratory of duPont differs from the other companies in filing their reports or specific organic compounds by subject in a classification system which follows *Beilstein*. At Charles Lennig and Company a formula card is made in addition to subject and author cards. A number of companies keep the indexes to the research reports separate from the general catalog and under lock and key. Hercules' catalog is separate only because reports are more minutely indexed than books, pamphlets and trade catalogs, and this index is just as accessible as the book catalog. There are various degrees of restriction of circulation of research reports but a few companies permit the library to circulate all research reports freely throughout the research divisions.

The library of Hercules Powder Company plays a part in the quality of the report by publishing three aids to writing: *Aids to Hercules Authors of Technical Papers*, *Word List*, and *Preparation of Reports*, now in its third edition.¹

¹ These booklets were prepared and issued in a limited edition for the exclusive use of employees of Hercules Powder Company. They are not, therefore, suitable for distribution outside the company. See "Editorial Aid to Technical Writers" by Lura Shorb and L. W. Beck in *SPECIAL LIBRARIES*, October 1945, p. 311-4.

"SPECIAL LIBRARIES" WANTED

S. L. A. Headquarters' file of the November 1945 issue of *SPECIAL LIBRARIES* is exhausted. Mrs. Kathleen Stebbins will appreciate having duplicate copies sent to her at 31 East Tenth Street, New York 3, N. Y.

BOOK REVIEWS IN AVIATION PERIODICALS AS AIDS IN BOOK SELECTION IN THE AERONAUTICAL REFERENCE LIBRARY

By WILLARD KELSO DENNIS¹

Formerly Librarian, Parks Air College, Inc., East St. Louis, Illinois

THIS is a criticism of the book reviewing policies of aeronautic magazines as it affects book selection. Book reviews in these publications lack a great deal in content and usefulness. This study was made to assure myself of the correctness of statements I had made in this respect. I now want to make available to other librarians the results of my findings and experience with these reviews. And perhaps such attention focused on an important, but seemingly neglected, service of aeronautic magazines will serve as an incentive for them to improve their book reviewing departments.

The librarian has several alternatives in judging books for purchase. Sometimes the author's reputation and past performance are enough to depend on. The publisher has also to be considered. However, we should remember that the publisher is not in the business solely for the improvement of knowledge. In fact, the activities of the publishers in scouring the country for acceptable manuscripts during the period of high demand for aeronautical texts caused by war conditions is certainly indicative of the shortage of authors on the subject. The public has demanded these books and the profit motive is too strong to discount.

The sources available to everyone by which to cull out the poorer books are the book review departments of the magazines. The fact that many inferior books have been reviewed more or less

favorably by them would indicate that they are not dependable aids in book selection. The predominance of annotations, with no attempt to criticize, makes the present efforts of these departments little more than advertisements for the books mentioned.

Early in 1945, six questions were asked of the managing editors of aviation periodicals regarding their book reviewing policies:

Do you require a review to evaluate a book? Of the twenty-four publications who answered, only eight were in the affirmative. Several said that they did not understand what this meant. Webster defines *evaluate* as "to ascertain the value or amount of; to appraise." Very, very few reviews do this.

Do you require a review to indicate reader interest? Only six replied that an attempt was made to present just what type of person would benefit most from reading the book reviewed.

Are only books included which are or could be favorably reviewed? Although the majority stated that this limitation did not exist, it is still significant to find that five magazines made a preliminary elimination for the purpose of ignoring those books which they felt might not be favorably received.

Does commercialization or do advertising accounts influence content of the reviews you publish? The answer was a unanimous no.

Do you use reviews or blurbs provided by the publisher or author? Seven admitted that sometimes this is the case. I

¹ Mr. Dennis is now Librarian of the Beech Aircraft Corporation, Wichita, Kansas.

rather suspect that this is true more often than the editors would ever care to admit. You may be interested in the origin of the *blurb*. According to Joseph T. Shipley's new *Dictionary of Word Origins*, "This used to be called a puff, a gust of wind to help a book sail along; and sales were blown high by the gentle art of puffery. For these more vigorous days of gales for best sellers, Gelett Burgess, about 1914, invented the word *blurb*. He defined it as 'a sound like a publisher;' perhaps it is echoic in origin."

Do you pay for reviews? Seven said they did, but some of these qualified their statements to the effect that the practice of paying the reviewer depended on who the reviewer was or what book was being reviewed.

The problem of inadequate reviews is not new. The New York Public Library in 1917 published *Book-Reviews*, by Edmund Lester Pearson. On page six of this pamphlet, Mr. Pearson remarks,

"Librarians . . . it may be said also complain about book-reviews. They complain because they often find book reviews of little service, and they complain for another reason,—that of timeliness. In other words, the average book-review appears weeks, if not months, after the librarian really needs it. Since this is a practical difficulty, rather than an intellectual one, it is sometimes disregarded."

The publisher of aeronautical books must shoulder part of the blame regarding tardy reviews. He probably does not send review copies to the periodicals until they are all dressed up in their bindings and fancy wrappers. Maybe he realizes how much the blurbs on the jackets influence the writers of these reviews. The editor then sends his copy to the printer one to three months in advance, which most likely accounts for the lag in time between publication and review dates.

In *Honest Literary Criticism*, by Charles Miner Thompson which appeared in the *Atlantic Monthly*, August 1908, we find this statement:

"Publishers of books complain that reviews do not help sales. Publishers of magazines lament that readers do not care for articles

on literary subjects. Publishers of newspapers frankly doubt the interest of book-notices. The critic confesses that his occupation is ill-considered and ill-paid. The author wrathfully exclaims—but what he exclaims cannot be summarized, so various is it. Thus, the whole commercial interest is unsatisfied. The public, on the other hand, finds book-reviews of little service and reads them, if at all, with indifference, with distrust, or with exasperation. That part of the public which appreciates criticism as an art maintains an eloquent silence and reads French."

Too many of what the editors give us as book reviews are merely descriptive annotations or tend to be "notices" described thus by Helen Haines:

"The 'notice' varies greatly in type and quality. It may represent intelligent and fair-minded appraisal, unbridled enthusiasm, bored indifference, or native stupidity. There is the synthetic notice, in which the reviewer has fallen victim to the insidious text printed as a slip sent out with the review copy of the book or as a 'blurb' upon its jacket. This is the 'puff direct,' ingeniously conceived and compactly expressed. Its bits of personal information about the author, its skillful imitation or significant revelations, its fervid tribute to brilliancy or charm of style, all save the reviewer the trouble of reading the book or coining phrases; and the result is the appearance of identical sentences in reviews published in every state in the Union."¹

Since a predominant number of reviews are favorable, we can assume either that only those books are reviewed which seem to the editors at first glance to be worthy, or that there is very little attempt to distinguish between them. The fact is that the poorer books are receiving the same treatment and as much space as are the better ones. One editor avoids the problem by not running reviews at all. He says, "The chief reason is the very large numbers of aviation books being written. Unless we selected only one or just a few particular books for review, we could not hope to cover this activity adequately. We thought for a while that we might list the books as they came in, but we doubt that this would be of much use to anyone. Another reason is the fact that the books are good, bad and indifferent.

¹ Reprinted from Haines, *Living with Books*, page 96, by permission of Columbia University Press.

Some of the mediocre ones naturally get advertised along with the good ones. Unless we can speak our frank opinion, we prefer not to run reviews, and feel that little would be gained by critical comment."

Review departments tend to be annotated lists of books. You may be sure that in those periodicals which use the department as a service to the reader—so that he may buy his books through the magazine—the reviews are designed to sell books and not to render an opinion as to their actual worth.

I have come to several conclusions as to why these conditions exist in regard to aeronautical books.

First of all, these periodicals exist to make money. Since advertising is their chief source of income, it is only logical to suspect that commercialism is present in varying degrees. This could explain in part why most reviews tend to be favorable or why the book review departments of some periodicals are merely annotated lists.

Editors probably consider book reviewing of minor importance, or perhaps as a necessary evil. They are encouraged in this line of thought by the lack of appreciation from publishers, authors and the public. Added to this is the fact that their chief concern is the feature articles which appear in their publications.

Another reason for the lack of competent reviews is that, with few exceptions, the reviewer receives no compensation for his efforts. A member of the editorial staff does the reviewing in his spare time or the review sent by the publisher is used.

It is time that editors and librarians alike reconsider just what requirements are necessary for a review which is to be useful.

The first requisite is that a book be reviewed by a person who is competent and independent enough to produce an honest opinion. A member of the editorial staff of a magazine, who does not

fly and perhaps has ridden only as a passenger, is not qualified to judge a text on flight instruction. A professor of physics is not necessarily equipped to evaluate a book on aerodynamics. A pilot may not be capable of appraising a work on engines.

Second, the book must be read. How else can the reviewer know the quality of the product? The reviewer certainly misleads the potential buyer of the book by depending on the preface or the publisher's statement for his analysis. Even a foreword by a prominent person is often a device to sell the book.

Third, the review ought to provide a definite, accurate, honest estimate of the value of the book. The reviewer should tell us if the book is well done and if it was worth doing. If this is not the case, he should not hesitate to state his thoughts to the contrary. The reviewer should indicate how thoroughly the subject matter is covered and how it differs from or compares with others on the same subject.

Fourth, the review should state the reader interest. It is not too much to expect that the reviewer reveal whether the material is suitable for juveniles, engineers, the general public, designers or other specialists.

Fifth, the review should describe the contents of the book or give a digest of it. This would be an aid in determining its scope.

Sixth, I quote what Miss Haines believes to be the "fundamental qualities of good book reviewing."

"Good literary form: expression should be easy and effective, though it may vary greatly in manner, from the leisurely and graceful, to the dynamic or the analytical.

"Authoritative treatment: it should be written by someone who has read the book and knows something (the more the better) about the subject presented. . . .

"Judicious comparison with other books in the same field, or with work of similar character.

"Comprehensiveness: it should cover most of the points that have already been noted as

important in testing book values, i. e., authority, scope, form, treatment, literary quality and physical characteristics.

"Unbiased judgment: it should, so far as possible, be free from personal prejudices of the reviewer and uninfluenced by the editorial point of view of the publication. . . .²

"There are other attributes of satisfactory reviewing. It should not be dull; but what seems dullness to an ignorant reader may be informing or stimulating to one who possesses greater knowledge. It should not be over-enthusiastic—the adjective is the enemy of the substantive. . . . It should possess the 'wise skepticism' that Lowell said was the first attribute of a good critic; but this should mean detachment of judgment, not a carping

or derogatory habit of mind. And it must be remembered that even the best reviewing is intended not for formal guidance in professional book selection, but for the enjoyment and enlightenment of the general reader, whose interest is in books as a reflection of life and satisfaction of personal tastes."³

In brief, the review should honestly tell me that I should spend the money for the purchase of the book reviewed; or it should tell me that I might be wasting my money or that I could get more by purchasing something else. In this respect the needs of the librarian and the individual do not vary. Each must watch

² Reprinted from Haines, *Living with Books*, pages 98-99, by permission of Columbia University Press.

³ Reprinted from Haines, *Living with Books*, page 99, by permission of Columbia University Press.

	(1) Do you require a review to evaluate a book?	(2) Do you require a review to indicate reader interest?	(3) Are only books included which are or could be favorably reviewed?	(4) Does commercialization or do advertising accounts influence content of the reviews published?	(5) Do you use reviews or blurbs provided by the publisher or author?	(6) Do you pay for your reviews? If possible give rate.
AERO DIGEST	No	No	Yes	No	Sometimes	No
AERONAUTICAL ENGINEERING REVIEW	No	No	No	No	No	No
AERONAUTICS	No	Yes	No	No	No	Yes
THE AEROPLANE	Yes	Yes	No	No	No	Yes
AIR FORCE	Reviews only books furnished by AAF Headquarters.					
AIR TRANSPORT	Yes	Yes	No	No	No	Yes
AIR TRANSPORTATION	Helps	?	Yes	No	Sometimes	No
AIRCRAFT PRODUCTION	Yes	No	Yes	No	No	No
AIRPORTS	—	—	—	No	No	No
AMERICAN AVIATION	Yes	Yes	No	No	No	No
AUTOMOTIVE AND AVIATION INDUSTRIES	No	No	Yes	No	Yes	No
AVIATION	No	?	No	No	Reference	No
AVIATION MAINTENANCE	?	?	No	No	Yes	Yes
AVIATION SERVICE	No	No	Yes	No	Yes	No
CANADIAN AVIATION	—	—	—	No	Yes	No
D and W	No	No	No	No	Sometimes	Seldom
FLYING	Yes	Yes	No	No	No	Yes, 10¢ per word
INDUSTRIAL AVIATION	No	No	No	No	Sometimes	Seldom, \$10 for 200 words
INSTRUMENTS	Yes	?	No	No	No	No
JOURNAL OF THE ROYAL AERONAUTICAL SOCIETY	?	?	No	No	No	No
NATIONAL AERONAUTICS	Yes	Yes	No	No	No	No
SKYWAYS	Yes	No	No	No	No	No
SOUTHERN FLIGHT	Not always	No	No	No	No	No
U. S. AIR SERVICES	—	—	No	No	No	Yes, 1¢ per word

a budget and each is very much interested in the quality of the purchase.

There are two American periodicals which come closer to meeting the requirements for good reviews than any of the others. These are *Flying* and *U. S. Air Services*. Their reviews are of non-technical books; but they are prepared by persons who know their fields. Certainly a factor is that these periodicals make it a practice to pay their reviewers. Their

reviews are interesting and instructive. You would enjoy the controversy over the book, *Men of Science*, by Bernard Jaffe printed in the February 1945 issue of *U. S. Air Services*.

The reviews in the English periodicals—*Aeronautics*, *The Aeroplane*, *Flight* and *Aircraft Engineering*—are excellent; but they review very few American texts. Certainly, for purchasing English books, these magazines are worth following.

PESTICUS LIBRARIUS¹

By ELIZABETH H. BURKEY and JULIET WALTON

Library, Electrochemicals Department, E. I. Du Pont de Nemours & Company,
Niagara Falls, New York

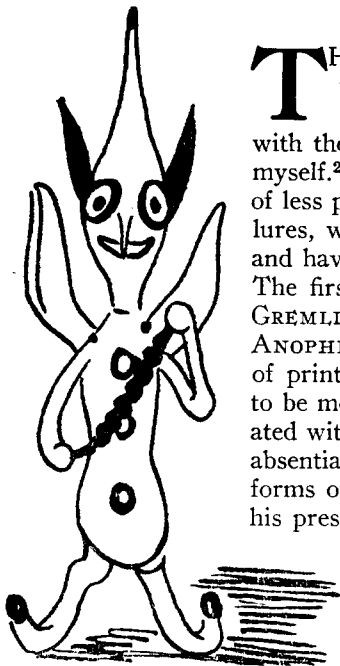


FIG. I

THE subject of this paper is a Report of a Scientific Investigation on Pesticus Librarius. Silverfish Librarias and Termites are well known and methods of dealing with them have been discussed by more competent people than myself.² However, my staff and I have made an investigation of less publicized species. By strenuous effort and use of proper lures, we have been able to secure specimens of some of these and have had models produced, which we have here on display. The first specimen which I wish to bring to your attention is GREMLINIUS LIBRARIUS which I believe to be of the genus ANOPHELES WALKERI (Fig. I). His habitat is any collection of printed matter and he is found in all libraries but believed to be most prevalent in scientific collections, where he is associated with the species of homo sapiens chemicus, subspecies mens absentia. He is distinguished by an omnivorous appetite for all forms of printed matter, which tend to disappear completely in his presence, leaving no clues to their whereabouts. He is particularly attracted to weighty and valuable reference works. However, these appear to be too much for his digestion and eventually reappear. Smaller material such as patents and pamphlets are completely and irrevocably absorbed.

Next most important is the SPHAEROIDES PACHYGASTER, commonly known as the Clipper Worm (Fig. II). This species of library pest does not absorb whole books but has a more selective appetite, removing certain articles or ads with its scissor-like jaws. This species may occasionally turn vicious and attack library personnel, as can be proved by the writer!

¹ Colored glass models, displayed at work, were made by William Ball to illustrate this paper when it was presented before the S. L. A. Western New York Chapter.

² Smith, J. L.: "Destruction of Paper and Books by Insects and Means of Fighting Them," *J. Economic Entomology*, 35, 264-75 (1942).

A less sinister but still annoying pest is the *THEOBALIA INORATA* which exists in two subspecies *NIGROMACULUS* (Fig. III) and *GRAPHOLITHIA* (Fig. IV). These pests do not actually consume the printed matter which is their habitat but make their homes within the books disfiguring the pages with tracks and markings strongly suggestive of ink and pencil marks. Strangely enough, these marks sometimes appear to make sense and to be definitely related to the subject on the printed page. This effect is occasionally beneficial.

The last species which we will consider, I have designated *TRIBOLIUM CONFUSUM* (Fig. V). This

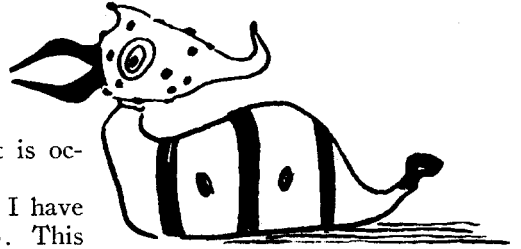


FIG. II



FIG. III

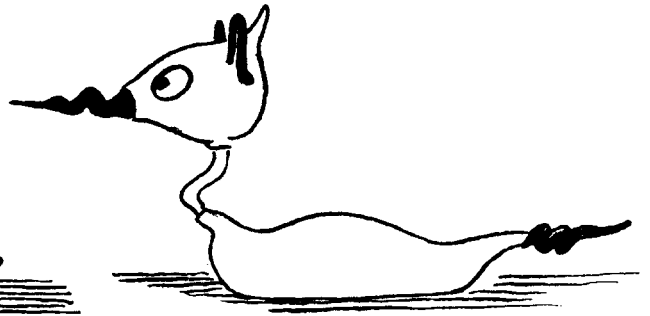


FIG. IV

is the pest which is believed responsible for causing things to disappear from the places where they ought to be and to reappear in the wrong places.

We have tried various methods for the control of these pests, principally by turning the bright light of publicity upon them but we regret to say that no method we have yet discovered is particularly effective. All species appear to be very hardy and while reduced by strenuous campaigns, tend to reappear in force as soon as vigilance is relaxed.

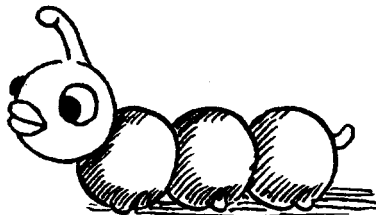


FIG. V

It has been thought worth while to bring these few thoughts and observations before the readers of this magazine in the hope that by concerted efforts, suitable methods of extermination may be devised.

S. L. A. CONVENTION

MR. DONALD CLARK, President of the Boston Chapter of S. L. A., has announced the appointment of Mrs. Elizabeth Wright,

Supervisor of Personnel, Boston Public Library, as Chairman of the 1946 Convention Committee. Mrs. Wright will be assisted by the following committee:

Miss Marion G. Eaton, Librarian,
Chairman
Federal Reserve Bank of Boston

Miss Elizabeth Burrage, Librarian
Boston School Committee

Miss Blanche L. Davenport, Librarian
The Christian Science Monitor

Mrs. Mary W. Dietrichson, Librarian
Kirstein Business Branch
Boston Public Library

Mr. Dennis A. Dooley, Librarian
Massachusetts State Library

Miss Abbie Glover, Ass't Librarian
Insurance Library of Boston

Mr. Milton Lord, Director
Boston Public Library

Mr. Keyes D. Metcalf, Director
Harvard University Library

EVENTS and PUBLICATIONS¹

The November 1945 issue of the Alpha Kappa Psi Fraternity Magazine, *The Diary*, contains a list of "Business Books for Serious Reading and Study," compiled under the direction of Dr. Harry G. Guthmann, professor of finance, Northwestern University, Evanston, Illinois. The list is divided into four sections: Basic business books; Selected business books; Reference books; and Factual periodicals of general business value. Reprints of the list as a whole have been made and will be sent on request, without cost, to any library. (Alpha Kappa Psi Fraternity, Office of General Administration, 325 Denver National Building, Denver 2, Colorado.

* * *

ALASKA BUSINESS DIRECTORY. Compiled and edited by Alaska Information Service (Juneau, Alaska, Peter Wood & Co., 1945. 110pp. \$10.00.) A first directory on the subject of Alaskan business. Lists businesses in each community; gives brief description of each city and its opportunities; contains lists of Territorial Officers, Federal Agencies in Alaska, Post Offices, Salmon and Herring Operators.

* * *

In case the article by Watson Davis entitled "Translated Books For and From Latin America" appearing in *Publishers' Weekly* last April

14, 1945 escaped your notice, it is being mentioned at this late date because of the unique information contained in it. Mr. Davis, who is director of Science Service in Washington, D. C., describes the program of translations which is being undertaken by his organization for the Division of Cultural Cooperation of the Department of State. Through this program it is planned to bring scientific books translated from their original language whether it be Portuguese, Spanish or English to the reader at a nominal cost.

* * *

Museum News for January 1, 1946 published the very interesting paper, "Research and Publication in Art Museums" by Alfred H. Barr, Jr., which was read at the Conference on "The Future of the Art Museum as an Educational Institution" held in Chicago, March 1944. Mr. Barr is Director of Research in Painting and Sculpture at the Museum of Modern Art, New York.

* * *

THE EXECUTIVE IN ACTION (N. Y., Harper, 1945. \$3.00) by Marshall Edward Dimock. As a book on the science of administration, this volume should be helpful both to executives and to students of management practices. Its simple and connected presentation effects a lucid description of what often becomes an abstruse subject. Many samples are given of the techniques and philosophies of management in coping with everyday problems.

¹ Where it is possible the Editor has given prices for publications noted in this section. The omission of a price does not necessarily indicate that the publication is free.

A revised edition of the SUBJECT INDEX of the Library of Industrial Relations Section, Princeton University, was issued in November 1945. (N. J. Princeton University, 1945. 46pp. 75¢.) The revision was prepared by Miss Hazel C. Benjamin, Librarian, and is a product of many years of evolution.

* * *

BOOKS AND LIBRARIES IN WAR TIME (Chicago, University of Chicago Press, 1945. 159pp. \$1.50), edited by Pierce Butler, is a collection of lectures by eight authorities in eight different fields, weighing the cost of war's cultural destruction. This is the final study in the war cycle of Walgreen Foundation publications.

* * *

ORGANIZATION, A FORMULATION OF PRINCIPLE (N. Y., Hibbert Printing Co., 1945. 308pp), by Alvin Brown, is a study of organization in general.

* * *

THE PRACTICAL MANUAL FOR OFFICE WORKERS (N. Y., McGraw-Hill, 1945. \$2.00), by Frances Avery Faunce, is a practical, easy-to-use manual which covers the entire range of office work. It gives hints for efficiency in filing, typing, records and other types of office routine.

* * *

A CARTEL POLICY FOR THE UNITED NATIONS (N. Y., Columbia University Press, 1945. 120pp. \$1.25), is a collection of lectures delivered under the auspices of the Department of Public Law, Columbia University, edited by Corwin D. Edwards. It summarizes the bearing of international cartels upon economic prosperity and political security, and describes the attitudes of other countries toward the cartel problem.

* * *

NEW CROPS FOR THE NEW WORLD (N. Y., Macmillan, 1945. 285pp. \$3.50) edited by Charles Morrow Wilson. This book tells of the great migration of important tropical crops from the Orient to Latin America—an outstanding agricultural achievement. It is an exciting look into the present and future of the American tropics.

* * *

Public Affairs Pamphlet No. 112, WE CAN HAVE BETTER SCHOOLS, by Maxwell S. Stewart (N. Y., Public Affairs Committee, Inc., 1946. 32pp. 10¢) is based on discussions at a round table of well-known educators from all over the country held by the Public Affairs Committee in February 1945. It forecasts an improvement of American educational methods as a result of the lessons learned during the war. Contains a bibliography for further reading.

The December 1945 issue of *Chemical Industries* contains an article by two of S. L. A.'s most prominent members, Betty Joy Cole and Irene M. Striely. "Finding Facts for a Chemical Clientele" is its title and a better one could not have been devised. Articles such as this are an excellent means of placing before industrial and technical organizations the story of how a company library can serve its clientele.

* * *

THE NATURAL RESOURCES OF CHINA (N. Y., Sino-International Economic Research Center, 1945. 71pp.), by Chi-Yun Chang, includes a bibliography on agricultural, economic and industrial conditions in China.

* * *

CARGO DEADWEIGHT DISTRIBUTION (N. Y., Cornell Maritime Press, 1945. 86pp. \$1.50) by Martin Heuvelmans, is a helpful guide to the problems of cargo loading. Clear, practical text is combined with sketches and photographs in a convenient handbook for every shipping employe.

* * *

An instructive and interesting article on the use of machine methods, particularly punched card methods, in library procedures appeared in *Chemical and Engineering News* for September 25, 1945, pp. 1623-1626. It is entitled "Punch Cards for a Chemical Bibliography" and is by Gerald J. Cox, C. F. Bailey and Robert S. Casey.

* * *

NATIONAL AVIATION POLICY (1945. 10pp. 10¢). Recommendations submitted to the National Planning Association by William A. M. Burden, Chairman of the Advisory Committee on the aircraft industry. Available from: National Planning Association, 800 Twenty-first Street, N. W., Washington, D. C.

* * *

DOCUMENTS OF THE UNITED NATIONS CONFERENCE ON INTERNATIONAL ORGANIZATION, SAN FRANCISCO, 1945, are being published in 15 volumes (N. Y., United Nations Information Office, 15 v. \$90.00). No previous conference has had such full and rapid publication. These volumes will be as essential to the student of world affairs as are the documents of the Constitutional Convention to the student of American government.

* * *

TOMORROW'S TRADE: PROBLEMS OF OUR FOREIGN COMMERCE (N. Y., The Twentieth Century Fund, 1945. 156pp. \$1.00), by Stuart Chase, is Report No. 5 in a series of 6 entitled "When the War Ends". Price for the entire series, \$5.00. Mr. Chase, the noted writer on

economic subjects, gets down to the essentials of foreign trade, reviews the history of this country's international commerce and outlines our prospects for increasing foreign trade in the years of postwar reconstruction that lie ahead. He brings the subject to the level of everyday interest.

* * *

LAW ENFORCEMENT—A PROFESSION FOR PEACE is the latest occupational brief of Western Personnel Service (Pasadena, Cal., 1945. 47pp. 50¢). These studies aim to direct the attention of students on western campuses to certain selected occupations which are either new and growing, or on which there is little information or about which there exists a popular misconception. This particular study lists the opportunities offered in the law enforcement branch of government.

* * *

ECONOMIC ANALYSIS AND PROBLEMS (N. Y., American Book Company, 1945. 623pp. \$3.75), by J. F. Cronin, Professor of Economics, St. Mary's Seminary, Baltimore, Md., is designed to give the student a comprehensive introduction to modern economic life. It not only tells *how* the economic system works; it explains *why* it behaves in a given manner. Extensive reading lists follow each chapter, and in the Appendix suggestions are given as to further source material.

* * *

United Nations News is a monthly publication devoted exclusively to news and reports about meetings of the U. N. O., its functional agencies and other international organizations. It will press no point of view nor suggest legislative action. Its aim is to meet the needs for information in compact form about the many international organizations in which America has assumed responsibility. Vol. I, No. 1 appeared in January 1946. (N. Y., Woodrow Wilson Foundation, \$2.00 per year.)

* * *

Bibliographies:

BIBLIOGRAPHIES AND REFERENCE WORKS, List No. 85 (H. P. Kraus, 16 E. 46th St., New York 17, N. Y., 1945).

BIBLIOGRAPHY OF INDONESIAN PEOPLES AND CULTURES. Compiled by Raymond Kennedy. In *Yale Anthropological Studies*, v. 4 (Yale University Press, 1945). 212pp. \$2.50.

BIBLIOGRAPHY OF PEWTER. Compiled by Carolyn Denman. (Pewter Collectors' Club of America (*Bulletin* No. 15. Oct. 1945). 21pp. \$1.00.

BIBLIOGRAPHY OF RETAILING BOOKS. A classified list, issued by the Research Bureau for Retail Training. (Pittsburgh, Pa., University of Pittsburgh, 1945). 19pp.

BIBLIOGRAPHY ON CUTTING OF METALS. Orlan W. Boston. New edition (N. Y., American Society of Mechanical Engineers, 1945). 561pp. \$6.50.

BIBLIOGRAPHY ON POLITICAL, ECONOMIC AND SOCIAL BACKGROUNDS OF CERTAIN EUROPEAN COUNTRIES. Compiled by H. Kierman and E. F. Schweinburg (N. Y., Russell Sage Foundation, Dept. of Statistics, 1944).

BIBLIOGRAPHY ON THE RH FACTOR 1944-45. Compiled by the College of Physicians and Surgeons, Columbia University (N. Y., Columbia University). 15p.

COST ALLOCATION OF TVA PROJECTS; a selected list of references compiled by the Technical Library (Knoxville, Tenn., Tennessee Valley Authority, November 1945). 3pp.

CURRENT HAWAIIANA (Quarterly), issued by Hawaiiiana Section, Hawaii Library Ass'n through the cooperation of the University of Hawaii. 8pp.

DIGESTS OF CURRENT PUBLICATIONS. (In *Post-war California*, Vol. 2, No. II, November 1945, pp. 8-14). Berkeley Cal., University of California, Bureau of Public Administration.

GOVERNMENT MEDIATION AND ARBITRATION OF LABOR DISPUTES. Compiled by Industrial Relation Section, Princeton University. Selected References No. 6 (Princeton, N. J., Princeton University, November 1945). 4pp.

INDEX NO. 1 OF AVAILABLE INDUSTRIAL AND SCIENTIFIC TECHNICAL REPORTS [on German industry] (Washington, D. C., Office of the Publication Board, Department of Commerce, October 1945). 21pp.

INDEX TO MICROFILMS, SERIES A, LOTS 1-1737 (Washington, D. C., Library of Congress, Photograph Section, 1945). 26pp.

ISLANDS OF THE PACIFIC. Compiled by H. F. Conover (Washington, D. C., Library of Congress, 1945). 155pp. Supplement. 68pp.

LIBRARY'S PLACE IN THE SCHOOL, WITH SPECIAL EMPHASIS ON ITS VOCATIONAL GUIDANCE FUNCTIONS. Comprehensive bibliography on vocational guidance, compiled by members of the Newark School Librarian's Association (Trenton, N. J., Dept. of Education Division of the State Library, 1945).

NATIONAL CENSUSES AND OFFICIAL STATISTICS IN ITALY SINCE THE FIRST WORLD WAR 1921-1944 (Washington, D. C., Library of Congress, 1945). 58pp.

NATIONAL CENSUSES AND VITAL STATISTICS IN FRANCE BETWEEN TWO WORLD WARS 1921-1942 (Washington, D. C., Library of Congress, 1945). 22pp.

ONE HUNDRED BOOKS ON ARCHITECTURE. Compiled by Dean Turpin C. Bannister. A reprint from the *Journal of the American Institute of Architects*, November, 1945. Avail-

able on request (N. Y. Journal of the American Institute of Architects. 1945).

- OPERATING A SMALL BUSINESS.** Compiled by the Business Information Bureau, Cleveland Public Library (Cleveland, Ohio, Cleveland Public Library, December 1945). 4pp.
- ORGANIZED LABOR'S PARTICIPATION IN SOCIAL WORK.** Compiled by Russell Sage Foundation Library, N. Y. (Bulletin 163, Russell Sage Foundation, October 1945).
- POSTWAR PROBLEMS, A CURRENT LIST OF U. S. GOVERNMENT PUBLICATIONS, January-March 1945.** Compiled by K. O. Murra (Washington, D. C., Library of Congress, General Reference and Bibliography Division, 1945). 149pp.
- PROVISIONS IN COLLECTIVE BARGAINING CONTRACTS.** Compiled by May E. Jamieson (Pasadena, Cal., California Institute of Technology, Industrial Relations Section, 1945). 4pp.
- REEMPLOYMENT COUNSELING.** Compiled by F. W. Novis (In *Personnel Journal*, November 1945, pp. 187-191).
- SELECT LIST OF UNLOCATED RESEARCH BOOKS.** No. 9 (Washington, D. C., Library of Congress, Union Catalog Division, 1945). 49pp.
- SELECTED REFERENCES ON EMPLOYEE TRAINING.** Compiled by Jane E. Hodes (Philadelphia, Pa., University of Pennsylvania, Lippincott Library, n. d.), 14pp.
- SOCIAL IMPACT OF SCIENCE** (Washington D. C., Subcommittee on War Mobilization of the Committee on Military Affairs, U. S. Senate, 1945). 51pp. 15¢.
- SOME REFERENCES ON FILARIASIS — MOSTLY 1943-45.** Compiled by the College of Physicians and Surgeons, Columbia University (N. Y., Columbia University, December 1945). 9pp.
- SOUNDINGS IN LITERATURE OF MANAGEMENT.** Compiled by Dr. H. A. Hopf (In *Advanced Management*, September 1945, pp. 93-103).
- TRANSPORTATION IN AMERICAN POPULAR SONGS.** Compiled by Grosvenor Library, Buffalo, N. Y. (In *Grosvenor Library Bulletin*, vol. 27, no. 3, June 1945). 106pp.
- TRAVEL READING; A SELECTED BIBLIOGRAPHY COVERING THE UNITED STATES, ALASKA AND MEXICO** (Washington, D. C., American Automobile Association, 1945). 54pp.
- TVA LIBRARIES;** a selected list of references compiled by the Technical Library (Knoxville, Tenn., Tennessee Valley Authority, November 1945). 3pp.
- U. S. COAST GUARD BIBLIOGRAPHY.** Compiled by Public Information Division, U. S. Coast Guard (Washington, D. C., 1945). 22pp.
- WORLD IN FOCUS** [monthly index of materials on foreign affairs] (Chicago, Ill., Library of International Relations, August 1945). 12pp. \$5 per year.

Announcements

Constitution Committee Asks for Suggestions

If anyone has any suggestions for changes in the S. L. A. Constitution, will he please send them within the next six weeks either to the Chairman of the Constitution Committee or to one of its members:

Dr. Francis E. Fitzgerald, Librarian
Office of the Quartermaster General
U. S. War Department
Washington 25, D. C.

Miss Josephine B. Hollingsworth, Librarian
Municipal Reference Department
City Hall
Los Angeles, California

Howard L. Stebbins, Librarian (*Chairman*)
Social Law Library
1200 Court House
Boston 8, Massachusetts

Paul Kruse Joins Britannica Staff

Paul Kruse, assistant in charge of reference collections of the Library of Congress, and executive officer of the Conference Library during the United Nations Conference in San Francisco, has joined the *Encyclopedia Britannica* as bibliographer in the editorial department.

In making the announcement Walter Yust, editor-in-chief of Britannica publications, said that Mr. Kruse's principal duty will be to compile research notes on the American publishing history of the 177-year-old reference work.

Until next September, when he will move to Chicago, Mr. Kruse will do his research work for *Britannica* at the Library of Congress.

Summer Course on Medical and Hospital Librarianship

The School of Library Service of Columbia University announces, for the 1946 Summer Session, a program of related courses on medical and hospital librarianship.

One of the core courses, Medical Library Administration, aims to equip librarians to administer medical, nursing, pharmaceutical and dental libraries. Administrative matters, such as the cataloging and classification of medical literature, personnel problems, budgets, the rare book room, reference service and the selection and purchase of books and periodicals will be presented. Emphasis also is to be laid on the literature of medicine and its collateral sciences.

A second course, Library Work with Hospital Patients, treats the values of library work with patients, the facts and conditions affecting its performance, the selecting of books and

the managing of collections for use in it, and ways of dealing with ill people and meeting their needs. Brief attention is given to the conducting of libraries for the physicians and nurses of a hospital staff. Field assignments and visits of observation may be arranged for students desiring to supplement their study in this way. Those who wish may pursue certain related library school courses, notably Psychological Foundations of Reader Guidance and Reading Interests and Habits of Adults, or several guidance and psychology courses given elsewhere on the campus.

Further information may be obtained by addressing the Dean, School of Library Service, Columbia University, New York 27, New York.

**National 16mm Film Committee
Recommendations**

On September 14, 1945, representatives of seven national organizations comprising the National 16mm Film Committee submitted to heads of appropriate federal agencies detailed recommendations on the coordination of information and service on government films by the Library of Congress. The Committee considers the Library of Congress the logical agency to provide a service on motion pictures similar to the centralized service already provided for printed materials and still pictures. Workers in the field of audio-visual materials are becoming increasingly aware of the close relationship between print and films as media for recording and disseminating information. Government motion pictures could be lent through the Library of Congress' established inter-library and individual loan service, and its duplicating laboratories could supply either full prints or selected footage of motion pictures. Thus all sources of information about a given topic would be included in the same catalog.

Who Uses Business Machines Punched Cards?

Miss Margery Quigley, Librarian of the Montclair Public Library, Montclair, New Jersey, is desirous of having the names of those libraries which make use of International Business Machines Punched Cards. If you do use these machines for any work whatsoever, will you please so notify Miss Quigley. A tentative list of libraries having these machines as of July 1944 may be secured from her by any one interested.

Thesis Indexing Service

The National Research Bureau, 415 N. Dearborn Street, Chicago 10, Illinois, has a Library of Industrial Research which indexes Masters' theses on technical and industrial subjects, and supplies these to persons wishing them.

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Columbia to Publish Gazetteer

Columbia University Press has completed arrangements with the J. B. Lippincott Company to take over the rights to the well-known *Lippincott Gazetteer*. This will be used as the basis for a completely new edition to be called the *Columbia-Lippincott Gazetteer*. The Lippincott work was long considered the standard publication in its field, but it has been out of print for some years. A staff of specialists at Columbia University Press will compile the new edition with the same thoroughness and high standards that were given to the *Columbia Encyclopedia*.

New Medical Classification—A Progress Report

At the meeting of the Army Medical Library Consultants in October 1944, Miss Mary Louise Marshall reported the initial steps which had been taken towards producing a system of classification suitable for the Army Medical Library. She had made the preliminary studies for the new alternative schedules for medicine, Class R, and for the pre-clinical sciences in Class Q for the Library of Congress system.

Since that time Miss Marshall has been at work putting the results of this study into effect. The schedule for each subject division has been drawn up and submitted for advice and correction to medical specialists and to members of the Committee on Classification. The first draft is about finished, and the Army Medical Library will begin soon to classify its collection by it. In the actual application of the schedules it is expected that alterations, additions and subtractions will be found necessary. Consequently, until such trial has been thoroughly made, it is judged wise not to make the provisional first draft of the classification available for general distribution. Classification of the Army Medical Collection should result in establishing the system in permanent form. It will then be possible to publish it as an integral part of the Library of Congress classification schedules.

Obituary**Paul P. Foster**

Mr. Paul P. Foster, head librarian of the *Philadelphia Inquirer* since 1925, died on December 22, 1945, following an illness of several months. Mr. Foster, an authority on the conduct of newspaper libraries and a former magazine editor, was a charter member and past National Chairman of the Newspaper Group of Special Libraries Association. The simple funeral service held in Philadelphia on December 29 was attended by many friends and associates in the profession.

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Jacob Friedel

Jacob Friedel, Editor of *SPECIAL LIBRARIES* from 1918-1920, died at his Beverly Hills, California, home on January 21, 1946. Although Mr. Friedel's interests in the latter part of his life took him far afield from the library profession, he contributed much to S. L. A. in its early years. He was one of its staunchest supporters and when *SPECIAL LIBRARIES* was under his guidance, it was edited with "vigor, fairness and courage."

Herbert L. Howe

Herbert L. Howe, well known in the library world for his articles in library periodicals and his work in promoting library service for seamen, died November 16, 1945, after a brief illness. He was at one time Chief Librarian in the library of the American Merchant Marine Library Association. At the time of his death he had just completed a revision of the *American Merchant Seaman's Manual*. Mr. Howe and his wife, Mary Taylor Howe, Librarian of the New Dorp Branch of the N. Y. Public Library, were both members of Special Libraries Association.

Marion Kappes

Miss Marion Kappes, a former Chairman of the Biological Sciences Group of Special Libraries Association, and an active member of the Illinois Chapter, S. L. A., died on December 8, 1945, after a prolonged illness. She was a woman of scholarly background and gracious personality, and her death has brought a distinct loss to her many friends in the library field, especially to those located in the Chicago area. She had been librarian of the American College of Surgeons, the Evanston (Illinois) Hospital, Children's Memorial Hospital and the Women's and Children's Hospital of Chicago.

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Grace R. Cameron, Chairman
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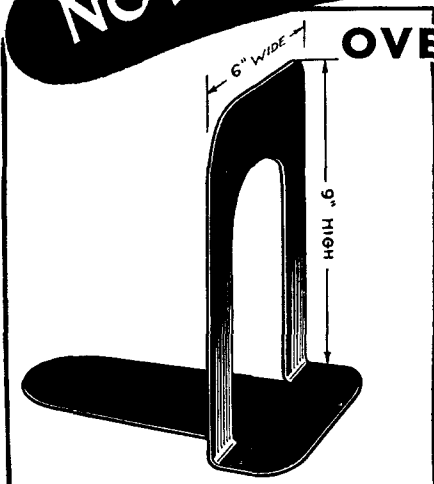
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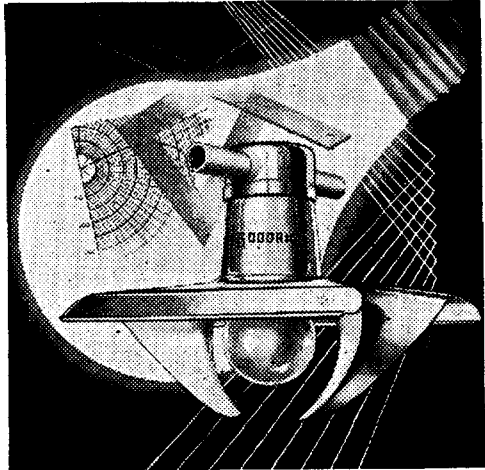
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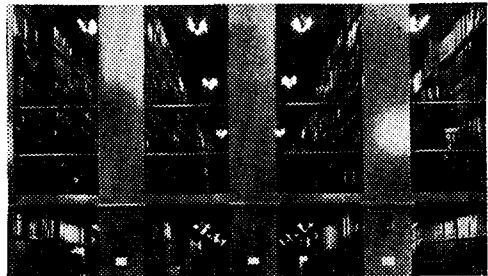
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