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Special Libraries

Including the Results of Two Important Surveys:
The Newspaper Library
and
Library Service in Army Schools

Vol. 41, No. 2, February, 1950

Special Libraries Association

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The Spirit or the Letter of the Law?

Miss Savord is chairman SLA Constitution and By-Laws Committee.

FOR MORE THAN A YEAR, we have been discussing changes in our Constitution and By-Laws—at meetings of the Executive Board, at joint meetings of the Board and Advisory Council, at Chapter and Group meetings and in the pages of *SPECIAL LIBRARIES*.

The Committee on Constitution and By-Laws has tried to make proposals that, if adopted, will contribute to the professional activities of the Association and promote the professional welfare of its members. In three previous articles, I have tried to explain what these changes will mean and to answer, as well as possible, questions that have come to me. With these explanations and with the aid of the various discussions, I hope that the membership will come to the Annual Meeting with complete understanding of what is involved and what will be the effect on the members and on the Association if these proposals are adopted. Only with such understanding can we hope to have an intelligent vote.

Of course, I, as Chairman of the Committee on Constitution and By-Laws and equally in my role of an Active member, heartily believe that these changes will have a salutary effect and should be adopted. However, that is my personal opinion and whether they are approved, in whole or in part, must be the responsibility of an in-

formed membership expressing its will at the Annual Meeting.

Whatever action is taken, the most important duty still remains—that of carrying out the provisions of the Constitution and By-Laws in spirit as well as literally. It seems to me that the membership as a whole has not taken the trouble to inform itself on the democratic processes that have been provided for carrying on the work of the Association but, having elected officers and directors, have then sat back and considered its duty as accomplished. But, is it?

True, the Executive Board must take the final responsibility but how can eight people be expected to know the wishes of 5000 members, to decide how so large a membership wishes to allocate funds, or to meet the conflicting demands of twenty-five Chapters, fourteen Groups and innumerable Committees?

It was the realization of the unreasonableness of such an expectation that brought into being the Advisory Council at a time when we were much smaller and more-closely linked than we now are. The Council was given two important so-called privileges but, knowing the spirit which prompted the provision, I have always considered them as duties. First was the privilege of attending all meetings of the Executive Board, except executive sessions, and second was the privilege of organizing as a separate entity to discuss Association problems and to make recommendations to the Executive Board. The Council has never organized. Why?

¹ Librarian, Council on Foreign Relations, 58 East 68th Street, N. Y. C.

Lack of encouragement? Lack of initiative? Lack of interest? I don't know, but I do consider that here is a spot where both the spirit and the letter of the law are being ignored, thereby shirking responsibility.

When this provision was first incorporated and for a number of years thereafter, the meetings of the Executive Board, attended by the Advisory Council, were *bona fide* meetings of the Board. Whatever problems were before the Board were openly discussed, with members of the Advisory Council being asked to speak to the point under discussion, and after due consideration by Board and Advisory Council of all sides of the question, it was disposed of by immediate vote of the Board. The same procedure was followed for the entire agenda. So-called executive sessions were the exception and not the rule.

Gradually, all this has changed. The meetings of the Executive Board and Advisory Council are no longer decision-making meetings of the Board. They are devoted almost entirely to more or less routine reports, followed by some discussion of problems that some member of the Council presents. Votes taken usually consist of accepting these reports. All decisions on vital Association business are reserved for executive sessions. Minutes of these meetings are distributed in such abbreviated form that they give no real idea of Board discussion nor any indication of how individual Board members voted. Are we to understand that all votes are unanimous? A practice has also been initiated of setting up so-called Executive Committees of the Board, of which the membership is not informed, reports of these committees are made only to the Board but such reports are seldom, if ever, included in minutes, although decisions are evidently based on such reports. If it is necessary for a Board of eight to subdivide further into committees, the problems must, of necessity, be of real importance, not only to the Board but

to the membership and any problem of such importance should certainly be reported in full.

By-Law II says that the Executive Board shall conduct the business of the Association, *subject to authorization of the Association*. But, when and where is this authorization asked for or given? By mere election? That is not the spirit of the provision. The Advisory Council, which should serve first in its "advisory" capacity, on which Board decisions should be based, and, secondly, as a "court of appeals" to review Board action, is not serving either of these purposes but has become merely a "sounding board" with no real function.

This over-centralization of power and authority has been a gradual development, increasing in direct proportion to our increase in membership and increase in income and expenditures. We have become "big business" with its inevitable increase in administrative problems. Volunteer officers, adding those problems to the every-day demands of their own jobs, cannot and should not be expected to carry this whole burden. There should be and must be a division of functions and powers, and a line of command must be laid out.

Maybe we need a Hoover Commission but, while we are waiting for that, may I suggest a possible administrative set-up that would, in my opinion, be more in keeping with the spirit of the Constitution and By-Laws and which would take away some of the burdens now placed on the shoulders of the Executive Board and transfer them to the Advisory Council or, in some cases, result in a shared responsibility.

Our line of command would then look like the chart on page 41.

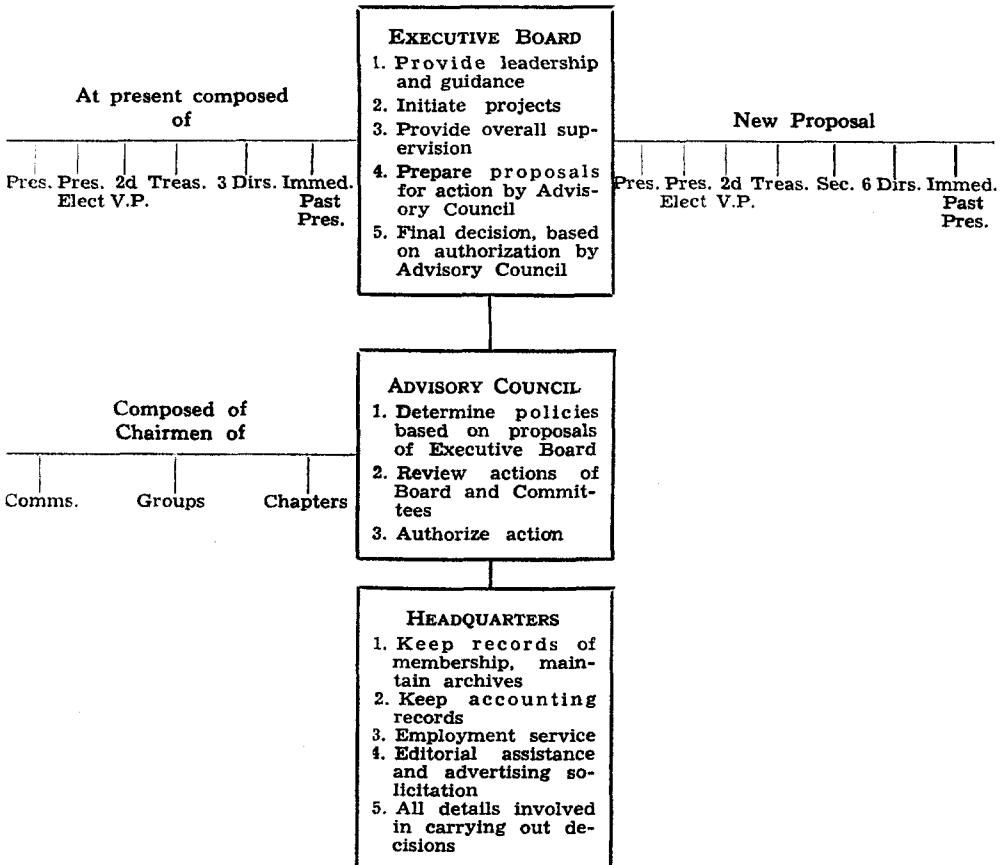
To be successful, this pre-supposes an informed, interested membership, willing and able to devote time and thought to administrative problems which affect the Association as a whole. The Chairmen of Committees and Groups and Chapter Presidents, when sitting as the Advisory Council, would have to for-

get the interests of their specific Committee, Group or Chapter and consider them only as one part of the whole. Instead of making routine reports of the body they represent, they would bring to the Council only their particular problems on which they needed advice and would devote their best efforts to the consideration of Association problems presented by the Board and make recommendations from the vantage point of their specific knowledge and experience. From such a discussion and consideration would inevitably emerge a consensus that could only result in recommendations of value to the whole Association. The talent and experience represented in our Advisory Council gives me the greatest confidence in presenting this proposal.

In the same way, directives, based on

Board decision, should be issued to the Executive Secretary who should then be charged with the responsibility of carrying out these decisions at Headquarters or, if Committees, Groups or Chapters are involved, she should be charged with relaying these directives to the responsible chairman or president. If our present set-up at Headquarters is not geared to such responsibility, we should re-organize; volunteer officers should not be expected to carry the burden of administrative detail. (Here, I should like to interpolate that, with the possible exception of a few minor factors, my own opinion is that Headquarters, given definite directives and impressed with responsibility without interference, is entirely adequate.)

(Continued on page 68)



The Newspaper Library: The Results of a Survey Completed in June 1949

Mr. Austin is Librarian, School of Journalism, University of Oklahoma, Norman, Oklahoma.

THE NEWSPAPER LIBRARY, for years neglected by both library science and journalism, has, during the past few years, begun to emerge from the confusion of its beginnings into the systematic order of full development. The dark-corner-shelves, the poorly-illuminated morgue and the inadequate collection of badly filed clippings and books have for the most part been replaced by the clean, well-lighted, orderly and adequately stocked reference departments. This is not to say, however, that the story is now complete or that the newspaper library is at this time in a state of perfection or even near-perfection. On the contrary, a great deal of work remains to be done and many improvements are yet to be made.

One fact has certainly been proven during the past twenty or thirty years: The fact that a library is not "dead" in any sense; it grows and expands and changes constantly. Nowhere is this more true than in a newspaper library. During World War II, libraries of newspapers grew at an almost unbelievable rate. Many factors contributed to this growth and, not least among these were the new subject entries brought about by the war. Servicemen, many of whom were never newsworthy as civilians, were suddenly catapulted into the front pages, making news entries in the files necessary. The war itself, battles, campaigns, propaganda, new weapons, made

thousands of new entries imperative and the post-war period seems to have brought little change in this aspect of growth. The cold war, the Berlin blockade, the air lift, the un-American investigations, all brought new entries into the files. Libraries have also grown through their own efforts. That is, better services and better relations with the newspaper staff have resulted in a firmer foundation for the newspaper library. Editors and publishers are more than ever before convinced of the importance and value of an efficient library.

During the war years, furniture and equipment were often not available, and what could be obtained was usually of inferior quality. This shortage of material came at a time when libraries were already bearing unusually heavy burdens. Papers were larger and were clipped more fully. New entries were being added constantly. Reference loads were heavier because of the nature of the news, and the library was, as a rule, understaffed. When high quality equipment was again available, newspapers were quick to replace their inferior wartime material with the higher quality material of the postwar period. Naturally, the increased size of the files has brought about needs for more space, more equipment, larger staffs and more money.

NEWSPAPER LIBRARIES TO EXPAND

Most newspaper libraries have indicated that they have recently undergone or shortly will undergo, programs of expansion. This remodelling and expansion will place the library on a high-

er plane than ever before. The lighting will be better, equipment of higher quality, and space more nearly adequate. However, one cannot say too often that libraries grow rapidly, and with every edition of the newspaper, new clippings, cuts and photographs are added to the files. While weeding may be done constantly or at set intervals, the problem of growth and expansion will be a most important one.

In the matter of administration of the newspaper library, it is most difficult to make a statement which will do justice to the librarian and the library. The survey indicated that only about half the newspaper librarians have college degrees. Only about twenty-five percent have training in journalism, and even less than that have training in library science. At first glance, this would seem to constitute a rather serious problem. Yet, after considering the education and experience of present-day newspaper librarians, one finds it is not such a serious problem as it appears. Most of the head librarians of newspaper libraries have had the benefit of years of experience, and there is no doubt that they have done remarkably well in their establishment and maintenance of newspaper libraries. If there is to be any criticism of their lack of education, that criticism might better be directed toward universities, schools of journalism, schools of library science and newspapers, none of which have as yet given much attention to the proper training of newspaper library personnel. It is quite probable that these librarians would be among the first to recognize the need for trained personnel, and most of them, in answering the questionnaire, mentioned their need for more trained assistants.

TRAINING IN JOURNALISM AND LIBRARY SCIENCE

The proper training in journalism and library science would achieve several aims toward which newspaper librarians have been working for years. First, training would help to bring about

uniformity of methods in all newspaper libraries. The present lack of uniformity and standardization is one of the chief points of criticism of the modern newspaper library and should be remedied if these libraries are ever to reach a maximum of efficiency. This point was well brought out several years ago by Jean Fenimore in her article "What's Wrong with Newspaper Libraries?" (SPECIAL LIBRARIES, April 1945.) Second, training would give the librarian a better background in proper reference technique and in the principles and methods of filing. Finally, while experience is an excellent teacher, it is also a slow, painful and expensive one.

In connection with training for newspaper librarianship, Roy King, librarian of the St. Louis *Post-Dispatch* stated recently, "It seems to me that there should be courses in newspaper librarianship based more on the special demands of journalism than on present public library methods. It might call for a combination of journalism and library courses from two separate schools, but special emphasis should be given to journalistic needs. The existing newspaper libraries need more trained personnel, and the growing number of such libraries offer much promise in specialized service." Mr. King pointed out that this represented his own personal views and not necessarily those of his newspaper, but it does sum up fairly well the need for more trained librarians in the field.

Salaries of head librarians throughout the country run from \$1500 a year to about \$6500 a year, depending largely upon the size of the newspaper. The average salary, the survey indicates, is in the region of the \$3000 bracket. Three-fourths of the librarians who answered the questionnaire stated that in their opinion their salaries were in fair proportion with those of the other employes of the paper. This is in itself a fair indication of the conditions in newspaper libraries, and it is probably

an advancement over the conditions of twenty, or even ten, years ago.

BOOK COLLECTIONS

On the whole, present-day newspaper libraries have reasonably good book collections. Two-thirds of the libraries keep their reference books on open shelves where newspaper staff members may use them. The remaining one-third keep them on shelves accessible only to the library staff. As to the scope and condition of the reference collections, two-thirds of the librarians who answered the questionnaires consider their collections "good", about one-sixth consider their collections "fair", and the remaining one-sixth say their collections are "poor".

The scope of the average newspaper reference collection is quite good, and, as would be expected, standard reference works of biography and history are the most numerous, followed closely by religion and politics. Other subjects which seem to be well-covered are business, journalism, advertising, music, art and literature. The most frequently-used reference books, according to the answering librarians, are *Who's Who*, *Current Biography*, *Ayer's Directory*, *Webster's Dictionary*, *Encyclopedia Britannica*, *World Almanac*, *Bartlett's Familiar Quotations*, *The Bible*, *Statesman's Yearbook*, *Columbia Encyclopedia* and local directories and histories.

All newspaper libraries maintain permanent files of newspapers, though most of them keep only permanent files of their own newspapers. A few have files of outstanding newspapers, but such cases are rare. Here, space is an ever-present problem, but about two-thirds of the libraries have solved that problem, at least in part, by the use of microfilm. About half the newspaper libraries participating in the survey keep permanent files of periodicals, most of them being of a general nature or of the popular news-magazine type most useful for reference. All of the libraries have pamphlet files, which are weeded frequently.

FILING, CLIPPING AND WEEDING OF MATERIAL

As to the actual work of filing, clipping and weeding, one can only say that there is no uniformity, except for the fact that the vast majority of the libraries file their clippings in envelopes. A small number of libraries mount them on heavy paper, simply because they have not yet managed to change from this old and clumsy method. There can be little doubt that mounting clippings is a very expensive and time-consuming process and that it will ultimately fade out entirely.

As a rule, the clipping files are weeded regularly. Some libraries weed at definite intervals, either annually or every five or ten years. The obvious comment here is that each system has advantages which the other lacks. Annual weeding, for example, would make for a more systematic weeding process. Waiting five or ten years to weed is a rather bad practice because it overworks the staff at the times when weeding is done, and because material remains in the files for five or ten years which might have been discarded within a year after its entry. On the whole, constant weeding would be the most advantageous method in most libraries since it occupies only a small part of the day's routine, and it would help prevent the accumulation of ephemeral material.

All libraries file cuts, and here again there is little or no uniformity. Approximately one-half file them permanently or at least indefinitely, while the remaining fifty percent weed them constantly or at short intervals, though the value of a cut may remain for ten years. The size of the library, the importance and value of the cut, the amount of space available for cut files, and the money which can be devoted to library assistants are the determining factors in the filing and weeding of cuts.

All but a very few of the libraries file photographs, and most of them keep them indefinitely. The type of photo-

graph, the relative importance of the subject, and the number of photographs available of the subject help to determine the length of time a photograph will remain in the files.

Two-thirds of the newspaper libraries attempt to gather biographical data, and most of them have special biographical forms which are mailed to persons whose names appear frequently in the paper. These forms are all essentially of the same type: they contain the usual biographical questions concerning occupation, marital status, honors received, schools and colleges attended, degrees received, etc. In recent years, questions concerning military service have been included.

LIBRARY EQUIPMENT

As has been mentioned before, libraries are better equipped now than ever before. However, most of them are still operating under the handicap of inadequate equipment: about fifty-five percent of the librarians indicated that their furniture and equipment are definitely not adequate, and the remaining forty-five per cent have equipment adequate for the present collection, but none for future expansion.

The same situation prevails in the matter of floor space. Fifty percent have too little, twenty-five percent have enough for present and future, and twenty-five percent have none for the future, which will make expansion difficult if not impossible. Two-thirds of the libraries are solving at least a part of the space problem by using microfilm. The widespread use of microreproduction will do a great deal toward solving the problem of space and will at the same time increase the efficiency of the library's services. Up to the present time, microfilm has been the dominant means of microrecording, but the new microcard has possibilities which should not be overlooked. This method, which can print twenty standard pages on one 3x5 card was demonstrated last winter at the American Press Institute at Columbia University. Some of the experts

present at the demonstration even foresaw the microcard as being the mail edition of the future as well as filing copies for the library. (*Editor and Publisher*, December 11, 1948)

Another outstanding improvement in newspaper library facilities is that of adequate lighting. Roughly two-thirds of the libraries now have fluorescent fixtures.

Only a few libraries are still using wooden filing cabinets, and those few report that they are wartime material and are being replaced as rapidly as possible. There was a time when wooden filing cabinets were more desirable simply because wood is a slower conductor of heat than steel. But in these days of fireproof buildings, there is little need for fireproof cabinets, and steel has replaced wood as far as filing cabinets are concerned.

Five-sixths of the librarians believe that their libraries are used as much as they should be, i.e., the libraries are used as frequently and as efficiently as possible. This in itself speaks well for the librarians and libraries; it is doubtful that five-sixths of the college or public librarians could make the same statement about the use of their libraries.

Four-fifths of the libraries receive cooperation and suggestions from newspaper staff members. This indicates that newspapermen in general are beginning to realize the importance and value of the library to the extent that they are interested enough to make suggestions about purchases and policy.

One question was answered unanimously in the affirmative. The question was: "Do you think schools of journalism should offer courses in the use of newspaper libraries so that all college-trained newspapermen would be familiar with newspaper library facilities?" Every librarian but one answered yes, and that one answered perhaps. Almost every librarian made additional comments, which indicates that this question is of the utmost importance to them. First, such a course would fa-

miliarize the newspaperman with the standard reference works in various fields and thus would permit him to answer many questions for himself. It would also stimulate self reliance in the matters of research. Second, it would make for a better understanding between the librarian and the news and editorial staffs in that writers would be more familiar with the use, administration and problems of the library. The newspaperman would understand the importance of scientific filing methods which, without having been taught about them, would seem arbitrary and confusing. Third, and perhaps most important, it would increase the use of the library simply because he would know how to use it. There is no doubt that an increased use of the newspaper library would, in the long run, make for a better and more accurate presentation of the news.

CONCLUSION

On the whole, the survey has indicated that the newspaper library has reached a point in its development at which the basic collection of reference material is nearly adequate and well organized. Physically, the library is clean, well lighted, and furnished with suit-

able, though inadequate, furniture and equipment. The salaries of head librarians are, for the most part, comparable with those of other newspaper employes.

For the future, it would seem, that librarians should concentrate on the expansion of services and on attempts to obtain properly-trained personnel. All this might well fall into the general classification of education: education of librarians, newspapermen and students preparing both for journalism and for librarianship.

The trend at this time is for the continued expansion and improvement of newspaper libraries and facilities. The past few years, including the war years, have proved conclusively that the library is an essential part of a newspaper. As a matter of fact, it has now reached the point that an efficient and well-organized library is an absolute necessity for the good newspaper which gives full and accurate coverage of the news. During the next few years newspapermen and librarians can look forward to better libraries and work together toward the uniformity which we have so long lacked.

Across the President's Desk

“ONE FOR ALL AND ALL FOR ONE” is the keynote around which our very active and competent Convention Committee is building the program to be presented in Atlantic City in June 1950. It is a good thought for us to hold foremost at all times and especially now when the organization of our Association is at the crossroads. There is one school of thought which believes that SLA is a loosely knit federation of Groups of diverse interests and should therefore be streamlined and strengthened by sweeping constitutional changes. There is another school of thought which believes that this very looseness and flexibility is the heart and soul

which makes the Association valuable. And, as always, there are many whose convictions are intermediate. Since it is highly probable that constitutional changes will be voted upon at the June Convention, this year may mark an important milestone in the march of progress for the Association. I, therefore, urge every member to make definite plans to go to Atlantic City, June 12-16, with “One for all and all for one” engraved on his heart, and his mind set upon adopting those measures which will bring this sentiment to fruition for SLA.

RUTH H. HOOKER,
President.

Library Service in Army Schools

Mr. McCoy is Librarian of the Institute of Labor and Industrial Relations, University of Illinois, and formerly librarian of the Quartermaster Technical Library, Camp Lee, Virginia.

THE CONVERSION FROM WARTIME to peacetime training in Army schools during the past few years has brought about lengthened courses and greater attention to background study, research and specialization. With these changes has come a growing realization in many Army schools that strong, active libraries are important as instruments of instruction.

Although a great many articles have been written about the recreational facilities provided by Army *post* libraries, little has been recorded of the work of Army *school* libraries. Such older schools as the United States Military Academy at West Point and the Command and General Staff College at Fort Leavenworth have had well-developed libraries for many years. On the other hand, some of the more recently established service schools set up libraries for the first time during the war years. Practically every Army service school now has some type of library service.

The following informal survey of Army school library service is the result of visits or correspondence with librarians of some ten Army schools.

According to *Army Regulations*, "when a general or special service school or group of schools has a library, such library will be maintained separately and apart from any other libraries." This statement, which is taken as the authority for establishing a library in an Army school, sets the school library

apart from the post recreational library which is administered by the Special Service Officer of the post.

Army Regulations further require that "there will be a library committee which, subject to the approval of the commandant, will be charged with general supervision of the library and its affairs . . ." This committee, as its function is interpreted by most schools, bears a close resemblance to the faculty library committee of a civilian college or university. In general, Army library committees concern themselves with establishing policies on such matters as book buying, budgets and personnel, although in at least one school the committee acts upon individual book orders.

PERSONNEL

With one exception, the head of each Army school library studied was a commissioned officer (grades ranging from Captain to Colonel) without professional library training. The exception was a professionally-trained civilian librarian with military experience. The library was the primary duty of the majority of the officers in charge, whose direction of library activities extended from assuming the accountability for books and the direction of personnel and budget matters to selecting books and performing other duties generally considered the work of a professional librarian.

Maintaining an adequate staff was one of the chief problems encountered by librarians of Army schools. Almost every librarian reported that his organization was considerably understaffed and that personnel was not being increased in ratio to the expanding demands for library services. In order to meet the increased circulation and ref-

erence demands, cataloging and processing were often slighted.

Professionally-trained librarians were employed in all but one of the ten schools surveyed. Their grades under Federal civil service ranged from P-1 to P-4. The total number of library staff (professional and clerical) ranged from 3 to 14. There appeared to be very little relationship between the size of the library staffs and the size of the student bodies which ranged from 180 to 1900 at the time of the survey.

For clerical and subprofessional work, Army school librarians leaned heavily on military personnel which was more readily available. There was a rapid turnover of enlisted men. In one library employing three soldiers, the turnover was 200 percent in one year. Librarians were thus faced with the constant problem of training new clerical assistants.

The difficulties in obtaining and retaining an adequate professional staff were chiefly as follows: (1) Inability to establish the professional positions at sufficiently high grades to attract and keep professional librarians; (Although the administrative head of the library was in many cases an officer of considerable rank, the chief professional librarian was not always given a rating commensurate with his responsibility); (2) The slow and sometimes ineffective method of working with the local civil service office and having to rely on existing rosters; (3) Reluctance of librarians to accept work on an Army post, (Many librarians were inclined to consider a position at an Army school insecure even though the school were established as a permanent installation); (4) Inability to secure a librarian who combined professional library training and military experience, (Inasmuch as the work in Army School libraries involved military as well as professional library procedures such as the handling of security classified documents and the writing of military correspondence, most schools considered it highly desirable to have professional

librarians with military experience or vice-versa).

FINANCES

While Army recreational libraries depended on post welfare funds for book purchases, Army school libraries were maintained, without exception, by appropriated funds.

The amount spent by the libraries surveyed for the purchase of books and periodicals in the 1946-1947 fiscal year ranged from \$1,529 to \$6,232. These funds represented the purchase of an average of 1,916 volumes per school. Most of the libraries considered their book funds sufficient to maintain adequate reference collections and to purchase necessary additions within the strict limitations of their subject fields. There was somewhat less satisfaction with funds for binding of periodicals and for the purchase of standard library supplies. Such purchases often required special justification.

Financial accountability for books was held by the officer in charge of the library in every case except in the one library where a civilian librarian was both the administrative and professional head of the library. *Army Regulations* provide that "where a professional civilian librarian has been appointed . . . the librarian may be designated by the commander appropriately concerned as the accountable property agent for the library collection, provided the bonding requirements are met . . ."

The keeping of property records on books in Army school libraries bore a closer resemblance to record-keeping for other Army property than to record-keeping on books in civilian libraries. Although no great difficulties were reported, there was some confusion brought about by varying interpretations of the *Regulations* by different Army auditors in making the semi-annual audit of library accounts.

The purchasing of books under the Army contract system was not always satisfactory. One librarian pointed out that it was difficult to determine wheth-

er a book was considered *trade, text, or technical*, a factor which affected discount rate and in some cases determined the contractor. Out-of-print books were generally difficult to secure under the contract system.

RESOURCES

Book collections for the libraries studied ranged in size from 2300 volumes in a newly established library to 128,000 in a library that had been in operation for many years. The average percentage of subject holdings was divided roughly as follows: 45 percent military, 30 percent general, and 25 percent technical. The technical service schools held a higher percentage of technical books and periodicals and the schools for the combat arms held a higher percentage of books and periodicals on military science.

Most libraries seemed to maintain good reference materials and good collections on contemporary affairs, military history and biography. Beyond that, collections varied with the mission and requirements of the respective schools. For example, the Infantry School had a highly-developed collection on tactics of the division and smaller units; the Army Information School featured political science; the Transportation School specialized in books and periodicals on rail, motor and water transportation; and the Quartermaster School bought widely in the fields of food, petroleum, textiles and warehousing.

The selection of books in most of the libraries was made by the chief professional librarian based on faculty recommendations. Book orders were generally subject to the approval of the officer in charge of the library and in one case the final decision rested with the library committee.

Because of limited funds for books, Army school libraries did considerable borrowing. Librarians reported close cooperation among libraries within the same branch of the Army and a dependency on nearby university or pub-

lic libraries for books of a general nature that were not in sufficient demand to warrant purchasing.

In addition to book collections, most libraries maintained extensive files of Army serial publications, general and operational maps, and files of instructional material received on an exchange basis from other Army schools. Most libraries also served as depositories for the printed publications of their branch of the Army.

Although none of the libraries surveyed were responsible for the administration of the school film collections, three libraries provided film projection rooms in the library building.

DOCUMENTS

Documents were considered more important tools of instruction than books and periodicals in a number of schools. Such items as after-action reports, field and administrative orders, unit histories and journals, operational plans, staff studies and board reports, many of which emanated from theaters of operations, were invaluable in studying wartime experiences.

In half the schools, military documents were an integral part of the library. In the others documents were maintained by separate archival agencies. Special problems were imposed by the fact that some military documents bore security classifications.

Since many valuable military reports and studies were prepared in small quantities for official transmittal only, Army school libraries were often unable to secure copies for their files. For this reason microfilm was being used to an increasing extent in the development of military archives in Army schools. Although only one library reported having a microfilm reproduction unit, all but three libraries had reading machines.

One of the major sources for documents on microfilm was the Adjutant General's Office in Washington. The Organization Records Section of that office cooperated with Army schools by

performing both selective and comprehensive microfilming of war records. That office furnished Army schools with a card index of all organizational records that had been reduced to film.

LIBRARY SERVICE

All Army school libraries, as would be expected, provided library service for their respective faculties and students. Insofar as their facilities permitted, most libraries also extended service to research agencies and other personnel housed on the same post. In several instances the library served agencies which conducted tests of equipment, prepared studies, formulated doctrines and wrote Army training manuals. The majority of libraries extended their services by mail to graduates and to members of their branch of service either directly or through inter-library loans. One library established a reading program for which academic credit was given. All librarians expressed a willingness to lend books and documents to other Army school libraries subject to security regulations and to the usual rules governing inter-library loans.

The circulation for the ten libraries surveyed ranged from 650 to 3500 books or documents per month. All libraries reported extensive faculty use, but a number of schools deplored the fact that students did not have sufficient free time outside of classes to make adequate use of the library. In several schools the use of the library by students was limited almost entirely to the time when special projects were assigned which required the use of the library facilities. Libraries which were housed in the same building with classrooms and faculty offices reported a higher percentage of student use.

The reference and research activities of the library staff were, for the most part, limited to the gathering of material, the preparation of bibliographies and the answering of specific reference questions. Abstracting was performed regularly in only one library. In two schools a research and liaison agency,

staffed by subject specialists, did the more extensive research for the faculty, working closely with the library staff and using library facilities.

One of the major handicaps to successful reference work in all Army school libraries was the absence of an index to official and unofficial military journals. Two libraries reported they had at one time attempted to index military journals for local use but were forced to discontinue the indexing because of the pressure of other work. The Department of the Army, at present writing, is studying the Army-wide requirements for such an index and expects to reach a decision early in 1950.

Library orientation was given in all but one school. This generally consisted of a one or two-hour visit to the library by all new students. Three libraries gave instruction in research methods and two libraries gave instruction in the use of Army publications.

CLASSIFYING AND CATALOGING

In the classification of books, six libraries used the Library of Congress system; three used the Dewey decimal system; and one used the Library of Congress system for military books and the Dewey system for all others. Both the Infantry School and the Artillery School libraries prepared expansions in the field of military science.

All libraries used the Library of Congress subject headings in cataloging books. Several libraries modified or supplemented these headings to include a further breakdown in military science. Seven libraries used Library of Congress printed cards whenever they were available.

In classifying archival material, three Army schools used the Library of Congress subject classification scheme. The Command and General Staff College devised its own classification scheme for documents which was also used in modified form by the Army Ground School. The Transportation School filed items alphabetically by subject without classifying them. The United States

Military Academy and the Quartermaster School filed documents in chronological order and cataloged them briefly. The Chemical Warfare School cataloged archival material according to the Army decimal filing system. Three schools established their own subject headings with modifications. In each case microfilms were cataloged and classified in the same manner as documents or books.

Although most of the libraries had map collections, only three maintained the *Army Map Service Index*. One method used by libraries to indicate holdings was to color the respective blocks on the index maps. Two libraries cataloged their maps according to the Library of Congress classification.

Most of the libraries maintained extensive files of Army serial publications listed in Army Field Manual 21-6, *Index to Army Publications*. These were shelved numerically by series and a record of holdings was generally kept by marking a copy of the *Index* or by keeping a Kardex file. Two libraries cataloged the more important serial publications. The average time spent in posting changes to the numerous Army serial publications was the full time of one person.

BUILDINGS

Inadequate housing was one of the major problems reported by Army school librarians. About half the libraries did not have a permanent building and three libraries shared their building with other agencies. It should be mentioned that in most cases where the li-

brary was in a temporary building, the entire school was temporarily housed. Practically all libraries reported a shortage of space. One library had no work space for cataloging and processing. The expanding archival collections presented problems in several libraries. One library housed in a temporary building built a concrete vault in which to take care of the more valuable items as protection from fire.

CONCLUSION

Although it has been shown here that Army school libraries differ somewhat in organization, in facilities, in the size of staff and in the size of collection, their problems are basically the same. Chief among these are the need for more and better trained personnel, for larger and permanent quarters, for an adequate index to military journals, and for greater standardization in classification and cataloging. A number of librarians who contributed information expressed a desire for increased cooperation and exchange of professional knowledge between librarians of Army schools. (Several informal meetings of Army librarians have been held since the making of this survey—at the Los Angeles Convention of SLA and at several of the ALA regional meetings.)

Most reports indicated that increased attention was being given to the place of the library in the Army school. The majority of librarians anticipated an increase in the demands for library services during the coming years which they hoped would be accompanied by increased financial support.

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Bibliography in the Basement¹

Mlle. Briet is Conservateur Adjoint, Bibliothèque National, Paris.

DURING THE REORGANIZATION of the internal services and stacks of the *Bibliothèque National*, Paris, in 1934, a separate place was found for the Catalogues and Bibliographies Room:—it was installed in the basement. Subterranean, cryptic, with its roots running in every direction through the substructure of knowledge, bibliography can be fairly said to fit into the foundation of library science. Without it there can be no scholarly research, no positive identifications, no enlightened acquisitions, no guides to reading. It is, at the same time, the source and nourishment of the intellectual life of our time. Napoleon once said something like this, "Give me the list of your references and I can do without your report."

Bibliographical work is recognized as being of fundamental importance to the function of a public library, a fact that is all the more true of a national library which, by definition, represents the major centre of bibliographical information and orientation. Starting with the no-longer-new recommendations of the library experts, whom the Institute of Intellectual Cooperation gathered together in the Rue de Montpensier, the *Bibliothèque Nationale* of France has assumed its new role.

The report of the General Administrator, M. Julien Cain, for 1933 and 1934 emphasizes the "new possibilities" offered to readers by the opening of the Catalogues and Bibliographies Room. It offers a service that most li-

braries, even the greatest, might envy. In the course of history so many books have been thrown into the fire-fed furnaces that one is glad to see new books occupy the place where furnaces once stood—the Catalogues and Bibliographies Room occupies the site of the Library's old heating plant. The vast room of polished marble is lighted by more than fifty lamps and the light seems to flow from the low ceiling on the straight round columns. The bookshelves, desks and ebony-like tables stand out against the ivory background of the paved floor and Comblanche stonework. The visitor descending from the reading room of more classical proportions and traditional decor stands surprised and, as it were, enchanted at the top of the last stairs. What do we find in this Plutonian domain? What equipment is available to serve the needs of library departments and the needs of the public? Catalogues, bibliographies, bibliographical indexes, card indexes of organizations, guide-lists for documentary research are all there available for use.

THE CATALOGUES AND BIBLIOGRAPHIES

The catalogues, in their various forms—manuscript, printed, typed, bound or on cards—are those of the Department of Printed Books. Next to the monumental *Catalogue Général des Auteurs* (Author's Catalogue) stand more than twelve feet of shelving filled with classified catalogues published during the nineteenth century and covering the history of France, Great Britain, Spain and Portugal, Asia, Africa and America (with Oceania); alphabetical lists on general history and the history of Italy; photostat catalogues of divisions not represented in the catalogues mention-

¹ This article was translated from the original French by Paul Gay, Bidde Law Library, University of Pennsylvania, Philadelphia, Pa.

ed above, albums which place in the users' hands a picture—the actual size of a playing card—of the old cards of the printed books collection. The current catalogues are available on cards and slips; their serried ranks cover over half of the great hall. Readers are guided through this labyrinth by a floor plan, notices on the walls, advice from the librarians and a list, published in 1945, of the Library's printed catalogues. In their search for call numbers in the alphabetical author and title catalogues and for references in the analytical and classified catalogues, they are assisted by special librarians. If necessary, further references are traced by the department itself.

The bibliographies assume the function of a guide through the catalogues. This multiplicity of catalogues, all useful and none complete, would drive the uninitiated reader to despair, if means to rescue him were not available. He finds someone he can talk to—and confides his troubles to the librarian. He is directed to the card catalogue, to the printed catalogue, or the bibliography which will help him solve his particular problem. The bibliographies—world, national, scientific, economic, historical, philosophical, art, literary and the related press bibliographies, biographical, official publications and theses—occupy the pace left vacant by the catalogues. Before the bibliography department was set up, most of these bibliographies remained inactive in the stacks and inaccessible to the readers. The most recent have been acquired directly by the department. Any bibliography which cannot be consulted rapidly is useless. The librarians had no wish to monopolize their use and outside users are now able to profit by them. The special catalogues of the Bibliothèque Nationale and of other libraries dealing with a specific subject have been shelved among the bibliographies. Thus Don Bliss's catalogue on Mary Stuart is found in its proper place among the historical bibliographies, while the cat-

alogue of the Opera's music library is located on the music shelves and the catalogue of the Surgeon-General's Office is shelved in the medical section. In addition, since 1933, the Library of Congress catalogue cards have been filed according to the Library of Congress classification as a supplementary bibliography. Thus more than two-and-a-half million cards in thirty filing cabinets are available to users, and the main divisions and subdivisions have been translated into French to facilitate research. French translations of the guides are given side by side with the original English. A special index for each letter of the classification and a general alphabetical index, all in French, make it possible to undertake research without consulting the classified tables.

The usefulness of the Library of Congress cards, kept up to date with a regularity unfortunately hampered by the war, is further increased by having adjacent the Library of Congress printed *Catalog* published in the United States between 1942 and 1946. While the classified catalogues help readers who are trying to compile a theoretical bibliography and to add to what they have been able to find through other sources, the Library of Congress alphabetical catalog is consulted chiefly by the librarians for the purpose of identifications of entries. Mention should also be made of the other great library catalogues—the two editions of the British Museum, the Gesamt-Katalog and the Titeldrucke, the Berne classified catalogue, the Swedish general catalogue, etc. With the assistance of a specially equipped staff, readers learn the use of the multiple resources offered by the catalogues and bibliographies, while interns in training to become archivists or librarians study the indexes and classification schemes methodically.

BULLETIN DE DOCUMENTATION
BIBLIOGRAPHIQUE

Since 1934, bibliographical information has been made available through the publication of a *Bulletin de Docu-*

mentation *Bibliographique* listing the titles of recently published bibliographies. To obtain the necessary listings, every day the department goes through all the magazines and publications received by the Library; it extracts all lists of documents, and publishes them in a classified arrangement with an annual alphabetical index. Ten numbers a year are issued and these keep readers, departments of the Bibliothèque Nationale, French libraries and documentation centres and foreign libraries informed regarding the main current of bibliographical production; in the case of French bibliography, there are practically no gaps. The *Bulletin de Documentation Bibliographique* is a bibliography of current bibliographies; it also gives references to books and articles of interest to librarians—documentations, library science, organization of research, higher education, cultural institutions. It is both a universal guide to bibliography and a descriptive guide to professional literature.

Due to the present state of its catalogues, the Bibliothèque Nationale felt that it could not embark on the compilation of a general catalogue of French libraries. The Bibliothèque Nationale is rightly regarded as the richest encyclopaedic library of our time. Not only did it inherit the magnificent collections of the Kings of France but it receives, by law, all printed publications published in metropolitan France and its colonies. While the funds available for acquisitions are too modest to allow the Library to buy everything of importance published abroad, it receives numerous publications of value to its readers through exchanges and gifts. Most foreign writers and scholars consider it an honor to be represented on the shelves of the Bibliothèque Nationale. Thus to a considerable extent the ancient library's inadequate budget is supplemented by the generosity of its readers and correspondents.

A collection of printed catalogues of French libraries open to the public

has been placed in the Catalogues and Bibliographies Room so that the work of bibliographical orientation—impossible in the absence of a general catalogue—can be attempted in its component parts. While it is not always easy to locate a book that cannot be found in the Bibliothèque Nationale, a pointer towards the library or specialized institution where it is most likely to be found can be supplied, due to a card index of documentation centres classified by their special subjects. This series, difficult to keep up to date because of constant changes, has resulted in the publication of a French guide of documentation centres and services, the second edition of which is to be prepared in cooperation with UNESCO before the end of this year.

On the eve of the war, the department assumed the initiative in the publication of a collection of *Manuels de la Recherche Documentaire en France* intended as guides for persons searching for documents of all kinds relating to the various fields of learning. Thanks to the untiring cooperation of highly competent experts and specialists in cataloguing and bibliography, it has been possible to publish recently the volume on Geography prepared under the direction of M. Emm. de Martonne. The important volume on Philosophy, prepared by M. Raymond Bayer and his collaborators, will be published shortly. The sources investigated by the manuals are many and varied—bibliographies, reviews, important articles and books, associations, teaching and research institutes, museums, libraries and archives and the files of French specialized publishers.

THE LIBRARIAN AS A SPECIALIST

In the past, librarians used to represent, to use an old phrase, the founts of knowledge. Nothing was unknown to them. Like Diderot or Mme. du Chatelet, they took an interest in every branch of learning. They seemed to belong to the age of enlightenment and philosophy. Today the librarian is a

specialist; a fact that is self-evident in the case of libraries whose collections are devoted to a single branch of pure science, technology or the humanities. As a British scholar has said, cultural equipment makes him a man of two worlds, the world of specialized scholarship and the world of library science.

In public libraries, whether for children, in hospitals or for the general reader, the librarian is still a specialist, for he must know his books. While he cannot be expected to read them all, it is his duty to know their gist and scope, which he can do by using lists selected in cooperation with other librarians. In addition, he is often requested to prepare selected bibliographies, and he must know how to use bibliographical tools. Bibliographical reference work is his profession.

The great encyclopaedic libraries, national and university, also need the assistance of specialized librarians—specialists in the language and literature of a particular country or cultural region, specialists in historical method, historians of literature or art, musicologists, specialists in photographic reproduction, documentation, etc. The largest libraries tend to become departmentalized; the specialized divisions and sections are staffed with personnel selected through careful recruitment ensuring both professional competence and personal culture.

Bibliography illustrates the *Gesta Libri per Bibliothecarios*. It is their main weapon, though a peaceful one, for investigation and selection. Libraries have developed to such an extent since medieval times that they now seem to be an important part of the common heritage of mankind. In the absence of a world library still sought by men of good will (Jaques Madaule and Otlet), the bibliographical guides strive for completeness by the juxtaposition of existing national bibliographies or the fusion of the great national and continental catalogues. One may envisage the day when it will be possible to obtain

information on every work printed in the world since the invention of printing.

Librarians themselves are becoming specialists in their profession. Some become cataloguers, others reference librarians and still others administrators. All need bibliographical tools. Purchases, identifications, verifications, references, directed reading, abstracting, are valuable only if they are based on bibliography or checked by it. Therefore, there is nothing surprising in the importance attached to it during recent years by the Library of Congress and by the *Bibliothèque Nationale* in Paris.

Bibliography is a compulsory subject in curricula of library schools. In Paris, interns mainly use the facilities available to them in the Catalogue Room of the *Bibliothèque Nationale* and the Bibliography Room of the Sorbonne. They first practice their profession by learning to use the bibliographical guides. Dedicated to service and the community of intellectual co-workers, they learn intellectual cooperation by practicing it with their compatriots and foreign readers.

CONCLUSION

Bibliography is the algebraic interpreter of literature in the broadest sense of the word. Its technique is the common language of all cataloguers, bibliographers and distributors of books whose numbers, both in administration and publishing, are steadily growing. It has its favorite haunts. In Paris as in Washington, one can expect to find bibliographical guidance, documentation adequate to find one's needs. Already the broad outline of an international bibliographical organization is being sketched; on the national level and in specialized fields of knowledge, abstracting, translating and indexing interlock. The progress that can reasonably be expected of bibliography is not without a bearing on the development of science, technology and the material conditions of mankind. "Tell me how you prepare your bibliography and I shall tell you your intellectual worth."

A Review of Two SLA Subject Heading Lists for Aeronautical Libraries

Mr. Gull is Bibliographer, Navy Research Section, Science Division, Library of Congress, Washington, D. C.

1. *Subject Headings for Aeronautical Engineering Libraries*, compiled by a Committee of the Engineering-Aeronautics Section, Science-Technology Group, Special Libraries Association. N. Y., SLA, 1949. 245 p.

2. *Aviation Subject Headings, a Concise List for Civil Aviation Libraries or Collections*, compiled by Agnes A. Gautreaux and Mary Lally. N. Y., SLA, 1949. 56 p.

THESE LISTS ARE DESIGNED to be complementary, the first to cover the design and manufacture of aircraft, and the second to treat of civil air transport after the aircraft have left the assembly line, although actually there are many overlapping headings.

A list of subject headings for use in a general library must have its headings constructed so that there is no ambiguity in meaning, because the headings encompass the entire field of knowledge. Thus ACCOUNTING can be used to describe the books which treat of the principles and practices of business accounts, regardless of the kind of business. Whenever a number of books are acquired on accounting for one kind of business, it becomes advisable to create a heading to differentiate these books from general books on accounting. The new heading can be written in several ways:

AIRLINES — ACCOUNTING
AIRLINE ACCOUNTING
ACCOUNTING, AIRLINE
ACCOUNTING — AIRLINES

provided only that the proper cross references and tracings are made. The choice of entry rests on whether the cataloger wishes to collect entries under accounting or airlines, and frequently upon the arrangement in common written and spoken usage.

These two lists represent another viewpoint in the construction of subject heading lists. Because the lists are for special libraries, their compilers assume that the concepts of aeronautical engineering and civil aviation are implied whenever a general term is used. In the words of the first list: "Terms which can have both aeronautical and other meanings must be differentiated in some way, so that two different types of material are not thrown together under the same heading. As far as possible, these homonyms have retained the implied aeronautical interpretation for the simple term, other interpretations being clarified by the use of definitions, explanatory phrases, inverted subject headings or subject headings beginning with other words." This assumption may be valid for a library strictly circumscribed in its collection to its field, but the examples given after the explanation and many of the terms in these lists clearly indicate that these collections cover many phases of man's activities which are not primarily aeronautical in character, for example: industrial accidents, fluorescent lighting, scientific societies, steam engineering, steel alloys, finance, international relations. The aeronautical library will

probably have books on accounting regardless of the kind of business, which will require the heading ACCOUNTING, as well as books on airline accounting, airport accounting and accounting for the aircraft industry, requiring different headings to describe each satisfactorily. Thus the implied association of a term or terms from the field of the special library with a general term fails to specify what books will be found under that general term, because it provides no term for truly general books and no terms for books on various phases of the special field. It seems advisable, then, that a list of subject headings for use in a special library should also have its headings constructed so that there is no ambiguity in meaning. It would have required a very little extra effort to have made the terms specific in both lists.

Aviation Subject Headings is an adaptation of the Randers Pehrson/Renstrom list,¹ and the other list is based primarily on *A List of Subject Headings for Aeronautical Libraries* compiled by L. Herman Smith and Helen Stalford in 1946 for the Lockheed Aircraft Corporation. Other sources, including the Randers-Pehrson/Renstrom list, were consulted. In all, about fourteen persons worked cooperatively on the second list, and the final editing was accomplished by Johanna Allerding, Marion L. Stute and L. Herman Smith.

An examination shows that the example of the carefully constructed cross references and tracings in the Randers-Pehrson/Renstrom list was not followed in these lists. There are numerous failures to make necessary cross references, and there are both missing and inaccurate tracings for the cross references which are supplied. There are many *see also* references from specific subjects to more general subjects, and such references are inadvisable except under very unusual requirements.

A few examples will suffice to support these statements. In *Aviation Subject Headings*, the *see also* reference is used almost exclusively to link headings in both directions. Thus there are these headings:

ACCELERATION — PHYSIOLOGICAL EFFECT *see also* PHYSIOLOGY
and

PHYSIOLOGY *see also* ACCELERATION — PHYSIOLOGICAL EFFECT

The first proceeds incorrectly from the specific to the general subject; the second is a useful reference. The absence of the refer from (*see also*) tracings is a serious defect throughout the list.

For these headings, ACCESSORIES AND PARTS: ACCELERATION LOADS; and AGREEMENTS, AIRLINE, there is no cross reference in the alphazet under the last words, and correspondingly no tracings. For AGREEMENTS, INTERNATIONAL, there is a *see* reference under INTERNATIONAL AGREEMENTS and for ACROBATIC FLYING there is a *see also* reference under FLYING, but there are no tracings for either reference.

Some examples from *Subject Headings for Aeronautical Engineering Libraries* of headings proceeding from the specific to the general:

ACCELERATION LOADS *see also* LOADS
ACCESSORY DRIVES *see also* DRIVES
DRIVES *see also* POWER TRANSMISSION

AERODYNAMICS *see also* DYNAMICS

Errors in tracing:

ABBREVIATIONS

x MATHEMATICAL SYMBOLS¹

MATHEMATICAL SYMBOLS *see* SYMBOLS

(instead of MATHEMATICAL SYMBOLS *see* ABBREVIATIONS)

ACCESSORIES AND PARTS

xx NUMERATION¹

NUMERATION *sa* ACCESSORIES AND PARTS — BREAKDOWN NUMBERS¹

(since these do not agree, look under)

ACCESSORIES AND PARTS — BREAKDOWN NUMBERS (and you find)

x PART NUMBERS (which again fails to agree)

(Continued on page 70)

¹ *Subject Headings for the Aeronautical Index* by N. H. Randers-Pehrson and A. G. Renstrom. N. Y., WPA, 1940. 106 p.

¹ x = *see* reference from
xx = *see also* reference from
sa = *see also* reference to

Answer to Mr. Gull's Comments about the Subject Headings for Aeronautical Engineering Libraries

Miss Allering is Librarian, Engineering Library, University of California, Los Angeles, California.

MR. GULL has raised some points worth discussing and perhaps amplifying. Although it is true that these two lists cover different aspects of aeronautics, they were not "designed" to be complementary. The list compiled by the Science-Technology Group was done entirely independently of the Transportation Group's list. In the *Subject Headings for Aeronautical Engineering Libraries* we considered civil aviation only insofar as the subjects were of interest to aircraft manufacturers. Naturally there would be overlapping in headings which refer to civil aviation, but no attempt was made to coordinate the headings for the two lists.

The conflict as to general headings which could also imply aeronautical meanings had to be resolved in some way. Since we were compiling a list for a special subject field, we considered it best to use the special meaning. A library, which also has some general books for which a general heading is required, would have to make some provision, such as using the modifier "general", e.g., ACCOUNTING, GENERAL. In libraries having both a large general technical collection of books and a large specialized aeronautical collection of reports, periodical articles, etc., the librarian is faced with the complex problems of integrating the subject

headings to meet both points of approach. In such cases it might be considered best to use general terms for general subjects, and to use comprehensive special terms with more subject sub-divisions. For example, such a library could use ACCOUNTING for general accounting books and AERONAUTICS—ACCOUNTING, AIRLINES—ACCOUNTING or similar headings for the specialized material. Librarians learn sooner or later that adaptations and variations in classification numbers, catalog entries, subject headings, etc., are necessary at times, in order to create the best approach for a particular library. We certainly did not expect that every librarian would use our list as it is, but would change and adapt it to his library's special needs.

In the matter of cross-references we tried to eliminate many of the unnecessary ones which were in the original Lockheed list. The references from specific to general headings are regretted, as being contrary to good subject heading principles, although sometimes such references are quite useful in finding specific information in comprehensive works indexed under the more general heading. Errors in tracings do unfortunately turn up here and there. We did not discover until far along in our project that many of the tracings in the Lockheed list, which we had retained, did not match. We tried to find as many of these as possible, but on the other hand could unintentionally have created some of our own. Even the care-

fully constructed *List of Subject Headings*, prepared by the Library of Congress Science and Technology Project, has such tracing inaccuracies. For example, ACRYLIC RESINS x RESINS should be xx RESINS; under ELECTRON TUBES the refer from reference, X TUBES, was omitted.

The choice and interpretation of terms is the most difficult and time-consuming part in creating a subject-heading list. Most words can have different meanings to different persons. What is the difference between SUPERSONICS and ULTRASONICS? Are ROCKET ENGINES and ROCKET MOTORS synonymous? How should one distinguish between MECHANICS as an engineering subject and MECHANICS as persons? What are the relationships between SUPERSONIC AERODYNAMICS and SUPERSONIC FLOW? is there a difference between FLUID DYNAMICS and HYDRODYNAMICS? To find answers to such questions took many conferences with specialists in these fields, reading of authoritative writings on the subjects and a study of the use made of such terms by various writers. Sometimes the final choice is arbitrary. One can use WIND TUNNEL FANS if one wishes to keep material on wind tunnels together. Or one can use FANS, WIND TUNNEL if one wishes material on fans to be indexed in one place.

The particular terms mentioned by Mr. Gull can be explained as follows:

GOVERNMENT INVESTIGATIONS is a term used in the original Randers-Pehrson list, without a definition. We understood this term to mean the official government investigations of airplane accidents, and therefore made the *see also* reference from ACCIDENTS.

RESINS, SYNTHETIC *see also* PLYWOOD. This is a case of referring from one subject to a *related* subject, not to a specialized aspect of the original subject. Smith's *Dictionary of Plastics*¹, under PLYWOOD, states: "In the manufacture of modern plywoods various adhesives are used, e.g., . . . synthetic resins." Therefore material on plywood would often have information on synthetic resins, and

¹ Smith, Paul I. *Dictionary of Plastics*. London, Hutchinson's, 1946.

such a cross reference would be useful. AERONAUTICAL ENGINEERING *see* AERONAUTICS: A *see* reference does not necessarily imply that the two terms are synonymous. It can mean that information on a smaller section of a subject is to be indexed under the larger subject for the sake of convenience. For example, we refer from FELT to FABRICS, in order to gather all material on fabrics under one general heading. Our precedent for using the reference from AERONAUTICAL ENGINEERING to AERONAUTICS was the *Engineering Index*. Our reason for concurring was that our whole list relates to aeronautical engineering and that most items would be indexed under more specific headings. The few general items could quite readily be listed under the general subject AERONAUTICS.

Compound headings are common in Library of Congress subject headings. Often the two words are so close that one word would be sufficient. For example, instead of VARNISH and VARNISHING one could use simply VARNISH. On the other hand, there are some compound headings which are quite useful in a general collection, because they group two closely related subjects in one category, such as STRAINS AND STRESSES; GUMS AND RESINS; FACTORY LAWS AND LEGISLATION; SCIENTIFIC APPARATUS AND INSTRUMENTS; CORROSION AND ANTI-CORROSIVES. In our list the term BONDING AND SHIELDING is a good example of a useful compound heading. We rather reluctantly retained such headings as VARNISH AND VARNISHING because many libraries were already using that, having followed the Library of Congress list originally, and because there seemed to be no compelling reason except simplicity to change the heading. ACCESSORIES AND PARTS is a term carried over from the Randers-Pehrson list and seemed to be a suitable general heading. It could be split into two headings, but would then create problems where a publication covered both aspects.

Mr. Gull concludes his comments by saying that the evaluation of each heading and tracing would be "in effect as much work as starting a new authority list of his own." Actually in using any subject heading list one must consider each entry in relation to one's library, and in marking it as an authority list one must mark both the original head-

(Continued on page 69)

Aslib Has A Silver Jubilee Conference

Mr. Evans is a member of the Association of British Science Writers.

ASLIB—the Association of Special Libraries and Information Bureaux—celebrated the twenty-fifth year of its existence when its twenty-fourth annual conference was held, from September 9 to September 12, 1949, at Ashborne Hill, near Leamington Spa, Warwickshire, England. One conference was cancelled during World War II.

About 250 members, representing government departments, research establishments and institutes, industrial and public libraries, and individual interests, attended this residential conference, which allowed much scope for private and group discussions; it also placed newcomers to special library and information work in close contact with the more experienced experts.

The main theme, "The Tricks of the Trade," was chosen by the Council and Conference Committee as most appropriate for its Silver Jubilee Year since it gave the members an opportunity to discuss their remarkably varied day-to-day work.

The Conference opened with an address by the new president, Dr. Percy Dunsheath, C.B.E., M.A., D. Sc., M.I. E.E., who is renowned in the industrial research and consulting electrical engineering fields. After remarking on the "great privilege as well as the responsibility of holding the senior post in the world-famous Association," he recounted the twenty-five years of Aslib's history from its formation by a group of information officers concerned with metallurgy to the present time. "Today," he said, "Aslib has over 1000 members in every part of the world . . . This year is also the first official year of the amal-

gamation of the British Society of International Bibliography with Aslib.

"In the broader fields," continued Dr. Dunsheath, referring to Aslib's work, "we must continue to recognize our responsibilities in the national and social life of the country. Movements external to Aslib may have an important bearing on our activities, and not only must a study of them be our concern, but we must also engender a feeling among our members that we have a responsibility for seeing that on certain points our advice is not only given, but acted upon."

Dr. Dunsheath was much concerned with existing reference library facilities in science and technology and with the need for adequately trained and paid staffs for them. He drew comparisons between the early closing hours of the British Science and Patent Office Libraries and the American practice of staying open from 9 a.m. to 10 p.m. on weekdays and from 1 p.m. to 10 p.m. on Sundays. He added that Aslib should recognize that the new, rapidly-expanding stores of knowledge demand new tools. He also suggested that the Government's best immediate investment should be a "new Library of Science and Technology in the centre of London, conceived on the grand scale . . . and at least five times as large as the Patent Office Library." Britain's Department of Scientific and Industrial Research fully realizes the importance of Aslib's work and plans to give much increased financial support during the next five years.

The subject for the first session was "Business Archives," with Mr. F. G. Emmison, County Archivist, Record Office, Essex, England, as the introductory speaker. Mr. Emmison showed how important such documents as turnpike

trust records, titledeeds, mortgages, correspondence and accounts were in establishing full historical surveys, and he described the work of the Council for the Preservation of Business Archives and the National Registrar of Archives. The second speaker, Mr. E. C. Baker, Librarian and Archivist to Britain's Post Office, outlined how the welter of contemporary papers could be whittled down to essentials without losing the unpredictable requirements of fifty years' time and brought out the fact that "Today is still destined to become tomorrow's past."

Mr. C. E. C. Hewson opened the second session by describing his recently-organized special library at the Institute of the Motor Industry. His problem was that most of his library's 6000 members lived outside London, in every part of Britain and, therefore, "permanent" reference volumes had to be restricted to a minimum, and a printed catalog supplied to each member. The organization of stock, order, accession, receipt, reminder and catalog cards was described in detail.

Miss M. Gossett, A.R.C.S., B.Sc., then described her library which is, perhaps, one of the most secret in the world, for it is at the Harwell Atomic Research Establishment in Berkshire, England. Its coverage is wide for it includes all fields of science and technology and specializes in nuclear physics, radiochemistry and medical applications. Two main libraries are being built to cover reference and lending. Ample funds are allocated to the library and much assistance is being given by various librarians who contribute their duplicate sets of scientific and technical periodicals. These are particularly valuable because of the advertisements. Each division of the Harwell Atomic Research Establishment has its library liaison officer, who transmits requests to the librarian, who, in turn, seeks the appropriate officer's advice on queries and stocks. All the officers constitute the quarterly library committee and are responsible for the

divisional libraries and their sub-libraries, so necessary since Harwell's buildings are distributed over a wide area.

Mr. E. Ower's description of his library at the British Shipbuilding Research Association was extremely interesting because he had to build it up over four-and-a-half years, after beginning work with no other knowledge about library technique than that of the user. He recommended similarly-placed beginners to study the subject material in a library and then to visit other libraries of similar size so as to reconcile theory with practice.

That there is a wealth of rarely-realized valuable material in the millions of files stacked away in thousands of business organizations was stressed at the Sunday morning session, devoted to "Correspondence as a Source of Economic and Technical Information." Mr. D. V. Arnold, B.Sc., A.L.A., librarian of Britain's Imperial Chemical Industries Ltd. (Paints Division), and Miss E. W. Parker, Technical Information Officer of the Mond Nickel Co. Ltd., each dealt comprehensively with the many problems of this intricate subject. It not only involves the use of official and personal letters and memoranda, but even records of telephone calls, personal photographs and minutes of private meetings. "The correspondence files of an organization," said Mr. Arnold, "are unique records that must be exploited to the very utmost and made to contribute their own important part to the wealth of other recorded information existing in every business concern."

The session on "Official Publications" was opened by Mr. W. Cox, O.B.E., B.Sc. (Econ.), Director of Publications of His Majesty's Stationery Office. Mr. Cox stated that his internal card index of British Government publications might be made available to libraries if a demand for copies of it existed. Mr. K. A. Mallabar, F.L.A., assistant reference librarian of Westminster Public Libraries, dealt with the subject from the viewpoint of the comparatively few

reference libraries which purchased a full or comprehensive range of Stationery Office publications, and said that the proposed issue of cards would greatly lessen expenses.

The meeting carried unanimously a resolution that the Aslib Council should approach the appropriate government department to request that a handbook be published describing the functions of government departments and their divisions similar to the *United States Government Manual*.

The final session was devoted to a paper by Mr. Eric N. Simons, Chairman, Executive Committee of The Playhouse, Sheffield, Yorkshire, on "The Library as a Tool of the Theatre." "The theatre," he said, "depends for its success in no small measure upon information of a specialized character." He gave in detail the particular requirements of producers, wardrobe mistresses, electricians, stage directors and so forth and, also, the information that was required on general subjects.

Report of the 1950-1951 Nominating Committee

IN ACCORDANCE with the amended SLA By-Law IX, Section 2, the following names of the candidates for the next election with their written acceptances have been presented to the Executive Board:

President

MRS. ELIZABETH W. OWENS
Mercantile-Commerce Bank & Trust Co.
St. Louis, Missouri

First Vice-President and President-Elect

MR. GRIEG ASPNES
Brown & Bigelow
St. Paul, Minnesota

Second Vice-President

MRS. HAZEL IZZO
E. I. duPont de Nemours & Company
Rochester, New York

MRS. RUTH PARKS
National Safety Council
Chicago, Illinois

Treasurer

MISS LURA SHORB
Hercules Powder Company
Wilmington, Delaware

MR. DONALD WASSON
Council on Foreign Relations, Inc.
New York, N. Y.

Director

MR. ROBERT GRAYSON
New York Herald-Tribune
New York, N. Y.

MISS GERTRUDE L. LOW
John Price Jones Company
New York, N. Y.

The Directors whose terms have not expired are Miss Margaret Hatch, Metropolitan Life Insurance Company, San Francisco 20, California, who retires in 1951 and Miss Estelle Brodman, Army Medical Library, Washington 25, D. C., who retires in 1952.

Mrs. Ruth H. Hooker will continue on the Executive Board as Immediate Past-President.

Further nominations may be made upon written petition of 10 voting members in good standing. Such petitions, accompanied by written acceptances of the nominees, must be filed with the Secretary of Special Libraries Association at Association Headquarters not later than March 20.

ELEANOR S. CAVANAUGH
MARY JANE HENDERSON
HAZEL PULLING
CATHERINE M. SCHMIDT
MARION E. WELLS, Chairman

SLA Chapter Highlights

THE NEW YORK CHAPTER had a Shop Talk meeting on January 14, 1950 (Saturday!). The meeting began with a 12:30 P. M. luncheon, after which there were presented "shortcuts, gadgets, gimmicks, and what-have-you" guaranteed to be "more foot-savers, time-savers, and money-savers" than one could imagine existed. This type of meeting is not new, but the manner in which the material was collected may present an idea. A hand-bill type of enclosure soliciting contributions was sent out with the December *New York Chapter News*. If you are interested in how this meeting was organized and presented, write to Alice B. Wells, Librarian, American Air Lines, Inc., 100 East 42nd St., New York 17, New York, as she collected the material and will be pleased to answer your questions.

Two CHAPTERS have had meetings recently starring management. The Pittsburgh Science-Technology Group had a symposium on January 31, 1950, on "What I Expect of My Librarian." Speakers were Dr. Alexander Silverman, Head of the Chemistry Department, University of Pittsburgh; C. L. Rumberger, General Manager, H. J. Heinz Co., Food Research and Quality Control Division; Dr. Joseph Wiley, Industrial Analyst, U. S. Bureau of Mines, in charge of Synthetic Fuels Research; Kenneth C. Hewitt, Assistant Vice-President in charge of the Investment Research Department, Mellon National Bank & Trust Co.; and Dr. C. W. W. Elkin, Past Chairman, Library Board, Allegheny General Hospital and Library Advisor, Pittsburgh Academy of Medicine.

The MINNESOTA CHAPTER invited three business men to participate in a panel discussion on the topic of "Business and Libraries." On the panel were James W. Clark, Commis-

sioner of the Department of Business Research and Development for the State of Minnesota; Walter T. Blake, Assistant to the Vice-President in charge of Scientific Research and Technical Development, Pillsbury Mills, Inc.; and Arne Brogger, Legal Counsel for the St. Paul Fire and Marine Insurance Company, who talked about the libraries of their respective businesses and touched on their views as to the attributes required of a librarian to successfully participate in the world of business and industry.

Within the ranks of SLA there are those who point repeatedly to the need for librarians to quit talking to ourselves, and to talk to management in the terms of management. This requires that we be informed in the ways of management and how men of management think. Listening is a good way to learn.

Congratulations to the WASHINGTON CHAPTER upon the successful conclusion of a project started back in 1947. According to Mildred Benton, President of the WASHINGTON CHAPTER, the *Index for American Cooperation Yearbook, a Comprehensive Index to the Proceedings of the Annual Summer Institute Sessions of the American Institute of Cooperation, 1925-1948, inclusive*, is off the press. This undertaking, for which the Chapter received \$250, represents the volunteer work of a committee appointed in 1947, composed of Lucille Achauer, Mildred Benton, Louise Bercaw, Ruby Moats, Louise Pressgrove, and Winifred Woodward. The *Index* was published by the American Institute of Cooperation, Washington 6, D. C.

MARGARET P. HILLIGAN,
Chapter Liaison Officer and Chairman,
Chapter Relations Committee.

SLA Group Highlights

After receiving recently the current bulletins of the ADVERTISING, BUSINESS, FINANCIAL, INSURANCE, SCIENCE-TECHNOLOGY and TRANSPORTATION GROUPS, it would seem that Convention plans for 1950 are not only in progress but are being carefully made.

The ADVERTISING GROUP is attempting to form Groups in local Chapters where there are members of the national Advertising Group. It is believed that these members do not have a chance between annual conventions

to exchange ideas and analyze mutual problems. The NEW YORK ADVERTISING GROUP again is planning to hold another of its successful in-service training programs which will start in February 1950. The GROUP is interested in what the Microcard Foundation of Middletown, Conn., can do to remedy the high cost of storage space for reference materials. All members are being canvassed for titles of publications which they wish to have made available on microcards.

The December 1949 issue of the BUSINESS GROUP *Bulletin* begins a valuable contribution to business librarians in particular and to special librarians in general. It is the evaluation of a special business service, the *Lebensburger Letter*. This same issue carries a buying list of books in the field of accounting, insurance and real estate, the titles of which are helpful for a business library of a large university library.

A complete analysis of the FINANCIAL GROUP's membership records and a definition of the Group's purpose and qualifications for membership is one of the highlights of their November bulletin. Another feature is the inclusion of the papers presented at the FINANCIAL GROUP Shop Talk Round Table at Los Angeles last June.

"Personals" is a new feature of the INSUR-

ANCE GROUP bulletin with reporters for these items listed in ten Chapters.

The December 1949 issue of *Sci-Tech News* contains a resumé of convention activities of the American Chemical Society Division of Chemical Literature held in Atlantic City last September. This convention was attended by over 100 SLA members. "The Art and Technique of Book Reviewing" is the title of a bibliography on the subject in the same issue. In fact the eight page bulletin is filled with items of value and interest.

The TRANSPORTATION GROUP has just issued a membership directory divided into two parts; a list of individuals and a list of organizations.

SARA M. PRICE,
Group Liaison Officer and Chairman,
Group Relations Committee.

Off the Press¹

A copy of the DIRECTORY OF SCIENTIFIC, TECHNICAL AND MEDICAL LIBRARIES IN THE UNION OF SOUTH AFRICA has been recently received at SLA Headquarters. Edited by Miss Hazel Mews and Miss P. E. Kridge, the DIRECTORY includes special libraries whose holdings of scientific journals are included in the CATALOGUE OF UNION PERIODICALS, VOLUME 1, as well as libraries in this category which have been organized since 1943. There are 70 special libraries listed: 40 of these are mainly scientific, 17 mainly technical, 5 scientific and medical, and 8 medical. The listings are arranged alphabetically by library with a subject index and a geographical index arranged by provinces. Although the data included in the DIRECTORY is not so detailed as that in SPECIAL LIBRARY RESOURCES, it does give subjects covered, number of volumes, number of pamphlets, number of current periodicals, classification scheme used, inter-library loan policy and reproduction facilities, if any. The DIRECTORY may be borrowed from SLA Headquarters.

* * *

THE HANDBOOK OF LIFE INSURANCE, by R. W. Kelsey and A. C. Daniels, is a completely revised and up-to-date edition of this text and reference book first published in 1943. Chapters cover the Social Aspects of Life Insurance, How Life Insurance Provides

¹Where 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.

Security, How Annuities Provide Security, How Life Insurance Operates, Values of Life Insurance Policies, Buying Life Insurance and Pointers for Policyholders. (New York 17, N. Y., Institute of Life Insurance, 60 East 42nd Street. 84pp. 10¢. Single copies are available to libraries without charge from the Institute.)

* * *

A development of interest to librarians who now bind the OFFICIAL GAZETTE of the U. S. Patent Office is an annual microfilm edition being offered by Micro-Photo Service Bureau of Cleveland, Ohio. The 1949 edition comprises approximately 18,500 pages including the index and is furnished on six rolls of 35mm microfilm. The subscription price of \$40 for this edition compares favorably with binding cost and provides a compact and permanent record.

Because of the extremely small type and detail found on many drawings appearing in the OFFICIAL GAZETTE, a reduction ratio of 15X has been adopted. This ratio provides a film large enough to be projected full size or larger on almost any microfilm reader. (Cleveland 3, Ohio, Micro-Photo Bureau, 4614 Prospect Avenue)

* * *

The publication of the 9th annual edition of the EDUCATIONAL FILM GUIDE again emphasizes the value of this service to all those concerned with planning audio-visual programs for schools, libraries, churches, industrial training, sales meetings, clubs, community groups, television and home entertainment.

The Annual is not sold separately but is included in a subscription (\$4.00 a year) to the EDUCATIONAL FILM GUIDE. In addition to the Annual, nine issues during the year keep the service up to date by reporting the 150-200 new 16mm releases as they become available in the interim between numbers.

The Annual brings these together in a 689-page, attractively bound book listing 7,030 films by title and subject. It presents in one volume not only the films of the current year but also those of earlier years. Of the total number of films included, a board of forty leaders in the audio-visual field have selected 4,190 for recommendation. Descriptive and critical notes are included for these. Information is given showing running time, sound or silent, color, age levels, whether for entertainment, or for what educational (or instructional) purposes and in what field. Essential buying, or renting, data is, of course, included for all films. (New York, N. Y., H. W. Wilson Company, 950 University Avenue, 1949.)

* * *

The State Department of Corrections, Classification Bureau, Sacramento, California has issued a very comprehensive MANUAL OF PROCEDURES FOR THE INSTITUTIONAL LIBRARY. This MANUAL, which became effective July 1, 1949, governs the work of the librarian employed by the Department of Corrections and is based upon earlier publications of the American Library Association and the American Prison Association. Although it is written for a prison library it should also prove of value to all librarians who are contemplating compiling library manuals. (May be borrowed from SLA Headquarters.)

* * *

TEACHING AIDS ON FAMILY SECURITY is a 1950 catalog of free and inexpensive materials on life insurance and money management prepared by the Institute of Life Insurance, 60 East 42nd Street, New York 17, N. Y. Booklets, charts and motion pictures are listed. 20pp. Free.

* * *

The *Bulletin* of the Medical Library Association for January 1950 contains, among others, the following articles: "Personnel Administration in Medical Libraries," by Margaret M. Kinney; "Literature of the Chemical Periphery," by Harold Oatfield; "An Orientation Program for Student Nurses," by Mrs. Doris Bolef; and "Reserves: How Handled," by Eleanor Steinke.

* * *

The 1948-1949 Committee on Administration of the Division of Cataloging and Classification of the American Library Association has collected material from more than 75 libraries dealing with their procedures in the use of merit rating forms, multiple order forms, and means of reproducing catalog cards. The

result is three collections of material showing various methods used in libraries of different size and type. Microfilm reproductions of each of these groups are being made, and will consist of reproductions of the forms and descriptive texts submitted by libraries involved. In many cases there are evaluations of existing systems and in some cases, statements of cost. Copies of these microfilms are available at cost from the University of Chicago, Department of Photographic Reproduction. Prices are \$3.50 for the rating forms, \$2.75 for the multiple forms and \$2.00 for the card reproduction devices.

* * *

The American Library Association has just issued a DESCRIPTIVE LIST OF PROFESSIONAL DUTIES IN LIBRARIES. The LIST was prepared by the Subcommittee on Analysis of Library Duties of the A.L.A. Board on Personnel Administration. (Chicago, Illinois, American Library Association, 1949. \$1.50)

* * *

FEININGER ON PHOTOGRAPHY contains the conclusions resulting from twenty years of experimenting in photography. In this book, photo-technique is treated strictly as a means to an end: the final photograph. Emphasis is put not only on how to do things, but even more so on why to do them, and when. This should prove an invaluable aid to both amateurs and professionals. Beautifully and copiously illustrated with photographs. The author, Andreas Feininger, one of the modern masters of photographic art, is a *Life Magazine* photographer and has published a number of books on this subject, among which are PEOPLE BEFORE THE CAMERA, NEW PATHS IN PHOTOGRAPHY and NEW YORK. (New York 1, N. Y., Ziff-Davis Publishing Company, 1949. 409pp. \$15)

* * *

The Library Journal for December 1949 publishes a paper by Mrs. Kathleen B. Stebbins, SLA Secretary, entitled "Special Libraries Are An Asset." This pertinent paper was presented before the New York Library Association's Conference held in Buffalo, N. Y., on May 29, 1949.

* * *

In a recent SLA *Advertising Group Bulletin* there appears two papers from the Advertising Group's Round Table discussion held on June 16, 1949, during the SLA Annual Convention in Los Angeles, California. The papers discuss "Work Manuals" and "Job Classification."

* * *

SELLING TO THE FEDERAL GOVERNMENT is a comprehensive guidebook explaining the methods and procedures followed by the Federal Government in satisfying the procurement requirements of its civilian and military establishments. (Washington 7, D. C., Bureau of National Affairs, Inc., 1949. \$5)

Shortly after CYCLES was first published in 1947, it became "an umbrella for business weather" and "the businessman's best seller." Its forecasts have in general proved so consistently right that it was deemed advisable to publish an extended edition, bringing related information as nearly up to date as possible. The new material is called 1950 POSTSCRIPT: FURTHER DEFLATION AND ITS PROMISE, and the projections it lays down are intended to carry the reader well into the coming decade. The authors, Edward R. Dewey and Edwin F. Dakin, have been consultants to corporate enterprise for a number of years. (New York, N. Y., Henry Holt and Company, 1949. 254pp. \$3.50)

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Editorial Note

Since there seems to be a diversity of opinion on some sections, especially those concerning membership, in the proposed revision of the SLA Constitution the Editor would welcome from Association members comments on the proposed changes so that they may be incorporated in an article. This article, which will be a response to the four on the Constitution by Ruth Savord, SLA Constitution Chairman, appearing in the November-December 1949 and January-February 1950 issues of *SPECIAL LIBRARIES*, will appear in April 1950. Comments should be sent to the editor not later than March 15, 1950.

SLA Board and Council Meetings

The regular Spring Executive Board and Advisory Council meetings will be held in Washington, D. C., March 9, 10, 11, 1950. All members are invited to attend the Advisory Council Meeting on March 10.

SLA President Visits Chapters

Mrs. Ruth H. Hooker, SLA national president, left Washington, D. C., on January 14, 1950, on a trip to the South and Middlewest. Mrs. Hooker's itinerary included visits to the New Orleans, St. Louis, Kansas City and Cincinnati Chapters of Special Libraries Association.

N. J. C. W. Library Fellowship Offered for Fifth Consecutive Year

As has been its practice for the past five years, the New Jersey College for Women, Rutgers University, is again offering a library fellowship for 1950. This fellowship covers a two-year period beginning September 1950, and permits the recipient to complete a full professional curriculum in library service while holding a half-time position in the College library. To qualify, it is necessary for a candidate to have a bachelor's degree and preferably some library experience.

At the completion of this work-study program, the student should be equipped to assume the responsibilities of advanced librarian positions. The fellowship covers tuition, room and board at the Woman's College of the State University of New Jersey. Applications for 1950-1951 should be sent to Mrs. Ada J. English, Librarian, New Jersey College for Women, New Brunswick, N. J., March 1, 1950.

Steelmaking Library Memorial to Schwab

A library for the advance of steelmaking in Bethlehem, Pa., was dedicated December 11, 1949, to the memory of the late Charles M. Schwab, one of the nation's great steelmasters.

Please Mention Special Libraries When Answering Advertisements

Known as the Charles M. Schwab Memorial Library, it is at the general offices of the Bethlehem Steel Company. It will be open to scientists and to the general public. Jean Wesner is librarian of this important new library.

Mr. Schwab was the founder of Bethlehem Steel and first president of United States Steel.

Documents Expediting Project

Sponsored by the Joint Committee on Government Publications of the Association of Research Libraries, the American Library Association, the American Association of Law Libraries, and the Special Libraries Association, the Documents Expediting Project was organized to facilitate the procurement and distribution of government documents of all types (printed, multilithed, mimeographed) for interested public, university and business libraries.

The Project is concerned, primarily, with the documents which are *not* distributed by the Superintendent of Documents, and which are difficult to obtain through the usual channels. To this end, the participating subscribers have been added to the mailing lists of the various government agencies to receive entire production of this type of material. Where mailing lists do not exist or could not be established, this office will endeavor to procure sufficient copies for distribution to participating subscribers. The need for expeditious arrival of significant reports, widely reviewed in the press, is stressed.

The location of the Documents Expediting Project's office in Washington, D. C., provides a close cooperation between the Project and the various government agencies.

The Project is now able to handle special requests from subscribers for rush orders, specific material and hard-to-get items to complete their collections.

The Documents Expediting Project is supported entirely by the voluntary subscriptions (from \$100 to \$500 for one year) of the participating libraries. Any negotiations for participation in the Project should be conducted through the chairman of the Joint Committee, Homer Halvorson, Librarian, Johns Hopkins University, Baltimore 18, Maryland.

Request for Classification Scheme

The Library of Southern Illinois University is desirous of securing a classification scheme for their collection of Lincolniana. Will any librarian having such a scheme please communicate with Mr. Harry Dewey, Chief, Technical Services, Southern Illinois University, Carbondale, Illinois.

SLA PUBLICATIONS

- Aviation Subject Headings. \$1.75
- A Brief for Corporation Libraries. \$1.75
- Classification and Cataloging of Maps and Atlases. \$8.75
- Classification Schemes and Subject Headings List Loan Collection, Rev. Ed. \$1.25
- Creation & Development of an Insurance Library. Revised Edition. \$2.00
- Employers' Evaluation of Training for the Special Librarian. \$1.00
- Guides to Business Facts and Figures. \$1.50
- Handbook of Commercial, Financial and Information Services. \$3.00
- List of Subject Headings for Chemistry Libraries. \$1.50
- Numerical Index to the Bibliography of Scientific and Industrial Reports, Vols. 1-10. \$10.00
- Social Welfare: A List of Subject Headings in Social Work and Public Welfare. \$1.00
- Special Library Resources, Vols. 2-4. \$22.90
- Subject Headings for Aeronautical Engineering Libraries. \$4.00
- Union List of Technical Periodicals. \$6.00

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Obituary

William Alcott

The January 1950 issue of *SPECIAL LIBRARIES* carried an announcement of the retirement, as of December 31, 1949, of William Alcott from his post as librarian of the *Boston Globe* after sixty-one years of service on that newspaper. Hardly had the magazine been mailed to SLA members when news was received of his death on January 18, 1950.

Our deepest sympathy is extended to Mr. Alcott's wife and family and to all who knew and worked with him. He was one of "God's nobleman" and his loss will be keenly felt in the library world.

Edward H. Redstone

On January 10, 1950, Mr. Edward H. Redstone passed away. Mr. Redstone, who had been connected with the Boston Public Library since 1936, first as Supervisor of Special Reference Departments and more recently as Supervisor in the Reference Division, began his library career in 1900 when he became an assistant in the Harvard Law School Library. Later he was appointed Librarian of the Social Law Library in Boston. Before becoming affiliated with the Boston Public Library, Mr. Redstone was Massachusetts State Librarian from 1919-1936.

Mr. Redstone was a past president of the Massachusetts Library Association and served as President of Special Libraries Association during 1924-1925. He was also active in the American Library Association, in the National Association of State Libraries and in many other educational and church organizations. In local library affairs he was an active supporter of the Boston Chapter of SLA and of the New England Chapter of the American Association of Law Libraries.

* * *

The Spirit or the Letter of the Law?

(Continued from page 41)

I am about to submit to the Committee on Constitution and By-Laws proposals for including in the By-Laws more specific provisions to cover the suggestions made in this article. They are all implicit in our present By-Laws but it may be wise to spell them out. If the Association agrees, after discussion at the Annual Meeting, we may be able to relieve our Executive Board of

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many details and thus eliminate the many executive sessions which take so much time. We also may ease the burden of our Nominating Committee which often finds the best qualified people unable to accept nomination because they cannot undertake so onerous a job.

* * *

Last month I said I planned to devote this article to "Questions and Answers." I can only suppose that the articles printed to date, plus the discussions, have cleared up the majority of questions in your minds. Fifteen letters received—a poor showing—express either complete approval of the suggested changes or disapproval of one or more proposals, all too often based on the effect that some definite provision will have on the writer rather than consideration of the effect of that proposal on the general welfare of the Association.

* * *

Answer to Comments About Subject Headings for Aeronautical En- gineering Libraries

(Continued from page 59)

ing and the headings from and to which it refers. In doing so one would notice various subject relationships and patterns and catch any discrepancies which could be corrected without further complicated work.

Along with many other librarians, we wish to express disappointment at the physical format of the final publication. The copy we submitted was on 8½ x 11 sheets, with a 1½" margin on the left side and a 1" margin on the right side. If anyone is willing to pay the cost of a special binding for the book as published, one can ask the book-binder to put a "Portland guard" strip in the spine. This is a pleated extension which will not only provide the necessary margin for the binding but also permit the pages to be opened flat.

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Review of Two SLA Subject Headings for Aeronautical Libraries

(Continued from page 57)

AEROLOGY

METEOROLOGY

There are no references and so no tracings, yet aerology is a part of meteorology.

AERODYNAMICS, SUBSONIC
AERODYNAMICS, SUPERSONIC
AERODYNAMICS, TRANSONIC

There are no references from the second word, and so no tracings; not even a connection with the heading **SUPERSONICS**

BONDING AND SHIELDING

(There is no entry under **SHIELDING**, even though there are entries such as **ENGINES—SHIELDING** and **RADIO—SHIELDING** and **SHIELDING** is entered in the list of subdivisions at the end of the volume.)

Poor choice of terms:

ACCIDENTS sa GOVERNMENT INVESTIGATIONS (meaning?)

RESINS, SYNTHETIC sa PLYWOOD (which is not a synthetic resin)¹

AERONAUTICAL ENGINEERING see AERONAUTICS (which is not engineering)

BONDING AND SHIELDING

ACCESSORIES AND PARTS

(Compound headings should be avoided.)

It is clear that neither list can be used in a library as the Sears and Library of Congress lists of subject headings are used, by accepting the headings and cross references and creating the cards from them to meet the needs of an individual catalog, because of the intellectual effort of creating the cross references necessary to bring out the various relationships between subjects has not been fully put into the list. A librarian adopting either list will find it necessary to reconsider every heading and tracing before adding a new heading—in effect, as much work as starting a new authority list of his own. While the currency and scope of these lists will recommend them to aeronautical librarians, there remains a real need for a list of precise and carefully chosen aeronautical subject headings built upon a carefully constructed system of cross references and tracings.

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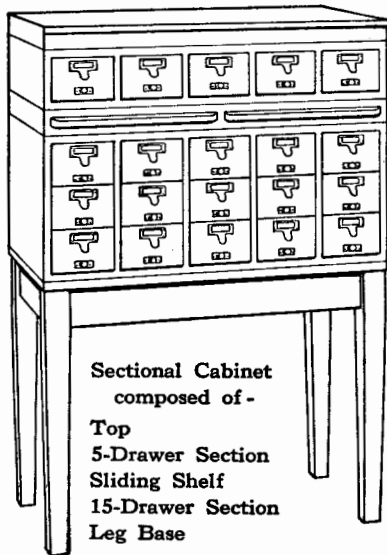
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