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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 44

FEBRUARY 1953

NUMBER 2

Evaluation of Modern Maps

Richard Edes Harrison

In-Service Training for Government Librarians

Elaine Woodruff

U. S. Publications, Maps and Charts

Nellie M. Bowman

New USDA Publications

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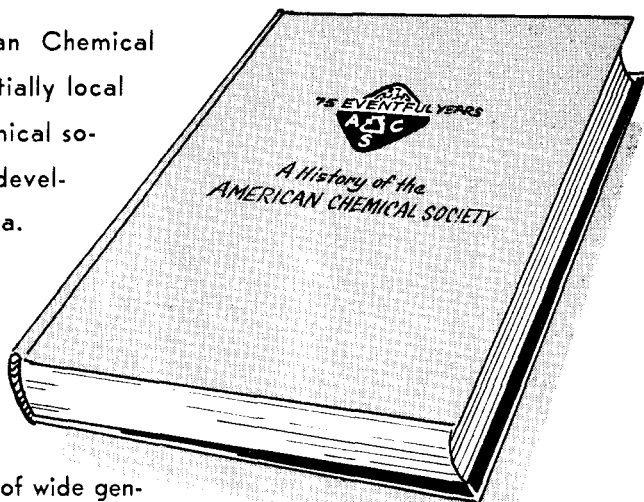
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CONTENTS	
	PAGE
Dedication	v
Preface and Memorial to Dr. C. A. Browne	vii
CHAPTER	
I. Precursors	1
II. Beginnings	14
III. The Secession Period	26
IV. The New Order	41
V. The Twenty-fifth Anniversary—Before and After	55
VI. Specialization and Divisions of Division	68
VII. Strivings for Consolidation	81
VIII. International Relations, 1876-1914	97
IX. The American Chemical Society and the First World War	108
X. The Society Completes Its First Half Century	127
XI. The Start of the Society's Second Half Century	139
XII. The American Chemical Society During the Second World War	156
XIII. The Postwar Reorganization	173
XIV. Growth and Reorganization	180
XV. Increasing Professional Consciousness	203
XVI. International Relations, 1918-1951	250
XVII. Contributions of the Divisions	264
XVIII. Publications	266
XIX. Awards, Memorial Lectures, and Research Formulations	427
XX. The Diamond Jubilee	443
Chronology	451
Presidential Addresses	468
Biographical Sketches	471
Appendix	503
Editors of American Chemical Society Journals	505
General Meetings of the American Chemical Society, 1830-1951	511
Honorary Memberships	516
Active Divisions—1951	518
Active Local Sections—1951	518
Officers of the American Chemical Society	508-512
Name Index	513

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SPECIAL LIBRARIES, published monthly September to April, bi-monthly May to August, by Special Libraries Association, Editorial Offices, 31 East Tenth Street, New York 3, N. Y. Publication Office: Rea Building, 704 Second Avenue, Pittsburgh 19, Pa.

SUBSCRIPTIONS: \$7 a year; foreign \$7.50; single copies 75 cents.

MANUSCRIPTS submitted for publication must be typed, double space, on only one side of the paper. Mail manuscripts to Editor.

REPRINTS may be ordered immediately prior to or on date of publication. Send reprint orders to Editorial Offices.

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OFFICIAL JOURNAL OF THE SPECIAL LIBRARIES ASSOCIATION

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VOLUME 44

FEBRUARY 1953

NUMBER 2

Indexed in Industrial Arts Index, Public Affairs Information Service, and Library Literature

CONTENTS

FEATURE ARTICLES

Evaluation of Modern Maps	RICHARD EDES HARRISON	45
In-Service Training for Government Librarians	ELAINE WOODRUFF	48
Publications, Maps and Charts Sold by U. S. Government Agencies	NELLIE M. BOWMAN	53
New Serial Publications of the USDA and State Experiment Stations	WINIFRED M. ALLEMAN	66
<i>Library Trends</i> (A Review)	ALMA C. MITCHILL	70
<i>ASEE Proceedings, 1952</i> (A Review)	GEORGE S. BONN	71
Is Your Boss Convention Minded? ANGELICA BLOMSHIELD and ELIZABETH FERGUSON		72

DEPARTMENTS

President's Message: Public Relation Clinic	ELIZABETH FERGUSON	74
Chapter Highlights		75
Have You Heard		76
Publications Received		77
Publications Received		78
The Executive Secretary's Desk		79

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Evaluation of Modern Maps*

RICHARD EDES HARRISON
Cartographer, New York City

THE ACCURATE APPRAISAL of a modern map is extremely difficult for the layman and not too easy for the professional. Maps are complex in their genesis and complex in content. Before the final execution of a map, thousands of decisions have to be made. The familiar *National Geographic* map of Europe contains eight thousand names, most of them, names of towns and cities. Each place named requires a decision on whether or not to include it; its precise location; how to spell the name (and there are a host of troubles here); what kind and size of type or lettering to use; and how to place the lettering in relation to the town spot and other detail. Similarly complex are the details of political names, boundaries, shore lines, rivers, mountains, and the many other hurdles between the cartographer and his goal of giving a clear picture of geography.

It should be obvious that to evaluate these decisions a very considerable geographical and cartographical sophistication is required. These decisions must also be evaluated in terms of the human factors involved in making them. John K. Wright, in his paper, *Map Makers are Human*, has this to say:

"Maps are drawn by men and not turned out automatically by machines, and consequently are influenced by human shortcomings. Although this fact itself is self-evident, some of its implications are often overlooked. The trim, precise and clean-cut appearance that a well-drawn map presents lends it an air of scientific authenticity that may or may not be deserved. A map may be like a person who talks clearly and convincingly on a subject of which his

knowledge is imperfect. We tend to assume too readily that the depiction of the arrangement of things on the earth's surface on a map is equivalent to a photograph, which, of course, is by no means the case. The object before the camera draws its own image through the operation of optical and chemical processes. The image on a map is drawn by human hands, controlled by operations in a human mind. Every map is thus a reflection partly of objective realities and partly of subjective elements. No map can be wholly objective." (This fine paper appeared in the *Geographical Review*, October, 1942.)

Map appraisal is further complicated by the fact that maps differ so widely in size, scope, scale, purpose, projection, degree of complexity, type of execution, and honesty. How can we establish a key to solve this slippery subject? The following outline for appraising maps is really the same as an outline of the basic elements of map design, content and construction. Each will be enlarged upon later.

1. *Source material*: quality, quantity and up-to-dateness
2. *Design*: projection, scale, and selection of source material
3. *Execution*: quality of drafting, engraving, printing

Source Material

Maps made according to the best practices will indicate on the margin the sources of the compilation. Sometimes these consist only of references to published maps; others indicate that original surveys also were used. This, naturally, adds to the value of the map. It is relatively rare that a sheet is based entirely on new survey; generally this occurs only in regions previously unexplored, or where gross errors are known to exist. Other things being

* Paper presented before the Geography and Map Division at the SLA Convention in New York, May 29, 1952.

equal, a survey by air photography is superior to the now out-of-date trigonometric survey.

A further refinement, of great aid to the map user, is the diagram of relative reliability. This shows the quality and character of the surveys for various parts of the map, and is used by top mapmaking institutions such as the American Geographical Society, and the British War Office (Geographical Section, General Staff). If these aids are not given, the user is forced to rely on whatever knowledge he may have of the area, or must compare the map with others of known reliability.

Compiled maps, made entirely from existing maps (or even from one existing map), are numerous, and these should be judged on the basis of design or execution, since they contribute no source material. It is almost unnecessary to say that to be useful as reference material, a map should be dated, as are all good ones. In some private and commercial work, the date is included for the maker's convenience only, and is shown in very small type in a lower corner, often so disguised as not to be readily recognized as a date. This, unfortunately, is true of many road maps, where the date obviously is of great importance. An experienced librarian will have no difficulty in appraising the integrity of the map maker from the candor and completeness of the marginal information.

Design

The second major consideration is that of design. First, we must consider the framework on which the geographical facts are placed, namely the projection. Since this is a complex subject, discussion here must be brief. *All maps are distorted* because each represents, through the projection used, a more or less successful attempt to reduce the three-dimensional earth's surface to the two dimensions of a sheet of paper. This distortion can safely be ignored on maps of four miles to the inch, or larger scale, but becomes an increasing factor at smaller scales, reaching serious pro-

portions on maps showing as much as a continent, or a hemisphere, and reaching an extreme in world maps.

A useful rule-of-thumb measurement of distortion can be applied to any map which shows the grid of latitude and longitude lines (as will be the case in any properly made map). This rule is based on the fact that all intermeridional spaces lying between the two given parallels are identical on the globe. Comparing one such space in the center (by a tracing or with dividers) with a space near the edge of the map will give a direct measure of linear and spatial distortion. Distortion of shape is indicated by the angle the meridian makes with the parallel (on the globe this angle is, of course, ninety degrees). Vertically, i.e., in the spaces between two meridians, only *linear* distortion can be directly measured. An important consideration in projections is that on maps where area or density comparisons are made, the grid should be one of the several equal area projections.

Choice of scale will be mentioned in passing only as a reminder that an overcrowded map generally indicates poor judgment in selecting the scale.

Generalization is an important phase in design, and hard to assay. Maps represent tremendous reductions of geography. To illustrate this: it would be necessary to use the very large (and rare) scale of one to one thousand to show a man on a map at true scale; the man would be about the size of a pin hole. There is a stage in scale where it becomes impossible to show enormously important features, for example, Manhattan Island, which drops out before the scale of ten million is reached. It is perfectly obvious that a great many details have to be generalized; or, to restate it, a progressive elimination of detail must be used as the scale is reduced. The competence with which this is done gives the professional user one of the best keys to the capability of the map maker. The way to check this on a map of given scale, say one-millionth, is to take a map of considerably larger

scale (say one at one-quarter million of known reliability) and compare the treatment of details shown by both. Is the essential character of coastlines preserved, or do they appear alike?

General format and graphic treatment of type and linework can be evaluated by applying much the same criteria used in judging the design of a book. The representation of relief is covered in a splendid new book on the subject by Eduard Imhof, *Gelände und Karte* (Rentsch Verlag, Zürich). Although in German, its wealth of illustrations should make it useful to all.

Execution

The third major consideration is execution of the map, from preparation of the actual drawings through the printing. Design and execution, for many features, are inextricably intertwined and can be considered simultaneously. Many map makers design as they execute or forget about it entirely. Improvement in American cartography is being handicapped chiefly through neglect of the design stage. For the most part, librarians should not have too much difficulty in evaluating the competence of execution in maps, for most of the rules used with respect to books, illustrations and prints apply here also. However, there are many subtleties of execution peculiar to maps which are not so well known.

The cartographer has to show many things and many *kinds* of things on a map, and to make a good one he has to avoid a confused appearance. There is a constant struggle to show one pattern clearly without interfering with the legibility of varied other patterns. The use of a magnifying glass will show how this is accomplished. For example, while it is a cardinal rule in good map making that lettering must not fall upon or cross a line if it can be avoided, it frequently is compulsory that lettering be carried across a railroad line or a stream, or some other form of the line detail. In such an instance, it is important that the line does not distract from the readability of the lettering, nor

must the lettering hinder to any degree the continuity of the line detail.

Frequently, too, an item of small lettering must cut into, or pass through, spaced larger lettering lying at an angle, and both letter items must be so handled that neither will impinge upon the position of the other. There is more to the drawing of *boundary lines* than one might suspect, and how well the cartographer has handled them is an excellent index of map drawing quality.

While this presents only a minute fraction of the problems the cartographer must meet in the making of an average map, these items provide a ready field for determining, under the glass, just how great care has been given to imparting clarity and legibility to the map under examination. Study of such details, together with a weighing of the cleanliness of general linework and the appropriateness of the letter-faces employed, should go a great way in evaluating a map.

Of letter-faces, it may be said briefly, that lettering, whether in type, or hand-drawn, should be simple and straightforward, with no eye-halting eccentricities; it should convey information smoothly and easily, without in any sense overpowering other important details of a map.

In summation, it may be said that there is no royal road to appraising maps, because they are complex and may differ so widely in nature. The job is made a great deal easier when complete marginal information regarding date, source material, and relative reliability is included on the map. For those that do not carry this information, the evaluator must rely on his own geographical and cartographical knowledge. An understanding of cartography may be developed by the study of good works on the subject, such as Erwin Raisz's *General Cartography* (McGraw-Hill), Olson and Whitmarsh's *Foreign Maps* (Harper), and the recently published book by Arthur H. Robinson, *The Look of Maps* (University of Wisconsin Press).

In-Service Training for Government Librarians

ELAINE WOODRUFF

Assistant Librarian, Civil Service Commission, Washington, D. C.

SOME TYPE OF TRAINING must exist in all libraries employing more than one person, although many times it may not be recognized as training. It is questionable, however, how many libraries utilize training to its fullest extent as a means of increasing the quality and quantity of staff production. About two-fifths of our public libraries apparently make no plans for general indoctrination of employees.¹ No figures are available for special libraries, but references made to the need for training in the September 1952 issue of *SPECIAL LIBRARIES* give evidence of increased attention to this phase of library administration.

Value of a Training Program

In-service training has particular significance in the special library since it is not only unique in its collection but in its adaptation of techniques and formulation of policies. Consequently, it is unlikely that the new librarian on the staff, however well-trained professionally, will grasp for some time the full scope and objectives of library activities. Unless some type of organized training is offered on the job, learning must proceed by the wasteful method of trial and error, which is particularly harmful if the position is one in which the librarian meets with subject-matter experts who consistently expect high-

level research assistance from the library staff.

The librarian will find that a well-organized training program has incidental value as an administrative tool. The more skills that staff members possess, the greater their flexibility when interchange of positions is necessary or desirable. Training has further use as a preliminary to promotion, and assures the fullest utilization of personnel at the highest level of their ability. When thought out in terms of the abilities, potential, and needs of each staff member, it provides a useful guide to individual progress, and is essential in the development of understudies.

Certainly, the initial planning does take time and thought, but in most libraries the spadework has already been partially completed as the librarian has worked with new—and old—staff members. Very often what remains to be done is to pin down essentials, fill in gaps, organize topics, and allot time. Particularly where procedure manuals are already prepared, the training period can be one of guidance in assignments and expansion of information in the manuals. Further, once the skeleton outline is set forth, permanent use can be made of it, if it is kept current as new developments occur. The same outline may also be used for several types of positions, with variations in emphasis and time. Thus, from a long-range point of view, the initial investment of time spent in planning is very much worth-

¹Bryan, Alice I. *The Public Librarian; a Report of the Public Library Inquiry*, New York, Columbia University Press, 1952, p. 238.

while. Libraries which have had a thorough-going training program in operation find themselves much better able to weather periods when there are shortages of trained personnel without reducing either the quality or quantity of service.

Perhaps it is from the point of view of the new staff member that training has its most immediate value. Certainly it is a morale builder, in that there is an immediate feeling of belonging, being accepted as part of a group, with a definite, planned work program. In no other way can the staff member gain as rapidly a feeling of perspective regarding the various library functions and interpersonal relationships as by becoming acquainted with them by first-hand experience. And that all-too-common feeling of frustration can be greatly reduced in the new employee if his questions are answered in advance and his errors reduced to a minimum by pre-knowledge.

The Training Schedule

In order to be most effective and most economical of time and effort, the training program needs to be carefully planned in advance and spelled out in considerable detail. Responsibility for training should be fixed in one person who will plan an over-all program and coordinate the various phases. While this need not necessarily be the librarian himself, he should determine the objectives and the subject matter to be covered. Once a comprehensive list of all topics to be covered is compiled, the scheduling of individual training assignments for new or old staff members can be worked out in relation to such factors as the need for filling in during vacations, the backlog on certain desks requiring assistance, special projects pending, and the training needs of other staff members. But unless the training program is organized in advance, busy librarians tend to sandwich training of personnel into an already full work assignment, and the end result is a haphazard and sketchy coverage of many important topics.

Training of a new staff member does not need to be, and perhaps should not be, too consecutive. However, some sort of estimate of time should be made for each topic to be covered, and an appropriate date set for the training period. Where a variety of functions are to be taught, and when the staff member is perhaps entirely new in the subject-matter field, training may profitably be extended over several months and interspersed with related assignments under close supervision, thus affording an opportunity for showing up any omissions in discussion and eliminating faulty or inefficient techniques. Such assignments can be developed very soon in the apprenticeship and are effective not only in fixing clearly what has been learned but also in aiding other staff members to become acquainted with the trainee's ability and potential. As each topic is assimilated, it is followed by an applied assignment. In small libraries in which staff members need occasionally to perform duties in other sections, an effective training schedule can be worked out through a long-range schedule of substitution during vacations, so that eventually, all functions will have been covered. But advance planning of such training is essential.

Follow-Up

An important part of the training schedule should be specific provision for follow-up of the effectiveness of the program at spaced intervals, with further provision for filling in gaps as needed, and an accompanying decrease in the degree and amount of supervision. This sort of checking back is rather difficult to do, and often the tendency is to offer a training program which the trainee is expected to master, after which he is on his own. A more effective plan is a series of spaced interviews, during which the employee himself may indicate his needs and interests, and during which weaknesses and strong points are brought out. Training is a continuing process in a dynamic organization.

Subject Matter

While each training program will be geared to the needs of the specific library, there are certain basic topics, particularly in government libraries, which it would seem essential to include in any schedule. For a new employee, the first question might very well be: What is the function of the agency? Where does it fit into the government as a whole? If, in the orientation period, the employee is instilled not only with a general knowledge of the scope and objectives of the agency program, but also with some enthusiasm for these objectives, the work and career of the librarian will be far more creative and personally satisfying. If the agency has no over-all orientation program, pamphlets and articles as assigned reading will help supplement the discussion. Soon after coming on the job, the new employee should also be given specific information regarding leave, hours, lunch time, and other staff regulations, to avoid grievances and misunderstanding at a later date.

The second question might be: What does the library contribute to the agency program? Where do its activities fit in with those of the agency? Understanding this point thoroughly makes the difference between meaningless operations performed in a vacuum, and wise application of library skills to the needs of the over-all program. The answer to these questions should be far more than a general description of which fields are covered in the library collection and in its research activities. It should illustrate the relationship between each activity in the library and the agency program. New staff members should also be acquainted with the names of key officials, their special interests, and particular services needed. It is also helpful to understand the organization of the agency and library relationships with various divisions.

Then the librarian needs to know and understand the organization and policies of the library itself. Even in a small library, there should be available

an organization chart to show relationships between the staff. A frequent source of confusion for a new person is not knowing whom to consult on specific questions, who is responsible for general clerical functions and supplies, and exactly how the line of authority exists in the library organization. Learning what each section does and the scope of its activity is very helpful and easily understood through the use of procedure manuals. In addition, any special functions that the library performs, and any publications that the library issues should be clearly specified. All of those library problems which could affect the trainee in particular should be carefully explained and the new incumbent should be encouraged to ask questions.

Survey of Collection

A very thorough survey of the collection should be given by a staff member who knows it expertly. To depend on the individual to learn it solely through use or self-orientation is apt to result in a sketchy coverage and leave him unprepared in many areas. Outstanding basic books should be discussed and reading assigned. Recognizing authors and titles is helpful but knowing the contents of books means more to research workers. This is one phase of the training which is best scheduled over an extended period of time to allow for reading and absorption. Sometimes a library has a special collection of archival materials, or other items shelved separately. What classification is used, and is it one with which the trainee is familiar? If not, the main outlines need to be stressed. Are there any special files or indexes in the library? More than a quick tour is needed to fix these things clearly in mind and make the new staff member feel confident in his knowledge.

These are the basic topics needed to serve as a frame of reference for any professional staff member. Subsequent training will naturally emphasize to a greater extent the special field of activity or needs of the new employee.

Civil Service Commission Library Training Schedule

The library of the Civil Service Commission has developed, through a number of years, a pre-planned training program for the reference librarian. The basic topics described here are similar for all staff members, but subsequent training for other positions depends to a considerable extent on the use of procedural manuals. In the case of the reference librarian, a greater proportion of time must be spent on learning about special collections and tools in the library, and this training course is therefore used as an example. A detailed outline of each subject is included in a *Reference Manual* which is used as a guide by the trainer and for further review and study by the trainee. We make no assumptions of previous knowledge even regarding general reference books, since so often our particular use may be different, and by proceeding on a question-and-answer basis we attain a different point of departure for each employee. In the case of sub-professional employees, for example, material is selected from the same outline, but presented in a different order and in more detail, with spacing over a longer period of time as the progress of the employee warrants.

Reference policy:

We have a written statement of policy regarding the reference function specifically, and this is our first point of approach. It is in this discussion that we emphasize our service function, at the same time pointing out that we do not answer questions on Civil Service Commission policy or offer legal interpretations of Civil Service Commission regulations. We also provide a list of the types of questions which should be referred within the Commission and to whom. All this serves further to emphasize the Commission's functions and program and how our work fits in with it.

Locating books and periodicals:

Arrangement of the Public Administration Collection, location of personnel,

law, and general periodical collections, and a brief review of the general collection are included, after which the trainee is assigned to locating items through the use of the catalog and periodical files, locating items in process, and placing reserves in the charge file, periodical file, and orders pending file. For a period of time, routine book and periodical requests involving such searching are routed to the trainee for completion under close supervision.

Civil Service Commission publications:

The purposes, arrangement and uses of important publications which are essential to reference work here, including Federal examination announcements, *Position Classification Standards*, *The Federal Personnel Manual* and numerous others are studied carefully. This is followed by assigned questions under close supervision.

Library publications:

Special attention is given to the content and use of the personnel bibliography prepared in the library, its relation to the catalog, and which subjects are covered by it and which are not. Other bibliographies and special compilations are also studied.

General reference books:

Special attention is given to directories of organizations, source books in public administration and political science, and little known or specialized biographical sources which are heavily used here. Also studied are the numerous reference books on colleges and universities, how they differ, particular uses of each, what special symbols mean, and telephone sources. Special types of questions coming in are worked out with the trainee until all books are familiar.

Government publications most frequently used:

We run through a list of important publications, showing our particular use of each, i.e., the personnel figures in the *Budget*, consumer's price index figures in the *Monthly Labor Review*, and the *Government Manual*, with our own index to nominations and confirmations.

Popular titles of various reports frequently consulted are also stressed.

Legislative reference materials:

Here, particularly, training depends on previous experience, but in any case, location of permanent and distribution files of bills, reports, laws, etc., special information files and compilations, and special reference sources are brought up, with assigned questions in each. Particular study is made of civil-service legislation of major importance, spaced over a longer period of time, with special sources we have developed, such as testimony files, short title files, subject files to Congressional action, legislative histories, and outlines of major acts and amendments.

Legal reference and materials:

Immediate introduction is made to the more ordinary tools used in the library, such as files and volumes of Comptroller General's decisions, files of Executive orders, use of the *Federal Register* and *Code of Federal Regulations*, and our own case index file of major civil-service cases. Actual legal research and use of the law collection is delayed until all other training has been thoroughly assimilated.

The above outline is by no means complete, but is merely suggestive of the scope of our program and types of topics covered in each assignment. For a new staff member who is already familiar with government libraries, we estimate a training period of approximately three months, including assignments, although a close check is kept on the work and progress of the trainee for at least a year and reading assignments may continue as long as necessary. The schedule for a recent training program appears on this page.

From our experience here over a period of years, a number of training *do's* and *don'ts* have developed: *Do* schedule training in advance. *Do* coordinate it with other staff activities. *Don't* assume a knowledge of materials and procedures unless it has been demonstrated to you. *Do* allow enough time, and *do* follow up.

Outline of Training Schedule for Reference Librarian

First Week

- General orientation
- Staff regulations
- Library policy
- Library organization
- Function of the library in relations to divisions of the Commission
- The library collection
- Library procedures and manuals
- Reference policy
- Reading assignments
- Organization and policy manual
- Report on operational audit of the library
- The Personnel Library
- Library services and the personnel administrator
- Locating specific books and periodicals

Second and Third Weeks

- Circulation work with some assigned reference. (*During this time the circulation assistant was cross-training on another assignment.*)
- About two hours daily training sessions on:
 - Civil Service Commission publications
 - Library publications
 - General reference books, biographical and organizational directories
 - Government publications

Fourth and Fifth Weeks

- Reference work under close supervision. (*During this time, another reference librarian was on vacation.*)
- About two hours daily training sessions on:
 - Legislative materials, permanent and distribution files
 - Legislative reference tools
 - Preparation of cards for *Testimony File*
 - Preparation of legislative histories
 - Preparation of cards for *Executive Order Index*
 - Preparation of cards for *Legislative Action File*
 - Congressional Record Digest* assignments

Sixth and Seventh Weeks

- General reference work with supervision as needed
- Legal materials and reference:
 - Arrangement of legal collection
 - Locating cases when citations are given, and other similar reference work
 - Preparation of cards for *Case Index File*

Eighth and Ninth Weeks

- Review of cataloging and acquisition procedures with some assigned work as needed

Tenth Through Twelfth Weeks

- Special assignments in preparation of legislative histories, and other legislative reference projects which are to be the major activity of the trainee

Publications, Maps and Charts

Sold by U. S. Government Agencies Other than the Superintendent of Documents

NELLIE M. BOWMAN

*Library Consultant, Division of Public Documents,
Government Printing Office, Washington, D. C.*

THE SUPERINTENDENT OF DOCUMENTS, under provisions of the *Printing Act of January 12, 1895* is the authorized sales agent of government publications. Various agents of the United States Government, however, have been authorized to publish or reproduce for sale certain types of material not sold by the Superintendent of Documents, such as maps from the Geological Survey and charts from the Coast and Geodetic Survey. Moreover, a widespread practice in the executive bodies of producing certain of their publications by methods other than printing (some authorized by law) has added to the confusion of how and where to buy government publications.

This list of publications, which must be purchased from the issuing office rather than from the Superintendent of Documents, has been prepared primarily for use in the Division of Public Documents. It serves to inform librarians as well as individuals and private organizations who are not aware of the sale of this material by the issuing agencies.

An attempt has been made to list serials and general types of material, including maps and charts, with information on how to obtain them. If publications are too numerous to mention by title, a general class designation or representative titles may be given. In no instance does this list presume to give complete listing of titles of publications sold by any single agency, or a comprehensive listing of agencies which sell publications.

Many publications, not obtainable when first issued, are later made available for purchase through the facilities of the Office of Technical Services. This office acts as a clearing house of scientific and technical reports released "for public dissemination" through arrangements concluded with a number of Federal agencies, universities and foundations doing work under contract for the government. Those publications are listed in the *Bibliography of Technical Reports*.

Remittances are required in advance of any shipment and all checks or money orders should be made payable to the "Treasurer of the United States," unless otherwise indicated, and sent direct to the agency as directed. Postage stamps or Superintendent of Documents coupons cannot be accepted. Prices are subject to change without notice. These publications should *not* be requested from the Superintendent of Documents, Government Printing Office.

AGRICULTURE DEPARTMENT:

Maps and charts of the Department of Agriculture are reproduced and sold by the bureau or office in which they originate. Agricultural outlook charts and maps are sold and are available in forms suitable for presentation in a variety of ways. They can be ordered in 8 x 10 inch dull or glossy prints at 50 cents each, or in wall chart size (ozalid prints) 30 x 40 inches for \$1.06 each; enlargements can be supplied promptly. For this series of charts in book form with information on how to order prints from the Bureau of Agricultural Economics, see their publication, *Agricultural Outlook Charts*, issued annually (and sold by the Superintendent of Documents, price 40 cents).

Additional charts on the economic situation of rural families, covering the subjects Population, Income, Prices, Family Spending, Food, Housing and Clothing, are shown in the annual chartbook. Reproductions (photographic prints, dull or glossy) of all charts in this book may be purchased from the Bureau of Human Nutrition and Home Economics, United States Department of Agriculture, Washington 25, D. C. For prices and information on how to order these charts request the latest edition of *Rural Family Living Charts* free from the Bureau.

Also charts covering the outlook for foreign markets are available and can be obtained in the wall-chart size for use in classes and meetings, and in glossy prints for reproduction purposes. For copies of these charts with information on prices and how to order, see *Foreign Agricultural Outlook Charts*, a publication of the Office of Foreign Agricultural Relations (sold by the Superintendent of Documents, price 45 cents). Separate prints of some of the maps and charts published in the atlases: *Agricultural Geography of Europe and the Near East*, *A Graphic Summary of World Agriculture*, and *Agricultural Geography of the Philippines*, as well as those used to illustrate special reports and articles in publications of the Office, may be purchased from the Office of Foreign Agricultural Relations. Prints from negatives (black and white) may be ordered in various sizes and prices. These maps and charts which are available for purchase are listed in *Index to Maps and Charts Published by the Office of Foreign Agricultural Relations*, free upon request to: Office of Foreign Agricultural Relations, United States Department of Agriculture, Washington 25, D. C.

Photoprint copies of publications in the U. S. Department of Agriculture Library may be purchased at the price of \$1.00 for each 10 pages or fraction thereof from a single article or book. Address the Department of Agriculture Library, Washington 25, D. C.

AIR FORCE DEPARTMENT:

United States Air Force, *Air University Quarterly Review*. Price, single copy 50 cents; yearly subscription, \$2.00. Address orders to Air University Book Department, Maxwell Air Force Base, Alabama.

United States Air Force and Navy Radio Facility Charts and Supplementary Information: *Caribbean and South America* (bimonthly). Price \$3.50 a year.

Same: *Europe* (monthly). Price \$7.00 a year.

Same: *Pacific* (monthly). Price \$7.00 a year.

United States Air Force, Navy, and Royal Canadian Air Force Radio Facility Charts and Supplementary Information: *North At-*

lantic and East Canada (monthly). Price \$7.00 a year.

Same: *West Canada and Alaska* (bimonthly). Price \$7.00 a year.

Send order for these charts to the Commanding Officer, United States Air Force, Aeronautical Chart and Information Service, Washington 25, D. C.

United States Air Force *Pilot's Handbooks*: Eleven handbooks in all—2 cover the United States and 9 serve foreign areas in which U. S. aircraft may be expected to operate. The handbooks are loose-leaf and are maintained by issue of corrected or supplemental sheets as conditions require. Price is \$11.00 a year subscription for each handbook; \$6.00 each handbook without amendment service. Send orders to Coast and Geodetic Survey, Washington 25, D. C.

ARMED FORCES INSTITUTE OF PATHOLOGY:

This agency, which is the central laboratory of pathology for the Department of Defense and the Veterans' Administration, sells its own publications. Make all checks payable to the National Academy of Sciences. Send orders to: American Registry of Pathology, Armed Forces Institute of Pathology, Washington 25, D. C.

Atlas of Kidney Diseases. Price \$3.50.

Atlas of Neuropathology. Price \$3.50.

Atlas of Orthopedic Pathology. Price \$5.00.

Syllabus on Fungus Diseases. Price \$1.50.

Tumors of the Peripheral Nervous System—Fascicle 6. Price 60 cents.

Tumors of the Adrenal—Fascicle 29. Price \$1.00.

Tumors of the Breast—Fascicle 34. Price \$1.10.

The complete series may be purchased for \$58.00 (Fascicles not included). A list of titles and additional information on ordering publications will be sent upon request to the above address.

ARMY MAP SERVICE:

The Army Map Service has published for sale, to the public, certain technical information including bulletins, gazetteers, glossaries and geodetic information, represented by the following titles:

Bulletins 1-29, 10 cents each.

Geographical Place Names, 25 cents.

Glossary of Cartographic Terms, 50 cents.

Korea Place Name Index, 50 cents.

Math Tables 5 Place Centesimal Functions, 50 cents.

Polish Map Symbols, \$1.00.

Russian Short Glossary, 25 cents.

A "public list" of publications which are available for sale will be furnished upon request to the Army Map Service, Department of the Army, 6500 Brooks Lane, Washington 16, D. C.

ARMY MEDICAL SERVICE:

The Armed Forces Medical Library, a joint agency of the three military departments, serves as the central medical library of the Department of Defense and as a National Library for medicine and related sciences.

The Library's resources are available, through photographic services, to those who cannot come in person to use its collections. The Library will sell photoprints of the following categories of material: Periodical articles; old, rare, and noncopyright books; portraits and other graphic material. The charge for photoprints: 50 cents for each 5 pages or fraction thereof from a single article.

Further particulars may be obtained from the Director, Armed Forces Medical Library, Washington 25, D. C.

ATOMIC ENERGY COMMISSION:

The United States Atomic Energy Commission has published or sponsored publication of the following documents available for sale to the public. Unless otherwise indicated, payment should be made by money order or check, payable to the Treasurer of the United States, and ordered from: Office of Technical Services, Department of Commerce, Washington 25, D. C.

Guide to Russian Scientific Periodical Literature, prepared by the Brookhaven National Laboratory; a monthly title list of available current scientific papers with complete translations of significant articles. Copies available at 20 cents each.

Radiation Instrument Catalogue, lists most of the commercially available radiation instruments, accessories and components. Price \$2.00.

Research Reports. Many of the AEC declassified and unclassified reports are for sale. Information concerning availability of AEC reports released for public distribution and price lists of reports available from the Office of Technical Services will be furnished free upon request.

National Nuclear Energy Series, has been planned as a comprehensive record of the research work done on the atomic energy enterprise under the Manhattan Engineer District and later under the Atomic Energy Commission. Sixty declassified volumes have been planned in the *Series* of which a number of volumes have already been published for the Atomic Energy Commission and are for sale by the McGraw-Hill Book Company, New York, N. Y.

CANAL ZONE GOVERNMENT:

Panama Canal Review (monthly). Price \$1.00 a year; single copies by mail, 10 cents each. Address: Editor, Panama Canal Review, Balboa Heights, C. Z.

CENSUS BUREAU:

1950 Census of Agriculture, Series AC50-1—preliminary reports. Four-page reports for each County, State and Territory, and one or more summary reports for continental United States. The charge for these preliminary releases is 20 cents for lots of 10 or fewer reports; \$60.00 per set including all Counties, States and the United States. One set of State reports, including United States summaries is \$1.00. For sale at the Bureau of the Census.

1950 Census of Agriculture, Series HS50—preliminary reports. Producers of cut flowers and flowering plants and of nurseries (combined under the series name *Horticultural Specialties*). A two-page report issued for each State and summary reports for United States, price 20 cents for lots of 10 or fewer reports.

1950 Census of Drainage, Series DR50-1—preliminary reports. These releases present data on drainage of agricultural lands for 40 States, their Counties, and one summary report for the United States. Each report, 1 p., table, is priced at 20 cents for lots of 10 or fewer reports; a complete set of the 40 reports is priced at 80 cents.

1950 Census of Irrigation, Series IR50-1—preliminary reports. Irrigation of agricultural land, irrigation enterprises, works, expenditures, number of farms and acreage irrigated. Separate report for each of the 20 irrigation States and a summary, price 20 cents for lots of 10 or fewer. A complete set of the 21 reports is priced at 40 cents.

1950 Census of Housing and the 1950 Census of Population. Preliminary Sample Reports and Advance Reports of final population counts have been published for sale by the Bureau of the Census. A detailed price list and order blank will be sent upon request to the Director, Bureau of the Census.

Facts for Industry. This series of monthly, quarterly, and annual reports makes available current statistics on commodity production. Price for monthly issues 5 cents or 10 cents; annual subscription (includes annual summaries for monthly and quarterly publications) 25 cents to \$2.00. All *Facts for Industry* publications, yearly rate, \$25.00.

Foreign trade and shipping statistical reports. In addition to the regularly published foreign trade statistical reports, a number of special monthly reports (within the series FT 508 to FT 699 group) and new one-time, unnumbered "special reports" covering specified periods, containing information not shown in the regularly published reports, are being specially prepared for public subscribers on a cost basis. Persons interested in subscribing to any of these reports should communicate with the Foreign Trade Division, Bureau of the Census.

Detailed information in the files of the Bureau, that has been tabulated but not published, can be made available upon request for the cost of transcribing or reproducing the data. An estimate for the cost of preparing and furnishing data will be made.

Remittances should be sent direct to the Bureau of the Census. More detailed information on publications sold by the Bureau will be mailed upon request. Address: Director, Bureau of the Census, Washington 25, D. C.

COAST AND GEODETIC SURVEY:

Nautical and aeronautical charts and certain related publications are sold to the public from the Washington Office and from authorized sales agents located in major cities and principal seaports and centrally located in various regions of the country.

Publications relating to tides and currents available only from the Coast and Geodetic Survey or its agencies:

Current Tables: Atlantic Coast, North America. Price 50 cents.

Current Tables: Pacific Coast, North America and Asia. Price 50 cents.

Tidal Current Charts: Long Island Sound and Block Island Sound. Price 50 cents.

Similar charts were issued also for Boston Harbor; Delaware Bay and River; Narragansett Bay to Nantucket Sound; New York Harbor; Puget Sound (2 parts); San Francisco Bay; and Tampa Bay. Price 50 cents each.

Tidal Tables: Europe and West Coast of Africa (including the Mediterranean Sea). Price 75 cents.

Tide Tables: East Coast, North and South America (including Greenland). Price 50 cents.

Tide Tables: West Coast, North and South America (including Hawaiian Islands). Price 50 cents.

Tide Tables: Central and Western Pacific Ocean and Indian Ocean. Price 75 cents.

United States Coast Pilot: Alaska (2 parts). Price Pt. 1, \$1.00; Pt. 2, \$1.50.

Coast pilots were issued also for Atlantic Coast (4 sections); Gulf Coast, Key West to Rio Grande; Hawaiian Islands; Pacific Coast; West Indies, Puerto Rico and Virgin Islands. Price \$1.50 for each publication except for Pacific Coast which is priced at \$2.50.

Nautical Charts and related publications of the Coast and Geodetic Survey can be purchased at its Washington Office and field offices and from various sales agencies at the principal seaports of the United States.

Aeronautical Charts can be purchased from the Washington Office and from authorized dealers throughout the country, generally at airports.

Chart catalogs for both the nautical and the aeronautical charts (listing titles and prices) are distributed free.

United States Air Force Pilot's Handbooks (11 in all): 2 for United States, East-U. S. and West-U. S.—9 for foreign areas, Africa and Middle East; Australia and New Zealand; Caribbean; Europe; Far East; India and South East Asia; North Atlantic and East Canada; South America; West Canada and Alaska. Published and distributed by Coast and Geodetic Survey. Price \$11.00 a year subscription for each handbook; \$6.00 each handbook without amendment service.

Orders and inquiries for additional information concerning publications and activities of the Survey should be addressed to the Director, U. S. Coast and Geodetic Survey, Washington 25, D. C.

COMMAND AND GENERAL STAFF COLLEGE (Army):

Military Review is published monthly in the English, Spanish and Portuguese languages. Subscriptions may be obtained by writing directly to the Editor, *Military Review*, Command and General Staff College, Fort Leavenworth, Kansas. Subscription rates: \$3.50 (U. S. currency) a year in the U. S. and other countries of the Western Hemisphere; \$4.50 a year in all other countries.

COMMERCE DEPARTMENT:

Business Information Service—Business releases and reports covering a wide range of subjects of primary interest to advertising agencies, libraries, publishers and other users of diversified information. Issued in two parts, available on a subscription basis. No scheduled number of issues, available in processed form from the Department of Commerce Field Offices, or from the Division of Printing Services, U. S. Department of Commerce, Washington 25, D. C.

DOMESTIC, pt. 1; price \$3.00 a year. Includes releases on area development, advertising, how to sell to the Government, small business aids, defense production aids, warehousing, still photography, parking facilities at trade centers, industry survey on confectionery, and many other subjects.

FOREIGN, pt. 2; price \$5.00 a year. Includes releases on tariff, trade controls, foreign imports, sending gift packages abroad, U. S. foreign travel, doing business with foreign countries, foreign government purchasing agents; economic review of foreign countries, foreign fairs and exhibitions, etc.

Note:—Part 2 comprised of the *International Trade Statistics Series* (unnumbered) and *World Trade Series* (a numbered series)—releases issued by the Office of International Trade—are also priced individually.

COURT OF CLAIMS:

Certified copies of the opinions of the Court of Claims are available for purchase from the United States Court of Claims, Washington, D. C. The price is from 25 cents to 50 cents depending on the number of pages; other than certified copies may be obtained for 10 cents each. There is also a yearly subscription rate of \$5.00 for all uncertified copies.

DISTRICT OF COLUMBIA:

The Government of the District of Columbia has published and offers for sale the following publications:

- Building Code, 1951.* \$3.50 (with revision service, \$2.25 additional).
- Electrical Code, 1951.* \$2.00.
- Electrical Licensing and Bonding Regulations.* 25 cents.
- Elevator Regulations.* 25 cents.
- Gas Fitting Regulations.* 60 cents.
- Plumbing Regulations, 1945.* \$1.00 (with amendments, \$2.25 additional).
- Police Regulations, 1950.* \$1.50 (with revision service, \$2.25 additional).
- Refrigerating Code.* 75 cents.
- Zoning Regulations, February 1950.* 50 cents.
- Highways Map of the District of Columbia, 2 sheets, size 52 x 58 inches.* \$1.50.
- Master Index* (laws affecting the District of Columbia). \$1.00.
- Public Utilities Commission Laws, 1944.* 75 cents.

Make checks or money orders payable to Collector of Taxes, or purchase order to Division of Printing and Publications. Send orders for publications to: Printing and Publications Division, 300 Indiana Avenue, N.W., Room 1117, Washington 1, D. C.

ENGINEER SCHOOL (Army):

Instructional material (Engineer School and other publications) may be purchased from the Book Department. Master lesson plans, special texts, miscellaneous items and professional books may be purchased by members of the Armed Forces (Regular Army, the National Guard, Organized Reserve Corps, Enlisted Reserve Corps or the Reserve Officers Training Corps). Training aids to be used with the "instructional material" are also available for purchase. Charts 40" x 60" are sold for \$1.00 each.

For detailed information, including prices and information on how to order, request *Instructional Material Catalog and Training Aids Catalog*. Address: The Book Department, Engineer School, Fort Belvoir, Virginia.

ENGINEERS CORPS (Army):

In addition to the material sold by the Mississippi River Commission and the U. S. Lake Survey Office, the Corps of Engineers

maintains district offices where it sells publications and maps of interest to the local community: Charts of the Ohio River, U. S. Engineer Office, Louisville, Kentucky; Maps of Illinois and Mississippi Rivers, U. S. Engineer Office, St. Louis, Missouri; Maps of Illinois Waterway (Lakes to Gulf), U. S. Engineer Office, Chicago, Illinois; Maps of Missouri River, U. S. Engineer Office, Omaha, Nebraska.

For additional information, including lists of titles, prices, and directions for ordering, contact the Corps of Engineers, U. S. Department of the Army, Washington 25, D. C.

FEDERAL POWER COMMISSION:

Forms and publications are sold by the Federal Power Commission. Included are Administrative forms, Administrative publications, Map series, Power series, Rate series, Statistical series, and special reports. The following list is representative of material sold by the Commission.

Annual Report Form for Class A and Class B Natural Gas Companies. Price 75 cents.

General Rules and Regulations, including Rules of Practice and Procedure in Force January 1, 1948. Price \$2.00.

Maps: Principal Electric Facilities in the United States, June 30, 1948. Price \$6.00.

Principal electric facilities for individual States (maps available for certain States). Price \$1.00 each.

National Electric Rate Book. The service includes individual rate schedules for the 48 States, covering the rates charged by publicly and privately owned utilities in communities of 1,000 or more population. Subscription for first year, including binders and revisions, \$10.00. Renewal subscriptions, \$7.50. *State Rate Books,* \$1.00 each.

Power Market Survey: Reports published for various areas, price \$1.00 each.

Report to Federal Power Commission on Possibilities for Redevelopment of Niagara Falls for Power, Niagara Falls, New York. Price \$1.00.

Statistics of Natural Gas Companies in the United States, 1951. Price \$3.75.

Typical Residential Electric Bills, Cities of 2,500 Population and More. Price 25 cents.

The Commission issues lists and order blanks on its new publications—these are sent free to those interested. Address: Federal Power Commission, 1800 Pennsylvania Avenue, N.W., Washington 25, D. C.

FEDERAL RESERVE SYSTEM BOARD OF GOVERNORS:

The material listed below may be obtained, at the prices indicated, from the Division of Administrative Services, Board of Governors of the Federal Reserve System, Washington 25, D. C. Make remittance payable to the order of the Board of Governors of the Federal Reserve System.

Banking and Monetary Statistics. \$1.50.
Banking Studies. \$1.00 a copy; (75 cents a copy in quantities of 10 or more).
Debits and Clearings Statistics, their Background and Interpretation. 25 cents a copy (15 cents a copy in quantities of 10 or more).
Federal Reserve Bulletin (monthly). Domestic rate \$2.00 a year, 20 cents a copy; foreign rate, \$2.60 a year, 25 cents a copy.
Federal Reserve Charts on Bank Credit, Money Rates, and Business (monthly) \$6.00 a year including *Historical Supplement*; 60 cents a copy (50 cents a copy in quantities of 10 or more of a particular issue).
The Federal Reserve System—its Purpose and Functions. Cloth bound, 75 cents; (50 cents each in quantities of 10 or more).
Historical Supplement to Federal Reserve Charts on Bank Credit, Money Rates, and Business. 60 cents a copy (50 cents each in quantities of 10 or more).
Monetary and Banking Reform in Paraguay. \$1.00.
Postwar Economic Studies—titles vary. Eight pamphlets, \$1.25 a set; 25 cents each pamphlet.

FOREIGN AND DOMESTIC COMMERCE BUREAU:

Publications described or listed below were published by one of the major offices, which comprise the Bureau of Foreign and Domestic Commerce, and sold by the Department of Commerce Field Offices or the Division of Printing Services, U. S. Department of Commerce, Washington 25, D. C.

Area and Industrial Development Publications, April 1951. Price 15 cents.
Establishing a Business in Peru, June 1951. Price 25 cents.
Foreign Trade Practice (reference sources), May 1950. Price 20 cents.
Industrial Development and Plant Location, December 1950, (basic information sources). Price 10 cents.
List of Commodities Prohibited Importation, April 1951. Price 20 cents.
List of Foreign Products Exhibitions in the United States, July 1951. Price 15 cents.
Projects and Publications of Interest to Planning and Development Agencies, February 1951. Price 10 cents.
States and National Defense, Proceedings of the 4th Annual Technical Seminar for State Planning and Development Agencies, November 13-16, 1950. Price \$1.50.
Total United States Export and Import Trade, April 1951. Price 10 cents.
Wholesaling (reference sources), October 1950. Price 10 cents.
 Trade lists classified by commodity and by country, of foreign firms and individuals, such as distributors or dealers, exporters and importers, manufacturers, producers and re-

finers, are available from the Commercial Intelligence Division of the Department of Commerce, or the Department of Commerce Field Offices at \$1.00 a commodity for each country.

World trade directory reports are available to qualified United States firms and may be obtained upon request from the Commercial Intelligence Division of the Department of Commerce, or through the Field Offices, for \$1.00 each.

A list of field office addresses is available from the U. S. Department of Commerce, Washington 25, D. C. For more detailed information on how to order publications and a more complete list of titles of publications sold by the Bureau of Foreign and Domestic Commerce, apply directly to that bureau in Washington, D. C.

FOREST SERVICE:

The Forest Service has a collection of about 450,000 negatives of photographs showing forest conditions, forest use and forest work in all parts of the United States. Prints can be obtained from this collection at a cost depending upon the size. Request by subject and use to be made of material. Address: Forest Service, Department of Agriculture, Washington 25, D. C.

A series of *Timber Stand and Vegetation—Soil Maps of California* has been prepared by the California Forest and Range Experiment Station; legend sheets accompany the maps. A pictorial atlas-folio has been prepared as an aid to the map user. Lists of maps available for purchase may be obtained by writing to the California Forest and Range Experiment Station, P. O. Box 245, Berkeley 1, California. The price of the maps, including legends, is 25 cents each sheet for the *Timber Stand Map* and 30 cents each sheet for the *Vegetation-Soil Map*; *The Atlas Folio* \$1.00 each—available from the Regional Forester, U. S. Forest Service, 630 Sansome Street, San Francisco 11, California.

FREER GALLERY OF ART:

Publications of the Freer Gallery of Art including *Occasional papers* and *Oriental studies* are sold by the Smithsonian Institution. Publications recently issued by the Gallery are:

James McNeill Whistler, a Biographical Outline Illustrated from the Collections of the Freer Gallery of Art. Price \$1.00.
A Royal Head from Ancient Egypt. Price 75 cents.
Shiraz Painting in the 16th Century (with 50 plates). Price \$5.00.
The Whistler Peacock Room. Price 35 cents.

Address orders and inquiries on additional material available for purchase to Smithsonian Institution, Washington 25, D. C.

GENERAL SERVICES ADMINISTRATION:

Federal Specifications can be purchased only from the GSA Regional Office, 7th and D Streets, S. W., Washington 25, D. C.

GEOLOGICAL SURVEY:

Geologic folios, maps, and charts are prepared, published, and sold by the Geological Survey. Included are several series of Geologic, Mineral resources, and Topographic maps. Titles and prices vary. Descriptive information including size, scale, price and information on how to order is found in *Publications of the Geological Survey, May 1948* and supplements—new maps are announced in the monthly list, *New Publications of the Geological Survey*. (These lists are free.) Address correspondence to: Director, Geological Survey, Washington 25, D. C.

HYDROGRAPHIC OFFICE:

Manuals and tables, sailing directions, gazetteers, nautical and aeronautical charts and publications are sold by the U. S. Navy Hydrographic Office, Washington 25, D. C., and by its authorized agents.

Catalog of Aeronautical Charts and Publications. Price 30 cents.

Index-Catalog of Nautical Charts and Publications. Price \$1.20.

List of Lights and Fog Signals, issued in 6 volumes and revised annually. Price \$2.00 each volume.

Pilot Charts are issued monthly for the North Atlantic, North Pacific, and Indian Oceans and for Central American Waters—and quarterly for South Atlantic and South Pacific Oceans. Price 30 cents for each chart.

Atlas of Pilot Charts—North and South Atlantic Oceans and Central American Waters. Price \$6.00.

Atlas of Pilot Charts—North and South Pacific Oceans and the Indian Ocean. Price \$6.00.

Sailing Directions to accompany and supplement the nautical charts are issued for about 50 regions all over the world except the United States. Prices vary.

The Hydrographic Office publishes in its own office, from its own plates, about 5,000 charts, including aeronautical charts, covering the navigable waters of the world and the aviation routes, and will quote by letter the charts of any particular region. A general chart of the entire region or the more detailed, largest-scale charts covering it, can be furnished. Individual index charts covering specific geographical areas may be obtained to aid in making selections.

Information regarding navigational books and charts published and sold by the U. S. Navy Hydrographic Office, including list of authorized agents and branch Hydrographic Offices, together with addresses, furnished upon request to Hydrographic Office.

IMMIGRATION AND NATURALIZATION SERVICE:

The I and N Reporter, published quarterly, beginning July 1952, is sold by the Department of Justice. Subscription price \$1.00 a year; 25 cents for a single issue. Send check or money order payable to the Treasurer of the United States. Address all correspondence concerning subscriptions to: *The I and N Reporter*, Department of Justice, Box PMB, Atlanta, Georgia.

INDIAN AFFAIRS BUREAU:

All publications prepared by the staff of the United States Indian Service, printed by the Indian pupils in the print shops of the vocational schools, and sold by the Indian Service, are distributed by the Haskell Institute, Lawrence, Kansas. Among those sold are: *The Indian Life Readers* (Navaho series, Pueblo series, and Sioux series); *Indian Hand Craft Pamphlets*; *Indian Life and Customs Pamphlets*; and other significant publications produced by the United States Indian Service.

An annotated price list with complete information on how to order publications may be secured by addressing the Bureau of Indian Affairs, Department of the Interior, Washington 25, D. C., or Haskell Institute, Lawrence, Kansas.

JUSTICE DEPARTMENT:

Attorney General's Manual on Administrative Procedure Act, price 30 cents.

Handbook of Correctional Institutions, price cloth bound \$7.50; paper \$6.00.

Institutional Sanitation, price \$2.50.

Publications listed above, published by the Federal Prison Industries, may be purchased at prices indicated, address: Justice Department, Federal Prison Industries, Inc., U. S. Penitentiary, Leavenworth, Kansas.

LAND MANAGEMENT BUREAU:

Facsimile prints of land patents (or deeds) to all the public lands that have passed into private or other non-Federal ownership since 1788 may be purchased for the price of \$1.00 a copy for each patent. Address: Bureau of Land Management, Department of the Interior, Washington 25, D. C.

LIBRARY OF CONGRESS:

Many publications prepared, edited, and published by the Library of Congress are offered for sale by the Library or by private organizations; included are publications of Copyright Office, Division for the Blind, European Affairs Division, General Reference and Bibliography Division, Legislative Reference Service, Map Division, Music Division, and the Photoduplication Service.

Representative publications which may be purchased from the Card Division are:

Army Medical Library Catalog, 1951. (Supplement to the *Library of Congress Auth-*

or *Catalog* and the *Library of Congress Subject Catalog*.) Price \$17.50. *Author Catalog* for the Army Medical Library for previous years, prices vary.

Departmental and Division Manuals (14 volumes). Prices vary.

A Guide to Special Book Collections in the Library of Congress. Price 45 cents.

Library of Congress Author Catalog. \$100.00 a year (including 9 monthly issues, 3 quarterly cumulations, and an annual cumulation).

Library of Congress Subject Catalog. \$100.00 a year (including 3 quarterly issues and an annual cumulation).

A Manual of Standard English Braille for Guidance of Transcribers and Other Embossers. Price \$1.00.

Maps, their Care, Repair, and Preservation in Libraries. Price 30 cents.

Microfilms and Microcards, their Use in Research, Selected List of References. Price 55 cents.

Public Affairs Bulletins (titles and prices vary).

Serial Titles Newly Received (monthly). Price \$25.00 a year for monthly issues and annual volume; \$16.50 for annual volume only.

Southern Asia: Publications in Western Languages, a quarterly accessions list. Subscription price, \$2.00 a year; 50 cents for a single copy.

For list of additional titles and prices address the Card Division, Library of Congress, Washington 25, D. C.

Catalog of Copyright Entries. (Issued in semi-annual volumes) The complete *Catalog of Copyright Entries* may be secured on a subscription basis for \$20.00 a year; individual parts are priced separately. Checks or money orders should be made payable to the Register of Copyrights and orders sent to the Register of Copyrights, Library of Congress, Washington 25, D. C.

Guide to Microfilm Collection of Early State Records. Price \$5.00—send order to Photoduplication Service, Library of Congress, Washington 25, D. C.

Folk Music of the United States and Latin America, combined catalog of phonograph records. (Music Division) Price 10 cents.

Twentieth Century Poetry in English, Contemporary Recordings of the Poets Reading Their Own Poems, catalog of phonograph records. (Music Division) Price 5 cents.

These catalogs prepared in the Music Division include order blanks and instructions for ordering records. Purchase from Recording Laboratory, Division of Music, Library of Congress, Washington 25, D. C.

The United States Quarterly Book Review, published for the Library of Congress and sold by the Rutgers University Press, New Brunswick, N.J. Price \$3.75 a year, domes-

tic; \$4.50 a year, foreign; \$1.00 a copy, domestic; \$1.25 a copy, foreign.

The Laboratory of the Photoduplication Service is prepared to provide facsimile prints and can sell photostatic copies of almost any book, manuscript, picture, musical score, or record in its collection. Generally anything in the Library can be reproduced which is not copyrighted or under restrictions placed upon it by the donors. For an order blank quoting rates and conditions for photocopying done by the Library, address: Photoduplication Service, Library of Congress, Washington 25, D. C.

The Library sells printed catalog cards on all books and motion pictures which it catalogs. The L. C. printed cards can be ordered in various ways and the cost of filling orders varies according to the method of ordering and the care with which the order is made up. Cards ordered by L. C. number, price is 6 cents for the first copy of the card, 3½ cents for each additional copy of the same card ordered at the same time. (On orders which vary from the correct form an extra charge of 1 cent per title is made for all orders lacking the required information.) Complete information including instructions for ordering and prices will be furnished on request to the Card Division.

Proofsheets struck off, before the catalog cards are printed, are for sale. These proofsheets are used to select books for purchase, and at the same time obtain L. C. card numbers for ordering. Specialized libraries may subscribe to the proofsheets issued in their particular fields. Subscription to the entire output of proofsheets, mailed daily, weekly, or monthly as desired, \$60.00 a year; proofsheets in any class, mailed weekly, 4 cents a sheet. Proofsheets can be supplied, cut to card size and punched, at an extra charge of \$25.00 a year for the entire output. For sale by the Card Division, Library of Congress, Washington 25, D. C.

MISSISSIPPI RIVER COMMISSION:

The Mississippi River Commission has available for sale annual pamphlets showing river stage and river discharge observations of the Mississippi River and its principal tributaries and outlets, publications relating to the Lower Mississippi River, and a variety of maps and charts of the Mississippi River and tributaries and the Alluvial Valley below Cairo, Ill.

Fine-Grained Alluvial Deposits and Their Effects on Mississippi River Activity. Price \$2.50.

Highest and Lowest Annual Stages of the Mississippi River and Its Outlets and Tributaries. Earliest Records to 1937; Earliest Records to 1945. Price 75 cents each.

Laboratory Study of the Meandering of Alluvial Rivers, May 1, 1945. Price \$2.00.

Stage and Discharge Observations, Lower Valley of the Mississippi River, January 1 to June 30, 1937. Price 75 cents.

Stages and Discharges, Mississippi River and Its Outlets and Tributaries (annual). Years 1943 and 1944, 75 cents each; 1945 to 1950, \$1.00 each.

Earlier publications relating to the hydraulics of the Mississippi River and its tributaries published by the Commission are available at various prices. Publications relating to the Lower Mississippi River and tributaries are compiled for the Mississippi River Commission by the Waterways Experiment Station, and are for sale by the Commission Office. See Waterways Experiment Station (this list).

Pamphlets published by other authorities available for sale by Mississippi River Commission, Vicksburg, Mississippi.

Published by the United States Coast and Geodetic Survey and the Corps of Engineers, U. S. Army:

Triangulation Along the Mississippi River: Cairo, Illinois to Barfield, Arkansas to Memphis, Tennessee, 1935. Price 75 cents.

Same: *Memphis, Tennessee to Vicksburg, Mississippi, 1935.* Price 85 cents.

Same: *Vicksburg, Mississippi to New Orleans, Louisiana, and Atchafalaya River, 1939.* (2 parts) pt. 1, \$1.25; pt. 2, 90 cents.

Same: *New Orleans, Louisiana to the Delta, Louisiana, 1936.* Price 75 cents.

Published by the Army Map Service, Department of the Army, Corps of Engineers: *Plane Coordinate Supplements to Triangulation Along the Mississippi River.*

(a) *Cairo to Barfield to Memphis.* Price 25 cents.

(b) *Memphis to Vicksburg.* Price 40 cents.

Maps and charts sold by the Mississippi River Commission comprise Alluvial Valley maps, Basin maps, Early stream channels, Hydrographic-topographic river map folios, Navigation map folios, and Topographic quadrangle maps.

Flood Control and Navigation Maps, Mississippi River, Cairo, Ill., to Gulf of Mexico, La. (map folio). 1950 edition (republished annually). The complete folio, maps and supplementary sheets, price \$2.00 per set.

Maps of Arkansas River, Little Rock, Arkansas to Mouth (folio). First edition, June 1950. Price 50 cents per set.

Maps of Mississippi River, Cairo, Ill., to Gulf of Mexico, La. (folio). 1950 edition. Price \$2.00 per folio.

Maps of Ouachita and Black Rivers, Ark. and La., Blakely Mountain Reservoir, Ark., to Mississippi River, La., Including Lower Old River and Portion of Red

River (folio). First edition, March 1949. Complete folio priced at \$1.00 per set.

Navigation Maps of Intracoastal Waterway, Gulf Section, New Orleans, La., to Port Arthur, Tex., Including Plaquemine to Morgan City Alternate Route and Atchafalaya and Calcasieu Rivers and Minor Outlets to the Gulf (folio—published biennially). Fifth edition, June 1951. Price \$1.00 per folio consisting of detail maps and supplementary sheets.

Information as to map folios of other sections of the Intracoastal Waterway may be secured upon request to the Mobile District, Corps of Engineers, U. S. Army, P. O. Box 1169, Mobile 7, Ala., and Galveston District, Corps of Engineers, U. S. Army, P. O. Box 1229, Galveston, Tex.

Topographic Quadrangle Maps of Alluvial Valley of Lower Mississippi River from Cape Girardeau, Mo., to the Gulf of Mexico, La. Comprising 232 sheets and covering portions of the States of Missouri, Illinois, Kentucky, Arkansas, Tennessee, Mississippi, and Louisiana adjacent to the Mississippi River and tributaries in the Lower Alluvial Valley, the maps are printed in colors; these are 15' quadrangles and each sheet is size 18 x 22 inches. Price, 20 cents per sheet; a complete set of 232 quadrangle maps and symbol sheet is priced at \$46.50.

Descriptive lists of maps and publications of the Mississippi River Commission which give more detailed information may be obtained free upon request to the Commission at Vicksburg. Remittance for all maps and publications should be by cashier's check, certified check, U. S. Post Office, Telegraph, or Express money order, made payable to the Treasurer of the United States, and mailed to the Mississippi River Commission, Corps of Engineers, U. S. Army, P. O. Box 80, Vicksburg, Mississippi.

NATIONAL ARCHIVES AND RECORDS SERVICE:

The National Archives will provide, for purchase, photostat copies of records in the custody of the Archivist of the United States. Records may be consulted in the Library or information may be obtained from a distance by telephoning or by writing to the General Reference Section of the National Archives, Washington 25, D. C. Facsimile copies of certain well-known historic documents and photographs of famous Americans have been reproduced for sale to the public at various prices. For titles and prices of the numbers of this series which are available for purchase from the National Archives, Room 100, Washington 25, D. C., consult the *List of National Archives Facsimiles*, free upon request sent to this address.

Photostat copies of publications or parts of publications may be purchased at prices based upon cost of production. One page, size 8½ x 11 inches or smaller, price 30 cents; one page, size 8½ x 11 inches to 17 x 23 inches, price 50 cents. Larger or unusual problems estimated.

NATIONAL GALLERY OF ART:

Publications sold by the National Gallery of Art include catalogues of the collection, postcards, color reproductions and other publications.

French Paintings from the Chester Dale Collection—catalog. Price 50 cents.

Paintings and Sculpture from the Kress Collection—catalog. Price \$1.25.

Rosenwald Collection, an Exhibition of Recent Acquisition—catalog. Price \$2.00.

Color postcards. Four-color half tone postcards of works of art in the National Gallery of Art. Price at Gallery, 5 cents each.

Color reproductions in four-color half tone are printed on heavy coated paper measuring 11 x 14 inches. The color reproductions are 25 cents each, plus postage. Certain prints have been assembled into portfolios.

Famous Paintings: portfolio of 20 color reproductions accompanied by descriptive text. Price \$3.50.

The Life of Christ: portfolio of 15 color reproductions accompanied by excerpts from either the King James or Douay version of the Bible. Price \$2.25.

Photographic prints. Requests for photographs of works of art in the National Gallery should be made through the Library. The price is 40 cents for each 8 x 10 inch print.

Lists, which include bibliographical descriptions of all publications for sale, together with prices and instructions on how to order, will be sent upon request. Address National Gallery of Art, Washington 25, D. C.

NATIONAL PRODUCTION AUTHORITY:

Miscellaneous publications and pamphlets in explanation of the defense production program are issued from time to time. Representative publications which are sold by the Authority are:

Mobilization Guide for Small Business. Price 10 cents.

Product Assignment Directory. Price 15 cents.

Questions and Answers on Controlled Materials Plan. Price 5 cents.

Address: Division of Printing Services, Room 6225, Department of Commerce, Washington 25, D. C.

NATIONAL RAILROAD ADJUSTMENT BOARD:

Awards and Interpretations of Awards are available for sale from the Board. Apply National Railroad Adjustment Board, Chicago, Ill. (price upon application).

NATIONAL RESEARCH COUNCIL:

Many publications sold by the National Research Council, while not strictly public documents, are reports on investigations requested by and under contract with Government agencies.

Atlas of Tumor Pathology; publications of Committee on Pathology. To be published in 39 fascicles, published and distributed by the American Registry of Pathology, Armed Forces Institute of Pathology, Washington 25, D. C. Apply for list of titles and prices.

Study of Conservation in Building Construction, a report to the Defense Production Administration, June 30, 1952 (performed by a unit of the Division of Engineering and Industrial Research, National Academy of Sciences, National Research Council). Distributed by the Office of Technical Services, Department of Commerce, Washington, D. C. Price \$3.50.

Survey of Food and Nutrition Research in the United States, 1948-49. Published by the Food and Nutrition Board of the National Research Council, reproduced and distributed by the Office of Technical Services, U. S. Department of Commerce, Washington 25, D. C. Price \$1.75.

A List of Publications in Print December 1951, includes titles of publications available from the Publications Office and also those publications prepared or sponsored by the National Academy of Sciences or the National Research Council but distributed only by the publisher or issuing office indicated. The list is free from the Publications Office, National Research Council, 2101 Constitution Avenue, Washington 25, D. C.

PAN AMERICAN UNION:

The Pan American Union, a public international organization, located in Washington, D. C., is the central and permanent organ and the General Secretariat of the Organization of American States. The United States contribution to the Pan American Union is paid from funds appropriated to the Department of State for this purpose.

The Pan American Union prepares and distributes illustrated monthly bulletins in English, Spanish, Portuguese and French, various cultural and educational periodicals and specialized publications, such as the *American Nation and American Capital series*; the *Commodity series*; the *Series for Young Readers*; and publications of or pertaining to the Inter-American Conferences. The following list of titles are representative of the publications sold:

Inter-American Juridical Yearbook. \$3.00.

Music and Musicians of the Dominican Republic. Price \$1.25.

National Anthems of the American Republics. (English, Spanish, Portuguese and French editions) Price \$2.00 each edition.

Organization of American States. Price 25 cents.

The Peruvian Economy. Price \$1.00.

Selected Economic Data on the Latin American Republics. Price \$1.00.

The Soils of Cuba. Price \$5.00.

Statement of the Laws of Venezuela, Affecting Business in its Various Aspects and Activities. Price \$5.00.

Similar statements of laws of Argentina, Bolivia, Colombia, Costa Rica, Ecuador, Honduras and Nicaragua are also available. (Prices vary).

Statistical Activities of the American Nations. Price \$5.00.

Statistical Vocabulary. Price \$2.00.

Tropical Forests of the Caribbean. Price \$5.00.

A special arrangement has been adopted for those who might wish to place a standing order for all publications issued for distribution by the Pan American Union. The yearly rates are as follows: \$35.00 for all publications; \$25.00 for English publications; and \$20.00 for Spanish, Portuguese and French publications. For more detailed information on publications issued or sponsored by the Organization of American States, and sold by the Pan American Union, request the *Catalog of Pan American Union Publications*. All orders or inquiries about publications should be addressed to: Publications and Promotion Section, Pan American Union, 19th St. and Constitution Ave., N.W., Washington 6, D. C.

PATENT OFFICE:

The Patent Office prepares photographic copies of official documents, foreign patents, patent grants, trade-mark certificates and other records, for sale to the public.

Copies of patents (specifications and drawings) are furnished by the Patent Office at 25 cents each. Copies of trade-marks and designs are 10 cents each.

Guide for Patent Draftsmen. Price 75 cents.

Roster of Attorneys and Agents Registered to Practice Before the United States Patent Office. Price \$1.75.

Make checks or money orders payable to the Commissioner of Patents. Address orders to the Patent Office, Washington 25, D. C.

POST OFFICE DEPARTMENT:

Postal maps, official publications of the Post Office Department prepared primarily for administrative and operational purposes, may be purchased for other uses. Payment for postal maps must be made in advance by money order or check addressed to the Director, Division of Postal Finances, Post Office Department, Washington 25, D. C.

Post Route Maps are state maps prepared to show the method and frequency of mail supply to all post offices. Each map shows

the principal drainage features, the names and boundaries of counties, the lines of mail-carrying railroads and the names and sites of post offices. These maps are photolithographed and printed in three colors on a grade of thin paper suitable for mounting. A dated edition of each state map is published every 24 months. Scales and sizes vary; price of single sheet map is 75 cents—California-Nevada, New York, Pennsylvania, and Texas, price is \$1.50.

Rural Delivery Maps—A road map of every rural delivery route in the United States Postal Service shows the present sites of post offices, the rural routes, and the direction of travel. If purchaser is particularly interested in recent route changes that fact should be stated when ordering. All rural delivery maps are black-line prints reproduced on thin white paper by the "Ozolid" process. The scale is (with a few exceptions) 1:62,500 or 1:63,360—one inch equals one mile.

A *County Map* has been drawn where much of the area of a county is covered by rural delivery service and shows all routes emanating from post offices within the county. Price 50 cents a copy.

A *Local Map* shows rural delivery service from a post office located in a county for which a county map has not been drawn. Each of these maps shows only the area served by the route or routes from one post office. Price of local maps is 25 cents a copy.

A price list of official postal maps will be sent upon request to the Post Office Department.

Nonpostal services:

Documentary stamps—All post offices of the first and second classes and such post offices of the third and fourth classes as are located in county seats have for sale documentary internal-revenue stamps.

Migratory-bird hunting stamps of the \$2.00 denomination are on sale at all post offices of the first and second classes and certain post offices of the third and fourth classes, and at the Philatelic Agency, Post Office Department, Washington 25, D. C.

PUBLICATION BOARD REPORTS:

The Publication Board collection is administered by the Office of Technical Services. Many publications which are not available when first published are later made available for purchase through the "PB" collection, through arrangements concluded with a number of Federal agencies and universities and foundations doing work under contract for the Government. The collection is comprised of unclassified and declassified scientific and technical reports on wartime and post-war research by United States Government agencies, reports on research

by cooperating foreign Governments, and technical documents captured in enemy countries.

The guide to these reports is the *Bibliography of Technical Reports* which gives information as to availability of each report, an abstract, price, and instructions for ordering. The *Bibliography* is sold by the Office of Technical Services, Department of Commerce, Washington 25, D. C. "PB" reports can be purchased directly from the Office of Technical Services if in mimeographed form; from the Library of Congress Photoduplication Service, Publication Board Project, if in photostat or microfilm form.

RECLAMATION BUREAU:

The following list of material prepared by the Bureau of Reclamation for public distribution is sold by the Bureau.

Earth Manual, a manual on use of earth materials for foundation and construction purposes. Price \$2.50 (Denver Office).

Reclamation Era, official monthly publication, devoted to the interests of irrigation farmers of the West and those concerned with all phases of the Bureau's program—available on subscription, \$1.50 a year United States and Canada; subscriptions to foreign countries, \$2.00 a year (special rate of \$1.00 for members of water users' associations and Bureau of Reclamation employees). Single copies 15 cents.

Specifications and plans covering construction, materials and equipment for Reclamation projects (for sale at the Denver Office). A list, with prices of those specifications available for sale, may be obtained upon request.

Other technical publications on engineering phases of the Bureau's operations are also sold by the Bureau. A list of publications and other material for public distribution, showing prices and information on how to order, will be sent upon request to the Bureau of Reclamation, U. S. Department of the Interior, Washington 25, D. C., or the Bureau of Reclamation, Denver Federal Center, Denver, Colorado.

SMITHSONIAN INSTITUTION:

Titles or classes of publications, which are published by the Smithsonian Institution, are sold by the Institution only:

Annals of the Astrophysical Observatory of the Smithsonian Institution: v. 6. \$2.65.

Harriman Alaska Expedition (papers, titles and prices vary.)

Smithsonian Miscellaneous Collections. (Titles and prices of the papers in this series vary.)

Special Publications. (Titles and prices vary.)

War Background Studies. (Titles and prices vary.)

Freer Gallery of Art publications, including: *Occasional Papers* (series). (Titles and prices vary.)

Oriental Studies (series). (Titles and prices vary.)

Additional information will be supplied on request. Address: Smithsonian Institution, Washington 25, D. C.

The Smithsonian Institution sells photographs of a large number of its exhibits. If the Institution has taken a picture of the exhibit, 8 x 10 inch glossy prints cost 40 cents each; if no picture of it has been taken, the charge is \$1.65 for the first picture and 40 cents for each additional print. In general, any permanent exhibit which is not copyrighted can be photographed. A few examples of the photography can be obtained from the Institution:

National Museum includes six departments, five of which have public exhibits—History; Engineering and Industries; Anthropology; Zoology; and Geology Departments.

National Air Museum, three of the most famous exhibits photographed are: Lindbergh's "Spirit of St. Louis," Wiley Post's "Winnie Mae," and the original Wright Brothers' Kitty Hawk plane of 1903.

National Collection of Fine Arts sells post-card-size reproductions and 8 x 10 inch prints of any object of art in its permanent collection. A catalog of the post-card-size reproductions, available on request.

Freer Gallery of Art is devoted primarily to oriental art. The Gallery also has some American art, including a large collection of etchings, lithographs, and water colors of James McNeill Whistler. Photographs of its exhibits are sold.

National Gallery of Art color reproductions available for purchase. Post cards are 5 cents each, and the 11 x 14 inch size is 25 cents.

National Zoological Park has a limited number of pictures of animals (birds, amphibians, reptiles, and mammals) which can be bought at the regular 40 cent price.

To purchase any of the photographs mentioned above, write to the Smithsonian Institution, Washington 25, D. C.

TECHNICAL SERVICES OFFICE:

The Office of Technical Services publishes and sells, in addition to its own publications, documents of certain other Government agencies and publications of outside organizations originating research material. Only a few titles are listed herein. For complete listing of publications (including "captured documents" from foreign governments) consult the *Bibliography of Technical Reports* and the *Newsletter* described below.

Bibliography of Technical Reports, published monthly. The *Bibliography* is a guide to a collection of scientific or technical documents made available for purchase through clearing house facilities of the OTS.

The subscription price (which includes both the *Bibliography* and the *Newsletter*) is \$5.00 a year; single copies 50 cents.

The Newsletter, a monthly digest of outstanding technical reports available from Federal and other nonconfidential research sources, with special emphasis upon items useful to small business firms, may be purchased as a part of the *Bibliography of Technical Reports* (subscription price \$5.00 a year) or separately for 50 cents a year.

"PB" reports. This is a collection of unclassified and declassified scientific and technical reports on wartime and post-war research by United States Government agencies, reports on research by cooperating foreign Governments, and technical documents captured in enemy countries. The guide to these reports is the *Bibliography of Technical Reports* which gives information as to availability of each report listed together with instructions for ordering. "PB" reports can be purchased directly from the Office of Technical Services if in mimeographed form; from the Library of Congress, Photoduplication Service, if in photostat or microfilm form.

Atomic Energy Commission unclassified and declassified research reports which are available for sale can be secured from the Office of Technical Services. Price lists of AEC documents available for sale at the OTS are free upon application.

Guide to Russian Scientific Periodical Literature, prepared monthly by the Brookhaven National Laboratory, Upton, N. Y., is sold by the Office of Technical Services. Price 20 cents a single copy.

Survey of Food and Nutrition Research in United States, 1948-49, published by the National Research Council, reproduced and distributed by the Office of Technical Services. Price \$1.75.

Orders should be addressed to the Department of Commerce, Office of Technical Services, Washington 25, D. C.

TENNESSEE VALLEY AUTHORITY:

The Tennessee Valley Authority has limited quantities of technical reports, monographs, and certain other pamphlets and reports which are sold and may be procured from the Treasurer's Office, Knoxville, Tennessee. An order blank listing titles and prices of publications available will be forwarded upon application to the Tennessee Valley Authority, Washington 25, D. C., or to the Treasurer, Tennessee Valley Authority, Knoxville, Tennessee.

Barite in the Tennessee Valley Region. Price 50 cents.

Concrete Production and Control—TVA Projects. Price \$1.50.

U. S. LAKE SURVEY:

The U. S. Lake Survey, Corps of Engineers, publishes surveys and charts for navigation purposes, the Great Lakes, their harbors, channels, and navigable tributaries. The Lake Survey also issues charts of Lake Champlain and the natural navigable waters of the New York State Canal System and charts of the Lake of the Woods and Rainy Lake. The charts and a descriptive *Bulletin* are sold by the Lake Survey Office. A catalog of charts, outlining areas covered, scales, prices, and conditions of sale, will be sent free. Address: U. S. Lake Survey, Corps of Engineers, 630 Federal Building, Detroit 26, Michigan.

Bulletin and Supplements. Great Lakes Pilot, Bulletin, is issued to supplement information given upon the charts published by the U. S. Lake Survey. The *Bulletin* is revised annually; *Supplements* are issued monthly during the navigation season (May to November, inclusive); the price is \$2.50.

WATERWAYS EXPERIMENT STATION:

Publications of the Waterways Experiment Station are prepared and distributed primarily for the information and use of the various offices of the Corps of Engineers. There are two general types of Waterways Experiment Station publications: *Technical Memoranda* and *Bulletins*. Whenever the report of an investigation is considered to be of more than routine interest to the engineering profession, copies are made available for purchase.

Filling Characteristics, Algiers Lock, Intra-coastal Waterway, Gulf Section, Louisiana, model investigation. Price \$1.00.

Hydraulic Models as an Aid to the Development of Design Criteria. Price 50 cents.

Investigation of Suitability of Prepacked Concrete for Mass and Reinforced Concrete Structures. Price \$1.00.

Investigations of Certain Proposed Methods of Bank and Embankment Protection. Price 20 cents.

Model Studies for Channel Stabilization, Mississippi River. Price 40 cents.

Model Studies of Dike Location. Price 50 cents.

Studies of River Bed Materials and their Movements, with special reference to the Lower Mississippi River. Price \$4.00.

A list of publications of the Waterways Experiment Station, including hydraulic reports of other Corps of Engineers Laboratories and reports of hydraulic model investigations sponsored by other Corps of Engineers offices, is revised annually in January. All matters concerning purchase of publications should be referred to the Director, Waterways Experiment Station, Corps of Engineers, U. S. Army, P. O. Box 631, Vicksburg, Mississippi.

New Serial Publications of the United States Department of Agriculture and the State Experiment Stations

WINIFRED M. ALLEMAN

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Introduction

GOVERNMENT PUBLICATIONS have no particular sanctity by reason of their official character. They and their use must be judged by the same standards as privately printed works. In the past three years the United States Department of Agriculture has started publications of several new series in both the technical and popular fields. They compare favorably in printing design with similar materials published commercially. The style and format of these new sets vary according to the subject matter and according to the audience a particular publication is intended to reach. Many of the pamphlets and books are easy to read as well as valuable for their information on a variety of problems relating to agriculture. The new *Home and Garden Bulletins* are excellent examples of the popular information publications. The new sets also include series of reports of scientific agencies and research laboratories prepared for the specialist, as for example: *Agricultural Monographs* and the quarterly journal, *Agricultural Economics Research*.

Perhaps the new series of most interest to librarians in general are the *Agricultural Information Bulletins* which replaced the *Miscellaneous Publications* in 1949.¹ Material published in this set is semi-popular information of interest to both urban and rural citizens. In 1950, the USDA began issuing *Agricul-*

ture Handbooks in order to provide a place for the ready reference material: handbooks, guide books, manuals, etc. Much of this type of material had formerly been published in the old *Miscellaneous Publications* series.

All of these serial publications are carefully written and are based on wide research in agriculture and home economics conducted in the USDA's own laboratories and in cooperation with state experiment stations and land-grant colleges.

The following is a brief description of the new serial sets of the United States Department of Agriculture, illustrated with citations to several titles within each series. The probable usefulness of the series to libraries is also indicated.

Handbooks

AGRICULTURE HANDBOOKS, 1950-d

This series includes useful information designed for use as ready reference, such as: manuals, handbooks, guide books, specifications, glossaries, and lists of plants and animals. The size, format, and typography are flexible to accommodate the subject matter. Examples:

Agriculture Handbook No. 2. *Procedures for Home Freezing of Vegetables, Fruits, and Prepared Foods with Classified Notes on Review of Literature*. Bureau of Human Nutrition and Home Economics Agricultural Research Administration. 1950. 106p.

Procedures which the authors considered most applicable to home freezing are set apart in one column. Other procedures noted in the literature review are given in a separate column.

No. 3. *Workers in Subjects Pertaining to Agriculture in Land-Grant Colleges and Experiment Stations*. 1949-50. 209p.

¹ General Services Administration. *United States Government Organizational Manual, 1951-1952*. 1951. p.640.

A useful annual list previously published in the now discontinued *Miscellaneous Publications*.

————— No. 6. *Northeastern Loggers' Handbook*. Northeastern Forest Experiment Station. Forest Service. 1951. 160p.

The handbook brings together what the young or inexperienced woodsman needs to know about the care and use of logging tools and about the best of old and new devices and techniques for logging under conditions existing in the northeastern part of the United States. It is exceptionally well illustrated. Emphasis has been placed on the matter of workers' safety.

————— No. 12. *Directory of Organization and Field Activities of the Department of Agriculture*. 1950. 135p.

The first part of the directory is arranged by bureau or agency; the second part is arranged geographically by state. There is an alphabetical name index.

————— No. 14. *Motion Picture Films of the United States Department of Agriculture*. Motion Picture Service, Office of Information. 1951. 53p.

A well illustrated and annotated catalog of all current films of the Department, as well as some produced by other government agencies but distributed by the Department of Agriculture.

This set is useful in any general library as well as in special libraries pertaining to agriculture and related subjects.

Bulletins

AGRICULTURE INFORMATION BULLETINS 1949-d

These bulletins include matter of interest to the American public—urban as well as rural. This series includes material of the type formerly published in *Miscellaneous Publications*. Format, size, and typography are flexible. Examples:

Agriculture Information Bulletin No. 1. *The Balance Sheet and Current Financial Trends of Agriculture*. Bureau of Agricultural Economics. 1949. 51p.

This is the fifth of a series of annual reports designed to carry forward the comparative balance sheet of agriculture since 1940. Each balance sheet is of January 1 of its year. This is not a balance sheet of farm operators, nor people living in farms, nor of landlords. Rather it is a balance sheet of the industry viewed as one large enterprise. Some previous issues of this series were published in *Miscellaneous Publications* and some have been published as separates. This is one of the few statistical numbers in the above set to date.

————— No. 13. *Price Programs of the United States Department of Agriculture*. April 1950. 65p.

Since the Department's price-support programs are very complex, such a short bulletin can do no more than outline pertinent legislation and administrative procedure, but since the price-support programs are of great national interest and cost, this pamphlet is of value in any library.

————— No. 20. *Planning Recreation for Rural Home and Community*. Nov. 1950. 61p.

A well written, attractively illustrated bulletin, useful to extension workers, social workers, or any one planning home and community recreation.

————— No. 30. *Guide to Agriculture U.S.A.* Office of Foreign Agricultural Relations and Bureau of Agricultural Economics. 1951. 82p.

The purpose of the *Guide* is to introduce the reader to agriculture in the United States. Here are the general facts about the land and how it is used, the major crops, where they are grown, and the principal livestock products. Special attention is given to farm families, where they live, how they work, and the way they help determine public policy as it affects agriculture. The *Guide* was prepared primarily for foreign visitors; however, it will prove useful to citizens of the United States. It is well written and contains many photographs and maps.

————— No. 59. *Rural Zoning in the United States*. Bureau of Agricultural Economics. 1952. 85p.

A study of the origin and development of rural zoning as a means of preserving the rural community and guiding its growth. This study is concerned principally with the types of regulations that may be enacted and kinds of regulations that have been adopted by counties. Emphasis in the publication is on zoning regulations and on types of districts—agricultural, forestry, and recreational—that are adapted to open country areas.

Monographs

AGRICULTURAL MONOGRAPHS. 1950-d

This is a new technical series carrying results of comprehensive studies and compilations covering broad fields of investigation. Publications in this series are intended chiefly for technical specialists in the various agricultural phases of knowledge. Size and format vary to suit the subject. Examples:

Agriculture Monograph No. 1. *Agricultural Wage Stabilization in World War II* by Arthur J. Holmaas. Bureau of Agricultural Economics. 1950. 139p.

Origin, background, development, program covered, cost, administrative problems, and conclusions.

No. 5. *A Survey of Soviet Russian Agriculture* by Lazar Volin, Regional Specialist, Office of Foreign Agricultural Relations. 1951. 194p.

No. 7. *Exploratory Study of Principal Soil Groups of Alaska* by Charles E. Kellogg and Iver J. Nygard, Bureau of Plant Industry and Soils and Agricultural Engineering. 1951. 138p. Maps, photographs, charts, and tables.

This series is of use chiefly to special libraries or special collections of very large libraries.

Home and Garden

HOME AND GARDEN BULLETINS. 1950-d

This new series presents popular publications on home economics subjects for use by town and city as well as farm residents. Size and format vary to suit the material presented.

Home and Garden Bulletin No. 1. *Family Fare*. Bureau of Human Nutrition and Home Economics, Agricultural Research Administration. 1950. 96p.

This illustrated booklet shows the importance of food for health. It is a blueprint for the application of research in nutrition. By using a table called "A Food Plan for Good Nutrition" the cook can estimate the quantities of vegetables, fruits, milk, meat, eggs, and other food her family needs in order to be well fed. It includes meal planning, standard recipes, modern cooking principles, and advice on marketing and storage.

No. 4. *Window Curtains—Planning and Selection*. Bureau of Human Nutrition and Home Economics, Agricultural Research Administration. 1951. 16p.

This little pamphlet contains color charts and colored illustrations of various window treatments.

No. 7. *Growing Vegetables in Town and Country*. Fruit and Vegetable Crops Division of the Bureau of Plant Industry, Soils, and Agricultural Engineering. 1951. 39p.

Directions for planning, planting, and care of fruits and vegetables; formerly published as *Miscellaneous Publication No. 538*.

No. 12. *Planning the Kitchen and Workroom*. Bureau of Human Nutrition and Home Economics, Agricultural Research Administration. 1951. 47p. Illustrations and diagrams.

No. 16. *Buying Sweaters for the Family*. Bureau of Human Nutrition and Home Economics, Agricultural Research Administration. 1952. 18p. Illustrated.

Marketing Research

MARKETING RESEARCH REPORTS, 1952-d

These studies are published for specialists in various fields of agricultural marketing. They are processed instead of printed. The majority are statistical surveys. A few of the studies are well illustrated with photographs and diagrams. They are indexed in *Agricultural Index*. Examples:

Marketing Research Report No. 1. *Survey of Canvas Awning Fabricators*. Bureau of Agricultural Economics. April 1952.

A study of industrial consumer preferences.

No. 3. *Eating Places as Marketers of Food Products*. Bureau of Agricultural Economics in cooperation with the Division of Agricultural Economics in Minnesota. 1952. 118p.

The survey covers Minneapolis and Fairmount, Minnesota.

No. 7. *Some Improved Methods of Handling Groceries in Self-service Retail Food Stores*. May 1952. 118. Photographs and diagrams.

This is a study of proper methods, equipment, and layout in receiving, checking in, price marking and stocking in retail food stores.

No. 23. *Factors to be Considered in Locating, Planning and Operating Country Elevators*. Bureau of Agricultural Economics. June 1952. 91p. Photographs and diagrams.

This study of the facilities, equipment, and methods of operation of a representative number of country elevators in Indiana was undertaken to provide information needed by people who desire to build new elevators as well as operators who desire to make improvements in existing facilities.

Economics

AGRICULTURAL ECONOMICS RESEARCH. 1949-d

This quarterly periodical began with publication of the January 1949 issue. It is intended as a medium for the publication of technical articles which deal with methods, results, and findings of research in agricultural economics. Included are interim reports on work in progress, articles on new research methods and techniques, critical discussions of old techniques that are in regular use, and articles on new or expanding areas of research or statistical fact-gathering. Discussions of techniques cover the probable usefulness of new developments and the place of such new areas of work in the agricultural field. Invited to contribute to the journal are bureau representatives, state statisticians, and members of their staffs. Each issue carries a list of recent research and statistical publications in agricultural economics

issued by the bureau and five or six book reviews in the field. The reviews are one or two pages in length.

Agricultural Economics Research is usually about 25 pages in length. Its scope is limited to agricultural research with economic influence; hence, it does not replace *The Journal of Agricultural Research*, a semi-monthly journal of much broader scope, which was discontinued in 1949.

State Agricultural Experiment Stations

The state agricultural experiment stations are also excellent sources of useful and inexpensive library materials. Librarians may request lists of available publications from their state agricultural experiment station as well as from the United States Department of Agriculture in Washington. Single copies of most of the state publications are mailed free to anyone making the request. Many of them are colorful and attractive in format. For example, see the following:

An Easy Way to Write the Meeting Story. 1945. 16p.

(West Virginia Agricultural Extension Circular 342)

An Illinois Garden Guide. Feb. 1942. 34p. (Illinois Agricultural Extension Circular 522)

Community Survival. Jan. 1949. 19p. (Illinois Agricultural Extension Circular 633)

Color in the Home. nd. 31p. Illustrated in color. (Michigan Agricultural Extension Circular 296)

Control of the Dutch Elm Disease. nd. 16p. (Michigan Agricultural Extension Circular 308)

More Vegetables on the Table. June 1951. 24p. (Illinois Agricultural Extension Circular 680)

Pruning Fruit Trees. June 1945. 38p. (West Virginia Agricultural Extension Circular 341)

The Story of a Lake. June 1949. 16p. (Illinois Agricultural Extension Circular 644)

Farm and home information is ready at hand for everybody who lives in the country's 3,000 agricultural counties. County agents and home demonstration agents in each of these counties are armed with pertinent federal publications and with data from the state ex-

periment station. Librarians, particularly in small community libraries, should know what government publications the county agents have and supplement rather than duplicate most of the materials.

Recent Trends

Recent trends in government publishing in the field of agriculture are to publish more readable and popular publications; to further separate the technical material from the popular; and to achieve greater artistic variety and attractiveness in format and size. This great variation in format and size make storage and permanent library use difficult but should tend to increase current use. Popular nontechnical publications on display are colorful and eye-catching. The technical research publications remain fairly uniform in size and are of permanent use to special libraries and very large general libraries.

NOTE: The United States Department of Agriculture, Office of Information, has apparently issued no policy on recent publications. Production Marketing Administration, Foreign Agricultural Administration, and Bureau of Agricultural Economics issue annotated indexes of their publications.

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1. Boyd, Anne Morris, and Rips, Rae Elizabeth. *United States Government Publications.* 3rd ed. The H. W. Wilson Co. 1949.
2. United States Department of Agriculture, Division of Publications, Office of Information. *List of Available Publications.* July 1951. (M.P. 60 rev.)
3. United States General Services Administration. *United States Government Organization Manual, 1951-52.* 1951.

THE EXECUTIVE BOARD
and
ADVISORY COUNCIL
of
SPECIAL LIBRARIES ASSOCIATION
will meet in regular session
March 12-14, 1953
HOTEL STATLER NEW YORK, N. Y.

Library Trends

A Review of Special Libraries

ALMA CLARVOE MITCHILL*

Librarian, Public Service Electric and Gas Company, Newark, N. J.

Library Trends, the new quarterly, published by the University of Illinois Library School, is unique in its make-up, in that each issue has its own guest editor and deals with but one aspect of the library profession. The issue of October 1952 (V. 1, No. 2) covers current trends in special libraries and has as its editor, Herman H. Henkle, librarian of the John Crerar Library in Chicago, Illinois.

Mr. Henkle, in the introduction, discusses the term "special" and this discussion, with its varied definitions, keynotes many of the papers.

Irene M. Strieby, librarian of Lilly Research Laboratories, Eli Lilly and Company, Indianapolis, states in a very clear and concise manner the organizational relations of the special librarian, and points out the various functions of the company librarian within his organization. Charts, showing the place of the librarian within the framework of a company, are excellent examples of where the library fits into the organization picture. In some companies, it is directly under the secretary or another executive officer, whereas in others the librarian reports to the director of research.

In her article on the special library potentials of the public library, Rose L. Vormelker, head, Business Information Bureau, Cleveland Public Library, discusses the public library in the light of many special libraries and sets up a public relations program to advertise its various services which could well be adopted by all types of libraries.

Today when the subject of documentation is coming more and more to the fore in relation to special librarianship, Jesse H. Shera's paper is thought-provoking. Mr. Shera, who is dean of the School of Library Science, Western Reserve University, gives a short resumé of the growth of the special library and shows how over the years there has been an overlapping of tangible activities in general librarianship, special librarianship and documentation.

Mr. Henkle, writing on the crisis in libraries of science and technology, shows the need for an evaluative guide in selecting the best writings in scientific, technical and medical literature. He discusses, as a possible future

course, the use of machines for bibliographical and informational searching.

No group of papers on library trends would be complete without one on subject headings and indexing. Dr. Mortimer Taube, president of Documentation, Inc., has made a study of specificity in subject headings and coordinate indexing and in his article gives his reasons for preferring coordination of terms to the single entry.

Probably few of us realize the important part the special library has played in international communication. Edward Carter, head of the Libraries Division of Unesco, tells how this has been accomplished and developed. In fact even before Unesco was created, the International Federation of Documentation and the International Federation of Library Associations were at work on an unusual decimal classification as well as other phases of international relations.

"Recent Developments in Special Libraries in Great Britain," by Robert L. Collison, librarian of Westminster Public Library in London, and "The World Health Organization Library Service", by H. A. Izant, chief of the Library and Reference Section, World Health Organization, Geneva, Switzerland, are descriptive articles of what is being done by special libraries in their respective spheres.

The final paper discusses that most controversial of subjects, special library education. Its author, Edward N. Waters, assistant chief of the Music Division of the Library of Congress, sums up his thoughts in these words "we need better answers to the *how* and *why* and *when* of special librarianship . . ." (The Library) contributes to the safeguarding of health and property, and freely strives to increase the profits of commercial corporations. It is a microcosm of our present-day culture which flourishes in an age of specialization. Functioning as it does, it must have specialists to serve other specialists, and the various specialties have each their own rules and discipline. No one course, no one curriculum can encompass them all. There are such courses, to be sure, and they can fill a distinct need. That need, however, is one attaching to the general librarian, not to the librarian working in law, medicine, music, or science. The latter's needs are bewilderingly different, regardless of whether he is cataloging, counseling, evaluating, purchasing, or administering."

* Miss Mitchill is chairman of the Editorial Board of SPECIAL LIBRARIES.

ASEE Proceedings, 1952

A Review

GEORGE S. BONN*

Associate Librarian, The Rice Institute, Houston, Texas

THE ENGINEERING SCHOOL LIBRARIES COMMITTEE of the American Society for Engineering Education is, in effect, the steering committee of the group of engineering school librarians within the ASEE. Its purpose, broadly speaking, is to foster and to encourage the development and the use of the libraries in the engineering schools throughout the country through broad discussion and wide publicity of its program "library identification with teaching and research," of its surveys on library training needs and applications, and of the *Proceedings* of its annual meetings.

Panel Discussion

For its part in the 1952 meeting of the ASEE, held at Dartmouth College, the ESL Committee presented a panel discussion on "The Present State of Engineering Literature," given by four of the persons in the country most qualified to speak on engineering literature: Dr. James K. Finch, consulting engineer and dean emeritus of the School of Engineering, Columbia University; Samuel A. Miles, technical editor, Technical Literature Division, Hagstrom Company of New York; Edward P. Hamilton, president of John Wiley and Sons; and Dr. Vernon D. Tate, director of libraries, Massachusetts Institute of Technology. Discussants included Curtis G. Benjamin, president of McGraw-Hill Book Company; Fred P. Peters, vice-president and manager of Reinhold Book Division; Rogers B. Finch, professor of textile technology, MIT; and F. J. Van Antwerpen, editor of *Chemical Engineering Progress*. The prepared papers and transcriptions of the discussants' extemporaneous remarks appear in the *Proceedings*.

Engineering Literature

Dr. Finch spoke on the background and the development of engineering literature. He believes "that the demands and interests of the present day have led to the development of a narrow, uninteresting type of engineering writing that has completely frozen out the interests and qualities that have marked the great engineering books of the past."

Mr. Miles was concerned about the current lack of technical writers of any kind, particu-

larly of what he called engineering literature specialists. He felt that there is a great need for improving the quality of engineering literature and for improving methods of preparing engineering information, and that "something should be done about it."

Publishing

Mr. Hamilton mentioned some of the problems—and the solutions—that are confronting publishers of technical books. Bibliographic form, nomenclature, definition of "edition," prefaces, indexes, increased costs, new publishing processes, all came in for brief discussion. One statement is worth quoting: "To answer the familiar question, a paper cover results in a saving of only about ten to fifteen cents per copy."

Library Material

Dr. Tate enlarged on this short statement: "The truth of the matter is that the profession is seriously embarrassed by an over-abundance of library material . . . A good deal is froth or repetition, and we have as yet devised no successful way to separate the froth from the substance." His remarks took into account the efforts being made by all persons concerned with engineering literature: the writer, the publisher, the librarian, and the user.

Mr. Benjamin commented further on problems of technical book publishers and on cheaper methods of production which seem to be, in the last analysis, not any cheaper than standard printing from type. Mr. Peters added specific cost figures to the general discussion. Mr. Finch discussed the lack of interest by most students in technical writing and the apparent lack of use of the library by technical people, while Mr. Van Antwerpen explained in some detail the new monograph and symposium series of *Chemical Engineering Progress* which was established in order to publish useful information efficiently with limited circulation.

Summary Reports

Summary reports on the results of a survey of existing types of library training in engineering colleges, and a statement of ESL Committee work in progress complete the 1952 *Proceedings* which have been mimeographed and are available from the chairman in limited quantity for 25 cents each.

* George S. Bonn is chairman of the Engineering School Libraries Committee of the American Society for Engineering Education.

Is Your Boss Convention Minded?*

ANGELICA BLOMSHIELD AND ELIZABETH FERGUSON

WHEN YOU PLAN A MEETING, you naturally want it to be just as successful as you can possibly make it—a credit to the Division or the Chapter or the Association. You want it to have content which will add to your knowledge and you want it to broaden your horizons. You want to have members leave it with the feeling that the meeting has been worth while.

Then why, with these high aims in mind, are there so many complaints about meetings? And there always are. Perhaps you can't please everyone all the time, but frequently, many people really feel something is wrong. This is especially true at conventions. Then the complaints seem to imply an underlying doubt as to whether they are really worth while. All too often you hear: "My company won't send me to the convention. They say it costs too much for what I get out of it."

If librarians really believe this, and they must or their bosses wouldn't think as they do, what is the difficulty? Is it with the planners of the meetings or with faulty thinking on the part of the librarians or both?

Basically, there are two ways in which a convention or any meeting can be useful. One way is the responsibility of the planners. They choose the subjects of the meetings and select the speakers and the guests you meet and the places you visit. The second way is your own responsibility. It is your participation in these meetings and the advantage you take of the opportunities offered. Both these elements are important in proving the value of conventions to your boss.

To help planners plan better meetings and librarians do a better selling job to their bosses here are some suggestions as to what to consider when a convention or meeting is in prospect.

Planning A Meeting

When a group gets together to plan a meeting, it's unfortunately true the thinking often starts—"A meeting is scheduled for next month. We must find a speaker. Who is available? Who's a good speaker?" Then as an after thought: "What can he speak about?" Wouldn't it be more constructive if the planners started with: "What are we going to achieve by having this meeting? What needs

to be discussed? What audience are we hoping to reach?" Then when this decision has been made: "Who can suggest an effective speaker on this subject?"

Meetings can be of two kinds: based on topics related to subject interest or library techniques.

Subject Interest Meetings

Subject meetings may be planned in many ways. You may want to describe new developments which have taken place during the year in legislation, research, publications or other subjects. There may be a need to revise old material already discussed in the light of new developments or ways to obtain difficult source material. Sometimes it may be advisable to plan projects the division needs to undertake. The subject may have broad enough implications to attract the interest of other divisions. For instance, corporation finance is a subject which would be of special interest to the Financial, Business and Insurance Divisions, to mention the most obvious, or it may be census statistics, which touch on many division interests. The subject may even be of such importance that an Institute must be held to properly explore the problem in question, such as the Institute planned by the Science-Technology Division at the convention in New York.

Meetings on Library Techniques

The primary question in planning this kind of meeting is: what audience do you wish to reach? Will it interest the administrators of large and established libraries, the librarian with a small starting library and a small staff, the assistants, or the clerical workers? If it is a convention you are planning, meetings of interest to these various groups should be held.

The next consideration is the form of the meeting. Should it be an open forum or an intimate discussion group? The audience to be reached and the subject to be discussed condition the approach. The small discussion group lends itself to groups where an exchange of ideas is helpful and to the younger or newer librarian who will hesitate to speak up in a big meeting. Often this type of meeting can have an expert or an experienced librarian as moderator with a panel of librarians describing their experiences and calling for audience participation. Possible subjects include records management, forms, handling of periodicals, telephone techniques, etc., while the subjects for larger groups may include topics such as

* *Division Bulletin, Number 2, May 1952, written by Mrs. Blomshield, SLA Division Liaison Officer, and Miss Ferguson, SLA President.*

relations with management, staff problems, budgets, etc.

But there is more to conventions than meetings. There are people and places.

People

A convention is the ideal time to become personally acquainted with key people in your subject field, whether they attend meetings as speakers or guests. It may give you an opportunity to make connections that will be of importance to you and your company. It is often possible to learn of new research projects being undertaken or there may be other items of news you can report to your company. Finally, it is so much more satisfactory to know a person to whom you can write when further communication becomes necessary.

Places

The places where conventions are held often provide you with one of the best reasons to attend them. It is hard to underestimate the importance of visits to special organizations and libraries within your subject field: noting library layouts, utilization of space, fixtures, the ways and means used to facilitate work. Problems such as these are often discussed in meetings, but they are made so much more graphic when we see them put into practice.

These points are for the planners of meetings to keep in mind. As for the librarian, conventions mean giving as well as receiving.

Librarian Participation

Isn't it true that many attend conventions and meetings with the thought "What am I going to get out of it?", instead of, "What can I give to help make it a success?"

One of the main objections is the amount of time taken up with business meetings. Yet it is because of these meetings we are an Association. There may be considerable discussion, but this is customary in a democratic institution. Your thoughtful participation in these meetings can make the Association stronger, and a strong Association is vital to you, to your job and to your company.

In every convention city there are many companies and organizations with no libraries. Their executives might welcome a chance to consult with experienced librarians in their fields. Opportunities for these consultations can best be provided by individual librarians.

The convention city is a logical place to obtain special information for your company. As soon as you know where a convention is to be held, it is a good idea to get a line on organizations and companies allied to your company's interest. Find out what the men in your company want to know that can be learned from a visit to these organizations, and elect yourself as liaison officer. This often provides an easy way to convince your boss the trip can be of value.

The most important use of conventions has been saved until the last. Who can under-



The Royal York Hotel in Toronto, Canada, the largest hotel in the British Empire, is convention headquarters for the forty-fourth annual convention of Special Libraries Association, June 22-25, 1953.

Pauline M. Hutchison, Chairman of the Convention Committee, reports a convention program especially planned for your information and interest.

Make your convention plans now.

estimate the advantage of meeting librarians from all over the country who work in your subject field? Here is a fine opportunity to learn of the resources of their specialized, special libraries and of the brains and talent to which they have access. This, in itself, is worth the trip to the convention. Most of our libraries cannot hope to cover every angle of our subject, but, it is probable that the resources of all the libraries in our fields will give very complete coverage. Knowing where certain reference sources can be located will often save hours of time. By letter or telephone or telegram you can deliver material you would have had difficulty in procuring if you had not met and talked with other librarians.

This is not a fool-proof formula for a successful meeting or a guarantee that the convention will be of value to you and your company. If, however, the idea of putting needs for meetings first is strictly adhered to, the chances for success are much greater. And if librarians will play down entertainment features and concentrate on a working convention, they will find it much easier to explain to their bosses why they should attend.

Progress Report

PUBLIC RELATIONS CLINIC

Here is another progress report on your Public Relations Clinic. The sessions are so exciting and so productive that I wish you all might attend them in person instead of by proxy.

In the chapters I have been visiting, many of you have asked why we call it a "clinic" instead of something more dignified like a "study group" or "symposium." Since the term is distinctively Mr. Edlund's, let me give you the little quip he often uses to explain it: "There is somebody who is smarter than anybody and that is everybody." A medical clinic offers the advice of several doctors, not just one. So ours represents the thinking of experienced special librarians, plus the vital factor of an open-minded outside expert who sees our problems as our publics and our employers do. This invaluable contribution of outside reactions in advance, as it were, coupled with Mr. Edlund's experience and skill in promotional techniques, has made it possible to blueprint, very rapidly, constructive plans designed to help all of us.

Records are being kept of all sessions for later publication, as directed by the Executive Board. However, I thought you might like a brief idea of this so-called "clinic" approach. At the first session Mr. Edlund asked us what our problems were. Needless to say, he quickly accumulated quite a list. Then he said we must get them in sequence, in order of urgency and importance. To no librarian's surprise, the problem of selling special library service to management was chosen unanimously for first attention.

The next step was to decide what we wanted to tell management. Mr. Edlund professed to be almost overwhelmed by the flood of statements this produced and said it was one of the finest stories he had ever been asked to publicize. Soon three major points of greatest effectiveness were crystallized: (1) Savings in money; (2) Savings in time; and (3) Improved service. It was then decided to build an informational article for reprinting and a visual presentation on this three-part outline.

To make the statements in the outline come alive, we need a number of concrete illustrations: examples, stories, or anecdotes, if you prefer. Our leader has convinced us that generalities never carry the conviction that actual instances do. We have already asked many of you to send us stories out of your own experience and you may be sure that the success of both these projects depends heavily on good illustrations.

Since the clinic's recommendations on this problem are so fully blueprinted, we are counting on the occasion of the New York Chapter meeting on March 13th, following the Executive Board and Advisory Council Meeting, (announced elsewhere in this issue), to get reactions and criticisms from the large group we hope will attend that meeting. Mr. Edlund will actually have the visual presentation to demonstrate. We need everyone who can possibly attend. Everyone can take part.

ELIZABETH FERGUSON, *President*

Chapter Highlights

Baltimore

The Baltimore Chapter has sent a letter to Rose Boots, chairman of the Student Loan Fund, which states:

"We, the members of the Baltimore Chapter, recognize the desirability and need for a sizable, functioning scholarship fund; some of us have already made our donations individually. However, to give increased evidence of our united support of the current scholarship fund campaign, we are enclosing a check for \$25.00 as our chapter contribution. This money was raised by conducting an informal appeal at our recent Christmas party and by matching the sum collected with funds from our treasury. We hope that other chapters, if they have not already done so, will make somewhat similar contributions, in order that the goal of \$5,000.00 will be reached or even surpassed."

IRVIN WEINTRAUB.

Illinois

Dr. John A. Lapp was the distinguished guest speaker at a joint meeting of SLA's Illinois Chapter and the Chicago Library Club, January 20, 1953. Dr. Lapp is a charter member of SLA and served as its vice-president, 1917-18. He was the first editor of *SPECIAL LIBRARIES* and worked in this capacity from 1910 to 1917. Honorary membership in SLA was bestowed on Dr. Lapp in May 1952, at the forty-third annual convention in New York.

The Illinois Chapter has donated one hundred dollars to the Student Loan Fund in memory of Mrs. Madge Collar Preble who died recently. Mrs. Preble was a former chapter president and had served as first vice-president of the Association in 1942-43. She was actively interested in the establishment and maintenance of the SLA Student Loan Fund.

Montreal

Eighteen Montreal members joined twenty of their colleagues in Ottawa, October 31-November 1, 1952, for an unusual week-end meeting. Helen Costello, librarian of the Bank of Canada, Ottawa, headed the committee on arrangements. A dinner meeting was held at the Royal Ottawa Golf Club. A welcome in French and in English was extended by Lillian Steers, librarian of the Forest Products Laboratory, Department of Resources and Development. Madame Juliette Caron-Dupont, and president of the Montreal Chapter, speaking on behalf of the visitors, expressed sincere appreciation for Ottawa's cordial hospitality and expressed the hope that two such meetings could be held each year, one in Ottawa and one in Montreal.

Arrangements were made for the visitors to see various Ottawa libraries the following morning. The afternoon was then devoted to a tour of the University of Ottawa libraries, under the direction of the Rev. August Morisset, OMI, librarian at the University of Ottawa.

New York

The New York Chapter invites all SLA members who will be in New York during the forthcoming Executive Board and Advisory Council sessions, to attend the dinner meeting scheduled Friday evening, March 13, 1953, at six o'clock, at the Building Trades Employers Association, 2 Park Avenue. Dinner will be four dollars. A brief social reception will precede the dinner.

Elizabeth Ferguson, SLA's President, will introduce the featured speaker, Mr. Sidney Edlund, management consultant and director of SLA's Public Relations Clinic. Mr. Edlund will summarize the discussion and actions taken in the clinic and will present material for further discussion by members attending this open meeting.

Mrs. Margaret H. Fuller, librarian at American Iron and Steel Institute, and president of the New York Chapter, will preside at the meeting scheduled to begin at eight o'clock.

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of

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will meet in regular session

March 12-14, 1953

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SLA Authors in Print

Chester M. Lewis, chief librarian of The New York Times, is the author of an extremely useful article on "Low-cost Stack Lighting," which appeared in the *Library Journal*, January 1, 1953.

Sharing Library Service is the title of an article by Anne Maxville which appeared in the January 1953 *Journal of Nursing*. Mrs. Maxville is librarian of the Roger Williams General Hospital School of Nursing and the St. Joseph's Hospital School of Nursing, both in Providence, Rhode Island. In her article, she tells how these two schools of nursing improved their library services, yet stayed within their budgets, by sharing the services of a professional librarian.

Mrs. Maxville is an active member of the New York Chapter of SLA.

Alexander McQueen, director of Alexander McQueen and Associates, Chicago, and a prominent member of SLA's Illinois Chapter, has collaborated in the preparation of an unusual calendar, the first of a series of annual calendars bearing the title, *America's Heritage*, published by The McCreery-Cumming Company, Washington, Iowa. Mr. McQueen has written the stories and articles that are featured in the calendar along with the reproductions of twelve historic paintings.

An article on the research library at Armour and Company Auxiliaries, Chicago, written by its librarian, Lenore Petchaft, appears in the December 1952 issue of *Illinois Libraries*. Editor of the publication's section on "Special Libraries in Illinois" is Virginia S. McEachern, librarian of the Chicago *Sun-Times*.

Ralph Shoemaker, librarian of the *Courier-Journal and Times*, Louisville, Kentucky, is author of the article "Old Newspapers—All in a Librarian's Day," which appeared in *Editor and Publisher*, November 22, 1952.

Microfilm Meeting

The National Microfilm Association will hold its Annual Meeting, March 19-20, 1953, at the Waldorf-Astoria Hotel, New York.

The program is based almost entirely upon the application and uses of microfilm and will include discussion on business, insurance, hospital and government records.

Anyone who is interested may attend upon payment of the registration fee, five dollars.

A detailed program will appear in the next issue of **SPECIAL LIBRARIES**.

MAPS Yale

A recent display of unusual maps from the famous Yale University collection included a two-inch "watchpaper" map of London in 1802. The map, printed on silk, was made to fit inside a man's watch case and served as a convenient street guide.

Three hundred years of map-making were represented at this exhibition in the Yale Library.

Alexander O. Vietor, curator of maps at Yale, states that there are now more than 75,000 maps and charts in the Yale collection.

Montana

Lesley M. Heathcote, librarian of the Montana State College, reports the acquisition of a number of unique maps, in the *L C Information Bulletin*, January 5, 1953.

A careful study and comparison of these old maps with modern, accurate maps of the West, disclose the errors made by the early explorers and by modern historians who base their information on these early maps.

Award Offered

The Oberly Memorial Award, given every two years to the American citizen who compiles the best bibliography in the field of agriculture or related sciences, will be made in 1953. The awards committee welcomes entries of bibliographies issued during the calendar years 1951 and 1952. Seven copies of each bibliography, accompanied by a letter stating that it is being submitted for competition in the award, should be addressed to the chairman of the committee, D. A. Brown, Agriculture Library, Mumford Hall, University of Illinois, Urbana, Illinois. Copies will be returned to owners if so requested. Closing date for entries is April 15, 1953.

The winning bibliography will be announced in June at the ALA Conference in Los Angeles.

NECROLOGY

EMORY CLARENCE SKARSHAUG, librarian, Federal-Mogul Corporation, Ann Arbor, Michigan. Died September 21, 1952.

MRS. MADGE C. PREBLE, former president of the Illinois Chapter, 1941-42, and First Vice-President of SLA, 1942-43. Died November 30, 1952.

Sci-Tech News

New editor of *Sci-Tech News*, official bulletin of SLA's Science-Technology Division, is Lois W. Brock, librarian, Research Laboratory Library, General Tire and Rubber Company, Inc., Akron, Ohio. Miss Brock replaces Alberta M. Barkley who served as acting editor in the interim following the death of former editor, Allen G. Ring.

Dorris M. Hall, research librarian, Firestone Tire and Rubber Company, Akron, Ohio, will serve as the new business manager for *Sci-Tech News*.

New Metals Journal

Acta Metallurgica is the name of the new international journal for the science of metals. The publication has been initiated and sponsored by the American Society for Metals and provides a medium for the publication of papers describing theoretical and experimental investigations covering properties and behavior of metals in terms of fundamental particles, forces and energies. Original papers in various languages will be published with summaries in French, German and English. Professor Bruce Chalmers of the University of Toronto is editor of *Acta Metallurgica*. He is advised and assisted by a staff of associate editors in various countries.

Subscription information may be obtained by writing to:

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BUSINESS LIBRARY SERVICE

Brooklyn Public Library

A new monthly publication, issued by the Brooklyn (New York) Public Library, is the four-page leaflet entitled *Service to Business*, produced jointly by the Business Reference Library and the Science and Industry Division.

An annotated list of eighteen recent titles in the field of materials handling was featured in the October issue. Copies are available from the library on request.

Cleveland Public Library

Business handbooks and industrial directories suitable for the business man's library are listed and described in recent issues of *Business Information Sources* issued by the Business Information Bureau of the Cleveland (Ohio) Public Library.

Business Handbooks were listed in the October 1952 issue and included handbooks covering advertising, finance, foreign trade, insurance, marketing, office and personnel management, public relations, taxation, etc.

Industrial Directories, published in November 1952, provides an annotated list of the latest directories of manufacturers available for the various states and regions in the United States. These directories contain valuable information essential in the fields of market research and manufactures.

Single copies are available from the Bureau at ten cents each to cover cost of mailing and handling.

Coming in March

Papers scheduled for publication in the March issue of SPECIAL LIBRARIES include the following:

How to Obtain Research and Development Reports from
the Government

EUGENE B. JACKSON

Chief, Division of Research Information,
National Advisory Committee for Aeronautics, Washington, D. C.

The Technical Library of the
QM Research and Development Laboratories

ROBERT L. MARTIN

Chief, Technical Library, Research and Development Laboratories,
Philadelphia Quartermaster Depot, U. S. Army

Reporting Experiment Station, Extension Service and USDA
Literature in an Experiment Station Library

ROGER J. POULIN

Librarian, Nesmith Library, University of New Hampshire

Selecting Material for Science Technology Libraries

RALPH H. PHELPS

Director, Engineering Societies Library, New York

PUBLICATIONS RECEIVED*

Publications received will be listed in grateful acknowledgment to publishers sending review copies. Reviews will be published as space permits.

- THE ANGLO-AMERICAN YEAR BOOK.** Edited by *Phyllis Hamlin*. 40th ed. London: American Chamber of Commerce in London, 1952. 522p. 25 shillings. A ready reference on Anglo-American trade and affairs. Includes directories of British firms and their American agents and associates, American firms and their British agents and associates, and the members of the American Chamber of Commerce in London, Inc. Also lists Anglo-American societies, clubs and institutions and carries useful legal and commercial information.
- BRITISH EMPIRE TRADES INDEX.** Classified Trades Lists of Principal Business Houses with their Cable, Postal Addresses and Telephone Numbers—in the British Commonwealth and United Nations. 21st ed. London: Business Dictionaries, Ltd., 1952. 1064p. Price not given. Buyers' guide to leading manufacturers, producers and distributors. Includes alphabetical listing of trade marks and brands of British Empire firms. Paper cover.
- FBI (Federation of British Industries) REGISTER OF BRITISH MANUFACTURERS.** 24th ed. London: Kelly's Directories Ltd. and Iliffe and Sons Ltd., 1951. 882p. App. \$5. Authorised directory of the FBI, association of manufacturers in Great Britain, published annually in November. A comprehensive reference to all sections of British industry. Alphabetical listing of products and services, member firms, trade marks and brand names.
- GEOGRAPHY OF LIVING THINGS.** By *M. S. Anderson*. New York: Philosophical Library, n.d. 202p. \$2.75. A study of man's relationship to his geographical surroundings and the biological links between "physical" and "human" geography—designated as "biogeography". Man's animal needs and the effects of his environment, soil and soil conservation, pests and diseases are thoughtfully discussed by the author.
- THE GREATER NEW YORK INDUSTRIAL DIRECTORY.** Compiled, edited and published by Greater New York Industrial Director, Inc. (401 Broadway, New York 13). 1952. 772p. \$30. Arranged in three sections which give (1) a digest of New York City, including graphs, maps and charts. (2) a list of more than 10,000 manufacturing firms with salient information pertaining to officers, key personnel, products, etc.; and (3) a products and related services classification.
- HOW DOES YOUR CITY RATE? Comparison of the 57 Largest Metropolitan Areas in 41 Population and Housing Characteristics.** Based upon data from the 1950 and 1940 U. S. Census for the 57 standard metropolitan areas defined as multiples of counties which had a population of 250,000 or more in 1940. Compiled by *Edward B. Olds*. St. Louis, Mo.: Research Bureau, Social Planning Council of St. Louis and St. Louis County (505 North Seventh St.), 1952.
- THE LOOK OF MAPS.** An Examination of Cartographic Design. By *Arthur H. Robinson*. Madison, Wisc.: University of Wisconsin Press, 1952. 105p. \$2.75. The author, professor of geography at the University of Wisconsin, presents a critical analysis of cartographic technique in a series of ten essays. Professor Robinson suggests further investigation to provide necessary improvements in map-making. A list of references is given at the end of each essay and a five-page selected bibliography appears at the close of this authoritative book.
- MANUAL FOR THE CLASSIFICATION AND CATALOGING OF MAPS IN THE SOCIETY'S COLLECTION.** 2nd rev. ed. By *Ena L. Yonge* and *Mary Elizabeth Harzell*. New York: American Geographical Society, 1952. 62p. \$2. This guide to the classification and cataloging of the American Geographical Society's collection of maps is divided into four parts: classification schedule, alphabetical index to this schedule, subject-heading list, and catalog card forms.
- Miss Yonge is map curator of the Society, and a prominent member of SLA's New York Chapter.
- OIL-FIELD ATLAS.** Together with Some Significant Facts and Figures on Present and Future Oil-field Prospects and Developments. By *A. Beeby-Thompson*. London: Technical Press, 1952. (New York, Anglo-books) 15p. \$2.95. A set of eight maps show the position of the main oilfield centers of the world. The accompanying text offers a general exposition of oilfield operations, the problems confronting oil companies and some salient facts and figures relating to production and distribution.
- THE SOUTH AMERICAN HANDBOOK.** A Year Book and Guide to the Countries and Resources of South and Central America, Mexico and Cuba. Edited by *Howell Davis*. 29th ed. London: Trade and Travel Publications, 1952. (Distributed in the U. S. by the H. W. Wilson Co.) 782p. \$2. Geography, travel, trade, products, and resources are covered for each nation individually. A large folding map is included.

*The omission of a price does not necessarily indicate that the publication is free.



**THE
EXECUTIVE
SECRETARY'S
DESK**

KATHLEEN B. STEBBINS

In 1924, the Special Libraries Association started a loan file of classification schemes and subject headings lists for the use of those planning to reclassify their libraries or planning to start a new classification on a special subject for which existing classifications were not sufficiently detailed. A chairman was appointed to keep the file and to take charge of loans. Eventually this became impractical and the file was transferred to Headquarters in 1941. From a few dozen classification schemes, subject headings and manuals, the collection has grown to over five hundred items at the present time. Since 1944, Isabel Towner, an active member of SLA, has volunteered to classify the collection and keep the file up to date.

During each Association year, approximately two hundred and fifty loans are made to interested persons. New schemes are added to the collection through purchase or are contributed by members. Schemes and lists are in demand for aeronautics, chemistry, engineering, physics and other technical subjects. Material for atomic energy and related subjects are not covered in the collection, and would be of special interest at this time. Manuals for technical libraries as well as staff manuals in other fields are also needed.

Chapter manuals prepared by the Philadelphia and Boston Chapters have been added to the collection recently. Other recent additions include the University of Pennsylvania Libraries' Staff Manual, *Your Library*, and *A Standard List of Subject Headings in Industrial Libraries* published by the Industrial Relations Section of Princeton University.

The complete list of classification schemes and subject headings is included in the revised edition of *Classification Schemes and Subject Headings List Loan Collection* compiled by Isabel Towner. It is available from Headquarters at one dollar fifty a copy.

CALENDAR

- February 17**
Pittsburgh Chapter.
- February 21**
Kansas City Chapter.
- February 25**
Illinois Chapter.
- March 2**
Boston Chapter.
- March 3**
New Jersey Chapter, Newark.
- March 6**
Special Libraries Council,
Philadelphia.
- March 7**
Southern California Chapter,
Port Hueneme.
- March 12-14**
SLA Executive Board and
Advisory Council Meeting,
New York, Hotel Statler.
- March 13**
New York Chapter, New
York. Public Relations Clinic.
Open Meeting.
- March 19**
Special Libraries Council,
Philadelphia. Board Meeting.
- March 25**
Illinois Chapter.
- April 9**
New Jersey Chapter, Newark.
- April 11**
Special Libraries Council,
Philadelphia.
- June 16-19**
Medical Library Association,
Salt Lake City, Utah. Annual
Meeting.
- June 22-25**
Special Libraries Association,
Toronto, Canada. Annual
Convention.
- June 21-27**
American Library Association,
Los Angeles, Calif. Annual
Conference.

Letters to the Editor

In the January number of *SPECIAL LIBRARIES* there appears an interesting article, "Machine Documentation," by Albert S. Davis, Jr. Would it be possible to secure 100 reprints of this article, or preferably would you grant me permission to reprint the article for circulation to the membership of the National Microfilm Association, full credit, of course, being given to *SPECIAL LIBRARIES* for original publication and permission to reproduce?

National Microfilm Association
Hingham, Mass.

The new format of *SPECIAL LIBRARIES* is grand. The issue with translations of foreign bibliographical abbreviations was invaluable to someone who was doing some special translations for us recently and the chart of *SLA* publications will certainly fill a long-felt want and need.

ROSE L. VORMELKER, *Head*
Business Information Bureau
Cleveland Public Library
Cleveland, Ohio

In the recent issue of *SPECIAL LIBRARIES* to hand (July-August 1952) I have come across mention of the following papers by members of your *SLA* (p.218). I should very much like to acquire off-prints of these, if at all possible, and wonder if you could put me in touch with the respective authors:

- 1) *National and International Pharmacopoeias: A Checklist*, by Mrs. Strieby and Miss Spencer
- 2) *Suggestions for a Small Ornithological Reference Library*, by Miss de la Salle.

I am enclosing for your record a copy of the following small bibliography: Ghani and Hamid, "Malaria in Pakistan: a reading list", *Pakistan Journal of Health*, Vol.2, No.2, 1952, pp.141-55. I should be glad to supply copies of it in exchange for the above publications which I wish to acquire.

A. R. GHANI, *Librarian*
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PUBLICATIONS

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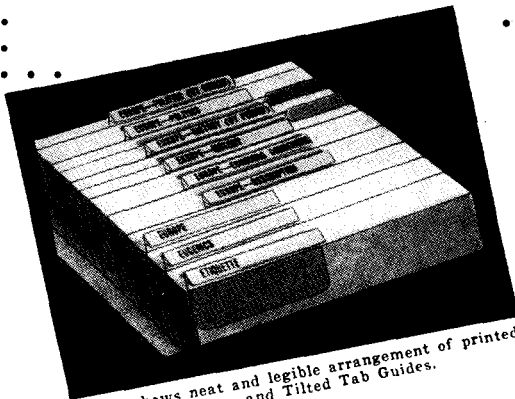


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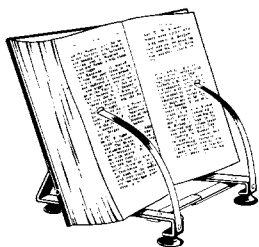
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THE SUBJECT ANALYSIS OF LIBRARY MATERIALS

Papers presented at an Institute at Columbia University, June 24-28, 1952, under the sponsorship of the School of Library Service and the A.L.A. Division of Cataloging and Classification.

Includes contributions by: Wyllis E. Wright, Leo H. LaMontagne, Jesse Shera, David Judson Haykin, Gerald D. McDonald, Alex Ladenson, Frank B. Rogers, Margaret Egan, Kanardy L. Taylor, Harry Dewey, Wesley Simonton, Verner W. Clapp, Carlyle J. Frarey, Jean K. Taylor, Ruth Erlandson, Allen T. Hazen, J. W. Perry, Dorothy Charles, Sarita Robinson.

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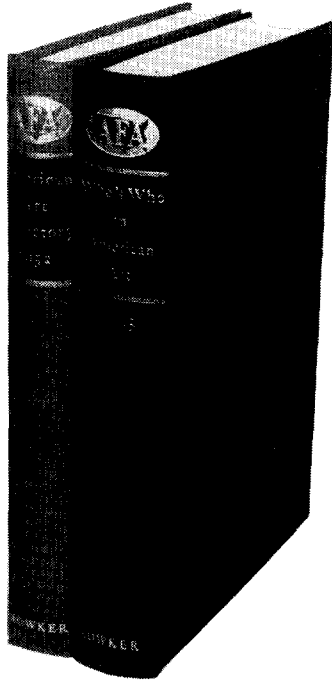
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