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Special Libraries, February 1971

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special libraries

February 1971, vol. 62, no. 2

- ☐ Running the Business
- ☐ The Black Special Librarian
- ☐ Dental Index
- ☐ Obtaining State Manuals
- ☐ Evaluation of Indexing—Summary

SPLBA 62 (2) 63-116 (1971)

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Heavy retrospective collecting in the 1920's assured collections very strong in 19th and early 20th century materials. Since the 1920's the library has thoroughly covered American publications, extensively collected Canadian, British and German materials and selectively covered materials in other countries, with emphasis on France, Italy, the Scandinavian countries, Latin America, Turkey, India and the Philippines. All holdings are in languages of the Roman alphabet.

The catalog also contains main entries for all Kress Library titles. The Kress Library of Business and Economics, based on the Foxwell collection acquired in 1937, consists largely of titles published between 1471 and 1850. It is very strong on economic data and theory and on business practices, and its books are useful for research in many other areas, such as social history or the history of technology.

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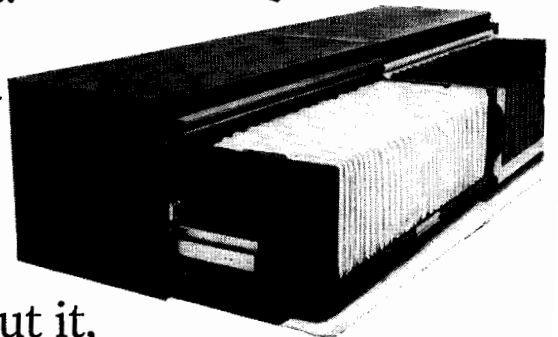
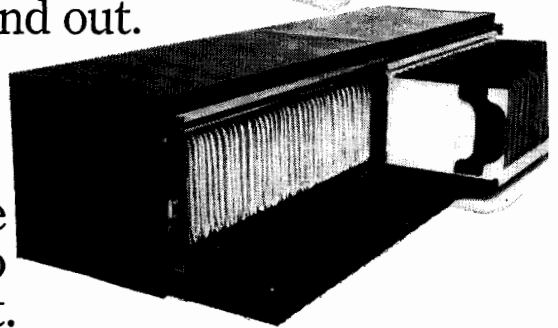
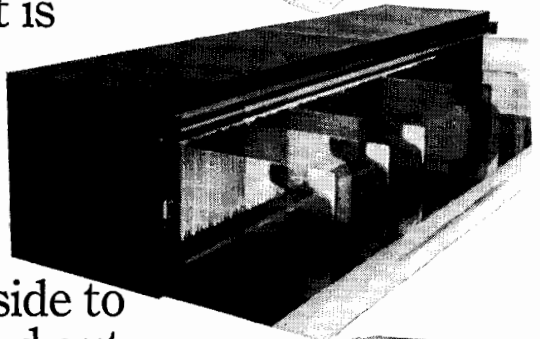
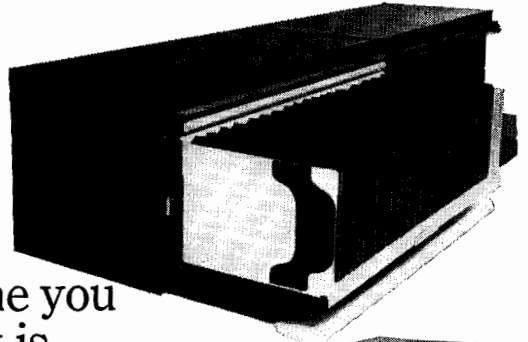
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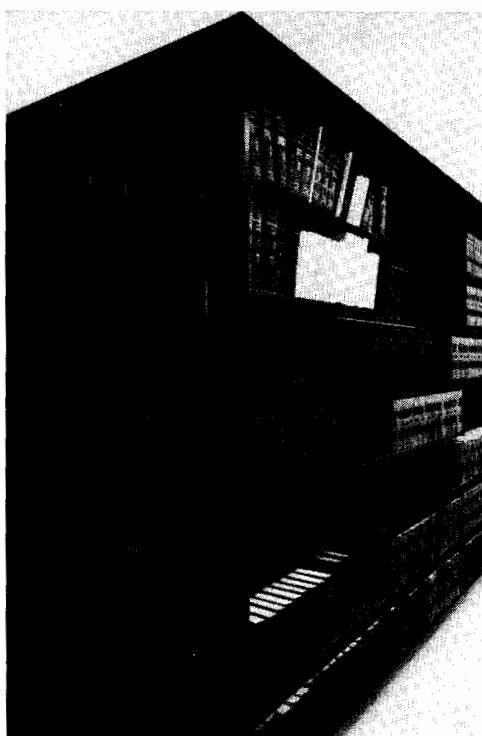
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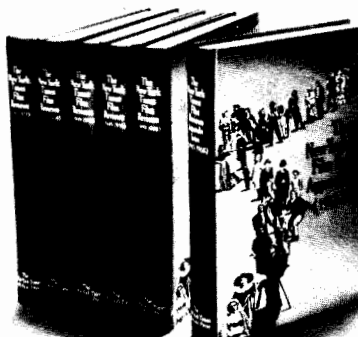
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THE NEW YORK TIMES FILM REVIEWS

JOURNAL 51, 1986



an in "The Charge of
"Brade" at the Strand



Katharine Hepburn, who is featured in "A Woman Rebels."

without stooping to its dramaturgy. The background is richly Victorian, ornamented with stiff nosegays, the scent of lavender, ferns, and

We have less respect for the stock dramatics—the plight of the husbandless mother, whose daughter, named as her niece, falls in love with her own half brother. But this is merely by-play. A theatrical accompaniment to the larger theme, and we may accept it or reject it as melodramatic pyrotechnics illuminating the somber study of a Victorian rebel. In any case, it has been delicately inserted into the picture and need not bore you by its familiarity.

the fact that any number of capricious performances besides that of Miss Hepburn, which is one of her best, would grip is superb as the young Victorian father, Herbert Marshall, most sympathetic as the faithful sister, Elizabeth Allan, competent as the plinking sister and Van Heflin as Pamela's first, ill-fated love, Boris Dudley, making her screen debut is not particularly suited to the rôle of Miss Hepburn's enigmatic daughter. She carries her part with a directness which is a little stilted and leaves her fitness for the screen still to be determined.

Q 30. 1938. 27:2

[illegible]

DR. FRANK S. NIGENT

Once in the not so long ago we were informed with more vehemence than tact that a libel suit is no laughing matter. It just goes to show that even city editors can be wrong. A libel suit can be a laughing matter and "Libelous Lady," which came to the Capital yesterday, proves it. A sardonic comedy, with slapstick smudges and a few wisecracks, it takes the "free press, free press" liberties with the statutes and poets at justice—all in the name of merriment. And offhand we can think of a dozen reasons why



Jean Harlow in "Libeled Lady,"
at the Capitol.

As the volunteer husband-about-to-be-alienated, Chandler must discover a wife willing to be annoyed by his alienation. In this journalistic emergency the two set upon Gladys (Miss Harlow), who for years has been waiting at the nation's altars for the loving but preoccupied Mr. Haggerty. Gladys is not too pleased with the substitute, but she accepts it as a part-time job. Chandler sets his net for Miss Alenbury, the raiding party leader. Gladys has a change of heart. Mr. Haggerty dies a thousand deaths, and a good time is had by

Most of the situations are rousing and funny, particularly Mr. Powell's outlandish adventures and the Harlow-Powell marriage scene, in which the bride accepts a peck on the cheek from her husband and throws herself ardently into Mr. Powell's arms. "A good friend," exclaims the groom to the minister. "A very good friend," he adds after a second look. Moments later he impudently to condone a certain amount of pace toward the bride.

The picture, which is merely an antiquated type of stage farce enacted before a camera, shows Mr. Ruggles as an uxorious nurseryman, wrapped up at extramarital moments in his petunias alone, and Miss Boland as his faithful and contented spouse. Into this middle-class Eden creeps that lettered and misogynist serpent, Adolphe Menjou, in the shape of a visiting author of a best-selling tome called "Marriage, the Living Death."

Quixotic as ever, Menjou makes a commendable effort to break up the Ruggles-Boland marriage, only to be himself entrapped into matrimony in a series of almost wholly unamusing escapades, including a final one in which he and Ruggles tumble headlong into a ditch of muddy water. Every one in the cast tries very hard, and you feel that even the urbane Mr. Menjou falls into the ditch, as it were, unreservedly, without holding back a shred of himself. B. R. C.

Q 31. 1936. 24:2

THE MAN I MARRY, from a story by M. C. C.	
Charles Webster.....	directed by Ralph
Written and produced by Universal	
René Alier.....	Doris Nolan
Ken Durkin.....	Michael Whalen
Elaine Harlow.....	Margaret Lister-Jones
Throckmold Van Nardland.....	Verdell O. Smith
Robert Hartley.....	Nigel Bruce
Jack Gordon.....	Sheela Gallagher
Jerry Ruidewey.....	Cliff Edwards
Organist.....	Ferdinand Sollich
Piano player.....	Henry King
.....	"Chir" Sain
.....	Ed McWade
.....	Harry Harlow
.....	Rollie Hays
.....	Paul Shannon
.....	Richard Carr
.....	Low Kelly

Universal's "The Man I Marry" makes its chief bid for recognition as an introductory vehicle for a potential star in the Hollywood firmament. Miss Doris Nolan, who bowed to Broadway last year as the Karen André of "Night of January 15." Like all screen novitiates Miss Nolan is carefully restrained from demonstrating her histrionic abilities in the new film. The Palace. "The Man I Marry" has been so designed that it presents her almost solely as a personality and as such she is highly accepta-

"The Man I Marry" is an ambitious play. Its principal characters are a playwright (Miss Nolan) and the son of a wealthy Boston family (Michael Whalen) who decides to make his way as a playwright under an assumed name just to prove to his dictatorial mother that he is capable of making his own living. With that set-up, the script writer

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"The G

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LETTERS

Ethics?

When I told friends of the help provided me and my family by the two articles in the September issue of *Special Libraries*, they suggested I write you in case you feel your readers want to know that the reports on the trials of terminated librarians are not unique.

Reading the article by Beartha Cupp was like reading my own diary. I had visited the same agencies and talked to the same people. I had the same experience answering blind ads—no reply. I found my MLS more of a handicap than an asset. I will never be able to thank the members of my family, NJ/SLA and assorted other SLA'ers for their encouragement and concern. In fact, I reached the point at which I did not want to tell anyone of my problem, it upset *them* too much. My story has a happy ending. On the 111th day, I received a firm offer of a position and started work the next day.

The article by Paula M. Strain, also, had a familiar ring; but I would like to comment on the area of the para-professional or library technician. I still believe there is a need for them. Further, I believe some organizations need them—not librarians. (For example, two places I visited were looking for a "librarian" to order and/or borrow material, open mail, check-in periodicals, catalog, type and file cards, send out overdue notices, search assigned indexes under selected subject headings, circulate, reshelve, and make copies. They were hoping to find someone for \$7,500, but might have to go to \$9,000. For the *job description*, the pay may be right but the *title* is wrong.) Thus, we have a new problem. Traditionally, with management's blessings, special librarians have helped one another, knowing help will be available in return. However, now we have a one-way situation and private organizations supporting full library service for their staffs should not be expected to subsidize neighbors who have opted lesser service. Guidelines will have to be established to help librarians decide the extent of help "ethics" requires of them. I suggest a leaflet, like the ALA Inter-Library Loan Code which librarians could use to explain the service limits when they feel they have to refuse a request. These guidelines should include suggestions as to where help may be obtained. Maybe, this opens up a new field of consultants for industry on a fee basis.

Marguerite Bebbington
Upper Montclair, N.J. 07043

Warring Titles

I'm your old former member in Washington, a broken-down cataloguer with the M.S. in L.S. from Catholic University—now writing in trouble on behalf of a corporation I belong to.

After graduation from teachers' college, I took secretarial work and went to work for a beautiful Quaker gentleman who died June 26 at 95. This was Frederick J. Libby, and you can find biographical facts on him in old *Who's Who* volumes, prior to his retirement year of 1954.

He was executive secretary for his lifetime of the National Council for Prevention of War, which Quakers called into existence in Washington 50 years ago for encouragement of the naval conference of 1921 held here.

With the 5-3-3 ratio and decision by our Navy to build up to its full quota, the Friends turned us loose to raise our own budget and go permanent. That is how the story of Mr. Libby's book, *To End War*, begins. It is a sparkling, terse, objective, non-egoistic how-to-do-it manual which just *must* get into the hands of the despairing young resistance types of today.

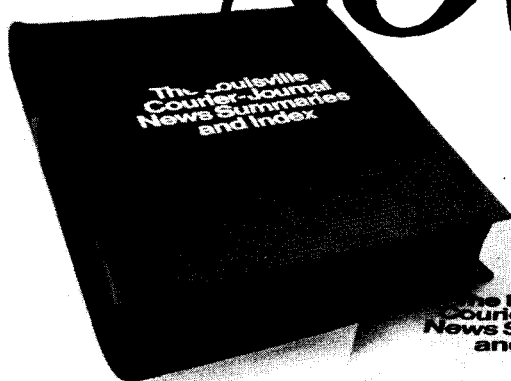
But something unparalleled in my 54-year experience has occurred. An arriviste West Coast group has post-empted our title. Their own review copy of *To End War* was sent by our publisher November 3, 1969. Yet they published a book of their own by that title; I haven't inspected it; our public library hasn't deemed it worth collecting, and the World Without War Council (note the suspicious use of two of our key words "war" and "council") hasn't sent me a copy which I requested December 6.

All we can do, with no money for advertising, is to solicit reviews of our own splendid book, excellent and unique in content and brilliantly written. To prescind from the interloping *To End War* is going to be hard to do. I foresee anguish and confusion for all cataloguers, and diminished sale for either book in the small market they would be reaching at best.

This interference-pattern was surely deliberate, and deserves to be pointed out in library circles. I hope my letter, written in the peak period for "Peace on earth, goodwill to men," will have some clarifying effect.

Clayton D. Loughran, A.A.U.P.
Wider Quaker Fellowship
1124 Newcomb Way
Baltimore, Md. 21205

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. . . more letters

Money and Merger

I read with great interest the letters in the November 1970 issue of *Special Libraries* by Deuss, Michaels, and Wickline, and I couldn't have expressed *my* feelings better! I, too, am a member of both SLA and ASIS at present, but how long I shall remain one is contingent upon whether or not the two associations merge. SLA is having enough trouble financially* without taking on any ASIS responsibilities. If the merger goes through, I shall probably resign from both associations because, to me, the resulting organization will *not* be a professional one.

**Dorcas H. Cheavens, Manager
Technical Library
E. I. du Pont de Nemours & Co.
Wilmington, Del. 19898**

* ED. NOTE: See *Special Libraries* 61 (no.9): p.518 (Nov 1970) for General Fund Budget for FY 1971.

Motion Pictures and Industrial Libraries

The annual subscription to the *National Union Catalog* costs \$675 and includes the *National Union Catalog*, which is of considerable value to catalogers, the *Motion Pictures and Filmstrips* and *Music and Phonorecords* sections, which are of almost no value to industrial libraries, and the *Register of Additional Locations* and the *National Register of Microform Master* units, which are of limited use. One may order the *Motion Pictures* and *Music* sections as separate or additional subscriptions, but no other selection is possible.

The Chief of the Card Division, Library of Congress, which distributes the *National Union Catalog*, says that most libraries want the set as a whole, and do not want subscriptions to separate parts. This library disagrees with him and would like to be able to subscribe only to those parts we use, rather than having to pay for material which is discarded unused after a period of time. Expressions of opinion on this subject from other special libraries would be of value if sent to the Chief of the LC Card Division.

**Paula M. Strain
The Mitre Corporation
McLean, Va. 22101**

Civil Liberties

The members of the state-wide Committee on the Social Responsibilities of Libraries (a standing committee of the California Library Association) endorse the work of the Meiklejohn Civil Liberties Library, 1715 Francisco St., Berkeley, California 94703.

This library is a unique California resource relating to basic issues in public life in America today. Areas of information collected by the library include, but are not limited to, civil rights, constitutional law, poverty programs and other social issues. It seeks out many sources for materials related to these subjects not generally available or known to most libraries. Its collection includes legal briefs, petitions, memoirs, reports, reported and unreported opinions of courts, periodical articles, clippings, pamphlets and transcripts. Much of this material would be of great value to public, school and academic libraries if its existence and means of obtaining it were more widely known.

The Committee feels that the Meiklejohn Civil Liberties Library, its services and programs, should be known to every librarian in California; that the work of this important institution should be publicized in our library professional periodicals; that libraries should be encouraged to subscribe and make available to their users the various reference resources and bibliographies published and distributed by the Meiklejohn Library; and that vigorous efforts should be made by the library profession, particularly in California, to support this unique library in any way necessary to insure its continued operation.

**Stefan B. Moses, Executive Director
California Library Association
717 K Street
Sacramento, Calif. 95814**

Special Libraries welcomes communications from its readers, but can rarely accommodate letters in excess of 300 words.

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The Business of Running a Special Library

Helen J. Waldron

The RAND Corporation, Santa Monica, California 90406

■ This paper, a lecture to library school students, presents in detail four elements that make a special library "special," as background for a discussion of suggested approaches to follow if one becomes responsible for managing a special library.

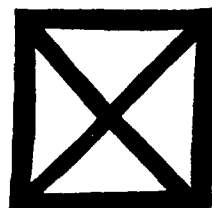
THE BUSINESS of running a special library can be a vitally interesting activity, but before I proceed to that subject, some background on special libraries in general is necessary. Because there has never been a definition on which everyone could agree, a great many special librarians begin by explaining what a special library is *not*—that is, a special library is not a public library, it's not a school library, and it's not a college or university library—the kinds that most people are familiar with. Instead, special librarians work for commercial, industrial, governmental, or non-profit institutions, such as research organizations, banks, manufacturing companies, newspapers, government agencies—whether local, state or federal—hospitals, insurance companies, museums, very specialized departments of public or university libraries, etc. None of this is new. Nevertheless there are some unique characteristics that special libraries possess in common. Following are four elements that I consider of major importance in differentiating special librarianship from other kinds of librarianship.

Specialized Service

First—and without a doubt the most important—is a very specialized and personalized service, which is both a philosophy and a practice. I certainly do not imply that other kinds of libraries are not concerned with service, but providing *special* services is a primary function of all special libraries, regardless of the kind of organization with which they may be associated.

For example, one of the traditional functions of public libraries and, even more particularly, academic libraries and school libraries, is instruction. Librarians have customarily performed an educational function in order to teach users to work with reference tools, to use a card catalog, to find their way around a book collection, to learn how and where to get access to the sources that they most need. The reason is a very natural one. There are too many students or patrons (public users) in these libraries to make it feasible for a librarian to offer the same kind of personalized service that is not only customary, but *de rigueur*, in a special library. Special libraries, on the other hand, make no pretense of instruction to their patrons on how to use the library or where to find materials. Actually, there may be some special libraries that do attempt this, but in my opinion, if they do, they shouldn't. The purposes in setting up a library in an organization can be, among other things, to enhance communication, to increase creativity, or to reduce duplication of effort. And tak-

ing the time and effort of technical, professional or administrative staff whose function is to contribute to a new product or to generate a new idea, just to teach the user how to use the library is not going to meet any of these objectives, and is wasteful of valuable manpower. If the library can save that individual's time in any way, the library is contributing to his work and thus indirectly contributing to the mission of the organization of which it is a part. A special librarian locates information for his user in a much more detailed fashion than the usual reference librarian can expect to. The user wants the information—not to be told how to look it up in a periodical index or in the card catalog. And this same service concept extends even to small details. If the catalog has to be searched, it's the library staff who search the catalog and no questions are asked as to why the individual is not willing to do this. If the patron is standing at the desk and is told that the book is in, he may show no inclination to go to the shelf himself. In that case, a member of the library staff walks over and gets it, and the incident does not even rate a second thought. If he is too busy to come after them, the library will deliver his materials to him. He is not expected to pay a personal visit, although he is always welcome whenever he does come. The librarian accepts his telephone calls or a message from his secretary. He orders materials for him. If whatever an individual needs is not in the collection of a public or university library, the most that can be done is to try to borrow the item. But in a special library, if the material is essential to the work that is being done, the librarian orders it, buys it, requests it, borrows it, begs it—whatever may be necessary to acquire that piece of information. And not only that, he does it in the quickest way possible, even if this means telephoning all over the country. I have lost track of the number of hours I may have spent calling publishers, libraries, or other specialized organizations in a dozen different locations—sometimes all in one day—in order to locate a vital piece of information.



And in a special library, this is not considered an extravagance. Where speed is important, the fastest method may in the long run be the cheapest.

Another specialized service is translation activity. Some libraries have full-time translators on the staff, but in many organizations where this is not required or is not feasible, it is the library, in most cases, which makes the arrangements for a translation, either by attempting first of all to locate one already completed, or, if it proves to be totally unavailable, then arranging for a commercial translation. Still another service is literature searches. If an individual, or a group of individuals, is beginning work on a new project and needs background material, it is the library which locates and puts together a collection of items that will be of assistance in providing this background, in giving these people knowledge of what has been done in the field, where the problem areas are, etc. before the individual—or group—starts its more productive phase of work.

All special libraries provide some form of current awareness service—it may be only an irregularly issued list of new accessions, or at the other extreme, it can be a very sophisticated SDI system, or selective dissemination of information, by which a computer matches incoming material against a profile of user interests and prints out abstracts of those matches. More commonly, there is a combination of a more or less formal listing of new acquisitions, and a simultaneous routing of incoming materials to individuals or groups whose interests the librarian knows about because it is his *job* to know what kind of projects groups and individuals are working on.

I have stressed at some length this aspect of personalized service, but only be-

cause it is so important. As a matter of fact, other kinds of libraries are beginning to move in this direction now—towards more service and less self-service. Public libraries, and most particularly public libraries who are a part of a network or of a system, are—for the first time in any measurable way—providing to the business segment of the community the same kind of service which special librarians have provided to their own immediate small circle for many, many years. Furthermore, I think this will be a continuing trend, in spite of present cuts in state and federal support.

Current Information

A second major element that makes a special library special is the immediacy of its material. Books are extremely useful, and certainly no special librarian is "against" books, even though we have occasionally been accused of being so computer-minded we are anti-book. But book material, especially in a fast-moving scientific field, is frequently outdated by the time it is published. It can easily be two years from the time experimental work has been done or a new theory has been developed until the results have been published commercially. Consequently, most special libraries (though not all, by any means) depend heavily on periodical and technical report literature, or on some other media, such as slides (in an art museum) or clippings (in a newspaper library). Periodicals are certainly a much faster vehicle for transmitting information than books are, but even here, there is frequently an intolerable lag of anywhere from six to twelve months, sometimes eighteen months, before an article is accepted, reviewed, returned to the author for necessary

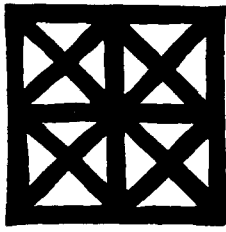
changes, and subsequently published. Most editors seem to feel that if they can accomplish this process within seven to nine months they are doing extremely well, and the majority are more often forced into a twelve- to eighteen-month cycle. As a result, and especially in technical areas, it is report literature which is of such interest to the research staff, because this is the way in which the latest work in a given field is disseminated in the shortest possible time.

Privacy of Collections

A third major element which makes a special library special is that to a major degree the collections and the services are not open to the public, but are limited to the staff of the organization in which the library is located. A special library's first responsibility is to its own organization, and unless the company policy is oriented to public relations in this particular manner, few special library collections are available to outsiders except on a rather limited kind of interlibrary loan. This is something of a generalization, and I recognize that in some special libraries this is not true. Some of the aerospace and other special libraries in the Southern California area, for example, are making a special after-hours effort to serve students who are frequently restricted in the materials available to them, especially if they are in a location served by a small public library or are without access to a major network. But this is the exception rather than the rule. And in any case, such service has to be limited to library use. No special librarian can explain to an impatient scientist or management specialist or marketing consultant, or medical technician, that the item he requires is out on loan to a student for two weeks—and consequently unavailable for his use! This is not the way to achieve success.

Borrowing Among Libraries

Still another major difference between special libraries and others is their



marked dependence on other libraries for materials and even for reference help. No special library, no matter how restrictive the subject area or field in which it is working, can hope to have an exhaustive collection. It has neither the need nor the desire to compete with the academic libraries which attempt ever more zealously, it seems, to cover exhaustively all materials in not just one, but several fields. Special libraries, for one thing, are seldom favored by generous space allocations in which to collect and store. Instead they are expected to supply carefully tailored information *when* it is needed to the person who needs it. In order to meet this goal, and still work within the constraints of space and collection limitations, special librarians over the years have built up an informal network of personal associations. Some of this is achieved through professional organizations, and there are many of them—the Special Libraries Association, the Medical Library Association, the American Association of Law Libraries, the Music Library Association, the Theater Library Association, etc. Indeed, their principal value to many of their members seems to be that they provide an opportunity—in both geographic and subject units—for personal contact and unofficial arrangements between libraries.

But even more than this simplistic reason for existing, historically it has been the specialized library associations which have taken steps to inventory available collections and resources and to publish information about them—directories of special libraries, both national and local (with, usually, special emphasis on lending policies and the degree to

which they serve outsiders), and dozens of union lists of periodical holdings. These groups, too, have pioneered in the exchange of duplicate materials through a central clearinghouse or at the very least centrally prepared lists. Why? Because this was the information most useful to libraries with small concentrated collections and sporadic needs extending beyond that collection, and it was simply not available anywhere until they themselves provided it. Much of our business is accomplished by phone and our contacts are by no means limited to the local area. The objective is to acquire the publication, or even more often, to find the specific fact that is needed. And always, there is a time constraint. Information is needed yesterday, not next month, or when there is time to get around to it. Thus the more people the librarian knows—or at least knows about—and the more resources he can turn to, the more successful he will be.

It is true that many of the professional/technical staff with whom the librarian works are very much interested in having at least a small core collection of materials to which they can have ready access, and it is the librarian's job to provide that collection, and to see that it stays pertinent to the needs of the organization; but more often, it is the crash program, the answer that was needed last week, that requires the librarian's special knowledge and ready assistance.

The foregoing is an attempt to delineate some of the characteristics unique to special libraries. And without this general knowledge, it is somewhat difficult to provide any useful comments on "the business of running" one.

Managing a Special Library

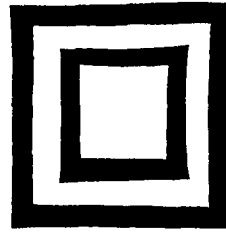
Special libraries are no more alike in detail than the firms they serve, but each has certain functions to perform and certain requirements to meet regardless of the *kind* of special library being operated; that is, there are common functions and common requirements in all special libraries. Knowledge about how to manage a library is important because any-

one who selects special librarianship as his field is much more likely to end up being responsible for the business of running a library than is his counterpart in the academic or public world. For one thing, special libraries tend to be small—there are literally hundreds of them that operate as one-man libraries; that is, one professional, and perhaps some clerical help, and perhaps not—and many hundreds of others that can be classed as two- or three-man libraries. Anyone finding himself in such a library situation is forced into being a manager whether he likes it or not. This can be a frightening experience, but it can also be a very exhilarating one—depending on how much the librarian knows.

If a librarian suddenly finds himself in such a situation and feels inadequate about his capabilities as a manager, there is nothing to prevent him from learning. Librarians of my generation had to do exactly that, as there were no special library courses available then. I cannot refrain from pointing out here that one's education and training never cease. Nothing ever learned goes to waste in a library, and not a year passes that there will not be something new to learn.

What then are some of the managerial responsibilities of a special librarian? First of all, he is expected to be a businessman in his relations with his management. It will be taken for granted—as in other kinds of libraries—that his professional and educational background has equipped him to provide library service. But it is equally expected that he will understand and be prepared to put business practices into effect, and that he will recognize that operational costs must be justified.

Even a medium-sized special library—with rare exceptions—is a small unit within the complex of the parent organization. One might do well, therefore, to disregard most of the administrative doctrine applicable to public and academic libraries which are not the appendage to a larger organization as the special library is. The special librarian's approach has to be pragmatic. If his policies and doctrines contribute to the reali-



zation of the organizational objectives, they are good whether they represent good administration theory or not; if they do not contribute to the goals of the institution, they have no value and ought to be discarded.

So, it is first necessary to look to the organization with which the library is affiliated. Corporate organization, in particular, can be confusing—if not downright meaningless—to one not familiar with it. And corporate organization is as different from one establishment to another as one special library is from another. Divisions, departments, groups, sections—all have different meanings and different relationships in different organizations. The first objective, then, will be to get a clear picture of the company's structure so that the librarian and the library can identify with *its* main objectives; and second, to acquire a thorough understanding of company policies within which the library will be operating—the quickest way to perdition is to attempt to operate in conflict with those general policies. The third objective will be to begin the establishment of harmonious relations—with users, with peers in the organization, and with management strata above and below.

Public Relations

Survival in any organization is not, unfortunately, exclusively dependent on how well one does his assigned job. Every unit is in competition with every other unit for funds, for space, for personnel. Public relations is therefore a *must* in any special library. Unless people—and that term is not limited to users alone—know what the librarian is

accomplishing, no one outside the library unit is going to come to his aid during budget discussions. When special librarians get together, they spend a lot of time talking about their relationships with management. The words "top management" seem to have a mystique for them that other types of libraries may have difficulty in understanding. But the reason is comparatively simple. It is top management who makes the final decisions on budget allocations, on the company's direction, on priorities for effort, and so on. It is important, then, to every special librarian that his library's objectives be understood and accepted by his management. It is for these reasons that relationships in all directions are important, and once the librarian begins to establish them ("begins" because this is a continuing project), his next objective must be to formalize the library's own objectives and aims. He will have known in his own mind what he is expecting to accomplish or hoping to achieve, but few special libraries operate under a formal charter outlining objectives and aims. All libraries should have such a charter, and if the company is unwilling or too disinterested to do this, the librarian must. Formalizing aims and objectives has a surprising way of clarifying them—even for the library and its staff.

Organization

When a charter has been established for the library, then if no organization manual exists, one must be created—it will be of value to everyone in the library. Far too many policies are promulgated one at a time in response to specific problems; more often than not it is the librarian who has formulated them, and there is nothing wrong with that. The librarian *should* be formulating them, but not one at a time—it should be a systematized effort in order to integrate them into one cohesive whole. No procedures or policy manual can anticipate *all* problems or provide written policies for every situation or relationship which may arise. If so, once such a man-

ual were completed, a robot could do the job. In short, there is still no substitute for judgment and clear thinking.

Other managerial responsibilities include such items as supervision and financial operations. A one-man library will certainly not require much in the way of supervision, and the librarian will hardly be expected to provide opportunity for professional growth among his staff, if he doesn't have any. But there will always exist that intangible factor of morale—which the librarian is responsible for building—even if there is only one assistant: recognition of the organization's objectives, and of the library's objectives; knowledge of and compliance with company rules and regulations; a growing pride in individual and unit accomplishments. Obviously, if there is a larger staff, the supervisory responsibilities and problems are going to be more complex, but whole courses are devoted to that subject, and the subject is not within the scope of this paper.

Financial operations exist in every library, regardless of size. A librarian expects to be consulted at budget time (although one's recommendations are not necessarily always accepted). One can expect monthly or quarterly budget status reports since, as in other kinds of libraries, a major responsibility is keeping expenditures within budget limits. One attempts to follow—or instigate, if this is appropriate within a particular context—purchasing policies that will enable one to meet the demands of his clientele and at the same time effect savings where possible. One must also be concerned with the financial aspects of personnel: salaries, raises, promotions, benefits or privileges. Many decisions must be made in these areas. As an illustration, how does one determine the entering salary for a new employee—with experience; without experience? If the librarian is interested in automation or computer applications, his budget and financial knowledge and obligations become even more important.

Make sure that direct access to the library is available to all. No one goes through channels to use the library. It is



true that the president or the personnel manager or even a researcher will instruct his secretary to find out for him the answer he needs, but this is only a convenience, and not a necessity because the organization requires it. And make sure that there are lines of communication both to and from the library.

An organization chart can show you the official and authorized relationships among units of an organization; none can show you the myriad lines leading in every direction—vertical, horizontal, diagonal, circular, zig-zag—which a library, if it is doing its job, will have—both to serve, and to derive information as required. It is surprising how many times the needed answer will be found within the organization, and it is the library which must be the switching point for this exchange of information.

It is necessary to exercise care, however, in releasing information—be sure that no company policies are being violated. All librarians have a deep conviction that information should be available to everyone—special librarians have to modify that somewhat. For example, as a non-profit organization with no axe of any kind to grind, we get an unusual number of requests from our profit-making neighbors for materials they hope we can lend them. They are not about to ask a competitor (even though that competitor's library may be more appropriately stocked for their needs than ours is)—because to do so would be to divulge information about their company's current interests which are not yet public property.

Unfortunately, results of the library's work are difficult to measure in dollars and cents. Unlike their public and academic counterparts which are recognized

and accepted as a necessary part of their respective communities, in the business world, special libraries are often suspect, and one is always in the position of justifying their existence. This is largely because libraries are in the "overhead" or "indirect cost" category of the organization's finance structure. The library's primary function is to further the effort and the capability of the "direct cost" staff who are bringing in new work or performing work already contracted for. It must be understood that there *may* be a certain resentment among these "direct" or profit-producing units about supporting overhead operations, such as a library. And the librarian's job, of course, is to convince them that the library *is* contributing to their success.

Conclusion

All of this may sound rather like a worrisome and uncertain existence—on the contrary, it makes for an exciting, viable, dynamic, fluid kind of library. There is no limit to the innovations one can make—as long as they don't cost a fortune—and there is absolutely no advantage in tradition for tradition's sake. As I have emphasized, the librarian's first concern is his own organization's objectives. If traditional circulation policies or cataloging practices or reference services do not advance those objectives, then they must be modified. But to do this, a firm background in library science is a necessity. It is perhaps analogous to a sculptor who studies anatomy only in order to be able to ignore it. A special librarian is in no position to make intelligent innovations, unless he knows what the traditional and time-tested methods are, and the ways in which

those methods have been applied to problems over the years. Attempting to set up one's own system without regard for what has been done successfully in the past is like re-inventing the wheel, and it accomplishes nothing.

It is not possible in very many libraries to establish policies and procedures and then sink into a comfortable rut for the next ten years, but in special libraries, it is literally impossible. This is what makes special librarianship such an exciting field—one must always be alert, always sensitive to the tides of change around one. For there is no question about there being change. The only uncertainty is in what direction it may come, at what rate, by whom instigated, and with what outcome. Because one must constantly adjust with the times and with one's organization, I can think of no better profession for offering a constant challenge and a way of staying young forever. Special librarianship and hardening of the arteries simply do not go together.

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Miss Waldron is library manager at The RAND Corporation, Santa Monica, California. Presented as a John Cotton Dana Lecture at San Jose State College on Apr 7, 1970.

I am a Negro:

Black as the night is black,
Black like the depths of my Africa.

LANGSTON HUGHES

A Special Librarian by Design*

Vivian Davidson Hewitt

Carnegie Endowment for International Peace, New York, N.Y. 10017

SPECIAL LIBRARIANS are among the most sophisticated and aware people I know. They often get to travel and to meet interesting people. They are information experts providing specialized services to bankers, manufacturing concerns, newspapers, research organizations, advertising, insurance and government agencies, hospitals, museums, professional and trade associations, and to the fields of business, science, technology and the social sciences. Whatever one's special "thing," it can be done in a special library. There is a general feeling that race is not a handicap to acceptance or involvement in special library circles. The field is wide open, especially to the young black.

Most of the time, when special librarians get together in meetings of the Special Libraries Association, race does not intrude. We are professionals wrestling with mutual problems—lack of space, high turnover of clerical staff, lost periodicals, slow bindery service, insufficient time for reading, recruitment, inadequate representation of special librarianship

courses in library school curriculum, etc. Black librarians are functioning at every level in the Association, although too few, to be sure. The same dozen or so, with a few new faces, are seen each year at the annual meetings. New York has the largest Chapter within the structure of the Association, and among the special librarians I know, I have not encountered any who are bigoted. When I first started attending annual conferences, a few, seeing my Rockefeller Foundation identification plate, would smile and ask me how many were on the library staff and who was the librarian, and would then look startled when I told them I was.

The special library often has a special climate and work characteristics, and is not recommended as a way of life to those who buckle under pressure. Demands tend to be rapid, frequent, often complex, sometimes overwhelming. There is great satisfaction in working closely with and for experts whom you come to know well, and whose intelligence and competence you respect; of being able often to see the immediate results of your own work in theirs; of being accepted as a necessary part of a research team. I have had my "finger in the pie" of at least a dozen books, with some of the authors acknowledging my help in their preface or introduction.

I have some very strong beliefs about special library work: I believe in excellence and in a high standard of perform-

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ance. As I am also a recruiter at heart, I believe in encouraging young people in my profession. Obviously, those of us who are in mid-career and beyond will need replacements from the ranks of the young (I might even think of an early retirement to take up the hobby of binding books, not to mention cataloging my personal library), and I know that special libraries will need fresh minds who dare to dream, to plan, to do, to experiment, to innovate, and who have courage and compassion.



Books and libraries have always been a part of my life. As a child, my parents read aloud to us at bedtime. When they couldn't, the older children did. When the older kids went to the public library, which was in walking distance from our house, the younger ones always tagged along. I had a library card as soon as I could write my name. In the third grade, I went into the library business with one of my playmates. Operating from the roll-top desk she had received for Christmas, we pooled our books, devised our own charge-out system, and loaned books to our neighborhood friends.

We lived in a mixed neighborhood in New Castle, Pennsylvania, a city of 48,000 people about 50 miles northwest of Pittsburgh and 20 miles east of Youngstown, Ohio. Before the great depression of 1929, the city was a mecca for wealthy families. There were not too many industries—a tin mill, a bronze factory, and a pottery now world renowned for its china—and life was pleasant. My father had come from North Carolina with my mother and three children, to be the butler in the home of a United States Senator. However, with the advent of the depression, many of the wealthy families, my father's employer among them, gave up their large homes or reduced their staffs. By this time, we two younger ones had been born. My father decided to stay and sought employment in one of the mills. When there were slack periods, the economy of the whole town suffered. In general, though, most of New Castle's

1,800 black people worked hard and lived comfortably enough; and our homes reflected this.

My neighborhood was Negro, Irish-Catholic, Italian-Protestant, with a few other ethnic groups thrown in for good measure. We all visited in each other's

Color is a reality, it never disappears. It can only become unimportant.

—CLARENCE BLOW
(August 1969 interview in
"Cross Currents")

homes and rallied around each other for the important events in the life of a family—births, deaths, weddings. When my mother was ill, the Parillos and Mangines brought home-made Italian bread and spaghetti. The Petersons shared their doctor with her, taking her regularly to see him. When my oldest brother died, the neighbors sat with us, comforted us, brought baskets of food. I remember the pies most, because it was my job to return all the plates and pans. When my parents celebrated their 50th wedding anniversary, one of the white neighbors gave the floral piece for the table. It was that kind of neighborhood.

As far back as I can remember, the schools were always ethnically mixed, always excellent. The teachers for the most part seemed fair and dedicated. Friendships between black and white kids were common in elementary school, before the "rules" were known. After sixth grade, we inexorably drifted apart and, by high school, self-segregation was close to absolute.

Geneva College, which I attended, was a sectarian school and it prided itself on its "non-biased racial attitude." There were never more than three or four Negroes on the campus at any one time. During my freshman year, four Negro girls brought the black college population to something like the huge figure of seven or eight (one of them my older brother), out of a total enrollment of 500 students.

I commuted to and from college each day for four years. As a work-scholarship student I was assigned to the library. Freshmen got the dirty jobs—dusting books—and I swear I got to know every single one of the 50,000 books in the library! We graduated to better jobs as we progressed. One of the librarians taught me to bind magazines, a skill which delighted me. As I had some artistic flair, I also handlettered and labeled them. Many are in use today. I saw some on the shelves when I returned a few years ago for a class reunion.



Because I didn't know any better and had not had any vocational counseling or guidance, I was preparing for social work, one of the so-called "safe-for-Negroes" professions, and also gathered education credits in case I wanted or had to teach. I took all the sociology courses offered and, as it turned out, my major was psychology with a second major in French.

The summer preceding my senior year marked the turning point for me in my choice of a career. One of my closest friends had just married a young Urban League executive. The Pittsburgh League was host that year for the National Conference. My friend's husband invited me to the conference at Camp James Weldon Johnson. One day, while sitting on the grass listening to speeches, Maurice Moss, the Pittsburgh League executive, flopped down beside us. In the course of our conversation, and at his questioning, I confessed my uncertainty about becoming a social worker. He pressed me for information about my undergraduate experience and urged me to think about becoming a librarian. The odds for doing so were in my favor, he felt. Besides, he indicated, it was the only field not yet cracked by Negroes in the city of Pittsburgh. Said he, "Apply to Tech Library School (Carnegie Institute of Technology) and let's see what happens. We're prepared to back you if you're not accepted."

That fall, I let my career switch be

known to the head of the psychology department, Dr. Georgiana Wylie, and to the college librarian, Miss Miriam Grosch, who was surprised, yet pleased, about my change of plans. She not only saw to it that my remaining work experience was enlarged and extended but also wrote a recommendation on my behalf to the library school.

Early in June, I was notified by Carnegie Institute of Technology Library School that my credentials were satisfactory and that I had been accepted as a student, "subject to an interview with the Director." The interview cinched for me what was to be the beginning of some of the happiest days of my life in Pittsburgh, yet some of the most frustrating. Some memories are bittersweet.

I was assured that upon graduation a job awaited me in the Wylie Avenue Branch Library in Pittsburgh. I was to be the Jackie Robinson of the library profession in the city!



Just out of "sloppy joe" sweaters, short skirts and dirty saddle shoes, we were soon to be turned into perfectly dressed model librarians. All of us who were academically up to it were drafted to work 12 to 15 hours a week in the Carnegie library and its branches. There were only four black students on the campus at the time, all except me in Painting and Drama.

Classroom work was arduous, but I worked hard and excelled, loving every minute of my work experience. My special seminar paper detailed the history of Negro librarianship in the United States, with emphasis on the Atlanta University School of Library Service. I received no special consideration in class because of race. It saddened me to realize that in the huge city of Pittsburgh with its large black population, it fell to me to break ground in the library profession. Negroes generally felt they were not wanted at Tech and didn't bother to apply. No encouragement to do so was given to them by guidance counselors in high schools or colleges, and there was never any ag-

gressive seeking out of qualified black candidates by the library school administration. It was a very expensive school to attend, even in those days. My parents sacrificed a lot for me and, with very strong financial backing from my brother plus the money I earned, I completed the year's work.

What happens to a dream deferred?

Does it dry up
like a raisin in the sun?
Or fester like a sore—
And then run?
Does it stink like rotten meat?
Or crust and sugar over—
like a syrupy sweet?

Maybe it just sags
like a heavy load.

Or does it explode?

LANGSTON HUGHES*

It was customary then for students to take a few weeks of practice work in an actual library situation. The only one in the class to go out of town, I completed my assignment in New York. Mrs. Dorothy Homer, my overall supervisor at the Countee Cullen Branch Library on 135th Street, in the heart of Harlem, was my first black model image. I spent time in each of the special sections of the library, including the Children's Room and the Schomberg Collection. I also spent time at the most interesting special branches—115th Street in Spanish Harlem and the Nathan Straus Branch for Young Adults. I was offered, but declined, a job in the city in favor of my obligation to the Pittsburgh community. Besides, sheltered and protected, I didn't feel ready for New York City yet.

My appointment to Wylie Avenue Branch Library in Pittsburgh began with

a full year of solid grounding in every phase of library operation and administration under the patient, yet firm, training of the branch librarian, Miss Eugenia Brunot. There was keen awareness of my "unique" position. My co-workers, the administration and the community wished me well. What bias there was was subtle and kept under control.

Located in Pittsburgh's most notorious slum, the Hill District, the Wylie Avenue Branch Library served an area inhabited by 60,000 people. The Hill was an old section of the city into which the great American migrations poured thousands of people—the Irish in 1860, the Jewish in 1870, the Italian in 1890, the Negro in 1910, and some 15 other nationalities in lesser numbers at other times. One group succeeded another, each a little poorer, somewhat less organized, and a little more miserable than those who had come before. A few of each always remained, finding it impossible to struggle out of their surroundings. By the time I started to work, the area was predominantly black. Because of the greater need for community services, there was a heavier concentration of group work and recreation agencies here—settlement houses, Y's, Boys' Clubs—than in any other section of the city. We were right in the middle of everything that went on, and we served actively in all sorts of capacities on all kinds of community committees in all types of agencies. Our patrons ranged from the near-illiterate to the doctoral candidate. A 12- to 15-hour day two or three times a week was not unusual. I was allowed to "bank" this overtime and, when it was convenient, I would fly to New York to sightsee and go to the theater.

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After two years at the Homewood Branch Library, my next appointment, I was scheduled to be transferred to the East Liberty Branch. But it was not to be. A letter of application, written to Atlanta University two years earlier, paid off. Things happened so fast that there was no time to consider or consult. A quick decision had to be made. It was

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the best decision I have ever made. It changed my life.

I arrived on the campus of Atlanta University on the 15th of September, 1949, to be Instructor-Librarian in the School of Library Service. The next day, the Dean of the Library School, Dr. Virginia Lacy Jones, introduced me to a good-looking young exchange teacher from Morehouse College, who was offering courses in the library school. On December 26, 1949, John H. Hewitt, trained at Harvard and New York University and born and bred in New York City, and I were married, with the late Reverend Dr. Shelton Hale Bishop, rector of St. Philips Episcopal Church, New York City, officiating.

I liked teaching and tried to make my classes as practical and as interesting as

In 1937 the Schomburg Collection was part of the 135th Street Branch and we were all one staff, with Ernestine Rose as the Branch Librarian. She had made her branch the center of black culture and one of the focal points of the Black Renaissance. Arthur Schomburg was one of the leaders, and I had the good fortune to be assigned to work in the Schomburg Collection as well as in the children's room. Mr. Schomburg was intensely interested in children and aware of their ignorance in the area of black history. "These books must be published," he would say, "and it is the responsibility of you and other children's librarians to get them written and published."

AUGUSTA BAKER

possible. I taught the beginning basic reference course, and a course on public libraries. With my solid years of experience in one of the major library systems in the United States, I felt completely competent to teach both. I had student assistants working with me in the specialized library which was maintained by the school and which I operated. I tried to see that their work experience was meaningful and useful.

We lived an insulated, self-contained life so long as we remained on campus (glamorous, too—celebrities were commonplace in the University Center). The decision to leave Atlanta was ours. There had been a death in my husband's family, we were having a housing problem, and anyway, we wanted to get to New York. I was pregnant. I wanted the experience of just remaining at home to be wife and mother.

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After about a year, the baby carriage-park syndrome began to get me. The most interesting mother I had met was an ex-chorine from the old "Zanzibar" nightclub. I felt a strong urge to get back to work, and I reasoned that I must be needed. There was always a shortage of trained librarians. Then began the job hunt, another new experience for me.

I became a special librarian by long-range planning and deliberate design. I suppose the seed had been planted when I was in library school. One of my classmates, a graduate of one of the "Seven Sisters" colleges and a member of a well-to-do Pittsburgh family, had such enthusiasm for Special Libraries Association that her contagion had rubbed off. She thought the Association would be able to help me locate a job.

When we went to New York on vacation during the summer of 1951, I visited the Special Libraries Association headquarters at 31 East Tenth Street. Mrs. Kathleen B. Stebbins, then Executive Secretary, was away on vacation but she wrote to me in Atlanta soon after returning to her office and indicated a willingness to help me. She further said the Association would be very happy to welcome me as an active member upon payment of membership dues (\$10 in 1952). I became an SLA member shortly afterward and have remained an ardent, active one since.

Meanwhile, during my tenure in Atlanta, I met Dorothy Cole, editor of *Library Literature*, who came to the library school to lecture about Wilson publications. I was later asked to be one of her consultants in a revision of her publica-

tion's subject headings. She invited me to visit her at the H. W. Wilson Company whenever I was in New York, and I did. I also turned to her for assistance in finding out more about the job market once I decided to return to work. She arranged for me to meet the placement officer at Columbia University. I shall never forget that long, lean, lank Texan! After establishing that my qualifications were impeccable, he gave me a list of openings, all in mid-town Manhattan, and asked me to report back to him on the kind of reception I received in each. Though he didn't say so, he probably had some inkling or understanding of the racial climate.

The advertising agencies and one broadcasting company were the least receptive. I shall not forget that the librarian in one of the former treated me as though I were exhibit A, B, C, and D when introducing me to every single staff member, including all the pages! Another constantly used the phrase, "you people." Another librarian thought that I was "overtrained" for the opening. Years later I was to meet all three on equal terms. Two weren't particularly popular with their own staffs, and a third was not a professionally trained librarian and was, I now feel, understandably on the defensive. They have long since departed from the library scene.



I finally accepted an offer to go to Crowell-Collier Publishing Company as researcher in its Readers' Service Division. The director of the division had been a former American Library Association official and was trying to upgrade the department by hiring professional librarians whenever there was an opening. My friends thought that I had surely "arrived"—well-known company, an office located in the fashionable fifties. They didn't know it was two and a half years of gruelling, sustained pressure. If I had not been before, I certainly became in short time a very savvy reference researcher. I was also the first dark face they had ever had in that particular of-

fice. After the initial defenses of the regular staff wore off, I was accepted merely as another one of the workers who sat at a desk five days a week from nine to five, typing out answers to all kinds of questions that purchasers of an encyclopedia said they couldn't find in the book. The readers were entitled to one answer for

Though I was a charter member of the Georgia Chapter of the Special Libraries Association, I could not, because of racial discrimination, belong to the Georgia Library Association.

VIRGINIA LACY JONES
Dean, School of Library Service
Atlanta University

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After Virginia Lacy Jones (Atlanta Library School) had contributed the information that the Georgia chapter of Special Libraries Association had been integrated for five years, and voiced her dismay over seeing SLA so far in advance of ALA, the vote on the delaying amendment was taken. It was defeated.

E. J. JOSEY

every coupon and each had received, I believe, 50 coupons. Letters containing questions were received by the thousands, to be parceled out among the staff who sat there beating out replies. We covered A to Z, soup to nuts, and the more you answered the more you were expected to answer. Production and speed were of the utmost importance. Quantity, not quality. Needless to say, turnover was high in the department, as few could withstand the grind. Yet I stayed because I wanted to build up a good two-year work reference to be used as a stepping stone for the next position I would look for.

Several fluky things worked to my advantage: questions too difficult to deal with on the premises were kept in a folder to be rotated among the staff who went "into the field" for one week each to find the answers. The questions determined where one would go to do the independent research, though most of us

went to New York Public Library. I learned to use many of the special collections, became acquainted with most of the librarians, and altogether remember it as an opportunity to learn my way around that huge complex building at Fifth Avenue and 42nd Street. There were limitations about the kinds of questions which were regarded as within the firm's scope, particularly medical and legal questions. Those in the medical category which could be handled came to me simply because my bus to work passed by the New York Academy of Medicine. I became a familiar patron at the Academy, getting to know many of the librarians, the special collections and periodicals, and the rare book room. Most important, and it was to stand me in good stead later at the Rockefeller Foundation, I gained a knowledge of medical literature and familiarity with using medical reference tools in doing literature searches.

There was another difficult category of question/letters called "write-outs." After determining the best possible source for an answer, a letter was sent to that source in hope of receiving something which could then be sent on to the original inquirer. These were tough. I was asked to take on this job.

Opportunities for black librarians in industrial libraries are at the same stage as other industrial opportunities for black Americans. You have to rock the boat and ripple the waters.

MARY LEE TSUFFIS

The time came for salary reviews. Each staff member was notified by the supervisor of the department of his or her raise. Most received a \$5 per week increase; because my production, considerably slowed down by those awful "write-outs," wasn't as great, I was to receive only a \$3 raise! I protested. I went back to my desk and stewed awhile, then once again "went on a march" this time into the director's office. I said that I hadn't

asked for the tough assignment but since it had been given to me I took it on, and now I felt I was being penalized for something over which I had no control. Furthermore, I expected to receive the same raise as other staff members. I did.

The publishing job, though interesting enough, became too exhausting. I was drained of energy and, in fairness to myself and my family, I felt that I must look for a less demanding and more professionally rewarding position. By then I was actively affiliated with the Publishing Group of the New York Chapter of Special Libraries Association and attended as many meetings as possible. I made it a practice to get home to my young son and my husband as soon after work as I could, so that we might have our evening meal together and so that I could be there for bedtime story hour with young John. As meetings usually began after work, about 5:30 p.m., and were in midtown, I could attend them from time to time.



In 1955, I became aware of an opening for a librarian at the Rockefeller Foundation. The Foundation was near my job so it was easy for me to go for the necessary interviews. Interviews concluded, references checked, I began my new responsibilities at the end of November. My past work experience was, I felt, equal to the demands made on me in this new position. The Foundation needed a librarian and I wanted to be in a special library. I would like to believe that race had nothing to do with my hiring, though I was genuinely surprised to find myself, once again, the first, as far as I knew, and only Negro woman on the staff. Some Negro men were messengers, custodians, in the accounting department, mailroom, and treasurer's office, and Ralph Bunche was even on the Board of Trustees! If there was any surprise about my race (except for the Negro men, who were proud and supportive and let me know it), all the staff members I encountered were too well-bred to show it. One day, one of the executives

These types of libraries mostly required a liberal arts background, which was what most black students were acquiring. Very few who entered library school were equipped with a physical science background. As a result, the school felt that there was little need even to expose the black student to the possibilities of special libraries or librarianship in any specialized subject area. Though I had a science background there was no counseling or encouragement to use my background in a specialized area of librarianship.

. . .

I found my work at the United Aircraft Research Laboratories Library fascinating. It introduced me to a totally new experience in librarianship and information transfer. To the best of my recollection I was one of the first black professional "exempts" at United Aircraft. My manager seemed most anxious to involve me fully in all activities and, within two months, I attended my first professional organization conference, the Special Libraries Association Annual Meeting. In professional activities, I found a certain level of acceptance, which increased as my involvement increased. Again, in some encounters, I would meet friendly but guarded curiosity about my credentials, place of birth, college, library school, and where I presently worked—but never without some obtuse questions about my lineage. For some reason or other my white counterparts preferred to guess that I was anything but black. Some librarians apparently had never had any immediate contact with a black librarian involved in the same kind of librarianship.

In twenty years of librarianship, I have worked in public, academic and special libraries. To say that there are more opportunities for black librarians in industry than in any other type of special library would be misleading. But this area of librarianship has offered me the most opportunity and professional challenge. I will not deny that I have had to work twice as hard, do twice as well and, with lip-biting silence, put up with twice as much ignorance and stupidity as my white associates in order to be recognized, but the alternative would have been invisibility.

In recent years, at various professional meetings, I have seen a gradual swelling in numbers of black librarians, representing all types of libraries. Equally important is the honest expression of friendliness, acceptance and recognition by the library community, not because we are black, but because we are librarians, sharing common problems and goals. As I look back and compare my early years with today, I am convinced that discrimination in librarianship is dying out and we are no longer invisible or considered as outsiders by those we work with and for.

While advancement opportunities leave much to be desired, inroads have been made. The transformation from being black and bewildered to being black and beautiful has begun to be a reality. The hope of today's few black librarians in industry, education, and the public and academic specialties lies in the young college graduates, both black and white, now entering the profession. We did our part the best way we knew how. Now it is up to them.

MARY LEE TSUFFIS*

came into the library to consult a dictionary, spoke to me in Spanish, raised an eyebrow when I replied in English, but otherwise kept his cool. I found the Foundation's atmosphere friendly, not too familiar, and conservative, yet cordial.

There was a complete turnover in the library staff shortly after my arrival. Fortunately, I was able to persuade a former co-worker, an exceptionally able librar-

ian, to be my assistant. As a team we tried, during my seven-year tenure, to give the best possible service to the staff of the Foundation. I know we succeeded!

I now felt that I could function as a competent, professional librarian and

* Reprinted from the chapter by Mrs. Tsuffis, "An Alternative to Invisibility," p.237-246, of *The Black Librarian in America*.

as a private individual. I was so appreciative of this that, outside my immediate family and intimate friends, I never let my place of employment be known. Whenever the question came up, I simply said that I was a librarian with a private organization and let it go at that. There were two instances of slippage: an effusive society editor mentioned my name in her column in the *Pittsburgh Courier*; and I signed the guest register on a busman's holiday visit to the State Library in Baton Rouge, Louisiana. That, too, became a social note in a local paper. Both items were sent by the Foundation's clipping service to the office.

I will never forget my introduction to Dean Rusk, then the President of the Foundation and later Secretary of State in the administration of President Lyndon B. Johnson. I had boned up on Foundation history and learned that Mr. Rusk had graduated from Davidson College in Davidson, North Carolina, where my aunt and uncle lived. My uncle owned the main barber shop in this beautiful little college town. When I told Mr. Rusk, he said that my uncle had given him many a haircut. He then said he was very glad I was on the staff, and that I should take all the time I needed to visit other libraries to get to know other librarians. How's that for support from the top, I thought!

On another occasion Mr. Lindsley F. Kimball, the Foundation's Executive Vice President, called me into his office and said that I had been there long enough to entertain other librarians who had been helpful to our library. When I made up the list there were too many to be seated at the one large table in the private dining room (a few officers, the three of us comprising the library staff, my immediate supervisor, and Mr. Rusk and Mr. Kimball), but he said that was no problem, just divide up the group and give two luncheons. More than 20 top librarians from such organizations as the Council on Foreign Relations, the Museum of Modern Art, New York and Columbia Universities, were entertained. Until that time, I had been merely a

voice on the telephone to these other librarians. Those two luncheons were a tremendous public relations gesture on the part of the Foundation and were typical of the kind of support I received from the administration.

My summer assignment in 1958 was to operate the Foundation's agricultural program library in Mexico City while Dr. Dorothy Parker, then librarian, was on an extended South American business tour. I gained a new appreciation of the Foundation's program in Mexico, and the agricultural division in New York began to use the library more extensively than it ever had before. A foreign assignment is not all work and professional activity, though. Pleasant experiences and dear friends came my way independently of the Foundation but it was Dr. Parker who, before her departure, helped plan a scheduled itinerary for me so that I could make good use of every free moment to see as much as possible of Mexico and its people.

The intellectual and social challenge of librarianship is compelling. I am not sure what has impelled other men to action in librarianship, but for me, it was a combination of my desire to make the library a more viable institution and a burning desire to destroy the barriers which divide white men from black men.

E. J. JOSEY

I would be less than honest if I conveyed that there were never any incidents at the Rockefeller Foundation which had racial implications. They were few and far between, fortunately, but they did happen. Most, I believe, merely showed ineptness, ignorance, or insensitivity (singly or in combination) to the feelings and situations of ethnic minorities. How sad, I thought, that this could happen in this organization of the educated elite. But I tend to forget the bad and remember the good: the couplet someone coined, "If anyone can do it, it's surely Vivian

Hewitt!"; the letter from a retired science writer saying that he hesitated to bother me with reference questions, but so many arose in the course of his new work that he honestly believed he missed the Foundation library more than any other library he had known. Then there was a letter from a former doctor on the staff who said that my promptness was so remarkable and so much appreciated that when someone started to pick the librarian of the year, the way the American Medical Association picks the general practitioner of the year, he would nominate me.



My decision to leave the Foundation was not easy. But I was beginning to chafe at the "cloistered" life. The library was restricted to "Staff Use Only," and I wanted something with greater outside contacts. I applied for and was accepted in February, 1963, as Librarian of the James Thomson Shotwell Library of the Carnegie Endowment for International Peace. The move from the West Side to the East Side opened up a new world for me.

In the small, friendly, somewhat informal atmosphere of the Carnegie Endowment, with its international climate and clientele, my race is inconsequential. In addition to meeting the specific needs of the staff, the library provides reference and research information on international affairs to many organizations working in the field of international relations, as well as to individual scholars, officials, and some graduate students. Another category of users to whom we extend service are the Fellows in the Endowment's Programs in Diplomacy, a program designed for young foreign service men and women from developing countries who are likely to hold positions of considerable responsibility in their respective countries in the near future. The program provides for about 15 annual fellowships in New York. Quite often, former Fellows, finding themselves posted in New York, either at their country's Mission to the United Nations or

to the world organization itself, continue to use the Endowment library.

The functions of this medium-sized special library are handled by two professionally trained librarians: myself and an assistant, plus a secretary and a clerical assistant. Prior to my own appoint-

Increasingly during the 60's my office was called upon by librarians who had pressures put on them to employ Negro librarians in professional positions. Often, urgent telephone calls come to me to recommend the 'instant' Negro to fill a position of responsibility immediately.

VIRGINIA LACY JONES

ment, there had been only two librarians since it opened in 1953. Carnegie Endowment librarians have always engaged in extra-curricular activities with the encouragement, endorsement, and support of the administration.

The Carnegie Endowment also has a European Centre in Geneva, Switzerland, with a small library which I have often been called on to help with advice and assistance. In the fall of 1969, I visited the Geneva office for further consultations, stopping on the way home for a week each in Paris and London, to consult and visit various libraries similar to our own.



In Special Libraries Association, I have been active at every level. The Association invited me to represent it at the Pacem in Terris Convocation in 1965 and the White House Conference on International Conference Year—Panel on Culture and Intellectual Exchange, also in 1965. I have served as SLA's United Nations Non-governmental Observer since 1964, and as Chairman and member of its International Relations Committee since 1968. I was invited to deliver a John Cotton Dana Lecture (started by SLA's Recruitment Committee in 1961 to pay homage to the founder of

the Association) at Texas Woman's University in 1968.

I am indebted to many people: to my loving and devoted family (my own and my husband's); to my husband and my son who have allowed me to come and go, almost without ever complaining; and to so many colleagues in the New York Chapter of Special Libraries Association, especially the Nominating Committee who first nudged and then kicked me upstairs with gentle persuasion to become President of the Chapter in May 1970.

These are the subjective, personal reminiscences of one special librarian—color, “early black”—who, in her third decade of employment, can look at herself and say, “I am the most occupationally adjusted person I know.” Would I encourage others to join the profession? By all means!

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*Mrs. Hewitt is librarian of the James Thomson Shotwell Library of the Carnegie Endowment for International Peace. Her paper appeared as a chapter in *The Black Librarian in America*, Scarecrow Press, 1970.*

The *Index to Dental Literature*

A Critical Appraisal

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■ An index to the periodical literature of a professional discipline is an essential factor in the growth and development of the knowledge of that field. The *Index to Dental Literature* had a stormy birth fifty years ago, but after much struggle has taken its place as an invaluable research tool. This *Index* is evaluated in terms of its classification system,

its standardization of nomenclature, its use of cross references and its effectiveness in machine-searching for information. The quality of the index entries is discussed, and it is pointed out that the authority for the production of the Dental Index is of the highest—the American Dental Association.

SOME TIME AGO, while browsing through the stacks of the Health Sciences Library of the State University of New York at Buffalo, I came across a fascinating story concerning one "Margaret Lawson, aged twenty-four, a native of Ireland [who] was admitted June 1, 1829 into the Pennsylvania Hospital with a chronic enlargement of the tongue." This unfortunate young girl was unable to re-trude her tongue into her mouth and had been disfigured in this manner for the past twenty years. Only the imagination, skill and intrepid daring of a surgeon who risked amputating transformed her into a normal member of society so that in time she "was no longer an object of loathing, but of admiration, and she was soon to be married to an intelligent, prudent and thriving mechanic (1)."

This type of deformity is a rather rare one and interested me greatly. I decided to seek out other cases in the literature,

but how to search for them? The author in writing of Margaret Lawson used the term "chronic intumescence," but this term is not in use today. However, I continued my search and found another case describing a child with "hypertrophy of the tongue" and before long I had come across three other unfortunates—one suffering from "displacement of the tongue," another from "swelling of the tongue," and the third simply referred to as "edematous tongue." Were all of these patients suffering from the same malady? I don't know. The terms bear little resemblance to our common term "macroglossia" in use today. Thus I came face-to-face with one of the major problems in the field of literature searching—the problem of nomenclature—the problem of deciding upon a term with which to initiate a search and, more important, deciding upon a term which would be adhered to by the search tools.

We in the sciences today have at our disposal numerous excellent search aids, among which are the extremely valuable abstracting services and indexes. But, unlike Athena who sprang fully formed from the head of Zeus, these indexes did not spring fully grown from the heads of some enterprising librarians or scientists. They came about only after long arduous travail, and their births were stormy indeed, with their maturation taking many long years and much work. And the problem of nomenclature was just one of the many problems faced by these ingenious devisers of the indexes we have today.

Development of the *Index to Dental Periodical Literature*

Dentistry as a profession came of age in 1839 when three monumental occurrences took place: the first dental school in the world was founded in Baltimore, the first true national association of dentists was formed in New York, and, most important to this paper, the first dental periodical in the world was launched, the *American Journal of Dental Science*.

As the years went by, more and more journals were founded, both proprietary and non-proprietary. By the time sixty years had passed and the turn of the century approached, the number of periodicals had grown to such proportions that it was impossible for a worker in dentistry to keep up with more than a few. And although several of the journals published indexes to their own contents, the number of volumes was so large as to make the task of searching through the indexes too laborious. At that time the literature of dentistry was mostly in journals, very little having been crystallized into books. It became evident that many valuable articles were lost to the profession unless they could be classified and indexed.

There is a saying that great challenges bring forth great men, and one of these men was Dr. Arthur D. Black, dean of the dental school at Northwestern University. He was painfully aware of the

need for access to the literature and decided to tackle the job. But first came the problem of a standardized classification system. In 1898, Dr. Black, in association with Dr. Frederick B. Noyes, used the Dewey Decimal Classification as the framework to develop a classification scheme for dentistry.

They were aware of the need to fit the classification scheme to the literature, rather than attempt to adjust the literature to what might be considered an ideal classification. In order to test their plan and adjust it to the dental literature, they indexed the articles in only two journals. This required 1,200 man hours during the years 1898 and 1903, and at the conclusion they had a stack of over 25,000 index cards for subject and author!

If we think that the need for such an index was immediately recognized by the profession and eagerly supported, we are mistaken. In 1908 the teachers of dentistry meeting in St. Louis were apprised of it and they went so far as to organize a Dental Index Bureau, but no funds were appropriated. The committee then turned to the profession at large and solicited pledges, of which about \$1,000 was collected by 1910, but this sum was quickly spent on indexing procedures.

A drive was then held to secure paid-up subscribers, and at a meeting of the committee in Minneapolis in 1916 it was announced that 64 subscriptions had been received but that the cash balance on hand was only \$357. By the 1917 meeting this had dwindled to \$192, and the demise of the entire project was averted at that time only by a direct appeal to all of the dental colleges who responded with pledges which would cover the cost—about \$2,300—for printing 1,000 copies. But World War I caused the shelving of the plan, and by the time it was resumed in 1919 the cost had jumped to \$3,500. Back went the committee to seek more funds, this time by again offering subscriptions at \$6 per copy, and by the time the money was raised and new bids obtained from the printers in 1920, the committee was dealt almost a death

blow. Post-war inflation had almost doubled the price to \$5,100!

With the work having gone so far and with such a considerable outlay of money from so many sources having been expended, the thought of dropping the project could not be considered. So, undaunted, another committee was formed to solicit additional pledges from individual dentists, and with funds from 45 loyal men, the undertaking was completed with the issuance of the first *Index to Dental Periodical Literature* in 1921. Twenty-three years had gone by since Dr. Black had launched the project in 1898!

What Was the First Index Like?

Was all of this monumental effort on the part of these heroic pioneers worthwhile? Well, translating it into terms of today, it is estimated that of the billions of dollars spent in this country now for research and development, 10% is spent duplicating projects already completed, largely because the literature concerning them had not been properly searched (2).

The first dental index had originally planned to deal with this problem in a modest fashion by indexing ten journals, but as the work progressed the number was increased to 65, which would include everything published in the English language for the years 1911 to 1915.

The volume contained in its center a pink insert which described in great detail the Dewey classification, and how it had been modified to fit the field of dentistry. Next came a lengthy subject index arranged alphabetically, with the classification number after each entry, as well as the page on which the article was to be found. The arrangement of the articles themselves was thought to be of help, but we today would find it clumsy and annoying. The articles were listed for each subject according to the journals in which they appeared, the journals being arranged alphabetically. The editors felt that with this method it would be "convenient for one to find the articles which appeared in one or several journals on a particular subject, without hav-

ing to look over those published in other journals." This appears to be a very parochial view, but we must bear in mind that dental libraries were few and poorly developed in those days, and thus the *Index* was geared to serve the dental practitioner who would have access to only those few journals to which he subscribed. The second half of the volume was devoted to an author index with citations of all of an author's work listed after his name.

Further Growth of the Index

This first venture into dental periodical indexing met with universal approval in the profession, and money-raising for further volumes became easier. After the current literature had been brought more-or-less up to date, all of the early literature in the field was indexed with retrospective volumes issued in 1923 and 1924. Just before World War II the work of indexing was assumed by the American Dental Association's Bureau of Library and Indexing Service.

In 1938 the format of the *Index* was changed from classified and author arrangement to a straight dictionary form. The original list of subject headings continued to be used with annual accretions and deletions but with no fundamental changes until 1965. That year marked the beginning of the production of the *Index* by MEDLARS of the National Library of Medicine, and so the subject heading list was worked over from beginning to end and modified to conform with the MESH usage of MEDLARS.

The *Index to Dental Literature* Today

The current *Index to Dental Literature* (the word "periodical" having been dropped from the title in 1961) is a far cry from its early predecessors.

It is similar in format to *Index Medicus*, and like it is also produced by GRACE. It is similarly divided into two sections: a Subject Section and a Name Section. Entries are not restricted solely to the dental literature. The latest annual cumulation contained 14,398 entries with

69% coming from 361 dental journals and 31% from 982 medical and other journals.

Whereas prior to 1961 only English language articles were indexed, the 1968 *Index* carried references to almost 7,000 articles in 32 languages other than English.

Each yearly cumulation has additional features such as a listing of all dissertations and theses pertaining to dentistry and granted in the preceding year, listed by country and institution; and an index to new dental books published.

Nomenclature

Standardization of the nomenclature is one of the important factors in making an index a useful retrieval tool, and the *IDL* has achieved this goal as a result of numerous conferences held for this purpose (3, 4).

In this connection the *Index* can be judged against the *American Standard Basic Criteria for Indexes* issued in 1959 (5). Headings are as specific as possible, and the subheadings and modifications under the main headings are of a consistent pattern. The *Index* uses a wide variety of main headings but only 42 subheadings. These subheadings may be used only with the particular category or categories to which they may be applicable. This is a very good point, one which eliminates much confusion. The subheading **abnormalities**, for example, may be used only with the main heading **anatomy** but not with the wider term **organisms**, thus avoiding ambiguity (6).

However, the standardization procedures were designed as much to make the *Index* conform to *MESH* as to avoid ambiguity, and thus many previously useful headings have been eliminated; this will result in more false drops when searches are conducted under the more general term. Thus, in my search for cases of "macroglossia" (which term, by the way, was used in the 1960's), I was directed to the more general term, **Tongue—abnormalities**, which is akin to the term, **Tongue, diseases of**, used by the first *Index* half a century ago. Other use-

ful specific terms were similarly replaced by broader, less meaningful ones: **Aerodontia** by **Aviation dentistry—toothache**; **Bell's Palsy** by **Facial paralysis**; and **Calcification of teeth** being replaced by the more clumsy entry: **Calcification, physiologic**, *see also* **Tooth calcification**.

On the whole, however, the terminology is clear, accurate and allows well for computer as well as manual searching. (Like *Index Medicus*, the dental *Index* entries are stored on computer tape, and a computer print-out can be had of a specific bibliographic request.) A consideration of the problems of nomenclature continues to occupy the attention of the indexing staff at the American Dental Association (7). Where some co-ordination of terms exists in the subject heading list, it is only natural, because traditionally pre-coordinate indexing has always begun with some degree of co-ordination. Even in analytico-synthetic classifications, where elementary constituent terms are separated out as far as possible, there is no rigid adherence to the single term as the basis of the language (8).

The Classification System

Only one interested in a very narrow field can profitably use a hierarchical classification scheme, and the difficulties encountered in classification schemes have intensified as the degree of diffuseness of the information has increased (9). As a result, an indexing system utilizing alphabetic subject heading arrangements has proven its worth to a searcher in a broader field. The current *IDL* using the alphabetic subject heading system has thus abandoned the earlier system of hierarchical classification, since the former system didn't allow for adequate permutation of entries. A "universal" information retrieval system to meet all possible requirements would have to consist of a large number of different classifications, each with a different hierarchical subordination or "permutation" of the indexing criteria (10). The flexibility of an alphabetic subject heading list, on the other hand, allows for incorporation

of new data and relieves the indexer or the user of the necessity of deciding which entry term to subordinate to which in a hierarchy. Thus the *IDL* system is, in this respect, a very efficient, workable tool.

Quality of the Index Entries

The accuracy and/or applicability of the index entry terms to the particular article is determined by two factors. The first of these is the attention with which the author prepares his article so that the terms he uses will coincide with those used by the standard indexing service. Authors in the field of dentistry are constantly exhorted to learn this standard terminology. Editors of dental publications are similarly urged to insist that authors of articles submitted conform to this practice (11).

More important, however, is the second factor, and that is the familiarity of the preparers of the index with the material being covered. In this case, the authority for the *IDL*, the American Dental Association, is of the highest; and thus what is produced by it should be the last word. The profession generally adheres to the decisions made by this body and follows its lead, insofar as the information covered by the *Index* is concerned.

Cross References

It is perhaps in the area of cross references that the greatest weakness of the *IDL* lies. Where the producers of the *Index* felt a need exists for a cross reference citation, it is given in the subject heading list, but seldom in the body of the *Index* itself. Observation has shown that users of the *Index* do not as a rule consult the subject heading list first, but turn directly to the *Index* volume itself. They are thus often confused because there may not be a cross reference shown from the entry term they are using to the one the *Index* is using.

It is well known that the liberal use of cross references will heighten an index's usefulness. Yet the meagerness of cross references in this *Index* can be ex-

emplified by a single example. A common pathological clinical entity is known to every practicing dentist as **Pulp stones**. We would look in vain for entry under this term. The closest is the term, **Nodules**, which is listed as an old unused term, but which refers us to **Dentin, secondary**. So we turn to **Dentin, secondary** and this refers us to **Dentin-abnormalities**, and so we are back floundering in the group of generalities again! How much better it would have been to have a cross reference from **Pulp stones** to **Pulp calcification** in a direct line.

Machine Searching via the Index

As mentioned earlier, a computer search may be instituted using the subject heading list as the thesaurus of entry terms. For economy, a number of searches are batched and processed simultaneously, using the one-chance, delegated search method. This type of search involves the preparation of a search formulation designed to retrieve citations to documents relating in some way to the subject of the inquiry. The search formulation may be regarded as an index term profile of the request, and a search involves the matching of this request profile against the file of index term profiles of documents, a document being retrieved when its profile matches the request profile above some pre-established level.

Unfortunately, machine searching using the dental *Index* has not proven to be an unqualified success, and the rate of accurate retrieval has not been as great as desired. This is due in large measure to the user's unfamiliarity with the index terms as stated earlier. In a study of the efficiency of the MEDLARS literature searches, it was found that 25% of all recall failures and 16% of all precision failures were attributed to defective interaction between the users and the system (12). It is necessary that with this system a very clear and detailed statement be obtained of the requester's needs. While the requester might successfully browse through the literature on the basis of an ill-defined need, it is im-

possible to prepare a successful machine search on the basis of the vague request. It is therefore imperative that the terminology be broadened and cross-referencing expanded so that a requester may be able to put his request into machine readable form more easily and more meaningfully.

The Future of the Dental Index

The day of the totally automatic index, that is, one totally generated by machine, seems to be far off, since much work remains to be done to overcome the deficiencies of mechanical systems. We will have to depend for many years yet on the human indexer, because indexing is a complex, decision-making process which is an interaction of the characteristics of the indexer, the methods of indexing and the material being indexed. If any error is introduced during indexing, it is in the system to stay, and even if error rates are low, an error rate of 1% still introduces 10 errors in every 1,000 documents. What is needed is a great deal more objective research in the improvement of the manual indexing process, "with a greater effort expended in the direction of objectively and quantitatively studying the indexer, the indexing operation and the techniques for improving indexer performance" (13).

Nevertheless, the *Index to Dental Literature* has proven time and again to be one of the most useful tools at the command of both dental clinicians and dental researchers in helping them to maintain and update their knowledge in this important field of health service.

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State Manual Procurement Guide

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■ State manuals—published by official state agencies or by commercial publishers—are useful and important reference tools, and a majority of them are available for the asking, or at low prices any library can afford. A checklist of current state manuals is provided, with specific information on how to obtain them.

FOR MOST OF THE STATES in the Union—Montana is the lone exception—a manual or all-purpose fact book is published, either by an official agency of the state government or by a commercial publisher. These state manuals—known variously as red books, blue books, registers, directories, and rosters—vary greatly in size and scope: some merely list state officers, while others are compendia of useful facts and information running to hundreds of pages.

Best of all is their price, which is often nonexistent. While researching this article, I assembled a collection of manuals from thirty-three of the fifty states, at no cost to me or my library. While a few commercially-published manuals are very expensive, you can get a complete set for every state for only \$186.12!

This article is essentially a reworking of an earlier article* of the same name by

Donald Hotaling, which appeared in the pages of *This Journal* in 1963. All facts have been rechecked with the issuing agency as reported by Hotaling for each state; in a few instances, I have discovered commercially-published items which he missed. Prices, where given, are for the current numbers; please remember that the prices for state manuals go up with each edition, like everything else.

For up-to-date information on state manuals check under "Directories" in *PAIS Bulletin*, or under "State Government" in the "Research Reports" section of *Legislative Research Checklist*.

ALABAMA: The *Alabama Official and Statistical Register* is published quadrennially during the year of the inauguration of the governor. Thus, it was published in 1951, 1955, 1959, and 1963. However, the 1967 edition has not yet been returned from the printer, since it was held up following the death of Governor Lurleen Wallace so that the cabinet of Governor Albert Brewer could be included. The Register is free, and you can be placed on a mailing list to receive it—but distribution within the State of Alabama takes precedence over out-of-state requests. Write to the Department of Archives and History, State of Alabama, Montgomery, Ala. 36104.

ALASKA: The *Directory of State Officials*, available free, is published twice each year. You can be placed on a mailing list to receive it by writing to the Legislative Affairs Agency, Pouch Y, State Capitol, Juneau, Alaska 99801.

* Hotaling, Donald O. / State Manual Procurement Guide. *Special Libraries*, 54 (no. 4): p.206-209 (Apr 1963)

ARIZONA: *Bill Turnbow's Political Arizona Almanac* is published biennially, during no particular month of odd-numbered years. There is no charge, but each edition must be ordered separately from the Secretary of State, 203 Capitol Building, 1700 West Washington, Phoenix, Ariz. 85007.

ARKANSAS: *The Historical Report of the Secretary of State of Arizona* was last published in 1968. It costs \$6.00, and orders should be sent to the Dept. of State, State of Arkansas, Little Rock, Ark. No later edition seems to be in the works; the most recent prior edition was the one for 1958. The Secretary of State's office reminds us that a commercially-published item, *The Arkansas Almanac*, is again available, and suggests writing Mr. C. Armitage Harper, Democrat Printing and Lithography Co., 114 East Second St., Little Rock, Ark. 72201.

CALIFORNIA: When the 1970 edition of the *California Roster of Public Officials* was published last (in August or September, 1970), all distribution was on a "charge" basis for the first time, at \$2.00 per copy. Orders should go to the Office of Procurement, Documents Section, P.O. Box 20191, Sacramento, Calif. 95820. Another, presumably more sumptuous manual, *The California Blue Book*, is published every four years; the current edition for 1967 is available at \$10.00 per copy from the State of California, Legislative Bill Room, 212 State Capitol, Sacramento, Calif. 95814. A Publications Form Letter, listing many other state publications, their prices, and distributing agencies, may be obtained from the Secretary of State, State of California, Room 117, State Capitol, Sacramento, Calif. 95814.

COLORADO: The "current" number of the *Colorado Year Book* is the 1962-1964 edition, which costs \$5.00, plus 50¢ postage, from Management Services, 612 State Services Building, Denver, Colo. 80203. No one knows when or if another edition will be published.

CONNECTICUT: The *Connecticut Register and Manual* is published annually, and

the 1970 edition was due early last fall. It is free to citizens of Connecticut, but costs \$2.50 for out-of-state individuals and institutions. Each edition must be ordered from the Office of the Secretary of State, State of Connecticut, 30 Trinity Street, P.O. Box 846, Hartford, Conn. 06115.

DELAWARE: The *Delaware State Manual* is published "about every two years"; a new edition is due in the spring of 1971. Each edition must be ordered from the Secretary of State, State of Delaware, Dover, Del. 19901.

FLORIDA: There are two official Florida fact books: the *Directory of Florida Government* and the *Biennial Report of the Secretary of State*, published annually and biennially, respectively, during no particular months. Write for each edition to the Secretary of State, State of Florida, Tallahassee, Fla. 32304. A commercial variant is the *Florida Handbook*, now in its 12th edition and available from the Peninsular Publishing Co., P.O. Box 2275, Tallahassee, Fla. 32304. Cost is \$6.75, and publication is biennial.

GEORGIA: The *Georgia Official and Statistical Register* is published biennially during no particular month of odd-numbered years. The current edition—for 1967-68—costs \$28.35, and should be ordered from the Georgia Official and Statistical Register, Dept. of Archives and History, Atlanta, Ga. 30334. They do maintain a mailing order list. As for new editions—the closing date for the 1969-70 number was December 31, 1970.

HAWAII: The *Guide to Government in Hawaii* is published approximately every three years on no set date, and costs \$1.00 per copy. Each edition must be ordered from the University of Hawaii Bookstore, 1760 Donaghho Road, Honolulu, Hawaii 96822.

IDAHO: The *Idaho Blue Book* is published biennially in odd-numbered years; the 1971-72 edition will be published in April, 1971. It is free, and each edition must be ordered from the Secretary of State, State of Idaho, Boise, Idaho 83707.

ILLINOIS: The *Illinois Blue Book* is published biennially during even-numbered years, usually around the middle of October. It is free, and you can have your name placed on a mailing list should you so desire. Write: Secretary of State, State of Illinois, Springfield, Ill. 62700.

INDIANA: The *Roster of State and Local Officials of the State of Indiana* is published annually during no particular month. It is free, and a mailing list is maintained. Write: State Board of Accounts, Room 912, State Office Building, Indianapolis, Ind. 46204.

IOWA: The *Iowa Official Register* is published biennially, usually in March of odd-numbered years. It is free; each edition must be ordered from the Iowa State Printing Board, Grimes State Office Building, Des Moines, Iowa 50319.

KANSAS: The *Kansas Directory* has heretofore been published biennially in the fall of odd-numbered years. Beginning with the 1971 edition, which appeared in January 1971, it became an annual. There is no charge, but request each edition from the Secretary of State, State of Kansas, Statehouse—Second Floor, Topeka, Kans. 66612.

KENTUCKY: The pocket-sized *Kentucky Government Directory* is published biennially in the early months of even-numbered years by the Kentucky Utilities Company, 120 South Limestone, Lexington, Ky. 40507. It is free, but only one copy to a customer—no bulk orders. A short, useful state directory comprises the smaller, but not necessarily lesser part of the *Checklist of Kentucky State Publications and State Directory*. It is an annual, free on request from the State Archives and Records Service, Dept. of Finance, 851 East Main Street, Frankfort, Ky. 40601.

LOUISIANA: The *Louisiana Roster of Officials* is published biennially, in the spring of odd-numbered years. It is free, and each edition must be requested from the Secretary of State, State of Louisiana, P.O. Box 44125, Baton Rouge, La. 70804.

MAINE: The State of Maine does not publish a manual as such, but instead recommends the commercially-published, expensive *Maine Register*, published annually every September by the Tower Publishing Company, 335 Forest Ave., Portland, Me. 04101. The 1970/71 edition of this item retails for \$38.00, plus 75¢ postage. Tower does offer special reduced prepublication prices, and it would be wise to check with them before ordering.

MARYLAND: The *Maryland Manual* is a biennial: the current 1969–70 edition appeared in Spring 1970, and costs either \$5.00 paperbound or \$7.00 clothbound (nonexempt Maryland residents are cautioned to add the 4% State Sales Tax). A standing order list is maintained for the *Manual*, and orders should go to The State of Maryland, Hall of Records, Annapolis, Md. 21404.

MASSACHUSETTS: The *Massachusetts General Court Manual* is published biennially, usually in the late fall of odd-numbered years. It is priced at \$1.25 per copy, and each edition must be ordered from the Public Documents Division, Room 116, State House, Boston, Mass. 02133. Please make checks payable to the Secretary of the Commonwealth.

MICHIGAN: The *Michigan Manual* is published in even-numbered years, and can be obtained around the middle of January. The charge varies from year to year; the 1969/70 *Manual* costs \$4.50 per copy. Order each edition from the Department of Administration, State of Michigan, Lewis Cass Building, Lansing, Mich. 48913.

MINNESOTA: The *Minnesota Legislative Manual* is published biennially, during no particular month of odd-numbered years. It is free, and each edition should be ordered from the Secretary of State, 180 State Office Building, St. Paul, Minn. 55101. A "special education edition" of this *Manual* is published as well, at a cost of 45¢ per copy on orders of fewer than ten, 35¢ per copy on bulk orders for ten or more.

MISSISSIPPI: The *Mississippi Official and Statistical Register* is published quadrennially during no particular month; a new 1968–1972 edition has recently come off the press, and is free. Requests for each edition should go to the Secretary of State, State of Mississippi, P.O. Box 136, Jackson, Miss. 39205.

MISSOURI: The *Missouri Official Manual*—and very good it is, incidentally—is published biennially during no particular month of even-numbered years. It is free, and each edition must be ordered from the Secretary of State, State of Missouri, Jefferson City, Mo. 65101.

MONTANA: As Mr. Hotaling found during his 1963 survey, Montana does not publish any sort of state manual.

NEBRASKA: The *Nebraska Blue Book* is issued biennially, during no particular month of odd-numbered years, at a cost of \$5.00 per copy. A new edition is due in the late spring of 1971. A mailing list for the *Blue Book* is maintained, and orders should go to the State of Nebraska, Nebraska Legislative Council, 2108 State Capitol, Lincoln, Neb. 68509.

NEVADA: The *Handbook of the Nevada Legislature* is published biennially in January of odd-numbered years, to coincide with the convening of the state legislature. There is no charge, and each edition must be requested from the Legislative Council Bureau, Legislative Building, 401 South Carson St., Carson City, Nev. 89701. The *Report of the Nevada Secretary of State* is issued by the secretary on or shortly after June 30 of even-numbered years. Write: Secretary of State, State of Nevada, Carson City, Nev. 89701 for your free copy.

NEW HAMPSHIRE: The *New Hampshire Manual for the General Court* is published biennially during no particular month of odd-numbered years. It costs \$4.00 per copy, and there is a mailing list. Write: Secretary of State, State of New Hampshire, State House, Concord, N.H. 03301. Tower Publishing Company in Portland, Maine, publishes the *New Hampshire Register* every Decem-

ber. The current edition costs \$33.75 with shipping charges, and the 1970/71 book will cost \$38.75 after publication. Contact: Tower Publishing Co., 335 Forest Ave., Portland, Me. 04101.

NEW JERSEY: The *New Jersey Legislative Manual* appears annually in early April. By July 1970, the supply of that year's edition was exhausted, and I was advised to write early in 1971 to reserve a copy of the new edition. Cost is \$6.00 per copy, and orders for each edition must go to New Jersey Legislative Manual, 589 Bellevue Ave., Trenton, N.J. 08618.

NEW MEXICO: The *Roster of the State of New Mexico* is issued biennially in January or February of odd-numbered years. It is free, and each edition must be ordered from the Secretary of State, State of New Mexico, Santa Fe, N.M. 87501.

NEW YORK: The *New York State Legislative Manual* is published annually, with publication date dependent upon the length of the legislative session (the 1970 edition was due in late 1970, or possibly early 1971). Cost is \$4.00 per copy, with one copy free to school libraries. You can be placed on a permanent mailing list for the *Manual* by writing to the Department of State, State of New York, 162 Washington Avenue, Albany, N.Y. 12225. A commercial publication, the *New York Red Book*, is issued by the Williams Press, Inc., 99–129 North Broadway, Albany, N.Y. 12201. It, too, is an annual, appearing in September or October, and costs \$4.50. The publisher maintains a standing order list, too.

NORTH CAROLINA: The *North Carolina Manual* is published biennially during odd-numbered years, and the 1971 issue will be available in July or August of that year. Distribution is free "to various agencies and libraries," but no mailing list is kept. Contact Department of State, State of North Carolina, Raleigh, N.C. 27602.

NORTH DAKOTA: The latest edition available of the *North Dakota Blue Book* is the one for 1961, priced at \$5.00 per

copy. As soon as the North Dakota Legislative Assembly appropriates the necessary funds, a new edition will be published. The State of North Dakota also publishes a *Directory of State Officials, Boards, and Institutions*, usually every year after elections. The latest number is dated 1969, and the next edition was available around January 1, 1971. It is free, and you should write to the Secretary of State, State of North Dakota, Bismarck, N.D. 58501.

OHIO: The *Ohio Roster of Federal, State & County Officials* is published biennially during no specially designated month of odd-numbered years. It is free, and each edition must be ordered from the Secretary of State, State of Ohio, Columbus, Ohio, 43216.

OKLAHOMA: The *Directory and Manual of the State of Oklahoma* is published in November or December of odd-numbered years, and the *Roster of State and County Officials* is published in December of even-numbered years. Both are free, and new editions must be ordered as they are published from the State Election Board, State Capitol, Oklahoma City, Okla. 73105.

OREGON: The *Oregon Blue Book* is published biennially during odd-numbered years; the 1971-72 edition is available for sale in February of 1971. Cost for the 1969-70 number was \$1.50, and orders for each edition must be sent to the Elections Division, 122 State Capitol, Salem, Ore. 97310.

PENNSYLVANIA: The *Pennsylvania Manual* is published biennially during no designated month of even-numbered years. There is a charge: the 1968-69 edition costs \$3.15 per copy. Orders for each edition should go to the Commonwealth of Pennsylvania Bureau of Publications, Tenth and Market Streets, P.O. Box 1365, Harrisburg, Pa. 17125.

RHODE ISLAND: The *Rhode Island Manual* is issued biennially in December of odd-numbered years, or January of the following year. It is free, and each edition must be ordered from the Secretary

of State, State of Rhode Island, Providence, R.I. 02902.

SOUTH CAROLINA: The *South Carolina Legislative Manual* is published annually around March 15. The current edition costs \$2.00 per copy, and orders for each edition must be sent to the Clerk, House of Representatives, P.O. Box 11244, Columbia, S.C. 29211.

SOUTH DAKOTA: The *South Dakota Legislative Manual* is published biennially, and is available for distribution in August of odd-numbered years. Cost varies: the 1969 edition costs \$3.75. It is best to check with the publisher before ordering each edition: Secretary of State, State of South Dakota, Pierre, S.D. 57501.

TENNESSEE: The *Tennessee Blue Book* is published biennially in odd-numbered years, generally as early in the year as possible. It is free, and a mailing list is maintained for future editions by the Secretary of State, State of Tennessee, Nashville, Tenn. 37219.

TEXAS: A commercial publisher, The Dallas Morning News, publishes the *Texas Almanac* biennially, usually in November of odd-numbered years. The 1970-71 *Almanac* may be ordered for \$2.43 paperbound and \$3.01 clothbound from Texas Almanac Division, The Dallas Morning News, Communications Center, Dallas, Tex. 75222. An official publication, the *Texas Legislative Manual*, is published biennially by each legislature, and a few copies of it are sometimes made available to libraries "no-charge" after official distribution has been made. This document includes the Constitutions of the United States and the State of Texas, rules for both houses of the state legislature, and the names of members of that legislature. Thus, one can question its usefulness for libraries outside Texas, but if you want to try to obtain a copy, write the Texas Legislative Council, Drawer D, Capitol Station, Austin, Tex. 78711.

UTAH: The *Utah Official Roster* appears biennially during no particular month of odd-numbered years. There is no

charge "as yet," and each edition must be ordered from the Department of Finance, Utah State Archives and Records Service, State Capitol—Room B4, Salt Lake City, Utah 84114.

VERMONT: The *Vermont Legislative Directory* is published biennially during no particular month of even-numbered years. It is free, and a mailing list is maintained by the Department of Libraries, State of Vermont, Montpelier, Vt. 05602.

VIRGINIA: The *Report of the Secretary of the Commonwealth to the Governor and General Assembly of Virginia* is published annually in November. It is free to libraries, but there is a charge of \$3.64 "to those not connected with the state." Each edition must be requested from the Secretary of the Commonwealth of Virginia, Richmond, Va. 23219.

WASHINGTON: The *Washington State Legislative Manual* is published during March of odd-numbered years—that is, biennially. Distribution is free, and first-time requests should go to the Secretary of the Washington State Senate, Olympia, Wash. 98501. He will, if requested to do so, forward your request to the

Washington State Library for inclusion on a regular mailing list.

WEST VIRGINIA: The *West Virginia Blue Book* is usually published annually during the latter part of December. It is free, and orders for each edition must be sent to the Clerk, Senate of West Virginia, Charleston, W. Va. 25305.

WISCONSIN: The *Wisconsin Blue Book* is published biennially during even-numbered years; the 1970 edition costs \$1.00 per copy. A mailing list is maintained for interested libraries, and you should write: Dept. of Administration, Document Sales and Distribution, Room B-237, State Office Building, Madison, Wisc. 53702.

WYOMING: The *Wyoming Official Directory* is published biennially in March or April of odd-numbered years. It is free, and you can be placed on a mailing list. Write: Secretary of State, State of Wyoming, Cheyenne, Wyo. 82001.

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Evaluation of Indexing

5. Discussion and Summary

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■ The characteristics of indexing are defined as being: 1) breadth of vocabulary; 2) depth of indexing; 3) use of general or specific index terms; 4) use of see and see also references; 5) indexing format; and 6) inclusion of titles or other subject qualifying phrases. In judging these characteristics of indexing, only

three seem to be capable of being compared quantitatively. These are breadth of vocabulary; depth of indexing; and the use of see and see also references. The fact that only three characteristics of indexing can be evaluated objectively poses a problem in quantifying evaluations of indexing.

THIS SERIES of articles has presented many different experiments with the emphasis on Simulated Machine Indexing and Cranfield Studies. Neither of these experimental studies has been conclusive in their attempt to evaluate indexing quantitatively. The Cranfield Studies have produced the recall and the relevance or precision ratios which tend to evaluate machine searching strategies.

In Cranfield I, an attempt was made to evaluate the effectiveness of UDC, the

faceted classification, the Uniterm System and alphabetic subject indexing. According to Cleverdon (1):

The most significant result of the main test program was the discovery that all four indexing methods were operating at about the same level of recall performance—approximately eighty percent of known relevant documents were being retrieved by each system. Moreover, when the failures were analyzed, it was discovered that very few of these could be attributed to actual deficiencies in the indexing system, only six percent of the total failures.

Thus Cleverdon is saying that an indexing system can be judged by the number of relevant documents it retrieves. Yet in his own words, he says (2):

The fact that 97% retrieval was obtained by KWIC indexing is not so much an argument in favor of this technique as an interesting commentary on the effectiveness of the titles of the reports and papers used in this project.

This is the last in a series of five papers on Evaluation of Indexing by Mr. Bloomfield. Part 1, Introduction, appeared in *SL* 61 (no.8): p.429-432 (Oct 1970). Part 2, The Simulated Machine Indexing Experiments, appeared in *SL* 61 (no.9): p.501-507 (Nov 1970). Part 3, A Review of Comparative Studies of Index Sets to Identical Citations, appeared in *SL* 61 (no.10): p.554-561 (Dec 1970). Part 4, A Review of the Cranfield Experiments, appeared in *SL* 62 (no.1): p.24-31 (Jan 1971).

The unevenness of results from the Cranfield Tests do not provide data whereby rules for indexes can be studied. Cranfield does provide insight into machine searching techniques. The Cranfield Studies have had very little effect on library catalogers or indexers for the indexing and abstracting journals.

Other studies analyzed concern a direct comparison of two kinds of indexing. An attempt was made in this series to compare several index sets for identical articles. It is very difficult to make any generalizations from these comparisons.

Breadth of Vocabulary

However, it can be said that indexes do have certain characteristics. One of these characteristics is the breadth of vocabulary. Breadth of vocabulary refers to the number of different index terms that are used in a subject index. This is related to the depth of indexing which refers to the number of index terms assigned to one document. The normal depth of indexing in the printed indexes rarely is more than ten and more normally is between three and five terms. When the depth of indexing of printed indexes is limited, it is likely that the breadth of vocabulary will be restricted too. In relating these two characteristics to *Chemical Abstracts* and *Physics Abstracts*, both the depth of indexing and breadth of vocabulary are much restricted in *Physics Abstracts* in comparison to *Chemical Abstracts*. *Physics Abstracts* index vocabulary generated only 58 Simulated Machine Indexing (SMI) terms per hundred KWIC index terms while *Chemical Abstracts* index vocabulary generated 83 SMI index terms per hundred KWIC index terms using the same number of documents.

It is important that an index have breadth of vocabulary so that a specific term can be indexed. In *Physics Abstracts*, there are but two terms for an atomic element and its compounds. *Chemical Abstracts* has over 300 different index terms for those headings beginning with the word "aluminum." In a word-by-

word SMI matching, "aluminum" would become an SMI index term for either *Physics Abstracts* or *Chemical Abstracts* when any single-word or multi-word index term begins with "aluminum." However, there is a vast difference in matching two-word index terms. Almost any aluminum compound would be matched by the *Chemical Abstracts* subject index; almost no aluminum compound would be matched by the *Physics Abstracts* subject index. The audience of each of these journals may be cited as the reason for this variation in approach to chemical compounds. *Chemical Abstracts* is designed for chemists and *Physics Abstracts* is not. The audience has an effect on the vocabulary used in a subject index. It is without question that *Chemical Abstracts* has a broader vocabulary in its subject index than is used in the *Physics Abstracts* subject index.

Depth of Indexing

The depth of indexing is another characteristic which affects the evaluation of printed indexing tools. This characteristic refers to the number of index terms which are assigned to a single document to describe its subject content. This characteristic was studied only casually in this series of papers. The data in the earlier SMI study showed that the Library of Congress catalogers assigned about one and a half index terms per bibliographic entry; *Physics Abstracts* indexers assigned about two and a half terms per document; and *Chemical Abstracts* indexers assigned about four index terms to each item cited. The number of samples used to arrive at these figures was small and should not be taken as definitive. However, discounting the small sample, the trend is obvious. Library of Congress assigns very few subject headings per book. *Physics Abstracts* is also restrictive in the assignment of index terms. *Chemical Abstracts* is the most liberal of the three tools studied in assigning index terms per bibliographic entry. This ranking relates very well with the intuitive feelings of reference librarians who use these tools constantly. How-

ever, a far larger sample and accurate index term determination are needed before this data can be accepted.

The depth of indexing is one of the key differences between indexing for human searching and indexing for machine searching. The depth of indexing for machine searching may run very easily to 50 index terms and the Cranfield II study has assigned as many as 50 index terms per bibliographic entry. The greatest number of index terms that might be assigned in indexing for human searching is hardly more than ten. This factor alone can separate kinds of indexing.

General vs. Specific Index Term

Another characteristic of indexing concerns whether the index term is general or specific. This characteristic is related to the breadth of vocabulary because the greater the number of different words used in an index, the greater the possibility that both general and specific terms will be included. It is difficult to assess this characteristic. The tendency among all indexers and catalogers is to be as specific as possible depending on the type of document being indexed. It is also a characteristic which is somewhat dependent on the thesaurus available. In book cataloging, the vocabulary tends to be much more general than the vocabulary for *Chemical Abstracts*. *Chemical Abstracts* should be more specific because it deals with articles which cover very narrow subjects. Subject headings for books tend to be general because books cover large areas of knowledge.

See and See Also References

The use of *See* and *See also* references is an important feature of the printed index. There is no need for these references in machine indexing because they cannot be used. The Boolean or weighted statement used in searching the computer store rigidly determines the machine search. The machine search must be conducted according to the search statement without any deviation. When a human being conducts a search, he relies heavily

on the cross references provided in the indexes. The number and character of these cross references provide another variable in evaluating printed indexes. It would seem that the more *See also* references an index provides, the greater the range of index terms available for searching. This characteristic was studied casually in the early SMI published series. From the data accumulated in those papers, it was shown that Library of Congress *Subject Headings* provided the most *see also* references per subject heading, more than either *Chemical Abstracts* or *Physics Abstracts*. It was also shown that *Chemical Abstracts* provided about twice the cross references as *Physics Abstracts*. A more detailed study of this characteristic than was done in this series of papers would be needed to evaluate this criterion.

Indexing Format

Another characteristic of printed indexes is the format in which the index terms are presented. The index terms may appear in either direct or indirect form. "Fighter Airplane" may appear as "Fighter Airplane" or "Airplane, Fighter." This characteristic is difficult to evaluate but it does have a bearing on the usefulness of the printed index. A *See* reference is needed whichever form is used. The lack of a *See* reference in this case reduces the effectiveness of the printed index. Also, the way index information is presented can be a factor.

One of the drawbacks of the format of the library card catalog is the placement of *See also* references. The *See also* reference card falls at the end of unit cards for that subject. This is an awkward place for *See also* references and in many instances they are overlooked because of this placement.

Use of Titles

Yet another characteristic of the printed index concerns the use of titles or identifying modifier phrases with the index terms. This is one of the drawbacks in machine searching. In machine search-

ing, there is no clue as to whether an item should be included or excluded in a search. The only basis of inclusion or exclusion is on a match of the indexing with that of the search statement. In human searching, most of the noise is eliminated while the searching is being conducted. This is done by reading the titles in a KWIC index or the phrases supplied by the indexers in such journals as *Chemical Abstracts*, *Physics Abstracts* and *Nuclear Science Abstracts*. These may be catchword phrases or keyword phrases, but they identify enough of the subject content of the article so that the searcher may or may not include them from the reading of the phrase accompanying the index term. The quality of these phrases or titles will affect the overall evaluation of the index. This characteristic has not been studied in this series of papers.

Toward a Theoretical Base

Thus in the evaluation of the subject index of a printed indexing and abstracting journal, there are several factors of evaluation. These are the characteristics of indexing. Those to be considered are:

- 1) Breadth of vocabulary
- 2) Depth of indexing
- 3) Use of general or specific index terms
- 4) Use of *See* and *See also* references
- 5) Indexing format
- 6) Inclusion of titles or other subject qualifying phrases

Three of the six characteristics listed above may be compared quantitatively: the breadth of vocabulary; the depth of indexing; and the number of *See* and *See also* references. The other three characteristics seem to be capable of only a subjective evaluation. Perhaps it is these characteristics which must be judged subjectively that make the evaluation so difficult. Certainly recall and precision ratios are not going to be effective in relating these six indexing characteristics. These six characteristics of subject indexes may well be the variables which will have to be evaluated separately and

a weighted formula developed to compare several indexes with each other.

Artandi has attempted to describe the characteristics of indexing, although her paper was directed mainly to the searching function. She does not elaborate on the characteristics of index terms. However, there is a list of the characteristics of index terms and Artandi (3) defines them as:

specificity and size of the index language, the network of relationships that exists between terms, exhaustivity of indexing, and the arrangement and physical characteristics of the file.

In comparing these characteristics of indexing with those given above, there is an excellent match.

<i>Bloomfield</i>	<i>Artandi</i>
1. Breadth of vocabulary	Size of the index language
2. Depth of indexing	Exhaustivity of indexing
3. Use of general or specific index terms	Specificity
4. Use of <i>See</i> and <i>See also</i> references	The network of relationships that exists between terms
5. Indexing format	Arrangement and physical characteristics of the file
6. Inclusion of titles or other subject qualifying phrases	Characteristics of the file

What elaboration Artandi did in amplifying these characteristics of indexing was limited to specific or general aspects. Since this characteristic is so important in search strategies Artandi emphasized it considerably. *See* and *See also* references are mentioned, too.

Artandi also brought up the topic of controlled and uncontrolled vocabularies. It is impossible to determine for one index term whether it has been assigned as part of a controlled or uncontrolled vocabulary. This can only be determined by looking at the entire index. In all probability, it would be difficult to tell whether the index terms for just one

document were assigned with a controlled or uncontrolled vocabulary. If *See* and *See also* references are presented with the index terms, the determination of kind of vocabulary used becomes more definite.

In this attempt to evaluate indexing, the use of a controlled or uncontrolled vocabulary does not need to be stressed. The six characteristics should provide enough of a description of the indexing to negate determining vocabularies. In searching, this determination is made immediately by the searcher.

At present there is no consensus among those who prepare indexing journals about what constitutes "good" indexing. The difference between these journals is so great that it would lead one to the conclusion that there is no agreement among indexers as to what they think is best. There is no consensus of an indexing characteristic such as the depth of indexing. *Engineering Index* limits its depth of indexing to just one single subject entry per document. *Chemical Abstracts* says that they attempt to provide six index terms per article.

In discussing the literature about the current status of indexing evaluation, Kochen and Tagliacozzo have said (4):

It is impossible to find in the literature any satisfactory description of standards for differentiating good indexes from bad indexes, or for that matter, any convincing explanation of the indexing process.

Bourne, in his review paper published in the 1966 *Annual Review of Information Science and Technology*, makes a statement similar to that of Kochen and Tagliacozzo. Bourne states that (5):

One point becomes clear after reviewing this literature—namely, that it is extremely difficult to make meaningful generalizations about the performance of various indexing systems. In almost all the experimental reports, the investigator worked with an indexing language different than that of other experimenters. Consequently, no one has ever had his test results verified, or expanded, or made more precise by another experimenter. Furthermore, the actual numerical values given for recall,

relevance, or other factors for a particular indexing system would appear to have value only to that system. There is little point in comparing the recall figures of two separate experimenters when each uses a different definition of recall, different types of requests, and different types of judges, and there are many other dissimilarities in the test environment.

From the comments of Bourne and Kochen and Tagliacozzo, it should be noted that a theoretical base of indexing with an identification of the variables involved is still to be found.

Indexing is an art which should not deter the library profession from trying to turn it into a science. It does not seem possible that a theoretical basis for indexing will be found in a psychological sampling test of indexers' opinions. The theoretical base will have to be found in something more objective than a consensus. There doesn't seem to be much in the way of an agreement on the optimum depth of indexing. It is doubtful that an agreement can be reached. It is hoped that a formula can be developed from a number of characteristics of subject indexes which can generate objective and quantitative data.

Conclusions

In summary, there are two major conclusions which can be drawn from this study. The first of these is that the Simulated Machine Indexing technique cannot be used as a standard for comparing two indexes. The results obtained for the single figure of merit vary so greatly that no logical pattern was discernible. However, the Simulated Machine Indexing technique can be used to determine one of the six characteristics of indexing—the breadth of vocabulary. The ratio of SMI terms to KWIC terms will provide data to compare those indexes having a large and varied vocabulary with those having a restricted one in an objective and quantitative fashion.

The second conclusion that has appeared in the course of this study concerns kinds of indexing. Two kinds of indexing and two kinds of searching have

been developed by experimenters in trying to analyze indexing. Indexing for machines is being prepared which allows for machine searching. This kind of indexing requires a depth of indexing with the minimum beginning at about ten index terms and these terms have to be very specific which are or resemble Uni-terms. Machine searching needs coordination with a Boolean or weighted statement as the basis for its search. This kind of index is far different from that of the printed subject index such as found in *Chemical Abstracts*. The searching strategy for human searches is far different from that for machine searches. This is an important difference in indexing and these two kinds of indexing are confused in the literature. An attempt must be made to distinguish these two approaches to indexing.

A final word concerning the evaluation of indexing deals with standards. It must be emphasized that rules or guides for indexers must be established, and I believe they can be established in the future. Subject indexes such as *Chemical Abstracts* cannot be so unstructured that each indexer is left to his own devices for vocabulary control, depth of indexing or qualifying phrase construction. We must have guides and rules as to how indexes will be constructed. This study attempted to find what the characteristics of subject indexes are so that guides can be given to the indexer in order to produce "good" indexes. The ultimate value of an index must rest on the basis of whether that index can retrieve relevant documents from its data base. The Cranfield Studies have attempted to use recall ratios as an indicator of indexing

efficiency. If either Cranfield or Simulated Machine Indexing had been successful, then it would have been possible to determine indexing effectiveness on the output of relevant documents from the storehouse in the data base. However, subject indexing still remains as poorly understood as ever. Neither the Cranfield Experiments, Simulated Machine Indexing, KWIC indexing, machine indexing nor human indexing studies have provided the theoretical foundation to rigorously define the process of indexing.

It almost goes without saying that it can be concluded that much more effort will have to be expended before a logical base for the comparison of two subject indexes can be evaluated for their indexing. Presently, we have to rely on intuition and experience.

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Light Your Fire!

Operation Involvement: Librarians and Social Issues

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OPERATION INVOLVEMENT was the title of a program* presented by the Education Committee of the San Francisco Bay Region Chapter of SLA. Sometime later, an editorial in *Special Libraries*† re-awakened interest in it by asking:

Are we too securely comfortable because so many of our special libraries are deeply embedded within corporations or government agencies that we have forgotten that the ultimate clients of all special libraries are all men? . . . Can we focus our energies on the real problems of the 70's?

This summary is offered as an example to other SLA Chapters who may want to present a program of their own on these topics.

"If you think there is nothing you can do to help, think harder!" The thought behind that familiar radio-TV message, concerned with making an effort toward alleviating some of our contemporary social problems, was the stimulus to try to do *something* constructive during that tragic year of two assassinations.

The news included stories of doctors setting up clinics in deprived areas, of attorneys volunteering their services for the underprivileged, and of teachers re-vamping their activities to bring more

meaningful education to the masses. Some librarians also had made efforts along similar lines, but many of us are still somewhat baffled about how we might actually help *as librarians*, in addition to what we might do as private citizens.

In the belief that we *can* make this a better society, and with the conviction that every one of us can somehow make a meaningful contribution toward that goal, the program was presented to generate some basic thinking by showing how some librarians are taking creative and concrete actions to help improve our troubled society. The two panelists were Bill Brett of the Oakland Public Library and John Forsman, then of the Richmond Public Library. They are prominent and provocative librarians who work "where the action is," facing the serious problems of contemporary urban society on a daily basis.

The program moderator (the author of this article) began by outlining the two kinds of troubles prevalent in this world. One kind is presently beyond human control—natural disasters like earthquakes or hurricanes, some accidents, some diseases, etc. The other kind of trouble we have is of human origin and *within human control*—prejudice, intolerance, low quality education and housing, unequal opportunity, etc. We should all make an effort to stamp out this sec-

* Presented in late 1968.

† *Special Libraries* 60 (no.10): p.625 (Dec 1969)

ond type as best we can, to avoid causing needless suffering to our fellow human beings. Surely librarians too can find ways to participate in this endeavor; it can't be that it's everyone *else's* concern except ours.

The first speaker, Mr. Brett, began by describing (for this audience of special librarians) some of the characteristics and problems of the core city, including its ghettos, its white suburbs, its minorities, its alienation, its educational level, etc. The resulting situation was characterized by him as a state of revolution and crisis for our educational institutions.

Even more damaging to libraries than inadequate financial support and insufficient staff, Mr. Brett said, is the fact that our library schools are not even beginning to prepare their students to cope with the actual problems of the real world in the core city. Our middle-class WASP backgrounds limit us so that we can't really perform satisfactory book selection or readers' services in these areas, because we have so little understanding of the people whom we are to serve. We must recruit and train and employ people from those areas to be our librarians. And we must get new kinds of library administrators too, who must be hard-headed businessmen and lobbyists as well as bookmen and community analysts.

Several Oakland Public Library efforts toward solving some of the problems were described:

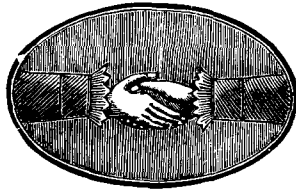
- ▶ A Latin American Library Branch, which serves a culturally deprived group of Oakland residents, has an extensive collection of relevant non-printed materials, some of which were *created under contract* to fill a need, and a project director from the community itself;
- ▶ Specialized branch libraries like a Young Adults Center, a Multi-media Center, and a Multi-service Center, in the attempt to reach certain audience groups more effectively; and
- ▶ A self-study by the Oakland Public Library staff to develop other new approaches to reach the people.

John Forsman, the second speaker, pointed out first that this discussion was much more *relevant to special librarians* than the audience might realize, inasmuch as he and Mr. Brett were in the final analysis engaged in *setting up special libraries* to meet special needs in special places. He related the program to special librarians even further, by stating that we should find ways and means within our own libraries, which usually are not restricted by civil service requirements, to train and promote people who are not now professionals, and who do not share our WASP backgrounds, so that they too may share in the benefits of our society. It should be somewhat less difficult to accomplish now than before, since present-day management is much more receptive to the problems of minorities.

The library schools came in for criticism from Mr. Forsman as well as Mr. Brett, in that they do not sufficiently give their students the quality of "humility." Many graduates are so enamored of their professionalism and their expertise (special librarians may also be guilty of overvaluing their expertise) that they can't deal effectively with the people to be served at the reference or circulation desk. If librarians and administrators would try to treat their staffs and their clientele as friends and equals, librarianship would become much more effective and some social problems would be alleviated.

Richmond Public Library projects under way included:

- ▶ Placing a branch library *in the waiting room* of the State Service Center, which includes the local offices of the Departments of Employment, Vocational Rehabilitation, Fair Employment Practices, Social Security, etc., where people who need certain types of library materials can have immediate access to them;
- ▶ Establishing a branch library in a new Community Center in an underprivileged area of Richmond; and
- ▶ A Concentrated Employment Pro-



gram to help selected people from the ghetto get through college while working and being trained as library assistants, perhaps even to go on to library school thereafter. He emphasized that this latter program was not charity, but an effort to get some excellent people (with especially valuable ghetto backgrounds) into library work where they are needed.

Mrs. Marion Gant, a member of the audience, was asked to say a few words because her name had been mentioned several times during Mr. Forsman's talk. A library assistant in a special library, she also was Chairman of the Richmond Library Commission, and was highly praised by Mr. Forsman for her honesty and willingness to stand up for principle. As a member of the black community, her brief talk was especially moving to the audience. Some of her remarks, as taken from the transcript of the meeting, included the following insights:

"I believe that what the speakers are trying to do tonight is to 'light your fire.' 'Light your fire' is one of the terms that the younger people use these days, and it means to develop an enthusiasm, a concern, and to commit yourself to the problems of our society. If you have people in your community who are victims of the hypocrisy that Mr. Forsman is talking about, then let us light your fire tonight, and you go back to your community and do what you can through your library, do what you can to help these people. Because in the long run you help yourself, you help your community, you help your country. Thank you."

After a spirited audience-participation discussion period, the moderator offered several closing comments. We all feel

that there is little we can do about social problems as individuals in a large population. However, we should remember that one of the strengths of our society lies in our memberships in numerous clubs or groups of various kinds, which sociologists call "voluntary associations." If we can get the groups to which we belong (not just library groups, but others too) to make a commitment to alleviating social ills, then our voices will have an effect.

As a start, the president and Executive Board of an SLA Chapter could charge *each Committee chairman* with developing his year's activities to relate somehow to social problems instead of the usual self-improvement technical topics. The Recruiting Committee could work on minority recruiting, the Employment Committee on minority employment, the Education Committee on further programs of this sort, etc. If it succeeds for one year, perhaps it would continue for more. If it succeeds in one Chapter, perhaps other Chapters, and eventually SLA itself, would want to try it. If SLA does well with this program, maybe the other professional library associations would follow suit. If a number of library associations are doing it, perhaps other professional and educational associations would do it too. If these associations are succeeding at it, maybe a great many others would make a similar effort. In other words, "Today the Chapter, Tomorrow the World"—who knows?

Received for review Jun 24, 1970. Manuscript accepted for publication Jun 24, 1970.

Mr. Meyer is a library consultant in Walnut Creek, California.

Bienvenidos a San Antonio

While frigid temperatures and snow covered much of the United States and Canada, attendants at the SLA Midwinter Meeting in San Antonio enjoyed a sunny and mild south Texas January. A city which endures a mean January temperature of 52°, San Antonio presented its best to SLA'ers with the thermometer registering 70°-80°.

There was more to the meeting than Board decisions and Council discussions. On Wednesday evening a welcome cocktail reception was held at the Institute of Texan Cultures on the grounds of HemisFair, just a block-and-a-half from the Hilton Palacio del Rio. (That means a brisk 45 minute hike when you consider Texas dimensions.) Thursday evening fare included both the Division and Chapter officers' dinner meetings. The Texas Chapter hosted a "Fiesta and Flamenco" banquet Friday evening com-



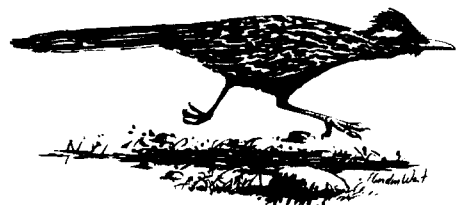
* *

plete with an exciting Mexican/American dance troupe. Blindfolded Board members vied at breaking a piñata. Master of Ceremonies for the occasion was Henry F. Yarbrough, president-elect of the Texas Chapter, whose Mistress of Ceremonies was Aphrodite Mamoulides, late of the Louisiana bayous. The reception preceding the dinner was hosted by the Texas Chapter and co-sponsored by University Bookbinding, Inc., San Antonio, and *Applied Mechanics Reviews*. The Texas Chapter held its quarterly meeting Saturday morning, followed by a luncheon and program at the Institute of Texan Cultures.

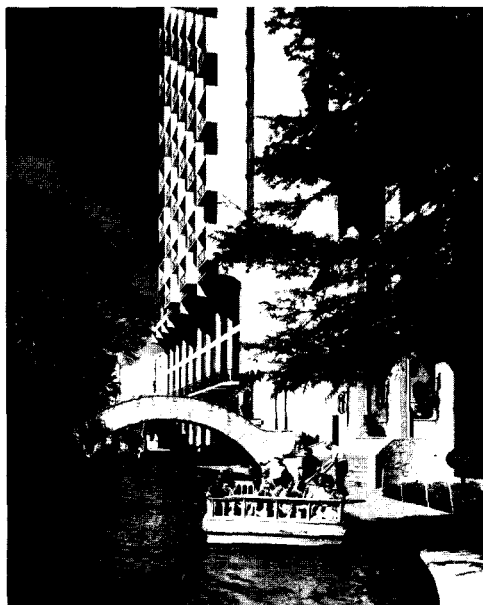
If time could be found away from the busy agenda of meetings, the sights of San Antonio beckoned. The newcomer's first glimpse of the Alamo City promised delight. How many other cities boast a river flowing through the center of town spanned by 16 bridges and navigated by river-barge taxis? Lunch outdoors in any number of colorful restaurants on the Paseo del Rio of the San Antonio River. Visit the Alamo—the Shrine of Texas Liberty—and its very special li-

* *

"The Roadrunner"—Wildlife Print by E. Gordon West, San Antonio



San Antonio Convention & Visitors Bureau



The Hilton Palacio del Rio and One of Paseo del Rio's Sixteen Bridges



The Alamo—Shrine of Texas Liberty



brary, the Alamo Library of the Daughters of the Republic of Texas, devoted to Texas history. Watch glassblowers and weavers ply their trades in the crafts studios and shops of La Villita—San Antonio's "little city." Breakfast on huevos rancheros at *Mi Tierra*. Purchase fruits and vegetables at the City Market. (It was rumored that mesh sacks of oranges were available for \$1.00 and grapefruit for \$1.25.) The Spanish Governor's Palace, San Fernando Cathedral housing the remains of the heroes of the Alamo, numerous missions, the Hertzburg Circus Collection, HemisFair Plaza and the Tower of the Americas—these are just a few of the attractions of this unusual American city of two cultures.

For the persistent literature, a mere telephone call and the main library on the Pasco del Rio will mail that needed book. Reference checks are handled at once by phone by the city's librarians who give *special* library service to the citizens; more difficult research queries are handled within one or two days. For those more concerned with slaking their thirst, a quaint Texas law still required that club guest cards had to be requested in order to partake of liquid refreshments stronger than beer and wine.

The home of the roadrunner and of SLA's own President Florine Oltman extended a warm and gracious welcome to its visitors that will not soon be forgotten. Director Burt Lamkin, a native son of San Antonio was, of course, upstaged by our Flo who hails from the *suburbs* in Flatonia and San Marcos.

SLA's Board of Directors and Advisory Council are grateful to the organizations that contributed to the success of the meetings. Thanks are in order for the Texas Chapter's hospitality and helpfulness, and especially for the agility of the Local Arrangements Committee headed by John L. Cook, Meeting Coordinator. Members of the committee—all the SLA members in San Antonio—were: Helen E. Fry, Frances Stortz, Oscar F. Metzger, Kathlyn Snow, Ruby E. Miller, Carolyn Patrick, Fred Todd, Edwin Vaught, Lucile Napier, and Sharon Richey. The time and effort that went into the detailed planning are appreciated by all.

Bienvenidos a San Antonio

Actions of the Board and Council

Jan 27–30, 1971

The Board of Directors and Advisory Council held their Midwinter Meetings Jan 27–30, 1971, at the Hilton Palacio del Rio in San Antonio, Texas.

Museum Division Name Change—Dr. Gerd Muehsam presented a petition from the Museum Division to change its name to the Museums, Arts & Humanities Division to reflect the broad range of institutions and interests represented by the Division's members. The Board approved the name change to be effective immediately.

Proposed Bylaw Amendments—Edward P. Miller, chairman of the Bylaws Committee, presented the Committee's recommendations concerning changing the requirements for Student and Emeritus Members. The proposed changes were referred to the Advisory Council for discussion to ascertain the sense of the Council.

Regarding the Student membership proposal, the Council approved the concept of Student affiliation with one Division. A show of hands indicated that the Council favored some time limit on Student Members and the Council rejected the concept that the student could be attending only a library school. Library courses in related curricula should be acceptable. As a result of the Advisory Council discussion, the Bylaws Committee presented a revised proposal for Article II, Section 4, that reads: "A Student Member shall be an individual enrolled at least part-time in a curriculum of library or information science, and may hold this status for no more than three years. This category of membership shall be available only to those joining the Association for the first time. A Student Member shall have the right to affiliate with one Division and one Chapter without fee, and to receive the official journal free." The Board approved the revised proposal for amendment of the Bylaws.

The Advisory Council considered the proposed Bylaws change for Emeritus Members. The sense of the Council accepted the concept that such a member be retired, favored dropping the 20 years (or any other term) of membership in SLA as a requirement, and favored changing the name to Retired Member. The Board accepted the changes to Article II, Section 6, as recommended by the

Bylaws Committee. The proposed Bylaw reads: "Status as a Retired Member may be requested by a Member who has reached age 60 and who has retired. In this connection "retirement" shall be defined by the Board of Directors with the advice of the Association Committee concerned with membership. A Retired Member shall have all the rights and privileges of a Member except the right to hold elective office in the Association or to be a Chapter President or President-Elect or Division Chairman or Chairman-Elect." The Board approved this proposed amendment to the Bylaws.

These proposed changes in the Bylaws will be brought to a vote of the membership at the Annual Meeting in San Francisco in Jun 1971 followed by a mail ballot of all voting members in Summer 1971. (See Notice of the Annual Meeting on p. 108.)

Fees for Extra Division and Extra Chapter Affiliations—When dues were increased from \$20.00 to \$30.00, effective January 1969, the fees for extra Division and Chapter affiliations were not changed. These fees had been specified as 20% of the dues by vote of the members at the 1963 Annual Meeting in Denver. When the dues were \$20.00, the fees were \$4.00. Accordingly, fees for extra affiliations should have been increased to \$6.00 (20% of \$30.00) when the dues were increased to \$30.00. After this oversight was brought to the Board's attention, the Board took no action to recommend a change of the 20% figure for extra affiliations. Since no action was taken by the Board, the fees for extra Chapter and Division affiliations will increase to \$6.00 in 1972.

Because extra Division affiliations (numbering more than 2,100) create additional record problems at the New York offices, it was suggested that an upper limit be placed on the number of extra Division affiliations. After receiving the recommendations of the Advisory Council and of the Division officers on this situation, the Board approved a recommendation that fees for up to two extra Division affiliations continue at 20% each (\$6.00), and that fees for each extra Division affiliation above two be at 30% (\$9.00) to cover the additional housekeeping costs entailed. (This action is subject to approval by the members at the Annual Meeting in San

Francisco.) The Board also approved a recommendation that a fee for a Division affiliation be an annual fee and that it not be transferable during the year.

Dues for Emeritus Members and Student Members—It was brought to the attention of the Board that when dues were raised in 1969, the dues for Emeritus Members and Student Members were left at \$5.00. This \$5.00 fee does not even cover the out-of-pocket costs of \$10.00 for Emeritus Members and \$8.00 for Student Members. The table that follows shows the cost to the Association of these reduced dues.

	<i>Emeritus Members</i>	<i>Student Members</i>
Chapter Allotment	\$ 3.00	\$ 3.00
Division Allotment	2.00	None*
Production Costs of <i>Special Libraries</i> †	5.00	5.00
Out-of-pocket costs	\$10.00	\$ 8.00
Administrative costs	3.00	3.00
Costs	\$13.00	\$11.00
Dues Received	5.00	5.00
Cost to Association	\$ (8.00)	\$ (6.00)

The Board therefore approved an increase in the dues for Emeritus Members and Student Members from \$5.00 to \$10.00. These proposed dues increases will be brought to a vote of the membership at the Annual Meeting in San Francisco in June. (See Notice of the Annual Meeting on p. 110.)

SLA/ASIS Merger Discussions—Mr. Gonzalez presented a report from the SLA component of the Joint SLA/ASIS Merger Committee. A questionnaire and fact sheet to be mailed to the members of the two organizations are in the planning stages, but difficulty in obtaining and correlating appropriate financial data is delaying preparation of the fact sheet. The financial data are to be mailed with the questionnaires along with membership counts and other pertinent information so that members will have some factual basis on which to base their vote.

Education Committee—The Board accepted the report of the Education Committee and

adopted the budget and proposed program of the Education Seminars to be held at the 1971 San Francisco Conference.

1972 Boston Conference—SLA's 63rd Annual Conference will be held at the Statler Hilton in Boston, Jun 4-8, 1972. Loyd Rathbun, Massachusetts Institute of Technology, Lincoln Laboratory Library, Lexington, Mass. 02173, is Conference Chairman. He reported that the aim of the Conference will be to attract the small library. Techniques for the one-, two-, and three-person library will be emphasized.

1973 Conference—The Board accepted the withdrawal of the invitation of the Pacific Northwest Chapter to hold the 1973 Conference in Seattle. The Board accepted the invitation of the Pittsburgh Chapter to hold the 1973 Conference in Pittsburgh during the week of Jun 10.

Membership Drive—Mrs. Zoe L. Cosgrove, chairman of the Membership Committee, presented a report and recommendations from the Committee according to the charge given the Committee by the Board in October 1970 to plan a membership campaign.

The Board authorized President Oltman to appoint a Student Relations Officer to serve as coordinator and instigator of student-related activities and recruiting on all Association levels. He is to report to the Board in Jun 1971 concerning the formation of "Student Chapters" upon petition of a "sufficient number" of Student Members.

The method of awarding the Gavel Award was referred to the CLO for a report and recommendation in June.

Association Communications Award—The Insurance Division proposed that two Association-wide Communications Awards be established to stimulate new and original public relations efforts in communicating library services to laymen. The Board approved the recommendations of the Insurance Division for a probationary period of two years, contingent on approval of guidelines prepared by a committee to be appointed by President Oltman. A luncheon will be held at the San Francisco Conference to announce the establishment of the award.

Special Committee on Association Structure—The Special Committee had been formed in Jun 1969 to study the structure of the Association with the view of improving its effectiveness. Aphrodite Mamoulides presented an illustrated report to the Advisory

* If the proposed Bylaws change allowing Student Members to affiliate with a Division passes, an additional \$2.00 must be added to Student Member costs.

† 1968 costs.

Council detailing the Association's present structure and showing lines of responsibility and lines of communication. The Committee suggested the possibility of redesigning the Advisory Council into two separate councils: 1) a Chapter Council which, since its representatives would have better knowledge of membership consensus, would function like the present Advisory Council; and 2) a Division Council which would plan educational conference programs. A straw vote of the Council was taken; the majority favored separating the Advisory Council in such a manner.

American Revolution Bicentennial—The Board rejected a proposal of the New Jersey Chapter to authorize an SLA American Revolution Bicentennial Ad Hoc Committee. The Board felt that such a proposal was inappropriate on an Association-wide scale because there are Association members in Canada and other countries. The Board suggested that individual Chapters participate as they see fit.

Unemployed Members—Concern was expressed about members who find themselves unemployed in this period of temporary recession. As a result, the Board accepted a proposal by President Florine Oltman, President-Elect Efren Gonzalez, Acting Editor of *Special Libraries* Janet D. Shapiro and Executive Director Frank E. McKenna that in each membership year, each unemployed member will be allowed a maximum of two free "Positions Wanted" classified line ads in *Special Libraries*, each ad to be limited to a maximum of five lines including mailing address (no blind box addresses can be assigned to such free ads); such ads to be inserted on the basis of space available (for example, a first insertion to take priority over a second insertion); all regulations applying to advertising in *Special Libraries* will apply to these free ads. For clarification, to initiate this new member service in 1971, presently unemployed members who were paid in 1970 will be allowed such free ad insertions in the period Jan-Jun 1971 without having paid their 1971 dues.

International Relations Committee—In view of a Board action in Jun 1970 requesting that the Committee evaluate its status and need for existence, the Committee indicated that it considered itself to be "an important part of the Association." An open luncheon is planned for the San Francisco Conference. The Board reiterated its request for re-evaluation with a report in Jun 1971.

Future Board Meetings—The 1972 Midwinter Meeting will be held at the John Marshall Hotel in Richmond, Virginia, Feb 2-5, 1972. The Board accepted the recommendation that dates and locations for midwinter meetings be determined three years in advance. The Board accepted the invitation of the Oklahoma Chapter to hold the 1973 Midwinter Meeting in Tulsa. The dates of Jan 25-27, 1973 were suggested, depending on availability of hotel space. In Jun 1971 the Board will entertain invitations for the 1974 Midwinter Meeting; thereafter, invitations for succeeding years will be accepted at each Midwinter Meeting.

The Board also determined that the Fall Board Meetings be held in the first week of October. These meetings are to be in New York to permit the Board to visit the New York offices once a year.

New Jersey Chapter Scholarship—Mrs. Mayra Scarborough, president of the New Jersey Chapter, presented a proposal that the Board authorize the Chapter to initiate a three-year pilot scholarship funding program for scholarships to be awarded Rutgers University School of Library Science students. The Princeton-Trenton Chapter wished to cooperate with the New Jersey Chapter. Because the Board felt that the effect of such a program would be to dilute contributions to the Association's Scholarship Fund, the proposal was not approved by the Board.

Extra-Association Relations Policy—The Board reaffirmed the Policy; it will be distributed to new Board members each year and also to Chapter and Division officers. The Policy Statement has been mailed to the 1970/71 officers of the Chapters and Divisions.

SLA Jewelry—The Executive Committee of the Board was authorized to approve the purchase of out-of-stock charms and lapel pins. They will be stocked at headquarters and members will be notified when the items become available.

Membership Count—It was noted that membership counts are now being taken on Mar 31, Jun 30, Sep 30 and Dec 31. Since the maximum count in any one year is the Dec 31 count, and the Apr 30 count was one of the lowest counts during the year, the Apr 30 membership count has been discontinued. Consequently, the Dec 31 count will be used for determining the Gavel Award and for Chapter and Division allotments, beginning this year (using the Dec 31, 1970 count).

The 1971 SLA Annual Meeting

Jun 9, 1971

AS REQUIRED by Article VI, Section 3 of the Association's Bylaws, notice is hereby given that the Annual Meeting of Special Libraries Association will be held at 9:00 A.M. on Wednesday, Jun 9, 1971 at the San Francisco Hilton, San Francisco, California during the Association's 62nd Annual Conference. Included on the agenda are:

Proposal A. A proposed change in Bylaws relating to membership requirements of Student Members.

Proposal B. A proposed change in Bylaws relating to membership requirements of Emeritus Members and related editorial changes.

Proposal C. A proposed increase in dues for Student Members.

Proposal D. A proposed increase in dues for Emeritus Members.

Proposal E. A proposed increase in fees for more than two extra Division affiliations.

The proposed changes in the Bylaws relating to membership requirements are presented here as formal notification to the membership that these changes will be submitted for approval at the Annual Meeting in San Francisco. If these proposed changes are approved by a majority of the voting members present and voting, they will then be submitted to the entire membership for mail ballot (Bylaws Article XV, Sections 2 and 3):

Article XV: Amendments

SECTION 2. Amendments may be proposed by the Board of Directors, the Bylaws Committee or 25 voting members of the Association. Proposals originating in the Board of Directors or in the Bylaws Committee shall be approved by a two-thirds vote of the Board before submission to the members. Proposals originating by petition shall be submitted in writing to the Board of Directors and shall be presented to the members with the recommendations of the Board.

SECTION 3. Notice containing the text of any proposal shall be sent to each voting member at least 30 days before the annual meeting at which it is to be discussed. If approved by a majority of the voting members present and voting, the proposal shall be submitted to the entire voting membership for mail ballot and final decision. A proposal not approved at the annual meeting may be referred to the Bylaws Committee for review.



As a result of discussion in the Advisory Council during the 1970 Midwinter Meeting, the Board directed the Bylaws Committee to study the existing requirements for Student Members and Emeritus Members. In Oct 1970 the Board also extended this charge to the Membership Committee. The joint proposals of the two Committees were discussed by the Council and Board in Jan 1971. The Board has authorized submission of the following proposals to the members for approval.

Proposal A. The Board of Directors recommends to the members that they approve the proposed change in the Bylaw relating to membership requirements of Student Members.

Article II: Membership

SECTION 4. A Student Member shall be an individual ~~who is~~ enrolled [at least part-time] in a [curriculum of library or information science], ~~library school of recognized standing either as a full time or as a part time student.~~ [and may hold this status for no more than three years.] ~~A part time student may not hold this class of membership for more than two years.~~ [This category of membership shall be available only to those joining the Association for the first time.] A Student Member shall have the right to affiliate with one Chapter [and one Division without fee,] and to receive the official journal free.

Changes in curricula prompted the Board's directive that the Bylaws Committee study existing requirements for Student Members.

It was felt that the terminology "library school" alone should be rejected because relevant courses are taught in other departments. The new phrase, "curriculum of library or information science," permits a broader scope of study. The eligibility of part-time students is to be continued, as is a time limit for this membership category, but the limit is to be increased from two years to three years. In this connection, the statement that a Student Member shall be an "entering" category *only* was inserted. This phrase is to prevent those who have qualified for Member status and who subsequently enroll in library courses (especially while working) from changing to the Student Member category with its reduced dues. The other proposed change in the Bylaw will permit Student Members to affiliate with one Division free. The existing Bylaw restricts Student Members to Chapter affiliation only although the Association emphasizes Division subject interests.

Proposal B. The Board of Directors recommends to the members that they approve the proposed change in the Bylaw relating to membership requirements of Emeritus Members.

Article II: Membership

SECTION 6. Status as [a Retired Member] ~~an Emeritus Member may be requested by a Member who has held Association membership for 20 years, including any years as an Associate, and who has~~ [reached age 60 and who has retired. In this connection "retirement" shall be defined by the Board of Directors with the advice of the Association Committee concerned with membership. A Retired] ~~An Emeritus~~ Member shall have all the rights and privileges of a Member except the right to hold elective office in the Association or to be a Chapter

President or President-Elect or Division Chairman or Chairman-Elect.

The charge concerning Emeritus Member status was to re-evaluate the requirements of 20 years of membership in SLA and age 60. The Bylaws Committee's final proposal involved two changes in the Emeritus Member Bylaw. First, the name is to be changed from *Emeritus Member* to *Retired Member* so as to emphasize that persons in this category are retired from regular employment. This concept replaces the existing Bylaw which does not require retirement and by which persons with 20 years of Association membership (and age 60) can request transfer to this lower dues category even though they may still be fully employed. The proposed Bylaw retains the age 60 requirement but drops the 20 years (or any other term) of membership requirement. This second change was made because the Bylaws Committee felt that a predefined term of membership requirement is too arbitrary.

If the amended Article II, Section 6 is adopted, an editorial amendment is required in Article II, Section I:

SECTION 1. There shall be Members, Associates, Student Members, [Retired] ~~Emeritus~~ Members, Sustaining Members and Honorary Members. Eligibility for and privileges of each class shall be within the provisions of these Bylaws. The Association committee concerned with membership shall be the authority on the eligibility of membership applicants. Within the terms of this article, a special library is defined as:

- a. A library or information center maintained by an individual, corporation, association, government agency or any other group; or
- b. A specialized or departmental collection within a library, for the organization and dissemination of information, and primarily offering service to a specialized clientele through the use of varied media and methods.

The proposed changes in dues for Student Members and dues for Emeritus (Retired) Members are presented here as formal notification to the membership that these changes will be submitted for approval at the Annual Meeting in San Francisco. Notification is also given regarding a proposed change in the fees for extra Division affiliations. If approved by two-thirds of the voting members present at the Annual Meeting, the changes will take effect for the year 1972. A mail ballot of the entire membership is *not* required (Bylaws Article XII):

Article XII: Dues and Fees

SECTION 1. Dues shall be payable in advance and annually, except that a Member may elect to pay at one time the sum prescribed for life dues. An Honorary Member shall be exempt from payment of dues.

SECTION 2. Dues for Association membership and fees for additional Chapter and Division affiliation shall be determined by the Board of Directors subject to approval by two-thirds of the voting members present and voting at an annual

meeting, provided that written notice shall be given to all voting members at least 60 days in advance of the meeting. Initial dues may be prorated as determined by the Board of Directors.

SECTION 3. Membership shall cease when dues are one month in arrears. Reinstatement is possible only within the following eleven months and upon payment of dues for the entire year. After one year, reapplication for membership is required.



Proposal C. The Board recommends that annual dues for Student Members be increased from \$5.00 to \$10.00.

Proposal D. The Board recommends that annual dues for Emeritus (Retired) Members be increased from \$5.00 to \$10.00.

When the dues for other membership classes were increased to \$30.00 by vote of the members at the Annual Meeting in Los Angeles in 1968, the dues for Student Members and Emeritus (Retired) Members were left at \$5.00.

During Board and Council discussions in Jan 1971 it was agreed that some subsidization of these membership categories is desirable—for Student Members as a recruitment effort and for Emeritus (Retired) Members as recognition of years of service—but it had not been realized what the actual cost of this subsidization is. Refer to the discussion on

p.106. It was also noted that the proposed Bylaws changes include a new provision that Student Members may affiliate with one Division free; this change would result in payment of an additional \$2.00 by the Association to the Division as the annual allotment.

Proposal E. The Board of Directors recommends to the Members that they approve Proposal E to increase fees for each extra Division affiliation above two:

- 1) that the fees for up to two extra Divisions be 20% of the annual dues for a Member for each extra affiliation;
- 2) that the fee for each extra Division affiliation above two be at 30% of the annual dues for a Member.

Refer to the discussion of fees for extra Division affiliations on p.105.

1971 CANDIDATES FOR SLA OFFICE

For President-Elect

CONNOR



John M. Connor is chief librarian, Los Angeles County Medical Association Library, Los Angeles. He received a BS from Manhattan College (1931), an MS(LS) from Columbia University (1934) and an MA from Columbia University Teachers College (1950).

At Columbia University, College of Physicians, he was periodicals assistant, chief of reference, and assistant librarian in the period 1935/41. In 1941/43 he was the national director of the Victory Book Campaign. He was chief, Distribution Section, Armed Forces Books-Magazines, for the U.S. Army Service of Supply (1943/46) and Research Chief-Reader Services, Division of Library and Intelligence, U.S. Department of State (1946/50). He then went to the Free Public Library of the City of San Bernardino (California) as assistant city librarian (1950/53) and then to the U.S. Naval Air Missile Test Center, Point Mugu, California, as technical librarian (1953/56). He has been at his present post since 1956.

Mr. Connor has been chairman of the ALA and New York State Junior Members Round Tables and a member of various committees of ALA, MLA, the California Medical Association, and Los Angeles County Medical Association. He has lectured at the University of Southern California and served on the Advisory Board of the University of California School of Library Science (Los Angeles). He also belongs to the California Library Association and is a member of the Southeast General Hospital Authority Commission. Mr. Connor has been the recipient of various awards and has authored several articles and papers published in the professional periodical literature.

SLA Chapter Activities. In the Southern

STRABLE



California Chapter he was a member of the Board (1959/60), president-elect and program chairman (1961/62), and president (1962/63). He has served on various committees in the Washington, D.C. Chapter and the Southern California Chapter.

SLA Division Activities. He served as chairman-elect of the Science-Technology Division, Engineering Section, in 1956.

At the Association Level. Chapter Relations Committee (1964/65); Chapter Liaison Officer and chairman, Chapter Relations Committee (1965/67); chairman, 1968 Annual Conference (Los Angeles), and chairman, H. W. Wilson Company Chapter Award Committee (1969 to present). A member of SLA from 1937 to 1949 and from 1955 to the present.

Edward G. Strable is manager, Information Services, J. Walter Thompson Co., Chicago. He received a BS in Journalism from the University of Illinois (1948) and an MA(LS) from the University of Chicago (1954).

At the Chicago Public Library, Mr. Strable was executive assistant to the librarian (1951/55). He then became library director for J. Walter Thompson Co., Chicago (1955/64), during which time he also lectured at the Graduate Library School, University of Chicago (1958/63). After serving as executive secretary, Reference Services Division/ALA and American Library Trustee Association/ALA (1965/68), he took his present post in 1968.

He is a member of ALA, ASIS, Illinois Library Association and the Chicago Library Club.

SLA Chapter Activities. In the Illinois Chapter he served as vice-president (1953/54), president (1959/60) and director (1960/61), in addition to various Chapter committee appointments.

SLA Division Activities. In the Advertising & Marketing Division, he has had Division committee assignments, in addition to being co-editor of the *Bulletin* (1970/71).

At the Association Level. Chairman, 1958 Annual Conference (Chicago); chairman, Convention Advisory Committee (1958/59); SLA representative to the National Book

Committee (1960/61); Director (1961/64); John Cotton Dana lecturer (1963); chairman, Committee on Committees (1964/66); chairman, Membership Committee (1969/70); Education Committee; Recruitment Committee; H. W. Wilson Company Chapter Award Committee; Ad Hoc Committee on Consultation Service (1955/56).

Mr. Strable was co-compiler of *Subject Headings in Advertising, Marketing and Communications Media* (SLA 1964). The Illinois Chapter won the SLA Professional Award in 1967 for *Special Libraries: A Guide for Management* (SLA 1966) which Mr. Strable edited. A member of SLA since 1950.

For Chairman-Elect of the Advisory Council

BAUER



COSGROVE



Charles K. Bauer is manager, Scientific and Technical Information Department, Lockheed-Georgia Company, Marietta, Georgia. Born in Vienna, Austria, he worked there as an engineer after receiving his engineering degree from the Polytechnicum of Vienna.

After arriving in Canada and then the United States, he worked as an assistant engineer at the Hughes Autograf Brush Company, Watervliet, N.Y. (1940/45). He then drifted accidentally into the library profession when his new employer, the General Electric Company, loaned him as a special assistant to the U.S. Army to translate and evaluate captured German scientific data on German guided missiles. In 1946, General Electric appointed him chief research information engineer in the Guided Missiles Publications and Information Department, a post he held until 1952. During this same period he served as a member of DoD's Research and Development Advisory Board on Guided Missiles/Technical Information. In 1952, he became associated with the U.S. Atomic Energy Commission, Washington, D.C., as chief librarian and later chief, Technical Services Branch (1952/55). While in Washington, D.C. he enrolled at the Catholic University of America for his library degree. In 1955 he joined Lockheed-Georgia Com-

pany as an operations research scientist; he was appointed to his present position in the company in 1956.

Mr. Bauer is the author of professional papers, presented and published nationally and internationally including an AGARD paper presented in Copenhagen, Denmark. He divides his spare time between teaching at the Atlanta University School of Library Service and teaching cultural development for the Lockheed Management Club. The latter activity earned him the honor of being selected in 1968 as Lockheed Man-of-the-Year.

A member of the American Ordnance Association (AOA) and the National Security Industrial Association (NSIA), Mr. Bauer served in the latter as chairman of the Scientific and Technical Information Committee (1964/67). This was followed by his election as chairman of the NSIA Technical Information Advisory Committee (1967/68). For his contribution to the industry/defense complex, he was presented in 1969 with the NSIA "Certificate of Merit" award. On four occasions he has been chairman of AMA seminars on "Developing and Managing the Company Library." He is a past member of the Engineers Joint Council Panel of Information Center Managers for the Establishment of a National Information Network. Since 1968, Mr. Bauer has served as a trustee of Engineering Index, Inc. He serves as chairman of the Performing and Visual Arts Committee of the Lockheed Management Club and as a board member of the Atlanta Alliance Theatre.

SLA Chapter Activities. In the Upstate New York Chapter, he had several committee chairman appointments. In the Washington, D.C. Chapter he was chairman of the Chapter's Science-Technology Group (1953/54), and after transferring to the South At-

lantic Chapter he has had various committee chairman appointments there.

SLA Division Activities. Although he is a charter member of the Metals/Materials Division, Documentation Division, Aerospace Division, and Nuclear Science Division, his main activities have been with the Science-Technology Division. He served in the Engineering Section of the Science-Technology Division as editor of the *Engineering Newsletter* (1951/55), vice-chairman (1951/52), and chairman (1952/53). On the Science-Technology Division level he served as vice-chairman (1958/59) and chairman (1959/60), in addition to committee chairman appointments.

At the Association Level. Documentation Committee (1951/52); Resolutions Committee (1960/61); chairman, Committee on Committees (1962/64); John Cotton Dana lecturer (1963); N.Y. World's Fair Committee (1963/64); Consultation Services Committee (1967/69); chairman, Finance Committee (1968/70). A member of SLA since 1946.

Mrs. Zoe L. Cosgrove is librarian, 3M Company, Tape Division Library, St. Paul, Minnesota. She received a BA summa cum laude (1952) and an MA(LS) from University of Minnesota (1953). She has done graduate work in English at University of Minnesota (1953/56).

She was a teaching assistant at University of Minnesota (1954/56), after which she be-

came junior librarian at the St. Paul Public Library (1956/57) and then at Donnell Reference Center, New York Public Library (1958). In St. Paul again, she was reference assistant at the James Jerome Hill Reference Library (1958/63). She then went to 3M Company, St. Paul, as librarian of the 3M Technical Library (1963/68). She was appointed to her present position in 1968.

Mrs. Cosgrove has done writing and editing, including publications for 3M Company. In 1964, she was the winner of the Minnesota Library Association's National Library Week Publicity Award. She is a member of ALA, ASIS, Minnesota Library Association, and University of Minnesota Alumnae Club, and has held various posts in these organizations.

SLA Chapter Activities. In the Minnesota Chapter, she was treasurer (1965/66), vice-president (1967/68), president (1968/69), and bulletin editor (1968/71); Chapter representative to planning committee for Minnesota's First Governor's Conference on Library Service (Apr 22, 1968); and spokesman for the Minnesota Chapter at the Minnesota House Committee on Education hearings on a bill for certification of librarians (1969).

SLA Division Activities. She is treasurer of the Science-Technology Division (1970/71).

At the Association Level. Chairman, Advisory Council Committee to Investigate a Change in Name for SLA (1968/69); Membership Committee (1969/72), chairman (1970/71). A member of SLA since 1959.

For Director 1971/74

BAER



MALINOWSKY



Mark H. Baer is libraries manager, Hewlett-Packard Co., Inc., Palo Alto, California. He received a BA and an MLS from the University of Washington (1955).

He was chemistry/chemical engineering li-

brarian, University of Washington (1956/57); librarian, Engineering and Technology Division, Oregon State University (1957/59); and director, Technical Information Services, Ampex Corporation, Redwood City, California (1959/66).

Mr. Baer has been a member of ASIS and is a member of the Institute of Electrical and Electronics Engineers and the California Library Association. He is the author of the chapter on "Serials and Out-of-Print Titles" in *Acquisition of Special Materials*, published by the San Francisco Bay Region Chapter of SLA. In addition, he was editor-in-chief of the *Union List of Periodicals: Science-Technology-Economics* published by the San Francisco Bay Region Chapter and is a member of the committee now preparing

a new edition of that publication. Mr. Baer has also been a lecturer at the School of Librarianship, University of California, Berkeley (1966/70), on the organization, administration and services of the industrial research library.

SLA Chapter Activities. He was president, San Francisco Bay Region Chapter (1965/66) and has held other committee appointments within the Chapter.

SLA Division Activities. He is secretary/treasurer of the Engineering Division (1970/71).

At the Association Level. Chairman, Placement Policy Committee (1967/69); Conference Advisory Committee (1970/72); and 1971 Conference Chairman (San Francisco). A member of SLA since 1957.

H. Robert Malinowsky is assistant director of libraries, University of Kansas, Lawrence, in charge of science-technology libraries, public service, statistics, and library education. He attended Midland College, Fremont, Nebraska, received a BS in geological engineering from the University of Kansas (1955), did graduate work in geology at University of Kansas and received an MA in Librarian-

ship from the University of Denver (1963).

Before becoming a librarian, Mr. Malinowsky was a production engineer with Gulf Oil Corporation in Texas. He has been assistant science and engineering librarian at the University of Kansas (1963/64), science librarian and instructor in the Graduate School of Librarianship at University of Denver (1964/67) and science librarian at University of Kansas (1967/69). He was appointed to his present position in 1969.

Mr. Malinowsky has been active in various national organizations. He was president of the Geoscience Information Society (1970) and served on the GIS Geoscience Serials Committee. He is a member of ASIS, Mountains Plains Library Associations and Tau Beta Pi. At the University of Kansas he has served on the graduate faculty of the School of Pharmacy and was a consultant for the Kansas State Extension Service to develop a workshop on the use of technical libraries.

SLA Chapter Activities. In the Colorado Chapter he was Bulletin Editor (1964/66). In the Heart of America Chapter he was vice-president (1968/69) and president (1969/70).

At the Association Level. Education Committee (1967/69); Chapter Relations Committee (1970/72). A member of SLA since 1963.

For Director 1971/74

CENTNER



MORELOCK



Rosemary L. Centner is manager, Technical Information Service, Procter & Gamble Co., Cincinnati, Ohio. She received a BA in chemistry from Our Lady of Cincinnati College (1947) and an MS in chemistry from University of Cincinnati (1949).

She was library assistant at Procter & Gamble (1949/52), after which she went to the Miami Valley Laboratories as branch librarian (1952/56) and later as technical librarian

(1956/66). She assumed her present position in 1966.

Miss Centner is a member of American Association for the Advancement of Science, American Chemical Society, and ASIS. She has served as chairman of the Southern Ohio Chapter of ASIS (1968).

SLA Chapter Activities. In the Cincinnati Chapter, she was secretary (1953/54), vice president (1958/59), president (1959/60), and Chapter Consultation Officer (1967 to the present), in addition to other committee appointments.

SLA Division Activities. She was treasurer of the Chemistry Division (1967/69) and held committee assignments in the Chemistry Section of the Science-Technology Division.

At the Association Level. Scientific Meetings Committee (1965/67); Statistics Committee (1969/70). A member of SLA since 1949.

Molete Morelock is head of interinstitutional library services, Purdue University Li-

braries, West Lafayette, Indiana. She received a BS(LS) from Peabody (1943) and an MS in physical science from the University of Missouri (1952).

Before coming to Purdue in 1958 Miss Morelock was science librarian at Stephens College, Columbia, Missouri (1943/47); engineering librarian, University of Missouri (1947/54); reference librarian, Detroit Public Library (1954/56); and associate librarian, Parke Davis Research Library (1956/58).

She is a member of the American Library Association, American Society for Engineer-

ing Education and the Indiana Library Association.

SLA Chapter Activities. In the Indiana Chapter she was vice-president (1963/64) and president (1964/65); chairman, Committee on Recruitment and Training of Library Assistants (1968 to date).

SLA Division Activities. In the Engineering Section of the Science-Technology Division she was vice-chairman (1964/65) and chairman (1965/66).

At the Association Level. A member of SLA since 1950.

Officers and directors who will continue to serve on SLA's Board of Directors in 1971/72 are:

Efren W. Gonzalez who automatically succeeds to the office of President; and **Mrs. Jeanne B. North** who automatically succeeds to the office of Advisory Council Chairman. **Florine A. Oltnan** will serve as Past President. **Edythe Moore** and **Loyd R. Rathbun** will serve the third year of their three-year terms (1969/72) as Directors. **John P. Binnington** and **Miriam H. Tees** will serve the second year of their three-year terms (1970/73) as Directors. **Janet M. Rigney** will serve the second year of her three-year term (1970/73) as Treasurer.

Ballots and voting instructions will be mailed from the Association's New York offices in late March.

CHAPTERS & DIVISIONS

Baltimore—A dinner meeting was held on Jan 19 at Deutsches Haus, Baltimore. After the business meeting which was concerned with the SLA/ASIS merger, Geraldine Ostrove, librarian of the Peabody Institute Library, addressed the group.

Cleveland—On Nov 17 the Chapter heard Walter W. Curley, director of the Cleveland Public Library, speak on "The Individual and the Organization."

On Jan 27, John Shubert, state librarian of Ohio, spoke on "The Ohio Library Development Plan."

David R. Fullmer, a partner in the law firm of Baker, Hostetler and Patterson, spoke to the Chapter on Feb 18 on tax implications of gifts to libraries and other public institutions. The new tax bill requirements are of importance to all institutions receiving or seeking gifts.

Connecticut Valley—The Springfield Newspapers hosted a tour of the offices and plant on Oct 27. After the tour, Richard Garvey, editor of the *Springfield Daily News*, related his experiences in newspaper work. Dinner followed.

Greater St. Louis—The Chapter met on Feb 26 at Monsanto Company to hear Richard E. Wolff, Systems Consultant, Datapage, St. Charles, Missouri, present a non-technical, illustrated speech on microforms. The occasion was a joint meeting with the Greater St. Louis Library Club.

Illinois—At a joint meeting with Chicago Library Club on Feb 17, Treadwell Ruml, president, Library Resources, Inc., led a panel discussion on the ultra-microfiche project.

Indiana—A recruitment meeting was held Dec 9. Chapter members acted as hosts for the special librarian guests. Narayan P. Mishra, assistant librarian, Trihuwan University in Nepal, who was completing a 5-week internship at the Purdue Libraries as a participant in the 1970 Multi-National Library Project, spoke briefly on libraries in his country and observations on American libraries.

Michigan—Dr. Russell E. Bidlack, University of Michigan, Dr. Robert E. Booth,

Wayne State University, and Dr. Jean E. Lowrie, Western Michigan University, participated in a panel discussion on Oct 20 about "Library School Curriculum and How It Relates to Special Librarianship."

On Nov 11 the Chapter discussed the proposed merger of SLA and ASIS. Participants were: Robert W. Gibson, Jr., Leola Michaels, Edgar H. Sibley, and Parmula Weedman.

Military Librarians—The 14th Annual Military Librarians Workshop, hosted by the Industrial College of the Armed Forces, Fort Lesley J. McNair, Washington, D.C., was held Nov 30–Dec 2. An opportunity for librarians from Department of Defense activities to exchange information with the aim of increasing the effectiveness of military libraries, the workshop's theme was "Department of Defense Libraries in Transition." Paul Klinefelter, Defense Documentation Center, was chairman of the program committee.

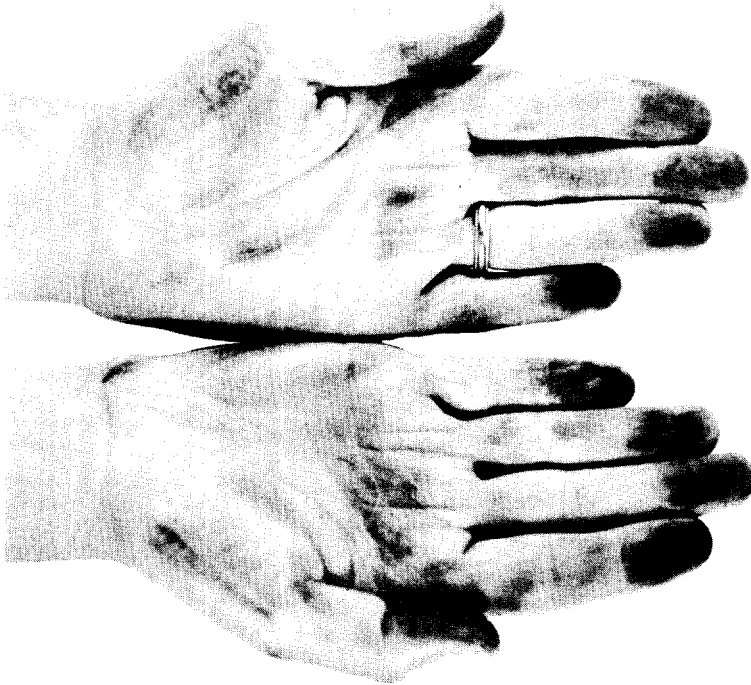
Montreal—A panel discussion on interlibrary loan policies, open to anyone who handles such loans in a special library, was the subject of the Chapter's January meeting. Speakers from Sir George Williams University, Université de Montréal, Bibliothèque de la Ville de Montréal and National Science Library, Ottawa, outlined their respective organizations' interlibrary loan policies and procedures and discussed problems they face in responding to requests.

The Chapter awards a prize annually to library school graduates of three institutions for excelling in the special libraries course. Recipients were: Madame Claudine Langlois, Université de Montréal, Tina Matiisen, McGill University, and Mr. Jan Zvalo, University of Ottawa. Each received a copy of *Scientific and Technical Libraries: Their Organization and Administration*, by Lucille J. Strauss, Irene M. Strieby, and Alberta L. Brown.

Southern California—The Chapter met on Jan 19 to discuss "A Pathway Through the Information Maze to Little Known Sources of Documents and Data." Speakers from UCLA were Beth Willard, Fred Dorey, Ann Hinckley and John Hill.

On Feb 18, the Chapter considered "Political and Community Data Banks: Two New Information Resources." Carl Hensler, Department of Political Science, UCLA, and Robert E. Joyce, director, Los Angeles Community Analysis Bureau, spoke.

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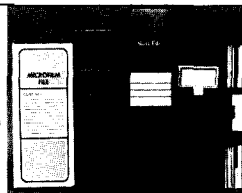
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Chicorel Library Publishing Corp.—330 W. 58th St., N.Y.C. Effective Jan 1, 1971: Chicorel Theater Index to Plays in Anthologies, Periodicals, Discs and Tapes, Vol. I, \$31.50, \$33.00 worldwide.

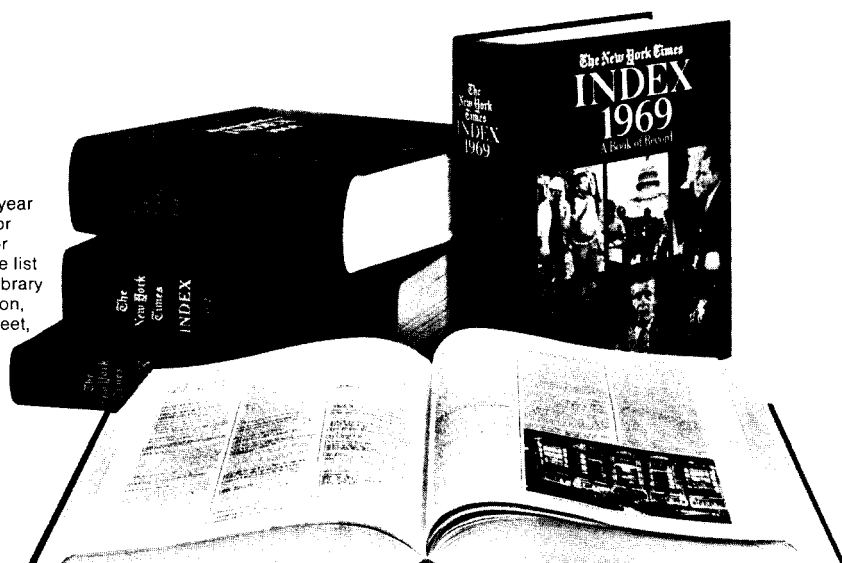
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