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Records for the control of 2,800 periodicals and standing orders are maintained on punched cards. For each title, cards of several types are prepared, such as title card(s), holdings card(s), subject headings card(s), etc. By request, any of several simple computer programs can be used to print listings from the cards. A systems study, the design of the new system, and its implementation are described. Samples of input formats, two of the outputs (renewal list and check-in cards), and a description of the eleven available outputs are included. The system was designed to be operated on unit record equipment or a computer, at a machine cost of less than $500 a year.

A System for Machine-Assisted Serials Control

W. A. WILKINSON

ON SETTING up a new Central Library in 1961 Monsanto was faced with all the usual problems that serials present: orders and renewals, receipts and claims, holdings records, binding schedules, budgets, and so on. Most of these activities had been coped with previously in Monsanto libraries through conventional (manual) methods. However, the merging of several small libraries into a single Central Library with branches presented us with a much larger group of serials. Methods which had enabled us to get by were not good enough to handle the increased volume and complexity that faced us.

As a first step, a set of punched cards was created, one card per subscription or standing order. Each card carried an abbreviated title and coded information such as vendor, cost, expiration or reorder date. A coded work sheet was filled in before a new subscription or standing order was placed, thus permitting us to set up all the necessary records in anticipation of the item's arrival. An initial alphabetical listing was made and cumulative supplements printed as supplementary cards were accumulated. These lists served as reference sources for selection, ordering, receiving, and binding. Also, we were able to sort the cards via the codes and print out lists in expiration date order, by vendors, by branches, by account numbers, and so on, as needed.

These methods served us very well, in fact it was hard to imagine how we ever got along without them. It took a great deal of effort to collect, code, and keypunch the records and we gradually got used to the discipline that machineable records require. Gradually we saw other applications for punched cards and, where they could not be added to the basic deck of cards, we began auxiliary decks. Our main limitation was the single card format that we had accepted for our initial system. Although we allowed space for additional codes, it was not long before none remained.

Eventually, several factors forced the consideration of a new (improved) system:

1. New features were required that were too complex for the system to handle.

Mr. Wilkinson is Manager of the Information Center, Monsanto Company, St. Louis, Missouri. His paper was originally presented at the Fourth Symposium on Machine Methods in Libraries, Washington University School of Medicine, St. Louis, November 3-5, 1966.
2. No more space remained for new codes.
3. We were maintaining several decks of cards with some overlapping information. This was inefficient and also led to errors.

By this time we had collected information about several computer-based serials systems, including PHILSOM at Washington University School of Medicine Library.* Taking into consideration our own special needs, costs of programming, the kind of data-processing equipment available, and the experience of Washington University and others, we sought a course of action.

Systems Study

All aspects of our serials activities were reviewed in a three-phase study: 1) Methods and procedures were recorded by each person who had any contact with serials. 2) This information was charted to show the interrelationship of methods, forms, and the flow of serials through the library. 3) The chart was analyzed, some activities were eliminated, some were combined or rearranged. 4) A new chart was drawn. Just the systematic review of all activities enabled us to make many improvements even before mechanization was considered.

An important feature of the study was an attempt to estimate work loads at each station, and to predict levels of activity in the proposed (new) system. Although such predictions are not easy, reasonable estimates can be made without too much effort. As it turned out, the decision that we made regarding the level of sophistication of our new system was based largely on our estimates of anticipated receipts of serials: about 18,000 items per year, a level not at all beyond the capabilities of manual check-in records.

Two basic conclusions were reached following the systems study: 1) Significant im-
provements could be made by combining all of our serials records into a single punched card file, which would be the source of several outputs. 2) Our level of activity and the required outputs did not require elaborate computer programs; in fact, all processing could be done on unit record equipment.

Additional factors which discouraged us from adopting a highly automated system (such as the Washington University Medical Library system) were the considerable cost of programming vs. the modest projected dollar savings, the number of cases that would have to be handled as exceptions, and the dependence upon and cost of frequent computer runs that would be required for up-to-date records.

System Design

Specifications were drawn up for the several outputs that would be required for the satisfactory control and use of our serials. These included the frequency and number of copies of the listings that were to be made. Outputs which are provided are shown in figure 4. Detailed format layouts were made on printer spacing charts to show the exact content and location of headings, page numbers, and listings.

Having decided upon the outputs required, our next step was to determine the input, machine, and programming necessary to produce them. It was found that all requirements could be met either via unit record equipment or a small scale (4K 1401) computer with card input. Since a planned withdrawal of unit record equipment was about to begin (in favor of small computers) it seemed wise to program for the latter. The first couple of programs were written via IBM's FARGO report generator which is very simple, but accepts card input only. At this point a tape oriented 8K 1401 became available to us so programming was switched to the more advanced RPG programming system.

For our input records, six types of cards are used and information is extracted from them selectively to produce listings or other outputs as required (see figure 1). For instance, the renewal list includes information selected from the "title" and "data" cards,
sorted into order by vendor, library, account number, and title (see figure 2). Only that information which is useful is selected from the data card for inclusion. Other information was selected and printed on the check-in cards (see figure 3).

The combination of different kinds of information on the same card was carefully planned. The frequency (number of issues per year) is included with the title since only one title record is made, no matter how many copies are received. On the other hand, retention is shown on the "data" card, since there is a separate data card for each copy and retention may be different for each one.

Implementation of System

Once the machine configuration, output and input formats, were established, the actual computer programs were written and tested via sample card decks. Every imaginable type of entry was included in the sample in order to test the programs thoroughly. At the same time, we began a crash program to transfer all previous records to the keypunch data sheets. Our first step was to complete the "title" and "data" portions of the keypunch forms in about ten days. Then the sheets were sent to a service bureau for keypunching.

By this time the programs for printing the serials register (complete listing of all cards) and the check-in cards were ready. The cards were listed, proofed, and corrected and the check-in cards were printed, since they were needed immediately (it being the end of the year). Since that time we have gradually added other types of cards (subject codes, holdings, etc.) to our file and used additional programs when they were ready and needed (for example, the renewal list was prepared in order to place 1967 renewals).

Status and Future

All programs have been written, tested, and documented. The master card deck is maintained in the library (where new cards are keypunched as needed and cards are added or removed from the file). Twice a
year (February and August) the whole file is written on a work tape from which portions of the records are extracted, sorted and printed to provide the outputs listed in figure 1. Between these major runs a cumulative monthly supplement is prepared, which lists all cards for new items added to the files. The supplement deck is machine-merged with the main deck before the February and August runs.

All "title" and "data" cards have been prepared and about half of the "subject codes" and "indexed" cards. "Holdings" and "notes" cards are being prepared as revisions to our present records become necessary; all remaining old format holdings cards will be converted this year in preparation for a new list of serials. There are about 2,700 titles in the present file; our growth rate is about 15 per cent per year.

We believe that this system will fulfill our requirements for serials control for the next several years. Beyond that point we expect that conversion to a real-time computer system will be both feasible and desirable. Our records have been set up with this in mind. Hopefully we will be able to skip from the present machine-assisted system to real-time processing and be able to avoid large-scale batch processing entirely.

<table>
<thead>
<tr>
<th>Output</th>
<th>When</th>
<th>No. Copies</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Serials Register</td>
<td>Aug. &amp; Feb.</td>
<td>2</td>
<td>Alpha listing of entire deck</td>
</tr>
<tr>
<td>2. Abridged Serials Register</td>
<td>Aug. &amp; Feb.</td>
<td>10</td>
<td>Alpha listing of &quot;title&quot; and &quot;data&quot; cards only</td>
</tr>
<tr>
<td>3. Serials Supplement</td>
<td>Monthly</td>
<td>10</td>
<td>Alpha listing of all cards added since last Register</td>
</tr>
<tr>
<td>4. Renewal List</td>
<td>Aug.</td>
<td>2</td>
<td>List by vendors of all renewals for next year</td>
</tr>
<tr>
<td>5. Expiration Date List</td>
<td>Aug.</td>
<td>1</td>
<td>List by bring-up dates for non year-end renewals, standing orders &amp; reorders</td>
</tr>
<tr>
<td>6. Budget List</td>
<td>Aug.</td>
<td>1</td>
<td>Lists and $ totals of subscriptions for each library for budget planning</td>
</tr>
<tr>
<td>7. Check-in Cards</td>
<td>Aug.</td>
<td>1</td>
<td>Complete set of 5&quot; × 8&quot; check-in cards for each library for coming year</td>
</tr>
<tr>
<td>9. Subject Index to Periodicals</td>
<td>Feb.</td>
<td>5</td>
<td>Periodicals listed under subject headings</td>
</tr>
<tr>
<td>10. Periodical Indexes</td>
<td>Feb.</td>
<td>5</td>
<td>List of current subscriptions showing available indexes which cover them</td>
</tr>
<tr>
<td>11. Monsanto List of Serials</td>
<td>Bienniel</td>
<td>Offset masters</td>
<td>Company-wide list of holdings of 22 libraries</td>
</tr>
</tbody>
</table>

Figure 4
This paper describes the steps involved in the mechanization of the serial record of a medium-sized special library. A brief account of the original manual system is followed by a discussion of the input data elements and outputs of the system. The outputs include a holdings list, accessions list, routing list, binding forms, check-in cards for individual issues, and several outputs relating to the procurement function. The problems and benefits of the mechanized library are also discussed.

The AEC Library Serial Record: A Study in Library Mechanization

ABRAHAM I. LEBOWITZ

The ten years or so that have elapsed since computers have been in common use for "commercial" data processing have seen a number of librarians adapt this tool to their operations. As with any tool, it must be used for a job for which it is suitable and by imaginative people skilled in its application. The role of the systems librarian is to determine which of the library's functions can actually be mechanized and to design a system which will accomplish them best. In order to do this, he must consider the library's requirements as well as its human, mechanical, financial, and other resources. The systems librarian must be a person versed in the principles of librarianship as well as the techniques of data processing. He can, and in most libraries should, be a member of the library, or he may be a contractor. In my judgment, a librarian who has mastered the fundamentals of systems work is to be preferred over a systems man or programmer who has picked up a little librarianship.

At the Atomic Energy Commission headquarters library, as in many other libraries, the serial record was selected as the first object of mechanization. Several reasons lay behind this decision. In the first place, the serials constitute a unique collection. Not only were there separate procedures for the ordering, recording, and other processing of the serials, but they were shelved by themselves in their own section of the library. Except for the annuals, which we chose to treat as serials for the purpose of the mechanized serial record, neither title nor subject entries appear for them in the library's card catalog. Secondly, the collection was large enough, a thousand titles, so that a mechanized system was indeed worthwhile. Yet it was small enough so that it could conveniently be used for experimentation in library mechanization. Another reason for selecting the serial record as the system to be mechanized was the fact that the existing manual system was far from satisfactory. We had experienced problems which were far from unique. The manual serial record was highly inaccurate; even though we took pains to see to it that newly arrived serials were entered regularly, and we took as much care as possible to prevent incorrect information from being entered into this serial record, we found that the number of mistakes increased as time went on. In fact, we later discovered that the situation was so bad that we could not use our manual records at all in preparing the input for the mechanized system.

Another reason for selecting the serial record as a library function to be mechanized was the fact that, even though a large number of relatively small records were involved,
these were recurrent records and well suited to computer processing. The binding slips, one of the outputs of our system, must be prepared for each volume to be bound. The catalog or, as we have called it, the cumulative holding list is basically the same from edition to edition, and many other examples of this repetitiveness in serials work could, of course, be adduced. Even had the feasibility study been borderline, we would have decided to go ahead with this mechanization. We felt that the experience to be gained from an experiment of this kind would stand us in good stead in our attempts to evaluate future proposals for mechanization.

Having studied the proposed mechanization in relation to its place in the library as a whole, and having established its feasibility, the next step is a detailed consideration of proposed output. In designing the outputs, attention must be paid not only to the information they are to contain but also to the nature of the user group; a list designed to be used by librarians only might very likely have a different format from one designed to be used by the library's customers.

Let us consider the possible outputs of the system in four categories: 1) tools for the reference staff; 2) tools related to the procurement of the journals; 3) tools for other internal processing; and 4) tools related to the checking and claiming of individual issues.

As in most classifications there will be some items which are members of more than one class.

Tools for the Reference Librarian

The first tool for the reference librarian that comes to mind is a holdings list of the library's collection. This list, which is in effect a book catalog of the collection, would consist of an entry for each title held, and would include at least the title of the serial. This list must contain cross references. It is also possible to expand these entries to include full bibliographic information, that is, place of publication and publisher, and the history of the serial. Tracings for added entries and subject headings might be included. A statement of the frequency, and of course, information relating to the library's holdings and disposition of the title.

At the AEC library we decided that this holdings list would ultimately be duplicated and distributed throughout the headquarters to make its serial holdings known to potential users. We, therefore, tried to design an output which would be intelligible to members of the staff generally, many of whom have little experience in library matters, and with as much extraneous information as possible deleted. The significant elements that we ultimately left as part of the list are: title, holdings statement, a code for the branch library in which the title is kept, the frequency, and possible tracings. The title is shown in *New Serial Titles* format, which is the form of the title used in the library for filing. Therefore, the user of the list who finds a title under *A* can be assured that if he goes to the *A* section of the shelf, he will find the title shelved there. The *Journal of the American Chemical Society* is both listed and shelved as the *American Chemical Society Journal*. The title is, however, truncated or condensed so as not to exceed fifty-five characters. The holdings statement is in union-list-of-serials format, modified to meet our own particular needs. Basically, it is an open entry and is only updated when there is a major change in our holdings. Not only was this easier to program, but since the list was to be duplicated and distributed it also prevented the list from becoming obsolete in a month.

Because the AEC library shelves bound and unbound issues of a given title together, we saw no need to indicate bound and unbound volumes. If a title is kept in the main headquarters library in Germantown, a *G* follows the name of the title. If it is a direct subscription to one of the divisions and kept in the division, a *D* follows the title, and the holdings field contains a statement in the following form: "Direct subscription to Division of Biology and Medicine," or "Kept in Room G-743."

Finally, we have a field which can be used for tracings, cross references, or notes. An example of a cross reference would be in the
entry for the *Air Pollution Control Association Journal*, which contains the phrase, "See also APCA abstracts." An example of a tracing is to be found in the entry for *Aerospace Medicine*, which contains the phrase, "Formerly Journal of Aviation Medicine." An example of a note is found in the entry for *Advances in Physics*, which states "Quarterly Supplement of the Philosophical Magazine." We designed the holdings list to print on normal 8½-inch paper so that it could be printed out on, and reproduced from, conventional direct image masters. In fact, all the outputs for this system are designed to print on 8½-inch paper, which is much more convenient for readers than wide computer print-outs. We also designed the holdings list for maximum flexibility with plenty of white space in an attractive arrangement.

Another potential output of interest to the reference staff was a list arranged by subject of our serial holdings. Even though we decided not to program or to produce such a list as part of our initial system, we did input subject information in order to make it possible for us to produce such a list at a later date. The cost of the initial input to a mechanized system is usually quite high but does not increase in proportion to a number of data elements. It is, therefore, advisable to identify and record as many potentially useful data elements as possible at the time of the initial input, even if no immediate application for all of them is apparent.

In the case of the AEC headquarters system we assigned one or two Dewey numbers to each entry and have recently programmed a print-out by subject.

Our reference librarians are frequently asked if we have received a specific issue of a journal. In responding to such a request, they frequently consult the accessions list or files of received or expected issues, both of which will be discussed later.

**Tools Required in the Procurement of Journals**

Several tools are required by our acquisitions librarian to facilitate her operations. The tools that we identified were a list of subscriptions by expiration date, a list of suppliers alphabetically arranged, purchase orders, and a first-copies list.

The AEC headquarters library has never attempted to arrange a common expiration date for all its serials. By not doing this, we have been able to spread the bookkeeping workload across the entire year rather than concentrate it in a month or two at some given point in the year. We had considered a device whereby the system would notify the acquisitions librarian several months in advance of an expiration date of a given subscription. Instead of this, the system, on request, produces a list of all subscriptions by the month in which they expire. Within each month the subscriptions are arranged first by supplier and within supplier by title. For the convenience of the acquisitions librarian we also decided to prepare a list of all the suppliers with whom we deal, including their address and all the purchase order numbers that we have associated with each of them. It would have been nice to be able to write purchase orders on the computer also. However, because of the AEC's procurement practices, we decided to delay writing a program for the preparation of purchase orders until we had solved our internal problems and could approach the purchasing agent with a strong proposal. We did, however, attempt to solve the receiving report problem. As a rule, the AEC does not pay for a subscription until at least the first issue has been received under that subscription. We wrote a program, therefore, to identify the first issue received under each new or renewed subscription and to provide a list of those titles each month. This list would then be appended to a receiving report authorizing the Treasury to pay for the subscription. Unfortunately, we have run into some problems with this program and it is still not operating reliably enough to be used as authority for the disbursement of public funds.

**Tools for Check-in and Claiming**

One of the big problems facing the AEC library was the control of the receipt of individual issues and the claiming of missing issues. The approach that we took to this problem was to have the computer predict precisely which issues of which journals we might expect to receive during a given month and punch a deck of cards for each of these expected issues. As each of the expected is-
sues arrives the card is pulled from the file of expected issues and put into a file of received issues.* For accuracy in checking in the individual issues the card was designed to contain the complete title as used in the system, as well as volume and issue number and number of copies. The cards for the issues which have been received are used to update our files. The cards for issues which have not been received are evaluated in an attempt to determine why. For example, certain foreign serials are notoriously irregular and there is no point in claiming them in the month they are supposed to come. The cards that represent issues to be claimed are fed into the computer together with the program that produces claim letters. These letters are printed on 8½-inch-wide paper, are preaddressed, have the librarian's name printed on them, and are in a form ready to be folded and inserted into a window envelope and mailed. No further writing need actually be done on the claim letters. The file that is updated by the cards on issues which have been received is printed out in the form of a cumulative accessions list. This lists each issue of each title which we have received since the beginning of the cumulation. Issues received during the past month are identified. This listing has proven to be helpful to the reference librarian and, of course, it is important in following up and claiming missing issues.

Tools for Internal Processing

The AEC headquarters library performs several types of internal processing. One is the preparation of materials ready to be bound and another is the routing of individual issues to specific personnel and offices. Both of these are difficult and extremely time-consuming operations. The approach that we adopted for the routing was to maintain a file on magnetic tape indicating the routing of all titles that are routed. The cards for expected issues are matched against this file by the computer and a routing slip giving the recipient's name and routing address is produced for each copy of each title to be routed. Thus, we have routing slips that cover only a given month and can be updated if the routing should change, and we do not have to maintain large quantities of preprinted routing slips.

Binding slips are also prepared automatically by the computer. The master file is scanned and when the number of issues which should have been received equals the number in a bound volume a binding slip is prepared. If all the expected issues have not actually been received a notice to this effect is also produced.

In designing our binding program we took advantage of the Library Binding Institute standards. We designed a binding form divided into five fields. The first contains the title, the second the volume number or numbers, the third the inclusive dates, the fourth special text such as "cumulative index," and the fifth contains our imprint. Rather than supply rules, we allow the binder to be guided by the LBI standards in placement of the text and selection of size of type. While this does not result in complete uniformity, it is satisfactory. The inclusive dates must be supplied manually but even so this program has done much to improve our binding routine.

Other Systems Considerations

Most special libraries are not large enough to have their own computer and are dependent for computer services on another organization. This other organization can be located within the parent corporate structure or it may be an outside service bureau. In either case it is important for the library to maintain control of its systems if they are to be utilized most effectively. At AEC headquarters the approach we took to this was to store all the programs on a systems tape mounted on the computer. When the first program on this tape is loaded, control of the computer passes to the library system. The first card read tells the computer which

* This concept was borrowed from the University of California at San Diego (see the Report on Serials Computer Project, La Jolla, California, UCSD, July, 1962) while the specific frequency code was adapted from that developed at the Washington University School of Medicine Library (see "Mechanization of Library Procedures in the Medium Sized Medical Library: The Serial Record" by Irvin H. Pizer in the Medical Library Association Bulletin, LI:313-338, July, 1963). The inspiration provided by both these pioneering institutions is gratefully acknowledged.
of the library's programs are to be executed and in what sequence. All further instructions to the operator appear on the printer. The net result is that the library prepares a deck of input cards. These are placed in the reader, the systems tape is mounted on unit one and the operator presses "start." He need know nothing more about our system.

The system itself (see figure 1 for an over-all systems chart) is designed to run on a monthly basis on an 8K 1401 with four tapes, sense switches, and advanced programming features. It has proven itself reasonably satisfactory in the relatively simple environment of the headquarters library, but two years of operation have revealed some shortcomings which we are trying to overcome in the design of a second-generation system, which is to be written in COBOL language. The first of the shortcomings stems from the fact that we based the system on a monthly cycle but did not use actual dates in the control of the serials. In other words, all control was based on volume and issue numbers rather than on date. This led to problems in unnumbered serials whose date of arrival did not match the date on the issue. There was no way, within the system, of matching date to volume and issue number. Our new system is being programmed to implement both of these controls.

Another problem was caused by the arbitrary short length of the title. In our new system we are allowing for a maximum length of 210 characters in the title. If this title, or a version of it truncated to 56 characters, is suitable for check-in purposes, it is used. If not, a short title must also be entered. We also have made provision for recording the USASI abbreviation of the title, since that is how titles are frequently cited by abstracting services.

Another feature of our new program is its method of handling cross-references. In the current system, cross-references are set up manually. There is nothing inherent in
the system to prevent a cross-reference to a non-existent main entry, nor are there necessarily any tracings corresponding to the cross-reference. In the second-generation system all cross-references are to be automatically controlled by tracings. There is no way to introduce a cross-reference except through a tracing, and if a tracing is modified or deleted, appropriate action is taken by the program in connection with the cross-reference.

Another area in which we have made some revision is that of frequency coding. In the existing system a serial could be coded as irregular, weekly, biweekly, semimonthly, and any combination of single occurrences per month. For example, a title might be described as appearing in January, June, and July but not as January, June, and two issues in July. The new system will allow all the former combinations plus daily and as many as five issues in any one month. It will also allow for unnumbered supplements. In the headquarters system the issue number always incremented by one and the issue number was reset to 1 each time the volume number incremented. The new system will allow the issue number to be incremented by any number from one to nine and, if specified, the issue number is not reset. There is one other point which I would like to emphasize. We have attempted to identify two classes of information within the serial record. One class is that information which is a function of the serial itself. This includes such data as the title and imprint. The other class is that information which is a function of the holding library, such as holdings, binding, and fiscal data. The second-generation system segregates the two classes of information. It will provide for single input of the cataloging information and multiple inputs of local information so that the system provides central control for libraries with more than one branch. Separate check-in cards are also generated for each location. But even more important than the in-house benefits, we look forward to the day when machinable cataloging data will be standardized and shared by all libraries throughout the country.

The May-June 1967 issue of Special Libraries will feature an article by Eugene B. Jackson, Director of Information Retrieval and Library Services, IBM Corporation, reporting on the results of the recent survey on “The Use of Data Processing Equipment by Libraries and Information Centers.” The survey was jointly sponsored by the Documentation Division, SLA, and the Library Technology Program, ALA, with funds provided by LTP under a grant from the Council on Library Resources.
For the first time, an automated system is available that was designed from the beginning to control documents originated by or received from government agencies and contractors. Now, the library information center is able to control its classified documents (with modifications it could also be adopted for unclassified documents), including automatic downgrading notification according to DoD Industrial Security Manual requirements. The single card format used for recording each transaction eliminates most of the forms heretofore considered irreplaceable by this company. The programming language used was COBOL, making the computer programs executable on any computer having a COBOL compiler. Experience has proven that the system does, automatically, solve the document control problem.

An Advanced Classified Document Control System
SY BERLIN

The need for an automated control system for classified documents has been obvious for several years. The Department of Defense requirements are complex, with different groupings, classifications, and downgrading procedures, pinpointing responsibility, locating a document upon short notice, final clearing of terminating employees, and so on, all needed for compliance.

Research Analysis Corporation had a semi-manual system dating from the late fifties using punched cards and EAM equipment, but it never did the job intended. With a constantly growing inventory of over 90,000 classified documents it was burdensome and unwieldy to live with this system. In the fall of 1962 other agencies and contractors were invited to learn what had been done in mechanizing in this area. It was found that these agencies and contractors had only automated sections of the DoD requirements. These systems generally required several card formats and did not cover the requirements necessary to accomplish a smoothly functioning, economically practical, fully automated system to cover the requirements as set forth in the DoD security manual.

The RAC "Classified Document Control System" was created as one complete system that would enable (according to DoD Industrial Security Manual specifications) an agency or contractor handling classified documents to maintain full control for locating documents, including an automatic downgrading notification of documents (where required), have as few forms as practical for complete continuity of a document, and be operable with only two people directly working and responsible for the system handling three hundred to four hundred transactions a day. The system more than meets all of these requirements.

Pickup and Delivery of Documents

The main operation of the system requires only one card format, used in triplicate, which in itself contains the explanation of the card columns, codes, and so on. Each copy uses the same format (see figure 1):

1. A salmon top-striped master card accompanies the document for the recipient's signature and is returned to the Document Control Office (DCO) as the historical record of the transaction.
2. A blue top-striped courtesy card is given to the recipient for his file on successful delivery of the document. This also shows

Mr. Berlin is Operations Analyst with the Research Analysis Corporation, McLean, Virginia. He is a member of the committee on international standardization of the COBOL language, and of the American Standards Association X3.4.4.
that the courier has received a qualified signature on the master card.

3. A yellow center-striped card is retained by the DCO in a suspense file to record that this document is not in DCO nor is there a signed master card in the file for it.

New items are documents either generated by RAC or received from some outside source. The document is checked for classification, grouping, origin date, incoming or outgoing agency, type of document, originating organization, and major and minor topics. The document is then keypunched by DCO for entry into the system. DCO receives requests from staff members, a document's "home" area, outside agencies, and field offices. A request is initiated by pulling the master card from the file. The master cards are then duplicated twice to create courtesy and suspense cards. The courtesy card goes with the new master card and is given to the recipient on receiving his signature on the master card for the document. The suspense punched card is put in the suspense file indicating that an unsigned-for document is out. The old master card is put in a hold file. If the document is returned as undeliverable, the new master, courtesy, and suspense cards are destroyed because the transaction date is no longer valid. The old master card is then put in a file for the next attempt at delivery of the document. A daily listing is made of all the documents to be delivered by each courier.

The listings are then signed by each courier for the documents he will be delivering after he takes an inventory of the actual documents and checks them against those appearing on the listing. The same procedure applies for documents being dispatched. These listings are then retained for auditing purposes. Documents not delivered are so noted on the listing. The courier not only delivers documents but picks up documents along his route. The normal procedure is for

```
<table>
<thead>
<tr>
<th>New items</th>
<th>Request for document</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCO—Key punch</td>
<td>Master files</td>
</tr>
<tr>
<td>Daily listing</td>
<td>Mail room</td>
</tr>
<tr>
<td>Recipient</td>
<td></td>
</tr>
<tr>
<td>Courier delivers and returns signed masters</td>
<td></td>
</tr>
<tr>
<td>Match masters and suspense file</td>
<td></td>
</tr>
<tr>
<td>Unmatched suspense cards</td>
<td></td>
</tr>
<tr>
<td>Matched suspense</td>
<td></td>
</tr>
<tr>
<td>Matched masters</td>
<td></td>
</tr>
<tr>
<td>Unmatched masters investigate immediately</td>
<td></td>
</tr>
<tr>
<td>Continued on Fig. 3</td>
<td>Continued on Fig. 2</td>
</tr>
</tbody>
</table>
```

Pickup and Delivery of Documents: Figure 1
the courier to pick up the documents, sign the courtesy card originally received with the document (thereby relieving the individual’s responsibility for the document), and return the document to DCO.

When a document is dispatched (that is, leaves the organization or is sent externally to another contractor or government agency), new master and courtesy cards are mailed with it. The recipient is requested to check document and master card for accuracy and return the master card. The masters from all previous transactions are matched against the suspense file to cleanse the suspense file of masters that have returned with signatures and are no longer outstanding.

Suspense cards that are no longer in suspense have been removed by the return of a signed master. (See below, Staff Control, for the next use of these cards.) There should always be a matching suspense card for every returning master. (See below, Posting, for the next use of these cards.)

Depending on the volume of documents distributed internally and externally, there should be periodic checks of all unmatched suspense cards to ascertain the cause. DCO tracers should be sent to recipients of dispatched documents still in suspense after several days, dependent on the length of the normal round trip to destination and return. When a tracer is sent, it should be noted on the back of the suspense card for quick historical access of document.

Posting

In preparation for the computer updating and posting the master cards are sorted, then put on magnetic tape as input for the updating. (The master cards are put in a hold status until the posting has been successful; in case cards are out of sequence or errors were found when checked by the computer program they can be corrected and resubmitted for the posting run.) The masters on tape now represent an input change file.

The active and inactive output files (on magnetic tape) from the previous posting are now the input active and inactive files of the current posting. The active master records on these files contain all the information on the original master card plus additional downgrading information.

The programming language used for the Document Control System was COBOL making the system generally computer independent. This language is a DoD-sponsored English-type language that readily lends itself to data handling, and is generally self-documenting as the program can be read in narrative form. The program includes many checks for errors which can be caught before acceptance into the system. The files once established are always in sequence, since the current input is checked for sequence and the updating is terminated if an out-of-sequence error occurs. The inactive file is continually checked and purged of documents that have been inactive over four years. Inactive records deleted will appear on the posting. Among the many features are downgrading and modifying an existing master record. Downgrading, which is the process of lowering the classification of a document dependent on its previously designated grouping, is completely automatic. A card output is generated to expedite changing the master card when a document is downgraded. This card will also act as a notice to DCO to recall the document from the current holder (internal only) to put the new classification on the document. Downgrading is done during a normal updating and posting report. Modifying an existing record is sometimes necessary when certain data of a record were entered erroneously. However, at no time does the system allow a log or copy number to be changed once it has been accepted. A valuable by-product of the updating run is the posting or journal of transactions that occurred during the updating from either a direct input change or a change in status of a master record, as by downgrading. It contains any and every change that occurred during the updating whether generated externally through new transactions, or internally as a consequence of downgrading. Each item appears on the posting as a separate line and contains all the basic data of the master record such as log and copy number, classification, grouping, issue date, transaction date. In addition, pertinent information of the previous transaction for continuity for auditing purposes is included. This allows a document to be traced, if necessary, to its entering the system as a new item. Another required feature of the journal

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is a transaction code column. This code gives the reason why the item appears in the journal. One of the most important controlling features is the various totals that appear at the end of the journal. Among the uses for these totals are the checking of the active and inactive totals from the last posting to the current active, number of new items, total number of changes, and so forth.

The posting report is sent to the DCO for review, corrections if any, and for filing in posting binders for office use. After a successful posting the active and inactive output tapes are duplicated for backup and catastrophe using any available tape-duplication program available on the computer. The tapes used for duplicating are stored in a fireproof safe. The duplicate tapes are also stored in a fireproof safe in a location different than the safe used for the originals.

Staff Control

This section is the result of maximum utilization of original inputs to the system that is fulfilled via a by-product. The purpose is to have an employee file indicating the classified document holdings of each staff member and effective as of the last posting run. Not only is the file’s value demonstrated while a staff member is employed but especially so on the termination of employment, since it is mandatory that all classified documents be returned to DCO before termination can become effective. (See figure 3.)
Suspense cards represent documents that have been delivered, and they are now put to another use. They are matched against the employee file to eliminate documents charged to the staff that have been active and have moved somewhere else (as to another staff member).

Matched employee cards represent documents no longer in a particular staff member's possession and are eliminated from the file. The matched suspense cards (all but staff cards) have no further function or usefulness and can be put into dead storage for a fixed period or destroyed, depending on the user's requirements.

Staff is separated from the other suspense cards by proper code selection. The suspense cards containing the staff code will now become part of the employee file. The other suspense cards have no further function or usefulness and are also put into dead storage or destroyed.

Quarterly Inventory

The quarterly inventory is a sub-system of the Document Control System. Although the proposal was to utilize the sub-system on a quarterly basis, the effectiveness could be improved by shortening the intervening period to one or two months. When working with classified documents, it becomes important to have an inventory procedure to maintain short audit trails for all areas responsible for documents and to assist the staff in their individual document responsibility. (See figure 4.)

The most current active and inactive files are used for the inventory. All the operations for the inventory are handled by a sub-program. This program has similar error checking as in the program for the main procedure. At the end of the report, control totals of each area are given and this total should equal those at the end of the journal report. The output of the computer pass separates each area and formats each one ready to be printed.

The staff file, also a separate output, needs further processing before it is ready to print the staff inventory report. The staff file is sorted by the computer. Employee name file is a special file (used at this time only)
which contains the employee's number and name. The reason for this separate file is that an employee's name is necessary on the printed report but it cannot be justified to invest that much space on the regular card format or the master files on tape.

The same sub-program includes the ability to perform the matching of the employee name file and the staff output tape. The output of this pass is now ready for printing. The inventory reports will be similar to the journal with some deletions of information not needed here. All inventory reports have individual page-numbering sequence. The staff inventory report of each employee has individual page-numbering sequence and also starts each employee on a new page. The staff report is sent in duplicate to each staff member to verify his document holdings. Upon verification, he signs the original and returns it to DCO. The duplicate copy is for the staff member's records. The inactive file procedure is the same as the active file.

Summary
At this point, the reader has been exposed to the system and its unusual simplicity. The objectives of the systems design have been achieved with the design of a one-card format which is all inclusive of the document handling and DoD Industrial Security Manual requirements. The automatic downgrading of documents has also been accomplished, which under a manual system is, economically speaking, impossible.

The system is completely self-contained. There are no manual routines to weaken controls. Controls are available through the regular journal and inventory reports to insure complete DCO control over the operation.

The "Advanced Classified Document Control System" was designed to be flexible and easy to use by Research Analysis Corporation as well as by other government agencies and contractors. In use now for several months it has lived up to expectations. The system, including the computer programs, has been delivered to several companies; some will use it in its present form, others will modify it to conform to other governmental regulations. The system has been made available, without charge, to all government agencies and contractors having classified material.

Quarterly Inventory: Figure 4
Meaningful budgets (that is, the statements of estimated revenues and expenditures) will vary from library to library. Basic patterns, however, remain the same. The largest element in a library budget is expenditures for personnel, the second largest for literature. This paper discusses methods of arriving at average and practical figures for professional and other library staff salaries and for literature costs, and arrives at a basic budget for a hypothetical library.

Budgeting for a Company Library

G. E. RANDALL

A BUDGET is a financial statement of the estimated revenues and expenditures for a given period of time. The key word is estimated. It is, or should be, a working paper which can provide guidance in the making of management decisions affecting the company library. The more carefully, the more accurately the budget is constructed, the more effectively it can serve management and the operating personnel. But because not every exigency can be forecast, neither management nor the librarian can anticipate all necessary expenditures which will be made.

The meaningful elements in a company library budget vary from library to library. The truism that each special library is different from any other special library is especially valid in the fiscal areas. For example, some libraries consider the R&D report, obtainable on request at no cost from the Defense Documentation Center, as their primary literature resource and others consider the periodical literature the most important element and are willing to spend $20,000-$50,000 a year on it.

Mr. Randall, a Director of SLA, is Manager of the Research Library at the Thomas J. Watson Research Center, IBM Corporation, Yorktown Heights, New York. His paper is based on a presentation made at an American Management Association seminar on developing and managing the company library, New York, November 15, 1966.

There is a basic pattern to a library's expenditures whether the library is a public library, a university library, or an industrial library with or without books. The largest element in any library budget goes for personnel. Library Statistics of Colleges and Universities, 1961-62 Analytic Report records the expenditures for personnel as 60 per cent of the total budget. Ruth Leonard in her Profiles of Special Libraries suggests a 67-72 per cent expenditure for personnel.

The second major portion of the budget is spent for the literature. The universities and colleges spend 31 per cent of their total budget for literature; the special library spends from 25 to 32 per cent for its literature. In both the university and the special library, over 90 per cent of the budget is spent for personnel and literature.

The remaining portion of the budget is spent on services such as binding, photocopying, and translating and for such activities as staff travel and memberships. It is not usual for company libraries to be charged for space or for overhead costs.

There are a number of very fine sources of information on constructing a library budget. The academic library field has the best coverage. Originally, the American Library Association conducted an annual survey which was carried in College and Research Libraries. This was succeeded by Library Statistics issued by the Library Services Branch of the U.S. Office of Education.

The data collected included size of the collection, size of staff, and expenditures for salaries, acquisition, and services. The basic volume carries the data for the individual library; the analytic report totals it by type of library.

Special Libraries
### Beginning Salaries Paid Fifth-Year Graduates

<table>
<thead>
<tr>
<th>Year</th>
<th>Low</th>
<th>Median</th>
<th>% Increase</th>
<th>Average</th>
<th>% Increase</th>
<th>High</th>
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<td>1952</td>
<td>$1,500</td>
<td>$3,120</td>
<td>(-7)</td>
<td>4,190</td>
<td>25</td>
<td>$6,200</td>
<td>85</td>
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<tr>
<td>1953</td>
<td>2,600</td>
<td>3,500</td>
<td>4</td>
<td>4,450</td>
<td>32</td>
<td>6,650</td>
<td>98</td>
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<tr>
<td>1954</td>
<td>2,900</td>
<td>3,600</td>
<td>7</td>
<td>4,683</td>
<td>39</td>
<td>6,800</td>
<td>102</td>
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<tr>
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<td>3,600</td>
<td>4,000</td>
<td>19</td>
<td>5,083</td>
<td>51</td>
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<tr>
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<tr>
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<td>4,000</td>
<td>34</td>
<td>5,661</td>
<td>68</td>
<td>8,800</td>
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<td>4,500</td>
<td>38</td>
<td>5,902</td>
<td>76</td>
<td>9,000</td>
<td>168</td>
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<tr>
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<td>4,700</td>
<td>40</td>
<td>6,145</td>
<td>83</td>
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<td>45</td>
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<td>93</td>
<td>10,280</td>
<td>206</td>
</tr>
</tbody>
</table>

**NOTE:** Percentage increase based on 1952 average salary.

**Source:** *Library Journal*

### Figure 1

A source of very interesting data is the annual reporting of the salaries given the graduates of the accredited library schools. The husband and wife team of Donald and Ruth Strout has collected the data for the past 14 years and published it each year in the June 15 issue of *Library Journal*.

The R. R. Bowker Company's *Bowker Annual* records data from government and industry sources concerning book and journal subscription costs which are a must for the library budgeter.

In addition, there are the occasional bits of isolated statistical data in the library literature which are of real assistance. The New York Library Association Bulletin for May-June 1966 carries the report of the NYLA Personnel Administration giving a suggested salary grade schedule for librarians for 1967 and how they might be applied in five public library environments in cities ranging in size from 5,000 to over 250,000 population.

The company or industrial library is not comparably covered by statistical reports. The Special Libraries Association used Price Waterhouse for a survey in 1959 and made a comparable survey late in 1966.

With personnel costs accounting for 60-70 per cent of the library budget, it would appear appropriate to take an intensive look at librarians' salaries. The beginning salaries paid new graduates are reported by the Strouts (figure 1). The average salary in 1952 was reported as $3,350-$3,400; the lower figure was selected as the base. To compile the tabulation, the low and the high salaries for each of the seventeen schools which reported data for all ten of the years were recorded. Also recorded were the ninth high and low salary as the median high and low. The percentage of each figure was then computed in terms of the 1952 average.
The per cent increase for each year was computed in terms of the 1952 average. By 1965 the average salary had increased 93 per cent. The improvement in the salary structure for the new library school graduate is a result of the law of supply and demand.

It was assumed that if any group would have done better than the new graduates, it would have been the directors of the larger university libraries. Data were selected for the libraries in the College and Research Libraries Statistics which were large enough to report salaries for two or more associate librarians. This gave a starting group of eleven libraries. Unfortunately, they did not consistently report the salaries of their directors, and in 1963 data were available on only six of the eleven (figure 3).

Again the data were graphed using 1952 as the basic year (figure 4). It was somewhat surprising to find that the percentage increase of the top salary for the library directors was almost identical with the increase in the average for the fifth year graduate.

As an additional set of data, the maximum salaries paid "other professional librarians" at these eleven schools were charted and graphed (figures 5 and 6). These "other professionals" exclude the supervisory or administrative categories. Again, note how the increase in the high salary follows the increase in the average rate for the fifth year graduate.

The percentage increase has been used to
A hearty Texas welcome greeted the Midwinter Meeting of SLA in Houston, January 19-21, when the Board of Directors and the Advisory Council convened at the Shamrock Hilton. About a hundred SLAers participated, a larger number than usual.

A quick check on attendance of members of the Advisory Committee (chairmen and chairmen-elect of Divisions and presidents and presidents-elect of Chapters) indicated that, of twenty-one Divisions, only two had no representatives, nine were represented by either the chairman or chairman-elect, and five by persons other than the top officers. Among the thirty-five Chapters, nineteen sent only one top officer, one was otherwise represented, and five were no-shows.

High on the meeting agenda were a number of decisions to be made about the Association's annual get-together.

First of all, starting in 1968, there will be no more SLA Conventions! After this year the yearly meeting will be known as the Annual Conference of Special Libraries Association.

Other Convention—er, Conference—actions coming out of Houston included appointments for the 1970 Conference in Detroit. Robert W. Gibson, Jr., Librarian of the General Motors Corporation Research Laboratories, Warren, Michigan (and SLA’s Division Liaison Officer) will serve as Chairman of the 61st Annual Conference. Named as Conference Program Chairman was Mrs. Gloria Evans, Librarian in the Production and Engineering Division, Parke, Davis & Company, Detroit. She is currently serving as Chairman of the Consultation Service Committee and was ’65-’66 president of the Michigan Chapter.

Looking ahead to 1977, the Board of Directors opted for Atlanta, Georgia, as site for the 68th Annual Conference, where Association members will be guests of the South Atlantic Chapter. The Board also expressed warm appreciation to the other eight Chapters whose invitations were considered.

Turning to the business side of forthcoming Conferences, the Board ruled that, subsequent to this year’s New York meeting, all receipt and disbursement of funds would be handled by SLA Headquarters except for special tours and events monies received during the course of the Conference, which would be handled by the host Chapter with Headquarters oversight.

The Board also acted on two recommendations from its Committee on Committees relative to two standing committees on conferences. The Convention Program Committee was disbanded, and full program responsibility was returned to the host Conference Committee. As a result of this action the Board added to the membership of the Conference Advisory Committee, the immediate past Conference Program chairman, the present chairman, and the chairman-elect and the Division Liaison Officer. It also requested this newly constituted Committee to revise the Conference manual and asked for a report in May.

Awards also claimed the Board’s attention. It approved a recommendation clarifying the wording of the recently revised two-year period of eligibility for the H. W. Wilson Company Chapter Award. The revised revision now reads: “The two-year period eligible for consideration will be restricted to the period covered by the current Association year and the immediate past Association year.”

The SLA Professional Award and Hall of Fame Committee also requested a clarifying revision, which the Board approved. The first sentence of the SLA Professional Award definition now reads: “The SLA Professional Award is given to an individual or group, who may or may not hold membership in the Association, in recognition of a specific major achievement in, or significant contribu-
tion to, the field of librarianship or information science, . . .”

The Chairman-Elect of the Advisory Committee was added to the membership of this Committee, which also includes the two immediate Past-Presidents, the President-Elect, and the Advisory Council Chairman.

Finally, the Board approved a change in title of the McKinsey Foundation Book Awards Program Committee to the Academy of Management Book Awards Program Committee to reflect the change in sponsorship of this awards program.

Membership matters also came in for considerable discussion at the Houston meeting. It was reported that, on December 31, 1966, SLA membership stood at 6,704.

The Board received the report of its Ad Hoc “Patronizing” Committee presented by chairman Charlotte Georgi, librarian of the Graduate School of Business Administration Library, University of California at Los Angeles. The Committee proposed two new categories of SLA support: Sponsors, at $500 a year, and Patrons, at $1,000 a year. It recommended that the Chapter claiming credit for recruiting a Sponsor or Patron receive 10 per cent of the contribution.

A new SLA Chapter was proposed to the Board, tentatively called Princeton and Central New Jersey Chapter. The proposal was referred to the Chapter Liaison Officer (John M. Connor, head of the library, Los Angeles County Medical Association), the New Jersey Chapter, and the petitioners for further study, primarily in relation to the proposed chapter’s boundaries and a more descriptive name.

At present, a new chapter may be proposed by a minimum of twenty-five petitioners (new divisions need a hundred signatures). The Board asked the Chapter Relations Committee for a restudy of this minimum figure.

Also of Chapter concern was the Board’s decision to limit visits by the President or President-Elect to one every three years, starting in the Association’s 1968-69 year. The Board also voted to encourage Chapters to arrange regional meetings during Presidential visits.

Committee activity in general was highlighted by a number of Board decisions stemming from recommendations by the Committee on Committees (in addition to those mentioned above), chaired by Lorraine Giroch, librarian at Bell & Howell Company, Chicago. A thorough-going revision of the present status among standing, special, and ad hoc committees, with the latter category being discontinued to become either special committees or committees of the Board, was agreed to.

Two new Committees were formed by Board action: the Publisher Relations Committee (see page 186 of Special Libraries for more information) and the Planning Committee. The latter was constituted as a Standing Committee of up to seven members, of whom at least two shall be present members of the Board of Directors, with the other members also librarians with seniority and experience in Association activities. The Committee’s purpose is to develop a flexible long-range plan for SLA, and its functions are to review the activities, goals, and long-range plans of the Association in the context of the profession. The Board charged the Committee with recommending new or changed directions, objectives, and activities for continuous and coordinated growth and strengthening of Special Libraries Association.

SLA’s Translations Center, located at the John Crerar Library, Chicago, will no longer be associated with the Clearinghouse for Federal Scientific and Technical Information of the U.S. Department of Commerce. The Board of Directors voted not to enter into further contractual agreement, last renewed in June 1966 for a six-month period. Under previous agreements the Center’s translations, received from a variety of non-governmental sources, were listed in Technical Translations, the semi-monthly publication of the Clearinghouse. To replace this listing for Center acquisitions, the Board authorized a semi-monthly announcement tool to be published by the Translations Center at an anticipated annual subscription rate of some $25. It is hoped that the first issue will appear in May 1967, and complete information will be available soon.

Because of the cessation of the contract arrangement with the Clearinghouse, the Board authorized a revised budget figure for the Center’s next nine months of $58,858, and requested the Translations Activities Committee (chairman, Roger Martin, chief librarian, Shell Development Company,
Emeryville, California) to develop a nominal service charge figure for the Center's services. At present, the only charge to the Center's users is the cost of photocopies of translations supplied.

Special Libraries got its share of attention, as the Board accepted the report which it had requested of Director Gordon E. Randall, manager of the Thomas J. Watson Research Center Library, IBM Corporation, relating to the Association's official journal. In response to Mr. Randall's recommendations, the Board requested a feasibility study of 1) issuing a "professional journal" on at least a quarterly basis, 2) supplementing this with a monthly news bulletin, and 3) encouraging the Divisions and Chapters to use the new news bulletin as their channel for communicating with their members. Charged with the study, and to report at the May meeting, are the Special Libraries Committee and the editor of Special Libraries, in conjunction with the Publication Program Committee. News & Notes readers are invited to send their ideas along to the study group.

Board approval was given to a project proposed by the Nonserial Publications Committee chaired by Mrs. Dorothea Rice, librarian at American Metal Climax, Inc., New York. The project, scheduled for 1967 publication, is A Bibliography in Classification, edited by Barbara Denison of the Western Reserve University Library School, which is an updating and revision of the guide to the SLA Loan Collection of Classification Schemes and Subject Heading Lists, transferred last year to Western Reserve.

The Board also voted to drop as a nonserial publication project a long-standing title, The Organization and Management of Special Libraries. Originally approved in June 1961, the project is currently edited by Grieg Aspnes, research librarian at Cargill, Inc., Minneapolis. The Board's action, which was taken without prejudice, called on the Nonserial Publications Committee to find other ways to publish the material collected to date.

Two Bylaws changes were referred by the Board to the Bylaws Committee. The first change, affecting Article X, Section 2, calls for nominations to be presented to the Board not later than October 15, rather than November 15, and for petitions for further nominations to be filed with Association Headquarters four months, now three months, prior to the annual meeting.

The second change proposed is in Article XII, Section 3, and provides that members may be dropped when dues are one month in arrears, instead of the present three months.

Both proposed changes will be presented at the annual meeting, May 31, during the New York Convention. If approved there, mail ballots will go out to the total voting membership.

The Audio-Visual Materials Committee, chairman, Mrs. Margaret N. Sloane, manager of the Technical Information Center of TRW Systems, reported after long study of the feasibility of the Association's producing a motion picture on special libraries and librarianship that the project be abandoned and the committee dissolved. The Board agreed and referred to the Finance Committee a further recommendation that identifiable monies which have been contributed to the motion picture fund be returned to the donors.

Pending similar action by the American Documentation Institute, the Board voted to dissolve the Joint Operating Group of ADI-SLA, but to continue liaison with ADI through a special representative.

Documentalists' Bookshelf, a project of the Documentation Group of the New York Chapter, was given enthusiastic Board approval. The "bookshelf" will be an exhibit display of ADI Annual Report literature with facilities for making on-the-spot photocopies. The National Science Foundation has been asked for financial support of the project which is planned to debut at the '67 ADI Convention in New York. It will also be made available to library schools.

A proposed Japanese exchange similar to the Russian exchange visits of special librarians and information specialists of last year was referred to the International Relations Committee.

The 1968 Midwinter Meeting of the Board of Directors and the Advisory Council will be held January 18-20 in New Orleans. The next meeting of the Board will be May 27-28 in New York.
The following organizations are supporting the activities of the Special Libraries Association by becoming Sustaining Members for 1967. This list includes all applications processed through February 20, 1967.

Abbott Laboratories  
Richard Abel and Company  
Aerospace Corporation  
American Can Company  
American Cyanamid Company  
American Electric Power Service Corporation  
American Gas Association  
American Iron and Steel Institute  
American Library Association  
American National Laboratory  
The American Tobacco Company  
Argonne National Laboratory  
Atlas Chemical Industries, Incorporated  
Bank of America  
Basic Economic Appraisals, Incorporated  
Becton, Dickinson and Company  
Bell and Howell Research Center  
Bell Telephone Laboratories  
Bethlehem Steel Corporation  
Boeing Company  
Bostrom Corporation  
R. R. Bowker Company  
Bridgeport Public Library  
Bro-Dart Industries, Incorporated  
Carrier Corporation  
Chicago Medical School Library  
CIBA Pharmaceutical Company  
Consolidated Edison Company of New York  
Consolidation Coal Company  
Continental Carbon Company  
Continental National American Group  
Corning Glass Works  
The John Crerar Library  
Dahouise University  
Dallas Public Library  
Defense Documentation Center  
Diamond Alkali Company  
The Dow Chemical Company, Golden, Colorado  
Dow Chemical Library, Midland, Michigan  
E. I. du Pont de Nemours and Company, Lawyer Library  
E. I. du Pont de Nemours and Company, Technical Library  
Eastman Kodak Company  
East Orange Free Public Library  
Esso Research and Engineering Company  
F. W. Fayon Company, Incorporated  
Federal Reserve Bank of New York  
The First National Bank of Boston  
The First National Bank of Chicago  
The Ford Foundation  
Ford Motor Company  
General Drafting Company, Incorporated  
General Electric Company  
General Foods Corporation  
General Mills Incorporated  
General Motors Corporation, Public Relations Library  
General Radio Company  
Gluck Bookbinding Corporation  
B. F. Goodrich  
G. K. Hall Company  
Harvard Graduate School of Business Administration  
Office of the State Librarian, Hawaii  
Idaho State University Library  
Indiana State Library  
International Business Machines Corporation  
Johns-Manville Research and Engineering Center  
Johnson Reprint Corporation  
Walter J. Johnson, Incorporated  
Kaiser Aluminum and Chemical Corporation  
F. U. Lilly and Company  
Lockheed Missiles and Space Company  
The Los Angeles County Museum of Art  
A. C. McClung and Company  
McGraw-Hill, Incorporated  
McKinsey and Company, Incorporated  
Mansell Information/Publishing Limited  
Marathon Oil Company  
Marquette University Memorial Library  
Maxwell Scientific International, Incorporated  
Minnesota Mining and Manufacturing Company  
Missouri State Library  
National Association of Engine and Boat Manufacturers  
National Bank of Detroit  
National Lead Company  
National Library, Singapore, Malaya  
National Publications Company  
The New York Life Insurance Company  
The New York Times  
New York University Libraries  
North American Aviation Incorporated  
Ogilvy and Mather Incorporated  
Ohio State Library  
The Oklahoma State Library  
Pennsylvania State University  
The People's Gas, Light and Coke Company  
Pergamon Press Incorporated  
Pittsburgh Plate Glass Company  
The Port of New York Authority  
C. W. Post College  
Prentice-Hall Incorporated  
Procter and Gamble Company  
Public Service Electric and Gas Company  
Quebec Iron and Titanium Corporation  
Radiation, Incorporated  
RCA Laboratories, Radio Corporation of America  
The RAND Corporation  
Rockford Public Library  
Rockefeller Office Library  
Rohm and Haas Company  
Royal Bank of Canada  
St. John's University Library  
San Jose Public Library  
Shawinigan Chemicals Limited  
Shell Development Company  
Shell Oil Company  
Sinclair Oil Corporation  
Skokie Public Library  
Squibb Institute for Medical Research Library  
J. W. Stacey, Incorporated  
Standard Oil Company (New Jersey)  
Steichert-Haupner, Incorporated  
Sterling-Winthrop Research Institute  
Suffolk Cooperative Library System  
Sun Oil Company  
Syntex Corporation  
Taylor-Carlisle's Book Store, Incorporated  
Technical Book Company  
Texas Gas Transmission Corporation Library  
Time, Incorporated  
J. Walter Thompson Company  
Toronto Public Library  
TRW Systems  
Union Electric Company  
United Community Funds and Council of America, Incorporated  
United States Steel Corporation  
Universal Oil Products Company  
University of Indiana  
University of Michigan  
University of Minnesota  
University of Oklahoma Library  
University of Texas  
University of Wisconsin Library  
The Upjohn Company  
Wayne State University  
Westport Public Library  
The H. W. Wilson Company  
Worcester Free Public Library  
Wyeth Laboratories, Incorporated  
Xerox Corporation  
Zithrin and Ver Brugge
depict the trend. But let us go back and pick up some dollar figures. When industry goes recruiting, it usually hunts for the best. For the past six years, the best qualified master-degree librarian rated over $10,000; for the past two years over $15,000. So you’re willing to compromise and you want only “one of the best”? The median of the high salaries for 1965 was $10,280.

The most recent salary data from the U. S. Office of Education on “other professionals” covers 1963. Remember, these are the individual working librarians—not supervisory or managerial librarians. The top dollar paid three years ago in the group of schools in the study was $12,696; the median high salary was $10,968.

The public library field has had the reputation of being a low-paying one. But let us check the “Suggested Salary Grade Schedule” published in the New York Library Association Bulletin (figures 7 and 8). The director of a public library serving a city of 15,000 to 25,000 and the assistant director of a library serving 25,000 to 50,000 both start at $10,050 (figure 8).

With or without experience, and with any degree of supervisory responsibility, the salary of a “good” librarian is going to be something in excess of $10,000.

The cost of library materials was not as carefully considered as were the salaries.
From the Bowker Annual it was possible to trace the average price of science books and the subscription cost for chemistry and physics subscriptions from 1959 to 1965. The books have gone from $8.14 to $12.13 and the subscriptions from $10.04 to $18.42 (figure 9).

So that the increase in the cost of library materials might be compared with the rising salaries, the 1959 price was arbitrarily assigned the percentage of 145 to make it comparable to the average salary of 1959. By 1965 the average salary was 193 percent of 1952 (figure 1) and the average book price 216 percent. The subscription cost was 266 percent (figure 9).

The point to be made from this exercise is that if salaries have grown rapidly, the cost of the literature collection has increased even faster.

One of the best ways to learn about budgets is to construct a hypothetical one. For this exercise let us use the data provided by Miss Leonard in her profile of the library for the DEF Corporation. This library is in an organization of 1,200 employees of whom 800 are active users of the library. There are six professional and nine clerical staff members in the library.

The library adds 1,500 books annually, subscribes to fifty indexing and abstracting publications or services and subscribes to 625 periodicals in addition to the fifty it receives by virtue of memberships or as a result of exchanges. It retains five hundred of these titles permanently.

Let's tackle the easy figures such as the cost of books and periodical subscriptions first. In six years book prices have increased from an average of $8.14 to $12.13. This is an average increase of $.66 per year. The 1965 cost of $12.13 would be increased by $1.32 if this growth rate is to continue into 1967. So for our 1967 budget we will assume a unit cost of $13.45. Simple multiplication gives a total of $20,175 for the purchase of 1,500 books. For ease in recording, let us round it off to $20,000.

Journal subscriptions get the same treatment. The 1965 subscription cost of $18.42 per title will have to be increased for 1967 to $21.20. The total cost for the 625 subscriptions will then be $13,250.

The profile library receives some fifty abstracting and indexing services. Presumably a number of these are obtained at no cost. This would be the case for DDC's Technical Abstract Bulletin and NASA's STAR. There are others which are quite expensive such as Chemical Abstracts, Science Citation Index, and the Cambridge Communications services. These will add at least $5,000 to the budgetary requirements.

The profile suggests that five hundred of the titles will be retained permanently. If journals are to be retained, there will be a binding cost. If there is an average of one and a half bound volumes for each calendar year, five hundred titles bound would mean 750 volumes per year for binding. This will require an expenditure of $3,000.

A slightly lesser amount should be estimated for translations and photocopy service. Ten translations and 1,500 pages of photo-

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<th>Increment 2</th>
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<th>Increment 4</th>
<th>Increment 5</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>$6,700</td>
<td>$7,035</td>
<td>$7,370</td>
<td>$7,705</td>
<td>$8,040</td>
<td>$8,375</td>
<td>$335</td>
</tr>
<tr>
<td>2.</td>
<td>8,050</td>
<td>8,450</td>
<td>8,850</td>
<td>9,250</td>
<td>9,650</td>
<td>10,050</td>
<td>400</td>
</tr>
<tr>
<td>3.</td>
<td>8,375</td>
<td>8,795</td>
<td>9,215</td>
<td>9,635</td>
<td>10,055</td>
<td>10,475</td>
<td>420</td>
</tr>
<tr>
<td>4.</td>
<td>9,650</td>
<td>10,130</td>
<td>10,610</td>
<td>11,090</td>
<td>11,570</td>
<td>12,050</td>
<td>480</td>
</tr>
<tr>
<td>5.</td>
<td>10,050</td>
<td>10,550</td>
<td>11,050</td>
<td>11,550</td>
<td>12,050</td>
<td>12,550</td>
<td>500</td>
</tr>
<tr>
<td>6.</td>
<td>11,575</td>
<td>12,150</td>
<td>12,725</td>
<td>13,300</td>
<td>13,875</td>
<td>14,450</td>
<td>575</td>
</tr>
<tr>
<td>7.</td>
<td>12,050</td>
<td>12,650</td>
<td>13,250</td>
<td>13,850</td>
<td>14,450</td>
<td>15,050</td>
<td>600</td>
</tr>
<tr>
<td>8.</td>
<td>14,450</td>
<td>15,175</td>
<td>15,900</td>
<td>16,623</td>
<td>17,350</td>
<td>18,075</td>
<td>725</td>
</tr>
</tbody>
</table>

Source: NYLA Bulletin, May-June 1966

Figure 7
<table>
<thead>
<tr>
<th>Library</th>
<th>Population</th>
<th>1967 Librarian I</th>
<th>1967 Librarian II</th>
<th>1967 Librarian III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library A</td>
<td>5,000-15,000</td>
<td>Grade 1-$6,700</td>
<td>Grade 2-$8,050</td>
<td>Grade 3-$10,050</td>
</tr>
<tr>
<td>Library B</td>
<td>15,000-25,000</td>
<td>Grade 1-$6,700</td>
<td>Grade 2-$8,050</td>
<td>Grade 3-$10,050</td>
</tr>
<tr>
<td>Library C</td>
<td>25,000-50,000</td>
<td>Grade 1-$6,700</td>
<td>Grade 2-$8,050</td>
<td>Grade 3-$10,050</td>
</tr>
<tr>
<td>Library D</td>
<td>50,000-250,000</td>
<td>Grade 1-$6,700</td>
<td>Grade 2-$8,050</td>
<td>Grade 3-$10,050</td>
</tr>
<tr>
<td>Library E</td>
<td>Population over 250,000</td>
<td>Grade 1-$6,700</td>
<td>Grade 2-$8,050</td>
<td>Grade 3-$10,050</td>
</tr>
</tbody>
</table>

Source: NYLA Bulletin, May-June 1966

Figure 8

Copy orders per year can be budgeted for $2,000.

At least half of the professional staff should have their expenses paid to a professional association meeting each year and the supervising librarian will have an equivalent travel cost. This will require an additional $2,000.

Our non-personnel costs now total $40,250. The profile library has nine clerical assistants. It is my contention that the clerical staff in a company library has responsibilities exceeding those of the average clerical worker in the installation served by the library. These costs, the clerical salary, vary from industry to industry as well as geographically. For the purposes of this presentation, let us settle for $100 per week or $5,200 per year. For nine clerical assistants, this totals $46,800.

Of the six professional staff members there are three recent graduates, two senior librarians, and the chief librarian. Because industry should recruit only the best, let us use the probable high median of 1967 for our three recent graduates. For the head of the library let us use a figure obtainable from Library Statistics and let us pay the two senior librarians something in between. After we have recovered from the shock the dollar value of librarians so computed provides, we will re-figure the salary on a somewhat more conservative basis.

In 1967 the median high for the new graduate will be $11,000. The three new librarians' salaries would then total $33,000. The median maximum paid other professionals in 1963 was $10,968; the median salary paid university library directors was $18,000. This would give us a basis for paying the company librarian $18,000 in 1967. The two senior librarians would, at 40 per cent of the difference between the junior librarians and the company librarian, be rated at $14,000. At this rate the professional librarians' salary total would be $79,000.

The one apparent fallacy in this approach to the professional librarians' salary cost is that no one library could hope to acquire three of the best qualified graduates in any one year. But if we can accept this basis for building a budget, the total would be $171,050 of which $45,250 (26 per cent) would be for non-personnel expenditures.

According both to my subjective evalu-


### Literature Costs

<table>
<thead>
<tr>
<th>BOOK PRICES-SCIENCE</th>
<th>CHEMISTRY AND PHYSICS PERIODICAL SUBSCRIPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Per Dollars</td>
</tr>
<tr>
<td></td>
<td>Cent</td>
</tr>
<tr>
<td>1957-59</td>
<td>$8.14</td>
</tr>
<tr>
<td>1961</td>
<td>9.06</td>
</tr>
<tr>
<td>1962</td>
<td>10.30</td>
</tr>
<tr>
<td>1963</td>
<td>11.22</td>
</tr>
<tr>
<td>1964</td>
<td>10.99</td>
</tr>
<tr>
<td>1965</td>
<td>12.13</td>
</tr>
<tr>
<td>(1967)</td>
<td>(13.45)</td>
</tr>
</tbody>
</table>

Source: The Bowker Annual, 1966

---

**Figure 9**

...tion and to most library standards, this 74 per cent is too high a portion of the total budget to be spent on personnel. In a previous commentary on the objectives and standards for special libraries I had suggested a personnel ratio of one staff member per one hundred potential clientele unless special services were provided. With the report service provided by the library I would concur in a need for fourteen staff members, five professionals and nine clericals. This would bring the salary figure down to $114,800 which is a little below the 60 per cent ratio suggested by Miss Leonard. The $11,000 savings should be added to the amount spent for literature.

Is the ratio of book acquisition sufficiently large? The 1,500 books purchased to the 23,400 loaned is a ratio of one book purchased to every fifteen loaned. I would suspect this ratio is too large. From my own library statistics I have found I was buying one book for every six loans. To accept a compromise between my 6 to 1 and Miss Leonard’s 15 to 1 a 10 to 1 ratio would result in the purchase of 2,340 books per year. The cost of this would total $31,473 which would absorb the $11,000 salary savings.

The original and very promptly revised budgets appear as shown in figure 10.

One area which we did not budget for is the addition of back runs of periodicals. One of the better guides to the need for expanded holdings is the record of photocopies ordered from other libraries. If over a period of a year or so, photocopies of the same journal title are repeatedly ordered, it should be considered for acquisition. Positive action should be taken if the journal is in the subject area of interest to your company and more than one person is initiating the orders.

In conclusion, let me remind you that each company library is unique. If the budget you produce for your library is unlike that of any other library, either in dollars or in percentage breakdowns, don’t be alarmed. If the budget you produce is logically derived, will serve as a guide for your management decisions, and will enable the library to provide the necessary assistance to the clientele, it is acceptable. Good library service is one of the least expensive and most effective services the company can provide the employee.

**References**

A pilot study was made of problems in translation encountered by sixty pharmaceutical and chemical firms. Results showed greatest demand for translations from German, French, Russian, and Japanese, in that order. Commercial firms and free-lance translators were used by a majority of firms, with some indication that they would prefer to use their own personnel, if available. Many firms purchased translations from the SLA Translations Center and other collections also. Prices paid for translating varied widely. A survey of prices from twenty-four translation agencies was given as a comparison. There was difference of opinion on the relative merits of subject knowledge, and foreign-language and English competence. Complaints of slowness, expense, poor quality, and lack of competence in English or subject matter were voiced against both commercial firms and individual translators.

Problems in Translation

DORCAS BUSH

A PILOT STUDY was made of problems in translation encountered by commercial firms, using a questionnaire which was sent to fifty pharmaceutical firms and fifty chemical firms. In general, companies selected were large ones, but some smaller ones were purposely chosen.

In addition, postcards were sent to forty commercial translating agencies, asking for a current price list and any special rates which each might have.

The covering letter sent to the pharmaceutical and chemical firms mentioned that a pilot study was being made, listed the type of firms being surveyed, and stated that the results would probably be published in a major library journal. The postcard mailing did not mention that a survey was being made, but the fact that it was multilithed indicated that it was being sent to several firms.

Sixty-nine answers to the questionnaire were received, but for various reasons several of these were not completed; this report is based on sixty replies. In tabulating results, an attempt was made to follow the format of the 1962 SLA Survey of Translation Activities, for purposes of comparison.

Table 1 recaps the answers to the first question. In cases where an answer fell into more than one category, it was included in the category containing the highest number reported; e.g., if a firm reported 10-15 translations per year, it was included in the "11-15" range.

<table>
<thead>
<tr>
<th>Translations per Year</th>
<th>Companies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>4</td>
</tr>
<tr>
<td>6-10</td>
<td>5</td>
</tr>
<tr>
<td>11-15</td>
<td>2</td>
</tr>
<tr>
<td>16-20</td>
<td>3</td>
</tr>
<tr>
<td>21-25</td>
<td>2</td>
</tr>
<tr>
<td>26-50</td>
<td>8</td>
</tr>
<tr>
<td>51-100</td>
<td>6</td>
</tr>
<tr>
<td>101-200</td>
<td>13</td>
</tr>
<tr>
<td>201 and over</td>
<td>9</td>
</tr>
<tr>
<td>Don't know</td>
<td>3</td>
</tr>
<tr>
<td>No response</td>
<td>5</td>
</tr>
<tr>
<td>Total</td>
<td>60</td>
</tr>
</tbody>
</table>

In the second question, languages were listed in the order in which we felt the frequency of translations would fall (with the exception of Chinese, which was placed after Japanese in order to keep the two oriental languages together). This was the order in which the survey actually showed these translations fell. Since many of these figures are

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probably based on estimates only, it is possible that the order given in the question may have had a psychological effect on the estimates, in some cases. Table 2 shows the total number of languages reported by all firms.

Table 2
Languages Translated by All Firms

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>NO. OF FIRMS REPORTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>German</td>
<td>56</td>
</tr>
<tr>
<td>French</td>
<td>51</td>
</tr>
<tr>
<td>Russian</td>
<td>46</td>
</tr>
<tr>
<td>Japanese</td>
<td>44</td>
</tr>
<tr>
<td>Italian</td>
<td>37</td>
</tr>
<tr>
<td>Spanish</td>
<td>29</td>
</tr>
<tr>
<td>Chinese</td>
<td>11</td>
</tr>
<tr>
<td>Dutch</td>
<td>5</td>
</tr>
<tr>
<td>Swedish</td>
<td>3</td>
</tr>
<tr>
<td>Polish</td>
<td>2</td>
</tr>
<tr>
<td>Flemish, Danish, Korean, Czech, Portuguese, Slavic</td>
<td>1 each</td>
</tr>
</tbody>
</table>

The subjects covered in translations are shown in Table 3, in the order of their frequency. These subjects cannot be considered as being rigidly defined; for instance, a firm may report all its translations under "Medicine," whereas we suspect they actually may have included Biology, Biochemistry, etc. The subject General Science was not listed in any of the replies.

Table 3. Subject Categories

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>NO. OF FIRMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>53</td>
</tr>
<tr>
<td>Chemical Technology</td>
<td>37</td>
</tr>
<tr>
<td>Medicine</td>
<td>37</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>36</td>
</tr>
<tr>
<td>Physiology</td>
<td>27</td>
</tr>
<tr>
<td>Biology</td>
<td>18</td>
</tr>
<tr>
<td>Physics</td>
<td>7</td>
</tr>
<tr>
<td>Mathematics</td>
<td>5</td>
</tr>
<tr>
<td>Legal, Pharmacology</td>
<td>4 each</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>3</td>
</tr>
<tr>
<td>Business, Engineering, Metallurgy</td>
<td>2 each</td>
</tr>
<tr>
<td>Agriculture, Documentation, Foods, Microbiology, Paper Technology, Patents, Textile Technology, Tobacco</td>
<td>1 each</td>
</tr>
</tbody>
</table>

The matter of authorization of translations seems to be mostly in the hands of department heads, supervisors, and those of similar level. Thirty-three firms reported this to be the case. Five firms reported authorization by "requester," "scientific personnel," and the like, implying no supervisory approval was needed. The librarian or head of the information center or translating unit was the authority in eleven firms, and the supervisory personnel and/or the librarian in six other firms.

In thirty-six cases only the translator edited the finished work; in ten others the translator was aided in this work by the library staff, the requester, or an editor. The library staff edited in five firms, and in two firms full-time "editors" were apparently available. Two firms reported that no one edited; however, it must be borne in mind that the translator probably always does a certain amount of editing of his own work.

Table 4 tabulates the services used by the firms reporting. The categories were perhaps not well-chosen; "individuals" was meant to designate free-lance translators outside the company, but in some cases this seems to have been interpreted to mean individual translators in the company, as opposed to agencies. Also, in some instances there seems to be some confusion as to whether "own translator" was a translator paid for that exclusive purpose, or a member of the library staff or the scientific personnel. The tabulation is accurate as far as we are able to interpret the answers.

Table 4. Types of Services Used

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>NO. OF FIRMS USING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial agencies</td>
<td>48</td>
</tr>
<tr>
<td>Individuals (local or otherwise)</td>
<td>26</td>
</tr>
<tr>
<td>Own translator (full or part time)</td>
<td>16</td>
</tr>
<tr>
<td>Own scientific personnel, including library staff</td>
<td>38</td>
</tr>
</tbody>
</table>

The ambiguity in regard to the interpretation of the four types of services is quite apparent in the answers to Question 7, on preference. Again, the tabulation is subject to our interpretation of the answers. Some firms gave more than one preference; these are not included in the table.

SPECIAL LIBRARIES
Table 5. Types of Translating Services Preferred

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>NO. OF FIRMSを感じ</th>
<th>REASONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agencies</td>
<td>17</td>
<td>Faster, more reliable, better knowledge of subject and of language, better finished product (more polished, better typing, etc.), ease of duplication, accuracy, consistent quality, cheaper.</td>
</tr>
<tr>
<td>Individuals</td>
<td>4</td>
<td>Cheaper, faster, better quality, better communication.</td>
</tr>
<tr>
<td>Own translator</td>
<td>8</td>
<td>Faster, better quality work, confidentiality, ability to scan and do excerpts, more reliable.</td>
</tr>
<tr>
<td>Own scientific personnel</td>
<td>16</td>
<td>Subject and language knowledge, knowledge of company, more literate, faster, better control, better security, available for scanning and consultation, cheaper.</td>
</tr>
</tbody>
</table>

Cost did not seem to be much of a factor; only three firms preferred their own personnel because of cost, one preferred agencies, and one, individuals for the same reason. A few stated they preferred agencies in spite of higher cost.

Although, from Table 5, agencies seem to be the favorite service, it is interesting that, of the sixteen firms using both commercial agencies and their own scientific personnel, and expressing a preference, seven preferred the agencies, and nine their own scientific personnel. Moreover, because of the confusion in interpreting the question, several preferences expressed for "individuals" and "own translators" probably should really have been included in the "scientific personnel" category.

It must also be remembered that many firms do not have translators available in their own organizations, and few have full-time translators; thus, they have experience only with agencies and free-lance individuals.

Many did not answer Question 8, and others were undecided as to which service was fastest. The consensus of those voting was almost a tie between agencies, their own translators, and their own scientific personnel, the vote being 13, 12, and 11, respectively. Only six voted in favor of individuals.

The question on rates produced a bewildering range. Since Question 9 was not broken down into types of service, it is impossible to tell what prices were paid for what services. Table 6 shows the range. It must be noted that firms listing a range of prices paid for any one language may be listed in more than one column; e.g., a firm paying $2.00 to $3.00 for Russian translations will appear in the fourth, fifth, and sixth columns.

Table 6. Price Range for Various Languages

<table>
<thead>
<tr>
<th>PRICE PER 100 ENGLISH WORDS</th>
<th>GERMAN, FRENCH, ITALIAN, SPANISH</th>
<th>RUSSIAN AND SLAVIC</th>
<th>ORIENTAL LANGUAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.50-.99</td>
<td>2*</td>
<td>1*</td>
<td>1*</td>
</tr>
<tr>
<td>$1.00</td>
<td>6*</td>
<td>2*</td>
<td></td>
</tr>
<tr>
<td>$1.01-1.50</td>
<td>17</td>
<td>10*</td>
<td>2</td>
</tr>
<tr>
<td>$1.51-2.00</td>
<td>22</td>
<td>16</td>
<td>9*</td>
</tr>
<tr>
<td>$2.01-2.50</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>$2.51-3.00</td>
<td>6</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>$3.01-3.50</td>
<td>1</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>$3.51-4.00</td>
<td></td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>$4.01-4.50</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>$4.51-5.00</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Over $5.00</td>
<td></td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

*Some may be rough draft or manuscript.

March 1967
sixth price ranges. Also, a firm paying $1.50 for German and $2.00 for Italian will appear in both the third and fourth ranges.

Seventeen firms reported paying higher prices for rush work, five paid reduced prices as regular customers, and three, reduced rates for quantity lots. No one reported paying additional amounts because of geographical location.

Most paid on the basis of English word count, but seven paid by the page, four by foreign word count, three by the month (own translator's salary?), and two by the hour (individuals). One firm reported paying an agency according to the complexity of the article being translated. Only one mentioned paying an extra fee for charts and graphs. One firm paying by the page defined a page as "normal margins, double-spaced," another as 350 words.

Table 7 shows the principal sources checked for availability of translations.

Table 7. Sources of Translations

<table>
<thead>
<tr>
<th>SOURCE</th>
<th>NO. OF FIRMS CHECKING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Translations</td>
<td>29</td>
</tr>
<tr>
<td>Special Libraries (SLA Translations Center at John Crerar)</td>
<td>13</td>
</tr>
<tr>
<td>Own files</td>
<td>7</td>
</tr>
<tr>
<td>Russian Journals in Translation</td>
<td>4</td>
</tr>
<tr>
<td>John Crerar Library</td>
<td>3</td>
</tr>
<tr>
<td>National Institutes of Health (Recent Translations)</td>
<td>3</td>
</tr>
</tbody>
</table>

Other sources mentioned were Institute of Paper Chemistry library, government publications, Government-Wide Index to Translations, Bibliography of Medical Translations, Federation Proceedings Translation Supplement, Translators Monthly, National Library of Medicine, and various commercial agencies.

Forty firms reported that they sometimes obtained translations from SLA Translations Center. Table 8 shows the distribution of the number received from this source. Firms listing a wide range of number of translations are shown in the upper range only; e.g., a firm listing 1-10 per year would appear in the 6-10 column.

Reasons given for not ordering translations from the Center were: Never available (10), not recent enough (5), slow replies (2). (In regard to the first objection, we regret that we failed to include the question: How many translations do you contribute to the Center per year?)

Table 8

<table>
<thead>
<tr>
<th>NO. TRANSLATIONS</th>
<th>NO. OF FIRMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>12</td>
</tr>
<tr>
<td>3-5</td>
<td>6</td>
</tr>
<tr>
<td>6-10</td>
<td>13</td>
</tr>
<tr>
<td>11-20</td>
<td>3</td>
</tr>
<tr>
<td>21-30</td>
<td>3</td>
</tr>
<tr>
<td>31-50</td>
<td></td>
</tr>
<tr>
<td>51-100</td>
<td>2</td>
</tr>
</tbody>
</table>

Other translations pools which they had used included the National Library of Medicine, Library of Congress, CFSTI, U. S. Department of Agriculture, and several commercial agencies.

Most firms indicated they expected full reproduction of tables, graphs, and so on in a finished translation. A few needed only translated legends. Five specified they required an original and two copies. Most reported they required only one copy, that they did their own reproduction, and the like. One firm required thirty bound copies. One required translation of bibliographies; two specified translation if necessary (e.g., if in Russian).

Answers to this question were often difficult to interpret, due perhaps to the ambiguity of the question.

Table 9 shows the per cent of translations which were satisfactory to the user. Some of these answers were difficult to interpret also, being indicated by check marks, the words "yes," "no complaints," and the like. We tabulated these as 100 per cent. In recapping the answers, where only the first part of the question was answered we assumed that figure applied to all four parts; otherwise, we reported only those parts of the question which were answered.

Thirty-seven firms believed that a knowledge of the subject field of an article was more important than knowledge of the foreign language, an adequate knowledge of both being assumed. Eleven believed knowl-
Table 9. Per Cent of Translations Judged Satisfactory to Users

<table>
<thead>
<tr>
<th>Per Cent</th>
<th>Satisfied Needs of Customer</th>
<th>Reflected Adequate Knowledge of English</th>
<th>Of Foreign Language</th>
<th>Of Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>26</td>
<td>27</td>
<td>25</td>
<td>24</td>
</tr>
<tr>
<td>99</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>95</td>
<td>8</td>
<td>13</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>90</td>
<td>12</td>
<td>7</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>85</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>80</td>
<td>2</td>
<td>--</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>75</td>
<td>--</td>
<td>--</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>70</td>
<td>--</td>
<td>--</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>50</td>
<td>--</td>
<td>1</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>25</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>None</td>
<td>--</td>
<td>--</td>
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</tr>
</tbody>
</table>

edge of the foreign language more important; ten felt both were equally essential.

Twenty-four firms believed that their best translations were done by translators whose native language was that of the original document; nineteen felt that an English-language origin was more important. Seven were undecided, or thought both were equally necessary. One offered the interesting idea that the language in which the subject had been studied was most important.

This idea prompts a definition of the first part of Question 17, “In general, do you find you get your best translations from individuals whose native language is that of the original document?” We had in mind a foreign-born individual who had grown to adulthood and been educated in his native language, learning English only as a second language. Undoubtedly, the comparative amounts of exposure to the native language and to English is the deciding factor. Perhaps the best translator is one who thinks in English. (Does anyone ever reach the point where he thinks in more than one language?)

Kurt Gingold in a recent article opines that a knowledge of the source language is less important than a knowledge of either English or of the subject field. Paul Howerton in a 1962 article speaks of the difficulties encountered in the Russian language by translators whose native language is not English.

One wonders if many of the complaints of “inadequate subject knowledge” might not really be due to an inadequate knowledge of the English terminology of the subject. In the listing of complaints in Table 10, it is notable that there is no mention of inadequate knowledge of the original language.

In answer to Question 18, eighteen firms had made comparison translations, or expected to do so in the near future.

Many respondents did not venture to list problems they had encountered with translators, or simply stated “no problems.” Table 10 recapitulates the complaints which were registered. Since “individuals” lumps together all free-lance and company translators, as well as company scientific personnel, it would seem that these categories were generally most satisfactory to the users. However, it must be remembered that most of the individuals were in more or less direct contact with the users, and were thus in a much better position to render satisfactory service.

Table 10. Complaints

<table>
<thead>
<tr>
<th>Nature of Complaint</th>
<th>With Commercial Firms</th>
<th>With Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slow</td>
<td>21</td>
<td>12</td>
</tr>
<tr>
<td>Expensive</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Poor quality (grammar, format, or unspecied)</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>Poor English</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Inadequate subject knowledge</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>Lack of personal contact</td>
<td>1</td>
<td>—</td>
</tr>
<tr>
<td>Billing troubles</td>
<td>1</td>
<td>—</td>
</tr>
</tbody>
</table>
Table 11. Agency Charges for Various Languages

<table>
<thead>
<tr>
<th>Price per 100 English Words</th>
<th>German, French, Italian, Spanish</th>
<th>Russian and Slavic</th>
<th>Oriental Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>$.50-.99</td>
<td>1</td>
<td>—</td>
<td>1</td>
</tr>
<tr>
<td>$1.00</td>
<td>1</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>$1.01-1.50</td>
<td>4</td>
<td>2</td>
<td>—</td>
</tr>
<tr>
<td>$1.51-2.00</td>
<td>10</td>
<td>7</td>
<td>—</td>
</tr>
<tr>
<td>$2.01-2.50</td>
<td>9</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>$2.51-3.00</td>
<td>3</td>
<td>8</td>
<td>6</td>
</tr>
<tr>
<td>$3.01-3.50</td>
<td>1</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>$3.51-4.00</td>
<td>1</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>$4.01-4.50</td>
<td>—</td>
<td>—</td>
<td>2</td>
</tr>
<tr>
<td>$4.51-5.00</td>
<td>—</td>
<td>—</td>
<td>2</td>
</tr>
<tr>
<td>Over $5.00</td>
<td>—</td>
<td>—</td>
<td>1</td>
</tr>
</tbody>
</table>

Table 11 recap the prices quoted by the twenty-four agencies whose replies and price lists were studied. This is set up in the same format as Table 6, and in this table, too, an agency listing a range of prices for one language will appear in more than one column (some agencies list different prices for different classes of subject matter, or for variations of "polish" in the finished product).

The additional charges and discounts listed by the various agencies were in a variety as bewildering as that of their basic rates. Most charged extra for illustrations, charts, graphs, and so on—from 20¢ to $5.00 each. Some charged on a time basis, some on a cost-plus basis. Several furnished one extra copy free, but few furnished more than one. Additional copies were quoted at 4¢ to 45¢ per page, or at so much per 100 words. Rush work could carry a "slight" to 50 per cent extra charge. Postage might be charged to foreign countries. Some charged minimum fees. Some charged extra for editing and proofreading. Advertising and promotion copies were considerably more expensive.

Discounts quoted were 2 per cent 10 days, net 30 days; 5 per cent 10 days, 2½ per cent 30 days. Discounts (usually 10 per cent) were given for large orders or for first orders. Special rates were quoted for patents, for Russian articles ordered within three years of publication, or for a less finished (but readable) product.

Undoubtedly, the quality of work done by these different agencies must be in some proportion to the fees charged, but some customers must be satisfied with all of them, or they would not be in business. The potential user who does not have his own translators must therefore decide, perhaps by trial and error, which best fits his purposes and budget.

While no definite conclusions can be reached from this small pilot study, certain trends appear, and a larger survey, with some refinement of questions, might yield some interesting data.

References

NEW YORK is a demanding city. The visitor is assaulted by pitchmen for a thousand gimmicks, gigantic billboards, hard- and soft-sell lures, blazing marquees, and quiet con men. The city will offer you anything you want "for a price," blantly and loud in Times Square or Greenwich Village, tastefully and almost with condescension in the shops of Fifth or Madison Avenues, or business-like and straightforward in the Herald Square department stores. Every New York movie is sexier, more shocking, more artistic, better than all the others; every store front claims in its displays a better bargain for a variety of reasons: "Fire Sale!" "Lease Expires!" "Last Year's Models—All New!" You can walk or ride, fly or sail, around and through the city. There are few amusements or commodities known to man that can't be procured in New York at almost any hour.

To catalog or invoice the bushels of green, ripe, overripe, and rotting fruit that spills forth from this cornucopia is impossible. There has never been a guidebook to satisfy every visitor to New York, indeed, never one to do the giant city justice. That fact hasn't discouraged the guidebook writers, as the following list attests.

The guidebooks annotated below were first found in the Subject Guide to Books in Print, 1966. The publisher of every one listed was asked to supply a review copy for this article. No selection was made. Every book received is listed here. They are offered in the hope that each special librarian, sports fan, food fadist, fashion buff, hippie or square, daytime sightseer or night-lifer, will find some guidance to his favorite diversion in New York City.

The City in General

A popular standard, Hart's Guide offers just over 1,400 pages (if you count a dozen at the end labelled "notes") of encyclopedic data on the city. The more than two hundred alphabetically arranged sections of the book range from "After the Theatre," a three-page essay and listing by neighborhood of rendezvous spots where you can get coffee and a dessert or snack for $2 to $5, to "Zoos" which describes in detail the famous one in the Bronx and one on Staten Island and mentions those fun ones in Central Park and Prospect Park (Brooklyn). Along the way you'll find useful sections on antiques, antiquities, babysitters, bookbinding, books (with a listing of stores by subject), bocce, bridge and bridges, cricket, chess, candy, drug stores, folk music, furs, gourmet shops, luggage, magic, millinery, movies, museums, ocean liners and piers, opera, parks, parties, pawnbrokers, sea shells, spices, soccer, swimming, theatre, taxicabs, tipping, tobacco, toys, and wrestling. Hart's Guide is compendious, touches on nearly everything, and will stand the convention visitor in good stead. There is a very useful colored map section in the center with subway diagrams, maps of highways in and out of town, street maps of Manhattan neighborhoods, and maps of the shops and buildings on the more impressive avenues. It's a good buy.


This spin off from Hart's Guide is handier, but much more brief. Its outstanding feature is the quantity of handy tables. There are, for instance, listings of restaurants by price (appetizer, entree, dessert, and coffee), by neighborhood, and by cuisine; Hotels are listed in order of rates and location. Good sections with the rundown on department stores, personal needs (barber shops, interpreters, etc.), transportation; movie theaters by price and specialty, and a fine calendar of events. The book is usefully arranged, indexed, and makes up in the ease with which it can be consulted for the sparsity of some of the information. It's a good quick-reference guidebook, much more informative than many, though not as much fun.

HART, Harold H. New York City Dining and Entertainment. Hart, 1964, $1.95, paper.

Another of the Hart by-products, this one provides fuller reports on some forty bars, forty-eight cocktail lounges, fifteen coffee houses, six ice cream parlors, 116 nightclubs, 462 restaurants, and sixteen snack bars. After
listings by cuisine, price, and location, and lists
of those which offer free parking, outdoor din-
ing, or are open either all night or until 3 A.M.,
there are full reports on each. The reports give
the name, address, capacity, phone number,
hours, and a brief judgement as to the food,
prices, and the specialties of each. Symbols
show which credit cards are acceptable. For
the gourmet or the "all-you-can-eat" conven-
tioneer, a good buy.

City. Hart, 1964, $1.00, paper.

For a buck, these enlargements of the maps
in Hart's Guide are clear and informative. All
five boroughs are covered by sectional maps
indicating streets and house numbers. The
maps of important streets in Manhattan show
the important shops and buildings. There is
also a special tourist's map of Manhattan and
the subway system. Unfortunately, each page
is about 11" x 13", and it would be difficult
to carry around while touring. Either tear the
pages out of their spiral binding or plot your
course beforehand.

HEPBURN, Andrew. Complete Guide to New
York City. Doubleday, 1966, $1.95, paper.

An adequate, though not unusual guide,
part of the American Travel Series. Manhat-
tan is given detailed treatment in seven sec-
tions devoted to its neighborhoods. Good
strip maps of each area show streets, major
buildings, and some of the other attractions.
There are more descriptions of skyscrapers
than in other guides, plus tables summarizing
the "good places to eat" in each section of
town. Toward the end of the book long sec-
tions listing hotels and restaurants give such
details as decor, specialties, hours, rates for
hotels, and restaurant prices as "inexpensive,
moderate, moderately expensive, expensive,
and very expensive." The restaurant section
carries lists of restaurants by cuisine. Other
boroughs are covered more briefly than Man-
hattan; but all the major attractions for sight-
seers are both listed and described. The index
is incomplete, but the book's arrangement
helps some. There is plenty here for most
tourists.

ROBOTTI, Frances D. Key to New York: Em-
pire City. 1964, Fountainhead, $2.95, paper.

Although produced with a plethora of
others, to capitalize on the New York World's
Fair, the Robotti guide has earned itself a
place in many a tourist purse or suitcase. In
626 pages crammed with type, the book has
twenty-two sections, beginning with "New
York: a World of Water" that describes the
various islands that make up the city, its
bridges, tunnels, ferries, piers and ships, tug-
boats, and tours afloat, and ending with the
World's Fair that seems so long ago. A fine
section on "Entertainment and Tours" lists
everything from night court and outdoor sum-
mer concerts, to amusement parks and motor
trips to nearby attractions. Prices in the cuisine
section may have gone up some by now, but
they offer valid comparisons. There's a good
section on shopping that covers everything
from lace to books. Some of the special fea-
tures are a list of buildings five hundred or
more feet tall, ten pages on the City's libraries
(most of which are special), and a tabular
listing of hotels with phone numbers, ad-
dresses, and the rates for various rooms. The
book could be a little easier to use, although
the detailed table of contents is some help.
There is an index of people mentioned in the
text which isn't much help to the visitor, but
it suggests an additional feature of Key to
New York; it has received (and they are
printed throughout the text) letters of en-
dorsement from a great many of the city's
notables.

Penny Pinchers

FELDMAN, Joan and KETAY, Norma. New
York on $5 A Day. Frommer, 1966, $1.95,
paper.

Whether or not you are interested in seek-
ing out the $2 dresses or $1 dinners, or free
movies, this guide demonstrates that the rich-
ness of New York is in its variety, versatility,
and availability. There are six different "Do
It Yourself Tours" taking you from Coney
Island to the Cloisters and everything in be-
tween, with information on the proper public
transportation and entrances and exits. One
chapter lists the sixty best things to do for
free including television shows, lectures,
sports, industrial exhibits, which even the
most affluent would find exciting. Some res-

taurants (such as Tad's) save money but add
grease; others listed (Paddy's Clam House for
seafood) are the best for any price, and the
suggestions on where to find the free hors
d'oeuvres offer good snacking for anyone.
There is advice here for shoppers and descrip-
tions of the night spots; Greek belly dancers
to yodeling contests in Yorkville. A valuable
guide that fits easily into a back pocket, or a
librarian's expense account.

Published in cooperation with American Airlines, the Dollar-Wise Guide offers a standard fare of hotels, restaurants, sightseeing tours and places, evening and late-night entertainment, shopping, children’s attractions, and excursions out of town. In some cases the descriptions are more in detail (as with amateur night at the Apollo), but the special feature of this guide is its careful recitation of exact prices and price ranges. The writing is strictly for information, the typography badly crowded, but the information is solid and detailed. Unfortunately, no index helps the tourist find his way through this guidebook. A center section of photos (undistinguished), and a dozen discount tickets to various places “worth up to $40,” but not for the one-week visitor to New York City since some are for events in Niagara Falls, Stratford, Connecticut, and day-long excursion trips. There is more than a dollar’s worth here, but it will be hard to dig out.


For the bargain hunter these nine chapters give the name, address, phone number, merchandise specialties, and prices (those actually tagged on the merchandise) in hundreds of stores. Chapters include women’s wear, gifts for women (including good coverage of New York’s famed Diamond Exchange and a comparison price list of fifty famous perfumes), men’s wear, goods for children of all ages, toys and games, “for the sportsman and hobbyist,” gadgets, housewares, lists of auction galleries, and outstanding department and specialty stores. The short index makes fascinating reading in itself for the variety of merchandise it mentions, everything from altimeters to electric yogurt makers. Gift suggestions for everyone back home and where to find them.

Celebrity Guides


Behan loved New York. Here he writes affectionately about all he knew, and that was a lot. Paul Hogarth’s drawings are superb, and capture the city in the way that you will want to remember it. Not a guidebook, this is one you might want to buy as a souvenir of Behan and New York. It is a lovely book that will delight fans of the lusty Irishman and the teeming city that he loved. Some will find a pilgrimage to make in Behan’s last tour of New York. Says Behan: “I’m not afraid to admit that New York is the greatest city on the face of God’s earth. You only have to look at it, from the air, from the river, from Father Duffy’s statue. New York is easily recognizable as the greatest city in the world, view it any way and every way—back, belly, and sides.”


A slick, journalese view of low and high life by the columnist who writes “It Happened Last Night” for U.S. papers. The book is as much Wilson as it is New York, laced with dropped names, favorite haunts, and private diversions. Still, there is some important advice on handling the native cabdriver, waiter, or maitre d’. Good material on tipping, on New York’s linguistic idiosyncracies, on the “don’ts” for tourists, and an amusing and informative chapter called “Fascinating Facets” full of that special information that every New Yorker proudly collects: vacant apartments, Hammacher Schlemmer, night court, and the flea market. Brief restaurant reports, some tips on various neighborhoods, a section on “moling” (exploring the miles of underground passages in New York), and a lot
that is available in all the guidebooks. Wilson is fun to read, although the gossipy style wears thin fast. Most of the information can be garnered from more conventional, easier to use, standard guidebooks. There are a few tidbits known only to Earl, but they are not worth $4.95.


Compared with a couple of others in this list, *Hy Gardner’s Guide* is not really offbeat. Like Wilson, Gardner’s view of New York is syndicated to U.S. papers, and suffers from the same journalistic cuteness. The book has lots of photos, and they are, for the most part, interesting and different, if not models of composition. Gardner emphasizes the girlies, whose busts, backsides, and bellies, close-up and in chorus lines appear on nearly every page. The information is given in brief, staccato bursts, especially in the restaurant chapter, and Gardner, like other columnists, is impressed with celebrities. Big names in and out of showbiz turn up often. To make the rambling picture tour more useful a brief list of places and addresses is appended to the text. There are bits of new data here, good sections on TV, the garment center, bars, and nightclubs. This is not a reference book, however, and the one-week conventioneer might prefer more indexes, more lists, some maps, and some real evaluations and prices, instead of the personalized opinions of the columnist.

KOUWENHOVEN, John A. *The New York Guidebook*. 1964, Dell, $.95, paper.

A bargain, though not as listy as most. The *Guidebook* is special because it costs only 95 cents, but more important it is built out of articles by specially commissioned expert/celebrities such as R. Buckminster Fuller on "New York as a Focus of Energy," Arlene Francis’ advice on spending time while your husband is busy, Elizabeth Dunn’s shopping tips, insomniac Jean Shepherd’s post-midnight strolls, Red Smith on "Sports and Games," and librarian Albert Baragwanath’s fascinating piece on the origin of New York place names. There are most of the usual listings after each of these prose tours, and the sections on restaurants give briefly much useful information which sometimes includes relative prices. The map section by Sigman-Ward is especially helpful, as is Anne Stephen’s chapter on tours. This is a guidebook by big names, and has the disadvantages of personal tastes and gaps not found in more prosaic listings like Hart’s. Still it is fun to read, and it would be great fun to follow some of these experts around Manhattan.

**NEW YORK HERALD TRIBUNE, New York, New York. Dial, 1964, $4.50.**

Most of the authors in this little non-guidebook have moved from the old *Trib* to the new *World Journal Tribune*. Each writes a short essay in his own style on his own favorite New York activity. "The Big-League Complex" by Tom Wolfe, angry young effete of the *WJT*, is a combination put-down and mood piece on the New York personality. Walter Kerr writes an impassioned plea for personal choice in theater, for choosing the play you want to see, by yourself, and being animated in your pleasure or dissatisfaction with it. There is Judith Crist on movies and nightclubs; Emily Genauer on museums, art, and galleries; Maurice Dolbier on the literary scene with its cocktail parties, awards, reviewers, and bookstores; Eugenia Sheppard on fashion and the industry it built; Red Smith on sports; and a final section called "Gourmets’ Choice" by Clementine Paddleford which offers a good, though expensive choice of restaurants, written with the familiarity that only she could bring. *New York, New York* is not really a guidebook; it is a collection of *tours de force* and opinion mixed with some specific data. A good book to read before you arrive on the scene.

**For New Natives**

(With some secrets for tourists)


If you are recruited to work in one of the hundreds of special libraries during the Convention, you may want to pick up a copy of the *Mademoiselle Guide*. It is designed to provide a basic orientation for the new New Yorker who is full of expectation and trepidation. The minute and overwhelming problems of settling down in the city: finding apartments, friends, a social, cultural, or athletic life, fashion for your budget, and shoestring cuisine are all covered. These details will make interesting background reading for the one-week conventioneer, and the *Guide* also describes continuing activities, political meetings to visit, afternoons of bicycle riding, that might offer respite from the usual sightseeing and touring. Off-Broadway and off-Off-Broadway theaters, museums, libraries, and concert venues...
halls are also described, though newspapers will have to be consulted for their current exhibits or shows. Highly serviceable for the neophyte career girl or new resident, the Guide has a lot that is irrelevant to the tourist. Still it's worth browsing in for a little different view of New York's attractions.


This Doubleday entry in the guidebook market is one of the newest, and is written from a unique point of view: "The premise of this book is that New York City is a great place to live." Designed for natives and new-comers, the book is supposed to save the New Yorker time, trouble, and money as he deals with the city's everyday problems. For this reason the book is not totally relevant to the one-week SLA conventioneer, but there is inside information that is useful for anyone. For instance: two dozen free tours and exhibits are listed and described; annual events such as the outdoor art show in Greenwich Village are listed by the month and dates; good, though unspecific, advice on eating out, shopping, and entertainment; a section on "Exploring on Foot" with good advice for hikers and ambulatory serendipitors. For those who want to know more about the city the Handbook is packed with information not available in other such manuals. For tourists there is something, for New Yorkers a great deal, for special library conventioneer best as background material and for a few bits of money-saving advice.

Togetherness (kids and all)


The subway fare has gone up, but most of what Seena Hamilton has to say about visiting New York with the wife and kids (or husband and kids) is still valid. Her advice on planning the trip, baby sitters, doctors, druggists, diapers, and directories is especially good though brief. The selection of hotels notes those with family plans, and the restaurants listed may not welcome the kids, but they won't throw you out. Her secrets of sightseeing with children really work, and the places she chooses will delight both juniors and seniors. Most places and sights are listed with prices and addresses, and have been selected with the whole family in mind. When the portions are large enough to share with your tots, or the room is big enough for a crib and your bed, Miss Hamilton tells you so. For conventioneers bringing the spouse and offspring along to SLA, here is help.


If you bring the children to SLA, you should really have this guide or Seena Hamilton's. Both are aimed at making the trip pleasant for young and old, together. This one is really loaded with advice on keeping the kids happy while you enjoy the city. The restaurants are chosen because they are noisy ("the louder the better"), full of distractions, offer fast service, and in some cases "go all out to make things pleasant for kids." Anyone who has been through the trauma of children mixed with a nervous maitre d' and a quiet, candlelight setting will welcome these suggestions. The amusements are chosen to be interesting for young and old, and include tours of dairies, candy makers, the tops of several skyscrapers, bustling markets, technological exhibitions, zoos, collector's and hobbyist's hangouts, and assorted parks and amusement parks. There are bus, train, plane, and other rides, plus a calendar of annual events for children with plenty in late May and early June. This is the best of the kiddie guidebooks, although it could be more up to date.

The Village


The Village is either the hippiest or the phoniest place in New York. Actually either description is probably off target, as Beth Bryant's guide successfully points out. She gets under the facade of modish boys, and boyish girls, to some of the attractions that a tourist wandering around the Washington Square area might miss, or pass by without looking in. The sections of this sixty-five-page booklet are devoted to art (galleries, supplies, and exhibits), bar/restaurants, books, coffee-houses, concerts, dance, festivals, films, folk-music, happenings, jazz, kids, opera, nightclubs, peace, photography, play, poetry, theater, and a good section of walking tours (some of the easiest in town because you don't have to walk too far, and there's really no other way to see the Village). The chapter on "Pornography/pot" is, unfortunately, half out-of-date because Ed Sanders' Peace Eye
Book Store has been closed by the authorities, but this is a minor matter of time, probably one of many, in this guide to the city’s most famous neighborhood. The descriptions are detailed and personal. The selections are different and designed to get you into the real Village. Whether it’s poetry readings in a loft, folk singing in the park, or sidewalk cafes, the Village sightseer can find them in Beth Bryant’s little book.


Introduced by David Boroff, this testimonial to the Village begins with a brief historical sketch, then wanders in varying detail through the rest of the area. The trip covers streets, monuments, schools, colleges, theaters, residents and their homes, churches, taverns, bars, and nightspots. Each is accorded a short historical treatment, and some current description. Not a conventional guidebook, its strength is in its historical treatment of the Village, leaving such data as prices and so on to others. There is a listing by type of place at the end, along with a map of the area. The pictures are as interesting as the text. The major shortcoming of Greenwich Village is its enthusiasm for living and seeing the place. There is no mention of the fact that in addition to all of its niceties, the unwary tourist can be as badly taken in (or worse) here as in any other part of town. In recent years the heart of the Village has been taken over by youngsters and weekend hippies, who go home to New Jersey or the Bronx after milling about the coffeehouse area in great crowds on weekend nights.

**Further Out**

**PETRONIUS, pseud. New York Unexpurgated. Matrix, 1966, $4.95.**

"An amoral guide for the jaded, tired, evil, non-conforming, corrupt, condemned, and the curious..." A glance at the contents page gives you the clue to the information provided in this far-out grub street guide to New York: "Pick up and make-out spots," "The dirty old man," "Staring, peeping, spying," "Evils of the City," and even some "Afterthoughts." The book is, unfortunately, no joke, and anyone who wants to see the festering underside of the city will find his way with Petronius’ guidance. Not recommended for the squeamish tourist, or for those who want to remember New York as a glittering "fun city." But for the conventioneer who has seen that side of Gotham, this will introduce him to the whereabouts of hookers, homosexuals, orgiasts, and assorted low-lifers. This one is really offbeat. Caevat Emptor!

**Far Out**

**The Night People’s Guide to New York. (A Darien House Project) Bantam, 1965, $1.00, paper.**

After an introduction by one of New York’s best-known night people, Jean Shepherd, there is an index of nearly twenty pages to this unusual guide to evening, late-night, and all-night services and sights in the city. The text itself is handyly arranged by neighborhood (the Commodore is easily accessible to Midtown and East Side Midtown), with a brief introduction to each followed by a long listing by specialty (apparel, barber shops, book stores, bakeries, bowling, newsstands, restaurants, etc.) of the establishments. For each the closing time leads the entry, then the specialty within a specialty, then name, address, and a brief annotation about the place. The index leads to the listings by subject and name, so you can find what you want here anytime of the night. Ideal for insomniacs.

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**SLA Convention 1967**

May 28-June 1

Hotel Commodore

New York, New York

Advance registration information has been sent to all SLA members. Deadline for advance registration is May 8. If you have not received your Convention information packet and registration form, write to Association Headquarters, and the materials will be sent to you promptly.
Nineteen-sixty-seven is Centennial Year in Canada. July 1, 1967, will be our 100th birthday. As our Prime Minister stated in his Centennial message to the nation, "It is a time to measure the achievements of our past; it is a time to face with confidence the test and opportunities of the future; it is a time to assess our national condition."

So Canada has been doing some soul searching. Preparations have gone ahead at a furious rate for all kinds of Centennial projects and celebrations, not the least of which will be EXPO, the great world's fair opening in Montreal in April 1967.

In the course of all this measuring, assessing, and testing, Canada's libraries have not been overlooked. The situation has suddenly erupted into a rash of surveys all across the nation. These surveys may be the first steps towards new legislation. Indeed, one province (Ontario) already has a new act. Ontario's survey has resulted in the St. John Report; a similar effort has brought forth the Vainstein Report in British Columbia; while Saskatchewan has just announced the establishment of the Library Inquiry Committee under Judge Peter S. Deis. The Canadian Library Association has set up a committee to define the terms of reference and find methods of financing a Canada-wide survey of library resources. Meantime, the Downs committee is in the midst of a survey of Canada's academic resources.

Perhaps the most important of these, from the point of view of the special libraries, is the Downs survey, a Canada-wide study of academic libraries being done now by a team under the guidance of Dr. R. B. Downs, Dean of Library Administration at the University of Illinois. This promises to be the most important and extensive survey attempted to date in Canada to evaluate our resources for research in all fields. It is described as a comprehensive study of Canadian university library resources and facilities. The recommendations will concern future development of these, while touching upon academic library techniques, service, administration, financing, and interlibrary cooperation. All of this has behind it the blessing and the authorization of two very important bodies in the field of research: The Association of Universities and Colleges and its associate group, The Canadian Association of College and University Libraries.

Ontario's St. John report was contracted for by the Ontario Library Association with the Francis R. St. John Library Consultants Inc. of New York. It is titled "A Survey of Libraries in the Province of Ontario 1965." Copies may be obtained from Ontario Library Association, 2487 Bloor St. West, Toronto 9, Ontario, Canada, at $2.00 a copy. Chapter 7 deals specifically with government and special libraries and the recommendations will be found on page 123. These include suggestions for a system of depository libraries for the provincial government publications, and centralization of cataloging and classification of all additions to government department libraries in a computerized cataloging center, in Toronto Public Library. All the information so gathered would be fed into a bibliographic bank, also at Toronto Public Library, for the use of all libraries in Ontario. Special libraries would be expected to feed information on holdings and additions into the proposed bibliographic bank, and thus become part of the total provincial network of library resources on a reciprocal basis.

Already legislation has been passed by the Ontario legislature, to come into effect January 1967. It is basic legislation which the Ontario Library Association regards as interim to improve as quickly as possible some serious inadequacies in library services. Professional librarians all over the province are studying the St. John report and will probably have something to say about future amendments.

British Columbia Library Association at its fall meeting passed a resolution fully endorsing the Vainstein report, which is the result of a two-year survey of public libraries in British Columbia by Rose Vainstein. This report is too new to have any legislative results, but the initial reception has been favorable. It too has a chapter on reference serv-
ices and specialized resources. Special librarians may be interested in another development at this same fall meeting of the British Columbia Library Association. A Special Libraries Committee was formed with Miss Eleanor Haydock as chairman, to study the possibility of publishing, in conjunction with the British Columbia Research Council and the National Research Council of Canada, a union list of scientific periodicals in the special libraries in British Columbia. A recent survey of resources indicated a need for this.

All in all, 1966 looked like a good year for Canadian libraries, and after all the inventories have come in, with their attendant recommendations and possible legislation, it might be worthwhile taking another look at library laws in Canada.

OLIVE GOUTHREAU
Library of Parliament
Lecturer, University of Ottawa Library School
Ottawa, Canada

A New Era for Librarian–Publisher Relations?

Down through the dark, distant years of the past what librarian at one time or another hasn’t vowed to take typewriter in hand (so to speak) and dash off a volatile letter to some publisher because of some incident or practice that set off the chain reaction in the library? And what publisher hasn’t shaken his head in perplexity over some of the things which we librarians do or want? Need this state of “never the twain shall meet” continue through the years ahead to be the common fate of librarians and publishers? “No,” says SLA, “not if we can help it.” For SLA has just formed a new committee whose main goal is to promote suitable means of bringing publishers and special librarians together to talk over their differences and arrive at solutions to the many mutual problems which they have.

The new committee first saw the light of day at the SLA Board meeting held in Houston in January 1967, and it was christened the Publisher Relations Committee. The members of the new committee will also automatically constitute the SLA members of the ABPC-SLA Joint Committee which was formed about two years ago for the purpose of a regular exchange of views with those publishers who are members of the American Book Publishers Council. An outgrowth of this joint committee was the joint adoption in May 1966 of “Recommended Practices for the Advertising and Promotion of Books (printed in Special Libraries, September 1966, page 507). The nurturing of this relationship with book publishers will be one of the important duties of the Publisher Relations Committee. However, their new assignment will also allow them to deal with any and all publishers, whether American or foreign, commercial or non-commercial, book publishers or periodical publishers.

The Committee cannot properly reflect the needs and wishes of the Association unless members keep it informed of their views and problems. Thus SLA’ers are urged to get in touch with any of the Committee members when the need arises, choosing the member whose area of responsibility best suits the problem involved.

Committee Members

Mr. Ellis Mount (Chairman), Physical Sciences and Engineering (also general matters covering all fields)
Engineering Library
422 S.W. Mudd Building
Columbia University
New York, New York 10027

Mr. Clifford R. Johnson, Social Sciences
Project URBANDOC
Room 608, City University of New York
33 West 42nd Street
New York, New York 10036

Miss Mary McNierney, Business and Finance
Bache & Company
36 Wall Street, Room 1115
New York, New York 10005

Mrs. Gerd Muehsam, Fine Arts
Supervising Art Librarian
Donnell Library Center
20 West 53rd Street
New York, New York 10019

Mrs. Katherine Owen, Life Sciences and Medicine
Warner-Lambert Research Institute
170 Tabor Road
Morris Plains, New Jersey 07950
This Works for Us...

The Perfect Employee

Would you be interested in a truly excellent employee who is always cooperative, an untiring worker, and who, above all, will never make an error if the correct information is given in the first place?

This versatile "employee" is the new magnetic tape typewriter that has solved the principal problems of repetitive typing. The standard typing unit can be provided with a library keyboard if desired. There are two tape stations that search and adjust. All typing production can be stored in magnetic tape cartridges, each of which has a 24,000 character capacity. Within seconds this information can be automatically scanned, selected, and typed out.

Prior to the acquisition of the magnetic tape typewriter, when 3 × 5 cards for our document catalog files were typed manually, only three of the basic cards could be made at one time to achieve complete legibility and durability. Each typing had to be proofread and no erasures were allowed, since the catalog has been a source of pride and joy for over forty years. After completing all basic cards, author heading, subject headings, and so on, had to be typed at the top of each card. The only other way readily available was to prepare duplimats and have the basic cards reproduced. Usually, because of a low priority for this work, two or three weeks elapsed before their return, and the headings still had to be added.

The magnetic tape typewriter now permits the information for the basic card to be typed and stored on one tape, and the subject and other headings on the other tape. Only one proofreading is needed. Spelling errors can be corrected by merely typing over the error, eliminating erasures. If a word or words have been omitted, the typist simply plays out the material on the tape, down to the error, corrects, and then goes on. Here, mechanization takes over; the machine automatically does all the typing of the basic card and each heading on a 3 × 5 continuous blank form, completely unattended by the typist.

As the typist processes the index cards, one extra is made. On this is noted the number of the tape on which this information is stored. These cards are held aside until one of the librarians is ready for them. When they are arranged manually according to new accessions received, subject criteria headings

<table>
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<tr>
<th>1 Document</th>
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<td><strong>BY HAND (3 CARDS A TYPING)</strong></td>
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<tr>
<td>Typing and proofreading basic cards</td>
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<tr>
<td>Type headings on basic cards</td>
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<tr>
<td>Time lost waiting for duplimat reproduction</td>
</tr>
<tr>
<td>All time taken</td>
</tr>
</tbody>
</table>

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(such as Chemical and Physical, Medical and Toxicological, and the like), again the machine takes over, searching the tapes and typing all the information automatically on a duplicator.

Use of this typewriter for typing draft copies of reports and other material requiring changes and revision has proved to be so efficient that a second one has been acquired for our book cataloging section.

Persons chosen to receive the four-day training course should have average or above average typing speed and skill (at least 55-60 words a minute), since the volume of input depends solely on the typist's ability. An intelligent and imaginative operator will find unlimited possibilities for new applications and fullest utilization of this modern device. And what strange power it possesses I do not know, but the typist has developed a great attachment and fierce loyalty to it!

MARGARET B. THORNTON, Assistant Librarian Technical Library, Technical Support Directorate Edgewood Arsenal, Maryland

LETTERS TO THE EDITOR

MORE ON CAVEAT EMPTOR

May I add my comments to those expressed by Mr. Rochlin (Special Libraries, December 1966).

We too bought duplicate material because of advertising claims. In addition to the cases cited by Mr. Rochlin, we very often receive flyers advertising technical books with no indication of date of publication. We're left to wonder whether these are new editions or whether a publisher is cleaning out old stock. Since publishers' catalogs are not always up to date, this cannot be checked easily.

We have two alternatives, waste time or waste money.

JOAN L. GALLAGHER, Librarian American Cyanamid Company Organic Chemicals Division Bound Brook, New Jersey

SMITHSONIAN CONTRIBUTIONS TO ASTROPHYSICS

The Library of the Smithsonian Institution's Astrophysical Observatory in Cambridge, Massachusetts, is frequently asked by libraries for a volume resume for binding purposes of its irregularly published Smithsonian contributions to astrophysics. The following outline is submitted in an effort to meet this need.

v. 1 consists of nos. 1-2
v. 2 consists of nos. 1-13
v. 3 consists of nos. 1-9
v. 4 consists of nos. 1-6
v. 5 consists of nos. 1-15
v. 6 is complete in a single number
v. 7 is complete in a single number
v. 8 consists of nos. 1-9
v. 9 is complete in a single number

Title pages, tables of contents and indices are not available. Beginning with volume 8 the last number in each volume has been designated "last number in volume." This practice will continue. Until such a number is received, assume that the volume is incomplete.

ELIZABETH H. WEEKS, Librarian Smithsonian Astrophysical Observatory Cambridge, Massachusetts

NATIONAL LIBRARY WEEK 1967

An open-end story on "Libraries in the Electronic Age" written especially for SLA members by L. Quincy Mumford, Librarian of Congress, has been prepared for National Library Week. Designed for publication in company house organs and local newspapers, the story is available on request from Association Headquarters.

SPECIAL LIBRARIES
Have You Heard...

New Jersey SLA to Hold Workshop
The SLA of New Jersey will hold a workshop "Report Literature and Sources of Information" on April 5. The following four topics will be presented and discussed: The Work of the Science Information Exchange, Washington, D. C.; Data Centers and Information Centers; Indexing and Thesauri; and Searching and Retrieval of Report Literature. The preregistration fee of $7 must be received on or before March 15, the registration fee after that date is $9. Checks should be sent to Miss Judith C. Leondar, 734 Park Ave., Plainfield, New Jersey 07060. Miss Leondar will also provide further and more detailed information upon request.

SLA Joint Chapter Meeting
"Changing Face of Special Libraries" will be the theme on April 7-8, when the Cincinnati-Dayton-Illinois-Indiana-Michigan-Pittsburgh-Toronto-Wisconsin SLA Chapters meet in Warren, Michigan. Theodore A. Rupprecht, Supervisor, Library Services, Bendix Corporation, Research Laboratories Division, Southfield, Michigan 48075 will provide meeting program and additional information upon request. Registration fee is $15 per person.

Mildred L. Batchelder to Be Honored
Mildred L. Batchelder, former Executive Secretary, Children's Services Division of the American Library Association will receive the Constance Lindsay Skinner Award from the Women's National Book Association at a banquet to be held in Chicago on May 18.

The Constance Lindsay Skinner Award, established in 1940 in memory of a historian and novelist of pioneer life in America, is given annually to a living American woman for her extraordinary contribution to books and to American culture through books.

New Members Appointed to NAACL
Six new members were recently appointed to the National Advisory Commission on Libraries bringing it up to full strength and providing the Commission with expert advice from large municipal public libraries, state libraries, public school libraries, and law libraries. One of the new members is Emerson Greenaway, Director of the Free Library of Philadelphia, and an active member in the Philadelphia SLA Chapter.

Interlibrary Loan Code Revision
The Reference Services Division Interlibrary Loan Committee, in cooperation with the ARL Committee on Availability of Resources, is studying the question of the need for revision of the ALA Interlibrary Loan Code. The Committee invites comments from interested librarians, and suggests that all such comments refer to appropriate sections of the present Code. Copies of the Code may be obtained from Bro-Dart, Demco, and Gaylord.

The Committee calls attention to the fact that the Interlibrary Loan Code is intended to regulate borrowing between libraries on the national level, and that it recognizes "the formulation of special codes, which would widen and extend [its] purpose and scope."

Council on Biological Sciences Information Established
A recent National Science Foundation grant of $50,000 will help support the formation and initial phases of the council on Biological Sciences Information sponsored by the Division of Biology and Agriculture of the National Research Council. The new Council will work closely with the Committee on Scientific and Technical Communication of the National Academy of Sciences and the National Academy of Engineering. It will function through a board of twelve directors one of whom is Foster Mohrhardt of the National Agricultural Library and an active SLA member.

SPECIAL COURSES
THE AMERICAN HOSPITAL ASSOCIATION will conduct an Institute on Library Service in collaboration with the Catholic Hospital Association, and the Center for Hospital...
Continuing Education and Medical Center Library, University of Alabama. The Institute will be held in Birmingham, Alabama, April 10-14; its purpose is to teach the basic elements of librarianship and to broaden the student's horizon to local, state and national library resources.

UNIVERSITY OF DENVER GRADUATE SCHOOL OF LIBRARIANSHIP will direct a workshop from July 10 to 28 on the care, binding, and repair of books and the basic principles of preserving historical documents.

New Clearinghouse Document Sales System
A new single price/coupon system for the sale of U. S. government-sponsored research and development reports took effect on January 1, 1967. The new single price being introduced by the Clearinghouse for Federal Scientific and Technical Information of the National Bureau of Standards is below the previous average price of documents sold. Efficiencies in order processing resulting from the new system make the lower price possible. The new price applies to previously announced as well as new documents. The new Clearinghouse pricing policy is a change from a sliding price scale based on document size to a single price for documents sold. The new document price for a paper copy (hard copy) is $3.00. A microfiche copy costs 65 cents per document. The document coupon is a tabulating card with a face value of the purchase price of a Clearinghouse document. The coupon serves as the method of payment, order form, and shipping label. Coupons for paper copies of documents will sell at $3.00 each or a book of 10 coupons for $30.00. Coupons for microfiche copies will be sold in books of 50 coupons for $32.50. Coupons will be available for sale about February 15, 1967. Certain reports, such as those available from the Superintendent of Documents, are priced as individually announced by the Clearinghouse rather than at the new single price. The single price does not apply to multiple copy orders of a single document.

GRANTS FOR TRAINING PROGRAMS
WESTERN RESERVE UNIVERSITY SCHOOL OF LIBRARY SCIENCE has received a five-year $377,915 grant from the U.S. Public Health Service to initiate a training program of medical librarianship and communication in the health sciences. Six stipends of $2,400, plus dependence allowance and full payment of fees will be available. In addition to courses in information retrieval systems, library automation, and information centers and services, trainees will be offered a specialized sub-curriculum covering the objectives, organization and functions of the several types of health science libraries.

WASHINGTON UNIVERSITY SCHOOL OF MEDICINE LIBRARY has been awarded a USPHS grant to train three librarians each year in the use of computers in libraries. In 1966/67 and 1967/68 the stipend allowed was $5,500 per year. The training program includes instruction in computer technology, the biomedical sciences, mathematics, linguistics, and user psychology. The program runs for a full calendar year usually starting in September.

WAYNE STATE UNIVERSITY MEDICAL LIBRARY announces a fellowship program in Medical Librarianship to be supported in part by the U.S. Public Health Service. Two 12-month fellowships of $5,500 each will be awarded beginning July, August, or September 1967. The program is designed as postgraduate education to obtain experience in the technical operation of biomedical libraries as exemplified by the Detroit medical library network.

MEMBERS IN THE NEWS
JANE F. BRISLIN, a library specialist in scientific and technical literature, has joined the Graphic Arts Technical Foundation as assistant librarian. Prior to joining GAFT's Technical Information Division, Miss Brislin was a Junior Fellow at Mellon Institute. She also worked as a research associate at the University of Pittsburgh, Department of Dental Research.

KENNETH D. CARROLL, formerly manager of Technical Information Services at Xerox Corporation, has been appointed Director of the Clearinghouse of Harvard's Center for Research and Development on Educational Differences. He is also Assistant Librarian of the Harvard Graduate School of Education.

JAY E. DAILY was appointed Associate Professor of Library Science at the Graduate...
School of Library and Information Sciences, University of Pittsburgh, to take charge of the program of instruction and research in technical services. Prior to his appointment he worked as Assistant Director for Technical Services and Collection Development in the University of Pittsburgh Library.

HOWARD HAYCRAFT has been elected to the newly created post of Chairman of the Board of Directors of the H. W. Wilson Company, New York. He joined H. W. Wilson in 1929, became Vice-President in 1940, and was elected President and Treasurer in 1953. In 1966 Mr. Haycraft became the first recipient of the ALA's Francis Joseph Camp- bell Medal and Citation for contributions to library service for the blind.

Harvey Marron, former Associate Director of the Smithsonian Institution’s Science Information Exchange, has been named Director of the Educational Research Information Center (ERIC) in the U.S. Office of Education.

James H. Olsen, former Reference Librarian at Lehigh University, has been promoted to Assistant Librarian-Readers' Service at the university. Before coming to Lehigh he served as Senior Technical Editor, Aerospace Technology Division, Reference Department, at the Library of Congress.

Theodore D. Phillips, formerly Library Manager, Systems Development Division, IBM Corporation, San Jose, California, has been appointed Assistant Chief Librarian, Queen's University, Kingston, Ontario, Canada.

Murray Rogofsky, formerly Documentalist, Xerox Corporation, Rochester, New York, recently joined the Information Management Department, Vitro Laboratories, as Chief Librarian. He will be working on projects to improve and automate library systems of Vitro customers.

L. Dolores Ryan, formerly Head Reference Librarian at Cleveland State University Library, has recently been appointed Undergraduate Librarian at that university. Miss Ryan is presently revising her publication *Rudiments of Research*, the well-established guide to reference books and other research tools.

Elizabeth M. Walkey, Library Service Manager at Bell & Howell Research Center, gave a talk on "Opportunities for Professional Women in Technical Fields" before the Chemical Industry Council in Los Angeles. CIC is a group of local businessmen attached to the Manufacturing Chemists Association.

Jacqueline Windler, Director of Library Services at Catholic Hospital Association Central Office, St. Louis was one of several association staff members to be honored at the Employees' Award Dinner held at the central office. Miss Windler has completed ten years' service with C.H.A.

In Memoriam

Laura M. Marquis, Librarian of Mellon National Bank and Trust Company, Pittsburgh, since 1943, died on February 4, 1967. Miss Marquis was Vice-President of the Pittsburgh SLA Chapter from 1935-1936 and active in SLA committees since 1933. She was Chairman of the Hospitality Committee when the 1956 SLA convention met in Pittsburgh.

Names, Please

The SLA's Nominating Committee's task is vital to the life of the Association. To fulfill its task it is calling on the help of all SLA members. The Committee represents various geographic areas and professional interests, but even so its acquaintance with potential candidates for elective office is limited. Each Association member is called on to take some minutes, at least, to cast about in his memory for good names, and propose those names for national office.

Suggested nominations for 1968-69 (including President-Elect, member of the Board of Directors, and Chairman-Elect of the Advisory Council) may be sent to the 1967-68 Nominating Committee Chairman, William S. Buddington, The John Crerar Library, 35 West 33rd St., Chicago, Ill. 60616.

March 1967
BOOK REVIEWS


Mr. Lewanski, Librarian of the Johns Hopkins University Bologna Center, has produced a tremendously useful and unique subject guide to European libraries. As he modestly notes in the preface, there is much more to be covered in later editions, but this is an excellent start.

At the outset, Europe is defined in a strict geographical sense, including Great Britain, Iceland, Cyprus, Malta, and Greenland, but excluding Asiatic Russia and Turkey. Approximately six thousand libraries are included in over eight thousand entries. Standards for inclusion are rigid enough to satisfy most American special librarians, and information given is based largely on a questionnaire addressed to individual libraries.

To avoid language difficulties, Mr. Lewanski has quite sensibly arranged the volume by the Dewey Decimal Classification (16th ed.) rather than by subject headings which would have required either translation or repetition in two or three languages. An abbreviated Dewey schedule is provided, with explanation in English, French, and German.

Within each class entries are arranged by country. Information for each institution varies somewhat, depending on the completeness of reply by the answering organization, but generally the following is given: address, responsible officer, size and type of collection, rules governing use, micro-filming facilities, and, in some cases, budget. A complete list of abbreviations used in entries permits compactness of entry.

The compiler notes that some countries are attempting to coordinate their acquisitions policies, and as examples he notes, in an appendix, the British Regional Schemes, the German Sondersammelgebiete, and the Scandia Planen.

A subject index in English, French, and German completes the volume. While it is the least satisfactory section of the work, this should not be overemphasized.

All in all, this is a fine reference tool, and we should be grateful to Mr. Lewanski for it.

DONALD WASSON, Librarian
Foreign Relations Library
New York, New York


The book covers a pilot project for a special library-museum-archive user potential which purportedly will provide a low-cost information retrieval system, utilizing a concept of coordination principle or coordinate indexing.

The first step in the system is to establish an index using key words or characteristics of pertinent items or documents. From this, a key card is created for each key word or characteristic and all items are referenced to applicable key cards by coding the item number into the key card by use of an encoder.

Retrieval is accomplished by superimposing the desired key cards on a lighted viewer and reading off only those codes through which light rays are visible. Up to ten thousand items or documents can be encoded on a single key card. The system is not prohibitive in cost and is compact in bulk.

Some of the factors tested were, to some extent, abstract and results appeared to be on the negative side. Museum objects and photographs came closest to feasibility. Apparently the application to an archival reference or search proved to be the most frustrating of all.

There are known specific areas which do lend themselves to such a system of retrieval. The project reported in this book was an exploration in a new field. The book is attractively designed, printed, and bound. Its contents left me with some misgivings as to the practicability in the various instances of testing executed, however, the report of findings is meticulous.

Reading each chapter, one hopes for a positive declaration of the system's efficiency and value to a given situation, but instead, there is a letdown with the feeling that results appear to be somewhat negative, problematical, and ephemeral.

The several results delineated seem to indicate that the scope of the system explored was not for the large institution with extensive resources, but also that it was of questionable application in the smaller unit with limited staff and resources.

Even on re-reading the book, one has the impression that this is a fine exercise in semantics and search mechanics; but as a practical approach to resolving the problems of retrieval in either an archive, museum, or library
of even moderate complexity, it falls short. Perhaps its greatest value is in establishing that that which will not suffice is important, and such a project in negation is success of a kind.

DOLORES C. RENZE
State Archivist of Colorado
Denver, Colorado

ASTM 1966 Proceedings
The 1966 Proceedings, Volume 66, of the American Society for Testing and Materials is now available. It records the technical accomplishments of the Society, including a large volume of reports on significant developments in the ASTM technical committees, and a listing of the Special Technical Publications (STP's) and Data Series Publications (DS) published by ASTM during 1966. Also included are a summary of the proceedings of the ASTM 69th Annual Meeting held in June, 1966, and the Annual Report of the Board of Directors; a record of other national and special meetings; district meetings and activities; information on membership gains; honors, awards, and lectures; fellowships and grants-in-aid; and other matters pertaining to the Society's activities. An important adjunct is the subject and author index to all technical papers and committee reports (exclusive of standards) published in any form during 1966.

Copies of the Proceedings may be obtained from ASTM Headquarters, 1916 Race Street, Philadelphia, Pa. 19103. Prices if prepaid: $12.00 each; to ASTM members: 30 per cent discount.

JOURNAL NOTES

SOVIET PHYSICS—SEMICONDUCTORS, a new complete translation of the USSR Academy of Sciences' Fizika i Tekhnika Poluprovodnikov, will be published monthly starting July, 1967 by the American Institute of Physics, New York. It will offer original papers and letters on topics such as transfer phenomena, nonequilibrium processes, plasma problems, radiation effects and other current problems of semiconductor physics and semiconductor devices. The new journal is expected to contain translation of some 1900 Russian pages annually. Subscriptions are invited by writing Dept. AP, American Institute of Physics, 335 East 45th Street, New York, N. Y. 10017. Annual subscription rate is $70.00 (domestic), $74.00 (foreign).

OFF THE PRESS is a new free service, monthly publication for libraries published and mailed by Stacey's, the nation's largest scientific bookseller, to the Bowker list of 8,100 university, college, junior college, medical, technical, business, and large public libraries throughout the country. Copies may be obtained by writing Stacey's, 2575 Hanover Street, Palo Alto, California 94304.

New Edition of ASTM Coden
This two-volume, hard cover publication supersedes all previous editions of the ASTM Coden for Periodical Titles and contains 38,993 titles. The Coden are immediately useful in electronic computer memories of scientific retrieval systems since they effectively reduce periodical titles, however long, to five letters. The Coden system provides a standard code for maximum flexibility between periodical retrieval systems throughout the world by permitting the same code to be used in different collections for the same request. The price of ASTM Coden is $85.00 (30 per cent discount to ASTM members) and copies may be obtained from ASTM Headquarters, 1916 Race Street, Philadelphia, Pa. 19103.

The World's Largest Publication
Mansell Information/Publishing Ltd., a component of Universal, Printers Ltd., has been selected to publish in book form the National Union Catalog with imprints of 1955 and earlier. The Catalog, which now exists only as a file of more than 16 million cards at LC will, when completed in book form, consist of about 610 volumes, of 704 pages each. Editorial cost of preparing the catalog for press is estimated at well over four million dollars. Full particulars of prices, various forms of subscription, and the schedule for the publication will be announced shortly. A brochure describing these will be available from Mansell, 360 North Michigan Avenue, Chicago, Illinois 60601 and 3 Bloomsbury Place, London W. C. 1, England.

MLW Proceedings
The Proceedings of the Tenth Annual Military Librarians Workshop, held October 12-14, 1966 in San Diego, California, are now available. Title of the keynote address was "Employee Development as a Science and an
especially interested in this Newsletter, li-

lore Collection at the Cleveland Public Library.

tern:

American Documentation Institute

formation Science

and for librarians faced with cataloging difficulties.

track down periodicals that have appeared

launched the first issue of

title is self-explanatory: it is to help editors

variously as “Bulletin of . . .”, “Journal of . . .”, or “Newsletter of . . .”. Depending on paid subscriptions received, SIG-ES hopes to publish the newsletter on a bi-monthly basis. While library schools will be especially interested in this Newsletter, librarians in general are invited to obtain more detailed information from Chairman pro tem: Herbert Ohlman, Xerox Corp., Box 1540, Rochester, N. Y. 14604.

RECENT REFERENCES

Cataloging and Classification

Dent, William. Practical Cataloguing. New York:

Philosophical Library, 1966. 83 p. $4.75.

Provides practical instruction in cataloging meth-

ods. A progressive series of carefully selected

examples, covering a wide range of cataloging

problems, make this a suitable guide for students

and for librarians faced with cataloging difficulties.

Library of Congress, Reference Department.

Popular Names of U.S. Government Reports: A

Catalog, comp. by D. F. Wisdom and W. P. Kil-


(L.C. 66-61704)

Provides guidelines for the identification of

reports which have become known by popular name

rather than by official title. Lists 479 selected

reports of U.S. executive, legislative, and judicial

bodies published during the last seventy-five years.

Subject index.

Out-of-Print Books from the John G. White Folk-

lore Collection at the Cleveland Public Library.

Cleveland, Ohio: MicroPhoto Division, Bell &

Howell Co., 1966. 325 p. pap. $5.

A catalog, reproduced by the Duopage process,

containing volumes selected from the White col-

lection of more than 100,000 titles in the fields of

folklore, orientalia, and chess.

Quigg, P. J. Theory of Cataloguing. New York:

Philosophical Library, 1966. 88 p. $4.75.

Based upon and closely related to sectional

headings in the British Library Association syllabus, the guide includes chapters on purpose and history of cataloging; development of and comparison between codes; problems of special materials; and features a section on the application of computers to cataloging. Selected readings, listed at the end of each chapter and cited throughout the text, provide basic texts for the subject. Index.

Miscellaneous

Cherry, Colin. On Human Communication: A

Review, a Survey, and a Criticism, 2nd ed. Cam-


p. tables. charts. $10. (L.C. 56-9820)

A well-established introduction to the commu-
nication sciences: linguistics, information theory, behavioral psychology, and the philosophy of meaning and belief. Originally published in 1957, the new, up-dated edition includes data on recent advances made in these fields. Includes a glossary of terms, references, and index.

Drewry, John E. Writing Book Reviews. Boston,


(L.C. 66-21115)

A completely revised edition of his earlier book entitled Book Reviewing. The author provides a most helpful and authoritative guide to both writers and readers and offers step-by-step guidance on how to evaluate books in fields such as fiction, biography, history, poetry, and children’s books, as well as specific advice on the actual writing of reviews for newspapers, magazines, and specialized periodicals. Includes information on how to secure book reviewing assign-
ments, how to find advance information about future publishing projects, and how to get books for review.


A well-researched, carefully documented ac-

count of the growth and potential of Europe’s Common Market. A concise comment on the administrative structure of the European community, to establish the relationships between the various commissions, precedes the general discussion of the mechanics of the three founding treaties. Includes chapters on actual labor pro-

grams, vocational training and retraining, employ-

ment conditions, trends in wage standards, hous-

ing, working conditions, and industrials relations in the member states. A final chapter summarizes current development in all of these areas projected for the next five years. Index.

Designed for all businessmen, the book deals with figures as they arise throughout a business—not only in the financial area. It attempts to help the reader use his present business knowledge and computational ability to greater advantage. Topics discussed in eleven chapters include: the nature of numbers, need for numbers sense, making informal use of advanced mathematical techniques, thinking with figures, and aids to quick calculation. Bibliography and index are provided.


Contributions of thirty-one authors, all members of the Jackson Laboratory in Maine, make this the most comprehensive and valuable reference work in the field. Divided into seven sections, the book contains chapters on topics such as genetics of mice, reproductive physiology of the animal, its response to radiation, drugs, and foreign tissues, pathological conditions, and immune and behavioral traits of mice. Contains detailed table of contents, a separate bibliography of techniques, and author-subject index.


A three-volume work comprising the 179 annual messages of the U.S. Presidents with a comprehensive introductory essay by Arthur M. Schlesinger, Jr. The extensive index, contained in volume 3, is a conceptual and analytical guide to the major events and trends in American history.


Dedicated to Japan's leading polarographer, the book contains thirty-two papers, contributed by internationally known scientists, that clearly discuss modern ideas in the field and provide recent research information in areas such as: polarographic theory and methodology, use of nonaqueous solvents, applications to chelate chemistry, industrial and clinical applications of polarographic methods of analysis, and the development of new instrumentation. A valuable reference work for polarographers, and for researchers in analytical chemistry, organic and inorganic chemistry, and biochemistry, using this analytical technique. Contains separate author and subject indexes.


A detailed account of progress already achieved, programs in motion, and plans for further action for the guidance of any citizen group concerned with the use and abuse of water. Chapters on "tools and techniques" available at the federal, state, and local level to communities affected by water-resource problems, and on effective citizen participation in decision-making processes. Includes glossary of terms, bibliography, and index.


Together with its companion volume, Applied Basic Textiles, this work represents a revised and enlarged version of the author's textbook Applied Textiles. Covers the history, classification and grades, manufacturing processes, finishing of fabrics, and the use of these materials in the textile and apparel trades. Provides basic definitions and ready reference tables, as well as sources of information on textiles, a selected list of books, bibliography, and index.


A reissue of the original book published in 1960. Written as a tribute to and a source of illumination of Buckminster Fuller, the noted comprehensive, anticipatory design scientist. Index.


Analyzes in detail the results of the 1965 survey, ninth in the series of industry surveys that began in 1953. Emphasizes graphic presentation of the data and presents all information on basic research, applied research, and development in separate sections. Appendices show detailed statistical tables, survey definitions and explanations of tabular data, technical notes, and reproductions of questionnaires, instructions, and covering letters.


Fifteenth annual report covering federal funds for research, development, and R&D plant or facilities; funds for activities related to collection and dissemination of scientific and technical information; and amounts obligated for the collection, analysis, and publication of general-purpose scientific data. Includes a list of federal contract research centers and many statistical tables.

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