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# SPECIAL LIBRARIES

*Official Journal of the Special Libraries Association*

VOLUME 37

April 1946

NUMBER 4

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A State Library in Action  
*Mrs. Mildred Peterson McKay*

The American Federation of Labor Library  
*Edith K. McMahon*

Indexing Union Contracts  
*Mary Hoag*

Social Security Board Library  
*Ellen Gammons*

A School of Social Work Library  
*Phoebe G. Pratt*

*Published by*  
SPECIAL LIBRARIES ASSOCIATION

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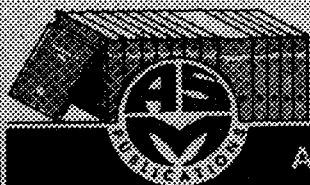
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## CONTENTS FOR APRIL 1946

A State Library in Action . . . . .	MRS. MILDRED PETERSON MCKAY	99
The American Federation of Labor Library . . . . .	EDITH K. MCMAHON	104
Indexing Union Contracts . . . . .	MARY HOAG	106
Social Security Board Library . . . . .	ELLEN COMMONS	111
A School of Social Work Library . . . . .	PHEBE G. PRATT	115
S. L. A. Convention Plans . . . . .		117
New Institutional Members . . . . .		118
Events and Publications . . . . .		119
Announcements . . . . .		119

*Indexed in Industrial Arts Index and Public Affairs Information Service*

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# A STATE LIBRARY IN ACTION<sup>1</sup>

By MRS. MILDRED PETERSON MCKAY

Librarian, New Hampshire State Library, Concord, New Hampshire

**D**R. BRAY'S parish libraries for clergymen were the first special libraries in the United States and probably we shall never know whether the Medical Library or the State Library is entitled to second place in the chronology of special library history. The 14th edition of the *Encyclopedia Britannica* says "In the beginning the State Library was essentially a law and legislative library for State officials. The State Library of New Hampshire was started in 1770 as a colonial library." The first sentence would indicate that state libraries are among the early special libraries if you accept the premise that a special library is one "organized to make desirable information available to a particular organization or limited group."<sup>2</sup> The second part of the quotation is curious. We cannot find in the printed New Hampshire laws any evidence of a statute creating a library for such a purpose in 1770. There may be such in the original records. We do know, however, that as early as 1717 the Council voted to have a collection of laws for "Ye Governor and Council and House of Representatives," and that between 1750 and 1760 money was appropriated several times for bookcases. In the present Library there are folios of early English law bearing the provincial seal and giving evidence of a primitive sort of library. New Hampshire is not the only governmental library created in the first years of statehood. Many state libraries on the Atlantic seaboard claim a place in early American library history and in the roster of special libraries.

A state library in the United States is an institution maintained by state funds for such uses as the law provides. Thereby each state, by statute and appropriation, has a unique library. All through our country, libraries bear the same appellation but beyond that the similarity ceases. These state libraries range from great institutions providing all library service that can be made available at state level, to libraries which are little more than a collection of documents. In a recent letter from a Supreme Court librarian, the library known as the State Library in his state is described in this fashion—"the storage room in the basement under the State House which is called the State Library." When the law is sound and progressive, the appropriation ample, and the personnel interested, a fine library results, but when the law is not specific and when there are no funds it is not surprising to find a library in name only, or to find the various library services distributed among several state departments.

## SERVICES PERFORMED BY STATE LIBRARIES

What are the services which the laws of the several states have prescribed?

State libraries maintain law libraries and legislative reference service for the judicial, legislative and administrative branches of state government; serve as distributing and receiving centers for state documents; collect archives and historical material pertaining to the state; provide books, magazines and other materials for the use of the general public, and give leadership, counsel and supervision to local libraries. A cursory perusal of the 2nd edition of *American Library Laws* reveals statutes that are similar in

<sup>1</sup> Presented before the S. L. A. Connecticut Chapter, April 6, 1945.

<sup>2</sup> A. L. A. *Glossary of Library Terms* . . . Chicago, A. L. A., 1943.

various states, but in no case is there uniformity for all branches of library service. This is not to be wondered at since different circumstances prevailed in the several states when the laws were enacted. Anyone who has watched the progress of a bill through committee and legislative assembly is not surprised at this dissimilarity of state legislation. Certain states have all of the services mentioned. Other states do not attempt to carry out all of these activities.

One state library and one alone is familiar to the writer and the succeeding discussion of the various phases of state library work is based on that particular experience.

In New Hampshire the law library and legislative reference service are closely allied. The statute designating service to the judicial branch of government in New Hampshire describes the purpose: "The law division shall maintain a law library for the use of the supreme court, the superior court, the attorney general's office and the lawyers of New Hampshire." The importance of the law library is further emphasized in the requirements for the personnel of the governing body: "One Commissioner shall be a member of the New Hampshire bar."

The library, as the statute directs, is for justices and practicing attorneys. Now and then a department head or administrative assistant may make use of the collection and occasionally a future doctor of philosophy or historian searches out information. We do not refuse the general public who wish to read "the law," but we do suggest that reading the law without legal interpretation has its pitfalls.

The legislative reference librarian is responsible for the law library and in an office adjacent to the law stacks and law library reading room is housed the collection of books and pamphlets used most frequently in assisting members of the legislature. Research on all subjects of interest to New Hampshire legislators, the governor and department heads is the

function of the New Hampshire Legislative Reference Service.

During the session of the general court, the legislative reference librarian and her assistant devote their time to assembling data for the members of the general court. During the present session they have prepared material on many subjects, such as Domestic Relations Courts, Workmen's Compensation, selection of delegates to National Political Conventions, Primary Election Laws, Veterans Property Exemptions. Between sessions, studies are made for interim committees; a checklist of state publications is prepared; and material of probable interest in the forthcoming session is secured.

A similar type of service is available to administrative departments and mimeographed lists of recent accessions, occasional notices of new titles on subjects in which we know some worker is interested, and the routing of journals to a few departments is a regular service given to these departments.

In many states the assembling of archives is an important function of the State Library, where it is done effectively by a special division of the Library. Vermont has had an interim committee studying this important matter. Its report will be of interest to small states that are concerned with the problem. In New Hampshire the archives remain in the department of origin with the exception of the *Provincial Papers* which are now in the New Hampshire Historical Society. There are, however, in the State Library several collections of papers such as early tax inventories, the correspondence of several governors and some of the original census records. The law specifies a responsibility for archives and the State Library has, since its inception, made a genuine effort to collect all printed matter relating to the state.

In New Hampshire the distribution of state publications is carried on by the department of origin and the Secretary of State. The State Library, however, re-



ceives the documents from other states on exchange. Dr. Kuhlman of the Joint University Libraries at Nashville considers the distribution of documents and the "Systematic collection, organization and preservation of the official publications of the other states the most important function of a state library."<sup>1</sup> The distribution of documents by many departments of a state rather than by a central agency is difficult for librarians and research workers who need these publications, but it is obvious that in many states financial support of the State Library has been insufficient for this function. The librarian doing research usually believes that everything that is printed and pertinent to a subject should be collected. The output of the Federal Government and each of the states and possessions is of such size that the administrator wonders from whence will come the space, the time and the funds for such inclusive collecting. If one's library is spacious, its unfilled shelves long, and its cataloging staff and order department not overburdened, then the collecting, organizing and preserving of such material is not a problem. None of these much-to-be-desired conditions obtains in New Hampshire and since we are near the two very fine document collections of Harvard University and the Massachusetts State Library, we have limited our acquisition of documents to those of New England and New York and the most pertinent publications of other states. It is our belief that with a limited staff it is better to do a small task well than a large task poorly.

In the early days of state libraries, and even today in some states, the book collection was not made available to the general public. The New Hampshire laws of the 19th century show all too clearly that only governmental officials and members of the legislature could use the book collection. But in recent times this pattern has changed and in the 20th century the State Library book collection has come

to be considered as a supplement to local libraries. Supplementary book and bibliographical aid, the promotion and supervision of local libraries and library planning are services often performed by a separate state department. In New Hampshire two divisions of the Library, the General and Reference Division and the Extension Division, serve the general public and local libraries. By statute there is provision for a general reference collection and "cultural reading material for the residents of New Hampshire," while the law regarding the Extension Division states that: "The extension division shall do all that it reasonably is able to do to promote and advance library service throughout the state. The division may supply advice and information to libraries in the state through visits, conferences, institutes, correspondence and publications. The division shall have supervision of the travelling libraries under the direction of the state librarian."

Prior to 1943 the work of the Extension Division was the responsibility of the Public Library Commission. In March of that year a law was enacted which combined the Public Library Commission and the State Library, following a pattern of eliminating bureaus by merger that is a current trend in state government. Although no large financial savings were effected, better service is now possible. The Extension Division with its collection of 25,000 current juvenile, young adult and adult titles is, by means of bookmobiles and package libraries, providing schools with supplementary reading, outlying communities with recreational books and small public libraries with material they cannot procure with limited funds, while the General and Reference Division with its collection of 175,000 volumes is supplying the more serious type of general books to individuals and libraries. The policy of the general division is to buy in so far as possible the important reference tools, indexes and bibliographical aids, general books that have refer-

<sup>1</sup> *Library Quarterly*, vol. XII, no. 3, July 1942, p. 593.



ence value, and books that are not readily available in the smaller libraries. The Extension Division collection is strong in the best of books for children and young people, books useful for school work and recreational reading for adults.

#### TYPES OF INQUIRIES

A portion of the work of the Reference Department in the General Division is answering queries received by mail. A glance at the filing basket reveals the current interests that are sufficiently strong to compel the individual or librarian to write for assistance. Among the letters for one day were requests for material on Compulsory Conscription for a discussion group in the northernmost part of our state; information "as simple as possible" on building a welding rig; supplementary material on India for a teacher; something readable on Canada; specific information on the buildings used as capitols when Portsmouth was the seat of government; designs for a small store; material on railroading in 1850 in New Hampshire; a list of books on the history of economics in the United States, suitable for high school use and available at the State Library; assistance in establishing the age of an applicant for old age pension and the usual historical and genealogical requests. All of these are typical public library requests but small libraries open one day a week and spending less than \$200 a year cannot be expected to answer them. In addition to these so-called public library type of requests, there are those that require considerable research and many hours of work such as material assembled for a study of population trends in New Hampshire and a bibliography of books and articles on geology in New Hampshire, a compilation of some 15 typewritten pages that we believe is as complete a list as there is available. The bibliographies compiled by the Reference Department may serve research workers, or may be prepared for a resident who plans to read on a subject of special interest.

The bookmobiles, operated by state and county agencies, are probably the most colorful form of all library work. *Parnassus on Wheels* comes to life as these trucks travel over the rural areas leaving collections of books for young and old. A day on a bookmobile, to the uninitiated, would seem like a glorious holiday, but the librarian who has to be pulled out of snowdrifts four times in one day, or change a flat tire in the heat may not be so sure about the holiday. But bookmobile librarians respond heartily to the suggestion that it's one of the best kinds of library work. The bookmobiles in New Hampshire operate on a schedule, stopping at libraries, schools and at appointed places beside the road where those who live far away from town may select their reading. The trucks carry about 700 titles selected to appeal to the particular groups to be contacted. No dead wood remains on the book shelves of these libraries, only the latest, best and most popular survive the selecting.

About 10 years ago it became evident that the State Library collection of books was not satisfying the demands of its patrons and through the efforts of the former state librarian a Union List of non-fiction books in New Hampshire libraries was started. Fifty-two libraries contribute to this catalog which is a most helpful tool in locating titles. All of the large libraries in the state, with the exception of Dartmouth College, contribute to this enterprise. Dartmouth's holdings are so extensive that it would seem unwise to add its acquisitions to the catalog.

In addition to the reference services and the circulation of particular titles from its own collection and the Union List, the General Division of the State Library has a collection of recordings, pictures and musical scores available for loan.

#### PROMOTION AND SUPERVISION OF LOCAL LIBRARIES

The promotion and supervision of local libraries and library planning are three phases of library work that are very

closely linked. In normal times one member of the Extension Division staff spends much time in the field talking with boards of trustees and librarians making suggestions that will help the library to render a maximum of service to its community. In addition, purchase lists are prepared for all small libraries and printed in the *Bulletin of New Hampshire Public Libraries*, a publication issued by this division, and individual buying lists are made upon request. Yearly this division conducts an institute for librarians of small libraries who have had no library training. When a library is open 12 hours or less a week, and we have 181 such libraries in New Hampshire, more than half of our total number, it is not surprising that the majority of librarians are untrained and that in some cases the turnover is rapid. Thirty dollars a year is not a munificent salary and some actually receive that little. The women who do this work are eager students at the 2-week institute. Library administration, simple cataloging, principles of book selection and discussion of common problems is the usual pattern for the school.

New Hampshire, like other states of similar size, and with many small communities, faces a very real problem in bringing about effective library service. There are 86 of our 249 libraries with incomes below \$250. Only 15 libraries have \$1.50 per capita, the minimum considered essential by the National Resources Planning Board and American Library Association.

According to *Equal Chance*, a publication of the American Library Association, the library situation in New Hampshire is excellent. Statistically, on a map showing expenditures per capita, New Hampshire is in the group having 50¢ to \$1.00 for

library service, yet we have 100 libraries spending under 50¢. Statistically we lead the country in number of volumes per capita, but statistically is not qualitatively speaking. As can be seen there is much to do in our state.

The problem of extending library service and the aiding of local libraries is larger than providing additional books. New Hampshire with its many small independent townships, each one proud of its past and of its present facilities, cannot superimpose a county or regional scheme for equal library service upon these municipalities. Our immediate goal is the developing of standards for the libraries of various population groups, with the hope that these standards may become the basis for a sound state aid program, the extension of our bookmobile service, the development of adult education facilities in conjunction with the agriculture extension agency, and the provision of a librarian to work with teachers and headmasters.

Some state libraries, by virtue of the law, are attempting to be all things to all people. The varied activities described have one element in common, the book collection. The work of the law library is far removed from Bookmobile Service but a patron of the bookmobile may be interested in the same subject material as the attorney, even though the approach is not the same. The very material that is useful for an administrative department may be helpful to a reader in another section of the state. Legislative reference requests run the gamut of the resources of the Library as do the requests from individuals. It may seem that the two types of work are incompatible, but in practice we find it a workable agency for a small state.

# THE AMERICAN FEDERATION OF LABOR LIBRARY

By EDITH K. McMAHON

Librarian, American Federation of Labor, Washington, D. C.

THE American Federation of Labor Library was established in 1916 when the new American Federation of Labor Building was completed at Ninth Street and Massachusetts Avenue, N. W., Washington, D. C. The quarters for the Library had been carefully planned and the equipment was especially designed for the Library's needs. New equipment has been added from time to time until today it is an attractive place with its cream colored walls, green venetian blinds, dark red floor and indirect lighting system. The Library has a very pleasant location on the fifth floor and there are windows on three sides with more than adequate ventilation, which is quite an asset in Washington. There is a beautiful view of the Capitol, the District of Columbia Library and government buildings. The Franciscan Monastery and Catholic University, with their beautiful grounds, may be seen in the distance.

With the rapid growth of the American Federation of Labor, there was a great need for a central place for keeping the archives of the Federation and its affiliated unions where they could be consulted when necessary and used for research. Therefore, a library was established and an appeal was made to the national and international unions affiliated with the American Federation of Labor to send their convention proceedings, journals and constitutions as part of the permanent archives. Every one responded most generously with the result that today we have records of the affiliated unions dating back to 1859.

The Library was organized to serve the officers of national and international

unions affiliated with the American Federation of Labor and the Research Staffs of the Federation and its affiliated unions. It is also open to all persons engaged in research on labor problems and is used extensively by students of the many colleges located here.

There are approximately 15,000 volumes and 3,000 pamphlets in the Library, with more than 1,000 books and pamphlets being added each year. The Library of Congress classification and Library of Congress cards are used in the catalog. Twenty drawers of vertical files are thoroughly indexed in a separate catalog and pamphlets and material not suitable for the shelves are filed in it. Most of this material is kept permanently.

The Library contains literature covering the general subject of Labor in its broadest application, convention proceedings, constitutions and journals of our national and international unions, State federations of labor, and councils of Federal labor unions; International Labor Office publications; labor laws of the United States and foreign countries, Federal and State Bureau of Labor reports, trade publications and periodicals.

Over 700 periodicals are received and of these 360 are general periodicals; 140 are United States trade union magazines; 30 are foreign periodicals from Canada, England, South America, South Africa, India, Mexico, Australia and New Zealand; 170 are weekly labor papers. The periodicals are kept in boxes on shelves especially made for them, and a cardex system is used for keeping records of them. All national and international journals published by organizations affiliated

with the American Federation of Labor are kept permanently, with some dating back to 1883. The labor papers are retained from three months to two years depending upon the importance of the current events recorded in them. The *New York Times* and the daily Washington papers are kept several months, while most of the general publications are held for two years or longer.

A staff of four does the work of the Library—the librarian, assistant librarian, cataloger and a mail clerk, who takes care of the periodical collection and also is responsible for the receipt and distribution of the second and third class mail of the Federation.

The Library is used extensively for reference by the American Federation of Labor offices and by national and international unions and their research departments, particularly those located in Washington. There is a very fine reference collection, one which would do credit to a much larger library. Many of the requests are for biographical information; therefore there is an extensive biographical section. There are also many queries concerning rare and obscure quotations and to locate these we have a number of reference books on quotations. One of these outstanding quotations is carried on the front cover of the *American Federationist* for February 1946. It was from Abraham Lincoln's speech at Hartford, Connecticut, March 5, 1860, in which he said, "Thank God we have a system of labor where there can be a strike."

Many bibliographies of material required by different departments of the Federation have been made and attention has been directed to articles and material of interest in publications which come to the Library regularly. All of the general periodicals received are scanned by the Research Department. The Library has prepared much material for use in Congressional Hearings on legislation dealing with subjects of national interest and import.

It was the late President Samuel Gompers' expressed desire that the American Federation of Labor Library should ultimately receive the books in both his home and his office library. In accordance with his wish these books which he had accumulated during his lifetime were placed in the Library. Numerous other labor leaders have also contributed their books from time to time.

Because this Library has been established for 30 years, it contains many very valuable books on labor subjects which are now out of print. This collection proved most helpful to Governmental departments and agencies as well as to Labor representatives and organizations during the War, and every day calls came from Government officials and libraries for these old publications which contained data and information necessary for the solution of materiel problems and wage and production programs.

The Library has a very generous inter-library loan policy. With the exception of reference books, national and international union convention proceedings and constitutions, which must be kept available at all times, practically all material may be borrowed. The services and borrowing privileges of the D. C. Public Library, the Library of Congress and many other Government libraries and special libraries in Washington are freely used. Inter-library loan relations are maintained with all these libraries.

The officials of the American Federation of Labor have taken a keen interest in the Library. The Librarian is sent to the annual conventions of the Federation and also attends conventions of the American Library Association. The Librarian and Assistant Librarian have attended the conventions of the Special Libraries Association, of which the Federation is an Institutional Member.

Appointment by President William Green of the Librarian to represent the American Federation of Labor at the recent conference called by the State De-

partment to consider the problem of libraries in the war devastated areas resulted in a substantial contribution to the American Book Center for War Devastated Libraries, which was organized as a result of this conference.

From time to time various books on labor subjects have been sold through the Library to the membership at substantial discounts from regular prices.

Many amusing incidents have added spice and variety to the work. One of the funniest was that of a young girl who asked for the atlas in order to find the country in which the city of Pot Pourri was located!

The continued expansion of the Library to keep up with the demands made upon it, has necessitated using every inch of space and in addition a large storage space in a warehouse near the headquarters is being used. In the days of wartime emergency the Government commandeered the warehouse, with the result that all material not kept in the Library proper had to be relegated to other sections of the building. Everything not absolutely needed at headquarters was sent to the Library of Congress for use and preservation. There will be a re-expansion of our Library when the new American Federation of Labor Building is built.

## INDEXING UNION CONTRACTS

By MARY HOAG

Research Assistant, Industrial Relations Section, California Institute of Technology,  
Pasadena, California.

**W**HEN the Industrial Relations Section of the California Institute of Technology began collecting union contracts, the necessity for devising some method of indexing them became evident. Union contracts appear in a variety of shapes and sizes, with varying contents. Some contracts cover only a few items and may be written on two or three pages, while others cover a multitude of subjects described in almost 100 pages of fine print. Merely filing these agreements by the names of the company or union involved is of little value because the Library is usually asked for information on specific subjects such as shift differentials, seniority, minimum call pay and other subjects covered by the contract, rather than for contracts negotiated by a given company or union.

It was obvious that if the collection of union contracts was to be of real use to the Library and its visitors, it would be

necessary to develop a system by which specific clauses in union contracts could be readily located. After studying a representative sample of union contracts, and after considering various methods of indexing them, a system was developed in 1941 based on an adaptation of the standard McBee Keysort system. The present method of indexing is the result of a revision made in 1945. It is recognized that subsequent revisions will have to be made from time to time because of the appearance of new items in union contracts and the elimination of other clauses.

The purpose of this paper is to describe briefly the present method of indexing union contracts, to explain why this system appears preferable to other possible systems, to examine some of the difficulties involved in indexing union contracts, and to suggest ways in which such an index can be used in studying union agreements and in indexing other materials in special libraries.

## DESCRIPTION OF INDEX

The scope of the Index is limited to the provisions appearing most frequently in union contracts. In addition to indexing the contents of clauses, all contracts are classified according to industry, location, size of company, union affiliation and bargaining unit. This classification provides a means for segregating comparable contracts for analysis.

Under this indexing system a standard analysis of each agreement is made on a card which is numbered to correspond with the file number of the contract. This information is coded on two 8 x 8 Keysort punch cards, each of which contains in the four margins 117 consecutively numbered holes. The face of the card provides space for analysis of the contract, notes and page references.

Each card carries at the top an identification of the contract: the file number of the contract in the union agreement collection, the names of the parties to the contract, the effective date of the agreement, its expiration date, the name of the individual who sent the contract to the Section, and a notation of the presence in the contract collection of any other agreements in effect in that company.

A separate listing of contracts by their expiration date makes it possible to follow up on their renewals and revisions.

The presence of a particular clause is indicated by slotting away that part of the card between the hole and the edge with the use of a special punch which converts the hole into a U which is open at the edge of the card. In order to locate those contracts which contain a specific type of clause, a needle is inserted through the like-numbered holes of all of the cards (each representing a separate contract) at one time. When the cards are suspended from this sorting needle, those cards which have been slotted out at that particular hole fall free of the others.

To make more efficient use of the limited number of holes on the cards, an in-

termediate code is used for certain information. For example, if, in classifying contracts by industry, each industry were represented on the card by a separate hole, a large portion of the card would be consumed in coding this piece of information alone. By using an intermediate code, 120 possible industries can be indicated with only 7 holes.

In indexing a contract, the agreement itself is used as a guide. The analyst reads each clause of the agreement consecutively and transfers to the Keysort cards a notation of the page number on which a certain clause appears and circles the appropriate hole to be slotted. A detailed manual of instructions has been prepared for office use and is constantly revised to insure uniform classification of clauses. Any unusual and important clauses are summarized briefly under the heading of "Remarks" on the face of each card.

In order to insure accuracy, a separate analysis, independent of the first, is always made for each contract. The two analyses are compared and those points which are not in agreement are noted by the checker. Differences which have arisen out of interpretation are discussed and the correct meaning determined.

Since the majority of the inquiries are from organizations in Southern California, and because the Section is located there, it has seemed advisable to place special emphasis on collecting agreements from the Southern California area. This partial limitation affords the basis for a more comprehensive study of one labor market area, helps to avoid duplication and permits greater concentration on details. At the same time, it is possible to obtain a broad view of conditions in general from other agreements.

Further details on operation of the index are contained in Bulletin No. 3, *Methods of Indexing Provisions of Collective Agreements*, published by the Industrial Relations Section of the California Institute of Technology.

#### ADVANTAGES OF SYSTEM AS COMPARED TO OTHERS

The analysis of the contract, printed on both sides of each card, permits easy reference to material in the agreement itself, furnishes brief explanations of exceptions and other unusual items in the contract which are not coded on the card, and provides in one source an entire analysis of the contract containing the clauses for which the user of the Index has sorted the cards. These advantages indicate the advisability of using the Keysort card instead of the Hollerith card, another possible instrument for indexing. The Hollerith card contains a great many numerical possibilities, but requires elaborate and expensive machines, whereas the Keysort card requires only hand punching and hand sorting. The Hollerith card is excellent for making tabulations of large amounts of material where only quantitative analysis is desired, but it does not provide space for noting page references and unusual clauses.

Because the contract is analyzed in its entirety at one time, the interrelationship of various articles in the agreement is taken into consideration, giving a more accurate picture of the contract as a whole than would be possible if the method of cutting out separate clauses and filing them according to subject matter were used. In order to clip and file separate clauses, at least two copies of each contract would be necessary, because most pages are printed on both sides and some clauses may deal with more than one subject. A folder for each type of clause to be found in union agreements would be needed, which would involve an intricate filing system. This more cumbersome method would not permit as easy access to specific contracts by designated classification as is afforded by use of the Keysort cards.

#### DIFFICULTIES WHICH ARISE IN ANALYZING CONTRACTS

The method of using Keysort cards, which was developed by the Section, has

been used with great effectiveness both here and in some other places.<sup>1</sup> In analyzing union agreements, however, certain problems arise which are difficult to remedy. Because of the ambiguity of many clauses and the devious manner of presenting provisions in certain contracts, it is sometimes impossible to designate an exact number on the card as corresponding to the provision in the agreement. In many cases the true meaning of the contract on a particular point is extremely vague and can be read only by implication, which makes definite coding of some provisions doubtful. For example, it is common for a contract to specify the number of holidays observed during the year, but to neglect stating whether they are given with or without pay. Many times after reading the entire clause it is apparent that an employe is not paid for a holiday not worked, yet in striving for accuracy in indexing, it is dangerous to fall into the habit of making assumptions of this sort.

The clause dealing with seniority provisions is frequently one of the most indistinct and inexplicable clauses to be found in union agreements. The lack of clarity as to whether seniority in promotion and lay-off is a primary or secondary consideration, whether seniority is on a plant-wide, departmental or job basis often makes such clauses capable of classification in two or more categories. Determination of the intent of the parties to such a contract is most difficult.

Limitations in indexing are presented by the size of the cards and by the variety of provisions in contracts which do not lend themselves to classification. Since it is impossible to allocate separate holes to every possible clause which might appear in a union contract, the analysis covers only the most basic points to be found in union agreements. Certain industries require special provisions. These and other points not covered by the Index are taken

<sup>1</sup> Including the Industrial Relations Section at Princeton University.



care of in the space reserved for "Remarks" on the face of each card, so that, although it is not possible to sort the cards for such items, they are taken into account when a detailed study of a contract is undertaken.

#### SOURCE OF INFORMATION FOR RESEARCH AND STUDY

The Section recognizes the need for a collection of union agreements as an important source of information for research and study. Union agreements, as representing a stabilization of the terms of employment for a certain period of time, provide data for labor and management engaged in negotiations, and also supply valuable material for students of the collective bargaining process. As of January 15, 1946, the Section had analyzed and indexed important clauses of 250 current contracts. The many benefits that have been derived from the Union Contract Index since its inception have clearly proved its worth as an instrument for making information relative to the contents of union contracts readily available.

By supplying a picture of terms of employment in many industries and areas, a collection of union agreements enables unions and companies to determine the prevalence of different types of clauses that appear in union agreements. A basis upon which to make improvements, changes and new provisions in contracts is provided by the study of this basic material.

The great need for persons well trained in the matters of collective bargaining is becoming increasingly apparent. The maintenance of a collection of union agreements fulfills a valuable purpose in supplying important primary material for the student of collective bargaining, since insight into prevailing practices can be gained by analysis and study of collective agreements.

Because of the interest that has been shown in sample clauses, the Staff of the Section has recently used its collection of agreements for compiling groups of rep-

resentative clauses for publication. Characteristic clauses providing for management prerogatives,<sup>1</sup> as well as wage scale review during the life of a contract,<sup>2</sup> particularly important topics at present, have been issued in pamphlet form together with bibliographies on these subjects. These publications are of interest as being indicative of current practices used in writing contracts.

#### USE OF THE INDEX BY UNIONS AND COMPANIES

Many different services are being rendered by the Union Contract Index. Numerous requests from negotiating parties are for one specific type of clause. This material can be located almost on a moment's notice, for use of the cards eliminates the laborious process of looking through each agreement to see if it contains the desired clause. By simply inserting the sorting needles through the correct holes, all cards for the contracts containing the designated clause fall free immediately. Usually the necessary material can be obtained directly from the analysis on the card, but when more details are needed, the corresponding contracts can easily be drawn from the files. Page numbers noted on the cards facilitate reference to clauses in the contracts.

A company engaged in negotiation recently requested information concerning sick pay and vacation pay by companies in Southern California. Through use of the Index, the correct analysis cards were quickly found and a reply promptly given, providing the corporation with data to be used in formulating their new contract.

Another type of service provided by the Index is that of giving statistical analysis of the contents of agreements. It is possible to determine the percentage of contracts analyzed which contain provisions for vacations with pay, sick leave, minimum call pay, checkoff or any other designated clause. Such analysis can be

<sup>1</sup> *Management Prerogatives Defined in Union Contracts*, by Verna L. Pace, October, 1945.

<sup>2</sup> *Adjustment of Wage Scale During Life of Contract*, by Mary Hoag, November, 1945.

broken down into more detailed form by giving statistics for certain regions, union affiliations or industries. Additional particulars may be obtained concerning provisions such as holidays, vacations or sick leave, because the card analysis for each contract indicates the length of time allowed for vacations and sick leaves, length of service required and the number of holidays observed each year. The analyses which have been made by the Section have been of much benefit to interested parties in supplying them with a concise picture of provisions existing in a large number of contracts. Over a period of time studies can be made which will reflect changes and trends in the various provisions found in union agreements.

The analyses of the contents of agreements offer excellent material for making different comparisons of groups of contracts. For example, contracts written by the CIO may be compared with those of the AFL; contracts in one geographical area may be compared with those in another; the contracts written in one industry may be compared with those of another industry.

The collection of a variety of sample clauses on some desired subject within the scope of the Index is still another service afforded by use of the Index. Many requests are received for illustrative clauses dealing with such topics as determination of seniority, arbitration procedure, minimum call pay, prohibition of strikes and lockouts, etc. The selected clauses are chosen for representing differ-

ent and typical ways of setting forth various provisions. Whenever these collections are made, duplicate copies are always kept on file so that upon like request, the information is immediately available. Naturally, however, constant revision must be carried on as the contracts expire and are renegotiated, and as new contracts are added to the ever expanding collection.

#### ADAPTATION OF INDEX TO OTHER TYPES OF MATERIAL

One great advantage of the indexing method, as it has been developed, is its applicability to other forms of library material. Pamphlets of related content can be indexed through development of an appropriate Keysort card analysis. Employee handbooks and annual reports are examples of material contained in an industrial relations library which could be used with greater effectiveness after indexing by an adaptation of this system.

The Section is presently planning to establish a general index on Keysort cards for magazines. This index will not be as detailed as that for union agreements, because of the greater diversity of subject matter embodied in most magazines. Through coding of articles according to topics covered, it will be possible to ascertain easily which issues contain articles on any specified subject.

Other libraries may find this method of indexing beneficial, and will be able to apply it successfully to their own particular materials.

*Statesmen have not done much of a job toward making this a peaceful world, or a world of plenty. It is time to rely more upon the efforts of engineers, scientists and businessmen.*

WHEELER McMILLEN

# SOCIAL SECURITY BOARD LIBRARY

By ELLEN COMMONS

Librarian, Social Security Board, Washington, D. C.

**T**HE Social Security Board Library, now ten years old, has grown from an idea and a packing box early in 1936, to a collection of 275,000 volumes and an organization geared to a wide range of services. The Library is so woven into the administration of the social security programs that its services are requested by every type of employe whether he prepares the budget, writes the annual report or determines policy on dependent refugees.

The Social Security Act was passed by Congress on August 14, 1935. It provided a direct attack on the problems of insecurity, and on two fronts at the same time: first, by establishing safeguards designed to reduce dependency through the operation of social insurance protection with respect to old age and unemployment; and second, by encouraging adequate relief of existing needs of persons already aged, blind or dependent in childhood. In 1939, another attack was made on insecurity when Congress expanded the Federal old-age insurance system to include current survivorship benefits, thus changing the character of the benefits from an individual to a family basis.

## ORGANIZATION

The Library has developed step by step along with the programs administered under the Social Security Act. Its present staff of 32 persons is organized into three sections—the Catalog Section, Reference and Periodicals Section, and Law and Legislative Reference. The Catalog Section classifies and catalogs publications for the collection, records serials and puts unbound materials into binders. The Reference and Periodicals Section answers general reference questions, analyzes periodicals for the selection of articles worth adding to the classified collection, or to

a special card index for temporary use. This Section maintains and circulates the general collection, does the inter-library borrowing and lending, and prepares an average of 30 reading lists a month. The Law and Legislative Reference Section maintains and circulates the law and legislative collection, answers law and legislative reference questions, and compiles the legislative histories and legal bibliographies. Here the Federal and State welfare bills are digested and followed through the Congress and through the State legislatures, the *Congressional Record* is indexed, and legislative bulletins are prepared and distributed. Over-all administrative, planning and review functions are carried out in the Librarian's office. Attached to the Office also is a bibliographer who compiles the bibliographies that are printed and distributed as Board publications; conducts the Book Section in the *Social Security Bulletin*, the monthly publication of the Social Security Board; and prepares reports on foreign social insurance systems.

Because the Board's new building was completed at a time when all of the City's available space was required by newly established war agencies, adequate quarters for the Library had to be postponed until the war was over. As this is written, plans for the delayed move of the Social Security Board into its own building are under way. Thus after 10 years of operating in overcrowded quarters, with the collection scattered in several buildings, the Library's hope for an adequate operating base is about to be realized.

The Bureau of Old-age and Survivors Insurance is located in Baltimore and to serve its staff the Library has established a Branch to bring the collection and the reference services to the Bureau by dint

of a direct telephone line, daily messenger service and weekly truck deliveries. These services are carried on in Baltimore by two members of the Library's staff, a reference librarian and a law librarian. Both are thoroughly acquainted with the Bureau's needs.

The Baltimore Branch keeps a special collection of some 25,000 volumes on hand, half of which comprises a working library for the attorneys, with the usual basic law books and with such texts as domestic relations law, taxation, probate law and others that touch on the legal problems of old-age and survivors pensions. The Branch's general collection enables its librarian to answer many of her daily reference questions without calling the main Library in Washington. On short notice she can provide data showing how the rising cost of living affects old-age and survivors insurance beneficiaries, or she can produce statistics to show the need for extending the program to farmers, domestics and the self-employed.

#### COLLECTION

The Library is a depository for the Board's own publications, whether general, confidential or semiconfidential. Printed, processed and sometimes typed material is pulled together and bound in Chinese red buckram and lettered in gold so that a detailed history of the Act's administration is literally on the shelves of the reference room in an orderly and attractive form.

In its collection of domestic material, the Library has acquired every known publication on social security. Nor are these acquisitions limited to social security in general. Every effort is made to follow up the most obscure item that touches on the various titles of the Act: Aid to dependent children, Aid to the needy blind, Old-age assistance, Maternal and infant welfare, Old-age and survivors insurance, and Unemployment insurance. The Library specializes also in the fields of employment and unemployment, dependency and its causes, social work, grants-in-aid,

taxation, income, medical care and actuarial studies. Out of these general fields spring a host of specific issues relating to the policy and the details of administration. Thus the collection is heavily weighted with economic and social surveys and other technical research materials: relief—public and private; private insurance—life, accident, health; cost of living; wages, and other publications that touch on the problem of loss of income. One of the most useful tools at hand is the complete and up-to-date group of reports from various State agencies, such as unemployment compensation, public welfare, insurance, public health, finance and taxation. For the sizable job of administering the Act three special collections of work materials for the administrative personnel have been assembled on accounting, on public administration and on Federal-State relations.

The law collection of 80,000 volumes includes the Reporters, Cyclopedias, State session laws, codes, Shepard's citators, law reviews, casebooks, a complete collection of texts on administrative law and domestic relations law, together with the social insurance and labor laws of 41 foreign countries. Loose-leaf services keep the rules and regulations up to the minute on Workmen's Compensation, Taxation, Trusts and Estates, Railroad Retirement and Social Welfare. In addition there is a legislative collection of some 30,000 volumes of Congressional hearings, legislative histories, *Congressional Records*, *Federal Registers* and texts on the subject of legislative procedure. This collection also includes the State bills and regulations pertinent to the Agency's entire program.

Other countries have been generous in providing their documents so that the Library's collection presents a picture of welfare activities throughout the world. Foreign material includes official reports, laws and regulations, and texts and studies dealing with all phases of social insurance and assistance, public welfare,

labor legislation, and general social and economic conditions. Through some 175 periodicals from approximately 50 foreign countries the Library keeps abreast of current and projected developments in the social security field. The Library has a complete and comprehensive collection of white papers, special committee reports, laws, statutes and regulations, and official documents relating to the British social insurance program from its beginning to the present.

For the Latin American publications on social security, the Library has the added good fortune of a continuous stream of visitors from our Good Neighbors to the South; visitors who are officials, authors or students of the social and economic institutions in Latin America, and they are kind enough to review our holdings and to give us the benefit of their experience in their home social security programs. The Library's collection and catalog reflect this special service. Since the Chairman of the Social Security Board is also the Chairman of the Inter-American Committee on Social Security, there is a great deal of active interest in this material. Numerous employes of the Board have studied or are studying Spanish and Portuguese. The Board's Annual Report and many important articles are in turn translated into Spanish and Portuguese and sent to the departments of government in the Latin American countries that correspond to the Social Security Board in the United States.

#### REFERENCE WORK

Requests for information and publications by Board members, bureau heads, regional directors and other employes of the Board are made by telephone, memorandum or in person, directly to the Library. There is no red tape. The Library operates on the principle that whatever the requestor needs for official use must be found for him. The catalog is the first source examined and if the information or publication is not in the collection, then an inter-library borrowing system

draws on the multitude of libraries located in Washington, and by mail, draws on libraries located in other cities. Statistics show a total of 130,709 publications circulated, and a total of 19,718 reference questions answered during the past year, January through December 1945.

Reference requests tax the imagination in their variety. They may include a question that can be answered readily by giving the requestor a list of corporation officers from Standard and Poor's; or on the other hand, a question may require a week or more of searching, such as "give me data that shows the effect of the Social Security Act on almshouses in the U. S."; or a farm organization in Nebraska writes to the Regional Director in Minneapolis for program material, the Regional Director relays the rather vague request for "program material" to the Library. Within a relatively short time he receives in Minneapolis the program material in the form of a comprehensive bibliography on "Social Security and Medical Care for Farmers." If a public assistance representative needs to familiarize himself with the complexities of grants-in-aid, and in the least possible time, the Library selects the authoritative sources and briefs the important chapters.

Questions involving law and legislative research to find the answers run along somewhat as follows:

Is there anything in the new Missouri laws that changes eligibility for aid to dependent children? How does one cite a section of the Code of Virginia? Does Delaware have a contributory retirement system for State employes? Does Hawaii's retirement system include county employes? What are the medical defects that are causes of rejection under the British Selective Service Acts and Regulations? Does the French family-allowance law extend to French Guiana? A Board member making a speech in Connecticut asks for the definition of dependent children under Connecticut's Workmen's Compensation law—whether it in-

cludes adopted and illegitimate children, and also statistics on the number of women who have been married more than once. As every librarian knows these examples might go on and on.

Perhaps the Library's most unique service is its legislative reporting. It is essential that Board officials keep abreast of all legislation touching on social security. To follow these bills through the Congress and through 48 State legislatures keeps the legislative reference assistants on their toes. In bill digests which vary in length, depending upon the importance of the bill, the digesters give in nontechnical language the gist of a new bill, and explain proposed amendments to the existing laws. If there are similar bills in the same session or in previous sessions they note these facts, together with any other information that might help the users understand the contents of the bill. Each time there is further action on one of these selected bills the legislative assistants prepare a follow-up digest, indicating the changes made as the measure progresses through Congress. Hour-to-hour reports on bills up for action before Congress are telephoned to the officials concerned. A dozen or more calls to the same person sometimes have been made on bills that encountered a thorny road through Congress.

The State legislative work deals mainly with current bills. A commercial reporting service provides the bills and laws by mail, and any unusual action by telegraph, as time is an important factor in State legislation. At the end of each State Session the legislative assistants prepare cumulative summaries of bills that passed both houses and were acted upon by the Governor, indicating whether his action approved or vetoed the measures. Legislative analysts and attorneys who follow State legislation use these summaries until the printed session laws appear some six or seven months later.

As a part of the reference service the following publications are prepared and distributed by the Library staff:

*Library Accession List.* Weekly. Mimeographed. Has 8 to 10 pages giving the important books and articles received.

*Law Accession List.* Semimonthly. Mimeographed. Has 6 to 8 pages; lists books and law articles in the field of public welfare, administrative law, and other current legal subjects.

*Book List.* Monthly. Mimeographed. References on current social and economic problems selected for use in the regional offices.

"Recent Publications in the Field of Social Security." The bibliographical section of the *Social Security Bulletin*. Monthly. Printed. Has 75 to 100 books, pamphlets and articles, providing a comprehensive, annotated bibliography on this subject.

*Basic Readings on Social Security.* (Social Security Board Publication No. 28, Revised.) Irregular. Latest Supplement. Printed. Selected references on the social security program.

*Federal Welfare Digest.* Issued as Federal bills are introduced and acted upon. Mimeographed. A digest of House and Senate bills of interest to the Agency.

*Federal Register Weekly Index.* Weekly. Mimeographed. An index to Executive Orders, Proclamations and regulations of Federal agencies that relate to the Federal Administration program.

*State Legislation—Public Assistance.* Weekly. Mimeographed. A digest of State bills on aid to dependent children, old-age assistance and aid to the blind and deaf.

*State Legislation—Health.* Weekly. Mimeographed. A digest of State bills on medical care, institutions, licensing, sanitation and guardianship of the mentally ill.

*State Legislation—Vocational Rehabilitation, Veterans and General Welfare Programs.* Weekly. Mimeographed. A digest of State bills on vocational rehabilitation of both veterans and workers who are blind, deaf or crippled, and on employment and disability benefits for veterans.

*State Legislation—Personnel.* Weekly. Mimeographed. A digest of State bills on merit systems and other measures pertaining to State employes.

*State Legislation—1946 Regular and Special Sessions.* Monthly. Mimeographed. A list of State legislative sessions which shows convening and adjourning dates and subjects covered.

*Excerpts from Messages of the State Governors.* Irregular. Mimeographed. Excerpts concerning public assistance, public health, education, veterans' benefits, unemployment compensation and workmen's compensation.

*Selected List of Subject Headings Used in the Social Security Board Library.* December 1940. Processed. 335 pages. Issued by the

Social Security Board. When the Social Security Act was passed in 1935 the concept and terminology of "social security" was new and unfamiliar. As a means of making the Library's catalog useful, the catalogers developed subject headings to fit the collection. A revision of the *List* is underway and we expect to publish it as soon as our budget permits.

## A SCHOOL OF SOCIAL WORK LIBRARY

By PHEBE G. PRATT

Librarian, Montreal School of Social Work, Montreal, Canada

**L**IBRARIANS in schools of social work will be familiar with the section on "Library Facilities" in the *Accrediting Manual* of the American Association of Schools of Social Work.<sup>1</sup> In a very general way it sets forth the broad objectives for libraries in the professional schools. But the detail of meeting these objectives is left to the individual librarian. Perhaps it is time that librarians not only in schools of social work, but in public welfare libraries and libraries of national and local social agencies, started to consider together some of their common problems.

In her article "The Special Library in the State Welfare Agency," Miss Helen Rogers started the ball rolling.<sup>2</sup> From a survey of state welfare department libraries she drew some helpful conclusions. Although this present article will be limited to a single library in a school of social work, the Montreal school is a "medium" school, in age, in size and in curriculum and is probably typical of many schools in the United States and Canada.

### THE SETTING

Like others in schools of social work, this Library operates in a university setting. The resources of all McGill University libraries are available to students but a special social work library is housed

in the building occupied by the school and is administered directly by the school. The collection was established in 1933 and a professional librarian was engaged in 1941. At that time the place of the library in a graduate professional school was carefully considered and the conclusion reached that the library is an instructional unit and the librarian a member of the faculty.<sup>3</sup> This has made it possible for an extremely close relationship to exist between members of the faculty and the librarian which is invaluable in coordinating library service for both faculty and students.

The formally stated policy of the Library is (1) to serve faculty and students with a special library collection in the field of social work, (2) to offer library facilities to graduates, social workers and others interested in social work, and (3) to build a historical and research collection in social work with particular emphasis on Canadian material.

As to physical equipment, the Library proper occupies a room which has seating capacity for 15, too small for about

<sup>1</sup> American Association of Schools of Social Work. *Manual of Accrediting*. Chicago, n.d.

<sup>2</sup> Rogers, Helen, "The Library in a State Welfare Agency". *Special Libraries*, 36:343, Oct. 1945.

<sup>3</sup> Hausdorfer, Walter. *Professional School and Departmental Libraries*. N. Y. Special Libraries Association, 1939.



125 borrowers. Reference books and constantly used materials are shelved in this room together with current issues of periodicals. The less used material, back numbers of periodicals, and older publications are shelved in a stack on the floor above and the Librarian has an office adjoining the Library proper.

Since the Librarian is on part time schedule, the circulation system is "self service." Students get the material for themselves and a self charging system is in operation. Students thus feel a real responsibility toward the Library and during five years only four items have been missing, this with an average monthly circulation of over 400. A student library committee works with the Librarian to help maintain and improve service.

#### THE COLLECTION

The collection has been built up in relation to the courses given at the school, selection being done in cooperation with members of the faculty. The major fields of social work—case work, group work, community organization, public welfare, administration, research, medical and psychiatric information—are especially emphasized and there is some background material in the social sciences.

As yet no formal classification system has been adopted. Instead books and pamphlets, which are boxed at the end of each class, have been arranged under the following list of classes. This list was compiled with a view both to logical library classification and to the courses of instruction. The name of the class is written on the catalog card in place of a call number and also in the front of each item, for reshelving purposes.

#### CLASSIFICATION

Biography	Surveys
Social Sciences	Public Relations
Social Research	Social Case Work
Labour	Family Social Work
Cost and Standard	Child Welfare
of Living	Medical Social Work
Housing	Psychiatric Social
Laws and Legislation	Work

Education	Group Work
Social Work	Handicapped
Social Workers	Delinquency
Administration	Medicine and Health
Public Welfare	Nutrition
Community Organization	Psychology, Psychiatry and Mental Hygiene

Besides material classified in this way, there are the following special sections:

*Reference* which includes encyclopedias and dictionaries, directories of national and local public and private agencies and organizations, proceedings of national and local conferences, statutes, indexes and bibliographies such as P. A. I. S. supplemented by other special bibliographies, periodical and otherwise; *Periodicals* of a general nature, of social work in general and of special fields of social work; *Government Documents* such as departmental annual reports, reports of royal and special commissions and special committee reports; *Reprints* of articles on social work from journals not received in the library; *Research Projects* for the formal student theses; *Teaching Records*, disguised case histories used for teaching purposes; and *Annual Reports* of many national and local agencies.

For the size of the Library, about 2,500 books, pamphlets, reprints, etc., and 260 continuations and periodicals, this arrangement not only works but also does something toward teaching students the form of basic material in the literature of social work.

#### SERVICES

The Library catalog contains separate author and subject sections for all library material. The subject headings are based on *Social Welfare, a List of Subject Headings in Social Work and Public Welfare*<sup>1</sup> augmented from other sources such as *Selected List of Subject Headings used in the Social Security Board Library*,<sup>2</sup> *A Library Classification for Public*

<sup>1</sup> Special Libraries Association. Social Science Group. *Social Welfare; a List of Subject Headings in Social Work and Public Welfare*. N. Y. 1937.

<sup>2</sup> U. S. Social Security Board Library. *Selected List of Subject Headings Used in the Social Security Board Library*. Washington, 1940.

*Administration Materials*<sup>1</sup> and *Index Medicus*.<sup>2</sup>

A selected index to all periodicals received was made for a time but now only those not indexed in P. A. I. S.<sup>3</sup> of which there are many, especially Canadian ones, are included. This index is one of the most valuable tools in the Library.

Loans for 48 hours or one week depending on the material are made but no periodicals are circulated.

Special services are given to the faculty. Periodicals are routed to them and new material drawn to their attention, assistance is given in the preparation of reading lists and they in turn cooperate in regard to special assignments which bring heavy demand on certain library material.

Since the primary object of the Library is to serve students, they receive instruction in the use of a special social work library as a link between teaching and learning and are given group and individual instruction in the literature of social work as well as assistance in bibliographical work.

Social workers in Montreal are invited to use the Library and the Librarian is called upon to help prepare bibliographies for them and she is also consulted about staff libraries in social agencies. Other libraries in and out of Montreal make use

of the Library services, especially since there are very few organized social work collections in Canada.

#### CONCLUSION

Thus the Montreal School of Social Work Library serves faculty and students with a special social work collection and is organized to give as much individual assistance as possible. The Library, like class instruction and field work, takes its place in the development of the student as a professional social worker.

Since this is an article for professional librarians rather than social workers, perhaps a few concluding questions may be put with the object of developing more cooperation among social work librarians. First, would it be possible to compile a list of libraries and librarians in the social work field? Second, could social work periodicals be indexed in some cooperative way, especially those not now covered in any index? Third, could a simple duplicate or discard exchange be established? Librarians in other special fields have benefited from cooperation. Couldn't we?

<sup>1</sup> Glidden, Sophia Hall. *A Library Classification for Public Administration Material*. Chicago, Public Administration Service, 1942.

<sup>2</sup> *Quarterly Cumulative Index Medicus*. Chicago, American Medical Association, 1927 to date.

<sup>3</sup> *Bulletin of Public Affairs Information Service*. N. Y. 1915 to date.

## S. L. A. CONVENTION PLANS

**W**ITH the slogan, "Special Libraries Face the Future," as the theme for the 37th Annual Convention of Special Libraries Association, plans have developed rapidly and attractively under the enthusiastic and efficient direction of the Convention Chairman, Mrs. Elizabeth Wright, Supervisor of Personnel, Boston Public Library.

The Convention headquarters will be at the Hotel Statler. The dates are Thursday through Saturday, June 13-15, 1946.

The aim has been to avoid overcrowding the program, and to allow ample room for group and committee meetings. Of the eight periods—three mornings, three afternoons and two evenings—three will be taken for general sessions, one for the banquet.

Some of the speakers have already accepted. Dr. Luther T. Evans, Librarian of the Library of Congress, will speak at the opening session. Miss Eleanor S. Cavanaugh, Librarian of Standard and Poor's Corporation, New York, will be moderator on Friday morning of a panel discussion on the subject: "What libraries, both special and public, can do for the small business man." The Saturday morning session will be devoted to Association business.

At the banquet on Friday evening, Dr. Dennis A. Dooley, Librarian of the Massachusetts State Library, will be toastmaster, and one of the speakers will be Edwin D. Canham, Editor of the *Christian Science Monitor*.

Boston's spirit of hospitality is rising magnificently to the occasion. On Thursday afternoon the New England Mutual Life Insurance Company will give in its handsome new building a reception and tea for the entire Association. On Friday afternoon the Christian Science Publish-

ing Society will repeat its hospitality of eleven years ago by inviting all members of the Association to attend a reception and tea in its unique building, including an inspection tour under the direction of guides. Following the banquet on Friday evening the Association will be the guests of the Professional Staff Association (a new organization), in the Central Library. The final event of the Convention will be a reception and tea on Saturday afternoon when all S. L. A. members will be guests of Harvard University.

Many breakfast and luncheon meetings have been planned. Among them is the luncheon at the Federal Reserve Bank of Boston to the Federal Reserve Bank librarians. The *Boston Globe* will entertain the newspaper librarians on Thursday, and the *Boston Herald-Traveler* will entertain them on Friday. The Museum Group will have a luncheon meeting at the Boston Museum of Fine Arts.

WILLIAM ALCOTT, *Chairman*,  
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## EVENTS and PUBLICATIONS

**PUBLICITY PRIMER**, an ABC of "telling all" about the public library, 3rd ed., by Marie D. Loizeaux (N. Y., H. W. Wilson Co., 1945. 103p.) is written primarily for public libraries, but contains much information useful to special libraries as well. This 3rd edition includes a new section devoted to school library publicity, a publicity calendar of basic publicity reminders and anniversaries as well as a bibliography.

\* \* \*

The Institute of Life Insurance is distributing a reprint of an article which appeared in the *Independent Woman* for January 1946, entitled "What will Social Security do for me?", by Mildred Mastin Pace. It is a good simple explanation of Social Security for the layman. Available free from: The Institute of Life Insurance, 60 E. 42nd St., New York 17, N. Y.

\* \* \*

The 60TH ANNIVERSARY MANUAL of the New York Library Club is the first issued since 1936. It contains lists of officers and council members from 1885 to 1946, and a list of current club members. It has reviews of recent club history by Rose Boots, President, and Mrs. A. F. Hausdorfer, Chairman of the 60th Anniversary Committee, and the Constitution and By-laws of the Club. Copies of the Manual, at \$1.00 each, may be obtained from Mr. Cecil G. Sullivan, Treasurer, N. Y. L. C., New York University, Washington Square, New York 3, N. Y.

\* \* \*

The British chemical magazine, *The Industrial Chemist*, February 1946, contains an article by E. H. G. Sargent on "Technical Information Services for Smaller Firms." It is designed to give a few practical hints on methods of reducing cost and increasing output. A reprint of this article is on file at S. L. A. Headquarters.

\* \* \*

NEW YORK ADVANCING, *Victory* ed. (N. Y. Municipal Reference Library, 1945. 400 p. \$1.00) is a consolidated report of all departments of the city government for the past seven years of the LaGuardia administration. It has been pre-

pared to serve as a reference book. Its final chapter is devoted to statistics and tables of information, and lists of City publications, none of which is available in any other one source. These facts on New York City have been compiled with care and thoroughness and can be used with assurance. This resumé has been edited by Rebecca B. Rankin, Librarian of the Municipal Reference Library, at the request of Ex-Mayor LaGuardia. The story is introduced by him with "My Final Report".

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## Announcements

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### Notice of Annual Meeting

AS REQUIRED by BY-LAW VIII, Section I, notice is hereby given that the annual business meeting of Special Libraries Association will be held Saturday, June 15, 1946, in the Hotel Statler, Boston, Massachusetts, in connection with the annual convention of the Association.

HERMAN H. HENKLE, *President*  
KATHLEEN B. STEBBINS, *Secretary*

### S. L. A. Board and Council Meetings

The members of the Executive Board and Advisory Council of S. L. A. met on March 22 and 23, 1946, at the Hotel Pennsylvania, New York. A good representation from the Groups and Chapters was present at the Council meeting on Saturday morning. Of special interest was the announcement that *Special Library Resources*, Volume II, was at the bindery and would be available about May 1, 1946. The price for Volumes II-IV, which will be sold as a unit, is \$22.00 plus postage. At this meeting the Executive Board approved the Secretary's recommendation that S. L. A. offer its cooperation to the UNO. The Executive Secretary, Mrs. Stebbins, and the President of the N. Y. Chapter, Miss Fannie Simon, were empowered to extend an invitation to UNO delegates to

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use the facilities of New York special libraries and to call on the membership for assistance in their work. The President, Mr. Henkle, announced the appointment of Miss Betty Joy Cole as Chairman of the Resolutions Committee, and Mr. Adrian A. Paradis as Chairman of the Elections Committee, with membership of these committees to be announced later.

### Inter-American Library Conference

The Inter-American Bibliographical and Library Association, District of Columbia Library Association and Washington Chapter, S. L. A. held a joint Inter-American Library Conference on March 30, 1946 in the Hall of the Americas, Pan-American Union, Washington, D. C. The morning session was presided over by Mr. David J. Haykin, President, D. C. L. A. At the luncheon meeting Mr. A. Curtis Wilgus, President, Inter-American Bibliographical and Library Association, presided. Mr. Carl Sauer of the State Department spoke on "United States Libraries in the Other American Republics". At the afternoon session the presiding officer was Miss Ruth H. Hooker, President of the Washington Chapter, S. L. A.

### Symposium On Technical Library Techniques

At the Atlantic City meeting of the American Chemical Society the Division of Chemical Education held Symposium No. 3 on Technical Library Techniques, on April 9, 1946. Many subjects of vital interest to technical librarians were discussed. At the luncheon meeting at the Ritz-Carleton Hotel, Dr. H. N. Alyea, Princeton University, spoke on the subject "From Adam to Atom".

### Internships in Library Administration

The Library of Congress offers three internships in library administration for the fiscal year July 1, 1946 to June 30, 1947. These internships, which are available in the offices of the Chief Assistant Librarian, the Director of the Reference Department, and the Director of the Processing Department, will be awarded to graduates in library science on nominations made by the Board of Education for Librarianship of the American Library Association.

Applications should be addressed to Miss Anita M. Hostetter, Secretary, Board of Education for Librarianship of the American Library Association, 520 North Michigan Avenue, Chicago 11, Illinois, for receipt *not later than May 1*. Applicants should specify the field in which an administrative internship is desired.

The interns will have opportunity to apply specialized library training to general administration in the national library. The salary will be at the basic rate of \$2,300 per annum including one month of annual leave.

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### Election Ballots

Ballots will be mailed to all S. L. A. members in good standing by April 15, 1946, and must be returned not later than 9 A. M., May 20, 1946, to be counted. This is in accordance with By-law X, Section 2, MAILING: "At least six weeks prior to the annual election the Secretary shall mail a copy of the Ballot to each member of the Association. Ballots shall be marked and returned to the Secretary in sealed envelopes bearing on the outside the name and address of the member voting, together with the words, 'Official Ballot'. The Secretary shall check on a list of members the names of all members whose votes are received."

Announcement of the newly elected officers will be made at the annual business meeting on June 15 and their names will appear in the July-August issue of SPECIAL LIBRARIES.

### Thirtieth Anniversary, New York Chapter

The New York Chapter of S. L. A. celebrated its thirtieth anniversary on February 20, 1946, with a dinner held at the Building Trades Employers' Association, 2 Park Ave., at 7:15 P. M. This was preceded by a reception at 6:30. Miss Fannie Simon, President of the New York Chapter, presided, and introduced 16 past presidents of the chapter. Many others sent greetings. Miss Rebecca Rankin, Librarian of the Municipal Reference Library, gave a witty history of the Chapter, entitled "As the Twig is Bent", emphasizing its close fellowship with the National Association.

Mr. Frederic G. Melcher, President of the R. R. Bowker Co. and Editor of *Publishers' Weekly*, spoke briefly on the subject "They'll Still Use Books," emphasizing his belief that the publishing industry, hard hit though it was by the war, will come back stronger than ever.

### S. L. A. Sessions at Ohio Library Association

The Cleveland and Cincinnati Chapters of S. L. A. jointly sponsored a program at the Ohio Library Association meeting on April 6, 1946, at the Hotel Cleveland, Cleveland, Ohio. At the luncheon meeting Miss Rose Vormelker, President of the Cleveland Chapter and Head, Business Information Bureau, Cleveland Public Library, presided. The program topic was "What is the Demand for Special Librarians and How May it be Met?"

The afternoon session was conducted in two sections: Section I, presided over by Mr. Kenneth Raymond, Librarian, Fenn College, Cleveland, was an organization meeting for a College and University Librarians Group of S. L. A. in Northern Ohio; Section II, with Miss Gertrude Bloomer, President of the Cincinnati Chapter, S. L. A., and Librarian, The William S. Merrill

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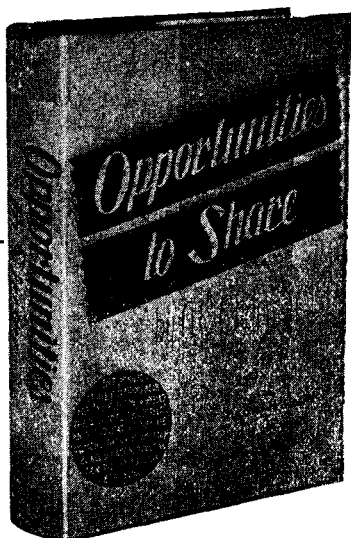
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Company, Cincinnati, presiding, had as its topic "Work For and In a Special Library."

### Summer Scholarships at Peabody

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### All India Library Conference

Two American librarians were able to attend the Seventh All India Library Conference held in Baroda late in January: Miss Flora B. Ludington of the U. S. Information Library in Bombay, and M/Sgt. Wayne M. Hartwell who is with the Strategic Services Unit in Army Headquarters, New Delhi.

S. L. A. members will be particularly interested in one of the several resolutions voted by the Conference. It was introduced by Dr. G. T. Kale, Librarian of the Indian Institute of Science Library, Bangalore, and was approved as presented, authorizing the organization within the Indian Library Association of a smaller group interested in the problems of special libraries.

Judging from the representation at the Conference and rather limited opportunities to visit libraries within India, special libraries in the country have individually achieved some excellent service standards. This move to form a group for cooperative work on special problems related to their subject fields gives additional evidence of the interest in special libraries. Both the American delegates at the Conference were frequently questioned as to the work of the S. L. A.

### Review of Dutch Libraries During the War.

It is not easy to review for the use of foreigners the losses suffered by Dutch libraries, if this review is not to become a mere list of names practically unknown outside our boundaries. Therefore I shall confine myself to those places where it is known abroad that heavy battles raged or where criminal attempts were made by the German occupier.

ROTTERDAM, 14th May, 1940. The world was terrified at hearing about the criminal bombardment of this second largest city in the country, in which were lost 25,000 houses, 21 churches, 69 schools, 4 hospitals and several libraries, of which the largest was the Rotterdamsch Leeskaabinet, a general scientific library, containing amply 130,000 volumes, the "most comfortable

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library of Western Europe," as once it was named. Except the works in circulation nothing from this library was saved. The Instituut voor Scheepvaart en Luchtvaart lost most of its possessions in books, as well as 7,000 files of 400 different periodicals.

MIDDELBURG, the capital of the province of Zeeland, also was heavily damaged in May 1940, losing its 16th century town hall and abbey, and also the greater part of the Provincial Library. The books were partly burned, partly drowned in the water used for quenching.

The ARNHEM drama of September 1944 hit this town's libraries less heavily than those in other parts of the country.

NIJMEGEN, on the contrary, had to look on while the Germans, after the attack of allied paratroops, set fire to the Library of the R. C. University, when the great reading-room with its 6,000-7,000 standard works was totally lost, as well as all working rooms with their bibliographic materials including five great sheaf catalogues (the labour of 20 years), the lending bureau and the reading-room for periodicals. The philosophical, psychological, theological and historical institutes and the Institute for the History of Art with at least 26,000 works burned to the ground. The principal store-building which remained standing in the middle of the ruins is now both reading and circulation room. Furthermore, in this town two monastery libraries and the Public Library were totally lost.

The Public Library at VENLO, too, was absolutely destroyed, whilst those at ENSCHEDE and TIEL were heavily damaged. From the libraries of industrial enterprises only a few were lost, among them the important library of the Patent Department of Philips' Gloeilampenfabrieken at EINDHOVEN.

By deportation the country lost most of the libraries belonging to freemasons, Jews, Christian Scientists, Brotherhood of the Rosy Cross, theosophians, anthroposophians and every type of institution which was considered an enemy of national socialism. All books dealing with these subjects were withdrawn from all libraries. These forbidden books included all works of Jewish, English and American authors who were living before 1904, also of Russians and German exiles, as well as books about living persons from the Dutch Royal House.

Children's books suffered the same fate. However when these books were not immediately destroyed, but were in depot at Dutch police resorts, they were dug up after the liberation. Of course, many books "dived under."

From libraries deported as a whole, to which belong the Bibliotheca Rosenthaliana (Judaica and Hebraica, 25,000 vols.), the University Library at Amsterdam, the library of the Cis-

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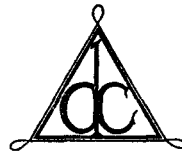
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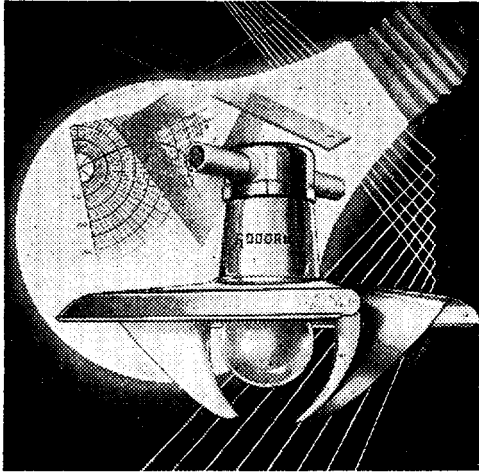
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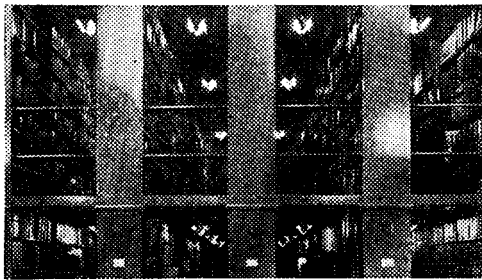


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tercian Abbey at Echt (Province of Limburg) amounting to 30,000 vols., the technical part of the Library of the Royal Navy Institute at den Helder, the library of the Spinoza house at Rijnsburg, the library of the Anglo-Dutch society and further the libraries already named of certain religious communities, nothing has yet come back. A very important collection of books has been located at Frankfort and it is regrettable that all efforts to transport those books back have as yet failed.

Besides these losses there are those books which have had to be written off because of accelerated wear and tear and ever-reduced possibility of repair. In spite of difficulties almost all libraries noted a phenomenal circulation. Public libraries lent during the years of war 10,000,000-12,000,000 books a year. This was under the most difficult circumstances, as during the winter months work had to be regulated according to the sun, in the absence of light and fire. Personnel and stores of books could not be extended, but work was often redoubled.

Dutch libraries are now standing at the entrance of a new period. Repair and replacing are necessary, and there is a pressing need for renewed taking of bearings concerning English, American, French and Swiss scientific editions, to help and activate those who wish to study. It seems that new life already sprouts from the ruins.

J. G. Schönau, *Chief Librarian*  
 Royal Military Academy

Breda, January 1946.

#### Obituary

#### Anna Therese Kottman

Miss Anna Therese Kottman, for thirty-three years a member of the Index Department of the *New York Times*, died at her home of a heart attack on March 18, 1946. She was known among her associates for her quiet preoccupation with the details of her work and her enthusiasm for the importance of the *Index*, in the development of which she played a large part. At the time of her death she was its circulation manager. Miss Kottman had been a member of S. L. A. since 1926, serving as Chairman of the Newspaper Group of the N. Y. Chapter for the past two years.

#### Correction

It has been brought to the Editor's attention that the article on "Filing of Research Reports" by Gertrude G. Harris, appearing in the January 1946 issue of *SPECIAL LIBRARIES*, was not an original paper but was an edited account of reports submitted by every library mentioned in the paper.

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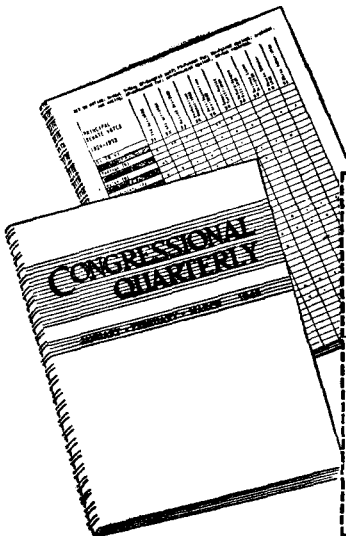
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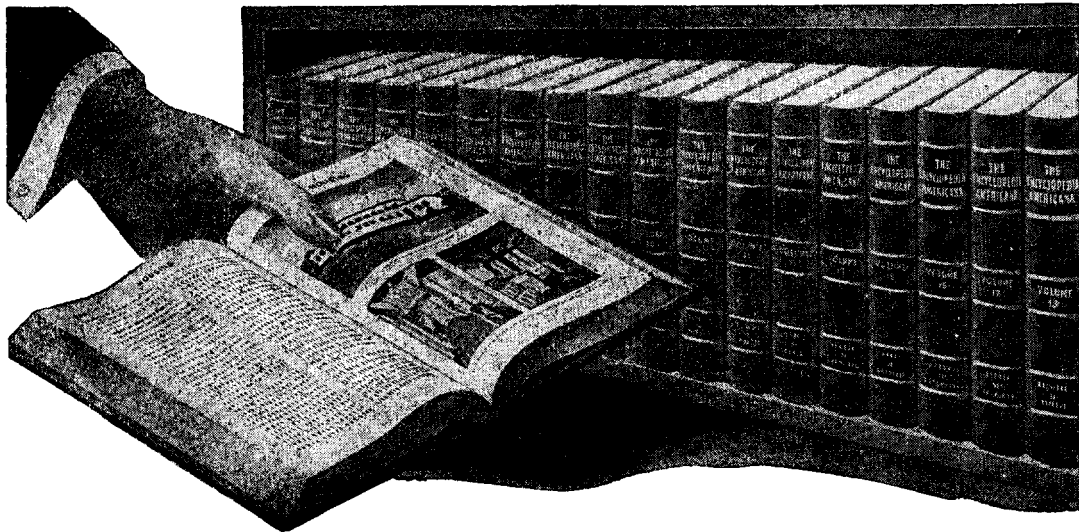
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