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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 39

April 1948

NUMBER 4

Salaries in Special Libraries
Walter Hausdorfer

*The Library at the School of Advanced International Studies,
Washington, D. C.*
Mary Elizabeth Vance

Weeding the Information File
Mrs. Miriam O. Ball

An Index to Melodies
John B. White

*Special Libraries Association 39th Annual Convention, June 6-12, 1948,
Transportation Rates*

Published by
SPECIAL LIBRARIES ASSOCIATION

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would stand as empty as the Colosseum
the doors of industrial America
would be padlocked
and the shelves of the libraries
covered with cobwebs.

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Special Libraries

VOLUME 39 Established 1910 NUMBER 4

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

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SALARIES IN SPECIAL LIBRARIES

By WALTER HAUSDORFER
Chairman, Finance Committee, S.L.A.

WITH the spiral of wages and prices merrily weaving its way upward, the problem of adequate salary in the professions becomes more acute. Action calls for knowledge, in this case of what salaries are paid, and what factors may influence the rate of pay—in other words, how much for what, and why. To learn something about the current salary situation and about what may affect the rate, the Special Libraries Association, through its Executive Board, authorized a questionnaire survey of salaries to be made in the summer of 1947. Data used in this analysis, therefore, relate to conditions in late August and early September 1947.

RANGE OF POSITIONS

One of the interesting questions in any study of income is what is paid for different types of work, which is the best paying, and which is the worst paying position. A general answer may be found by averaging all the salaries for like positions and then arranging them in order, from lowest to highest. The resultant figures, if plotted on a chart, would describe a curve, convex at the beginning and concave at the end, or a cubic parabola. Referring to Table 2 it may be seen that the position of the financial librarian is at the mid-point, with an annual average salary (adjusted to the curve) of \$3,320; the librarian of a local government organization, such as a planning bureau, half way between the lowest and the financial librarian's salary, or at the first quartile, \$2,950; and at the third quartile, or half way between the mid-point and the end, is the club librarian, at \$3,775. The array given in Table 2, of course, contains salaries adjusted to a free-hand curve, hence not actual averages. Difference in the size of libraries accounts

for some peculiarities of rank evident toward the upper limits of the third quartile: Assistant chief, Acting librarian, Chief of division, Public or University librarian, which are all apparently associated with large libraries, not all special. Since the array represents the approximate valuation of positions in terms of salary, it is a fair picture of the relation of one type of position to another.

SALARY AVERAGES

In spite of the data being sketchy for some areas of the country and for some types of positions, averages for positions are appended in Table 3. As much information as available is presented, nonetheless, so that the picture may be fairly complete. Because the means, medians and modes are calculated from nationwide data, they may in some cases be influenced by geographic differences. Some idea of these differences may be obtained by examining Table 4, of Regional Relatives. These relatives are the result of dividing regional averages of head librarians' salaries by the national average, \$3,617. They are therefore applicable only to that group, though they may be characteristic of other groups as well. It should be borne in mind, too, that grades within the classes of positions also may account for wide variation in salaries. The complex of requirements for one position, say, librarian of a technical library in industry, which makes it more highly paid than another of the same type, cannot be fully discovered by statistical analysis. Detailed data of this sort are normally available only as a result of the employer-employee interview. Examination of the effect of some factors, such as experience, education and sex, on salary is made in another part of this report. In comparison with 1946 the mean

of librarians' salaries in 1947 is \$528 higher, and of professional assistants, \$464 higher.

DISTRIBUTION OF SALARIES

More interesting, however, in the distribution of salaries, is that there has been a general shift since 1946 to a higher level. In 1946 the mode, or the salary most frequently occurring, was \$2,600, whereas in 1947 it was \$3,100. In other words, there were fewer professional librarians in the lower income brackets in 1947 than there were in 1946. Measured against last year and against the distribution of income groups reported in *Statistics of Income*, the 1947 situation is clear:

Individual Income Groups (Annual income)	1946		1947		Total U. S. %
	Librarians		Professional Assistants		
	%	%	%	%	
0 - 2,000.....	19	4.18	35	12.68	60.37
2,000 - 3,000.....	47	27.13	54	64.78	27.06
3,000 - 4,000.....	22	39.84	8	18.31	7.15
4,000 - 5,000.....	8	19.04	2	4.23	2.23
5,000 - 6,000.....	2.	4.97	1	0	.89
Over 6,000.....	.8	4.84	0	0	2.55

Adding the percentages from \$3,000 and over sharpens the contrast, for whereas only 12.82% of all individuals reporting income received \$3,000 a year or more, 68.69% of the librarians and 22.54% of professional assistants received \$3,000 or over. Concentration of incomes for the entire population lies in the range from \$0-\$3,000, which includes 87.43% of all individuals reporting; salaries for the larger percentage of librarians in 1946 (69%) lay between \$2,000 and \$4,000, and in 1947 58.88% lay between \$3,000 and \$5,000.

In Slichter's survey of professors' salaries in 1946/47 84% of the institutions paid between \$3,000 and \$5,000. Compared with that, 58.88% of the librarians reported in 1947 salaries falling within the same range. Above \$5,000, there were 11.3% of the institutions, against 9.81% of librarians, which reported salaries in this higher range. On the other hand, within the lower range, between \$0-\$3,000, there

were only 4.7% of the institutions paying professors below \$3,000 while 31.31% of the librarians received salaries below that amount.

REGIONAL VARIATION

Differences between salaries in one section of the United States and another, though they are present, are difficult to measure. Similar positions may not have the same level of requirements from one region to another. In some instances the presence of government or industrial research centers, established away from larger cities, causes librarians' salaries to be much higher than the general level for the region. Where few returns were received from a given area,

moreover, and those returns for salaries higher than other evidence would indicate are normal, they could not be considered representative. A disproportionate number of lower salaries reported in some larger cities also tends to dull the contrast between one area and another. Referring again to Table 4 the inquirer may find, by comparing the relatives for the three series: librarians' salaries, per capita income payments, and teachers' salaries, a general correspondence. But geographical differences, as Friedman and Kuznets¹ show, do not operate the same for all professions. How they work in the special library field is still a puzzle. The relatives in Table 4 are, therefore, useful only as some evidence of geographical differences.

Comparing salary distribution in cities of varying size may offer some light on

¹ Milton Friedman and Simon Kuznets. *Income from Independent Professional Practice*. N. Y., National Bureau of Economic Research, 1945 (Chapt. 5)

the problem, if, as Friedman and Kuznets¹ suggest, geographic income differences may be due to differences in the size of cities and in the industrial character of communities. Although the data on which they are based are admittedly imperfect, the calculations are offered to illustrate inter-city differences:

point difference. The observation made by Dean³ that as the higher level of managerial skill is reached, the market for men widens and approaches a nation-wide or regional market, may apply also to special library positions. This may account for some lack of contrast between areas.

There is little help in cost of living

SALARY DISTRIBUTION BY SIZE OF CITY
CITIES HAVING POPULATIONS
(1,000's)

Salary Groups	Over 1,000	500-999	250-499	100-249	Other
\$	%	%	%	%	%
0 - 2,000.....	3.7	3.3	6.6	6.2
2,000 - 3,000.....	47.6	34.3	38.3	56.0	45.0
3,000 - 4,000.....	30.6	34.8	36.7	26.4	29.9
4,000 - 5,000.....	12.4	15.6	11.7	8.8	14.2
5,000 - 6,000.....	4.0	8.0	4.2	5.8	3.3
Over 6,000.....	1.7	4.0	2.5	3.0	1.4

Certain characteristics mentioned by the above authors, and by Leven² are apparent in the above table. The salary level, as indicated by the percentage of individuals receiving salaries within the ranges given, is higher in cities of 250,000 to 499,000, and of 500,000 to 999,000 population than in the other city groups. The contrast between cities of over 1,000,000 population and "Other" is not so marked as between the former and cities of 100,000 to 249,000 population. This may be due to the concentration of special libraries in cities of larger size and to the scattering in isolated communities of research centers. Influences other than city size are apparent if reference is made again to Table 4, for there is a 13 point difference between the relatives for New York and Pennsylvania, both containing cities of over a million population; and between Missouri and the District of Columbia, containing cities in the next lower range, there is a 30

data or in salary surveys in other professions to measure regional differences. Variations in salaries between one area and another are present, but there are no regional indexes for the cost of living at the professional level. Other surveys, local and more general, of salaries in the professions, such as the *New York Times* survey of teachers' salaries⁴ are useful but call for further breakdown and analysis before regional comparison can be made. As for the published statements of revised salary schedules for public and university libraries, they are interesting as evidence of the desire for improvement, but fail to show how many individuals are receiving specific salaries within the ranges given. There is nothing in these reports to indicate how much higher the median salaries are than before the change. Until more complete information on professional salaries throughout the country is available, intelligent, concerted effort to raise the general level is not likely. Local efforts are helpful, but in the absence of national data may prove stumbling blocks to wider adjustments.

² Maurice Leven. *The Income Structure of the United States*. Washington, D. C., Brookings Institution, 1938. (Chapt. 3)

³ Joel Dean. "Geographical Salary Administration," *American Management Assoc., (Personnel Series, no. 114, p. 39, 1947).*

⁴ *The New York Times*, December 30, 1947, p. 20.

EDUCATION, EXPERIENCE, SEX AND SIZE OF LIBRARY

How important is education in determining what salary is paid? Apparently, it is the most important of the factors considered: experience, size of staff and budget. Correlation of education, experience and size of staff with salary shows a high relative importance of education, (including professional) experience next in significance and size of staff, least. (Equation I, Appendix). Although the results of correlating budget, professional and clerical staff with salary (Equation II, Appendix) provides only indirect confirmation, it shows that the relative importance of *professional* as against *clerical* staff is apparent in the emphasis on quality rather than quantity of assistants.

Experience, the next important factor, is closely related to sex. When correlated with salary, in combination with sex and education, it shows considerably more influence on the salary rate than either of the other factors. (See Equation III, Appendix). As related to sex alone in salary determination, it seems to be the dominant factor. (Equation IV, Appendix). But upon eliminating sex from the equation, the resultant correlation is only very slightly lower (.0072) than when experience is eliminated. (Equations V and VI, Appendix). Thus a woman with the same education, but with more library experience, has a much better chance for a higher salary than a man. How much greater experience is required, barring employer preference, to overcome the salary difference between sexes, is difficult to determine, for other qualifications must be considered. Between the factors of professional education and experience, the difference, in the salaries of library assistants, is clear. Assistants without library school training had to work an average of eighteen years to reach a salary of \$3,400 or over, whereas those with library school education required only eleven years.

Since the staff of a special library is more frequently between the range of one and four, in contrast to the public libraries reporting, 12.5, and university libraries, 28.5, its influence on salaries is not great. If the salaries of assistants are related to the size of staff in which they work, the correlation coefficient is $.31 +$ or $-.0031$, thus showing only a moderate degree of relationship. When other elements are introduced into the picture, as education and experience, the lesser influence of staff size is even clearer than when it is isolated. (See Equations I, II, and VII). It is only when a qualitative factor is included, as in Equation II, professional distinguished from clerical staff, that staff size becomes important. Even then it has much less weight than other factors of size, such as the budget.

Of the two measures of library size, amount of the budget and total number of staff, when related to salary, that of the budget is more significant. Even a large budget may not mean higher salaries if the clerical staff is large, for the latter has a negative influence (Equation II). The reason for this condition is apparent: the larger the clerical staff, other factors remaining constant, the lower the general salary level. But the lesser influence of staff size is clear also in the other equations before mentioned. Further study of budget size and percentages of salary to total budget, in relation to staff size for different types of libraries, though interesting, is outside the scope of this article.

It is hoped that this briefly presented summary may encourage the collection of more data and the study of library salaries to test further the findings from the present sample.

APPENDIX

METHOD AND TABLES

The postcard form of questionnaire distributed to members early in August 1947 called for the following information: Type of organization; Type of library; Total number on library staff,

broken down into professional and other; Total salary budget of the library; Percentage of salary budget to total library budget; Amounts of annual increments to salary; Position (title), Present annual salary; College graduate; Library school graduate; Sex; Length of service with organization; and Years of library experience. Tabulation of returns for various regions of the United States and Canada are in Table 1. Of the total replies received, only about 57 were unusable. Some returns were only partially useful, because of the omission of essential information. The least complete responses were for "annual increments", partly because there seems to be no generally stated policy, and partly because the question was interpreted as meaning increments to the total budget. A preliminary list giving type of position, type of organization, type of library, salary and area, was prepared in the fall and deposited with the Executive Secretary, Mrs. Kathleen B. Stebbins.

TABLE 1
RETURNS BY REGION

New England	121
Middle Atlantic	535
East North Central.....	269
West North Central.....	83
South Atlantic	225
East South Central.....	28
West South Central	24
Mountain	15
Pacific	324
Total	1,624
Hawaii	3
Canada	44
Unlocated	17
Unusable	57
All returns	1,745

TABLE 2
SALARY RANGE CURVE FOR TYPES
OF POSITIONS

1 Music librarian	\$2000
2 Custodian	2100
3 Archivist (college)	2200
4 Librarian, employm. and voc. org.	2275
5 Abstractor	2350
6 Librarian, religious organization....	2440
7 Non-professional assistant	2500
8 Librarian, nursing school.....	2550

9 Assistant to librarian.....	2600
10 Library manager	2650
11 Professional library assistant.....	2680
12 Librarian, air transportation.....	2725
13 Circulation librarian	2760
14 Reference assistant	2790
15 Departmental librarian (Univ.).....	2825
16 Cataloger	2860
17 Librarian, management consult. org.	2880
18 Assistant librarian	2920
19 Librarian, local govt. org.....	2950
20 Librarian, office building	2975
21 Librarian and secretary.....	3010
22 Librarian, museum	3025
23 Librarian, advertising	3050
24 Librarian, insurance	3075
25 Librarian and translator.....	3100
26 Reference librarian	3120
27 Librarian, service organization	3140
28 Librarian, publishing company	3150
29 Periodicals librarian	3175
30 Readers' adviser	3200
31 Librarian, public relations	3210
32 Librarian, trade union	3220
33 Librarian, engineering	3225
34 Librarian, hospital	3250
35 Librarian, public utility	3275
36 Librarian, marketing org.	3300
37 Librarian, financial	3320
38 Head cataloger	3340
39 Librarian, art school	3360
40 Librarian, health and welfare org.	3375
41 Librarian, association	3400
42 Branch librarian	3425
43 Librarian and research associate....	3440
44 Librarian, industrial (tech.).....	3450
45 Librarian, broadcasting org.....	3475
46 Librarian, education org.	3500
47 Librarian, transportation	3525
48 Librarian, professional sch. (Univ.)	3550
49 Bibliographer	3575
50 Librarian, research organization....	3600
51 Research assistant	3640
52 Research librarian	3675
53 Librarian, trade association.....	3710
54 Acquisitions librarian	3750
55 Librarian, club	3775
56 Librarian, university res. bureau....	3800
57 Technical librarian	3850
58 Law librarian	3880
59 Librarian, state library	3925
60 Librarian, foundation	3975
61 Librarian, foreign govt. inf. bur....	4025
62 Supervisor	4100
63 Assistant chief (federal).....	4150
64 Librarian (federal govt.).....	4225
65 Librarian, newspaper	4325
66 Chief of division (federal govt)....	4425
67 Librarian and editor.....	4500
68 Librarian, public library	4625
69 Librarian, patent	4750
70 Assistant director	4900

71 Librarian, university	5075
72 Acting librarian (federal govt.).....	5300
73 Librarian, historical society.....	6300

The free hand curve for the above array may be described as a cubic parabola, though the equation, $Salary = a + bX + cX^2 + dX^3$, is not an equally good fit for both higher and lower ranges. X is the ordinal numbers 1, 2, 3, etc.

POSITION	Mean	Median	Mode
Abstractor	\$2400
Acquisitions or Order li- brarian	3798	3838	3800
Acting librarian	5289	5040	5040
Archivist	2200
Assistant (Professional) ..	2780	2500	2400
Assistant (Non-profes- sional)	2520	2475	2100
Assistant librarian	2860	2700	2550
Assistant Chief	4149	4275	4149
Assistant Director	5000	5000	5000
Assistant Editor	3100
Assistant to Librarian.....	4275
Assistant to Librarian.....	2698	2400	2400
Bibliographer	3752	3648	3648
Branch librarian	3437	3535	3500
Cataloger	2850	2893	2700
Head or Chief Cataloger..	3300	3150	3150
Chief of Division.....	4378	3550	4902
Circulation librarian.....	2806	2800	2770
Classifier	3300
Curator	3500
Custodian	2100
Editor	3600
Editorial assistant	3150
Librarian			
Advertising	3100	3100	3000
Air transportation	2800
Art school	3400
Association	3420	3180	3000
Broadcasting	3500
Club	3800
Employment and Voca- tional organization....	2400
Educational (non-col- lege or university)....	3500	3200
Engineering	3220	3300	3000
Financial	3300	3225	3100
Foundation	4000
Government—Federal ..	4180	4087	3900
Government—State	3925	3700	3900
Government—Local	2950	2800	2800
Government Informa- tion Bureau (for)	4000
Health and welfare org.	3400	3400
High school	2900	2900
Historical society	6300	6000

Hospital	3230	3412	3300
Industrial	3450	3390	3500
Insurance	3100	2760	2700
Management Consultant organization	2850
Marketing	3600
Motion picture	8800
Museum	3030	2800	2400
Music	2000
Newspaper	4350	4000	3900
Nursing school	2630	2600	2500
Office building	3000
Public library (fairly large)	4640	4380	4000
Public relations	3200
Public utility	3270	3060	2900
Publishing	3180	3060	3000
Religious organization..	2440	2000	1800
Research organization ..	3620	3600	3600
Service	3175	3200	3200
Trade association	3720	3600	3600
Trade union	3200	3200
Transportation (other than air)	3540	3900
University (fairly large)	5280	4900	5200
College	3300
University research bu- reau	3800
Librarian and Editor....	4500	4500
Librarian and Secretary	3030	3000	3000
Librarian and Research associate	3450
Librarian and Trans- lator	3100
Patent	4750
Regional	3400
Manager	2700
Research assistant	3700	3200
Research editor	2700
Research librarian	3710	3700	3600
Supervisor	4100	4200
Technical librarian	3880	3800	3800
Law librarian	3900	3900
Departmental librarian College and Univ.)....	2830	2800	2750
Professional school libra- rian (Univ.)	3540	3214	2900
Literature searcher	3600
Periodicals librarian	3190	3250
Photo librarian	2300
Readers' adviser	3200	3300
Reference assistant	2820	2800	2750
Reference librarian	3130	3100	3000
Reviser (Federal Govern- ment lib.)	4175
Searcher (Federal Gov- ernment lib.)	2782
Subject cataloger (Fed. Government lib.)	3647

TABLE 4
REGIONAL RELATIVES

(Mean salaries of librarians related to mean of whole return, compared with relatives for per capita income payments and teachers' salaries, selected states.)

	Librarians' Salaries (Means)	Relatives Librarians' Salaries	Per Capita Income Payments Relatives	Teachers' Salaries Relatives
Mean for whole return.....	\$3617	\$1200	\$2424
Alabama.....	3230	89	61	74
California.....	3689	102	128	136
Connecticut.....	3079	85	122	134
Delaware.....	3926	108	124	106
District of Columbia.....	4283	119	131	140
Georgia.....	3296	91	67	70
Illinois.....	3256	90	124	89
Indiana.....	3598	99	97	117
Iowa.....	3445	95	99	85
Louisiana.....	3371	93	65	91
Maryland.....	3800	105	108	134
Massachusetts.....	3655	101	113	124
Michigan.....	3587	98	101	128
Minnesota.....	3310	91	91	81
Missouri.....	3248	89	95	82
New Jersey.....	3579	99	95	116
New York.....	3647	101	136	140
Ohio.....	3152	87	109	114
Oregon.....	3506	97	99	109
Pennsylvania.....	3187	88	103	103
Tennessee.....	3547	98	70	70
Virginia.....	3926	108	79	80
Washington.....	3375	93	112	132
Wisconsin.....	3143	86	100	94
New England (excl. Mass. and Conn.)...	3200	88	94	106
Canada.....	2457	68

Coefficients of correlation by rank: Relatives of librarians' salaries with teachers' salaries, .38; Librarians' salaries with per capita income payments, .33.

EQUATIONS

- I— $X_1 = 347 + 560.2X_2 + 54.21 X_3 + 1.94X_4$ (Head or Chief librarians) X_1 is salary, X_2 , education*, X_3 , experience, X_4 , size of staff.
Beta coefficients: Education .9635, Experience .3686, staff .0553, measuring the relative importance of each factor.
- II— $X_1 = 917 + 53.44X_2 + 165.05 X_3 - 3.35X_4$ (Head or Chief librarians) X_1 is salary, X_2 , size of budget, X_3 , size of professional staff, X_4 , size of clerical staff.
Beta coefficients: Budget, .6178, Professional staff .2631, Clerical

staff —.6194.

- III— $X_1 = 1029 + 209X_2 + 947X_3 + 43X_4$ (Librarians of technical libraries) X_1 is salary, X_2 , education*, X_3 , sex, X_4 , experience.
Code for sex: 1 is female, 2, male.
Beta coefficients: Education .0466, Sex .0996, experience .2989.
- IV— $X_1 = 2216 + 105.9X_3 + 114.1 X_4$ (Librarians of technical libraries in industry)
Beta coefficients: Sex .0120, experience .7362.

*Education is coded:

- Neither college nor library school, 3
- College, but not library school, 4
- College and library school, 5
- Additional points for additional degrees.

- V—Multiple correlation squared of X1 — b3X3 with X2 and X4 = .99145.
- VI—Multiple correlation squared of X1 — b4X4 with X2 and X3 = .99217.
- VII— $X1 = 576 + 313X2 + 66.8X3 + 3.6X4$ (Library assistants)
X1 is salary, X2, education, X3, experience, X4, number of staff.
Beta coefficients: Education .3599, experience .9915, staff .2491.

THE LIBRARY AT THE SCHOOL OF ADVANCED INTERNATIONAL STUDIES, WASHINGTON, D. C.

By MARY ELIZABETH VANCE
Librarian

THE library of any institution must needs reflect in a very considerable measure the character, the purpose, the spirit of the school of which it is the intellectual nucleus. The library of a new type of educational undertaking naturally partakes of the character of the enterprise and can best be described, at the outset, in terms of the school itself.

The School of Advanced International Studies, organized, in Washington, D. C. in the spring of 1944, to give advanced, graduate-training in the field of contemporary international affairs, has several unusual features which are reflected in its Library collections. Its primary concern is to develop first rate personnel for overseas duties with American business and commercial corporations, government agencies and certain of the professions. It approaches this task by making sure that each substantive course deals with essentials in its field, that it is brought to the point of practical application to contemporary problems, that it is presented by an experienced teacher and that those admitted in limited numbers as students are of highest personal quality. For these the School has developed an integrated program of studies in diplomacy and international relations, international law and organization, international economics, foreign

business and trade and a group of area studies (Latin America, the Soviet Union, the Middle East, the Mediterranean, the Balkans, the Far East and Southeast Asia). An important part of the plan is an intensive language program designed to supplement the area studies and thus prepare each student-trainee more fully for his work in the international field.

This, in brief, is the program laid out for the School by its founders, Dr. Halford L. Hoskins, Director of the School, and Christian A. Herter, Member of Congress from Massachusetts and President of the Board of Trustees. In developing its various features, these men had the cooperation of a large group of men of long and notable experience in government and in business, all of whom felt the need for a school which had the single aim of training young men and women of maturity and understanding to cope with present-day international problems. In this undertaking they have had the support, both moral and financial, of interested individuals and of business corporations with activities abroad.

Those admitted to the School consist of two elements: (1) men and women graduates of leading colleges and universities well prepared in history, government and economics and intent on careers in one or another of the avenues

of international affairs and who may find the master's or the doctor's degree essential to these plans; and (2) staff members of the sponsoring business corporations, who for the most part are interested in attending one or another of the series of intensive area seminars given each year. Those comprising the first group are preparing for careers in government, at home or abroad, in various types of international agencies, in business corporations with overseas interests, in research or in teaching.

THE LIBRARY

This brief outline may suggest the kinds of needs which the Library of the School aims to serve. In view of the facts (1) that an adequate graduate research library requires a good many years of growth and development and (2) that the School of Advanced International Studies is located in Washington within relatively easy reach of the rich resources of the Library of Congress and certain private institutional collections, it has seemed wisest to concentrate on a first class reference library, incorporating extensive documentary series, in support of the courses offered. In setting up the Library it has been the aim of the Board and the Librarian to collect the basic, standard publications, both foreign and domestic, in the field of international affairs. Some of these documents have been available, but a great number have not been since the inception of World War II. A constant search, however, by graduates of the School, faculty and others interested in the Library is being made in an effort to make this collection a truly representative one in its field.

In addition to these earlier basic works, the Library is assembling the current publications of governments and international agencies. The documents of United Nations and its agencies are extremely valuable to the work of the students, as are the publications of the Military Governments in the European and the Pacific areas. Foreign news-

papers, publications of foreign governments, pamphlets and papers of various foreign political parties are needed by the students to prepare them for their future work.

Books, pamphlets and periodicals are suggested and selected for the Library primarily under the guidance of the Director and the Faculty who are experts in the fields in which the Library is interested. Students, however, frequently come upon valuable documents in their research and these student recommendations are very helpful in building up the collection. Various domestic and foreign dealers' catalogs, book reviews and announcements are read and are useful in book selection and purchase. The fields covered in this specialized Library are economics, history, political science and international law, the same fields listed above in the description of the courses offered at the School. The Library follows the Library of Congress classification scheme and most of its contents fall in the D,G,H, and J classes.

Since the Library is still in an early stage of development, there are various features which are just now being organized. A vertical file of reprints, small pamphlets, pictures and clippings is being set up, and a collection of maps is being assembled and cataloged. Most of the maps are political such as are needed by students in the international field. Just recently a catalog of periodicals not otherwise indexed has been commenced and the same subject headings used as those in the card catalog as well as in the *Readers Guide*. It is planned to publish a fortnightly list of the most valuable and pertinent articles so that the students will not miss those which would be of assistance and interest to them.

Extensive inter-library loan is maintained as the students do a great deal of research for course papers and other work at the School. Throughout the year there are many lectures and evening discussion groups. For these meetings

the Librarian often arranges displays of books and other reading material to illustrate the subject of the evening.

The Library staff consists at present of three full-time members, two of whom are trained librarians, plus several student assistants, and in view of the rapid growth of Library content, there is every prospect of an increase in Library personnel. As it is, the duties are multifarious, including problems of circulation, reference, purchasing, repair and close collaboration with the faculty. With a view to its maximum utility, the Library, during the winter session, is open Monday through Friday from 7:45 A.M. to 11 P.M.; Saturday from 7:45 A.M. to 5 P.M.; and Sunday from 2 P.M. to 10 P.M. During the summer term the hours, Monday through Friday, are from 9 A.M. to 5 P.M. The Summer Session, however, deserves special mention.

THE LIBRARY IN THE WOODS

Early in the course of its evolutionary growth, the School obviously came to need a summer session in order to provide year-around courses of the nature peculiar to this institution. Washington is not at its best in summer time, and after careful study of various possibilities the administration decided to test the practicability of operating an eight weeks' session in New England. The second Summer Session which ended in August last demonstrated the soundness of this plan, which, of course, has had and will have no small bearing on the problems and the arrangements of the Library. A graduate school is particularly dependent upon library facilities and the operation of a summer session at a distance of nearly 500 miles from the home base places a greater strain upon the Library staff than on any other element of the organization.

The problem has been solved, quite to the satisfaction of all concerned, by a process of careful selection of materials to be transferred to the scene of summer work at Peterborough, New Hamp-

shire. The Librarian began weeks in advance of the last session to discover from members of the Summer Session faculty what materials would be required for constant use and what for supplementary reading in each course. Beyond this she had to use her own judgment, on the basis of the scope and direction of each course, as to what would prove useful.

The same criteria applied to the selection of periodicals to be transferred, in most instances these files, covering the past three years of the journals and periodicals relating to the courses offered, were dispatched to Peterborough. In some cases a complete bound set, for example, *Foreign Affairs*, was shipped. Since it has been found less confusing to continue the receiving, stamping and checking in of periodicals at the Library in Washington than at summer headquarters, periodical agencies were not advised of the change of address and materials needed *ad interim* at the Summer Session were mailed from time to time to Peterborough. Newspapers, however, whose value often depends on the timeliness of their arrival, were mailed direct to the summer headquarters. Those found essential to the work were: the *New York Times*, *Christian Science Monitor*, *Daily Worker*, *Frances Amerique*, *Neue Volks-Zeitung*, *La Prensa*, *Russky Golos*, and *El Tiempo*.

The arrangement of Library materials for summer use was kept in the simplest of forms. Materials were so boxed and labeled that they could be unpacked and returned subsequently to Washington with a minimum amount of confusion in the shelf lists. The card catalog for the Summer Session was merely an author index, each card containing a full author and title entry, the imprint and the collation. Since the books were shelved in Peterborough according to the course offered, it was thought best to type master lists of all library materials sent, listed according to the course for which each was in-

tended. This master list as well as the author card catalog was available to all students—some 60 were in attendance—and proved to be adequate.

All the books were packed in cardboard cartons each one containing approximately 25 or 30 volumes, depending on the size of each book. As each book was packed a check was made to see that the author catalog card had been made, that the book had no great physical defects, and that it was well marked with the name of the School. At the same time the name of the instructor for whose course the book was intended was written on the upper right-hand corner of the inside cover of the book and on the upper right-hand corner of the catalog card.

As the books were packed, a tally sheet was kept to show the number of the box (each box was numbered) and the number of books it contained, and to give a brief description of the contents such as: Middle East; Reference; Foreign Affairs; Equipment. This tally sheet was very useful when the books were unpacked as it showed how many boxes were sent and approximately where each book was packed.

In order to keep an accurate check on the location of each book, a pink slip, on which was written the classification number, author, title, Peterborough, 1947, was placed in front of each shelf list card. This was done in the event that during the summer a book would be needed or thought to be lost from the regular shelves.

The periodicals also have catalog cards, which contain the name of the periodical and the dates of the file sent to Peterborough. A carbon for each one of these periodical cards was made. The original one went to Peterborough, where the Librarian used it for her reference and to which she added the dates and volume numbers of each current periodical as it was mailed her. The carbon copy was attached to the kardex card to which it belonged and to the carbon

were added the dates and volume numbers of each periodical to show which issues had been sent to Peterborough. Each kardex card for the Peterborough periodicals was marked with a green flag so that when the files were returned an accurate check could be made to ascertain which had been returned and which were missing.

The truck, containing all the books, arrived in Peterborough about a week before School opened. Prior to the arrival, however, a search was made of the premises of Kendall Hall for bookcases, large tables, a Librarian's desk, a supply closet and reading lamps. These supplies were all procured and set up in the gymnasium of the School. A large laboratory table was found for the periodicals; nine bookcases and tables were located for the courses on Latin America, the Middle East, United States Foreign Relations, Political Changes in Europe, the Soviet Union, Southeast Asia, International Economic Relations, Maritime Law, Consular and Diplomatic Law and Practice, and the language texts (French, German, Russian and Spanish). Two other large tables were used for reference books and for a large collection of Military Government documents.

When the books and periodicals were unpacked they were checked against the tally sheet and the master lists to be sure none had been lost and then all the books were arranged on the shelves in alphabetical order.

Throughout the summer there were requests for many books which were not in the collection. Many of these were borrowed on inter-library loan through the kindness of Dartmouth College Library in Hanover, New Hampshire; the Peterborough Public Library in Peterborough, New Hampshire; the Carnegie Endowment Library for International Peace; and the National War College Library in Washington, D. C. Parcels of the current periodicals and new books were sent weekly to Peterborough and

with the books were mailed author cards for the card catalog and lists for the master lists of books.

The books were packed for the return trip in the same fashion in which they were packed for the trip to New Hampshire. Upon arriving in Washington, the pink slips from the shelf list and the green flags in the kardex were pulled and a master list checked to be sure that all were returned. Naturally the experience of each Session will contribute to the handling of materials in succeeding years.

THE MIDDLE EAST INSTITUTE COLLECTION

The actual ownership of the Library of the School of Advanced International Studies is vested in the Diplomatic Affairs Foundation, a New York corporation, which stood *in loco parentis* when the School was organized in 1943 and 1944. Recently this Foundation embarked on a new activity which has its own bearing upon the Library. In June 1946, The Middle East Institute was established as a feature of the program of DAF "to develop and maintain facilities for research, teaching and publications in cooperation with the School of Advanced International Studies."

The Institute has set up a program which, among other things, embraces the building up of a special collection of works dealing with the Middle East. The Middle Eastern area includes Turkey, Iraq, Iran, Syria, Lebanon, Palestine, the Arabian Peninsula, Egypt, North and Northeast Africa, Transcaucasia, Afghanistan, India and Turkestan. This collection, which is being planned as one of the most complete in this country will cover foreign and domestic docu-

ments relating to the history, politics, social and religious customs, economics, government, geography and agriculture of the peoples of the area. Maps, periodicals and newspapers will form an appreciable part of the collection.

The Library is one of the collections of the Diplomatic Affairs Foundation Library and the Middle Eastern materials, now a part of the DAF Library, are the nucleus of the future larger collection of the Middle East Institute. The Middle East collection is now housed at the School of Advanced International Studies with its parent, the Diplomatic Affairs Foundation Library. In the future, however, when the Institute has its own building, the Middle East collection will be moved with it.

Although still very young, the Library which serves the School of Advanced International Studies already has acquired a certain maturity. The officers of administration of the School believe that probably in no other collection relating to the field of international affairs is the specific gravity of content so high. At all events, it is performing an indispensable service in a unique institution; one in which each substantive course is brought to the point of practical application to contemporary world problems. It is difficult in this time of international crisis to think of a more responsible task than that to which this Library is committed. There is deep satisfaction in the opportunities thus provided for combating ignorance and for contributing to the training of men and women to whom this country in the future will rely for guidance and leadership.

Knowledge always desires increase; it is like fire, which must first be kindled by some external agent, but which will afterward propagate itself. — JOHNSON.

WEEDING THE INFORMATION FILE¹

By MRS. MIRIAM O. BALL

Senior Lending and Reference Librarian, Newark Public Library, Newark, N. J.

IN maintaining an information file that is useful and workable, two points are of equal importance: first, what one puts into it; and second, what one takes out of it. This paper will consider only the second point.

All of us has had the experience of trying to locate one specific bit of information to answer a telephone request and has been forced to dig through a crowded folder to find what is wanted at the very bottom of the pile; or a demand has come for the latest statistics on a certain subject and on top of the material in the folder is a concise report giving statistics as of six months previous. Are these figures the most recent? Has a later report been published? There is no way to be sure except by going through the entire folder to prove that the one at hand is the latest compilation in the file.

An efficient method of keeping the file weeded of outdated material would have helped in both these instances; the folders would not have been so crowded and only the latest figures would have been on file.

Obviously, the most efficient way to keep a file free of useless items is to go through each folder at regular intervals and, using a comparative selection, eliminate all items no longer of value. But few modern librarians have time to do much more than to select and classify the material, and must leave the physical care of the file to a clerical assistant.

Since the discard of material is of equal importance with the acquisition and classification, it goes without saying that it should not be left to a non-professional—too much valuable informa-

tion would be lost through lack of technical information. Therefore, some method must be devised whereby the classifier reviews outdated material and makes the final decision for discards with the least expenditure of time.

Several practices have proved of value in weeding large information files. The most satisfactory has been the use of a weeding date, by which the items, when classified, are considered for the probable length of time they will be of value in the file and are stamped with that date whether six months or 5 years. The items are removed from the files by the filer on the specified weeding date and revised by the classifier for re-dating or discard. Another practice is the use of a colored band for the publication date, this method often proves to be more practical in a pamphlet collection where the material is filed like books on a shelf.

Here is the procedure for the use of the weeding date:

Since it would be time consuming to change the date for each item classified, one should plan to use certain specified periods of time, i.e. 6 months, 1 or 2 years and have a separate dater for each date, marking each with a white sticker. These can be adjusted each month. Any material to be kept longer than 2 years should be stamped *keep* and discarded when worn out. This is all the equipment that is needed.

As each item is classified one should consider how long it is likely to be wanted. Practice will make one really proficient at this, since items dated for too short a time keep coming up in the weeding for consideration. If it is an annual report, take your dater for 1 year (February 1949), stamp in the upper right hand corner and attach a note to the file to remove the old report when

¹ Paper presented at meeting of the S.L.A. New Jersey Chapter, February 10, 1948.

filing the new. This is important. Announcements of meetings to come can be dated simply by circling the date in pencil as they usually appear within the six months period. Any material, statistics or reports published at regular intervals should always bear the date to the filer, to "remove the old." The type of material contained in the file will decide which date should be used most often.

Each time a folder is used, before it is re-filed the filer should straighten the material in it, removing all items with the current date or any previous to it, then note on the front cover of the folder in pencil the date she has weeded it. The material taken out should then be given to the classifier to consider for discard or for re-dating. If, according to the date on the cover of the folder, it has already been weeded that month, re-file without further examination. An additional use for this weeding date is for re-ordering needed material. Suppose a leaflet has been weeded from the files and given to the classifier for discard. She finds it to be a catalog, originally evaluated for one year, then re-dated for another year. Obviously, no later edition has been received so an order is sent for a new edition. In this way, fresh material comes in as the old is discarded.

Some folders will not have much actual use, so will not come to the filer for weeding by this method. Therefore, she should make it a practice to examine

the file, a few folders a day, noting dates and weeding those not examined the previous month. In this way, a continuous weeding process takes place and no folder is overlooked.

The use of a colored band for the publication date works better in a pamphlet file where items are shelved like books. Here is a procedure for its use: A chart of 10 colors, using a checked or striped band to fill out, should be prepared. These colored bands with glued backs were available at Dennisons before the war and may once more be in stock. If not, colored sheets can be cut to size. Each color should be assigned a number, such as lemon for 0 or 1940, dark blue for 1 or 1941, red for 2 or 1942, etc. When classifying a pamphlet its publication date should be noted or if it has none, the date of its inclusion in the file should be used. The corresponding colored strip should be pasted at the top of the spine. In this way, the material of any given year on a specific subject is always easy to identify as well as the outdated items which should be discarded.

It is a great temptation when there is an office upheaval or a heavy rush to let the weeding go for a month to save time, but this should be resisted if possible, for files quickly fill up and when the weeding does take place, one loses all the time gained.

So plan your weeding method then stick to it and learn the pleasures of an information file that is alive and vital.

AN INDEX TO MELODIES

By JOHN B. WHITE

The University Libraries, The University of Nebraska, Lincoln, Nebraska

EVERY library has indexes which make possible the location of poems of which only a first line or title is known. Any reference librarian

will testify to the value of such indexes in library reference work. In contrast to poetry, music has received scant attention from indexers. Yet it is not an un-

usual experience to have a melody in mind which one is unable to identify. The only printed indexes to music generally available are based on the word approach, such as the *Song Index*.

An index which makes possible the identification and location of a melody should be of use to the general musical public. The index described here was prepared for a very small private collection, but has now grown to a sufficient size to justify the belief that the principles on which it is based are sound. At present only songs are included, but there is no reason why instrumental themes cannot also be entered, if the theme is clearly indicated.

The basic principle of the index is that of location. All melodies are transposed so that they begin on the same note. The A space of the treble staff was selected as the most convenient. The time is given, and the melody is written in the usual musical notation. Accidentals take the place of key signatures.

Each note in the melody is a unit. Arrangement is according to the distance of each note from the base note A. This distance is measured in half-steps. The initial note will, of course, be the same for every entry. Rests are ignored, and the time value of the notes makes no difference. Grace notes are ignored, and tied notes are regarded as a single unit.

It often happens that the first two or three or more notes of the melodies being indexed are the same. The arrangement is determined by the first note which is different. For convenience in using the index, the first nine notes of each melody are numbered. Where the number of half-steps from the A space is the same but the note is above A in one case and below in the next, the rule is that "above" precedes "below."

A complete entry includes the title of the complete selection, with the opening line if the title is not significant, as is often the case with hymns, the compos-

er, and the source from which the melody was indexed. If the same melody has been used for more than one set of words, the titles and sources are numbered for identification.

There is no reason why an index of this sort could not include music of all types. In order for the project to be kept within the bounds of individual accomplishment, however, emphasis is now being placed on the indexing of hymn tunes. There is, of course, no strict dividing line which sets off hymn tunes from others. The tunes of hymns are derived from many sources.

The present index is prepared on slips, with each entry on a separate slip. If such an index should ever be printed, it has been suggested that a more concise notation be used, such as that devised by Professor Sigurd B. Hustvedt.¹

There are, of course, thousands and thousands of melodies which might conceivably be entered in such an index if it is to be inclusive. It may be compared with Granger's *Index to Poetry*, which certainly does not include all the poetry that was ever written. Not all the poems, nor all the melodies, have lived and are worthy of inclusion.

It is obvious that one must have a tune correctly in mind in order to find it in this index. In locating a word in the dictionary a knowledge of the spelling is helpful.

It seems reasonable to believe that questions of the sort which this index is designed to answer would come more often if it were generally known that they might be answered. When it is known that a certain service is available, the demand for that service is likely to increase. Whether the demand would justify the rather considerable cost of publishing such an index is an unanswerable question.

¹"A Method of Publishing Collections of Simple Airs," *American Musicological Society Bulletin* no. 6, 30-32.

A SAMPLE OF THE INDEXING

In all of these examples the first three notes are the same. It is therefore the fourth and subsequent notes which determine the order in which these tunes will come in the index.

In the second entry, the 4th note is one half-step above the A space. Consequently it follows the first entry, where the 4th note is on the A space, and precedes entry No. 3, where the 4th note is two half-steps below the A space.

The order of entries 3 and 4 is determined by the 6th note, as the first five are the same. In entry No. 4, the 6th note is two half-steps below the A space, whereas in entry No. 3 the 6th note is exactly on the A space.

Entry No. 6 precedes No. 7 as determined by the 6th note. In No. 6, the 6th note is one half-step above the A space, and in No. 7 it is two half-steps below it.

EVENTS and PUBLICATIONS¹

GUIDE TO THE SWARTHMORE COLLEGE PEACE COLLECTION—A MEMORIAL TO JANE ADAMS, Swarthmore College Bulletin, has been compiled by Ellen Starr Brinton and Hiram Doty, assisted by Gladys Hill. Booklet describes the current holdings of the SPCP—valuable and important historic material available for the use of scholars and research students. The objective of this Collection is to locate and preserve records of the efforts of men and women who have labored over the centuries against hatred, violence and warfare between nations, races and groups. (Penn., Swarthmore: Swarthmore College, 1947, 72 pp.)

In *Chemical and Engineering News* for March 8, 1948, p. 686, there appears a picture of the Library of the Intelligence Service Division Quarters, Harshaw Chemical Company. A short write-up of the Library accompanies the picture.

¹ Where it is possible the Editor has given prices for publications noted in this section. The omission of a price does not necessarily indicate that the publication is free.

THE MARSHALL FIELDS by John Tebbel is the dramatic tale of two controversial Americans—of the founder of a great fortune and of its inheritor, who have come to represent old and new America. The connecting link between these narratives is the saga of Marshall Field and Company, the legendary Chicago store which stands as a familiar monument to the family name. (New York, N. Y., E. P. Dutton & Co., Inc., 1947. 320 pp. \$3.75)

HEARING AND DEAFNESS: A GUIDE FOR LAYMEN is an up-to-date, authoritative and comprehensible reference work that covers the field of audiology both as a textbook and as a guide. The work is extensive in scope, practical in application and expert in composition and will serve a real need. It should be equally beneficial to the hard-of-hearing and deaf, to their families and teachers, and to physicians, nurses and all others who are concerned with hearing loss. The book has been edited by Hallowell Davis, M.D. (New York, N. Y., Murray Hill Books, Inc., 1947. 496 pp. \$5.00)

(Continued on page 120)

SPECIAL LIBRARIES ASSOCIATION

39th ANNUAL CONVENTION, JUNE 6-12, 1948

WASHINGTON, D. C.

TRANSPORTATION RATES

Between Washington, D. C. and	RAILROAD FARES				LOWER BERTH*	PLANE FARES**		BUS FARES**	
	COACH		FIRST CLASS			One Way	One Way	Round Trip	One Way
Atlantic City, N. J.....	\$ 5.97	\$11.50	\$ 8.12	\$16.10	\$ 1.38†	\$ 8.20	\$16.40	\$ 3.25	\$ 5.85
Boston, Mass.	15.10	28.77	19.29	38.01	3.05†	22.30	44.60	6.90	12.45
Buffalo, N. Y.....	12.58	19.84	17.51	32.66	5.81 2.70† 4.72	28.90	57.80	7.35	13.25
Chicago, Ill.	22.07	33.52	30.85	54.63	8.28	33.00	66.00	12.35	22.25
Cincinnati, Ohio	16.03	24.38	22.28	40.60	5.81	23.15	43.60	9.10	16.40
Cleveland, Ohio	12.36	19.61	17.25	32.14	4.72	20.80	41.60	8.34	15.01
Dallas, Texas	35.56	63.88	56.53	88.84	14.49	70.15	140.30	20.50	36.90
Denver, Colo.	48.27	80.73	72.53	120.12	16.62	82.95	165.90	26.90	48.45
Detroit, Mich.	17.10	26.05	23.82	43.07	6.56	25.50	51.00	9.90	17.85
Fort Worth, Texas	36.32	65.09	57.73	90.74	14.49	70.15	140.40	20.50	36.90
Hartford, Conn.	11.13	20.84	14.46	28.35	2.30† 5.52	17.35	34.70	5.55	10.00
Indianapolis, Ind.	19.19	29.15	26.70	47.67	7.59	29.15	58.30	10.45	18.85
Los Angeles, Calif.	72.54	121.15	115.39	185.38	27.31	134.85	269.70	43.10	77.60
Montreal, Canada	19.14	30.19	25.82	47.09	6.56	31.70	63.40	11.15	20.10
New Orleans, La.	28.42	56.06	45.22	81.42	11.56	61.55	123.10	18.50	33.30
New York, N. Y.....	6.46	11.50	8.98	17.42	1.73† 4.03	12.20	24.40	3.65	6.60
Philadelphia, Pa.	3.88	7.75	5.37	10.74	1.04†	6.85	13.70	2.15	3.90
Pittsburgh, Pa.	8.56	14.61	11.94	22.77	2.07† 4.03	13.10	26.20	5.35	9.65
St. Louis, Mo.	26.09	39.68	36.17	64.06	8.91	41.25	82.50	13.35	24.05
San Francisco, Calif.....	75.73	121.15	118.01	185.28	27.31	134.85	269.70	43.10	77.60
Seattle, Wash.	76.33	121.15	117.17	185.38	27.95	134.85	269.70	44.30	77.95

† For cost of other Pullman accommodations consult local agents.

* Applies to seat in parlor car.

** These figures do not include tax.

Note: All fares quoted subject to change.

(Continued from page 118)

The what-to-do's and how-to-do-it's of the small space ad are thoroughly covered in *SMALL SPACE ADVERTISING* compiled by the Editors of *Printers' Ink* with an introduction by Eldridge Peterson. Developing the thesis that small space ads are the backbone of the advertising business because there are so many more small businesses with small budgets than large ones with large budgets, the book is full of facts and findings on such subjects as the regular uses and the special uses of the small ad, putting punch in small space copy, how to pictorialize the small ad effectively, even how to put pull into the classified ad and many others. The book ends with a series of case histories of successful small space advertising. (New York, N. Y., Funk & Wagnalls Co., 1948. \$4.00)

* * *

ELEMENTARY NUCLEAR THEORY by H. A. Bethe, Professor of Physics, Cornell University, offers a study of the fundamental theory of nuclear forces, the central problem of nuclear physics. Dr. Bethe prepared his manuscript from notes taken during a series of lectures given by him for engineers and scientists of the General Electric Company who were not specialists in nuclear theory. The book is, therefore, written as an introduction to the subject for students and scientists who require a clear and lucid understanding of the basic facts. (New York, N. Y., John Wiley & Sons, Inc., 1947. 147pp. \$2.50)

* * *

HOW TO TAKE, KEEP AND USE NOTES, by J. Edwin Holmstrom, is No. 1 of a series of pamphlets published by Aslib. The object of this little book is to describe a technique found to be effective by the author for storing items of information together with jottings of one's own ideas in such a way that (1) any particular item can instantly be found when required, and (2) every newly added item clarifies the picture in one's mind of what is already there. (London, W.C. 1, Aslib, 52 Bloomsbury Street, 1947. 28 pp. 2s.) This pamphlet is available on loan from S.L.A. Headquarters.

* * *

Daniel E. McNamara has edited *THE ASCAP BIOGRAPHICAL DICTIONARY OF COMPOSERS, AUTHORS, AND PUBLISHERS*, a reference book containing the biographies of important American composers and lyric writers of today. Prepared with the cooperation of the American Society of Composers, Authors and Publishers, it includes entries for each of the more than 2000 members of that society. (New York: Thomas Y. Crowell Co., 1948. 483 pp. \$5.00)

Nowell Ward's *PHOTOGRAPHIC WORKBOOK* teaches the technique of making good photographs. There are 17 complete lessons and exercises, progressively arranged and easily understood even by those who have no previous knowledge of photography. Instructions are complete and explicit. The exercises have been planned to supply a thorough basic understanding of photography as well as actual experience. The author, an outstanding Chicago photographer, has based this workbook on his own experience in teaching photography to others. (New York, N. Y., Ziff-Davis Publishing Company, 1947. \$5.00)

* * *

In *YOUR NEWSPAPER*, nine working newspapermen and women, who met while they were all Nieman Fellows in journalism at Harvard University, have embodied a lively discussion of what is wrong with the press, and what can be done about it. They have examined all sections of the newspaper from foreign correspondence to the comics, and have told what kind of job the papers are doing. Their book arrives as a blueprint for a model newspaper—from layout and contents to staff requirements and financing. As the first systematic analysis and criticism of modern newspapers by working journalists, and as a long-range program for improving them, this book may well make newspaper history. (New York, N. Y., MacMillan Company, 1947. 202 pp. \$2.75)

* * *

TRANSPORTATION IN AMERICA tells of the development of the modern American railroad system, how it is organized, how it functions and some of the outstanding phases of railway research. The book also discusses the relations of the railroads with the public, government and other types of transportation. There is a discussion of the national economy since the beginning of this century, with particular attention to economic and transportation trends from 1919-1939, during the war period and also since the end of hostilities in 1945. (Washington, D. C., The Association of American Railroads, 1947. 391 pp.)

* * *

Ye Alchemical Librarians Almanack, quarterly bulletin of the Science-Technology Group of S.L.A., is now under the editorship of Miss Gertrude Schutze, Librarian of Bristol-Myers Company, Hillside, New Jersey. Issues will contain news and current affairs of the Group in various Chapters, Executive Board decisions and activities of S.L.A. Committees. The *Almanack* will also carry abstracts of Annual Convention papers and those of the Division of Chemical Literature of the American Chemical Society. Subscriptions, \$1.50 per year. Send checks to Kenneth Fagerhough, Quartermaster Depot, Philadelphia, Pa.

The U. S. Department of Commerce Office of Domestic Commerce has issued a test-run issue of the *Domestic Trade Digest*—a summary of business information. This publication is intended as a clip and tip sheet for organizations issuing bulletins and for trade papers. The section on Marketing Developments will highlight research and studies under way and other pertinent data; Census Comments will carry notes on Census Bureau reports of interest to the businessman; Commodity Trends briefs business and economic facts from the commodity viewpoint, and Association Activities summarizes current activities of associations of manufacturers, distributors and others. It is proposed to issue the *Digest* monthly if there is sufficient demand. Decision is reserved until comments as to whether the material will serve a useful purpose are received. Criticism and suggestions will be greatly appreciated by John L. Haynes, Acting Director.

* * *

THE CHEMICAL ANALYSIS OF FOODS, by H. E. Cox, which has been widely recognized as standard for nearly twenty years, is a practical treatise on the examination of food-stuffs and the detection of adulterants. Considerable new matter has been introduced in the third edition, and some of the old has been excised. This work is a requisite for the food industry in general and for health officers and food chemists in particular. (Cleveland, Ohio, Sherwood Press, Inc., 1947, 317 pp., \$8.00)

* * *

The second annual edition of 1947 LIFE INSURANCE FACT BOOK is now available. It is designed for convenient use by students, writers, editors, public speakers and others interested in fundamental background concerning life insurance. Copies have been mailed to libraries; additional copies may be obtained from Institute of Life Insurance, 60 E. 42 St., New York City. (98 pp., 15¢)

* * *

A new publication of the Census Bureau, Department of Commerce, is the forecast of the population of the United States up to the year 2000. Available through the Government Printing Office, Washington 25, D. C. for 45¢.

Announcements

Notice of Annual Meeting

As required by By-Law VIII, Section 1, notice is hereby given that the annual business meeting of Special Libraries Association will be held Friday, June 11, 1948, in the Hotel Statler, Washington, D. C., in connection with the annual convention of the Association.

IRENE M. STRIEBY, *President*

KATHLEEN B. STEBBINS, *Secretary*

Election Ballots

Ballots will be mailed to all S.L.A. members in good standing by April 15, 1948, and must be returned not later than 9 A.M., May 20, 1948 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, sealed in plain envelopes, and returned to the Secretary in covering 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 11 and their names will appear in the July-August issue of SPECIAL LIBRARIES.

S.L.A. Executive Board Recommends Increase In Dues

The Executive Board, in session March 18-20, 1948, considered seriously the question of operating costs of Special Libraries Association. Due to greatly increased prices for supplies, printing SPECIAL LIBRARIES, rent and Headquarters operations, the Executive Board, acting upon recommendation of members of the Advisory Council, recommended that Asso-

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by Robert L. Shurter.

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ciate membership dues be raised from \$2 to \$4; Active from \$5 to \$7; and Institutional from \$15 to \$20. This entire question will be discussed and voted upon by the membership at the annual business meeting to be held June 11, 1948 at Hotel Statler, Washington, D. C. If the increases in dues are approved by the membership, the new rate would be effective January 1, 1949. For a discussion concerning the necessity for such a step, please see January 1948 SPECIAL LIBRARIES, pages 19 and 20, "Why Raise Dues?".

KATHLEEN B. STEBBINS,
Executive Secretary.

United Nations Essay Contest

An international essay contest to select ten members of non-governmental organizations to be awarded fellowships to study the work of the United Nations at Lake Success has been announced. Each contestant will be required to submit an essay of approximately 1200 words on "The role of the Individual in the United Nations" in his own language. In addition, he must demonstrate that he has some proficiency in oral French or English.

Arrangements for area contests will be made by national committees in the countries within the areas under the United Nations Information Centers in London, Paris, Copenhagen, Prague, Warsaw, Moscow, New Delhi, Shanghai, Rio de Janeiro and Mexico. These centers must send one or two essays from each country in their areas to the Department of Public Information at Lake Success by June 1, 1948. Winners will be chosen by June 25. Essayists, all of whom must be bona fide members, between the ages of 20 and 30, of national organizations which actively cooperate with the national United Nations Association or the Information Center, will receive transportation between their homes and Lake Success, plus an allowance of \$10.00 a day for 30 days while they are at Lake Success. They will be granted all facilities for studying the work of the Secretariat and of any organs meeting at Lake Success during the time they are there. Fellowships may be used at any time between July 1 and December 31, 1948.

This contest, which was authorized by the second session of the General Assembly, is the first of its kind to be held by UN.

Library School of Carnegie Institute of Technology Assumes Graduate Status

Carnegie Library School of Carnegie Institute of Technology will assume graduate status in September 1948, and award the degree of Master of Library Service to graduates of its one-year courses. Graduate status will be

based upon recognition of general education as the most essential pre-professional preparation for librarians. Undergraduate library courses will not be required. Major changes in the school will include:

1. Higher entrance requirements, both as to content of the undergraduate education and the grades attained.
2. A short intensive course in sub-professional routines will precede the regular opening each fall, and will be taken without academic credit.
3. A new curriculum, with more time available for courses on the general principles of librarianship, specialized elective courses.
4. A final problem of semi-thesis proportions, to test the student's ability to carry on independent investigation and reporting.
5. The appointment of several part-time instructors for specialized courses.
6. The raising of all demands made upon students to the graduate level.

The courses for general and children's librarians are quite different. The general course is substantially modified for students interested in high school or technology libraries. The change in status has been approved by the A.L.A. Board of Education for Librarianship for an experimental period.

Summer Institute on U. S. in World Affairs

The Fourth Summer Institute on the United States in World Affairs will be conducted by the American University of Washington, D. C., in cooperation with the Civic Education Service, June 14 through July 23. The Institute will offer six weeks of intensive study with 60 lecture-discussion sessions. The subjects of study will be current international problems and issues. Lectures will be given on this problem, each being dealt with by an authority in the field covered. Most of the lecturers are well known government officials, university professors or journalists. An important feature of the session will be a visit to Lake Success, to see the United Nations in action. Visits will be made to Congress, embassies, government departments and agencies. The course offers six semester hours of graduate credit. Students may, if they wish, enroll as auditors. A non-credit seminar will offer an opportunity for the study of materials and methods in current history teaching. Sessions will be held on the American University campus, where facilities are also available for housing Institute members. The tuition is \$75 for the six weeks. Teachers who wish to attend the Institute either as auditors or as students for graduate credit should write as soon as possible to: Walter F. Meyer, Director, Institute on the United States in World Affairs, 1733 K Street, N.W., Washington 6, D. C.

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**Two-Year Library Service Fellowship
New Jersey College for Women**

A two-year fellowship in Library Service at New Jersey College for Women, Rutgers University, will be offered for the period beginning September 1948, according to Dean Margaret T. Corwin. During the period of the fellowship the recipient will complete a full professional curriculum in library service, while holding a half-time position in the College library. To qualify, a candidate should have at least a bachelor's degree, should have stood well in college courses, have a real interest in and concept of the value of libraries, and preferably some library experience. The fellowship covers tuition, room and board at New Jersey College for Women. Further information may be obtained from the Librarian, New Jersey College for Women, New Brunswick, N. J.

New Social Science Group in S.L.A.

The Philadelphia Council of S.L.A. has announced the organization of a Social Science Group. Miss Evelyn Butler, Librarian, Pennsylvania School of Social Science, is chairman. Since last May three meetings have been held. The Group has launched an indexing project and is planning vital things for the future.

**President of Western New York Chapter,
S.L.A., Resigns**

The former Miss Barbara R. Cole, Librarian at E. I. du Pont de Nemours & Co., Rayon Department, Buffalo, N. Y. has tendered her resignation as President of the Western New York Chapter of S.L.A. due to her recent marriage to Mr. Shelley. Mrs. Lona Thurber Coates, Librarian for Oneida Ltd. and former Vice-President of the Chapter, will succeed Mrs. Shelley as President.

S.L.A. News Items to be Mailed Headquarters

The Public Relations Committee has prepared a new mailing list of nearly 500 selected journals and press associations of nationwide coverage to receive its press releases relating to the work of the Association. The list includes about 400 periodicals in the subject fields represented in S.L.A., and was used for the first time early in March for the distribution of a news story on the Washington Convention. The Committee urges all members of S.L.A. to watch for Association publicity in their reading, and where possible, to clip the item and send it (with identification) to S.L.A. Headquarters. Where clipping is not feasible, please jot down the reference and send it in so that there will be a means of estimating the effectiveness of our Public Relations Program.

Medical Library Association Meeting

The Medical Library Association celebrates this year the Fiftieth Anniversary of its found-

ing and the annual meeting will be held in Philadelphia, May 28-30; the headquarters will be the Hotel Warwick. The commemoration of the Association's founding in Philadelphia in 1898 has a prominent place on the program with an address on "The History of the Association" by Dr. Archibald Malloch, New York Academy of Medicine; "The Medical Library Association and Medicine" by Dr. Chauncey D. Leake, University of Texas; and "The Medical Library Association faces the future" by the President, Mrs. Eileen R. Cunningham, Vanderbilt University School of Medicine Library. The Speaker at the Annual dinner on May 29 will be Dr. O. H. Perry Pepper of the University of Pennsylvania. Group meetings will be held to discuss practical library problems and these, with the business sessions and social functions, should make the three-day convention attractive to all who are interested in the work and development of medical libraries.

**Canadian Library Association Conference
Ottawa, June 1948**

The Annual Conference of the Canadian Library Association will be held on June 6 to 10, 1948, in the Chateau Laurier in Ottawa. Besides the General meetings, there will be meetings held to discuss UNESCO, National Library Services and other vital topics. Visits will be made to the Government and other libraries in Ottawa. A public dinner will be held at which the Honourable Louis St. Laurent, Canadian Minister of External Affairs, will be guest speaker. Mr. Robert Lester, Secretary of the Carnegie Corporation of New York, will address a luncheon meeting. A garden party at the Experimental Farm has been arranged.

There will be a personnel institute to discuss matters of staff recruitment, conditions of employment, job classification, salaries, etc. Material other than books will be discussed at an Audio-Visual Institute.

A Special Libraries luncheon has been arranged for Monday, June 7, so that Canadian special librarians can attend both the S.L.A. Conference in Ottawa and the S.L.A. Conference in Washington.

**Historic and Rare Newspapers Presented to
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A valuable collection of 975 historic and rare newspapers has been presented to Stanford University, California, by James Wright Brown of New York, owner of *Editor & Publisher*. This collection is known as the James Wright Brown Journalistic Collection. The newspapers range from colonial and early American to unusual contemporary issues such as special editions and papers published during storms, floods or other crises.

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Dr. Nathan van Patten, Professor of Bibliography, who obtained the collections for Stanford, states that this new collection brings Stanford to first rank in newspaper holdings among American libraries. Last year Stanford secured a collection of 45,000 colonial and early American newspapers, which were purchased partly with University funds and partly through a substantial contribution from the then Superior Court Judge Elmer E. Robinson of San Francisco, the city's new mayor. In addition to American and Canadian items, the collection contains British, European, Latin American and Japanese papers.

The most valuable single item in the Brown collection is one of two existing perfect files of "War against War," a chronicle of the *International Crusade of Peace*, edited by the great British journalist, William T. Stead, and published in London in 1899. The only other existing perfect copy is in the British Museum.

The earliest English newspapers in the collection are a file dating from 1665 of the *London Gazette*, first newspaper published in England, including 26 numbers issued from Oxford where Charles II and his court took refuge to avoid the plague which was raging in London.

Obituary

Gladys Spencer

Miss Gladys Spencer of the University of Illinois Library School faculty died on November 22, 1947 at the home of her sister, Mrs. Roy B. Deer, 771 Summit Ave., Westfield, New Jersey. Miss Spencer had been ill since last spring, but finished her seventh year of teaching in the Library School before leaving. She received her Ph.D. in 1939, and in 1943 her dissertation, *The Chicago Public Library, Origins and Backgrounds*, was published by the University of Chicago.

Rosilia Honora Callaghan

A pioneer member of S.L.A. in the south and a charter member of the Louisiana Chapter, Miss Rosilia Honora Callaghan, died at Baton Rouge, March 14, 1948, following an illness of several months. A member of the Louisiana State University staff for many years, she served as librarian of the L.S.U. School of Journalism. Miss Callaghan held a Bachelor's Degree in Journalism from L.S.U. and had studied library science at Columbia University.

On leave during the war from her L.S.U. position, Miss Callaghan was editor of the Woodville, Miss. *Republican*, and was correspondent for the *Time-Picayune*, New Orleans, in that area. She has been a member of S.L.A. since 1938.

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Pelham Barr

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This incident is recalled here because it embodies two points characteristic of Mr. Barr, whose death on January 11, 1948, after a prolonged illness has deprived the library profession of one of its ablest servants. First, the job itself was done thoroughly and intelligently: he did everything that way, from editing a literary magazine at Columbia to mastering the intricacies of chemical engineering. Secondly, the work to which he chose to devote himself was, of its nature, without fanfare and publicity. The fact that binders were, despite shortages, able to achieve what they did during the war years was largely due to Mr. Barr's ceaseless and systematic work behind the scenes.

Mr. Barr's aversion to publicity of any kind was doubtless a part of his English heritage, as well as of his own individual personality. He was born in London in 1892 and remained in England until he was fifteen years old. He came to this country when his family moved here, and attended Stuyvesant High School in New York City, later taking the six-year combined course of liberal arts and engineering at Columbia University, where he was a member of the Peithologian Society (the literary society) and editor-in-chief of the literary periodical, the *Columbia Monthly*. When he was graduated in 1913 with the degree of B.S. he was class poet—denoting an unusual balance of gifts.

Writing, in one form or another, was an important part of Mr. Barr's work throughout the rest of his life. His first job was on a technical journal devoted to city planning and engineering; from 1918 onwards he wrote many reports while filling such varied posts as consultant on business methods, as a research economist, as an organizer of trade groups and as economic adviser to banks, industrial corporations and book and magazine publishers. In 1930-31 he was in charge of investigations and the preparation of reports for the Economic Survey of the Book Industry. In 1933 he helped to organize the Book Manufacturers' Institute, and during NRA was assistant code director for the book manufacturing industry. His contributions to the *Library Journal* over a period of years on library binding problems established his reputation among librarians as

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It was in 1935 that Mr. Barr organized the Library Binding Institute and became its executive director. Its Joint Committee was an innovation, and LBI is probably the only trade organization whose members' affairs (standards and practices) were placed in the hands of their customers—the librarians.

Those who knew Mr. Barr personally are not likely to forget him. They are also not likely to know much about him personally. Miss Gladys Ford, his able assistant for twenty years, remarks that "it was difficult for me ever to get him to talk about himself. One of the outstanding facts about him becomes more evident as time goes on—every few days I hear from someone telling me that last year, ten years ago or twenty years ago, Mr. Barr helped him in one way or another and that it has never been forgotten."

PHILLIPS TEMPLE, *Librarian*
Georgetown University
Washington, D. C.

Corrections

When printing the article by Beatrice V. Simon on "Training of Medical, Hospital and Nursing Librarians" in the March 1948 issue of *SPECIAL LIBRARIES* a statement was omitted to the effect that this paper was presented before the First Regional Conference of S.L.A., Montreal, Toronto and Western New York Chapters, October 17-18, 1947.

On page 90 of the March 1948 issue of *SPECIAL LIBRARIES* a new brochure on the Business Information Bureau of the Cleveland Public Library is mentioned. This was prepared by the local chapter of the American Marketing Association *about* the Bureau instead of being prepared *by* the Bureau as stated in the write-up.

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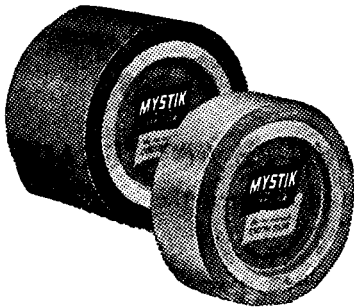
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
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