


4-1-1954

Special Libraries, April 1954

Special Libraries Association

Follow this and additional works at: https://scholarworks.sjsu.edu/sla_sl_1954

 Part of the [Cataloging and Metadata Commons](#), [Collection Development and Management Commons](#), [Information Literacy Commons](#), and the [Scholarly Communication Commons](#)

Recommended Citation

Special Libraries Association, "Special Libraries, April 1954" (1954). *Special Libraries, 1954*. 4.
https://scholarworks.sjsu.edu/sla_sl_1954/4

This Magazine is brought to you for free and open access by the Special Libraries, 1950s at SJSU ScholarWorks. It has been accepted for inclusion in Special Libraries, 1954 by an authorized administrator of SJSU ScholarWorks. For more information, please contact scholarworks@sjsu.edu.

SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 45

APRIL 1954

NUMBER 4

SPECIAL LIBRARIES ASSOCIATION

45th Annual Convention Program

Netherland Plaza Hotel

May 17-20, 1954

Cincinnati, Ohio

—◆—
Standard & Poor's Corporation Library

Charles A. Schmutz

—◆—
Inside Documentation

Eugene B. Jackson

—◆—
What Makes a Special Library Special

Lt. Gen. Laurence S. Kuter

Published by

SPECIAL LIBRARIES ASSOCIATION

Dutton Books for the Permanent Bookshelf

This New World

The Civilization of Latin America

By WILLIAM LYTLE SCHURZ

A NOTED EXPERT on Latin American affairs describes with brilliant understanding the various elements which have molded the Latin American character and civilization—the environment, Indians, Spaniards, Negroes, the Church, city, etc. \$6.00

Man, Rockets and Space

By CAPT. BURR W. LEYSON

A FASCINATING, factual account of the latest developments by the U. S. Government on rockets, space travel and the possibilities of interplanetary communication. Here are reports on the Skyhooks, the WAC Corporal Rocket, the Viking and the pros and cons of an orbiting station in space. \$3.50

How to Help the Shut-In Child

By MARGERY D. McMULLIN

313 PRACTICAL, simple, thoroughly tested suggestions and guides for helping and encouraging children who are permanently or temporarily bedridden. A storehouse of information, evolving from the author's experience as Executive Director of the Handicapped Children's Home Service in New York City. \$2.75

How to Enjoy Yourself

By ALBERT A. OSTROW

FROM "Fun With the Family" to "Go Ahead, Express Yourself" here is a book that shows what play is, what it does, and why it is necessary. In easy, down-to-earth terms the author shows people of all kinds how to get the most pleasure from their lives and how to avoid tension and frustration. \$2.95

An Analysis of the Kinsey Reports

on Sexual Behavior in the
Human Male and Female

Edited by DONALD P. GEDDES

A DISTINGUISHED group of analysts, ministers, educators, sociologists, doctors, marriage counsellors, anthropologists, and others evaluate and analyze Kinsey's methods and findings. Among the contributors are Reinhold Niebuhr, Karl Menninger, Millicent MacIntosh. \$3.50

India and Pakistan

A Social and Regional Geography

By O. H. K. SPATE

With a Chapter on Ceylon by B. H. Farmer

THE FINEST BOOK in its field—the most up-to-date work on the subject. A distinguished analysis of the lands, the peoples, the economy and the religions of two great Asiatic countries, plus comprehensive tables, maps and a glossary. 840 pages. \$12.75

E. P. DUTTON & CO., Inc. 300 FOURTH AVENUE, NEW YORK 10

Please Mention Special Libraries When Answering Advertisements

AMERICAN BOOK-PRICES CURRENT

Edited by Edward Lazare

Since 1895—the only ANNUAL record of Auction Prices of Books, Autographs and Mss, Broadsides, and Maps, sold in the United States.

The standard reference guide for Librarians, Booksellers, Appraisers, Collectors, and all others interested in the current market values of books, old and modern. Every entry carefully checked and described.

ABC 1952-53, Volume 59 of the series, lists more than 15,800 price entries, from \$5 to \$7,700 (the high for the season), of single lots of literary properties sold in 141 sessions by 9 auction houses, July 1952 through June 1953. The sales contained all fields of desirable books, from the incunabula period to the present day, with special emphasis on important reference books in the \$5 to \$100 class.

On Display in the COMBINED BOOK EXHIBIT at the SLA CONVENTION

\$15.00 net

SEND YOUR ORDER TO ABC, 42 WALNUT ST., NEWARK 2, NEW JERSEY

Projected Reprint

Brain

A JOURNAL OF NEUROLOGY

Volumes I-15, 1878-1892

Paper bound set, \$300.00

Single volumes, paper bound, \$20.00

Here is a unique opportunity for libraries to complete sets of the journal with the first fifteen volumes which have been out of print for many years. These volumes will be reprinted with the permission of the original publishers.

Kindly address orders and inquiries to

JOHNSON REPRINT CORPORATION

125 East 23 Street, New York 10, N. Y.

Please Mention Special Libraries When Answering Advertisements

Successors to
BRITISH ABSTRACTS

Current Chemical Papers

A classified world list of new papers in pure chemistry. \$ 7.50 per year
 Replaces British Abstracts A (Pure Chemistry) \$12.75 air mail

British Abstracts of Medical Sciences

Replaces British Abstracts A III \$30.00 per year

Journal of Applied Chemistry and \$28.50 per year
Journal of the Science of Food and Agriculture \$18.00 per year

Will contain the abstracts formerly in
 British Abstracts B I, II and III

Analytical Abstracts

Replaces British Abstracts C \$ 7.50 per year
 Single-sided edition \$ 9.00 per year

STECHERT-HAFNER, INC.

FOUNDED IN NEW YORK 1872

The World's Leading International Booksellers

31 EAST 10TH STREET, NEW YORK 3, N. Y.

LANGE

MAXWELL

SPRINGER



HANDBOOK OF ELLIPTIC INTEGRALS FOR ENGINEERS AND PHYSICISTS,
 by Paul F. Byrd and Morris D. Friedman, NACA, XII, 340 pages, 22 figures,
 Berlin, 1954, \$9.50

An English language publication in the well-known series *Grundlehren
 der Mathematischen Wissenschaften*, Volume LXVII.

AUFGABEN UND LEHRSAETZE AUS DER ANALYSE, by Polya and Szegö,
 2nd edition of the *Grundlehren* series, volume XIX and XX, Berlin, 1954,
 Volume I: \$6.57 Volume II: \$7.62

**DIE KUEPENFARBSTOFFE und ihre Verwendung in der Faerberei und im
 Zeugdruck**, by Dr. Franz Weiss. The first standard work on vat-dyestuffs in
 years. 23 ill., X, 371 pp, Vienna, 1953, \$10.50

BIOCHEMISCHE GRUNDLAGEN DER LEBENSMITTELFRISSHALTUNG, by
 R. Plank, volume IX of *Handbuch der Kaeltetechnik*, 128 ill., XII, 519 pp,
 Berlin, 1952, \$22.85

LANGE, MAXWELL & SPRINGER, Inc.

122 East 55 Street

New York 22

Please Mention Special Libraries When Answering Advertisements

8,604 Major Contributions
To Human Knowledge are
Recorded in the New . . .

DOCTORAL DISSERTATIONS

Accepted by
American Universities: 1952-1953

Compiled for
**THE ASSOCIATION OF
RESEARCH LIBRARIES**

by Arnold H. Trotier and
Marian Harman • 305p. \$6.00

This is the TWENTIETH annual volume of this essential tool for researchers. Under several broad subject headings, the results of countless hours of study and experimentation are recorded and briefly described. Where and how to obtain these findings are detailed; obviously sound insurance against wasteful duplication. Subject and author indexes, charts and other lists present a comprehensive picture.

**List of compilations currently
available:**

No. 4.	1936-1937.	105p.	paper.	\$2.00
No. 5.	1937-1938.	109p.	paper.	\$2.00
No. 9.	1941-1942.	128p.	cloth.	\$2.50
No. 15.	1947-1948.	157p.	cloth.	\$3.50
No. 16.	1948-1949.	176p.	cloth.	\$3.50
No. 17.	1949-1950.	235p.	cloth.	\$4.50
No. 18.	1950-1951.	266p.	cloth.	\$4.50
No. 19.	1951-1952.	269p.	cloth.	\$5.00
No. 20.	1952-1953.	305p.	cloth.	\$6.00

THE H. W. WILSON COMPANY
950 UNIVERSITY AVENUE NEW YORK 52

MAP COLLECTIONS in the United States and Canada

- A new directory describing 527 private and public map collections, completely indexed
- Based on a survey made by the Map Resources Committee of the SLA Geography and Map Division in cooperation with the Library of Congress
- A new reference tool for librarians, research analysts, engineers and others using maps.
170 pages Price \$3.00

Order your copy now
from

Special Libraries Association
31 East 10th Street, New York 3

Expert Service on MAGAZINE SUBSCRIPTIONS for Special Libraries

Faxon's Librarians Guide
free on request

We stock, volumes, sets, runs and odd issues of over 2 million back numbers.

F. W. FAXON CO., INC.
83-91 Francis Street Boston 15, Mass.

CATALOG OF UNITED STATES POSTAL SLOGAN CANCELS

With Current Market Prices

96 Page Catalog with Complete Alphabetical Listing (1897 to Feb. 1953) of all UNITED STATES, PHILIPPINE and CANAL ZONE POSTAL SLOGAN CANCELS (appr. 700 illustrations), PLACE USED, DATE USED, TYPE OF CANCEL, IDENTIFICATION CHART, HOW & WHAT TO COLLECT and PRICED VALUES.

\$1.50 Postpaid

MOE LUFF, Dept. SL
240 West 56th St., NEW YORK 19, N. Y.
Dealers Inquiries Invited.

Please Mention Special Libraries When Answering Advertisements

SPECIAL LIBRARIES ASSOCIATION

"Putting Knowledge to Work"

THE FORTY-FIFTH ANNUAL SLA CONVENTION WILL TAKE PLACE
MAY 17-20, 1954 AT THE NETHERLAND PLAZA HOTEL, CINCINNATI, OHIO

OFFICERS

President

MRS. LUCILE L. KECK
Joint Reference Library, Chicago, Ill.

First Vice-President and President-Elect

GRETCHEN D. LITTLE
Atlas Powder Company, Wilmington, Del.

Second Vice-President

CATHERINE J. CURRAN
Chamber of Commerce of the State of New York
New York, New York

Secretary

AGNES O. HANSON
Business Information Bureau
Cleveland Public Library, Cleveland, Ohio

Treasurer

EDWARD H. FENNER
Enoch Pratt Free Library, Baltimore, Md.

DIRECTORS

KENNETH H. FAGERHAUGH
Carnegie Institute of Technology
Pittsburgh, Pennsylvania

HELEN M. PYLE
Sun Oil Co., Philadelphia, Pennsylvania

MRS. EUGENIA T. PROKOP
144 Elmwood Avenue
Evanston, Illinois

MRS. NELL STEINMETZ
Pacific Aeronautical Library
Los Angeles, California

EUGENE B. JACKSON
National Advisory Committee for Aeronautics
Washington, D. C.

CLARA G. MILLER
Imperial Oil, Ltd., Toronto, Ontario, Canada

Immediate Past-President
ELIZABETH FERGUSON
Institute of Life Insurance, New York, N. Y.

PUBLICATIONS

Aviation Subject Headings.	1949	\$1.75
A Brief for Corporation Libraries.	1949	\$1.75
Classification Scheme and Subject Headings List Loan Collection of SLA. Rev. Ed.	1951	\$1.50
Contributions Toward A Special Library Glossary. 2nd Ed.	1950	\$1.25
Correlation Index Document Series and PB Reports.	1953	\$10.00
Creation and Development of an Insurance Library. Rev. Ed.	1949	\$2.00
Directory of Special Libraries.	1953	\$10.00
Fakes and Forgeries in the Fine Arts.	1950	\$1.75
Map Collections in the U. S. and of Canada, A Directory.	1954	\$3.00
Nicknames of American Cities, Towns and Villages Past and Present.	1951	\$2.00
Numerical Index to the Bibliography of Scientific and Industrial Reports, Vols. 1-10.	1949	\$10.00
SLA Directory of Members.	1951	\$4.00
Social Welfare: A List of Subject Headings in Social Work and Public Welfare.	1937	\$1.00
Source List of Selected Labor Statistics. Rev. Ed.	1953	\$2.00
Subject Headings for Aeronautical Engineering Libraries.	1949	\$4.00
Technical Libraries, Their Organization and Management.	1951	\$6.00
Visual Presentation. Our Library.	1953	\$10.00

OFFICIAL JOURNAL SPECIAL LIBRARIES

SPONSORED PERIODICAL
TECHNICAL BOOK REVIEW INDEX
Subscription, \$7.50 a year
(\$8.00 Foreign)

MEMBERSHIP DUES SCHEDULE: *Institutional*, \$30; *Active*, \$10; *Associate*, \$5; *Student*, \$2; *Sustaining*, \$50; *Life*, \$250.

For qualifications, privileges and further information, write to the Executive Secretary, Special Libraries Association, 31 East Tenth Street, New York 3, N. Y.

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

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

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

REPRINTS may be ordered immediately prior to or following publication. Send reprint orders to Executive Secretary.

Special Libraries

OFFICIAL JOURNAL OF THE SPECIAL LIBRARIES ASSOCIATION

VOLUME 45

APRIL 1954

NUMBER 4

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

CONTENTS

FEATURE ARTICLES

Standard & Poor's Corporation Library . . .	CHARLES A. SCHMUTZ	147
Inside Documentation	EUGENE B. JACKSON	151
What Makes a Special Library Special in an Academic Institution	LT. GEN. LAURENCE S. KUTER	158

SPECIAL LIBRARIES ASSOCIATION

Convention Program		162
"Louisville Day"		170
Among the Convention Speakers		172
Treasurer's Report	EDWARD H. FENNER	174
Proposal for SLA Scholarships		180

DEPARTMENTS

Division Highlights		178
Publications Received		184
From Foreign Journals	KARL A. BAER	185
Calendar		186

Editorial Board

Chairman: ALMA CLARVOE MITCHILL CHESTER M. LEWIS ERNEST F. SPITZER
Ex Officio: LUCILLE JACKSON

Editorial Staff

Editor: DORA RICHMAN
Business Manager: MARIAN E. LUCIUS

Regional Representatives

MIDDLE WEST: MARION E. WELLS WEST: ISABELLE M. FROST
SOUTH: MRS. LOUISE MARTIN CANADA: GRACE REYNOLDS

Papers published in SPECIAL LIBRARIES express the views of the authors, and do not represent the opinion or the policy of the editorial staff or the publisher. Contents, copyright, 1954, by Special Libraries Association, 31 East 10th Street, New York 3, New York.

New Books for Special Libraries

Ethics in a Business Society

By MARQUIS W. CHILDS and DOUGLASS CATER

This book, deriving from the recent six-volume series on *The Ethics and Economics of Society* sponsored by the National Council of Churches, is a brilliant interpretation of that monumental study. It defines for the general reader the vital role of ethics in modern economic life. At a time when the growth of industrialism has greatly increased the complexity of applying ethical principles, it brings the broad problems of faith into the immediate area of daily life and thought. \$2.75

Financial Public Relations

For the Business Corporation

By HERMAN S. HETTINGER
Vice President, D. M. S. Hegarty & Associates, Inc.

The first complete guide to public relations principles and procedures in the financial aspects of modern corporate activity. On whom should the program be focused? How should periodic and annual reports be prepared? What information should such reports contain and how should they be distributed? What is the role of the press in a financial public relations program? To such questions this book provides concrete answers designed to key business policy to the informing of stockholders, employees and the financial community in general. \$3.50

The Impact of Strikes

Their Social and Economic Costs

By NEIL W. CHAMBERLAIN and JANE M. SCHILLING
Yale Labor and Management Center

When is a "national emergency" strike seriously costly to the public? In this companion to his recent *Social Responsibility and Strikes*, Professor Chamberlain undertakes to answer this question. Examining in turn the impact of actual strikes in three major industries: coal, railroads and steel, he develops systematic standards for determining the public cost of a nation-wide strike, and offers an important new proposal for realistic legislation and action to safeguard the interests of both the public and the parties involved in future labor-management conflicts. \$4.00

AT YOUR BOOKSTORE OR FROM

49 E. 33rd St. **HARPER & BROTHERS** New York 16, N.Y.

Please Mention Special Libraries When Answering Advertisements

Standard & Poor's Corporation Library

CHARLES A. SCHMUTZ

President, Standard & Poor's Corporation, New York, N. Y.

WHEN I WAS INVITED to write this article on our library, one of my first thoughts was that this division of our company had survived a couple of wars and three major depressions. I mentioned this to our librarian, Miss Cavanaugh,* who informed me that this has been generally true of special libraries. To me, that is convincing proof that such departments have proved their value—that they have indeed become an integral part of the institutions they serve and have achieved a status of indispensability.

Standard & Poor's Corporation had its beginnings almost a century ago with the establishment of Poor's Publishing Company, in 1860. From 1860 until 1941, this firm was a pioneer in the publishing of manuals of information on corporations—mostly railroads in the earlier days. In 1941, Poor's Publishing Company merged with the Standard Statistics Company to form the present Standard & Poor's Corporation. Standard Statistics was organized in 1906 to supply stock exchange houses with factual information on companies, the shares of which were traded on the New York Stock Exchange.

"Standard" was among the first business organizations to foresee the value of some type of library service within

* Miss Eleanor Cavanaugh, librarian, Standard & Poor's Corporation, is widely known for her work in the field of special librarianship. Miss Cavanaugh is a former president of Special Libraries Association and is currently the chairman of the Committee on Committees. Miss Cavanaugh has given special library courses at Columbia University. She took an active part in the Workshop on Core Curriculum for Librarians, held last fall at the Graduate Library School, University of Chicago.

its organization and hired our present librarian, Miss Eleanor Cavanaugh, to organize a division around what, at that



CHARLES A. SCHMUTZ

time, was little more than an idea. We believe we now have the largest private financial library in the world. Our business is publishing factual and advisory services and the management of funds of all types of investors. Through our thirty different services, we serve, in addition to the individual investor, banks, insurance companies, brokers, foundations, pension funds, colleges and universities, charitable and religious organizations and all kinds of business firms in the United States, Canada, and in foreign countries. We provide them with regular information and advice on the business and investment outlook, on industries and on their investment portfolios.

In addition, we undertake specific research jobs through our subsidiary, Standard Research Consultants, Inc. The latter specializes in management reports, industrial surveys, valuations

and appraisals, reorganizations and recapitalizations, rate investigations and business research generally.

With such varied activities, and with the attendant responsibility in providing accurate information and sound investment advice to clients, a library within our organization is a must.

Information Pipe Line

In addition to our home office staff of statisticians, analysts, industry specialists and research men, we have field investigators operating from coast to coast. These representatives call on top managements in business and report to the home office, not only on individual companies, but on conditions in given industries and trade generally. This continuous personal contact with business keeps our fingers on the pulse of commerce and finance and forms a pipe line for the flow of vital and current data for the use of our organization and clients.

Quarters

Our library occupies approximately 8,000 square feet on the southwest corner of our seventeenth floor, supplemented by storage space on another floor. New York's downtown skyline on one side, and the Hudson River and New Jersey shore on the other, provide one of New York's famous views. The library is set up as an independent department, and the librarian reports to the president.

Collection

The present collection is composed of 40,000 cataloged items and is supplemented by extensive vertical files of subject information. One of our most used collections, and a collection not duplicated, we believe, in any other library, is our extensive files of corporation data. These corporation files contain complete financial histories of companies in which there is an investment interest. Most of this information goes back to 1900, but on many corporations the history begins with their inception.

While our library has an adequate collection of historical data for back-

ground, it is primarily a *working collection*. Miss Cavanaugh tells me that it is a source of great satisfaction to her that there is no "dead wood" in our collection—that to keep it on this basis presents a constant challenge.

From the scope of our business, it is essential to have a highly organized library of information directly related to the work of our organization and to the interests of our clients. This information must be authoritative and up-to-the-minute. To achieve this we have a highly trained and experienced staff of librarians. Management recognizes that their ability to acquire, evaluate and organize data, and to sense trends and build up usable data in advance of requests, are a big asset second only to the intelligent application of this information to the problem being solved.

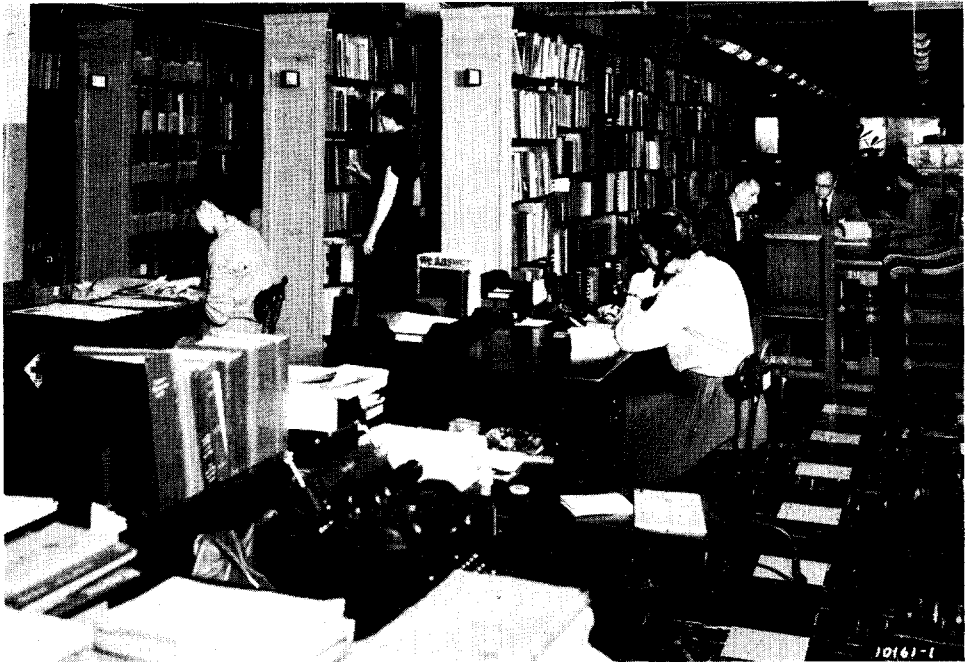
Current Data

To keep abreast of the varied and heavy volume of information needed to produce our services, and to provide data for our research, the S. & P. library receives over a hundred daily newspapers, exclusive of metropolitan papers, hundreds of business and trade magazines, and a daily deluge of United States Government reports and releases. To expedite the receipt of Government data, the library employs a Washington, D. C. representative whose job it is to collect and mail reports and releases on a daily special delivery basis.

The library also holds memberships in important trade associations, especially those that compile and distribute statistical series for the subject fields they represent.

Because of the nature of our business, we subscribe to many more services than the average special library would find necessary. The expenditure for services alone accounts for 7.69 per cent of our total library budget and is the highest single item, excepting salaries.

There are times when our research problems go beyond the resources of our own library. On such occasions we take advantage of our librarians' knowl-



A section of Standard & Poor's Corporation Library

edge of resources of other libraries in the area and find it a great asset to be able to borrow a foreign document from the Council of Foreign Relations, or a "hard-to-get" proceedings issue of a society from the library of Simmons-Boardman. The resources of our library may be, and are, loaned to other special libraries.

That our library is used intensely is indicated by the fact that in 1953 it answered approximately 35,000 requests for information, of which about 20 per cent required research. These questions ranged from simple and quickly answered requests such as:

Queries

What was per cent of net profit before taxes for most recent period for ten major industrial groups?

Was a certain security on the New York State list of securities legal for investment by banks and trust companies in 1916?

Did the Pennsylvania Railroad show a deficit any year between 1846-1864?
To more difficult queries as such:

A list of companies 80 per cent of whose incomes was derived from operations in foreign countries.

A summary of the history of taxation that led to destruction of the Holy Roman Empire.

Survey of foreign countries having laws or considering legislation making the investment climate more favorable to American capital.

Prices of tallow for a ten-year period before, during, and after the Civil War. (Incidentally, these prices were eventually turned up in a report of the Senate Committee on Finance published in 1893, and a photostat sent us by the librarian of the United States Department of Agriculture.)

Our Inquiry Department, serviced by the library, and with a staff of five and a battery of telephones, in 1953 answered 25,894 additional queries for information on security prices, industry, and general business.

Appreciating that, through its daily contact with employees at all levels the library has close association with our

employees, our librarian is encouraged to work closely with the Personnel Department on employee relations. Weekly lists of new books and annotated articles from magazines and reports are distributed. At irregular intervals, bulletins highlighting unusual reference work is sent out. Also, the library initiated and maintains a highly successful Reading Rack Service for employees, has exhibits during the year, especially vacation literature and books for Christmas purchase, and when things get dull, sponsors and organizes employee hobby shows.

Library Staff

The work of the library is carried on by a staff of six trained librarians, supplemented by a non-professional staff of library assistants, file clerks, typists and messengers. It is our good fortune to be able to boast that no member of our trained library staff has been with us less than ten years and several have served fifteen to twenty years. In addition, several of the library's so-called non-professional staff,

through long-time tenure on jobs and in-service training, are a great asset in carrying out the work load of the department.

Advertising Library Service

I asked Miss Cavanaugh whether organizations maintaining special libraries ever featured these divisions in their advertising and public relations. She told me that some did, but that as far as she knew some of the largest industrial concerns with very fine libraries did not. Could it be that these organizations are missing a bet? Standard & Poor's publicizes its library as an important part of its research organization. A picture of part of our library, accompanied by a short paragraph describing it, is used regularly in our advertising and promotion literature.

With the tremendous sums being expended for industrial research, and the prospect for further great expansion, it is my guess that there will be witnessed a rapid growth of special libraries over the next decade, especially in the industrial and technical fields.

BUSINESS AND FINANCIAL LIBRARIANS TO HEAR LEE WELCH

"How the Library Is Used by Statisticians in Their Work" will be the topic under discussion by Mr. Lee Welch of the Procter & Gamble Company Research Division, when he appears as guest speaker at the joint dinner meeting of the Business and Financial Divisions, scheduled Monday evening, May 17, 1954, on the program of the SLA Convention in Cincinnati.

Mr. Welch has been with the Procter and Gamble Company for the past twenty-five years. He graduated from the Engineering and Commerce College of the University of Cincinnati and is presently on the staff of the Evening College of the University.

SLA members have been invited to visit the Miami Valley Laboratories Technical Library of the Procter & Gamble Company. This is a branch library located fifteen miles from the main library in Ivorydale. The new branch incorporates the new look for libraries, combining efficiency and good design. Dr. Else L. Schulze is the P & G librarian.

INSIDE DOCUMENTATION*

EUGENE B. JACKSON

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



E. B. JACKSON

IT IS FASHIONABLE to report on a subject by giving the impression that one is an insider. We have had books on *Inside Europe*, *Inside Latin America*, and even a musical comedy, *Inside USA*. Columnists syndicated coast to coast, give inside information on what goes on in politics, in Hollywood, in sports, etc.

This is an attempt to make a contribution to the "inside" concept by reporting informally what has happened in the documentation field during the last seven years.

Definition

There are as many definitions of "documentation" as there are workers in the field. Even the limits of the field itself cannot be described due to the lack of a generally accepted definition. The definition that I prefer is the official SLA definition adopted by the Executive Board in February 1951. "Documentation is the art comprised of (a) document production, (b) document distribution and (c) document utilization." In this definition, a document is taken to be any piece of recorded information, whatever its form or use. In this way, reports, films, photographs, maps, punched cards, magnetized tape, oscillograph traces—all become documents.

Most librarians are concerned primarily with that phase of documentation described as "utilization of documents." However, many special librarians are involved to some extent with the pro-

duction of documents even if it be the production of a mimeographed accessions list. Other librarians are involved in the production of company reports and some are even concerned with the issuing of house organs.

Distribution problems for the documents issued are universal: Should an accessions list be sent outside the company? May any engineer use a particular list of patents? How does one meet the qualifications for receiving certain government documents?

An organization may have a technical information officer whose duties include supervision over the library activities, public relations and/or research editorial functions. This person may be a technically-trained man with a keen interest in technical literature. He may be impatient with conventional ways of producing documents, distributing documents, or encouraging their utilization. The prominence of this type of person in the technical documentation picture and his influence on management has been out of proportion to his number. This situation has led some uncharitable persons to associate "documentation" entirely with these people, which in turn gives rise to a current definition of "documentation" as being library work performed by amateurs.

Research Reports

Among the most interesting phases of documentation is that relating to the emergence and dominance of the research report. This report is also called the unpublished report, the scientific report, the technical report, or the contract report. It is essentially a postwar phenomenon and has the following general characteristics: It is "processed"; it is not available for purchase; its distribution is limited; it is not available

* Paper presented at a meeting of the SLA Pittsburgh (Pennsylvania) Chapter, January 6, 1954.

from book trade sources; it is not referenced in the conventional bibliographical tools. Not all research reports have all these characteristics but the majority are present in most research reports.

It is estimated that Pittsburgh is the potential source of 9,250 such research reports in 1954! It is estimated that this total is the equivalent of the annual book production for the entire United States!

Bulletin No. 1148 of the Bureau of Labor Statistics entitled, *Scientific Research and Development in American Industry*, and the *Bulletin* for December 1953 of Arthur D. Little, Inc., supply the following figures:

Pittsburgh employs 5 per cent of all research engineers and scientists employed in the United States at a cost of 4.2 per cent of the total expended for industrial research and development in the U. S. These percentages of the total of 96,000 research engineers and scientists employed in nearly 2,000 companies performing research at a cost of 2 billion dollars in 1951 furnished the 9,250 figure for research reports in Pittsburgh in 1954.

The Bureau of Labor Statistics study shows that the average cost to employers in 1951 for research engineers and scientists, when the total operating cost of research was divided by the total average number of researchers, was \$21,900. If supporting personnel was included—such as librarians, stenographers, personnel staff—the average cost per research worker was \$8,800.

The Federal Government paid one billion dollars for research in industry in 1951. On an industry basis, the government's share of the research cost ranged from 85 per cent of total cost in aircraft manufacturing down to a low of 3 per cent in petroleum refining. Half of the research workers were employed in the aircraft, electrical machinery, chemical and allied products industries. These figures are cited to give some clue to the magnitude of these operations and to the problems librarians face in preserving bibliographical control over research findings resulting from industry's investment of 2 billion dollars supplemented by millions of dollars expended in research by government laboratories.

There have been numerous conferences, symposia, group meetings, tours, panel discussions, seminars, lectures, work shops and convention programs on all phases of documentation. Some of the significant dates on the documenta-

tion calendar have included:

- (a) *September 25-27, 1947.* Conference on Bibliographical Control of Government Scientific and Technical Reports. Library of Congress. Washington, D. C.
- (b) *April 11-13, 1949.* Conference on Problems of Centralized Documentation. Central Air Documents Office. Dayton, Ohio.
- (c) *Fall and Winter, 1949.* Lecture Series on "Post War Library Trends—a Review and Appraisal." Graduate School, U. S. Department of Agriculture. Washington, D. C.
- (d) *Spring, 1950 to date.* Meetings of the Group on Standardization of Information Services. Washington, D. C.
- (e) *1950-51.* Informal meetings of a group of persons interested in documentation in Washington, attended by members of Special Libraries Association, American Documentation Institute and American Chemical Society.
- (f) *July 24-29, 1950.* Conference on Bibliographic Organization. Graduate Library School, University of Chicago.
- (g) *November 7-10, 1950.* UNESCO Conference on the Improvement of Bibliographic Services.
- (h) *Fall, 1950.* Tour of the Eastern United States by seventeen European documentalists under auspices of Office of European Economic Cooperation. Six weeks were spent in studying "organization and existing practices of scientific and technical librarians and information services, with special emphasis on use made of automatic and mechanical methods in the selection, reproduction and dissemination of information."
- (i) *November 1950.* Recognition by the Association of Research Libraries that there were document collections on their campuses under the supervision of information officers whose budgets and staffs were rivaling those of the research libraries.
- (j) *1951 to date.* A group of approximately sixty-five persons including scientific attaches of foreign embassies interested in exchange of scientific and technical information have been meeting informally each month. Washington, D. C.
- (k) *January 29, 1951.* Symposium on Standardization in Technical Information Services for Government Contractors. Institute of the Aeronautical Sciences. N. Y.
- (l) *May 24, 1951.* Symposium on Servicing and Control of Technical Reports. Science-Technology Group, Washington, D. C., Chapter, SLA.
- (m) *June 20, 1951.* Panel discussion on Organization of the Sources of Information. SLA Convention. St. Paul, Minnesota.
- (n) *February 7, 1952.* Joint meeting co-sponsored by Royal Aeronautical Society and

ASLIB on aeronautical information, especially the American unpublished research report. London.

- (o) *May 30-31, 1952.* Symposium on Administration and Use of Technical Research Reports. Special Libraries Association Convention. New York.
- (p) *August 1952.* Conference on Communication of Specialized Information. Graduate Library School, University of Chicago.
- (q) *Fall and Winter, 1952.* Seminars on Recent Trends in the Documentation of Research. Graduate School, National Bureau of Standards, Washington, D. C.
- (r) *Fall and Winter, 1952.* Lecture series on Logic of Mechanizing Information. Graduate School, U. S. Department of Agriculture. Washington, D. C.
- (s) *March 3, 1953.* Symposium on Machine Techniques in Scientific Documentation. Welch Medical Library, Johns Hopkins University. Baltimore.
- (t) *March 28-29, 1953.* ASLIB Aeronautical Group Meeting. Second Annual Conference on Aeronautical Information. College of Aeronautics. Cranfield, England.
- (u) *March 30, 1953.* Advisory Group for Aeronautical Research and Development. North Atlantic Treaty Organization. Documentation Committee. First Meeting. Cranfield, England.
- (v) *April 13-18, 1953.* Workshop on the Production and Use of Technical Reports. Catholic University of America. Washington, D. C.
- (w) *1953.* Publication of *Library Organization and Management of Technical Reports Literature* by Bernard M. Fry. Catholic University of America Press. Washington, D. C. 140p. (Studies in Library Science, No. 1)
- (x) *September 3-11, 1953.* AGARD (NATO) Documentation Committee. Second Meeting. London.
- (y) *September 9-11, 1953.* Symposium on Equipment for the Preparation, Reproduction and Utilization of Technical Information. Division of Chemical Literature. American Chemical Society. Chicago.
- (z) *November 2-4, 1953.* Institute on Logic and Machines in Organizing Information. Documentation, Incorporated. Washington, D. C.
- (aa) *November 6, 1953.* American Documentation Institute Meeting on handling of technical reports, organization of information and documentary reproduction. Washington, D. C.

OSRD

The Office of Scientific Research and Development is generally credited with being the instigator of the first con-

siderable body of reports on research conducted at government expense. After the war, the general public had need of these OSRD reports. Similarly, technical intelligence people needed information relating to the content of reports captured in enemy countries.

OTS

In 1945 Executive Orders 9568 and 9604 set up what is known now as the Office of Technical Services in the Department of Commerce. Here, this material is listed and a bibliography is issued regularly. Photocopies of this material are sold through the Library of Congress. OTS deals entirely with material having no military security classification.

ASTIA

The Navy had had a minor documentation activity in the predecessor organizations now encompassed by the Office of Naval Research. In 1947 it established a contract with the Library of Congress for documentation service to Navy contractors. This organization made significant contributions to the methodology of documentation, being involved with all three phases of documentation. It is now carrying on as the ASTIA Reference Center.

An Air Force activity in Europe resulted in the establishment of an Air Documents Research Center in London. It was transferred to Dayton, Ohio, has gone through some changes in names and sponsorship and is currently known as the ASTIA Document Service Center. Its main contributions have stemmed from handling large quantities of material, using techniques approaching a "pipe line" production procedure. During its development, this activity was less affected by conventional library considerations than was the Navy contract group. The Dayton activity has assisted in encouraging the acceptability of microfilm while the Navy activity assisted in popularizing the Microcard.

AEC

The AEC Technical Information Service developed out of needs arising when the Manhattan District was the

agent for conducting Atomic Energy research. Rather more continuity in administration has been present here than in the military activities mentioned earlier. While OTS serves the public and ASTIA serves military contractors, the AEC Technical Information Service serves primarily the contract activities which operate the AEC research facilities.

NACA

The National Advisory Committee for Aeronautics, has had a documentation activity since 1917 and with the help of the Superintendent of Documents, currently serves many of the customers served by other activities.

Since these documentation activities provided a similar public with a similar product, i.e., the research report, cooperation among them was essential. As early as the September 1947 meeting at the Library of Congress, problem areas were outlined in the production, distribution and use of research reports.

GSIS

These problems were still unsolved in the spring of 1950 when the administrators of the technical information programs at AEC, the Navy Research Section, the Central Air Documentation Office and the NACA noted that they either produced, or had subject to bibliographic control, 85 per cent of all research reports prepared at Government expense which were then being issued. To insure greater coverage and to eliminate duplication, the "Group on Standardization of Information Services" (GSIS) was established. Those responsible for the activities of the agencies concerned took it voluntarily upon themselves to attack with renewed vigor the problems of catalog cards, secondary publications, photoduplication, reading devices and mechanical aids.

The two-column card pioneered by the Navy activity seemed to offer advantages in composition. That is, from the one basic card, it was possible to prepare accessions lists, bibliographies,

and the like, by merely arranging the cards properly and photographing. It was decided that the four agencies would use a two-column card and that certain items would appear in a given order on each card, but that any agency could put additional information in the remaining portions of the card without hindrance. The GSIS decided not to go in for needless duplication of cataloging but each agency was to feel free to do purposeful duplication of effort where he deemed such to be advisable. From time to time other agencies have adopted voluntarily the two-column card of GSIS, and other advances advocated by this informal group, but there has never been any pressure on any one to conform.

Announcement Bulletins

The announcement bulletins of the four activities were to use a two-column format and to include documents listed by one of the other agencies if essential for the program of the listing agency. Thus, AEC lists in its *Nuclear Science Abstracts* certain NACA reports. The NACA lists no materials in its bulletin except material it has available for distribution. Some attempts were made at merging subject heading lists. The merger is still an uncompleted task requiring some further standardization in procedure.

The agencies agreed to exchange catalog cards and distribution lists. In this way, it was possible to contact customers of cooperating agencies to inform them of services available in other activities.

There was much discussion of photoduplication experiences and agitation for standard reading machines. Some surveys were made on these subjects, but progress comes slowly.

European Documentalists

European documentalists who came here in 1950 to observe American documentalists at work, made apparent the difference in their own approach. The European group was composed almost entirely of technically-trained rather

than library-trained persons. They were used to dealing with smaller quantities of material. They were unused to the translation facilities we found necessary because the users of European services read other foreign languages as a matter of course. The Europeans cannot afford the gadgets that we use so freely and are not as impressed by our statistics of quantities as we are.

The expression of concern voiced by The Association of Research Libraries in November 1950 about rival activities in the documentation field seems to indicate that librarians are not taking part in the research report activities at the universities. It is true that security problems, and what is popularly termed, "need to know", cause certain difficulties, but technique in control of the reports is the librarian's unique contribution.

Field representatives from certain documentation agencies have taken the initiative in contacting certain institutional libraries where their services could be used, but have been received with a marked lack of understanding. Perhaps the continuing series of symposia, workshops, and conferences will have their effect in promoting more widespread understanding of the usefulness as well as the problems of the unpublicized research report.

Discussion and Development

The documentation foment in Washington took the form of various informal meetings in addition to the normal Science-Technology Group meetings. During one year, every S-T meeting of the SLA Washington, D. C. Chapter was devoted to research reports.

Although the Institute of Aeronautical Sciences sponsored the January 1951 meeting in New York, the problems of all research reports were discussed and not only those relating to aeronautics. The symposium was actually a briefing session on what GSIS had done and what it planned to do in the future. Through the courtesy of the Institute librarian, Maurice H. Smith,

the Science-Technology Division of SLA was listed as co-sponsor. The S-T mailing list was circulated on this symposium and received a gratifying response from S-T members.

Our British friends held an unprecedented meeting on aeronautical information, dignified by co-sponsorship of the Royal Aeronautical Society and ASLIB. Reports from this particular meeting indicate that it is even harder to keep up with the American research report from a distance.

The popular SLA post-convention symposium held in May 1952 in New York drew an attendance of approximately 700 people. The program was full and time for questions and discussion was limited. It would be difficult to overestimate the constructive effects of this first big meeting: (1) Many SLA members were confronted for the first time by the research report developments. (2) Information on current problems in this field of activity provided further insight into the vast potentials of this media.

So much research in all subject fields is being carried on in this country that the existing conventional apparatus of journal publishing and book publishing cannot hope to cope with it. The various near-print processes are becoming easier and easier to use and any one can be his own publisher who can cut a stencil and turn a crank. It is inevitable that the number of research reports will increase.

The National Bureau of Standards' seminar was noteworthy in recognizing the researcher's need to be aware of the literature in his field and the documentation efforts that are available to assist him in his research work.

The Department of Agriculture in its Graduate School has made significant contributions to librarianship in the Washington area. The 1949 and 1952 lecture series were well received.

The Welch Medical Library Symposium which was held about a year ago, demonstrated the universality of the documentation problem. It was not

necessary to be a medical research specialist to make good use of the information under discussion.

The Cranfield meeting last March, as an international experience in documentation, was most informative. Essentially, every administrator in the aeronautical information field in England and the continent was there.

Documentation activities on the continent have considerably more disciplinary force than American activities enjoy. The technically-trained information officer is predominant. He worries about the production of documents, the distribution of documents, as well as the utilization of them. By the same token, the responsibilities of some of the European librarians seemed to be more limited than those of their American counterparts.

Sixteen papers including four by Americans and one by a Canadian were presented at the Cranfield meeting. Preprints of all papers were available. Each author was limited to ten minutes for a summary and the remainder of the time was devoted to animated and even forceful discussion.

Documentation Committee

The Advisory Group for Aeronautical Research and Development was set up in 1952 by the North Atlantic Treaty Organization as a means of facilitating the exchange of unclassified information in the field of aeronautics. The need for a documentation panel in addition to panels on aeromedicine, wind tunnel testing, combustion and similar topics, became apparent to the director of AGARD when the wind tunnel panel met in Rome. A Dutch proposal recommending use of marginal punched cards for retrieving data was under discussion. No decision was reached due to the lack of any persons on the panel sufficiently informed on the matter to judge adequately the merits of the proposal.

The director of the Royal Aircraft Establishment, Mr. A. A. Hall, was appointed chairman of this newly consti-

tuted Documentation Committee which included representation from Canada, France, Italy, Netherlands, and the United Kingdom, as well as the United States. With several exceptions, the Committee was composed of information officers or administrators with technical background.

Discussion covered standardization of document size and general format, catalog card preparation by document originators, improvement in abstracting services, subject classification systems, retrieval systems for specific data, semantical problems, and research on documentation problems.

Aeronautical Classification

The Cranfield meeting was followed by a second meeting in London last September after the Documentation Committee had been accepted as a formal Committee of AGARD. Progress was reported in all areas. A second draft of an NACA classification scheme was accepted with minor revisions. This scheme was an effort to list for distribution and indexing purposes the significant areas of activity in aeronautical engineering. The review of the Universal Decimal Classification in its aeronautical sections was discussed. The Dutch were prepared to proceed with their marginal punch card system. They were awaiting receipt of sufficient subscriptions before beginning work. France, Italy and the United Kingdom had already taken steps looking toward the eventual compilation of a dictionary based on the British Standards Institution *Glossary of Terms* (British Standard 185).

The American representatives, W. Kenneth Lowry and Eugene B. Jackson, reported on all known documentation research projects in the United States. The report was well received but some doubt was expressed on whether sufficient consideration was being given to the basic philosophy of the documentation problem.

A member of the Royal Aircraft Establishment staff was appointed to make a basic analysis of American re-

search in documentation. A coordinator was appointed for each area of the Committee's interest to coordinate reports from various countries. A combined report in each subject area will be presented at the next Documentation Committee meeting to be held in The Hague, May 3-7, 1954.

In this country, two workshops have been held in Washington within the year. A "Workshop on the Production and Use of Technical Reports" was scheduled last spring.

More recently, Documentation, Incorporated, conducted an Institute on Logic and Machines in Organizing Information. Despite a rather high fee, more persons wished to attend the Institute than could be accommodated.

Similar meetings were held by the Division of Chemical Literature, American Chemical Society, in Chicago last September, and by the American Documentation Institute in Washington in

November. These meetings were concerned with report preparation and distribution rather more than with report utilization. They both featured displays of the latest equipment, reproduction methods and permitted the exchange of ideas on the more mechanical phase of the documentation problem. Publication of the ACS symposium is under way.

Conclusion

As a result of the President's Executive Order 10501 abolishing the security classification of *Restricted* on December 15, 1953, a larger proportion of research reports is likely to come to the attention of conventional librarians. There is a real possibility also that federal civil service job specifications for *Documentalist*, permitting the substitution of graduate training in physical sciences for library training in order to fill certain research-report-related positions, will be adopted in 1954.

SLA Documentation Committee

REPORT

The SLA Documentation Committee has held three meetings in the past six months, Chairman Bernard M. Fry reported at the recent meeting of the Executive Board and Advisory Council in Chicago. Members of the Education Committee of the American Documentation Institute and certain other experts from organizations not affiliated with SLA were invited to participate in the Committee's study bearing on the identification and description of certain areas of special librarianship in the field of documentation which are not adequately described at present, or, in fact, are not described at all. The Committee's study is particularly oriented to a comparison of those areas with functions described in the existing *Library Series of the U. S. Civil Service Commission*. The Committee will try to establish whether sufficient elements exist in any given area to warrant separate description for a new or supplementary Civil Service series.

Members of the SLA Committee on Documentation include Ralph Dunbar, Office of Education; Mrs. Ruth Hooker, Navy Department; Jerrold Orne, Air University; Mrs. Nell Steinmetz, Pacific Aeronautical Library; and Bernard M. Fry, Atomic Energy Commission, Chairman.

The ADI Committee on Education includes Ralph Shaw, Department of Agriculture; Maurice Tauber, Columbia University; Mortimer Taube, Documentation Inc., Chairman.

Ex-Officio members include L. D. Barnes, Mildred Benton, Robert Bray, Eugene Jackson, William Mason and Jack Stearns.

WHAT MAKES A SPECIAL LIBRARY SPECIAL *In An Academic Institution*

LT. GEN. LAURENCE S. KUTER
Commander, Air University, Maxwell Air Force Base, Alabama

Lieutenant General Laurence S. Kuter was the featured speaker on the program marking the installation of the Alabama Chapter of Special Libraries Association, January 25, 1954. General Kuter's cogent remarks on the organization and the functions of the Air University library are of particular interest notwithstanding the highly special subject area explored. Fundamentally, there is a similarity in the approach to special library service and we are indebted to General Kuter for permission to print his paper here.

IT MAY SEEM PARADOXICAL to you that I, with my apparent responsibilities so remote from libraries, and representing an institution which is so different from other academic institutions, should be here to make some comments on a subject which most of you would consider remote from my normal interests. What I have to say should serve in some measure to dispel this illusion. In our kind of work there are far more relationships with education and research through libraries than most of you would expect. In our kind of academic institution there are far more similarities than there are differences between us and the typical academic institution you all know. Now, if we add to these complications of difference the name "special", which is attached to your particular activities in libraries, and as we feel so fundamentally a distinctive element in our particular enterprise, the problem of relationships becomes a little more complicated. In order to clarify this, let us briefly review our way of seeing the factors which make our library special in our kind of academic institution.

Let us start out with our public. It was obvious to all of you, as you passed through our gate, that we have to do

with a special public. Our public is the pick of the officers and men of the Air Force throughout the world. These men are brought here particularly for training in command functions. Each of them has a more or less extensive experience in the Air Force and possesses not only a superior intelligence, but exact and thorough understanding of current experience in the field from which he was brought. Our typical students are mature men whose careers are military and whose consuming life interest is the proper utilization of air power. The students are selected on the basis of their declared interest, their already real contribution to the quality of our Air Force, and their potential usefulness as commanders within the Air Force of the future. Imagine, then, approximately 2,100 of such students at any one time, eight thousand per year, brought together in one place with their tremendous resources in experiential background and the great potential result which may come from a mutual exchange of all this experience over a period of three to nine months, one-quarter to the full academic year. This is what makes our public a special one.

Now, if we start from the basic considerable mass of information that is



LT. GEN. KUTER

already available in the form of experience in our special public, it is immediately obvious that any library planned to serve the research and even the daily ordinary requirements of such students must have a special brand of materials. This is the second factor to which we may attribute our claim to being special. The material held in our library takes up where many libraries end. With us the usual materials of a library—books and journals—are very elementary. The era in which we live is one of incredible speed. Many, many years ago, it was already apparent to writers and teachers that the production of books as a means of recording current knowledge was far too slow. That was the time when journals were established and came to take the place in our lives that they now have. It was and still is possible for new and valuable facts to be publicized rather swiftly through journals. However, more recently the journal has proved to be too slow, and a new form of literature, the near-print document or ephemeral paper, has come to take its place in our working lives. Recorded information can be made available in this special form much more simply and rapidly; our library has its major resources in this material.

Clientele

These special students of ours vary in career level from the young junior officer or man to the more experienced

and very senior officer. In each case the material they require will vary, depending upon the level of their information and their need for research in depth. On the one hand we have all of the typical users of the library, as in any academic library situation: the fact question, the simple searches, contributing data. We have, also, and in considerable numbers, the special user requiring very special materials. A bona fide research in our kind of library often starts where in another library it would already have been ended. Our vast collections of documents and monographs are consulted in detail and must include materials up to the current day to satisfy the requirements of certain research problems.

Special Files

Another special material deserves to be mentioned and that is our Authority files. Inasmuch as solutions to all military problems must be founded on fact and must be possible within available facilities and regulations, our library is obliged to maintain a complete collection of the orders, regulations, and organizational papers issued by all commands of the Air Force, as well as the general publications of the same nature issued by other military agencies. Every statement and every proposal must be based upon facts which are frequently ascertainable only through this material.

In one other area our library collections may be said to be special. We are a military organization as well as academic, and military science has, of course, its own special literature. In addition to the documentary and authority materials already studied, there are numerous serial types of publications and journals peculiar to military science. These are frequently not commercial publications and often difficult to locate and maintain on a continuing basis. These materials are also special and seldom found in other libraries.

Perhaps now you can already see that with these special students the mere possession of a vast quantity of

special materials is not adequate to assure their meeting. The answer to this is our third reason for being special: special methods of handling both materials and users. The handling of materials in our kind of a library demands something beyond the characteristic methods of handling books and journals. Although the latter two types of material are wholly inadequate to meet our requirements, the usual methods of handling that part of our library collections are adequate for that purpose. We, then, catalog our books and organize our journals in much the same way as other libraries do. When we approach the more specialized kinds of material, however, we have quite another problem. Adequate analysis and proper management of a massive security classified documents collection raise a host of special problems not normally found in other libraries. The first problem is that of locating or finding out about the existence of numerous items of this kind about which little is known because of security requirements.

The first special task, therefore, is that of finding out about every item which has been produced which may be useful as a part of the working collections to meet the student's need. A second special problem lies in the maintaining and servicing of security classified materials in large numbers. Many of you are aware of the problems which normally arise in the receipt and transfer of classified materials from one point to another. If you multiply this problem by a factor of approximately two thousand per week, you will have a rough idea of the kind of special problem we meet here. Consider the fact that each security classified item must be logged in as a separate piece and its every movement and use recorded on one form or another from the time it enters the library until it is retired. Consider, also, that all through this lifetime of use, every one of these items must be stored, maintained, and be made immediately available for use

in space which is comparable to that of a bank vault in security.

Now, then, let us move on to the special problem of introducing our materials, whether special or otherwise, to the user. All of you know the usual volume of materials that a cataloger can move through in the form of books or journals. Actually, it is usually not very difficult to analyze the contents of a book. Most books have a table of contents, chapter headings and indexes which make it relatively easy for a cataloger to decide what needs to be represented on the card or in a bibliography. Our primary and most numerous materials do not normally have chapter headings, tables of contents, or indexes. Further, by the nature of their content, they are more often than not the record of new material in subject areas where the language has yet to be established. Terminology is often temporary because of the speed of development. Obviously, our analysts are going to have far more difficulty in moving this material through than they would have with books. Consider again the volume we are discussing. If this library were concerned only with documentary materials, we would have to think in terms of approximately 2,000 items per week. But this is not all. These numbers of security classified materials are superimposed upon the standard library load of books and journals. Perhaps this is enough to say about our special problem of analysis. It is only one more reason why we think our kind of library is properly named "special."

Personnel

We come now to the fourth field and one which perhaps is the most important one: that of personnel.

It goes without saying that none of the earlier described special facets of our work could be successfully carried out without a very special kind of librarian. It is our belief that among the basic qualities requisite to successful work in our kind of a special library are: (1) intellectual curiosity, (2)

flexibility of mind, (3) a natural gregariousness. You will note that subject competence has not been mentioned. This is one of our problems. Obviously you cannot find our kind of subject competence in the field. If you compare the need of a special librarian for a chemist, or a biologist, or a business management expert, you realize that all of these can be trained in the schools. Now, where do you find training for the specialist in military science? We do not stress subject competence as a prerequisite, but assuming that we can find the people possessing the qualities named previously, let me tell you what we do with them and how they operate in special ways. Our best illustration is probably in the front lines—that part of our staff which meets the public. We call these librarians, “Bibliographic Assistants.” Their work is channeled in two particular directions. Each one is assigned a field of interest where he or she spends a large portion of the time searching, scanning, reading, learning, noting, organizing, and preparing materials for use. The remainder of the time is spent reporting and advising directly with students and faculty. The Bibliographic Assistants are attached to

specific courses and programs and concentrate on that particular public. They become superlibrarians, charged with information, new materials, and methods precisely adjusted to the requirements of their particular public of which they become an integral part.

We consider these librarians, in effect, a very considerable extension of the standard forms of access to library materials. Library catalogs are commonly fine tools. Periodical indexes and other such useful indexes may improve upon them by virtue of greater flexibility. We here find it necessary to go beyond these to the most flexible instrument yet invented—the mind of man. These librarians are living, thinking, extensions of the standard library tools placed strategically in positions where they can bring each bit of new information to the attention of those who should have it. At the same time they can observe continuously current changes in curricula and alert the library acquisitioners and analysts to prepare for them. Thus, once more our librarians become special and the circle bringing user and material together is closed.

MILITARY LIBRARIANS TO MEET

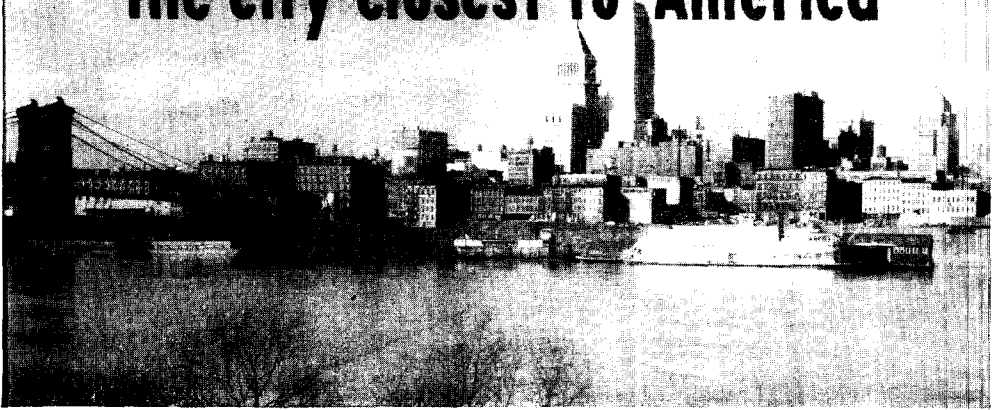
A special program and business meeting conducted by Dr. Jerrold Orne, head of the Military Librarians Section of the Social Science Division, will take place Tuesday afternoon, May 18, 1954, in Cincinnati, at the SLA Convention.

Brigadier General Dale O. Smith, director of education at the Air University, Maxwell Air Force Base, Alabama, will discuss “The Need for Lay Study of Military Art and Science and How Libraries Can Help to Meet This Need.”

Three projects now under way in the Military Librarians Section will be reviewed: the Bibliographic Exchange Union of Military Libraries, the Union List of Foreign Military Serials, and plans for the extension of military periodical indexing.

CINCINNATI

the city closest to America



Special Libraries Association

Forty-Fifth Annual Convention

MAY 17-20, 1954

THE NETHERLAND PLAZA HOTEL, CINCINNATI, OHIO

CONVENTION PROGRAM

Sunday, May 16

The Executive Board will meet at 9:30 A. M. for an all-day session. The meeting is open to all interested SLA members.

Tea, sponsored by the Board of Trustees and Staff Association of the Cincinnati Public Library, will be served at the old Cincinnati Public Library at 3:00 P. M. Tours of the old and the new Cincinnati Public Library will be conducted until 6:00 P. M.

Monday Morning, May 17

9:00 - 10:00 A. M.

OPENING SESSION

MRS. LUCILE L. KECK, president, Special Libraries Association, presiding.
Invocation: DR. NELSON GLUECK, president, Hebrew Union College, Cincinnati, Ohio.

Welcome to the City: MRS. DOROTHY N. DOLBEY, Vice Mayor, Cincinnati, Ohio.

Reply: MRS. LUCILE L. KECK, president, Special Libraries Association.

Exhibits Review by Exhibits Chairman: JEAN ORR, Cincinnati Public Library.

Introduction by the Convention Chairman: JOSEPH J. OLAH, librarian, Ohio River Division Laboratories, Corps of Engineers, U. S. Army.

MONDAY, MAY 17

Monday, May 17

Morning

7:30 - 9:00 A. M.

NEWSPAPER DIVISION. Breakfast.

9:00 - 10:00 A. M.

Official Opening of Convention.

10:00 - 12:00 A. M.

Convention-Wide Program: Library Building and Plans

Chairman: MARGARET P. HILLIGAN, librarian, General Mills Inc., Minneapolis, Minnesota.

The When's, Why's, and How's of Planning. Helen Mary Pyle, librarian, Sun Oil Company, Philadelphia, Pennsylvania.

Planning the New Library. Gretchen E. Runge, librarian, Burroughs Corporation, Paoli, Pennsylvania.

Library Planning Within Confined Areas. Else L. Schulze, librarian, Procter & Gamble Company, Cincinnati, Ohio.

Luncheons 12:00 Noon

CHAPTER-WIDE LUNCHEONS

FINANCIAL DIVISION

NEWSPAPER DIVISION. *Benefits Newspapers Get From Newspaper Libraries.* Roger H. Ferger, publisher, "Cincinnati Enquirer."

Afternoon

ADVERTISING DIVISION

1:30 - 4:00 P. M. see MUSEUM DIVISION.

5:00 P. M. Workshop and methods meeting.

MUSEUM, ADVERTISING AND PICTURE DIVISIONS:

1:30 - 4:00 P. M. Tour of Hebrew Union College, Jewish Museum, American Jewish Archives, Historical and Philosophical Society, University of Cincinnati, Taft Museum. *The Taft Museum and Its Collection.* Katherine Hanna, director, Taft Museum.

6:00 P. M. Historical Society Exhibition and Tea at Taft Museum. Guests of the Historical and Philosophical Society Board of Directors.

NEWSPAPER DIVISION. Library visits. 2:00 - 5:00 P. M.

PICTURE DIVISION, see MUSEUM DIVISION

SCIENCE-TECHNOLOGY DIVISION

Symposium: *Library Equipment.* 2:00 - 5:00 P. M.

Color Considerations in Choosing Equipment. Speaker to be announced.

Basic Principles on Design of Equipment. Clifford S. Brown, Hamilton Manufacturing Company, Two Rivers, Wisconsin.

What's New and Efficient in Equipment. Karl F. Heumann, National Research Council, Washington, D. C.

MONDAY, MAY 17

Dinners

BUSINESS AND FINANCIAL DIVISIONS. Terrace Plaza Hotel. *How the Library is Used by Statisticians in Their Work*. Lee Welch, economist and statistician, Procter & Gamble Company, Cincinnati, Ohio. 6:00 P. M.

HOSPITAL DIVISION ADVISORY COUNCIL. 6:00 P. M.

SCIENCE-TECHNOLOGY DIVISION:

PHARMACEUTICAL SECTION. Seventh anniversary dinner. 6:00 P. M.

Splitting Hairs. Verling Votaw, director of Product Research, Procter & Gamble Company, Cincinnati, Ohio.

History of the Pharmaceutical Section. Lorena Keyl, assistant librarian, The Upjohn Company, Kalamazoo, Michigan.

SOCIAL SCIENCE DIVISION. 7:00 P. M.

Evening

SLA REPRESENTATIVES. Symposium. 8:00 - 10:30 P. M.



Tuesday, May 18

7:30 - 9:00 A. M.

Placement Breakfast for Employment Chairmen.

Editors' Breakfast and Round Table. Discussion. *Moderator*: Dora Richman, editor, SPECIAL LIBRARIES.

NEWSPAPER DIVISION. Breakfast.

SCIENCE-TECHNOLOGY DIVISION. Breakfast. Division Officers and Committee Chairmen.

9:00 - 12:00 Noon

PUBLISHERS AND POLICIES

Panel discussion sponsored by the PUBLISHING DIVISION, with participation of ADVERTISING, BUSINESS, FINANCIAL, HOSPITAL, INSURANCE, METALS, MUSEUM, NEWSPAPER, PICTURE and SCIENCE-TECHNOLOGY DIVISIONS.

Moderator: MRS. MARIE S. GOFF, librarian, E. I. du Pont de Nemours and Company, Wilmington, Delaware.

Representing the Publishers:

ROY B. EASTIN, executive assistant to the Public Printer, U. S. Government Printing Office, Washington, D. C.

JOHN L. HALLENBECK, circulation manager, *Life*, New York, N. Y.

SIDNEY D. KIRKPATRICK, vice-president, McGraw-Hill Book Company, New York, N. Y.

DANIEL MELCHER, sales manager, R. R. Bowker Co., New York, N. Y.

Representing the Special Librarians:

MRS. EILEEN CUNNINGHAM, librarian, School of Medicine, Vanderbilt University, Nashville, Tenn.

HELEN LOFTUS, librarian, The Lilly Research Laboratories, Indianapolis, Indiana.

MRS. MARTHA O'LEARY, librarian, Benton & Bowles, Inc., New York, N. Y.

WINIFRED SEWELL, librarian, Squibb Institute for Medical Research, New Brunswick, N. J.

TUESDAY, MAY 18

BIOLOGICAL SCIENCES DIVISION:

8:45 - 10:20 A. M. Tour of Occupational Health Field Headquarters and Lloyd Library.

10:30 - 12:00 Noon. Business meeting at Y.M.C.A.

GEOGRAPHY AND MAP DIVISION:

9:00 - 11:00 A. M. Papers to be announced.

11:00 - 12:00 Noon. *Flood Control as Practiced by the Corps of Engineers*. General Paschal N. Strong, Ohio River Division, Corps of Engineers, U. S. Army.

SOCIAL SCIENCE DIVISION:

INTERNATIONAL RELATIONS AND HISTORY SECTIONS. Round-table discussion on the importance of special libraries in international affairs. *Chairman*: LUCILLE DUDGEON, advisor, program guidance staff, United States Information Agency.

Luncheons

ADVERTISING AND PUBLISHING DIVISIONS:

Luncheon and presentation. Station WLW. 12:30 - 4:00 P. M.

BIOLOGICAL SCIENCES DIVISION. Luncheon at Y.M.C.A. 12:00 - 1:30 P. M.

BUSINESS DIVISION. 12:00 - 2:00 P. M.

FINANCIAL DIVISION. "Times-Star" speaker. 12:00 - 2:00 P. M.

GEOGRAPHY AND MAP DIVISION. *The Economic-Geographical Conception of Future Peace*. Louis Bromfield, noted author. 12:00 - 2:30 P. M.

INSURANCE DIVISION. *Pensions*. Robert E. Bjorhus, district supervisor of Group Pensions, Travelers Insurance Co., Dayton, Ohio. 12:30 P. M.

PICTURE AND MUSEUM DIVISION. Joint luncheon. 12:00 - 3:00 P. M.

PUBLISHING DIVISION, see ADVERTISING DIVISION

SCIENCE-TECHNOLOGY DIVISION:

CHEMISTRY SECTION. *Current Reference Sources for Science Libraries*.

Dr. Frances Briggs Jenkins, associate professor, University of Illinois Library School, Urbana, Illinois. 12:00 - 2:00 P. M.

ENGINEERING SECTION. Luncheon and business meeting. 12:00 - 2:00 P. M.

PUBLIC UTILITIES SECTION. Luncheon and business meeting. 12:00. Round-table discussion: *Review of Happenings in Public Utility Libraries During the Past Year*.

Afternoon

ADVERTISING DIVISION, see PUBLISHING DIVISION

BUSINESS DIVISION. Speaker: Robert M. Luckey, manager, Cincinnati Field Office, Department of Commerce. 4:00 - 6:00 P. M.

FINANCIAL DIVISION. *Some Recent Developments in Economy Binding of Books and Other Library Material*. Edward D'Alessandro, Cleveland Public Library, Cleveland, Ohio. 2:00 - 4:00 P. M.

HOSPITAL DIVISION. Tour of St. Elizabeth Hospital. 12:30 - 5:00 P. M.

MUSEUM AND PICTURE DIVISIONS. Tour of Cincinnati Art Museum.

Museum as a Living Library. Philip R. Adams, director of the Museum.

Cocktail Party. Guests of the Museum. 3:00 - 5:00 P. M.

NEWSPAPER DIVISION. *Microfilming of Clippings*. Charles A. Brown III, librarian, "Minneapolis Star and Tribune." Representatives of Micro-Photo Service Bureau. 2:00 - 5:00 P. M.

WEDNESDAY, MAY 19

PICTURE DIVISION, see MUSEUM DIVISION

PUBLISHING AND ADVERTISING DIVISIONS:

Reception in Publishing Suite. 5:00 P. M.

SCIENCE-TECHNOLOGY DIVISION:

ENGINEERING SECTION. Visit to flood wall. 2:00 - 5:00 P. M.

SECTIONS. Business meetings. 2:00 - 5:00 P. M.

SOCIAL SCIENCE DIVISION:

MILITARY LIBRARIANS SECTION. Program and business meeting. *Chairman:* DR. JERROLD ORNE, librarian, Air University Library, Maxwell Air Force Base, Alabama. 4:00 - 6:00 P. M.

The Need for Lay Study of Military Art and Science, and How Libraries Can Help to Meet This Need. General Dale O. Smith, director of Education, Air University.

PUBLIC ADMINISTRATION SECTION. Discussion of the Public Administration Project. *Chairman:* MRS. MARY VIRGINIA WENZEL, legislative control officer, Bureau of Program and Standards, Civil Service Commission. 3:00 - 5:00 P. M.

Dinners 6:00 P. M.

BIOLOGICAL SCIENCES AND HOSPITAL DIVISIONS. Speaker: Dr. Gustav Eckstein, professor of physiology, University of Cincinnati.

Past Presidents. Dinner.

Evening

Executive Board and Advisory Council Meeting. 8:00 - 10:00 P. M.



Wednesday, May 19

Morning

ADVERTISING DIVISION. Breakfast and business meeting. 9:00 - 12:00 Noon.

BIOLOGICAL SCIENCES AND HOSPITAL DIVISION. Tour. 8:30 - 11:00 A. M.

FINANCIAL DIVISION:

8:00 - 10:00 A. M. Breakfast and business meeting.

10:30 A. M. Tour of the Federal Reserve Bank, Cincinnati Branch.

GEOGRAPHY AND MAP DIVISION:

9:00 - 10:30 A. M. Business meeting.

10:30 - 5:00 P. M. Bus trip along the Ohio River.

HOSPITAL DIVISION, see BIOLOGICAL SCIENCES DIVISION

INSURANCE DIVISION. Methods Meeting: *Handling Company Archives and Company Historical Material.* 9:00 - 12:00 Noon.

Chairman: F. ROWENA PHILLIPS, librarian, The Manufacturers Life Insurance Co., Toronto, Canada.

Speakers:

NANCY AKERS, archives librarian, Metropolitan Life Insurance Co., New York, N. Y.

EMMA T. MCCALL, librarian, Insurance Co. of North America, Philadelphia, Pennsylvania.

MRS. RUTH PARKS, librarian, National Safety Council, Chicago, Illinois.

VERNIE H. WOLFSBERG, librarian, St. Paul Fire and Marine Insurance Co., St. Paul, Minnesota.

WEDNESDAY, MAY 19

METALS DIVISION. Business meeting. 9:00 - 12:00 Noon.
MUSEUM AND PICTURE DIVISIONS. Tour. 8:00 - 5:00 P. M.
NEWSPAPER DIVISION. Breakfast and business meeting. 9:00 - 12:00 Noon.
PICTURE DIVISION, see MUSEUM DIVISION
PUBLISHING DIVISION. Breakfast and annual business meeting. 8:30 A. M.
SCIENCE-TECHNOLOGY DIVISION. 9:00 - 12:00 Noon.
SOCIAL SCIENCE DIVISION. Annual business meeting. 9:00 - 11:00 A. M.

Luncheons

ADVERTISING DIVISION, see NEWSPAPER DIVISION
BIOLOGICAL SCIENCES AND HOSPITAL DIVISIONS. Luncheon at University of Cincinnati. 12:00 Noon.
BUSINESS AND TRANSPORTATION DIVISIONS. Luncheon at Union Terminal.
Speaker: James K. Knudsen, commissioner, U. S. Interstate Commerce Commission.
FINANCIAL DIVISION. Luncheon at Federal Reserve Bank Cafeteria. Financial Division members only.
HOSPITAL DIVISION, see BIOLOGICAL SCIENCES DIVISION
INSURANCE DIVISION:
12:30 - 2:00 P. M. Luncheon at Terrace Plaza Hotel. Guests of the Western and Southern Life Insurance Company.
2:00 - 5:00 P. M. Tour of local libraries.
NEWSPAPER, ADVERTISING AND PUBLISHING DIVISIONS. Speaker: Dick Thornburgh, "Cincinnati Post." 12:30 - 3:00 P. M.
PUBLISHING DIVISION, see NEWSPAPER DIVISION
SCIENCE-TECHNOLOGY DIVISION:
PETROLEUM SECTION. *Oil Prices and Competition*. Charles Hardwick, member of the Board of Trustees, Ohio Oil Company, Findlay, Ohio. 12:00 - 2:00 P. M.
SOCIAL SCIENCE DIVISION:
INDUSTRIAL RELATIONS SECTION. Luncheon and meeting: 12:00 - 2:00 P. M.
Chairman: Patricia Humphrey, librarian, Research and Engineering, United Auto Workers, Detroit, Michigan. Speaker to be announced.
TRANSPORTATION DIVISION, see BUSINESS DIVISION

Afternoon

BIOLOGICAL SCIENCES DIVISION:
1:30 - 4:00 P. M. Visit to College of Medicine and Kettering Laboratory, University of Cincinnati. *The Role of Bibliographic Research in Scientific Investigation*. Dr. Robert A. Kehoe, director, Dept. of Preventive Medicine and Industrial Health.
4:00 - 5:00 P. M. see HOSPITAL DIVISION
BUSINESS DIVISION. Tour of Cincinnati Union Terminal. 1:00 - 5:00 P. M.
FINANCIAL DIVISION. Trip to Procter & Gamble Company Technical Library, Miami Valley Laboratories. 2:00 - 5:00 P. M.
HOSPITAL AND BIOLOGICAL SCIENCES DIVISIONS. Tea at School of Nursing and Health, Jewish Hospital. 4:00 - 5:00 P. M.

WEDNESDAY, MAY 19

METALS DIVISION. Symposium: *Efficient Use of Vertical File Material.* 2:00 - 4:30 P. M. *Chairman:* MRS. MIRIAM LANDUYT, librarian, Caterpillar Tractor Co., Peoria, Illinois.

Pamphlets, Trade Catalogs, Government Documents. Mrs. Elizabeth M. Burton, librarian, U. S. Naval Ordnance Plant, Indianapolis, Indiana.
Translations, Photostats, Reprints and Preprints. Elizabeth M. Mulhall, librarian, Metal & Thermit Corp., Rahway, New Jersey.
Company Research Reports. Patricia Snyder Owens, librarian, Illinois Glass Company, Toledo, Ohio.

NEWSPAPER DIVISION. Panel: *Meet the Experts—What's Your Question?* 2:00 - 5:00 P. M. *Moderator:* Mrs. Lee Jessup, "Nashville Banner."

PUBLISHING DIVISION. Trip to Procter & Gamble Company Technical Library, Miami Valley Laboratories. 5:00 P. M.

SCIENCE-TECHNOLOGY DIVISION:

CHEMISTRY SECTION. Trip to Procter & Gamble Company Technical Library, Miami Valley Laboratories. 1:00 - 5:00 P. M.

ENGINEERING SECTION. Meeting. 2:00 - 5:00 P. M.

Instrumentation Literature, a Method for its Organization and Retrieval. William Wildhack, director, Office of Basic Instrumentation, National Bureau of Standards, Washington, D. C.

The SLA-ADI Joint Task Force on Specifications for Documentalists. Bernard Fry, deputy chief, Technical Information Service, Atomic Energy Commission, Washington, D. C.

The Allied Group for Aeronautical Research and Development (AGARD). Eugene Jackson, chief, Division of Research Information, National Advisory Committee for Aeronautics, Washington, D. C.

Engineering Filing Systems and Product Classifications. Ralph Phelps and John Soroka, Engineering Societies Library, New York.

Technical Reporting by the Centers of the Air Research and Development Command. Joseph Hall, Air Research and Development Command, Baltimore, Maryland.

PETROLEUM SECTION. Meeting. 2:00 - 5:00 P. M.

Uniform Indexing of Government-Sponsored Research Reports in a Petroleum Company Information Center. John Alden, manager, Technical Information, Research and Development Department, Phillips Petroleum Co., Bartlesville, Oklahoma.

Case History of a Centralized Abstracting Service. Hugh W. Field, vice-president and general manager, Research and Development Department, Atlantic Refining Co., Philadelphia, Pa.

SOCIAL SCIENCE DIVISION:

EDUCATION AND LIBRARY SERVICE SECTION. *Chairman:* DOROTHY THOMPSON, librarian, Ontario College of Education, Ontario, Canada.

SOCIAL WELFARE SECTION. Discussion of current projects. *Chairman:* Pauline C. Harvan, librarian, Social Administration Library, Ohio State University, Columbus, Ohio.



Banquet 8:00 P. M.

Speaker: Charles P. Taft, noted attorney and lecturer.

THURSDAY, MAY 20

Thursday, May 20

Morning

7:30 - 9:00 A. M.

Incoming Chapter Officers. Breakfast.

Incoming Division Officers. Breakfast.

NEWSPAPER DIVISION. Breakfast.

9:00 - 12:00 Noon

Annual Business Meeting.

Afternoon

FINANCIAL DIVISION. Business meeting. 1:30 - 3:00 P. M.

INSURANCE DIVISION. Annual business meeting. 1:30 - 3:00 P. M.

METALS DIVISION AND S-T ENGINEERING SECTION. Symposium: *Improving Operating Efficiency in a Small Library*. 2:00 - 4:30 P. M. Chairman:

ELIZABETH FRY, librarian, United States Steel Corporation, Pittsburgh, Pa.

Organizing Your Time and Work. R. W. Rix, system dispatcher, Cleveland Electric Illuminating Co., Cleveland, Ohio.

Training Non-Professional Staff. Jean P. Wesner, librarian, Bethlehem Steel Co., Bethlehem, Pa.

Use of Short Cuts, Forms and Simplified Records. Geraldine Anderson, librarian, Pittsburgh Consolidation Coal Co., Library, Pa.

SCIENCE-TECHNOLOGY DIVISION:

ENGINEERING SECTION, see METALS DIVISION.



Friday, May 21

"LOUISVILLE DAY"

Chartered bus leaves Netherland Plaza 8:30 A. M. Arrives at Louisville 11:30 A. M.

METALS DIVISION:

12:00 - 2:00 P. M. Luncheon. Guests of the Reynolds Metals Co.

2:00 - 5:00 P. M. Tour of the Reynolds General Sales Office, library, reference files, display room. Speaker and discussion.

NEWSPAPER DIVISION:

12:00 - 2:00 P. M. Luncheon at Brown Hotel. Speaker to be announced. Guests of "The Courier-Journal."

2:00 - 4:00 P. M. Tour of "The Courier-Journal and "The Louisville Times."

Dinner

6:30 - 9:00 P. M.

Kentucky Library Association, Special Libraries Section, Dinner. Elks Club.

How I Use Special Libraries in Kentucky. Joe Creason, feature writer, "The Courier-Journal." Open to all SLA members.



Saturday, May 21

10:00 - 11:30 A. M. Tour of Louisville Free Public Library conducted by C. R. Graham, librarian. Films.

“LOUISVILLE DAY”

May 21, 1954

Post Convention Program Highlights

“Louisville Day” will take place Friday, May 21, 1954, immediately following the close of the official SLA convention program in Cincinnati.

The “Louisville Day” program has been arranged through the enterprise of two of Kentucky’s outstanding special librarians, Ralph Shoemaker, librarian of *The Courier-Journal* and *The Louisville Times*, and Mrs. Marian Veath, librarian of the Reynolds Metals Company.

The Kentucky Library Association, Special Libraries Section, has arranged a dinner meeting at the famous Elks Club to which all SLA members and Louisville Library Club members are invited. The well-known feature writer for *The Courier-Journal*, Mr. Joe Creason, will be guest speaker, and will discuss “Special Libraries in Kentucky and How I Use Them.”

Special tours have been planned for SLA members of the Newspaper Division and also for SLA members of the Metals Division.

Newspaper Division members will be guests of *The Courier-Journal* and *The Louisville Times* at a luncheon to be held in the Brown Hotel, where Mr. Barry Bingham, president, and Mr. Mark Ethridge, publisher, will be present to welcome their guests. Following luncheon, visitors will be taken on a tour of the up-to-date plant housing *The Courier-Journal* and *The Louisville Times*. SLA members will have an opportunity to visit the library which carries out the latest concepts of efficiency in design and equipment.

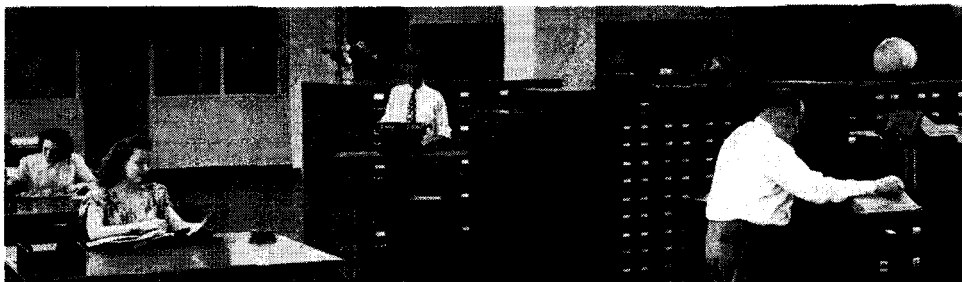
Metals Division members will be luncheon guests at the Reynolds Metals Company where a special tour and program has been planned. Visitors will find the library a model of its kind, offering another example of the latest approach to special information service.

Other plans are under way to provide a program of particular professional interest to all SLA visitors.

“Louisville Day” hospitality extends over the next day. All SLA members are invited Saturday morning to visit the Louisville Free Public Library, where Mr. C. R. Graham, librarian, will be host and will show visitors through the library, including the nationally famous audio-visual department. Special films will be shown.

And for that post convention holiday mood, SLA members will be able to see the exciting Oxmoor Steeplechase Races which take place Saturday afternoon. Seven races are scheduled and will provide a thrilling afternoon. See the next page for further information.

The Courier-Journal and the Louisville Times Library



LOUISVILLE NOTES



JOE CREASON

Feature Writer, *The Courier-Journal*



Those planning to attend "Louisville Day" will find the following additional information useful:

Transportation

A chartered bus will leave the Netherland Plaza Hotel in Cincinnati, Friday morning, May 21, at 8:30 A.M. and will arrive in Louisville at 11:30 A.M. Cost of transportation, one way, will be approximately four dollars.

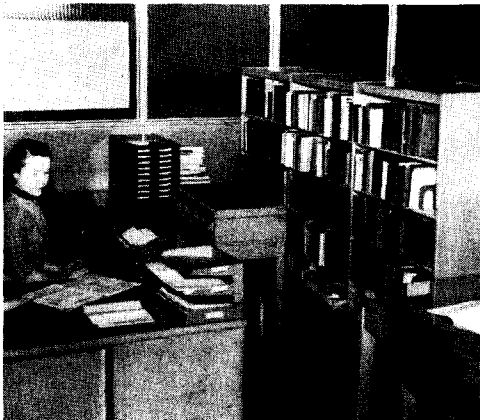
Regular bus service between Louisville and Cincinnati is provided by the Greyhound Bus Line.

Meals

NEWSPAPER DIVISION members will be luncheon guests of *The Courier-Journal* and *The Louisville Times* at the Brown Hotel.



Section of Reynolds Metals Co. Library



Geography and Map Tour

The Geography and Map Division has scheduled an all-day bus trip, Wednesday, May 19, 1954, to view the flood control installations along the Ohio River and its tributaries.

Unique among flood control installations anywhere in the world is the Millcreek Barrier Dam which has been in effective operation since 1947.

Included also in the tour will be a trip to West Fort Mill Creek Dam and Reservoir, and to the flood walls and levees at Covington and Newport, Kentucky.

METALS DIVISION members will be luncheon guests at the Reynolds Metals Company.

The dinner meeting of the Kentucky Library Association, Special Libraries Section, to take place at the Elks Club, will be open to all SLA members. The price (including tip) is two dollars and the menu will offer a choice of Southern fried chicken or fish. The meeting which is scheduled for 6:30 P.M. is expected to end at approximately nine.

Hotel

For those who wish to stay overnight in Louisville, May 21, accommodations are available at the Brown Hotel, Fourth and Broadway. A number of rooms are being held in the name of Ralph Shoemaker, *The Courier-Journal*, and SLA members are requested to refer to this quota of rooms in making reservations at the Brown Hotel.

Races

General admission to the Oxmoor Steeplechase Races, Saturday afternoon, 2:30 P.M., is one dollar and there is no betting.

Oxmoor is located approximately ten miles from the center of Louisville. Special buses will run on that day. A few private cars will also be available.

Among the Featured Speakers



GUSTAV ECKSTEIN

Gustav Eckstein, distinguished physician, philosopher, author, playwright, man of extraordinary gifts, and a brilliant and engrossing lecturer, will be the guest speaker at the dinner meeting of the Biological Sciences Division and the Hospital Division, May 18th.

Dr. Eckstein has been referred to as "that rarest phenomenon, an imaginative scientist. Dr. Eckstein is constantly seeing the mysteries of life in the queerest places—an amoeba under a microscope, a cockroach in a desk drawer—from all this he distills his unique type of writing—a blend of science, poetry, philosophy and love."

Lacking completely the usual ego possessed by noted authors, and famous for his sense of humor, Dr. Eckstein, when his publishers requested an autobiography, submitted the following: "Born, practiced dentistry, studied medicine, taught physiology, learned not much; read two or three men, learned a little; came to know two or three women, learned a great deal; made friends with two rats, learned prodigiously."

Dr. Eckstein was born and brought up in Cincinnati. He studied dentistry and received his D.D.S. from the Cincinnati College of Dental Surgery. He studied medicine at the Cincinnati University College of Medicine where he received his M.D., and where he has

been a member of the faculty for many years, currently as professor of physiology. He pursued his studies also at Harvard and holds an honorary degree, LL.D., from Hamilton College.

Dr. Eckstein has written a number of books include the memorable *Noguchi*, and *Everyday Miracle*, which was selected by the Non-Fiction Book Club in 1948 and chosen also as an alternate selection for the Book of the Month Club. Articles by Dr. Eckstein have appeared in many publications both here and abroad.



Louis Bromfield, noted author and farmer, whose varied interests include economics and international politics, will be the featured speaker at a meeting of the Geography and Map Division, Tuesday afternoon, May 19th.

Mr. Bromfield has won wide renown for his achievements at Malabar Farm, his home in Rockland County, Ohio, where in little more than a decade, he has transformed a thousand acres of poor or indifferent land into one of America's show-places.

As a feature of the program on the Conservation of Resources Mr. Bromfield will discuss "The Economic-Geographical Conception of Future Peace."

LOUIS BROMFIELD



Cincinnati Notes

Members of Special Libraries Association will find a cordial reception awaiting them when they attend the 45th Annual Convention, May 17-20, 1954, at the Netherland Plaza Hotel in Cincinnati, the "Queen City."

The Convention Committee, in close collaboration with the members of the Cincinnati Chapter, has spared no effort in devising a unique and stimulating program of professional interest and value to all SLA members. The Committee urges Association members to come to Cincinnati, to participate in the many activities that have been planned, and to enjoy the atmosphere of friendliness.

JOSEPH J. OLAH, *Convention Chairman*

Cincinnati is built on seven hills and the city extends for ten miles along the banks of the Ohio River.

The "Queen City" is known also as the "Crossroads of the Nation." From its earliest development as a "frontier metropolis" surrounded by a vast area of unsettled land, it was aware of the necessity for developing its own resources and for establishing satisfactory lines of communication and transportation.

The city ranks high as a manufacturing center. It boasts twenty-one airports in the metropolitan area, as well as seven railroad lines. Cincinnati's Union Terminal is one of the city's showplaces.

In the downtown area of Cincinnati may be found the city's theaters, clubs, exclusive shops, transportation terminals, fashionable hotels—all within a few blocks of each other.

Distances are measured from Fountain Square in the center of which is the famous Tyler-Davidson Memorial Fountain.

All streets running north and south begin address numbers from the river. Vine Street, the longest street in Cincinnati, is the dividing line for streets running east and west.

Cincinnati produces a wide range of industrial and consumer goods. The manufacture of machine tools is the city's largest single industry. It is said that nearly one-fifth of the nation's tools are made here. The Cincinnati Machine Tool Company, established in 1884, is the world's largest manufacturer of machine tools.

Some of the most famous names in the business and industry of the nation

are represented in Cincinnati. Procter & Gamble which is said to produce half of the country's soap products, makes its home in Cincinnati. Schenley Distilleries, Inc., was among the first to develop new methods of producing penicillin on a wholesale scale. The Cincinnati Chemical Works was the first to produce the insecticide, DDT, in this country. The William S. Merrell Company is a major producer of pharmaceuticals. Formica Insulation Company is one of the pioneers in the plastics industry.

Music and Art

The Queen City has been a leader in the field of music and art. The first Saengerfest of America was held by Cincinnati Germans in 1849. The event was the forerunner and inspiration of the Cincinnati May Festival. The biennial May Festival was begun in 1873.

The Cincinnati Symphony, organized in 1872, gave its early concerts in Pike's Opera House. The annual Summer Zoo Opera is known throughout the world. A show place of the city is the Cincinnati Zoological Gardens.

Cincinnati maintains over 140 parks, the largest of which is Eden Park where the Cincinnati Art Museum is located and also the giant Irwin M. Krohn Conservatory.

The University of Cincinnati, a leader in the field of cooperative engineering, is the largest of Cincinnati's several institutions of higher learning. The Hebrew Union College, situated across from the University, is the oldest Jewish theological school in America.

DOROTHY MCNUTT

Convention Publicity Chairman

Report of the Treasurer

I respectfully submit the financial statements of the Special Libraries Association for the year ended December 31, 1953, including the statement of assets and fund balances, statement of income, expenditures and changes in general fund balance, and the summary of changes in special fund balances. The report of Price Waterhouse & Co., who examined the financial statements, is included herewith.

EDWARD H. FENNER, *Treasurer*

THE EXECUTIVE BOARD
SPECIAL LIBRARIES ASSOCIATION
31 East 10th Street
New York 3, New York

February 3, 1954

Dear Sirs:

We have examined the appended statement of assets and fund balances (Exhibit I) of Special Libraries Association as of December 31, 1953 and the related statements of income, expenditures and changes in fund balances (Exhibits II and III) for the year then ended. Our examination included tests of the accounting records maintained at the Association Headquarters, and other supporting evidence and other auditing procedures, as outlined generally below.

The cash in banks at December 31, 1953 was confirmed by correspondence with the depositaries and the securities representing the investments carried in the statement of assets and fund balances were counted by us at the safe-deposit vault of The National City Bank.

We ascertained for a test period that the recorded cash receipts agreed by totals with related deposits appearing on bank statements, and that the recorded disbursements were supported by paid checks. In addition, we examined invoices, payroll records and other data in support of disbursements for the same period. We ascertained by computation that income receivable from investments and savings bank interest had been collected.

We tested recorded income from membership dues by reference to a membership card file, subunit membership rolls and other related records and by direct confirmation with a selected number of members. We also requested from four selected local chapters (of a total of twenty-nine such chapters) confirmation of memberships and of financial transactions recorded on the books of the Association Headquarters.

A physical count of the inventory of publications on hand as at December 31, 1953 was made by employees of the Association. We made test counts of a number of the inventory items and satisfied ourselves generally as to the method used by the Association in determining the quantities on hand. Tests were made of the basis on which the inventories were valued by reference to purchase and sales invoices.

We also ascertained that transactions affecting the General Reserve Fund, the Life Membership Fund, the Publications Fund and the Student Loan Fund were in accordance with policies adopted by the Executive Board of the Association.

As instructed, we did not attempt to ascertain the composition of the various fund balances as at July 1, 1950, the start of the period covered by our initial examination. A review of transactions prior to that date would have involved an unreasonable amount of time and expense.

The accounts of the Association are maintained substantially on a cash basis. The amount of expenses unpaid at December 31, 1953 not recorded on the books was not material. However, included in income for the year ended December 31, 1953, as shown in Exhibit II, are dues and subscriptions applicable to years subsequent to 1953, as follows:

	1954	1955	1956	1957
Dues	\$28,260.80	\$ 4.00
Periodicals:				
Special Libraries	3,364.18	142.75	\$20.00	\$7.50
Technical Book Review Index	6,329.00	215.30	27.75
	<u>\$37,953.98</u>	<u>\$362.05</u>	<u>\$47.75</u>	<u>\$7.50</u>

As at December 31, 1953 amounts receivable from sales of periodicals and publications and from advertising therein not recorded on the books nor included in the attached statements aggregated approximately \$3,700.

In view of the Association's practice of taking into income dues and subscriptions in advance of the periods to which they relate, we cannot express an opinion that the attached financial statements present fairly the position of the Association at December 31, 1953 and the results of its operations for the year then ended. However, as far as our examination extended, the transactions were found to have been recorded properly on the basis indicated.

Yours very truly,
PRICE WATERHOUSE & Co.

SPECIAL LIBRARIES ASSOCIATION
STATEMENT OF ASSETS AND FUND BALANCES
DECEMBER 31, 1953
(With comparative figures at December 31, 1952)

Assets	1952	1953
General fund:		
Cash	\$ 47,898.38	\$ 49,195.18
Loan receivable		750.00
Inventory of "Our Library" (a visual presentation) at estimated sales value which is below cost		2,659.14
	<u>\$ 47,898.38</u>	<u>\$ 52,604.32</u>
General reserve fund:		
Cash		\$ 3.98
United States Government securities, at cost (approximate market value 1952—\$47,000; 1953—\$48,000)	\$ 44,710.03	45,016.03
	<u>\$ 44,710.03</u>	<u>\$ 45,020.01</u>
Life membership fund:		
Cash	\$ 2,163.43	\$ 2,217.99
Publications fund:		
Cash	\$ 14,735.44	\$ 11,055.86
Inventory of publications, at cost or estimated sales value, whichever is lower	4,146.14	9,799.61
	<u>\$ 18,881.58</u>	<u>\$ 20,855.47</u>
Student loan fund:		
Cash	\$ 3,013.89	\$ 5,243.06
Loans receivable	373.52
	<u>\$ 3,387.41</u>	<u>\$ 5,243.06</u>
	<u>\$117,040.83</u>	<u>\$125,940.85</u>
Fund Balances		
General fund:		
Accounts payable and sundry credits	\$ 26.50	\$ 11.86
Fund balance (Exhibit II) (Note)	47,871.88	52,592.46
	<u>\$ 47,898.38</u>	<u>\$ 52,604.32</u>
General reserve fund (Exhibit III)	44,710.03	45,020.01
Life membership fund (Exhibit III)	2,163.43	2,217.99
Publications fund (Exhibit III)	18,881.58	20,855.47
Student loan fund (Exhibit III)	3,387.41	5,243.06
	<u>\$117,040.83</u>	<u>\$125,940.85</u>

Note—The accounts of the Association are maintained substantially on a cash basis. The amount of expenses unpaid at December 31, 1952 and 1953 applicable to the respective years was not material. However, included in income during these years are dues and subscriptions applicable to subsequent years, as follows:

	Year ended December 31,	
	1952	1953
1953	\$ 36,034.57
1954	439.15	\$ 37,953.98
1955	22.00	362.05
1956	7.00	47.75
1957	7.00	7.50
	<u>\$ 36,509.72</u>	<u>\$ 38,371.28</u>

SPECIAL LIBRARIES ASSOCIATION
STATEMENT OF INCOME, EXPENDITURES AND CHANGES
IN GENERAL FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31, 1953
(With comparative figures for the year ended December 31, 1952)

	1952	1953	
	Actual	Actual	Budget
Income (Note):—			
Dues	\$ 58,206.11	\$ 56,672.87	\$ 55,500.00
Periodicals:			
Special Libraries	12,818.80	14,446.57	11,700.00
Technical Book Review Index	9,457.96	10,370.66	8,380.00
Net receipts from convention (after payment of expenses amounting to \$14,290.88 in 1952 and \$11,005.07 in 1953).....	6,065.99	1,465.14	2,000.00
Interest on funds in savings bank account.....		138.44	54.00
Rent from sublease	600.00		1,200.00
Net proceeds from sale of equipment.....	194.60		
Miscellaneous	567.05	755.83	500.00
Total income	<u>\$ 87,910.51</u>	<u>\$ 83,849.51</u>	<u>\$ 79,334.00</u>
Expenditures:—			
Allocation of funds to subunits:			
Chapters	\$ 6,521.12	\$ 6,752.88	\$ 6,660.00
Divisions	2,402.95	2,547.72	1,940.00
Committees	1,400.51	1,881.40	1,400.00
Total	<u>\$ 10,324.58</u>	<u>\$ 11,182.00</u>	<u>\$ 10,000.00</u>
General operations:			
Salaries	\$ 24,707.43	\$ 27,036.78	\$ 28,500.00
Rent	3,125.00	3,300.00	3,300.00
Postage	1,473.72	1,960.56	2,000.00
Supplies	1,670.50	1,980.08	2,500.00
Payroll taxes	987.96	1,041.69	1,500.00
Porter service	963.00	960.00	1,000.00
Accounting	700.00	750.00	800.00
Telephone and telegraph	479.90	583.13	550.00
News bulletin	838.05	559.86	200.00
Public relations clinic	230.50	544.39	
Equipment service and repairs	377.58	533.06	300.00
Cost of preparing minutes	894.91	362.67	400.00
Insurance	92.55	107.49	100.00
Miscellaneous	535.63	595.44	150.00
Total	<u>\$ 37,076.73</u>	<u>\$ 40,315.15</u>	<u>\$ 41,300.00</u>
Periodicals:			
Special Libraries	\$ 17,389.51	\$ 18,314.71	\$ 18,390.00
Technical Book Review Index	6,015.88	6,273.69	6,260.00
Cost of "Our Library" (a visual presentation), less estimated sales value of inventory (\$2,659.14) and proceeds of sales (\$1,597.50)		1,147.36	
Publications survey		500.00	
Travel	1,814.32	702.26	1,375.00
Equipment purchases	2,723.36	347.81	1,000.00
President's fund	38.37	183.95	200.00
Membership in other organizations	167.00	162.00	167.00
Total expenditures	<u>\$ 75,549.75</u>	<u>\$ 79,128.93</u>	<u>\$ 78,692.00</u>
Excess of income over expenditures....	\$ 12,360.76	\$ 4,720.58	<u>\$ 642.00</u>
Fund balance, January 1	37,390.11	47,871.88	
Interfund transfers (net)	(1,878.99)		
Fund balance, December 31 (Exhibit I).....	<u>\$ 47,871.88</u>	<u>\$ 52,592.46</u>	

(See Note to Statement of Assets and Fund Balances, Exhibit I.)

SPECIAL LIBRARIES ASSOCIATION

**SUMMARY OF CHANGES IN SPECIAL FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 1953**
(With comparative figures for the year ended December 31, 1952)
GENERAL RESERVE FUND

	1952	1953
Interest on United States Government securities	\$ 309.01	\$ 309.98
Less—Transfer to General Fund	21.01
	<u>\$ 288.00</u>	<u>\$ 309.98</u>
Balance, January 1	44,422.03	44,710.03
	<u>\$ 44,710.03</u>	<u>\$ 45,020.01</u>
LIFE MEMBERSHIP FUND		
Transfer from General Fund	\$ 1,900.00
Life membership received subsequent to establishment of fund	250.00
Interest on savings bank account	13.43	\$ 54.56
	<u>\$ 2,163.43</u>	<u>\$ 54.56</u>
Balance, January 1	2,163.43
	<u>\$ 2,163.43</u>	<u>\$ 2,217.99</u>
PUBLICATIONS FUND		
Proceeds from sales of publications	\$ 10,362.17	\$ 11,540.72
Production and selling expenses	\$ 3,613.83	\$ 15,220.30
Decrease (increase) in inventory at December 31, from previous year	2,157.03	(5,653.47)
	<u>\$ 5,770.86</u>	<u>\$ 9,566.83</u>
Excess of income over expenses	\$ 4,591.31	\$ 1,973.89
Balance, January 1	14,290.27	18,881.58
	<u>\$ 18,881.58</u>	<u>\$ 20,855.47</u>
STUDENT LOAN FUND		
Income:		
Gifts	\$ 1,348.00	\$ 1,751.50
Interest on savings bank account and loan	54.99	104.15
	<u>\$ 1,402.99</u>	<u>\$ 1,855.65</u>
Balance, January 1	1,984.42	3,387.41
	<u>\$ 3,387.41</u>	<u>\$ 5,243.06</u>

Treasurers of Chapters and Divisions and Committee Chairmen must submit annual financial reports of each Association year. This procedure has been instituted on advice of SLA's auditors in order (1) to make possible a more comprehensive review of expenditures incurred, and (2) to provide a basis for more effective budgeting by the Association.

Edward H. Fenner, SLA Treasurer, has prepared the following form for use by Committee Chairmen, and Chapter and Division Treasurers:

SPECIAL LIBRARIES ASSOCIATION
(Name of Committee, Chapter or Division)

Date of Report

Balance on hand brought forward:

 Income: (Itemize)

 Total Income:

Balance on hand: (as of date)

Expenditures: (Itemize)

Total Expenditures:

Respectfully submitted

Name of Treasurer

(Committee, Chapter or Division)

Two copies of each financial report should be sent to the Executive Secretary at Headquarters not later than sixty days after the end of the Association year. The Annual Business Meeting marks the close of the Association year.

Division Highlights

SHIRLEY F. HARPER

SLA Division Liaison Officer

Division projects may be grouped in several categories according to type. For this report, the two main groups are administrative activities, and publications.

ADMINISTRATIVE ACTIVITIES

A review of division work for this year immediately reveals a general concern with administrative problems. Constitutions, procedure manuals, and membership directories are among the projects of several divisions.

The Newspaper Division has appointed a committee to revise its constitution. A proposed constitution was voted upon by the Business Division last year. The Science-Technology Division, which has a constitution, has started work on by-laws this year. The Metals Division will send a proposed constitution to members before the convention so a vote on adoption can be taken at its Annual Business Meeting.

The Metals Division is also preparing a procedure manual, which will be ready by May. A draft procedure manual has recently been completed by the Biological Sciences Division.

Membership directories have been compiled by the Museum, Advertising, and Biological Sciences Divisions. The Metals Division has adopted the practice of sending a letter of welcome to each new member, to explain its purposes, activities, and aims. The Social Science Division has sent return postcards to all members, requesting information about their section interests. Twenty-one new members have joined the Newspaper Division as a result of an intensive membership campaign being carried on this year.

Following a general survey of its activities by the 1952-53 chairman, Elizabeth Baker, the Hospital Division is undertaking a program designed to develop the "esprit de corps" of the Division. Mrs. Baker's report recommended improvement of communication between members and officers—through conventions, improvement of the Division *News Letter*, appointment of Division representatives in chapters, development of Hospital Division Groups, and sponsored workshops, clinics, etc., in strategic areas. It also suggested inauguration of high-caliber Division projects, such as publication of selective, basic lists of books for collections in the three types of hospital libraries, exchange service for periodicals and magazines, and a strong program directed toward the publication of articles by librarians in medical, nursing, and other hospital jour-

nals. In addition, it brings up the question of whether the term "Hospital Division" is clear and all-embracing; and whether the Division should confer with representatives of ALA and MLA to redefine the sphere of influence of each group.

This report is an administrative analysis of the Division, and should prove a valuable guide to the Division's future officers. The Division has begun acting upon the recommendations by widening the scope of its *News Letter*.

PUBLICATIONS

Bibliographies

Sources of Investment Information. Financial Division. A revision. The Division plans to have this ready for the Editorial Board before September 1954.

Bibliography on Hospital Libraries. Hospital Division. A bibliography of bibliographies, 1931 to date, and a selected bibliography on hospital libraries from 1950 to date. Publication plans not definite.

Bibliography of Scientific Awards. Science-Technology Division. Margaret A. Firth, editor. Ready for publication by June 1954.

Classified Bibliography of Social Welfare Literature. Social Welfare Section, Social Science Division. Begun this year.

Subject Headings Lists and Classifications

Financial Libraries Subject Heading List. Financial Division. A revision under the direction of Janet Bogardus. Should be ready for the printer in the near future.

Special Classification in Automotive Engineering. Science-Technology Division. Begun this year under the direction of Marion White, in cooperation with the Committee on Special Classification.

Subject Headings in Chemistry. Science-Technology Division. New edition. Mrs. Grace R. Cameron, editor.

Subject Headings in Social Work and Public Welfare. Social Welfare Section, Social Science Division. A revision of the 1937 edition.

Handbooks and Manuals

Handbook of Commercial, Financial, and Information Services. Financial Division. Revision.

Map Collections in the U. S. and Canada, A Directory. Geography and Map Division, Map Resources Committee, Marie Cleckner Goodman, chairman. This publication has

just been issued and is available from Headquarters at \$3 a copy. The directory describes the holdings in 527 private and public map collections and is completely indexed. Included also is a list of depositories of the Army Map Service and the U. S. Geological Survey. A map shows the location of the collections. A survey made by the Map Resources Committee in cooperation with the Library of Congress supplied the data. This new reference tool will be extremely useful to librarians, geographers, engineers, research analysts, and all those making use of maps.

Handbook for Librarians. Newspaper Division. A complete manual of procedure for setting up and conducting a newspaper library. Joseph Molloy, editor.

Directory of Picture Collections in the Greater New York Area. Picture Division. A "pilot project" for a national directory.

Roster of Scientific Librarians. Science-Technology Division. In preparation under the direction of Mrs. Katharine K. Weed, in cooperation with the National Science Foundation.

Guide to Application of Principles of Organization and Management to Library Work. Public Administration Section, Social Science Division.

Miscellaneous

History. Science-Technology Division. By Elsie Ray. In preparation.

Union List of Technical Periodicals. 4th ed. Science-Technology Division. Work started this year by Michigan Chapter members, Mrs. Mary C. Landuyt, chairman; Leola Michaels, editor.

Union List of Transportation Serials in the United States and Canada. Transportation

Division. Planned as the first step in a long-range project of indexing transportation serials.

OTHER PROJECTS

Special Meetings. The Metals Division each year holds a Fall Meeting and Exhibit in connection with the National Metals Congress and Exhibition. This year the meeting was held in Cleveland. The exhibit was a display of new metallurgical books, reference material, "give-away" bibliographies, and SLA literature. The program was planned to appeal to members of participating societies as well as to librarians. The total attendance for the three days was 250. In addition the group toured Batelle Memorial Institute laboratories and technical information center at Columbus, and Warner and Swasey Company. Plans are now being made for the meeting in Chicago next fall.

Indexing Projects. The Business Division Committee on Indexing has compiled a list of trade publications which require indexing. Several ways of accomplishing this have been explored and the Committee is continuing its work.

The Social Welfare Section of the Social Science Division has stated that as a new project it will "promote the issuance of an index to social welfare publications comparable to the *Education Index* published by the H. W. Wilson Company."

The Industrial Relations Section of the Social Science Division is also concerned with indexing. It is supporting a project which Cornell hopes to undertake for the indexing of labor union periodicals, and is also considering ways to assure coverage of significant materials in company house organs.

Library Building and Plans

The SLA Science-Technology Division presents three of its outstanding members in the symposium on "Library Building and Plans," a program planned for the general interest of all SLA members attending the convention.

Margaret P. Hilligan, librarian of General Mills, Inc., and chairman of this event scheduled for Monday morning, May 17, 1954, will introduce the speakers, Helen Mary Pyle, Gretchen E. Runge and Dr. Else L. Schulze.

Helen Mary Pyle, librarian of the Public Relations Department of the Sun Oil Company (Philadelphia) is a graduate of State Teachers College (West Chester, Pennsylvania), and received her B.S. in L.S. from Drexel Institute of Technology where she has been special lecturer for the past several years.

Gretchen E. Runge, librarian of Burroughs Research Center (Paoli, Pennsylvania), is a graduate of Syracuse University and received her B.S. in L.S. from Drexel. She has moved into new library quarters recently which she helped to design and plan.

Dr. Else L. Schulze received her Ph.D. in chemistry from the University of Cincinnati and has been associated as librarian with The Procter & Gamble Company since 1926. The new P & G technical library in the Miami Valley laboratories will be open to SLA visitors during the convention.

Proposal for SLA Scholarships

Report of the Scholarship and Student Loan Fund Committee in consultation with a Committee of the Executive Board, the Finance Committee, and Chairman of the Committee on Committees.

Although a few scholarships have been created in recent years for librarians, there is no scholarship intended primarily for a person who desires library training for the purpose of entering the special library field. There can be no doubt as to the growing need for this training, and there is no group better qualified to meet this need than the professional association in the special library field.

The Student Loan Fund of the Special Libraries Association has been in existence since 1939. It was proposed in 1937-38 and approved by the Executive Board on June 7, 1938. A Student Loan Fund Policy was established at that time, and published in *SPECIAL LIBRARIES*. This policy has been revised slightly on several occasions and was published last in the October 1949 issue of *SPECIAL LIBRARIES*. During the fifteen years this fund has been in existence, a total of \$2,875 has been loaned to eight members from five different Chapters. Six of the borrowers are still actively engaged in special library work.

Student loan funds on the whole are not as satisfactory as scholarships, although there is a need for both. We propose a scholarship and student loan program to be called the Special Libraries Association Scholarship and Student Loan Fund. We think this program would be of benefit to the Association and to the special library profession. It would benefit the Association by encouraging its members to continue their professional education. It would help raise the educational standards of the profession. It would be of advantage in recruiting special librarians from the colleges and universities. There are many excellent candidates for graduate work in the library field who are unable to carry on their education because of lack of funds. This scholarship and loan program would help some of these good students as well as people already in special library work who want and need additional training.

It is our belief that grants from the Fund should be available with as few restrictions as possible. Applicants who are not awarded a scholarship in any year would be allowed to apply again for either a scholarship or a loan.

It should not be difficult to continue raising money for the Fund. With some real effort we should be able to raise at least \$1,000 a

year. By continuing the appeal at the time the renewal notices are sent out and by publicity in the Chapter and Division Bulletins, we should be able to replenish the Fund each year.

Report in 1951

Margaret R. Sagers, chairman of the Student Loan Fund Committee in 1951, presented a report dated October 4, 1951 at the Executive Board and Advisory Council meeting on October 19, 1951, which is significant historically. Excerpts from this report are quoted here:

"Last spring the Student Loan Fund Committee was asked by the Executive Board to consider changing the Student Loan Fund to a scholarship and loan fund . . .

"In the meantime there have been two developments. As there had been no inquiries about loans in the Association year, the Committee in March sent out letters to chapter presidents and division chairmen asking them to publicize the Fund at their meetings and in their bulletins. It *does* pay to advertise! Since May 1 there have been five inquiries about loans. Two of them have resulted in loans for \$500 each being granted.

"At the meeting of the Executive Board and Advisory Council in June (1951), there was discussion about changing the fund to a scholarship and loan fund. It was brought out that in order to become a scholarship fund, the Fund would need to be considerably larger than its present approximate \$2,000. As a start toward building it up, a motion was made and carried that space be provided for contributions to the Student Loan Fund on the membership renewal statement.

"In view of the above facts the following proposals seem in order:

1. *Work toward increasing the Fund to at least the \$5,000 previously recommended:*

(a) *By having Headquarters enclose a blank for contributions to the Fund with the membership renewal notices;*

(b) *Through letters to chapter presidents asking them to remind their constituents of the need for increasing the Fund, and suggesting that each chapter make some formal effort to contribute to the Fund;*

(c) *By a national campaign for funds.*

2. *Adopt a regular schedule for publicity about the Fund and the opportunity it offers, such as*

- (a) *Letters to incoming presidents and division chairmen in September.*
- (b) *Publicity in bulletins in March.*
- (c) *Articles in SPECIAL LIBRARIES."*

Campaign for Funds

The Student Loan Fund Committee thereupon set out to raise sufficient funds to establish a scholarship. A statement was included on all 1952 bills asking for voluntary contributions toward a scholarship fund. As a result of this action, \$189 was contributed by individual members. Two chapters and one section contributed \$530. Upon the recommendation of the Chairman, fliers asking for contributions were included with the 1953 and 1954 bills. As a result of this solicitation, \$2,939.52 was contributed toward the Scholarship Fund, \$1,869.52 from individuals and \$970 from various chapters and one division. As of March 1, 1954 there was \$5,957.58 in the Student Loan Fund, and money is still being received.

Recommendations in 1953

On June 21, 1953 at the Toronto Convention, the Committee on Committees, Eleanor S. Cavanaugh, chairman, made the following recommendations with regard to the Student Loan Fund:

"It is recommended that the name of this committee be changed to the SLA Scholarship and Student Loan Fund, that its principal function be to evolve plans for enlarging the finances of this Fund, the granting of a scholarship and the making of loans — such scholarship and loans to be made under conditions that may be set up and agreed upon after due discussion by the Committee, the Board, and eventually, the SLA membership.

"The Committee on Committees has given consideration to the recent inactivity of the Student Loan Fund and has the following additional recommendations:

Chapter Loan Funds

"That the New York Chapter and the Washington Chapter be requested to discuss and consider turning over to the Association Fund the amounts now being held in their local fund treasuries. This committee feels that one fund with additional monies has great advantages over the present set-up. Inasmuch as chapters would sponsor applicants and request a scholarship or loan for the applicant of their choice, the local chapter now maintaining such funds would benefit rather than suffer from this plan . . ."

At the meeting of the Executive Board on June 26, 1953 in Toronto, it was voted that the President be instructed to charge the Student Loan Fund Committee, in cooperation with the Committee on Committees, to consider recommendation number one of the Committee on Committees report of June 21, 1953, quoted previously. Accordingly, the Student Loan Fund Committee made certain recommendations to the Executive Board at its meeting in Chicago, February 26, 1954.

Of these recommendations, the following one was adopted by the Board at its meeting on February 27, 1954:

"That the name of the Student Loan Fund Committee be changed to the Special Libraries Association Scholarship and Student Loan Fund Committee."

Special Committee

To shape the final presentation to the membership, the President appointed a Committee of the Board (Elizabeth Ferguson, chairman, Catherine Curran and Gretchen D. Little) to consult with the Student Loan Fund Committee and the Finance Committee. The following recommendations have been prepared by members of the three committees and discussed with the Chairman of the Committee on Committees. The recommendations will be acted upon by the Executive Board at its meeting on May 16, 1954 in Cincinnati. The members of the Association will have an opportunity to vote on the matter at the Annual Meeting, May 20, 1954.

RECOMMENDATIONS

1. That the name of the Student Loan Fund be changed to Special Libraries Association Scholarship and Student Loan Fund; that this Fund shall consist of all of the money held for the account of the Student Loan Fund at the Central Savings Bank and that contributions to the former fund shall be considered to be contributions to the new fund.
2. That the provisions of the Student Loan Fund as revised to June 26, 1953 be further revised to incorporate the granting of scholarship aid and be approved as follows:

There shall be a Special Libraries Association Scholarship and Student Loan Fund to provide financial assistance to individuals who wish to carry on professional study in librarianship at college or university level. Its purpose shall be to assist interested persons in attaining the professional education necessary to serve usefully in the special library field and to help members further their professional education. Appropriations to this Fund shall be made, as funds permit, by the

Executive Board, Chapters, Divisions, Sections, members and other interested parties. Suitable publicity shall be given the Fund when bills for dues are mailed to members and the Scholarship and Student Loan Fund Committee, the Public Relations Committee, the Recruitment Committee and the Membership Committee shall be charged with the responsibility of publicizing the Fund.

A separate account shall be set up and maintained for this Fund. The money shall be deposited in a Savings Bank.

Not more than \$2,000 shall be outstanding on loans from the Fund at one time.

There shall be a Scholarship and Student Loan Fund Committee consisting of three members, appointed by the President with the approval of the Executive Board. The members shall be persons familiar with the problems of education for librarianship and preferably persons who are not associated with library schools.

PROVISIONS FOR LOANS

1. Purpose.

The loans shall be made for study in librarianship or subject specialization.

2. Period.

Loans shall be made for one year's study except in unusual cases when loans may be made for longer or shorter periods at the recommendation of the Committee.

3. Amount.

A single grant shall be based on the current rate of tuition at the school which the applicant will attend.

4. Interest.

If the total amount of the loan is repaid within a year from the date of the completion of the course, no interest will be charged. If payment is extended beyond a year, interest will be charged on the balance at the rate of three per cent per annum. This interest shall accrue to the account of the Scholarship and Student Loan Fund.

5. Security.

Loans shall be secured by a promissory note signed by the applicant and two witnesses and collateral in the form of a life insurance policy.

6. Eligibility of Applicants.

a. Applicants must be members of the Special Libraries Association and must maintain their membership throughout the duration of the loan.

b. Applicants shall bear the endorsement of the local Chapter President unless the

member be from an area without Chapter development.

c. Preference shall be given to persons employed in a special library or persons with satisfactory experience in a special library who wish to carry on professional study in librarianship or who wish to take a year's work in a field of subject specialization, who show promise of accomplishment, and who are judged capable of making specific contributions to the library profession.

d. Applicants must submit a statement of provisional admission to the school which they propose to attend.

7. Application Information.

a. Application may be made either directly to the Scholarship and Student Loan Fund Committee or through Chapter or Division.

b. Application blanks may be obtained from Chairman, Special Libraries Association Scholarship and Student Loan Fund Committee or Executive Secretary, Special Libraries Association, 31 East 10th Street, New York 3, N. Y.

c. Applications must be received by the Scholarship and Student Loan Fund Committee at least three months before the beginning of the academic session for which the loan is requested.

d. Unsuccessful application in one year will not preclude consideration in another year.

8. Administration.

a. Not later than one month before the beginning of an academic session, the Committee shall report to the Executive Board its recommendations as to loans to be granted.

b. Payment shall be made to the applicant by the Executive Secretary of the Association upon instruction from the Chairman of the Committee and completion of the required legal formalities.

9. Special Loans.

On the recommendation of the Committee, special loans for \$50 or less may be made to employed librarians who desire to take courses in librarianship or subject study at university level. The same provisions apply to such loans except that they need not be secured by collateral and that interest will be charged on the balance if the loan is not repaid within three months of the date of completion of the course.

10. Chapter Loan Funds.

If the member applying for a loan is a member of a Chapter which has a Chapter Loan Fund, the loan shall be made from the Chapter Loan Fund if possible.

PROVISIONS FOR SCHOLARSHIPS

1. *Purpose.*

Scholarships will be granted only for graduate study in librarianship leading to a degree at an accredited library school and not for subject specialization.

2. *Number and Value.*

Depending on the availability of funds in the Scholarship and Student Loan Fund, one or more scholarships shall be granted each year, the number and value to be determined by the Scholarship and Student Loan Fund Committee, subject to approval of the Executive Board. The number and value of the scholarships shall be announced by the Committee six months prior to the final date for filing of applications. If funds permit, a scholarship shall be provided for a student who wishes to continue his education by taking a graduate library school course in the year following graduation from college, in addition to a scholarship for an individual working in a special library, or having had experience in a special library, who wishes to continue his professional training.

3. *Period.*

Scholarships will be granted for one year of study leading to a degree or an alternative plan for study acceptable to the Committee.

4. *Eligibility of Applicants.*

a. Preference shall be given to members of Special Libraries Association, but the scholarships are not restricted to members.

b. Preference shall be given to those who display an aptitude for special library work, who show promise of accomplishment, and who are judged capable of making specific contributions to the library profession.

c. Preference shall be given to citizens of the United States and Canada.

d. Applicants shall bear the endorsement of the local Chapter President unless the applicant is from an area without chapter organization.

e. Applicants must be college graduates who can submit a statement of provisional admission to the accredited library school which they propose to attend.

f. Applicants must submit evidence of high academic achievement.

g. Applicants over forty years of age will be considered only under unusual circumstances.

h. Applicants must submit evidence of financial need.

5. *Application Information.*

a. Application may be made either directly to the Scholarship and Student Loan Fund Committee or through Chapter or Division.

b. Application blanks may be obtained from Chairman, Special Libraries Association Scholarship and Student Loan Fund Committee or Executive Secretary, Special Libraries Association, 31 East 10th Street, New York 3, N. Y.

c. Applications must be received by the Scholarship and Student Loan Fund Committee by March 1 of each year.

d. Unsuccessful application in one year will not preclude consideration in another year.

e. Unsuccessful applicants for the Scholarship award may apply for a loan under the loan provisions of this Fund.

6. *Administration.*

a. Final selection of recipient shall be made by Scholarship and Student Loan Fund Committee subject to the approval of the Executive Board. Not later than the annual meeting, the Committee shall report to the Executive Board its recommendation for the recipient of the Scholarship award.

b. Method of payment:

(1) Payment of the Scholarship award shall be made directly to the recipient by the Executive Secretary of the Association upon instruction from the Chairman of the Scholarship and Student Loan Fund Committee.

(2) Payment shall be made in two instalments (at the beginning of each semester or session).

March 18, 1954

ROSE BOOTS, *chairman*, Scholarship and Student Loan Fund Committee

PAULINE VAILLANCOURT, Scholarship and Student Loan Fund Committee

ELIZABETH FERGUSON, *chairman*, Committee of the Executive Board

CATHERINE CURRAN, Committee of the Executive Board

GRETCHEN D. LITTLE, Committee of the Executive Board

DONALD WASSON, *chairman*, Finance Committee

ELEANOR S. CAVANAUGH, *chairman*, Committee on Committees

Publications Received

Aviation

- CIVIL AIR REGULATIONS AND REFERENCE GUIDE FOR A & E MECHANICS. 1953. By Associated Aeronautical Staff of Aero Publishers. Los Angeles: Aero Publishers, 1953. 120p. \$2.
- FIFTY YEARS OF FLIGHT. A Chronicle of the Aviation Industry in America, 1903-1953. By *Welman A. Shrader*. Cleveland, Ohio: Eaton Manufacturing Co., 1953. \$5. Brief text supplemented by 600 photographs.
- SURVEY OF RESEARCH PROJECTS IN THE FIELD OF AVIATION SAFETY. Second Annual Supplement, January 1953. New York: The Daniel & Florence Guggenheim Aviation Safety Center at Cornell University (2 East 64th St., New York 21, N. Y.), 1953. 109p. 50 cents.

Directories and Handbooks

- FBI (Federation of British Industries) REGISTER OF BRITISH MANUFACTURERS. 26th ed. London: Kelly's Directories and Iliffe & Sons, 1954. 952p. \$5.50. Includes directory and listing of more than 5,000 products.
- HANDBOOK ON FEDERAL GRANTS-IN-AID. Descriptions of the Principal Federally-Aided Programs, the Amount Going to Each State, and How to Find Out the Amount Going to Your Community . . . Also a Guide for Making State and Local Studies of Health, Education, Social Welfare and Other Services Which Are Supported in Part by Federal Funds. New York: American Parents Committee, 1953. 216p. \$1.50.
- HANDBOOK OF STANDARD TIME DATA FOR MACHINE SHOPS. By *Arthur A. Hadden* and *Victor K. Genger*. New York: Ronald Press, 1954. 473p. \$10.
- SCHOLARSHIPS, FELLOWSHIPS AND LOANS. Vol. II. By *S. Norman Feingold*. Boston: Bellman Publishing Co., 1951. 312p. \$5. A guide to sources of financial aid for students. Includes bibliography and subject matter index.
- TRADE BARRIERS TO KNOWLEDGE. A Manual of Regulations Affecting Educational, Scientific and Cultural Materials. Prepared by the Department of Mass Communication, UNESCO. Paris: UNESCO (available from Columbia University Press, New York) 1951. 168p. \$1.
- WHO'S WHO IN BRITISH SCIENCE. 1953. London: Leonard Hill (available from British Book Centre, New York) 1953. 291p. \$9.
- WHO'S WHO IN FRANCE (PARIS). 1953-54. A Biographical Dictionary Containing More Than 5,000 Biographies of Prominent People in and of Paris. Edited by *Jacques Lafitte* and *Stephen Taylor*. Paris: Editions Jacques Lafitte and Central European Times

Publishing Co. (available from Lange, Maxwell & Springer, New York) 1954. 999p. \$20.

Language and Dictionaries

- A BIBLIOGRAPHICAL GUIDE TO THE RUSSIAN LANGUAGE. By *B. O. Unbegaun*. London: Oxford University Press, 1953. 174p. \$5. A classified and annotated listing of more than one thousand important bibliographies, reference works, monographs, etc. dealing with the history and development of the Russian language.
- DUTCH-ENGLISH AND ENGLISH-DUTCH DICTIONARY. By *Fernand G. Renier*. New York: Dover, 1952. 571p. \$2.50.
- ENGLISH-GREEK AND GREEK-ENGLISH DICTIONARY. Including English and Greek Grammar, Geographical and Proper Names and Abbreviations. 2nd ed. By *I. Kykkotis*. London: Lund Humphries (available from British Book Centre) 1952. 766p. \$2.50. Pocket edition.
- AN EXPLAINING AND PRONOUNCING DICTIONARY OF SCIENTIFIC AND TECHNICAL WORDS. 10,000 Scientific and Technical Words in 50 Subjects Explained as to a Person Who Has Little or No Knowledge of the Particular Subject. By *W. E. Flood* and *Michael West*. New York: Longmans Green, 1952. 397p. \$3.
- NEW COMPLETE RUSSIAN-ENGLISH DICTIONARY. (New Orthography). 4th ed. rev. By *Louis Segal*. London: Lund Humphries (available from British Book Centre) 1951. 1016p. \$9.
- RUSSIAN GRAMMAR AND SELF-EDUCATOR. 9th ed. rev. By *Louis Segal*. London: Lund Humphries (available from British Book Centre) 1944. 223p. \$1.75.
- SHORT DICTIONARY OF MYTHOLOGY. By *P. G. Woodcock*. New York: Philosophical Library, 1953. 156p. \$3.75.
- STANDARD HANDBOOK OF PREPOSITIONS, CONJUNCTIONS, RELATIVE PRONOUNS AND ADVERBS. Compiled by Funk & Wagnalls Editorial Staff. New York: Funk & Wagnalls, 1953. 116p. \$2.75.

Librarianship

- DEWEY DECIMAL CLASSIFICATION & RELATIVE INDEX. 7th ed. abridged. Devised by *Melvil Dewey*. Lake Placid Club, N. Y.: Forest Press, 1953. 315p. \$5.50.
- FACTS, FILES AND ACTION IN BUSINESS AND PUBLIC AFFAIRS. Part 2: Filing, Indexing and Circulation. By *J. Edwin Holmstrom*. London: Chapman & Hall, 1953. 280p. \$8.
- LIBRARY APPLICATIONS OF PUNCHED CARDS: A DESCRIPTION OF MECHANICAL SYSTEMS. By *Ralph H. Parker*. Chicago: American Library Association, 1952. 80p. \$2.75. Describes operations in use in various libraries.



**FROM
FOREIGN
JOURNALS**



KARL A. BAER

The Documentation and Library Service of the I.N.E.D. (*Institut National d'Etudes Demographiques*) in Paris covers such varied fields as political economy, social psychology, nosology, biology, genetics, ethnology, history, geography and law. Mme. Claude Legeard says that one of her main problems is "not to let diversification turn into dispersal nor to sacrifice depth to scope." The *Service de Documentation* performs the usual chores of preparing book reviews, compiling bibliographies, answering reference questions, etc. It has also undertaken important research projects of its own, like circularizing the scholars of fourteen countries regarding the state and needs of demographic studies. The Institute finds one of its *raison d'être* in serving as a central liaison agency among demographers everywhere (file of 1600 foreign addresses). It appears to us that librarians will have to move in the direction indicated by such undertakings if they truly want to raise standards—and salaries (*Population*, 1953, 8:731-752) . . . Chlodwig Kapferer, from his vantage point as director of the Hamburgisches Welt-Wirtschafts Archiv with its 165,000 volumes, 3,600 current journals, 6,000,000 clippings and 160,000 company reports, makes statements like these in his paper on documentation in the fields of economic research and market analysis: While documentary research is less expensive than field research, it must cover a wide field of the social sciences. Less than one-half of the literature may be found among material expressly concerned with the problem in hand. Selectivity is therefore a must—and thus requires that experienced documentalists work side by side with professional librarians. Out-of-the-way material can be secured by cooperation only. The paper discusses also the advantages and disadvantages of centralized and decentralized documentation (*Nachrichten für Dokumentation*, 1953, 4:13-16, 78-80).

"The smaller the library the more it needs the *Bookman's Manual*. My own personal library at home is small by public library standards, but it contains the *Bookman's Manual*, and it is astonishing how often this single volume will give me answers that I might otherwise have sought in many volumes."
Robert E. Kingery

**Bessie Graham's
BOOKMAN'S
MANUAL**

coming soon in a new, up-to-date seventh edition

If you could have one book on general literature, *this would be it!* Designed as a practical guide to modern and classical writing, it tells you not only what's available, but which edition you want. Encyclopedias, dictionaries and reference books are among the thousands of titles listed. Each is accompanied by concise annotation, critical commentary and review excerpts to help you distinguish its particular merits. A special chapter is devoted to the milestones of scientific writing and covers such works as general histories of science, a selected reading list for the layman, anthologies, the natural scientists, the social scientists, and general reference works. Within its 800 pages the *Bookman's Manual* gives all pertinent data on editions, publishers, prices, publication dates—and an author index of more than 2,000 names!

Titles listed under 186 literary classifications covering

- philosophy
- psychology
- science
- poetry
- drama
- essays
- biography
- travel
- history
- foreign fiction

The new 7th edition of the *Bookman's Manual* is yours *on approval*—full credit or refund if you are willing to part with it ten days after you receive it. Price \$10, less library discount.

R. R. BOWKER COMPANY
62 West 45th Street
New York 36, N. Y.

Alma Boynton Jacobus 1893 - 1954

The New York Chapter of the Special Libraries Association lost one of its most active members when Alma Boynton Jacobus died on her sixty-first birthday, January 9, 1954, in The New York Hospital.

Miss Jacobus' friends, and members of the New York Chapter of SLA especially, are expressing their regard for her by contributing in her memory and honor to the SLA Student Loan Fund, one of her favorite projects. At an informal and heart-warming occasion which was in the nature of a memorial service, January 15, her closest friends in SLA launched the request for contributions for this purpose and a very encouraging and gratifying response has already begun.

Miss Jacobus was born in 1893 in Buckley, Washington, a frontier settlement.

After two or three years the family moved to Albert Lea, where Miss Jacobus spent her girlhood and attended the Albert Lea College for Women. She did graduate work at the University of Wisconsin and graduated in 1913 from the Wisconsin Library School, an affiliate of the University. At this time she became a member of the Wisconsin Alpha Chapter of Pi Beta Phi.

The following year she joined the staff of the Milwaukee Public Library, and went from there to develop the library for *The Milwaukee Journal*. After that she traveled extensively in the Far East and in Europe and the British Isles.

As a librarian, Miss Jacobus worked in many fields. She came to New York in 1924, worked briefly in the library of the National City Bank and did research for various organizations. In 1929 she joined the staff of *Time* where she remained for twelve years, developing the library, morgue and research facilities to meet the needs not only of *Time* but also of publications launched subsequently — *Fortune* and *Life*. In a similar manner she served *Architectural Forum* when it was acquired by *Time*, Inc.

During this period she became a member of the New York Chapter of SLA, served it as president, and in other capacities, and began associations and activities that continued throughout her life.

She took up work at Columbia University in the field of Far East cultures and social problems, subjects which had interested her since her travels in that part of the world. She also studied the Chinese language and gained a fair proficiency in it.

One of her last services to SLA was her work as co-chairman of the committee that compiled the 1953 issue of the *Special Libraries Directory of Greater New York*.

CALENDAR

- APRIL 22**
SLA Pittsburgh Chapter. Annual Chapter Meeting.
- APRIL 24**
SLA Heart-of-America Chapter. Wichita, Kansas. Tour of Boeing Plant.
- APRIL 29-30**
Society for the Advancement of Management. New York City. Statler Hotel. Time Study and Methods Conference.
- APRIL 30**
SLA Montreal Chapter. LaSalle Hotel. Annual Meeting and Banquet.
- MAY 7**
SLA Philadelphia Council.
- MAY 8**
SLA Georgia Chapter. LaGrange, Ga. Technical Library, Callaway Mills Co. Tour and Luncheon.
- MAY 9-14**
National Conference of Social Work. Atlantic City, N. J. Ambassador and Ritz-Carlton Hotels.
- MAY 12**
Librarians of Osteopathic Literature. American Osteopathic Association. Chicago. First Institute.
- MAY 17-20**
SLA Annual Convention. Cincinnati, Ohio. Netherland Plaza Hotel.
- JUNE 7-12**
U. S. Book Exchange Open House. Washington, D. C. Library of Congress.
- JUNE 14-18**
University of Chicago Graduate Library School. Chicago. Nineteenth Annual Conference.
- JUNE 15-18**
Medical Library Association. Washington, D. C. Statler Hotel. 53rd Annual Meeting.
- JUNE 19-20**
Library Building Institute. St. Paul, Minn. ALA Pre-conference.
- JUNE 20-26**
American Library Association. Minneapolis, Minn. National Conference.
- JUNE 21-25**
Canadian Library Association—Association Canadienne des Bibliothèques. Halifax, Nova Scotia. Nova Scotia Hotel. Annual Conference.

Picture Credits

- Page 149 Hellmich Bros
Page 151 Illinois Alumni News
Page 162 Cincinnati Gas and Electric Company
Pages 170-71 *The Courier-Journal*
Page 171 Reynolds Metals Company
Page 172 Lotte Jacobi

CHEMIST - LIBRARIAN

Wanted, to assume responsibility for smooth functioning of 20,000-volume research library and to edit weekly abstract bulletin. Scientific background and library administrative experience are required. Send personal resumé to

A. C. Moore, Assistant Manager
Parke, Davis & Company
Research Laboratories
Detroit 32, Michigan

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

Thursday, May 20, 1954

at the Netherland Plaza Hotel, Cincinnati, Ohio, in connection with the Annual Convention of the Association.

LUCILE L. KECK, *President*
MARIAN E. LUCIUS, *Executive Sec'y.*

ART GUILD BINDERY, INC.

324 E. 9th Street, Cincinnati 2, Ohio

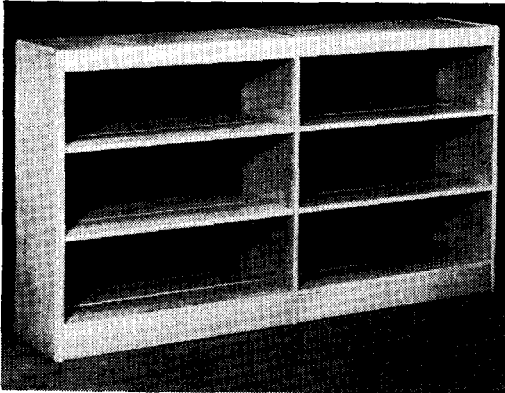
A SPECIAL BINDERY for

SPECIAL LIBRARIES

A CERTIFIED LIBRARY BINDERY

Serving Nationally Known Colleges, Universities,
Special, Research and Public Libraries.

We Bind Your Books Not Store Them Thirty-Day Delivery

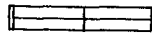


One original and one additional section. Each section, 3 feet wide, 3½ feet high, 16 inches deep. Book capacity of each section 150 books, 75 on each side. Add more sections as you need them.

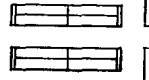
Need more BOOK SPACE?

Here are some of the ways you can find it, with counter height, double faced Shelving.

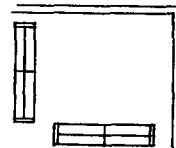
As Attractive Islands



To Form Aisles



To Partition Corners



Made of quarter sawed oak in light or dark finish and selected maple in light (blond) or mellow maple finish. Immediate delivery. Write for prices and additional information.

Gaylord Bros.

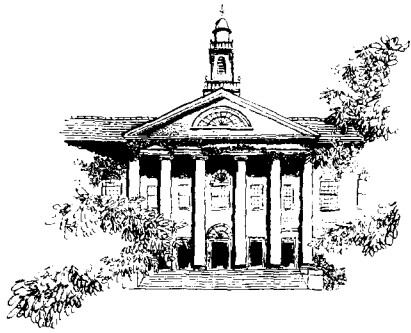
SYRACUSE, N. Y. • STOCKTON, CALIF.

LIBRARY SUPPLIES
Standard Library
Furniture

Please Mention Special Libraries When Answering Advertisements

University of North Carolina
Law Building Addition, Manning Hall
CHAPEL HILL, NORTH CAROLINA

Librarian: Lucille Elliott
Architect: Raymond H. Weeks, Inc.
General Contractor: King-Hunter, Inc.



FIRST IN A SERIES
OF DISTINGUISHED, MODERN
AMERICAN LIBRARIES

The University of North Carolina's Manning Hall is one of the distinguished modern American libraries which have selected VMP bookstacks and library equipment. We consider it an honor to have played a role in the creation of this notable structure dedicated to the advancement of education in America.

also leading manufacturers
of MOBILWALL Movable
Steel Partitions, and
Steel Doors and Frames.

YOURS ON REQUEST: Colorful VMP library bookstack equipment catalog. Write Dept. SL-4.

VIRGINIA METAL PRODUCTS, INC.
PLANT: ORANGE, VIRGINIA

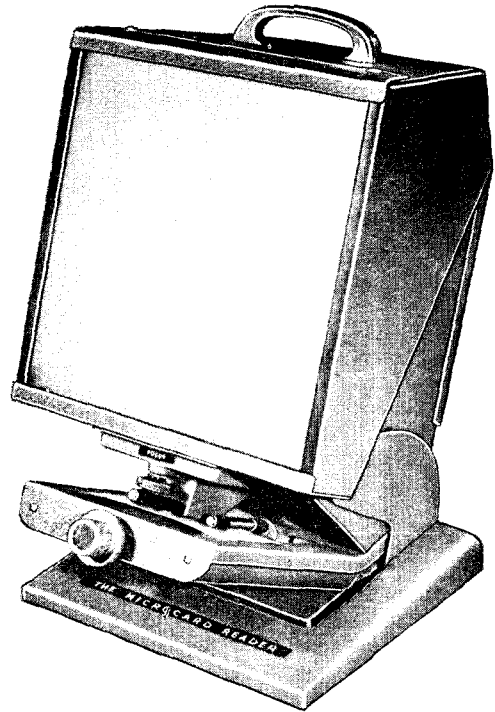
THE BLETCHER-ANCHORS COMPANY

Printers and Publishers

FIFTH FLOOR . . . REA BUILDING
704 SECOND AVENUE
PITTSBURGH 19, PENNA.

Please Mention Special Libraries When Answering Advertisements

it's the
new
Microcard
Reader



Latest design plus new knob activated card moving mechanism guarantees easy, clear readability. Card holder automatically opens for insertion, closes and holds Microcards firmly and always in "square."



Write

For complete information and price list of all models.

NO EYE STRAIN, PAGE AFTER PAGE OF EFFORTLESS, EASY READING.

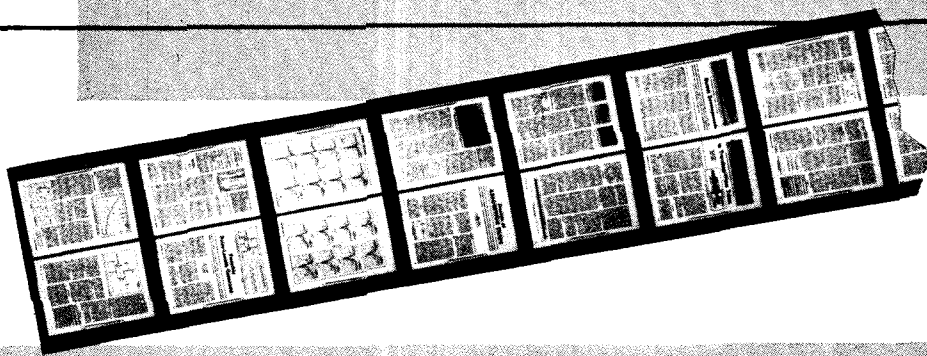
Libraries, public or private, throughout the country are adopting the new Microcard Reader for the quick, easy, convenient way to serve their readers. Books, charts, records, documents, etc. previously preserved by Microcards are enlarged 26 times and centered on a screen $9\frac{7}{8}'' \times 10\frac{1}{2}''$. Focussing knob quickly brings type into sharp clean focus, control knobs locate desired page with a minimum of movement. The Model 6A (illustrated) has fast F1.5 lens and wide angle screen . . . \$255.00. The model 6 has an F3.5 lens for softer light, and Fresnel type screen . . . \$245.00.

THE MICROCARD CORPORATION
READER DIVISION
BOX 314B LA CROSSE, WISCONSIN

Arrangements have been made with Kodak Ltd. of England to produce a similar reader.

Please Mention Special Libraries When Answering Advertisements

More Than 800 Periodicals on UNIVERSITY MICROFILM



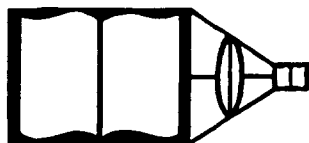
AND EVERY ONE SAVES YOU SPACE and MONEY

University Microfilms extensive catalog of microfilm periodicals enables you to escape the high cost of storing bound volumes. A microfilm edition *costs less than binding — and saves up to 94% storage space*. It is far longer lasting and easier to handle. Reading images are sharp and clear.

In addition to 850 current periodicals, University Microfilms can also supply back files of many literary and specialized publications, which you may need to complete your reference service.

See why the U. M. plan is saving money and increasing efficiency in libraries throughout the U. S.

*Send for List of Titles and Free Booklet,
“Problems of Periodicals Storage in Libraries”.*



UNIVERSITY MICROFILMS
ANN ARBOR, MICHIGAN

Please Mention Special Libraries When Answering Advertisements