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Bibliography of new guides and aids to public documents use 1953-1956
(SLA bibliography no. 2), 1957 ................... 1.50
A brief for corporation libraries, 1949 .......... 1.75
Contributions toward a special library glossary, 2nd ed., 1950 .......... 1.25
Correlation index document series & PB reports, 1953 .......... 10.00
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Handbook of commercial, financial and information services, 5th rev. ed., 1956 .......... 5.00
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What Can Be Learned From A Library Survey?

ELEANOR B. GIBSON, Librarian
Engineering Library, Carrier Corporation, Syracuse, New York

PIONEER of the air conditioning industry, Carrier Corporation has had a spectacular growth. Such a rapid development has presented some complex organizational problems which were tackled in 1954 by a complete corporation reorganization from a “line” to “vertical” type operation. Line operation, with all communication and responsibilities channeling to one head, was suitable for a small concern or for one manufacturing a single line of products. Verticalization, however, meant that several operating divisions, each completely responsible for its own product lines, would act as separate entities.

In this new vertical structure the Research and Development Division was comprised of various departmental sections, including the Engineering Library. Each of these units was evaluated and streamlined for expanding operations. Because of the changes in organizational structure, it seemed more important than ever that the corporation's library function in the most efficient way possible.

As an aid for planning, a survey of other corporation libraries was requested. A good starting point for this undertaking was The Fortune Directory of the 500 Largest U.S. Industrial Corporations (Supplement, Fortune, July 1955). At the management level 27 corporations were selected on the basis of the following points: 1) they were considered generally forward-looking organizations; 2) their total sales, as listed in the Directory, were within a 100 to 300 million dollar range, comparable in size to Carrier.

The Method Used

The method of conducting the survey may be stated briefly in ten steps:

1. A LETTER TO EACH CORPORATION SOLICITED THE COOPERATION OF ITS LIBRARY. A list of corporations and a questionnaire were enclosed, and each library was promised a copy of the results. The questions were as follows:

   1. Number of graduate engineers and scientists engaged in research or development work?
   2. Number on the library staff?
   3. Total library square footage? (Total of each library if more than one.)
   4. Year library established (list each if more than one) and name of library?
   5. Number of books? (Total in each library if more than one.)
   6. Number of periodicals? (Total in each library if more than one.)
   7. Annual library budget (excluding salaries)? (Total in each library if more than one.)

The Fortune Directory gave information on the total sales of each corporation for the year 1954 and the number of employees in 1954 (average or year end).

From all the above we expected to derives:

a) Dollar sales per librarian
b) Number of employees per librarian
c) Number of engineers and scientists per librarian
d) Library square footage per engineer or scientist
e) Library budget per engineer or scientist

Of the 27 corporations queried, two did not reply, two had no library, one
stated that its library was unorganized and one replied too late, omitting the most important items. The 21 corporations which participated in the survey are listed at the end of this article. Many of them volunteered additional information.

2. THE REPLIES WERE TABULATED ON A CHART. Fourteen vertical columns were drawn, and the corporations were arranged on the left margin in descending order of total sales for 1954.

3. INFORMATION FOR EACH CORPORATION WAS DERIVED BY SIMPLE ARITHMETICAL DIVISION. To find the total corporation dollar sales per librarian, we divided total sales by the number of librarians. Using ESRD as the abbreviation for "engineers and scientists engaged in research and/or development," together with other self explanatory abbreviations, derived information for each corporation was expressed as:

\[
\begin{align*}
\text{Total sales} & = \text{Dollar sales per libn} \\
\text{No. libns} & \\
\text{Total no. employees} & = \frac{\text{No. employees per libn}}{\text{No. libns}} \\
\text{Total ESRD} & = \frac{\text{No. ESRD per libn}}{\text{No. libns}} \\
\text{Sq ft lib area} & = \frac{\text{Sq ft area per ESRD}}{\text{ESRD}} \\
\text{Total annl. budget} & = \frac{\text{Dollars lib budget per ESRD}}{\text{ESRD}}
\end{align*}
\]

The number of books or periodicals per ESRD was not determined. A ratio of technical reports per engineer or scientist would perhaps have been more significant, since these are now the "first line" of recorded information open to scientists.

4. TOTALS AND ARITHMETICAL AVERAGES WERE OBTAINED. In some cases, where individual figures were out of line, separate averages were also obtained and listed.

5. THE RELATIVE POSITION OF EACH CORPORATION FOR EACH COLUMN WAS DETERMINED. Since punched cards were not used, the data were tabulated by placing all the information for each corporation on 3 x 5 cards. It was then easy to shuffle these around to find relative positions. The relative position numbers were added to all items on the main chart, and a separate chart was prepared showing the information for each column in ranking order with the highest or best factor at the top (greatest number of employees, largest number of ESRD, smallest number of ESRD per library staff member and so on).

6. EXPLANATORY NOTES FOR THE CHART WERE PREPARED. These divided naturally into three sections: abbreviations, column definitions and chart notes. Several corporations had sent replies for one division only. This notation was entered. Many of the entries required explanation or qualification. Under chart notes were listed sources, additional information supplied by the corporations and other necessary explanations.

7. A GREAT DEAL OF STATISTICAL INFORMATION PERTINENT TO CARRIER'S OWN LIBRARY ACTIVITY WAS ORGANIZED. The library was started in 1942. A few records were available from that year, but mostly statistics dated from 1948. The following bar charts were prepared:

a) Number of items ordered each year for the library and separately for other departments on purchase orders, on letter orders and on requests for free material.

b) Photoreproduction total costs per year and total number of orders and individual items consolidated on orders for the library and for other departments.

c) Total number of serials (titles and not additional copies) ordered for the library and for other departments each year.

d) Total number of interlibrary loans each year. These were subdivided into local, New York State, ASTIA and others.
e) Publications of the National Advisory Committee on Aeronautics: total file space in inches by year and also by series.

f) Carrier Engineering Library Monthly Bulletin: samplings and averages of manhours required for selection and typing of items; total number of bulletin items per year; total number of requests per year; number of items requested per department; average number of requests per item.

g) Carrier library total shelving sections and file drawers per year.

8. THE DATA WERE ANALYZED. All observations and other ideas were jotted down on cards kept with us at all times during the weeks that followed.

9. AN OUTLINE FOR A SURVEY REPORT WAS PREPARED. Books on technical writing by Kerekes and Winfrey, Mills and Walter, Nelson, Ulman and Weil were consulted. (See References, Technical Writing) After studying these and the organization of our corporation engineering reports, we decided on the following outline for the contents of the survey report:

Definitions. Convenient abbreviations required definition: DLO—Division library only; ESRD—Graduate engineer(s) and/or scientist(s) engaged in research or development work only; and others. Some words and phrases required definition. Library activity was defined as a term used broadly to cover all phases of the library: its objectives, functions, physical facilities and personnel.

Abstract. This included a brief statement of the purpose, scope, procedure and discussion. Recommendations were presented verbatim.

Purpose. This included library objectives and the functions of our staff. The functions were divided as follows: those performed promptly or as required; those performed with delays; and those not being performed.

Scope. This was the survey of the other libraries and of our own activity.

Procedures. The procedure was described as in this article.

Discussion. Observations on the outside libraries and on our library were recorded and a discussion of both was presented.

Conclusions.

Recommendations. Recommendations for the library were divided into objectives, functions, facilities and personnel.

References. A bibliography which included annotations of articles on other research and engineering libraries was prepared. (See References, Other Libraries)

Tables. A list of tables included: a summary of the master chart; dollar sales volume per employee for certain corporations; comparison of corporations employing a number of ESRD similar to our corporation and corporations employing from 48 to 11 ESRD per librarian; and a table showing a recommended library staff, qualifications and duties.

Appendix. This included all charts and graphs.

10. THE REPORT WAS WRITTEN with counseling by research and engineering directors. Scores of notes and observations on cards were sorted to assume their proper places in the outline. These were a great help in the actual writing.

Discussion Of The Findings Of The Report

The following table is a summary of highs, lows, medians and averages of the master chart. All figures exclude those for Carrier.

Sales. The total sales ranged from $300,000,000 to $100,000,000 in 1954. The average was approximately, $185,000,000.

Employees. The number of employees ranged from 37,000 to 6,000. The average was just under 15,000.
SUMMARY OF REPLIES TO CARRIER QUESTIONNAIRE

<table>
<thead>
<tr>
<th>Column Information</th>
<th>High</th>
<th>Low</th>
<th>Median</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Corporation net sales</td>
<td>$299,799</td>
<td>$93,273</td>
<td>$177,281</td>
<td>$185,139</td>
</tr>
<tr>
<td>2 Number employees</td>
<td>37,060</td>
<td>6,328</td>
<td>12,870</td>
<td>14,908</td>
</tr>
<tr>
<td>3 Number ESRD (a)</td>
<td>967</td>
<td>30</td>
<td>150</td>
<td>236</td>
</tr>
<tr>
<td>4 Number employed on library staff</td>
<td>13</td>
<td>1</td>
<td>4</td>
<td>5 (b)</td>
</tr>
<tr>
<td>5 Corporation net sales per libn (c)</td>
<td>$16,860</td>
<td>$177,281</td>
<td>$417,745</td>
<td>$66,498</td>
</tr>
<tr>
<td>6 Number corporation empl per libn (c)</td>
<td>1,083</td>
<td>9,779</td>
<td>3,149</td>
<td>4,561</td>
</tr>
<tr>
<td>7 Number ESRD per libn</td>
<td>11</td>
<td>150</td>
<td>48</td>
<td>52 (d)</td>
</tr>
<tr>
<td>8 Total library sq ft area</td>
<td>8,205</td>
<td>400</td>
<td>1,900</td>
<td>2,601 (e)</td>
</tr>
<tr>
<td>9 Total library sq ft area per ESRD</td>
<td>45</td>
<td>1.3</td>
<td>13.2</td>
<td>17.4(e)</td>
</tr>
<tr>
<td>10 Year library was established</td>
<td>1893</td>
<td>1953</td>
<td>1943</td>
<td>1942</td>
</tr>
<tr>
<td>11 Number books</td>
<td>15,000</td>
<td>800</td>
<td>5,000</td>
<td>5,434</td>
</tr>
<tr>
<td>12 Number periodicals</td>
<td>677</td>
<td>30</td>
<td>275</td>
<td>272</td>
</tr>
<tr>
<td>13 Total annual library budget (f)</td>
<td>$20,000</td>
<td>$1,000</td>
<td>$5,900</td>
<td>$7,059</td>
</tr>
<tr>
<td>14 Library budget dollars per ESRD</td>
<td>$152</td>
<td>$3</td>
<td>$40.50</td>
<td>$53</td>
</tr>
</tbody>
</table>

a ESRD = Engineers and/or scientists engaged in research or development work.
b Figure is the average for libraries reporting for the whole corporation.
    The average including those reporting for one division only is 4.3.
c Figures given only for libraries reporting for the whole corporation.
d Average excluding one "out of line".
e Average excluding two "out of line".
f Excluding salaries.

Other common abbreviations used:

ESRD. The highest number of ESRD reported was 967 and the lowest 30. Definitions of research and development vary considerably, and though our questionnaire stated specifically "engineers and scientists engaged in research or development work," some replies seemed very high. At least one corporation included application engineers and others. If these figures were excluded, the actual number of ESRD would be lower. The proportions as they appear are interesting, however, and would be even more significant if all replies had been consistent.

Library Staff. The highest number reported for any library staff was 13. The lowest was one and the median four. The average number on the library staff for those reporting for the entire corporation was five. The average was 4.3, including those who reported for a division only. Twelve corporations, more than 50 percent of those surveyed, had one library serving only one division and/or more than one library for the organization. Seven of these had from two to five libraries each. On the whole, these 12 corporations appeared relatively high in all categories of the survey. Of the nine remaining corporations which had one library, five had library staffs ranging from four to eight.

Sales Per Librarian. Our questionnaires indicated we were seeking information on all library facilities for each corporation. Six replies stated definitely that the library served only one division. We had no information as to the other divisions, therefore no over-all comparison could be drawn between employees per librarian or dollar sales per librarian. The most favorable ratio of those reporting for the whole corporation was one library staff member to each $17,000,000 sales. The poorest ratio was one to $177,000,000. The average was one to $66,000,000.

Number Of Employees Per Librarian. Here, too, no over-all figures could be obtained. For those reporting total corporation figures, the best proportion was one library staff member for each 1,100 employees. The poorest was one to 9,800. The average was one to 4,560 employees.

Engineers And Scientists Per Librarian. The results show that the best ratio was one library staff member to 11...
ESRD. The poorest, excluding one which was way out of line, one to 114. The median was one to 8, and the adjusted average, one to 52. Twelve corporations employing a similar number of ESRD have from 11 to 48 ESRD per library staff member. These 12 correspond with the findings of the Special Libraries Association in its book *Technical Libraries* (Lucille Jackson, ed., 1951, p.7) which show that:

"Library staffs varied from 1 to 4 for laboratory staffs of 20 to 100, from 1 to 9 for staffs of 100 to 200, from 2 to 13 for staffs of 200 to 400, and from 2 to 11 for laboratory staffs of over 400.

"Libraries staffed with one, two or three persons, in 1940 served an average of about thirty professional research workers per library staff member, while the correlation for library staff of nine or more was less than twenty to one."

Library Area. The largest library area was reported as 8,205 square feet, the smallest was 400 square feet. The median was 1,900 and adjusted average, 1,600.

Library Area Per ESRD. Library area per ESRD varied from 45 square feet to 1.3. The median was 13.2 square feet, and the adjusted average 17.4.

Age Of Library. The oldest library was established in 1893; the most recent in 1953. The average library was begun in 1942. Fifteen of these, more than 70 per cent, established their first library in 1941 or later.

Books. The largest collection was 15,000 books. The smallest number, 800, was found in the most recently established library. The median was 5,000 and the average 5,434. As might be expected, in all except one or two instances the oldest libraries had the largest collections of books.

Periodicals. There was an extreme variety in the number of periodical subscriptions: from 677 to 30. There was no pattern relating the number of subscriptions to the older established facility. One of the newer libraries subscribed to the greatest number, 677, as against 30 for one of the oldest libraries. The median was 275 and the average 272.

Budget. Two corporations did not report concerning the budgets for their library facilities but they may be presumed to be large because six libraries were involved. One corporation stated that the library budget was part of the general stationery account and had no definite budget. Of those who gave information, the highest budget total (exclusive of salaries) was $20,000. This was for a corporation where five libraries were operating. The lowest budget was $1,000. The median was $5,900 and the average $7,059.

Budget Per ESRD. The amount of library budget per ESRD ranged from $152 to $3. For what interest it may have, the median was $40.50 and the average $53.

Summary

The average picture supplied by our survey is that of a corporation whose sales in 1954 totaled $185,000,000. Employment averaged 15,000, including an average of some 200 to 236 ESRD. Library facilities had been established in 1942. The library staff now numbers five. The library area is in the neighborhood of 2,600 square feet, and holdings include 5,400 books and 272 periodical subscriptions. The annual budget appears to be approximately $7,100, excluding salaries.

We must note that the results of any survey can be only as accurate as the replies which are offered. Replies, in turn, are partly dependent upon the clarity of the questionnaire.

Making this small survey was an interesting and enlightening experience. More surveys should be conducted and made available to others. A good survey provides an efficient frame-work for the presentation of information and, if
properly carried out, can provide management with a sound basis for planning and action.

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Foster Wheeler Corp.
Worthington Pump and Machinery Corp.
York Division of Borg-Warner Corp.

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KEREKES, FRANK and WINFREY, ROBLEY. Report Preparation. 1951.
MILLS, G. H. and WALTER, J. A. Technical Writing. 1954.
NELSON, J. R. Writing the Technical Report. 1940.

OTHER LIBRARIES
Author is librarian of Houston Research Library, Humble Oil & Refining Co. Growth of science and technology; growth of technical literature; problem of handling the literature; information research teams; conclusion.

Library quarters; growth; librarian's duties; regulations; expansion; library services; company records; library staff; summary.

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Shell Dev Co.
Standard Oil of Calif.
Wyandotte Chemicals Corp.
Johns-Manville library; access to knowledge; use of reference books; abstract bulletins; company reports; technical periodicals; literature searches; educating the user.
SEYBOLD, GENEVA. Here is a Company Library. Special Libraries. March 1952, p.96-8; 110. Library of Detroit Edison Co.; 4,000 employees; central location; library in three parts: central library has an area 2,900 sq ft; library staff of 11 including supervisor; 5 have professional library training; 2 have engineering degrees.
SKOLNIK, HERMAN and CURTISS, R. E. Communicating with the New Employee. Special Libraries. Dec. 1955, p.447-50. Hercules Powder Co. research library; part of Technical Information Division; 27 in TID; 11 on library staff; part the library plays in educating the new employee.
Work Measurement Applied to Libraries

MRS. ELAINE WOODRUFF, Librarian
United States Civil Service Commission, Washington, D.C.

Although work measurement has been widely utilized in industrial and technical operations as an effective means of production and quality control, it has not had the same widespread application in administrative and professional areas. It is with this latter area, that of the application of work measurement to libraries, that this article is concerned.

Since the author’s experience with work measurement is limited to its use in the library of the United States Civil Service Commission, this discussion relates primarily to the objectives, procedures and terminology common to the Commission’s work measurement program. The program in the Commission emphasizes cost—total cost and unit cost of each activity. In other organizations the emphasis may well be on time. The emphasis would depend entirely on the use to be made of the figures obtained and the objectives of the program. Since the Commission’s cost figures are used for budget purposes, the tendency is to be very cost-conscious.

Definition

Before discussing what work measurement is, what it is not should be explained. Work measurement is not a standardized, arbitrary system for checking up on the hour-by-hour performance of a librarian and his staff. It is not a new system superimposed on present management functions. If properly administered, it should be a part of the fabric of day-to-day operations. It enters into everything done, into every major decision made.

At this point, it should be emphasized that although time and attendance reports may be kept and although some sort of production statistics may be recorded in every library, until the two are related and until the relationship between time and cost and production can be shown, the processes are ones of recording—not measuring.

Briefly defined, then, work measurement is a tool, a tool to be developed and used, sharpened and re-used, and refitted to a particular situation and need. No one can tailor a ready-made system and say, “Here it is—use it.” It has to be worked out individually and changed as needed.

The Bureau of the Budget defines work measurement as a management tool designed to establish “an equitable relationship between work performed and manpower used.” In other words, how much time and money does it cost to do a job—not only the whole job but each of its components?

Balancing Workload and Personnel

How many librarians know, for example, how much of their cataloging backlog is primarily clerical, how much subprofessional, how much professional and how many man-hours are needed to wipe it out? Can they report readily: “We have this many items of uncataloged materials; it takes so many

man-hours to catalog an item; we need so much in the way of additional resources to become current in our work." Can they show proven figures to their budget officials to supplement their statements?

Do they know in their own library whether work in certain sections is slacking off—if, perhaps, they could use that personnel in some other activity? Even in a small library, it shouldn't be necessary for an administrator or supervisor to go around from desk to desk to see how work is moving. By reviewing properly-developed work reports, a supervisor should be able to tell at a glance what is happening to the workload in any part of the library. This is one of the functions of work measurement.

These are only two examples of one use of work measurement—balancing workload and personnel. It is a primary use, however, that of achieving a fair relationship between workload and the personnel and resources available to take care of it.

Improving Operating Efficiency

A second area of usefulness which might be emphasized is the improvement of operating efficiency. Suppose a librarian notes from work reports that the unit cost in a certain activity is constantly going up. Wouldn't he be inclined to wonder why and to try to determine the reason and a remedy? Perhaps there is a need for more training, closer supervision or perhaps a check on leave might be in order. He might find that the situation was completely unavoidable, as in the case of an employee receiving longevity pay whose production is decreasing. There are innumerable situations about which nothing can be done, but it is the responsibility of an administrator to know why they exist and to make what adjustments he can.

To cite another example of improving operating efficiency, how many librarians know how much of their money goes into service activities and how much into support? "Service" in this context means reference, circulation and research; "support" means acquisitions, cataloging and other technical processes. This is the type of information which is readily available, particularly from annual summary reports. One may determine that the allocation of funds is what is wanted and necessary for effective operation. In a new library, it is perfectly understandable that a good deal of the budget should go into supporting activities, such as acquiring new materials and cataloging them, but once a library is established, the primary purpose is service and there should be a shift in the allocation of resources.

Evaluating Performance

The third use made of work measurement is a very important one to the librarian and his staff from the human relations point of view. Does the librarian know exactly what is a reasonable standard of performance for processing books, filing and shelving? Can he back up his standard with figures? A performance rating discussion between supervisor and employee becomes much more objective when it is based on standards understood and acceptable to both. It is one area in which it is most important for figures to be really valid and based on average performances over a reasonable period of time. Then a supervisor can say to the employee, "This is a fair and honest standard; what can we do to help you meet it? Is there a reason why it cannot be met?"

How can work measurement affect performance rating? It actually prevents a supervisor from being personal and arbitrary in judgments, for he can't base a rating on extraneous factors when there is a standard which is factual and correct. Work measurement requires a supervisor to judge performance, not an individual.
Work measurement also helps a librarian compare his own operations with those of similar organizations. Every librarian is interested in knowing how much it costs him to catalog a book, as compared with costs in some library doing a similar type of cataloging. But before making comparisons, it must be determined that procedures, materials and working conditions are fairly similar. Comparisons can't be drawn, for example, between costs in large public and specialized governmental libraries.

Budget Formulation

The last use which may be made of work measurement is in budget formulation. If an organization uses a performance budget, it is essential that it also have a method of measuring production. It is necessary for a library to know, for instance, how much it costs to put a book on the shelf, how many reference questions may be expected the following year and how much it will cost to answer each, how many man-years are needed for research and whether costs may be expected to rise or decline.

If, on the basis of previous performance, a library expects to acquire 5,000 volumes for cataloging next year, and the unit cost per item averages $.75, then it will be necessary to allocate $3750 of the library budget for cataloging purposes. This is something in black and white which can be presented to management people and it also shows that since costs cannot be further reduced nor the function eliminated, a backlog will result unless adequate funds are made available.

To summarize, then, these are some of the reasons why work measurement is a useful tool in managing a library:

1. It helps to balance available resources with estimated workload.
2. It helps in managing a library more efficiently and more economically.
3. It helps in objective evaluation of individual employee performance and in evaluation of the organization as a whole.
4. It helps the librarian plan for financial and personnel needs on the basis of sound production figures.

Setting Up A Work Measurement Program

Here are some general rules or suggestions for setting up a work measurement program for a library.

First, and most important of all, secure employee participation at all stages of the program—in the planning, in the determination of functions to be measured and in the definition of terms. An unfortunate morale effect is almost inevitable if no preliminary explanations are made as to what is being done and why. On the other hand, if employees are told why the figures are needed, how they will be used and how the library will benefit, and if the functions and definitions are worked out cooperatively with them, they will be interested in knowing just how much each activity does cost per unit and how much their time is worth. The general climate of the organization and the effectiveness of communication generally between management and employees will largely determine how a work measurement system will be received.

The second rule—have reporting done by each individual employee, not by a supervisor. Only the employee can give an accurate account of his time, and in most cases, of his production; there is no point in setting up a system and developing figures unless they are accurate and honest.

Third, plan to review and revise the system continually. Because functions and definitions have been written down or because a form has been drawn up, should not mean that the system is complete and cannot be changed. It should be tried out for a period to see
how effective it really is, whether it is bringing out the facts needed. It may be necessary to redefine certain activities or transfer certain elements or make other changes after a trial period. It may take a long time before a plan can be standardized.

Fourth, work report figures should not be used as final and definitive until they have been developed for a long enough period to produce a true average. In some cases, it may take several years to obtain a valid range of material and production for such an average.

Listing Activities

The first step in developing a work report program is to list all activities performed. These are not at all uniform; even in government libraries, duties, activities and terminology vary greatly. One way of drawing up an activities list which has worked out satisfactorily is to ask all employees to list everything they do for a week or so. This shows the entire range of usual library activities. While there is a great deal of duplication in the original list, it is one way of getting complete coverage. In making up a composite list, there should be no overlapping and each activity should be clearly defined.

If it is desirable for a library to show unit time and cost for particular types of materials or particular phases of an operation, such as the cost of acquiring books, the cost of acquiring periodicals or the cost of acquiring free materials, this can be done by providing the necessary subdivisions under a major activity. Similarly, the cost of typing catalog cards, filing cards and doing descriptive cataloging can be separately listed under cataloging. Unless there is a specific need for this type of detailed information, however, it is better not to add a great many subdivisions to activities because they make the work report more time-consuming to maintain and compute. The work report should fit your needs and work for you.

Allow for operating and non-operating time and cost. Operating activities have an end result or an end product. Non-operating activities include administration, supervision and leave, generally. However, time spent supervising a particular type of activity, such as circulation, should be charged to the activity supervised. Only general supervisory and administrative activity is considered non-operating.

Defining Activities

The second step in developing a work report system is to define activities—clearly, concisely, cooperatively. This is a most important step if the figures are really to mean something. For example, in the acquisitions count, are all items retained in the library counted, whether they are recorded or not? Are items counted which may later be discarded or given away?

In circulation, are items given away counted, or only those charged? Where will the others be recorded? Is a total series counted as one volume, or is each individual part counted? Is going to a file or a shelf, pulling out a report and sending it out, recorded as reference or circulation? Decide into which category certain auxiliary activities fall, for example, indexing Congressional hearings or annual reports.

Again, decide when an item is to be counted. Is an item counted as cataloged when the cards are all typed, when a book is ready for the shelf or when the cataloger has finished with it? There must be a specific point at which work is counted as completed, so there won't be a duplication of items counted or any items that are not counted.

Much of this can be best worked out in staff conferences where a librarian may say: "Here is an activity—what should be included in it? What should be eliminated?" Disposition should be made of each item coming into the library.
Setting Up The Form

The third step is to set up a tentative form. It should be kept as simple, as clear and as self-explanatory as is humanly possible.

On the Civil Service Commission's Employee Work Report Form, MB 190a (see sample), the functions run down the left hand side of the sheet and the days are filled in across the top. This format is designed for an agency-wide system with machine tabulating facilities. This is the reason for the various symbols and code numbers on the form. The Commission has a four-week reporting period, which corresponds to the pay period. Each work report period covers 160 hours if the employee has been on the job the entire time and has not taken any leave without pay. Each Work Report Form has space for only a two-week period, at which time the figures are added and carried over to the four-week report.

It is necessary to allow space for the number processed in each daily block. In the Commission’s form this is indicated by “N” above (for number) and “T” below (for time). The form must also include space for operating and non-operating time and for the status of the workload.

Recording Time and Production

The last step in the work report program is to record time spent and number processed. This reporting should be done at the close of each working day without fail. Often staff members may have to be away unexpectedly, and the previous day’s or week’s work is unknown to anyone else. Filling in the form at the close of the day becomes a habit very quickly.

Every employee should have clear-cut directions for filling in the form, preferably in writing, so that he can refer to them when he is in doubt as to

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A U.S. Civil Service Commission Employee Work Report Form. Library activities are listed on the left side and columns for marking daily time spent and number of items processed for each function run down the right side.

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where he should list certain types of activities. It is very helpful if each employee has a “Definitions of Functions” guide available.

The administrator should occasionally review reporting to check that time is being properly charged to the correct activity and that the entire staff is consistent in its allocation of time on infrequent and unusual activities.

Compiling The Summary Work Report

The final stage in the work measurement program is to collect and summarize at regular intervals the daily time records which employees have kept, compute costs corresponding to the time amounts shown for each activity and relate the time and cost to the work performed during the report period. When summarization is completed, the report will show hours and cost for each operating activity, the number of items processed and hours and cost for administration and leave.

In the Commission’s work measurement system, non-operating time (administration and leave) is prorated to each operating activity. Many libraries have systems of work measurement, but they do not charge their operating activities for the cost of administration and leave, and therefore their unit cost is, of course, lower. This is one example of the fallacies involved in making comparisons between libraries unless all operations and procedures are similar.

The details of the computations involved in prorating non-operating to operating costs are not within the scope of this article but they are not difficult to evolve if an over-all, as well as an operating, time and cost figure is desired. A limited number of copies of the procedures used in computing the figures for the Summary Work Report Form are available from Mrs. Woodruff in Washington.

The last step in computing work report figures is showing the status of the workload. This is included on the back of the Commission’s Summary Work Report Form and is computed by subtracting the number processed from the sum of the number on hand and the number received. The number remaining carries over from one month to the next. This is a figure to which management people are most apt to pay attention and it is an important figure for the library administrator to watch.

Conclusion

Some administrators may begrudge the time spent in developing, setting up and maintaining a work reporting system. However, it is only through actual experience with a system that one can determine whether the operating information it develops contributes enough to improved efficiency to make worthwhile the relatively small amount of time spent in maintaining it. For after all, a work measurement system is only as valuable as the use made of it.

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Coming Events

Medical librarians from all over the country will gather in New York City, May 6 to 10, for the 56th Annual Convention of the Medical Library Association. The theme will be “National and International Aspects of Public Health.” Among the speakers will be Dr. Leona Baumgartner, Commissioner of Health, Dr. John C. Bugher of the Rockefeller Foundation and Lt. Colonel F. B. Rogers, Director of the National Library of Medicine.

A Hospital Library Workshop will be held at the School of Library Science, Western Reserve University, Saturday, May 25, sponsored by the Medical Library Association of Northern Ohio. An advance registration fee of $6.00 may be sent to Carol McHenry, Lakewood Hospital, 14519 Detroit Avenue, Lakewood 7, Ohio.

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A Modern Approach to the Problems of Space and Accessibility

AMFIS—The Automatic
Microfilm Information System

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Every library and information center faces the problems of limited space and physical accessibility to books and documents. In the average special library where careful book selection can minimize space requirements, quick physical accessibility still may be vitally important.

To date microreproduction of printed materials is the only reasonable solution available for reducing space requirements. Microfilm in all its forms is widely used but rarely is it the preferred choice. The microfilm reel does save space; however, its unidimensional character creates new problems of accessibility. You can't thumb through frames of microfilm as you can the pages of a book. Microcards, though they overcome some of the objections to microfilm reels, have further shortcomings, among which are: the necessity of manually locating desired microcards, physically removing them from a file, locating the desired frame in a viewer and refiling after use. Both books and microrecordings of books have a common fault which is best described by "the book is in use but I'll be glad to put it on reserve for you."

Thus, the difficulties of using the modern library may be expressed in engineering terms as "lack of quick random access." It is not a coincidence that the scientists who are developing faster and more efficient electronic computers have this same problem of attaining fast "random access."

How one determines which call number or "address" is the one desired can be solved by conventional or other more sophisticated indexing. In the Automatic Microfilm Information System (AMFIS), it is assumed that one knows what document he is seeking and what its call number is. AMFIS is a fast system of retrieving documents—but only in the physical sense, not in the sense of literature "searching." Regardless of how he determines the great volume of documents he must inspect, the researcher today must have immediate access to these documents. AMFIS provides just that.

Indeed, access to any one of several million documents is now possible in a matter of seconds with a minimum of physical effort. Furthermore, it is actually possible with this system not merely to edit groups of microfilm frames but also to physically delete or add within seconds single frames or groups of frames of microfilm. This ability to edit with ease makes AMFIS an open system as contrasted to closed systems, such as microfilm reels or the Rapid Selector.

AMFIS employs a mechanism that can store as many as several million frames of microfilm. Simply by dialing a call or accession number the operator can project a legible image on a viewing screen; a possible version of an AMFIS viewing station is depicted in Figure 1. The viewing screens may be located locally or at remote points.

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Documents may then be inspected by one or more users or they may be reproduced by standard photocopy, facsimile or xerographic techniques.

Any type of standard microfilm widths may be employed or intermixed. In AMFIS the conventional microfilm reel is replaced by either single microfilm frames or strips of microfilm. With the use of the basic AMFIS positioning mechanism, it is no longer necessary to scan manually long footages of film.

The AMFIS positioning mechanism consists of a hollowed drum which rides horizontally on rails and contains on its outer circumference a series of scroll mechanisms. The individual frames of film or strips are contained in these scrolls. Fixed at the center of the drum is either a standard light projector or raster, i.e., a television tube used as a scanner. The projected light is passed through the film and the transmitted light is projected on a viewing screen by means of a standard optical system for direct viewing of the document.

For remote viewing a photo tube is used to receive the transmitted light from the raster, and standard television circuits would be employed. For reception within the same building, the equipment required for each viewing station is comparable to a standard commercial TV set. The projected image may be viewed simultaneously by all receiving sets in the circuit. Reproduction may also take place at remote stations by the installation of individual copying devices.

Where there is more than one viewing station it is possible to store an image locally by various electronic techniques such as TV tape or storage tubes. Tape systems will allow the remote viewer to store one or more images for later use. In this way, the positioning mechanism is free to supply other viewers with the same or other document images. Thus, the central microfilm file is not held up by individual viewers for more than a few seconds.

The scroll positioning mechanism is described in detail in U. S. Patent No. 2,610,791. Briefly, when a document number is dialed, horizontal motion is
imparted to the drum, the amount of motion depending upon the location of the particular area of film. At the same time the drum is vertically rotated about its axis to locate the appropriate scroll mechanism, in which the frame of film is located.

Each scroll contains a multiplicity of film container units made of transparent plastic and each container holds as much as 20 inches of film either in strips or individual frames (Figure 2). The separate film containers are removed or replaced in a fashion comparable to sliding a hair comb into its carrying case. Scrolls can be made to accommodate any size or combination of film sizes.

With three simultaneous movements—the horizontal movement of the entire drum on its track, the Ferris Wheel-like rotation of the drum to locate the proper scroll and the unwinding of the scroll—the desired area of film is located and positioned between the light source and the optical system.

The preparation of materials for AMFIS can be achieved by a variety of standard microphotographic systems including transparent microfilm or opaque microprint. If standard microfilming equipment is presently in use or contemplated, it is only necessary to use the existing reels of film, cutting the film into desired lengths for insertion in the film retainers. These in turn may be immediately placed on the appropriate scroll or stored for future use. It is of course possible to duplicate existing reels of microfilm for use in AMFIS, without destroying the originals.

Opaque microprints may likewise be scissored for insertion into the retainers. In the latter case the light source is placed on the same side of the scroll as the light transmitting apparatus, since the image would then be obtained by reflected light rather than transmitted light.

The storage capacity of AMFIS is a function of the number of scrolls employed, as well as the particular reduc-
tion ratio of the microfilming and viewing units. Using reduction ratios of 25 to one, one 20 inch strip would accommodate approximately 150 8 x 11 inch pages, giving a total capacity of 150,000 documents per scroll and over three million to a 20 scroll AMFIS.

While the foregoing description visualizes a large central installation using millions of microfilm frames, the same basic techniques can be employed in a smaller AMFIS unit which could handle thousands of microfilm frames in individual viewers. This type of unit is shown in Figure 3. Each researcher could then have his own AMFIS unit. Such quick access to documents would be a boon to the scholar who must collect and store hundreds of reprints and other data.

AMFIS should not be compared or confused with systems such as Minicard or Filmorex which are essentially "searching" systems rather than random access storage devices. When the reader knows the document desired, a "searching" system is superfluous and time consuming.

AMFIS was designed primarily to make quickly accessible one or more documents in large files. At present, the potential user is frequently discouraged, if not unable, to examine and reproduce information in such files because of the time necessary to obtain individual documents.

The practical development of AMFIS could help realize Vannevar Bush's Memex, a dream which research workers and librarians also share. The means of approach to this dream involve components and techniques which have been developed during the past few years. AMFIS points a way of building a system with these components and techniques. Its final realization merely awaits concrete financial assistance. We earnestly hope that this paper will stimulate the discussion and criticism necessary for the fulfillment of this dream.

**Editor's Note:** Mr. Avakian is the inventor of AMFIS while Mr. Garfield has helped develop and clarify the ideas on which the Automatic Microfilm Information System are based. Mr. Avakian has also worked out a means of typing for people who cannot use their hands and has invented a number of gadgets to aid persons with cerebral palsy and other severe handicaps.

**New Developments In Microreproduction**

A frequent and long-standing complaint among scholars and researchers using microfilm or Microcards is that the material is difficult to read, even with large table-top readers. Aware of the validity of this complaint, two firms have recently developed new readers which feature increased magnification, larger opaque or tinted screens and greater versatility of use.

The AO Micro Opaque Reader, Model 5075, is being manufactured by the American Optical Company, Instrument Division, Buffalo 15, New York. This 23 pound, portable, high-speed table reader will accept every known type of card containing microdata. Cards measuring up to nine inches in one dimension and unlimited in the other are positioned in a slanted slot on the right and easily moved from frame to frame. Three objectives, 23x, 20x and 15x, are available and may be interchanged.

The reading screen, measuring 11 x 12 5/8 inches, is set inside the unit at a 15° angle for comfortable reading, and a green tinted, replaceable material...
The AO Micro Opaque Reader in Use

may be substituted for the opaque screen. A hood which will provide even greater contrast on the reading area will be available shortly as an accessory. Photocopies may be easily made by placing sensitized paper on the screen and timing the light exposure with either the finger tip switch or a foot switch accessory. The reader is fan cooled, operates on 120 volts, 60 cycle alternating current, takes either a 200 or 300 watt projection lamp, and with a 23x objective sells for $225.

The Model C Reader recently placed on the market by the Readex Corporation, 100 Fifth Avenue, New York 11, can be used with Microprint, Microcards and positive microfilm sheets and microfilm strips. The objective is slightly more than 20x and gives a magnified image up to 400 times the size of the original microtext. A built-in aluminum hood shades the vertical, green tinted, 9 x 11 5/8 inch screen. The manufacturers claim that this is the only reader which protects Microprint and Microcards from abrasion and other injuries. It sells for $285.00 f.o.b., Atlanta, Georgia, and weighs 30 1/2 pounds.

A new method for reproducing large engineering and architectural drawings and tracings has been developed by Micro-Master, Inc., Kansas City, Missouri, in association with Keuffel & Esser, Hoboken, New Jersey. Called the 105MM Micro-Master film system, this process involves making 105mm roll film negatives which are cut apart after carefully controlled developing and each 4 x 6 inch frame placed in a transparent sleeve and paper envelope for permanent protection and filing.

Contact card prints may usually be read with the naked eye or with the aid of a low magnification hand glass. Full-size second originals on Photack papers and cloth or on Stabilene films are clear, distortion free and include even light lines and tracings. Enlarged prints may actually be superior to the originals for dirty, smudged, mended and folded marks are eliminated by the precise optics and processings.

The Micro-Master line includes screen projectors, table-top viewers and large viewing tables for drafting use. In a few months Micro-Master reproduction services will be available in 40 major industrial centers in the United States and Canada, and a laboratory is also being established in Europe.

New Coding System

The non-secret files of the Atomic Energy Commission are the testing ground for a new system of coding. Suitable for classifying any given subject, the system is based on the establishment of a few major categories which are in turn broken down into super-classes, classes and sub-classes. The terms used are those of the users of the file. Saul Herner and Robert S. Meyer, who head the team of testers, feel that this method of coding will considerably speed the location of information, not only because it can be used by digital computers but also because it reduces the number of times an item is classified, thus speeding cataloging too. If the test is successful, a method will have been found for converting older cataloging devices into a form which will make possible both conventional and electronic sifting. The present experiment is being sponsored by a National Science Foundation grant to Herner, Meyer and Company, specialists in library planning and information systems.

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"I Hold Every Man
A Debtor To His Profession"

RUTH SAVORD, Chairman
SLA Professional Standards Committee

ONE of the recommendations made by both Gretchen D. Little and Chester M. Lewis in their presidential reports was that Special Libraries Association study the problem of professional standards, licensing and/or accreditation. One of Katharine L. Kinder's first actions as President was to appoint a Professional Standards Committee which is charged with a survey of how this problem has been met in other fields and of how SLA should proceed.

Before talking about professional standards, our status as a profession must first be considered. If the literature is combed, it is found that many leaders, both in and outside the library world, have asserted that librarianship is a profession. As early as March 1907, Melvil Dewey wrote in the ALA Bulletin: "No one questions that modern librarianship has become a world movement. It has won its place as a profession."

In 1939 the American Library Association published a symposium entitled The Library of Tomorrow, in which 20 contributors presented their ideas on libraries and library service in 1958. In the lead article Frederick P. Keppel, who as President of the Carnegie Corporation gave so much time and thought to library problems, wrote:

"Librarianship is an essential profession, and a profession is a calling in which it is the broad human qualities which count, trained intelligence, imagination and initiative, disinterestedness and a sense of social responsibility—not techniques or tricks of the trade..."

The Librarian by then [1958] should have completely lost that professional restlessness which is sometimes in evidence today, for, even though he himself may have no doubt that he is a member of a profession second in importance to none, he isn't always quite sure that the other fellow knows it too."

Now 1958 is approaching, but we haven't lost that "professional restlessness" because, despite our own conviction that librarianship has indeed achieved the status of a profession, we still aren't "quite sure that the other fellow knows it too." Isn't it time to take at least the first faltering steps toward the goal of undeniable recognition by the general public and in the case of special librarians, recognition by employers and prospective employers?

The history of professionalism since the days when only the Church, law and medicine were recognized, demonstrates that the movement toward recognition was inevitably sparked by practitioners banded together to work for a common good. This began with the guilds which were, in effect, the earliest professional associations. Always one of the first steps has been to persuade universities to offer courses in the practitioners' specialty. When the universities established a department or a professional school devoted to a special field, the practitioners felt they were well on their way to achieving professional status.

Librarians have done all this but, contrary to the practice of most professional associations, the library associations have not taken the next steps of admitting to membership only those who measure up to acceptable standards and of adopting statements of principles and regulations of professional conduct—and I am not unmind-

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ful of the ALA Standards for Libraries nor its Code of Ethics but, according to my definition, these are library standards, not professional standards.

Library professional associations have no specific qualifications for membership other than "interest" and they allow these "interested" people to vote, to hold office, to join in discussions of professional problems and to represent librarians as a part of the profession.

One of the largest public libraries in a city where there is an active SLA Chapter reports that workers who had been employed as clerks in the public library are now being employed as librarians in charge of special libraries, joining the Association, attending Chapter meetings and thus being recognized as "special librarians." This is one verified instance but I am sure it is repeated in many localities.

One of the most blatant examples of such nonprofessional service was reported in Factory Management and Maintenance, December 1956, under the title "100 Magazine Library." The article describes an area "tucked away in 12 square feet of file space . . . run by [a] file clerk as part-time (1 or two hours a day) librarian." The firm where this "library" is maintained employs 250 to 300 engineers all of whom are doubtless highly qualified persons. Think of the service that these engineers could be receiving if the firm had a qualified special librarian!

It is such situations that have spurred Special Libraries Association to consider remedies. The Committee on Professional Standards has been studying three possibilities: certification, a professional register and qualifications for membership in SLA.

Certification for public librarians, now mandatory in some states, is a step forward. The Medical Library Association has set up its own plan of certification which is already bringing demands from employers for librarians who have met the requirements and hold a certificate. While it is conceivable that state certification might be extended to cover all librarians, the present Committee does not feel that this will develop in the immediate future. The Committee also doubts that SLA could, at this time, work out a satisfactory system of certification which would cover the many fields represented by the Association.

A second possibility is to set up a register listing qualified special librarians. Such a register, based upon high standards of academic training and professional achievement, would serve as a basic qualification for employment in professional positions and as a guide to employers on the qualities they should look for when recruiting staff.

The third possibility is to set up qualifications for membership in the Association based on training and experience. This would make membership in the Association an honor which would be in the interests of both employer and employee. It would also strengthen the Association since all members would be qualified to contribute to its work.

If the third proposal were adopted, there would have to be, of necessity, some plan whereby all persons enrolled as Active and Associate Members on a date to be specified would remain members although they did not meet the new qualifications.

We need thorough discussion of these three proposals. But whichever method is accepted as the best procedure—and I am convinced that we must adopt at least one of these or fall behind other professions in recognition—it will do no good unless active steps are taken to inform employers and prospective employers—and the world at large—and to make them realize the kind of service they can and should have if they will demand and employ as librarians only those who can meet our professional standards.

In 1939 and 1940 the Association had an excellent Professional Standards Committee which spent two years
making an intelligent survey of 20 other professional associations which had set up their own professional standards. The Committee also outlined the essential, different types of service given to the clientele of special libraries in order to discover the kind of work involved, the mental and personal qualifications and the kind of knowledge and experience required—all of which would serve as a basis of work standards.

The present Committee believes that the statement in the 1939 report of that Committee is as good a guide today as it was then. The Committee said:

"... because the work of most of the professional associations we have studied affect the public interest, the states have stepped in to regulate admission to these professions. Since the work of the Special Libraries Association does not, however, so far as I can see, directly affect the public interest and we can't look for governmental regulation at the present time, we can't very well formulate standards for the special library profession as a whole. I think, therefore, that we had better concentrate on our own Association and first, try to formulate personnel qualifications for membership in the Association and second, try to draw up some standards of procedure for work in a special library."

The Association has stood still for 18 years and all the good work accomplished in 1939 and 1940 has been lost. The present Committee is willing and anxious to complete the work of that early Committee, if it can be assured that the Association is at last awake to the need for professional standards and is ready to give more than lip service to recommendations.

One of the general sessions at the Boston Convention this coming May will be devoted to professional standards. This has been arranged to give everyone an opportunity to express his ideas and to ask questions during the discussion period. Your attendance and contributions to the meeting can be of great assistance to the Committee in drawing up final recommendations.

As individuals we must set aside all personal considerations and as an Association we must set aside any questions regarding financial or other temporary problems resulting from our decision. We must hew to a straight line which will lead to our objective—every member must meet our standards and every employer must be told about our work standards.

Francis Bacon said, "I hold every man a debtor to his profession. Are we ready to pay our debt?"

Appeal From Hungary

IFLA has obtained from a reliable source the following report on the National Széchenyi Library in Budapest:

"Generally speaking the collections of manuscripts, books and periodicals are actually safe. But in other fields we have suffered great damage. Annexes to the building have been particularly damaged as in the course of the fighting they changed hands several times. Irreplaceable losses have been caused by artillery fire especially in the music collection, the microfilms, in the acquisition service and in the foreign relations service. Apparatus and supplies of the photographic laboratory have been completely destroyed... Our librarians are alive, yet many have lost much, some of them everything..."

Contributions of money may be addressed by money order to the Association of Austrian Librarians, Vereinigung Österreichischer Bibliothekare, Josefsplatz 1, Wien I. Clothing and goods may be sent directly to the Bibliothèque Nationale Széchenyi, Budapest VIII, attention Director's office.

Library Science Scholarship

A new five-year scholarship in library science, the Gaylord Brothers Merit Scholarship, will be available to a student entering college in the fall of 1957. Established through the National Merit Scholarship Corporation, an independent, nonprofit organization, the scholarship will be awarded on the basis of merit to a senior in any secondary school.
Division Highlights

It is always surprising that Divisions, in spite of their once-a-year meetings, can plan and carry on as many activities and projects as they do.

To help plan convention programs with the most appeal to their memberships and to encourage more participation as well, the FINANCIAL and HOSPITAL DIVISIONS circularized the Division memberships requesting assistance. The BIOLOGICAL SCIENCES DIVISION is working on an analysis of its membership with the possibility of publishing a membership directory which would be indexed according to types of libraries served.

A recruitment activity planned by the FINANCIAL DIVISION is the preparation of an article, for distribution to prospective librarians in library schools, on the financial librarian and professional opportunities in the field.

Several Divisions have found their bulletins can be used effectively to present useful information to their members. The December issue of the GEOGRAPHY AND MAP DIVISION Bulletin was devoted to Antarctica; February is a map publishers' issue. Each issue has articles and lists so that it becomes a valuable publication in itself. A complete file of the publications of the FINANCIAL DIVISION and of the MILITARY LIBRARIANS DIVISION will provide owners with divisional Special Library Resources since issues of these Division bulletins present profiles describing the holdings and activities of libraries in these particular fields.

A committee of the PICTURE DIVISION has been appointed to work on a Directory of Picture Sources. It proposes to publish in the Division bulletin, Picturescope, a series of lists of picture sources, each list covering one subject heading. The hope is that within a period of a few years enough sources will be listed to collate them into a general directory of picture sources.

Among the other specialized activities of the Divisions, is the GEOGRAPHY AND MAP DIVISION Committee on Map Use which is making a preliminary study of ways to promote and encourage map use. Editing will begin soon on the publication of the same Division's Guide to Cartographical Research. The Index of Insurance Associations, a project of the INSURANCE DIVISION, is the product of two years' work.

The MILITARY LIBRARIANS continue their three active projects: microfilming military periodicals, a union list of foreign military periodicals and preparation of separate bibliographies.

The Scientific Meetings List of the SCIENCE-TECHNOLOGY DIVISION is scheduled for publication this spring. Two projects of the same Division are in the survey state; these are a duplicate exchange pool and a PB index. The Bibliography on Drug Information prepared by the PHARMACEUTICAL SECTION of S-T Division, has been published as a regular feature in the American Journal of Pharmacy since January 1957.

TRANSPORTATION DIVISION members have decided to reproduce and distribute the Subject Headings List used by the Bureau of Railway Economics Library of the Association of American Railroads. The other active project of this Division is the Union List of Transportation Serials; regional lists were completed last year and the first part of a preliminary mimeographed list is now being compiled.

Many times progress on Division projects seems to be slow, but when one considers that committees are composed of members from all parts of the United States and Canada, progress in itself is an accomplishment.

LORRAINE CIBOCH
Division Liaison Officer

APRIL 1957
EXECUTIVE BOARD MEETING: 9:30 a.m. - 5:00 p.m.
EXHIBITS OPEN: 2:00 - 6:00 p.m.
PLACEMENT OFFICE: 3:00 - 5:00 p.m.
OPEN HOUSE: Guests of the Boston Chapter, 7:00 - 9:00 p.m.
   Film, New England, A Portrait, courtesy of New England Mutual Insurance
   Company, 9:00 p.m.
ADVISORY COUNCIL MEETING: 8:00 p.m.

MONDAY, MAY 27

Breakfast

FINANCIAL DIVISION
NEWSPAPER DIVISION

Opening Session
   Presiding: MRS. HARRIETTE G. WILLIAMS, President, Boston Chapter
Invocation: REV. W. SEAVERY JOYCE, S.J., Dean, College of Business Administration, Boston College
Welcome to the City: HONORABLE JOHN T. HYNES, Mayor of Boston, and MILTON E. LORD, Director, Boston Public Library
Reply: KATHARINE L. KINDER, President, Special Libraries Association
Resume of Exhibits: JOHN H. HEWITT, Chairman, Exhibits Committee
Introduction of Convention Committee Chairmen: Convention Chairman, PAUL W. RILEY, librarian, College of Business Administration, Boston College

General Session
VERNER W. CLAPP, President, Council on Library Resources, Inc.

Luncheon
FINANCIAL DIVISION: Guests of the Federal Reserve Bank of Boston
DR. GEORGE H. ELLIS, Director of Research, Federal Reserve Bank of Boston
INSURANCE DIVISION: FTC Rulings on Accident and Sickness Advertising, DONALD F. BARNES, Director, Promotion and Advertising Division, Institute of Life Insurance

Afternoon
HOSPITAL DIVISION: Clinical and Pathological Conference on the Hospital Library. Administrator's Thinking Relative to the Status of the Hospital Librarian Within the Hospital Framework, RICHARD T. VIGUERS, Administrator, New England Center Hospital
INSURANCE DIVISION: Workshop on Insurance Library Administration
Moderator, ELIZABETH FERGUSON, librarian, Institute of Life Insurance
Cocktails, guests of Insurance Library Association of Boston, 5:00 p.m.
METALS DIVISION: Technical Writing
Moderator, MRS. JEANNE B. NORTH, Chairman, Metals Division
Growth of the Technical Writing Profession, ROBERT L. RATHBONE, Department of Humanities, M.I.T.
How the Librarian Can Aid the Technical Writer, B. H. WEIL, Manager, Information Services, and L. B. POLAND, Supervisor of the library, Ethyl Corporation
How the Technical Writer Can Aid the Librarian, EUGENE B. JACKSON, librarian, Research Laboratories, General Motors Corporation
The Relationship of Technical Writing and Library Functions, DR. KARL A. BAER, chief librarian, National Housing Center
MUSEUM AND PICTURE DIVISIONS: Visit to the Boston Herald picture collection
NEWSPAPER DIVISION: Problems of Organizing and Reorganizing a Newspaper Library. Speakers to be announced
SOCIAL SCIENCE DIVISION, INTERNATIONAL RELATIONS SECTION: Program meeting at Harvard Law School. America's Part in the Development of Special Libraries Abroad with contributions by foreign librarians and American librarians with experience abroad or in exchange programs
TRANSPORTATION DIVISION: Workshop on Transportation Library Administration

OPEN HOUSE: School of Library Science, Simmons College, 4:00-5:30 p.m.
TOURS: Widener and Houghton Libraries, Harvard University, 2:30 and 3:30; Hayden Memorial Library, M.I.T., 4:30
Dinner

ADVERTISING, BUSINESS, FINANCIAL, PUBLISHING AND TRANSPORTATION DIVISIONS: Cocktails (Dutch treat) and dinner
FRANCIS W. HATCH, Vice President and New England Manager, Batten, Barton, Durstine & Osborn, Inc.

BIOLOGICAL SCIENCES AND HOSPITAL DIVISIONS: DR. JOSEPH GARLAND, editor, New England Journal of Medicine

NEWSPAPER DIVISION: Guests of The Christian Science Monitor

Evening

METALS DIVISION: Open house

MILITARY LIBRARIANS DIVISION: Informal get-together

PICTURE AND MUSEUM DIVISIONS: Pictures in Print (seminar, part I), ROMANA JAVITZ, librarian, Picture Collection, New York Public Library

SCIENCE-TECHNOLOGY DIVISION: Social hour

Reception And Open House: Host, Boston Public Library, 10:00 p.m.

TUESDAY, MAY 28

Breakfast

BULLETIN EDITORS: Presiding, MARY L. ALLISON, editor, Special Libraries

EMPLOYMENT CHAIRMEN: Presiding, KATHRYN E. SMITH, assistant to the Executive Secretary, Special Libraries Association

NEWSPAPER DIVISION

Morning

ADVERTISING, BUSINESS AND FINANCIAL DIVISIONS: Methods Meeting

Procedures for Filing and Indexing Conference Board, American Management Association and Other Materials

Personnel Orientation Procedures

Handling, Weeding and Space Problems

Speakers to be announced

BIOLOGICAL SCIENCES DIVISION: Symposium, The Librarian in the Biological Sciences and Modern Civilization

Technological Advances and Their Relation to Industrial and Public Health, DR. HARRIET L. HARDY, Assistant Clinical Professor of Preventive Medicine, Harvard Medical School

New Developments in the Agricultural Sciences and Their Importance to the Health of Man, DR. S. B. FRACKER, Assistant to the Administrator, Agricultural Research Service, U. S. Department of Agriculture


GEOGRAPHY AND MAP DIVISION: Operation Deepfreeze: Prelude to the International Geophysical Year, REV. DANIEL LINEHAN, S.J., Director, Western Observatory and Chairman, Department of Geophysics, Boston College

METALS DIVISION: Tour to Saugus Iron Works, Saugus, Massachusetts

MILITARY LIBRARIANS DIVISION: The Study of Military History by Service Officers, COL. C. P. STACEY, Director, Historical Section, General Staff, Army Headquarters (Canada)

Business meeting
MUSEUM DIVISION: Visit to Harvard University Museums—Museum of Com- 
parative Zoology, Peabody Museum of Archaeology and Ethnology and the 
Busch-Reisinger Museum
Meeting at Fogg Museum, Harvard University, The Museum Director and 
the Museum Library, JOHN COOLIDGE, Director, Fogg Museum, Harvard
NEWSPAPER AND PICTURE DIVISIONS: New Techniques for Handling and Pro- 
curing Photographs, JOSEPH MOLLOY, librarian, Philadelphia Enquirer
SOCIAL SCIENCE DIVISION: Business and program meeting

Luncheon
INSURANCE DIVISION: Guests of the New England Mutual Life Insurance Co.
MUSEUM DIVISION: Business meeting, Harvard University Faculty Club
(Luncheon reservations must be made in advance and will be restricted to Museum 
Division members. Notify Louise Lucas at the Fogg Museum before May 20.)
NEWSPAPER DIVISION: Guests of the Boston Globe

SCIENCE-TECHNOLOGY DIVISION
CHEMISTRY SECTION
PAPER AND TEXTILE SECTION: Business meeting
PUBLIC UTILITIES SECTION
SOCIAL SCIENCE DIVISION, SOCIAL WELFARE SECTION: Business meeting

Afternoon
General Session: 2:00 - 3:15 p.m.
Professional Standing at Stake, F. J. VAN ANTWERPEN, Executive Secretary,
American Institute of Chemical Engineers
The following meetings will start at 3:30 p.m.

ADVERTISING, BUSINESS, FINANCIAL, INSURANCE, PUBLISHING AND TRANSPOR- 
tATION DIVISIONS: Reception and tour of the library, Graduate School of 
Business Administration, Harvard University
BIOLOGICAL SCIENCES DIVISION: Visit to Massachusetts Horticultural Society 
and open house at Massachusetts College of Pharmacy
GEOGRAPHY AND MAP DIVISION: Visit to Babson Institute, Wellesley, Mass.
MILITARY LIBRARIANS DIVISION: Tour of Quartermaster Research and De- 
velopment Center, Natick, Mass.
NEWSPAPER DIVISION: Tour of Boston newspaper libraries and visit to Graphic 

SCIENCE-TECHNOLOGY DIVISION
CHEMISTRY SECTION: Business meeting
PETROLEUM SECTION: Business meeting
ENGINEERING SECTION: Business meeting
PHARMACEUTICAL SECTION: Business meeting
PUBLIC UTILITIES SECTION: Business meeting

Dinner
PICTURE AND MUSEUM DIVISIONS: Pictures in Print (seminar, part II) ROMANA 
JAVITZ, librarian, Picture Collection, New York Public Library
EXECUTIVE BOARD AND ADVISORY COUNCIL (closed)
PAST SLA PRESIDENTS

Evening
EXECUTIVE BOARD AND ADVISORY COUNCIL: Open meeting

APRIL 1957
WEDNESDAY, MAY 29

Breakfast

NEWSPAPER DIVISION

PUBLISHING DIVISION: Business meeting

Morning

ADVERTISING DIVISION: Business meeting

BUSINESS, FINANCIAL, SOCIAL SCIENCE AND TRANSPORTATION DIVISIONS: Symposium, *Industrial Development*
Moderator, Paul Wasserman, librarian, Graduate School of Business and Public Administration, Cornell University
Earl F. Cook, Executive Vice President, Gardner Development Corporation and the Gardner Industrial Foundation
William D. Mann, Chief, Domestic Trade Division, Boston Field Office, U. S. Department of Commerce
Carl F. Woods, President, Massachusetts Development Credit Corporation

GEOGRAPHY AND MAP DIVISION: M.I.T. and Harvard University map rooms

HOSPITAL DIVISION: *Round Table Discussion on Hospital Library Methods and Services*

INSURANCE DIVISION: *Property Insurance*

There's a Package for You: The Development of Multiple Line Policies, John Adam, Jr., Resident Vice President, Central Mutual Insurance Co.
Compulsory Automobile Insurance, William N. Woodland, editor, Standard

MILITARY LIBRARIANS DIVISION

Organization of the Defense and Scientific Information Center, Lachlan F. Macrae, Director, Directorate of Scientific Information Service, Defense Research Board of Canada
The National Library of Canada, Its Plans and Services, Dr. W. Kaye Lamb, National Librarian of Canada

MUSEUM DIVISION: Visit to Museum of Fine Arts

Highlights of the Museum's Collection, Morna Crawford, museum instructor, Museum of Fine Arts

NEWSPAPER DIVISION: Business meeting

PICTURE DIVISION: General and Special Aspects of Photoduplication, Loretta Kiersky, technical processes librarian, Central Technical Processes, Bell Telephone Laboratories, Inc.

SCIENCE-TECHNOLOGY DIVISION: *Special Library Management* (part I)

Presiding, Richard C. Gremling, Chairman, Science-Technology Division
How to Define Organizational Library Requirements and How to Meet Them, Saul Hener, consultant. Sponsored by Petroleum Section
Scientific Management Evaluation of Library Services, Mrs. Katherine Weed, librarian, Technical Library, Bureau of Ordnance, U. S. Navy Department. Sponsored by Engineering Section
The Legality of Reproducing Printed Materials, Robert S. Bray, Chief, Technical Information Division, Library of Congress. Sponsored by Pharmaceutical Section

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SPECIAL LIBRARIES
Luncheon

ADVERTISING AND PUBLISHING DIVISIONS: MARGARET DIVVER, Advertising Manager, John Hancock Mutual Life Insurance Company

BIOLOGICAL SCIENCES DIVISION: Business meeting

DOCUMENTATION DIVISION: Business meeting

GEOGRAPHY AND MAP DIVISION: Communicating By Means of Maps, KIRTYLE F. MATHER, Professor Emeritus of Geology, Harvard University

INSURANCE DIVISION: Guests of John Hancock Mutual Life Insurance Company
   Variable Annuities, ELMER R. BENEDICT, Assistant Actuary, John Hancock Mutual Life Insurance Company

MUSEUM DIVISION: Museum of Fine Arts
   (Luncheon reservations restricted to Museum Division members. Notify Marjorie Child, Museum of Fine Arts, before May 20.)

NEWSPAPER DIVISION: Guests of the Portland Herald Press

PICTURE DIVISION: Business meeting

TRANSPORTATION DIVISION: Business meeting

Afternoon

ADVERTISING AND PUBLISHING DIVISIONS: Cocktails, guests of Curtis Publishing Company

BUSINESS DIVISION: Business meeting and social at Boston College

FINANCIAL DIVISION: Business meeting
   Cocktails, guests of First National Bank of Boston

HOSPITAL DIVISION: Visit to Massachusetts General Hospital
   Business meeting

METALS DIVISION: Business meeting

MUSEUM AND PICTURE DIVISIONS: Tour of Museum of Science, Science Park, Cambridge

NEWSPAPER DIVISION: Symposium, Library Procedures
   Moderator, HELEN ORCOTT, librarian, Toledo Blade

SCIENCE-TECHNOLOGY DIVISION: Special Library Management (part II)
   Presiding, RICHARD C. GREMLING, Chairman, Science-Technology Division
   LINCOLN R. THIESMEYER, President, Pulp and Paper Research Institute of Canada. Sponsored by Paper and Textile Section

   Interlibrary Loans: A Perennial Problem for Special Libraries, KENNETH KNIGHT, Boeing Airplane Company

   Business meeting

Evening

Banquet
   Toastmaster, DONALD T. CLARK, librarian, Graduate School of Business Administration, Harvard University
   East of Suez, SAVILLE DAVIS, American News Editor, The Christian Science Monitor

THURSDAY, MAY 30

Breakfast

NEWSPAPER DIVISION

SCHOOL FOR INCOMING CHAPTER OFFICERS

APRIL 1957
Morning

School for incoming Division Officers: 8:00 - 9:00 a.m. (Not breakfast)
Annual Business Meeting: 9:00 - 12:00 p.m.

Afternoon

Annual Business Meeting: 2:00 - 3:30 p.m.
Documentation Division: Matching the Documentation and Service Requirements of Special Libraries to the Capability of Machines. Speakers to be announced, 3:30 p.m.
Science-Technology Division Advisory Committee: Meeting for outgoing and incoming officers and committees, 3:30 p.m.
Geography and Map Division: Trip to Dartmouth College, Hanover, N. H., 3:30 p.m. Cocktails and dinner meeting at Dartmouth College

Evening

Boston "Pops" Orchestra Concert, Symphony Hall
(Reservations must be made in advance, $2.50)

FRIDAY, MAY 31

Executive Board Meeting: All Day
Geography and Map Division: Visit to Dartmouth College Map Room
Insurance Division: Trip to Hartford, Connecticut
Newspaper Division: Trip to Worcester, Mass., and Providence, Rhode Island
Guests of Worcester Telegram, American Antiquarian Society and the Providence Journal
Tours: Widener and Houghton Libraries, Harvard University, 3 and 3:45 p.m.

POST CONVENTION PROGRAM — A DAY ON RESEARCH ROW
Sponsored by the Science-Technology Division
(Members of other Divisions are welcome)
Kresge Auditorium, Massachusetts Institute of Technology, Cambridge
9:30 a.m. Presiding, SIDNEY J. BRAGG, Incoming Division Chairman
Mechanical Translation, DR. W. N. LOCKE, Director of Libraries and Head, Modern Language Department, M.I.T.
Indexing Physical and Chemical Properties, Using Accounting Machines, VIRGINIA VALERI, Assistant to Chief of Documents, Arthur D. Little, Inc.
—I Never Remember Which: The Copy-right Problem, ALBERT S. DAVIS, Research-Cottrell, Inc.
11:15 a.m. Coffee break
11:30 a.m. Tour of Massachusetts Institute of Technology (chapel and libraries)
1:45 p.m. Luncheon at M.I.T. Faculty Club
(Limited number for Science-Technology Division members only)
3 - 5 p.m. GODFREY L. CABOT, INC., Cambridge. Open for visitors
3 - 5 p.m. Museum of Science, Science Park, Cambridge. Museum and library open for SLA visitors
3 - 5 p.m. Polaroid Company, Cambridge. Library open for visitors
3:00 p.m. Pharmaceutical Section: Visit to Massachusetts College of Pharmacy Library. Hostess, CLARA ROBESON, librarian
3:30 p.m. Tours of Widener and Houghton Libraries, Harvard University
All Afternoon: Science-Technology libraries in the Greater Boston area open for visitors. Details will be available at the Convention
Verner W. Clapp, one of the foremost exponents of librarianship in the United States and the first main Convention speaker, devoted 33 years of his distinguished career to the Library of Congress before accepting the challenging position of President of the Council on Library Resources, Inc., formed last fall. His versatility and capabilities are evident in his many achievements and activities—popularizing "talking books" for the blind, directing the Cooperative Acquisitions Project after the war, organizing a library for the United Nations Conference in San Francisco, acting as chairman of the U. S. Library Mission to Japan, serving on many library organization working committees and writing prolifically for professional journals—to mention but a few. His many important posts at the Library of Congress included almost 10 years as Chief Assistant Librarian of Congress.

General Sessions Speakers

F. J. Van Antwerpen has been an editor and publisher in the field of chemical engineering since 1938. He has written news and technical articles, book reviews and editorials and has been publisher and business manager of A.I.C.E. publications since 1954. At present he is Secretary and Executive Secretary of the American Institute of Chemical Engineers. Mr. Davis has been active in the affairs of the Institute in a variety of capacities and has, since 1949, been a member of the Atomic Energy Commission's Advisory Committee on Industrial Information. He will speak on professional standards.

Saville Rogers Davis spent most of 1956 in the troubled countries of southern Asia as foreign correspondent writing about politics, economics and social problems for The Christian Science Monitor. Neither traveling nor reporting is new to Mr. Davis—he has been a reporter, radio news commentator and lecturer for the Monitor in many of the major cities of Western Europe and the United States. Now in charge of news on national affairs as American News Editor of the Monitor, he manages to continue to travel extensively. Last year's Asian trip will be the topic of his Banquet speech, "East of Suez."
Division Speakers

Advertising, Business, Financial, Publishing and Transportation Divisions Dinner

Francis W. Hatch, the vice president and New England manager of Batten, Barton, Durstine & Osborne, Inc., has long been a leader in cultural and philanthropic, as well as business, activities of Boston. He is a trustee of the Boston Symphony Orchestra, vice president of the New England Conservatory of Music, a Visitor of the Widener Library and has directed fund-raising campaigns for the American Red Cross, the Boston Community Fund, the Boy Scouts and the Harvard Alumni Fund Council. He is also a director of Incorporated Investors and president of the Massachusetts Society of the Cincinnati and in his spare time writes light verse.

Advertising, Newspaper and Publishing Divisions Luncheon

Harry B. Ellis, a correspondent in the Foreign News Department of The Christian Science Monitor and author of Heritage of the Desert (Ronald Press, 1956), will present some of his impressions about the Middle East at the Book and Author Luncheon, Monday, May 27. A graduate of Wesleyan University and a veteran of 33 months service in the U.S. Army, Mr. Ellis joined The Christian Science Monitor news staff in 1947 and two years later began his travels. He has written on-the-spot reports of the oil crisis in Iran, the fall of Mossadegh, the overthrow of King Farouk, the rise of Nasser, Jordan-Israel border disputes and of his jeep tours through Israel and Saudi Arabia.

Advertising and Publishing Divisions Luncheon

Margaret Divver has made a name for herself as advertising manager of the John Hancock Mutual Life Insurance Company. Since 1948 she has directed campaigns which have won numerous national awards for advertising excellence. In 1953 the Advertising Federation of America named her “Advertising Woman of the Year,” and the Boston Business and Professional Women's Club presented their annual award to her. She has served as a director of the Boston Chamber of Commerce and of the Advertising Federation of America, on the Board of the Life Insurance Advertisers Association, as chairman of the Defense Advisory Committee on Women in the Services and is a member of the Boston City Planning Board.

Biological Sciences and Hospital Divisions Dinner

Dr. Joseph Garland has led an active professional life as a practicing pediatrician, author and editor. He earned his A.B. and M.D. at Harvard, was an instructor in pediatrics at Harvard Medical School, has served the Massachusetts General Hospital for the past 35 years and in 1955 received an Sc.D. degree from Tufts University. The editor of the New England Journal of Medicine since 1947 and the author of many incidental papers, Dr. Garland has written The Doctor's Saddlebag (1930), The Youngest of the Family (1932), The Road to Adolescence (1934), The Story of Medicine (1949) and All Creatures Here Below (1954) and edited The Physician and His Practice (1954).
Financial Division Luncheon

Dr. George H. Ellis, Director of Research at the Federal Reserve Bank of Boston, will speak on "A Library for the Economic Development of New England." After earning his B.A. from the University of Maine, Dr. Ellis spent the next four years in the U.S. Army, three of them overseas in the Pacific. Returning to civilian life, he resumed his studies in economics, secured his A.M. and Ph.D. from Harvard, and held teaching posts at both the University of Maine and Harvard. In 1951 he joined the Federal Reserve Bank as an industrial economist and served as a member of the Committee on the New England Economy appointed by the President's Council of Economic Advisers.

Geography and Map Division

Rev. Daniel Linehan, S.J. has pursued his interests in seismology and geophysics in the field as well as in the classroom and laboratory. During the summer of 1954 he conducted research on the location of the North Magnetic Pole in the Arctic and the following two winters accompanied U.S. Naval expeditions far south where he made magnetic, seismic and geological surveys of the Antarctic Continent. He has also served as a consultant and collaborator with the U.S. Coast & Geodetic Survey, U.S. Corps of Engineers and the U.S. Weather Bureau on Hurricanes, has introduced and perfected geophysical equipment and methods and has published numerous articles.

Dr. Kirtley Mather is known as a popular lecturer, teacher, geologist and writer. For years he was a professor of geology at Harvard University and served as a geologist bulletin writer in the U.S. Geological Survey. Concerned with the development of modern education policies, the trends of religious philosophy in this scientific age, the effects of national and natural resources on world organization, the future of democracy and freedom and the popularization of science, Dr. Mather has lectured widely on these significant topics. His published works include Old Mother Earth, Science In Search of God, Sons of the Earth, Adult Education: A Dynamic for Democracy (with Dorothy Hewitt) and Source Book in Geology (with S. L. Mason).

Hospital Division

Richard T. Viguers has for the past ten years been administrator of the New England Center Hospital, which includes the Pratt Diagnostic Clinic, in Boston. He studied business administration at the University of Pennsylvania and later received his LL.B. degree from the Law School. Following two years of travel and teaching in the Far East, Mr. Viguers took special work in hospital administration, and then joined the Commonwealth Fund, Division of Rural Hospitals. During World War II he served with the Chinese Army in India and later was the executive officer of a 5,000-bed military hospital in Texas. He is a Fellow of the American Public Health Association and a trustee of the Massachusetts Hospital Association.

Insurance Division

Donald F. Barnes worked his way through Bowdoin College as a reporter and upon graduation became a correspondent for the New York Herald Tribune. A year later he shifted his writing and editing interests to the insurance field when he became editor of Life Association News, the trade magazine of the life insurance business. Later he became Director of Research for the National Association of Life Underwriters. After three years service with the Army Air Forces, he was appointed to the executive staff of the Institute of Life Insurance and subsequently was made Director of Promotion and Advertising for that organization. He has lectured widely on many public relations and life insurance subjects.
John Adam, Jr., a native of Massachusetts, received his education at Oberlin College. He began his career in insurance as a underwriter for the Glens Falls Insurance Company in New York City and soon was made manager of the Inland Marine Department. When he became interested in selling, he joined the Central Mutual Insurance Company in 1940 as Eastern field representative and three years later was made manager of the Boston branch office. In 1950 he was promoted to manager for New England and in 1953 to resident vice president. Mr. Adam received his Chartered Property and Casualty Underwriter (CPCU) degree in 1946. He is author of the book, More Sales For You, and of the monthly column in The Standard of the same title.

Elmer R. Benedict majored in mathematics at the University of Michigan from which he received his B.A. and M.A. During the war he served with the U.S. Navy in the Pacific. Upon his discharge he assumed an actuarial position with The Wyatt Company, actuaries and benefit consultants, and worked in the firm's Washington, D.C. and Chicago offices where he helped develop and install pension and other employee benefit plans throughout the midwestern and eastern parts of the United States and Canada. When he completed his actuarial examinations in 1949, he became a Fellow of the Society of Actuaries and joined the Actuarial Department of John Hancock Mutual Life Insurance Company. In this capacity he has continued his interest and research in the development of ordinary and industrial insurance and pension plans.

Military Librarians Division

Colonel C. P. Stacey, a military historian and writer, studied at the University of Toronto and Oxford, was an assistant professor of history at Princeton University and had two books to his credit before the outbreak of World War II—Canada and the British Army, 1846-1871 and The Military Problems of Canada. Returning from the United States to join the Canadian Army, Col. Stacey was appointed historical officer at Canadian Military Headquarters in London and in this position supervised the historical program of the Canadian Army overseas during the war. In 1945 he was advanced to director of the Historical Section of the General Staff. He wrote The Canadian Army, 1939-45: An Official Historical Summary in 1948 and his Directorate is currently working on a longer official history.

Dr. William Kaye Lamb has been active in library affairs in Canada ever since he became the Provincial Librarian and Archivist for British Columbia back in 1934. While holding that job he served for four years as secretary and superintendent of the B.C. Public Library Commission and in 1940 became librarian of the University of British Columbia. He was appointed Dominion Archivist in 1948 and National Librarian in 1953. Dr. Lamb has been president of the Canadian Library Association, the B.C. Library Association, Pacific Northwest Library Association, Bibliographical Society of Canada and the B.C. Historical Association, has served two terms as a member of the Canadian Social Science Research Council and is a Fellow of the Royal Society of Canada.

Lachlan F. MacRae studied for his B.A. and M.A. at the University of British Columbia and received his library education at the University of Washington, Seattle. Before being appointed director of the Directorate of Scientific Information Service, Defence Research Board of Canada in 1951, he held various positions with the Library Association of Portland, Oregon, the New Westminster, B.C., Public Library, Vancouver Public Library and Fort William, Ontario, Public Library. Mr. MacRae is active in both Canadian and American library organizations, including SLA and the American Documentation Institute. Interested in the development of films, he has served as director of the Canadian Film Institute since 1949 and in 1950 went to Sweden to lead the audio-visual group at the UNESCO seminar on the library in adult education.
Metals Division Symposium: The Technical Writer and The Special Librarian

Robert R. Rathbone is in charge of technical writing instruction at M.I.T. where he is assistant professor of English. He is a graduate of Phillips Exeter Academy, Middlebury College (A.B.) and Harvard University (M.A.). From 1948 to 1952 he served as a technical writer and editor for Servomechanisms Laboratory, Digital Computer Laboratory and Project Whirlwind at M.I.T. and during the next year was head of publications for the Lincoln Laboratory, Division 6. Many industrial firms have hired him as a consultant on training programs and courses in technical writing. Mr. Rathbone has written numerous technical articles on new developments in electronic equipment and has also produced radio, film and TV scripts.

B. H. Weil directs a staff engaged in technical writing and editing, library and filing operations, literature searching and graphic arts services for the Research and Development Department of the Ethyl Corporation. He was head of the information section of Gulf Research & Development Company's Chemistry Division in Pittsburgh from 1940 to 1945 and for the next five years directed the Technical Information Division of the Georgia Tech Engineering Experiment Station in Atlanta. The author or editor of four books and over 100 articles and papers, Mr. Weil has written extensively on petroleum refining and technical documentation. He is editor of Chemical Literature, consulting editor of TWE Journal, and in the past was editor of The Research Engineer and The Filter Press.

Dr. L. B. Poland worked as a chemist for the International Harvester Company for three years before returning to the University of Illinois to earn his Ph.D. He then taught chemistry at Hofstra College, Long Island, New York. In 1942 he joined the General Aniline & Film Corporation where he helped index company and PB reports before being promoted to supervisor of the Technical Information Group. In 1952 Dr. Poland became supervisor of the library and filing section of Ethyl Corporation Research and Development Department's Information Services Division. Here his chief responsibility involves putting documents to work. He has written papers on cataloging and retrieval and is a member of the Nomenclature Committee of the American Chemical Society's Division of Organic Chemistry and other professional organizations.

Eugene B. Jackson, a former Director of SLA, was appointed librarian of the research staff of General Motors in July 1956. Previously he had been chief of the Research Information Division of the National Advisory Committee for Aeronautics and had worked at the Universities of Illinois and Alabama, the Detroit Public Library and U. S. Army and Air Force libraries. Mr. Jackson received his library degrees from the University of Illinois and also studied engineering at Texas Technological College. He is a member of the American Documentation Institute, Institute of the Aeronautical Sciences and the Advisory Group for Aeronautical Research and Development of NATO.

Dr. Karl A. Baer studied at the Universities of Berlin, Munich and Heidelberg, receiving his LL.D. from the latter in 1931. Upon coming to the United States, he earned his B.L.S. from Pratt Institute and continued his library science studies at Columbia University during 1943-1955. He has served as head cataloger at the Chemists' Club, in the Army Medical Libraries in Cleveland and Washington, D.C. and as librarian of the American Pharmaceutical Association. Last year he was appointed chief librarian of the newly established National Housing Center in Washington. He is active in the Medical Library Association and the Association of Technical Writers and Editors as well as in SLA.
Science-Technology Division Symposium on Special Library Management

DeWitt O. Myatt studied for his Bachelor's and Master's degrees in chemical engineering at the University of Louisville and upon graduation in 1938 was employed by the Tennessee Valley Authority as a chemical engineer and technical writer for the next eight years. From 1946 to 1953 he was managing editor of the American Chemical Society journal, *Industrial and Engineering Chemistry*, and since 1953 has been manager of development of the Atlantic Research Corporation in Alexandria, Virginia. Mr. Myatt has published numerous articles and editorials on chemical problems and technical writing and is a member of many professional and honorary societies, including the American Rocket Society and American Institute of Chemical Engineers.

Dr. L. R. Thiesmeyer was trained professionally as a geologist, receiving his B.A. from Wesleyan University and his A.M. and Ph.D. degrees from Harvard. For 14 years he was engaged in college teaching and research at Harvard, Dartmouth, Radcliffe, Lawrence and the Illinois Institute of Technology. In 1941 he became educational director of the Institute of Gas Technology and two years later was appointed head technical aide in the Office of Scientific Research and Development in Washington. From 1946 to 1950 Dr. Thiesmeyer was executive assistant to the director of Brookhaven National Laboratory and then accepted the position of president of the Pulp and Paper Research Institute of Canada. He is the author or co-author of more than 30 research publications, a laboratory manual in geology and a book on the history of OSRD and is a director of Isotope Products Limited.

Post Convention: "A Day on Research Row"

Virginia Valeri was born and currently resides in Lynn, Massachusetts. She received her A.B. in chemistry from Emmanuel College in Boston and since 1947 has been on the staff of Arthur D. Little, Inc. in Cambridge, where at present she is assistant to the chief of Document Services. Previously she worked as a mathematician on exterior ballistics for the Navy Department in Washington and as a chemist and purchasing agent for C. L. Hauthaway and Sons, Inc. in Lynn. Miss Valeri is treasurer of the Division of Chemical Literature, American Chemical Society.

Albert S. Davis, Jr., resident legal counsel for Research-Cottrell, Inc., received his legal training at Yale Law School and later took special work in patents at Brooklyn Law School. For the past 15 years he has acted as legal advisor, attorney and counsel for a number of research firms and organizations and since 1945 he has been adjunct professor of industrial engineering at New York University. Mr. Davis has specialized in introducing inventions into public use for universities and individuals, by patenting and licensing, in general corporate law and in international law and the handling of enemy and blacklisted property. He is co-author of *Research In Industry* (Van Nostrand, 1948) and *Patent Law for the Chemist* (American Chemical Society, 1945).

NOTICE OF ANNUAL BUSINESS MEETING

As required by By-Law VIII, Section I, notice is hereby given that the Annual Business Meeting of Special Libraries Association will be held Thursday morning and afternoon, May 30, 1957, at the Hotel Statler, Boston, Massachusetts, with the Annual Convention of the Association.

MARIAN E. LUCIUS, Executive Secretary
KATHARINE L. KINDER, President

166 SPECIAL LIBRARIES
Report of the Treasurer

I respectfully submit the financial statements of the Special Libraries Association for the year ended December 31, 1956, 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.

WILLIAM S. DOWNEY, Treasurer

TO THE EXECUTIVE BOARD OF SPECIAL LIBRARIES ASSOCIATION

In our opinion the accompanying financial statements present fairly the assets and fund balances of Special Libraries Association at December 31, 1956 resulting from the cash transactions, and the income collected and expenses disbursed for the year, and are presented on a basis consistent with that of the preceding year. Our examination of these statements was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The accounts of the Association are maintained on the basis of cash receipts and disbursements; accordingly, dues and periodical subscriptions received aggregating $55,059.48 which are applicable to years subsequent to 1956 have been included in income for the year. Dues and periodical subscriptions aggregating $43,056.88 applicable to the year 1956 were included in income in prior years. The amount of expenses unpaid at December 31, 1956 not recorded on the books aggregated approximately $624.

PRICE WATERHOUSE & CO.
New York 5, N. Y.
February 8, 1957

EXHIBIT I

SPECIAL LIBRARIES ASSOCIATION
STATEMENT OF ASSETS AND FUND BALANCES ARISING FROM CASH TRANSACTIONS
DECEMBER 31, 1956 AND 1955

<table>
<thead>
<tr>
<th>Assets</th>
<th>1956</th>
<th>1955</th>
</tr>
</thead>
<tbody>
<tr>
<td>General fund:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$ 71,756.44</td>
<td>$ 58,033.47</td>
</tr>
<tr>
<td>Receivable from Translation Center Fund</td>
<td>11.10</td>
<td></td>
</tr>
<tr>
<td>Total General fund:</td>
<td>$ 71,767.54</td>
<td>$ 58,033.47</td>
</tr>
<tr>
<td>General reserve fund:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>.60</td>
<td>71.62</td>
</tr>
<tr>
<td>United States Government securities, at cost (approximate market value 1956—$52,300; 1955—$50,900)</td>
<td>47,643.91</td>
<td>46,659.91</td>
</tr>
<tr>
<td>Total General reserve fund:</td>
<td>$ 47,644.51</td>
<td>$ 46,731.53</td>
</tr>
<tr>
<td>Life membership fund:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$ 2,471.19</td>
<td>$ 2,211.05</td>
</tr>
<tr>
<td>Publications fund:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$ 15,169.77</td>
<td>$ 17,370.90</td>
</tr>
<tr>
<td>Inventory of publications, at cost or estimated sales value, whichever is lower</td>
<td>10,570.63</td>
<td>7,827.42</td>
</tr>
<tr>
<td>Total Publications fund:</td>
<td>$ 25,740.40</td>
<td>$ 25,198.32</td>
</tr>
<tr>
<td>Scholarship and student loan fund:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$ 8,648.41</td>
<td>$ 8,767.74</td>
</tr>
<tr>
<td>Loans receivable</td>
<td>1,390.00</td>
<td>900.00</td>
</tr>
<tr>
<td>Total Scholarship and student loan fund:</td>
<td>$ 10,038.41</td>
<td>$ 9,667.74</td>
</tr>
<tr>
<td>Translation Center Fund:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$ 20,781.11</td>
<td></td>
</tr>
<tr>
<td>Total Translation Center Fund:</td>
<td>$178,443.16</td>
<td>$141,842.11</td>
</tr>
</tbody>
</table>

APRIL 1957 167
## SPECIAL LIBRARIES ASSOCIATION

### STATEMENT OF INCOME COLLECTED, EXPENSES DISBURSED AND CHANGES IN GENERAL FUND BALANCE

**FOR THE YEARS ENDED DECEMBER 31, 1956 AND 1955**

<table>
<thead>
<tr>
<th>Year</th>
<th>Income Collected</th>
<th>Expenses Disbursed</th>
<th>Carried Forward</th>
</tr>
</thead>
<tbody>
<tr>
<td>1956</td>
<td>$112,498.88</td>
<td>$85,630.00</td>
<td>$88,161.68</td>
</tr>
<tr>
<td>1955</td>
<td>$85,630.00</td>
<td>$10,803.85</td>
<td>$75,681.00</td>
</tr>
</tbody>
</table>

### Income Collected:
- **Dues**
  - Actual: $71,802.50
  - Budget: $58,000.00
  - Actual: $58,686.84

### Periodicals:
- **Special Libraries**
  - Actual: 16,612.77
  - Budget: 13,350.00
  - Actual: 12,515.72
- **Technical Book Review Index**
  - Actual: 12,261.56
  - Budget: 9,580.00
  - Actual: 9,516.15
- **Translation Monthly**
  - Actual: 2,992.06
  - Budget:...
  - Actual:...

### Expenses Disbursed:
- **Allocation of Funds to Subunits**
  - **Chapters**
    - Actual: 7,091.09
  - **Divisions**
    - Actual: 3,062.30
  - **Committees**
    - Actual: 3,069.15
  - Total: $13,222.54

### General Operations:
- **Salaries**
  - Actual: 36,729.24
  - Budget: 37,800.00
  - Actual: 32,883.30
- **Rent**
  - Actual: 3,600.00
  - Budget: 3,600.00
  - Actual: 3,600.00
- **Postage**
  - Actual: 2,019.15
  - Budget: 1,700.00
  - Actual: 1,737.17
- **Supplies**
  - Actual: 2,522.08
  - Budget: 2,500.00
  - Actual: 2,524.46
- **Payroll taxes**
  - Actual: 1,120.46
  - Budget: 1,300.00
  - Actual: 1,151.01
- **Porter service**
  - Actual: 1,095.00
  - Budget: 1,095.00
  - Actual: 960.00
- **Accounting**
  - Actual: 750.00
  - Budget: 750.00
  - Actual: 750.00
- **Legal fee**
  - Actual: 500.00
  - Budget: 500.00
  - Actual: 210.00
- **Telephone and telegraph**
  - Actual: 906.48
  - Budget: 850.00
  - Actual: 645.15
- **News bulletin**
  - Actual: 648.65
  - Budget: 450.00
  - Actual: 519.01
- **Equipment service and repairs**
  - Actual: 497.31
  - Budget: 500.00
  - Actual: 572.22
- **Building repair and maintenance**
  - Actual: 123.50
  - Budget: 100.00
  - Actual: 90.00
- **Cost of preparing minutes**
  - Actual: 205.65
  - Budget: 300.00
  - Actual: 363.07
- **Insurance**
  - Actual: 147.12
  - Budget: 150.00
  - Actual: 142.00
- **Miscellaneous**
  - Actual: 208.89
  - Budget: 100.00
  - Actual: 223.30

### Carried Forward:
- Actual: $64,296.07
- Budget: $65,850.00
- Actual: $57,174.54

### Fund Balances

<table>
<thead>
<tr>
<th>Year</th>
<th>General fund</th>
<th>Special funds (Exhibit III)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1956</td>
<td>$71,767.54</td>
<td>$178,443.16</td>
</tr>
<tr>
<td>1955</td>
<td>$58,033.47</td>
<td>$141,842.11</td>
</tr>
</tbody>
</table>

### Exhibit I

<table>
<thead>
<tr>
<th>Year</th>
<th>General fund: Accounts payable and sundry credits</th>
<th>Fund balance (Exhibit II)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1956</td>
<td>$40.97</td>
<td>71,726.57</td>
</tr>
<tr>
<td>1955</td>
<td>$9.71</td>
<td>58,023.76</td>
</tr>
</tbody>
</table>

### Exhibit II

<table>
<thead>
<tr>
<th>Year</th>
<th>Income collected</th>
<th>Expenses disbursed</th>
<th>Carried forward</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1956</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1955</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EXHIBIT II—(Continued)

<table>
<thead>
<tr>
<th>1956</th>
<th>1955</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual</td>
<td>Actual</td>
</tr>
<tr>
<td>Expenditures (brought forward)</td>
<td>$64,296.07</td>
</tr>
<tr>
<td>Periodicals:</td>
<td></td>
</tr>
<tr>
<td>Special Libraries</td>
<td>$22,387.50</td>
</tr>
<tr>
<td>Technical Book Review Index</td>
<td>$6,605.87</td>
</tr>
<tr>
<td>Translation Monthly</td>
<td>$3,367.86</td>
</tr>
<tr>
<td>Write-off of “Our Library” cost less proceeds of sales</td>
<td></td>
</tr>
<tr>
<td>Travel—President</td>
<td>$571.07</td>
</tr>
<tr>
<td>Travel—Executive Secretary</td>
<td>$212.97</td>
</tr>
<tr>
<td>Executive Secretary’s Expense</td>
<td>$98.04</td>
</tr>
<tr>
<td>Equipment purchases</td>
<td>$1,008.55</td>
</tr>
<tr>
<td>President’s fund</td>
<td>$4.75</td>
</tr>
<tr>
<td>Membership in other organizations</td>
<td>$160.00</td>
</tr>
<tr>
<td>Charter revision</td>
<td>$73.56</td>
</tr>
<tr>
<td>Western Reserve Seminar</td>
<td>$70.88</td>
</tr>
<tr>
<td>Conference on “Practical Utilization of Recorded Knowledge”</td>
<td></td>
</tr>
<tr>
<td>Office alterations</td>
<td></td>
</tr>
<tr>
<td>Total expenditures</td>
<td>$98,857.12</td>
</tr>
<tr>
<td>Excess of income over expenditures (Note 2)</td>
<td>$13,641.76</td>
</tr>
<tr>
<td>Fund balance, January 1</td>
<td>$58,023.76</td>
</tr>
<tr>
<td>Interfund transfers, net</td>
<td>$61.05</td>
</tr>
<tr>
<td>Fund balance, December 31 (Exhibit I)</td>
<td>$71,726.57</td>
</tr>
</tbody>
</table>

Notes:

(1) Including additional appropriations for special items aggregating $255 subsequently authorized by the Executive Board.

(2) Unrecorded expenses at December 31, 1956 relating principally to Technical Book Review Index, aggregated approximately $624.

SPECIAL LIBRARIES ASSOCIATION
SUMMARY OF CHANGES IN SPECIAL FUND BALANCES
FOR THE YEARS ENDED DECEMBER 31, 1956 AND 1955

<table>
<thead>
<tr>
<th>1956</th>
<th>1955</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Reserve Fund</td>
<td></td>
</tr>
<tr>
<td>Interest received on United States Government securities</td>
<td>$912.98</td>
</tr>
<tr>
<td>Balance, January 1</td>
<td>$46,731.53</td>
</tr>
<tr>
<td>Balance, December 31 (Exhibit I)</td>
<td>$47,644.51</td>
</tr>
<tr>
<td>Life Membership Fund</td>
<td></td>
</tr>
<tr>
<td>Life membership dues</td>
<td>$250.00</td>
</tr>
<tr>
<td>Interest on savings bank account—1956</td>
<td>71.19</td>
</tr>
<tr>
<td>Transfer to General Fund of interest on savings bank account for prior period</td>
<td>(61.05)</td>
</tr>
<tr>
<td>Balance, January 1</td>
<td>$2,211.05</td>
</tr>
<tr>
<td>Balance, December 31 (Exhibit I)</td>
<td>$2,471.19</td>
</tr>
</tbody>
</table>

APRIL 1957
<table>
<thead>
<tr>
<th>Publications Fund</th>
<th>1956</th>
<th>1955</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proceeds from sales of publications and advertising therein</td>
<td>$12,582.75</td>
<td>$8,176.28</td>
</tr>
<tr>
<td>Production and selling expenses</td>
<td>$14,783.88</td>
<td>$5,767.24</td>
</tr>
<tr>
<td>Increase in inventory at December 31, from previous year (after write-down of approximately $2,500 in 1956)</td>
<td>2,743.21</td>
<td>198.35</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$12,040.67</strong></td>
<td><strong>$5,568.89</strong></td>
</tr>
<tr>
<td>Excess of income over expenses</td>
<td>$542.08</td>
<td>$2,607.39</td>
</tr>
<tr>
<td>Balance, January 1</td>
<td>25,198.32</td>
<td>22,890.93</td>
</tr>
<tr>
<td><strong>Balance, December 31 (Exhibit I)</strong></td>
<td><strong>$25,740.40</strong></td>
<td><strong>25,198.32</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scholarship And Student Loan Fund</th>
<th>1956</th>
<th>1955</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>$1,129.01</td>
<td>$1,301.50</td>
</tr>
<tr>
<td>Interest on savings bank account</td>
<td>241.66</td>
<td>230.41</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>$1,370.67</strong></td>
<td><strong>$1,531.91</strong></td>
</tr>
<tr>
<td>Scholarship grants</td>
<td>(1,000.00)</td>
<td>(500.00)</td>
</tr>
<tr>
<td>Balance, January 1</td>
<td>9,667.74</td>
<td>8,635.83</td>
</tr>
<tr>
<td><strong>Balance, December 31 (Exhibit I)</strong></td>
<td><strong>$10,038.41</strong></td>
<td><strong>9,667.74</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Translation Center Fund</th>
<th>1956</th>
<th>1955</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant from National Science Foundation</td>
<td>$20,350.00</td>
<td></td>
</tr>
<tr>
<td>Subscription receipts—1957</td>
<td>1,685.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$22,035.00</strong></td>
<td><strong>1,685.00</strong></td>
</tr>
<tr>
<td>Salaries and expenses</td>
<td>1,264.99</td>
<td></td>
</tr>
<tr>
<td><strong>Balance, December 31 (Exhibit I)</strong></td>
<td><strong>$20,770.01</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Library School and Study Notes

**University of Southern California, School of Library Science.** During the summer session, June 24-August 2, Bibliography of the Biomedical and Physical Sciences will be given by Mrs. Gertrude Munk Clark, librarian, Los Angeles Medical Association. Completion of the course will enable a librarian with a bachelor's degree and one year's library school training to qualify for Grade I certification by the Medical Library Association. Cost of the course is $66. Address Martha T. Boaz, director, School of Library Science, University of Southern California, Los Angeles 7, California.

**University of Toronto, Library School.** Courses leading to the M.L.S. degree will be offered from June 24-August 2 in Bibliography and Reference Service, Florence B. Murray, and Cataloging and Classification, Bertha Bassam. Persons with a Bachelor's degree in Library Science or its equivalent are eligible. Address inquiries to the director, Library School, Ontario College of Education, 371 Bloor Street, Toronto, Ontario.

**Western Reserve University, School of Library Science.** A new course, Library and Industrial Applications of Microrecording, will be offered June 17 to August 3 by Robert E. Booth, research associate at the Center for Documentation and Communication Research. Tuition will be $44 and the course carries two hours credit. For further information on this and other courses, write to Dean Jesse H. Shera.
Rockefeller Foundation Grant For The Union List Of Serials

The Rockefeller Foundation has made a grant of $6,000 to the Library of Congress to permit the Joint Committee on the Union List of Serials to develop a new union-list program. The aim is a permanent and self-sustaining union list of serials. The new program is necessary because editing and publishing costs, plus the expense libraries must face in periodically checking their holdings, make further editions of the Union List of Serials along traditional lines almost prohibitive. The general goal is to establish at the Library of Congress a Union Catalog of Serials. From this catalog union lists of various kinds—alphabetical, subject, country or region, etc.—could be produced systematically. The work would dovetail with New Serial Titles whose first five-year cumulation, published last year, represents a stage in the union-list program. The 1956 annual volume will probably be distributed in May. The future coverage of New Serial Titles will be extended through the participation of 70 or 80 Canadian libraries. The Joint Committee is also exploring ways of keeping the Union List of Serials as such in print in some form or another, preferably with some changes and additions.

Members In The News

STANLEY J. BOUGAS, professor in The School of Law, Emory University and member of the Georgia Chapter, has been appointed a member of the Joint Committee on Cooperation between Association of American Law Schools and American Association of Law Librarians. He will hold this position until February 1959.

SIDNEY B. HILL, librarian of the Bar Association of the City of New York, has recently retired. He is a former president of the American Association of Law Libraries and was a leader of the United States Book Exchange, the American Book Center for the Restoration of Devastated Libraries and of the Law Librarians of Greater New York.

MARY LOUISE MARSHALL is the only woman and the only librarian among the recent appointees to the Board of Regents of the National Library of Medicine, Public Health Service. Her nomination by President Eisenhower was confirmed by the Senate on Washington's Birthday. She is professor of medical bibliography at Tulane University in Louisiana.

Books In Parts

The atmosphere of a treasure house surrounds the newly installed Arents Collection of Books in Parts of the New York Public Library. The unique principle of selection for the collection is that a work must have appeared piece-meal over a period of time and should still be preserved in its original paper wrappers or board covers. During the nineteenth century many different types of books from fiction to poetry were issued in separate portions. The collection numbers about a thousand pieces, covers the eighteenth to twentieth centuries, and contains a number of holograph manuscripts and original drawings.

In Memoriam

NELLE BARMORE, head librarian of the Communicable Disease Center, U. S. Public Health Service, Atlanta, died on February 15. A native of Atlanta, she had served in many capacities in libraries all over the country, returning to organize the Communicable Disease Center's library in 1946. She was active in several library associations and was a charter member of the Georgia Chapter of SLA.
SPOTTED

- The potentialities, satisfactions and qualifications for careers in special, public and university library work were brought to the attention of the general public in the March 18 issue of Life. Published as a public service advertisement by the New York Life Insurance Company, the double spread entitled "Should Your Child be a Librarian?" is also available in booklet form. Incidentally, the special library featured in the large photograph is the new library of American Iron and Steel Institute and the librarians pictured are SLA members.
- When Paul Knapp was selected librarian of the Ohio Oil Company's new research center in Littleton, Colorado, he was faced with the enormous problem of building a technical collection from scratch. How he succeeded in acquiring and cataloging more than 3,800 volumes and 6,000 miscellaneous items in six months' time is reported in Petroleum Week, December 28.
- The essentials of an engineering library, including lists of handbooks, textbooks and periodicals, are given in the December Consulting Engineer.
- A second article summarizing ten systems and services that expedite an engineer's search for technical information appeared in the July 26 Machine Design.
- The issues of public school desegregation have brought into being a very special, special library in Nashville, Tennessee. It is the library of the Southern Education Reporting Service, an impartial, non-profit fact-finding agency, which collects and makes available newspaper and magazine stories, texts of legislative acts, speeches, special studies and court decisions relating to all aspects of desegregation.
- Canadian Business, September, carried a piece on the growing importance of libraries to research and public relations and pointed out that since World War II, company libraries in Canada have doubled in number.

Grant For Library

The John Shepard Wright Memorial Library of the Indiana Academy of Science has been awarded $6,400 by the Lilly Endowment, Indianapolis, to be used for filing in files, binding serials and for display cases. The Academy librarian is Nellie M. Coats.

How To Compute

A new booklet, High-Speed Analog Computers, Key to Rapid System Development, discusses and defines the applications of various types of computers. It is available from GPS Instrument Company, 811 Boylston Street, Boston 16, Massachusetts.

Baghdad Needs Librarian

The Librarian of Congress, L. Quincy Mumford, has been requested by the Development Board and Ministry of Development of Iraq to assist in finding a librarian for a new Central Research Laboratory which will carry out basic and applied research and act as a bureau of standardization in Iraq. A scientific librarian with at least ten years experience is needed as chief librarian, under contract for two to three years. Interested persons should write Mr. J. Goutail, Head, Third Technical Section, Development Board & Ministry of Development, Baghdad, Iraq.

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POSITIONS ARE OPEN July 1, 1957. The General perquisites of employment at Cornell University Library are: group life insurance (compulsory), hospital insurance (optional), T.I.A.A. retirement system, Social Security coverage, vacation of one month, sick leave, thirty-nine hour week, five-day week in Technical Service departments, position classification and pay plan and abundance of intellectual and recreational opportunities. Direct inquiries to G. F. Shepherd, Jr., Assistant Director.


REFERENCE LIBRARIAN for Medical Reading Room. Library school graduate. Salary schedule $3500-$4000. Annual increment $200. Initial salary according to qualifications and experience. 351/2 hour week, one month's vacation. Academic status. Junior position, but during 1957-58 would be in charge of the Medical Library. Duties to commence in June. Apply to: The Librarian, University of Alberta, Edmonton, stating age, qualifications, and experience, and enclosing a recent photograph and addresses of three references.


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