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# SPECIAL LIBRARIES

*Official Journal of the Special Libraries Association*

VOLUME 37

May-June 1946

NUMBER 5

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S. L. A. 37th Annual Convention, June 13-15, 1946  
*Preliminary Program*

S. L. A. Salary Survey  
*Walter Hansdorfer*

Story of the National Safety Council Library  
*Ruth Parks*

Fiction in a Special Library  
*Irma A. Zink*

*Published by*  
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# Special Libraries

VOLUME 37 . . . . . Established 1910 . . . . . NUMBER 5

## CONTENTS FOR MAY-JUNE 1946

S. L. A. 37th Annual Convention, June 13-15, 1946, Preliminary Program . . . . .	135
Who's Who Among the Speakers . . . . .	141
S. L. A. Salary Survey . . . . . WALTER HAUSDORFER	142
Story of the National Safety Council Library . . . . . RUTH PARKS	148
Fiction in a Special Library . . . . . IRMA A. ZINK	150
Events and Publications . . . . .	154
Announcements . . . . .	156

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

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# HARPER BOOKS FOR SPECIAL LIBRARIES

• May-June •

## ● HOW TO CONDUCT CONSUMER AND OPINION RESEARCH

### The Sampling Survey in Operation

*Edited by Albert B. Blankenship, Author of "Consumer and Opinion Research"*

This new manual draws upon the compiled experience and wisdom of twenty-nine authors from over twenty different backgrounds of industry and government experience to describe in operational detail the numerous methods of measuring public responses for commercial and public purposes. (*Coming in September*). \$4.00

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*By Roswell H. Ward*

Here is an authoritative account of the novel and successful personnel policies of the Jack and Heintz Company in Cleveland, Ohio. Describing a bold departure from many conventional personnel practices, this book will be read with interest by all who are concerned with the betterment of labor relations in this country. \$2.00

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### And How to Develop Them

*By Paul Mooney, Formerly General Manager, Public Relations and Personnel, Kroger Grocery & Baking Company*

Out of long experience in the constructive handling of relations with workers on all personnel matters, the author offers in this book specific guidance and tested procedures for building better labor relations within industry. Special attention is paid to intensive methods of training workers, of developing supervisors, and of interesting management in supervisory development. The new techniques in industrial relations described here will also help to secure reduced labor costs. \$2.50

## ● READING FOR SELF-EDUCATION

*By Warren E. Schutt, Former Instructor and Lecturer in English, Columbia University*

A timely recognition of the growing desire among adults to get more from their reading, this book will supply explicit help for all who wish to develop their literary taste, appreciation and capacity to read productively. Analysis and discussion of representative selections from the best authors reproduced in the text make the book a comprehensive syllabus for self-study. \$3.00

## ● THE WAR ON MALNUTRITION AND POVERTY

### The Role of Consumer Cooperatives

*By J. Murray Luck, Professor of Biochemistry, Stanford University*

Never before has the record of research into poverty and malnutrition been set forth so compactly to show the need for higher levels of food consumption among under-privileged groups. Here for the first time is an explanation of the challenge of this serious need in relation to the opportunity of the consumer cooperative movement to make possible food consumption on an adequate nutritional basis. \$2.50

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# SPECIAL LIBRARIES ASSOCIATION 37TH ANNUAL CONVENTION

JUNE 13-15, 1946

Headquarters—Hotel Statler, Boston, Massachusetts

## PRELIMINARY PROGRAM

**T**HE 1946 Annual Convention is opening on the evening of Wednesday, June 12th, with an informal reception at the Hotel Statler from 8:00-11:00 P. M. It was thought that it would be pleasant to offer an opportunity for all early arrivals to greet their friends and to make new ones, prior to settling down to the Convention program.

The First General Session is built around the Convention theme *Special Libraries Face the Future* and takes place on Thursday afternoon. Librarians and men owning small businesses will take part in a panel discussion which will be presented at the Second General Session on Friday morning and the Annual Business Meeting which should concern all SLA members is scheduled for Saturday.

The Groups have arranged for eight breakfasts and twenty luncheons, many devoted to more serious matters than just eating, such as Group business, informal discussions on subjects of interest to them, symposiums or speakers. Many Groups are being entertained at luncheons sponsored by local organizations.

The banquet, which has been omitted during the war, will be the social event of Friday evening. Dr. Dennis Dooley, Librarian of the Massachusetts State Library, will be the Toastmaster, and the speaker of the evening will be Mr. Erwin Canham, Editor of the *Christian Science Monitor*. Additional social events are three teas and a reception. One tea is being given by the New England Mutual Life Insurance Company in its beautiful building near the Statler, one at the *Christian Science Monitor* whose Maparium is a favorite

of our President, and one in the Houghton Library, the home of Harvard's rare books and manuscripts. The Boston Public Library will be open following the banquet for a reception sponsored by the Professional Staff Association of that Library.

In accordance with the custom, exhibits will be on display in the Ball Room Assembly and libraries will be open for planned visits.

ELIZABETH L. WRIGHT,  
*Convention Chairman.*

### FIRST GENERAL SESSION

Thursday, June 13th, 2:30-4:30 P. M.

#### *Invocation*

Rev. Terence L. Connolly, S.J., Librarian, Boston College Library.

#### *Address of Welcome*

His Excellency Maurice J. Tobin, Governor of the Commonwealth of Massachusetts.

#### *Special Libraries Face the Future*

Dr. Luther H. Evans, Librarian of Congress.

Mr. Seymour E. Harris, Associate Professor of Economics, Harvard University.

### SECOND GENERAL SESSION

Friday, June 14th, 9:30-11:30 A. M.

#### *What Libraries, Both Special and Public, Can Do to Help the Small Business Man*

Panel Discussion by Librarians and Small Business Men. *Moderator:* Eleanor S. Cavanaugh, Librarian, Standard and Poor's Corporation, New York, N. Y.

**THIRD GENERAL SESSION**

Saturday, June 15th, 9:15-11:30 A. M.

*Annual Business Meeting***EXECUTIVE BOARD MEETINGS***President:* Herman H. Henkle,  
Library of Congress.

Wednesday, June 12th, 4:00-6:30 P. M.

*Presidential Suite*

Thursday, June 13th, 9:30-12:00 M.

*Executive Board and Advisory Council*

Open meeting for all S. L. A. members.

Saturday, June 15th, 1:30 P. M.

(By order of incoming President)

*Presidential Suite***GROUP MEETINGS**

## ADVERTISING

*Chairman:* Eva Trachsel,  
Curtis Publishing Company,  
New York, N. Y.*Boston Representative:*  
Margaret E. McQuide,  
Curtis Publishing Company.

Friday, June 14th, 12:00-2:00 P. M.

*Luncheon Meeting**Speaker:* Margaret Divver,  
Assistant Advertising Manager,  
John Hancock Mutual Life Insurance  
Company, Boston.

2:30-4:30 P. M.

Joint meeting with Geography and Map Group and  
Transportation Group.*Micro Measurements in Marketing*Ralph R. Butler,  
McKinsey and Company  
Boston.*Railroads at Crossroads*Henry F. McCarthy,  
Executive Assistant to President,  
New York, New Haven and Hart-  
ford Railroad Company, New Haven,  
Connecticut.

Saturday, June 15th, 7:45-9:00 A. M.

*Breakfast Meeting*

Problems Round Table.

## BIOLOGICAL SCIENCES

*Chairman:* Elizabeth Weissinger,  
Miles Laboratories, Incorporated,  
Elkhart, Indiana.*Boston Representative:*  
Mrs. Mary H. Smith,  
Massachusetts Department of Public  
Health.

Thursday, June 13th, 12:15-2:00 P. M.

*Luncheon Meeting**Informal Discussion of Methods*

Friday, June 14th, 12:00-3:00 P. M.

Joint Luncheon Meeting with Hospital and Nursing  
Librarians Group.*Army Medical Library*Col. Leon L. Gardner,  
Director, Army Medical Library,  
Washington, D. C.*Psychology of Humor*Dr. Gordon Kamman,  
Neuro-psychiatrist,  
St. Paul, Minnesota, and Assistant Clin-  
ical Professor in Nervous and Men-  
tal Diseases, University of Minnesota.*Columbia Plans a New Medical Library  
Building*Mr. Seymour Robb, Librarian,  
College of Physicians and Surgeons,  
Columbia University,  
New York, N. Y.*The Massachusetts Blood and Blood  
Derivatives Program*Dr. Geoffrey Edsall,  
Acting Director of the Antitoxin and  
Vaccine Laboratory, Massachusetts  
Department of Public Health, Bos-  
ton.

Saturday, June 15th, 12:00-2:00 P. M.

*Luncheon—Business Meeting.*

## FINANCIAL

*Chairman:* Mrs. Elizabeth W. Owens,  
Mercantile-Commerce Bank and  
Trust Company,  
St. Louis, Missouri.*Boston Representative:*Eleanor Lyons,  
First National Bank.

**Thursday, June 13th, 8:00-9:15 A. M.**

*Breakfast*

12:15-2:00 P. M.

*Luncheon*—Federal Reserve Librarians—  
Guests of Federal Reserve Bank of  
Boston at the Federal Reserve Bank.

**Friday, June 14th, 12:00-2:00 P. M.**

*Luncheon*—Guest of First National Bank  
of Boston at the Hotel Somerset.

2:30-4:30 P. M.

*Methods Meeting*

(Program to be announced).

**Saturday, June 15th, 12:00-2:00 P. M.**

*Luncheon*

2:30 P. M.

*Meeting*—Annual Business Meeting.

#### GEOGRAPHY AND MAP

*Chairman:* Mrs. Clara E. Le Gear,  
Division of Maps,  
Library of Congress,  
Washington, D. C.

**Friday, June 14th, 2:30-4:30 P. M.**

*Joint Meeting with Advertising Group and Transportation Group.*

(Program listed under Advertising  
Group)

**Saturday, June 15th, 2:30-3:30 P. M.**

*Visit*—Harvard University Institute of  
Geographical Exploration, Cambridge.

#### HOSPITAL AND NURSING LIBRARIANS

*Chairman:* Ruth M. Tews,  
Hospital Library Service, Minnesota  
Association of Hospital and Medical  
Librarians, St. Paul Public Library,  
St. Paul, Minnesota.

*Boston Representative:*

Mrs. Beryl Paine,  
New England Deaconess Hospital,  
Brookline, Massachusetts.

**Thursday, June 13th, 12:15-2:00 P. M.**

*Luncheon*—Business Meeting.

**Friday, June 14th, 12:00-3:00 P. M.**

*Joint Luncheon Meeting with Biological Sciences Group.*  
(Program listed under Biological Sciences  
Group)

**Saturday, June 15th, 12:00-2:00 P. M.**

*Luncheon Meeting*

*Nursing School Libraries—Their  
Future*

Ann Doyle, R.N., Officer in Charge,  
Outpatient Department and Instructor,  
School of Nursing, Bellevue Hospital,  
New York, N. Y.

#### INSURANCE

*Chairman:* Pat Kleiman,  
Ohio Farm Bureau Cooperative Library,  
Columbus, Ohio.

*Boston Representative:*

Abbie G. Glover,  
Insurance Library Association.

**Thursday, June 13th, 12:15-2:00 P. M.**

*Joint Luncheon with Social Science Group*

*Speaker:* Mrs. Ellen Commons,  
Librarian, Social Security Board,  
Washington, D. C.

**Friday, June 14th, 8:00-9:15 A. M.**

*Joint Breakfast with Public Business Librarians.*  
(Speaker to be announced).

12:00-3:00 P. M.

*Luncheon Meeting*—Guest of American  
Mutual Liability Insurance Company  
and Liberty Mutual Insurance Com-  
pany, Boston.

**Saturday, June 15th, 12:00-2:00 P. M.**

*Luncheon*—Guest of Insurance Library  
Association of Boston.

#### MUSEUM

*Chairman:* Ruth Noble,  
Rhode Island School of Design,  
Providence, Rhode Island.

**Thursday, June 13th, 12:15-2:15 P. M.**

*Luncheon*—Business Meeting.

**Friday, June 14th, 12:00-2:00 P. M.**

*Joint Luncheon with University and College Group at  
Museum of Fine Arts.*

2:30-4:30 P. M.

*Speakers:* Alice M. Maginnis  
Barbara Wriston,  
Division of Education, Museum of  
Fine Arts, Boston.



*Tour of Oriental Collections and Library of the Asiatic Department, Museum of Fine Arts with Robert Treat Paine, Jr., Associate, Department of Asiatic Art, as conductor.*

#### NEWSPAPER

*Chairman:* F. Heaton Shoemaker,  
Philadelphia Record,  
Philadelphia, Pennsylvania.

*Boston Representative:*  
Mary H. Welch,  
Boston Globe.

**Thursday, June 13th, 12:15-2:00 P. M.**  
*Luncheon—Newspaper Librarians—*  
*Guests of the Boston Globe.*

7:00 P. M.

*Improved Library Methods*  
A symposium.

**Friday, June 14th, 7:45-9:15 A. M.**  
*Breakfast Conference*

12:00-2:00 P. M.

*Luncheon—Newspaper Librarians—*  
*Guests of Boston Herald-Traveler.*

2:30-4:30 P. M.

*Photo Problems, Classification, Discards,*  
*Sales*  
*Report on Microfilming Progress*

**Saturday, June 15th, 7:45-9:00 A. M.**  
*Breakfast Conference*

12:00-2:00 P. M.

*Luncheon—Business Meeting.*

#### PUBLIC BUSINESS LIBRARIANS

*Chairman:* Rose L. Vormelker,  
Business Information Bureau,  
Cleveland Public Library,  
Cleveland, Ohio.

*Boston Representative:*  
Ruth K. Porritt,  
Baker Library, School of Business  
Administration,  
Harvard University.

**Friday, June 14th, 8:00-9:15 A. M.**  
*Joint Breakfast with Insurance Group.*  
(Speaker to be announced).

**Saturday, June 15th, 8:00-9:00 A. M.**  
*Breakfast—Business Meeting.*

#### SCIENCE - TECHNOLOGY

*Chairman:* Elma T. Evans,  
Cornell Aeronautical Laboratory,  
Buffalo, New York.

*Boston Representative:*  
Loraine A. Sullivan,  
Science and Technology Department,  
Boston Public Library.

**Thursday, June 13th, 8:00 P. M.**  
*Organization of New Libraries*  
A Symposium.

**Friday, June 14th, 12:00-2:00 P. M.**  
*Luncheon Meeting*  
*Evaluation of Commercial Services*  
A Symposium.

2:30-4:30 P. M.

*Closed Meeting*

**Saturday, June 15th, 7:30-9:00 A. M.**  
*Breakfast—Business Meeting.*

#### SOCIAL SCIENCE

*Chairman:* Hazel C. Benjamin,  
Industrial Relations Section,  
Princeton University,  
Princeton, New Jersey.

*Boston Representative:*  
Phoebe Shirley,  
Division of Statistics, Massachusetts  
Department of Labor and Industries.

**Thursday, June 13th, 12:15-2:00 P. M.**  
*Joint Luncheon with Insurance Group.*  
(Program listed under Insurance  
Group)

**Friday, June 14th, 12:00-2:00 P. M.**  
*Luncheon—Business Meeting.*

2:30-4:30 P. M.

*How Social Science Libraries are Serving*  
*Business and Labor in the Industrial*  
*Relations Field*  
Round Table.

## TRANSPORTATION

*Chairman:* Edith C. Stone,  
Simmons-Boardman Publishing Company,  
New York, N. Y.

*Boston Representative:*  
Ruth A. Sanborn,  
Baker Library,  
School of Business Administration,  
Harvard University.

Friday, June 14th, 12:00-2:00 P. M.

*Luncheon*—Annual Business Meeting.

2:30-4:30 P. M.

Joint Meeting with Advertising Group and Geography  
and Map Group.

(Program listed under Advertising  
Group).

Saturday, June 15th, 8:00-9:00 A. M.

*Breakfast Meeting*

*Aviation Subject Headings*

Round Table: Agnes A. Gautreaux,  
Research and Library Department,  
American Aviation Publications,  
Washington, D. C.; Arthur G. Ren-  
strom, Civil Aeronautics Administra-  
tion, Washington, D. C.

## UNIVERSITY AND COLLEGE

*Chairman:* Phillips Temple,  
Riggs Memorial Library,  
Georgetown University,  
Washington, D. C.

*Boston Representative:*  
Marguerite Chamberlain,  
Eastman Library,  
Massachusetts Institute of Technology,  
Cambridge.

Friday, June 14th, 12:00-2:00 P. M.

Joint Luncheon with Museum Group at Boston Museum  
of Fine Arts.

2:30-4:30 P. M.

At Hotel Statler

*The Library: A Machine Shop?*

Prof. John E. Burchard, Director of  
Libraries and Museums, Massachu-  
setts Institute of Technology, Cam-  
bridge.

CONVENTION COMMITTEES'  
PERSONNEL*Convention Chairman*

MRS. ELIZABETH L. WRIGHT,  
Boston Public Library, Copley Square,  
Boston 17, Mass.

*Advisory Committee*

MISS MARION G. EATON, *Chairman*,  
Federal Reserve Bank, 80 Pearl Street,  
Boston 10, Mass.

*Banquet*

DR. DENNIS A. DOOLEY,  
State Library, State House, Boston 8,  
Mass.

*Exhibits*

MR. JAMES F. BALLARD,  
Boston Medical Library, 8 The Fenway,  
Boston 15, Mass.

*Hospitality*

MISS ABBIE G. GLOVER,  
Insurance Library Association, 89 Broad  
Street, Boston 10, Mass.

*Information*

MISS MARCELA K. GEARY,  
Business Branch, Boston Public Library,  
20 City Hall Ave., Boston 8, Mass.

*Local Arrangements*

MISS NATALIE N. NICHOLSON,  
Harvard Graduate School of Engineering,  
Cambridge, Mass.

*Publicity*

MR. WILLIAM ALCOTT,  
*Boston Globe*, 244 Washington St., Boston  
8, Mass.

*Registration*

MISS RUTH S. LEONARD,  
Simmons College School of Library Sci-  
ence, 300 The Fenway, Boston 15, Mass.

*Visits*

MISS MARCENA L. RING,  
Ginn & Co., Statler Building, Boston,  
Mass.

*Convention Treasurer*

MR. JOHN J. CONNOLLY,  
Boston Public Library, Copley Square,  
Boston 17, Mass.

# SPECIAL LIBRARIES ASSOCIATION CONVENTION

Boston, June 13—15, 1946

	Breakfasts 8:00-9:15	Morning 9:30-11:30	Luncheons 12:00-2:00	Afternoon 2:30-4:00	Evening
<b>WEDNESDAY JUNE 12</b>				Executive Board (4:00-6:00)	Reception (8:00-11:00)
<b>THURSDAY JUNE 13</b>	Financial	Executive Board and Advisory Council— Open Meeting S. L. A. Members (9:30-12:00)	Biological Sciences Federal Reserve Librarians Hospital & Nursing Librarians Museum (12:15-2:15) Newspaper Librarians Insurance—Social Science (12:15-2:00)	<b>General Session</b> “Special Libraries Face the Future” Open House & Tea— New England Mutual Life Insurance Company (4:30-6:30)	Chapter Bulletins Round Table (8:00) Newspaper (7:00) Science-Technology (8:00)
<b>FRIDAY JUNE 14</b>	Newspaper (7:45-9:15) Insurance— Public Business Librarians	<b>General Session</b> “What Libraries, Both Special and Public, Can Do to Help the Small Business Man”	Advertising Financial Insurance (12:00-3:00) Newspaper Librarians Science-Technology Social Science Transportation Biological Sciences—Hospital & Nursing Librarians (12:00-3:00) Museum—University & College	Financial Museum Newspaper Science-Technology Social Science University & College Advertising—Geography and Map—Transportation  Tea—Christian Science Monitor (4:30-6:00)	<b>Banquet</b> (7:30)  Reception—Boston Public Library Professional Staff Association (9:30-12:00)
<b>SATURDAY JUNE 15</b>	Advertising (7:45-9:00) Newspaper (7:45-9:00) Public Business Librarians (8:00-9:00) Science-Technology (7:30-9:00) Transportation (8:00-9:00)	<b>General Session</b> Annual Business Meeting (9:15-11:30)	Executive Board (1:30) Biological Sciences Financial Hospital & Nursing Librarians Insurance Newspaper	Financial  Open House—Harvard University Libraries (2:00-5:00) Tea—Houghton Library (3:00-5:00)	

## Who's Who Among the Speakers

PROFESSOR JOHN E. BURCHARD, Director of Libraries and Museums at the Massachusetts Institute of Technology, received a B. S. in Architectural Engineering from M. I. T. in 1923 and an M. S. in 1925. He has been Professor and Director of the Albert Farwell Bemis Foundation at M. I. T. since 1938, and Associate Editor of the *Technology Review* since 1933. He is the author of *The Evolving House*, a work in three volumes, and has contributed numerous articles on prefabrication and other housing and architectural subjects to professional journals.

RALPH R. BUTLER, a graduate of Dartmouth College, is an authority on marketing. He has worked in the field of market research at the Kendall Mills and since February 1, 1946 has been a marketing consultant at McKinsey and Company, management engineers of Boston.

ELEANOR S. CAVANAUGH, a past president of S. L. A. needs no introduction to S. L. A. members. After graduating from Syracuse University and after a few years at a Branch of the New York Public Library, Miss Cavanaugh went to Standard Statistics Company to organize a library service. Today this library, the library of Standard and Poor's Corporation, is recognized as one of the outstanding financial collections in the country.

DR. GEOFFREY EDSALL's primary interest is in the field of public health, for which he prepared at the Harvard Medical School. For the past 6½ years he has been the Acting Director of the Antitoxin and the Vaccine Laboratory of the Massachusetts Department of Public Health. He has contributed many articles and papers to medical journals, three dealing with public health, and a number on infectious diseases.

DR. LUTHER H. EVANS is known to all as the Librarian of Congress. In June 1945, President Harry S. Truman ap-

pointed Dr. Evans, then Chief Assistant Librarian, the tenth Librarian of Congress. A native of Texas, he was graduated from the University of Texas in 1923. Following receipt of a master's degree, he spent the summer in Europe studying the governments of England, France and Switzerland, and the activities of the League of Nations. He received his doctorate in political science from Leland Stanford University in California, and taught government at New York University, at Dartmouth College, and from 1930-1935 was Assistant Professor of politics at Princeton University. In 1935 Dr. Evans was made Director of the Works Progress Administration, Historical Records Survey. The results of this survey have been acclaimed by historians, archivists and librarians. Due to this success Mr. Archibald MacLeish, the new Librarian of Congress, offered him the position of Director of the Legislative Reference Service of the Library of Congress in 1939. In 1940 he became Chief Assistant Librarian. Dr. Evans' appointment as Librarian of Congress marks the first time since the Civil War that the position has been filled from the ranks of the staff.

AGNES A. GAUTREAUX has a B. S. from George Peabody College, an M. A. from Vanderbilt University, and a B. S. in Library Science from George Peabody College. She began her career as teacher and then teacher librarian. From 1933-36 she was librarian of St. Bernard Academy in Nashville; from 1936-40 at Mount St. Agnes Junior College in Baltimore. Miss Gautreaux is now in the Research and Library Department of American Aviation Publications in Washington.

COLONEL LEON L. GARDNER, Director of the Army Medical Library in Washington, is a graduate of Pomona College in California and received his M. D. from the University of Pennsylvania.

DR. GEORGE R. KAMMAN, a neuropsychiatrist practising in St. Paul, is in addition Assistant Clinical Professor in Nervous and Mental Diseases at the University of Minnesota at which university he took his degree. He did post graduate work at the National Hospital of Nervous Diseases in London in 1925-26, and at Zurich University in Switzerland in 1926. Dr. Kamman is Consulting Psychiatrist of the U. S. Court, District Minnesota.

HENRY F. MCCARTHY, Executive Assistant to the President of the New York, New Haven, and Hartford Railroad, received a B. S. from Harvard in 1927 and an M. S. from Yale in 1930. He was a Strathcoma Fellow for the year 1929-30. He has been associated with the Baltimore & Ohio Railroad Co., the St. Louis Southwestern Ry. Co.; the B. & M. R. R. Co., and was General Traffic Manager for Northeast Airlines, Inc. in 1935. He is the author of papers on traffic subjects.

ARTHUR G. RENSTROM, formerly Cataloger at the Library of Congress, is associated with the Civil Aeronautics Administration in Washington. He received his A. B. degree from the University of Minnesota in 1927, studied at Högskola, Stockholm, Sweden in 1930, and received a B. S. in Library Science from the University of Illinois in 1928. In 1931 he was assistant in the book purchase and exchange department at the University of Upsala Library, Sweden. He went to the Library of Congress as a cataloger in October 1931.

Mr. SEYMOUR ROBB is Librarian of the College of Physicians and Surgeons at Columbia University. Mr. Robb is a graduate of George Washington University and held many positions in the Library of Congress prior to going to Columbia University. He has contributed many articles to periodicals.

## SPECIAL LIBRARIES ASSOCIATION SALARY SURVEY

By WALTER HAUSDORFER

Librarian, School of Business Library, Columbia University, New York, N. Y.

**I**N SPITE of considerable interest in salary data for the professions, there seems to be little for the postwar period published. A number of revised salary scales, particularly for public libraries, have been announced. Classifications and position valuations seem to be springing up throughout the country. But how many individuals receive the salaries in those published scales, what the national picture is, or what the regional differentials may be, may have been discovered yet not revealed to the public.

During the war the Special Libraries Association attempted to survey the personnel of its membership through the

Manpower Committee, under the able chairmanship of Miss Ruth Savord. Returns were valuable in various ways, though not sufficiently complete for drawing conclusions about the entire membership or for relating the position to the salary. In the fall of 1945, therefore, the Committee sent out a postcard questionnaire to all members. Information requested was: Type of organization, Type of library (Technical, Financial, Art, etc.), Position, and present annual salary. Since the cards were not keyed, the identity of the individual libraries or positions was not revealed. The only information additional to that supplied by the responder was the date and place in the postmark.

## NATURE OF THE SAMPLE

Although there was no follow-up questionnaire to check the adequacy of the sample, analysis has revealed some of its limitations. The percent of usable responses of the total membership was 48, with the median from Chapters of 47%, the range, 36% to 65%. The percent of members in each chapter to total membership, compared with the percent of members responding in each Chapter of total responses, showed close correspondence: the highest variation being plus or minus  $\frac{1}{3}$ , and more than  $\frac{2}{3}$  of the Chapters showing  $\frac{1}{5}$  or less. For the whole Association the ratio of librarians to assistants and others, based on a sample check in the directory, is 61 to 39, whereas in the present sample the ratio is 67 to 33. Distribution of responses by type of library (Technical, Financial, Art, etc.) could not be satisfactorily checked because of difficulties in classifying public and college departmental units under the subject or organization, and the necessary use of "business" to include those in retail trade, manufacturing, trade association, economics and some in communications. In those fields, however, where allocation could be made, the percentage of returns measured by Group membership showed a range of from 8% to 45%, with a middle grouping of from 16% to 24%. It should be pointed out also that in college and university and public libraries some members are not *engaged in* but *interested in* special library work, hence the higher salaries in those classifications are most likely assignable to directors of larger libraries.

Regarding distribution by Groups and Chapters, several questions may be raised. There may be some overweighting of the national averages by larger representation of Chapters in regions where salary levels are lower, as well as insufficient weighting by Chapters where levels are higher. There may be also a tendency to report higher salaries where those are less frequent, either regionally, or in groups. In

connection with Groups the same questions may be raised: more returns where salary levels are lower, and, in some Groups, reporting only of higher salaries.

The distribution curves show three distinct levels: one at \$2000, one at \$2400, and one at \$3000. The skewness of the curves is apparent in the small number of cases for higher income groups. This is slightly more than for the normal income curve. For librarians the modes are around \$2400 and \$3000, with more gradual shading off to \$5200. For assistants, the modes are \$2000, \$2400, with a lesser group at \$3000, and a more rapid shading off to \$4000. The exact significance of these variations from the normal income curve cannot at present be explained. More data are needed: additional cases, further information on size (or relative complexity and extent of service given), and location of the libraries; sex, education, experience, and age of librarians and assistants. Whatever guess may be ventured as to the conditions that may give rise to these variations, one fact is certain: these modes are in no sense salary standards. They would not be even if all the missing data mentioned above were supplied.

## OBSERVATIONS ON ANALYSIS

With this reservation in mind, therefore, it may be interesting to see what the cumulative frequency distributions of salaries are, particularly as compared with educators<sup>1</sup> (1943) and all types of librarians<sup>2</sup> (1940): (See top of p. 144)

Although the levels for special librarians are, except for the \$2000 to \$3000 group, higher than for educators, those for assistants are much lower, though still above the 1940 general level. It should be recalled, of course, that certain peculiarities of the Census compilation, such as basis for inclusion, and date of reference,

<sup>1</sup> National Education Association. Research Div., and the Committee on Studies and Awards of Pi Lambda Theta. *Women in the professions; a wartime survey*. Berkeley, University of California Press, 1945. 142p.

<sup>2</sup> U. S. Bureau of the Census. *Sixteenth Census of the U. S., 1940. Press release, Series P-16, No. 8.*

Salaries (\$1000)	Special Librarians %	Special Lib. Assts. %	Educators (Women) %	Librarians Pub., Spec., etc. %
0-1				39
1-2	19	35	27	49
				<hr/> 88
2-3	47	54	42	10
	<hr/> 66	<hr/> 89	<hr/> 69	<hr/> 98
3-4	22	8	23	.9
	<hr/> 88	<hr/> 97	<hr/> 92	<hr/> 98.9
4-5	8	2	6	
	<hr/> 96	<hr/> 99	<hr/> 98	<hr/> 98.9
5-6	2	1	1.2	1.1
	<hr/> 98	<hr/> 100.0	<hr/> 99.2	<hr/> 100.0
6-7	.8		.8	
	<hr/> 98.8	<hr/> 100.0	<hr/> 100.0	<hr/> 100.0
7-12	1.2			
	<hr/> 100	<hr/> 100	<hr/> 100	<hr/> 100

make the cumulated percentages difficult of comparison with the first two samples.

Regional variation in salary levels follows in general the movement of per capita income payments, with some difference due to area coverages. Since many of the special libraries are located in larger cities, where income is higher than the average for the state, the fluctuations do not exactly correspond. Differences in salary levels of assistants, except for the Middle States and the Northwest, where they tend to hold a given position, or decline more rapidly, follow those of librarians. Regional differentials for Groups, because of insufficient data, except in isolated fields, in a few Chapters, cannot be determined. If some comparison is attempted, a better approach is by relating the average of all salaries in a given area to the national average for the Group.

Position of salary levels among Groups may not be exactly expressed by the means, but the order from high to low would not likely change much with increased data. The range of the middle 50%, considering the nature of the distribution curve, is not surprising. Local variations: the size and dominant activities of a given area, will, however, produce differences in salary levels that may be in-

consistent with the order for the country as a whole. These data for local Groups, therefore, are not very significant, because they are too few and because local conditions may change the entire picture.

Special library positions are even less standardized than positions in other types of libraries. As a result, qualifications offered and demanded vary so much that salaries are determined more by individual bargaining than by the market level. This may be due in part to the fact that the libraries are custom-made rather than ready made: the need for special library service exists, but the library and position are created after the employment of the librarian. In libraries already organized positions may vary from one library to another, though the salary level may be more stable. Two conditions certain are the quality and extent of service that may be called special library. In that respect there are salary ranges which are subject to market fluctuations. Because of this situation the work of the Special Libraries Association and of the Groups especially in setting up standards for types of libraries is vital in salary determination. If the general level of salaries is lower than expected, it is because order has not been established out of the chaos of

individual bargaining. More exact job descriptions, as available in the Manpower Survey, and the evolution of standards of performance are two requirements of more satisfactory salary scales than now exist. As part of the whole cloth, public relations, and the promoting of new special libraries, are dependent on stand-

ards and classification of functions.

Credit for preliminary tabulation should go to Mrs. Elsa Wagner Nugent; for previous study and analysis to Miss Ruth Savord and to Miss Eleanor S. Cavanaugh.

Full tables cannot be printed here but may be consulted in the Executive Office.

### Groups—Librarians and Assistants (Professional)

#### LIBRARIANS

Group or Class	No. of Returns	Mean \$	% of Mean all Ret.	Range 1-3Q Mid. 50% \$	Low and High \$
Advertising.....	27	3237	111	2400-3950	1800-6500
Biological Sciences.....	34	2478	85	2100-3075	1378-4750
Business.....	65	2826	97	2225-3348	1260-5000
College & University.....	190	2900	100	2253-3237	1200-9180
Financial.....	45	2600	89	2200-2960	1500-5000
Government.....	211	3185	109	2337-3640	1500-10000
Hospital & Nursing.....	52	2024	69	1756-2300	1050-2700
Insurance.....	33	2568	88	1966-3100	1350-3800
Law.....	12	3266	112	2600-3800	1716-5500
Museum.....	37	2536	87	2050-3000	1200-7020
Newspaper.....	51	2950	101	2250-3000	1640-7500
Public.....	127	3228	111	2366-3833	1500-11000
School.....	19	2200	76	1966-3000	1200-4000
Science-Technology.....	310	3050	105	2287-3648	1340-12000
Social Science.....	44	3182	109	2450-3566	1560-5500

#### ASSISTANTS (PROF.)

				Total in Groups	Total Returns	% Returns
Median.....		2316	100			
Advertising.....	15	2067	89	242	42	17
Biological Sciences.....	11	1850	79	428	45	10
Business.....	16	2200	95			
College & University.....	136	2283	98	716	326	45
Financial.....	27	2200	95	443	72	16
Government.....	131	2846	122			
Hospital & Nursing.....	4			164	56	16
Insurance.....	7	2000	86	163	40	24
Law.....	6	2400	103			
Museum.....	29	2266	97	314	66	21
Newspaper.....	32	2400	103	336	83	24
Public.....	96	2374	102			
School.....	4	2000	86			
Science-Technology.....	60	2490	107	1338	370	27
Social Science.....	26	2350	101	896	70	8



## Salaries—Librarians

Chapter or Region	No. of Returns	Mean \$	% of Mean All Returns	Range 1-3Q	Range
				Mid. 50% \$	Low — High \$
All returns.....	1266	3089	100	2242-3366	1050-12000
Boston.....	77	2854	92	2150-3200	1352-8332
Connecticut.....	19	2958	95	2050-3600	1800-6460
Albany.....	6	2720	88		1980-4200
Western New York.....	26	3017	97	2200-3420	1875-6000
New York City.....	286	3088	99	2420-3550	1440-10000
New Jersey.....	56	2910	94	2400-3132	1860-10000
Philadelphia.....	65	2566	83	1967-3000	1378-5000
Pittsburgh.....	39	2533	82	1980-2800	1500-8150
Cincinnati.....	24	2884	93	2000-3200	1500-5100
Cleveland.....	37	2702	87	2220-3020	1350-5500
Illinois.....	118	2783	90	2250-3170	1500-5564
Michigan.....	33	3394	109	2460-3949	1740-11000
Milwaukee.....	16	2512	81	2000-2500	1752-3600
Indiana.....	26	2914	94	2080-3250	1200-6500
Greater St. Louis.....	39	2540	82	1980-3225	1080-9000
Minnesota.....	30	2750	89	2240-3200	1050-6600
Va., W. Va., Fla.....	30	3186	103	2080-4065	1700-6000
Baltimore.....	18	2944	95	2400-3075	1400-8000
Washington, D. C.....	103	3986	129	2935-4245	1920-10000
Colo., N. M., etc.....	8	2600	84	2600-2800	2340-4840
Okla., Texas, La.....	24	2658	86	2100-2966	1604-12000
Tenn., Ala.....	14	2900	93	1600-3450	1500-4200
So. California, Hawaii.....	52	2802	90	2100-3150	1620-7020
San Francisco.....	52	2988	97	2433-3450	1500-9180
Puget Sound.....	22	2672	87	2125-3125	1800-4640
Canada.....	46	2072	67	1737-2262	1200-5000

# STORY OF THE NATIONAL SAFETY COUNCIL LIBRARY

By RUTH PARKS

Librarian, National Safety Council, Inc., Chicago, Illinois

**M**Y desk on any morning may hold a wide variety of requests and inquiries. A postcard may ask, "Please send all the information you have on safety." The letter from a large corporation may request information on the effects and control of some obscure toxic gas.

The postcard request would require several box-cars if it were interpreted literally, because the files of the National Safety Council Library contain the greatest fund of safety information in the world. However, such requests can usually be filled by literature giving a general picture of the safety movement. The other inquiry might entail research in technical volumes, or correspondence with many possible sources of information before it could be answered. These are but typical of the 300 to 500 inquiries a month handled by this specialized Library which performs one of the nation's most unique and valuable services.

## ORIGIN OF THE NATIONAL SAFETY COUNCIL AND LIBRARY

The National Safety Council, like many associations, was originally established as a clearing house for a special type of information. Isolated attempts to overcome certain occupational hazards began in the last century, and as the years passed, the conviction grew that fatal and crippling accidents in industry were avoidable. The need to exchange the experience of others, in those days principally the result of trial and error, brought the Council into being one October morning in 1913.

Hardly was the furniture of the new organization in place when W. H. Cameron, safety pioneer and for 30 years the Council's guiding spirit, assembled a small

collection of pamphlets, reports, clippings and correspondence. Thus a safety library was born.

This small collection of material was first put into the hands of an office girl, but growth was rapid, and in the spring of 1915 a trained librarian was employed. Only a small filing cabinet or so was necessary to contain this collection, which later became the largest safety library in the world.

## CLASSIFICATION AND FILING OF MATERIAL

The librarian started at once to organize the vertical files. Subject headings were developed and to each was given a classification number using Cutter's two figure author table. As the subject files grew, they were subdivided. Classification numbers now are expanded by adding the first letter or so of the new subdivision. For example, the classification number for "Acids" is Ac471; for "Acids—Containers", Ac471c, and for "Acids—Rules", Ac471r.

When a subdivision develops to the point where it has its own breakdown, it is taken out and made a separate file. Benzol was originally a part of the "Chemicals" file, but became so important that an independent file was necessary. Other files that stand alone under their specific classification are those of operations, machines or problems common to many industries, such as "Handling Materials." This file is subdivided into other common problems such as barrels and drums, boxes, conveyors, etc.

The use of the Cutter table results in a straight alphabetical file by subject headings. As the files have grown with the years this system has saved a great amount of time in filing material. Only

## Salaries—Assistants (Professional)

Chapter or Region	No. of Returns	Mean \$	% of Mean All Returns	Low and High \$
All regions.....	609	2366	100	1080-9240
Boston.....	36	2011	85	1300-4500
Connecticut.....	10	2000	84	
Albany.....	3	2200	93	
Western, N. Y.....	5	2200	93	
New York City.....	167	2430	103	1500-6500
New Jersey.....	23	2366	100	1080-3090
Philadelphia.....	32	2000	84	1680-3600
Pittsburgh.....	11	2050	87	
Cincinnati.....	7	2000	84	
Cleveland.....	11	2400	101	
Illinois.....	40	2200	93	1500-9240
Michigan.....	18	2650	112	1680-3600
Milwaukee.....	4	2000	84	
Indiana.....	2	2000	84	
Greater St. Louis.....	6	2000	84	
Minnesota.....	15	2000	84	1500-4000
Va., W. Va., Fla.....	5	2000	84	
Baltimore.....	10	2000	84	
Washington, D. C.....	120	2766	117	1440-5390
Colo., N. M., etc.....	9	2000	84	
Okla., Texas, La.....	6	2000	84	
Tenn., Ala.....	4	1800	76	
So. Calif., Hawaii.....	22	2180	92	1572-4500
San Francisco.....	16	2400	101	1560-3150
Puget Sound.....	17	2400	101	1980-4800
Canada.....	10	1200	50	

the number need be written on the pamphlet rather than the full subject heading and its subdivision.

Today we are crowding 160 file drawers with this accumulated experience on accident prevention. In connection with this file there is a card file of subject headings with ample cross references such as "Barrels and Drums, *see* Handling Material—Barrels and Drums," and "Drums, *see* Handling Material—Barrels and Drums." The material in the file is not cataloged, because the information needed can be found quickly under the subject.

Since the Library is for the benefit of more than 7,200 members of the Council, as well as others interested in safety, much of its material is mailed all over the country, to Canada and frequently abroad. In order to meet this demand, duplicate copies of a great many items are kept. They are not placed in the vertical file, but pamphlet boxes organized on the same system as the files themselves are used. This keeps files to a minimum size for quick reference work, but an extra copy may be easily obtained by going to the same number in the duplicate boxes.

When file material is borrowed either by a staff member or for an outside inquirer a charge card is put in its place, to be removed when the material is returned. The charge cards are about 5 x 9½ inches. At the top of each card is stapled a carbon backed slip of paper which allows space for the classification number, date sent out, identification of material (several items from one file may go on one slip), and the name and address of the person to whom it is being sent. The carbons are removed and filed separately by date. The use of the carbon permits a regular and simple follow-up system, which eliminates the constant checking of files for charge cards.

Since there are still only a comparatively few books dealing directly with safety, the vertical files are our greatest source of information. They include the usual pamphlets, clippings, reports, dia-

grams and letters, but only those letters containing new and additional safety information not available in printed form.

In order that this material may be kept from outgrowing the files, and to prevent continual handling of out-dated information, these files are constantly checked and completely cleared once each year. The aim is to keep each file small enough for ease of working and up to date enough to be useful.

The book collection is small, consisting of approximately one thousand volumes. This includes many books on such allied subjects as education, training, psychology and industrial health, which is an ever-growing part of the Council's work. In addition, there are the usual common reference tools, with specialized directories.

The Library also maintains a trade catalog file of safety equipment manufacturers, as well as a large photograph file from which many requests for publications of every type are filled.

#### FUNCTION OF THE LIBRARY

The Library is the backbone of the Council's consultation service. When inquiries for technical information are received, they are sent to the Library for the latest information on the subject. These inquiries usually arrive in the form of letters, telegrams or telephone calls, but frequently by a personal visit. Reference librarians select the necessary information, which is attached to the letter and sent back to a technical member of the staff for reply. He may either send out the printed matter, or use it as the basis for an expression of his own opinions and advice.

The outside inquiries are only a part of the Library's work. Approximately 75 requests a day from headquarters staff members are handled, providing information and material for the work and planning in many phases of safety, from writers to engineers.

Trade magazines as soon as they are received are first checked in the Library for pertinent information, then circulated

to the staff by means of the usual routing slip, and finally returned to the Library for clipping and filing. Approximately 250 magazines and 100 house organs are received by the Library.

The Library keeps records of all Council publications, editions, art work and photographs. The Council's eight monthly magazines are indexed and cumulative indexes for these publications are maintained. All Council periodicals are indexed in one file by using special identification and colored cards. A library page in the *National Safety News*, the Council's industrial safety magazine, also is maintained. The Library staff consists of eight: six librarians and two assistants.

Since its early days, the Council has grown vastly both in size and in stature. While industrial safety, its first concern, still receives the major share of its atten-

tion, the scope of the Council's work has expanded to embrace the entire field of accident prevention—traffic, home, farm and school. The headquarters staff alone now occupies nearly an entire floor in Chicago's huge Civic Opera Building, 20 North Wacker Drive.

The stature of the Council was recognized notably with the outbreak of war, when President Roosevelt called on it to organize and lead an accident prevention program to speed war production. The coming of peace brought no less a responsibility. President Truman enjoined the Council to organize a similar effort when the lifting of wartime restrictions sent the accident toll soaring.

The ever-increasing scope of the Council's work has imposed heavy demands on the Library. But as the Council grows, so grows the Library.

## FICTION IN A SPECIAL LIBRARY

By IRMA A. ZINK

Librarian, Potomac Electric Power Company, Washington, D. C.

**I**N his article<sup>1</sup> in the May-June 1945 issue of *SPECIAL LIBRARIES*, Mr. Allan McKenzie presents some cogent reasons for thinking that fiction should be encouraged in a special library. Whether any considerable number of special librarians holds views in opposition to those of Mr. McKenzie we do not know. In the year which has seen the fiction section in our Library in operation we have demonstrated to our own satisfaction, at least, the validity of most of his arguments. It must be admitted, however, that none of the reasons which might have motivated the establishment of a fiction section as a part of the Library prevailed in our case. The simple truth was that we fell heir to a considerable collection and our only problems were to find space for it, to administer it in a satisfac-

torily simple way and to acquire sufficient funds to keep it alive.

For several years before the War, an employes' club had maintained a non-profit lending library in the recreation room for women employes. With the War's increasing pressure on time and space, it was necessary to put the recreation room to other uses and the lending library ceased to function. It lay unused for more than two years until a change in Library administration and policy made it possible to bring the collection out into the light of day once more.

### HOW FICTION LIBRARY IS ADMINISTERED

There being no shelf space available in the Library, a free-standing stack of

<sup>1</sup> "Should Fiction Be Encouraged in Special Libraries?" by Allan McKenzie. *SPECIAL LIBRARIES*, vol. 36, no. 5, pp. 147-150.

shoulder height was built, stained to match the rest of the furniture and installed. This provides space for about 500 volumes and present plans call for maintenance at about that number through regular purchase of new books and regular culling of those that are old and worn. When the books were acquired by the Library, those in advanced stages of disintegration were discarded, the dilapidated but still usable ones given to local hospitals and charitable institutions. The remainder, dead wood and all, were shelved.

In its lending library days, a very brief author card and a book card had been made for each book, and that procedure has been continued. The author cards provide an author index and, in addition, give title, publisher and date of publication, source, date and cost of acquisition. The book cards form a title index; those for the books on the shelves in one alphabet and those in circulation in another alphabet in the same cabinet. There is no shelf list, the author file giving all the information needed. An accession record is kept as a bookkeeping device, but that record is distinct from the one kept for the rest of the collection and no accession numbers are assigned to the books. When a book is withdrawn, we take the author and book cards from the files and run a line through the entry in the accession record. There may come a time when a more detailed record will be necessary but for the present our system suffices. The governing rule has been to save time by processing the books as little as possible and still have enough information to locate a book at once.

As to the book itself, a copy of the Library rules and the informational material cut from the book-jacket blurb are pasted in the front of the book before placing it on the shelf. There are no other marks of identification and, apparently, none are necessary. The books are shelved by author and then by title and borrowers seem to have no difficulty finding what

they want. When a book is loaned, it and the signed book card are stamped with the date due and the card is transferred from the inactive to the active file. A fee of two cents a day is charged on over-due books, the money so collected going into a fund used to purchase additional books.

With an initial expenditure of a little more than \$25.00 a few new books were bought to leaven the collection and the fiction section was opened for business. Since then we have spent approximately \$10.00 a month and we find that amount sufficient to keep up with the best sellers and a few others. We buy only one copy of each book and that has met the demand in a reasonably satisfactory manner. If our clientele should grow appreciably in the future we may need more than one copy of especially popular books, but with an employe roster of approximately 1,700 we find one copy enough.

The mechanics of handling the collection have been given in some detail to show that it is possible to institute and maintain a recreational reading collection in a small, business library without putting too much of a strain on either the staff (of one), or on the finances of the library. Of course, there are not many situations in which a ready-made nucleus is at hand, as was the case in this Library. Management might look askance at the idea of appropriating two or three hundred dollars at one time for such a purpose, in which case some employe organization could undertake to finance the purchase of the initial collection. However, given a reasonably forward-looking management, it should not be difficult to present the matter in a way which would make the advantages manifest.

#### ADVANTAGES OF A FICTION LIBRARY

We are confident that there are many advantages. A number of the employes of this Company were, and some still are, unaware of the fact that the Company maintains a Library of technical literature for their use. Just recently a steady patron of the Library brought in a fellow

employe to introduce him to the Library and especially to the fiction section. The newcomer commented as he was taking out a book of fiction: "I was told there was a library down here, but I never bothered to come until Harry informed me there were fiction books. Every winter I read about a book a week aloud to my mother-in-law who is 91 and who can't read much on account of poor eyes. So I thought I should come in and get acquainted before winter begins in earnest."

After the fiction collection has introduced them to the Library, readers have gone, in many cases, from the fiction shelves to other types of reading. Granted that had they been alert they would have availed themselves of the technical facilities of the Library before now, some benefit to themselves and to the Company will accrue from their tardy realization of library potentials.

When the fiction collection was first opened and for some months thereafter, there was a definite dividing line between those who borrowed books for recreation and those who used the Library for more serious purposes. Happily, that line is disappearing and the two groups are mingling. A secretary who was one of the best customers of the recreational reading collection noticed a copy of *And Now to Live Again*, which had been bought for the Health Department. After reading it she took out a book on industrial psychology and is now browsing through the whole Library to find items that interest her. The attention of a department head was caught by a book of Ernie Pyle's (not fiction, certainly, but still a part of our popular collection), while he was searching for specialized material for his department. When he had finished with Ernie Pyle he borrowed a mystery story and is now a regular patron of the recreational collection. In this Company, the Library is contributing to a well-rounded existence for more and more people.

Reading of a lighter type proves its value in many ways. One day, an employe

who has many contacts outside the Company called the Library to ask if we had a copy of a certain popular book which had been mentioned by the speaker at a luncheon the employe had attended. The Library had the book and it was in the man's hands in a short time. When he returned it he remarked that he was glad he had read it because, when a prospective client of the Company brought it into the conversation one day, he had been able to discuss it intelligently. It is to be questioned whether the discussion of that book proved the deciding element in the relations between the Company representative and his prospect but it undoubtedly helped in establishing an *entente cordiale* between them. The employe's self-esteem was maintained and the client's opinion of the Company and its representative definitely enhanced.

Reading as a therapeutic agent should need no champions but we have evidence supporting its value. For example, an old and valued employe whose family situation was putting her under an almost insupportable strain said, as she was taking out a couple of books of fiction: "You know . . . this Library has kept me on my feet and at work many days lately. It is so hard for me to go to sleep at night and if I don't sleep, I'm just no good the next day. Sometimes I just can't come to work at all when I haven't slept the night before. But I find that if I read in bed for a while I drop off to sleep without hashing over my troubles. I've read everything we have in the house two or three times and, until this Library opened, I had trouble getting books because when I leave work our public library branch is closed."

That a Library can have a part in preventing absenteeism is a new idea, perhaps, but there is positive proof in our case. This summer, young people just out of high school were employed by this Company, some on a temporary basis and some permanently. One of them, on discovering the fiction library, said: "Gosh,

this is swell! Now I won't have to go clear over to the Public Library this summer". Another remarked, "This is a good company to work for; it does so much for its employes".

It is doubtful that a small fiction collection in a company library could compete for long with the resources of a public library or that it would be desirable to try to do so, but the idea of accessibility is worth consideration. The girl who thought this "a good company to work for" was not speaking from long experience in many different companies but she was voicing her attitude as it was influenced by Company personnel policies: an attitude that can not fail to aid in integrating the employe with the organization. The older and more experienced employes have not put their thoughts into words in the same fashion but they probably are thinking along somewhat the same lines.

With regard to the returning veteran, it is possible that a fiction collection right at hand may offer him the same recreational service his camp library offered in his military role and thus help him over the transition from military to civilian life. Not enough men have returned from service as yet for us to be able to speak with the authority of experience in this situation. It is to be hoped that the Library will have something to offer the returnee in more than one phase of its activities.

As an indicator of the "true inwardness" and a measure of the potentialities of a man, his choice of recreational reading is an even better yardstick than his professional reading. A man may borrow a technical book because he thinks it might be advantageous for the boss to see it lying on his desk; or he may take it out

with the best intentions in the world and never get around to reading it. On the other hand, his private library may be quite adequate to the needs in his field and he may use only the rare library book. Of course, the prestige element is apt to influence any reading, as witness the employe who was glad he had read a book because he was able to discuss it with a client. On the whole, however, a man picks a book for recreational reading because it interests him and he will not bother to borrow it if he thinks he is not likely to read it. Choice of recreational reading gives an insight into a man's character and, when correlated with other information, can aid in evaluating him.

#### CIRCULATION STATISTICS OF TECHNICAL BOOKS HAVE INCREASED

It may or may not be significant that our circulation statistics on technical books show an almost startling increase in both borrowers and number of books loaned since the fiction collection has been operating. Compared with a like period in 1944, the first five months of 1945 show an average increase of 44 per cent in the number of borrowers and 51 per cent in the number of books loaned. These statistics were compiled solely on the technical books, not on the fiction collection. We have been making an effort to increase our circulation and the fiction collection has been only one of several features which have brought the Library to the attention of the Company clientele. The rising curve has been steady and gradual and there was no noticeable jump immediately after the fiction collection was installed. But we know that the recreational reading collection has been a healthy contributing element in increasing circulation.

*The proper study of mankind is books.*

—ALDOUS HUXLEY



## EVENTS and PUBLICATIONS<sup>1</sup>

POSTWAR STUDIES IN THE PETROLEUM INDUSTRY (Business Studies, No. 2) by Walter H. Voskuil (Urbana, Ill., U. of Illinois, 1946. 32p.) is a brief analysis of the interests of the U. S. in the oil resources of the world and of the problems that arise in attempting to serve those interests adequately. The author is a recognized authority in mineral economics. Contains bibliography.

\* \* \*

*The Modern Librarian*, published by the Punjab Library Association, Forman Christian College Library, Lahore, India, July-Sept. 1945 (V. 15, No. 3) contains two articles of interest: "The Library of Congress and its classification," by S. Sahaya, Fellow of Patna University, and "Microphotography for libraries", by Dr. K. V. Giri and Dr. G. T. Kale, Indian Institute of Science, Bangalore. A copy of this magazine may be borrowed from S. L. A. Headquarters, 31 E. 10th St., New York 3, N. Y.

\* \* \*

A COPY OF A READER'S GUIDE TO THE BRITISH LIBRARY OF POLITICAL AND ECONOMIC SCIENCE (London, School of Economics, U. of London, 1945. 76p.) has been received by the Editor. This contains a description of the organization of the library and a resumé of its contents.

\* \* \*

RISK APPRAISAL, (Cincinnati 2, Ohio, National Underwriter Co., 1946. 850p. \$10.00) by Harry W. Dingman, is the first complete treatise in nearly 20 years on the important subject of selecting and appraising risks for life insurance and for accident and health insurance. It is written in easy-to-understand language. Its 34 chapters present detailed treatment of all phases of determining insurability—hereditary, environmental, economic and physical with special emphasis on habits and morals. "Impairments", which constitute more than half the book, is of current interest with such subjects as psychoneurosis, military rejectees, tropical diseases and war disablements.

\* \* \*

MUSIC AND SOUND SYSTEMS IN INDUSTRY (N. Y., McGraw-Hill, 1945. 124p. \$1.50) by Barbara Elna Benson, is a complete treatment of the industrial broadcasting system, making clear to the program director and the manufacturer the value of industrial broadcasting when properly used. The actual technique of organizing and operating a system, as well as the importance of proper programming and broad-

casting are discussed in detail. Examples of programs, treatment of scripts and other innovations in the field are included as well as a thorough discussion of the use of radio in industry. Contains bibliography of articles available and a discography listing music on records from three major recording companies and their classification.

\* \* \*

LIBRARY EXTENSION PROBLEMS AND SOLUTIONS, ed. by Carleton B. Joeckel (Chicago, Ill., U. of Chicago Press, 1946. 260p. \$3.00) is a collection of papers presented before the Library Institute at the University of Chicago, August 21-26, 1944. It stresses the major problems and weaknesses in the American library system and the solutions which will produce complete library service and a minimum standard of performance in service. Each topic is surveyed by a librarian experienced in the field assigned to him for consideration.

\* \* \*

THE PROBLEM OF STABLE EXCHANGE RATES by W. C. Ballaine, School of Business Administration, U. of Oregon (Eugene, Ore., U. of Oregon, 1945. 54p. 50¢). Professor Ballaine's study of a factor which will be of prime importance to the development of postwar international trade gives special attention to the rather wide divergence of opinion between business circles in the United States and Great Britain.

\* \* \*

HOW TO WRITE FOR TELEVISION, by Doug Allan (N. Y., Dutton, 1946. \$2.75) is an invaluable guide for those who wish to learn the technique of writing, directing, producing and acting for television, as well as for those already in the field who want a more specialized knowledge of it.

\* \* \*

LIBRARY SERVICE TO BUSINESS—ITS PLACE IN THE SMALL CITY, by Marian C. Manley, should be read by everyone who is engaged in or contemplates establishing a business library within his community. It is excellently written and sets down in a concise and clear manner the steps to be taken in developing such a service. A comprehensive guide to sources of business information appears in the Appendix. (Chicago, Ill., American Library Association, 1946. 72p. \$1.25.)

\* \* \*

DICTIONARY OF FOREIGN TRADE, by Frank Henius (N. Y., Prentice-Hall. 768p. \$10.00). Definitions of foreign trade terms, usages, practices and procedures plus specimen forms arranged by subject.

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

The second edition of the Philadelphia Regional Catalogers' Group **DIRECTORY OF CATALOGERS OF THE PHILADELPHIA AREA** is now available from: Mary A. Crozer, Secretary, U. of Pennsylvania Library, Philadelphia 4, Pa. Price 30¢.

\* \* \*

**NEW DRUGS** (N. Y., Revere, 1945, \$4.00) by Arthur D. Herrick with foreword by Austin E. Smith, M. D., Secretary, Council on Pharmacy and Chemistry of the American Medical Association, is a detailed and authoritative presentation of the law and administrative practices applicable to product research, development and marketing of new drugs. The Appendix includes the Federal Food, Drug and Cosmetic Act, state and city drug regulations, and the official rules of the Council on Pharmacy and Chemistry of the AMA. In the words of Dr. Smith's foreword, "this book is a 'must' in libraries serving drug manufacturing personnel, advertising counsel, the pharmacist and the physician."

\* \* \*

**ELEMENTS OF AMMUNITION**, by Major T. C. Ohart, who was Chief of the Mechanical Branch of the Technical Division, Picatinny Arsenal, during the war, (N. Y., Wiley, 1946. \$5.00 [tentative]) is the first published treatise dealing exclusively with the general subject of ammunition. It describes simply and thoroughly all types of ammunition as well as the main categories of small arms, artillery, aircraft and rocket ammunition.

\* \* \*

The **SUBJECT HEADING LIST FOR NAVAL RESEARCH LIBRARIES**, Second Edition, published by the Executive Office of the Secretary, Navy Dept., Washington, D. C., January 1946, is available on loan from S. L. A. Headquarters, 31 E. 10th St., New York 3, N. Y.

\* \* \*

**GOVERNMENT STATISTICS FOR BUSINESS USE**, by P. M. Hauser and W. R. Leonard (N. Y., Wiley, 1946. \$5.00 [tentative]) is an expert guide to the use of government-collected statistics, coordinating and evaluating statistical data now available for business and industry, and indicating where such information may be located.

\* \* \*

**THE NEWSPAPER; ITS MAKING AND ITS MEANING** (N. Y., Scribner, 1945. 207p. \$2.00) is made up of addresses given by editors and staff members of the *New York Times* before the New York public school teachers in the spring of 1945 under the auspices of the N. Y. City Board of Education. It covers every phase of modern journalism and is essential for young people interested in newspaper work as a career.

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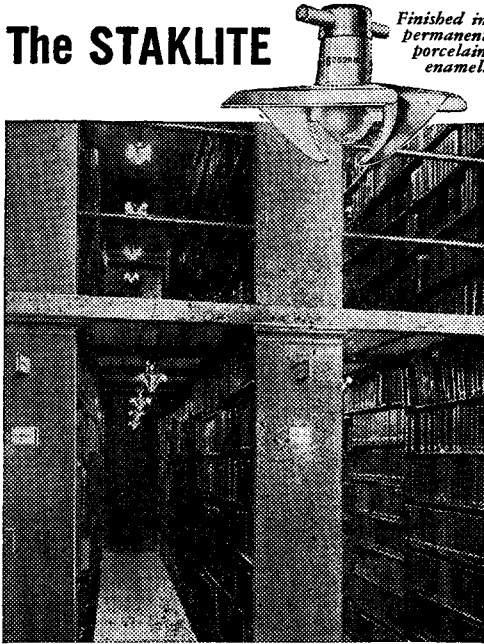
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## Announcements

### Additions to S.-T. Bibliography Pool

The following bibliographies have been added to the Science-Techology Group Bibliography pool:

- Bibliography on Combustion 1927-Jan. 1, 1945
- Boron as a Plant Nutrient
- Carburetors and Carburation, 1919-1944
- Centrifugal Casting—Literature, 1910-May 1942
- Fatigue Tests of Welded Joints—Literature, Sept. 1941-Oct. 1944
- High Explosive Shell Manufacture—Literature, 1940-Dec. 1944
- Machinability tests—Literature, 1930-March 1944
- Metal Cladding—All U. S. Patents to July 1, 1943
- Portable Prefabricated Bridges—1930-June 1944
- School of Textiles Department Library Accession List No. 1
- Sponge Iron—Literature, 1869-July 1944, Foreign Patents, 1869-1943 (Selective), all U. S. Patents to May 15, 1944
- U. S. Anti-freeze Patents
- Welding Rod Coatings—All U. S. Patents to February 1, 1944

For information about contributing to or borrowing from the Pool, write to Miss Mary A. Johnston, Technical Librarian, Lukens Steel Company, Coatesville, Pa.

### "SPECIAL LIBRARIES" Wanted

S. L. A. Headquarters' file of the November, 1945, and January, February, March and April, 1946 issues of SPECIAL LIBRARIES is exhausted. The Executive Secretary, Mrs. Kathleen B. Stebbins, will appreciate having duplicate copies sent to her at 31 East Tenth Street, New York 3, N. Y.

### U. S. Dept. of Commerce Information Service

As part of the expanded program of postwar assistance to business men, the Department of Commerce is offering a new informational service to chambers of commerce, trade associations, trade publications and business research and public libraries. This service consists of: 1. A weekly Business Service Check List of all material issued by the Department in the previous week. 2. Return-mail service (or collect wire or telephone service if desired) on all orders from the Check List.

The Business Service Check List covers every press release, speech, article, report, survey or periodical that has been made available during

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the preceding week by the Department of Commerce.

Anyone desiring this Service may send a written request to the Office of Information, Dept. of Commerce, Washington 25, D. C. and be placed on the mailing list for the Check List.

#### **New Membership Ruling**

The Executive Board of Special Libraries Association voted at the meeting held on March 22, 1946, that a number system of membership control be inaugurated by the auditor, as soon as possible, in order to have complete control of membership dues. In order to install this system and also to maintain an accurate bookkeeping record at all times, the Finance Committee of S. L. A. has ruled that Active and Associate memberships are not transferable and must be maintained in the name of the individual who applied for such membership. Thus, if an Active member, whose dues are paid by his organization, leaves the company employ during the calendar year, he will take his membership with him. A new librarian, who does not have his own membership, would have to apply for one.

Institutional membership will continue to be in the name of the organization with the name of the librarian as representative. If librarians change during the year the membership is listed in the name of the new representative. Now that S. L. A. has a budget of some \$40,000 annually it is necessary that strict control be kept over the finances. With the new method of non-transferable Active and Associate memberships, as followed by other organizations, the dues collected during the year can be accounted for at all times.

KATHLEEN B. STEBBINS, *Executive Secretary.*

#### **Elections Committee Announced**

Mr. Adrian A. Paradis, Chairman of the Elections Committee for 1946, has announced that the personnel of the Committee is as follows:

Miss M. LaVelle Cox  
Tubize Rayon Corporation  
Miss Marit Johnson  
Pan American World Airways  
Miss Mary Lally  
American Airlines, Inc.  
Miss Alice Wells  
American Airlines, Inc.

#### **ASLIB Needs Help to Complete Files**

Mr. Theodore Bestermann of the Association of Special Libraries and Information Bureaux, London, is desirous of locating the following publications in order to complete his sets for ASLIB:

*Journal of Documentary Reproduction*, Vol. 1, Nos. 1, 2, 3 (part 1); Vol. 2, No. 1  
*Cataloguers' and Classifiers' Yearbook*, Nos. 1, 3, 4 and 5

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### Material Needed for War Devastated Libraries

The office and staff of the American Book Center for War Devastated Libraries, Inc., is now in operation in the Library of Congress, through whose generosity they are being given space for receiving, allocating and shipping. Funds for the operation of an intensive campaign are now at hand, and publicity is about to be started. In the initiation and completion of this undertaking the library profession will have just cause for pride.

Only scholarly and research materials that will be useful for social, economic and industrial rehabilitation of devastated countries is wanted. Any materials on this scope, published during the last decade and particularly during the war years, will be most useful. For example, complete or incomplete sets of trade journals, scholarly journals, materials in the fields of history, social sciences, music, fine arts, medicine, municipal government, public welfare, as well as materials from the scientific fields, are urgently needed. Please look over your shelves and your duplicate materials with this campaign in mind.

Send your material as soon as possible to: American Book Center, c/o Library of Congress, Washington 25, D. C. Although the Center hopes that donors will assume the cost of transportation of their materials to Washington, when this is not possible, reimbursement will be made upon notification of the amount due. The Center cannot accept material unless it is sent prepaid.

ELEANOR S. CAVANAUGH  
S. L. A. Representative & Treasurer  
American Book Center  
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### Transfer of the ASLIB Microfilm Service

Since the information contained in scientific and technical periodicals is often of vital importance to research, the cutting off, in the early days of the war, of normal supplies of such European journals presented grave problems. To meet these difficulties Aslib, with the help of the Royal Society, the Rockefeller Foundation and British Industry, organized a microfilm service which started operations in April 1942 and which supplied, in microfilm or paper enlargements, copies of scientific and technical periodicals published in Germany and countries occupied by Germany during the war years. The library of master negatives accumulated for the purpose contains some 14,000 separate issues of

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approximately 500 titles equivalent to a total of over a million pages.

Other lines of work directly or indirectly connected with war conditions were undertaken by the service as occasion arose. The total of pages copied and supplied in less than four years, by far exceeded five million.

As has been foreseen, the end of the war reduced the demand for the special functions the Aslib Microfilm Service had been set up to fulfil. Aslib has therefore agreed to the transfer of the Microfilm Service to medical uses and, by arrangement with the Royal Society of Medicine, the Aslib Microfilm Service has on January 1st, 1946, become an integral part of the Central Medical Library Bureau of the Royal Society of Medicine.

Nevertheless, Aslib hopes to be able to continue to serve non-medical demands for documentary reproduction. All orders, including requests for copies of individual references from varied literature should be addressed to Aslib, 52 Bloomsbury Street, London W. C. 1.

#### Western New York Chapter

The Western New York Chapter of S. L. A. is holding an open meeting as a feature of the program of the American Library Association conference in Buffalo in June. The session will be on Friday afternoon, June 21, on the general theme, "Special Librarianship in the Public and University Library." Miss Mary Louise Alexander, Librarian of the Ferguson Library, Stamford, Connecticut, will speak on "The Public Library's Need to Render Special Library Services." Mr. Robert Bingham Downs, Director of Libraries and of the Library School at the University of Illinois, will present a paper on "Preparation of Specialists for University Libraries." Miss Lura Shorb, Librarian, Hercules Powder Co., Wilmington, Del., will speak on "Special Library Services and Their Place in the Library Community." Robert W. Christ, President of the Western New York Chapter and Chairman of the meeting, announces that all members of Special Libraries or the American Library Association are invited to attend.

#### Course in Special Libraries Techniques

The Library School of the College of St. Catherine, St. Paul, Minnesota, under the direction of Sister Marie Cecelia, is again offering during the spring quarter, a one-credit course in Special Libraries. The aim is to give the students some comprehension of the field and of the special techniques employed. Isabelle T. Anderson is the instructor.

#### Library Institute to be Held in Cleveland, Ohio

A library institute, sponsored by Western Reserve University School of Library Science and The Ohio State Library, will be held at West-

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ern Reserve University, Cleveland, O., from July 8 through July 20. Carl Vitz, Librarian of the Cincinnati Public Library, will formally open the Institute in a general session. His topic will be "The Public Library of Today and Tomorrow."

In the adult activity discussions, Miss Helen M. Focke, Supervising Librarian, Case School of Applied Science, will speak on "The library as a central information office for the community"; Miss Fern Long, Director of the Adult Education department, Cleveland Public Library, will speak on "New developments in library-community activity", and division heads of the Cleveland Public Library will discuss "Trends in adult book publication in 1945-46." The program for three afternoons will include a Practical Library Clinic conducted by Walter T. Brahm, Ohio State Librarian, and Mildred W. Sandoe, Ohio State Library organizer.

Fee for the course is \$10.00. Registration will be held Saturday, July 6 and Monday, July 8 from 8:30 to 12:30 p. m. in the School of Library Science on the second floor of Thwing Hall, 11111 Euclid Avenue, Cleveland, Ohio.

## Medical Reference Course at University of Minnesota

The Division of Library Instruction of the University of Minnesota is again offering a course in Medical Reference Work during the current spring quarter. Since 1937 this course has been given in conjunction with the course in Hospital Library Work with the idea that those interested in the field may secure some insight into that special kind of reference work. After preliminary background study in medical history, terminology and libraries, definite lectures and problems dealing with reference books, indexes and bibliographic tools, textbooks and periodicals are presented and worked out. This year the course is under the general direction of Miss Frida Pliefke of Minneapolis, assisted by Miss Isabelle T. Anderson of St. Paul and Thomas E. Keys of Rochester. Mr. E. V. McDiarmid is Director of the Division of Library Instruction.

## Summer Library School at University of Southern California

The Graduate School of Library Science of the University of Southern California continues to offer a ten weeks' summer session by means of which the student may complete the course in three successive summers. This is an opportunity for employed librarians to secure professional library training. Registration for the 1946 session will begin on June 21, with classes from June 24 through August 30.

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tions will be taught this summer by Miss Althea Warren, Librarian of the Los Angeles Public Library.

**Graduate Scholarship Awards**

The Graduate Library School of the University of Chicago offers two scholarship awards of \$450 and one award of \$300 for the academic year 1946-47 for students in its basic library science curriculum. The tuition and fee charges for the academic year amount to \$390.

Applicants must have completed at least two years of college work; the curriculum subsequent to the first two years of college over a three-year period. Persons with four years of college credit may also apply, and if successful will receive a scholarship grant for the final year of professional study.

Forms for making application for scholarships may be obtained by writing the Graduate Library School, University of Chicago, Chicago 37, Illinois. *Applications must be submitted by June 15, 1946.*

**Errata**

Through a mechanical defect in the Addressograph machine which was used to compile the *Directory of Members of S. L. A.* in September, 1945, the name of Miss Georgia Cowan, Army Medical Library, Washington, D. C., an active member, was inadvertently omitted.

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