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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 46

MAY-JUNE 1955

NUMBER 5

What ASA and Z39 Mean to Librarians

Ruth E. Mason

The Library of a Fund-Raising Organization

Laurence Cazale

How Trade Papers Are Used
By a Special Library

Katherine Janis

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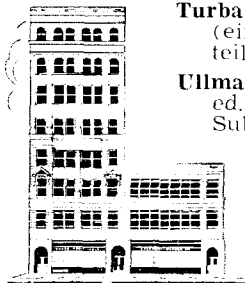
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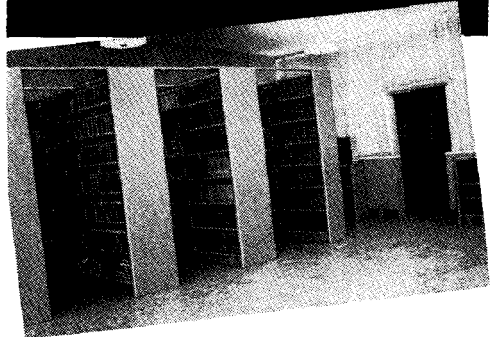
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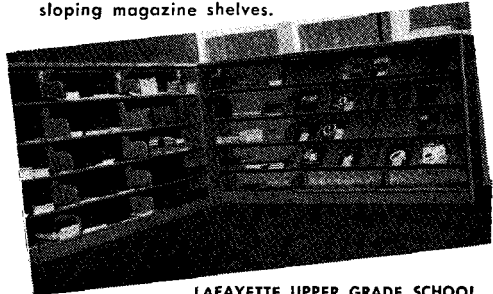
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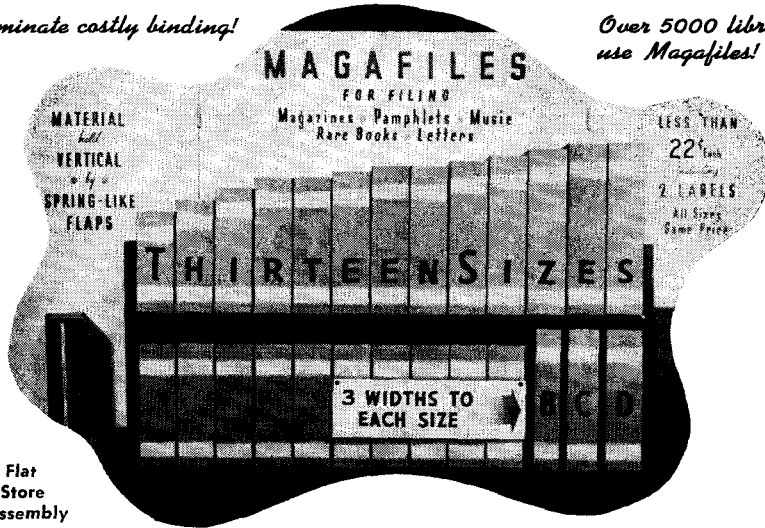


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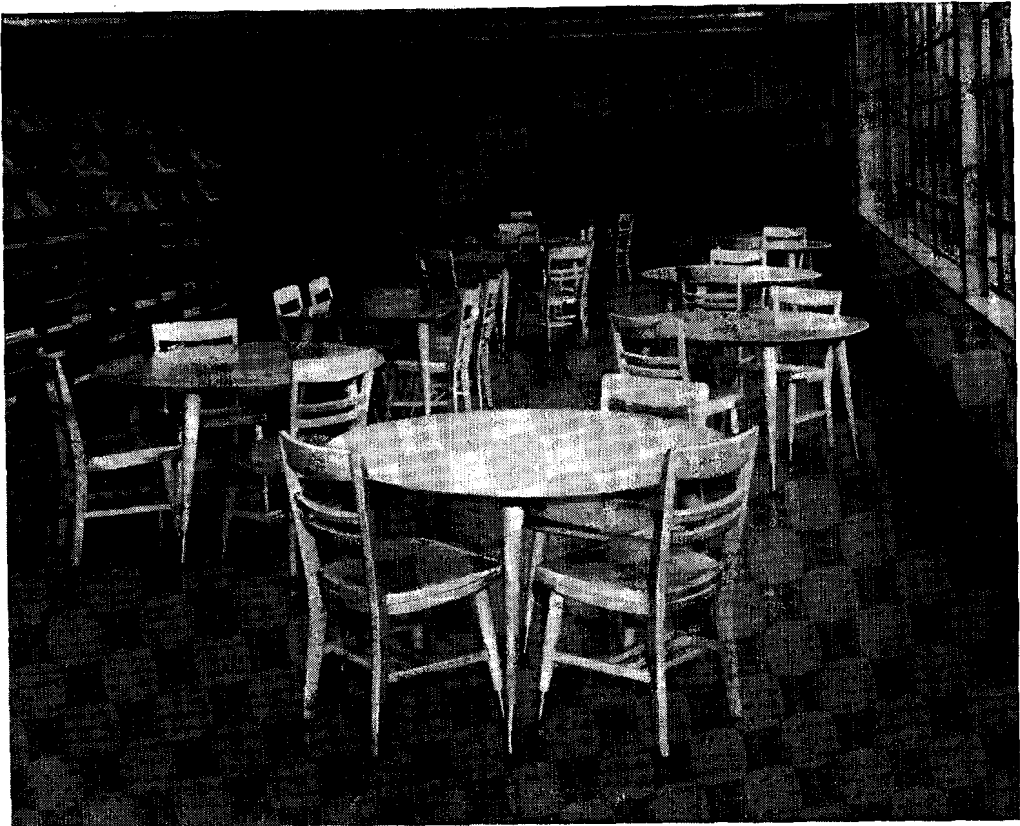
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SPECIAL LIBRARIES, published monthly September to April, bi-monthly May to August, by Special Libraries Association, Editorial Offices, 31 East Tenth Street, New York 3, N. Y. Publication Office: Rea Building, 704 Second Avenue, Pittsburgh 19, Pa.

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

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

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

Special Libraries

OFFICIAL JOURNAL OF THE SPECIAL LIBRARIES ASSOCIATION

VOLUME 46

MAY - JUNE 1955

NUMBER 5

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

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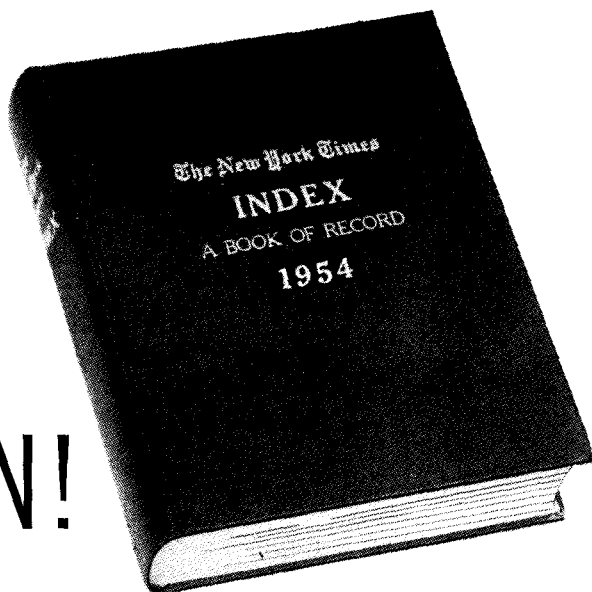
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What "ASA" and "Z39" Mean to Librarians

RUTH E. MASON*

Editor-in-chief, American Standards Association, New York, N. Y.

MANY LIBRARIANS know the American Standards Association as the place to call when they need a standard on machine tools, pipe and piping, or test methods of any kind. But



RUTH E. MASON

they may not know that ASA itself does not prepare standards in any of these fields. What it does is to offer a procedure that makes it possible for the groups who want a standard to get together and agree on what they need. The American Standards Association then decides whether the standard these groups prepare has a broad enough acceptance to be considered an "American Standard." It does not vote on the basis of whether the standard is basically good. Instead, in effect, ASA says to the committee, "Is this what you think is good? Is this what you want?" If all the groups concerned with the standard have had an opportunity to present their viewpoints and to register

their votes, and if there is no legitimate objection from some important interest, ASA then says, in effect, "This standard has received nationwide approval by the groups concerned and therefore is entitled to be listed as an American Standard."

This applies to library practice as well as to machine tools, screw threads, and pipes and piping.

The way a standard gets started and the reasons why are described rather entertainingly in a cartoon booklet about Digby Holeston Postlewaite, issued by ASA recently.¹ Digby has a great deal of trouble with many varieties of post holes until, as the cartoon shows, agreement is reached on an American Standard. When you look over this booklet, I am sure you will be able to translate Digby's experience into terms of library practice.

Origin

ASA's procedure of bringing groups together to agree on standard practice was started following the First World War. It was discovered during the war that the various engineering societies frequently had entirely different standard dimensions for parts that had to fit together. So the American Institute of Electrical Engineers, the American Society of Mechanical Engineers, the American Institute of Mining and Metallurgical Engineers, the American Society of Civil Engineers, and the American Society for Testing Materials all got together and organized a coordinating committee for standards. In only a few years this committee was enlarged to include insurance organizations, government departments, and trade associations in many fields. This was due to

* Miss Mason is editor of *The Magazine of Standards* and ASA staff representative for Sectional Committee Z39, Standardization in the Field of Documentation and Library Practice.

the need to bring together all the groups concerned with safety of industrial workers to agree on safety standards for use by industry itself, and also as a basis for state and local regulations to prevent industrial accidents.

As a result, the standards coordinating committee was reorganized as the American Standards Association. Now, ASA has a membership of more than one hundred trade associations and technical societies as well as some 2,300 companies. The associations and societies that are "member bodies" are the governing organizations. Each has membership on the "Standards Council," the organization that has the final decision on all technical work, initiation of new projects, and approval of standards. The member bodies take turns in nominating members of the Board of Directors which has the final responsibility for policy matters and financial matters.

The financing of the Association comes principally from the 2,300 company members.

Sponsorship of Projects

Work on standards is now being done in nearly four hundred projects. Most of them are sponsored by a national trade association or technical society that has a special interest in the subject. These sponsoring organizations have the responsibility for keeping the work of the projects moving. The work on machine tools, for example, is sponsored by the American Society of Mechanical Engineers, the National Machine Tool Builders Association, the Society of Automotive Engineers, and the Metal Cutting Tool Institute. Some of the work on textiles is sponsored by the National Retail Dry Goods Association, some by the American Association of Textile Chemists and Colorists, and some by the American Society for Testing Materials.

The work on documentation and library practice is sponsored by the Council of National Library Associations.

Organization

Members of ASA committees are appointed by national societies or associations of users, producers, and, in some cases, labor representatives, and include government departments and special interest groups such as the insurance groups who have a special interest in safety standards. Because the Standards Council is so large and there is such a wide variety of different subjects to work on, the Council has set up small branches to head up the work in different fields. For example, there are standards boards for the mechanical and electrical fields, for mining, consumer goods, construction, safety, photography, highway traffic, materials and testing, graphic standards, and under discussion is an acoustical standards board. These boards review the work of the committees in their fields and make recommendations to Standards Council on approval of standards, personnel of committees, on starting new projects, and any other problems that arise.

As you can imagine, the process of reaching agreement among all the groups and individuals on an ASA committee is not easy. It takes time to develop an American Standard. But one of the basic tenets of ASA is that American Standards must be reviewed at least every five years and either be reaffirmed as up to date, or revised.

A new list of American Standards has just been published by ASA, showing what the 1,450 American Standards cover.

It should be mentioned that American Standards are not mandatory standards—their use is voluntary. In some cases, of course, state and municipal governments have adopted them and made them mandatory as state or local regulations. But the great majority are used by companies and other organizations on a voluntary basis.

Standards for Library Practice

Two committees are working on standards for library practice and documentation problems under ASA procedures. One is Z39, about which librarians have heard for some years. This committee's work, as its title indicates, is on "Standardization in the Field of Library Work and Documentation." The "Z" in its identification number, "Z39," indicates that it is a "Miscellaneous" project. It reports to the Miscellaneous Standards Board.

The other is PH5. "PH" stands for "Photography," and PH5 is the committee on Photographic Reproduction of Documents. It reports to the Photographic Standards Board.

Z39

Committee Z39 has one American Standard to its credit. This is the *American Standard Reference Data and Arrangement of Periodicals*, identified as Z39.1-1943. It is a revision of the first edition issued in 1935.

This standard grew out of the troubles librarians have experienced because publishers often do not include information they need on title pages of periodicals, in the tables of contents, in indexes, or in other places of reference. The standard includes recommendations on the placing of titles of periodicals, numbering volumes and issues, information that should appear on the contents page and masthead of a publication, bibliographical information, when to change the title and size of a publication, and similar points that have caused trouble in the past. It was started at the request of a number of librarians and was first approved by a conference of those concerned in 1935. In 1940 when a revision was needed, a committee was organized with the American Library Association as sponsor. Now, with the approval of the ALA, the Council of National Library Associations has taken over responsibility for the committee's work.

The recommendations on reference data and arrangement of periodicals covered in the present American Standard represent only one phase of the work that Committee Z39 might undertake. The scope of its work has been defined as "Standards for concepts, definitions, terminology, letters and signs, practices, methods, supplies and equipment used in the field of library work and the preparation and utilization of documents."

The most pressing problems facing Committee Z39 at the present time are concerned with international recommendations continually being referred to it. For example, the committee has been asked to present the viewpoint of USA groups on international proposals for bibliographical references, bibliographical citations, transliteration of Greek characters, bibliographical strip, abstracts, and summaries.

Committee Z39 is now being reorganized by the Council of National Library Associations. Much of the work under its scope affects publishers and editors as well as librarians; therefore, the Council is including associations of publishers and editors among those invited to name representatives on the new committee. A meeting of the committee is scheduled for April 29.

The new chairman of Committee Z39 is Ralph H. Phelps, Engineering Societies Library, New York; vice-chairman, Lawrence Leavey, St. Vincent College, Latrobe, Pennsylvania; secretary, Robert E. Kingery, New York Public Library, New York.²

PH5

Committee PH5 was formed to help solve some of the problems librarians have experienced in using microfilm, microcards, and other photographically reproduced documents.

The Special Libraries Association had a hand in bringing about the organization of Committee PH5 when it voted

in 1952 to ask the American Standards Association to undertake work on "equipment, consumable supplies, and methods regarding microfilm, with a view toward quality improvement of end-product and ease of use for the purpose intended."

Very soon after this request, an international committee on documentary reproduction asked for the USA viewpoint on proposed recommendations on efficiency of microfilm readers, among other questions.

This is where the American Standards Association and Committee PH5 came in. The cooperation of photographic manufacturers and processors was needed for the development of practical recommendations that could be put into effect, and the cooperation of librarians was needed to represent the users' point of view. Committee Z39 could not do the job satisfactorily because its membership did not include the photographic groups. Therefore, the American Standards Association organized the new committee PH5. The Council of National Library Associations, already sponsor for Z39, became sponsor for PH5 as well.

The committee works under a scope defined as "Standards for photographic materials, apparatus, and processes pertaining to production, use, storage and preservation of document reproductions." Three subcommittees are actively at work—on micro-transparencies (microfilm); *micro-opaques* (micro-prints and microcards); and documents reproduced photographically and readable without optical devices (photostats, for example). Of course, the committee's scope and the work of these subcommittees also include devices for reading micro-transparencies and micro-opaques.

Chairman of PH5 is Donald C. Holmes, Photoduplication Service, The Library of Congress, Washington, D. C.; vice-chairman, Ernest P. Taubes, Photostat Corporation, Rochester, New York; secretary, Joseph H. Brewer, Queens Col-

lege, Flushing, N. Y.³ This committee reports to the Photographic Standards Board of the American Standards Association, of which Paul Arnold, Ansco, is chairman.

To handle the international problems referred to it, Committee PH5 has organized a special subcommittee made up of its chairman and the chairmen of its three subcommittees.

Such subjects as terminology, sharpness tests for microcopies and for microcopy readers, essential characteristics of 35-millimeter microfilm readers, and of 35-millimeter microfilms are among the international questions that have been referred to this subcommittee for comment.

Mr. Holmes is heading a delegation to a meeting of the international committee in Paris in June. A representative of one of the photographic equipment manufacturers will be one of the delegates.

ISO

The international work on documentation standards is being done by committees of the International Organization for Standardization. This Organization now has thirty-five members, of which the American Standards Association is the member for the USA. The members of the ISO are national standards associations like the American Standards Association, but there is one important difference. All except ASA are supported, at least partially, by government funds.

The international association was organized in 1926 but was put into "cold storage" during World War II. Now ISO has been reorganized. It has an office in Geneva, Switzerland, with a full-time secretariat under the direction of Henry St. Leger, an American. The president is elected. This year he is Dr. Hilding Törnebohm of SKF Industries in Sweden. The first president after World War II was Howard Coonley, past president of the American Standards Association.

ISO has seventy-nine technical committees. The United States is represented through the American Standards Association as a participating member of twenty-six of these committees; and ASA holds the secretariat for eight others. It is an observer on all the other ISO technical committees, so it can be kept informed of what goes on.

Technical Committee 46

ISO Technical Committee 46 is the committee in which librarians are interested. This is the committee on Documentation. The Netherlands standards body has the responsibility for its activities as secretariat. Nineteen countries are represented on this committee.⁴ It is in close touch with both FID, the International Federation of Documentation, and with IFLA, the International Federation of Library Associations. At the 1954 meeting in Brussels, both FID and IFLA were represented. Despite a good deal of work to locate someone, no delegate from the USA was present. Perhaps by the time Technical Committee 46 holds another meeting, Committee Z39 can find some way to arrange representation.

Technical Committee 46 has completed three international recommendations that have been given official approval by the Member-Bodies of ISO and by the ISO Council. These are on abbreviations for titles of periodicals;⁵ layout of periodicals; and on transliteration of cyrillic characters. The last two have not yet been published.

The international committee on readability of microfilm, efficiency of microfilm readers, and other problems of photographic reproduction is Subcommittee 1 of ISO Technical Committee 46. France is responsible for the work of this subcommittee.

Both Technical Committee 46 and Subcommittee 1 have been working under contract with UNESCO. Last fall a report was published which contains a number of recommendations. This report was referred to in the *UNESCO Library Journal* for January 1955.⁶

This international work is frequently misunderstood. International recommendations are just what the name indicates. They are recommendations. It is up to the individual standards organization in each of the countries to accept them or adapt them to their own needs if they care to do so.

An important problem at the moment is to develop a United States viewpoint on these proposed international recommendations. Sectional Committee Z39 has this problem for the work of Technical Committee 46 and PH5 is handling it for Subcommittee 1 on photographic reproduction.

The American Standards Association, as the USA member of the International Organization for Standardization, offers its services to do anything possible to bring your viewpoint to the attention of these ISO committees so that when international recommendations are approved they will represent our ideas as well as those of other countries.

References

¹ *The Strange Case of the Seven-Sided Post Hole*, PM 129, American Standards Association, 70 East 45th Street, New York 17, N. Y. Single copies free.

² The SLA Representative to Committee Z39 is Mrs. Anne J. Richter, editor, Book Editorial Department, R. R. Bowker Company, New York, N. Y.

³ The SLA Representative to Committee PH5 is Chester M. Lewis, chief librarian, *The New York Times*, New York, N. Y.

⁴ Austria, Belgium, Denmark, Finland, France, Germany, Hungary, India, Israel, Italy, The Netherlands (secretariat), Portugal, Spain, Switzerland, Sweden, Czechoslovakia, South Africa, United Kingdom, and USA.

⁵ *International Code for the Abbreviation of Titles of Periodicals*, ISO R4. International Organization for Standardization, Geneva, Switzerland. Available from the American Standards Association. 50 cents.

⁶ *Standardization in the Domain of Documentation*. Report prepared by Technical Committee ISO/TC 46 (Documentation) of the International Organization for Standardization (ISO), published in collaboration with UNESCO. The Hague. 1954. Copies available without charge from the American Standards Association.

The Library of a Fund-Raising Organization

LAURENCE CAZALE*

Staff member, John Price Jones Company, Inc., New York, N. Y.

AROUND THE OFFICES of the John Price Jones Company, noted New York fund-raisers and publicity experts, ATL has long been the watchword of the wary staff member. It means "Ask The Library". And that can mean almost anything—from the banal to the bizarre, the specific to the general, the obviously pertinent to the apparently pointless.

Heart, soul, and nerve center of the Company's every operation in fund-raising and public relations, this unique library daily stands up to a barrage of questions and problems that range from finding foundations interested in the deaf to tallying the genes in the human body. Through the years, to meet the challenge, the library has marshalled its forces of reference into the sure defense of authority. The result is the Company's present reputation for effective fund-raising.

Library Sources

What are these forces? First and foremost, the ranks of casebooks that line the library's walls. During its more than thirty-five years of activity, the John Price Jones Company has helped raise an aggregate total of over 830 million dollars for more than a thousand clients representing a full flowering of philanthropic interests—planned parenthood and regional planning, war loans and hospitals, social welfare, the fine arts and higher education, among many others.

The casebooks on these campaigns, some running to ten volumes or more, are without doubt the most distinctive feature of the JPJ library's many distinctions. In many instances the casebook provides the only complete history of an institution's fund-raising efforts. Each book holds an original copy of every piece of material—preliminary surveys and studies, campaign plans, publicity schedules, worker lists, promotional pamphlets, and the like—that relates to a given campaign; and each book is plainly marked with the number assigned to that campaign. Kept in loose-leaf form until the campaign is closed, the books are then bound and filed by number. In these books experience is translated into readable proof of a fruitful system for the raising of funds. And, of course, the casebooks stand as a permanent archive of precedent and record for ready reference by any staff member of the company.

Besides the casebooks, the library's other sources constitute a formidable armory in themselves. There are files of quotations, rules on etiquette, biographical sketches; compendiums of news events and historical dates; rows of foundation reports and college catalogs; and an arsenal of reference texts, some standard, others more or less out of the way. Included are numerous technical and foreign-language dictionaries; almanacs; telephone books from across the nation; *Who's Who*, Social Registers of principal cities and the *Congressional Directory*; American college, medical and hospital directories; *Statistical Abstracts*, *Ayer's Directory of Newspapers and Periodicals*; the *Reader's Guide to Periodical Literature*; the *Social Work Yearbook*, the *Encyclopedia of Social Sciences*, and the *Economic Almanac*—and these but a ran-

* Mr. Cazale, a recent recruit to the staff of the John Price Jones Company, was asked to familiarize himself with all of the Company's resources for fund-raising. His first contact with and examination of the library produced the reaction detailed in these pages.

dom sampling. There are current major periodicals and all New York City papers, plus dailies from Boston, Baltimore, Chicago, Houston, Los Angeles, Philadelphia, Pittsburgh, St. Louis, and Washington, D. C. *The New York Times* is kept for three months, and its Index from 1913 to date.

From these papers and magazines one of the library's prime sources has been built up—the Topical File-Campaign (T.F.C.) and Topical File-Non-Campaign (T.F.N.C.). Folders in the T.F.C. file bear such heads as "Questionnaires," "Headquarters," "Briefs for Surveys and Plans," "Publicity," "Canvassing"; under T.F.N.C. come "Foundations," "Education," "Unemployment," "Welfare," and many others, from "Accident" to "Zodiac". Here are clippings, cuttings, articles, studies and reports in neat profusion—a minute and dramatic survey of the human show around the clock, down through the years. From the topical files, articles of special interest, some fifteen, twenty years old or more, come readily to hand, often saving hours if not days of research elsewhere. All of the material—in fact, almost every item in the library—is entered by subject on a central index that totals well over 300,000 cards!

There are also books—regular books—in the JPJ library. But before going on to them, special mention must be made of S.P. S.P. is Standard Practice, and—to extend the military metaphor further—if the casebooks are the library's arms, Standard Practice is the magazine, the ammunition source itself. Here, sifted down into nine volumes plus an abridged summary, are the ground rules developed by the Company to help its staff deal with every facet of the fund-raising enterprise: writing a pamphlet that pulls; setting up campaign organization headquarters; drawing up charts, statistics, etc.

Tried and true, the careful result of long experience and wisdom, there is yet nothing rigid about Standard Prac-



GERTRUDE L. LOW, *librarian of the John Price Jones Company*

tice. It is but the basis of work on a campaign, to be modified according to individual exigencies and designs as the campaign progresses: basic, but vital to the library's larger function. For, from the sketches in S.P. come the blueprints in the casebooks; and from these grow realities of architecture, scholastic endowment, humanitarian service, or other fulfillments of vision.

As for the library's bookshelves, they're filled with volumes on subjects anywhere from psychiatry to typography, religion to crime, grammar to philanthropy itself. Down the list from *Publicity for Prestige and Profit* is *The Manual of Corporate Giving*; further along tower Frazer's *Golden Bough* and Frederick Lewis Allen's *The Big Change*; beyond these, Howard Mumford Jones's *Ideas in America* and Toynbee's *Study of History*. Among the stranger shelf-fellows are Walt Whitman's *Poems*, and *Insults* edited by Max Herzberg; *Good-bye, Mr. Chips* and *Wuthering Heights* share space with Kenneth Fearing's *The Generous Heart*, a novel centered on two fund-raising experts and a murder; the *Official Bowling Guide* crowds *A Guide to Civilized Loafing*.

What relation to fund-raising have the paeans of Whitman, the rules of bowling? The answer is people; people have interests; and their interests are JPJ's wherever they lie. It's the library's job to be up on as many as humanly possible.

For a library is many things to many people. There are libraries large and small, libraries special and general; there are advertising libraries, public relations libraries, libraries maintained by foundations and various philanthropic agencies. In this field or that some have information that is more detailed or more specialized than others. But few attempt to focus on as many aspects of as many public activities as completely as does the John Price Jones library. It is this peculiarly flexible ability to piece many facts into many pictures that gives the library its special edge and flavor. Indeed, it has been called the most comprehensive organization of its kind there is.

Library Services

With this highly organized kaleidoscope of facts and figures at its command, then, the JPJ library is bound to be on the receiving end of a good many S.O.S.'s from researchers each year. Most of the queries are from staff members on specific jobs, but some come in from the outside—from the *Wall Street Journal* and the Metropolitan Life Insurance Company; *The New Yorker* and *Time* magazines; the famed Hanover Bank Philanthropic Library—and even from JPJ competitors! They run the gamut, from a request for the current assets of the Continental Can Company to posers like “How many eggs does a chicken lay a year?”

In fact, it often seems that within the library's purview has come almost every request imaginable but the classic “How high is up?” All, however, are answered, or at least attempted, with equal dispatch by Librarian Gertrude L. Low and her able assistants, Dorothy Roche, Eleanor McDevitt, and Mrs. Lillian Winder. Miss Low, who has

worked with the New York Public Library and has served as president of the New York Chapter of the Special Libraries Association, holds no partisan brief for “friend” or “foe,” insider or out; together with her assistants she rises to every challenge with the skill and poise that come only of experience in cutting the impossible down to size.

That's what the library's files and data do. But how do they, and the books, and the Standard Practice, and the case-books, all fit into the larger picture: that betterment of humanity which is the goal of every philanthropic effort? Philanthropy today is on a big scale. It needs machinery to run efficiently and economically, and the machinery in turn needs information of every sort and species. The value of the library to JPJ and to JPJ's clients in getting quickly and authoritatively to the heart of the matter—be it juvenile delinquency or secondary education for girls—is incalculable.

It is far from enough just to be expert for expert's own sake. By measuring public opinion, weighing the nature of the cause, producing the salient facts, the staff member must frame the cogent appeal to the correct prospects if the campaign is to be a success. All this the library makes it possible for him to do. Through its good offices, fund costs are cut and the client's profits proportionately raised. These are profits reckoned in terms of the work of Harvard and Columbia; the Y.M. and Y.W.C.A.; the Metropolitan Opera; and the American Cancer Society, to name but a few of many.

Busy is the word for the John Price Jones library. Through its doors staff members go constantly, planning, analyzing, surveying, investigating blood platelets or supersonic sound. But it's never too busy for another assignment—even at ten minutes to five. Even then Miss Low, her telephone ringing, will look up from her desk with an expression that says, more genially than words, “Just ATL.”

"TOLEDO DAY"

June 17, 1955

When Major-General "Mad Anthony" Wayne defeated the Indians at the Battle of Fallen Timbers near Fort Industry (now Toledo) in 1794, he secured once and for all the U. S. claims to the excellent harbor formed by the Maumee River as it enters Lake Erie. Today the port of Toledo handles more tonnage than any Great Lakes port save one. In addition to its pre-eminence as the center of the glass industry, Toledo is important in the manufacture of automotive supplies and accessories, is a large oil refining center, and has the distinction of having had the the first industrial peace board. With these solid industrial roots already established, Toledo is preparing for the future growth that the completion of the St. Lawrence Seaway is sure to bring. Some of the special libraries on which that growth will depend, in part, will be hosts to SLA Convention members on "Toledo Day," Friday, June 17.

LIBBEY-OWENS-FORD GLASS COMPANY

The library of the Libbey-Owens-Ford Glass Company has acquired 5,000 books and 3,500 pamphlets dealing primarily with patent research and development in the seven and one-half years since its organization. The subject areas of ceramics, photography, and the basic sciences are thoroughly represented in addition to the central subject of glass and glass development. Over 400 periodicals keep the files of information up to date, and the library publishes both an abstract bulletin and a fiberglass bibliography.

The repeated appearance of the name Owens in connection with the glass industry can be traced to the person of Michael Owens who invented the bottle-making machine. The similarity of names does not carry through to products, for Libbey-Owens-Ford manufactures flat and sheet glass whereas Owens-Illinois is devoted primarily to all types of glass containers, plastic bottles, glass block, insulators, pharmaceutical glassware, and Kaylo structural material.

OWENS-ILLINOIS GLASS COMPANY

The Owens-Illinois Glass Company Research Library publishes a monthly research bulletin and abstracts other



PATRICIA SNYDER, *librarian of the Owens-Illinois Glass Company*

material in a *Report Bulletin*, as a part of the library services. The 225 technical journals received supplement the basic collection of 5,100 books that cover glass technology, chemical engineering, food processing and preservation, temperature measurement, and the field of organic plastics. Current information is to be found also in the 140 shelf feet of vertical file material maintained by the Research Library.

TOLEDO BLADE

It was recently observed that there seems to be in this country a trend toward interpretive newspaper reporting. Such reporting must be based upon sound background material such as that found in a general newspaper library. The library that is maintained by the Toledo *Blade* contains 2,500 volumes plus files of cuts, clippings, and photographs. Early files of the *Blade* are kept on microfilm, and the microfilm facilities are available for other resources that might be borrowed for the use of the *Blade* staff.

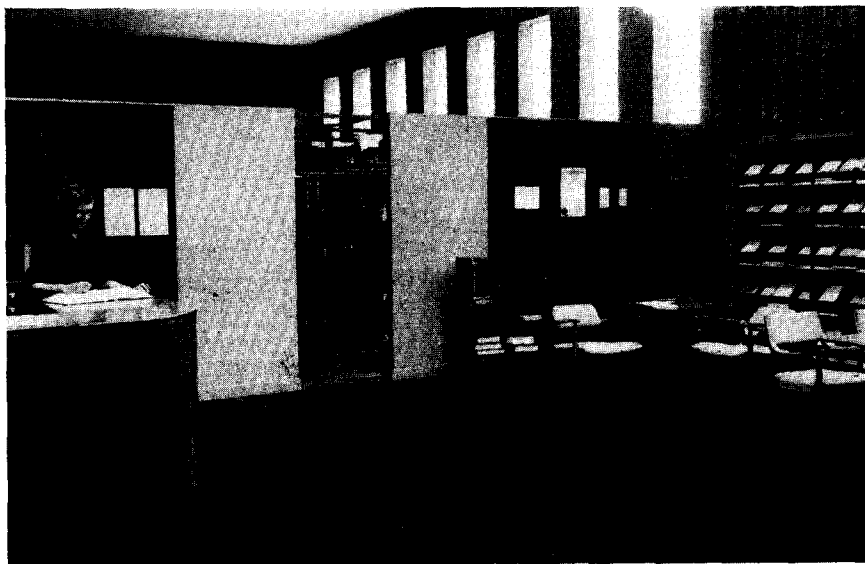
ACADEMY OF MEDICINE

A modern building completed in September 1952 houses the Academy of Medicine of Toledo and Lucas County. The Toledo Medical Library Association serves the Academy although it is incorporated separately, and is maintained by an endowment fund and by membership dues. Among the Library's 10,000 volumes is a collection of 800 books and 3,200 reprints known as the Henry A. Christian Collection. Dr.

Christian was for many years Dean of the Harvard Medical School, and received his M.D. at Johns Hopkins University under Sir William Osler.

UNIVERSITY OF TOLEDO

The University of Toledo was chartered in 1872 and became a municipal institution in 1884. A new library building, financed by a one per cent payroll levy on salaries paid in Toledo, was completed in 1953 and now enjoys maximum flexibility on the interior by employing a modular construction while adhering to a more traditional Gothic exterior design. About 160,000 volumes are held by the library, representing only thirty-two per cent of its capacity. Special collections include material on communications, aeronautical engineering, American citizenship, arc welding, and a collection of 36,000 maps. In addition to the General Library, SLA members will visit the Law Library and the library of the Institute for Silicate Research. The ISR is headed by Dr. Wilhelm Eitel, and it is his extensive collection brought from Germany that forms the library of the Institute.



Library of the Academy of Medicine

Toledo is fifty-eight miles south of Detroit. The tentative schedule has been arranged so that the day in Toledo begins with a luncheon. After the field trips to libraries which the SLA member may select, it will be possible to return to Detroit, or to depart the Convention from Toledo. Its geographic position permits a wide choice in rail, air, or bus connections.

TOLEDO PUBLIC LIBRARY

Located advantageously only a few steps from the heart of the downtown area, the Toledo Public Library can boast a modern, well-lighted building constructed so that some exhibit windows are facing the street. The displays made possible by this arrangement are of material aid in maintaining the library's high circulation figures. The library's holdings are well over the half-million mark with a total of 596,700 volumes, and eleven branches are operated throughout the city.

TOLEDO MUSEUM OF ART

Mr. and Mrs. Edward Drummond Libbey founded and endowed the Toledo Museum of Art, and it is today one of the finest of those in the U. S. It is especially renowned for its collection of antique glass and its School of Design program. Some idea of the size of the \$3,250,000 building and additions can be obtained from the fact that as many, if not more, of the tapestries in the Vienna Art Treasures Exhibition were hung in the Toledo Museum as were hung in any U. S. museum in which the Exhibition appeared. The Museum's reference and lending library has a collection of 15,000 volumes and 25,000 still slides. A music lending library also in the Museum contains 8,000 records and 400 music scores.

STANLEY K. GRAHAM, *Chairman*
Transportation and Field Trips Committee

CONVENTION NOTES

The final Convention program lists the following additional speakers:

LEONARD GLUECK, president and general manager of Microphoto, Inc. Newspaper Division. Tuesday, June 14.

MERLE HENRICKSON, publicist, Detroit City Plan Commission. Geography and Map Division. Wednesday, June 15.

WILLIAM T. HUNT, U. S. Department of Commerce, Detroit office. S-T Chemistry Section. Tuesday, June 14.

DR. GILBERT W. KING, International Telemeter Corporation, Los Angeles. Convention-wide meeting, "Automation in the Library," sponsored by the Business Division. Monday, June 13.

DR. C. M. LOUITT, editor of *Psychological Abstracts*. Biological Sciences and Hospital Divisions. Tuesday, June 14.

MRS. RUBY W. MOATS, head, Bibliography of Agriculture Section of the U. S. Department of Agriculture. Biological Sciences and Hospital Divisions. Tuesday, June 14.

JOHN MARSHALL, associate editor of *Windsor Star*. "A Canadian View of International Affairs." Newspaper Division luncheon. Wednesday, June 15.

HARVEY PATTON, managing editor, *Detroit News*. Newspaper Division luncheon. Tuesday, June 14.

Weather

Reviewing the weather in past years during the week scheduled for the Convention, we learn that the temperature has been in the mid-eighties, with pleasantly cool evenings at about 58 degrees. According to U. S. Weather Bureau reports, rain falls at sometime during eleven days of the month. However, June days in Detroit are memorable for clearness of sky, with beautiful billowy clouds.

What to Wear

Life in Detroit is comparatively informal, even for the theater or hotel dining. The Convention banquet is to be informal. Cottons or lightweight summer attire are suggested for greater comfort in case the humidity is high. Pastel silks and dark cocktail dresses are popular for evening. Jacket or top coat, a raincoat, and comfortable shoes should be included for field trips.

Families of SLA members will want to bring beach wear, as St. Clair Metropolitan Beach, the "Jones Beach of the Midwest," is within twenty-two miles of Detroit, with direct transportation available.

AMONG THE SPEAKERS

Convention Program Notes

SLA'S 46th Annual Convention, Statler Hotel, Detroit, Michigan, June 12 - 17, 1955

METALS DIVISION

An outstanding feature of the Metals Division program at the SLA Convention in Detroit will be a symposium on "New Horizons in Metals and Their

Use," to be held on Tuesday afternoon, June 14. Chairman Phyllis Whalen, librarian, Clevite Corporation, Cleveland, Ohio, will present the two guest speakers, William A. Reich and Dr. Robert F. Thomson.



WILLIAM A. REICH



DR. ROBERT F. THOMSON

Use," to be held on Tuesday afternoon, June 14. Chairman Phyllis Whalen, librarian, Clevite Corporation, Cleveland, Ohio, will present the two guest speakers, William A. Reich and Dr. Robert F. Thomson.

WILLIAM A. REICH is manager, Advance Development Engineering, Carbonyl Department of General Electric Company. Mr. Reich joined General Electric in Schenectady, New York, in 1938, transferring to Detroit in 1953. A graduate of Carnegie Institute of Technology, Mr. Reich has specialized in the fields of powder metallurgy, high temperature alloys and nonferrous casting. He has been an active member of the American Society for Metals since 1936.

Michigan (where he received his Ph.D. in Engineering), Chrysler Corporation and International Nickel Company. Dr. Thomson is a member of various professional organizations.

MRS. MARIAN A. THOMPSON, librarian of the Commercial Research Division, United States Steel Corporation, will preside at the morning session of the Metals Division, Tuesday, June 14. Speakers will be **DOROTHY J. FORMAN**, Library, Research Laboratories Division, General Motors Corporation; **DOROTHEA M. RICE**, librarian, American Metals Company; and **K. GENEVIEVE FORD**, librarian, Titanium Division, National Lead Company.

NEWSPAPER DIVISION

The Newspaper Division will present a panel discussion on the "Problems of Small Libraries," Tuesday morning, June 14.

LEE A. WHITE, director of public relations for the Cranbrook Foundation, will serve as moderator. Mr. White, chief librarian of the *Detroit News* until his retirement in 1952, has been a professor and consultant in journalism at the University of Washington, University of Michigan, and University of Detroit. He will present panel members Agnes Henebry, William D. Chase, Jane Nightingale, and Mrs. Dorothy Wilkins.

AGNES HENEGBRY has been librarian of the *Decatur Herald and Review* since 1931. She supervises the central filing system and other libraries for Lindsay-Schaub newspapers. Miss Henebry is a former chairman of SLA's Newspaper Division. She is currently the Division Archivist.

WILLIAM D. CHASE, librarian of the *Flint Journal*, doubles as Book Editor for that paper. Before coming to Flint in 1949, he was geographer in the OSS, a teaching fellow at the University of Michigan, assistant curator at Clements Library, and chief of the Library Section, Aeronautical Chart Service, USAF. He is founder and secretary of the Shaw Society of America, and editor of the *Shaw Bulletin*.

JANE NIGHTINGALE, librarian of the *Windsor Star* (Ontario), serves also as secretary to the president of the company. A graduate of Windsor Business College, she is a member of the Pilot Club, an organization of Windsor business women. An accomplished singer, Miss Nightingale is a member of the Rackham Choir, an affiliate of the Detroit Symphony Orchestra.

MRS. DOROTHY WILKINS, librarian of the *Mobile Press Register*, has been a kindergarten teacher, social recreation

SCIENCE-TECHNOLOGY DIVISION



DR. E. J. CRANE

DR. E. J. CRANE, editor of *Chemical Abstracts*, will be the guest speaker at the Science-Technology luncheon meeting, Thursday, June 16. Under his direction, *Chemical Abstracts*, which utilized 159 abstractors at its inception in 1907, has grown so that it now requires the services of 950 workers to prepare annually over 70,000 abstracts from 5,300 periodicals. Born and educated in Columbus, Ohio, his influence has spread throughout the chemical, scientific and library world for over forty years.

In 1953 Dr. Crane was the third recipient of the Austin M. Patterson Award for Contributions to the Documentation of Chemistry. He also received the Priestley Award in 1951, and Phi Lambda Upsilon conferred upon him Honorary Membership in 1952. Dr. Crane is coauthor, with A. M. Patterson, of *A Guide to the Literature of Chemistry* (John Wiley) 1927.

director for the Red Cross and staff member of the Mobile Public Library. She is a member of the Alabama Library Association and Eastern Star.

S-T ENGINEERING SECTION

"Information Retrieval as a Phase of Automation" is the topic to be presented at the S-T Engineering Section meeting, Tuesday morning, June 14. Several speakers are scheduled to discuss various phases of the subject.

CYRIL W. CLEVERDON, librarian at the College of Aeronautics in Cranfield, England, will discuss "Information Retrieval in England." He was formerly associated with the Bristol Public Libraries and was technical librarian at the Bristol Aeroplane Co., Ltd. from 1938-1946. Mr. Cleverdon is a member of the ASLIB Council and was formerly Honorable Secretary of the ASLIB Aeronautical Group.

DR. KARL F. HEUMANN, director of the Chemical-Biological Coordination Center, National Research Council, will discuss the work of the Center. Dr. Heumann was formerly in the Technical Information Section of the Minnesota Mining and Manufacturing Company.

DR. JAMES W. PERRY, associate consultant at Battelle Memorial Institute, will review "Mechanized Literature Searching" at the S-T Engineering Section meeting. Dr. Perry has a rich background which includes experience as a research chemist with Allied Chemical and Dye Corporation; ballistician with the Ballistic Research Laboratory, Aberdeen Proving Ground; director of the scientific literature department, Bjorksten Research Laboratories; and consultant with the Research and Development Board, Washington, D. C.

MRS. NELL STEINMETZ, librarian at the Pacific Aeronautical Library since 1944, will discuss "Centralized Coordinate Indexing as Developed at the Pacific Aeronautical Library." Mrs. Steinmetz, formerly with the Los Angeles Public Library system, is the coauthor of *Professional and Non-Professional Duties in Libraries* (ALA) 1948. She is an active SLA member, serving presently on the Executive Board as a Director.

S-T PHARMACEUTICAL SECTION

Dr. W. F. Waldeck, Lucy Olga Lewton and Dr. Mildred C. Rebstock are the guest speakers to be presented by the S-T Pharmaceutical Section on Tuesday morning, June 14. The symposium topic will be the "Relationship of Management, the Research Worker, and the Library."

DR. W. F. WALDECK, director of Research and Development Division, Wyandotte Chemicals Corporation, will discuss "Research Management Looks at the Technical Library." Dr. Waldeck holds degrees in chemical engineering and chemistry from New York University. Before joining Wyandotte Chemicals Corporation, he was employed by the Columbia Chemical Division, Pittsburgh Plate Glass Company.

LUCY OLGA LEWTON, chemical administrative assistant to the Department of Chemical Research, Hoffman-La Roche, Inc., will participate in the S-T Pharmaceutical Section symposium, Tuesday, June 14. Miss Lewton has had wide experience in industrial research laboratories as a technical librarian and research chemist. She has been associated with U. S. Rubber Company, Lehn & Fink, Inc., Pease Laboratories Consultants, International Nickel Company, Freeport Sulphur Company and the Celanese Corporation of America.

During the war Miss Lewton was chairman of the SLA Cooperative Abstracting Group on Conservation and Substitution of Strategic Materials for the War Production Board, and one of a panel of three librarians advising the War Metallurgy Advisory Committee on the classification of Ordnance Research Documents. She is the holder of two U. S. Patents—one licensed to Fleischman Yeast Company; the other, "A process for removing harsh constituents from tobacco."



MILDRED C. REBSTOCK

DR. MILDRED C. REBSTOCK, recipient of the 1950 Women's National Press Club Science Award, will discuss "The Chemist, the Library, and the Research Laboratory" at the S-T Pharmaceutical Section symposium, Tuesday, June 14.

Dr. Rebstock joined Parke, Davis & Company in 1945 following completion of her studies at the University of Illinois toward the Ph.D. degree in chemistry. Less than four years later, the first successful practical synthesis of a naturally-occurring antibiotic was completed by a team of her research associates, and she herself obtained the first minute quantities of life-saving Chloromycetin via test tube and beaker.

No one was more surprised over the acclaim awarded the introduction of the drug than the young scientist credited with its synthesis. Very soon after the synthesis was announced she was named to receive the Eleanor Roosevelt Woman of the Day Award. Later she was requested to speak before a seminar of the University of Illinois Medical School. The American Pharmaceutical Association invited her to lecture before its Toledo Chapter. And on Feb-

ruary 7 came word that she had been named to receive the 1950 Women's National Press Club Science Award to be presented to her by the President of the United States at an award dinner in the nation's capital on April 15.

The Washington week end was undoubtedly the most memorable in her career. Honored along with her were Olivia de Havilland (Dramatics), Martha Graham (Dance), Dorothy Fosdick (Politics), Claire McCardell (Fashion), and Pearl Wannamaker (Education). Dr. Rebstock found meeting Miss de Havilland a particular thrill, for the young actress revealed that Chloromycetin had saved her life during an earlier struggle with virus pneumonia. Presentation dinner guests, in addition to the President and his family, included Supreme Court Justices, senators, representatives, cabinet officers and ambassadors.

Speaking of the honor accorded her by the Women's National Press Club, Dr. Rebstock says: "Considering the fact that previous awards had been made to such outstanding people as Dr. Gerti Cori, famous biochemist, Dr. Lise Meitner, physicist, Senator Margaret Chase Smith, Rebecca West, Mrs. Franklin D. Roosevelt, and Mrs. Anna Mary Robertson Moses, I felt very much honored and completely overwhelmed to have been considered. In fact, it seemed entirely incongruous for a common, ordinary person like myself to have been named with such a group."

And that is typical of this extraordinary young scientist's reaction to her newly found fame. Through it all she has remained as retiring and modest as has always been her nature; and constantly she emphasizes the fact that she is only one member of the team responsible for the Chloromycetin story. Her statement is undoubtedly true; and yet one has only to talk for a moment with the other members of that research team to realize that her role was a vitally important one and eminently deserving of the honor accorded it.

SPECIAL LIBRARIES ASSOCIATION — CONVENTION PROGRAM CHART
Detroit, Michigan — June 12-17, 1955

	Breakfasts	Morning	Luncheons	Afternoon	Dinners	Evening
SUNDAY JUNE 12		Executive Board Meeting		Executive Board Meeting Open House and Tour— Detroit Public Library		Metals— Open House Publishing— Open House
MONDAY JUNE 13	Financial Newspaper	OFFICIAL OPENING OF CONVENTION Convention-wide Program Automation—Its Ef- fect on Us	Publishing, Advertising and Newspaper Social Science	Convention-Wide Program Automation in the Library: Fact or Fantasy?	Joint Dinners: Biological Sciences and Hospital Financial, Advertising and Business Newspaper Social Science Transportation	Science - Technol- ogy— Open House
TUESDAY JUNE 14	EMPLOYMENT CHAIR- MEN'S ROUND TABLE BULLETIN EDITORS' ROUND TABLE Advertising Hospital Newspaper Science-Technology Social Science Education and Library Service Social Welfare	Joint Field Trip: Business, Financial, Museum, Publishing, Transportation Advertising and Ge- ography and Map Biological Sciences and Hospital Insurance Metals Newspaper Picture Science-Technology Sectional Meetings Social Science	Advertising Biological Sciences and Hospital Business, Financial, Mu- seum, Publishing, Transportation Newspaper Picture Science-Technology Engineering Petroleum Pharmaceutical Public Utilities	Advertising and Picture Biological Sciences Joint Field Trip: Business, Financial, Insurance, Museum, Pub- lishing, Transportation, S-T Pharmaceutical Geography and Map Hospital Metals Newspaper Science-Technology Sectional Meetings Social Science	Executive Board and Advisory Council PAST PRESIDENTS Newspaper	Executive Board and Advisory Council Meeting
WEDNESDAY JUNE 15	Newspaper	General Field Trips Advertising, Museum, Publishing Bio. Sciences & Hosp. Business and Trans- portation Financial Insurance Newspaper Science-Technology Chemistry Pharmaceutical Social Science	Documentation Round Table Advertising, Museum and Publishing Business & Transportation Hospital Financial Insurance Metals Newspaper Science-Technology Pharmaceutical Social Science	Advertising and Publishing Biological Sciences Financial Geography and Map Hospital Metals Museum Newspaper Picture Science-Technology Social Science	Banquet	
THURSDAY JUNE 16	Newspaper Publishing	Annual Business Meeting	INCOMING CHAPTER AND DIVISION OFFICERS Bio. Sciences and Hospital Geography and Map Newspaper Publishing Science-Technology	Convention-Wide Meeting Industry + Knowledge = Progress	Newspaper	
FRIDAY JUNE 17		Executive Board Meeting TOLEDO DAY Science-Technology and AGARD		Executive Board Meetng TOLEDO DAY Science-Technology and AGARD		



**THE
EXECUTIVE
SECRETARY'S
DESK**

MARIAN E. LUCIUS

I know everyone is looking forward now to the Convention in Detroit, June 12-17, 1955. The Convention Committee and the Division Program Chairmen have planned a busy and interesting schedule for members in every subject field.

I hope that Committee Chairmen, Chapter and Division officers and other members who have Association problems or questions with which Headquarters might be able to help, will plan to see me during the Convention. I shall be glad to receive suggestions as to ways in which Headquarters can assist in any Association activities.

At Cincinnati last year, in addition to the usual placement service, a bulletin board was made available for the posting of notices about job openings. This year we hope to expand that service by making it known ahead of time that such facilities will be available.

Adjoining the space provided for registration area, there will be bulletin boards on which we shall be glad to post notices of vacancies. Listings will be accepted from any employers or representatives who are at the Convention and are available for interviews. Information for posting should be left at the Placement Office.

Information to be posted should be furnished on a 5" x 8" card or sheet of paper, plainly written or typed on one side only. Notices of positions open should give the name of the employer, the location, and the title of the position; salary offered; requirements as to education and experience; the name of the person interviewing, where he may be reached during the Convention, and the days he will be available for interviews.

The hours during which the Placement Office will be open will be listed in the Convention Program. It is hoped that as many people as possible will make use of the service offered.

LETTERS TO THE EDITOR

Since all of us are particularly interested in *Library Work as a Career*, our members may wish to use two recent full-page advertisements in connection with their personal recruiting efforts.

One of these, bearing the caption, "Librarian with a One-Track Mind," appeared in the *American Institute of Biological Sciences Bulletin* for January 1955. An attractive librarian is shown in front of a stack section holding a dozen or so scientific books and journals. The accompanying text begins: "Each of the thousands of other books, pamphlets, magazines, and translations which line the shelves around her relates to the same subject. This is the library of the Research Laboratory of The American Tobacco Company . . ."

A second significant advertisement with a library theme has been prepared for use of the John Hancock Mutual Life Insurance Company in magazines with nationwide circulation. "He Comes to Share The Treasure" shows an expectant lad reaching for a book checked out at the circulation desk by a person whose face cannot be seen but who surely fits the description in the text as "a helpful attractive lady called a librarian." In the foreground are a young man and woman thoughtfully turning the pages of books—two of the 350,000,000 drawn annually from public libraries.

After endless cartoons depicting the librarian as anything but pleasant and the library most uninviting, let us hope these two illustrations described are harbingers of a trend for visual aids which will help in attracting desirable young people to the profession.

IRENE M. STRIEBY, Chief Librarian
Eli Lilly and Company
Indianapolis, Indiana

ED.—For another advertisement on special libraries, see "The Answer Woman," p. 129 of the March issue of **SPECIAL LIBRARIES**. This ad, which featured Mildred Treat, librarian of the Campbell-Ewald Company, was reprinted from the February 12, 1955 issue of the *New Yorker*.

PROCEEDINGS ISSUE

The annual reports of officers, committee chairmen and special representatives will be published in the July-August issue of **SPECIAL LIBRARIES**.

How Trade Papers Are Used

By a Special Library*

KATHERINE JANIS

Assistant Librarian, Development and Research Division,
International Nickel Company, Inc., New York, N. Y.

THE LIBRARY of the International Nickel Company is a highly specialized library interested primarily in the properties, processing, and uses of metals, our own and competitive ones. We follow the literature here and abroad, as does our library in England. Our library at Copper Cliff in Canada specializes in the mining of the ores. Each library publishes an abstract bulletin which is in turn abstracted at the other libraries so that all may have as complete a coverage of the world's literature as possible. A smaller library at our Bayonne Laboratory depends on us for many services.

At the International Nickel Company library in New York more than five hundred periodicals are received every month, mainly through subscription and membership. This figure, which includes trade and society magazines, may seem large for a company library, but E. I. du Pont subscribes to 1,100 titles. We also receive many checking copies and trade journals sent gratis to those in industry, e.g., *Finish* and *Industrial Heating*. We obtain practically every trade paper in metallurgy, and since our metals are used in almost every industry, we must follow the literature in various fields, e.g., electronics, food processing, marine, railroad, textile, etc.

Retention of Periodicals

These magazines are divided into important and unimportant ones, de-

pending on their value to us. As to the two hundred and five important journals, we bind those with papers of a technical nature which will be of lasting value for literature searches. These number sixty annually. To cite a few examples, we bind *Chemical Engineering*, *Iron Age*, *Machine Design*, *Product Engineering*, *Steel*, *Welding Engineer*.

Some important magazines are kept indefinitely but are not bound. This is due to a storage problem, and when our space runs out, these will be discarded first. We try to keep a run of a magazine in each field as long as possible. Such periodicals as *Aviation Week*, *Canada's Foundry Journal*, *Business Week* and *Railway Age* are kept unbound. Some important magazines are retained for only one year, such as *Aero Digest*, *Agricultural Engineering* and *Power*. The magazine we choose to retain depends upon use. For example, we keep *Aviation Week* instead of *Aero Digest* because the former mentions more materials used in airplanes and because it publishes statistics which our men follow. Through experience and through the advice of the men themselves, we know which journals are used more often in our company.

In any case, all these important magazines are abstracted, and before they are discarded, all the articles that have been abstracted are clipped and put into a Paper's File. When a magazine, which is not bound, is abstracted, a little form is taped on the cover stating which pages must be cut before discarding.

We subscribe to many foreign magazines to keep abreast of foreign de-

* Based on a paper presented at the National Conference of Business Paper Editors, New York City, March 2, 1955.

velopments as they affect our activities. For example we receive *Stahl u. Eisen*, *Metaux*, *Metallurgia*, *Metal Industry*.

We keep the last or last two issues of the magazines which are only of current interest. Many are abstracted and clipped before discarding, but a great majority of these are just circulated, such as *Advertising Age*, *Army Navy Journal*, *Boats*, *Sports Afield*, *Forbes*. These are trade papers of interest mainly to advertising and salesmen. Papers such as *Industrial Laboratories* and *Industrial Equipment News* are thoroughly read by our men because they look for equipment and machinery parts where our metals can be used. Many of these are discarded to interested personnel for their private files. Journals, such as *Spirits*, are obtained for but one purpose—to have on file any article that may appear on the clouding of wines by metal contaminants.

We receive two or more copies of most of the magazines abstracted and bound. One copy goes to the abstracting desk and is used to answer special requests, while other copies start circulating the day received. About seventy-five men are on the circulation lists. Where the list is very long, we have as many as four or five copies, e.g., *Iron Age*, *Fortune* and *Steel*. *Iron Age* circulates to forty-five men.

Besides the magazines received regularly, many others find their way to the library as sample copies. Last year we received five hundred and eighty-three what we call "first-time-received" journals. We go through these to see if any warrants a subscription and then circulate them to the men for their advice.

A magazine reading list has been compiled which is revised every three years. Every man in the company has received one and every new man is given one. He checks the journals he wishes to receive regularly and indicates the fields in which he will specialize. From these lists we determine the circulation for each magazine.

Abstract Bulletin

You may be interested in the *Abstract Bulletin* we publish, which is only for the use of company personnel. It is published by the ditto process every two weeks and contains about one hundred and thirty abstracts of important technical material including magazine articles, patents, government publications, pamphlets, and translations. It is especially valuable to our Development and Research, Laboratory and Field men, who are much too busy to read all the literature in their subject field. We scan the journals for items pertinent to our activities, bringing them to the attention of the research personnel. Many men cut up our bulletin and keep pertinent abstracts on file.

After the bulletin is published, the master sheets are cut up and run off on cards, which are filed by author and subject. There may be as many as ten cards for one abstract. In this way, we keep a running bibliography of all pertinent subjects.

To answer literature requests and to compile a specific bibliography, in most cases it is only necessary to refer to our subject file, since it is so complete. However, we do have searches and bibliographies that require the use of indices such as *Chemical Abstracts*, *Engineering Index* and *Industrial Arts Index*. Smaller libraries without an abstracting service make much more use of these indices.

Many company libraries publish abstract bulletins, and it is interesting to note the different kinds. I have described ours which is of a technical nature with detailed abstracts. American Metal Company puts out a bulletin mainly for the executives and junior executives which announces various news items of interest to them. Johns-Manville's bulletin is of a technical nature, but their abstracts generally consist of one sentence. No matter what type of abstract bulletin is published, the perusal of trade papers is quite evident.

Use by Company Personnel

All the men go through the various publications for general information and to keep up to date with news in industry and in their specific fields.

The individuals in the Development and Research Division and in the Laboratory look for technical articles in their field. Many of them, due to the time element, use Tables of Contents only. Biographical material and pictures of authors prove useful. They are also interested in programs of meetings and conventions, in personnel and personnel changes, news items for new uses of materials, new processing methods, foreign developments and trade names. These men write quarterly and annual reports on the trend of the industry in which they specialize. They look for production statistics; who is in production and the type of production.

The Patent Department watches the literature for patent developments and for what may become a patent infringement.

There is one staff member in the Corrosion Engineering Section who looks through the literature for corrosion data only.

The Industrial Chemical Section searches the literature for nickel and cobalt chemicals and salts.

The Sales Department looks at the advertisements and for information pertinent to our materials. It is concerned with new methods and new products to see how our metals may be applied. Advertisements and articles which can be used for reprinting as mailing pieces interest this department. Product and company directories provide contacts.

The Direct Mail Department scans magazines only for changes in personnel as they would affect our mailing lists.

The men in the Advertising Department keep abreast of our advertisements and advertisements in general for ideas. They must see what the vari-

ous journals want, so as to place our advertisements to best advantage.

One man looks at the business and statistics periodicals to keep up to date on information for budget control.

Another uses the advertiser's index in each journal to check on our advertisements. However, not all trade papers include this feature.

One man concerns himself only with the readers' service department in each magazine to check on our product and literature announcements and to see what others are offering.

International Nickel Company publishes several house organs such as *Inco Magazine*, *Nickel Topics* and *Nickelsworth*. The editors of these house organs are constantly looking for information which will give them background material and story leads. They are interested in statistics, promotion ideas, new techniques, production ideas and equipment.

To place in proper journals the many papers our men write, the Advertising Department must be familiar with the various periodicals.

The Art Division of the Advertising Department has a rather unique use for trade papers. It cuts out illustrations of a technical nature, so that their drawings which appear in our own publications will be authentic.

Other departments follow information on market research, sales, production, public relations, new ore deposits, financial data, and current statistics such as construction data, production and consumption figures, employment and wage data, prices. In quoting statistics, we feel that the source should be credited.

This is the picture of what happens to trade papers in our company. Every section of each magazine has been thoroughly scrutinized by various individuals by the time it is ready for filing. This, however, is not unique in our company—Johns-Manville, E. I. du Pont, and others follow similar procedures.

Circulating the Table of Contents of Magazines

T. J. KOPKIN

Librarian, U. S. Naval Gun Factory, Washington, D. C.

SOME SPECIAL LIBRARIES are experimenting with a system of circulating the tables of contents of magazines in advance of the magazines themselves. Such a system has many advantages, both for the special library and the technical personnel who use it. This article contains information on how such a system can be made to work in a small technical library.

Preparation

The Naval Gun Factory Technical Library subscribes to ninety-two periodicals. Approximately thirty are received each week. Therefore, each week we send out about thirty appropriately marked magazines to have multilith paper plates made by Xerox photography equipment.

As soon as the Xerox-made plates are finished, the average time being two days, our magazines are returned and placed on the Current Periodicals Shelf.

In another day, our forty-five copies of each Table of Contents are ready for collation. Collation to us means collection of forty-five sets of alphabetically arranged magazine tables of contents. Formerly these forty-five sets were placed in ordinary file folders to be routed to the various branches interested. We have now graduated from file folders to a specially designed cover sheet. This cover sheet carries the emblem of the Naval Gun Factory, the title, *Table of Contents of Current Magazines*, a little box for the code number (branch routing), the date, and the issue number. Each person interested in any specific magazine writes his or her name and code number on

the appropriate table of contents.

When the library receives these tables of contents from the branches, only the ones marked for reserve are retained. The rest are discarded except for one copy of each issue which is retained in the library for possible future reference. The tables of contents sheets which are marked by prospective readers are retained in folders, one folder for each magazine. Thus, there is a folder for *Business Week*, *Chemical Engineering*, *Electrical Engineering*, etc. In each of these folders, the reproduced tables of contents are filed strictly in the order of time received. The first person submitting a reserve notation on a magazine table is the first person to receive that magazine when it is removed from the Current Periodicals Shelf.

However, the file is so arranged that in the case of only one subscription the current periodical is kept on the Current Periodicals Shelf. The current periodical is available for routing only when the succeeding issue is received from the Xerox reproducers. In the case of a duplicate subscription, the duplicate issue is immediately routed as requested.

In checking out periodicals to be routed, the same charge-out card is used for all issues of the same magazine. On this charge-out card are noted branch code, magazine issue, and date routed. At the top of the charge-out card is the title of the magazine and a list of the branch codes of those interested in the magazine. When the magazine is actually routed, the table bearing the reserve notation is enclosed in the magazine. This reminds the reserver of his selection.

Advantages and Disadvantages

This simple system did not operate in an entirely smooth fashion at first. Some people found that they were not getting the magazines quite as often as they previously did and had to be reassured. Some of our patrons felt that this routine complicated an already complicated system. They also were assured that it would all work out to the advantage of everyone. Others were interested in each and every issue of specific magazines and were not satisfied with the table of contents. In such cases, a permanent card was set up in these specific magazine reserve folders making it unnecessary for these people to reserve their favorite magazines. They receive them automatically as each issue graduates from the Current Periodicals Shelf.

There have been instances when patrons needed magazines immediately for reference purposes. When this happens, the magazine is loaned out. There is no desire, ever, to withhold valuable information from those who need it.

The above are some of the objections to this system. However, beyond all these objections, there are some very positive results.

1. We find that more magazines are requested more often. For instance, *Management Review* is used much more frequently by the shops than formerly. At the same time, *Foundry*, a magazine applicable to special shops, is used more often by the administrative branches. This is because it contains good information on administrative routines for industrial operations.

2. We find that we in the library know more about what our patrons want to read than was previously the case. We can see, week by week, what interests each person. This makes for a closer association between the library and the technical personnel.

3. The library circulates its material to more people each day with exactly the same size library staff.

4. All patrons who are eager to see their favorite magazines do not have to wait an overlong time for news of the magazine's contents. Everyone receives the contents at the same time without delay.

5. Our technical personnel now has a better knowledge of what is available to them through magazine resources.

After four months of operation under this new and different system, the pertinent objections have become negligible. The service has become an integral and accepted part of the library's function.

Cost

A word now as to the cost of such a program. For tables of contents which are exact replicas from the magazines themselves, the Xerox process is advisable. Using this system, single copies take two to three minutes; offset masters take three to five minutes.

Complete Xerox equipment can be rented for approximately \$900 per year. This annual figure includes the rental of the equipment, the cost of six plates, developer, cleaner and electricity. Further, if only direct copies are desired, each reproduced sheet would cost twenty cents for labor and materials. This cost remains constant.

However, the Naval Gun Factory Technical Library is using facilities which couple Xerox equipment and a multilith machine. By this method, a multilith master is produced by Xerography. This method makes it possible to obtain each reproduced sheet at less than five cents a copy, including costs of labor and materials. The greater the number of copies desired, the less the cost for each reproduced sheet.

These costs may seem exorbitant; but cooperative effort will enable a greater number of libraries to use this system. By pooling their funds and their magazine resources, many libraries can avail themselves of this system of magazine routing.

Chapter Highlights

Illinois

During the month of April, members of the Illinois Chapter attended a series of four "visits with a purpose," arranged by the Chapter's Education Committee.

The visits were made to organizations which had good collections of resource material in Pictures, Maps, Business and Commercial Services, and Government Publications. Each class-visit was designed to study (1) how the material is obtained and organized, (2) information values of the material, and (3) techniques in using the material. In addition, problem situations were set up by the librarian acting as instructor to allow participants to handle the materials and become familiar with them.

* * *

Michigan

The Michigan Chapter has completed a *Procedures Manual* for the purpose of "aiding Chapter officers in their leadership of Chapter activities." The 30-

page manual contains the Chapter's Constitution and By-Laws, and the functions and responsibilities of each officer and committee.

Mrs. Katherine LaMont and Mrs. Rachel MacDonald, immediate past-president and president of the Michigan Chapter, were responsible for the preparation of the manual. In commending them for their efforts, Robert Armstrong, president-elect of the Michigan Chapter, said: "Many of us have long felt a need for a definite statement of duties and procedures to guide us . . . All who see the manual will realize the great service Mrs. MacDonald and Mrs. LaMont have rendered the Chapter."

* * *
New Jersey

A panel discussion on "The Field of Special Librarianship" was conducted before members of the New Jersey Chapter and High School Guidance Counselors on December 2, 1954.



Executive Board members of the Southern California Chapter are shown meeting in the Board Room of the Prudential Insurance Co., Los Angeles, March 3, 1955. Seated left to right are: Dorothy G. Armstrong, Los Angeles State College; Elizabeth M. Walkey, Consolidated Engineering Corp.; Hope Smalley, U. S. Naval Civil Engineering Research and Evaluation Laboratory; Margaret Anderson, Rand Corp.; Margaret Cressaty, College of Osteopathic Physicians and Surgeons; Johanna Allerding Tallman, Engineering Library, University of California; Ruth Hoff, Alhambra Public Library; Barbara Wight, Harbor General Hospital; and Sherry Taylor, Prudential Insurance Company. Standing are Frank R. Long, North American Aviation and Helen Azhderian, University of Southern California.

Representing, respectively, the industrial, historical and business library, were Betty Joy Cole, Alexander Wall, and Alma C. Mitchill. Katharine Kinder, librarian of the Johns-Manville Research Center, served as moderator.

Betty Joy Cole, librarian of the American Cyanamid Company, spoke of some special library services which are not available in a public library. She referred to certain methods of guiding the readers to material in the library, such as abstract bulletins, reproductions of current tables of contents, and literature searches. Through these and other services, the special library integrates itself with the organization it serves.

Alexander Wall, director of the New Jersey Historical Society, described the specialized holdings of an historical library and the wide duties of the librarian. He must have a knowledge not only of the holdings but of what is in them, be versed in the art of the preservation of manuscripts and books, and alert to rarities both of the past and of today. In common with all special librarians, the historical librarian must have a fundamental interest in the organization which employs him.

Alma C. Mitchill, librarian of the Public Service Electric and Gas Company, spoke of services saving time and money for the company. Using her library as an example, Miss Mitchill referred to the fact that two-thirds of the items in daily circulation go to locations outside the main building. A weekly bulletin on labor and union problems is sent to about one hundred of the management personnel. Employees are notified whenever anything of interest to them is received in the library. A special file with this employee information is kept up to date by a member of the library staff. If interests are widely duplicated, the library may subscribe to as many as twenty copies of one magazine.

New York

The Professional Training Committee has prepared a descriptive, illustrated folder on the training opportunities sponsored by the New York Chapter. Copies of this folder have been mailed to all members of the Chapter recently. Members of this committee have also been attending meetings of the different groups in the Chapter to describe training opportunities available.

A newly formed Recruitment and Training Committee will combine the work of the Professional Training Committee with the work of recruitment. Robert E. Kingery is chairman of the twelve-member committee.

* * *

Oak Ridge

The March 1955 issue of *Particles*, bulletin of the Oak Ridge (Tennessee) Chapter, includes a summary of a forum on the "Evaluation of Library Materials," presented on January 21, 1955.

Participants were Elizabeth Howard, Mrs. Louise Barry, and Marion Garber.

Speaking on "Setting Up a Technical Library," Elizabeth Howard of the Oak Ridge National Laboratory library said that the librarian must know the aims and purposes of his company, the number of people to be served, the available space, and the amount of money to be allotted to the library budget. The areas of cooperation and support that the librarian will receive from Management must be clearly defined. On the other hand, Management will expect service—quick, efficient, and complete. The degree of success with which the library fulfills this function is dependent upon staff qualifications, resources at hand or readily available, and the overall lines of communication which exist within the company. If the collection reflects the subject needs of the company and the library sells its services successfully, by providing information in a convenient and usable form, the company's efficiency will be enhanced and the library will "pay its way."

Mrs. Louise Barry of the Oak Ridge National Laboratory library spoke on "Selection of Materials." Mrs. Barry indicated that the librarian must be aware of the specialized requirements of his company, its current and anticipated needs, before any attempt at selection can be made. In establishing a new library, assistance in selection can be obtained from the following basic sources: L. Jackson's *Technical Libraries: Their Organization and Management*; Winchell's *Guide to Reference Books*; Hawkins' *Scientific, Medical and Technical Books Published in the United States of America and Supplements; Cumulative Book Index; Publishers' Weekly; Technical Book Review Index*; and Ulrich's *Periodicals Directory*.

Marion Garber of the Oak Ridge Institute of Nuclear Studies library, discussed the "Handling and Maintenance of a Collection," which, she said, becomes as important as its initial selection. The company's field of interest will determine the inclusiveness of the journal collection as well as the binding policy. Binding may also be dependent upon the availability or usability of journals in microform. The reprint file may be handled as a substitute for, or a supplement to the journal collection.

The intelligent execution of the library's program will not only depend on its own holdings, acquisitions, binding and withdrawal policies, but also on interlibrary cooperation. The advantages of cooperation have been manifest in the Oak Ridge area by the use of a local union list of serials and a union catalog. This could possibly be expanded by areas of cooperative binding, a more routine check of purchases, and certain areas of responsibility defined for each of the several libraries.

* * *
Philadelphia

The Philadelphia Council has made provision for an Achievement Award to be granted only when a particularly outstanding achievement has been noted. Candidates for the Award may be librarians or non-librarians within the geographical area served by the Council. The Award may be granted in recognition of a short-term project or of work carried on over a period of years.

Members of the Philadelphia Council have been asked to submit the names of persons for consideration as the first recipient of the Achievement Award. The Philadelphia Council also presents an award each year to an outstanding student majoring in the field of special libraries in the School of Library Science of Drexel Institute of Technology.

CHAPTER AND DIVISION FINANCIAL STATEMENTS

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

The following form has been prepared for use by Chapter and Division Treasurers:

SPECIAL LIBRARIES ASSOCIATION (Name of Chapter or Division)		Date of Report
Balance on hand brought forward:		
Income: (Itemize)		Expenditures: (Itemize)
Total Income:		Total Expenditures:
Balance on hand: (as of date)		Respectfully submitted
		Name of Treasurer
		(Chapter or Division)

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

Report of the Treasurer

I respectfully submit the financial statements of the Special Libraries Association for the year ended December 31, 1954, 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.

BURTON W. ADKINSON, *Treasurer*

February 21, 1955

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

Dear Sirs:

We have examined the appended statement of assets and fund balances (Exhibit I) of Special Libraries Association as of December 31, 1954 and the related statements of income, expenditures and changes in fund balances (Exhibits II and III) for the year then ended. Our examination included tests of the accounting records maintained at the Association Headquarters, and other supporting evidence and other auditing procedures, as outlined generally below.

The cash in banks at December 31, 1954 was confirmed by correspondence with the depositories and the securities representing the investments carried in the statement of assets and fund balances were counted by us at the safe-deposit vault of The National City Bank.

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

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

A physical count of the inventory of publications on hand as at December 31, 1954 was made by employees of the Association. We made test counts of a number of the inventory items and satisfied ourselves generally as to the method used by the Association in determining the quantities on hand. Tests were made of the basis on which the inventories were valued by reference to purchase and sales invoices.

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

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

The accounts of the Association are maintained substantially on a cash basis. The amount of expenses unpaid at December 31, 1954 not recorded on the books was not material. However, included in income for the year ended December 31, 1954, as shown in Exhibit II, are dues and subscriptions applicable to years subsequent to 1954, as follows:

	1955	1956	1957
Dues	\$32,941.80	\$ 8.00
Periodicals:			
Special Libraries	3,130.90	120.05	\$ 11.50
Technical Book Review Index.....	5,733.45	242.85	27.25
	<u>\$41,806.15</u>	<u>\$370.90</u>	<u>\$ 38.75</u>

As at December 31, 1954 amounts receivable from sales of periodicals and publications and from advertising therein not recorded on the books nor included in the attached statements aggregated approximately \$1,080.

In view of the Association's practice of taking into income dues and subscriptions in advance of the periods to which they relate, we cannot express an opinion that the attached financial statements present fairly the position of the Association at December 31, 1954 and the results of its operations for the year then ended. However, as far as our examination extended, the transactions were found to have been recorded properly on the basis indicated.

Yours very truly,
PRICE WATERHOUSE & Co.

SPECIAL LIBRARIES ASSOCIATION
STATEMENT OF ASSETS AND FUND BALANCES
DECEMBER 31, 1954
(With comparative figures at December 31, 1953)

	Assets	
	1953	1954
General fund:		
Cash	\$ 49,195.18	\$ 56,886.37
Loan receivable	750.00
Miscellaneous receivables	18.76
Inventory of "Our Library" (a visual presentation) at estimated sales value which is below cost	2,659.14	869.00
	<u>\$ 52,604.32</u>	<u>\$ 57,774.13</u>
General reserve fund:		
Cash	\$ 3.98	\$ 137.99
United States Government securities, at cost (approximate market value 1953 — \$48,000; 1954 — \$49,300)	45,016.03	45,730.53
	<u>\$ 45,020.01</u>	<u>\$ 45,868.52</u>
Life membership fund:		
Cash	\$ 2,217.99	\$ 2,208.34
Publications fund:		
Cash	\$ 11,055.86	\$ 14,961.86
Inventory of publications, at cost or estimated sales value, whichever is lower	9,799.61	7,629.07
	<u>\$ 20,855.47</u>	<u>\$ 22,590.93</u>
Scholarship and student loan fund:		
Cash	\$ 5,243.06	\$ 8,435.83
Loans receivable	200.00
	<u>\$ 5,243.06</u>	<u>\$ 8,635.83</u>
	<u>\$125,940.85</u>	<u>\$137,077.75</u>
Fund Balances		
General fund:		
Accounts payable and sundry credits	\$ 11.86	\$ 33.70
Fund balance (Exhibit II)	52,592.46	57,740.43
	<u>\$ 52,604.32</u>	<u>\$ 57,774.13</u>
Special funds (Exhibit III):		
General reserve fund	45,020.01	45,868.52
Life membership fund	2,217.99	2,208.34
Publications fund	20,855.47	22,590.93
Scholarship and student loan fund	5,243.06	8,635.83
	<u>\$125,940.85</u>	<u>\$137,077.75</u>

Note—

The accounts of the Association are maintained substantially on a cash basis. The amount of expenses unpaid at December 31, 1953 and 1954 applicable to the respective years was not material. However, included in income during these years are dues and subscriptions applicable to subsequent years, as follows:

	Year ended December 31,	
	1953	1954
1954	\$ 37,953.98
1955	362.05	\$ 41,806.15
1956	47.75	370.90
1957	7.50	38.75
	<u>\$ 38,371.28</u>	<u>\$ 42,215.80</u>

SPECIAL LIBRARIES ASSOCIATION

STATEMENT OF INCOME, EXPENDITURES AND CHANGES
IN GENERAL FUND BALANCE

FOR THE YEAR ENDED DECEMBER 31, 1954

(With comparative figures for the year ended December 31, 1953)

	1953 Actual	1954 Actual	1954 Budget (2)
Income (Note 1):—			
Dues	\$ 56,672.87	\$ 62,604.60	\$ 57,000.00
Periodicals:			
Special Libraries	14,446.57	13,305.26	12,300.00
Technical Book Review Index	10,370.66	9,165.50	8,730.00
Net receipts from convention (after payment of expenses amounting to \$11,005.07 in 1953 and \$11,131.63 in 1954	1,465.14	4,844.92	2,500.00
Interest on funds in savings bank account.....	138.44	269.10	55.00
Net proceeds from sale of equipment.....		350.00	
Miscellaneous	755.83	286.07	500.00
	<hr/>	<hr/>	<hr/>
Total income	\$ 83,849.51	\$ 90,825.45	\$ 81,085.00
Expenditures:—			
Allocations of funds to subunits:			
Chapters	\$ 6,752.88	\$ 6,857.06	\$ 6,752.07
Divisions	2,547.72	2,743.36	2,535.88
Committees	1,881.40	2,193.87	1,550.00
	<hr/>	<hr/>	<hr/>
	\$ 11,182.00	\$ 11,794.29	\$ 10,837.95
General operations:			
Salaries	\$ 27,036.78	\$ 28,590.97	\$ 27,202.00
Rent	3,300.00	3,425.00	3,300.00
Postage	1,960.56	1,563.82	2,200.00
Supplies	1,980.08	2,778.55	2,500.00
Payroll taxes	1,041.69	947.49	1,500.00
Porter service	960.00	960.00	900.00
Accounting	750.00	750.00	750.00
Legal fee		210.00	
Telephone and telegraph	583.13	670.91	600.00
News bulletin	559.86	366.32	600.00
Public relations clinic	544.39		
Equipment service and repairs.....	533.06	532.55	400.00
Building repair and maintenance.....		253.72	
Cost of preparing minutes	362.67	267.07	400.00
Insurance	107.49	249.56	100.00
Miscellaneous	595.44	317.36	110.00
	<hr/>	<hr/>	<hr/>
	\$ 40,315.15	\$ 41,883.32	\$ 40,562.00
Periodicals:			
Special Libraries	18,314.71	19,407.59	19,000.00
Technical Book Review Index	6,273.69	6,579.93	6,300.00
Write-off of "Our Library" costs in excess of estimated sales value of inventory, less proceeds of sales of \$1,597 in 1953 and \$610 in 1954	1,147.36	1,180.14	
Publications survey	500.00		
Travel—President	702.26	1,119.75	1,200.00
Travel—Executive Secretary		196.16	200.00
Equipment purchases	347.81	2,448.69	500.00
President's fund	183.95	158.80	200.00
	<hr/>	<hr/>	<hr/>
Carried forward	\$ 78,966.93	\$ 84,768.67	\$ 78,799.95

EXHIBIT II — (Continued)

	1953	1954	
	Actual	Actual	Budget (2)
Expenditures (brought forward)	\$ 78,966.93	\$ 84,768.67	\$ 78,799.95
Membership in other organizations	162.00	164.00	175.00
Placement reorganization	224.64
Publishers reprints project	88.16
Total expenditures	<u>\$ 79,128.93</u>	<u>\$ 85,245.47</u>	<u>\$ 78,974.95</u>
Excess of income over expenditures	\$ 4,720.93	\$ 5,579.98	<u>\$ 2,110.05</u>
Fund balance, January 1	47,871.88	52,592.46	
Interfund transfers, net	(432.01)	
Fund balance, December 31 (Exhibit I)	<u>\$ 52,592.46</u>	<u>\$ 57,740.43</u>	

Notes—

- (1) See Note to Statement of Assets and Fund Balances, Exhibit I.
- (2) Additional appropriations for special items aggregating \$3,824 subsequently were authorized by the Executive Board.

EXHIBIT III

SPECIAL LIBRARIES ASSOCIATION

**SUMMARY OF CHANGES IN SPECIAL FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 1954
(With comparative figures for the year ended December 31, 1953)**

GENERAL RESERVE FUND

	1953	1954
Interest on United States Government securities.....	\$ 309.98	\$ 848.51
Balance, January 1	44,710.03	45,020.01
Balance, December 31 (Exhibit I)	<u>\$ 45,020.01</u>	<u>\$ 45,868.52</u>

LIFE MEMBERSHIP FUND

Interest on savings bank account	\$ 54.56	\$ 58.34
Transfer to General Fund of interest on savings bank account — 1952 and 1953	(67.99)
Balance, January 1	<u>\$ 54.56</u>	<u>(\$ 9.65)</u>
.....	2,163.43	2,217.99
Balance, December 31 (Exhibit I)	<u>\$ 2,217.99</u>	<u>\$ 2,208.34</u>

PUBLICATIONS FUND

Proceeds from sales of publications	\$ 11,540.72	\$ 11,040.26
Production and selling expenses	\$ 15,220.30	\$ 7,134.26
Decrease (increase) in inventory at December 31, from previous year	(5,653.47)	2,170.54
.....	\$ 9,566.83	\$ 9,304.80
Excess of income over expenses	\$ 1,973.89	\$ 1,735.46
Balance, January 1	18,881.58	20,855.47
Balance, December 31 (Exhibit I)	<u>\$ 20,855.47</u>	<u>\$ 22,590.93</u>

SCHOLARSHIP AND STUDENT LOAN FUND

Income:		
Gifts	\$ 1,751.50	\$ 2,700.18
Interest in savings bank account and loan	104.15	192.59
Transfer from General Fund	500.00
.....	\$ 1,855.65	\$ 3,392.77
Balance, January 1	<u>3,387.41</u>	<u>5,243.06</u>
Balance, December 31 (Exhibit I)	<u>\$ 5,243.06</u>	<u>\$ 8,635.83</u>

Have you heard . . .

Conference on Information Processing

Plans for a conference at Western Reserve University on the Practical Utilization of Knowledge resulted from a week-end meeting of information specialists representing various industrial and governmental organizations, professional societies, and educational institutions. The group met on March 19 and 20, 1955, to discuss the problem of improving the processing and correlation of information at the invitation of Dr. Jesse H. Shera, dean, School of Library Science, Western Reserve University, Cleveland, Ohio.

The purpose of the conference will be to evaluate requirements that information methods must meet, to consider the effectiveness of conventional and newly developed methods for the abstracting, indexing, retrieving and correlating of recorded information, and to encourage research in the development of methods, techniques and systems. The date for the conference will be set at the next meeting of the Planning Committee. Meanwhile, working groups will be involved in preliminary spadework.

The Special Libraries Association is represented on the Conference Planning Committee by Allen Kent, a member of the SLA Committee on Special Classifications.

* * *

WR Workshop

Mrs. Marian M. Winser (Marian Manley) will conduct a workshop for trustees and librarians, "The Library and the Community," at Western Reserve University, Cleveland, Ohio, July 11-23, 1955.

Mrs. Winser, a member of SLA's New Jersey Chapter, was librarian of the Business Branch of the Newark, N. J. Public Library for twenty-eight years. She is the author of *A Handbook for Library Trustees* published recently by R. R. Bowker Company.

Archives Institutes

Two institutes on archival management will be held during the summer of 1955:

HISTORICAL AND ARCHIVAL MANAGEMENT, offered by Radcliffe College and the Department of History, Harvard University, June 20-August 12. The course will permit a detailed study of archival procedures and the problems of preservation, care, analysis and use of manuscript, printed and audio-visual materials. Attention will be paid to the problems of government and business records, and the uses of microfilm, microprint and other reproduction techniques.

The applicant must be a college graduate or be presently employed in an archival or historical institution. Tuition for the eight weeks course is \$200. Application blanks can be obtained by writing to the Director, Institute on Archival Management, 10 Garden Street, Cambridge, Massachusetts.

PRESERVATION AND ADMINISTRATION OF ARCHIVES: ADVANCED, offered by The American University, Washington, D.C., July 5-16. The institute is open only to applicants with considerable archival experience or with comparable academic background.

The American University is also offering an institute in **RECORDS MANAGEMENT**, June 20-July 1. Admission will be limited to qualified persons who hold positions of responsibility in the field or wish to qualify for such positions.

Tuition charge for the institutes on records management and archives is \$50.00 for each. Students may register for both courses at the reduced rate of \$90.00. For further information, write to the Director of Institutes, The American University, 1901 F Street, N.W., Washington 6, D. C.

SLA NOMINATING COMMITTEE

The appointment by Chester M. Lewis, First Vice-President and President-Elect, of the following members of the Nominating Committee to prepare the slate for the 1956 election, was approved by the Executive Board:

JO ANN AUFDENKAMP
Illinois Chapter

L. VERONA BEKKEDAL
Puget Sound Chapter

MRS. DOROTHY B. SKAU
Louisiana Chapter

LAURA M. MARQUIS
Pittsburgh Chapter

K. GENEVIEVE FORD, *Chairman*
New Jersey Chapter

Prospective names, with reasons for their selection, should be mailed as soon as possible to the chairman, K. Genevieve Ford, Titanium Division, National Lead Company, South Amboy, N. J. In accordance with By-Law IX of the SLA Constitution, the Nominating Committee must present the 1956 slate to the SLA Executive Board by November 15, 1955.

Two candidates are nominated for each office. These include: President-Elect (First Vice-President), Second Vice-President, Treasurer (two-year term), Secretary (two-year term), and two Directors for three-year terms each.

Librarianship as a Career

"Nominating Librarianship as a Career" is the subject of a meeting sponsored by the Joint Committee on Library Work as a Career at the ALA Conference in Philadelphia, July 7, 1955.

SLA members who will participate are Gretchen D. Little, president of the Association and technical librarian at Atlas Powder Company, Wilmington, Delaware; Francis R. St. John, chief librarian, Brooklyn Public Library; and Mrs. Elizabeth L. Wright, supervisor of personnel, Boston Public Library.

DEWEY DECIMAL CLASSIFICATION

16th Edition in Process

Editorial work on the 16th edition of the Dewey Decimal Classification is under way. Since January 4, 1954 it has been carried on by the Library of Congress, although the ownership remains unchanged, Lake Placid Club Education Foundation being the owner, and Forest Press, Inc., the Foundation's publisher.

The 15th edition which was published in 1950 was a radical departure from previous editions in that, for the first time, it embodied abridgements as well as expansions and a considerable number of changes in meaning. Although the 15th came about as the result of a clamor by librarians for a standard edition, it turned out to be abridged to a greater degree than libraries anticipated.

In response to library demand, the 16th edition is being carried on by a library in conformity to criteria drawn on the basis of criticisms of previous editions and with the assistance of a large number of library groups, individual librarians, and last but not least, specialists in various subject fields.

Editorial policy of the Dewey Decimal Classification is controlled by the Editorial Policy Committee of the Lake Placid Club Education Foundation. The interest of libraries is represented by a Special Advisory Committee named by the Division of Cataloging and Classification of ALA. At the Library of Congress, the Decimal Classification Section, which provides the class numbers on Library of Congress cards, has specific duties to perform in helping the editors with the work on the 16th edition.

In order to make sure that the 16th edition will prove as satisfactory as possible the editor and his staff are anxious to receive criticisms of the 14th and 15th editions and suggestions for the 16th. The suggestions might take

the form of criteria to which the classification as a whole should conform (for example, length of number, for what type and size of library intended, maximum size of the 16th edition), criteria applicable to particular classes, divisions, or sections (such as, degree of subdivision in chemistry, provision for period subdivision under countries, differentiation between geography and travel), and suggestions for improvement in the terminology of the schedules and the index.

As the work progresses, the Editorial Office will supply to any interested special librarian the preliminary schedules it has developed and will welcome suggestions with regard to their improvement. To date the schedules for history, biography, geography, chemistry, geology, and medicine have been completed. The address of the Dewey Decimal Classification Editorial Office is simply, Library of Congress, Washington 25, D. C.

DAVID JUDSON HAYKIN
Editor of the Decimal Classification

* * *

Library School Conference

The Twentieth Annual Conference of the University of Chicago Graduate Library School, to be held on June 20-24, 1955, will be devoted to the theme, "The Future of the Book: Implications of the Newer Developments in Communication." The papers to be presented include *Developments in Mass Communications* by Raymond H. Wittcoff, chairman, National Citizens Committee for Educational Television; *Developments in the Storage and Retrieval of Knowledge* by C. D. Gull, administrative officer, National Research Council; *Implications for Library Services* by Ralph R. Shaw, Graduate School of Library Service, Rutgers University; and *Implications for Documentation and the Organization of Knowledge* by Verner W. Clapp, chief assistant librarian, Library of Congress.

The registration fee for the Conference is \$15.00.

Contents in Advance

Subscriptions and inquiries about *Contents in Advance*, a new monthly periodical which will regularly reproduce the tables of contents of some two hundred domestic and foreign journals in the fields of library science and documentation, should be addressed to: *Contents in Advance*, P. O. Box 64, Williamsbridge Station, New York 67, New York.

SLA AUTHORS IN PRINT

CLAPP, VERNER W., coauthor: Are your microfilms deteriorating acceptably? *Library Journal*, vol. 80, no. 6, March 15, 1955, p. 589-595.

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DONAHUE, GILBERT E.: Library of the Cowles Commission for Research in Economics. *Illinois Libraries*, vol. 37, no. 3, March 1955, p. 89-94.

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HARSAGHY, F. J.: Roads to aeronautical research. *College and Research Libraries*, vol. 16, no. 2, April 1955, p. 164-167.

* * *

KEHL, M. MARGARET: Tools for pharmacy college librarianship. *American Journal of Pharmaceutical Education*, vol. 19, no. 1, Winter 1955, p. 15-28.

* * *

KENT, A., PERRY, J. W., et al.: Machine literature searching. VII. Machine functions and organization of semantic units. *American Documentation*, vol. 6, no. 1, January 1955, p. 33-39.

* * *

STRABLE, EDWARD G.: Hemingway: a brief bibliographical survey. *Book Bulletin of the Chicago Public Library*, vol. 37, no. 1, January 1955, p. 3-5.

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STRIEBY, IRENE M.: Simplified library-to-dealer purchasing. *Stechert-Hafner Book News*, vol. 9, no. 7, March 1955, p. 81-82.

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TAUBE, MORTIMER and associates: Storage and retrieval of information by means of the association of ideas. *American Documentation*, vol. 6, no. 1, January 1955, p. 1-18.

* * *

ZACHERT, MARTHA JANE K.: Techniques for reorganizing the catalog of a special library. *Journal of Cataloging & Classification*, vol. 11, no. 1, January 1955, p. 29-37.

* * *

ZWEMER, RAYMUND L.: Medical science resources in the Library of Congress. *Bulletin of the Medical Library Association*, vol. 42, no. 4, October 1954, p. 432-438.

Workshop on Audio-Visual Materials

The Syracuse University School of Library Science will offer a two-week Workshop on Audio-Visual Materials in Libraries, August 15-26, 1955. The Workshop will cover the selection and acquisition of audio-visual materials for libraries; organization for use; problems of finance and personnel; selection of equipment and experience in its operation; techniques of effective utilization. Consideration will be given to motion pictures, slides, filmstrips, microfilms, microcards, etc.

Tuition for the Workshop is \$66.00. The course can be offered for credit for the master's degree in Library Science. For further information, write to Dean Wharton Miller, School of Library Science, Syracuse University, Syracuse 10, New York.

* * *

RETIREMENTS

KATHARINE D. FRANKENSTEIN, manager of the Library-Research Department of Batten, Barton, Durstine & Osborn, Inc., retired on March 31, 1955, after thirty years of service with the agency.

Miss Frankenstein was formerly chairman of Special Libraries Association's Commerce Group (now called the Advertising Division). In 1945-46 she served as president of SLA's New York Chapter. She is a charter member of the Council of Advertising Agency Librarians in New York.

* * *

FREDERICK REX, librarian of the Municipal Reference Library of the City of Chicago, retired on December 31, 1954, after forty-eight years of service in that position.

Mr. Rex was a former president of SLA's Illinois Chapter (1917). He won esteem as an authority on municipal affairs, serving as secretary on a number of Chicago municipal committees. On December 31, 1954, the Chicago City Council extended its felicitations to him on completion of fifty-six years of public service.

Law Libraries

The Chicago Association of Law Libraries will be host to the Forty-eighth Annual Meeting of the American Association of Law Libraries to be held at the Drake Hotel, Chicago, July 5-8, 1955. Preceding the Annual Meeting, an Institute for Law Libraries will be conducted at Northwestern University Law School, June 28 to July 2. Programs for the Annual Meeting and the Institute will be announced shortly.

Marian G. Gallagher of the University of Washington, Seattle, is president of the American Association of Law Libraries. Dorothy Scarborough, Northwestern University, and William D. Murphy, Kirkland, Fleming, Green, Martin & Ellis, Chicago, are chairmen of Local Arrangements for the Annual Meeting.

The former president of the Illinois Chapter of the Special Libraries Association, Ruth Nielander, is a member of the Publicity and Printing Committee, which is preparing for both events.

* * *

MLA Scholarships

Two \$150.00 scholarships will be offered by the Medical Library Association in the advanced medical literature and reference work course, June 20-July 16, at the University of Illinois Library School.

Applications must be filed by May 25 and should be made to the school at the time of enrollment. For further information and applications, write to Acting Director, Library School, University of Illinois, Urbana, Illinois.

CORRECTION

The Map Workshop, sponsored by the University of Illinois Library School in Urbana, will be held from July 11-22, 1955. The April issue of *SPECIAL LIBRARIES* erroneously reported a June date.

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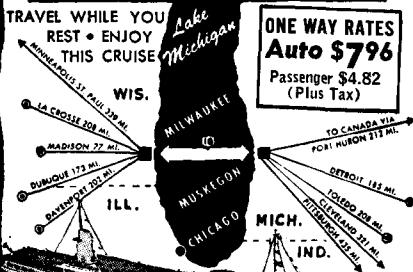
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* *Library Journal*, Jan. 1, 1955

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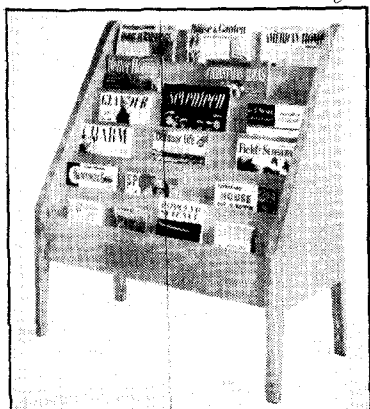
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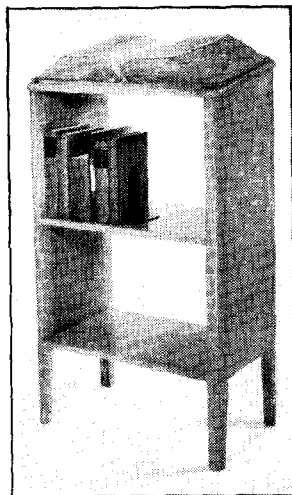
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