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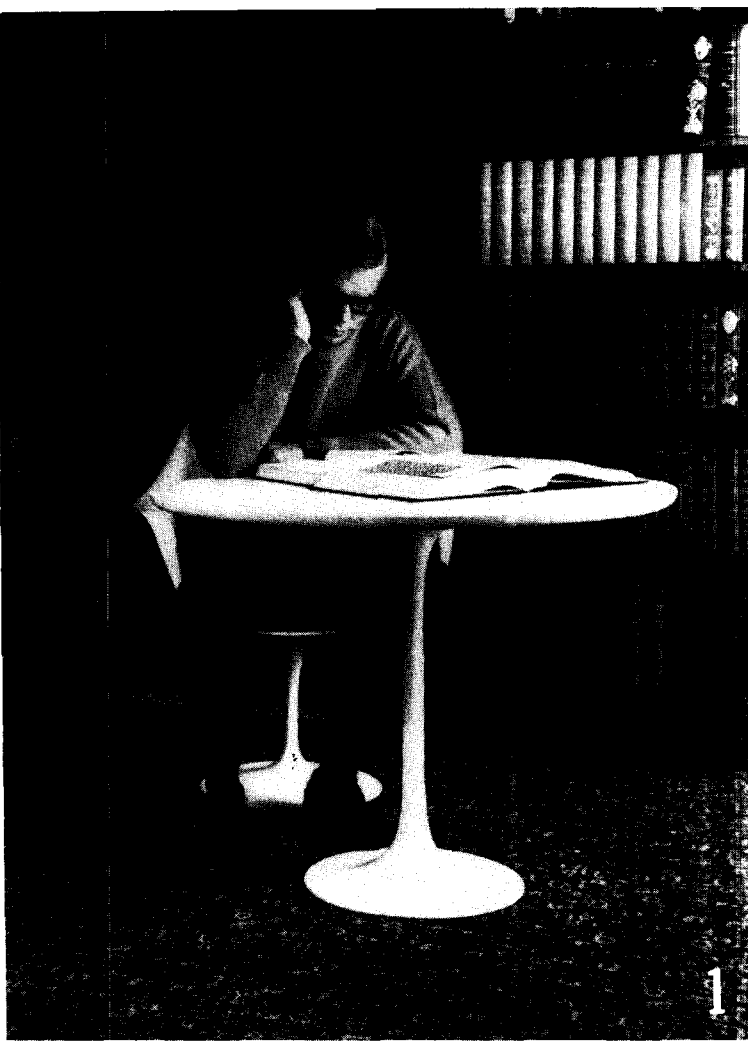
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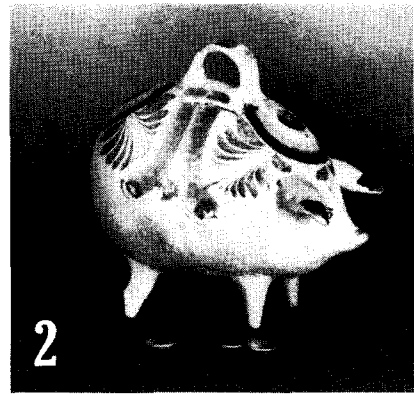
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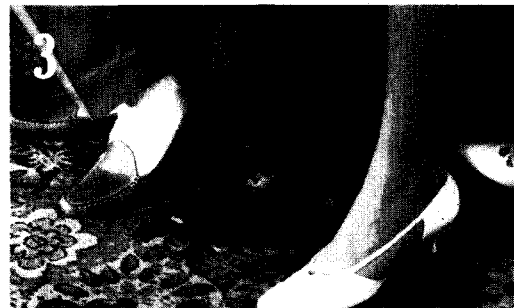
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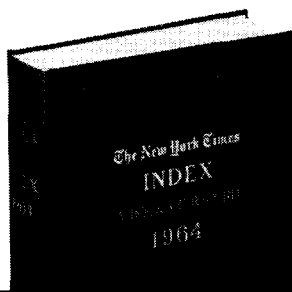


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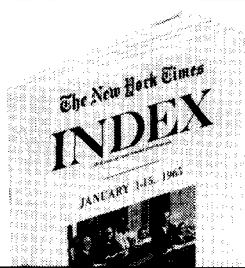
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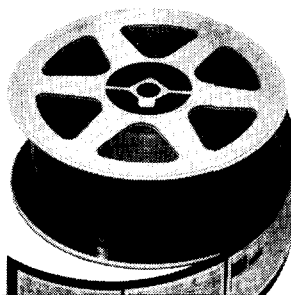
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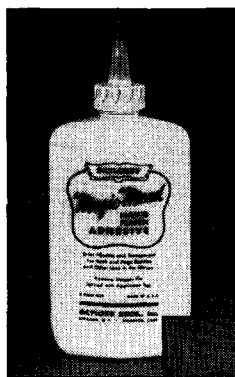
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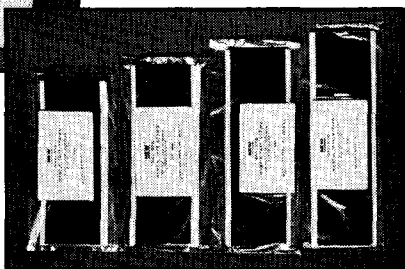
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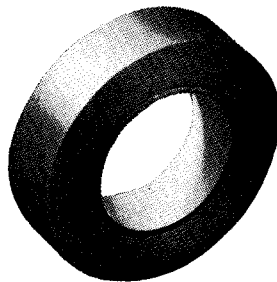
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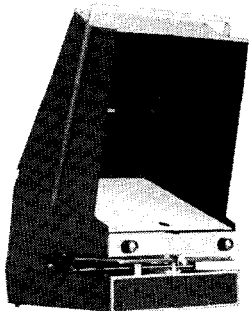
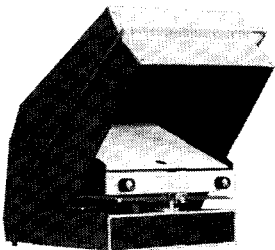
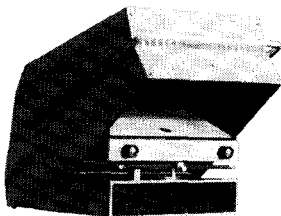
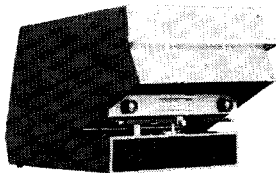
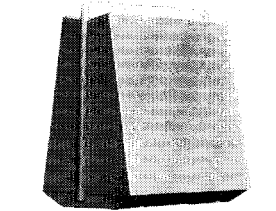
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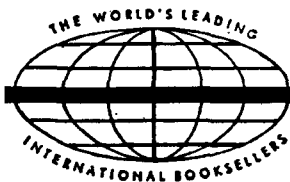
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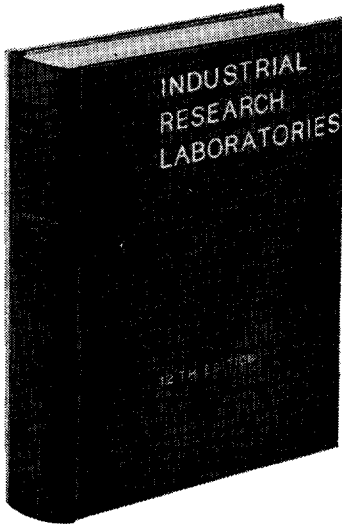
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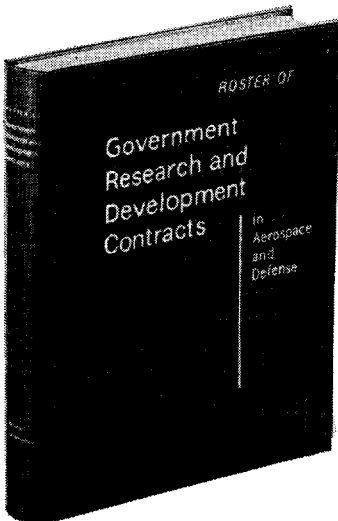


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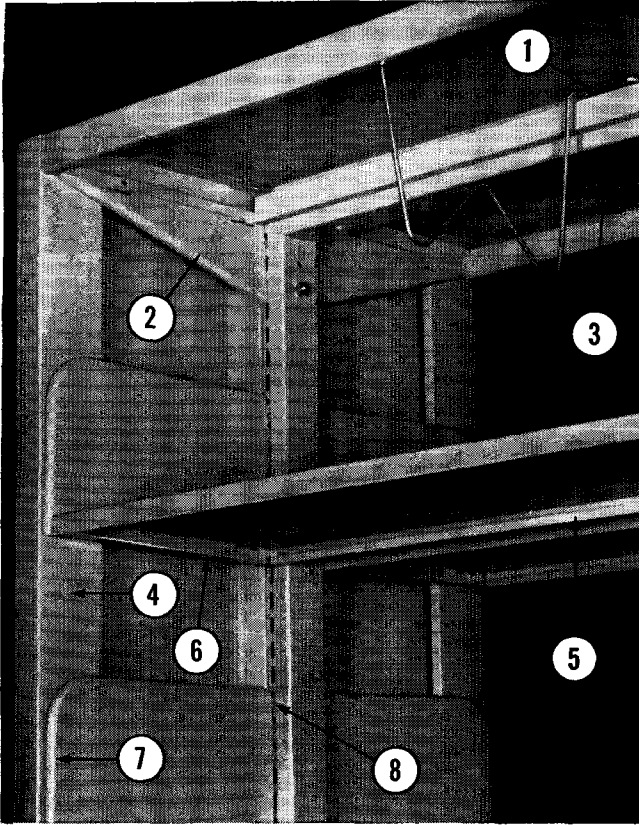
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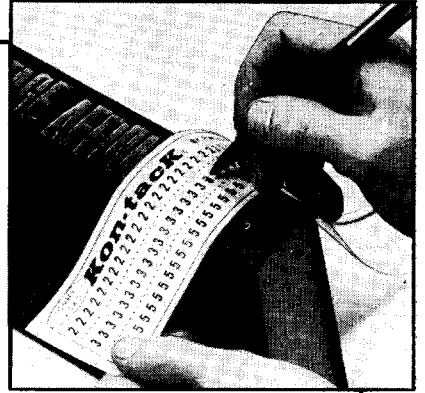
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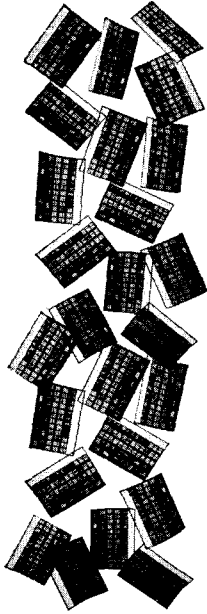
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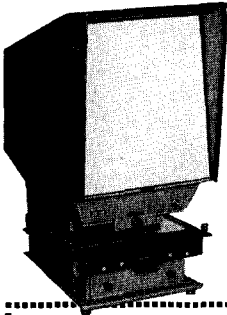
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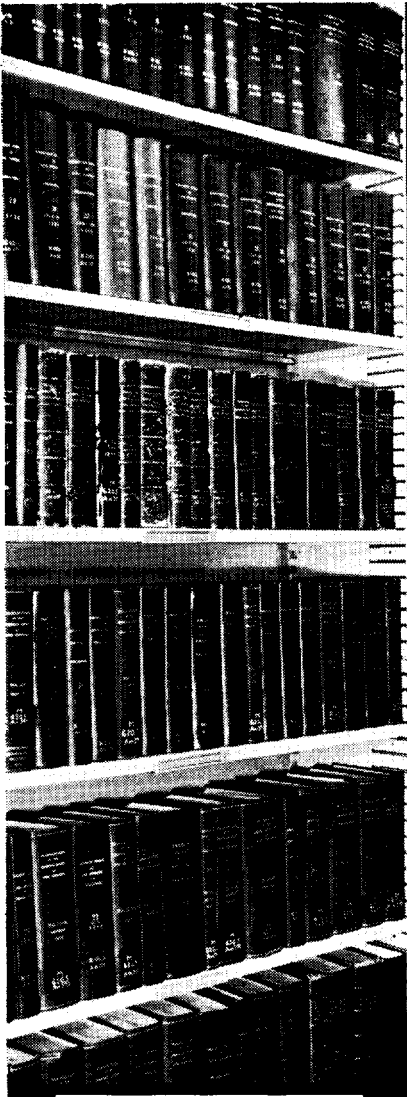
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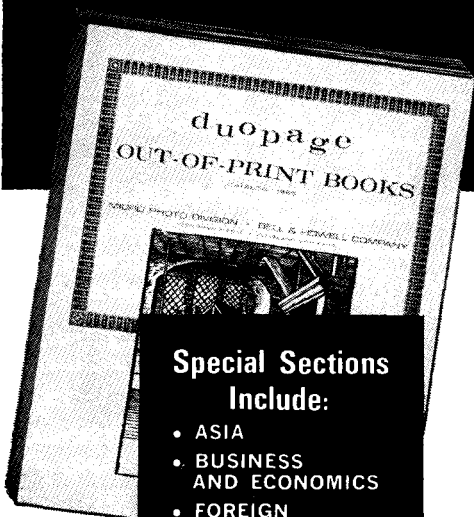
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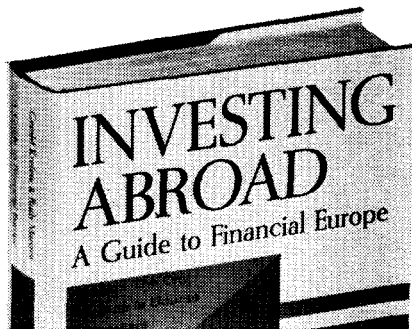
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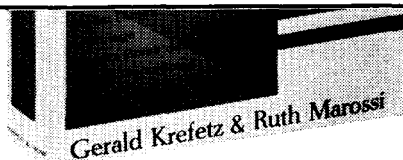
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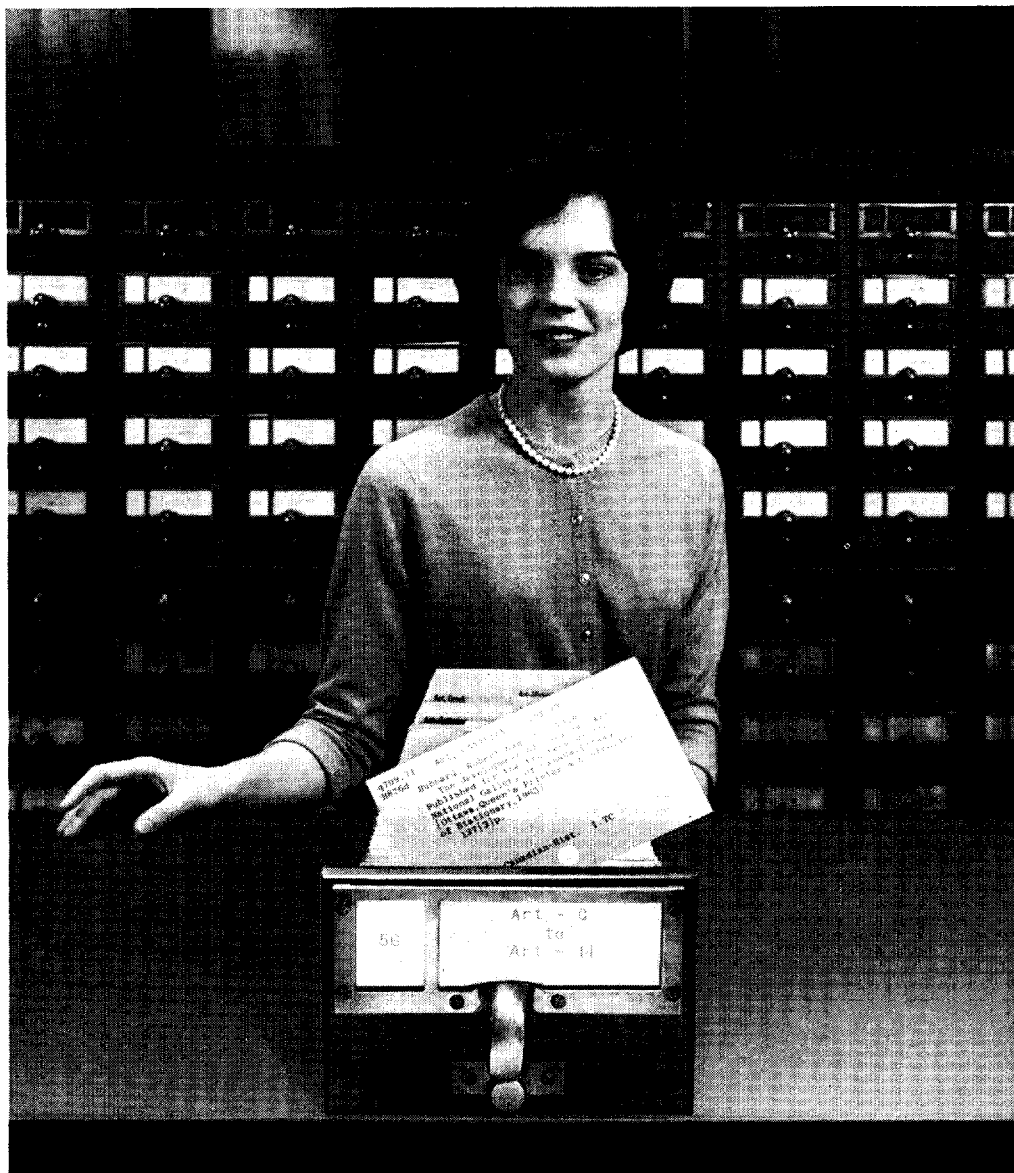
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# Application of Uniterm Coordinate Indexing to a Marketing Research Report Collection

AUDREY N. GROSCH

VARIOUS PROBLEMS inherent in the formation and use of indexes confront both librarians and library users. In particular, generality, i.e., lack of specificity in indexing terminology, use of synonyms, and use of involved subject heading phrases, and lack of proper cross references make many indexes difficult to use. These problems are becoming more apparent with the development of changing subject fields, growth in the number of published items, and the processes involved in human decision-making.

In the physical, biological, and applied sciences a great deal of work has been undertaken during the past decade to reformulate methods of subject searching. Other subject areas, law, for example, have begun to revise their approaches to their bibliographic control systems, but with the emphasis in recent years on scientific research, it is only natural that the scientific disciplines have led the way in applying the newest bibliographic tools.

There has been little, if any, application of coordinate indexing in the social science field, particularly in business, economics, advertising, and marketing. No thesaurus of terms exists that can be used as a basis for a system of information retrieval in these subject areas. These fields do not have the aids that are currently available in the scientific disciplines and act as authority sources for indexers working with scientific and technical materials. Consequently, we in the so-

cial science fields must formulate our own authorities by constructing our own thesauri.

Problems of definition and use of indexing terms are common to all subject areas. Without a detailed statistical study, it would be impossible to say positively that non-scientific subject material presents more of an indexing problem than scientific material, but, having been associated with special collections of a scientific nature, it is this author's conjecture that there seem to be more terms that are vague and ambiguous in non-scientific subjects. Such terms as "marketing" have a variety of meanings to different persons and in different contexts. However, this ambiguity should not make it impossible to proceed in organizing coordinate indexing systems. Each indexer creating an index must begin by creating his own version of the particular subject field vocabulary that will fit his own situations.

The purpose of this paper is to discuss uniterm coordinate indexing as it has been applied to the organization of a report collection dealing with the marketing of convenience foods, cereals, and flour. Since only broad generic terms, such as CAKES, PIES, BREAD, and PASTRY, are found in present indexing and abstracting services, we had to derive our terms directly from the reports themselves. This has been particularly true for very specific terms. Solutions to our problems of term definition have been guided by the meanings and viewpoints of our users.

*This article is based on an oral report presented to the Advertising and Marketing Division, June 11, 1964, at the 55th Special Libraries Association Convention in St. Louis. It was updated and expanded by the author, when she was Librarian of the Marketing Research Library of General Mills, Inc., in Minneapolis, Minnesota. Mrs. Grosch is now the Automation Project Coordinator for the University Libraries at the University of Minnesota.*



### Characteristics of the Collection

The collection presently contains 1,600 reports dealing primarily in some manner with convenience foods, predominantly cake, cookie, casserole, and dessert mixes. Also a large segment deals with cereals, flour, pet food, shortenings, nutrition, and certain non-food specialty items. The documents represent consumer tests, laboratory tests, evaluations of various forms of advertising, readership studies, copy tests, population statistics, sales data, and psychologically oriented studies. They are issued by various corporate bodies including many from various departments within the company.

The collection is used to provide factual information, trend figures, benchmark data, and examples of techniques to aid future research programs. Sixty per cent of the collection is consumer-oriented, and forty per cent is oriented toward advertising, sales, population data, speeches, reprints, and government documents. Only ten per cent of the total collection could be considered of an archival nature. Since this is a current working collection, the addition rate of new materials will be somewhat offset by the discard rate of older materials. Anticipated size stabilization of the collection should be approximately 2,500 documents. Therefore, from a size viewpoint, this collection is appropriately suited to organization by coordinate indexing techniques.

### Description of the System

An index that could retrieve very specific as well as very general information was needed. A conventional subject heading approach had proved unsatisfactory. Uniterm coordinate indexing seemed to be capable of serving our needs far better than any other system.

A coordinate index employs some method of comparing certain concepts. These concepts may take the form of very general or very specific terminology. The terminology pertinent to a given problem must be compared to locate desired information. To facilitate comparison, manual coordinate indexes are constructed so that each separate language term denoting a particular concept is entered on a separate card. A numerical sys-

tem is used to enter a document on the term cards describing it. Thus each item indexed must be given a number for control purposes. In the case of our collection, this number is an arbitrarily assigned accession number. Comparisons are made on a numerical basis; identical numbers on different term cards indicate the reports containing the particular combination of term concepts compared.

As it is difficult to compare large groups of numbers, it has been found that pre-arranging them on each card is best. The method of pre-arrangement is by terminal digit, so that ten columns, each labeled 0 through 9, appear on manual uniterm cards (see Figure 1). Numbers are posted on the cards so that all numbers terminating in 0 will be entered in the 0 column, all numbers ending in 2 in the 2 column, and so on. Because of this arrangement, these cards are often called terminal digit cards.

As originally conceived, uniterm indexing was desirable because no need was seen for term control, since all words of importance would become terms within the system. However, the problems this created were soon recognized, and certain changes were made in the techniques associated with uniterm coordinate indexing. For example, recognition of the need for term control has resulted in the compilation of thesauri, which are lists of terms used and their various interrelationships within a given subject field. Another example is the use of synonymous terms. For further elaboration of these basic principles and techniques consult citations 1-13.

The physical format of our uniterm coordinate index was designed after determining the following requirements:

1. Capable of expansion to 5,000 items, even though our probable size would remain around 2,500 items.
2. Housed within the physical confines of the library.
3. Compatible with an existing coordinate index used for periodical articles, which is located in a sister library.
4. Capable of easy use.
5. Simple to maintain clerically.

On the above basis, manual terminal digit cards seemed sophisticated enough for our

needs. However, conventional terminal digit cards did not appear to have the most desirable format since their method of columnar comparison is vertical. Vertical comparison is unwieldy when long columns of numbers appear on the term cards.

The author had previously used an index prepared with terminal digit cards that employ a slot between each group of two columns as shown in Figure 1.<sup>14</sup> This allows term cards to be compared by columns horizontally, by merely shifting the top card over the card beneath it and aligning first the 0, 2, 4, 6, 8 digit columns and then the 1, 3, 5, 7, 9 digit columns. Our slotted terminal card is a modification of the original card used by the S. C. Johnson Company; the terminal digits printed in each column have been removed to facilitate processing with a typewriter.\*

To obtain descriptive information on a particular report once its number has been ascertained through the index, we maintain

\* Modified originally by Agnes M. Brown, Librarian, Litton Industries, Inc., Applied Science Division, Minneapolis, Minn.

a master numerical record card (see Figure 2). This 4 x 6 inch card contains all descriptive information for a given report, including the index terms assigned. Thus, the index really consists of the uniterm cards and the numerical cards, each maintained in separate files.

As a result of our indexing we have constructed a Marketing Research Library (MRL) Thesaurus of Terms, which serves as a guide to users and as an authority guide for the indexer. This thesaurus is modeled on the American Institute of Chemical Engineers (AIChE) Thesaurus and uses its form and notation.<sup>15</sup> The AIChE Thesaurus is the basis for the coordinate index located in a sister library, so we have a compatible format, which is desirable since there may be future collaboration.

The relationship code used in the Thesaurus is:

- PO—Post on
- SF—See from
- GT—Generic to
- RT—Related term

In addition, we include scope or use notes on some terms, for example:

BIXMIX									
0	1	2	3	4	5	6	7	8	9
10	811	912	643			86		688	1499
960			1533			436			1539
1100									1549
1500									

8275 MD-8

Figure 1: Slotted terminal digit card showing term heading at top left, document accession numbers posted in columns, and blank slots between every two columns to facilitate numerical comparisons.

Accession No. <u>1533</u>	Class. <u>C</u>	Tab sheets <u>no</u>	No. copies <u>2</u>
Title:		Copy No. <u>1</u> <u>2</u>	
<p><b>Paired comparison biscuit taste test: 1. Bisquick vs. Pillsbury. 2. Bisquick vs. Bixmix. 3. Bisquick vs. Pioneer.</b></p>			
Authors:			
Corp. authors <u>U. S. Testing Co., Inc. Test No. 39505</u>			
Project No. <u>713</u>		Date issued <u>7/13/64</u>	Dates covered _____
UN I T E R M S	<ul style="list-style-type: none"> <li>Biscuits</li> <li>Bisquick</li> <li>Bixmix</li> <li>Buttermilk</li> <li>Paired comparison tests</li> <li>Pioneer</li> <li>Pillsbury</li> <li>Refrigerated products</li> <li>Taste tests</li> </ul>		
4109 60-4			

Figure 2: Master numerical record card with a typical report entered on it.

Consumer panels (use only for discussion of the panels themselves as a research technique)

Sugar (use only if part of a product name or if brown sugar is involved. Post all other uses of sugar on SWEETENERS)

The working MRL Thesaurus of Terms is kept in the library on 3 x 5 inch cards. A duplicated version has been issued to marketing research and allied personnel as a supplement to the orientation meetings we have conducted to acquaint users with our services. The Thesaurus serves to educate users in the content of our collection, and we are encouraging its use as a guide for authors when assigning pertinent terms to reports themselves. In this way we hope to insure better indexing of report material. As the need arises we plan to distribute a revision of this term list to all interested personnel.

The MRL Thesaurus of Terms shows various relationships between terms used in the indexing system. The first of these is an hierarchical relationship. In a search for reports dealing with the general subject COOKIES, the term card COOKIES would be compared

with some other pertinent term card. But there are many types of cookies, which are each specific. To search under the general term and also retrieve reports dealing with specific cooky types, it is essential that specific types also be assigned the term COOKIES. Consulting the MRL Thesaurus of Terms we find:

- Brownies
- PO Cookies
- Cookies
- GT Brownies

This means each time we assign the term BROWNIES, we also assign the term COOKIES. Conversely, we are able to determine, by the GT relationship, the terms we have employed that are specific to the term COOKIES.

The second relationship shown in the Thesaurus is of a synonymical nature. By the use of cross references, we enable the index user to find in one place all report numbers pertinent to a given subject, which might be described by varying terminology meaning the same thing. Thus concepts having more than one descriptive term or form

differences in the term itself will be located under one term only. For example:

- Hines, Duncan
  - See Duncan Hines
- Duncan Hines
  - SF Hines, Duncan
- Consumer acceptance studies
  - See Consumer satisfaction surveys
- Consumer satisfaction surveys
  - SF Consumer acceptance studies

Again, our approach is from both ends, and by use of the SF designation we are able to determine the cross references that have been made for a given term.

The third term relationship is of an associational nature and is indicated by use of the RT designation. These relationships depend upon the manner in which each term is used. Examples of these relationships as well as the other relationships are:

- Angel food
  - PO Cake
  - GT Confetti
    - Li'l
  - RT Custard
    - Lemon
    - White
- Breakfast
  - SF Breakfast foods
- Breakfast foods
  - (Do not use for cereal products)
  - See Breakfast
    - Food
- Brownies
  - PO Cookies
  - RT Bar mixes
    - Cakes
    - Date bars
    - Desserts
    - Fudge
    - Mint
    - Squares
- Cherries; cherry
  - PO Fruit
  - GT Maraschino
  - RT Delight
    - Flavorings
    - Icings

## Rules and Examples

From the literature written on coordinate indexing, we have compiled a set of rules to govern the form of our terms. They are listed in the system procedure manual, which insures continuity throughout the system and also serves as a teaching tool for new employees.

1. If a word is used alone or in combination with two or more other words as an indexing term, it is called a "free term."

*Example:* Describing a report entitled "Chocolate Fudge Cake vs. Yellow Cake," the term CAKE would be a free term since it would be entered alone. Also, the other terms in this title would be "free."

2. If a word in the filing position is used with only one other word in the vocabulary, it is a "bound term" or in other words not free.

*Example:* TASTE TEST is used as one term, and since it is not posted as TASTES and TESTS, it is a "bound term."

3. Enter substantive forms in the plural only, provided the singular can be inferred conveniently without broad change of meaning.

*Example:* SWEETENERS.

4. Enter singular forms after plurals where the appearance of both terms facilitates searching and indexing.

*Example:* LOAVES; LOAF.

5. Enter the singular form of foreign words and add the plural.

*Example:* VELOUTÉ; VELOUTÉS.

6. If the singular form is broadly generic or defines a field and the plural is more substantive, enter the singular and add the plural.

*Example:* CAKE; CAKES.

7. Add attributive or adjectival forms to the substantive words with which they stand in the closest sense relationship.

*Example:* CONFUSION; CONFUSED.

8. Enter the gerundive forms and add the participles.

*Example:* INTERVIEWING; INTERVIEWED.

9. Consider the first word of proper names and foreign phrases to be a bound term and enter the full phrase.

*Example:* BETTY CROCKER.

10. Where synonyms occur, enter the well known form and make a see reference from the other. Trace the see reference under the well known term by SF reference.

*Example:*

GOLD MEDAL KITCHEN TESTED

See Gold Metal

Kitchen Tested

GOLD MEDAL

SF Gold Medal Kitchen Tested

KITCHEN TESTED

SF Gold Medal Kitchen Tested

11. Enter homonyms showing meanings par-  
enthetically each on separate cards.

*Example:* CEREALS (Cooked)

CEREALS (RTE)

### System Implementation

After the theoretical basis for the index had been formed, the physical preparation of a pilot set of documents was begun prior to full-scale indexing. A group of 400 documents were chosen after a preliminary organization of the collection, which was made with broad subject groupings utilizing, for the most part, the old subject heading list that had been used previously to organize these reports. About 50 categories resulted. The pilot set was roughly representative of the kinds of material contained in the whole collection.

A scheduling sheet was made showing the 50 subject areas, which of these areas were embodied in the pilot set, and the status of each group of reports relative to the various indexing steps. We knew in advance the order to be followed in indexing each subject category, and thus were able to tell if a subject group was out for indexing, out for physical processing, refiled under the new system, or as yet not uniterm indexed. This simplified vocabulary and term control since a number of reports in a general area could be evaluated at one time.

Clerical procedures involved first recording the descriptive information for each report on a workslip. Next, uniterms were assigned by an indexer. As each term was assigned, its relationships to other terms were noted and thesaurus cards were made showing these relationships. The clerk typed the master numerical record card from the

worksip and then prepared the necessary term cards for personal authors, corporate authors, series designations, and project numbers as well as for the subject uniterms assigned to the report. Since we averaged nine term assignments per document in the pilot set and had created 700 separate terms, the posting operation was a problem. For the pilot set alone there were 3,600 document numbers that had to be posted on terminal digit cards.

As a result of a clerical staff turnover and a delay in the receipt of the electric typewriter necessary to properly process the slotted terminal digit cards, our pilot set of documents had been indexed but none of the clerical procedures had been performed from the document workslips. Unintentionally a situation had developed that proved to be a valuable experience and out of necessity made us experiment with the posting operation. Since we wished to have the index to the pilot set prepared as fast as possible after the typewriter arrived, we felt that some method of preliminary sorting of document numbers in relation to the terms would make the typing operation more efficient and keep typing manipulations to a minimum number. To effect this, ledger sheets were prepared, a separate term per sheet, and the document numbers were posted on them in pencil from the workslips. Thus the sheets served as a copy source for preparing the slotted cards, and each card required only one typewriter insertion. Including all phases of this operation, it took 2,400 minutes to post 3,600 entries on 700 cards. This averaged out to .66 minute per posting.

Since our posting operations had been brought abreast of our indexing operations, we decided to post the next group of 400 reports as soon as we finished indexing them. The difference between relating numbers to terms and terms to numbers is shown in Figure 3. This figure illustrates the handling of six documents involving 32 term assignments on 15 separate term cards. The preliminary sort method requires 32 preliminary sorts but only 15 typewriter manipulations. The simultaneous method requires 32 typewriter manipulations. To illustrate the time efficiency of a preliminary sort method,

**Figure 3: A comparison of relating document numbers to terms and terms to document numbers for six reports.**

Terms	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
DOCUMENT NUMBERS	1	1				1		1		1	1				
	2	2		2	2				2			2	2		
	3		3			3								3	3
	4							4			4		4		
	5	5	5	5	5	5									
	6						6	6	6	6					

**PRELIMINARY SORTING METHOD  
(32 PRELIMINARY MANIPULATIONS + 15  
TYPEWRITER MANIPULATIONS)**

Doc. No.	1	2	3	4	5	6
TERMS ASSIGNED EACH DOCUMENT (Each term card pulled, number posted, and card refilled for each document number)	A		A	A		
	B	B				
		C				C
			D			D
		E				E
	F	F			F	F
			G		G	G
	H			H		H
		I				I
	J					
				K		
		L				
		M		M		
			N			
			O			O

**SIMULTANEOUS METHOD  
(32 TYPEWRITER MANIPULATIONS)**

the second group of 400 documents contained the same number of postings, approximately, as the pilot set (except there were a few more term cards involved), yet it took 5,760 minutes to post these documents. This is an average of 1.6 minutes per posting.

The following observations were made by comparing the two methods:

1. From a cost standpoint, the preliminary sort method was certainly more efficient and desirable.
2. Cumulated reports held for preliminary sorting operations were not usable, except by thumbing through a group of workslips.
3. Terms could not be coordinated immediately for the whole indexed collection when the preliminary sort method was used.
4. It was not possible to measure the frequency of term assignments for a given set of terms or for an individual term until posting had been completed.
5. Simultaneous posting improved the previous three conditions.
6. The additional cost of simultaneous posting was felt to be worthwhile, because one could consult the index for the group of documents already processed.
7. No matter which posting method is employed, some backlog of reports always remains to be posted; however, with simultaneous posting this backlog was never more than one day's indexed documents.
8. Preliminary sorting methods are quite useful and should not be hastily dismissed when considering the best method.

An interesting discussion of the problems associated with posting operations and the operations themselves are discussed by C. D. Gull.<sup>16</sup> He does not give a time estimate for methods truly identical to the ones we employed, but he does indicate a comparable method in Table 1 of his paper. This method is the card tray method for a collection of 12,500 documents requiring 100,000 uniterm assignments and a vocabulary of 500 separate terms. It is stated that it would take approximately 52,600 minutes to post the 100,000 term assignments using pen, rubber stamp, or typewriter. On this basis each posting would average .526 minute or as he shows 1.9 term assignments posted per minute. Using a typewriter is slower than the other two methods of recording listed. Perhaps this rate could be maintained by using a pen or rubber stamp; however, it is best to be prepared to spend more time on the posting operation than rule-of-thumb estimates show and not to expect that rates cited for one system be capable of maintenance in another situation.



## Costs

For most small scale systems the prime costs are those of staff rather than software. It required two staff members, one professional and one clerical, 12 months to organize this collection of 1,600 documents. This included all operational phases from the original study proposal through completion of the index to date. Equipment cost was minimal, excluding 13 file cabinets already used to house the collection. Costs amounted to:

5" x 8" slotted terminal digit cards per M	\$ 40.00
4" x 6" master numerical record cards per M	15.00
4" x 6" two-drawer card file	40.00
5" x 8" two-drawer card file	40.00
Used 1957 IBM electric typewriter and card platen	126.95
Total	<hr/> \$261.95

## Problems

Basically two types of problems developed, neither of which was of a serious nature. Particularly simple to correct were problems of a mechanical nature. In addition to the general problem of the posting operation previously discussed they were:

1. Insertion of slotted terminal digit cards into the typewriter without tearing. This was solved by trying various typewriters until a satisfactory machine was located.
2. The design of the master numerical record card was solved by the descriptive cataloging of the pilot set of documents.
3. Clerical errors in posting operation were solved by their minor frequency of occurrence and their discovery during use of the index.

As a further elaboration of the clerical error problem, only nine errors were found in the first 800 documents indexed and upon completion of the 1,600 reports indexed, only two more were discovered. These errors consisted primarily of posting document numbers in the wrong digit column.

The other category of problems resulted from the indexing itself:

1. Inconsistent use of certain terms.
2. Indexer errors or misconceptions.
3. Formation of terms having large numbers of postings.

The following situation occurred, which can be traced to the above first and second problems. The terms FLAVORS and FLAVORINGS were found to have been used interchangeably. This was discovered when the index failed to retrieve a known report. The error was corrected after checking each number posted on each of these terms against the corresponding document. As a precaution against future misconceptions, we have added use notes to these terms so that now the term FLAVORINGS is used only to denote agents producing the taste of a product, and the term FLAVORS is used to denote the end taste of a particular product. As a result of problem three, we have certain terms having over 100 postings and one with over 300 postings. Since our card capacity is 150-170 terms it can readily be seen that we must utilize more than one term card to accommodate all these document numbers. Since these terms are of a very general nature such as CAKE, CEREALS (Ready-to-eat), FLOUR, FOOD, and ADVERTISING, we have been unable to break them down further since we also employ specific terms. These terms do not present a real problem at this time, and they do serve a purpose when we must locate every report we have on a particular generic category for legal actions. Therefore, we will find it necessary to maintain some of these very broad terms as well as their various breakdowns.

## Statistics and Conclusion

Total number of documents	1,600
Total number of postings	19,449
Total uniterm cards	1,260
Total cross reference cards	101
Average number of terms assigned per document	8.5
Average number of postings per term card	15
Average number of terms coordi- nated per search	4
Monthly growth rate in number of reports	30

It is difficult to measure the relative success of different indexing systems as applied in given situations. One measure is a system's ability to locate for the user more meaningful information known to exist within a collection than had previously been located using other systems. Our uniterm coordinate index has performed far better than any previous system applied to this collection. Staff members use the collection more now than ever before, and this use is increasing. Our problems have been minor and easily corrected. Continued improvement will result from the continued use of the index, and any future problems should not be more serious than those discovered and corrected thus far.

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#### MESSAGE FROM LILLIPUT

It's a small thing but it may have a Brodingnagian effect on the library. What is this microcosm with the potentially macroscopic effect? Staffing with over-qualified personnel.

This is the verso of a more common library practice: filling a position vacancy with someone who lacks the knowledge or experience specified in the position description. The latter is frequently done in the hope that experience will eventually result in the incumbent achieving the desired requisites. It has the advantage of providing the opportunity of building personnel, offering good growing conditions (like the hot summer weather provides corn in this Iowa of yours) and permitting relatively rapid financial advancement.

Like the Iowa corn, it's for the birds.

With our narrow and short range view, we Lilliputians believe it is better to fill a place with someone who has more qualifications than the position requires. Good personnel procedures specify that the requirements of the position dictate the qualifications of the personnel needed to fill it. Our experience leads us to believe that it is the man who makes the job. A page who knows Lilliputian—or Russian—will more likely file our—or their—periodicals more correctly. He may also come up with an occasional suggestion on how these esoteric serials should more properly be bound.

Job satisfaction and continuity of employment? Nice, but perhaps undesirable.

Our position is that six months' tenure by a brilliant incumbent is preferable to lifetime occupancy by an adequate clod.

B. LITTLE

# The Circulation Pattern of One Technical Library

PAULA M. STRAIN

VERY LITTLE recent information is available on the use and circulation of library materials in industrial libraries. This is surprising because industrial libraries, in contrast to public libraries, have easy access to precise facts about the number and type of their clientele. In addition, a growing number have mechanized circulation record systems that can generate a wealth of statistics.

While study of his own circulation statistics repays the library administrator with a useful knowledge of whom his library serves, he cannot determine how well it serves its clientele without some knowledge of what other similar libraries do. This study of statistical relationships of circulation in one technical library is submitted in hopes it will encourage other library administrators to report theirs so that comparisons for judgment may be developed. This study is admittedly unsophisticated, but it does present a beginning.

## Background

The Space Guidance Center's geographic location, which is some distance away from metropolitan libraries, and its subject field, that of a developer and manufacturer of specialized electronic equipment used primarily in the defense and aerospace programs, require the library to have a strong acquisition policy. About 1,450 volumes a year have been acquired for the past four years. At the end of 1963, the total collection, including approximately 1,500 bound periodicals, amounted to 13,165 volumes.

Library users include a high percentage of engineering personnel engaged in research and development: 29.9 per cent of the total plant population is assigned to the Engineering Laboratory. Administrative services, including personnel, financial control, marketing, medical, plant protection, reproduction, technical writing, library, and cafeteria have about 20.5 per cent of the total population. The remaining employees are in the operating services, which includes manufacturing, quality, reliability, cost engineering, pro-

curement, and so on. Plant population has remained comparatively stable for the past four and a half years, approximately 4,000 people.

Daily circulation figures, totalled monthly, have been kept by the library for the ten years of its existence. A circulation record system that uses the high speeds and accuracy of electronic accounting machines was installed in 1961 and 1962. With this system, and with other adaptations made to record routines, capability has been expanded to determine what circulation is outside the library.

In-library use of library material is considerable, but no satisfactory method of counting has been developed because of several factors: the number and location of access doors, the layout of library reading areas and stacks, the size and workload of the library staff, and the fact the library is open for employee use 24 hours a day, seven days a week, although the library staff is in attendance only 40 hours per week. Observation shows there are usually between six and 12 people working in the library at any one

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time during the working day. A complete turnover occurs approximately every two hours. Any noon hour will find 30 or more people in the library reading newspapers and the limited number of non-technical magazines or browsing among the new books or in the stacks.

It should be noted before drawing implications from available circulation statistics that the figures reported are, for all practical purposes, book circulation figures only. Technical reports are circulated in a separate system, and circulation of single issues of periodicals is negligible.

### Circulation

Some interesting relationships can be discovered from the simple records originally kept without benefit of mechanization. Annual circulation figures, for instance, show a close correlation to total book collection. For the past five years circulation has been close to a 1:1 ratio, when bound periodicals, which are not circulated, are omitted from the count of total collection. Other library administrators have remarked that circulation seems to increase proportionately with the growth of the collection; apparently users are encouraged to read by the availability of new books. However, the difference in the 1963 circulation-collection ratio (1:1.1) from earlier ones (1.04:1; 1.1:1; 1.02:1) may indicate the trend is self-limiting—or it may indicate the collection is developing deadwood. The latter is suspected because material in the technical fields of electronics, physics, and astronautics dates rapidly.

There is a small but steady increase in the number of books read by library users when the total possible clientele and the total circulation are related. Books borrowed per employee increased from two in 1959 to 2.7 in 1963, for instance.

Although keeping statistics of which departments and divisions use the library began concurrently with the mechanization of circulation routines, these statistics can be obtained as effectively from conventional circulation records. The pattern observed here of library use by plant department (though taken on a different basis) is consistent with

the findings of the ASLIB survey\* of use and users in 14 industrial libraries. The engineering and research areas, which include about 30 per cent of the plant population, are responsible for about 50 per cent of library circulation (50.9 per cent in the first two months of 1963, 55.46 per cent in the same period of 1964). The operations division, with almost 50 per cent of total plant population, is a slightly heavier user of the library than its number and type of personnel suggests, while the administrative-management division uses the library material less than its population percentage. Circulation of library material to non-corporation activities at the plant (such as the liaison office of a government agency, or the resident representatives of firms with which we have contract or subcontract relationships) and interlibrary loans make up a very small percentage of the circulation.

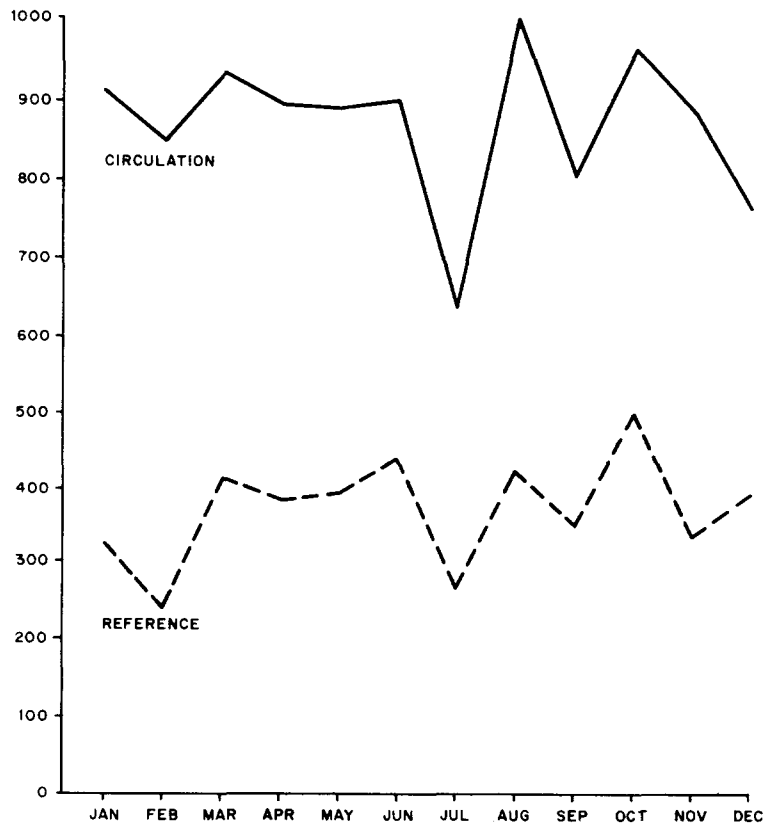
It is interesting to note the difference between circulation and reference use of the library by the divisions. The administrative division, the non-corporation offices, and other libraries come to the SGC library more frequently for specific information than for books, while engineering personnel come more often for books, and operating personnel want about the same amount of reference service as they do books to borrow.

Incoming interlibrary loans are, in some respects, an inverse measure of a collection's strength. Our loans show a steady decrease over the reporting years (258 in 1960, 217 in 1961, 164 in 1962, and 134 in 1963). Outgoing interlibrary loans, which are a direct measure of collection's strength, have not been recorded separately except in counting the type of user. The total is small because few near-by libraries have interests reflected in our subject collections and because photocopies are sent for retention instead of lending periodicals, the material for which interlibrary loan requests are heaviest in technical libraries.

When monthly circulation and reference figures for the past five years were plotted on a chart in which time was the abscissa, dis-

\* SLATER, M. Types of Use and User in Industrial Libraries: Some Impressions. *Journal of Documentation*, March 1963, vol. 19, no. 1, p. 12-18.

**Table 1:  
Three Year  
Median  
Circulation  
and  
Reference  
Figures  
By Month**



tinct and consistent patterns of seasonal variations appeared. To clarify the pattern a graph of the median figures for monthly circulation and references for the past three years were made (Table 1). The patterns show consistent semi-annual cycles with low points in July and December. The July decline, which is the greatest, is due to the two-week plant vacation occurring in that month, although a third to half of plant personnel, especially employees in the engineering research areas, work through the official vacation and take their vacations at other times. In addition to the vacation period affecting library use, the Christmas and year-end holiday also show a marked effect on library activity. August is the busiest month of the fall circulation cycle with October almost as busy. March is the high point of the spring cycle. The reference pattern is similar except that October is busier than August in the fall cycle. One result of the preparation of this graph is that efforts will be made to maintain

a full library staff through each August and October.

#### Statistics from a Computer System

The SGC library philosophy is that the library exists to furnish information to plant employees for plant needs; therefore, the library administration does not feel it is required to demand books back without a valid reason. We assume plant employees, as responsible adults, will return books when they finish using them; a long time ago a fixed return date for most book charges was abandoned.

However optimistic we may be of the intentions of our clientele, we are pessimistic about the reliability of their memories. Every three to five months, depending on the workload in the library and the machine accounting departments, each library user is sent a mechanically produced listing of library material charged to him. The listing is ostensibly for verifying the accuracy and up-to-

dateness of library circulation records (personnel are transferred without the library hearing of it; books are lent by the original borrower without the change being noted in the circulation records), but it also serves as a subtle reminder to borrowers to return material. It is also a superior source of additional circulation information.

This routine gives an accurate count of all books out at a given moment. For instance on February 24, 1964, 2,706 books were in circulation, 25 per cent of the total collection. If 20-25 per cent of the collection can always be expected to be in circulation, future shelving requirements may be adjusted accordingly.

The routine also permits an accurate count of the number of borrowers at a given moment. The conventional circulation system formerly used at the SGC only produced an estimate based on the number of inches of borrowers' cards in the file multiplied by the standard 100 cards to an inch. Such an estimate in 1960-61 indicated about 750 borrowers. When the first mechanized holding notices were produced, counts for the first four runs were approximately 850, 950, 1,010, and 990 borrowers. The first computer-produced run in August 1963 counted 905 borrowers or 23 per cent of the total plant population of that date. The most recent run counted 879 borrowers or 23.3 per cent of all possible borrowers at the time, who had borrowed 2,706 books or about three books per borrower. Although these figures are samplings, they do indicate that the minimum use of the library is about one actual library user to three potential users.

The actual use of the library is undoubtedly higher. A comparison of names for whom borrowers' notices were prepared the last two times showed that about two-thirds of the names (67 per cent and 70 per cent specifically) were identical. Thirty-three per cent and 30 per cent of the names appeared on only one list. While two samplings cannot give a reliable trend, they suggest the ratio of actual to potential users of the library during a year may be nearer one to every two users. That this is a reasonable possibility is supported by 10,819 books being circulated in 1963, or 2.75 books per

employee. More than 50 per cent of all material borrowed was returned within two months of its charge. This trend appears to be a planning factor.

The latest set of notices also gave a count by departments using the library and noted the number of borrowers in each department. This set of statistics is more fascinating than useful since determining the number of persons assigned to each of the departments of the plant is not practical. However, it was possible to study the distribution of borrowers by department. Although these statistics indicate a reasonable awareness of library services in many departments, intensive use in some departments, and no use in a high number of departments, it is difficult to decide what validity the distribution has as a measure of individual use of library resources.

Locating the number of departments that have books charged to them by divisions (Table 2) gives a somewhat different picture of library use than was derived from the study of monthly circulation figures reported earlier. The difference may be related to the length of time readers keep books. This suggests administrative personnel tend to keep books longer than engineering personnel, a reversal of what one expects.

This study also shows the library administrator in which functional areas of the plant the library staff must do public relations work or, alternatively, what portions of the library subject holdings must be strengthened to increase usage of the library.

#### Length of Loan

Although the SGC library has no fixed loan period for most books, books wanted by more than one reader are lent for limited periods on the usual reserve-recall system. The number of reserves has been fairly constant over the last three years, in the vicinity of 225 to 250 volumes. There are no special statistics to study here.

The computer circulation records are set up with a three-year cycle for charge date codes so the routine for producing quarterly holding notices also produces recall notices for books that have been borrowed in any particular charge periods the library admin-

	TOTAL NO. DEPTS. IN UNIT	NO. OF DEPTS. USING LIBRARY MATERIAL	PER CENT OF DEPTS. USING LIBRARY MATERIAL TO TOTAL IN UNIT	PER CENT OF DIVI- SION'S USE OF LIBRARY TO TOTAL USE OF LIBRARY
All Departments in SGC	323	207	64	100
Administration	85	52	61	25
Controller	24	12	50	
Personnel	13	6	46	
Administrative Services	29	19	65.5	
Marketing	19	15	78.9	
Operations	154	80	51.9	38.6
Manufacturing	76	28	36.8	
Cost Engineering	5	5	100	
Procurement	9	4	44.4	
Product Support	20	13	65	
Quality and Reliability	44	30	70.4	
Engineering Laboratories	88	75	85.24	36.2
Administration	4	4	100	
Advanced Systems Research	9	9	100	
Advanced Technology	25	17	68	
Aero Systems Technology	16	15	93	
Missile and Space Systems	14	14	100	
Special Engineering	20	17	85	

Table 2: Library Use by Divisions and Functions, February 24, 1964

istration may select. To keep the date codes rotating, books charged two-and-one-half to three years ago are segregated for recall. This particular step of the routine also provides an excellent opportunity to observe how long books will be kept by borrowers under conditions of maximum permissiveness.

About half the books taken out in a month are returned within the month in which they were borrowed. The figures for the latest survey make this point vividly. Only 46.5 per cent of the latest two months' circulation stayed out the entire two months, and the rate of return increased as the time of the loan lengthened, until by the end of 13 months 90 per cent of all books loaned in the year were back in the library.

When a borrower indicates books recalled by the library after a 30-month loan are still wanted, we try to determine why. Almost always, the books, though charged to an individual, are being used in connection with regular work procedures of the borrower's area and are not being used particularly by

the borrower. This is probably also true of books held longer than 18 months and may be true of most books held longer than 12 months.

A study of the latest list of books being recalled after two-and-one-half years shows that 63 per cent of the list represents one book/one man charges. Twenty-five per cent of the total are borrowers with two books apiece. The remaining 12 per cent of the books being recalled represent single borrowers who have three, four, five, six, seven, eight and nine books out respectively. These seven borrowers probably are our special book squirrels, of which every library has a few among its clientele.

The figures provided by the holding notice routine and the static book-reserve list indicate that our present system of no-due-date circulation is not being abused. Nor is it any less satisfactory than the circulation system of a sister library in the corporation, which has a fixed loan period of one month. For the January-February 24, 1964, period

when 46.5 per cent of the SGC material lent might be considered overdue, our sister library (with a circulation not quite double SGC's) had 64 per cent of its books overdue or brought in for renewal in the same period.

If it ever becomes necessary to reinstate the due date on all loans, fixing the loan period at three months would result in most of the loan material being returned on time without overdue notices. I also feel that a two-year charging cycle would be as satisfactory as the three-year cycle chosen because the rate of book returns remains stationary after material has been out of the library more than 18 months.

While the circulation system used here also makes it possible to record who uses what books, or what subjects receive the heaviest usage, these statistics are of value chiefly in determining acquisitions policies for the library or in studying reading habits within the plant community. They are of little assistance in developing comparative standards for other libraries whose fields of interest or type of users differ.

The relationships reported above are meaningful enough to apply to the majority of special libraries. Perhaps the percentages are also meaningful. However, since little exact information is known of the average circulation pattern in special libraries, it is impossible to say whether the picture presented here represents an unusual or an average library. I am inclined to believe we are nearer average than not.

### Summary

1. Circulation growth is closely connected to collection growth for several reasons. Two reasons are locally important: (1) the high percentage of research development done in the plant, and (2) rapid development in aerospace sciences and technologies requires continual reading by all workers in the field just to keep up.

2. The use of the library varies by department and by type, and it is not always what the administrator foresees. One example is that the number of employees actually borrowing from the plant library is higher than anticipated before means of counting

them was available. The proportion of users to possible users is also higher than in public libraries, which is the only type of library to have reported precise use figures to date.

3. Circulation statistics can point out areas where library administration needs to take action—for instance in collection building and in public relations.

4. The conventional two-week or one-month loan period is probably too short for borrowers in special libraries, but the average borrower is not unreasonable about returning books. When circulation systems are developed for the special needs of industrial libraries, these and other facts should be considered.

5. Administrators in special libraries need more information about actual circulation in special libraries before they can make satisfactory decisions about their own problems. Special library circulation differs from that of public or university libraries.

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### Individual Literature Searching

Since January 1965 the Institute for Scientific Information, Philadelphia, has been computer-compiling special bibliographies reflecting the current interests of individual scientists in any discipline anywhere. Automatic Subject Citation Alert (ASCA) notifies a scientist each week of current items of specific interest to him after he has constructed his profile—a bibliography of question citations. A citation is a code for any specific article, patent, review, or other publication that defines an area of interest. This literature is then screened and matched against the individual profile. Currently, ASCA is electronically processing more than 1,000 United States and foreign scientific and technical journals and all of the 50,000 US patents issued each year. The basic fee for this service is \$100 a year and includes first class or airmail delivery to subscribers in the United States, Canada, and Mexico. Outside these areas the cost is \$110. For details write the Institute at 325 Chestnut Street, Philadelphia.



# An Abstract Bulletin for Corporate R & E Reports

F. E. McKENNA

IN RECENT years many papers have been introduced by some variation on the cliché concerning the phenomenal growth of the literature, but the comments and the statistics seem always to refer to the published literature. Within each corporate entity, proprietary technical documents are generated at a rate that seemingly exceeds the growth of the published literature itself.

We must assume that the generation of internal corporate documents is subject to some form of planning and control. They contain useful or needed information, and, it is assumed that such documents are not written solely for the purpose of increasing the volume of material to be stored—and, perhaps, to be retrieved.

Research documents are normally distributed to a group of individuals who are known to have a current interest in a particular topic. In a small homogeneous organization, an author may know quite accurately those who are interested in the subject. The larger the organization and the broader its operations (on either a subject basis or a geographical basis), the less accurate will be an author's knowledge of the "need-to-know" of persons who may have either a direct or a peripheral interest in a given document.

Only if the existence of a given research document is made known to a broadly based intra-corporate audience can the document be used to the best advantage of an organization as a whole. Necessary impediments may exist that restrict the complete and free dissemination of corporate information

—even within a corporation itself—because of proprietary or other legal considerations. Nonetheless, it is imperative that the intra-corporate flow of research information be expedited so that new research information can contribute promptly to the healthy growth of a company. To this end the Information Center of the Central Research Laboratories of Air Reduction Company, Incorporated introduced its *Report Abstract Bulletin* in April 1961. This innovation concurred with a complete revision of the reporting system in the Research and Engineering Department. In addition, indexing procedures for these documents were also revised. Some procedures were also aimed to include future implementations of our document program, for example, microfilming.

The Research and Engineering Department is a corporate department and is headed by the Director of Technical Activities. In addition to his line functions as head of the Research and Engineering Department, he also has staff responsibilities for the activities of the development laboratories in the company's operating divisions wherein a great deal of technical documentation is also generated.

## Abstract Bulletin For Proprietary Reports

The abstracts used in the *Report Abstract Bulletin (RAB)* are those prepared by authors for inclusion in the reports. Because of the hazards inherent in author abstracts, two remedial measures were introduced:

1. While a report draft is being prepared, the abstract is reviewed to be sure that it is

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*Dr. McKenna presented an oral version of this paper to the Metals/Materials Division at the 55th Annual Convention of Special Libraries Association in St. Louis, Missouri, on June 8, 1964. He is the Supervisor of the Information Center, Air Reduction Company, Incorporated, Central Research Laboratories, Murray Hill, New Jersey. Katherine Faber, Technical Records Librarian, and Loretta J. Kiersky, Librarian of the Central Research Library, have also contributed to the article.*



RESEARCH AND ENGINEERING DEPARTMENT REPORTS

Issued Sept. 16 - Oct. 15, 1964

Report No.

RE-64-158

GREGORY, E., McDONALD, T.R.R. and SARD, R.  
Properties of high pressure form of gallium antimonide (GaSb)  
retained at atmospheric pressure.  
Oct. 5, 1964. 5p.

Some of the high pressure properties of the new, high pressure metallic form of GaSb (which is normally a semiconductor) are retained at lower pressures. The metallic form has been retained under one atmosphere pressure by cooling in liquid nitrogen before diminution of pressure. Several new, high pressure modifications have been retained by cooling.

1. Gallium antimonide
2. Semiconductors
3. High pressure research

RE-64-158

McDONALD, T. R. R.  
Photocopy  
1964

7. PROJ. 84-19-09.02
8. CRD-62-107
9. RE-63-195

1. GALLIUM ANTIMONIDE
2. SEMI-CONDUCTORS
3. BARBERICH, E. S.
4. CUNIGELLA, V. T.
5. McDONALD, T. R. R.
6. SARD, R.

RE  
64-158

GREGORY, E., McDONALD, T. R. R. AND  
SARD, R.  
PROPERTIES OF HIGH PRESSURE FORM  
OF GASB RETAINED AT ATMOSPHERIC  
PRESSURE. Oct. 5, 1964. 5p.

Figure 1: Facsimile of a "Report Abstract Bulletin" page with unit entry card superimposed on an abstract.

informative and that it contains all adequate and appropriate information.

2. A report is indexed at the time the draft is edited—that is, before the final report is typed and printed. By use of a cataloging-in-source technique, a replica of our index card is printed on the inside front cover of each report.

The index headings chosen for each report are also included in *RAB* at the end of each abstract (see Figure 1). The unit entry

card format\* has been outstandingly successful in our report catalogs. Because all subject, author, and project entries appear on each and every card, we have been able to associate components of the index entries with one another in simple and straightforward

\* KIERSKY, Loretta J. Reproduction: An Integrated Function of the Technical Information Library. *Special Libraries*, Oct. 1958, vol. 49, no. 8, p. 386-8; This Works for Us: Preparing Catalog Cards in the Library. *Special Libraries*, May-June 1961, vol. 52, no. 5, p. 258-9.

ward manner. This association of the index entries is easily understood by both nonprofessional clerical employees and by the professional staff of the laboratories who have occasion to use the document catalogs.

Another reason for cataloging-in-source is that many copies of our reports go to other company locations where files are maintained but where there is no staff to prepare suitable indexes or catalogs. By cataloging-in-source, each location can produce its own index cards to meet its own needs, yet a basis for an over-all uniformity and integrity for index entries is provided. We have also observed that cataloging-in-source is having a salutary effect on the authors of reports who now tend to follow the *RAB* in preparing abstracts for subsequent reports.

The *Report Abstract Bulletin* (as well as the reports themselves) has the following statement on the front cover:

This document contains confidential or proprietary information of Air Reduction Company, Incorporated. Neither the document nor the information therein is to be reproduced, distributed, used or disclosed, either in whole or in part, except as specifically authorized by Air Reduction Company, Incorporated.

In addition, the following statement appears on the inside front cover of *RAB*:

The REPORT ABSTRACT BULLETIN is issued to advise you of current investigations of the Research and Engineering Department. The Bulletin contains author abstracts of the reports issued by all R & E Divisions. Further circulation of the bulletin to your associates is at your discretion.

This Document contains Airco Confidential information. When you have no further use for this document, please destroy it or return it to

Central Technical Records at the Murray Hill Laboratories.

*Report Abstract Bulletin* announces—as expeditiously as possible—the addition of new corporate informational materials to our collection. More important, it also serves as a means of request so that a recipient of *RAB* can have easy access to the documents even if he is not located at the Murray Hill Laboratories.

#### Utilization and Distribution of the Bulletin

The ultimate determination of the value of any information service is the degree to which it is utilized by its clientele. A few statistics are presented in the accompanying graph, Figures 2A and 2B.

Of the approximately 900 professional and technical employees in the company, 103 (11 per cent) are regular recipients of Research and Engineering Department reports. It is thus significant that one issue of *RAB* increases the number of users of the reports by another seven per cent on the average.

A few words are also in order to indicate the mechanics of the initial report distribution. The author, and each individual in his chain of supervision, indicates on a printed form—titled Personnel Reminder List—the individuals whom they recommend to receive a copy of the document. Before a report is actually released, the distribution is reviewed by our R & E Staff Committee. The Staff Committee may indicate either additions or deletions. Because some of the work of the Department may still be at a pre-

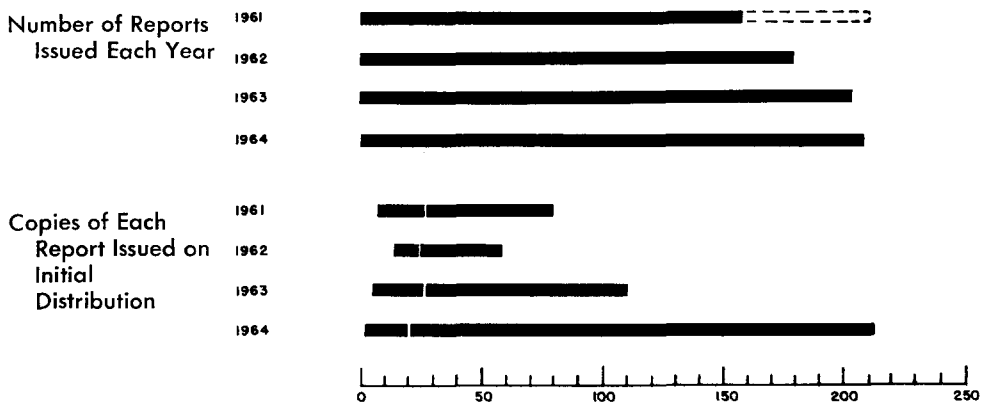


Figure 2A: Initial Report Distribution

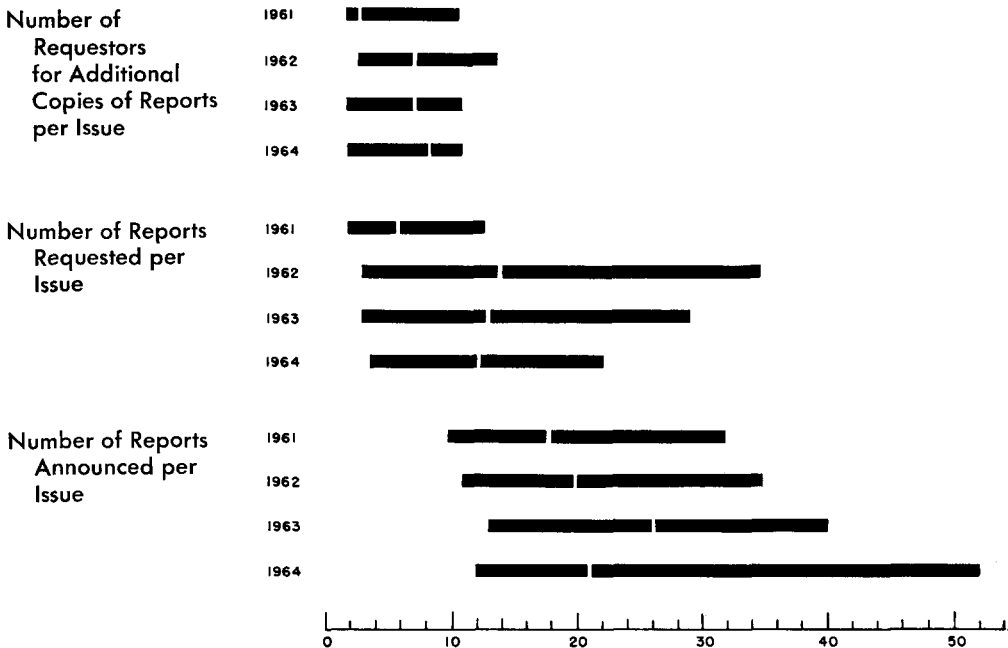


Figure 2B: Utilization of Reports Stimulated by "Report Abstract Bulletin"

liminary exploratory level, certain documents are not distributed to the operating divisions of the company until more definite—or less tentative—results are obtained. If a request from an operating division is received later as a result of the *Report Abstract Bulletin*, the Staff Committee also reviews such requests. The Committee's reviews are not intended to restrict the flow of intra-corporate information but rather to control the orderly flow of information to persons who may not be aware of the *tentative informational* status of documents concerned with research in progress.

*RAB* is distributed within the R & E Department through all levels of supervision. It is also distributed to corporate officers and to the management of the company's operating divisions, including the development laboratories. Individuals who are geographically far removed from the Central Research Laboratories were not always previously aware of current activities of the Research and Engineering Department before *RAB* was introduced.

It is not unusual to find that requests for reports also come from staff members of

other divisions within the Research and Engineering Department—that is, divisions other than the one generating a report. It might thus appear that research activities formerly had not been adequately distributed even within the Department itself. A corollary of this situation was that staff members of one division could be unaware of the specializations—in technique or in knowledge—of other staff members. Such a condition could, of course, lead to inefficient use of specialized manpower, particularly in multifaceted research problems.

#### Additional Coverage

The scope of *RAB* has already been increased from solely the reports of the R & E Department to include unclassified abstracts of reports issued for government research contracts. When these abstracts are themselves still security classified, notice of issue of the report is included under its unclassified title.

As a result of technical exchange agreements with foreign companies, proprietary reports are received from these companies. Translated abstracts of such documents are

also included in a separate section of the *Bulletin*. Such abstracts serve not only to announce the receipt of foreign documents but also serve as the basis for requests of partial translations (orally) or of complete printed translations.

Abstracts of reports of two of the development laboratories are now also included in a separate section of the *Bulletin*.

We expect that the *Report Abstract Bulletin* will develop into a publication that will

summarize all our research, development and engineering activities on a corporate-wide basis. Utilization of a documented information source is greatly enhanced by the ready accessibility to—or familiarity with—this information service. Increased utilization of the Central Technical Records document collection has been a direct result of the *Report Abstract Bulletin*, coupled with the use of cataloging-in-source in the reports themselves.

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## LTP Reports to SLA

GLADYS T. PIEZ

### LTP Will Be in Philadelphia

Booth 15 in the exhibit area at the Benjamin Franklin Hotel is reserved for the Library Technology Project during SLA's 56th Annual Convention, where LTP's publications will be on display. Two LTP staff members will man the booth.

### Library Technology Reports

As of March 1, LTP had received 530 subscriptions to its bimonthly information service for administrators, which was announced in *Special Libraries* last October. The first two issues of *Library Technology Reports* include evaluations of the Dennison Copier (the only electrostatic book copier, other than the Xerox 914, available in the United States), Ektafax equipment (a process using a thermographic copier such as Thermo-Fax to produce a master that is then passed through the Ektafax Transfer Unit to print on almost any kind of paper), Bruning Model 87-1000 electric eraser, and a guide to the selection of microfiche readers.

### New Pricing Policy

LTP has reached that period in its life when it must try to become self-supporting, at least as far as its administrative costs are

concerned, after its early years of generous subsidization by the Council on Library Resources. To achieve this result, several steps have already been taken. One is the inauguration of *Library Technology Reports* which sells for \$100 a year. Another is a policy of charging enough for LTP's major publications to absorb some of their administrative and research costs. However, as it has in the past, LTP will continue to provide much information without charge through its regular information and publishing channels.

### Library Insurance Policy

The Special Library Policy of the Hartford Fire Insurance Company has now been approved for writing in 38 states and the District of Columbia. The Hartford policy includes the important features of the ALA-approved model policy developed for LTP.

### Projects

*Sewing Machine*. A grant of \$24,000 from the Council on Library Resources to LTP is financing the design and construction of an improved sewing machine for rebinding books. James H. Jones Company of Chicago will design the machine and manufacture two prototypes, one of which will belong to LTP and which LTP plans to place in a bindery with the proviso that the bindery will be willing to show and demonstrate it to qualified visitors and use it to rebind materials

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*Mrs. Piez is the General Editor of the Library Technology Project, American Library Association, Chicago.*

for library use. Preliminary indications are that books bound with this improved sewing will hold up as well as those bound with Class A binding and will open much easier and lie flatter.

*Conservation Program.* LTP is very much interested in publishing a book on the conservation of library materials, and is actively planning a project which would provide the material for it. Preliminary plans include the publication of a work divided according to the following categories: 1) ordinary books; 2) rare books; and 3) all other library materials such as discs and tape recordings, microfilm and motion picture film, etc.

When plans for the project are completed, funds will be sought to support it. The Head of the Extra Bindery Department of R. R. Donnelley & Sons Company, Harold Tribolet, has agreed to serve as chairman of an advisory committee for such a project, and LTP is working with him on details.

*DPE in Circulation Control.* A study made by George Fry & Associates for LTP in 1960-61 indicated that the use of data processing equipment was a very expensive method of handling circulation control. Since that time, a number of libraries have adopted the use of newer types of DPE.

The Council on Library Resources, which financed the early study, is interested in learning the economics of the present DPE systems for circulation control. As a first step to this end, the Fry company is examining three such installations used for this purpose at the libraries of the University of California, Los Angeles, and Harvard University, and the Research Library of the IBM Research Center in Yorktown Heights, New York. The economic factors are being studied in the same way as in the original Fry study in order to develop parallel data. Other reasons for using DPE will be studied also to determine why these libraries adopted the DPE method of circulation control. When all the data are in, the results will be published in an appropriate form.

*Prince Study.* Criteria established by Dr. Jack H. Prince in his study to determine the most suitable face and size of type to use in books designed for reading by people who have limited vision (*Special Libraries* May-June 1964, pages 307-08) are now being tested using some 500 partially sighted adult readers in Columbus and Cleveland, Ohio. Following completion, expected by early summer, a final report will be published.

## Is This a Problem? ? ? ?

What are the ethics involved in recommending a non-professional for a professional position in a special library?

After graduating from high school Miranda was hired as the clerical assistant for the new library of Bowler Investment Corporation, and she grew up with the library. She helped organize the files, shelve the magazines, order the books and periodicals, and after a while she began to develop an interest in answering reference questions.

Mr. Samson, Miranda's boss, was delighted with her good work and genuine interest. He had a Master's degree in library science and had been selected as manager of the library. Under his tutelage and help, Miranda took evening courses in cataloging and reference given as an experiment by the local high school as part of its adult education program.

However, her lack of a college education prevented her from earning any kind of graduate degree in library science.

After 12 years of experience in the Bowler Investment Corporation's library, Miranda felt that she knew as much as her boss. She applied for a position as head librarian in a similar library in a similar company.

Mr. Samson received in the mail an inquiry from the personnel director regarding Miranda's capabilities. He recounted them thoughtfully—she had organizational ability, could catalog and do reference work, and knew the details of operating a library. What kind of professional recommendation could or should he write about Miranda?

Is this your Problem?

LOUISE STOOPS

*The editor welcomes comments.*

# Planning the New Library: AB Atomenergi, Stockholm, Sweden

BJORN V. TELL, Librarian

RESEARCH IN the nuclear field in Sweden has grown in spite of the shortage of convenient office and laboratory premises. Some years ago the activities of AB Atomenergi, the national body for the development of nuclear energy, was spread all over Stockholm in a dozen various locations. Last year a new headquarters building has been built, and the libraries and book collections around the town could be assembled in one place.

The planning of the library started in 1962. It was immediately obvious that it was impossible to get a spacious library including reading room, circulation desk, catalogues, and study carrel. A limited space was allocated. Some way had to be found to make use of the space to its fullest extent and to fulfill the objectives of library policy.

Many special libraries borrow features from public libraries and try to mold them in a suitable form. In dealing with science and technology two things have to be emphasized—time and availability. Scientists are likely to choose those channels where they receive quick and speedy service. Therefore, many research teams subscribe to various journals and report series on their own to obtain them more quickly than they would from the central library. They are also inclined to avoid the library when trying to locate a particular issue of a periodical if they have often been told that it is out on loan somewhere.

The basic policy established for this library was, thus, to arrange new material in such a way that there was a high probability that the research workers would see interesting pieces of information immediately and, with regard to older material, to keep as much of it as possible in the library.

## Basis of Library Design

For structural reasons, the design of the reading room could not be made without a

pillar in the middle. The architect tried at first to conceal the pillar by arranging the shelves in such a way that it was built into a shelf. Various arrangements of long shelves indicated that about 360 metres of shelving could be accommodated in the middle of the room by such an arrangement. However, in this case the gangways between the shelves had to be limited to three feet, which would give very little opportunity for browsing. A user would find it difficult to obtain a general view of the material without feeling crowded, and he would be leaning against the shelf behind him as he browsed.

The idea of the library design was to give a good display of the reference books. Thus, a new blueprint was made, focusing the shelves around the central pillar and giving each main subject a broad angle of display. Shelves going from the ceiling to the floor were located as radii around the centre, intercalated by separate lower shelving just reaching the elbows for those who want to take down a book and browse through it while standing by the shelf.

Such an arrangement might be looked upon as stealing much valuable floorspace from the limited area, but a little computation showed that only 20 metres of shelving were lost, which was regarded as a cheap price for having a more attractive layout. The present arrangement provides the opportunity for a user to scan many shelves quickly. This permits him to locate a pertinent book in a short time without using the catalogue.

## Periodicals

The latest issues of periodicals have a great appeal for the creative individual. Therefore, all these issues had to be exposed for browsing. In spite of a collection of 600 different periodicals, a good display on a minimum of space was arranged by using a device made of Plexiglass. To prevent the

Here the library user is greeted by a display of new books arranged for easy browsing. Beyond is the circulation desk and the card catalog. Note the attractive and unusual lamps for lighting.

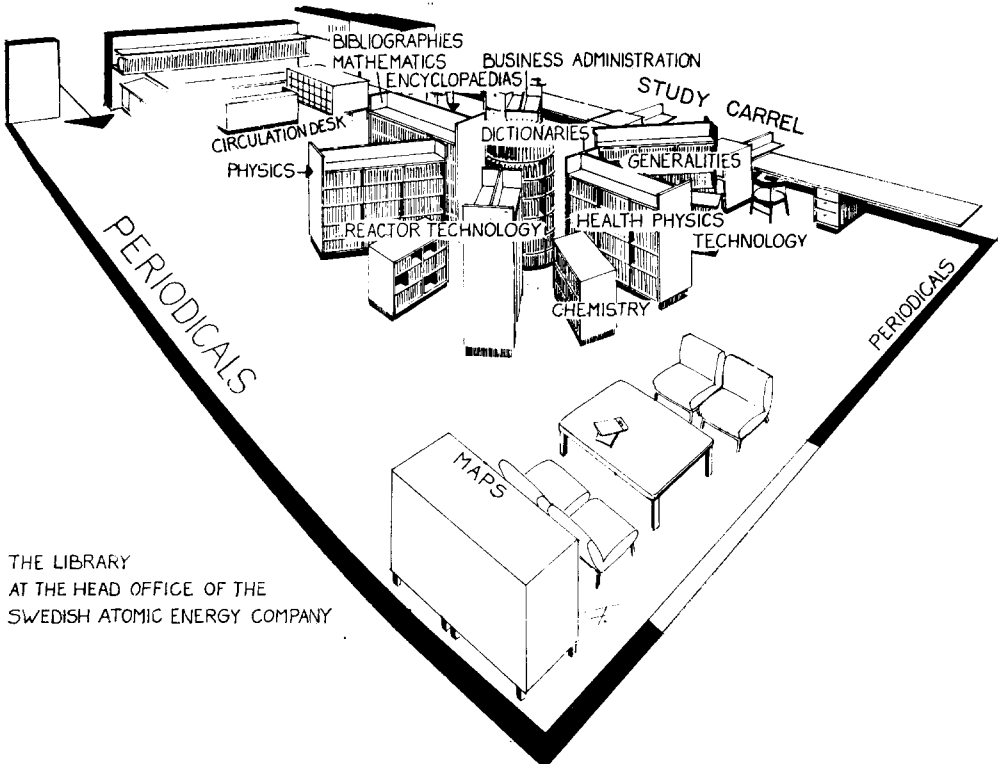


periodicals from taking too much space, a slight over-lapping is maintained permitting 10 periodicals to be displayed on each metre of shelf space (see "This Works For Us" by Mr. Tell in *Special Libraries*, vol. 53, no. 10, December 1962, p. 611).

For the recently arrived periodicals to be brought to the attention of the users in such a way that the whole collection containing

weeklies, quarterlies, and semi-annuals would not make it tedious to scan, a rack in the hall outside the entrance to the library displays all periodicals received during a week. This serves as an advertisement to attract people into the library.

Circulation of periodicals has been dropped since a cost estimate indicated it was cheaper for the departments on the vari-



THE LIBRARY  
AT THE HEAD OFFICE OF THE  
SWEDISH ATOMIC ENERGY COMPANY

Floor plan of the library at AB Atomenergi, Stockholm, Sweden

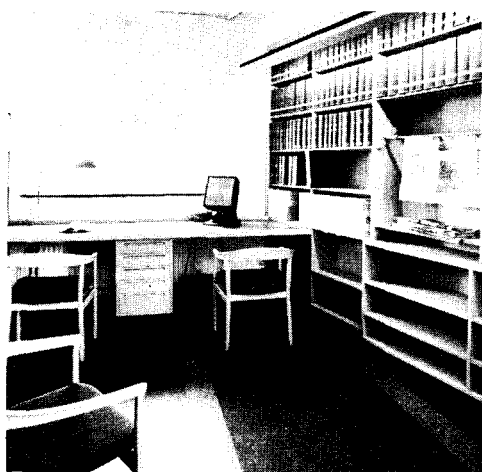


ous floors of the office building to receive some journals for their own use than to employ two clerks to route them around. A complete set of all journals will always be found in the library. The latest issues of the periodicals for the floor sections are displayed on hall shelves on each floor near the elevators. This increases the probability that many people will be seeing them.

#### Abstract Journals and Newspapers

The abstract services, e.g. *Nuclear Science Abstracts*, *Chemical Abstracts*, etc., are of utmost importance for scientists in this field. A special abstract bar for *NSA* was designed behind the circulation desk. This was most appropriate since this journal is often consulted by the library staff. *Chemical Abstracts* has a special corner with a desk also holding microcard-readers. The importance of the availability of secondary journals is also emphasized by the fact that the reading room permits only the storage of one year of the periodicals. Older volumes have to be obtained, via pages, from the storage stacks.

By being rather generous about elstat copies that are processed very quickly, there are never many journal volumes out on loan. Thus, an article is generally located from a secondary journal and the volume is sent over directly from the stack to the reprographic unit and back to the shelves. In this



A quiet convenient corner is found for a study carrel complete with *Chemical Abstracts*, a microcard reader, built-in newspaper rack, wooden furniture and shelving, and a modern Scandinavian lamp.

way, the shortage of space in the library is not a heavy drawback.

Adjoining the reading room are four rooms in a row for the staff. The stacks contain 2000 metres of shelving in compact movable shelves.

The nuclear field has for a long time been a question of national and international politics. A place for scanning the dailies from the most important countries was therefore a must in the library, especially since the



The so-called informative star or reference shelves that radiate from a central pillar, which contains dictionaries. The man at the left is reading a journal in English; at the right is the author, Librarian Tell.

building was designed for the management of the Swedish atomic energy establishment. A corner for this purpose has been included near a big window giving plenty of light. As the library faces north, readers are never disturbed by direct sunlight.

Good lighting is essential to the library. A mixture of spotlights, fluorescent lamps, and ordinary lights bulbs is used. The wires in the ceiling might look disturbing; however, this was the only solution to avoid a secondary ceiling, which would have diminished the height of the room.

### Conclusions

The major task of the library is to insure a high probability of interaction between the open mind of research workers and the information material that flows into the library. By displaying the important literature in an attractive way and making it readily available, it is hoped in this library that such conjunctions will be effected. The frequent visits of scientists to the library seem to indicate that the present arrangements are attractive to the users.



The latest issues of 600 periodicals are displayed along this one wall, which is slightly concave. The journals are held in position on the upper shelves with custom-made Plexiglass holders.

### VITAL STATISTICS FOR THE AB ATOMENERGI LIBRARY

Total square foot area	11,000 sq. ft.
Staff	
Professional	2
Nonprofessional	2
Employees served at location	700
Services extended to other areas: research station and other libraries	
Average number of users per day (including telephone)	35
Volumes (books and bound and unbound periodicals) as of December 31, 1964	20,000
Current periodical subscriptions	600
Technical reports, documents or patents	20,000
Vertical file drawers	9 double files
Date of completion	February 1, 1964
Planned by librarian and architect	
Special facilities or equipment: Microcard enlarger-printer, Microfiches reader-printer, Xerox, etc.	

## SLA Sustaining Members

These are additions to the Sustaining Members for 1965 listed in April *Special Libraries* and include all applications processed through March 22, 1965.

BOSTROM CORPORATION  
CHIVERS BOOKBINDING COMPANY

NATIONAL ASSOCIATION OF ENGINE AND  
BOAT MANUFACTURERS

XEROX CORPORATION

# CURRENT CONCENTRATES Of The Library World

## Centralized or Decentralized

THE ISSUE seems to be: Can a centralized scientific-information structure provide better service to scientists and engineers than a decentralized one? In the United States, the national intent is reflected in the "June 1963 Status Report on Scientific and Technical Information in the Federal Government" where a foreword by Jerome Weisner, of the Office of Science and Technology, says "it is both unwise and impractical to concentrate all of the science information activities in a single agency. . . ."

Conversely, N. B. Arutyunov, director of the Main Administration for Scientific-Technical Information and Propaganda of the State Committee for Coordination of Scientific Research of the Council of Ministers, USSR, has said that the Soviet information system must be centralized and based on the branches of industry.

When we examine the pertinent Soviet literature it seems quite clear to us that the Soviet scientific information services are *not* based on a highly centralized monolithic structure. Indeed, there are marked similarities to the pattern that can be seen developing in the U.S.—a coordinated structure of generally decentralized information activities keyed to specialized information centers.

The primary responsibility for using scientific and technical information at the research and production working levels lies within specialized information centers, called ONTI's. There are about 4000 of these in the USSR. The ONTI is one of the basic units of a complex network of scientific-information organizations that functions on the national level, the republic level, the regional level, and within individual research institutes and production facilities. Above them, organizationally, are central bureaus of technical information, republic-level in-

formation organizations, national-level organizations. The entire Soviet scientific-information network is reportedly staffed by more than 60,000 people who perform interrelated and, at the higher levels, centralized information-processing functions. We suspect this . . . includes library personnel.

In the US Government scientific-information network, there are no equivalents to these Soviet industry-oriented national-level facilities. The nearest US equivalent would be a professional or trade society publication for subject orientation, such as the American Chemical Society publications. . . .

The processing of Soviet and foreign-published information is centralized in USSR institutions that resemble US documentation centers. . . . However, if one adds together the information services of the Commerce Department, NASA, AEC, DOD, the National Science Foundation, and the abstract journals of our professional societies, industrial facilities, and private publishers, then all the services that VINITI provides are available through US services . . . (and) provide more of the results of defense research than VINITI does. . . .

Nobody yet knows how effective scientific information services are, either in the USSR or in the US . . . there is certainly enough outcry in both countries that the availability of scientific information is a problem.

We were impressed by one significant difference . . . between the Soviet scientific and technical information complex and that of the US: the recognition that information centers (ONTI's) are valid and important additions to, literally speaking, *every* scientific institution.

Extracted from "Moscow: Should Science Information Be Centralized or Decentralized" by Thomas Kridler and Gustavus Simpson of Battelle Memorial Institute in *International Science and Technology*, June 1964.

# 56th SLA Convention Speakers

## Philadelphia, June 6-11, 1965

### KEYNOTE ADDRESS, Monday, June 7

**Gordon R. Williams**, Director of The Center for Research Libraries in Chicago, has traveled a varied road since graduating from Stanford University in 1936. For six years he was a director in a professional theater and sold books at Paul Elder's in San Francisco. After a stint in the U.S. Naval Reserve, he returned to bookselling as a Vice-President of Brentano's Inc. of California. Then he turned to librarianship. After receiving an M.A. in library science from the University of Chicago Graduate Library School, he worked in The John Crerar Library and the University of California at Los Angeles Library. He has been in his present position since 1959. Mr. Williams is active on several committees for the American Library Association.



### GENERAL SESSION—Library Cooperation: Panacea or Pitfall? Tuesday, June 8



**Scott Adams**, who received an AB from Yale and an MLS from Columbia, is Deputy Director of the National Library of Medicine in Bethesda, Maryland, a position he has held for the last five years. Prior to this he worked in government libraries for the National Science Foundation, the National Institutes of Health, and the Army Medical Library. He was earlier employed in the Providence Public Library and the Teachers College Library at Columbia. Mr. Adams is active in several professional library associations.

of Liberal Arts Programs and also Director of the World Politics Program at University College, University of Chicago. For nine years he was Executive Director of the American Foundation for Political Education. He is co-author of "Toward the Liberally Educated Executive," and his latest book is "Developing Responsible Public Leaders."



Field

**Charles A. Nelson**, President of Nelson Associates, Inc., New York City, has conducted consulting assignments for educational organizations and institutions for the past eight years. Recent clients have included many of the major libraries and library systems in the United States. Formerly he served as Director



Henry Verby

**Dr. Richard H. Logsdon** has been Director of Libraries at Columbia University for the past 12 years. Prior to this he was Assistant Director of Library Service for the U.S. Veterans Administration and Chief Librarian of the U.S. Office of Education. In the academic field he was Director of the library school at the University of Kentucky and librarian at two other colleges. Dr. Logsdon received an AB and BS in Library Science from Western Reserve University and a PhD from the University of Chicago. He is active in many professional associations and co-author, with his wife, of "Careers in Librarianship."

### BANQUET SPEAKER, Tuesday, June 8

**Dr. John William Frey**, Professor and Chairman of the Department of German and Russian at Franklin and Marshall College in Lancaster, Pennsylvania, came to the College in 1944 and assumed his present titles in 1945. He attended the University of Giessen in Germany, Dickinson College, and the University of Illinois where he received his PhD. From 1941-43 he was an Assistant Professor of German and French at Presbyterian College. Professor Frey's specialty is the Pennsylvania Dutch, and his talk, which is entitled "Pennsylvania Dutch for Better or Worse," will cover language, lore, folk music, and Amish hymnody. Although Pennsylvania Dutch will be spoken here, banqueters needn't worry—most of his remarks will be in American English.



### BOOK AND AUTHOR LUNCHEON, Wednesday, June 9

**Arthur H. Lewis**, author of the best-seller, "The Day They Shook the Plum Tree," will entertain the Publishing, Advertising and Marketing, Museum, and Picture Divisions and their guests with tales of "Philadelphians and Others I Have Known." He is a native Pennsylvanian, and from 1945-1950 he taught at the University of Pittsburgh. Mr. Lewis' career includes experience as a newspaper reporter, press agent, public relations counselor, and free-lance writer for magazines, radio, and television. He now devotes his time to writing and is the author of "The Aaronburg Story," "The Worlds of Chippy Patterson," and "Lament for the Molly Maguires."



Jim Theologos

## ADVERTISING AND MARKETING DIVISION

Monday, June 7



**Genevieve Hazzard** is well-qualified to speak at the Division's dinner on "Who Is My Public in a Changing Market?" She is Vice-President of the Campbell-Ewald Company in Detroit, a counselor in the Chevrolet Owner Relations Department, and faculty member of The Chevrolet School of Merchandising and Management. She is a member of the Governor's Commission on Status of Women and the President's Committee of Mercy College as well as a board member of school and civic organizations. In 1960 she was named Advertising Woman of the Year and received the Academy of Achievement International Award among others.

Thursday, June 10

**Richard W. Carpenter** graduated from the Rhode Island School of Design in 1940. His long retail experience includes posts as Advertising Manager of L. S. Ayers & Company and Rich's Inc. He was Sales Promotion Manager for The Halls Brothers Company and The Mabley & Carew Company. Mr. Carpenter joined the Philadelphia "Bulletin" in 1962 as Retail Advertising Manager; in 1963 he was named Advertising Manager, and in 1964, Advertising Director. His after-luncheon topic is "The Newspaper Viewpoint on Advertising and Marketing Libraries of the Future."



## ADVERTISING AND MARKETING AND PUBLISHING DIVISIONS

Wednesday, June 9



**Michael H. Halbert**, as Technical Director of the Marketing Science Institute in Philadelphia, is responsible for the methodological aspects of its research projects and conducts specific research in marketing theory. He will discuss "Libraries and Automation: Management Point of View." Mr. Halbert is a graduate of the University of Pennsylvania with a BA in psychology. Prior to joining MSI in 1962 he was an operations research specialist for E. I. du Pont de Nemours Company and a Research Associate with the Operations Research Group at Case Institute of Technology. He is an author and member of several professional organizations.

## BIOLOGICAL SCIENCES DIVISION

Tuesday, June 8

**John F. Stearns** entered the technical information field through newspaper work and magazine editing. He began his government service in the Library of Congress where he served as Chief of the Air Studies Division and Chief of the Aeronautics Division. From 1952-58, he served as Assistant Director



Library of Congress

and Director of the Technical Information and Intelligence Division of the Air Research and Development Command, USAF. He was Deputy Director of the Armed Services Technical Information Agency and Deputy Director of the Office of Scientific and Technical Information Agency, NASA. In 1962 he became Chief of the National Referral Center for Science and Technology.

Wednesday, June 9

**Dr. Walton B. McDaniel, II** is Curator of the Historical Collections at the College of Physicians in Philadelphia. He received his AB degree from Harvard and his PhD from New York University. He also attended the American Academy in Rome. Besides being a college instructor, Dr. McDaniel was a consultant for the Armed Forces Medical Library and librarian at the College of Physicians before assuming his present position in 1953. He is an author of several papers in the fields of medical history and bibliography.

**Dr. Frances M. Bolton**, Librarian of the Yale Forestry Library (Henry S. Graves Memorial Library) since 1926, will speak at the afternoon session on "Cooperation: One-Way Street or Thoroughfare?" Her topic is "Cooperation on a Subject Level." Dr. Bolton received her BA and MA from Smith College



*l.d.v. Malley Co.* and her PhD from Yale. Her library is the oldest forestry library in the country and is the first of its kind to have its entire catalog photographed and available in book form. Dr. Bolton compiled "Dictionary Catalogue of the Yale Forestry Library" in 1962.

## BUSINESS AND FINANCE DIVISION

Wednesday, June 9

**Dr. Louis T. Harms** is guest speaker at the Division's discussion of Cooperation between the Business Research Bureau of Universities and Business and Finance Libraries. He is Director and Editor of the Bureau of Economic and Business Research, School of Business Administration, Temple University, Philadelphia, as well as Professor of Economics. He has done research in technological change and office workers, technological change and unemployment compensation, and is now refining manpower statistics for Pennsylvania counties and working on projections of labor force and employment.



## INSURANCE DIVISION

The Compilation of Insurance and Industrial Statistics and Their Uses

Thursday, June 10

**Raymond O. Nelson**, Manager, Survey Research Division, Chilton Publishing Company Research Department, Philadelphia, also serves as a project director for media and product research. He has worked for National Analysts, Inc., and was a research analyst for the A. C. Nielsen Company. He received a BS in statistics from the University of Wisconsin and taught marketing research at Drexel Institute of Technology.

Thomas J. Casper, a native Pennsylvanian, is Publisher of "The Spectator," a Chilton publication. After graduating from Villanova University with a BS in economics, Mr. Casper has had a number of jobs, which include being football coach at Villanova University and Roman Catholic High School, a Lt. Commander in the U.S. Navy, a sales representative, and market researcher for the Automotive Division at Chilton.

### METALS/MATERIALS DIVISION

Wednesday, June 9



Antony diGesu

Dr. Luther Harris Evans, Director of International and Legal Collections at the Columbia University Law Library, will deliver the keynote address on the Division's session topic, "Some International Aspects of Library Cooperation." A recipient of many honors and honorary degrees, Dr. Evans served as Director-General of the United Nations Educational, Scientific and Cultural Organization from 1953-58 and was one of the original members of the U.S. National Commission for UNESCO. He also helped prepare the Universal Copyright Convention. For one year he directed a project of the National Education Association concerned with the educational implications of automation. Dr. Evans is also a former Librarian of Congress.

### MILITARY LIBRARIANS DIVISION

Tuesday, June 8



Thomas B. Dowd, Chairman of the National Infrared Information Symposium, Office of Naval Research, Boston Branch, a position he has held since 1960, will discuss "IRIS Project—ONR Cooperation with Government Contractors." He received his BS in physics from Holy Cross

College and an MS in physics from Boston College where he was also a graduate assistant and instructor. He was in the U.S. Naval Reserve from 1941-1963 and is a retired Captain. In May 1964 he was awarded the Navy Superior Civilian Service Award.

### NEWSPAPER DIVISION

Tuesday, June 8

Stanford Smith became General Manager of American Newspaper Publishers Association in 1960 after serving seven years as Assistant to the General Manager. Ever since his graduation from the Henry W. Grady School of Journalism at the University of Georgia, he has been dedicated to the field of journalism as a reporter, telegraph editor, director of a college news bureau, and Manager of the Georgia Press Association. He is a member of several professional organizations. His talk is "The ANPA Looks at the Newspaper Library."



Wednesday, June 9

Dr. Wesley C. Clark, Dean of the School of Journalism at Syracuse University since 1952, will discuss the School's newspaper research. Dean Clark worked as a reporter and columnist and an instructor in public opinion and American government. He received his PhD in political science from the University of Pennsylvania and became an assistant professor of journalism at Syracuse. He served as an assistant to the late Harold Ickes when he was Secretary of the U.S. Department of the Interior and later as Mr. Ickes' aide. He returned to Syracuse in 1947 as a professor before becoming Dean. He is also an author and lecturer, primarily in the field of public relations.



Joseph T. Simone is Assistant for District Sales, Service Bureau Corporation, a subsidiary of IBM, where he is presently in charge of the development of special projects including systems conversions, microfilm applications, and competition automation. Included in his afternoon talk, "The Total Systems Approach to Newspaper Libraries," will be a discussion of the various systems developed for libraries together with several approaches.

Thursday, June 10

Alfred Friendly has been Managing Editor of the Washington (D. C.) "Post" since 1955 and its Vice-President and Director since 1963. He has been a reporter, lumberjack, miner, dairyman, mill hand, and farm worker. He is a graduate of Amherst College where he now serves as a trustee. While in the Air Force, he was an intelligence officer and author of "Guys on the Ground" about the Air Service Command. From 1948-49 he was Director of ECA Overseas Information in Paris. For his reporting he received honorable mention for the Heywood Broun Award and the Raymond Clapper Award.



### PUBLISHING DIVISION

Thursday, June 10



Howell J. Heaney will conduct Division members on a "Literary Landmarks Bus Tour of Philadelphia." Mr. Heaney, who came to the Free Library of Philadelphia in 1955 as a Bibliographer in its Rare Book Department, has now become its Assistant Head. After graduating from the Columbia University School of Library Service, he worked as a librarian at the University of New Hampshire and for Thomas W. Streeter, the country's leading collector of Americana, at which time he assisted in the preparation and editing of the five-volume "Bibliography of Texas, 1795-1845."

SCIENCE-TECHNOLOGY DIVISION  
CHEMISTRY SECTION, BIOLOGICAL SCIENCES AND  
DOCUMENTATION DIVISIONS, AND  
PHARMACEUTICAL SECTION

Thursday, June 10



Raymond A. Jensen, Executive Secretary, National Federation of Science Abstracting and Indexing Services, Washington, D. C., will serve as panel moderator for the afternoon session. Mr. Jensen has an AB degree in mathematics and physics from Bowdoin College and has done graduate work in both fields. He worked in various departments in the Library of Congress and in government agencies.



Dale B. Baker has been Director of Chemical Abstracts Service at Ohio State University since 1958. Prior to that time, he held the positions of Assistant Editor, Associate Editor, and Associate Director of the Service. After graduating from Ohio State University with a chemical engineering degree, he was a chemist at E. I. du Pont de Nemours. In 1947 he received an MSc.

Mrs. Phyllis V. Parkins has come to her present position as Director pro tem of Biological Abstracts with a wide research, teaching, and editing background in biological science. She received her BA from Goucher College and her MA from Syracuse University and did additional graduate study at the Marine Biological Laboratory, Woods Hole, and the University of Pennsylvania. She has published in scientific journals and is active in many professional societies.



Zula Melup has been a member of Excerpta Medica's Research Department since 1962. Born in the USSR, she received academic training in the biological sciences at University College, London. She obtained a BA degree in biology and chemistry from New York University and did graduate work at Harvard Medical School where she worked on malaria research. Miss Melup worked at the UN as a Liaison Officer and Interpreter to scientific commissions and has done other interpreting in the United States.

NUCLEAR SCIENCE SECTION,  
METALS/MATERIALS DIVISION,  
AND ENGINEERING SECTION

Tuesday, June 8

Arthur E. Jones joined Sandia Corporation in 1959 with a degree in Business Administration from the University of New Mexico. He served as a training instructor for a year and as systems and procedures analyst for three years, followed by a series of rotational assignments in-



cluding publishing "Technical Reports," "Microfilming," and "Records Management." In 1958 he was promoted to Division Supervisor and assumed responsibility for the Communication Services. His panel topic is "Sharing Communications Networks."

PETROLEUM SECTION

Monday, June 7

John H. Graham was born in England and came to the United States in 1931. He has had 30 years of experience in international patent law with both law firms and industry. He is registered to practice before the United States and Canadian Patent Offices and holds electrical and mechanical degrees from Loughborough College of Leicester University, England. Before entering his present position as Supervisory International Patent Associate with Esso Research and Engineering Company, Elizabeth, New Jersey, he was with Remington Rand. He has lectured and is the author of many articles on patents. His panel topic is "Foreign Patents: Their Acquisition and Control."



Tuesday, June 8



Gordon H. Barrows, a native Montanan, has been editor of "Petroleum Legislation," New York City, since 1957. After graduating with an AB degree from the University of Wyoming, he received his MA from the Johns Hopkins University School of Advanced International Studies. For five years he was Foreign Negotiator for Standard Oil Company of California, and from 1955-1962 he was editor of "World Petroleum."

C. B. Squire, Associate Editor of Platt's Oilgram News Service, New York City, oversees the desk responsible for editing for the Service's three editions published in New York, Chicago, and Houston. During his career as a journalist, he was the founding editor of the Beirut (Lebanon) "Daily Star" and correspondent for the New York "Times" and other newspapers in the Middle East. During World War II he was an ambulance driver in Europe, Asia, and the Middle East. In addition to his journalistic duties, he is a Justice of the Peace in Connecticut.



SOCIAL SCIENCE DIVISION  
SOCIAL WELFARE SECTION

Thursday, June 10

Mrs. Inderjit Jaipaul received BA, LLB, and Proficiency in Law degrees from the University of Delhi and a master's in social work from the University of Nebraska. At the present time she is a doctoral student at the University of Pennsylvania's School of Social Work. Her dissertation is in the area of community organization practice, and her talk will concern "Community Development in India."

**Gerritje Aalders**, who has done social work in The Netherlands, England, and at Spring Grove State Hospital, Baltimore, graduated from the School of Social Work in Amsterdam. After two years of advanced study she completed the Advanced Curriculum at the University of Pennsylvania School of Social Work. Two months after her appearance at the SLA Convention she will return to Holland. In her talk she will survey "Social Welfare in The Netherlands."

**SOCIAL SCIENCE AND INSURANCE DIVISIONS**

**Wednesday, June 9**



**Thomas C. Laughlin** is Vice-President, Corporate Relations, Continental National American Group of Chicago, a position he has held since 1961. Since graduating with a BA from the University of Minnesota and attending graduate school there, he has been a sales manager, a faculty member at the University of Minnesota, a director of college recruiting, and an assistant vice-president of personnel. Mr. Laughlin is a member of several insurance and educational groups. "What Makes Your Staff Tick?" is the question he will raise at the luncheon meeting.

**SOCIAL SCIENCE DIVISION  
PLANNING, BUILDING, AND HOUSING SECTION**

**Monday, June 7**

**Dr. Booker T. McGraw**, Assistant to the Administrator for Inter-group Relations, Housing and Home Finance Agency, Washington, D. C., came to Washington in 1941 and started his first job with the government as Senior Economic Consultant to the OPA Administrator. When the National Housing Agency was set up in 1942, he joined it as Deputy Assistant to the Administrator for Problems and Policies in Housing Minorities. Dr. McGraw received an AB from Atlanta University, an MA in economics and an MBA from the University of Michigan, and a PhD in economics from Harvard. He will discuss "Minority Groups and Their Housing Problems."



*HHFA*

**Tuesday, June 8**



**John C. Poppeliers** has been Editor and Architectural Historian for the Historic American Buildings Survey, National Park Service in Philadelphia for the past three years. He received an AB in history from Hamilton College and an MA in art history from the University of Pennsylvania. He also attended the School of Architecture at Syracuse University and the University of Vienna. He is currently working for a doctoral degree at the University of Pennsylvania. His after-luncheon talk will be on "Philadelphia: A New City of Old Buildings."

**SOCIAL WELFARE SECTION, PLANNING, BUILDING,  
AND HOUSING SECTION, AND INSURANCE  
DIVISION**

**Problems of Retirement and Aging**

**Tuesday, June 8**

**Mrs. Geneva Mathiasen**, Executive Director of The National Council on the Aging, was appointed its first executive in 1950 when it was The National Committee on the Aging, a standing committee of The National Social Welfare Assembly. Active for some years in the field of aging, she received the 1963 Senior 65ers' award presented by the retired members of an AFL-CIO local. Mrs. Mathiasen has written and lectured extensively on the field of the aging in the United States and abroad. She has an MA degree from the University of Illinois and took special courses at Oxford University in England.



*Pach Bros.*



**Herbert C. Graebner** is Vice-President and Dean of the American College of Life Underwriters, Bryn Mawr, Pennsylvania. He first came to the College in 1949 as a consultant and member of the Board of Graders. Earlier he was an instructor and Assistant Business Manager at Valparaiso University, an Associate Professor of economics at Westminster College, and Associate Professor, Professor, and Dean of the College of Business Administration at Butler University. Mr. Graebner is a member of several professional societies and the author of numerous articles in business and insurance journals.

**Roland Rodrock Randall** specializes in real estate counselling service on a fee basis, and his experience includes industrial, commercial, and waterfront properties, large scale housing, and housing for the elderly. He has lectured at several universities and professional organizations' seminars. Mr. Randall received a BS in economics from the Wharton School of the University of Pennsylvania. He founded his general real estate business in 1925 and has been active in many professional organizations as well as an author and speaker.



*Michael Denning*

**Marie Ponzo** was appointed Librarian of The National Council on the Aging, January 1, 1965, after being the Assistant Librarian for the previous five years. Prior to joining the staff of The Council, she was Assistant Director of the Teaneck Public Library in New Jersey. She was also associated with the Woodrow Wilson Memorial Library of the Woodrow Wilson Foundation, serving on a special cataloging project. She will consider "Publications and Sources of Information Relating to Aging."





## FORESTRY LIBRARIANS SECOND WORKSHOP: Library Needs of Forestry Researchers and Educators

Thursday, June 10



Dr. Wayne K. Murphey, Assistant Professor of Wood Utilization, School of Forestry, College of Agriculture, Pennsylvania State University, will direct his comments to the theme of the first session, Production Utilization and Marketing. Professor Murphey, who received his PhD from the University of Michigan in 1961, has been an engineer, a project leader in wood technology for the Ohio State Agricultural Experiment Station, and an instructor at the University of Michigan.



Dr. Ralph W. Marquis is Director of the Northeastern Forest Experiment Station, Forest Service, U.S. Department of Agriculture, Upper Darby, Pennsylvania. He received a PhD in economics from the University of Wisconsin and spent several years as a high school and college instructor. He joined the Forest Service in 1940, and until assuming his present position in 1951, he served in various positions in the Division of Forest Economics. Dr. Marquis is the author of several technical articles, and his topic will concern forest economics.

## Abstracts of Technical Papers to be Presented at General Session Monday Afternoon, June 7, 1965

SCIENTIFIC AND TECHNICAL MEETING PAPERS—TRANSIENT VALUE OR LASTING CONTRIBUTION? by *Harry Baum*, Director, Technical Meetings Information Service, 22 Imperial Drive, New Hartford, New York.

The proliferation of bound volumes of papers presented at meetings poses a difficult selection problem for the librarian. A group of measures is suggested that may be used by the non-subject specialist to determine within reasonable limits the value of such published collections.

USE OF A MECHANIZED JOURNAL-HANDLING SYSTEM IN THE ESSO RESEARCH LIBRARY by *Mrs. Shirley W. Bolles*, Technical Information Division, Esso Research and Engineering Company, P. O. Box 51, Linden, New Jersey.

E R & E Co.'s computer-based journal-handling system produces purchase orders, routing slips, claim notices, bindery notices, and holdings lists. The system has improved accuracy and speeded up operations. Three basic input tapes are employed: 1) a current journal tape; 2) a routing recipient tape; and 3) a master journal holdings tape.

PERIODICAL ROUTING BY COMPUTER-PRINTED LABELS by *Dr. Michel O. Friedlander*, Director, Engineering Library, Plant 25, Grumman Aircraft Engineering Corporation, Bethpage, New York.

Magazine routing system is discussed whereby periodicals are sent to groups within a large company. Computer printed press-on labels are used showing control number and title of periodical,

stations in a set order with respective due dates. Total reading period per group is based on the number of readers.

APPLYING A SET OF DECISION TABLES TO THE LIBRARY by *Burton E. Lamkin*, Manager, General Products Division Development, IBM Corporation, San Jose, California.

A computer system has been developed which serves as an aid in the acquisitions, cataloging, periodical control, circulation and reference areas of the library. This paper describes the "total look" approach adopted to examine and analyze the operations of a technical library. Three phases are presented: 1) an analysis of the materials flowing into the library; 2) an outline of a model library control system; and 3) tables that compare library requirements. Examples of the flow charts and tables used throughout the analysis are given. They illustrate the use of these decision-making methods for designing and planning uniform and consistent library operations.

AN APPROACH TO WEEDING CRITERIA by *Stanley J. Slove*, 467 Wheeler Road, North Brunswick, New Jersey.

Out of 45 weeding criteria used by the *Trenton Times*, those relating to which of 200,000 cuts should be weeded were studied. A random survey of former reuse patterns indicated: 1) only 7.1 per cent ever reused; 2) none reused beyond the 13th year; and 3) none not reused by the 8th year, ever reused.

### SLA Jewelry and Film Tags to be Sold at Convention

Gold and silver charms and tie tacks with the SLA insignia, "Putting Knowledge to Work," will first be offered for sale at the Philadelphia Convention. Look for the table in the registration area where the Public Relations Committee will be selling the gold charms and tie tacks for \$7.15 and the silver charms and tacks for \$4.95 (tax included) for the benefit of the Scholarship and Student Loan and Motion Picture Funds. Members of the New Jersey Chapter will also be circulating in the public areas selling film tags to support the production of a 16mm color film on special librarianship. For \$1.25 a member can finance one frame of the film. Plan to support these two worthy projects!

# Abstracts of 1964 John Cotton Dana Lectures

## Special Librarianship—Some Opinions and Convictions

University of Kentucky

THE SPECIAL library field is reviewed, including compensation, academic credentials required and staff size relative to other areas of librarianship. Technical libraries and information centers are discussed, particularly differences in their scope and the subject competence required of their personnel.

The speaker's own operation is discussed as an example of a small technical communications center. His budget, expressed as dollars per technician served, is compared to the host university library budget on the basis of dollars per student served. Prospects for future employment in special libraries are included in a closing question and answer period.

EFREN W. GONZALEZ

Director of Technical Communications  
Grove Laboratories, Division of Bristol-Myers  
Company, St. Louis, Missouri

## Mechanization: Its Assistance to Librarians

University of British Columbia

EARLY IN this century, John Cotton Dana led in improving library services and recognized the special library as the best answer to the needs of special-interest groups. These needs have greatly increased, and technology has grown with them, so that in our half of the century we can turn to mechanization to free the librarian from repetitive tasks that require too little of his ability and too much of his time. The librarian must first identify these tasks by carefully analyzing all procedures, step by step, before any operation is mechanized. Having determined what operations are needed, the librarian must compare present manual methods with possible machine methods to see which are more efficient for each job. Electronic equipment can handle such functions as ordering, accounting, cataloging, and circulation with great speed and accuracy, either as separate operations (as in the Decatur Public Library with its unit record equipment), or as part of a total sys-

tem (as in the IBM Advanced Systems Development Division Library in the Los Gatos Laboratory). The essential process is the same: each document ordered for the library is identified fully by a "source card," which serves as the basis for catalog cards, accession lists, circulation cards, and shelf catalogs arranged by author, title, and subject.

When a computer system is available as it is in our IBM Library (and as it will be in an increasing number of special libraries), information may not need to be keypunched but may simply be typed directly for transfer to the computer for processing. In such a system, a single pass can produce printed labels for book spines and pockets and tapes for subsequent print-out from the stored information circulation cards.

When there is uniformity in the entry of information, mechanization becomes more practical in the library. Standardized entry also means that libraries can cooperate more readily and offer reciprocal services. But beyond the standardized entry, each library must continue to determine for itself what kind of system, what degree of automation, can best serve the unique interests of its users. Such flexibility is essential to the effectiveness of the special library.

MARJORIE GRIFFIN, Library Manager

West Coast Systems Laboratory  
Advanced Systems Development Div., IBM  
Los Gatos, California

## The Challenges of Special Librarianship

University of Michigan

SPECIAL LIBRARIANSHIP is for active people only. Basic challenges faced by the special librarian were enumerated:

1. Know standard library procedures well. Stress that only by a thorough knowledge of procedures can a librarian deviate intelligently, efficiently, and effectively.
2. Know the host organization intimately, including background, history and, interests of the company as well as its current officers.
3. Know how to acquire the special materials to fill the needs of the organization as

well as use of all acquisition and communication facilities.

4. Know how to process the special materials, i.e., cataloging the items so others may locate them quickly when the need arises.

5. Know how to disseminate the information secured by regular announcement bulletins or other mediums to "advertise" new acquisitions.

6. Know how to utilize the information. In short, close the request cycle: inquiry, search, reply to patron all in a minimum of time.

7. Share the results and experiences with your co-workers and special library community, which will result in better relations and utilization of available information.

A general survey described leaders in the field of special librarianship as being employed by industry, members of a metropolitan area Special Libraries Association Chapter, and having a strong interest in science and technology.

EUGENE B. JACKSON, Director  
Information Retrieval and Library Services  
IBM, Armonk, New York

### What Are Special Librarians Made of?

University of California, Los Angeles

THE THEME of the lecture was carried through a series of incidents, or case histories, describing typical situations that might be encountered by anyone in special library work: "The Curious Intellectual" (reference); "Sighting, Siting, and Citing Citations Is Exciting" (bibliography); "The Red Tape Tangle" (acquisitions); "Cataloging—Queen of the Library Sciences"; "People Are Funny" (circulation); "The Heavy Lights" (administration); "The Perils of Personnel"; and "The Library and Its Publics."

When the title of the lecture was forwarded to Dean Powell of the UCLA Library School for inclusion in the printed program, he came back with the concluding line for the rhyme as follows: "Special librarians are made of books and snails and microfilm tails."

WILLIAM E. JORGENSEN, Chief Librarian  
U.S. Navy Electronics Laboratory  
San Diego, California

### The Ghosts of John Cotton Dana: Past, Present, Future

Columbia University

THIS LECTURE primarily reviewed the life and accomplishments of John Cotton Dana and his contemporaries, leading into the activities of present day John Cotton Danas with their problems, their successes and failures, and finally conjecturing a bit on future Danas and what hopes the library profession pins on them.

The tone of the talk was keyed to students of library service, not only to those contemplating a professional life in special libraries but to any embryo librarian, to provide a clearer understanding of all of the art of special librarianship, particularly its philosophy, rather than its mechanics.

ROBERT G. KRUPP, Librarian  
Bell Telephone Laboratories, Inc.  
New York, New York

### The Challenge of Special Librarianship

Atlanta University

SCIENTIFIC ADVANCEMENTS have dramatically influenced the development and character of the modern library, which today is a multidimensional institution serving the educational needs of our society. To show the evolution of libraries and the dynamics of present day librarianship, a historical review of library development was made and compared with the modern library. Different types of libraries were distinguished by their purpose, mode of operation, and form of service.

Information, as distinguished from different formats of library materials, was identified as a tangible commodity that must be used proficiently by the librarian to achieve his service mission.

The concept of special librarianship was traced from its origin, and through slides several illustrations were given to contrast techniques in operation.

To understand some aspects of the librarian and his gradual transformation from a scholar into a person skilled in organization, administration, and public relations, basic aspects of his environment were discussed.

The field of special librarianship was presented as a demanding vocation requiring ingenuity, inventiveness, and skill in getting the job done. The person interested in finding a dynamic and rewarding profession was extended the challenge that is offered to special librarians. The presentation of basic concepts of organization, procedures, and philosophy of operation with which the library school equips the student was given.

The purposes of the library associations, such as SLA, were presented and divided into two categories: education and services.

The plan for this John Cotton Dana Lecture was in five parts: an exhibit with handouts, a fact sheet about SLA, an outline of the talk, the talk, and a movie titled "Information Retrieval."

BURTON E. LAMKIN, Manager  
Development Library  
General Products Division, IBM  
San Jose, California

### Science, Government, Information and the Librarian

Texas Woman's University

SPECIAL LIBRARIANSHIP must change to meet current problems. Present day special librarianship is exemplified by such accomplishments as the *Dictionary of Report Series Codes*, compiled by the Rio Grande Chapter. It is an attempt to bring some order out of the chaos that exists in the bibliographic control of research reports. It represents a great deal of work by a group of individual librarians, and it has proved extremely valuable, although it is only a partial remedy for a bad situation. Naturally, it has had no effect on the cause of the trouble.

Special librarianship today concerns itself only with the end of the bibliographic line. The futility of this is demonstrated by the limited success at bibliographic control that has been achieved even by the very large government information handling agencies. Even with the latest mechanized systems at their command, they have been defeated by the so-called "information explosion." A new approach is required.

The problem of information management was analyzed in the early 1960's by the Pres-

ident's Science Advisory Committee, and recommendations for its resolution were given in its report, *Science, Government and Information*, known commonly as the "Weinberg Report." This report is impressive in its high-level origin, its generality of meaning despite its slant toward science, and its sense of urgency. Its recommendations are directed first toward the scientific community and second toward government agencies and, only by implication, toward libraries. Nevertheless, it deserves thoughtful study by librarians.

The initial response of the library community to this report was limited and uneasy. A panel of special librarians at the 1963 SLA Convention showed that librarianship—special and otherwise—has been at a stalemate recently. To meet the challenges of the present and to explore the ways pointed out by the Weinberg Report, that must change.

In the future, special librarianship must concern itself with the totality of information handling, all the way from the recording of the ideas of one scholar to their retrieval by another. This is a departure from the traditional librarianship of the past. There are some pertinent developments such as the growth of specialized information centers, attempts at coordination among government information agencies, and new courses in information management both inside and outside library schools. Nevertheless, the metamorphosis of librarianship is the problem and promise facing emerging library students today. They will have the chance to form the special librarianship of the future.

HELEN F. REDMAN, Head Librarian  
Los Alamos Scientific Laboratory  
Los Alamos, New Mexico

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### Translations Center's 100,000 Item

Russian data on satellite motion is revealed in a translation received on March 5, 1965, by the SLA Translations Center located at The John Crerar Library in Chicago. Contributed anonymously, the item became the 100,000 translation in the continually growing collection of unpublished English translations from foreign languages maintained by the Center.

# This Works For Us . . .

## A Checklist for Periodical Desiderata

While serving as a college librarian a few years ago and facing the usual problem of completing runs of periodicals, I needed a complete, easily-revised record of holdings and gaps for my own personal use.

The visible checking files were too cumbersome to carry around, were often in use by readers and staff, and contained a good deal of material useless for my particular purpose, i.e., extraneous information about each title, numerous entries for which runs were complete or for which completion was not necessary. The regular list of holdings was on 12.7 x 7.5cm cards—far too small for a detailed list of specific items wanted.

I therefore devised and mimeographed on letter-sized sheets two forms for checking periodical holdings. Each form provides space at the top for the journal title; underneath are blank columns for filling in the volume numbers and year dates, followed by numbers representing the issues within each volume, e.g., 1, 2, 3, 4 for quarterlies and 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 for monthlies. For journals published at different frequencies, I adapted the forms as needed, for example by adding "5" and "6" columns to the quarterly form for titles having six issues to a number. Had it been necessary to seek numerous titles of a different frequency, a convenient form could have been made up easily. Some titles, of course, required more than one sheet.

In using the forms, I first made a decision on what partial runs should be completed and then crossed out the volumes and numbers already held. The unmarked numbers represented issues desired. As lists offering periodicals for exchange or sale were received, they were checked easily against the items wanted. On some occasions, the sheets were taken to warehouses of dealers for checking against the piles of used periodicals. When an item was acquired, the appropriate number was crossed out as is shown on the accompanying section of a sample form.

ROBERT N. BROADUS  
Associate Professor of Library Science  
Northern Illinois University  
DeKalb, Illinois

## Employee Art Exhibit

A recent success in our small special library that others might like to try is an employee art exhibit. We managed to display art up to 3½ x 5 feet on easel and bulletin board in the hall outside the library. Each picture was accompanied by a typed card giving the title, author's name, and his department.

For over two months the 600 employees saw abstracts, collages, landscapes, seascapes, portraits, allegorical creations, and even Japanese scroll work. Like them or not, everyone came to see "Who is up today?"

SUE WILLIAMS, Assistant Librarian  
American Automobile Association  
Washington, D. C.

Title: Journal of Physical Chemistry

v. 1-55 complete

Vol.	Year	1	2	3	4	5	6	7	8	9	10	11	12
56	1952	X				X			X		X	X	X
57	1953	<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>
58	1954	X	2	3	4	X	6	7	X	9	X	X	X
59	1955	X	2	X	4	X	6	X	X	9	X	11	X
60	1956	<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>
61	1957	<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>
62	1958	1	X	3	4	X	6	7	X	9	X	11	12

Section of a Monthly Periodical Desiderata Form

# Have You Heard . . .

## **New Z-39 Committee Chairman**

Dr. Jerrold Orne, Librarian of the University of North Carolina Library at Chapel Hill, has been appointed Chairman of the American Standards Association's Z-39 Committee on Library Work and Documentation by the Council of National Library Associations, sponsor of the Committee. Dr. Orne succeeds Robert E. Kingery who resigned because of ill health. Anne J. Richter, Director of the Book Editorial Department of the R. R. Bowker Company, remains as Vice-Chairman, and Harold Oatfield, Head, Technical Information Services, Charles Pfizer & Company, continues as Secretary-Treasurer. The Z-39 Committee now has 14 active subcommittees.

## **National Register of Microform Masters**

The Library of Congress has received \$35,000 from the Council on Library Resources, Inc., for the establishment of a National Register of Microform Masters, which will record the existence and location of master negatives (not for reader use) of microcopied newspapers, serials, and books and make the information available to other institutions. The operation of the National Register, which will regularly publish bibliographical reports, will be in addition to that of the Microfilm Clearing House, which maintains records of projects involving the filming of long runs of newspapers, serials, and manuscript collections whether contemplated, in progress, or completed. At the end of the first two years of NRMM operation, it is hoped that the current and past master copies can be cataloged and a complete register published. It is anticipated that the reporting of a new work will become a supplementary feature of the National Union Catalog.

## **Special Library Fire Insurance Aids**

The recently developed special library insurance policy offered by the Hartford Fire Insurance Company and based, with minor changes, on one published by the Library Technology Project in a manual, *Protecting*

*the Library and Its Resources*, has been approved by the insurance departments of 38 states and the District of Columbia. In some states, local insurance regulations preclude the sale of this particular kind of insurance. The policy is an all-risk form covering book collections, vital records such as the card catalog, rare documents, furniture, and equipment. Property in the temporary custody of the library is also covered. In short, everything, including personal property owned by the insured and excepting the library building, is insured. The new policy offers greater flexibility for negotiating an adequate insurance program and will probably result in lower insurance costs for many libraries. Other help in fire protection comes from the National Fire Protection Association whose Committee on Libraries, Museums and Historic Buildings is developing standards and recommended practices for the fire protection of library and museum collections and establishing fire safety guides for historical structures.

## **Reference and Research Agency Created**

The New York Metropolitan Reference and Research Library Agency, Inc., was recently created as a non-profit corporation to "improve reference and research library services in the New York Metropolitan area by promoting and facilitating utilization of existing resources and by developing additional resources." The Agency, which was the outgrowth of the deliberations of an ad hoc committee of librarians from New York area institutions, is chaired by Edward G. Freehafer, Director of the New York Public Library. Bill M. Woods, SLA Executive Director and former chairman of the original ad hoc committee, is one of the incorporators named in the charter along with Mr. Freehafer. The initial trustee group is to be supplemented by additional persons to be drawn principally from fields other than librarianship. The first such trustee is Dr. Maurice L. Tainter, Vice-President of Sterling Drug, Inc. Dr. Tainter, who is also Chairman of

the Board of Rensselaer Polytechnic Institute, served as a member of the Governor's Advisory Council for the Advancement of Industrial Research and Development and on the New York State Commissioner of Education's Committee on Reference and Research Library Resources. John A. Humphrey, Chief Librarian, Brooklyn Public Library, is another new trustee.

#### Conferences for the Role of Libraries in Education

To bring together librarians and representatives from nonlibrary, community institutions and organizations concerned with facilitating the educational process in the South, the Atlanta University School of Library Service, with a Rockefeller Foundation grant, is planning and sponsoring three conferences, institutes, or workshops in 1965, 1966, and 1967. The first conference was held in Atlanta on April 8, 9, and 10, with the cooperation of Emory University's Division of Librarianship. Specifically, the purposes of the conferences are to define the role of the library in helping to attack poverty, illiteracy, school drops, and similar problems to show nonlibrary groups that libraries can contribute to programs of social betterment, and to consider the ways in which library programs can help education. Persons invited to attend the conference are librarians and representatives from various social, cultural, economic, and educational organizations primarily from the southeast.

#### On- and Off-Campus Course in Librarianship

The University of Wisconsin Library School, with a grant from the all-University Articulated Instructional Media Program, will soon begin a four-year program to develop independent study courses in librarianship. These courses will require brief on-campus instruction, with most of the study done in the local community, and are designed to recruit adult students to library work, both as a professional and subprofessional. The program includes core courses, which will take two years to complete, the development of cadet-librarians in school libraries, and core course evaluation. Objectives of the program are 1) the recruitment of college-educated adults

to librarianship and the stimulation of these students to continue work on a graduate level; 2) preparation of college-trained recruits for work in a library while learning; 3) experimentation with training adult college graduates for a career as library technicians; 4) improvement of instructional methods and materials for independent study at the preliminary professional level; and 5) evaluation of on-campus study in the same course areas. For details write to Dr. Margaret E. Monroe, Director of the University of Wisconsin Library School, Madison 53706.

#### Fourth Institute of Archival Studies

The Department of History and the Graduate School of Librarianship at the University of Denver in cooperation with the Colorado State Archives is again offering the Institute of Archival Administration and Related Fields. The program, which runs from July 25 to August 20, will have courses in archival history, modern archives, records management, archival administration at state and local levels, nongovernment archives, archives and manuscript collections, survey of writing and various trademarks and designs, basic methods and techniques applicable to archival and manuscript collections, and professional and administrative relationships common to archivists, special librarians, and other related specialists. Inquiries should be addressed to Professor D. C. Renze, University of Denver, Department of History, Denver, Colorado 80210.

#### Library Orientation Film

K U H T Film Productions has just completed a library orientation film for the University of Houston Libraries. "*Your Library*" (19 minutes, 29 seconds) is based on a script prepared by Sara Aull, Science Librarian, with the help of Luella Barclay, Circulation Librarian, and Julian Brandes, Education and Business Administration Librarian. Designed to replace the traditional library tours, the film will be shown to 80 sections of the freshman English class during the spring semester of 1965. Effectiveness of the film will be determined through a series of tests, and this data will be the basis for a subsequent review of the orientation program.

## Members in the News



James S. Dugan

MARY LOUISE ALEXANDER is retiring this summer after serving 22 years as Director of The Ferguson Library, Stamford, Connecticut's public library. She has had many years experience in business and government libraries and was a special assistant to Mrs. Eleanor Roosevelt in the Office of Civilian Defense. Miss Alexander was President of Special Libraries Association in 1932-33 and helped to organize its Advertising and Marketing Division.

JANET DICKSON, former Chief, Catalog Section, Smithsonian Institution Library, Washington, D. C., was recently appointed Assistant Chief, Technical Services Section, Department Library, Department of Health, Education, and Welfare, Washington, D. C.

MRS. KATHLEEN S. EDWARDS, Librarian, Farmers Insurance Group, Los Angeles, California, retired April 1.

NATHALIE D. FRANK, formerly Research Librarian at Geyer, Morey, Ballard Advertising Agency, has been appointed Director of Information and Library Services of Stewart, Dougall & Associates, a New York City marketing consultant firm.

### Joint Committee of ABPC-SLA

Several SLA committees exist because of the Association's close relationship with other organizations. One of the newer committees of this sort brings together SLA and the American Book Publishers Council, and the first meeting was held April 7, 1965, in New York City. The meeting was chaired by William S. Budington, SLA President. The other delegation was headed by Dan Lacy, Managing Director of ABPC. At the conclusion of the meeting both groups felt convinced that they have many mutual problems needing attention. Mr. Lacy's thorough review of the status of pending federal legislation affecting both groups led to a realization of the need for effective monitoring of such bills by SLA, and the problem of

reviewing proposed state legislation was seen to be as yet relatively untouched by both groups. The SLA delegation volunteered to prepare a draft of recommended practices for publishers' advertising departments. These will be reviewed at the next meeting and suitable action taken then. Other topics discussed included the proposed revised copyright law, including some little-known but important features, announcement tools and reference works under consideration, and the role of computers in both publishing companies and libraries.

### Peace Convocation

The New York Hilton Hotel, during February 17-20, 1965, was the gathering place for over 2,000 invited guests from 14 countries who met for informal discussions on the requirements of peace. This convocation was sponsored by The Center for the Study of Democratic Institutions. Based on the late Pope John XXIII's final encyclical, *Pacem in Terris*, the conferees (including SLA Representative, Mrs. Vivian D. Hewitt, Librarian at the Carnegie Endowment for International Peace) who were Vatican, Western, Asian and African officials, Soviet and iron curtain diplomats, US senators, Catholic, Protestant and Jewish leaders, Presidential consultants, and world famous scholars presented the following fundamental issues before the gathering: universal acceptance of co-existence; settlement of conflicts by negotiations and the creation of mechanisms for peaceful social and political change; disarmament; creation of mutual trust among nations; elimination of racism; international cooperation in aiding developing countries; and further development of the United Nations.

### Study of Researchers' Indexes

Florida State University Library School has received a one-year \$18,563 grant from the US Air Force Office of Scientific Research to conduct a study of personal indexes, which researchers maintain in their offices. The project, under the direction of Professor Gerald Jahoda, will indicate the information-gathering and use-habits of scientists and determine whether and how librarians and other information specialists can assist in



setting up and maintaining personal indexes. After the first stage of the project, in which case histories of uses of personal indexes will be collected and analyzed, the effect of changes in the structure and content of personal indexes will be determined.

#### Coming Events

The AMERICAN ASSOCIATION OF LAW LIBRARIES will hold its 58th annual meeting at the Hotel Commodore, New York City, June 27-July 1.

The AMERICAN RECORDS MANAGEMENT ASSOCIATION will hold its tenth Annual Conference on October 11-13 at the Sheraton-Ritz Hotel, Minneapolis. Further information is obtainable from Lois Loveless, Office Services, Honeywell, Inc., 2701 Fourth Avenue South, Minneapolis 55408.

The Columbia University School of Library Service and the Committee on Library Surveys of the Association of College and Research Libraries will cosponsor a four-day CONFERENCE ON LIBRARY SURVEYS, June 14-17, at the Columbia campus. Up-to-date information on problems and methodology in library surveying and ways in which surveys may be used in relation to several aspects of library service will be discussed. The fee is \$65. Write to the Dean for details.

The GORDON RESEARCH CONFERENCES for 1965 will be held from June 14 to September 3 at five educational institutions in New Hampshire. The program at the New Hampton School is concerned with scientific information problems in research. The calendar will be: July 19-20, Role of the Scientific Societies; July 21-22, Information Centers and Documentation Research; July 23, Review and Forecast. These conferences were established to stimulate research by an informal type of meeting. Conferees are expected to live at the conference locations because one of the objectives is to provide a place where scientists can get together for informal exchanges. Applications, which must be submitted two months before the date of the conference, and other information may be requested from W. George Parks, Director, Gordon Research Conferences, University of Rhode Island, Kingston.

Wayne State University will act as host to the Tenth SEMINAR ON THE ACQUISITION OF LATIN AMERICAN LIBRARY MATERIALS sponsored by the Pan American Union on July 1-3 at Detroit. The Seminar will review the findings of previous annual meetings and the exchange of publications in each of the Latin American countries. For participation information write Howard Sullivan, Wayne State University Libraries, Detroit 2, Michigan, before June 1. For program and working papers contact Mrs. Marietta Daniels Shepard, Associate Librarian, Pan American Union, Washington 6, D. C.

The SOCIETY OF TECHNICAL WRITERS AND PUBLISHERS will hold its 12th annual convention during May 19-22 at the New York Hilton Hotel in New York City. The theme will be "New Vistas in Communication."

The Second TECHNICAL INFORMATION CENTER ADMINISTRATION CONFERENCE will be held June 14-16 under the auspices of the Graduate School of Library Science at Drexel Institute of Technology, Philadelphia. Sessions will consider translation services and problems, document handling, chemical information in technical information centers, user education, report writing, and system performance evaluation. For details contact Carole P. Butcher, Administrative Assistant at the library school.

The care, binding, and repair of books and the basic principles of preserving historical documents will be under consideration at the WORKSHOP IN LIBRARIANSHIP, a summer session course sponsored by the Graduate School of Librarianship, University of Denver, on July 6-23. The Workshop is open to credit and non-credit undergraduate and graduate students. Registration fee is \$10, and tuition is \$75. For application forms and additional information contact H. William Axford, Assistant Director of Libraries.

#### Letters to the Editor

CANADIAN URANIUM RESEARCH  
FOUNDATION NO LONGER EXISTS

A letter from Mrs. Anne Brearley, Librarian, University of British Columbia, informs me of a correction to be made in the description of her library. The heading "Canadian Uranium Research Foundation," which appears on page 190 of the

March 1965 *Special Libraries* should be removed because the Foundation ceased operation in 1964. The balance of the item under "University of British Columbia" is correct.

ANNA V. BROWN, Chief Librarian  
Aluminium Secretariat, Limited  
Montreal, Canada

#### MORE ON SLA STANDARDS

I have just finished reading, with great interest, the comments regarding "Objectives and Standards for Special Libraries." Generally, I believe these objectives and standards cover the field adequately and are carefully and well presented.

I have wondered, as have others, where the very small and/or newly organized special library fits into the picture. Our Technical Library serves a small research staff and our holdings are not extensive, yet our technical management considers the library an important part of the total departmental organization. Our library is a "one-man operation," yet we are soon moving into sizeable quarters in a new laboratory wing.

I do not think the "Objectives and Standards" should make definitive statements as to minimum standards as far as staff and physical size are concerned. While our particular situation would be substandard for a larger firm, our library is well suited in size and scope for our smaller firm.

JANET S. REED, Technical Librarian  
The R. T. French Company, Rochester, N. Y.

I would like to say that I agree completely with the comments of Kirk Cabeen. Further, I cannot believe that a librarian of any talent or ability would seriously approach his management armed with these "standards" as support for additional library funds or for any other reason. To me they are not "standards" in the first place; I think the Association will take a step backward by issuing them as such.

ROBERT BROOKS, Librarian  
Donaldson, Lufkin & Jenrette, Inc., New York City

#### APOLOGIES TO MRS. LENIN

Dr. Karl Baer's lively and highly pertinent article on IFLA in the February issue would be almost too good to be true (incorporating, as it did, so many foreign names and references) if it did not include one small error. This one leaps off the page to any reader familiar with Russian: on page 91, the "*H. K. Krupskoi*" library is actually the *N. K. Krupskaja* (or *Krupskaya*) library, named after Lenin's wife Nadezhda. There is no "H" in the Russian alphabet, and "*Krupskoi*" is given in the genitive case, rather than the nominative. Soviet librarians would be dismayed at this lack of familiarity with one of the most famous women in Russian history, but doubtless delighted at our apparent cultural lag.

ROSEMARY NEISWENDER, Slavic Librarian  
The RAND Corporation, Santa Monica, Calif.

#### THE IDC DEFINED

Miss Keeley's article, "Four Scientific Information Centres in Europe" (February, 1965, *Special Libraries*) implies that the International Documentation Centre in Sweden is a nonprofit institution similar in its operations, functions, and goals to the other three organizations listed.

IDC is a commercial firm and has no more (or less) a claim to being an "information centre" than does Microcard Editions, Inc., University Microfilms, Readex Microprint, MicroPhoto, etc.

ALBERT JAMES DIAZ, Executive Director  
Microcard Editions, Inc.  
Washington, D. C.

#### ATTENTION TECHNICAL TRANSLATORS

The difficulty of translating foreign technical articles is generally appreciated by the scientific community. It is not easy to find equivalent words and expressions for new technical terms, often only familiar to specialists in the field of concern. Translators have been coping valiantly with this problem and produce results which convey the meaning, even if occasionally not in the very best literary style.

It has occurred to me that many translators who have applied great effort and skill to this difficult job do not realize that their otherwise very valuable product has lost its value because of illegible figures and equations—and the equations may be more important than the text. I have observed that some translations, duplicated for distribution to scientific organizations, are prepared from a master, which contains the equations pasted on, as cut out of the original paper. Many foreign publications use very fine print in certain equations (especially exponentials, superscripts, subscripts and mathematical symbols); these are visible to the eye but do not show up on a copy, especially as pasted-in. Xerox and other duplication methods have given messy, illegible results.

This presents the librarian with a dilemma. Returning the illegible material brings a reply of "best available copy," which leaves as the only alternative an order for the original text. Even overlooking the cost of translation, such a situation is intolerable on a national scale, in loss of time and roadblocks to progress.

May I plead with translators for consideration of this matter?

All file copies to be duplicated should be checked for legible reproducibility. If equations or figures are not legible, they should be corrected; the cost of such correction would be very small in consideration of the time and effort already expended in the complete translation and would be repaid many times over by the increased usefulness of the product.

ROSE J. NADAS, Librarian  
Lighting Research Laboratory Library  
General Electric Company  
Nela Park, Cleveland, Ohio

# Off the Press . . .

## Book Review

**LIBRARY SUPPORT OF MEDICAL EDUCATION AND RESEARCH IN CANADA: Report of a Survey of the Medical College Libraries of Canada, Together with Suggestions for Improving and Extending Medical Library Service at Local, Regional, and National Levels.** *Beatrice V. Simon.* Ottawa: Association of Canadian Medical Colleges, 1964. 133 p. \$2.00.

The "Simon Report" is already recognized as a document of major significance in medical library history. Though it is primarily a survey of medical libraries in Canada, it is much more than that. In many respects it is a definitive statement of the medical library problem today, and it points to a variety of ways in which that problem might be solved. Whether she is discussing interlibrary borrowing or acquisitions policies or reference service, Miss Simon derives from her data on Canadian libraries a variety of precepts that can serve as guidelines for study and action by medical libraries everywhere. Thus her study goes well beyond the specific recommendations she has for Canadian medical library development and has real value for librarians outside Canada's borders.

In a day when surveys of the library scene are often a chore to read, it is a pleasure to encounter an excellent one that is easy to read. Miss Simon accomplishes this feat by means of her lucid style and the sensible organization of her material. Her four major chapters present 1) a superb background statement of today's library needs for medical research and education; 2) a text commentary of the information uncovered by her survey; 3) a brief but comprehensive exposition of the problems of library organization, staffing, and finance; and 4) her recommendations—a national plan for Canadian medical library service. There follow two helpful summarizing chapters and three appendices. By concentrating her statistics in Appendix A, Miss Simon has been able to remove most of them from her summarizing chapter two, thus making it free-flowing and inviting to read.

The heart of the Simon Report is the data on the medical libraries of the 12 universities in Canada that now have medical colleges. For some time to come, it will be the basic source of information on the strengths and weaknesses of the collections, personnel, support, services, and collective programs of these libraries, and to a large extent the statistics speak for themselves.

From these data Miss Simon has developed a straightforward plan for improvement, partly through individual action, but largely through a national plan, which includes a well-supported National Medical Bibliographic Centre and Information Service. According to Miss Simon's proposal, the Centre would play a key role, but it would not

be a national medical library, building comprehensive collections *de novo*. It would provide the means for coordinating medical library development and would be closely associated with a strong, existing medical library, which would be developed as the main "reservoir library" for the nation. The soundness of this recommendation is made manifest by the survey data and by the accumulating evidence of recent library history.

The Report takes full account of MEDLARS, at the U.S. National Library of Medicine in Bethesda, Maryland, and wisely relates the unfolding development of biomedical libraries in Canada to this new mechanism for bibliographic accessibility. Furthermore, Miss Simon makes abundantly clear that MEDLARS will ultimately serve to *increase* the pressure for adequate book and journal resources in Canadian medical libraries and not the other way around.

Space does not permit as long a review as the Simon Report deserves, but reference to a few striking points that are made—almost in passing—will serve to indicate the diversity and inclusiveness of its contents: it urges the modern library to make a candid and realistic appraisal of the concept of extramural services (page 10); it presents incisive comments on the "standards" problem (pages 13-15); it calls for discerning attention to the rising abuse of the interlibrary loan privilege (page 28); it presents a perceptive report on the trend toward the non-lending of periodicals (page 31); it exhibits an enlightened view of modern library service (pages 34 and 41). The wisdom of building on existing strength is a recurring theme.

This state-side reviewer feels that one important consideration was overlooked in Miss Simon's broad view. Granting that the survey itself was necessarily limited to Canadian libraries, it would have been appropriate to recognize the many opportunities for international cooperation in medical library development. Surely the medical library at the University of Western Ontario can and should have fruitful relations with the strong libraries in Detroit, Ann Arbor, and Cleveland. Table X indicates that this may be the case, but the Report otherwise lacks a discussion of the ways in which neighboring medical libraries in Canada and the United States might gain mutual benefits by ignoring the international border. One likes to think that Miss Simon's views on this point would be highly illuminating.

The Simon Report is, however, far from a parochial book. If Canadians study it as they should, their medical libraries are bound to improve. But librarians outside Canada should study it also; much of its message has universal application.

RALPH T. ESTERQUEST, Librarian  
Harvard Medical Library, Boston, Mass.

## Help Requested for Proposed Directory

Planned as a companion to *Ulrich's International Periodicals Directory*, the R. R. Bowker Company is preparing a tentatively titled "International Directory of Irregular Serials, Annuals, and Yearbooks," bringing together for the first time, hard-to-locate bibliographical and buying information on annuals, proceedings, and irregular serial publications. For each entry, the directory will attempt to give the title, subtitle or annotation, date of first issue, frequency, editor name, address of publisher, and price with dollar equivalents where necessary. The Bowker Company will welcome any suggestions or specific information from libraries or publishers that will be helpful in the compilation of this reference tool.

## Index to Federal R&D Reports

*The Government-Wide Index to Federal Research and Development Reports*, resulting from a machine merger of input from the major federal R&D agencies, is being issued monthly by the Clearinghouse for Federal Scientific and Technical Information. This single source to new unclassified government technical information will consist of subject, author, source, and report number indexes and include government-sponsored R&D reports from the previous month's issues of *Nuclear Science Abstracts (AEC)*, *Scientific and Technical Aerospace Reports (NASA)*, *Technical Abstract Bulletin (DDC)*, and the *US Government Research and Development Reports (CFSTI)*.

## Union List of Sci-Tech House Journals

The San Francisco Bay Region Chapter has recently published *Science-Technology House Journals*, which was compiled from the holdings of 22 science-technology libraries of the Chapter. The list is limited to journals published by industrial companies and contains informative articles on research and development rather than a comprehensive list of house journals. Entry is by title with a company name and address index. Copies are available at mailing cost—ten cents in stamps and a self-addressed mailing label. Requests should be sent to Eugenia Ironside, Library, Shell Development Company, Emeryville, California 94608.

## New Serials

CHEMICAL-BIOLOGICAL ACTIVITIES, a biweekly publication of The Chemical Abstracts Service and published by The American Chemical Society, is an index to the current literature on the biological activity of organic compounds. This computer-compiled index is divided into four parts: a digest section and keyword-in-context, molecular formula and author indexes. The coden used conform to the *ASTM Coden for Periodical Titles*. Subscription rates are \$750 per year for 26 issues and two semi-annual cumulative indexes, plus \$5 for each scientist at a given address. Additional subscrip-

tions are \$25 a year excluding indexes. Canadian and United States and Possessions postage is \$2, foreign \$3. Single issues are \$35 each. Orders should be sent to Service Division, Chemical Abstracts Service, The Ohio State University, Columbus, Ohio.

FOOTWEAR AND LEATHER ABSTRACTS, published by Information Retrieval Limited, 20-21 Tooks Court, Cursitor Street, London, E.C. 4, contains the latest patent specifications of 20 countries. The inclusion of nonpatent material is planned for future issues. The abstracts are issued monthly, and an annual cumulative index will be compiled and supplied to subscribers. Yearly rates are \$60 via surface mail and \$90 via airmail.

## SLA Authors

BONN, George S. Technical Books of 1964. *Library Journal*, vol. 90, no. 5, March 1, 1965, p. 1041-7.

CLAPP, Verner W. Mechanization and Automation in American Libraries. *Libri*, vol. 14, no. 4, 1964, p. 369-75.

FANTOVA, Johanna. Cape Canaveral to Cape Kennedy. *Princeton University Library Notes*, vol. 26, no. 1, Autumn 1964, p. 57-62.

FRIEDMAN, Harold J. Computer Center. *Pennsylvania Gazette*, December 1964.

———. On Being Myself. *Rosicrucian Digest*, November 1964.

FRIEDLANDER, M. O. Research and Report. *Today's Secretary*, March 1965.

GEORGI, Charlotte. How to Start a Business Library—In One Easy Lesson. *Library Journal*, vol. 90, no. 5, March 1, 1965, p. 1058-62. (Single copies available from author, Librarian, Business Administration, University of California Library, Los Angeles 24.)

RISTOW, Walter W. A Half-Century of Oil-Company Road Maps. *Surveying and Mapping*, December 1964.

SASS, Samuel. Small Siblings Sensational. *Microcosm*, vol. 9, no. 4, Winter 1964-65, p. 3.

WOY, James B. Business Books of 1964. *Library Journal*, vol. 90, no. 5, March 1, 1965, p. 1048-52.

## RECENT REFERENCES

Prepared by JOHN R. SHEPLEY

### Librarianship

ACADEMY OF SCIENCES OF THE USSR. *New Methods for the Restoration and Preservation of Documents and Books* (OTS 64-11054). Ed. by N. Y. Solechnik. Jerusalem: Israel Program for Scientific Translations, 1964. iv, 130 p. pap. illus. \$4. (Available from Clearinghouse for Federal Scientific and Technical Information, 5285 Port Royal Road, Springfield, Va.)

Three papers on the effect of high-frequency electromagnetic fields on paper and on paper-

destroying mold fungi and its use in the disinfection of books and documentary materials; other papers are on the restoration and preservation of materials by thermoplastic film coating, types of paper suitable for use in restoration, aging of paper, methods of restoration, and a Beta-radiographic method of reproducing watermarks.

AMERICAN LIBRARY ASSOCIATION. *83rd Annual Conference Proceedings—St. Louis, Missouri, June 28-July 4, 1964*. Chicago: (1965) (vi), 120 p. pap. \$2.

Report on the 1964 annual conference. Programs of each division, round table, ALA Committee, the general sessions, and actions of the ALA Council. Available gratis to institutional members of ALA and to personal members who request it.

AMERICAN NURSES' ASSOCIATION. *Using and Improving the Keys to Knowledge*. New York: 10 Columbus Circle, 1964. 20 p. pap. 75¢.

Three papers presented at the 44th Biennial Convention of the American Nurses' Association, June 1964, in Atlantic City: "Libraries and Scholarly Communication," by Vern M. Pings; "Community Information Resources Available to All Nurses," by Clara E. Lucoli; and "Computers and Nursing Literature: New Ways to Treat Old Problems," by Seymour I. Taine.

*Aslib 38th Annual Conference, University of Exeter, 1964: Looking Forward in Documentation*. London: Aslib, 1964. Various paging, pap. 18s. (U.S. Distributor: Special Libraries Association, \$2.52)

Sixteen papers on information retrieval systems, computers, indexing, literature use, and related subjects. Summary of research in progress at Aslib. Summary of conference discussions.

CANADIAN ASSOCIATION OF COLLEGE AND UNIVERSITY LIBRARIES. *Forecast of the Cost of Academic Library Services in Canada, 1965-1975*. Waterloo, Ont.: University of Waterloo Press, 1964. ii, 37 p. pap. Apply.

A brief submitted to the Bladen Commission on the Financing of Higher Education. Outlines the problems currently facing Canadian academic libraries and the urgent measures required over the next decade. Offers 19 recommendations for operation and financing.

DARLING, Richard L. *Survey of School Library Standards* (OE 15048, Circular No. 740). Washington, D. C.: U. S. Department of Health, Education, and Welfare, 1964. x, 181 p. pap. \$1.25. (Available from Government Printing Office)

Analyzes regional and state standards for school libraries to show recent changes and trends and the relationship of these standards to the national ones. Includes official statements of school library standards by regional and state organizations and state departments of education. First such summary since *School Library Standards, 1954* by Nora E. Beust.

IRWIN, Raymond. *The Heritage of the English Library*. New York: Hafner Publishing Co., 1964. 296 p. \$5.50.

The author, professor of library studies at the University of London and director of the School of Librarianship and Archives at University College, traces the continuity of the library tradition from ancient times and examines the social and intellectual environments in which literacy and libraries have flourished. Lucid, witty, erudite. List of sources; index.

MAHAR, Mary Helen and HOLLADAY, Doris C. *Statistics of Public School Libraries, 1960-61: Part I, Basic Tables* (OE-15049). Washington, D. C.: U. S. Department of Health, Education, and Welfare, 1964. vi, 90 p. pap. 60¢. (Available from Government Printing Office)

First of two publications comprising the report of a comprehensive survey of public school libraries. Tables include data on aspects of school library service not contained in previous surveys, such as school library supervision and centralized processing services administered by boards of education. Part II planned as analysis and interpretation of the data in these tables.

MARTIN, Lowell A. and GAVER, Mary V. *Libraries for the People of New Jersey, or, Knowledge for All*. New Brunswick, N. J.: New Jersey Library Association, Library Development Committee, 1964. 83 p. pap. \$2. (Available from Mary V. Gaver, Graduate School of Library Service, Rutgers University, 5 Huntington Street, New Brunswick, N. J. Checks should be made payable to New Jersey Library Association.)

Examines the library requirements of New Jersey, current shortcomings, and plans for developing a coordinated and adequately financed state network of library service. Map, charts and tables, reference sources.

MASSA DE GIL, Beatriz et al. *Diccionario Técnico de Biblioteconomía: Español-Inglés/Technical Dictionary of Librarianship: English-Spanish*. Mexico, D. F.: Centro Regional de Ayuda Técnica, Agencia para el Desarrollo Internacional (ADI), 1964. 387 p. line drawings. Apply.

3,250 entries with definitions confined to meanings applicable to the field of librarianship. Bibliography of reference works consulted.

MUKHERJEE, A. K. *Reference Work and Its Tools*. Calcutta: World Press Private Ltd., 37 College St., 1964. xii, 335 p. Rs. 20; 33s. 6d.

A description of the nature of reference work, its techniques, tools, organization, and use in different types of libraries, followed by an annotated listing, international in scope, of selected reference tools and a separate listing of Indian reference tools and Indological source materials. Bibliography; index.

SAMORE, Theodore. *Library Statistics of Colleges and Universities, 1961-62—Part 2: Analytic Report* (OE-15031-62). Washington, D. C.: U. S. Department of Health, Education, and Welfare, 1964.

x, 70 p. pap. 45¢. (Available from Government Printing Office)

An analysis of the academic library data presented in *Library Statistics of Colleges and Universities, 1961-62*—Part 1: *Institutional Data*. Inadequacies are shown by comparison with recommended ALA standards for college and junior college libraries. Many statistical tables.

— and HOLLADAY, Doris C. *Library Statistics of Colleges and Universities, 1963-64: Institutional Data* (OE-15023-64, Circular No. 769). Washington, D. C.: U. S. Department of Health, Education, and Welfare, 1965. Tables vi, 162 p. pap. \$1. (Available from Government Printing Office)

The fifth of such surveys. 1,663 academic libraries reported on collections, personnel, and expenditures, with two-thirds authorizing a listing of individual salaries for six different types of library positions. Computer print-out.

SOLLENBERGER, Judith K. *In-Service Training: A Bibliographical Essay*. Chicago: American Library Association, 1965. 25 p. pap. \$1. (Available from Library Administration Division of ALA)

Revised edition with a classified bibliography. Covers philosophy, goals and needs, methods of training and their selection, orientation and induction, job instruction, training for promotion, supervisory training, administrative development, professional development, pre-professional training, internships, training in special areas of library service, training in small and rural libraries, training in special librarianship.

USSR STATE LIBRARY im. V. I. LENIN, DEPARTMENT FOR BOOK PRESERVATION AND RESTORATION. *Collection of Materials on the Preservation of Library Resources*, nos. 2 and 3 (OTS 64-11053). Jerusalem: Israel Program for Scientific Translations, 1964. 258 p. pap. illus. \$2.75. (Available from Clearinghouse for Federal Scientific and Technical Information, 5285 Port Royal Road, Springfield, Va.)

Papers on such subjects as the prevention of aging of books and newspapers, insect and mold fungi control, the use of DDT preparations, restoration procedures, the softening and restoration of leather bindings. Many detailed instructions and tables. No volume 1 has been published.

#### Bibliographic Tools

*A Selected Bibliography of Documentation and Information Retrieval*. Cleveland: Center for Documentation and Communication Research, Western Reserve University, School of Library Science, 1964. 10 p. pap. Apply.

A selection of papers and reports written by the staff of the Center for Documentation and Communication Research. Restricted to current items. Five general categories: Information Retrieval—General, Information Retrieval Theory, Medicine, Educational Research, and Library Education.

BEATTY, William K., ed. *Vital Notes on Medical Periodicals*, vol. 12, no. 3. Chicago: Medical Library Association, 919 North Michigan Ave., 1964. 125, 42 p. pap. \$2 (annual subscription, 3 issues, \$5).

Notes on current publications, new titles, discontinued titles. Contains index for volume 12. Orders now being taken for volume 13, 1965/66.

BRIDGMAN, Jon and CLARKE, David E. *German Africa: A Select Annotated Bibliography* (Hoover Institution Bibliographical Series XIX). Stanford, Calif.: Hoover Institution on War, Revolution, and Peace, 1965. x, 120 p. pap. \$3. (L. C. 64-7917)

General works, and sections on the former colonies of German East Africa, German Southwest Africa, Togo and Cameroon, British confidential prints, serials, and newspapers—907 items in all. No index.

FREEMAN, Ruth St. John and FREEMAN, Harrop A. *Counseling: A Bibliography (with Annotations)*. New York and London: Scarecrow Press, 1964. 986 p. \$22.50. (L. C. 64-11793)

8,690 entries arranged under subject headings (Professions, Religion, Medicine, Law, Social Work, Guidance and Testing, Student Counseling, Marriage Counseling, General). Each item coded for purposes of locating others of related interest. List of journals cited. The authors eschew an index in favor of their code.

HAMMARSKJOLD (DAG) LIBRARY. *Government Gazettes: An Annotated List of Gazettes Held in the Dag Hammarskjold Library* (United Nations Publication Sales No. 64. I. 24). New York: United Nations, 1964. iv, 50 p. pap. 75¢

Holdings as of September 1964. Arrangement is alphabetical by names of countries in English; entries give title of gazette, place of publication, frequency, language, and brief notes on contents.

HARRIS, Chauncy D. *Annotated World List of Selected Current Geographical Serials in English, Including an Appendix of Major Serials in Other Languages with Regular Supplementary or Partial Basic Use of English*, 2nd ed. rev. (Research Paper No. 96). Chicago: University of Chicago, Department of Geography, 1964. 32 p. pap. \$1; free to subscribers to Department of Geography Research Papers series. (L. C. 64-8750)

Lists 62 current geographical serials in English and 56 in other languages, with supplementary use of English from 43 countries.

HOWELL, M. Gertrude, et al., eds. *Formula Index to NMR Literature Data*, Volume 1: References prior to 1961. New York: Plenum Press, 1965. xiv, 220 p. \$17.50. (L. C. 64-7756)

A literature guide for organic compounds having proton magnetic resonance spectra. Over 2,500 compounds, identified by structural and molecular formula, for which proton magnetic resonance data have been reported in the scientific literature through 1960. A later volume will include references for 1961 and 1962.

*Index Bibliographicus*, 4th ed., vol. II, *Social Sciences* (FID Publication 363). The Hague: International Federation for Documentation, 7 Hofweg, 1964. 34 p. pap. 10 guilders (approx. \$2.80).

A directory of selected currently published abstracting and bibliographical services for retracing literature in the field of the social sciences. Entries are arranged according to the UDC, with descriptive notes in French. Subject, title indexes.

JACKSON, Benjamin Daydon. *Guide to the Literature of Botany; Being a Classified Selection of Botanical Works, Including Nearly 6000 Titles Not Given in Pritzel's 'Thesaurus.'* New York and London: Hafner Publishing Co., 1964. xl, 626 p. \$12.50. (L. C. 64-20223)

Facsimile of the 1881 edition. A subject guide to the literature with occasional critical annotation. Index.

KOPYCINSKI, Joseph V. *Textile Industry Information Sources: An Annotated Guide to the Literature of Textile Fibers, Dyes and Dyeing, Design and Decoration, Weaving, Machinery, and Other Subjects* (Management Information Guide No. 4). Detroit, Mich.: Gale Research Co., 1964. 194 p. \$8.75. (L. C. 64-25644)

In three parts: Reference Books, Subject Analysis of Textile Literature, and Location of Textile Literature. Subject and author indexes.

MACTAGGART, Hazel I., comp. *Publications of the Government of Ontario, 1901-1955*. Toronto, Ont.: University of Toronto Press, 1964. xvi, 303 p. pap. \$6.

A checklist compiled for the Ontario Library Association. Lists the publications of departments, boards, and other publishing organizations of the government of the Province of Ontario from 1901 to 1955. Material arranged by issuing body, with library location indicated when possible. Index.

MICHIGAN TECHNOLOGICAL UNIVERSITY LIBRARY. *Journal and Serial Holdings in the Michigan Technological University Library* (Library Publication No. 2). Houghton, Mich.: 1964. 97 p. pap. Apply.

Lists all journal and serial holdings, both titles currently received and those no longer published or subscribed to, with call numbers to assist users of the Library. Produced by computer from punched cards.

ROYAL INSTITUTE OF INTERNATIONAL AFFAIRS. *Index to Post-1950 Periodical Articles*, 2 vols. Boston: G. K. Hall & Co., 1965. Prepublication price: U. S. and British Isles, \$100; elsewhere, \$110. After July 31, 1965: U. S. and British Isles, \$125; elsewhere, \$137.50.

Approximately 30,000 entries selected from some 200 periodicals published between 1950 and 1964. Arrangement is by the Chatham House classification scheme, in which regions and topics are designated by letter and number combinations.

TREJO, Arnulfo D. *Bibliografía Comentada sobre Administración de Negocios y Disciplinas Conexas: Con un directorio descriptivo de algunas instituciones importantes en la especialidad*. Mexico, D. F.: Centro Regional de Ayuda Técnica, Agencia para el Desarrollo Internacional (AID), 1964. xvi, 155 p. pap. \$2 plus postage. (Available from Biblioteca, Escuela de Administración de Negocios para Graduados, Santo Toribio 210, San Isidro, Lima, Peru.)

Prepared under a program of the Alliance for Progress, this is a bibliography in Spanish of business administration and related disciplines, with a descriptive directory of some important institutions in the field. Author and title indexes.

UNION OF INTERNATIONAL ASSOCIATIONS. *Bibliography of Proceedings of International Meetings Held in 1958/Bibliographie des Comptes Rendus des Réunions Internationales Tenues en 1958* (Publication No. 187). Brussels: Palais d'Egmont, 1964. 400 p. pap. \$8; cloth \$10.

References to 1,620 reports produced in connection with 1,180 international conferences, congresses, symposia, roundtables, assemblies, etc., including reports of specialist and technical meetings and those of administrative and advisory bodies of the United Nations and the Specialized Agencies. Proceedings summarized chiefly in English or French. UDC, name, and subject indexes. Second of a series; the first covered reports of meetings in 1957.

WORLD HEALTH ORGANIZATION. *Publications of the World Health Organization, 1958-1962: A Bibliography*. Geneva: 1964. 125 p. \$4. (Available from Columbia University Press, International Documents Service, 2960 Broadway, New York.)

Published in English and in French editions. 1,500 technical articles and publications serially numbered and grouped in alphabetical order by subject, the subject headings being based on those used in *Index Medicus*. Administrative and general articles and publications are arranged alphabetically under broad subject headings. Author index; country index.

#### Cataloging and Classification

*Dictionary Catalog of the Music Collection of the New York Public Library*, 33 vols. Boston: G. K. Hall & Co., 1965. Prepublication price: U. S., \$1690; outside U. S., \$1859. After July 31, 1965: U. S., \$1990; outside U. S., \$2189.

Approximately 522,000 cards representing in particular folk songs, 18th and 19th century libretti, full scores of operas, complete works, historical editions, Beethoven, American music, periodicals, programs, record catalogs, and manuscripts. Arrangement is in dictionary order with entries for books, articles, pamphlets, and musical scores in one file. Supplements planned.

*General Catalogue of Unesco Publications and Unesco Sponsored Publications: Supplement 1960-1963.* Paris: Unesco, 1964. xiv, 132 p. \$1. (Distr. by Unesco Publications Center, 317 East 34th St., New York, N. Y.)

In English and French. Brings the *Unesco General Catalogue of Publications, 1946-1959* up to date. Index, list of publishers, list of distributors.

INTERNATIONAL BUSINESS MACHINES CORPORATION. *Library Catalog Production—1401 and 870.* White Plains, N. Y.: (1965). 25 p. pap. illus. Gratis. (Available from local IBM branch offices)

A manual describing the use of the IBM 1401 Data Processing System and the IBM 870 Document Writing System in library catalog production and addition application. Appendix and glossary.

TORONTO PUBLIC LIBRARIES. *Subject Headings for Vertical Files.* Toronto, Ont.: College and St. George Sts., 1964. 142 p. pap. \$2.50.

Compiled to promote the use of uniform subject headings for vertical files throughout the Toronto Public Library system and to broaden the scope of reference services. Headings are based on those used in the *Canadian Periodical Index* and *Readers' Guide to Periodical Literature*.

UNION THEOLOGICAL SEMINARY LIBRARY. *Alphabetical Arrangement of Main Entries from the Shelf List*, 10 vols. Boston: G. K. Hall & Co., 1965. \$975; outside U. S., \$1072.50.

Entries from the classified shelf list (*Shelf List of the Union Theological Seminary Library, In Classification Order*, 10 vols., \$715; outside U. S., \$786.50), published earlier by Hall, are here rearranged to make the material available in alphabetical form. 200,000 cards.

*Universal Decimal Classification: Special Subject Edition for Metallurgy.* London: Iron and Steel Institute, 4 Grosvenor Gardens, 1964. \$8.40.

UDC numbers for the range of subjects encountered in metallurgical literature. In addition to specific metallurgical terms, there are sections on physics, chemistry, nuclear science, fuels, refractories, engineering, mining, law, education and training, commercial practice, etc. Published with the approval of the FID. Index.

WYNAR, Bohdan S. and TANNENBAUM, Earl. *Introduction to Cataloging and Classification: A teaching guide with illustrations of major principles for descriptive cataloging and classification* (Library Science Text Series). Denver: Colorado Bibliographic Institute, P. O. Box 10283, University Park Station, 1964. 252 p. pap. \$4.50.

Covers basic concepts of cataloging, the unit card, descriptive cataloging, Dewey and L. C. classifications, subject headings, filing rules, and other aspects of cataloging procedures. Sample cards illustrate Library of Congress and ALA rules. Bibliography and index.

#### Dictionaries and Encyclopedias

BENÉT, William Rose. *The Reader's Encyclopedia*, 2nd ed. New York: Thomas Y. Crowell Co., 1965. 1,118 p. illus. \$8.95; thumb-indexed, \$10. (L. C. 65-12510)

19 per cent more material than the late editor's first edition published in 1948. Biographies of writers, artists, philosophers, historical figures, synopses of important works, sketches of principal characters, myths, legends, folklore, oddities—anything that might be encountered in reading. As a systematic reference book it is often too much (separate entries for authors, their works, and the characters in those works) or too little (the entries sometimes perfunctory or pedestrian), but the oddities make it interesting for browsing.

BOERHAVE-BEEKMAN, W. *Elsevier's Wood Dictionary*, vol. 1. New York: American Elsevier Publishing Co., 1964. Approx. 520 p. \$20.

A multilingual dictionary giving the commercial and botanical nomenclature of world timbers. 2,500 botanical terms with 3,700 English derivatives. Lists sources of supply for 2,500 different wood species.

*Communications-Electronics Terminology Handbook: A Manual of Definitions, Abbreviations, Acronyms, and Designations.* Washington, D. C.: Public Affairs Press, 1965. 547 p. \$7.

Non-official edition of a work prepared by the Communications-Electronics Doctrinal Office, Research Studies Institute, Air University, Maxwell Air Force Base. Definitions generally conform to standards of the American Standards Association, the Institute of Radio Engineers, and the American Institute of Electrical Engineers. Entries limited to brief definitions rather than discussion; extensive cross-referencing.

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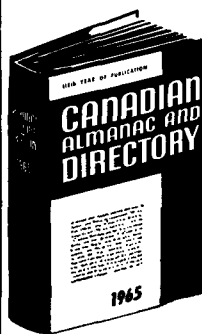
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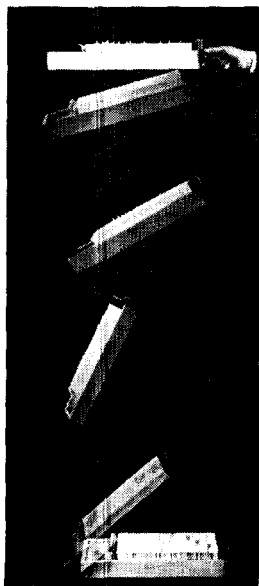
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