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Special Libraries, July-August 1954

Special Libraries Association

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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 45

JULY-AUGUST 1954

NUMBER 6

The Chartered Insurance Institute Library

O. W. Pendleton

Advertising Agency Librarians

Nathalie D. Frank

Handling Company Technical Reports

Patricia Snyder

Short Cuts, Forms and Simplified Methods

Geraldine D. Anderson

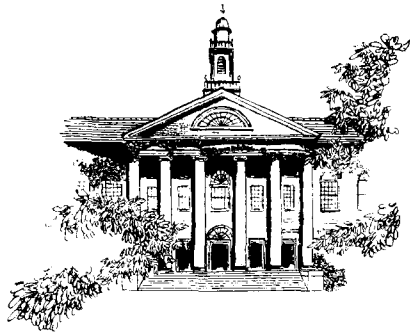
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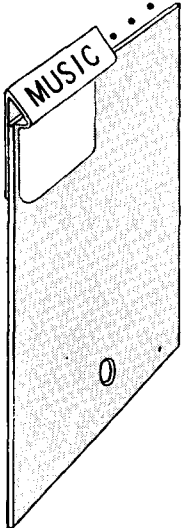
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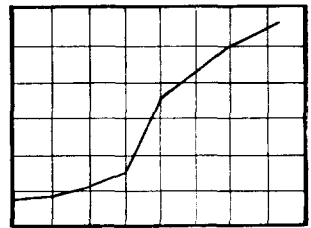
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Our Professional Responsibilities

During the year let us look forward — project our plans for the future in our Chapter, Division and Committee work.

A profession is characterized by the strong sentiment of its members to extend the knowledge on which their profession is based and to advance the welfare of all those who practice it.

Let us look forward to our professional responsibilities —
to the library profession
to other professional organizations
to professional literature
to other librarians.

As we work together, let us use our special knowledge by way of instructing, guiding, and advising others. By "putting knowledge to work" we are serving our profession — special librarianship.

GRETCHEN D. LITTLE

Gretchen D. Little

President, 1954-1955

Special Libraries Association

All of us in SLA — well, almost all of us — know Gretchen Little, our new president. We know her as a friendly, gracious, fun-loving person, capable, and a hard worker for SLA. But how many of us know how she happened to become a special librarian, a field in which she is now so firmly established? It's quite a story.

Gretchen received her early education in the schools of High Bridge, N. J., her birthplace, and still the home of her parents. She was graduated from Duke University in 1936, with a degree of B.A. in chemistry, and began looking for a congenial occupation.

She wasn't interested in teaching as her mother hoped she would be. She had done some bibliographic work for Dr. Katharine Gilbert, professor of philosophy at Duke, and had worked for the Duke University Press, during her college years. Her grandfather had been associated with the Hercules Powder Company at Kenil, N. J. At her grandmother's insistence, Gretchen wrote to the librarian in the company's research library in Wilmington to ask what positions might be available to a woman chemist. The librarian, none other than Lura Shorb (another loyal SLA'er), suggested library work. This sounded attractive to Gretchen and right then her special library career started.

She accepted a position late in 1936 as assistant librarian of the Development Laboratory Library of the U. S. Rubber Company at Passaic, N. J., where she made her first contact with SLA. At this time, she took advantage of her nearness to New York City to pursue a course in indexing at Columbia University. She remained at Passaic until June 1937, when a desire to "get out into the country" led her to Chillicothe, Ohio, to become librarian of the Mead Corporation. She joined the Association and became a member of the Cincinnati Chapter, subsequently serving as its president, 1940-41. In January 1943, she left Mead and joined the Atlas Powder Company, Wilmington, Delaware, as technical librarian, the position she still holds.

Gretchen's been busy at Atlas, assuming responsibility for all library services in the company, carrying out an extensive public relations program, organizing and managing a branch library a short distance from Wilmington, and evolving plans for her new library in her company's own new suburban office building. She's found time, too, to get her degree, B.S. in Library Science, at Drexel Institute of Technology, in 1949.

Her SLA activities and accomplishments are many. In addition to her early work with the Cincinnati Chapter, she has served the Philadelphia Chapter as a member of the Joint Committee on World War II Documents, 1945-46, as Vice-Chairman, 1945-46, and Chairman, 1946-47, of the Science-Technology Group, as a member, at various times, of the Nominating, Hospitality and Publicity Committees, and as Chairman of the Exhibits Committee, 1951. In this last office, she was responsible for the SLA exhibit at the annual convention of the American Society of Training Directors in Philadelphia.

Her four years as Vice-Chairman, 1946-48, and Chairman, 1948-50, of the Science-Technology Division represents her most important and outstanding contributions to SLA, up to this time. It was then that she organized the officers and the Section and Committee Chairmen of the Division into a coordinate, cooperative group of workers and leaders, constituting an Advisory Council which meets, to conduct Division business, during sessions of the Association's Executive Board and Advisory Council meetings. The very useful Division Manual of operation was compiled and is still kept up to date by Mrs. Isabella Wallace. A salary survey of Division members was conducted and the results published in *Sci-Tech News*. She encouraged, worked on, and saw through to official SLA acceptance for publication, two real money-makers for the Association, namely *Technical Libraries, Their Organization and Management*, and *The Numerical Index to the Bibliography of Scientific and Industrial Reports, v. 1-10*, 1946-48.

More recently, before assuming executive duties with SLA, she was chairman of the Science-Technology *Bibliography of Scientific Awards* project. The resultant publication is in the hands of the Publications Committee and is expected to be published by SLA this fall. Last year, as First Vice-President and President-Elect, she was a member of important Executive Board committees, to study special problems confronting the Association.

It can safely be said then that Gretchen Little has had good and valuable experience for her present high office. Add to this her awareness of the professional responsibilities of special librarians and the Special Libraries Association and you have a president who will work to preserve, and even enhance, the existing high position of special librarianship. Good luck and a happy time, Madam President.

MARIE S. GOFF

THE CHARTERED INSURANCE INSTITUTE LIBRARY

O. W. PENDLETON

Librarian, The Chartered Insurance Institute, London, England

The library of the Chartered Insurance Institute was designed originally for the use of students following the study program of the Chartered Insurance Institute. In England there are no insurance libraries other than those connected with the Chartered Insurance Institute and its local institutes.

Mr. Pendleton, the librarian, has never been satisfied with this student concept of a library however. On his own initiative he has constantly built toward full reference and research service to the insurance business in London, the insurance capital of the world. This has been a gradual process.

Unlike the United States where insurance education has many facets, such education in the British Isles is centralized through the organization and facilities of the Chartered Insurance Institute. Its program, controlled from the central institute in London, is carried out through local institutes in all the large cities. The CII designation is a coveted one and carries much prestige.

Mr. Pendleton's records show how he has been developing the reference use of his library, demonstrating at the same time the potential usefulness of this service to the British insurance business. In 1949 he recorded 677 reference questions. In 1953 there were more than a thousand queries.

This account gives a fascinating insight into the thinking of a progressive British librarian. His foresight has made his library the center of insurance information for the British Isles.

RUBY E. CHURCH, *librarian*, The Insurance Society of New York
ELIZABETH FERGUSON, *librarian*, Institute of Life Insurance, New York

THE FIRST INSURANCE INSTITUTE was founded in Manchester in 1873 to serve the educational and social needs of insurance men. In 1897 the Federation of Insurance Institutes of Great Britain and Ireland, later known as the Chartered Insurance Institute, was formed. It is now the parent body of seventy-five local institutes, of which the Insurance Institute of London with 8,500 members is the largest.

The membership of the Chartered Insurance Institute, that is the total membership of all institutes, is at present 33,000. Any person engaged in insurance business, including national insurance employees, is entitled to membership.

In the early years of the present century, the Insurance Institute of London had a library, but there was no library

of the Chartered Insurance Institute, the governing body. This library, managed by the office staff of the Institute, was transferred to the new building in 1934 and the present librarian was then appointed.

The new joint library of the Chartered Insurance Institute and the Insurance Institute of London was designed on the public library model to consist of a reference library belonging to the Chartered Insurance Institute and a lending section owned by the Insurance Institute of London. There were, and still are, two library authorities. The present stock of the joint library is about 12,500 items (books and pamphlets) including 300 current periodicals and serial publications.

It gradually became evident that the arrangement by which books could not

be borrowed for home reading from the Chartered Insurance Institute library was one which did not best serve the interests of members in London and was of no use to members in the provinces, though the latter had a perfect right to library facilities. The system was accordingly modified before the war and it was agreed to allow certain books to be borrowed from the reference library, both by London members calling in person and by provincial members by post.

This arrangement has become more and more liberalised and now nearly all books in the CII library may be borrowed. The postal lending service to members in the provinces has been up to now little used, but its use is gradually extending as the facilities become known.

The reference library is now a central library which in its lending capacity acts as a reserve stock. Only books not in a member's local institute library may be borrowed from it. The local institute libraries in the eighty-eight provinces are in the charge of honorary librarians and contain on the average between 200 and 500 volumes.

Subject Coverage

These are first the purely insurance subjects: fire, life, accident, marine and aviation insurance. National insurance forms a sixth class. On the latter we have all official publications and the few books which have been published on the present scheme. Our collection on the pre-war scheme is likewise complete from the inception of the library.

Of these cognate subjects some books are related to specific branches of business and others to the business as a whole.

FIRE INSURANCE. Building construction, manufacturing processes and hazardous materials are of particular interest to fire surveyors. The library has by now a large collection of books and pamphlets on these subjects in the building up of which more help has been received

from the Fire Protection Association and the Joint Fire Research Organisation at Elstree.

LIFE ASSURANCE. The chief subjects in this category are actuarial mathematics and medicine. The library does not attempt to compete with the Institute of Actuaries in the provision of actuarial information. The chief publications, however, are provided for the use of such of our members as are undertaking actuarial studies.

ACCIDENT INSURANCE. The accident branch comprises various forms of insurance cover which do not belong to the other branches, and includes what is known in the United States as 'accident and health' as well as 'casualty'.

A few minor cognate subjects may be mentioned as exhibiting the large range of insurance interest, though each of them may be represented in point of fact only by one book or a few pamphlets: Motor traffic and motor vehicles in connection with motor insurance; boilers and other machinery in relation to engineering insurance; veterinary surgery in connection with livestock insurance; meteorology on account of the interest of the insurance business in flood damage and hurricanes.

MARINE INSURANCE. The marine branch includes a section on shipping business, shipbroking and ship construction because of their close relationship with marine insurance.

Other subjects relating to insurance in general include:

LAW. This is as important as any subject, since the law relating to insurance policies belongs to the law of contract. Other important aspects are the law of torts as affecting liability insurance, employer's liability law and the law of landlord and tenant.

The library is lacking in law reports before 1898, but on those occasions when full reports before this date are required, the enquirer can always be referred to the Guildhall Library, the

reference library of the Corporation of the City of London, which, fortunately, is only a few doors away from our building.

DIRECTORIES AND STATISTICS. The library has financial reports of a large number of companies and all British financial directories of insurance companies, together with the corresponding publications for most foreign countries. As regards theoretical works on statistics, there is at present a small section confined to general works.

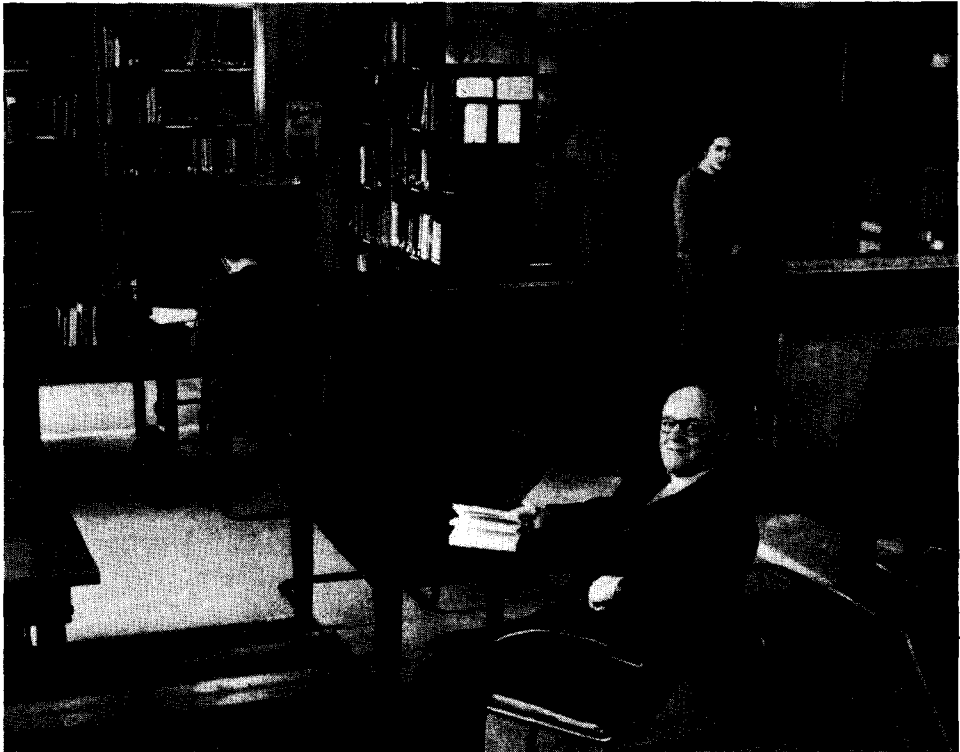
ECONOMICS. There is not much demand for books on pure economics, but special aspects are of considerable interest. Foreign exchange and investments are important subjects to insurance companies, especially the latter, because of the great importance of the investment activities of life offices. Accountancy is a subject of major importance and is

well represented on our shelves. Taxation as it affects business concerns is of obvious interest.

Classification

Insurance librarians use classification schemes of their own making for the most part. The only attempt at a standard classification scheme was devised by the late Mr. D. N. Handy. Unfortunately this classification scheme has never been published. It is used in several libraries in the USA.

Neither the Library of Congress classification, nor the 368 section of the Universal Decimal Classification with its very detailed expansion, has been suited to our needs. It has been expedient here to separate insurance and non-insurance subjects. In devising this scheme the insurance section of the Baker Library Classification was heavily relied upon, as was the UDC num-



Mr. O. W. Pendleton, librarian, in the reference room of The Chartered Insurance Institute Library, London.

bering for subdivisions. This has been tested and revised in the light of existing literature and the Colon Classification of Dr. Ranganathan.

This is not the place to discuss rival theories of classification. By applying the theories I have adopted, it has been possible to produce a system which has proved in use to be a great saver of time and labour, and which can be used for all kinds of material, including clippings, illustrations, and to a certain extent, for the filing of correspondence.

The inadequacy of insurance literature, in this country at any rate, is a handicap, and in this respect insurance libraries are in marked contrast to libraries of scientific and technological subjects.

There are no books on minor branches of the business, and enquiries on these subjects have to be met by literature references to articles in periodicals and chapters in books. Perhaps this is only to be expected, but there are some major subjects on which the existing books are more than ten years old.

The inducement to write books is not great, and for English insurance literature we are indebted in the main to a few individuals of exceptional enthusiasm and industry who have written on a number of subjects. No doubt this problem of literature scarcity will be solved in course of time.

Clientele

Library users fall into three categories. First, there are students preparing for the Institute's examinations, who need the use of the prescribed textbooks.

Second, there are research workers and authors. The library has supplied material for Ph.D. theses in the University of London.

The most important event in the library's progress as a research library was the inauguration a few years ago of "advanced study groups" by the Insurance Institute of London. These groups undertake research in certain subjects and issue a final report. A re-

cent report on investigations into methods of protection against burglary has awakened widespread interest and was noted in the daily press not only here but on the continent. These groups have spread an interest in research work and revealed the essential role planned by the library in this connection.

The third class of users comprises those who use the library for reference and information in dealing with problems arising in the ordinary course of business.

Conclusion

In many special libraries, the readers have a good knowledge of the literature, but insurance men rarely know what has been published on their subject, and need considerable help in the use of books.

Insurance men are slow to realize that they can obtain a great deal of help from, or through the medium of the library . . . I have been for some time trying to spread the idea that the library provides this sort of service and moreover that it is usually not necessary for enquirers to do the extensive reading and research. Moreover, few have the time or the inclination for such search. The answer to their questions may be in a few pages or paragraphs in material which the librarian can locate for them.

As in all special libraries little progress is made by a librarian who sits and waits for readers to call. A constant effort has to be made to bring suitable literature to the notice of those likely to be interested and to publicize generally the contents and services of the library.

ASLIB

The Annual Conference of Aslib will be held in Westminster, England from September 24 to 27, 1954.

The official SLA representative at the meeting will be AGNES HANSON of the Cleveland Public Library's Business Information Bureau.

ROBERT C. SALE, chief librarian of United Aircraft Corporation, East Hartford, Conn., will present a paper.

The New York Council of Advertising Agency Librarians

NATHALIE D. FRANK*

Librarian, Geyer Advertising, Inc., New York, N. Y.

THINKING, PLANNING AND WORKING AHEAD play an important part in the advertising agency librarian's business life. The challenge of making decisions today for productive action tomorrow has intensified; in recent years, with the increasing scope of advertising, the heightened tempo of research and general agency activity, and the growing need for library techniques and services.

Advertising agency libraries naturally differ in organization and operations as greatly as agencies themselves. Yet, all agency libraries share a host of common problems, particularly on an administrative level.

This combination of pressures and problems prompted the foundation, seven years ago, of a unique business library group. The Council of Advertising Agency Librarians was organized to bring into the agency library field a source of collective knowledge and experience as a background for individual judgment and solutions to library problems.

The group set up this roster of long-range and immediate goals:

- 1) To promote the understanding of agency libraries within the advertising profession;
- 2) To work for the interchange of ideas and information on research techniques and sources, so far as compatible with the ethical practices of advertising agencies;
- 3) To act in an advisory capacity with other organizations for the im-

provement of services and sources related to the work of agency libraries.

Few but rigid rules make the Council a close-knit working unit and a live forum for intimate discussions. Membership is limited to fifteen head agency librarians selected on the basis of their administrative experience, professional standards, and the scope of their libraries. Candidates are elected by a unanimous vote of the group, which meets monthly from October through May. Absence from two or more regular meetings, without serious cause, terminates Council status. This provision, in effect, restricts the membership further to candidates in the New York area.

Research Data

Having outlined its objectives and drawn up a constitution, the Council rolled up its sleeves to tackle a pressing problem which had grown to critical proportions. Illogically enough, agency librarians were having great difficulty in procuring copies of significant research studies produced by the various media. Obtaining a simple brand preference survey too frequently assumed the nature of a big game hunt.

The Council wrote to dozens of publications and their local representatives. Some of these were overlooking the value to them of including the agency library when distributing copies of surveys and other research material. Others were adamantly protecting their brain progeny from what they erroneously imagined to be sure-death-by-library-file. To all, the Council pointed out the advantages of *multiple impact* on agencies through library circulation; of *repetition* through library service to succeeding relays of account, media, and

* Miss Frank is chairman of the New York Council of Advertising Agency Librarians. This article is reprinted by courtesy of *Advertising Agency and Advertising & Selling*, where it appeared in the April 1954 issue.



COUNCIL OF AGENCY LIBRARIANS, New York: sitting, l. to r., Katherine D. Frankenstein, Batten, Barton, Durstine & Osborn; Margaret Lynch, Kudner Agency; Delphine V. Humphrey, McCann-Erickson; Nathalie D. Frank, Geyer Advertising, chairman of the Council; Martha O'Leary, Benton & Bowles, vice chairman of the Council; Edith E. Becker, Ted Bates & Co. Standing, l. to r.: Hazel Conway, Young & Rubicam; Rita Allen, Cunningham & Walsh; Ann Elder, Lennen & Newell, Council secretary; Rosalind H. Morrison, Doherty, Clifford, Steers & Shenfield; Arax Odabashian, Cecil & Presbrey; Vera Halloran, J. M. Mathes.

research executives; and of *continuity* through the library's systematic maintenance of reference sources.

As a result of this initial joint effort, the present flow of valuable research data to agency librarians from a growing number of farsighted media men has increased in volume and constancy.

Other services and sources next came under surveillance. The Council turned its attention to the inadequacies of newspaper expenditure data. It consulted successfully with the Magazine Advertising Bureau on the need for an alphabetical product index, and other improvements for the newly revamped PIB service. Our first failure was an effort to revive the publication of national advertisers' annual expenditures in major media in the incomparably handier composite form.

The sudden spurt of combination copy presented new difficulties to PIB in allocating such space and costs, and passed these difficulties on to the librarians who used this service in compiling advertising expenditures and tracing

campaign themes. A supplementary listing since worked out added to the notable record of cooperation received by the group.

A major advisory undertaking was the Council's outline and plan for the indexing and cataloging of government publications. This project was carried out at the request of the American Association of Advertising Agencies as a member of the Advertising Advisory Committee to the Secretary of Commerce charged with developing suggestions on the publications and services of the Department of Commerce.

Since one of the motives for organizing was to pool members' know-how and to utilize collective experience for the benefit of individuals faced with new or unfamiliar administrative tasks, the group conducted frequent discussions of current management problems. From these round tables evolved a systematic analysis of every phase of organization and function of the Council's member libraries. The findings of this inventory were assembled in chart

form to serve as an index of members' varied experience and as a guide for their interchange of ideas.

From the interchange of ideas to the sharing of published materials—the next logical step presented itself. Applying the union list technique already used successfully in other library fields, a Council committee is presently engaged in compiling a composite record of annual publications available from members.

The finished listing will show, for example, which library has a 1930 edition of the *Statistical Abstract* or a 1949 volume of *Current Biography*. Obviously, this will permit individual members of the Council to borrow serial trade publications and reference volumes with greater dispatch and ease. A possible future application of this undertaking could well be the building up of research materials, particularly of a non-current periodic nature, on a co-op basis.

Understanding Agency Libraries

Perhaps the most ambitious and difficult task the Council set for itself was the objective of promoting the understanding of agency libraries within the advertising profession. It was, therefore, with keen enthusiasm that the Council of Advertising Agency Librarians presented a two-hour session on agency libraries at the Eastern Annual Conference of the American Association of Advertising Agencies in October 1951. A panel of leading executives discussed the agency library and its relation to Library Research; Management;

Research, Media and Merchandising; Copy and Art; Radio and Television; Public Relations; Client Contact and New Business. These talks constituted the first formal assessment of library service from the point of view of every agency department.

As the trends toward more agency services and mounting agency costs continue, hard pressed executives will have to take stock objectively not only of isolated departments, but of overall agency operation. To the large agencies, this will bring a consolidation of activities with subsequent relief to librarians from one of the evils of agency size—frequent work duplication. To the small agencies it will convey the realization that librarians are not rare luxuries to be enjoyed exclusively by their larger and more prosperous colleagues. (The ivy walls and ivory towers toppled more than thirty years ago when one agency library was started as the research department in a company numbering only nineteen people.)

Experience shows that an executive who closely scrutinizes agency functions will find in the modern agency library no semblance to a lifeless vault of paper and steel. Created for the particular climate of agencies' needs, these libraries are business tools best activated by close association with the ideas and plans, problems and projects of the whole organization.

Properly integrated in an agency structure, there is dollar profit in a library whose concern is for the future and in a librarian whose interest lies only in those yesterdays which can be used tomorrow.

Current Sources of Information for Market Research, a selected and annotated bibliography, compiled by Miss Frank, the author of this article on agency librarians, was presented at a recent Marketing Orientation Seminar held by the American Management Association. A limited number of copies are available from the author on request.

Members of the New York Council of Agency Librarians have made an extremely valuable contribution as members of the SLA Advertising Division. They are active participants in the New York Chapter group meetings and are largely responsible for the Advertising Division bulletin, *What's New in Advertising and Marketing*.

Handling Company Technical Reports*

PATRICIA SNYDER

Research Librarian, Owens-Illinois Glass Company, Toledo, Ohio

THE OWENS-ILLINOIS LIBRARY is essentially the storehouse for company technical reports. The library is on the direct distribution list and receives reports from administrative divisions, all research divisions, plant laboratories, engineering and manufacturing divisions. Additional material is received from executive management personnel and from outside consultants.

Holdings include research reports, operating manuals, progress reports, records of trial production runs, and findings on quality testing. Several laboratories prepare summary or index reports to survey all projects issued within a given calendar period.

It is not a library function to assist in editing or preparing this material. Each issuing group has its own style and characteristic features. At least one research division has compiled a manual for its own staff as an aid to writing reports. The library receives completed reports in their final form.

Classification

Reports are classified by a numerical system which consists of a decimal breakdown, each part identified by a particular phrase. The system was devised by one of the divisions in the company. It is sufficiently detailed to be effective, and flexible enough to permit expansion and revision in classifying new projects.

Some examples of the classification will serve to illustrate the system:

* Paper presented at the 45th Annual SLA Convention in Cincinnati, Ohio, May 19, 1954, at a symposium of the Metals Division on "Efficient Use of Vertical File Material."

1. PROPERTIES OF GLASS AS INFLUENCED BY COMPOSITION

Subheadings—among others—include:

1.3 Chemical Durability

1.9 Mechanical Strength

1.16 Colorants in Glass

22. METALS AND GLASS FORMING MATERIALS

Subheadings—among others—include:

22.1 Mold Metals

22.1.2 Surface Treatment of Mold Metals

22.2 Mold Dopes

22.3 Mold Manufacture

The various laboratory projects are set up under specific project numbers. The actual titles of the individual reports vary even though the same number may be assigned. Every laboratory, department, and division has an individual scheme for numbering and titling the reports it issues.

This group of reports presents a typical example:

ISSUED BY	NUMBER OF PROJECT	TITLE OF REPORT
Alton	81-15-296-97-31	<i>Lubrication of Delivery Systems</i>
Bridgeton	569-7	<i>Coating of Delivery Equipment</i>
Huntington	02-184-29	<i>Delivery Equipment Lubrication</i>

These reports would all be classified under "22.5" described as COATINGS FOR GLASS DELIVERY SYSTEMS. With such title variations, it is possible to classify reports only after scanning them for content and then referring to the classi-

fication scheme and its descriptive phrases. The classification number assigned to each report is then placed on the title page.

In addition to detailed project reports, there are some 3,000 statistical reports. These cover quality testing of products. Since the entire "10" section of the classification scheme is entitled **QUALITY OF GLASS PRODUCTS**, reports in this series are not given individual classification numbers. The sub-class "10.4" is designated as **STATISTICAL TESTING**. If a classification number were assigned, it would be "10.4" for this entire group of reports.

Expansion

The classification scheme used by the library is adequate for all reports. However, provision has been made for future expansion of the files and more detailed indexing. **MCBEE Keysort** eight-by-five-inch cards with a single row of holes on all four sides have been used exclusively for abstracts. The next step will be formulation of a code for punching these cards. It will then be possible to do hand-sorting with a long needle.

Pending such detailed indexing, the reports have been processed for immediate use. Primarily the object has been to classify the reports, make and maintain a record of the collection, and prepare the reports for circulation. The cards can be coded at any time, and experience in actually handling the reports will help in coding. In any case, there is wide divergence of opinion among authorities on classification and coding methods for punched cards.

Staff limitations, unfamiliarity with report coverage, and pressure on the part of report users have been factors in the evolution of the classification process described. Now is the time for refinement. With additional personnel, it will be possible to select any particular segment of our classified file and carry it to completion. Keeping current will be simple when the backlog of reports is completed. So far there have been few problems resulting from the dearth of cross-indexing.

Handling Procedure

As each report is received by the library, it is stamped with the regular library dating stamp and also with the "Library Report File" stamp. It is then listed in a loose-leaf receipt record. This record is divided by place of origin so that every report is entered under its issuing division, department, or laboratory by date, project number, and title.

A **MCBEE Keysort** card (*Form KS 581B*) is made for each report. This card shows the classification number, project number, title of report, date of issue, author and person approving, place of origin, and finally, its distribution list. (The abstract is added later.)

Because all reports are treated as part of the permanent collection, most of them are accessioned. (This report accession record is entirely distinct from the library book accession list.) The accession number is stamped on the title page of each report and also on its accompanying *Keysort* card. Every report is given a single line entry in the accession record. This provides the accession number at the far left followed by the abbreviation for the place of origin, the title of the report, its original project number, date of issue, and finally, in red, the classification number assigned.

It has been found desirable to modify the accessioning procedure in two ways. Some reports are really progress summaries that appear at stated intervals. The first one of this type received from a particular division, department, or laboratory is given an accession number preceded by the symbol @. This symbol designates a continuing number. All other reports that follow in this same series are given the same number and symbol, e.g. @ 1765. These reports can be distinguished from others in the series by a check of the date of issue and the period covered.

The statistical reports giving results of quality testing are never accessioned. Their circulation is limited and the coverage so specialized that this step is omitted. It is possible to bulk this entire portion of the report collection as a unit.

Any reports without durable outside covers are stapled to stiff file backs. An imprinted pocket is made for each report and a salmon-color charge card is typed for insertion in the pocket. (These report charge cards differ in color from those for all other library material to prevent interfiling.) Both the pocket and card contain the classification number assigned to the report at the upper left; the abbreviation for the issuing source and the date of issue in the upper center; and, the accession number at the upper right. The next line on both pocket and card gives the original project number while the lines following below contain the title of the project.

The example may clarify the description:

21 July 16, 1951 GEDA 1048
81-277-24-83

Refractory Survey, 1951

Pockets are pasted on the inside of the back cover of the report. The proper charge card is inserted. A color-band label is typed giving the report classification number at the upper left, the date of issue of the report in the center, and the letter abbreviation for the place of origin at the right.

For example, a report with a purple-band folder label typed thus:

4.2 June 5, 1953 GEDA

is interpreted as a report issued by the General Engineering Department in Alton, Illinois.

This is contrasted with a red-band folder label typed:

4.2 June 5, 1953 BPL

interpreted as issued by Bridgeton Plant Laboratory.

A green-band folder label typed:

4.2 June 5, 1953 KPD

is interpreted as issued by Kimble Product Development. When this label is pasted on a letter-size file folder and the report inserted, the bulk of the routine is completed. The report is ready for filing according to its classification number in chronological order within the class in its particular group

by origin. For further clarification, all Gas City reports have a file distinct from those of Fairmont, Huntington, Oakland, etc. Reports with continuing accession numbers are placed in expandable file pockets in proper order, i.e., several reports of this type from the same place are inserted in a single pocket.

It is true that this procedure requires considerable time. However, after such preparation the report is ready for an indefinite period of service. Detailed processing eliminates errors in handling and minimizes loss of reports.

Abstracting

Abstracting is the next step in handling. Abstracting is done usually by the librarian. Length and subject matter of the report determine the extent of the abstract. Some reports contain an abstract prepared by the author. Other authors present conclusions and recommendations that are essentially an abstract. The librarian may request members of some divisions to furnish abstracts of their own reports.

The abstract is typed on the *Keysort* card which is prepared on acquisition of the report. When the abstract has been completed it is sent to the point of origin for revision, correction, comment and final approval by the supervisor.

Abstract cards are grouped according to point of origin and filed by project number. Dividers in this file carry the abbreviations indicating source and also bear the color used on the band of the report file-folder label.

Abstract cards for progress reports with a continuing accession number are grouped together in this file in chronological order.

Abstract cards covering summary or index reports have a tab added at the upper right for quick identification. The tab carries the notation required, i.e., "Summary Jan.-June, 1953", etc.

All abstract cards are kept in separate files adjacent to the library card catalog.



Marsh Photo

Participants in the Metals Division Symposium, "Efficient Use of Vertical File Material," a feature of SLA's 45th Annual Convention, Cincinnati, Ohio, May 19, 1954; left to right: Mrs. Elizabeth M. Burton, Patricia Snyder, Elizabeth M. Mulhall, Mrs. Miriam Landuyt.

Technical Report Bulletin

The library issues a *Technical Report Bulletin* which is typed on stencils bimonthly. The *Bulletin* is sent to various company officers, division directors, and department heads in many locations. The purpose is to provide information on the project work being done, to encourage exchange of information, etc. The *Bulletin* serves to publicize the technical reports since it contains essentially the information given on the abstract cards.

The *Bulletin* lists all reports received in the library (unless otherwise directed) giving the number and title of each report, date of issue, the writer and the issuing group. Included also is the abstract of the report and the official distribution list of those who received copies.

The reports are listed under the issuing agencies in numerical order according to the original project numbers.

Reports In Use

Reports are available on request both for use in the library and on loan. The library report files are extremely active.

Staff members read and study records of work done outside their particular location when personal contact and communication are not possible. New employees use reports for background material on project work.

Reports may be borrowed from the library and are circulated like books. The borrower signs and dates the charge card for each report requested. The loan period is variable. Some of the reports may be borrowed "permanently," in which case an annual check is made as to the borrower charged with the report and the availability of the item in question.

Requests for loans are received by telephone, correspondence or personal visits.

Reports are loaned as needed to technical, laboratory, management, plant and office personnel, both in Toledo and out-of-town. Reports sent in the mail are insured or mailed first class.

There are three approaches for locating reports in the files. The library can supply reports requested by date, by issuing agent and project number,

and by a specific subject. This is possible since the receipt and accession records are arranged chronologically; the abstract card index is set up according to the project numbers of each issuing agency; and, the reports are filed according to a subject classification within their own place of origin.

To illustrate, there may be a request to locate a report on furnaces issued by the Pacific Coast General Engineering Department. The report was written in 1948 and assigned the project number 98-174R-0-7. The report may be found with a minimum of effort by checking the Pacific Coast file, under the class number for FURNACES, which is "23", and the report may be found there in proper chronological sequence.

Few requests are so specific, however. The files are set up to permit ready access to the information wanted even when there is only partial identification of the requested report. It is possible to check the subject classification, the accession record, the abstract card file arranged by project number, and in this way furnish the material wanted.

To assist in locating reports on the testing of glass products, a loose-leaf index is maintained giving listings by bottle number, mold number and product information. The index, compiled and kept current by the Quality and Specifications Department, gives numbers of all related projects on a given item.

Occasionally the library is asked to locate reports on specific projects before they have been written and released for distribution.

A helpful source of information on current plant research and development laboratory activities is the survey issued bimonthly, listing project numbers and titles along with a statement on the status of the project.

Another aid is the monthly list of projects compiled by the General Engineering Department. This list gives the number and title of each project issued during the month, and serves as a checklist for the library. From titles alone it is often possible to advise staff members of work related to theirs. Increased efficiency results and duplication is avoided.

Conclusion

The library is held responsible for these valuable company records. The Director of Research and the Vice-President for Research and Engineering, through their own use of the report files, have established a pattern followed by everyone from top management to the newest laboratory assistant. The report files for this reason are all-inclusive and none of the material has been discarded.

The report files of the Owens-Illinois Research library continue to grow and constitute an important part of the permanent working collection.

METALS DIVISION TO MEET IN CHICAGO

The Fall Meeting of the SLA Metals Division will take place November 3-5, 1954, during the National Metal Congress and Exposition in Chicago. Chairman of the three-day meeting is CHARLES M. WOLFENBERGER, director, Technical Library, Acme Steel Company. The SLA exhibit at the National Steel Exposition will be in charge of WILLIAM T. SOIKA, librarian, Peoples Gas Light & Coke Company.

SLA's Illinois Chapter is taking an active part in plans and preparation for the the program and display. HERMAN HENKLE, head of the John Crerar Library, and members of his staff, have planned the all-day program at Crerar on Wednesday, November 3, including a tour of the library and a panel presentation on the library's services and its role in industrial research.

A meeting at the Conrad Hilton Hotel the following day will feature papers on the organization and operation of the small metallurgical library presented by MRS. MARJORIE BAKER, LOIS W. BROCK, and WILLIAM S. BUDINGTON. Guest speakers will discuss sources of information on economics and marketing in the field of metallurgy.

A trip to the Indiana Harbor Works of the Inland Steel Company, fifth largest steel mill in the world, has been scheduled for the final day of the meeting.

Use of Short Cuts, Forms and Simplified Methods*

GERALDINE D. ANDERSON

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Pittsburgh Consolidation Coal Company, Library, Pennsylvania*

THE SIZE OF A LIBRARY STAFF does not necessarily indicate the quantity or variety of service provided. A small staff of two or three does make it essential to adopt every short cut, form and simplified record available in order to have time and manpower.

Forms and records should be examined critically in relation to the services supplied by the library. It is well to remember that these forms are not static but change with the needs of the library and company. The forms may be original or adapted from those used by others. However, they must fill a definite need. Forms that reduce the time, cost or handling of routine procedures justify the time it takes to develop them.

It is the purpose of this paper to present some short cuts, forms and records used in this library.

Continuations

One of the most aggravating and time-consuming operations in a small library is the acquisition of continuations. These may be issued semi-annually, annually, biennially or irregularly. One way of ordering such acquisitions is by the use of standing orders. This, however, is not always feasible. Some purchasing departments frown on this procedure. In other cases, the issuing agency is not equipped to handle orders in this way.

A successful method for acquiring this type of material regularly, promptly and with a minimum effort, is to

maintain a card file which may be kept in one's desk.

Various colored three-by-five-inch cards may be used to indicate the frequency of publication. The call number is placed in the usual place on the left. Instead of using author entries, publications are entered by title. Below the title is listed the issuing agency or publisher, address, price, month of publication, and also the source of acquisition, i.e. publisher, issuing agency, dealer, etc. If there is a standing order, the number is noted. Also noted is the disposition of the older edition. Some are kept indefinitely, others not at all, or some may be sent to other departments or individuals in the company. These cards are filed alphabetically by the title and bear small signals which clip on and stand above the cards to indicate the month in which to order. The card file may then be checked monthly. It is an added convenience in processing to have at hand the call number for the new book card.

OCT.

T12 CLASSIFIED COMMODITY DIRECTORY
.S6 Smaller Manufacturers Council
Chamber of Commerce Bldg.
Pittsburgh 19, Pa.

Write for every issue.

October.

Keep one copy of each issue as long as there is room.

* Paper presented at the 45th Annual SLA Convention in Cincinnati, Ohio, May 20, 1954 at a symposium of the Metals Division on "Improving Operating Efficiency in a Small Library."

The simplest way to acquire such a card file is to make out a card as each continuation is ordered. It takes only a few minutes and eventually the entire collection will be covered.

TECHNICAL LIBRARY
 PITTSBURGH CONSOLIDATION COAL COMPANY Rec'd _____
 RESEARCH AND DEVELOPMENT DIVISION Date _____
 LIBRARY, PA.

Order from _____ Microfilm _____
 (Library use only) Photostat _____
 Periodical reference _____
 Volume _____ No. _____ Pages: _____ To _____
 Date _____
 Author(s) _____
 Title of article _____

 Source of reference _____
 Requested by _____ Project Charge _____
 Approved by _____
 Date _____

This form is to be used only for ordering photostats or microfilm through the Technical Library.

Photostats and Microfilms

All requests for photostats or microfilms of literature references are handled through the technical library. These are ordered from many sources. Since it is impractical to keep the original request with the order, a mimeographed form on eight and one-half by eleven-inch paper has been devised.

When the technical library does not have a wanted reference, this form is used, the librarian indicating the library from which the reference is to be ordered and whether it is to be a photostat or a microfilm. The form is used as a record of the order, and also for charging the material to the correct project number. Forms provided by the New York Public Library, American Chemical Society, New York Academy of Medicine, Library of Congress, etc. are used for the actual orders. The forms used to record photostat orders are available to all company personnel requiring them.

This form gives all the necessary information, such as the name of the library from which the photostat is ordered, whether it is to be a photostat or a microfilm, the name of the periodical, volume, inclusive number of pages, number, date, author, title, source of the reference, name of the person re-

questing it, project charge, name of the person approving the charge and the date of the request. These are then filed in a loose-leaf notebook with the current order in front.

When the material is received, it is so entered and the date recorded in the upper right hand corner. If there is any delay in filling the order, or if there is need to follow up, tracing the source becomes very simple.

Orders for the current year are kept in the book and shelved close to the librarian's desk. At the end of the year the orders are removed from the notebook, permanently fastened in a folder, and retained as long as space permits.

The technical library charges out photostats using the same procedure as for books and journals. The photostats are cut into pages and stapled in an inexpensive manilla folder. As there is usually a larger margin at the top, they are stapled there rather than at the side as in the case of a book. A piece of *Mystic Tape* is then used to cover the staples and the rough edge. A label is placed on the outside cover and a book pocket on the inside. On the catalog card, the word "Photostat" is stamped in the place on the left where the call number is ordinarily typed. Rather complete but simplified cataloging is done

for all photostats. The main card, as with books, is the author card with added cards for title (if significant), subjects and the name of the journal. If and when the photostats are returned from the person requesting them originally, they are filed in the pamphlet file, alphabetically by the author's name.

Interlibrary Loans

The forms which have saved considerable time in the library are those used in recording interlibrary loans. There are two: one for books and one for periodicals.

These forms record the entire transaction from the time a loan is requested until the time a borrowed item is returned. The following information is contained on this card: the author and title, or name of the periodical with volume number, paging, and the date plus the author and title. Other information includes the date requested, lending library, method of delivery, whether by messenger service, parcel post, express, cost of delivery or postage (so that the lending library may be reimbursed), date received, date due, date returned, method of return, cost of

Name of Journal			
Volume no.		Page	
Date of Journal			
Author			
Title			
Requested		Date	
From			
Method of Delivery		Cost	
Date Rec'd	Date Due	Date Ret'd	
Method of Return		Cost	
Borrower's Name			

Author			
Title			
Requested		Date	
From			
Method of Delivery		Cost	
Date Rec'd	Date Due	Date Ret'd	
Method of Return		Cost	
Borrower's Name			



Marsh Photo

Participants in the Metals Division and S-T Engineering Section symposium, "Improving Operating Efficiency in a Small Library," a feature of SLA's 45th Annual Convention, Cincinnati, Ohio, May 20, 1954; left to right: Elizabeth Fry, Lawrence P. Jennings, Geraldine Anderson, Jean Wesner.

return postage and borrower's name.

Locally, most of the requests are by telephone. For out-of-town requests, the standard ALA Interlibrary Loan requests forms (available from most library supply companies) are used. This reduces correspondence to a minimum.

Before a borrowed book or journal is sent to an individual, a pink slip is attached. The colored slip calls attention to the fact that it is an interlibrary loan. In addition to the borrower's name, the pages of the wanted article are noted. The name of the lending library and the date due are also included.

INTERLIBRARY LOAN
For: _____
Pages: _____
From: _____
Please return to the Technical Library Pittsburgh Consolidation Coal Co. Research and Development Division Library G. D. Anderson, Librarian
Date Due: _____

Technical Journals

Instead of routing journals, a system has been developed for reviewing technical journals received in the library. Each of the technical men is assigned three or four journals to review every month. As the journals are received, those responsible for reviewing them are notified and come to the library to scan the material. The journals are retained in the library and review slips are then routed to company personnel as subject content and interest indicate. The journals are always available for use in the library.

A review slip was devised which provides the following information: Initials of men to whom these slips are to be routed, name of the journal, volume, number, date, pages, author and title.

The forms are printed in books with

Route to:
Name of Journal:
Volume: Date: Pages:
Author:
Title:
<i>(Original: White. Duplicate: Yellow)</i>

carbon paper like a sales book because the men then use these books of forms in their offices or laboratories. They are filled out in duplicate and sent to the library. The yellow or duplicate form is kept in the library for use in compiling the *Weekly List of Selected Articles from Current Periodicals Received in the Technical Library*. The articles are listed under the name of the journal rather than under subject headings.

Those journals which are not reviewed by the technical men are scanned in the library for articles of interest. The new book and pamphlet notices are always checked as well as the announcements of meetings to be noted in the *Convention Calendar* issued monthly by the library.

Budget Record

A simplified record for budget control has been extremely useful. An eight-column ledger indicates the following categories: Books, Periodicals and Newspapers, Equipment, Library Supplies, Association Dues, Bindery, Photostats and Expense Accounts.

As each invoice is approved, the amount is entered in the proper column. One or two pages for each month are used as needed. Items purchased for other departments are entered in red. An additional aid is a red "C" (for continuations) placed in front of any book which is purchased every year. This total may be subtracted from the total book budget, showing that no more has been requested than necessary.

Monthly totals are entered in the back of the book for easy totaling at the end of the year, and an accurate figure is available for budget information requests from management.

Explanation:
Project Charges are entered in red. (heavy type)
c — Continuations or annual purchase.

NOV. 1952		Books	News- papers & Journals	Equip- ment	Library Supplies	Associa- tion Dues	Photo- stats	Bindery	Expense Ac- counts
	Ridenour-Bibliog. in age of science	2.52							
	Merck-Index	8.40							3.25
	S.L.A. dinner meet. 4 drawer wal. cab.			50.60					
	Perry-Chem. eng. hndbk. Proj. 25 EHR	15.38							
	Brown-ord. 012417							24.75	
	Fortune, 1953		10.00						
	Mines Mag., 1953		4.00						
	Phots. CLP - DLF						9.15		
	SLA inst. mem. 1953					30.00			
c	Sawards Annual	5.00							
	Jiffy bags—6 doz.								
					9.75				
	Total—Tech. Lib. Charges	15.92	14.00	50.60	9.75	30.00		24.75	3.25
	Total Project Charges	15.38					9.15		

Another simplified record is in use for recording lists of serials. These are recorded on eight and one-half by eleven-inch sheets kept in a loose-leaf notebook.

The sheets are arranged in shelf list order. The call number is in the upper right hand corner. The issuing agency and title of the series is typed in the upper left. Three columns then list the number in the series, author and title. If one of these serials is cataloged as a separate, the call number is then shown in red opposite the series number and

before the author's name. The catalog card, instead of giving the number of volumes in the set, reads: "For numbers in the library SEE Serial List."

In summary, it is well to remember that short cuts and simplified records are essential, especially in the small library. Only records and forms which conserve time and effort and permit more efficient service should be used. These forms need not be elaborate or original but they must be adapted to the specific needs of the individual library and company.

Pennsylvania State College BULLETINS		TN1 .P5b Title	
Number	Author		
48 TN863 .T3 No. 11	Nielson, R. F. & others	11th Technical Conference on Petroleum Products.	
49	Gauger, A. W.	Petrographic characteristics, plas- tic and carbonizing prop. of Chilean Company.	
50	Bitner, A. W.	More profit in mechanical mining.	
51	Morgan, J. S.	The domestic mining industry of U. S. in World War II.	
52 TN863 .T3 No. 12		12th Technical Conference on Petroleum Production.	

ABSTRACT BULLETIN XEROGRAPHIC SHORT CUT

MARIE G. WRIGHT* and RICHARD C. GREMLING*
Bell Telephone Laboratories, Murray Hill, New Jersey

ISSUING AN ABSTRACT BULLETIN of the latest periodical material is often one of the more important functions of an industrial library. The preparation of such a bulletin is likely to be involved and exacting. Any short cut or improvement in procedure or method is welcome.

At Bell Telephone Laboratories, three groups share the task of issuing twice a month 1,300 copies of a 100-page bulletin. The technical library, the transcription department, and the mailing department divide this responsibility. Library indexers select the articles, translate foreign titles and arrange by subject. Transcription personnel type 3 x 5 inch index cards which give the necessary bibliographical data. Subject headings are added in the usual red, at the upper right side of each card, the space below each heading being left blank. After these cards are used in publishing the bulletin, they are returned to the library, and are added to the permanent index to periodical material.

After typing, all cards are proofread by library indexers, and the transcription department then takes over the responsibility for duplication, collation and stapling. The mailing department handles distribution.

The present method of adapting these cards to our publication requirement was developed by the transcription department. It eliminates a complete cycle of typing, proofing and correction which was necessary with previous duplication procedures. A careful study revealed that it was possible to devise a system by which the typed cards could

be grouped, held in position and xero-graphed, so that the final picture might be fused upon a plastic mat for reproduction by an offset process.

Shop supervisors were asked to prepare an 8½ x 11 inch frame that would hold 3 x 5 inch catalog cards in a double column along its entire length. Since an appearance of a typed page was to be maintained, one requisite was that these cards were to be held in place by clamping only their outside edges. Another specification was that the frame should be so fabricated that it could fit under a glass plate during the xerographic exposure. For this purpose, the frame could not exceed one-quarter inch in thickness, yet it had to be sturdy enough for repeated use.

The problem was solved by using a sheet of stainless steel with strips of nickel-steel spring fingers attached to the two long sides. Cards can be pushed under these strips and held securely by the tension-mounted fingers.

Since it would be wasteful of space to use a set number of cards per page, regardless of the amount of information appearing on each card, the material is compressed by using a double overlapping procedure. This causes the number of cards per page to vary. The top of each card is lapped over the card just above it. Also, the right-hand column of cards is lapped over the right side of the left-hand column. This latter feature automatically blocks out all the subject headings in the left-hand column. The subject headings in the right-hand column are eliminated by a strip of white paper used as an overlay. Similar material is grouped under broad subject headings in the bulletin, so individual headings for each entry are not needed.

* Marie G. Wright is Secretarial and Transcription Supervisor; Richard C. Gremling is Chief Librarian.

These "mocked-up" frames of cards are placed under glass and copied by a xerographic process to get a photo offset mat as a final product. This mat is then run off on a duplicating machine. The cards are removed from the frame and returned to the library to be added to the permanent file, and the frame is set up for another page.

Another knotty problem was solved as a by-product of this system. Since each entry in the bulletin bears a consecutive number, the page must be "mocked-up" before a final order is apparent. The number is added to the entry just before duplication.

Several systems for adding these numbers were tried. A numbering machine was used on a typed mat, but it was found the ink would not stand up,

and halfway through the run a new mat had to be prepared, proofed and corrected. However, by using several of the metal frames, entire subject sections of the bulletin are prepared at one time, and entry numbers are typed on the cards immediately before they are placed in the frames. These are then xerographed as an integral part of the text.

It is estimated that this system has saved up to 50 per cent of the typing effort previously required. It has allowed maintenance of a tight schedule of closing dates. Xerographically prepared mats produced a uniformity in inking not found with typewriter cut mats, so the bulletin is now printed on both sides of 20 pound stock resulting in additional savings of 50 per cent in paper consumption and collation time.

Extracts showing the format of "Index to Current Technical Literature" issued semi-monthly by the Technical Library, Bell Telephone Laboratories, Inc.

PHYSICS	
	<i>Item</i>
Atmospherics, Meteorology and Geophysics	245
Astrophysics	252
Theoretical and General Physics	255
Heat and Thermodynamics	300
Optics, Radiation and Spectroscopy	315
Discharge in Gases	328
Atomic and Molecular Structure	341
Electron Optics and Diffraction	365

PHYSICS	
ATMOSPHERICS, METEOROLOGY AND GEOPHYSICS	250
See also item 663	
245 BAUER, E. and WU, T.-Y. Origin of the E layer of the ionosphere. Phys. Rev., v.92, pp.1101-1105, Dec. 1, 1953	RAMAMURTI, K. S. On fluctuations of the atmospheric circulation in the vicinity of South America, and their relation to sunspots. References Jl. Meteor., v.10, pp.474-477, Dec., 1953
246 ECKERSLEY, T. L. Recombination and diffusion and spread echoes from the ionosphere. Phys. Soc. Lond., Proc., B, v.66, pp.1025-1038, Dec. 1, 1953	251 VENKATESWARAN, S. V. and DESAI, U. D. Some interesting atmospheric soundings of pressure and temperature made with Vaisala radiosondes at Ahmedabad. Indian Acad. Sci., Proc., A, v.38, pp.327-342, Oct., 1953

Louisiana Chapter Receives Award

A Modisette citation for outstanding professional progress was awarded to the Louisiana Chapter by the Louisiana Library Association at its annual convention, March 25-27, 1954 in Monroe.

The progress report which appears here was prepared by the Chapter president, 1953-1954, **Mrs. Doris Dantin**, and was submitted to the Modisette Awards Committee for its consideration. The report documents the initiative and vitality as well as the significant achievements in the special library field, and its growth and development in the South.

A PROGRESS REPORT

The Louisiana Chapter of the Special Libraries Association holds the unique distinction of being the first formal organization of special libraries and special librarians in the South. Its formation and organization was due to the belief of a few members of the Association that such a local group was possible and desirable. This belief was put into positive action by Mrs. Dorothy B. Skau of the U. S. Department of Agriculture Library in New Orleans, and Gertrude Minsk, who was then librarian of the Agriculture-Biology Library at the Louisiana State University in Baton Rouge.

Organization

Early in 1945 Mrs. Skau canvassed the New Orleans area for special resources in libraries of the area. She discussed the situation with a group of librarians at a meeting in February 1945, held at the Howard-Tilton Memorial Library, which took the place of the annual state-wide library convention postponed because of war-time travel restrictions.

In the spring of 1946 Miss Minsk instituted a similar project in the Baton Rouge area. A number of new memberships in the Special Libraries Association were obtained as a result of these two efforts. Originally there had been less than ten members in the state but as a result of these two concerted drives, the twenty signatures necessary to petition for a chapter charter were obtained.

A group met on the Louisiana State University campus on May 25, 1946 to outline plans for the Chapter's organization and to prepare a petition for a chapter charter. This petition was approved by the Executive Board at the Special Libraries Association Convention, June 1946. The Louisiana Chapter was in reality a southern chapter for its membership eventually came to include special librarians in Texas, Alabama, Georgia, Mississippi, Florida, Tennessee, and Oklahoma. In 1945 there had been fewer than ten special librarians affiliated with the Association; in 1946 there were forty-six Louisiana members and four from Texas.

The organizational meeting of the Louisiana Chapter was held in New Orleans on November 16 and 17, 1946 at the International

House. Mrs. Skau, who was a member of the SLA Membership Committee, served as chairman. The formal installation of the Chapter took place under the direction of Betty Joy Cole, president of the Special Libraries Association. Local officers were elected and the Chapter was formally launched.

Activities

Since its inception the Louisiana Chapter has engaged in numerous projects to further both the work of the Association and of the profession. It has sought to awaken the public to the existence of special libraries and to create better opportunities for service. Likewise it has attempted to recruit students to the profession and explain to them the critical need for subject-trained library personnel. The Chapter feels that Louisiana in particular, and the South in general, with its dramatically expanding industrial development, stands in urgent need for the services of special librarians.

To further this viewpoint, the Chapter participated in the Industrial Development Conference sponsored by the Louisiana Department of Commerce and Industry and the Louisiana State University College of Commerce held on the campus December 15-16, 1953. The Library Promotion Committee arranged to have two Chapter members, John Hall Jacobs of the New Orleans Public Library and Joseph Horan of the Department of Commerce and Industry, appear on the program of two sessions of the conference. The Committee also prepared an exhibit of business materials of interest to the conferees and distributed a bibliography of sources of business information. Members of the Chapter "manned" the exhibit and talked with the participants concerning existing libraries and the possibilities for starting new ones.

From time to time individual members in attending meetings of other associations, such as the Louisiana section of the American Chemical Society, have had an opportunity to stress the value of libraries to industry. Special libraries and the Association also received a boost from a talk given recently by the 1953-54 SLA president, Mrs. Lucile Keck, on WTPS, New Orleans, Friday, January 22, 1954. Similar publicity has been received from time

to time in newspapers throughout the state and several special libraries were featured in an article in the October 19, 1952 issue of "Dixie", the magazine section of the *Times-Picayune*.

As a part of the Chapter's recruitment program, Louisiana State University students and pre-library school students from both colleges and high schools all over the state were invited to attend the Chapter's April 1953 meeting. A panel of special librarians representing medical, government, scientific, business, and law libraries talked on special librarianship in general and their respective libraries in particular. Following the program the students had an opportunity to meet members of the Chapter and talked with them about opportunities in the library profession. An exhibit of library literature was prepared and the students were given brochures telling about the profession and about the Association.

Largely through the efforts of the Recruitment Committee, Grieg Aspnes, 1951-52 SLA president, was one of the featured speakers at the first biennial conference of Alpha Beta Alpha in Natchitoches, Louisiana. Mr. Aspnes talked on opportunities in special libraries. From time to time individual Chapter members have had an opportunity to speak to groups of students touring their respective companies.

In an effort to gain members for the Association, the Louisiana Chapter helped entertain the Baton Rouge Library Club at its annual joint meeting with the New Orleans Library Club held at the Southern Regional Research Laboratory, February 9, 1952. A panel discussion was held on "Evaluation and Preparation for Librarianship in Various Subject Fields" and special librarians representing scientific, law, medical, music, and business libraries participated.

Owing to the wide geographical distribution

of the membership, it is feasible to hold only three meetings during the year. However, the Chapter does issue a quarterly bulletin which compares favorably with those from larger chapters in the Association. Copies are distributed to members and other chapters throughout the United States and Canada. Through this medium scattered members are able to keep in touch with one another and the affairs of the Chapter. In addition to news of members and meetings, the bulletin often features articles on the history, development and activities of outstanding libraries in the area. Members have found this series both interesting and informative.

Currently the Chapter is in the process of compiling a union list of current periodicals in member libraries. The purpose of the list will be to supplement the *Union List of Serials* in local usage. It will show location of materials in local libraries not currently included in the larger work. It is also designed to serve the librarian in a library too small to be able to afford the *Union List of Serials*. If it is as successful as anticipated, plans call for keeping it up to date with occasional supplements.

That the Louisiana Chapter is a vigorous and growing association is attested to by the fact that since its formation, members from three other states, Texas, Georgia, and Alabama, have broken off from the Louisiana Chapter and formed their own state chapters! Despite this, the Louisiana Chapter has continued to grow and gain new members. Twice it has been runner-up for the Gavel Award given by the Association to the chapter having the greatest percentage increase in membership during the year. In 1951 it lost to Texas by just one point! At present it can boast of thirty-seven individual members and nine institutional members, all of them working together to carry on the Association slogan "Putting Knowledge to Work."



USDA Photo

Mrs. Lucile L. Keck (center), on a recent visit to the New Orleans Branch of the USDA Library which serves the scientific staff of the Southern Regional Research Laboratory at New Orleans, La., discussing modern methods of science technology indexing with Mrs. Dorothy B. Skau (right), librarian of the New Orleans Branch, and Dorothy D. Gillespie, assistant to the librarian.

Have you heard . . .

Milwaukee

A *Directory of Members of Special Libraries Association, Milwaukee Chapter, As of October 1, 1953*, prepared by a committee headed by Mamie E. Rehnquist has been published through the courtesy of the A. O. Smith Corporation.

The attractive, spiral-bound directory is the first published since 1947-48 and is a unique and invaluable source of information on local library resources, noting subject coverage, extent of holdings and interlibrary loan privileges under the customary listings by organization. The directory includes also a personnel index with numbers referring to the library entry listing.

Copies are available at 50 cents each plus postage from:

Mr. Wilmer H. Baatz
Chief of Processing
Milwaukee Public Library
814 Wisconsin Avenue
Milwaukee 3, Wisconsin

* * *

IFLA Representative

Douglas W. Bryant, assistant librarian, Harvard University, was designated as official SLA representative to the meeting of the International Federation of Library Associations, which will take place in Zagreb, Yugoslavia, September 27 to October 1, 1954.

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Library Who's Who

Dr. Carl M. White, chairman of The Council on *Who's Who in Library Service*, in response to inquiries and comments, wishes to inform all librarians that the Council adheres without reservation to the ethical standards for biographical reference works which have been established by the ALA Subscription Books Committee. There is positively no relation between the placing of an order for *Who's Who in Library Service* and the inclusion of any individual. The eligibility of librarians for inclusion is determined solely on the basis of education and professional experience.

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Engineering Library Bibliography

A *Bibliography on Filing, Classification, and Indexing Systems for Engineering Offices and Libraries*, listing seventy-nine annotated references of interest to engineers and librarians concerned with organizing their own or company files, has been issued as *ESL Bibliography No. 9*. It is available at \$2. a copy from the Engineering Societies Library, 29 West 39th Street, New York 18, N. Y.

Social Work Publications

The Council on Social Work Education lists among its recent publications a selected, annotated bibliography of U. S. *Government Publications for the Social Worker*, compiled by Juanita Boyer, a member of the library staff of the New York School of Social Work. The 87-page mimeographed bibliography is available at \$1.25 from the Council on Social Work Education, 345 East 46th Street, New York 17, N. Y.

Currently available also is the report on the *Role of the Library in Professional Education* (Workshop F, Area I) which includes four papers presented at the annual meeting in Washington, D. C., January 1954. Copies are fifty cents each.

SLA Nominating Committee

The following members have been appointed to the 1954 Nominating Committee by Gretchen D. Little, SLA's president:

BERTHA BASSAM
Toronto Chapter

SHERRY TAYLOR
Southern California Chapter

ROSE VORMELKER
Cleveland Chapter

ALMA C. MITCHILL
New Jersey Chapter

LAURA MARQUIS, *Chairman*
Pittsburgh Chapter

All SLA members, and especially chapter presidents, division and committee chairmen, are urgently requested to send their suggestions for the elective offices to the chairman:

LAURA MARQUIS, *Librarian*
Mellon National Bank and Trust Co.
P. O. Box 656
Pittsburgh 30, Pennsylvania

Prospective names, with reasons for their selection, should be mailed as soon as possible since in accordance with By-Law IX of the SLA Constitution, the Nominating Committee must present the 1955-1956 slate to the SLA Executive Board by November 15, 1954.

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



Ruth Savord and Eleanor S. Cavanaugh, joint recipients of the SLA Professional Award for 1954. The Award, in recognition of outstanding achievements in the library profession, was presented at SLA's 45th Annual Convention in Cincinnati, Ohio, at the Annual Banquet, May 19, 1954. Miss Savord is librarian, Council on Foreign Relations. Miss Cavanaugh is librarian, Standard & Poor's Corporation.

International Librarianship

The complete proceedings of the conference on "International Aspects of Librarianship," held August 17-21, 1953 at the University of Chicago Graduate Library School have been published in the April 1954 issue of *The Library Quarterly*. Copies are available at \$2.50 each.

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Retirements

CORNELIA NOTZ, librarian of the U. S. Tariff Commission, retired on February 28 after nearly thirty-seven years of service with the Commission. She organized the Commission's library in 1917 and had been in charge of it ever since, having been officially appointed librarian in 1929.

Miss Notz is the compiler of *The Tariff, A Bibliography; Reciprocal Trade, A Current Bibliography; and Raw Materials Bibliography*.

Miss Notz has been a member of SLA's Washington, D. C. Chapter since 1941.

* * *

KATHERINE STRONG, librarian at the Public Documents Division of the Cincinnati Public Library, retired on July 1. Miss Strong organized the department in 1929, and her work here has influenced other libraries all over the country. Miss Strong was chairman of the Convention Hospitality Committee in Cincinnati.

ASM-SLA Literature Classification

The Italian Association of Metallurgy has announced its official decision to adopt the ASM-SLA *Classification of Metallurgical Literature* for all of its bibliographical purposes, including the classification of abstracts in the journal of the Society. The *Classification* has also been adopted by the Istituto Siderurgico "Finsider", holding company for the iron and steel industry in Italy.

These announcements were made by Professor Antonio Scortecci, who is chairman of the directing committee of the new Center for Metallurgical Bibliography of the Italian Association of Metallurgy.

This is regarded as an important step toward world standardization of metallurgical classification. Another important step in this direction was consideration of the ASM-SLA *Classification* by the UNESCO Advisory Committee for Documentation in the Natural Sciences at a meeting in Paris, February 15 through 17, 1954. At this meeting Professor Erich Pietsch, director of the Gmelin Institut für anorganische Chemie of Germany, discussed the possibility of applying the *Classification* to the work of the Gmelin Institut for subjects related to metallurgy. The committee agreed to bring the ASM-SLA *Classification* to the attention of metallurgical organizations in potentially interested countries.

SLA Authors in Print

BROWN, CHARLES A. III: 16-mm. jacket system uses portable reader. *Editor and Publisher*, vol. 87, no. 19, May 1, 1954, p. 52.

* * *

BRYANT, MARGARET SCHINDLER: Modern techniques of bibliographical production. *Libri*, vol. 4, no. 2, April 1954, p. 143-152.

* * *

CLAPP, VERNER W.: Indexing and abstracting services for serial literature. *Library Trends*, vol. 2, no. 4, April 1954, p. 509-521.

* * *

CRAMER, DOROTHY and FOX, FRANCES: The new library at the National Institutes of Health, Bethesda, Maryland. *Bulletin of the Medical Library Association*, vol. 42, no. 2, April 1954, p. 176-182.

* * *

DALTON, JACK, co-author: Restriction on the use of research materials. *Library Trends*, vol. 2, no. 4, April 1954, p. 545-553.

* * *

DORSEY, ELIZABETH: Blueprint for a service. *Library Journal*, vol. 79, no. 10, May 15, 1954, p. 900-903.

* * *

DOWNES, ROBERT B.: Problems of bibliographical control. *Library Trends*, vol. 2, no. 4, April 1954, p. 498-508.

* * *

FALL, JOHN: Problems of American libraries in acquiring foreign publications. *The Library Quarterly*, vol. 24, no. 2, April 1954, p. 101-113.

* * *

FERGUSON, ELIZABETH: Business reference service—is it so difficult? *Library Journal*, vol. 79, no. 10, May 15, 1954, p. 889-892.

* * *

GARFIELD, EUGENE: The preparation of subject-heading lists by automatic punched-card techniques. *The Journal of Documentation*, vol. 10, no. 1, March 1954, p. 1-10.

* * *

HARTWELL, WAYNE M.: Notes on an encyclopedia library: F. E. Compton & Company. *Illinois Libraries*, vol. 36, no. 3, March 1954, p. 123-125.

Lost and Found Department SLA Convention

Owners may recover lost property by writing to Mrs. Nellie Jane Kuhlman, librarian, Municipal Reference Bureau, 244 City Hall, Cincinnati 2, Ohio.

ACS Meeting

The Division of Chemical Literature of the American Chemical Society will meet in the West Ballroom of Hotel Commodore in New York, September 13-17, 1954.

The program includes papers of particular interest to special librarians. Among the papers to be given Monday, September 13, are the following: Dictating Machines as Indexing Aids; Methods of Collecting and Evaluating Physical Data in the Literature; European Chemical Libraries and Documentation Organizations.

A symposium on foreign chemical literature will take place on Tuesday, and will include papers on: Foreign Dictionaries of Value to the Chemist; A Procedure for the Identification of Languages; An Approach to Biochemical, Pharmacological and Medical Terminology in French and German Chemical Literature.

A symposium on information research in applied chemistry will take place on Wednesday, to be followed the next day by a symposium on pharmaceutical and medicinal literature. The program on Thursday afternoon will be devoted to papers dealing with various phases of report writing and methods of graphic presentation of the subject being dealt with in the reports.

A special program and a demonstration of a mechanical translation machine will take place Tuesday evening at the International Business Machines Corporation.

Noted among the participating SLA members are: ROBERT S. BRAY, BENN E. CLOUSER, HANNA FRIEDENSTEIN, SAUL HERNER, R. E. MAIZELL, HAROLD OATFIELD, JAMES W. PERRY, WINIFRED SEWELL, HERMAN SKOLNIK, JULIAN F. SMITH, WALTER A. SOUTHERN, ERNEST F. SPITZER, and CHARLES ZERWEKH, JR.

* * *

Dr. A. J. Barnard, Jr. is the author of the chapter, "The Simpler Inorganic Compounds of Copper," in the comprehensive ACS monograph, *Copper*, (A. Butts, editor) issued recently. Dr. Barnard is director of Technical Information for J. T. Baker Chemical Company, Phillipsburg, New Jersey, and is editor of the well-known journal, *Chemist-Analyst*. He is a member of SLA's New Jersey Chapter.

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Counselor Librarianship: A New Departure is Number 38 in the series of Occasional Papers issued by the University of Illinois Library School. The author is David K. Maxfield who describes the new program inaugurated in his library and its significance for other libraries. Copies may be obtained without charge from the University of Illinois Library School, Urbana, Illinois.

CALENDAR

SEPTEMBER 13-17

Division of Chemical Literature, American Chemical Society, New York. Commodore Hotel. Fall Meeting.

SEPTEMBER 24-27

Aslib. Westminster, England. Annual Conference.

SEPTEMBER 27 - OCTOBER 1

IFLA. Zagreb, Yugoslavia. 20th Council Meeting.

SEPTEMBER 29 - OCTOBER 2

Southeastern Library Association. Atlanta, Georgia. Atlantic Biltmore Hotel.

OCTOBER 7-9

SLA Executive Board and Advisory Council Meeting. Philadelphia.

OCTOBER 18-20

New England Library Association. Swampscott, Massachusetts. New Ocean House.

NOVEMBER 1-5

National Metal Congress and Exposition. Chicago.

NOVEMBER 3

SLA Illinois Chapter. Chicago.

NOVEMBER 3-5

SLA Metals Division. Chicago. Conrad Hilton Hotel. Fall Meeting.

NOVEMBER 3-5

Southwestern Library Association. Albuquerque, New Mexico. Hilton Hotel. Biennial Conference.

MARCH 3-5, 1955

SLA Executive Board and Advisory Council Meeting. New Orleans. Jung Hotel.

MAY 17-20, 1955

Medical Library Association. Milwaukee, Wisconsin. Annual Convention.

JUNE 12-16, 1955

SLA Annual Convention. Detroit, Michigan. Statler Hotel.

JULY 3-9, 1955

American Library Association. Philadelphia. Annual Conference.

OBITUARIES

MRS. GWENDOLYN LLOYD GRAHAM, director of the Business and Technology Department of the Ferguson Library in Stamford, Connecticut died on June 9, 1954.

Mrs. Graham was a member of SLA's New York Chapter.

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BEULAH JACKS, librarian for the Caterpillar Tractor Company in Peoria, Illinois, died on April 2, 1954.

Miss Jacks was a member of SLA's Illinois Chapter.

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DOROTHY ANN JUDSON, librarian for the Research and Statistics Library of the New York Stock Exchange, died on April 22, 1954.

Miss Judson was a member of SLA's New York Chapter.

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MRS. LUCIA HARRELSON WALKER, librarian for the Southwestern Life Insurance Company in Dallas, Texas, died on May 13, 1954.

Mrs. Walker was a member of SLA's Texas Chapter.

FROM FOREIGN JOURNALS



KARL A. BAER



Turkey now has followed the lead of other European nations by establishing at Ankara a documentation center, the "National Institute of Bibliography". The compilation of union catalogs and acquisition lists is progressing satisfactorily, but an unusual difficulty is encountered in the actual documentation work: industrialists, businessmen and craftsmen have to be made aware of the new facilities available to them. Press articles, lectures, and visits to various organizations are used to reach prospective patrons. The task of educating users *ab initio* is a long-term one, says M. Henri F. Raux (*Unesco Bulletin for Libraries*, 1954, 8:17-18) . . . *Der Bibliothekar*, which appears in the Soviet zone of Germany presents a significant series of articles on hospital patients' libraries. The first paper, by Michaud, stresses that such a library "will only be able to fulfill its task when administered by an intelligent librarian who is trained in psychology and able to give the book suitable for the patient's psychological state at a given time." The second article by Gisela von Podewits points to the need for "cultural work" (Kulturarbeit) — referring presumably to politics — as an "indispensable adjuvant to recovery." The third paper, by C. Neverman, reveals that: Patients' libraries have been thrown together hastily in 1948 and 1949 without any plan, usually from donations and publishers' remainders. Nothing has been added since 1952, due to budgetary restrictions. The books look poor in their worn bindings. The administration is usually in the hands of a nurse or clerical assistant. Little use is made of the collections (1954, 8:207-212) . . . Our old friend, the *Chemisches Zentralblatt*, celebrates its 125th anniversary. The 125th volume will be the largest one ever published — 850 abstractors will cover 3,600 journals to produce 11,200 pages of abstracts (*Bibliothekleven*, 1954, 39:176).

Publications Received

Advertising and Marketing

ADVERTISING LAYOUT. By *William Longyear*. New York: Ronald Press, 1954. 108p. \$6.50. Covers the essentials of the field. Profusely illustrated.

BOOKS AND THE MASS MARKET. By *Harold K. Guinzburg* and others. Urbana: University of Illinois Press, 1953. 66p. \$2.

Problems of contemporary American book publishing.

CASES AND PROBLEMS IN MARKETING RESEARCH. By *Donald F. Blankertz* and others. New York: Ronald Press, 1954. 339p. \$5.

CURRENT READINGS IN MARKETING. Compiled by *George F. Frey* and *Raymond D. Buteux*. New York: Printers' Ink, 1954. 237p. Paper, \$3.30.

The authors are instructors in the New York University School of Commerce.

HELP YOURSELF TO BETTER MAIL ORDER. By *Robert A. Baker*. New York: Printers' Ink, 1953. 366p. \$5.50.

A helpful guide which includes samples of mail-order copy and a list of publications useful to the mail-order advertiser.

100 TOP COPY WRITERS AND THEIR FAVORITE ADS. Edited by *Perry Schofield*. New York: Printers' Ink, 1954. 218p. \$10.

Noted copy writers submit favorite ads and discuss principles of their work.

THE PENROSE ANNUAL. A Review of the Graphic Arts. Vol. XLVIII. 1954. Edited by *R. B. Fishenden*. New York: Farrar, Straus and Young, 1954. 153p. plus illustrations. \$8.50.

Annual volume of outstanding contributions in the graphic arts.

SALES KNOW-HOW. By *Robert A. Gopel*. New York: Printers' Ink, 1954. 62p. Paper, \$2. A review of sales principles.

SELLING FORCES. By *Donald M. Hobart* and *J. P. Wood*. New York: Ronald Press, 1953. 299p. \$5.

Effective selling and advertising practices. Written by the research and information heads of The Curtis Publishing Company.

Business and Industry

THE DICTIONARY OF BUSINESS AND INDUSTRY. Compiled and edited by *Robert J. Schwartz*. New York: B. C. Forbes, 1954. 561p. \$7.95. Thumb-index, \$8.95.

Defines 45,000 business and legal terms. Includes useful charts and tables on foreign coins, weights and measures, trade definitions.

THE ECONOMIC ALMANAC 1953-1954. A Handbook of Useful Facts about Business, Labor and Government in the United States and Other Areas. Edited by *Frederick W. Jones*. 12th ed. New York: Thos. Y. Crowell, 1953. 740p. \$3.95.

An important reference source for business and industry. Statistical data on population trends, corporation income, banking and finance, labor productivity, foreign and domestic trade. Includes extensive glossary and index.

INDUSTRIAL SPECIFICATIONS. By *E. H. Mac Niece*. New York: John Wiley, 1953. 158p. \$4.50.

Methods of planning, writing and issuing specifications.

OUTLINE OF PETROLEUM-INDUSTRY ACCOUNTING. American Petroleum Institute, 1954. 165p. \$3.

Compilation of data on accounting practices in the industry.

SOME ASPECTS OF STANDARDISATION IN THE U.S.A. AND IN EUROPE. (Technical Assistance Mission No. 116) Paris: Organisation for European Economic Co-operation (available from OEEC Mission, Publications Office, 2002 P Street N.W., Washington 6, D.C.) 1953. 89p. Paper, \$1.

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