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# SPECIAL LIBRARIES

*Official Journal of the Special Libraries Association*

VOLUME 46

**JULY-AUGUST 1955**

NUMBER 6

## PROCEEDINGS

*Forty-Sixth  
Annual Convention Reports*

SPECIAL LIBRARIES ASSOCIATION  
1909-1955

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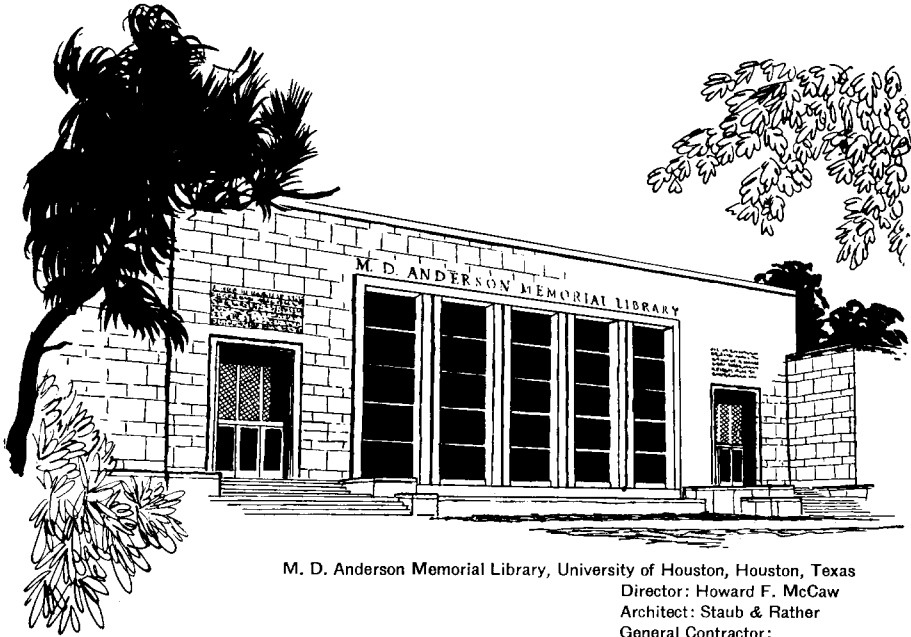
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Margaret E. Hilligan, Editor

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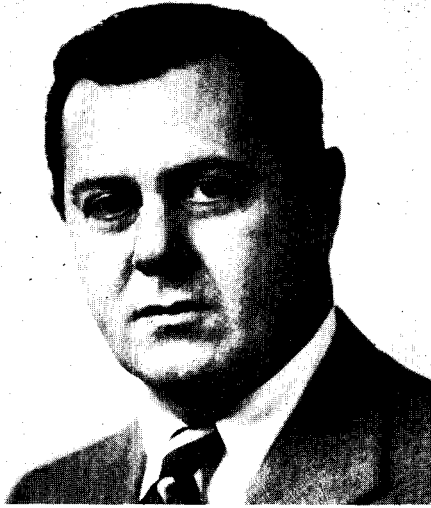
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CHESTER M. LEWIS  
*President 1955-1956*

## *A Forward Look*

This has been a year of becoming better acquainted with many of you. What I have learned about your backgrounds and talents makes me feel humble in undertaking this office. But knowing what is available in our membership gives me confidence that together we can go ahead to resolve our common problems. I hope that we can add additional impetus to "Putting Knowledge to Work." When analyzed, it is a provocative slogan with deeper impact than one may realize. Our organization has never been static. Its progress is due to the direction given it by its officers and members working together.

I believe that we too must have a "forward look." At our convention you were informed that we have passed from an era which first mechanized and electrified brawn to an era referred to as the second industrial revolution — the mechanization and electrification of brains. Diebold was cited as saying that this establishes "a pattern that will have more meaning for our individual lives and for our collective future than the double mushroom shape of atomic explosions."

During the next decade information theory will have developed more fully and mechanical search will have passed from present prototypes to varying applications on all research levels. At present, those who are engineering these prototypes and specialists on the philosophical level in semantics and classification are going ahead with these problems. This is proper, but you, too, have a part to play on the level of practical application in your libraries.

As applied to ourselves, the resolution of this crucial transition can be accomplished through the concerted efforts of an informed membership. It is in this direction that I hope to act as a catalyst and guide our organization with a "forward look."

CHESTER M. LEWIS, *President*

# CHESTER M. LEWIS

*President 1955-1956*

A biographical sketch of the Association's president for 1955-1956, written by Meyer Berger, author of the column, "About New York," which appears regularly in *The New York Times*.

The world lost a potential scientist and writer when Chester Lewis, in his teens, turned by instinct from a career in either, or both those fields, to become a librarian. He has risen rapidly, though, in the field he chose. Within fourteen years he stepped up from clerk to chief librarian at *The New York Times*.

He was born in 1914 in Oyster Bay, on Long Island; went to school there, then to Nassau Collegiate Center and courses at Columbia University. Through this period he took awards in *The New York Times* Oratorical Contest, in essay writing, made the school swimming team, played soccer, studied voice and piano, and toyed a bit with Little Theatre groups.

He went to *The Times* in 1933. His apprenticeship lasted almost eight years. In 1941 he became a subject indexer, did a brief Army hitch, and returned to *The Times* library to become an assistant manager of the clipping reference section. In 1946 he was named library supervisor and in the following year touched the top rung. He completely reorganized *The Times*' extensive facilities, architecturally and for greater efficiency. Among other innovations he introduced the 70mm microfilm process at *The Times*; had a prototype reader, only one of its kind in existence, installed; arranged for lamination of the newspaper's daily issues, according to a National Archives technique. He set up a large-staffed information service; rigged an over-the-counter system that compelled reporters to sign for whatever they took out. This replaced a rather loose free-for-all service in the clipping section, which had made it easy for reporters to lose or mislay individual clippings, even entire folders. Mr. Lewis asked for, and obtained, all manner of new library equipment to speed up service. He brought the system, within a few years, far beyond the point where he had found it.

Tireless in research — his special interests lay in microphotography and microphotography standards, information theory, machine search, semantics and classification — he tightened what might easily have remained a rather unwieldy collection.

His SLA activities have been many and varied. He was chairman of the Newspaper Division from 1952-53. On the chapter level, he was a member of the Auditing Committee,

1948-51; chairman of the Publicity Committee, 1950-51; chairman of the Newspaper Group, 1951-52. His Association activities started with the Finance Committee, 1951-53, and the Photographic Reproduction Committee, 1952-53, of which he became chairman, 1953-54. He was second vice-president 1952-53. His ex-officio offices of that year consisted of chairmanship of the Headquarters Salary Review Committee and the Convention Advisory Committee, and membership on the Awards Committee. The following year, 1953-54, he was a member of the Constitution and By-Laws Committee and the SPECIAL LIBRARIES Editorial Board. He was SLA representative to the American Standards Association Committee on the Photographic Reproduction of Documents — PH5, 1953-55, and vice-chairman of PH5, 1953-54. As first vice-president, 1954-55, he was chairman of the Special Committee of the Executive Board that studied the Association's publications policy, which resulted in a new structural set-up.

Today, Chester Lewis manages, without outward sign of strain to do an amazing number of things in a fast-fleeting day. He commutes from Flower Hill on Long Island where he lives with Mrs. Lewis and their daughter, Holly. He belongs to a private club in his home community, serves on a long string of professional committees, and keeps a sharp eye on his large staff on three floors in *The Times* plant. He never shirks a professional office. He keeps writing for professional publications and has written a number of reference bibliographies for the American Press Institute, Columbia University, among others. He is co-author of a proposed curriculum for journalism librarians; co-author of *Microrecording*, to be published at the end of this year. He finds time, in addition to all this, to lecture and to attend seminars.

In his acceptance speech, Chester Lewis placed great emphasis on the "forward look" in librarianship. His invaluable experience as the chief librarian of *The Times*, his unremitting and enthusiastic activity in behalf of the SLA offices he has held, and his willingness to take the initiative where new processes and new ideas affect the library field, make it certain that SLA can look forward to another year of continued advances in all aspects of special librarianship.

## “Volume” Selling

The following is based on an address by J. C. Doyle, guest speaker at the SLA Convention Banquet in Detroit, Michigan, June 15, 1955. Mr. Doyle is general sales and marketing manager, Special Products Division, Ford Motor Company.

ONE OF THE MOST important aspects of your job as a librarian is selling—selling the information you have available. Today selling is not limited to professional salesmen. Some of the greatest salesmen in the world are not professional salesmen but ministers, statesmen, educators. Not how much knowledge he has acquired but how well he sells the knowledge he has is the difference between a well-trained individual and an effective one. This applies to you as librarians as well as to workers in every field.

In learning about Special Libraries Association I consulted one of your own publications. Special Libraries Association, I read, was organized for the collection, organization and dissemination of information and to improve its usefulness. The source of my information had thirty-five pages on organization, administration and routine procedure and only five pages on services and disseminating information. Collection is necessary and organization is important, but dissemination—I call it selling—makes the other activities worthwhile.

There is no limit to your opportunity to create greater interest and render fuller service and through these to gain greater recognition in your work. This is an era of opportunity but not without its uncertainty and confusion. Much of the information available is conflicting and contradictory. Gleaning facts out of this confusion of interpretations and opinions is important. The librarian is in a position to arrange the facts logically, making it convenient to evaluate trends, point up their significance, and to bring this information to the attention of those who can use it and who need it.

Develop your own program for sell-

ing your product to management. You have a service of high and acceptable quality. Let people know about it and show them how it will benefit them individually. A vital part of selling is the development of prospects. Determine who needs what by familiarizing yourself with the objectives, plans and programs of various departments. Show the same interest in these objectives, plans and programs of others as you would like to have them show in your services. For every prospect that comes to you through inquiries, many could be developed by going to them.

Advertise your library through a poster campaign. Keep the services of the library constantly in the minds of executives and employees. Issue regular bulletins keeping those who are interested constantly informed of what is going on in the library. Keep a file of subjects of special interest to those you serve and send them pertinent material as received or notify them of its receipt. If there is a house organ, have a regular column in it for news of library acquisitions and activities. These are only a few of the many ways you will think of to publicize your library. Be enthusiastic about its services and interested in meeting the needs of the people who can and should use them.

Don't wait for things to happen—cause them to happen. Good selling doesn't follow trends—it makes them. Don't wait for inquiries or requests—initiate information and ideas. Create customers instead of merely serving them.

I have studied your program for these meetings. I should like to urge a greater emphasis at future meetings on dissemination, on making available to those who need them the services which your libraries are prepared to offer—in other words, “volume” selling.

# 'SLA' AWARDS



DR. JOLAN M. FERTIG, recipient of the SLA Professional Award for 1955, shown with the inscribed sterling silver bowl presented to her in Detroit, June 15, 1955. The citation to Dr. Fertig read: "For her distinguished and stimulating contributions to the conduct of Association affairs; for her long and loyal service to the entire library profession and to scientific literature."



MARIA KOCHANOWSKY, the first recipient of the SLA Scholarship Award of \$1,000. Miss Kochanowsky is interested in business, and chemical or educational research.

## SLA Professional Award

The SLA Professional Award, given to recognize notable professional achievement in, or contribution to, the field of special librarianship, was presented to Dr. Jolan M. Fertig, librarian of the Westinghouse Research Laboratories of Westinghouse Electric Corporation, Pittsburgh, Pennsylvania.

SLA President Gretchen D. Little presented the Award at the Association's 46th Annual Convention in Detroit, Michigan, at the Annual Banquet, June 15, 1955.

Dr. Fertig, a member of SLA's Pittsburgh Chapter, is chairman of the Committee on *Technical Book Review Index*, sponsored by the Association.

Recipients of the Award to date are Dr. Edwin T. Coman, Jr., Anne L. Nicholson, Alma Clarvoe Mitchell, Dr. Mortimer Taube, Rose L. Vormelker, and the joint recipients for 1954, Eleanor S. Cavanaugh and Ruth M. Savord.

\* \* \*

## SLA Scholarship Award

The Scholarship and Student Loan Fund Committee, selected, as the first recipient of the SLA Scholarship Award, Maria Kochanowsky of Philadelphia, Pennsylvania. The Award of \$1,000 is granted for one year of study leading to a degree or an alternative plan for study acceptable to the Committee.

Miss Kochanowsky, a native of the Ukraine, is a naturalized citizen of the United States. A graduate of Wilson College, she plans to attend Drexel Institute.

The alternate selected by the Committee is Barbara Schur of Flushing, New York. Miss Schur is a graduate of Queens College, Flushing, and is a part-time student at Columbia University School of Library Service.

# Report of the President

GRETCHEN D. LITTLE

1954 - 1955

YOU WILL PROBABLY RECALL that a year ago in May you were asked to look forward—look forward to your professional responsibilities. A review of those responsibilities might be in order at this time, for on the whole we, as a profession, have considered these responsibilities and are taking steps to fulfill them:

1. *Responsibility to our profession*
2. *Responsibility to other professional organizations*
3. *Responsibility to professional literature*
4. *Responsibility to other special librarians*

During the year individual members, chapters, divisions, committees have been working to extend the knowledge on which our profession is based—a profession based on the fact that we all have a common field of interest which encompasses the problems of collection, organization, presentation and dissemination of the documentary records of human experience. (Henkle: Annual Report 1945-46.) All of these groups have been working to advance the welfare of all who practice special librarianship.

The work of our divisions, committees and chapters has been well reported by those who have had an active part in it. However, I do want to point out that our Association has a tremendous job ahead and that is to interpret our services. This job of interpretation is important not only for those who use our services in our own organizations, but for those outside our profession including our library schools who must

learn of our needs as well as our services. Therefore, in my visits to seventeen chapters, to six library schools, and to over fifty libraries, I realized more



GRETCHEN D. LITTLE

than ever that we have a problem of interpreting our services to others.

Is it not time for us to consider standards for our profession? I do not mean a rigid, unalterable set of principles governing the activities of special librarians; rather, something which is flexible, changeable and adaptable to new conditions as they develop.

Professional status and the recognition which accompanies attainment of such status must be earned before an occupation deserves being classified as a profession. Quality of performance is one measure of the worth of the services performed; however, you should remember, this is usually an indication of personal effectiveness rather than a unique characteristic of a profession. Furthermore, performance of a high quality is not confined to the professional occupations; it is found in all occupations.

Some other means of identifying an occupation as a profession must be found. It has been suggested that the following elements must be present:

1. *An established code of ethics*
2. *A set of recognized standards of competence*
3. *A certification procedure*
4. *A strong sense of conviction—a belief that what you are doing is the best thing that can be done*
5. *A high degree of agreement about the fundamental characteristics of the occupation*
6. *Assumption of human and social commitments; recognition of responsibility toward individuals and society*

None of this is new to you. Is it not time we seriously consider our problem of having special librarianship recognized as a profession? Could we possibly accomplish this goal by 1959, our Fiftieth Anniversary?

One of the first points to be accomplished in establishing our profession is to have a high degree of agreement about the fundamental characteristics of special librarianship. We must do this, if we set up no other standards.

### **Australian Resolutions**

Last summer your Executive Board was asked to consider certain resolutions presented by the Council of the Library Association of Australia to the International Federation of Library Associations. The resolutions read as follows:

"That Council (meaning Australia) is opposed to the continued and increasing distinction of libraries and librarianship from bibliography or documentation.

"That Council is of the opinion that the cataloging and classifying of libraries is bibliography and the profession of librarianship should embrace and in fact does embrace the organization of literature in libraries and its bibliography or documentation apart from libraries."

Members of the Executive Board had varied opinions. However, the majority of the Board felt there was a lack of definitions. As one of our past-presidents has summed it up, "It is time we faced the issue squarely and defined the terms of our services so that they are universally understood. I have lived through discussions in SLA where we went so far as to consider the word 'factician'. Possibly librarian is not the word. I am aware that in South America for instance the profession of librarianship is not understood and no great prestige goes with it. Therefore consideration should be given on an international basis as to what the proper word is."

This past-president felt it would be a step in the right direction to go along with the Australian librarians and implement the action with a program of education in France, England, South America as to what we mean when we "put knowledge to work."

What are we as special librarians doing (1) locating the existence of documented information, (2) selecting and acquiring that which is needed in our organization, (3) processing it, i.e., cataloging, indexing, and classifying in such a way as to make it most widely useful, (4) acquiring and training a staff in the knowledge of its contents, (5) in some instances, actually writing the material or assembling it from a number of sources into a useful report.

This is more than the custodial function which is so often thought of when one mentions "library." We must have a flair for remembering the information needed at the right moment, and interesting those who need to know of its availability, or in other words, as is taught in one special library course: we must bring the right bit of information to the right persons at the right time in the right form and with enthusiasm.

The letter we wrote to IFLA and which was approved by all but one member of the Board was as follows:

"The Executive Board of the Special Libraries Association has studied the resolutions regarding (the) documentation, bibliography and librarianship presented by the Council of the Library Association of Australia.

"In its deliberations the Executive Board would have been assisted by having before it the Australian Council's definitions of the terms used. The Special Libraries Association has accepted the definition of documentation as 'the art comprised of (a) document productions, (b) document distribution, and (c) document utilization.' (Report of SLA Documentation Committee, February 6, 1951.) The term document, however, has not been similarly defined.

"An article appearing in *Library Trends* in 1952 seems to express the attitude of the majority of the members of our Executive Board in the following words: 'One may . . . conclude that special librarianship and documentation have a common root, and that their divergence has been largely an historical accident, the results of which were intensified by differences in terminology rather than in kind.' (Jesse H. Shera, 'Special Librarianship and Documentation', *Library Trends*, October 1952, p. 193.)

"Although the majority of the members of the Board approve these resolutions in principle, it is our opinion that we cannot take a definite stand on the resolutions without having agreed upon mutually acceptable definitions of the terms used.

"If documentalists are not to become mere mechanical experts and librarianship is not to become a custodial operation, a determined effort must be made to unify the two approaches to the dissemination and use of specialized knowledge. Special Libraries Association Executive Board wishes to record, as its objective, unity of these two fields. Any action toward this objective will receive its support."

### Report of Documentation Committee

This past spring our Association Documentation Committee presented a report to the Executive Board requesting that the committee be abolished and a Round Table be organized at the 1955 Convention. Because the term "documentation" in library work has taken such a prominent place in our profession, I would like to quote part of this report:

"After discussing documentation in its many aspects this committee came to the conclusion that documentation is a broad field of endeavor, rather than a segment of, or an ap-

pendage to, library work. It is a philosophy of doing library work intensively as is usually done in special libraries, as well as including a more extensive field than is usually included in the term 'library work'".

I wish to emphasize: ". . . *It is a philosophy of doing library work intensively, as is usually done in special libraries, . . .*"

As a result of this report the Documentation Committee did have an exploratory meeting at the Convention to determine whether there was sufficient sustained interest for the ultimate establishment of a Documentation Division.

Let us keep in mind there is a valid test for the establishment of any new body; namely, the service which it is likely to render. *Unesco Bulletin for Libraries* (April 1955, p. 69.) "Any profession or business that has no room for radical changes or improvements is dead." (L. R. Whitaker)

The exceptional growth of our Association might be explained by the unending search by its members for new activities.

Why have we shied away from facing this problem? Without the least doubt some "documentalists" are doing work, particularly in machine retrieving, that most of us are not equipped to do. However, if we broadly define the fundamental characteristics of our profession as practiced on this continent, I think our European friends will be the first to say that a special librarian and a documentalist are one and the same. Special libraries of this continent and documentation centers of Europe have subject specialists on their staffs and in many instances the subject specialist has of necessity become the documentalist or the special librarian. Why of necessity? Because we special librarians have not been assuming our responsibilities. It is our responsibility to impress upon our library schools our particular needs.

I do not think the library schools have faced their responsibilities either.



I think it is my duty to report that some of our members, library school graduates themselves, think that the philosophy of special librarianship is not being taught in many library schools — the philosophy of service to the individual. It is only in the past year or two that a few of these schools have realized the needs of the specialist. It is only in the past few months that the word "documentalist" has really penetrated to the schools.

Many times our International Relations Committee has wanted our Association to help sponsor an Institute on this continent for special librarians of foreign countries. Is there any reason why our Association could not or should not sponsor such an Institute? What better way to exchange ideas with our colleagues of other countries than to have them visit us and see what we do.

I have dwelt on interpreting our services to others because I think this is so important in helping to advance the welfare of our own members.

How our responsibility to other professional organizations is being carried out was reported in the Advisory Council meeting by our representatives and will be reported in full in the Proceedings issue of *SPECIAL LIBRARIES*. It is your individual responsibility to read those reports.

### Publications

The literature of any profession is one of the most distinctive elements of its professional life. Special Libraries Association recognizes this.

" . . . The Association believes that while publication serves some of the members as a productive means of self expression, the products are equally important to all members as research tools; that such publications are similarly useful to a broad public and consequently bring honor to both author and sponsor; that a strong and diversified publication program will improve and strengthen the general public understanding of the place special libraries, special librarians and this Association have in our way of life. For these reasons the Special Libraries Association ac-

cepts the responsibility for inspiring, encouraging, and actively promoting the production of monographic and serial publications under its sponsorship." (Minutes, Executive Board, Feb. 27, 1954. 1953-54:118.)

You have heard of the reorganization of our over-all publications program.

Last fall the *SPECIAL LIBRARIES* Editorial Board brought before the Executive Board a report with recommendations concerning the journal. A Committee of the Executive Board, using this report and recommendations as a basis, studied the policies and structure of all our Association publications back to 1950 and in some instances as far back as the 20's. As a result of these two reports your Executive Board approved a new organizational structure for our publications. Quoting from the report of the Executive Board Committee:

"The Survey by this Committee shows publication growth without any pattern indicated for coordination. We are cognizant that problems of individual publications are not identical in every respect. However, we believe there should be regular means provided for communication among those responsible for present and future Serial, Non-Serial or any other Association publication.

"The basic objective is to confer, analyze, and recommend on:

1. Any inter-related problems
2. The over-all publications program
3. The financial structure of individual publications as related to Association finances

"We believe that this communication can be accomplished by constituting a publications entity to be known as the Publications Committee. This Publications Committee should consist of a Chairman, and the Chairmen of the following Committees:

1. Committee on *SPECIAL LIBRARIES*
2. Committee on *TBRI*
3. Committee on Non-serial Publications

"The Chairman of any Committee which may be appointed in the future with responsibilities for new serial publications also shall be a voting member of the Publications Committee. Such Committee shall conform to this Structural and Functional Organization.

"We believe that the Publications Committee and the related Committees should be Standing Committees." (Minutes, Executive Board, Mar. 3, 1955. 1954-55:63.)

Dr. Jesse Shera has accepted chairmanship of the new Publications Committee. Dr. Shera, a member of our

Association for twenty-five years, has had broad experience in the field of publications. I am sure this committee can help resolve many of our publication problems.

For example, I firmly believe that one of the problems for our Publications Committee is a study of chapter and division publications and their relation to **SPECIAL LIBRARIES**.

Did you know there are between 500 and 600 library publications? Our Association contributes about fifty. I often wonder if we are not spending too much money on our chapter and division bulletins. There are some fine articles in these bulletins which should be in our official publication, **SPECIAL LIBRARIES**. Sometimes these bulletins scoop our official journal with committee announcements. Is there any necessity for chapter and division bulletins reporting on the Executive Board and Advisory Council meetings? These meetings are covered by the *SLA Bulletin* issued three to six weeks after the meetings. Do not misinterpret my feelings about these bulletins. A bulletin is necessary for your groups. However, special librarians are being deprived of professional information which by rights should be available to them.

If our Publications Committee studies this problem I hope you will give it your cooperation. Only by cooperating to the fullest extent will we be fulfilling a part of our responsibility to the professional literature and to our fellow librarians.

Another committee authorized this Association year, and included in our Publications Organization Structure, is the *Translation Monthly* Committee. The Executive Secretary, the legal counsel of this Association and the Committee on *Translation Monthly* are negotiating with the John Crerar Library to issue this serial under our sponsorship.

In February Dora Richman, editor of **SPECIAL LIBRARIES**, resigned. During her three years editorship our of-

ficial journal was expanded and improved. A Committee of the Executive Board is screening candidates and hopes soon to find a suitable person for the position.

Alma C. Mitchill, a past-president of the Association, as well as editor of **SPECIAL LIBRARIES** for ten years, has consented to be interim editor. We are most grateful to Miss Mitchill for assuming these duties at this time.

### Headquarters

According to the wishes of the members, the Executive Board establishes policy for the Association. In turn, this policy is implemented with the assistance of Headquarters. The Executive Board restated its policy that the Executive Secretary is directly responsible for the administration of the Headquarters office, including all its functions and activities. It is also the duty of the Executive Secretary to help interpret and relay Association policies to our committees, chapters, divisions and all members.

Last May a group of members, interested in the placement service being offered by the Association, asked that a committee be appointed to study the possibility of the appointment of an assistant to the Executive Secretary. Last fall this committee recommended to the Executive Board the appointment of such an assistant. At this time the recommendation was referred to the Finance Committee.

My ideas regarding deficit budgeting were reviewed in **SPECIAL LIBRARIES** and I also discussed them in my talks with the chapters I visited. Many of you are aware of my ideas regarding Placement—that it is a time consuming and expensive service. I had ample opportunity to get the opinions of many of our members throughout the country, and even I am convinced that the majority of our members want what I call that unique service of Placement continued and expanded.

Realizing the many added duties placed on Headquarters, and the services which might be given or improved if there were another eight hours in the work day, your Executive Board authorized the employment of an Assistant to the Executive Secretary. It is hoped that the appointment of this Assistant will help meet the ever increasing organizational demands made upon Headquarters.

I need not remind you that the ever ringing telephone and the constant flow of visitors to our Headquarters is only a small part of the Headquarters activities. It is a temptation to lose day-by-day contact with fellow members, to get out of touch with them and perhaps eventually to operate in a vacuum of one's own egocentricity. But our members in the East must realize that we have members in the North, South, and more distant areas wanting assistance. For example, this spring Mrs. Elizabeth Owens, representing the President, visited with the Oklahoma special librarians. Mrs. Owens reports: ". . . I believe that it will not be long before this group will have the necessary number of members to form a new and strong chapter of SLA in an area where special libraries are needed badly."

Our Treasurer's report shows that we are in a sound position financially although expenses for the Association year have been high.

#### **Other Professional Responsibilities**

Recently your Association, through its participation in the Council of National Library Associations, had an opportunity to fulfill its responsibility to other special librarians. The U. S. Civil Service Commission's "Tentative drafts of position-classification standards for the . . . Library Series" was proposed in late March and was to be ready for publication in May. Many librarians outside the Washington, D. C. area did not hear of these proposed standards until April. A wire was sent by CNLA

to the Civil Service Commission protesting this time limit and asking for an extension; this was granted and the time extended to June 15. Your Executive Board sent a letter to the Commission requesting delay in publishing because we felt the proposed Standards should be given serious consideration by all librarians before promulgation.

Another very important letter was sent to members of the Congressional Appropriations Committees. This letter pertained to the House Committee's action to cut the Library of Congress budget as well as its interpretation of the basic function of the Library. It was on the latter point that your Board found it necessary to take action. The *Bulletin* sent to you in early summer summarized these letters.

We also sent a letter to the Senate protesting the elimination from the Permanent edition of the *Congressional Record* of certain material appearing in the appendix.

This is all past history — what about the future?

#### **A Future Outlook**

At the 1955 spring meeting of the American Chemical Society, Mrs. Irene Strieby, a past-president of our Association, in her paper on "The Problem of Literature Chemists in Industry" (to be published), said with regard to recruitment for literature chemists: "Unfortunately we do not have statistics to cite on the supply and demand for literature chemists nor has any agency shown an interest in collecting them." Is it not one of our responsibilities to our profession to collect information about the supply and demand for special librarians? Such a survey would fulfill a responsibility to other special librarians and would advance the welfare of our members. This is something for the future.

The Science-Technology Division asked the Executive Board to consider the establishment of a National Register of special librarians, nonmembers of

the Association to be included. A special committee of the Executive Board investigated the possibilities of financial support for such a project. The committee concluded that such support would not be available and therefore recommended that no further action should be undertaken to establish the Register at this time. The Board accepted this recommendation, recognizing at the same time that the establishment of such a Register would add to the professional status of the Association and of the profession itself. This again may be something for the future.

Your incoming president, Chester Lewis, has an idea which, I am sure, will increase our prestige. This is to establish a Special Libraries Association Consultants Service. The general plan is to have regional panels of experts who will be available as consultants. This general plan has been approved by the Executive Board and a Committee will be appointed to recommend specific procedures.

During my visits to chapters I have asked each member to consider his professional responsibility to the community. I do not think my report to you would be complete unless I included a few words about this responsibility; a recognition of our responsibility toward individuals and society. We are a group of people who have intellectual curiosity—are well trained in serving others and on the whole practical. There are dozens of places in every community where more professional people ought to be offering their professional services. Not only will the organizations in your community appreciate your services—your reward will be two-fold. You will be aiding your profession by being able to tell others about it while at the same time, and perhaps more important, you will have the self-satisfaction of having done well a job not required of you.

I don't think we special librarians have given much thought to this volun-

teer service in one's community as being a professional responsibility. We think of ourselves as being too busy. However, it is in this service of voluntary effort that a "calling may attain to the dignity and distinction of a profession". The fundamental principle of professional responsibility is trusteeship, the trust given to a profession by those who use its services.

This has been a rich and rewarding year for me; and I thank every single one of you. The Minutes of the Executive Board and Advisory Council meetings cover the work of the year, but they cannot possibly show the time and effort expended by members of chapters, divisions, committees, Headquarters staff and your Executive Board, all working to promote our profession.

Our Association is growing in stature. During the year much has been left unaccomplished, but that is as it should be. However, let us look forward—forward to the day when special librarianship fulfills the requisites of a recognized profession.

### Recommendations

I offer the following recommendations for consideration by the Executive Board:

1. That a committee be appointed to formulate very broad definitions of the fundamental characteristics of special librarianship as practiced on this continent.
2. That SLA, through its International Relations Committee, sponsor an Institute for foreign special librarians at one of our Library Schools.
3. That the Publications Committee study those publications sponsored by divisions and chapters, their relation to our official journal, **SPECIAL LIBRARIES**, and propose policy that might be a guide for all concerned.

# Report of the Treasurer

BURTON W. ADKINSON

This report will not repeat the summaries of income and expenses and fund balances which are printed in the May-June 1955 issue of *SPECIAL LIBRARIES*. Your attention, however, is called to the progressive increases in Association operating expenses during the past three years, when there have not been

comparable increases in income.

	<i>Income</i>	<i>Expenses</i>
1952 .....	\$ 87,910	\$ 75,550
1954 .....	90,825	85,245
Increase .....	\$ 2,915	\$ 9,695

**TABLE I**

## Membership by Categories and Types of Direct Services Received

	<i>Inst.</i>	<i>Active</i>	<i>Life</i>	<i>Ret.</i>	<i>Sust.</i>	<i>Assoc.</i>	<i>Student</i>	
Members as of 3/31/55.....	616	2,737	36	5	12	998	68	
Members receiving S-L.....	616	2,737	36	5	12	.....	.....	
Members receiving Bulletin.....			ALL CATEGORIES					
Members of Divisions.....	616	2,737	36	5	.....	998	.....	
Members of Chapters.....			ALL CATEGORIES					
Members served by Elections Committee.....	616	2,737	36	5	.....	998	.....	
Members served by other Committees.....	616	2,737	36	5	.....	998	.....	

It now appears from a preliminary study of financial statements for the first five months of this fiscal year that the Association expenses may exceed its income. One naturally raises the question of where the money is going and what the membership is receiving from its dues.

The tables included in this report, which were compiled from figures furnished by the Headquarters staff, have proven helpful to me and I hope the following summaries of these will highlight some of the Association services to individual members and will show their relative cost.

As of March 31, 1955, there were 4,472 Association members in all categories.

Institutional, Active, Life, and Retired members receive direct services at an average cost per member as follows:

SPECIAL LIBRARIES .....	\$ 3.20½
SLA Bulletin .....	.10
Divisional membership .....	.66
Chapter membership .....	1.56½
Association Committee Services .....	.96
	\$ 6.49

**TABLE II**

## Summary of Cost of Direct Services

Institutional Active Life Retired	}	S - L .....	\$3.20½
		Bulletin .....	.10
		Division .....	.66
		Chapter .....	1.56½
		Election .....	.10
		Committees .....	.86
		\$6.49	
Associate	}	Bulletin .....	\$ .10
		Division .....	.66
		Chapter .....	1.56½
		Election .....	.10
		Committees .....	.86
		\$3.28½	
Student	}	Bulletin .....	\$ .10
		Chapter .....	1.56½
		Without Committees .....	\$1.66½
Sustaining	}	S - L .....	\$3.20½
		Bulletin .....	.10
		Chapter .....	1.56½
		Without Committees .....	\$4.87

Associate members receive direct services which cost \$3.28; services for students cost \$1.66; and services for Sustaining members cost \$4.87. In addition, there are other operational expenses such as maintenance of Headquarters, travel of the president, etc., which amount to \$9.13 for each Association member. Thus, one can easily see that only two categories of membership are paying dues that cover all direct and indirect costs: namely,

Institutional and Sustaining.

Your treasurer does not wish to present recommendations at this time for a program leading to a balanced budget. I would be remiss, however, if I did not call the Association's attention to this change in its financial situation. It seems to me that we must decide either to relinquish some services the Association is now providing or look forward to an early increase in dues.

**TABLE III**  
**Costs of SLA Per Member**

	<i>Members as of 3/31/55</i>	<i>Direct Services*</i>	<i>Other Operational Expenses†</i>	<i>Total</i>	<i>Dues</i>
Institutional.....	616	\$ 6.49	\$ 9.13	\$15.62	\$30.00
Active.....	2,737	6.49	9.13	15.62	10.00
Life.....	36	6.49	9.13	15.62	1.62
Retired.....	5	6.49	9.13	15.62	5.00
Associate.....	998	3.28½	9.13	12.41½	5.00
Student.....	68	1.66½	9.13	10.79½	2.00
Sustaining.....	12	4.87	9.13	14.00	50.00

\* Includes \$3,000 from Publications Fund.

† Does not include salary of Assistant to Executive Secretary.

## Annual Business Meeting

MARGARET A. FIRTH

**T**HE ANNUAL BUSINESS MEETING of the Special Libraries Association was held at the Statler Hotel, Detroit, Michigan, on June 16, 1955. The meeting was called to order at 9:10 A. M. with the president, Gretchen D. Little, presiding. The president, in her report, made three recommendations:

1. That a committee be appointed to formulate very broad definitions on the fundamental characteristics of special librarianship as practiced on this continent.
2. That the Special Libraries Association through its International Relations Committee sponsor an institute for foreign special librarians at one of our library schools.
3. That the Publications Committee study those publications sponsored by divisions and chapters and their rela-

tion to our official journal **SPECIAL LIBRARIES** and propose a policy that might be a guide for all concerned.

The treasurer, in his report, pointed out progressive increases in Association operating expenses. Only two categories of membership are paying dues that cover all direct and indirect costs, namely, Institutional and Sustaining. The treasurer, therefore, indicated that the Association must decide either to relinquish some services the Association is now providing or look forward to an early increase in dues.

Other reports heard at this meeting were those of standing committees and special committees.

The Public Relations Committee suggested that further study of the possibility of sponsoring a motion picture film to serve as an aid to recruiting

should be done by a joint group, with representatives from the Public Relations Committee, the Recruitment Committee and the Finance Committee.

Elizabeth Ferguson announced in the report of the Awards Committee that Dr. Jolan M. Fertig had been presented with the Special Libraries Association Professional Award for 1955. This committee also reported that the Executive Board had approved the presentation of a Geography and Map Division Award.

Upon motion made by Mrs. Florence Armstrong and duly seconded, it was voted that the Association ratify the action of the Executive Board to set dues for Retired members at \$5.00 a year.

The Membership Committee presented as a nominee for Honorary membership, Ethel Cleland of the Indiana Chapter. Upon motion made by Rose Boots and duly seconded, it was voted unanimously that Ethel Cleland of the Indiana Chapter be made an Honorary member of the Association.

Ernestine Haile, chairman of the Resolutions Reference Committee, read official acknowledgments of the many contributions made by convention

speakers, the members in the Detroit area and the libraries which held open house during the Convention. Upon motion made by Miss Haile and duly seconded, it was voted that the resolutions as read be adopted.

The four chapters having the greatest percentage increase in membership during 1954-55 were: Georgia, first; Oak Ridge, second; Southern California, third; Michigan, fourth. The president read a letter sent by the membership chairman of the Georgia chapter to prospective members as an example of the reason why Georgia had again won the Gavel Award.

The Special Libraries Association Scholarship of \$1000 was given to Maria A. Kochanowsky of Philadelphia, Pennsylvania.

The report of the Elections Committee was read by Janet Bogardus for Mrs. Sybil Green, chairman. Immediately following this report the president introduced the newly-elected president, Chester M. Lewis, and the other new members of the Board. Mr. Lewis expressed his appreciation of the honor bestowed upon him and then turned the gavel back to Miss Little. The meeting was adjourned at 12:05 P. M.

## Elections Committee

SYBIL KENT GREEN

Of the 2,401 ballots received by the Elections Committee, 14 were eliminated as invalid, leaving a total of 2,387 ballots valid and counted.

The number of votes cast for each candidate was as follows:

*President:* Chester M. Lewis, 2,298

*First Vice-President:* Katharine L. Kinder, 1,250; Mrs. Margaret H. Fuller, 1,120

*Second Vice-President:* Mary Jane MacDonald, 1,323; Ernestine Haile, 1,035

*Director for Three Years:* Elizabeth B. Fry, 1,295; Phoebe F. Hayes, 1,074

*Director for Three Years:* Dr. Jerrold Orne, 1,353; Donald Wasson, 1,022

# Report of the Executive Secretary

MARIAN E. LUCIUS

This past Association year has seen progress in some fields, preparation for expansion of services in other fields. The report of the President shows a growing awareness of the responsibility this Association has to establish itself on a professional level and to support its members in all activities looking toward this goal.

Many of the professional activities of SLA are closely allied with work carried on at Headquarters. With our present accent on the professional aspects of special librarianship, let us review the work of several of the Association committees in its relationship to Headquarters and in this way review the work of Headquarters itself.

## Special Classifications

This committee had for several years concentrated on the ASM-SLA Classification in the metallurgical field. During this past year one part of its program has been devoted to improving the collection of classification schemes and subject heading lists in the loan collection at Headquarters. Some of the classifications to be added to the collection are on display at this Convention. The loan collection is administered by Headquarters and making these special classifications available is one of its important functions. That it is appreciated is evidenced by the twenty or twenty-five requests received every month from all parts of the country, particularly those places where special libraries are few. The quality of our answers can be improved if everyone with his own classification or expansion of an established scheme will deposit a copy with us. No one can use someone else's scheme intact but it often

furnishes a framework for one's own ideas.

## International Relations

In this field our main service is to work with the International Relations Committee in producing and distributing that committee's *Bulletin* which is sent once a year to over seven hundred foreign librarians. We correspond with library associations in other countries and exchange our magazine for theirs. We furnish information to groups in other countries trying to organize associations of special librarians. Foreign librarians visit Headquarters and we arrange library visits for them by contacting SLA members. We hope that our efforts in the international field, particularly in connection with visiting librarians and with international library organizations, can be carried on more vigorously next year in line with recommendations of the President and the International Relations Committee.

## Public Relations

A great deal of the Association's public relations work naturally stems from Headquarters. In the matter of exhibits, the material which SLA makes available to the committees in charge of booths at various professional meetings is stored and distributed by the Association office. We cooperate with the Public Relations Committee in this work and in obtaining reprints for distribution. In addition, Headquarters is itself a public relations tool. To nonmembers, it stands for the Association. We at Headquarters recognize our responsibility in making known the objectives and accomplishments of SLA to nonmember librarians and to the general public.



In cooperation with the Public Relations Committee we have prepared this year on addressograph plates a list of 370 publications to which our press releases are distributed. The list is coded according to information furnished by the divisions so that news in any subject field can be sent to suitable media.

Through exhibits, membership chairmen and our own correspondence we have distributed over four thousand SLA brochures during this past Association year.

### Recruitment

We have participated in the program of this committee by furnishing material to members handling exhibits at vocational meetings or speaking before students and teachers. We have also distributed a large number of pamphlets and reprints in answer to requests for information about special librarianship. *Special Librarianship as a Career* by Ruth Savord has been reprinted in a new format with some few revisions. During the past year, 1,850 copies have been sent out in answer to requests. In addition, one thousand were sold for use in a vocational guidance kit.

### Scholarship and Student Loan Fund

The award of the first SLA Scholarship at this Convention marks the culmination of years of work and enthusiasm on the part of the past chairman, Rose Boots, carried on by the present committee. Much of the routine work of the committee is handled through Headquarters and we are glad to have had a part to play in making this award possible.

All contributions to the Fund are sent to Headquarters and each gift is acknowledged. Since last May two loans have been made totaling \$900.00.

### Translation Committee

Our contribution to the work of the Translation Committee has been primarily in connection with the inaugura-

tion of the new serial, *Translation Monthly*. Last fall we circularized the entire membership to find out how much interest there was in such a serial. Since the approval of its publication, we have worked with the Association's legal counsel in the preparation of the contract for its publication by The John Crerar Library.

### Non-Serial Publications

One of the most important professionally of all Association committees and one with which Headquarters works very closely is the Committee on Non-Serial Publications. It is not necessary to point out that all non-serial publications of SLA are distributed through Headquarters. It should also be mentioned that through the Editor and the Executive Secretary, there is close cooperation with the committee in preparing these publications. In the obtaining of bids, advising on format, price, and number to be ordered, and even in some cases actually putting a publication together, Headquarters serves the committee. This is one of the best contributions of the Association office because of the importance of any association's publications. They add to our prestige and professional standing and are a tangible mark of the intellectual activity of our members.

Since the last convention three publications have appeared. Last fall *Subject Headings for Financial Libraries*, prepared by a Committee of the Financial Division, was published to sell at \$5.00. In April 1955, we had ready an annotated bibliography, *Indexing— with Emphasis on Its Technique*, compiled by Jean M. Wayne. This is a small pamphlet which sells for fifty cents. SLA Monograph No. 1, *Libraries for Research and Industry—Planning and Equipment*, Margaret P. Hilligan, editor, is on exhibit at the SLA booth at this Convention. The price is \$3.00.

Sales of the titles published since 1953 have been as follows:

## Publications Statistics

<i>Name of Publication</i>	<i>Total Copies Sold</i>	<i>Total Copies Sold Since June 1, 1954</i>
Source List of Selected		
Labor Statistics, 1953 .....	614	69
Correlation Index, 1953 .....	593	97
Directory of Special Libraries, 1953.....	1,191	234
Map Collections in the U. S.		
and Canada, 1953 .....	551	304
Technical Libraries, Their		
Organization and Management, 1951.....	2,731	301
3rd printing, 1954		
Subject Headings for		
Financial Libraries, 1954 .....	274	274
Indexing — with Emphasis on		
Its Technique, 1955 .....	364	364
		1,643

This is a total of 1,643 copies sold since June 1, 1954, not including copies of previously published books still in demand.

### Membership

Of other committees not previously mentioned, the work of the Membership Committee is most closely connected with Headquarters. All membership records are kept at Headquarters and furnished by us to the chapters and divisions. We have had excellent cooperation this year from those members responsible for these records. We have made several changes in forms and procedure that have lightened the work for all of us and seem to have made for less confusion.

The correctness of the membership records is an important factor in serving the members of SLA. Unless the information is correct the member does not receive SPECIAL LIBRARIES, the SLA *Bulletin*, the chapter bulletin or news from his division. His ballot goes astray and he is lost to the Association. A lot of time is spent by Headquarters and by Chapter and Division Secretaries and Membership Chairmen in keeping the records straight. We think it is worthwhile to keep the members in touch with SLA.

One of the greatest improvements made this year was the making of separate addressograph plates for the Science-Technology Division, a project recommended previously by Mrs. Stebins as Executive Secretary. Membership information is now furnished to sections as well as divisions. This work will be accomplished for the Social Science Division this summer.

Another improvement was the new card used to notify chapters and divisions of membership changes. From all reports, this has resulted in less work for everyone concerned.

Excellent work has been done by the Membership Chairmen in recruiting new members. There is a large turnover in membership in SLA every year. The Membership Committee is making a study of 1954 records in connection with this problem. It is to the credit of the chairmen and their committees that our membership continues to grow. The total at May 20, 1955 was 4,762 as compared with 4,724 on May 13, 1954. This is the highest count we have ever had at this time of year and the first time that we have exceeded the count of May 20, 1948 when there were 4,732 members. In 1942 when we last held a convention in Detroit we had 2,981 members on May 31.

## Special Libraries

Under the editorship of Dora Richman until March of this year, our official journal continued to carry professional articles of interest to special librarians, news of the library field and official SLA announcements and reports. Special issues since last summer appeared in September (Picture Collections) and February (Transportation Libraries). Since Miss Richman's resignation in March of this year the journal has been edited on a cooperative basis by Alma C. Mitchill, Chairman of the Committee on SPECIAL LIBRARIES, the Executive Secretary and Irene Miller, the editorial assistant. Miss Mitchill has consented to carry on as Acting Editor until an appointment is made to the position of Editor.

The July-August issue will be the Proceedings issue and will carry the annual reports presented at this Convention. This issue will be distributed to all but Student members of the Association.

Advertising billed since the May-June issue last year amounted to \$6,500.00 and came from 56 advertisers. In addition regular exchange arrangements are in effect with the *Library Journal*, *Wilson Library Bulletin*, *ASLIB* and *College and Research Libraries*. These agreements enable us to advertise our publications in several widely distributed library journals.

### SLA Bulletin

Three *Bulletins* have been issued since the last convention, the first two prepared by Miss Richman following the Cincinnati and Philadelphia meetings of the Executive Board and Advisory Council. The third *Bulletin* was prepared by the Executive Secretary after the New Orleans meeting in March. This *Bulletin*, distributed to all members of the Association, enables them to receive a report of the actions and decisions of the Board and other Association news growing out of the meetings.

## Placement Service

The Placement Service, one of the most important professional services of the Association, has been established on an efficient and productive basis. To assist organizations in locating personnel trained in special librarianship and to refer our members to suitable positions in the special library field is surely a contribution to the profession. This work is being carried on by Employment Chairmen in the chapters and by the staff at Headquarters. As pointed out by one of the chairmen, this work involves more than notifying members of job opportunities. Mentioned among associated duties are counseling on special librarianship as a career, informing employers as to resources for recruiting personnel, and consultation by officers of expanding organizations who are considering organizing a library and hiring a librarian.

While the chapter chairmen work primarily in their own areas, Headquarters carries on its work all over the country. The improved liaison which we expect between Headquarters and chapters will make the resources of the entire Association available to employers and applicants alike. This is one of the areas in which the appointment of an Assistant to the Executive Secretary will make possible a more useful service.

Some Placement Service figures for Headquarters and the eleven chapters whose reports have been received are as follows:

	Open- ings	Appli- cants	Place- ments
Boston .....	33	36	3
Cincinnati .....	5	....	....
Cleveland .....	7	4	2
Colorado .....	3	11	1
Illinois .....	20	35	17
Michigan .....	8	....	2
Milwaukee .....	3	....	....
Pittsburgh .....	26	21	1
San Francisco .....	23	35	9
Toronto .....	1	....	....
Washington .....	32	....	23
Headquarters .....	65*	365†	29

\* (at 6/1/55) † (at 6/1/55)

Of the 65 positions listed at Headquarters, 16 are in New York City, 13 are in New York (outside of New York City) and New Jersey and 36 are in other parts of the country.

A more detailed report was presented at the Chapter Employment Chairmen's Breakfast.

#### **Assistant to the Executive Secretary**

Appointment of an Assistant to the Executive Secretary followed the approval by the Executive Board in March of this addition to the professional staff at Headquarters. The Association is fortunate in adding to its staff Kathryn Smith whose appointment was effective the first of May. Miss Smith attended Goucher College and Fordham University. She has had

experience in social work, placement and office management.

Miss Smith is attending this Convention and I am sure that those members who have met her agree that she will make a definite contribution to the activities of the Association.

In closing this report of my second year as Executive Secretary I should like to express my appreciation of the cooperation and understanding of the Executive Board, the many members with whom I have had the pleasure of working during the year, the Headquarters staff whose constant endeavors add so much to our accomplishments, and finally, our President, Miss Little, whose unfailing energy and sense of humor has carried us over many a rough spot.

## **Chapter Relations Committee**

### *Chairman's Annual Report*

**ROWENA PHILLIPS**  
*Chapter Liaison Officer*

One of the first duties of this officer was to arrange chapter visits for the Association President, Gretchen Little. During fall and spring tours she was able to meet with and talk to seventeen chapters. To meet the growing need for more equal distribution of chapter visits from year to year, a "Plan for Presidential Visits During Association Years" was presented to and passed by the Executive Board in New Orleans, March 1955. Because every chapter has been sent a copy of this plan and because it has been publicized elsewhere I shall not take time to read it again.

#### **Chapter Reports**

Chapter presidents submitted semi-annual and annual reports on the activities within their chapters. Following is a summary of twenty-two annual reports received:

The average number of meetings held during the year was five, and the type of meeting ranged from social get-togethers to meetings of a professional nature. Those chapters holding joint meetings were Boston with Connecticut Valley; Alabama with Louisiana;

Southern California with San Francisco. In addition, eleven chapters reported joint meetings or co-operation with local library associations. They were: Colorado, Georgia, Heart of America, Illinois, Indiana, Louisiana, Montreal, Oak Ridge, San Francisco, Texas, and Washington.

By far the most popular type of meeting was on the subject of methods. Discussions, panels, round tables, clinics and workshops presented library techniques on work simplification, ordering and cataloguing, binding, the role of the assistant, sources of information, education for special librarians, routing of journals, evaluation of library services, personnel relations.

#### **Special Projects**

First on the list of special projects were directories of libraries or members. Ten chapters reported that they have completed or are working on such directories. Next in popularity was the union list of serials, undertaken by Heart of America, Louisiana, Michigan, and Oak Ridge. Duplicate exchange lists were

the concern of Illinois, Pittsburgh, and San Francisco. Michigan came out with a new procedures manual, while New York and Texas are working on theirs. Pittsburgh, Texas, and Washington have revised their constitution and by-laws. Colorado co-operated in a filing project. Connecticut Valley is making a membership study; Alabama is making a survey of Alabama industry. Illinois is collecting articles that have appeared about their libraries; New York formed a committee to look into its financial need and position. Oak Ridge is making a union catalog; Texas is compiling a scrapbook of chapter publicity. A scholarship for library assistants was offered by Western New York, which also formed a committee to study state library services. Washington held a book auction to augment the treasury, ventured into book buying for members and started a book of library forms to circulate. Chapter contributions to the Scholarship and Student Loan Fund were made by Oak Ridge in memory of their first president, Jack Morris; and by Philadelphia in honour of President Gretchen D. Little.

Special mention should be made of the splendid efforts at recruitment undertaken by our chapters this year. Sixteen of them re-

ported that they had engaged in such activities as letters to high school guidance counselors, talks to high school students, entertainment for library school graduating classes, participation in Career Day programs.

Three of the chapters, Milwaukee, San Francisco, and Washington, sought to promote libraries in their area; while six chapters manned booths or distributed Special Libraries Association literature at local conferences.

The number of bulletins issued during the year averaged four per chapter. Pittsburgh, Southern California, and Washington stated that by the use of advertising their bulletins were now becoming self-supporting.

Milwaukee voted to change its name to Wisconsin Chapter as more appropriate to the wider membership it now includes.

There were three occasions this year when chapter presidents were brought together for discussion of common problems: the Executive Board and Advisory Council meetings in Philadelphia and New Orleans, and the annual convention. To meet them and chat with them has been a happy experience; their interest and co-operation have been greatly appreciated.

## Division Relations Committee

### *Chairman's Annual Report*

SHIRLEY F. HARPER

*Division Liaison Officer*

### Introduction

The Executive Board in May approved the organization of a Military Librarians Division within the Special Libraries Association. This brings the total number of divisions to 16.

While the Social Science Division will lose the Military Librarians Section, the Science-Technology Division has approved the establishment of a new section. It will represent the cellulose, paper and allied industries, and will be called the Paper and Textile Section.

This year's summary of the annual reports of the divisions is again divided into three main parts: publications and projects, membership, and administration. The third part includes sections for several administrative functions that have not formerly been separated from projects, such as bulletins and publicity. Only special subject activities are included in the first part on publications and projects.

### Publications and Projects

#### PROJECTS COMPLETED

**FINANCIAL.** The revised edition of *Subject Headings for Financial Libraries* was completed early this year and 205 copies had been sold by March 1.

**GEOGRAPHY AND MAP.** An Honors Committee has been established to select the recipient of the first annual award for outstanding contributions to geography and map librarianship. This is the first award of its kind to be established by a division.

**INSURANCE.** The papers on handling of archives presented at the 1954 convention were published in the January 1955 issue of **SPECIAL LIBRARIES**.

**PICTURE.** The September 1954 issue of **SPECIAL LIBRARIES** was devoted to picture libraries and edited by this Division.

**SCIENCE-TECHNOLOGY.** *Libraries for Research and Industry—Planning and Equipment*, the proceedings of the 1954 convention

program on library planning, has just been published as SLA Monograph No. 1.

TRANSPORTATION. SPECIAL LIBRARIES for February 1955 was devoted to Transportation Libraries.

#### ACTIVE PROJECTS: SUBSCRIPTION BULLETINS

ADVERTISING. There are now 150 subscriptions to *What's New in Advertising and Marketing*, which is in its tenth year of publication. Publicity to advertising and marketing groups and to library publications has resulted in 19 new subscriptions this year.

INSURANCE. Continues to publish *Insurance Book Reviews*.

SCIENCE-TECHNOLOGY, PHARMACEUTICAL SECTION. The format of *Unlisted Drugs* has been improved with a new cover and a change to offset printing, and the subscription price has been increased to \$6.00. The editors are considering the use of advertising to help meet increased costs. COPNIP *List*, started last year, now has 168 subscribers and shows great promise. The possibility of making this a division, rather than a section, publication will be discussed at the section's annual business meeting.

Several of the divisions publish their bulletins as subscription bulletins to help meet their costs of publication. In some cases the price applies only to nonmembers of the division, and these might be considered as projects for that reason. In other cases, however, members also must subscribe, at the same or a lower rate than nonmembers. For purposes of this report, all bulletins which are the only bulletin of a division are classed in the section on administration, regardless of pricing arrangements.

#### OTHER ACTIVE PROJECTS

FINANCIAL. Rapid progress has been made in the revision of the *Handbook of Commercial, Financial, and Information Services*, under the editorship of Walter Hausdorfer. There will be 799 entries in the edition, as compared to 577 in the previous volume. It is hoped that this will be ready for fall publication.

GEOGRAPHY AND MAP. A detailed outline for a selective, annotated bibliography of basic reference materials for geography and map libraries has been prepared for approval at the annual business meeting. Publication is planned for late in 1956.

METALS. The major annual project of this division, the fall meeting in conjunction with the National Metals Congress and Exposition of the American Society for Metals, was as usual carried off with flying colors. The three day meeting and the booth are described in the December 1954 SPECIAL LIBRARIES.

NEWSPAPER. The *Manual for Newspaper Librarians* is in process of revision.

PICTURE. A draft of the revision of the *Guide to Still Picture Collections in the District of Columbia* may soon be issued in dittoed form.

PUBLISHING. This division has been continuing its project of two years standing—encouraging improvement in certain areas of journal publishing practices. A "Check List for Periodical Publishers," based on standards discussed at the panel meeting during the 1954 convention, was mimeographed and made available to the industry. Several hundred copies have been mailed in answer to requests. In addition, the division gave a program at the National Conference of Business Paper Editors, where two members spoke on the values of standardization to the library. The present chairman of the publishing division is now SLA representative to Committee Z39 of the American Standards Association.

SCIENCE-TECHNOLOGY. *The Union List of Technical Periodicals*, 4th edition, is going into the final editing stage.

S-T PETROLEUM SECTION. The state publications project has been temporarily delayed due to the illness of the chairman.

S-T PHARMACEUTICAL SECTION. A seminar has been held in the New York area on cost and time study. A similar seminar in the Chicago area is planned. The Committee on Sources of Drug Information is checking information in foreign texts.

S-T PUBLIC UTILITIES SECTION. A *Directory of Steam Plants in the United States and Canada* is being prepared.

TRANSPORTATION. Work is continuing on regional lists of periodicals in transportation libraries.

#### PROJECTS UNDER CONSIDERATION

BIOLOGICAL SCIENCES. A project to index annuals and serials not covered in the regular indexes is under consideration.

INSURANCE. The possibility of a project on insurance organizations will be considered following a panel on this subject at the Convention.

METALS. A committee has been studying the possibility of disseminating information on foreign alloys, and a procedure for getting this information from various periodicals and printing it in *Metals Division News* is under consideration.

MUSEUM. This division hopes to collect material on education for museum librarianship for an issue of SPECIAL LIBRARIES.

SCIENCE-TECHNOLOGY. A domestic scientific meeting list is being considered as a division project.

S-T PHARMACEUTICAL SECTION. A cooperative project may be initiated with the Picture Division for publishing a union catalog of medical portraits to be found in libraries.

## Membership

Division membership statistics for June 30, 1955 compared with June 30, 1954 are given below:

	1954	1955
Advertising .....	278	265
Biological Sciences .....	413	412
Business .....	317	329
Financial .....	265	253
Geography and Map .....	153	170
Hospital .....	214	197
Insurance .....	132	134
Metals .....	153	172
Military Librarians .....	*	79
Museum .....	180	178
Newspaper .....	139	125
Picture .....	135	143
Publishing .....	174	170
Science-Technology .....	1,699	1,801
Social Science .....	833	791
Transportation .....	70	68
	<hr/>	<hr/>
	5,155	5,287

\* Not a division in 1954.

Several divisions send letters of welcome to new members, and some include one copy of the division bulletin, division membership directory or other material. The divisions which started membership drives this year are Museum and Picture.

In the Science-Technology Division the Membership Punched Card Committee has recommended that this file be dropped, and that Headquarters records be used for membership information.

The Social Science Division put the limit of two section affiliations per member into effect for 1955. Rather than reducing the number of section memberships, this resulted in an increase. The number of unaffiliated members, which has always been large in this division, was reduced to 173 or 20 per cent of the membership. One-third of the members have indicated two affiliations and the remainder, just one.

## Administration

The basic, continuing, and sometimes pervasive, demands of administration take much of the division officers' time and thought. Much work often goes into improvement and simplification of operations in the effort to effect long-range savings of time for the division. The procedure manuals discussed below are an example of this.

It will be noted that the administrative functions as outlined below are not limited to "non-subject" activities. The convention program, except for the business meeting, is essentially a subject-related activity; in fact many projects reported in the first section have grown out of convention programs. But the basic job of convention planning must still be considered an administrative duty.

Ideally, the bulletin to members is also a subject-related activity. The bulletin should contain items of professional and subject interest, as well as information on division business matters. Often the bulletin is the only contact a member has with his subject division, therefore maintaining this contact is an important administrative function.

Publicity usually is directed at relating the division to trade or subject groups in its field, i.e., selling special librarianship to its users and potential users. This, too is subject-related, but is ideally a continuing administrative responsibility.

## CONVENTION PLANS AND PROGRAMS

The real report on this subject is the convention program itself. A few remarks about convention planning are in order, however. The divisions are making a conscious effort to start their planning early each year by asking for and discussing program ideas at the annual business meeting.

Several divisions feel that the advantages of joint meetings have been amply demonstrated during the past few years—that they "result in better organized and stronger meetings more satisfactory to speaker and audience alike." Many joint meetings have been planned for this convention, among them the program on automation in the library, jointly sponsored by Business, Transportation, Publishing, Insurance, Newspaper, Social Science, Museum, Hospital, and Engineering Section of the S-T Division. The Business Division has joint plans this year with the Financial, Transportation, and Insurance Divisions, and the Pharmaceutical Section of the S-T Division in addition to its participation in the above program. The Hospital and Biological Sciences Divisions are combining for some meetings. Many other instances of joint planning can be seen in the convention program.

An innovation at this year's convention is the book and author luncheon sponsored by the Publishing Division.

## BULLETINS

Because bulletins are a continuing problem for the divisions a special workshop for editors and division chairmen is being held at this convention. This report will be confined, therefore, to brief informational statements about most of the bulletins.

**ADVERTISING.** Three issues of the bulletin from the chairman have been prepared this year. One included a roster of division members, and one the convention program.

**BIOLOGICAL SCIENCES.** The *Reminder* has been reorganized and improved. It is issued quarterly and continues to derive partial support from advertising.

**BUSINESS.** This quarterly bulletin is sold at \$1.00 per year to members as well as non-

members. There are 109 subscribers as compared to 357 division members.

**FINANCIAL.** There are 104 paid subscriptions for the bulletin, at \$2.00 per year. The 251 members received the first issue of each year free.

**GEOGRAPHY AND MAP.** This bulletin is sold at \$2.00 per year to nonmembers, and there are now about 30 subscribers. Total circulation is 225 including the division membership and association officers. It has been enlarged to include more professional articles, news of geography and map libraries, reviews, and announcements of new publications. The format has been changed from mimeograph to lithography. Bulletins no. 1-16 are being micro-filmed and will be available from the Library of Congress Photoduplication Service.

**HOSPITAL.** One bulletin has been issued this year. This is free to members.

**INSURANCE.** Two issues of this division's free bulletin to members have been prepared this year.

**METALS.** Five twelve-page issues of *Metals Division News* have been prepared this year. Duplicate exchange lists sent with all the issues have resulted in 1,332 items changing hands. The bulletin, including the duplicate exchange list, is free to members.

**NEWSPAPERS.** This quarterly bulletin is sold at \$2.00 per year and has 40 subscribers.

**PICTURE.** The quarterly bulletin, *Picture-scope*, is sold for \$1.00 to members and \$2.00 to nonmembers. An eleven-member editorial board now directs its publication.

**MUSEUM.** This division has put on a campaign to make members in every chapter area more bulletin conscious by asking them to send in news about their activities and libraries.

**PUBLISHING.** Two issues of the Publishing Division *Bulletin* have been prepared this year. One included a roster of members arranged geographically. These are free to members.

**SCIENCE-TECHNOLOGY.** Four issues of *Sci-Tech News* have been published this year. The subscription price of \$2.00 has been reduced to \$1.00 in an effort to reach a larger number of members. At the same time an extensive publicity campaign was used. Thus far the results indicate that no more than one-third of the membership can be reached, and the division feels that it must have help from the Association to finance a free bulletin to all members.

**SOCIAL SCIENCE.** Two issues of the bulletin have been published this year. The chairman points out that a subscription price would be necessary if help from various organizations was unobtainable.

## PUBLICITY

**FINANCIAL.** Convention publicity was sent twice before the convention to seventeen newspapers and magazines in Chicago, Detroit, and New York.

**METALS.** Press releases are sent before both the fall meeting and the Convention to more than twenty newspapers and periodicals in America and Europe. The division is keeping a scrapbook of publicity received.

**PUBLISHING.** Following last year's successful panel on publishers and policies, letters were sent to various national organizations of magazine editors suggesting that a program could be given for them on this subject. This resulted in two such programs.

**S-T PHARMACEUTICAL SECTION.** Several news releases on various subjects were sent to thirty pharmaceutical, industrial, and chemical journals.

**S-T PUBLIC UTILITIES SECTION.** Four exhibits were prepared and set up at trade association meetings this year.

## LOCAL GROUP ACTIVITIES

**FINANCIAL.** The New York group had four meetings with outside speakers, in addition to regular monthly luncheon meetings.

**GEOGRAPHY AND MAP.** The New York and Washington groups each had four meetings. Some were visits, and some were meetings with outside speakers.

**HOSPITAL.** The New York group had three meetings.

**MUSEUM.** The New York group had five meetings including two tours and two joint meetings with other division groups.

**PICTURE.** The Washington group had eight meetings and the New York group had four.

**PUBLISHING.** The New York group had four meetings, some of them joint meetings with the Advertising group.

**SCIENCE-TECHNOLOGY.** The Philadelphia group had four meetings and is working on a statistical survey of S-T libraries in the Philadelphia area.

In addition to the organized groups in these chapters, many individual representatives of divisions in various chapters are active in gathering news for their division bulletins and in other ways maintaining interest in subject activities throughout the year.

## RELATIONSHIPS WITH OTHER ASSOCIATIONS

**BUSINESS.** The Joint Committee on Indexing for the *Industrial Arts Index* includes a representative of the Business Division.

**HOSPITAL.** This division has appointed a representative to the Liaison Committee on Hospital Division Activities, a joint committee including representatives of ALA, MLA, and CLA. Its purpose is to plan cooperative proj-



ects. The *Hospital Library Standards* are being published in the June 1955 *Hospital* magazine as a result of this committee's work.

**S-T PHARMACEUTICAL SECTION.** Two representatives from this Section are on the joint Committee on Pharmacy College Libraries.

**SOCIAL SCIENCES INTERNATIONAL RELATIONS AND HISTORY SECTION.** This section is active in planning programs for visiting foreign librarians. It is working toward the establishment of a fund from which a one-year subscription to one American library periodical could be given to each visitor. A joint ALA-SLA apprenticeship program for foreign librarians is also being considered.

#### ARCHIVES

The Metals Division is starting an archives file. The Hospital and Newspaper Divisions are collecting and organizing their archives preparatory to writing histories for the 1959 Fiftieth Anniversary Convention of the Association.

#### PROCEDURE MANUALS

The Metals Division procedure manual is being revised, and revisions of the Biological

Sciences and Science-Technology Division manuals have been completed. Comments and suggestions for a Petroleum Section manual are being collected. A manual for the Social Science Division is ready for review at the annual business meeting. These manuals when completed will be used as guides in preparing a general outline for Division Procedure manuals for future use by other divisions.

#### Division Relations Committee

The next step in dealing with the problem of bulletin production is a special workshop on division bulletins to be held during the convention.

In addition to this and the regular duties of the committee, a separate recommendation has been prepared concerning reduction in the volume of changes in division and section affiliation handled by Headquarters. Two new procedures for the use of Division Chairmen are also in process.

No recommendations are included in this report, but the matter of financing bulletins may require action by the Executive Board in the near future.

## Committee Reports

1954 - 1955

*Annual Reports by Committee Chairmen*

#### ARCHIVES

MARGUERITE BURNETT

The committee is pleased to report that through the indefatigable efforts of the former chairman, Isabel Towner, the indexing of the *Minutes* of the Executive Board has been completed from 1946 through 1954. These cards have been filed to form a consolidated index at Headquarters and will be added to each year. This index is in addition to the separate mimeographed indexes for each Board meeting.

Old correspondence has been removed from the files for sorting as to permanent value by the chairman and the Executive Secretary.

#### AWARDS

ELIZABETH FERGUSON

##### Professional Award

The name of DR. JOLAN M. FERTIG was presented to the Executive Board as the

choice of the Awards Committee for the 1955 Professional Award. The Board accepted the nomination and acted favorably upon it.

##### H. W. Wilson Award

At the request of the Executive Board, the committee considered a proposal made in March 1954 by Robert S. Bray to Mrs. Lucile L. Keck, then president, to the effect that SLA might wish to honor each year some outstanding reference service or publication as the *Wilson Award*.

It was known to the committee that the Council of National Library Associations was also considering a Wilson recognition. The majority thought that recognition by an organization representing the whole library profession was particularly appropriate and wished to await the decision of CNLA. Miss Ferguson, chairman of CNLA, will inform next year's committee of developments.

## Geography and Map Division Award

The committee voted unanimously to approve the proposal of this division to present an annual award in Map Librarianship. This proposition was studied at the request of the Executive Board. This action was reported to the Board at its March 3, 1955 meeting and approved at that time.

## SLA Hall of Fame

Following the suggestion in the report of the Awards Committee, June 1953: "that the initial nominations for the Hall of Fame should be a complete selection of those who have given notable service to the Association during its first fifty years and that the committee should work with the Archives and with the Fiftieth Anniversary Committees in compiling this list," this committee has assembled from the committee records two lists for future use:

1. Names proposed specifically for the Hall of Fame.
2. Names proposed for the Professional Award but not accepted.

It is the expectation that these lists will be kept up to date by future committees and will be helpful in the final compilation.

## COMMITTEE ON COMMITTEES

ELEANOR S. CAVANAUGH

### General Recommendations

1. The Committee on Committees recommends that the names of *all* Standing Committees should not be included in the Constitution and By-Laws since it is unnecessary and if spelled out, each change would need to be accommodated by constitutional amendment. (This recommendation is in answer to an unofficial inquiry of the Constitution and By-Laws Committee. Proposals covering authority for the Finance and the Constitution and By-Laws Committees will be prepared by the latter and presented to the Executive Board at the June Conference in Detroit.)

2. The Committee on Committees asks the Board to accept an amendment to "General Recommendation No. 1" as presented to the Executive Board on June 21, 1953 to include the statement, "A committee may appoint subcommittees to facilitate its work. Such appointments shall be made by the Chairman of the committee concerned, but only after approval by the Executive Board."

(NOTE: This is to cover the situation that may evolve when due to activities of a committee a working membership of more than five might be feasible.)

## Committee on Committees

Five members shall be appointed for overlapping terms of two years. The duties shall be to consider the composition, functions and general responsibilities of all Association committees, and to make recommendations to the Executive Board on such matters. The Committee on Committees may recommend to the Executive Board the establishment and discontinuance of committees as the needs of the Association require.

## Constitution and By-Laws

The Committee on Committees recommends the rescinding of definitions as accepted by the Board, with amendments, on May 16, 1954, and presents the following substitute recommendation:

"Three members shall be appointed for overlapping terms of two years. The duties shall be to study the Constitution and By-Laws, to propose amendments in accordance with article VII of the Constitution and to consider and formulate recommendations on proposals made by Association members. This committee shall review the Constitution and By-Laws of each division, chapter or other unit to prevent conflict with rules governing the whole Association."

## International Relations

Three members shall be appointed for overlapping terms of two years. The duties shall be: to promote professional relationships with libraries and librarians in foreign countries through planned programs; to develop channels for the exchange of information and materials; to explore the exchange of librarians and to direct any such exchange programs; to assist visiting foreign librarians in arranging itineraries for library visits in this country, and to assist whenever possible in the development of special libraries and special library associations in foreign countries.

## Membership

It is the understanding of the Committee on Committees that the whole Membership Committee is in process of being reviewed. Therefore, until such time as this is a fact, the Committee on Committees has no recommendation to make regarding the Membership Committee.

## Parliamentarian

This is listed, perhaps erroneously, in the *SLA Directory* under Standing Committees. This is not even a committee as it consists of only one member.

## Public Relations

Five members shall be appointed for overlapping terms of two years. Upon Board appointment, the chairman of the Public Rela-

tions Committee may be ex officio member of other Association committees. The duties of this committee shall be to coordinate public relation activities of all Association committees, chapters, and divisions; to promote and to stimulate interest in the field of special librarianship; and further, to initiate programs that may add to the understanding of, and the professional status of, the Association and special librarianship.

### **Publications Committee**

The Committee on Committees approves in principle the report of the Committee of the Executive Board regarding the responsibility of the SPECIAL LIBRARIES Editorial Board (now the Committee on SPECIAL LIBRARIES) and Association publications, as accepted by the Executive Board in New Orleans March 3, 1955. The Committee on Committees will not make recommendations on this committee at this time, as the Committee on Committees feels that the new structure should have an opportunity to function under the new setup before recommendations are presented to the Board.

### **Recruitment**

Five members shall be appointed for overlapping terms of two years. The duties shall be: to carry on an active program for recruiting personnel for training in the special library profession; to arrange career talks before appropriate bodies, and suggest speakers and topics for such programs; to be responsible for the preparation, publication, and distribution of recruiting literature; to prepare or have prepared articles for periodical publications; to work at all times with Association committees, chapters and divisions to further the objective—recruiting for special librarianship.

### **Resolutions Reference Committee**

The Committee on Committees agrees that the appointment of a Resolutions Reference Committee to act at annual conferences is in the interest of expediting the agenda of the annual business meeting. This should not be a Standing Committee, but an Annual Committee, as it will act only at annual conferences. The Committee on Committees recommends that this committee have no less than five members.

### **Special Classifications**

Five members shall be appointed for overlapping terms of two years. The duties shall be: to study classification schemes that may be developed in specialized areas and by specialized groups; to obtain copies of such schemes for the Headquarters' Library of Classifications; to investigate the application

of special classification schemes to mechanical methods of literature searching, and to make reports to the Association on and/or recommendations on schemes and methods in classifications; to be alert to the activities of groups working in the field of special classifications; and to cooperate with them upon approval of the SLA Executive Board.

## **CONSTITUTION AND BY-LAWS**

KATHARINE L. KINDER

The Constitution and By-Laws Committee has reviewed the Constitutions of the Metals and Science-Technology Divisions, and the Pittsburgh, Texas, and Wisconsin Chapters.

Time has not permitted the preparation of a Committee Manual. A suggestion is made that the future committee, which undertakes this task, include as a part of the manual a complete, documented record of all amendments.

Review of the Association's Constitution and By-Laws, a specific charge for the year 1954-55, has led to the preparation of seventeen amendments. These proposals are appended to the committee's report. (Proposals will appear in the official Minutes of the Executive Board Meeting of June 12, 1955.)

### **Recommendations**

1. That the instruction to authorize the Constitution and By-Laws Committee in the Constitution be withdrawn. This committee is named and its procedure directed by Article VII, Section 2, "Amendments":

*"Amendments to the Constitution may be proposed in writing by the Executive Board, by the Committee on Constitution and By-Laws or by any twenty-five voting members of the Association, except that proposals originating in the aforesaid Committee shall be reported first to the Executive Board."*

It is believed that detailed charges of responsibilities are more appropriately included in the Committee's Manual.

2. That suggestion be made to the Committee on Committees that the definition of the Membership Committee include the responsibility of proposing to the Executive Board the names of individuals who might be considered for Honorary membership.

## **CONVENTION**

FLORENCE H. ARMSTRONG

The complete report of the Convention Committee is not available at this time. The 46th Annual Convention of the Association was held in Detroit, Michigan, June 12-17, 1955. The following is a breakdown of the registration by chapters and divisions:

## Chapters

Alabama .....	8
Baltimore .....	9
Boston .....	17
Cincinnati .....	41
Cleveland .....	36
Colorado .....	7
Connecticut Valley .....	13
Georgia .....	6
Greater St. Louis .....	7
Heart of America .....	8
Illinois .....	56
Indiana .....	15
Louisiana .....	3
Michigan .....	122
Minnesota .....	13
Montreal .....	30
New Jersey .....	17
New York .....	138
Oak Ridge .....	8
Philadelphia .....	46
Pittsburgh .....	30
Puget Sound .....	7
San Francisco .....	6
Southern California .....	17
Texas .....	8
Toronto .....	21
Washington, D. C. ....	60
Western New York .....	33
Wisconsin .....	9
Unaffiliated .....	49
Visitors .....	7
Exhibitors .....	36
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## Divisions

Advertising .....	50
Biological Sciences .....	36
Business .....	32
Financial .....	42
Geography and Map .....	16
Hospital .....	21
Insurance .....	26
Metals .....	38
Museum .....	13
Newspaper .....	32
Picture .....	16
Publishing .....	14
Science-Technology .....	388
Social Science .....	56
Transportation .....	11
Unaffiliated .....	92
	883

A more complete report on the Convention will appear in the September issue of *SPECIAL LIBRARIES*.

## CONVENTION ADVISORY

ISABELLA M. FROST

During the past year, this committee was concerned primarily with the over-all convention program and the revisions of the *Convention Manual*.

The committee carefully reviewed convention plans submitted by division early in the year. Topics of convention-wide interest were recommended to avoid duplicating and overlapping division programs. With the able leadership of the Division Liaison Officer and the cooperation of the divisions, many excellent joint meetings were planned.

Additions to the *Convention Manual*, based on the Cincinnati Convention Committee's recommendations, were approved. Copies were sent to the Executive Secretary for distribution to appropriate committee members.

On October 9, 1954, the Executive Board rescinded the mail vote of July 23, 1953, providing that the first vice-president and president-elect be a co-chairman of this committee. By this action, the second vice-president is now the sole chairman, and the first vice-president a member of the committee.

The chairman wishes to thank Chester Lewis for assuming many responsibilities while he was co-chairman. We also express our appreciation to the Convention Committee. Their advance planning and untiring efforts to handle the countless details involved have assured a successful convention program.

## DOCUMENTATION

RUTH H. HOOKER

The report of this committee, submitted to the Executive Board in March, constitutes its activity for this year, except for the Documentation Round Table which is to be held at the Convention on June 15. This was approved by the Executive Board in March. The purpose is to determine the extent of the interest of SLA members in this field.

This committee believes that a committee is not the proper vehicle for carrying on SLA's part in documentation. It believes that if SLA is to participate in any way in documentation it should be done in a way which would provide broader representation. It is therefore recommended that the Documentation Committee be abolished at the end of this Association year.

## Addenda

It is further recommended that the Executive Board consider the petition of the Documentation Round Table held on June 15, 1955, that a Division of Documentation or a Documentation Round Table be established within SLA. Fifty members have signed such a petition. This will need to be worked

out in accordance with procedures prescribed by the SLA Constitution. A formal petition will be addressed to the Executive Board for consideration at its fall meeting.

## FIFTIETH ANNIVERSARY

M. MARGARET KEHL

Since the activities of this committee for this year have been adequately reported in the March 1955 issue of *SPECIAL LIBRARIES*, we have merely to reiterate that the place of meeting for the 1959 Fiftieth Anniversary Convention has been set for Chalfonte-Haddon Hall in Atlantic City, New Jersey, for the first week in June.

Each chapter has appointed an historian to write the local histories and the committee will welcome suggestions as to a Theme Name as well as items for the program.

## FINANCE COMMITTEE

DONALD WASSON

The report of this committee consists of three points, including two recommendations: 1. It is recommended that the firm of Price Waterhouse & Co. be continued as auditors for the annual examination of the Association at a fee of \$750.00.

2. It is recommended that the Proposed Budget Procedure, originally submitted February 23, 1955, as now amended, be approved.

3. It is not recommended that the Proposal for Allocation of Dues to *SPECIAL LIBRARIES*, submitted February 23, 1955, be approved at this time. While recognizing the intent of the proposal to provide an equitable financial basis for *SPECIAL LIBRARIES*, due to present budgetary commitments and the fluid editorial situation, the committee cannot approve this proposal.

### Proposed Budget Procedure

#### COMPARATIVE TABLES

The Executive Secretary will prepare a comparative table for the use of the Finance Committee showing the following figures:

Budget—for previous year

Actual figures—for previous year

Last 6 months—previous year

First 6 months—current year

Total for 12 month period ending June 30 of current year

Budget—current year

—additional appropriations made during current year

The sections of this table covering *TBRI* and *SPECIAL LIBRARIES* will be sent to the appropriate committees.

#### COMMITTEES

A letter, approved by the chairman of the Finance Committee, will be sent by Headquarters to all committee chairmen asking for

their estimates of committee expenses for the following calendar year. A statement of current year's appropriation and expenses to date of letter will be included.

From the estimates received a tentative budget for committee expenses will be prepared by the Executive Secretary for presentation to Finance Committee Chairman together with letters received from the committee chairmen.

#### TBRI

The Executive Secretary will ask the chairman of the Committee on *TBRI* for recommendations regarding salary of *TBRI* Editor. This recommendation will be sent to the chairman of the Headquarters Salary Review Committee (hereafter called Salary Committee) with other salary recommendations mentioned below.

The Executive Secretary will also ask *TBRI* Committee Chairman for any recommendations regarding pagination of *TBRI* or other matters affecting expenses.

Estimates of printing costs will be obtained by the *TBRI* Committee Chairman from the printer and forwarded to the Executive Secretary. These figures should show rates for varying number of copies and pages.

Budget estimates for *TBRI* will then be prepared by the Executive Secretary, based on the information furnished by *TBRI* Committee Chairman and on the experience of Headquarters in the current year. The following items will be covered:

*Income*—Subscriptions, Advertising, Sales.

*Expenses*—Printing, Postage, Supplies, Editorial Work, Taxes, Miscellaneous.

#### SPECIAL LIBRARIES

The following income and expense estimates for *SPECIAL LIBRARIES* will be prepared by the Executive Secretary for discussion at a meeting with the Committee on *SPECIAL LIBRARIES* and Editor.

*Income*—Subscriptions, Sales.

*Expenses*—Postage, Supplies, Copyright, Telephone, Travel.

The Editor will obtain printing estimates for *SPECIAL LIBRARIES* from the printer. These figures should show rates for varying number of copies and pages. The estimates will be furnished by the Editor to the Executive Secretary and the Chairman of the S-L Committee.

The S-L Committee will have decided upon pagination it recommends for the coming year. The S-L Committee will prepare estimates for the following items in consultation with the Editor:

*Income*—Advertising.

*Expenses*—Printing, including Index, Editor's expenses, Engravings.

The printing estimate should be based on the average print order for the ten issues prior to the budget meeting excluding the Proceedings issue and for any other special issues where extra cost was met from some other source. (If print order varies in the next year because of change in membership or subscriptions, income from these two items will be automatically adjusted.)

The S-L Committee, Executive Secretary and Editor will prepare, in consultation, the budget estimates for SPECIAL LIBRARIES, including all items of expense and income. The Editor's salary will be included at rate for current year. It will be the responsibility of the S-L Committee to see that some margin is left between income and expense if it wishes to recommend any increase.

The S-L Committee, in consultation with the Executive Secretary, will make whatever recommendation it wishes with regard to the Editor's salary. Together with the Editor, it will advise the Executive Secretary on the salary of the Editorial Assistant. These recommendations will be forwarded to the Salary Committee by the Executive Secretary together with other recommendations regarding salaries.

The budget for SPECIAL LIBRARIES as proposed will be included by the Executive Secretary in the tentative budget to be presented to the chairman of the Finance Committee. If any major changes are made in the estimates by the Finance Committee, the chairman of the SPECIAL LIBRARIES Committee will be informed before the final proposal is presented to the Executive Board.

#### OTHER INCOME AND EXPENSES

All other income and expense estimates will be prepared by the Executive Secretary. She will consult the President and President-Elect regarding the President's Travel Fund and President's Fund.

#### DUES

Estimates of income from dues should be based, as far as possible, on income received applicable to the current year. In this way, variations in amount of prepayments will be smoothed out.

#### CONVENTION

Estimates of income from convention include amounts to be received from exhibits and any amount which may be turned over by the Convention Committee. Experience of past years and consideration of the location of the next year's convention will influence this figure.

Convention expenses will include the amount advanced to the Convention Committee at the beginning of the year, the amount charged to Convention Expenses for the Pro-

ceedings issue of SPECIAL LIBRARIES, and expenses of Headquarters, including mailing and preparing the tentative program, expenses of professional personnel at Headquarters attending the Convention and of the Executive Secretary when visiting the Convention city (if this is approved by the Executive Board).

#### CHAPTERS AND DIVISIONS

The allocations to chapters and divisions will be estimated by applying the current year's percentage to estimated income from dues for the coming year.

If any proposed change is to be made in percentages, this should be determined as early as possible so that the Finance Committee will have the figures with which to work. Any change should be based on a careful study of chapter and division finances and discussion with the CLO and DLO.

The Finance Committee should recommend to the Executive Board each year the percentage to be allocated to the chapters and divisions.

#### SALARIES

The Executive Secretary will submit to the chairman of the Salary Committee her recommendation as to the total amount to be appropriated for salaries under General Operations. She will also submit the recommendations of the TBRI Committee Chairman and S-L Committee as mentioned above. The Salary Committee will take action on these recommendations in time for the Finance Committee to use the figures in its deliberations. This does not assume approval by the Executive Board which must act on the entire budget including these recommendations.

#### PRESENTATION TO FINANCE COMMITTEE AND EXECUTIVE BOARD

The tentative budget estimates as prepared by the Executive Secretary in the manner outlined above will be presented to the chairman of the Finance Committee for study and discussion. The resulting estimates are then presented to the Finance Committee by its chairman. Any major changes will be discussed, in so far as possible, with the Executive Secretary, the chairman of the SPECIAL LIBRARIES Committee, the chairman of the TBRI Committee as circumstances dictate.

The proposed budget as approved by the Finance Committee is sent to the Executive Board for study before being acted upon at the fall Board meeting.

After the budget for the coming year has been approved by the Executive Board, copies are sent to members of the Advisory Council. Chairmen of committees will be notified by the Executive Secretary of amounts appropriated for their work for the coming year.

## INTERNATIONAL RELATIONS

KATE C. ORNSEN

Due to the last chairman's illness, there has been a delay in the programming of this committee. Thus, there is no report for the past year, and this report is limited to a look into the future.

The committee recommends the following program for 1955-1956:

1. That visits or exchanges be arranged for foreign special librarians to this country.
2. That a foreign student's visit to this country be sponsored by SLA. Drexel Institute offers a tuitional scholarship for such a student, and the Institute of International Education in New York has developed package scholarships which would help to provide for living expenses and travel expenses.

3. That close cooperation with national and foreign library associations be undertaken to make such exchange successful.

4. That immediate contact with the United States State Department be undertaken to profit from financial government supports such as the Wheat Loan Act, Fulbright scholarships, and others.

## MEMBERSHIP

RUTH TARLTON POWER

The membership of Special Libraries Association as of May 20, 1955, was 4,762 paid members. Of this number 2,912 were Active, 1,074 Associate, 79 Student, 632 Institutional, 36 Life, 12 Sustaining, 12 Honorary and 5 Retired.

### SPECIAL LIBRARIES ASSOCIATION MEMBERSHIP

JUNE 30, 1955

Chapters	Re-tired	Honorary	Life	Sus-taining	Insti-tutional	Active	Associate	Student	Total
Alabama .....	....	....	....	....	1	27	23	....	51
Baltimore .....	....	....	....	....	6	34	10	....	50
Boston .....	....	1	....	....	24	107	80	....	212
Cincinnati .....	....	....	....	1	10	52	23	....	86
Cleveland .....	....	....	....	....	19	78	16	....	113
Colorado .....	....	....	....	....	4	48	8	6	66
Connecticut Valley.....	....	2	....	1	19	37	34	....	93
Georgia .....	....	....	....	....	6	30	11	....	47
Greater St. Louis.....	....	....	1	1	9	26	12	....	49
Heart of America.....	....	....	....	....	9	27	9	1	46
Illinois .....	....	1	2	1	47	201	58	3	313
Indiana .....	....	1	....	....	10	49	12	....	72
Louisiana .....	....	1	1	....	8	25	9	....	44
Michigan .....	....	1	1	1	24	103	59	6	195
Minnesota .....	1	....	....	....	13	48	27	1	90
Montreal .....	....	....	....	....	9	86	15	....	110
New Jersey .....	....	....	4	....	29	90	19	1	143
New York .....	2	2	3	4	149	708	201	47	1116
Oak Ridge .....	....	....	....	....	5	32	2	....	39
Philadelphia .....	....	2	4	....	47	165	57	4	279
Pittsburgh .....	1	....	....	....	25	76	20	....	122
Puget Sound .....	....	....	....	....	10	28	9	1	48
San Francisco .....	....	....	1	1	14	110	49	2	177
Southern California.....	....	2	....	1	18	112	43	1	177
Texas .....	....	....	....	1	12	52	15	1	81
Toronto .....	....	....	....	....	25	47	33	....	105
Washington, D. C.....	....	....	16	....	21	379	173	4	593
Western New York.....	....	....	3	1	34	74	17	2	131
Wisconsin .....	....	....	....	....	10	26	36	....	72
Unaffiliated									
U. S. and Canada..	1	....	....	....	9	58	3	2	73
Outside U. S. and									
Canada .....	....	....	....	....	7	14	2	....	23
Totals .....	5	13	36	13	633	2949	1085	82	4816

The Membership Committee is currently working on a survey of why memberships have been dropped. It is hoped that the results of the survey will indicate how to increase and keep memberships and at the same time show what people want from the Association.

Among the membership activities that have been reported by the vice-chairmen of the Membership Committee, one of the most encouraging has been the recruitment of young people into the special library field, which should result in a membership increase in the future. Several chapters have sponsored workshops and other programs especially designed to interest new members.

Vice-chairmen report that new members have been added, but the membership total has decreased because in many instances the members have neglected to pay their dues. It would seem that the problem confronting the committee is how to keep old members as much as how to gain new members. Several chapters report that indifference is a major reason for lapsed memberships.

The committee has not completed any additional work on the projected reapportionment of Region III. The committee had previously suggested that the Executive Board study the possibility of grouping the states in Region III west of the Mississippi River with New Mexico and Arizona, and the states east of the Mississippi River together. This grouping would follow the Southeastern Library Association and the Southwestern Library Association groupings.

In the committee's report of February 1954, question of the duties of the Vice-Chairman of Foreign Memberships was brought up. It is the understanding of the chairman that this matter was referred by the Executive Board to the Committee on Committees. It is felt that a clearer explanation of duties will facilitate the work of the committee.

### Recommendations

*The Membership Committee, at the suggestion of the Indiana Chapter, recommends that the Executive Board consider Ethel Cleland for Honorary membership.*

Miss Cleland began her career as a cataloger and bibliographer in the Legislative Reference Department of the Indiana State Library in 1907, later becoming librarian of the department. In 1918 she organized the Business Branch of the Indianapolis Public Library and served as its librarian until 1948, the date of her retirement. In 1919 Miss Cleland compiled for the ALA *500 Business Books*, an annotated purchasing guide for libraries; she also contributed to *Business and the Public Library*, published by SLA in 1939. Miss Cleland will be remembered for her bibliographical and editorial work on SPECIAL

LIBRARIES, as well as for her work as an indexer, her newspaper stories, and her articles appearing in professional and business journals. Although retired she continues to engage in editorial work. She has been active in national, state, professional and civic committee work and served as President of the Indiana Library Association in 1927-1928 and of the Indiana Chapter of SLA in 1942-1943. Miss Cleland received the Indiana State Chamber of Commerce Certificate of Service to Indiana Business in 1948.

### Appreciation

The chairman wishes to thank Marian E. Lucius for her assistance and the vice-chairmen for their generous support.

## NON-SERIAL PUBLICATIONS

LUCILLE JACKSON

### Publications Issued 1954-1955

*Indexing—With Emphasis on Its Technique.*

Jean M. Wayne, Compiler. April 1955. Multilith copy prepared by Lilly Research Laboratories. Cover done through Headquarters. Total cost about \$75.00 for 500 copies. By May, 200 copies sold at 50 cents each. Executive Secretary suggests ordering 300 additional copies which can be done for about \$25.00.

*Subject Headings for Financial Libraries.*

FINANCIAL DIVISION. Janet Bogardus, Editor. October 1954. Copies published, 1,000. As of March 31, 1954, 231 copies sold at \$5.00 each.

*Libraries for Research and Industry—Planning and Equipment.* SLA Monograph No.

1. SCIENCE-TECHNOLOGY DIVISION. Margaret Hilligan, Editor. June 1955. Copies published, 2,000. Selling price, \$3.00. 64p. Printed by Jones Press, Minneapolis, at cost of \$2,525.

*Technical Libraries, Their Organization and Administration.* 3rd printing, 1954. (First published in 1951.) SCIENCE-TECHNOLOGY DIVISION. Lucille Jackson, Editor. Copies published, 1,000. Selling price, \$6.00.

### Manuscripts in Process of Publication

*Bibliography of Engineering Abstracting Services.* S-T ENGINEERING SECTION. Miriam M. Landuyt, Editor and Chairman, Committee on Engineering Abstracting Publications. Multilith mats have been supplied by the Editor. Executive Secretary is handling the preparation of cover and copies. Board authorized \$175.00 to meet costs for 500 copies. Selling price, \$1.50. 36p. Approved as SLA Bibliography No. 1. (June 12, 1955.)

*Handbook of Scientific and Technical Awards in the United States and Canada, 1900-1952.* SCIENCE-TECHNOLOGY DIVISION. Margaret A. Firth, Editor. Tentative publica-



tion date, September 1955. In October 1954 Board approved bid of \$4,585 from Addison-Wesley Press. In April 1955 the printer advised that the work could not be done directly from cards as originally planned. The cost of preparing the manuscript increased the original estimate by \$1,000 and there has been an additional price increase of approximately \$1,000. The Executive Board approved increased cost by mail ballot, June 1955. Book to be 512 pages. Copies to be published, 2,000. Selling price to be decided.

### Approved Projects in Process

*Union List of Technical Periodicals*. 4th ed. SCIENCE-TECHNOLOGY DIVISION. Leola Michaels, Editor and Chairman of working committee. There has been unexpected delay on this project.

*Subject Headings for Chemistry Libraries*. 2nd ed. SCIENCE-TECHNOLOGY DIVISION. Grace Cameron, Editor. There has been no indication of when the manuscript might be expected.

*Handbook of Commercial, Financial, and Information Services*. 2nd ed. FINANCIAL DIVISION. Walter Hausdorfer, Editor. In 1954 \$200.00 was advanced toward expenses of preparing manuscript. The questionnaires have been returned and manuscript is being prepared.

*Manual for Newspaper Libraries*. NEWSPAPER DIVISION. Joseph Molloy, Editor. There has been no word from the author since a conference between the chairman of the Committee on Non-Serial Publications and the author, May 1954.

### Publications Out-of-Print

*Numerical Index to the Bibliography of Scientific and Industrial Reports*. Vols. 1-10. SCIENCE-TECHNOLOGY DIVISION. Anne Nicholson, Editor. Forty copies were sold in 1954. Division will be asked for opinion as to whether this should be reprinted. Bids have been obtained.

*Social Welfare: A List of Subject Headings*. 1937. SOCIAL SCIENCE DIVISION.

*Classification Schemes and Subject Headings List*. Loan Collection of Special Libraries Association (1951).

### Procedures Manual

A manual of procedure for the Committee on Non-Serial Publications has been prepared by the committee and distributed to the Executive Board. It was prepared by the chairman from written comments and suggestions made on a draft prepared and distributed to committee members by Agnes Hanson, member, after a committee meeting in April 1955.

The question has been raised of the payment of royalties to authors. It had been in-

cluded in one draft of the manual, but was omitted in this presentation because there is no settled policy. The matter has been brought up several times in years past, but to the best knowledge of the chairman, has never been seriously considered. In 1949 Melvin Voight presented an exhaustive study that should be reviewed. The following is the statement offered in the previous draft of the procedures manual:

"If a publication is done by a committee of the membership, the members thereof are not paid; if by an individual author, not as part of SLA activities, SLA acts as a commercial publisher, and pays to the author ten per cent of the selling price on all copies sold after the first 500."

n.b. The details of how this should be handled would have to be developed. This might be looked upon as a means of increasing our activity as a publisher since it would attract authors, provide opportunity of producing more publications, and therefore bring in more total revenue. However, there would have to be sufficient assistance at Headquarters to handle the work.

## PHOTOGRAPHIC REPRODUCTION

ROBERT S. BRAY

The committee divides its studies into three categories, namely photocopying, concerned with the direct reproduction of the material to obtain full-size facsimiles; microfacsimile, which includes microfilm, micro-opaque and the various readers; and library applications or the specific ways in which photographic materials and methods may be usefully employed in the library. We are endeavoring to build subcommittees in these three areas and progress has been made since our last report. William R. Hawken, head of the Library Photographic Service of the University of California at Berkeley, has offered his assistance as a technical consultant. He is the author of an article entitled "New Method for Photocopying" which appears in the *Library Journal* for June 15, 1954. This paper is illustrated, contains cost data and is the best one of its kind to come to the committee's attention. Other library journals, of course, frequently carry articles dealing in whole or in part with the problem of efficient and direct photocopying of library materials. The microfacsimile phase during the past year was covered largely by the chairman and logically so since he represents SLA on the Joint Microcard Committee.

### Highlights: NMA Meeting

The chairman attended the fourth annual meeting of the National Microfilm Association in Boston. This Association has as its purpose the advancement of the interests of the micro-

reproduction industry and the provision of a channel of communication for producers of equipment, service companies and all categories of users. Its membership, therefore, is made up largely of people in the microfilm business rather than librarians. Highlights of this particular meeting of interest to special librarians may be itemized as follows:

1. A paper by the representative of Remington Rand described the development of the industry and acknowledged the great influence exerted by librarians as a growing group of users. He urged certain changes in the approach of the industry, among them being emphasis on the current use of micro-media rather than on the save-space-and-store concept of the past. He pointed out the emergence of so-called microfilm contractors performing the microfilming and organizing function for the user.

2. A member of one of the Hoover Commission task forces presented a paper on their findings on the use of microreproduction and its devices in the Government. The group found that microfilm applications were apparently devoted to the following purposes: 40 per cent to save space, 28 per cent for action documents required in day-to-day use, 25 per cent for reasons of security, 7 per cent as a means of obtaining additional copies.

The speaker expressed concern that readers were used on the average of only 20 per cent of the time. It was interesting to note that the reaction of his audience was that this was not surprising nor undesirable and that few situations required more continuous use except perhaps in large research centers. The speaker urged the industry to change its selling techniques from the previous practice of placing a reader in an organization and forgetting about it to a system of follow-up in which the user was educated and urged periodically to make more use of the device.

3. The director of the Microlex Corporation reviewed the micro-opaque field and announced a new model of his firm's reader, probably available this fall which will include a built-in reflex type copying device.

4. A representative of the Haloid Corporation described a rather spectacular machine enabling enlargement from microfilm by means of a continuous xerographic process. This machine, in limited use by the Department of Defense, promises little application for special libraries at this time but is one of the more important developments of the year in the field of mechanical photographic reproduction. The process is dry and high-speed in nature, producing 20 linear feet per minute of enlarged, finished copy from a reel of microfilm.

5. Mr. Ballou of the Photoreproduction Service of Columbia University spoke about

micro-techniques and the library. He believes that librarians resist micro-copies because, (a) they are not used to them, (b) the library's clientele is not used to them, (c) they necessitate the operation of an optical device, (d) there is a confusion of terminology and (e) librarians do not understand the techniques of microreproduction. Mr. Ballou believes further that microfilm was badly over-sold in its early years and that librarians as victims of overselling are particularly skeptical. Furthermore, micro-techniques are only a solution to a part of the problems of librarians and not the panacea which librarians have been led to believe them to be. Mr. Ballou then described the graduate course in photographic reproduction methods being offered by Columbia University to compensate for misunderstandings and incomplete information. The course has three phases: (a) photographic reproduction, in which the various media and systems are described; (b) bibliographic, in which the uses for these systems are discussed; (c) technical, during which laboratories are visited and the actual photoreproducing methods are examined in operation.

## PH-5 Recommendations

The committee also had representation at the recent meetings of the Committee on Photographic Reproduction of Documents at the American Standards Association. This group has a subcommittee on micro-opaques known in the jargon as PH5-2. The problem of setting up standards in the microphotography field is a difficult one and for micro-opaques is quite new. The subcommittee has met twice during the past year and while little ground has been gained, some headway has been made in clearing the air as to its tasks. Specific recommendations have been made concerning the dimensions of micro-opaques. The following have been recommended:

1. 125mm by 75mm; this is the familiar Microcard.
2. 150mm by 225mm; this is the dimension of the Microprint card.
3. 165mm by 215mm; this is the card size employed by Microlex.

It is clear that the concept of standards at this point is little more than a description of the products of the principal manufacturers of micro-opaques in the United States. The subcommittee is undergoing reorganization and expansion, is better aware of its mission than formerly and will direct its attention in the future to the more substantive questions such as readability, resolution, card format and the capabilities desirable in readers.

The Eastman Kodak Company has continued to develop what it calls a *Minicard* system which features small, individual pieces of microfilm with the capacity for coding and is handled by mechanical means. A paper on this system was presented at the November 1954 meetings of the American Documentation Institute in Cleveland. Your committee is watching this development closely and is pleased to report that it will have a representative in Rochester on June 28th at a demonstration of the *Minicard* system.

The library applications of photographic materials and methods during the past year have remained predominantly in the two areas of a means for publishing and a means for copying. We are fortunate in having Mr. Gremling of the Bell Telephone Laboratories on the committee with special reference to library applications. Mention has already been made of Mr. Hawken's contribution. It is in this area, of course, that most of the numerous new devices put on the market are to be found. Special mention is to be made of a recent experiment with a contact photographic reproducing apparatus installed in a large Eastern public library for the purpose of enabling the clientele to obtain copy rapidly. Experience to date has shown that very few library users are actually in such a hurry for material that they are willing to accept the comparatively poor prints obtained from the device.

The principal mission of the Photographic Reproduction Committee is to inform the membership of new developments. It will do so to the best of its ability, but it urges the membership in turn to inform it of photographic matters coming to their attention. This is particularly desirable in the area of library applications. Although the principles and procedures of photography are comparatively few, it is the variations developed by special librarians in their daily routines which are likely to prove most useful and most practical for application elsewhere.

## **PUBLIC RELATIONS**

MEREDITH S. WRIGHT

### **Exhibits**

Exhibits sponsored by SLA members this year include an exhibit by the Boston Chapter at the New England Library Association meeting, the Chicago Chapter at the National Chemical Exposition, the San Francisco Chapter at the meetings of the American Association for the Advancement of Science, and the Metals Division in cooperation with Illinois members at the National Metals Congress in Chicago. Excellent reports from the chairmen of the exhibit committees for the

National Chemical Exposition and the AAAS meeting are on file at Headquarters.

Our inability to fill all requests for use of the suitcase exhibit because of conflicting exhibit dates has led to suggestions that a second package exhibit be prepared and housed probably on the west coast. The committee has circularized the western chapters for their official opinions on the value of a second exhibit. The consensus was that a second exhibit housed on the west coast might be useful, but probably not to such an extent as to justify the cost. It has been suggested that in cases of conflicting dates, preference be given whenever possible to exhibits which will reach a new audience or a new geographic area.

### **Reprints**

Reprints made available for distribution this year include the Schlundt article on "Services Available from Large Libraries," the Graham article on "Administrative Policies for the Special Library," and the Baker paper on "How to Start a Small Technical Library." While the Association encourages as much as possible the sale of its book *Technical Libraries*, articles like the Baker paper are especially useful, particularly in connection with exhibits.

### **Detroit Convention**

The Public Relations Committee is sharing its exhibit space at the SLA Convention in Detroit this year with the Committee on Special Classifications. The PR contribution will consist of a display of photographs of chapter and division activities over the year.

### **Miscellaneous Activities**

A rough draft of a *Procedure Manual* for the Public Relations Committee has been prepared and will be turned over to the incoming chairman for his revisions and additions.

Notices of the scholarship to be awarded by Special Libraries Association were distributed by the Public Relations Committee to one hundred and thirty-seven colleges and universities.

The suggestion that Special Libraries Association sponsor the production of a motion picture film which would serve both as an aid to recruitment and to the public relations program has had very preliminary investigation. It would seem that further study of the possibility should be carried on by a joint group, with representatives from the Public Relations Committee, the Recruitment Committee, and the Finance Committee.

Emma McCall resigned from the committee in May 1955; her unexpired term will be filled by Mrs. Alice P. Hook.

## RECRUITMENT

THELMA HOFFMAN

The second year of the five-year program outlined for the Recruitment Committee has been completed on schedule.

The only deviation from the original plan during these first two years has been that it seemed advisable to postpone the engaging of the professional writer and the artist until the third year, since the actual writing and printing will be done then by a new committee in a different area.

The preliminary work on plans for the publication has been carried out by a subcommittee of three: Elsa Freeman and Margaret Rocq, with Evelyn Huston as chairman. A detailed outline, with various recommendations concerning the brochure, has been completed.

### Chapter Representatives

Last fall the Recruitment Committee started the year's work by sending a letter to all chapter presidents outlining its plans for the year and asking each of them to cooperate by appointing a chapter representative to work with the committee. These chapter representatives were to direct recruitment activities at the chapter level and would be kept in contact with the committee. When the names of the appointees were received from the chapter presidents, a letter was sent informing them, that while the committee was anxious to help in any way possible, actual recruitment activities were most effective when carried on within the individual chapters. They were also urged to inform the committee chairman of all plans and activities in their area so that this information could be passed on to other representatives.

### Newsletter to Chapters

To keep in touch with chapter representatives and to pass on to them information concerning recruiting activities in other chapters, a newsletter was started. Seven issues have been prepared and mailed. These newsletters have contained, in addition to the reports received from chapter representatives describing their recruitment activities, notes concerning recruitment activities in related fields, references to recruiting literature, articles describing special libraries and any other items which might be of help to recruiters. The newsletter has also been sent to members of the Executive Board and the Executive Secretary, and recently to the editor of the *Clearinghouse Newsletter* of the Joint Committee on Library Work as a Career.

Attachments to the newsletters have included the flyer developed by the committee; the article, "Contacting High School Stu-

dents;" the recruiting leaflet, *Paging Your Future*; an interim and final list of the chapter representatives; the California State Department of Education leaflet, *Librarian*, an up-to-date list of accredited library schools, and ALA's pamphlet, *Professional Education for Librarianship*. The last two were prepared by a member of the committee and several thousand copies reproduced for use by the committee and Headquarters. As many copies as might be used by the chapters were available of all attachments except the publication of the California State Department of Education. 2,800 copies of the flyer were distributed.

The response from chapter representatives has been most gratifying. Many of the chapters, most of them with no previous organized recruitment program, have developed effective programs and have plans for more extensive programs for the coming year. It is recognized, however, that in many cases periodic contact with the chapters will be required to "keep steam up."

The Recruitment Committee is grateful for the cooperation received from chapter representatives and for the many helpful letters received from them and from other SLA members who are interested and informed in this field of recruitment. The committee wishes also at this time to express its appreciation for the confidence and encouragement given by the Executive Board.

## RESOLUTIONS REFERENCE

ERNESTINE HAILE

The Resolutions Reference Committee offers the following report:

**RESOLVED**, that the members of Special Libraries Association in convention assembled, extend to its President, Gretchen D. Little, warm appreciation for her gracious and purposeful conduct of the affairs of the Forty-sixth Annual Convention of the Association, for the courteous and equable manner in which she has presided over its sessions, and for the spirit of genuine friendliness and sincerity which have been the hallmark of her administration.

**RESOLVED**, that the members of Special Libraries Association offer the combined and individual gratitude of attending members to the entire membership of the Michigan Chapter for the unexcelled hospitality and care which have characterized the planning and execution of each detail of this Forty-sixth Annual Convention held in the city of Detroit in the year 1955.

RESOLVED, that heartfelt appreciation is hereby expressed to the Convention Chairman, Mrs. Florence H. Armstrong, whose constant and untiring efforts have resulted in the efficient and enjoyable functioning of all phases of the convention program, and whose concern for the pleasure and entertainment of each member has provided this week of enrichment and instruction for the Association membership.

RESOLVED, that the Association's gratitude likewise be extended to the individual chairmen of the convention committees and to each of their committee members whose unflagging zeal has made possible the consummation of all efforts in behalf of the convention's success, particularly to Mrs. Rachel MacDonald and the Executive Committee: Mrs. Kathleen B. Stebbins, Mrs. Katherine LaMont and Robert Armstrong; to Caroline W. Lutz, Banquet Chairman; Walter E.

Forster, Exhibits Chairman; Laretta Clinton, Hospitality Chairman; Mrs. Mary F. Mitchell, Information Chairman; Leola Michaels, Local Arrangements Chairman; Merle L. Manning, Meals Chairman; Mrs. Chloe S. Brewer, Monitors Chairman; Dorothy F. Sloman, Printed Program Chairman; Mrs. Ruth P. Braun, Publicity Chairman; Eleanor V. Wright, Registrations Chairman; Patricia Snyder, Toledo Day Chairman; Stanley Graham, Transportation and Tours Chairman, each of whom has assumed and executed with care, full and considerate responsibility for our comfort and happiness.

RESOLVED, that the Association recognizes and appreciates the contributions made toward the efficient functioning of its convention by the members of the Convention Advisory Committee: Isabella M. Frost, Chester M. Lewis, Joseph J. Olah, Meredith S. Wright and Mrs. Shirley F. Harper.

## NECROLOGY

1954 - 1955

The Resolutions Reference Committee wishes to remember the following members, deceased since June 1954:

HELEN BAKER, New Jersey Chapter  
JAMES FRANCIS BALLARD, Boston Chapter  
RALPH A. BEALS, New York Chapter  
SAMUEL WHITTEMORE BOGGS, Washington, D. C. Chapter  
ISABELLE BRONK, Philadelphia Council  
MRS. FRANCES COX CHERRY, New York Chapter  
LUCY CONDELL, New Jersey Chapter  
MILTON J. FERGUSON, New York Chapter  
ALICE J. HAINES, San Francisco Bay Region Chapter  
DORSEY W. HYDE, JR., Washington, D. C. Chapter  
RICHARD HOLLAND JOHNSTON, Washington, D. C. Chapter  
BLANCHE R. LEE, Heart of American Chapter  
JACK C. MORRIS, Oak Ridge Chapter  
MARION EFFIE POTTER, New York Chapter  
SISTER JOAN PATRICIA, Boston Chapter  
MARGARET STEVENS, Baltimore Chapter  
MRS. BERNA CARLSON TRICKETT, San Francisco Bay Region Chapter  
MRS. ISABELLA BROKAW WALLACE, Illinois Chapter  
MRS. ALICE HUDSON WITTWER, Washington, D. C. Chapter

RESOLVED, that the Association record its appreciation for the valued assistance rendered by the Executive Secretary, Marian E. Lucius, in the convention planning, and to the members of the Executive Board in the consummation of their several duties.

RESOLVED, that the Special Libraries Association in convention assembled, go on record as expressing appreciation for the many and unusual courtesies extended the membership both in the days of preparation and during the period of the Forty-sixth Annual Convention held in the city of Detroit, June 12-17, 1955, by the Detroit Convention Bureau, by the management and staff personnel of the Hotel Statler in that city, and for the helpful assistance of the members of the Detroit Police Department.

RESOLVED, that the Association express appreciation to the Chrysler Corporation for its preparation of the Advance Registration List and the gift of a key ring to each registrant, to the Cupples-Hesse Corporation for provision of paper for the convention program; to the *Detroit News* for the photographs appearing on the printed program; to the Detroit Public Library for preparation of the list of restaurants given each member and for the production of all convention signs; to the General Motors Corporation for the banquet program; to Michael Honos for the photograph on the back cover of the program; and to Ross Roy, Inc. for the art work on the cover of the printed program.

RESOLVED, that the Association herewith express its appreciation and extend its gratitude to Dr. Henry Hitt Crane and Dr. Leon Fram for their kindness in delivering invocations at the opening session and the banquet respectively; to the Honorable G. Mennen Williams for his courtesy in taking time from his many duties as Governor of the State of Michigan to deliver in person the address of welcome to the convention membership; to the Honorable Richard M. Nixon, Vice-President of the United States, and to the Honorable Albert E. Cobo, Mayor of Detroit, for their thoughtful messages, and to Mrs. Loleta D. Fyan and Dr. G. Flint Purdy for their pleasant welcoming speeches.

RESOLVED, that the Association also express appreciation to those speakers who contributed so much of value to the general sessions of the convention by their generous gifts of time and knowledge, namely James E. Myers, Ross Roy, Mr. J. H. Preston, Dr. Gilbert W. King, Harvey Patton, Dr. J. P. Gray and Michael Bradshaw; and also to those whose wit and oratory were of such consequence at the banquet, Ralph A. Ulveling and Mr. J. C. Doyle; and to Mrs. Jessie C. Larsen and Mrs.

Jean B. Stevens of Hawaii for their unique and colorful contributions to the success of the evening — each of these persons having given inspiration and renewed incentive to the listeners.

RESOLVED, that the Association express appreciation to the representatives of the press who have attended the meetings and to their respective newspapers for the intelligent and considerate coverage given to the SLA by these members of the press and local radio stations, with particular emphasis upon the courtesy of the *Detroit Free Press*, *Detroit News*, *Detroit Times*, *Windsor Star* and the press of other nearby communities, as well as the *New York Times* and Pittsburgh papers, with note of our gratitude for their understanding interpretation of our aims and activities to the reading public.

RESOLVED, that the Association extend its appreciation to the staff and personnel of the Detroit Public Library in very real gratitude for their hospitality in receiving the members on Sunday afternoon as well as during the week; in similar manner to the personnel of each of the libraries which has been opened to the membership throughout the convention period, and especially to the University of Michigan Library Staff at the Bureau of Government Library; and also to the personnel who received touring members at Greenfield Village, the Henry Ford Museum, Cranbrook Institute of Arts and Science and at the numerous divisions of the automobile manufacturing plants where members have visited; likewise to the hospitable personnel of each of the ten Toledo libraries opened to the membership on Friday, and where extensive plans have been made for the reception of members.

RESOLVED, that the Association express to the Corning Glass Works sincere appreciation for its generosity in donating through its librarian, Mrs. Catherine D. Mack, the very beautiful Steuben glass bowl which was the door prize at the banquet; and to the Reynolds Metals Company for its kindness in presenting each member with a roll of gayly colored wrapping foil.

RESOLVED, that the Association extend its gratitude to the individual organizations and/or employers of our host members for their generosity of time, of substance and of helpful cooperation which have made possible the personal activity of those who have conceived and executed each phase of an enjoyable and successful convention.

The Chairman moved that these resolutions be adopted and that they be spread upon the minutes and that copies be sent those to whom they were directed.

## SCHOLARSHIP AND STUDENT LOAN FUND

PAULINE M. VAILLANCOURT

The balance in the Scholarship and Student Loan Fund as of May 17, 1955 was \$8,194.83. The contributions received from May 20, 1954 to May 17, 1955 are as follows:

### CHAPTERS

Cleveland, May 1955 .....	\$ 50.00
Illinois, December 1954 .....	25.00
In memory of Beulah Jacks	
Illinois, March 1955 .....	50.00
In memory of Mrs. Isabella Wallace	
New Jersey, March 1955 .....	50.00
In memory of Lucy Condell	
Oak Ridge, January, February and May 1955 .....	17.00
In memory of Jack C. Morris	
Philadelphia Council, April 1955.....	100.00
In honor of Gretchen D. Little	
Puget Sound, September 1954.....	25.00
Texas, June 1954 .....	25.00
In memory of Mrs. Lucia H. Walker	
Total .....	\$ 342.00

### DIVISIONS

Transportation, June 1954 .....	\$ 25.00
In honor of Edith C. Stone	
Total .....	\$ 25.00

### MEMBERS AND OTHERS

#### Individual members

General .....	\$ 543.50
Chrysler Corporation, December 1954	50.00
International Business Machines Corp., December 1954 .....	10.00
Members memorial donations	
In memory of Mrs. Isabella Wal- ace, March 1955 .....	28.00
In memory of Isabelle Bronk, March 1955 .....	20.00
In memory of Alma Jacobus, No- vember 1954 .....	5.00

Total .....	\$ 656.50
Total Contributions .....	1,023.50
Total Interest earned .....	192.59

GRAND TOTAL .....\$1,216.09

There are two loans outstanding. One, for \$600.00, was made to a student at the University of Chicago who expects to receive his degree at the end of the 1955 Summer Session. The second, for \$300.00, was made to a resident of Indiana for course work at the University of Chicago.

Three other inquiries about loans were received.

There was an announcement in SPECIAL LIBRARIES for February 1955 of the Scholar-

ship to be awarded and an announcement of the extension of the closing date for filing application in the March 1955 issue. There were two notices in *Library Journal*.

The dues renewal notices carried a reminder to the membership that contributions to the Fund are still needed.

The most difficult task for the committee this year was that of formulating a satisfactory application form for the scholarship applicants as well as other incidental forms needed to facilitate the processing of the applications. Much time was devoted to this undertaking, making it impossible to finish the projected Committee Manual.

Perhaps the happiest and most responsible assignment the committee had was that of selecting from among the applicants the recipient of the first Special Libraries Association Scholarship for \$1,000. Speaking for each member of the committee, I feel certain that I can say we arrived at our decision with mixed emotions for we all realized what a serious responsibility we had to the individual applicants as well as to the Association and to all those who have contributed to the Fund to make this grant possible. The announcements are made in a Special Report of the committee, which is submitted separately.

### SPECIAL CLASSIFICATIONS

LOUISE H. CLICKNER

Progress has been achieved on the program submitted to the Executive Board in the committee's report of October 1954. At a meeting of the committee, held in Cleveland on December 3, 1954, it was decided to focus immediate attention on the two following phases of the program. The procedures for furthering the work were planned and responsibilities assigned to committee members:

1. The collection of new classification schemes and subject heading lists developed in specialized areas with the objective of compiling a revised list of such sources.
2. Continuation of the committee's work in investigating the application of special classification schemes to mechanical and electronic methods of literature searching.

### Classification Schemes

Action approved for completing Topic 1 included: a bibliographic search of literature and catalogs of large libraries for classification schemes, subject heading lists, glossaries, and technical dictionaries; consultation and correspondence regarding this searching and developments in the area with staffs of library science schools, leading classification specialists, and with interested national and interna-

tional organizations; the preparation of reports and news items publicizing the committee's functions and objectives for SPECIAL LIBRARIES and for all division and chapter bulletins; and the circularization of a questionnaire to selected SLA membership and professional organizations regarding schemes used or known.

Important progress on the bibliographic search for sources has been made by the chairman and Mrs. Hyslop. Two special reports on work of the committee have been published in recent issues of SPECIAL LIBRARIES. Allen Kent's report titled "SLA Committee on Special Classifications" was printed in the December 1954 issue, and "Special Classifications Wanted: Subject Heading Lists, Classifications and Assistance with Special Terminology" by Frederica M. Weitlauf was printed in the February 1955 issue. Miss Weitlauf also sent letters regarding the committee's work to each of the fifteen division chairmen and the twenty-nine chapter presidents. Details of the committee's project were noted and assistance and publicity regarding the project solicited. Committee members have been corresponding with related national and international agencies. The questionnaire to SLA membership is scheduled for March mailing. It is gratifying to report that some materials have already been received as a result of the above publicity.

The committee has agreed that the revised bibliography should include only selective titles for classification schemes, subject heading lists, technical dictionaries, and glossaries; should span all subject fields; that some well-known foreign titles should be included; that in general titles published prior to 1920 should be excluded except for recognized basic tools which have no later equivalent; that sections of general classification schemes which are outstanding in specific fields should be shown by subject; and that the list should be annotated and have a detailed index.

### Mechanical Aids

Action approved for guiding the investigation of Topic 2 included the assembling of such descriptive information regarding the major systems as data on types of equipment, manuals, forms, costs, and technical papers reporting on developmental research and use; and for correspondence and consultations with national and international agencies working in this field.

Allen Kent, Battelle Memorial Institute, was designated by the chairman to guide this phase of the work to be conducted by a subcommittee of three. The membership of the subcommittee will be selected by Mr. Kent and appointed for a term to expire June 1956.

Mr. Kent has organized this subcommittee and developed its operational plans. He has had important correspondence with agencies interested in the use of mechanical and electronic aids to search scientific and technical literature. Mr. Kent has suggested for the 1956 convention a symposium centering around the committee's activities.

The committee desires to bring its entire program and activities to the direct attention of the SLA membership thereby stimulating interest and cooperation in its undertakings. Permission has been requested for space for an exhibit at the SLA booth in Detroit. The exhibit would publicize committee functions, projects, and cooperation with national and international organizations. Display materials would include copies of classification schemes and subject heading lists obtained for the revised bibliography, the card file of entries for the forthcoming bibliography, the completed ASM-SLA classification, and materials relating to the application of classification schemes to mechanical methods of literature searching.

Requests for information regarding the committee's program were received from the American Library Association and the Association of Special Libraries and Information Bureaux (Aslib). Copies of the committee's program, minutes, reports, and preliminary lists of classification schemes will be sent these associations on a cooperative basis.

### Information Exchange

The committee also has agreed to exchange information on its program with Professor E. Pietsch, chairman of the Committee on Mechanical Selection of the Federation Internationale de Documentation. Professor Pietsch has suggested liaison with this committee in the FID's program for establishing an international codification system.

Through the excellent efforts of Mrs. Marjorie Hyslop, a suggestion from Professor Antonio Scortecchi, Istituto Siderurgico, Italy, (relating to the revision of the ASM-SLA Classification on Metallurgical Literature by a body having authority to approve expansions of general interest) was brought to the attention of the American Society for Metals. A special committee was appointed by that society to study revisions and expansions of the classification and after deciding which should be approved and tentatively added to the present system, referring it to the European Committee.

The resignations of Worthy Howell and Stewart J. Stockett were accepted with regret at the committee's December meeting and resolutions recognizing the services of both of these men were adopted by the committee. Mr. Howell felt the committee's pro-



gram no longer related to the interests of his organization and Mr. Stockett's resignation (as the second committee member from Battelle) was offered so the committee might have a representative from another agency.

The present membership of the committee comprises Mrs. Marjorie R. Hyslop, (American Society for Metals), Allen Kent, (Battelle Memorial Institute), Frederica Weitlauf, (Timken Roller Bearing Company), Mrs. Louise H. Clickner, chairman, (U. S. Bureau of the Census).

## SPECIAL LIBRARIES

ALMA C. MITCHILL

In June 1954, the SLA Executive Board decided it wanted a "strong Editorial Board." Its functions were to draft recommendations with respect to the duties of the Editorial Board, the Editor and her assistant, their relationship to the Executive Secretary, a statement of editorial policy and the means of carrying out this policy. The members of this new Editorial Board were Alma Mitchell, chairman, serving her third term in this capacity, Marie Goff, and Ruth Savord.

The Board held a two-day session on July 20 and 21, 1954 at SLA Headquarters to discuss its duties and to draw up recommendations. These were presented to the SLA Executive Board by Marie Goff (the chairman not being able to be present) at its fall meeting in Philadelphia on October 7, 1954.

The reception given these recommendations by the Executive Board was unexpected. While the Editorial Board did not expect that they would be accepted without change, it did not foresee that they would be subjected to such extensive criticism. The Editorial Board was under the impression that it was carrying out the Executive Board's instructions.

As a result of the Executive Board's reaction, the President appointed a Committee of the Executive Board, consisting of Chester Lewis, Helen Mary Pyle, and Sara Price "to confer with the Editorial Board regarding its recommendations and to prepare recommendations for Executive Board action." In addition, the Executive Board Committee was also "charged with analyzing the over-all problems presented by all SLA publications."

The Editorial Board met again in New York on November 20, 1954, to discuss the results of the Executive Board's action of October 7, 1954 and concluded that, in view of that action, its work, with the exception of advising the Editor, was temporarily suspended.

The results of the findings of the Committee of the Executive Board will be found in its report of March 3, 1955. (Minutes, Executive Board, March 3, 1955. 1954-1955:61.)

However, when the committee reviewed the recommendations of the Editorial Board, it made few changes in them.

On February 23, 1955, Dora Richman, Editor of *SPECIAL LIBRARIES*, offered her resignation, to take effect in thirty days. To date, no one has been appointed to succeed her. In the interim, between Editors, Alma Mitchell, Editor of the journal, 1941-1951, and Chairman of the Committee on *SPECIAL LIBRARIES*, is Acting Editor.

## TECHNICAL BOOK REVIEW INDEX

JOLAN M. FERTIG

As the title page of each copy of TBRI announces, "The purpose of the *Technical Book Review Index* is primarily to identify reviews in current scientific, technical and trade journals; secondarily, when feasible, to quote from these reviews. In the evaluation of scientific and technical books, reviews constitute the best existing source of information . . ."

For the past twenty-one years the *Technical Book Review Index* has been published by the Special Libraries Association, thus providing a useful tool for scientific and technical libraries. The distribution of TBRI is worldwide; a detailed study of geographic distribution of subscriptions was given in last year's report.

It is interesting to observe how the distribution within the continental United States during the past ten years indicates the shift of industry to the South. At present, 250 subscriptions, 26 per cent of the total subscriptions in the continental United States, go to Alabama, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, Missouri, North Carolina, South Carolina, Tennessee, Texas and Virginia. One hundred and twenty-three subscriptions are going to libraries of the Armed Forces overseas, 39 to Canada, 18 to Pan-American Countries, and 164 to other foreign countries. Total subscriptions as of May, 1955: 1,200.

No promotional campaign has been conducted for TBRI for several years. The committee suggests that this be undertaken next fall in the customary manner.

The *Technical Book Review Index* is being compiled in the Technology Department of the Carnegie Library of Pittsburgh which generously permits us the use of its facilities and provides us with a private room, typewriter, supplies, editorial assistance and technical advice. The editorial work is done by Mrs. Julia W. Martin and her husband, Mr. A. A. Martin. Mr. Martin, a librarian at the Carnegie Library of Pittsburgh, took over the work during Mrs. Martin's confinement.

## TRANSLATION

C. M. WOLFENBERGER

This is the final report of the Translation Committee and therefore fitting to summarize its activities for the last two years at the same time we give you this annual report.

The Translation Committee was appointed by Past-President Mrs. Lucile Keck at the annual convention in Toronto, in June 1953. It became active as a result of the acceptance and signing of a contract between The John Crerar Library and the Special Libraries Association. This contract was approved with the hope that it would stimulate the use of approximately 1,300 translations which had been gathered by previous efforts for the benefit of SLA members in particular and all professional groups in general. In our first meeting we adopted a four point program:

1. Obtain the translations from SLA Headquarters and deposit them in The John Crerar Library.
2. Obtain the cards identifying this collection and deposit them in The John Crerar Library after checking, verifying, and standardizing them for use.
3. List these translations for publication.
4. Obtain the widest publicity for our effort and the cooperation of all translators required to keep the established Pool up to date.

There were many obstacles to be overcome in this program, but we can report with a great deal of pride the final attainment of all of these objectives. At the same time we acknowledge the finest cooperation from all the other members of the team.

In the first place, there was the foresight of those responsible for the idea of housing and servicing this collection in such a library as the John Crerar Library. Next, came the full cooperation of The John Crerar Library staff and facilities; the SLA Headquarters staff; the Executive Board; each and every member of SLA, especially those chapter and division representatives appointed to further our ac-

tivities; and the hearty and continuous cooperation of our contributors.

One of the first problems encountered was the duplication arising from the collection of Russian translations in the Library of Congress, sponsored by the National Science Foundation. The Library was well on the way to publishing a list of these translations when we were organized. We decided immediately to cooperate with this activity and obtained approval of our Executive Board to relinquish those translations from the Russian that were in our collection and to give publicity to this joint cooperative effort. This action reduced our original collection to 932 translations, 476 of which were translations made by the Technical Oil Mission.

Objections that we might be violating copyrights of foreign periodicals or the rights of translators in making these translations available have been overcome.

The obstacles in publishing the original *SLA List of Translations, October 1, 1953* and the *Supplement, September 1, 1954* were of minor consequence and were overcome. In fact, we have undertaken a second printing of the original list in order to have a complete set of translations for our subscribers to the newly authorized monthly serial.

The obstacles to the publishing of this monthly serial appear small in retrospect, but there were many anxious moments before it was authorized.

It was the opinion of the committee that publication of our holdings would be a great stimulant to our drive to obtain new contributors to the Pool and would stimulate wider use of this material. The publication of the *Supplement* was recommended for the same purpose. We now believe that with the collection growing so rapidly and its use increasing so much that a monthly serial will be required to give the full advantages offered by this SLA Translation Pool. A reference to the figures will confirm our judgment.

	February 1954	May 1954	February 1955	May 1955
Translations in original deposit.....	932	932	932	932
Translations cataloged and added.....	143	235	1294	1380
Translations cataloged waiting file purchase.....	.....	.....	.....	956
Present holdings.....	1070	1162	2226	2312
Translations in process.....	176	376	approx. 1000	approx. 1000
Lists requested and mailed out.....	94	230	750-800	800-850
<i>Supplements, SLA List of Translations</i>				
sold @ \$1.00.....	.....	.....	331	371
Requests for translations.....	120	180	437	570
Number of items requested.....	278	429	1173	1399
Number of items supplied.....	4	111	368	457

Spot checks of these newer acquisitions show an ever increasing degree of currency in the translations being submitted, over 50 per cent being from periodicals published within the last year. The backlog accumulated since the publication of the *Supplement* will guarantee us a year's publication of the *Translation Monthly* containing 50 per cent or better of translations from 1954 and 1955 periodicals.

It would be most unfair to give all the credit for the wide publicity to the announcement of the two lists. It has been our experience that the word-of-mouth publicity given

this service by our officers and the president, particularly, were of untold value.

We leave the official family of Special Libraries Association with deep regret because of the fine cooperation given us in our work, both within and without the Association. We leave with the satisfaction of a job well done and with the firm conviction that our plans for the future can be attained by the new Translation Serial Committee. We also leave 4,300 copies of translations and the 2,312 cards describing them, with files to house them, with a technical staff to service them, and the good will of hundreds of contributors and users.

## SLA Special Representatives

### AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE

ELSIE L. GARVIN

No report.

### AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY

#### Joint Committee on Pharmacy College Libraries

IRENE M. STRIEBY and MILDRED P. CLARK

A meeting of the committee was held on April 7-9, 1955, in Indianapolis. Members of the committee are grateful to Mrs. Irene M. Strieby for her gracious and efficient arrangements and to Eli Lilly and Company for its generosity in having them as its guests at the Indianapolis Athletic Club.

Of approximately twenty items on the agenda, only those on which some action was taken are being reported.

After more than a year's study, the committee decided to recommend that a "refresher conference" be held not later than the summer of 1957 as a means of bringing together librarians from pharmacy colleges and industry for seminar-like instruction and group discussions. The program is planned to last five to six days and would, it is hoped, be held at the University of Wisconsin. Tentative topics for formal papers and discussion periods and the calibre of those to constitute the faculty were outlined. The American Association of Colleges of Pharmacy will be asked to approve the project and to support

a request for funds from the American Foundation for Pharmaceutical Education. SLA will be asked to endorse the project if the AACP approves the plan at its meeting in May.

The committee considered that a separate course in pharmacy librarianship was needed and might well be offered at a library school's summer session. One library school official has recently indicated that other specialized courses, like those for medical and engineering librarians now available at Columbia in the summer, might be initiated, provided the need existed and a suitable curriculum could be established. Committee representatives were asked to explore the possibility of a joint study by the pharmacy groups of SLA and MLA to outline an adequate curriculum for pharmacy librarianship as a concrete basis for discussion. Once a prospectus for a curriculum is devised, members of the Joint Committee will approach a library school.

It was brought out that no American pharmaceutical journal publishes critical or scholarly book reviews. The committee agreed that it would attempt to encourage publication of such reviews and supply an outline of requirements for an adequate book review.

In view of the results obtained in the recent survey of pharmacy college libraries, it was thought that worthwhile information could be obtained by a study and survey of special collections, holdings, and services in such libraries. Marie Murphy, librarian of the College of Pharmacy of Rutgers University, will be asked to prepare and conduct a

questionnaire survey, under the auspices of the American Association of Colleges of Pharmacy.

The committee was deeply interested in the work of the Drug Information Sources Committee now being headed by Ann McAnn of the Pharmaceutical Section. The committee endorsed the project, encouraged its completion, and offered to obtain additional workers for it. Clara Robeson of the Massachusetts College of Pharmacy, an MLA representative, offered her help at once.

Mrs. Strieby indicated that the *Checklist of National and International Pharmacopeiae* published with Marjorie Spencer in 1952 needs revision. Since Mrs. Strieby could not now assume primary responsibility for revision, Miss Spencer of the Armed Forces Medical Library will be strongly urged to do so.

The committee was able to examine in almost final form a list of books and serials considered by faculty members of pharmacy colleges as essential in five subject areas. The list was compiled by the MLA Committee on Standards and Criteria for Pharmacy School Libraries as a result of a survey involving extensive work. Because of the great usefulness of the lists, they were recommended for early publication in the *American Journal of Pharmaceutical Education* under the co-sponsorship of the Joint Committee.

The Joint Committee was brought up to date on the work of the Pharmaceutical Section's committee that is exploring the feasibility of establishing a pharmaceutical abstracting service. In addition to indicating its interest in this project, the committee expressed its hope that the fee for such a service to the pharmacy colleges might be low enough so that some libraries, at least, could afford it.

As a personal note, we should like to add that the Joint Committee, composed of two SLA and two MLA pharmacy librarians and two pharmacy college professors, offers a tool for unusually effective liaison in this field of interest. The committee itself acts only as an initiator of projects, as a catalyst for bringing about some desirable action, lends its support to projects involving pharmacy, and recommends formal papers and the results of special studies for publication. It provides a vantage point where activities of SLA and MLA groups and committees are seen as a whole and where effective cooperative action can often be initiated. Its active support, by the American Association of Colleges of Pharmacy and its access to the latter's official journal where results of some of the Pharmaceutical Section's projects might reach publication, imparts further significance to this committee's functions. We wish to urge the fullest cooperation of SLA and the Pharmaceutical Section with the Joint Committee.

## AMERICAN DOCUMENTATION INSTITUTE

BERNARD M. FRY

No report.

## ALA BOARD ON ACQUISITION OF LIBRARY MATERIALS' COMMITTEE ON REPRINTING

RALPH H. PHELPS

Seventeen organizations or groups interested in reprinting are brought together in the Joint Committee on Reprinting, under sponsorships of the American Library Association's Board on Acquisition of Library Materials. The aim of the Joint Committee on Reprinting is to investigate and correlate the reprinting wants of various libraries and library groups, and to make known to publishers the extent of the demand for various titles. Publishers holding the original copyright will be approached first. If they are not interested in reprinting, their approval of permitting a reprint publisher to reprint the title will then be sought.

Some libraries and some publishers have made contributions to the committee. The first Newsletter of the Joint Committee on Reprinting will be issued about the end of May 1955.

The committee's activities appear to be mainly of interest to large libraries and large library systems rather than to special libraries. Nevertheless, it would probably be well for SLA to retain its contact through a representative.

## ALA BOARD ON BIBLIOGRAPHY

FRANCES B. JENKINS

The SLA representative plans to attend the meeting of the Board on Bibliography in Philadelphia, July 3, 1955.

## ALA JOINT COMMITTEE ON GOVERNMENT PUBLICATIONS

MARGUERITE RITCHIE

The Joint Committee on Government Publications consists of representatives from the American Library Association, Special Libraries Association, American Association of Law Libraries, and Association of Research Libraries. Mr. B. E. Powell, librarian of Duke University, is chairman and represents the American Library Association.

The principle responsibility of the Joint Committee is the policy direction of the Documents Expediting Project located at the Library of Congress.

The Documents Expediting Project is an organization set up to make available to major research libraries publications that do not fall in the province of regular Federal depository or publication sales systems. The project is part of the Library of Congress acquisition apparatus and is supported by funds provided by subscriptions from the libraries participating in this project. These subscriptions range from \$150.00 to \$500.00 per year. Each participating library determines the amount of its contribution. At present there are sixty-four subscribing libraries.

In the past year the Joint Committee has held only one committee meeting. I, unfortunately, was unable to attend this meeting, but I have kept in touch with Mr. Powell, the chairman, by letter, and have also visited the Documents Expediting Project at the Library of Congress, in order that I might see at first hand how this organization operates. I plan to attend the next meeting of the Joint Committee which will be held in July.

I might add that there are no special libraries participating in the Documents Expediting Project unless they are members of a larger library organization such as a large university or public library. At present the project is not set up to furnish documents in specialized subject fields; in other words, participating libraries must take a wide variety of Federal documents and there is only a limited amount of selectivity available to them. I shall know more about the organization after meeting with the committee in July, but at present it is my impression that the aim of this organization is only to serve major research libraries. The committee is at present attempting a campaign to interest more of the large state, university, and public libraries in subscriptions to this project. The Documents Expediting Project will also have a booth in Philadelphia at the American Library Association Convention in July.

## AMERICAN STANDARDS ASSOCIATION

### Sectional Committee on Photographic Reproduction of Documents, PH-5

CHESTER M. LEWIS

Two meetings have been held in 1954-55. During the meetings the Council of National Libraries Associations was reinstated as sponsor. Donald C. Holmes was proposed as chairman, and Ernest P. Taubes as vice-chairman.

Subcommittee PH-5 has drawn up a proposed standard practice for storage of microfilms. American Standard Z38.7.8—1947 was revised and was designated as PH5.3, *Practice for 16 and 35mm Microfilms on Reels or in Strips*. This subcommittee requested with-

drawal of Proposed Standard PH5.1/12, *Specifications for Microfilm Readers for 16mm and 35mm Film on Reels*, in order to revise the section on measuring screen brightness.

The functions of Subcommittee PH-2 on micro-opaques were clarified. This committee will present recommendations for standards on readers and sizes of micro-opaques.

The Subcommittee on International Problems is maintaining liaison with ISO/TC46 and representation is expected at their forthcoming meeting in Brussels to discuss, among other things, the American viewpoints of a proposed ISO test object.

## AMERICAN STANDARDS ASSOCIATION

### Committee on Standardization in the Field of Library Work and Documentation, Z-39

ANNE J. RICHTER

The reactivated American Standards Association Committee Z-39 on Standardization in Library Work and Documentation sponsored by the Council of National Library Associations met for the first time on April 29, 1955 in a conference room of the American Standards Association.

Present were representatives of some seventeen organizations. Ralph H. Phelps, of the Engineering Society Library, presided as chairman and Robert E. Kingery, of the New York Public Library, served as secretary.

Elizabeth Ferguson welcomed the representatives on behalf of the CNLA and noted that the reactivation of the committee stemmed from the necessity of having a national group to which recommendations of the International Standards Organization might be referred.

Ruth Mason, editor of the American Standards Association, and Cyril Ainsworth, in charge of the technical work of the ASA, spoke on behalf of their organization.

After outlining the scope of the committee's activities, from the minutes of April 6, 1951, the minutes of the May 9, 1952 meeting were summarized by the secretary. This had been the last previous meeting of the committee.

At this point the chairman invited the Special Libraries Association representative to report on the activities of the Publishing Division of the SLA as concerned with format of periodicals. Mrs. Richter reviewed the history of this division and passed out copies of the Recommendations developed by the division.

After discussion of various detailed subjects on the Z-39 agenda, it was moved that two subcommittees be organized, one on in-

dexing, to determine what the problem is, and one on bibliographical citations and bibliographical references. The motion was carried. It was further agreed that the liaison arrangements be made between the two sub-committees.

Lawrence Leavey becomes chairman of this committee on July 1, 1955. It was agreed that the chairman should subsequently fix the date of the next meeting of Committee Z-39.

### **COUNCIL OF NATIONAL LIBRARY ASSOCIATIONS** BETTY JOY COLE

The Council of National Libraries Associations held a meeting in New York on April 16 with the following results:

*The American Library Annual* will contain the objectives of CNLA, directory of associations with the date of founding, officers, committees with their chairmen and sections of the larger associations. It is planned to include information useful for librarians, such as lists for library periodicals and possibly statistics on library buildings. It is hoped that this publication will be available in the late fall or early winter.

The Joint Committee on Education for Librarianship is very active. A survey of potential needs for librarians is to be made. A study similar to that done for the science field will be carried out for art, religion, architecture, fine arts, maps and geography.

The Joint Committee on Relations between U. S. and Federal Libraries has not yet met, but it is planned that a document stating the approach to the problem and various items for study be sent to the committee members.

The American Book Center has turned over its assets to the United States Book Exchange and is no longer in existence.

The International Documentation meeting to be held in Brussels in September was discussed. It is hoped that someone of CNLA, who plans to be in Europe at that time, can attend the meeting as a Representative Observer. Greetings and best wishes will be sent by CNLA.

It is now believed that CNLA should incorporate. The purpose of this is to have a responsible organization for the handling of funds, particularly any grants which CNLA may wish to obtain. Incorporation would not affect the member associations in any way.

### **CNLA COMMITTEE FOR PROTECTION OF CULTURAL AND SCIENTIFIC RESOURCES** RUTH H. HOOKER

At the meeting of the Committee for Protection of Cultural and Scientific Resources in April 1954, Robert Severance, Army Library

was elected chairman. A record of the plans of this committee developed at that meeting are given by Miss Cole in her report on the Council of National Library Associations published in *SPECIAL LIBRARIES*, October 1954, p. 338. There has been no meeting of this committee since that time.

### **CNLA JOINT COMMITTEE ON LIBRARY EDUCATION**

ELEANOR S. CAVANAUGH

As SLA representative to the Joint Committee on Library Education, I attended a meeting of both the Subcommittee on Education for Special Librarianship and the Joint Committee held in Chicago during January 29 and 30, 1955.

At that time the chairman of the Subcommittee reviewed the reactions and comments of twenty-five accredited library schools that had received a copy of the subcommittee survey of special library education in seven areas—finance, music, theatre, law, medicine, science, and journalism. From these library administrators the committee had many favorable and even some enthusiastic reactions.

At the invitation of the Joint Committee, there was held at the same time a meeting with all agencies interested in and/or working in the field of library education—the ALA Board of Education for Librarianship, the American Association of Library Schools, and other ALA divisions and agencies. This meeting provided the first opportunity for all of these groups to get together and discuss problems. It was the consensus of this meeting that all agencies or associations represented should co-ordinate and pool their information on activities in the field of library education and that any work in this area might well be carried on as a cooperative basis.

At this meeting, it was also voted to explore five more areas in the field of specialization: art, architecture, geography and maps, and religion (Catholic and Non-Catholic). Librarians outstanding in each of these fields are already working on a proposed curricula for approval by the Subcommittee and Joint Committee.

Also plans were made and a committee appointed to make a survey, by questionnaire, of the needs for special librarians. Unfortunately the Joint Committee has no funds for such a survey on a large scale, so the present plan is for a survey on a selected basis. However, it is hoped that the analysis of replies to the questionnaire would be invaluable to library school administrators who are reviewing their courses in education for special librarianship.

## Library School Curricula

At this point I might report that the Joint Committee is aware that it is economically impossible for any one library school to add special training in every area of specialization. But the committee does feel that after a decision is accepted, there is a core curriculum basic for all librarianship, and that it would be practical and, in light of current needs, a necessity for library schools to stake out their interest in specialization and supply adequate courses in a given area. One school might add courses in the field of law, another medicine, a third business and finance, and so forth.

The second 1955 meeting of the Subcommittee and Joint Committee was held in New York in April. Progress reports were given and for the first time the member associations of the committee responded to a roll call as to what their associations were doing along the lines of education for librarianship. As representative, I reported for Special Libraries Association. This roll call indicated that, since library schools were not providing adequate training for special librarians, the associations themselves were being forced to provide training in one or more ways, and that they were also undertaking recruiting as well.

As a result of this meeting, Dr. Leigh of Columbia, who had been invited as an observer, invited the subcommittee to meet with the Columbia School of Library Service faculty, and discuss with its members Columbia's proposed additions to Library School curriculum.

Reporting on the needs for library education, Jesse Shera presented a most provocative paper outlining these needs in light of changes due to mass communication, automation, documentation, new processes, and procedures. Dr. Shera criticized library schools for being slow or unwilling to change their traditional approach to training. He further challenged them by outlining a new concept for training based on his assumptions that a new approach was inevitable and necessary due to changing conditions in the fields in which special libraries were now operating.

The Joint Committee and its Subcommittee have every reason to feel that their efforts are at long last being taken seriously by library school administrators, and to believe that the results of their efforts will be given direction by library schools that are reviewing their curricula in the light of present indicated needs in specialization.

## JOINT COMMITTEE ON LIBRARY WORK AS A CAREER

MARION E. WELLS

The Joint Committee on Library Work as a Career held two meetings during the year 1954-55, one at the ALA Convention in Minneapolis in June 1954, and the second in Chicago in February 1955. Your representative was able to attend the last meeting only, but has been in active touch with the committee throughout the year.

There was evidence at the February meeting of intense interest by all library associations in the problem of recruitment, for each one of them is actively engaged in programs that will encourage young people to consider library work as a profession. The range of ages of possible recruits that is recommended seems to be broadening, for some are recommending now that we attempt to reach the elementary school child, and even the child's parents, showing the opportunities in the library field. The newest development which was reported upon by the majority of representatives in attendance was the value of contacting the growing group of Student Library Assistants Clubs, which are springing up all over the country. These young people actually are working in libraries and their interest in librarianship should be stimulated further. This brings the problem back to the librarian, who becomes personally responsible for recruiting. It was demonstrated that more and more recruiters are stressing the value of the individual contact between an enthusiastic librarian and possible recruits.

There is need for good 35mm slides of libraries in action. Any special librarians who have good films of their libraries are requested to contact Helen Geer, librarian of ALA, who has had many requests for such films to be used in recruiting talks.

The May 1955 *Clearing House Newsletter* of the Joint Committee suggests a new approach to recruiting at the college level—that of acquainting the college faculty in special subject fields with the possibilities in the library field. Their contact with the students is crucial and they should be able to suggest librarianship as a rewarding career instead of as a last resort.

There is still need to alert the guidance and placement counselors to the field of librarianship. This was evident during the convention of the American Personnel and Guidance Association in Chicago in April, where the JCLWC again maintained a booth where library recruiting material was exhibited and distributed. The booth was managed by a joint committee of Illinois Chapter of Special Libraries Association and the Chicago Library

Club. Among the twenty volunteers from public, special, university and school libraries in the Chicago area who manned the booth were four men. They reported that the counselors were much impressed with the fact that there is a place in librarianship for men. A total of 303 kits were distributed but the most important contribution was the opportunity to talk with the counselors individually, selling them the idea of library work as a career, with special emphasis on the special library field by members of SLA.

The next meeting of the JCLWC will be held in Philadelphia in July, where Gretchen Little will represent Special Libraries Association on a program entitled "Nominating Librarianship as a Career."

### JOINT COMMITTEE ON THE UNION LIST OF SERIALS

BETTY JOY COLE

The annual meeting of this committee was held March 25 at the Library of Congress.

One of the problems which has not yet been satisfactorily solved is that of obtaining a grant for carrying out the work and for publication of a volume to bring titles up to date since the last *Union List*.

It is desirable for libraries to check holdings at least once to fill in gaps which appear in *New Serial Titles*. It is of interest for libraries which contribute to the *Union List of Serials* to keep their holdings represented in *New Serial Titles*. It is also desirable to increase participation in *New Serial Titles* even though the participation in this project has increased since it started. The University of Toronto expects to report holdings next year and it is likely that more Canadian libraries will become participating members.

Increase in the number of subscriptions is being sought. Advertisement will be run so that the usefulness of this publication will be more widely known.

It was suggested that libraries report holdings to *New Serial Titles* rather than compiling regional *Union Lists* and that procedures followed in editing *New Serial Titles* be prepared and included in the instructions to contributing libraries.

A summary report of the committee's work will probably appear in the *Proceedings* of the ALA Annual Conference.

### LIBRARY BINDING INSTITUTE

PAUL HOWARD

No report.

### MICROCARD

ROBERT S. BRAY

This is the first general report to the membership of the Association made by its representative since the one which appeared in the *Proceedings Issue of SPECIAL LIBRARIES* for October, 1954. It supplements the October report but does not necessarily continue it since developments in this field during the past year have been somewhat scattered. The industry, if we may call it that, has grown and matured to the extent that there are at least two large commercial organizations to which librarians can turn for service. These are the Microcard Corporation in La Crosse, Wisconsin, and the Microtext Publishing Corporation in New York City. It should not be assumed that these two organizations have a monopoly over the manufacture of microfacsimiles by direct photographic means, but rather that these two are the largest such companies in this country specifically advertising and promoting this service which have come to the attention of your representative. The process of making Microcards is neither particularly difficult nor secret. Given the proper skills, equipment and supplies, any photographer can make a micro-card. There are, in fact, several micro-card programs—one of which is perhaps the largest in the country—which are "wildcat" in the eyes of the industry. The trade names used in the industry are protected and cannot be infringed by independent manufacturers of micro-cards. Two other major developments during the year are an increase in the variety of data reproduced in micro-card form and the launching of an attempt to set up national standards for micro-opaques.

A review by your representative of recent developments in the field of microreproduction will appear in a forthcoming issue of *SPECIAL LIBRARIES*.

Special librarians, this year as last, probably use more Microcards and Microcard readers than any other professional group. Your present representative will continue in the same capacity during the coming year and welcomes correspondence on Microcard matters from the membership.

### UNITED STATES BOOK EXCHANGE

ALVERN H. SUTHERLAND

As SLA representative to the United States Book Exchange, I was a guest at the meeting of the Board of Directors on October 1, 1954, and attended the annual meeting of the Corporation on March 4, 1955.

In 1954, the United States Book Exchange completed its sixth year as a central clearing



house of publications for participating libraries all over the world. The number of member institutions increased during 1954 from 551 to 898. There was a gain of more than one hundred per cent in the number of foreign members—from 161 to 373.

During the year, USBE shipped out 327,125 books and periodicals on exchange and as gifts. About half of these items were shipped to foreign libraries under six different sponsorships; that is, paid exchange, Foreign Operations Administration exchange, United States Information Agency gift, Office of Technical Services non-exchange, American Korean Foundation gift and exchange, and Carnegie Corporation for Fourah Bay College.

An experimental program of foreign procurement of items requested by domestic libraries has been started on a small and tentative scale. The expansion and success of this program depend upon an increase in the number of participating libraries. Less than five per cent of the SLA libraries in the United States and Canada—most of them university, medical, and technical—are members of the USBE. The USBE is a cooperative venture. Its present inventory of over three million items includes material in almost every subject field. The experience of our library leads me to believe that many more SLA libraries might benefit by participation in this exchange program either by contributing to or drawing from the USBE.

### U. S. QUARTERLY BOOK REVIEW

RUTH SAVORD

Your representative attended on February 16, 1955 the only meeting of the Advisory Committee of the *U. S. Quarterly Book Review* which has been held this year. Since the Library of Congress finds the cost of publication of the *Quarterly* a real drain on its budget, the meeting was devoted largely to securing suggestions from the committee for financing, promotion, and increased distribution.

The committee made no formal recommendations but was in general agreement that the *Quarterly* is a valuable tool, that the U. S. Government has a moral obligation to continue its publication, that the Library of Congress is the best agency to fulfill this obligation, but that other agencies also have a responsibility to support it and possibly make use of its editorial services on a business basis.

As the SLA representative, I feel that special libraries as a whole have not informed themselves on the value of this tool and, therefore, have not supported it as well as they might have done.

### THE H. W. WILSON COMPANY

FANNIE SIMON

There has been only one article on the SLA page in the *Wilson Bulletin* this year. This appeared in the February issue and was by Jack Baltes of the Globe Union Library, Milwaukee, Wisconsin. It was sent by Mr. Baltes without previous solicitation.

The last few years it has been increasingly difficult to find writers and appropriate material for this page. Therefore I recommend that the matter be reviewed before a new appointment is made.

### COUNCIL ON WHO'S WHO IN LIBRARY SERVICE

ALMA C. MITCHILL

The Council on *Who's Who in Library Service*, an *ad hoc* committee of Greater New York librarians, met May 19, 1955 to evaluate the experiences of producing the third edition of this invaluable tool. It was announced that over 4,000 pre-publication orders had been received by the publishers, The Grolier Society, Inc. It was decided that at the conclusion of the Philadelphia meeting of the group on July 6, 1955, the Council would be dissolved, its project carried out through volunteer effort having been completed. From now on, correspondence other than orders will be handled by the School of Library Service, Columbia University, New York.

In view of the possibility of a fourth edition, the Council decided to review for the library profession, the basic decisions followed in preparing the long awaited Third Edition.

Questionnaires were mailed to the following: graduates of all accredited library schools; members of the American Library Association, Special Libraries Association, Canadian Library Association, Medical Library Association, and American Association of Law Libraries. An invitation was extended, through articles in the library press, to librarians who did not receive questionnaires to write for them and several hundred questionnaires were mailed in response to individual requests. The questionnaires bore the warning *No second notice will be sent!*

Apparently some librarians did not receive questionnaires and a few completed questionnaires which had been mailed were not received by the editorial office. These cases, though regrettable, were beyond control, for it had to be assumed that the individuals did not wish to be represented in the Third Edition of *Who's Who in Library Service*.

There was unanimity of feeling among the Council members that the experience of producing such a needed library tool was valuable and that other such ventures could be accomplished by means of volunteer service.

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1955 - 1956

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- TRANSLATION MONTHLY—Mr. C. M. Wolfenberger, Acme Steel Company, Technical Library, 13702 Indiana Avenue, Chicago 27, Illinois.

### Special

- AWARDS—Mrs. Lucile L. Keck, Joint Reference Library, 1313 E. Sixtieth Street, Chicago 37, Illinois.
- CONVENTION—Kenneth H. Fagerhaugh, Carnegie Institute of Technology, Schenley Park, Pittsburgh 13, Pennsylvania.
- CONVENTION ADVISORY—Mary Jane MacDonald, Federal Reserve Bank of Kansas City, Kansas City 6, Missouri.
- DOCUMENTATION—Mrs. Ruth Hooker, 3385 Highview Terrace, S.E., Washington 20, D. C.
- ELECTIONS—Mrs. Sybil Green, General Library, New York Telephone Co., 140 West Street, New York 7, New York.
- FIFTIETH ANNIVERSARY—Kenneth H. Fagerhaugh, Carnegie Institute of Technology, Schenley Park, Pittsburgh 13, Pa.
- HEADQUARTERS SALARY REVIEW—Gretchen D. Little, Technical Library, Atlas Powder Company, Wilmington 99, Delaware.
- NOMINATING—K. Genevieve Ford, Titanium Division, National Lead Company, Inc., P. O. Box 58, South Amboy, New Jersey.
- RESOLUTIONS REFERENCE—Ernestine Haile, Millard Fillmore Hospital, 875 Lafayette Avenue, Buffalo 9, New York.

### SPECIAL REPRESENTATIVES

- AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE—To be appointed.
- AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY, JOINT COMMITTEE ON PHARMACY LIBRARIES—Mrs. Mildred P. Clark, Winthrop-Stearns, Inc., 1450 Broadway, New York 18, N. Y.—Mrs. Irene M. Strieby, Eli Lilly & Company, Lilly Research Laboratories, Alabama and McCarthy Streets, Indianapolis 6, Ind.
- AMERICAN DOCUMENTATION INSTITUTE—Bernard M. Fry, Atomic Energy Commission, 1901 Constitution Avenue, N.W., Washington 25, D. C.
- AMERICAN LIBRARY ASSOCIATION BOARD ON BIBLIOGRAPHY—Mrs. Frances B. Jenkins, Library School, University of Illinois, Urbana, Illinois.
- AMERICAN LIBRARY ASSOCIATION BOARD ON ACQUISITION OF LIBRARY MATERIALS' COMMITTEE ON REPRINTING—Ralph Phelps, Engineering Societies Library, 29 West 39th Street, New York 18, New York.
- AMERICAN LIBRARY ASSOCIATION COMMITTEE ON GOVERNMENT DOCUMENTS—Mrs. Marguerite Ritchie, 9519 49th Place, College Park, Maryland.

- AMERICAN STANDARDS ASSOCIATION Z-39—Mrs. Anne J. Richter, Book Editorial Department, R. R. Bowker Co., 62 W. 45th Street, New York 36, New York.
- AMERICAN STANDARDS ASSOCIATION PH-5—Carroll Moreland, Biddle Law Library, University of Pennsylvania, Philadelphia 4, Pennsylvania.
- COUNCIL OF NATIONAL LIBRARY ASSOCIATIONS—Betty Joy Cole, Research Division, American Cyanamid Company, Bound Brook, New Jersey.  
—Chester M. Lewis, The New York Times, 229 W. 43rd Street, New York 36, N. Y.
- CNLA COMMITTEE FOR PROTECTION OF CULTURAL AND SCIENTIFIC RESOURCES—Mrs. Ruth H. Hooker, 3385 Highview Terrace, S.E., Washington 20, D. C.
- CNLA JOINT COMMITTEE ON LIBRARY EDUCATION—Eleanor S. Cavanaugh, Standard & Poor's Corporation, 345 Hudson Street, New York 14, New York.
- INTERASSOCIATION COMMITTEE ON HOSPITAL LIBRARIES—Mrs. Elizabeth M. Baker, No. 205, 13813 Cedar Road, Cleveland 18, Ohio.
- JOINT COMMITTEE ON LIBRARY WORK AS A CAREER—Marion E. Wells, The First National Bank of Chicago, 38 South Dearborn Street, Chicago 90, Illinois.
- LIBRARY BINDING INSTITUTE—Paul Howard, 2755 North Wyoming Street, Arlington 13, Virginia.
- MICROCARD COMMITTEE—Robert S. Bray, Technical Information Division, Library of Congress, Washington 25, D. C.
- UNION LIST OF SERIALS—Betty Joy Cole, Research Division, American Cyanamid Company, Bound Brook, New Jersey.
- UNITED NATIONS (Non-Governmental Organization Observer)—Lee Ash, Carnegie Endowment for International Peace, UN Plaza and East 46th Street, New York 17, New York.
- U. S. BOOK EXCHANGE—Alvern H. Sutherland, Board of Governors of the Federal Reserve System, Washington 25, D. C.
- U. S. QUARTERLY BOOK REVIEW—Ruth Savord, Council on Foreign Relations, 58 East 68th Street, New York 21, New York.
- H. W. WILSON COMPANY—Fannie Simon, McCall Corporation, 230 Park Avenue, New York 17, New York.

## *Fall Meetings and Exhibits*

THE AMERICAN DOCUMENTATION INSTITUTE will hold its annual meeting and exhibition of documentation devices and equipment at the Penn-Sherwood Hotel, Philadelphia, Pa., November 2-4, 1955. The Program Committee welcomes voluntary papers, and the Committee reserves the right to select papers on the basis of their suitability and in keeping with the time allocated for such presentations. Persons who desire to participate should plan to limit their papers from ten to fifteen minutes. Titles submitted for consideration should be accompanied by an abstract of not more than one hundred fifty words. Submissions should be made to Mrs. Claire K. Schultz, Librarian, Sharp & Dohme Inc., West Point, Pennsylvania, no later than October 1, 1955.

THE DIVISION OF CHEMICAL LITERATURE, American Chemical Society, will hold its fall meeting September 11-16, 1955, in Minneapolis, Minnesota. Such subjects as the Results of the Practical Application of Punched Cards to Indexing; Training of Chemists and Chemical Engineers in Technical Writing; Centralized and Decentralized Information Activities in Industry; Communication of Technical Information in an Industrial Research Organization; and Patents are scheduled for discussion.

SLA METALS DIVISION will hold its fall meeting October 17-21, 1955, in Philadelphia, Pa., during the National Metal Congress and Exposition. Chairman of the fall meeting is Jean Wesner of Bethlehem Steel Corporation. Members of SLA Philadelphia Council assisting Miss Wesner are Mrs. Virginia L. Beatty, College of Physicians of Philadelphia; Marylee Sturgis, Pennsylvania Salt Manufacturing Co., and Jean Bartle, Drexel Institute of Technology. Field trips and professional papers have been planned for the four-day meeting.

# Have you heard . . .

## **New Center for Documentation**

Western Reserve University, Cleveland, Ohio, announces establishment at its School of Library Science of a Center for Documentation and Communication Research. Dr. Jesse H. Shera, dean of the School of Library Science at Western Reserve, is supervisor of the Documentation Center. Also named to the WRU faculty as director and assistant director, respectively, of the new Center are James W. Perry and Allen Kent.

In cooperation with business and industry, government, and education, the Center will conduct a program of research, guidance and education directed toward improving organization and use of recorded information.

According to Dean Shera, the need for new emphasis on documentation is caused by the growing bulk and complexity of recorded information.

"Increasing dependence of industry, business and government upon graphic records threatens to make obsolete the traditional methods of library organizations and operations," Dean Shera noted. "Already there is an acute demand for librarians trained in an entirely new philosophy of librarianship. Western Reserve's School of Library Science is the first to reorganize its instructional and research program to meet this new challenge."

\* \* \*

## **Mechanical Translation**

The periodical MT (*Mechanical Translation*)—Devoted to the Translation of Languages with the Aid of Machines) will be issued on a subscription basis, beginning with Volume 2. Issues of Volume 1 had been distributed free of charge as an experiment. Subscription is \$1.00; back issues are available at 50 cents each. Checks and money orders should be made payable to W. A. Hokanson and sent to *Mechanical Translation*, Room 14N-307, Massachusetts Institute of Technology, Cambridge 39, Massachusetts.

## **Geography and Map Award**

The first of the annual Honors Award to be presented by the Geography and Map Division for outstanding achievement was given to Mrs. Marie C. Goodman at the division's annual business meeting, June 14, 1955, held during the Detroit convention. The award was based on a variety of recent activities, including bibliographic contributions.

Mrs. Goodman is with the Map Division, Library of Congress, in Washington, D. C.

\* \* \*

## **The Aslib Index**

The ASLIB Index is the British copy of a cooperative card index to unpublished scientific and technical translations, compiled under the auspices of the British Commonwealth Scientific Office. English translations made in Great Britain are reported to ASLIB, and cards are prepared for inclusion in all copies of the Index. The translations themselves are not deposited at ASLIB.

Similar centers in Canada, South Africa, India, Australia, and New Zealand prepare cards for English translations made in these countries, and two copies of every card are sent to each country. Under recent agreement, the Library of Congress cards for National Science Foundation Russian-English translations are also sent for filing in the Index.

The Index is intended to act as a check list of unpublished translations already in existence. Arrangement is therefore in two parallel files, under authors, and journals or other references. Many organizations check with the Index before starting work on a new translation, and over one hundred bodies, including government departments, research associations, colleges and firms, notify ASLIB regularly with lists of translations made.

By June 1955 there were about 13,000 entries in the Index, and over seven per cent of the inquiries received

were answered by translations already recorded. The main languages represented are German and Russian, but translations from any language and on any scientific subject are included. Additional collaborators are welcomed.

In response to an inquiry from an American librarian, Mrs. Elizabeth Mackiewicz, ASLIB Information Department, replied: "Some of our friends in libraries in the United States already write to check in our Index in case translations exist of articles that they wish to read, and if you care to check with us by air mail we will reply immediately. In the event of a translation being recorded, it may be available on loan, but would most probably have to be photocopied for you at our charge of 1/6d. (21 cents) per page."

\* \* \*

#### **Geography and Map Bulletins on Microfilm**

Numbers 1-16 of the *Bulletin* of the Geography and Map Division (1947-1954) have been microfilmed by the Library of Congress. Microfilm of the series and enlargement prints of individual numbers may be ordered from the Photoduplication Service, Library of Congress, Washington 25, D. C. Estimates will be furnished on request.

\* \* \*

#### **Columbia to Re-Evaluate Library School**

Two gifts totaling \$2,500 have been received by Columbia University's School of Library Service for a critical appraisal of the school's admissions practices, the caliber of its student body, performance of its graduates, and the present curriculum. Donors were the Alumni Association of the Columbia School of Library Service and of the New York State Library School Association.

Alumni of the two organizations recommended that a survey be made, during the next year or year and-a-half, as a routine re-evaluation of the school. Results of the study will be made

available to a team of librarians appointed by the American Library Association who are currently re-accrediting graduate library schools throughout the country. This re-accrediting process has been made necessary by the general upgrading of professional library education since 1948. Columbia's School of Library Service, for example, offers the graduate degrees of Master of Science (in Library Service) and Doctor of Library Service.

\* \* \*

#### **Bliss Classification Bulletin**

A copy of the *Bliss Classification Bulletin* is being distributed, gratis, to all libraries which have adopted the Bliss Bibliographic Classification. It will also be sent on request to persons interested in the classification until the limited supply is exhausted. If you limited supply is exhausted. If anyone wishes to receive a copy, he may write to The H. W. Wilson Company, 950 University Avenue, New York 22, N. Y.

\* \* \*

#### **Cataloging Rules**

The Committee on Descriptive Cataloging of the American Library Association's Division of Cataloging and Classification and the Library of Congress have reached agreement that it would be desirable to put into effect at once new cataloging rules and changes in old rules as soon as they have been approved by both LC and the Committee.

The text of the new or changed rule will be published, as usual, in *Cataloging Service*. In addition, a notice, without text, indicating that a change has been made, will be published in the *LC Information Bulletin*. A similar notice will appear as soon as possible in the *Journal of Cataloging and Classification*. The text of the rule will also be sent immediately to any cooperating library whose copy is affected by the change. It is anticipated that these procedures will serve to explain new entries to card subscribers.

## SLA MEMBERS IN PRINT

An interview with Bernard L. Foy, technical librarian for the Tennessee Valley Authority, is reported in the *News-Free Press of Chattanooga, Tennessee*, April 22, 1955.

Mr. Foy, who was recently named president of the Tennessee Library Association, referred to the opportunities for graduates with a degree in library science, particularly in the special library field. Corporations have found, he said, that technical libraries are the most economical way to handle research problems and to keep informed of advances in specialized fields.

\* \* \*

A photograph of members of the Council on *Who's Who in Library Service*, which was taken to celebrate the publication of the biographical directory, appeared in the *Library Journal* for May 15, 1955, and included the following SLA members: Lee Ash, librarian, Carnegie Endowment for International Peace, and co-chairman of the Council; Alma C. Mitchell, acting editor of *SPECIAL LIBRARIES*; Ralph R. Shaw, Graduate School of Library Service, Rutgers University; and Helen E. Wessels, editor of *Library Journal*.

SLA members not present for the photograph but noted in the caption were Mrs. Martha H. O'Leary, librarian, Benton & Bowles, Inc., and chairman of the Council's Eligibility Committee; and Mrs. Harriet Forbes Burdick, director, Orange (N. J.) Public Library.

\* \* \*

Mrs. Anne J. Richter, editor of the Book Editorial Department, R. R. Bowker Co., attended the organization of the new Nashville (Tennessee) branch of the Women's National Book Association, reports the *Publishers' Weekly* for May 14, 1955. An accompanying photograph taken at the April meeting in Nashville includes Mrs. Richter, who is vice-president of the New York Women's National Book Association.

## SLA AUTHORS IN PRINT

ARCHER, H. RICHARD: The Lakeside Press Library. *Book Club of California Quarterly News Letter*, vol. 20, no. 1, Winter 1954, p. 12-19.

\* \* \*

CLAPP, VERNER W., coauthor: Collecting in the national interest. *Library Trends*, vol. 3, no. 4, April 1955, p. 337-355.

\* \* \*

DAVID, CHARLES W., coauthor: Cooperation and planning from the regional viewpoint. *Library Trends*, vol. 3, no. 4, April 1955, p. 356-375.

\* \* \*

GERLACH, ARCH C.: Annual map production tabulated by countries. Appendix to the *LC Information Bulletin*, vol. 14, no. 16, April 18, 1955. Reprints available from the author, chief, Map Division, Library of Congress, Washington 25, D. C.

\* \* \*

GOODMAN, MARIE C.: Map collection in the United States and Canada. *Surveying and Mapping*, vol. 15, no. 1, January-March 1955, p. 30-35.

\* \* \*

HAWKINS, R. R.: Technical books: 1954-'55. *Library Journal*, vol. 80, no. 9, May 1, 1955, p. 1064-1072.

\* \* \*

JENKINS, FRANCES B.: Acquisition of scientific and technological material. *Library Trends*, vol. 3, no. 4, April 1955, p. 414-420.

\* \* \*

KLEIN, LAVETA: The A. E. Staley Manufacturing Company Technical Library. *Illinois Libraries*, vol. 37, no. 4, April 1955, p. 115-119.

\* \* \*

SIMON EDITH: Outdoor Advertising Association of America. *Illinois Libraries*, vol. 37, no. 5, May 1955, p. 147-148.

\* \* \*

SWANK, RAYNARD C.: Report on selected problems of the technical departments of the University of Illinois Library. *Occasional Papers* (University of Illinois Library School) no. 42, April 1955. 42p.

\* \* \*

TATE, VERNON D.: Microreproduction and the acquisitions program. *Library Trends*, vol. 3, no. 4, April 1955, p. 432-447.

\* \* \*

VORMELKER, ROSE: Business books of 1954-'55. *Library Journal*, vol. 80, no. 9, May 1, 1955, p. 1057-1063.

\* \* \*

WILCOX, JEROME K.: Acquisition of government publications. *Library Trends*, vol. 3, no. 4, April 1955, p. 403-413.



### New York Library Club

The New York Library Club, whose members are drawn from public, college, university and special libraries in the Greater New York area, will be glad to hear from any librarians planning to visit New York.

Anyone wishing further information should write to the chairman of the Hospitality Committee—Lee Ash, librarian, Carnegie Endowment for International Peace, United Nations Plaza, 46th Street, New York 17, N. Y.

\* \* \*

### British Official Publications Reduced in Price

British Information Services, 30 Rockefeller Plaza, New York 20 (the United States agents of Her Majesty's Stationery Office) announces that from June 1, 1955, all British official publications ordered from them will be obtainable at the rate of 18 cents to the shilling plus a small service charge for handling and postage.

\* \* \*

### Exchange of Medical Publications

The medical libraries throughout the world which previously offered their surplus publications to other medical institutions for free distribution and exchange through the Libraries Division of UNESCO will now offer them through the agency of the World Health Organization, Geneva.

WHO will notify medical libraries in its member States of medical books and periodicals offered by libraries. It will not itself collect and dispatch the material, but will act as a central information service for medical libraries wishing to exchange and distribute material. Further information may be obtained from The Chief, Library and Reference Section, World Health Organization, Palais des Nations, Geneva, Switzerland.

### API Pamphlet Available

The American Petroleum Institute has about four hundred surplus copies of *Mineral Nutrition of Plants and Animals* by Frank A. Gilbert. Anyone desiring a copy, gratis, may obtain it by writing to Virginia M. Smith, librarian, American Petroleum Institute, 50 West 50th Street, New York 20, N. Y.

\* \* \*

### Exchange Librarians

Aslib has made arrangements for two members of British library staffs to work in the United States for the 1955-1956 year.

Margaret Little, superintendent of department libraries, University of Edinburgh, will be attached to the staff of the Massachusetts Institute of Technology. Her place will be taken by Mrs. Irma Johnson, assistant reference librarian at MIT.

Shirley Jones, assistant information officer, Department of Development and Research, Tube Investments, Ltd., Birmingham, will be on the library staff of Lehigh University, Bethlehem, Pa. Lehigh has recently instituted a yearly appointment of a citizen of the British Commonwealth, with no direct exchange involved.

\* \* \*

### OBITUARY

JAMES FRANCIS BALLARD, director of the Boston Medical Library, died suddenly at his home on May 15, 1955.

Mr. Ballard was for sixty-three years closely associated with the library and for the past fifty years was its librarian and director. In 1918 Mr. Ballard compiled *The Boston Medical Library Classification*, a third edition of which was published in 1946.

From 1937-1939 Mr. Ballard was president of the Medical Library Association, and in 1939 became business manager of the Association's *Bulletin*, which position he held until 1941.

Mr. Ballard was also active in Special Libraries Association and in its Boston Chapter.

# Book Reviews

THE PRODUCTION AND USE OF TECHNICAL REPORTS. Edited by *Bernard M. Fry* and *Reverend James J. Kortendick S.S.* Washington, D. C.: The Catholic University of America Press, 1955. 175p. Paper, \$1.75.

The papers which form the chapters of this book were given at the Workshop on the Production and Use of Technical Reports held at The Catholic University of America, April 13-19, 1953. The discussion is limited to reports on technical projects sponsored by the government and carried out by government laboratories and university and industrial contractors. The flood of this type report began after World War II. Company research reports are not considered.

The book follows the same arrangement as the workshop which was divided into an introductory session and four panels covering: Editing and Publication of Reports; Acquisitions and Dissemination; Report Utilization; and Identification, Storage, and Security Control. The papers are well written and many are crammed with factual information. As one would expect the style of writing varies with the author and ranges from Mr. Jansson's humorous punch lines to Dr. Taube's ponderous introduction. There is a great deal of information in this small book, not only for the beginner, but also for the experienced librarian who has to cope with the problems presented by these reports. The unfortunate part for those who did not attend the workshop is the two-year interval between the date of the workshop and publication. An earlier publication date would have solved problems for many persons faced with ever mounting files of reports and would have kept the content from being out of date in spots.

Apparently the editors felt the book was too short to warrant an index but they could have shown page numbers in the table of contents.

LURA SHORB

\* \* \*

WHO'S WHO IN LIBRARY SERVICE. A Biographical Directory of Professional Librarians of the United States and Canada. *Dorothy Ethlyn Cole*, Editor. 3rd ed. New York: The Grolier Society, 1955. 546p. \$6.

The library profession will welcome the third edition of *Who's Who in Library Service* which made its appearance this spring. This volume, sponsored by the School of Library Service of Columbia University and prepared under the guidance of the Council of *Who's Who in Library Service*, is a biographical directory of more than 11,000 librarians.

The directory is arranged alphabetically by names of individuals and includes graduates of all accredited library schools, members of the American Library Association, Special Libraries Association, Medical Library Association, Canadian Library Association, and the American Association of Law Libraries. Its style resembles that of the *American Men of Science* more than the earlier editions of *Who's Who in Library Service*. This makes for economy as well as for presenting data in a concise form.

Such information as a person's home address (unless he is overseas or retired), names of his parents, spouse, membership in social or fraternal organizations and his church affiliation has been eliminated. What has been included is the individual's education (undergraduate and graduate work) honorary degrees, fellowships, published works, memberships and offices held in national associations, and library positions held.

A comprehensive list of the abbreviations used throughout the volume will be found most useful in looking up the biography of any individual.

ALMA C. MITCHILL

## Off the Press . . .

A BIBLIOGRAPHY OF BIBLIOGRAPHIES IN RELIGION, By *John G. Barrow*. Austin, Texas: John G. Barrow (716 Brown Bldg.) 1955. 489p. Paper, \$15.

Bibliographical notes in this extensive and painstaking work indicate the nature of listing or arrangement and the inclusion of annotations and/or index. Additional information added when available. All titles verified personally by the compiler during visits to numerous libraries in Europe and America, unless otherwise indicated.

INDEX TO FEDERAL RECORD KEEPING REQUIREMENTS. New York: National Records Management Council (555 Fifth Avenue) 1955. 32p. Paper, \$2.

A reference handbook and guide for developing an effective records program to meet both government requirements and the operating needs of the individual company.

INDEX TRANSLATIONUM. International Bibliography of Translations. No. 6. Paris: UNESCO (available from Columbia University Press, New York) 1954. 567p. Paper, \$10.

Lists over 18,000 titles of translated works of 47 countries, published mainly during 1953. Arranged alphabetically within the ten major categories of the UDC system.

SOME METHODS OF PRINTING AND REPRODUCTION. An Outline Guide. By *H. R. Verry*. (Educational Studies and Documents No. XI.) Paris: UNESCO (available from UNESCO Publications Service, 475 Fifth Ave., New York) 1954. 71p. Paper, 40 cents. Brief presentation of the capacities, limitations, and nature of some of the cheaper methods of printing. Illustrations and bibliography.

STANDARDIZATION IN THE DOMAIN OF DOCUMENTATION. Report prepared by Technical Committee ISO/TC 46 (Documentation) of the International Organization for Standardization (ISO). Paris: UNESCO (available from American Standards Association, 70 East 45th St., New York) 1954. 60p. Gratis.

The report, in English and French texts, is divided into three parts: general principles and procedure in international standardization; standardization and documentation; and recommendations on (1) an international code for the abbreviation of titles of periodicals, (2) on the layout of periodicals and of draft recommendations, and (3) on bibliographical citations and bibliographical references.

A STUDENT'S MANUAL OF BIBLIOGRAPHY. (The Library Association Series of Library Manuals I.) By *Arundell Esdaile*. Revised by *Roy Stokes*. 3rd ed. New York: Barnes & Noble, 1955. 392p. \$4.

Describes the processes involved in book-making: Paper, printing, illustration and binding. Includes a listing of some 300 reference works and an account of the principles and arrangements of bibliographies.

TEN YEARS OF UNITED NATIONS PUBLICATIONS 1945 to 1955. A Complete Catalogue. (Publication No. 1955.I.8.) New York: Columbia University Press, 1955. 271p. Paper, 50 cents.

Includes all publications of the United Nations placed on sale from the beginning of the organization to the end of 1954.

THE USE OF BOOKS AND LIBRARIES. By *Harold G. Russell* and others. 8th ed. rev. Minneapolis: University of Minnesota Press, 1955. 94p. Paper, \$1.50.

This widely used text is brought up to date. Provides information about 365 reference works, including 36 new titles.

THE USE OF GOOD ENGLISH TECHNICAL WRITING. (Engineering Report No. 24.) By *J. H. Bolton*. Ames, Iowa: Iowa State College, 1955. 20p. Paper, 35 cents.

This series of five lectures comprises the April 13, 1955 issue of the weekly Iowa State College Bulletin (Vol. 53, No. 46).

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### INFORMATION ASSISTANT

Chemist, or Chemical Engineer, to serve as reference librarian and publications engineer in information services group. Duties include answering technical reference questions; preparing brief literature searches; selecting and cataloging new books; and assisting in the writing, editing, and publishing of technical papers, reports, and bulletins. Send resume of qualifications to:

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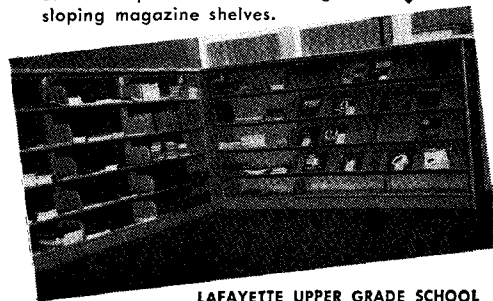
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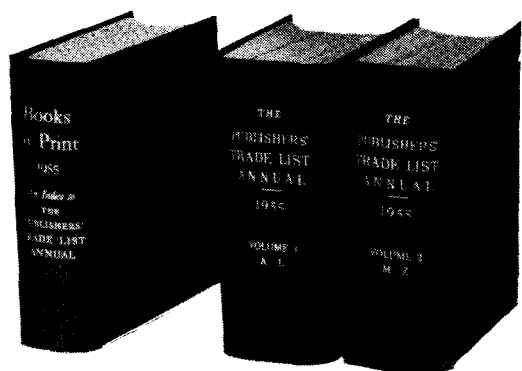
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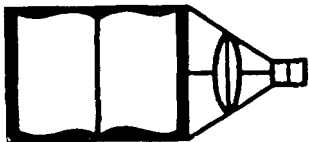
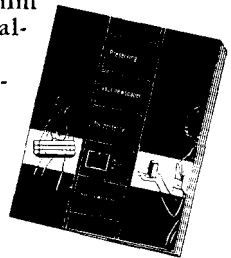
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