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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

JULY-AUGUST 1956

VOLUME 47 NUMBER 6

PROCEEDINGS

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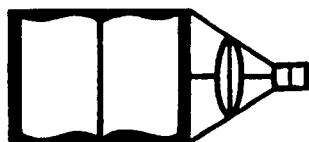
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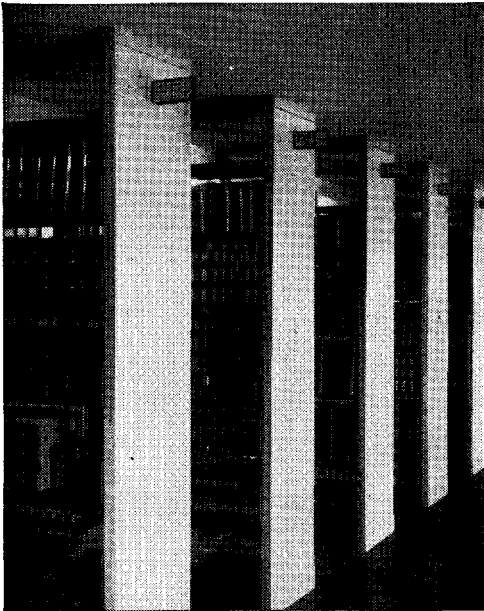
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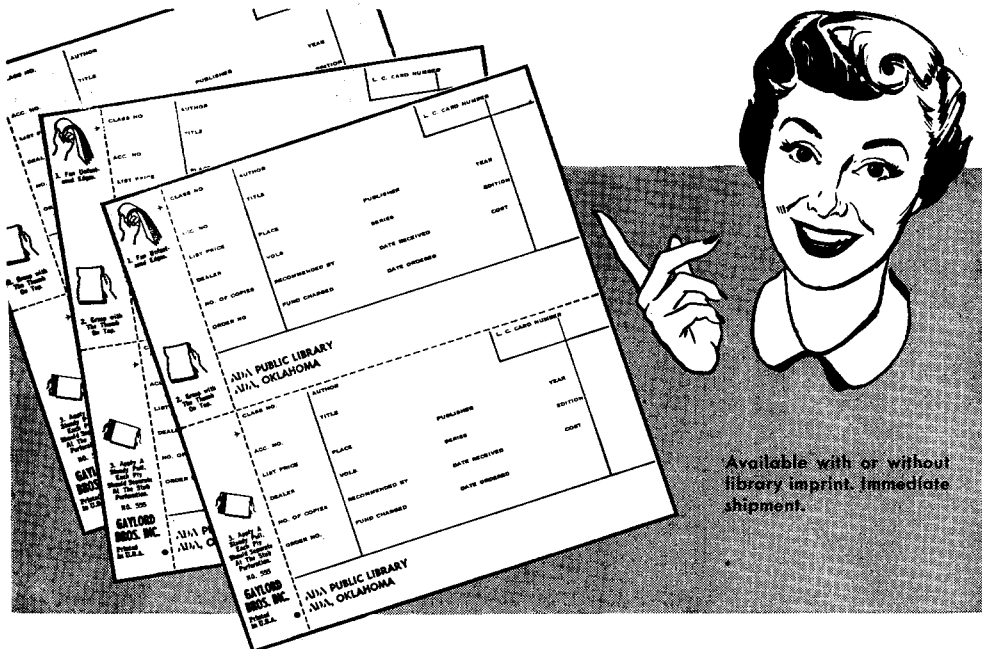
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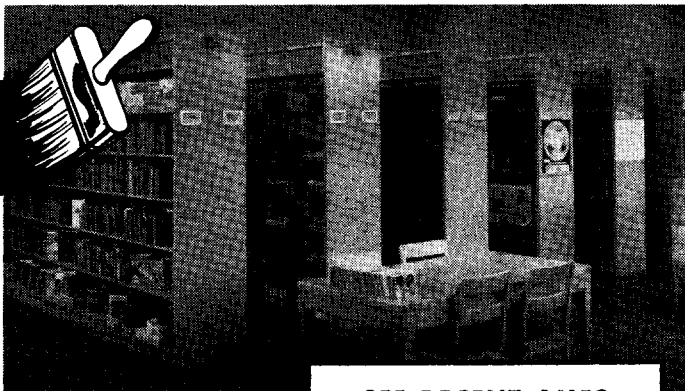
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SPECIAL LIBRARIES

Official Journal
Special Libraries Association

Volume 47, No. 6

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SLA'S NEW PRESIDENT: A Biographical Sketch

Katharine L. Kinder began her library career in Rockford, Ohio, where she was born, at an age when most young people are planning how to evade "chores" rather than starting in the field of their future work. It seems Kay's paternal grandmother went to Shane's Crossing, later Rockford, as a bride. As her children reached school age, Mrs. Kinder became greatly concerned over the lack of library facilities, but she had the pioneer spirit. She made arrangements to use the back of the tin-smith's office, collected her own children's books, and opened a library. Mrs. Kinder retired as the librarian of the Rockford Library when seventy-three, probably happy to know that one of her descendants is a librarian.

Kay's first library job was to dust the shelves and polish the brass in her grandmother's library. Kay did this so well — when she did not slip into the workroom to read — and became so infatuated with library work, that she decided to become a librarian in her own right.

Kay attended Miami University in Oxford, Ohio, where she earned most of her expenses by working in the university library. From Miami, Kay went to Columbia University School of Library Science. After receiving her degree in Library Science in 1937, Kay took a job as cataloger in the library of Mt. Holyoke College. Believing that additional study never hurt, Kay left Holyoke for a year at the University of Illinois Library School where she held the Katharine L. Sharp Scholarship. She returned to Mt. Holyoke as head of circulation.

At the outbreak of World War II, Kay put first things first and enlisted in the Navy where she served until 1946. Kay holds the rank of Lieutenant Commander.

On completion of her service, Kay became librarian of Johns-Manville. This was not only her first job in a highly specialized field but also her first close contact with industry. Kay had little to guide her in this work as there was no established library and she was the first librarian to be employed by the company. In addition to the problems of building a collection, learning subject matter, acquiring terminology, becoming acquainted with her co-workers, establishing library policies, and putting management's ideas into practice, Kay was given the added responsibility of planning a new library for the Johns-Manville Research Center. That she accomplished all of these jobs tactfully and efficiently is evidence by the high regard and friendship everyone has for Kay.

Even at this point, Kay did not neglect her schoolbooks. During 1947-1948, she took a course of advanced study in records management at New York University.

Kay became a member of Special Libraries Association in 1946. Her Association activities have been many and varied. She is a member of the New Jersey Chapter in which she has served on committees and as Chapter Secretary, Vice-President, President, 1952-1954, and bulletin editor. On the international level Kay has been: Publicity Chairman for the 1950 Convention at Atlantic City; Secretary 1952-1953; Chairman of Constitution and Bylaws Committee 1954-1955; and a member of the Committee on Committees 1953-1955, Finance Committee 1955-1957, Awards Committee 1955-1956, and Convention Advisory Committee 1955-1960.

Cooperating with the New York Chapter training program, Kay taught subject filing and indexing at the Ballard School, 1953-1955.

In addition to her library activities, Kay finds time to participate in the Naval Reserve program, re-decorate her house, work in the garden, and, above all, to lend a helping hand to her friends. It seems self-evident that Kay will be a good President and one whose term will benefit the Association.

BETTY JOY COLE



T. Czarda

KATHARINE L. KINDER

President 1956-1957

Getting to Know Us

Parts of the President's annual message and various Association matters brought to our attention during the SLA Convention are re-emphasized in my brief remarks.

Awareness of the need for "getting to know us better" is apparent: who we are, what we do, and, more important still, what we hope to do. This knowledge of ourselves is essential to determining our basic objectives and to establishing an organization with policies aimed toward fulfillment of the declared objectives.

The truly difficult part of the task that lies before us in this endeavor of self analysis, is the crystallization of our thinking to reach sound, forward-looking conclusions. Each of us will share in the responsibility for viewing our Association and its activities positively, impartially, and cooperatively.

Decisions we reach in determining our objectives and policies will be neither flawless nor enduring. Knowledge of ourselves will grow, and the world in which we work will change. Recognizing this gives us the courage to try.

The theme "getting to know us," though slightly paraphrased, is reminiscent of a popular musical show song title. We have a point in common with the Siamese King of the same show: just now our problems are something of a "puzzlement." This is no cause for despair but a challenge to a vital and alert membership.

KATHARINE L. KINDER, *President*

SLA AWARDS

SLA PROFESSIONAL AWARD



Zalman Studio

MRS. IRENE M. STRIEBY displaying the coffee service she received as the 1956 SLA Professional Award.

At the Annual Banquet held in Pittsburgh, Pennsylvania, on June 6, 1956, SLA President Chester M. Lewis delivered the following citation to an outstanding SLA member: "In recognition of her devotion to the cause of special libraries for a quarter of a century; of her realization of the relationship of special librarianship to librarianship as a whole; of her intelligent practice of the profession; . . . of her advancement of the profession through . . . the Special Libraries Association, by work on its Committees, on its Executive Board, and as President of the Association; . . . of her contributions to education for special librarianship . . .; of her recruitment activities . . .; I am privileged to bestow the 1956 Professional Award upon one who for many years was librarian and is now library consultant for the Lilly Research Laboratories, Eli Lilly Company, Indianapolis, a distinguished woman: Mrs. Irene M. Strieby."

SLA SCHOLARSHIP AWARDS

The Scholarship and Student Loan Fund Committee named Mary Louise Will and Floyd M. Cammack as the 1956 recipients of the SLA Scholarship Awards. Each winner will receive \$500 to be used for graduate study in librarianship at an accredited library school.

Scholarship winner Mary Louise Will graduated from Macalester College, St. Paul, Minnesota, in June with a bachelor's degree and a biology major. She plans to study library science at Simmons College, Boston, Massachusetts.

Floyd M. Cammack, winner of the second scholarship, is now a Rhodes Scholar at Christ Church College, Oxford, England, and holds a B.A. degree from the University of Kentucky. His major is modern languages. He will work for his master's degree in library science at Columbia University, New York City.

The first alternate, Marlene Lucille Bell of Brookline, Massachusetts, graduated in June from Wellesley College, Wellesley, Massachusetts, with a B.A. degree and a major in history. She will enter Simmons College, Boston, in the fall.

Ronald J. Booser, second alternate, is from Erie, Pennsylvania. He graduated in June from Westminster College, New Wilmington, Pennsylvania, with a chemistry major and a B.S. degree. He plans to do graduate work at Drexel Institute, Philadelphia.



Snow's Studio

MARY LOUISE WILL



FLOYD M. CAMMACK

Report of the PRESIDENT: The Potential for SLA...

CHESTER M. LEWIS

President 1955 - 1956

BEHIND every activity of our Association is the dedicated endeavor of one or more individuals who are seeking to advance our professional growth. These are the ones who accept responsibility, who are steadfast, creatively and constructively, in pursuing objectives, and who aspire to pass on a better, more dynamic entity to those who follow. This is as it should be. This past year is a positive demonstration of these efforts and our growth—a growth that is sounder in approach to organizational structure and functions, a widening growth in professional objectives, operations, and services, and an introspective growth in the management of finances. Much of this is evident in the various annual reports, but let us review, as an entity, some of the highlights of this growth and from it find out the prospects before us.

STRUCTURAL GROWTH

The structural growth that I mentioned has been evidenced in several ways. First, the Committee on Organizational Structure, headed by Miss Little, found "that the basic philosophy behind our present organizational structure is sound and flexible enough to allow the drawing together of members with mutual interests in specialized fields." In other words, after study this group felt that there were no great critical weaknesses in our structure, and that it did not limit our growth. A second committee, the Committee to Formulate Definitions on the Fundamental Characteristics of Special Librarianship, gave us the following definition:

"The profession of special librarianship and documentation is the science



CHESTER M. LEWIS

of selecting, evaluating, organizing, and disseminating information in special fields of knowledge, and the art of integrating and adapting information resources to the needs of a particular institution or clientele."

Informally we have had a preview of a portion of a complete revision of our constitution, which holds promise for more effective organization of the Association.

We are following through measures to reincorporate our Association in New York State.

We have appointed two Executive Board committees, one on Chapters and one on Divisions, to work more closely with the Chapter and Division Relations Committees to provide closer liaison between the Executive Board and these related groups.

And last but not least in importance, the Advisory Council has been formally organized and is beginning to find its way in playing a broader role in the affairs of the Association through its own efforts and by coordinating its efforts with the activities of the Executive Board. Certainly all of these activities are a strong connotation of structural growth and improvement.

PROFESSIONAL GROWTH

The second type of growth to which I referred was a widening of our professional objectives, operations, and services. Call it, if you will, promotion, for it is a type of external and internal promotion of our Association. Foremost in the field are our efforts in education and recruitment. We have achieved two things, one of which is potential.

First of all, this year marks a notable achievement by the Recruitment Committee in its long-term program—the publication of the recruitment brochure after arduous work by members of two recruitment committees. The potential achievement that I referred to will result from the work of our Subcommittee on the Film Project, the belief being that there is a real need for a good vocational film on libraries and librarians. The initial efforts of this committee have been encouraging and hold great promise.

Another area in our operations has been our Association service to industry, direct and indirect, through the special library and the special librarian. One measure has been to strengthen our contact Placement Service, notably through the assistance of Miss Smith, Assistant to the Executive Secretary. A by-product of this operation has been the compilation of more information about ourselves as librarians, what is expected, what is required, and what the salary ranges are.

Another service to industry is about to come to full fruition . . . Almost two years ago, at a meeting of the Executive Board in Philadelphia, I proposed

that the Association consider the formation of a Consultation Service. Exploration of this concept has been carried on and the results of the intense efforts of this year's committee are evident in its report.

This service can be an aid regionally and internationally in developing new libraries and in improving existing libraries. It can be an instrument in enlarging employment opportunities and in enlarging our membership. It can grow from its humble concepts and achieve ideals of service of which the Association can be proud.

Along with all of this we have continued an effective publications program both with our non-serial publications and our serials. **TRANSLATION MONTHLY**, a new venture in this field, is proving successful. **SPECIAL LIBRARIES** through the efforts of its committee work and its new editor, Miss Allison, has presented a more interesting publication, both in format and content.

When I became president, I stated that we must have a forward look and that I hoped to act as a catalyst in the direction which is principally in the field of documentation and its related activities. This has been achieved to some degree through the continued efforts of our membership in this field. More material of this nature has been published in **SPECIAL LIBRARIES**, reflecting both Association interest and activity.

We have co-sponsored and participated in the Conference on the Practical Utilization of Recorded Knowledge at Western Reserve and have maintained our interest in its continuing committees exploring this area. Recently the Executive Board voted to co-sponsor a series of seminars covering this field, which will be undertaken this year and next. We have produced a definition of special librarianship that includes documentation. We are investigating library practices in supplying photocopies of copyrighted materials. The activities of our Committee

on Special Classifications are a stimulus in the field of documentation. Through its recommendations, the file of Special Classifications and Subject Headings has been transferred to Western Reserve University on a loan basis and is being developed and promoted for greater service in this area. Through its efforts too, an approach has been made to the National Science Foundation to determine mutually beneficial areas that might be worthy of a grant.

We have provided a meeting ground in the field of documentation in the form of a post-convention Institute of Special Librarianship and Documentation, along with the American Documentation Institute, the National Microfilm Association, and the Association of Technical Writers and Editors. Above all we have a clearer concept of the individual problems, the potentials, and what is more important, the limitations in the field of mechanical search.

Other of our various committees and special representatives have carried forward our professional activities both domestically and internationally.

Our membership continues its growth. Greater efforts have been exerted in all directions to retain and to gain new members. A new chapter has been formed in Oklahoma and others are in the formative stage.

Again, all of these things are evidence of internal and external promotion or, if you will, a widening growth in our professional objectives, operations, and services.

INTROSPECTIVE GROWTH IN FINANCIAL MANAGEMENT

One result of this growth has been to create pressure upon our current operating funds. We are a solvent organization at the present time. Our statement of assets and fund balances indicates that both our general funds and special funds are higher than ever before, and likewise our budget indicates that demands and pressures for the next year or so are greater than

ever before. Because of this we have shown a more introspective growth in the management of our finances, and this is a continuing one. The Finance Committee has recommended remedial measures, not only to supplement our operating income in the form a dues increase, but others which are, in conjunction, a necessary adjunct and balance. These measures demonstrate an objective approach toward creating the financial stability that is essential to our continuing growth.

These accomplishments—this growth—could not have been undertaken without the hard work and interest of our various representatives and committees, the cooperation of the Advisory Council, and the counsel and decisions of our Executive Board. To all of these, my sincere and grateful thanks for making this year such a progressive one. In particular, as almost any past-president will attest, his right hand in aiding him shoulder the responsibilities is the Executive Secretary. To Miss Lucius, my deepest appreciation for her counsel and effective assistance.

Basically, all of this forward movement is due to the interest of our membership, but, as I have stressed in my Chapter talks, we need more than just the interest and the thoughts of the members. We need their active participation. We need the type of individual who is willing to give help, no matter how arduous or difficult the task may be, even if it involves some considerable personal sacrifice, for without this type of participation we cannot continue to go forward.

We have reviewed some of the high points of our growth during the past year. Let us consider now the challenges that face us in terms of continued growth and determine the best methods of meeting them.

Upon analysis it would seem that there are five broad areas that challenge us. I would like to discuss them and suggest methods for meeting these challenges.

NEED FOR SELF-EXAMINATION

First of all, there are current observations that the Association should subject itself once more to a re-examination of its objectives, functions, and methods of operation under the direction of a competent and impartial expert or group of experts. Suggestions of this sort are not new. They are recurrent and they are recurrent particularly when undue emphasis is placed upon any stress that may occur in any portion of the Association's activities. At the present time such suggestions seem prevalent particularly because some may feel that such an approach is *de rigueur*, the ALA having recently had a management survey, and some suggestions are from individuals who do not have adequate background of our Association history.

In less than ten years we have had two different outside consultants analyze our organization. In addition to this, we have had committees study the structures of Divisions, Chapters, and the organization as a whole. Other committees have made studies of our activities and our objectives. The Association is not in a financial position to employ additional consultants; such a procedure would have to be completely subsidized from outside sources. Others are convinced that any improvement of the Association must come from within, from its own membership. With this I am in complete accord.

I do not wish to disparage suggestions for paid consultants, but I do feel that there is another approach to the problem. During my Chapter talks I projected the formation of a committee which I called a Scope and Correlation Committee. It would be a type of activities committee on a continuing basis. Basically its responsibility would be that of studying the over-all long-term welfare of the Association.

A committee of this sort could determine what investigations should be made of our Association. It could determine the areas for re-examination.

It could determine if and what orientation might be necessary and, after having made these determinations, it could make recommendations to the Executive Board. This committee could be assisted in its examination in specific areas by other committees and could coordinate these efforts. It is true that sporadic surveys may not be adequate since they may not consider the whole but only a given area. It is also true that a great many activities are interrelated and interdependent, but this interrelationship or interdependence does not arrest simultaneous examination in varying areas coordinated under such a committee as I have suggested. A starting point could be an examination by this committee of all past surveys made of our organization, to determine what was recommended, which of the recommendations have been put into effect, which were not, and why. We can also profit greatly from some of the similar problems brought out in the ALA survey. In particular, we should observe how effectively and smoothly the ALA recommendations are implemented.

A sincere attempt has been made to carry on our operations at the grass roots level whenever and wherever it is feasible. This has created some confusion in the over-all objectives of the Association and those of the Divisions and Chapters. This may be due to inadequate communication or it may be because the interrelationships between these groups have not been adequately defined. For example, we still have not resolved the interrelated publication problems between these groups. We have not made a determination of what should be done with so-called "friends of chapters" or "local members." We have not yet arrived at an equitable solution for the distribution of funds to Chapters and Divisions in sufficient amounts to enable them to carry on necessary—and I emphasize necessary—activities. Even here support should not hinder initiative and ingenuity.

Another examination that may be desirable is our interrelationship with other groups outside the Association and the areas in which our activities and their activities cross. Of particular concern is the proliferation that is taking place among all of these groups and the resultant financial burden upon the members. Individuals may belong to a local library group, a state library association, a regional library association, ALA, MLA, ADI, and so on. The dues impact in these varied memberships is mounting, and the breakdown into divisions or sections that provide a meeting ground for similar interests within these groups is increasing.

To illustrate, the Steering Committee of the Executive Board of the American Library Association Council has recommended the establishment of a division for specialized libraries and another division for institution libraries, which would encompass hospital libraries. In addition, some of the state library associations are forming sections for special libraries. What is the reason behind such moves? Is it, I repeat, is it to provide a common meeting ground for related interests?

Another area of concern is that of documentation. A great number of members in our Association have a specific interest in the field. Our Committee to Formulate a Definition on the Fundamental Characteristics of Special Librarianship took cognizance of this fact and incorporated it in its definition. It further recommended, because of these interests, the exploration of a merger with the American Documentation Institute. The Executive Board voted that no action be taken at this time. In 1951 the Special Libraries Association accepted a definition of documentation: "The art comprised of (a) document production, (b) document distribution, and (c) document utilization."

Recently Jesse H. Shera stated: *Actually there is nothing really new, nor very esoteric, about the fundamental*

*concept of documentation. Whereas librarianship is concerned with the universal task of channeling all kinds of graphic records to all users, for all purposes, and at all levels of intellectual competence, from the child to the most scholarly adult, documentation is that aspect of librarianship concerned with improving graphic communication within and among groups of specialists. Documentation is limited to that portion of librarianship which treats of the materials and needs of scholarship, and hence it is primarily concerned with the scholarly apparatus of bibliographies, indexes, abstracting services, microphotographic reproduction in all its forms, and the latest mechanical devices for the storage and retrieval of recorded information.*¹ Does this statement refine the concept or does it limit it to a specific area of specialization?

In 1952 Shera stated 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.*²

It would seem that there is adequate support for this latter statement. As I have pointed out during the year, all of this boils down to whether there should or should not be a *modus operandi* for documentalists *with*, or *within* our organization.

We cannot disregard the interest and the internal pressure of a large number of our members in respect to this matter. Actually, what is needed is 1) some common focal point for these interests, and 2) a common meeting ground at conventions where these interests can be analyzed. Measures to resolve these two points are actively under way. I

¹ SHERA, JESSE H. Research and training in documentation at Western Reserve University, *Microcosm*, Spring 1956.

² SHERA, JESSE H. Special librarianship and documentation, *Library Trends*, October 1952, p.193.

firmly believe that our Association must lead the way in finding a common meeting ground for divergent points of view in regard to this matter by utilizing a positive approach rather than weakening itself by creating cleavage.

I pointed out earlier that the Constitution and Bylaws Committee, under the chairmanship of Miss Isabella Frost, has been working for a complete revision of our constitution. Consequently, this is an area which does *not* need further exploration, and determination of the effectiveness of the revision can be decided when it is presented.

The same is true in regard to any study of financial structure of the organization. This has been carried on arduously during the past year by our present Finance Committee. There is no reason why the Finance Committee cannot continue its work in relation to any of the foregoing projects.

Any additional areas for exploration could be determined by the Scope and Correlation Committee and, if necessary, delegated to other committees for study and consideration for coordination with the whole problem.

PROMOTING SPECIAL LIBRARIANSHIP

The second challenge that faces the Association is basically the promotional one of selling ourselves. There are those who feel that the poor librarian is really being battered around from the management level. Where does the fault lie? Is it not a case of inadequate selling? Don't we need "strong voices" in each library, as a recent editorial in *Library Journal* pointed out? In this discussion of the attributes of librarians it is stated that: "A weak voice crying wares is not the answer to the problem. A clear clarion call should be beamed toward the summit and should proclaim, maintain and aim for sound, fast, understanding, vital service."³

Selling ourselves effectively begins at home in our own library with our own management. But there are addi-

tional measures which can be undertaken to increase the impact of this effectiveness at the management level. We should encourage more active participation in the programs of the numerous trade associations and business groups that utilize special libraries. This has been explored in the past but never fully developed. There is no reason why it cannot and should not be through the organization of a committee that would promote such activity—perhaps coordinating its efforts with Division interests. Our Consultation Service, when organized, will be another positive aid in this direction.

EXTENDING PROJECTS AND ACTIVITIES

The third challenge that faces us is in the area of our activities and projects. Here are numerous potentials that present challenges to a vital and interested membership. For example, one is the area of improving periodical indices. Here there are great gaps in certain subject fields such as religion and military science. Another practical field where much work can be done is in the area of subject heading lists. Some has been undertaken but not nearly as much as it required. We should also be sponsoring and producing certain basic reference tools. The ACRL Committee on Publications has made a grant of \$2000 to Simmons College for the development of casebook texts on college libraries. There is no comparable item for special libraries. Another challenge that presents itself is to study the extents and types of cataloging that are peculiar to special libraries. These suggestions are only a fraction of those which can be developed through grants and the cooperation and interest of our membership.

During the past year one approach has been made for foundation support and there are possibilities for others. *TRANSLATION MONTHLY* has a potential for support as well as the film project. Some of these things can be undertaken through the volunteer efforts of

³ *Library Journal*, May 1, 1956, p. 1110.

the members but many would need full-time paid assistance which can be obtained only through subsidies. Analyzing the sources for such support is not an easy matter. It is obvious that there are sources, but again there has not been sufficient concentration on our part in procuring such aid. For example, we have not obtained funds to support our recruitment program. This has been carried entirely by our membership. I am convinced that industry would have underwritten this program had a concerted effort been made.

The same is true of library scholarships. How many of these are contributed by industry, if any? Is it because attention has been concentrated upon the shortage of skilled technicians in the sciences? Is it because industry is too busy pirating technicians on this level? The sums being spent on pure and applied research are projected in the billions. Schools are turning out what is claimed to be an inadequate number of these technicians, but inadequate emphasis has been placed upon those who must service the technicians in terms of research and literature. Is this the fault of industry? Or, is it our fault because the matter has not been called to its attention adequately and because it has not been approached for support.

I do not believe that the most efficient way of obtaining subsidies is to leave it to each individual committee in a given subject area. There are individuals in our organization who have had experience in obtaining just such assistance. We could profit greatly by considering the organization of a committee whose sole function would be to determine the sources of financial assistance, prepare presentations for this assistance, and finally obtain the same.

PROFESSIONAL RECOGNITION

The fourth challenge that confronts us can be summarized in the question stated by our immediate past president, Miss Little. Last year she asked,

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? We have been attempting this piecemeal. We still do not have an established code of ethics or a set of recognized standards of competence or a certification procedure. Isn't it time that we summarize and coordinate efforts in this direction by considering the establishment of a committee on professional practices? Has our failure to establish special librarianship as a profession been due to the failure of ourselves to formulate, fight for, and maintain standards? Is it professional inertia?

EDUCATION FOR ADMINISTRATIVE MEMBERS

The fifth challenge that faces us is in the area of continuing education for our administrative and semi-administrative members. It is extremely difficult to keep up with developments in our field. It is true that some of this is done through professional literature, some in our Division and Chapter programs, some in our convention programs, and some has been undertaken in specific fields in conjunction with Western Reserve University. None of these efforts is completely effective due to lack of integration and because of segmentation into specific subject areas. This has been unavoidable due in great degree to the amount of time available for such programs.

Should we not consider organizing, perhaps in conjunction with some library school, a seminar which would coordinate new, current, and forthcoming library practices on the administrative level? Recently I spoke to Dean Leigh at Columbia regarding this matter. He informed me the Library School would be most interested in cooperating if we were willing to state our problem. This is an opportunity that should not be overlooked. It is a sample of the type of institute that I have in mind

that could be developed on a regional or national level.

These, then, are the five broad areas that challenge us and the possible approaches for meeting those challenges.

This year, as an instrument of communication between our Association and its members, I have been privileged to travel some 9,000 miles visiting Chapters. I have observed the vast expanse that is Texas. I have seen the magnitude of atomic development at Oak Ridge and the teeming, busy, cosmopolitan centers of the South, Midwest and Canada. Everywhere there is a similar tempo—new homes, new libraries, expanding communities, shopping centers stretching further into the suburbs, cities that are tearing down the old and replacing the unsightly with modern skyscrapers, civic centers, civic housing.

Above all in this vast planning, one thing is particularly evident—it is the accelerated industrial expansion in these cities and their peripheries. Established industries are expanding constantly and new ones are being established. This industrial development cannot be else but indicative of the challenge, the opportunity, and the privilege that faces us as an Association. We must put our own house in order. We must be prepared for Association growth—particularly professionally—for we are an integral part of this pattern. Industrial expansion requires more special libraries, both new and expanded, and more

librarians. But above all, it requires demonstration of more effective techniques of “putting knowledge to work.” I have no fears in this regard, for our history is not one of complacency. We can and will contribute to this progressive transition. The horizon is unlimited.

RECOMMENDATIONS

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

1. That a Scope and Correlation Committee be established whose responsibility will be that of studying the overall long-term welfare of the Association.
2. That a Development Committee be established to consider promotion techniques for special libraries at the management level, and to take active measures to implement these techniques.
3. That a Committee for Grants be established to determine the sources for financial assistance, prepare presentations for, and finally to obtain the same directly, or through appointed representatives, in areas or projects approved by the Executive Board.
4. That a Committee on Professional Standards be activated to consider the objectives outlined by Miss Little in her 1955 presidential message.
5. That a committee be established to consider and explore the potentials of an institute for special librarians on the administrative level.

SCOPE AND CORRELATION COMMITTEE

In accordance with Mr. Lewis's first recommendation, the Executive Board has established a Scope and Correlation Committee to consider and make recommendations on matters relating to Association organization, projects, and future plans.

The Executive Board would like the membership to suggest names of possible appointees to this committee. The principal qualifications are a knowledge of the Association, an imaginative approach to its problems, and an objective point of view.

Careful thought should be given to the naming of persons who will serve the Association by carrying out a function so important to SLA's continuing progress. All suggestions should be directed to the President, Katharine L. Kinder, Johns-Manville Research Center, Manville, New Jersey, before September 1, 1956.

Report of the TREASURER

BURTON W. ADKINSON

The financial statement for the Association for 1955 was published in the April issue of *SPECIAL LIBRARIES*. I need not take time here to summarize the fund balances, the statements on income and expenses, or the statement on the net worth of the Association. It should be noted, however, that the balances for the General, Reserve, Publications, and Scholarship and Loan Funds are larger than the balances for these funds for 1954, and that assets have increased by more than \$4,000.

Why then all this talk about the critical financial situation of the Association? The best way to summarize the situation is to indicate the relation between income and expenses. The Association had a surplus of income over expenditures of more than \$4,700 for 1953, while the income for 1955 was about \$1,000 less than expenses, and the present budget shows a deficit of \$11,600.

CHANGES IN THE ASSOCIATION'S FINANCIAL SITUATION

What has happened to change our financial situation so rapidly? In my opinion the important factors are:

1. The Association has reached a size where it must pay for many services that previously were performed on a volunteer basis or underwritten by an interested organization. We now have more than 5,000 members, 30 Chapters, and 16 Divisions. The work load to administer such a large and complex association is greater than can now be carried on a volunteer basis. Therefore, during the past few years, the Association has transferred many responsibilities to Headquarters and it has been necessary to add to the staff a paid editor and an assistant to the Executive Secretary.

2. The cost of living has gone up for all of us. So has it for the Association. I doubt if there are many in the audience who have not had one or more salary increases during the past four years. The Association has had no increase in dues, which are our only major source of income, while expenses of all kinds have increased. The following increases have taken place since 1953: rent, \$300; cleaning, \$180; supplies, \$500; travel, \$600; telephone, \$150, giving a total of \$1,780; and salaries of staff, \$10,000. These figures are illustrative but by no means include all increases.

3. Association activities have expanded. We have more Chapters, more Divisions, more sections, more committees, more professional activities, and more projects. These all require financial assistance and/or Headquarters' services. The following figures showing allotment increases since 1953, are indicative of this problem: Chapters, \$250; Divisions, \$270; and committees, \$2,340, giving a total of \$2,860.

The next question to be asked is, will this inflationary trend in expenses continue? It is my best estimate that it will level out markedly this coming year. This statement is based on the assumption that there will be no marked inflation in the United States. The staff at Headquarters has been increased to the point that with a little additional increase it can handle the Association activities centered there. Headquarters is now housed and equipped so that we can be proud of our Association's home office. The major time-consuming activities that for a long time were performed on a volunteer basis have been transferred to Headquarters. We have an effective placement service in operation, a competent editorial staff, and an

efficient and capable Executive Secretary and supporting staff.

Is SLA alone among professional societies in having a deteriorating financial situation? Let me read from another society's 1956 ballot to raise dues:

"During the past few years your Association has expanded its activities, programs, and member benefits substantially. In part, this growth has been marked by such things as:

1. Expansion and improvement of the Monthly Bulletin
2. Development of a personnel placement service
3. Additions to professional literature
4. Expansion of central office services and aids to chapters, committees and conferences.

"This period has also been one of rapid growth and development which has seen our individual membership increase from less than 2000 in 1946 to more than 5300 on January 1, 1956 and an increase in the number of active chapters from 18 to 39. This growth, however, has been accompanied by increased demands on the officers and central staff in terms of responsibilities and the necessity of increasing expenditures to properly and efficiently service the membership. For one thing, it has necessitated an expansion in the permanent office staff.

"Despite the most careful control over costs and the mechanization of office procedures through the use of more efficient methods and equipment, virtually everything your Association does costs more today than in 1946 — printing, mailings, supplies, salaries, travel, expanded committee activities and many other things — not only because of increased prices but because of the increased volume of activity.

"Growth of individual membership, of course, has been accompanied by an expansion in revenue from this source. Such revenue expansion, however, has not kept pace with the rising trend of costs necessary to operate the Association."

The ballot continues by requesting members to approve or disapprove two proposed dues increases: that dues of regular members be raised from \$5 to \$10 and that dues of associate members be raised from \$10 to \$15. It is interesting to note that these proposed dues increases of the American Marketing Association are precisely the same as those proposed for SLA — and for precisely the same reasons.

SUGGESTIONS

1. I urge the membership to approve the dues increase voted by the Executive Board. If not, drastic cuts in Association activities may be necessary such as reducing the size of SPECIAL LIBRARIES, curtailing the Placement Service, and withdrawing some financial support and Headquarters services from Chapters, Divisions, and committees.

2. The Association should develop some large and long-range projects which will enlist foundation or other support. These will not increase income for general Association expenses but will increase interest in the Special Libraries Association and should lead to membership growth and to other means of support for the Association.

3. A critical review should be made of all Association, Chapter, and Division activities for the purpose of identifying those that do not materially aid in the professional development of the members or in professional projects for the Association, Chapters, and Divisions.

4. Serious consideration should be given to the possibilities of closer cooperation, if not affiliation, with other groups with special library interests such as ADI, the Literature Division of the American Chemical Society, and ALA. It appears to me that librarians and documentalists are diffusing their energies among too many professional associations.

5. A review of the entire dues and membership structure of SLA is necessary. I am convinced that SLA demands too little of some types of membership and offers too little to others.

6. Finally, let's all continue to have faith in SLA which has been and still is a vigorous organization that has contributed much to the library profession. The present financial situation needs immediate and realistic action, but more important, an effective forward looking professional program that will attract the necessary financial and other support.

Report of the EXECUTIVE SECRETARY

MARIAN E. LUCIUS

In 1938, when the Special Libraries Association last met in Pittsburgh, SLA was a much smaller and more closely knit organization, William F. Jacob was the President of the Association and Edith Portman was President of the Pittsburgh Chapter. The entire Association had 1,600 members and 16 Chapters; today the membership is over 5,000 and there are 30 Chapters.

It is interesting to review one item of business that was transacted at the Executive Board meeting on June 7, 1938. At that meeting the Board voted to establish a Student Loan Fund. Today this Fund amounts to over \$9,600 and has been expanded to include scholarship grants at the graduate school level. Over the 18 year period 12 loans totaling \$4,425 have been made, and last year the first scholarship was awarded to a student at Drexel Institute.

MEMBERSHIP

The membership of the Association is now the highest it has ever been at this time of the year. According to the May 20, 1956 count, there are 5,063 members. This compares with 4,762 on May 20, 1955. During the year Chapters and Divisions have put on special campaigns for increased membership. In addition, a letter was sent by the President to Chapter Presidents, encouraging them to campaign for Institutional members. The success of these campaigns is clearly evident in the increase of 300 members in the past year.

In cooperation with the Chapters, Headquarters has made a special effort this year to cut the losses in membership which have been increasing in recent years. The middle of February, notices were sent to all Chapters regarding members whose dues had not yet been received at Headquarters; on

March 1 second notices were mailed to members whose dues were unpaid; and after April 1 letters were sent to all members who were dropped at the end of March for nonpayment of dues. With each step the number of notices issued and members dropped decreased as compared with 1955. 589 members were dropped for nonpayment of dues this year, as compared with 761 last year. Of the members dropped, 112 had been reinstated by May 20 of this year.

ARTICLES IN SPECIAL LIBRARIES

Due to the increasing spread between the income of the Association and its expenses, the Executive Board voted an increase in dues, the action to be voted upon by the membership at the annual meeting. To inform the members of the reasons for this action and to give them information regarding the operations of the Association, a series of six articles has been published in *SPECIAL LIBRARIES*, beginning with the December 1955 issue. Following the President's message on the 1956 Budget, the succeeding articles covered the financial situation, *SPECIAL LIBRARIES*, non-serial publications, the Placement Service, and Headquarters. Two of these articles were written by members of the Headquarters staff: Kathryn Smith, Assistant to the Executive Secretary, prepared the article on the Placement Service which appeared in April, and the Executive Secretary wrote the article on SLA Headquarters which appeared in the May-June issue. The pictures which accompanied the May-June article were taken by the editor of *SPECIAL LIBRARIES*, Mary Allison.

PROMOTION

Headquarters has been particularly busy this year in promoting the Association and special librarianship. Two

groups of library school students—one from St. John's University and one from the Graduate School of Library Science at Rutgers University—visited the office and heard from the Executive Secretary about the Association and special libraries. The Biological Sciences group of the New York Chapter held a meeting in the building and took the opportunity to visit the Headquarters offices. There have been many individual visitors, both members and nonmembers, and every opportunity is taken to explain the operations of Headquarters and the activities of the Association.

The January 1956 issue of *Management Methods* carried an article on how to organize a company library. Some of the material used was taken from articles and reprints furnished by the Association. The article included an offer of further information to readers requesting it. These requests were forwarded to us, and there have been to date 367 inquiries. A kit of information was made up, including reprints which we had on hand and information about the Association, and these were sent with a letter to each inquirer.

Last fall we were given the opportunity of distributing at the National Business Show a pamphlet discussing business libraries. An article by Ruth Nielander, *Dollars and Sense of a Company Library*, was brought to our attention both by the Public Relations Committee and through the Insurance Division Bulletin. Inexpensive reprints were made of this article, and 5,000 were distributed at the Business Show.

The Metals Division has continued to make available to us papers deliver-

ed at the fall meeting held in connection with the National Metals Show. Copies of these papers and other reprints have been distributed in response to requests. In the period from June 1, 1955 to April 30, 1956, 260 such requests were filled, most of them for more than one title. These requests came not only from the United States and Canada but from other parts of the world—many of them from Europe.

We continue to receive many requests for information regarding special librarianship as a career. Recruiting material is distributed not only to individuals but also to vocational guidance counselors in schools, to public libraries, and to colleges. During the period June 1, 1955 to April 30, 1956, over 900 requests for recruitment material from schools and public libraries were filled. During this same period material was sent to over 500 individuals.

PLACEMENT

Since the beginning of May 1955, the Placement Service has been handled by Kathryn Smith, Assistant to the Executive Secretary, as one of her major duties. During this time, liaison between Headquarters and the Chapter Employment Chairmen has been improved. Every effort has been made to notify Chapter Chairmen of positions listed with Headquarters where they were of general interest or were located within the Chapter area. New and simpler report forms have been designed for use by Headquarters and the Chapters. The figures below show the activity in the Placement Service, both at Headquarters and in the Chapters:

PLACEMENT ACTIVITY

May 1, 1955 - April 30, 1956

	HEADQUARTERS	CHAPTERS†	TOTAL
New positions listed	409	213	622
New applicants	243	178	421
Positions listed at April 30, 1956.....	130	99	229
Applicants April 30, 1956	300	225	525
Placements	100	90	190

† These figures are incomplete. Three Chapters do not have Employment Chairmen and four additional Chapters did not report.

Of the 100 placements reported by Headquarters, the salaries of 59 were less than \$5,000, 22 were between \$5,000 and \$7,000, while nine were above \$7,000. The remaining positions were part-time, temporary, or for consultants.

SPECIAL LIBRARIES

Last December Mary L. Allison was appointed editor of *SPECIAL LIBRARIES*. The December and January issues were already under way when she joined the staff. The February and following issues have been her responsibility.

Contents

Twenty-one papers from the 1955 Annual Convention were published in *SPECIAL LIBRARIES* beginning with the September 1955 issue. Sixteen of these papers were delivered at general sessions and Division meetings and five were presented at the post-convention meeting on documentation. Four of the latter papers, with the addition of an introductory statement and an article on aeronautical documentation in the United States, were published in February as a special AGARD issue. A second special issue in March was derived from the Metals Division symposium, *Indexing Systems in Industrial Laboratories*, Philadelphia, October 20, 1955, and featured articles on classification and indexing systems.

Throughout the year column length reviews of books on librarianship have been published and it is planned to make such reviews a regular feature of the "Off the Press" section which is devoted to notices and listings of current serial and book publications and SLA members who have published articles or books. Letters were written to all Division Chairmen requesting the names of competent persons interested in reviewing books and from the replies a list of qualified reviewers in various fields of librarianship has been compiled.

The editor and the Committee on *SPECIAL LIBRARIES* have selected feature articles and worked together to

improve the contents and format of the journal. Many Division and Chapter members have also cooperated by furnishing special reports and news items.

Design and Layout

A special effort has been made to make *SPECIAL LIBRARIES* visually more attractive without increasing production costs. This is being achieved slowly through the more imaginative use of photographs, varied layout, and better typography. With the expert advice and assistance of Romana Javitz, a member of the Committee on *SPECIAL LIBRARIES*, the front cover, contents page, and listing of Association officers and publications were re-designed without the expense of new plates or type, and numerous other changes have been made to improve the appearance and readability of the journal.

Advertising

Advertising in *SPECIAL LIBRARIES* has continued to increase. The total amount billed for the ten issues May-June 1955 through April 1956 totaled \$7,630, compared with \$6,500 for the same issues last year. A special campaign is being carried out for advertising in the September issue, which is to emphasize religious libraries. Miss Allison and her assistant, Irene Miller, are now taking over responsibility for advertising in the journal.

Subscriptions

In line with the increase in membership, the number of subscriptions to *SPECIAL LIBRARIES* has also increased over the past year. On April 30, 1955 there were 694 subscribers to the magazine, while on April 30, 1956 there were 818—an increase of 124.

TECHNICAL BOOK REVIEW INDEX

Subscriptions to *TECHNICAL BOOK REVIEW INDEX* have also shown an increase over the past year. There were 1,200 subscribers on April 30, 1955, compared with 1,344 at April 30, 1956. It is hoped that a campaign for new subscribers to be undertaken this fall will raise the figure still higher.

PUBLICATIONS

During the period covered by this report, 2,931 copies of SLA publications have been sold. Of this total, 2,241 were accounted for by the five publications issued in 1954 and 1955. Statistics for these titles are as follows:

PUBLICATION STATISTICS

	JUNE 1, 1955 - APRIL 30, 1956		SINCE PUBLICATION	
	Copies Sold	Amount in Dollars	Copies Sold	Amount in Dollars
Directory of special libraries	154	\$1,077.50	1,345	\$10,689.89
Subject headings for financial libraries....	96	422.50	370	1,430.00
Indexing	464	195.25	828	308.50
Libraries for research and industry.....	1,050	2,433.75	1,050	2,433.75
Bibliography of engineering abstracting services	477	501.90	477	501.90

The total amount of income to the Publications Fund over this eleven month period was \$7,394.27. All of our recent publications have sold enough copies to cover their printing cost, with the exception of the monograph, *Libraries for Research and Industry*, which still shows a very small deficit of \$282.60. Sales of this publication are continuing at a good level.

Several new publications are now in process. A sample copy of the *Handbook of Scientific and Technical Awards in the United States and Canada, 1900-1952* was on display at the SLA booth in Pittsburgh; publication is scheduled for August. The *Handbook of Commercial, Financial and Information Services* has been sent to the printer and publication is expected in the fall. A bibliography prepared by Jerome Wilcox, *New Guides and Aids to Public Documents Use, 1953-1955*, has been approved for publication as SLA Bibliography No. 2. It is a continuation of the bibliographies previously published in SPECIAL LIBRARIES and it is hoped that this will also be ready in the fall.

CONVENTION

Due to increased costs in connection with the Convention exhibits, it was

necessary this year to raise the rental fee to \$125. However, this did not seem to affect the sale of booths, since 30 of the 31 were sold, with total income of \$3,740. Five and one quarter pages of advertising in the convention program were also sold.

HEADQUARTERS

Last November the Executive Board approved certain alterations in the Headquarters office which have since been carried out. It is hard to describe the changes made, but everyone who has visited the office since has been impressed with the improvement in appearance and in operating efficiency. Members who are visiting New York are always welcome at Headquarters. We hope that we shall have an opportunity to welcome more there each year.

Several committees have met at Headquarters. The Finance Committee has held two meetings there and the Committee on SPECIAL LIBRARIES meets regularly about once a month. This spring the Committee on Committees held its meeting at the offices. When the Executive Board met in New York last November, members of the Board were entertained at tea by the Headquarters staff.

In closing, we at Headquarters would like to express our appreciation to the members of the Executive Board—and particularly to the President, Mr. Lewis—for their support, understanding, and cooperation during the past year.

I should also like to thank the members of the Headquarters staff, without whose help the accomplishments of the past year would not have been possible.

The Annual BUSINESS MEETING

MARGARET A. FIRTH, Secretary

The annual business meeting of the Special Libraries Association was held at the Hotel William Penn, Pittsburgh, Pennsylvania, on June 7, 1956. The meeting was called to order at 9:30 A. M., with the President, Chester M. Lewis, presiding.

The President, in his annual message, summarized accomplishments of the past Association year and concluded with five recommendations for future consideration:

1. That a Scope and Correlation Committee be established, whose responsibility will be that of studying the overall, long-term welfare of the Association.
2. That a Development Committee be established to consider promotion techniques for special libraries at the management level and to take active measures to implement these techniques.
3. That a Committee for Grants be established to determine the sources for financial assistance, prepare presentations for, and finally to obtain the same directly or through appointed representatives, in areas or projects approved by the Executive Board.
4. That a Committee on Professional Standards be activated to consider the objectives outlined by Miss Little in her annual message of last year.
5. That a committee be established to consider and explore the potentials of an institute for special librarians on the administrative level.

The Treasurer, in his report, pointed out that Special Libraries Association is not unique in its serious financial situation. He quoted from another society's 1956 ballot to raise dues, which indicated a financial problem almost identical to that of Special Libraries Association. He urged approval of the proposed increase in dues and suggested that a review be made of the membership and dues structure of the Associa-

tion. He also suggested that a critical review be made of activities of the Association and its units to ensure that they contribute to the professional development of the members. His comments appear in his report reproduced in this issue of **SPECIAL LIBRARIES**.

It was moved by Burton Adkinson, seconded by Eugene Jackson, that the Association approve the action of the Executive Board in increasing dues of Active members from \$10 to \$15 and of Associate members from \$5 to \$10, effective January 1, 1957.

The President then explained the eligibility of voters with dual membership (Institutional representatives who also hold personal memberships are entitled to two votes) and read that Section of the Constitution and By-Laws concerned with dues.

Upon motion by Elizabeth Ferguson and seconded by Mrs. Elizabeth Gibson, it was voted that debate be limited to half an hour.

It was moved by Herbert White, seconded by Janet Bogardus, that each speaker be limited to three minutes. Upon motion made by Ruth Savord, seconded by Rose Boots, it was voted to amend the previous motion to limit each speaker to one minute. The motion, as amended, also carried.

The President then granted a request for a division of the motion concerning the dues increase into two parts, one with respect to Active membership dues and the other with respect to Associate membership dues.

After discussion in which Puget Sound Chapter proposed a graduated scale of dues, Colorado and Georgia Chapters opposed an increase in dues, and other members spoke in favor of the increase, it was voted, 281-33, that Active membership dues be increased to \$15, effective January 1, 1957.

After further discussion it was voted, 249-48, that Associate membership dues be increased to \$10, effective January 1, 1957.

Upon motion by Burton Adkinson, seconded by Dr. Gould Cloud, it was voted, 128-92, to amend the first sentence of item 2 of the Reserve Fund Policy (adopted June 21, 1951) to read: "The Reserve Fund shall be invested in United States Government securities or such other securities as may be approved by the Executive Board."

The annual reports of standing and special committees were summarized at the meeting. The full texts appear in this issue of *SPECIAL LIBRARIES*.

The Scholarship and Student Loan Fund Committee announced the award of two scholarships of \$500 each to Mary Louise Will and Floyd M. Cammack. Named as alternates were Marlene Lucille Bell and Ronald J. Booser.

The Awards Committee reported that the 1956 SLA Professional Award was presented to Mrs. Irene M. Strieby.

Ernestine Haile, Chairman of the Resolutions Reference Committee, read the official resolutions acknowledging the many contributions made by convention speakers, the members of the Pittsburgh Chapter, and the libraries in the area which held open house.

Upon motion by Miss Haile, seconded by Mrs. Elsa Freeman, it was voted to adopt the resolutions as presented, to spread them upon the minutes, and to send copies to the individuals mentioned therein.

In competition for the Gavel Award, the following Chapters showed the greatest percentage increase in membership during 1955-56: first, Georgia; second, Oak Ridge; third, Greater St. Louis. Georgia Chapter having won the Gavel Award for three years in succession, the gavel was presented to it for permanent possession.

The report of the Elections Committee was read by Ruby E. Church for Mrs. Sybil Green. Immediately following this report, the President announced the election of new members to the Executive Board. He introduced the newly elected President, Katharine L. Kinder, and incoming members of the Board. A standing vote of thanks was given to the retiring members of the Executive Board.

Miss Kinder acknowledged the honor bestowed upon her and spoke briefly of her hope that in the coming year the Association would come to know itself better. She then turned the gavel back to Mr. Lewis. The meeting was adjourned at 12:55 P. M.

Elections Committee

Of the 2,423 ballots received by the Elections Committee, 15 were eliminated as invalid, leaving a total of 2,408 ballots valid and counted.

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

PRESIDENT: Katharine L. Kinder, 2,284

FIRST VICE-PRESIDENT: Alberta L. Brown, 1,311; Dorothy A. Thompson, 1,093

SECOND VICE-PRESIDENT: Mrs. Mildred H. Brode, 1,294; Ruth M. Nielander, 1,077

TREASURER: William S. Downey, 1,290; Carroll C. Moreland, 1,103

SECRETARY: Eleanor V. Wright, 1,409; Mrs. Katherine Janis, 984

DIRECTOR FOR THREE YEARS: Mrs. Catherine D. Mack, 1,362; Pauline M. Hutchison, 1,031

DIRECTOR FOR THREE YEARS: Dr. Arch C. Gerlach, 1,228; Bernard B. Lane, 1,158

SYBIL KENT GREEN, *Chairman*

RESOLUTIONS OF APPRECIATION

Adopted at the Annual Meeting

RESOLUTIONS REFERENCE COMMITTEE
Ernestine Haile, Chairman

RESOLVED: That the members of Special Libraries Association in convention assembled, extend to its President, Chester M. Lewis, their warm appreciation for his resolute and effective conduct of the affairs of the Forty-seventh Annual Convention of the Association, and for the seriousness and diligence he has applied throughout the year to Association business.

RESOLVED: That the members of Special Libraries Association offer their combined and individual gratitude to the entire membership of the Pittsburgh Chapter for their cordial hospitality and for the remarkable organization which has produced a convention program most rewarding in every respect.

RESOLVED: That heartfelt appreciation is hereby expressed to the Convention Chairman, Kenneth H. Fagerhaugh, whose leadership has been so vital a factor in making this a memorable convention.

RESOLVED: That, fully understanding the immense amount of work contributed by the chairmen of the convention committees and by the individual committee members, the Association members extend gratitude to them all, and most especially to the Executive Committee: Dr. Jolan M. Fertig, Elizabeth B. Fry, Virginia L. Garland, Laura M. Marquis, Edith Portman, and Mrs. Margaret S. Sullivan; also to Miss Garland as Chairman of the *Convention Bulletin*, to Geraldine D. Anderson, Convention Treasurer, to Mrs. Virginia Sternberg, Assistant Convention Treasurer; to Miss Marquis as Banquet Chairman, to Mrs. Dorothea R. Nielson and Mrs. Phyllis L. Funk, Co-Chairmen of Exhibits, to Mrs. Jeanne M. Smith, Hospitality Chairman, to Jane E. Robinson, Information Chairman, to the Chairman of the Local Arrangements Committee, Miriam E. Stoner, to Lila M. Stein and Frances J. Poremba, Co-Chairmen for Meals, to Mrs. M. J. Judson Scribner, Publicity Chairman, to Miss Fry as Chairman of Registration, and to Mrs. Mabelle M. McClelland, Chairman of Transportation and Tours.

And be it further RESOLVED: That the Association hereby recognizes the helpful guidance of the Convention Advisory Committee, headed by Mary Jane MacDonald, and composed of Katharine L. Kinder, Kenneth H. Fager-

haugh, Mrs. Florence H. Armstrong, Paul W. Riley, Mrs. Alice P. Hook, and Lorraine Ciboch.

RESOLVED: That 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-seventh Convention held in the city of Pittsburgh, June 3-8, 1956, by the Pittsburgh Convention Bureau under the direction of Charles W. Shaffer, its Executive Vice-President.

RESOLVED: That Special Libraries Association membership extend sincere gratitude to the management and personnel of the Hotel William Penn for their considerate and courteous cooperation in the planning and provision of facilities for the convenience and comfort of those attending the convention, and that this expression be addressed to them through the manager, Charles T. Carey.

Be it further RESOLVED: That the Association express its appreciation and extend its gratitude to all participants in the official program, and especially to: The Reverend G. Arthur Fry and the Reverend Fintan R. Shoniker, O.S.B., for their kindness in delivering the invocations at the opening session and the banquet, respectively; The Honorable David L. Lawrence, for his courtesy in taking time from his many duties as Mayor of Pittsburgh to deliver in person the address of welcome to the convention; Dr. Ralph Munn for his thoughtful message of welcome; and to the others who contributed so much of value to the general sessions of the convention by giving of their time and knowledge, so ably communicated, namely: Dr. Jesse H. Shera, for delivering the keynote address, and Merritt A. Williamson and Dr. B. von Haller Gilmer for their instructive and informative speeches; Mrs. Margaret S. Sullivan and Gretchen E. Runge for presiding so ably and graciously over the two respective general sessions.

Be it further RESOLVED: That the Association extend warm appreciation to Mrs. Emilie Jacobson, whose articulate awareness of the value of humor in her address, "Laughter, Freedom's Secret Weapon," and to Dorothy

A. Thompson — toastmistress incomparable — whose charm and graciousness combined to make the banquet evening so completely enjoyable.

RESOLVED: That official Special Libraries Association acknowledgement, coupled with its appreciative gratitude, be and herewith is extended to the trustees, librarians, and staff members of those local libraries and other cultural institutions whose hospitality has been so freely offered during the convention week.

Be it further **RESOLVED:** That Special Libraries Association extend the gratitude of its membership for opportunities to visit local industrial plants through those responsible, namely: John A. Friday, president of the Duquesne Brewing Company of Pittsburgh, who was host to 125 members on a conducted tour of the Brewery, where they were served a buffet luncheon with generous samples of the product; Arthur Diamond, manager of advertising of the H. J. Heinz Company, who was host to convention delegates on a tour of that plant; John D. Paulus, director of public relations of Jones & Laughlin Steel Corporation, and host for the tour of the steel mill; Mr. B. E. Estes, director of the commercial research division of United States Steel Corporation, host for the tour of the corporation's Homestead Works.

Be it further **RESOLVED:** That especial thanks be expressed to the executives of Westinghouse Research Laboratories for their impromptu hospitality to 63 members on the unscheduled visit to that library followed by

dinner at the Edgewood Country Club, with Dr. Fertig in the happy role of hostess on the last day of the convention.

Be it further **RESOLVED:** That the Association go on record as expressing sincere appreciation for tangible contributions to the delight of individual members in the provision of valuable door prizes by Westinghouse Electric Corporation, H. J. Heinz Company, Pittsburgh Plate Glass Company, Universal Cylcops Steel Corporation, Aluminum Company of America, Mellon National Bank and Trust Company, and to Mr. H. M. Whitehead of R. J. Reynolds Tobacco Company for providing Winston cigarettes for each guest.

And be it further **RESOLVED:** That Special Libraries Association extend warm appreciation for the remarkably cooperative and extensive coverage given this convention by the press of the city, also the local radio and television stations, and through them that especial gratitude be expressed to their feature writers and others responsible for putting SLA so favorably before the public: *Pittsburgh Sun Telegraph*, Alex Zehner, executive city editor and Dorothy Kantner, reporter; *Pittsburgh Post Gazette*, William Block, publisher, and Joe Shuman, city editor; *The Pittsburgh Press*, Lawrence J. Fagan, city editor; *Pittsburgh Catholic*, John Ward, editor; *Greater Pittsburgh*, John T. Mauro, editor; Pittsburgh Chamber of Commerce; *Carnegie Magazine*, James M. Bovard, president of Carnegie Institute and Jeanette F. Seneff, associate editor; *This Week in Pittsburgh*,

NECROLOGY 1955-1956

The Special Libraries Association wishes to remember the following members, deceased since June 1955:

JESSIE ALLEN, Washington D.C. Chapter
HENRY EVELYN BLISS, New York Chapter
HORTENSE S. BROCK, Cleveland Chapter
DELBERT FRANCIS BROWN, New Jersey Chapter
JOSEPHINE BRYAN, Colorado Chapter
LILLIAN M. FOLEY, New York Chapter
HENRY MARTYN FULLER, Connecticut Chapter
BARBARA HEATH, Washington, D.C. Chapter
MRS. MARGARET JAMES, Washington, D.C. Chapter
ETHEL MCCOY, Boston Chapter
REINHOLD T. PUSCH, New York Chapter
E. MAE PUTNAM, Indiana Chapter
KATHLEEN REEVES, Toronto Chapter
CHARLES WESLEY SMITH, Puget Sound Chapter
LAURA SHEARER TURNBULL, New York Chapter
HELEN WHEELER, Boston Chapter

Mr. A. L. Butler, editor; *The Pittsburger*, Fred P. Graham, managing editor; John H. Nair III of Mellon Institute, who interested the American Chemical Society in contributing time and sponsoring a fifteen minute program over WCAE, and for which he acted as moderator; B. Kendall Crane, head of WDUQ, for contributing fifteen minutes for a program which he moderated, as well as providing several spot announcements; Mrs. Katherine Neumann Comer, who donated a five minute interview of two SLA members over television; Mr. M. E. Feirst of Packaged Programs Inc., for providing TV shots of the convention opening session and of SLA officers and the Mayor.

RESOLVED: That Special Libraries Association hereby voices its grateful appreciation of the considerate and generous contribution made to the success of the convention by the firms and institutions which employ the members of the Pittsburgh Chapter, not only in the time permitted them to accomplish their tasks but in substance, both material and financial, especially: Carnegie Institute of Technology; Carnegie Library of Pittsburgh, for running off the masthead for the *Bulletin*; Gulf Oil Corporation for producing twelve hundred floor plans of the Hotel convention floor; Jones & Laughlin Steel Corporation for all stenographic work done on pre-convention publicity releases, the provision of hosts for tour busses and guides for the Gateway libraries tour; Ketchum, MacLeod & Grove, Inc.; Mellon National Bank and Trust Company for substantial assistance with staff help; Pennsylvania Economy League, Inc., for the provision of multigraph materials and clerical

assistance; United States Steel Corporation for supplies and processing of the several thousand items incidental to the registration of delegates, and for entertaining the guests of the speakers' table group at a cocktail party before the banquet; University of Pittsburgh for supplying and embossing forty-five convention signs.

Be it further **RESOLVED:** That Association members once more express appreciation of their good fortune in the unflinching help available to them in the planning and execution of conventions through the good offices of Marian E. Lucius, Executive Secretary, and each member of the Headquarters staff.

RESOLVED: That Special Libraries Association take this opportunity to voice sincere gratitude for the very real contribution which has been made to the orderly governance of a growing SLA by Mrs. Alice F. Sturgis, official parliamentarian during the last two administrations, whose expert advice has been of great assistance to the presiding officers and governing bodies of the Association, and which has been generously given without cost or expense to the Association.

These resolutions were prefaced by the statement that they included those individuals and organizations whose generosity, either material or intangible, had been experienced by the Association delegates and not alone by the separate Divisions from which appropriate thanks would be coming; and were adopted with the understanding that there might be incorporated in the body the names of any individuals or organizations which had inadvertently been omitted.

Report of the CHAPTER RELATIONS Committee

ROWENA PHILLIPS

Chapter Liaison Officer

From 22 Chapter reports I am pleased to present a brief summary of their activities during the past year.

MEETINGS AND PROJECTS

Round tables and panel discussions were features of the methods meetings reported by 13 of the Chapters. The same number found that library visits were a valuable supplement to this form of meeting. Cooperative sessions with local library associations were undertaken by eight of our Chapters, and six met in joint meetings: Greater St. Louis with Heart of America; Illinois with Wisconsin; San Francisco with Southern California. Two Chapters, Colorado and Toronto, held success-

ful bosses meetings; Cincinnati and Georgia took part in manning booths at local conferences. Recruitment was an important activity for five of our Chapters. Illinois invited advertisers in their Chapter Bulletin to speak at their meetings; Georgia and Toronto held meetings on what was new and available in library equipment.

The frequency of Chapter Bulletins varied from two to ten a year. Special projects occupied the Chapters in many fields of endeavour. Six reported they were working on directories of special libraries within their areas; five undertook to compile union lists. A new and commendable trend has been ob-

served this year. As many as eight Chapters have been supplying help to librarians of other countries. This has taken the form of hospitality to foreign librarians residing here or subscriptions to library journals sent to them in their home lands. San Francisco is working on a procedures manual and a duplicate exchange list; Western New York is completing its survey of special library and state library relations to improve services between the two. Baltimore contributed articles to a library journal on special libraries in that area; Georgia is making a cumulative author index to *Microfilm Abstracts*. Philadelphia offered an achievement award within its chapter, while Illinois prepared a booklet of articles on special libraries around Chicago. Indiana and Washington held book sales, and awards to library students were made by Philadelphia, Southern California, and Western New York. Changes in the chapter constitution have been considered by Alabama, Colorado, Oak Ridge, and Southern California. The Student Loan Fund has received contributions from Philadelphia, Toronto, and Western New York.

A highlight for many Chapters this year was a visit from President Lewis. I made arrangements for him to meet with Alabama, Baltimore, Georgia, Greater St. Louis, Heart of America, Illinois, Indiana, Louisiana, Michigan, Minnesota, Montreal, New Jersey, New York Oak Ridge, and Texas Chapters.

It is a pleasure to add my welcome to Oklahoma, number 30 in our family of Chapters, and officially established March 21, 1956.

ACTIVITIES OF CHAPTER RELATIONS COMMITTEE

During the course of the year I have presented reports of the Chapter Relations Committee to the Executive Board on the following studies: use of paid receipts; study of frequency of Chapter meetings, types of programs, allotment of Chapter funds, and money-raising projects; allotments to the Chapters; and the frequency of presidential visits.

At the Board's request I have written to all Chapters urging them to follow up those of their members whose dues were in arrears. In all these efforts I should like to acknowledge the understanding help and valuable cooperation given me by my two committee members, Elizabeth Carlson and Rachel MacDonald.

With this report I conclude my term of office. Whatever I have been able to contribute as your C.L.O. during the past three years has been greatly overshadowed by the gifts the Association has given to me. The increased knowledge of Association affairs, the interest and cooperation of Headquarters and Board members, and the pleasure of personal contact with Chapter presidents are values that will remain long after I am out of office.

RECOMMENDATION

I have one recommendation to make. There have been many changes since the *Chapter Manual* was revised in 1952, and the supply at Headquarters is now exhausted. Therefore I recommend that the incoming Chapter Relations Committee be advised to undertake a revision of the *Chapter Manual*.

Report of the DIVISION RELATIONS Committee

LORRAINE CIBOCH

Division Liaison Officer

ADMINISTRATION

Two Divisions were faced with the resignations of their chairmen after the year started; however, the vice-chairmen acted as chairmen for the remainder of the year and the work of the Divisions was carried on.

Some of the committees of Divisions perform the duties which contribute to the operation of the Divisions. Some committees are standing committees in the Divisions. Among these are:

ARCHIVES. The Metals and Hospital Divisions have appointed archivists.

MANUALS. The Metals Division is preparing a fall meeting handbook to cover the special procedures for this annual meeting. Revisions have completed the manual of the Petroleum Section of the Science-Technology Division.

The committee of the Pharmaceutical Section of the Science-Technology Division hopes to have a preliminary draft to present at the annual meeting.

MEMBERSHIP LISTS. Most of the Divisions prepare these, as a supplement to the bulletin or included with the bulletin.

PUBLIC RELATIONS. An active committee of the Metals Division sent out 106 individual letters with programs of the fall meeting and convention.

HONORS AWARD. The Geography and Map Division Honors Award was presented to Mrs. Marie C. Goodman at the Detroit Convention, 1955.

GROUP ACTIVITIES. The New York Group and the Washington Group of the Geography and Map Division each held four meetings. Six

meetings were held by the Washington Group and five by the New York Group of the Picture Division.

However, the enormous task of the administration of the business of each Division still is the main responsibility of the officers of the Division. The many letters, the hard work that goes into planning convention programs, and the coordination of the work of committees cannot be enumerated in a report.

MEMBERSHIP

The following statistics were compiled from the Division annual reports:

DIVISION	JUNE 30, 1955	MAY 21, 1956	CHANGE
Advertising	265	282	+ 17
Biological Sciences	412	407	— 5
Business	329	337	+ 8
Financial	253	263	+ 10
Geography & Map	170	177	+ 7
Hospital	197	208	+ 11
Insurance	134	120	— 14
Metals	172	217	+ 45
Military Librarians	79	185	+106
Museum	178	189	+ 11
Newspaper	125	136	+ 11
Picture	143	146	+ 3
Publishing	170	181	+ 11
Science-Technology	1801	1939	+138
Social Sciences	791	729	— 62
Transportation	68	66	— 2

Several Divisions send letters of welcome to the new members as well as a copy of the Division bulletin.

The Committee on Scope and Planning of the Biological Sciences Division directed its efforts toward achieving greater membership in the biological sciences attempting to balance the heavy membership in the medical sciences. To this end letters were sent to librarians in the agricultural, biological sciences, and related fields.

ACTIVE PROJECTS

FINANCIAL. *Handbook of Commercial, Financial and Information Services* is now being prepared for the printer. No selling price has been set.

GEOGRAPHY AND MAP. *Guide to Cartographical Research* is planned as a selective, annotated bibliography of basic reference materials in cartography. Assignments to compile various sections were given to 50 people. It is hoped to have the publication ready by the early part of 1957.

METALS. The fall meeting was held in Philadelphia, October 19-21, 1955, during the National Metals Congress and was co-sponsored by the Philadelphia Council. Approximately 3000 persons visited the booth. A complete report of the meeting appears in the November 1955 issue of *SPECIAL LIBRARIES*.

Foreign Alloy Data, a compilation of recent data and references on foreign alloys, has been published with each recent issue of the *Metals Division News*. At present 11 contributors are scanning 29 publications.

The duplicate exchange project continues as a popular one with Metals Division members and hundreds of single issues and volumes change hands as a result of each list that is issued.

SCIENCE-TECHNOLOGY. Scientific meetings lists is a new project in which all of the sections of the Division are cooperating.

S-T CHEMISTRY SECTION. The American Institute of Chemical Engineers Subject Heading List Committee plans to have mimeographed copies of a preliminary list available at the annual meeting.

S-T PETROLEUM SECTION. The duplicate exchange project continues each year. The chairman of the petroleum periodicals project has made recommendations on format and indexing to the major United States publishers of petroleum periodicals.

Petroleum reference sources, a list of needed petroleum reference sources, has been submitted to the Division bulletin editor with a recommendation that the list be sent to library schools which had requested suggested topics for theses. A selected list of needed sources has been sent to several journal publishers with the suggestion that some of the items be published.

S-T PHARMACEUTICAL SECTION. The Committee on Sources of Drug Information reports there is a good possibility of journal publication for this list of drug information source books.

S-T PUBLIC UTILITIES SECTION. The subject heading list for public utility librarians project continues in its present card form.

MILITARY LIBRARIANS. Three bibliographies have been issued: *Aeronautics: Ten Titles for*

the Small Library; Aeronautics: Twenty-five Titles for the College or Public Library; Aeronautics: One Hundred Titles for the Large Public or Academic Library.

The military microfilms project is a co-operative interservice activity to provide complete files on microfilm of all the major military interest journals with a minimum investment. Each service will undertake the original filming of the most important journals in its field of interest and will then exchange, file for file, its positive prints for those of other titles produced by the principal libraries of the military. Six titles have been selected.

PICTURE. *Guide to Still Picture Collections in the District of Columbia* has been revised. The guide is at present in card form. At the request of the Washington group, an estimate of the cost of publication of the work was made. 1000 copies would cost \$800.00.

TRANSPORTATION. It is expected that a mimeographed draft of the *Union List of Periodicals in Transportation Libraries in Canada and the United States* will be ready to distribute to the members of the Division for revision early in the summer of 1956. *Subject Heading List for Transportation Libraries* was submitted to the Committee on Non-Serial Publications.

PROJECTS PLANNED OR UNDER CONSIDERATION

BUSINESS. A project to revise the Department of Commerce publication, *Price Sources*, will be discussed at the annual meeting.

GEOGRAPHY AND MAP. It is anticipated that a liaison committee will be appointed to direct efforts toward possible acceptance by the American Library Association and the Library of Congress of the *Final Report of the Committee on Map Cataloging* submitted in 1953.

METALS. A new committee was formed to investigate subjects for bibliographies that would be of interest to the Association, especially to the Metals Division, and to produce such bibliographies for sale by SLA or for distribution by the Division.

MUSEUM. Preliminary work has been done and further discussion is planned at the annual business meeting on *Education for Museum Librarianship*.

SCIENCE-TECHNOLOGY. A Committee on Recruitment and Education was appointed. The Committee will aim at preparing and publicizing a program for systematic recruitment on the graduate level and will work with library schools in the development of special curriculums for integration with the core areas of general library education.

The first task facing the Professional Standards Committee will be to identify areas of

technical librarianship that require attention and to make specific program recommendations stimulating research in technical library problems.

S-T PETROLEUM SECTION. The planning committee on *Sources of Statistical Data* has worked out a preliminary plan for the project and hopes to present a sample of the proposed publication at the annual business meeting.

S-T PHARMACEUTICAL SECTION. The Committee to Study Pharmaceutical Abstract Service has continued an active investigation of the needs for a pharmaceutical abstracting service. A written description of the proposed abstract service has been submitted to the members of the Research Administration Committee of the Research and Development Section, American Drug Manufacturers' Association. A summary of the replies is being made.

COOPERATION WITH OTHER GROUPS

HOSPITAL. The Division has a representative on the Interassociation Hospital Libraries Committee. Six projects have been discussed and recommendations have been made.

MUSEUM. The Division cooperated with the Art Reference Round Table of the American Library Association in a study of indexing art periodicals. Specific recommendations have been made to the H. W. Wilson Company.

PICTURE. Five members of the Division have served on the committee of the Library of Congress to prepare the draft of *Rules for Cataloging Prints and Photographs*. The committee met seven times. Some of the points brought up by members of the Picture Division who participated in a workshop discussion of the rules at the Detroit Convention (1955) were considered at great length.

S-T PHARMACEUTICAL SECTION. In order to further the work of the Joint Committee on Pharmacy College Libraries, four members of the section formulated and distributed a questionnaire on a special course for pharmacy librarians to be given on a one-time basis in the near future. The acting director of Columbia University has indicated interest in the proposed project, making it known that such a course can be given during the summer if as many as 12-15 librarians enroll. On the basis of this cooperation, the Joint Committee is exploring the possibility of the course being planned and announced for 1957.

BULLETINS

Four bulletins can be considered more continuous projects than Division news bulletins. These four, *What's New in Advertising and Marketing* of the Advertising Division, *Insurance Book Reviews* of the Insurance Division and the two Sci-Tech Pharmaceutical

Section publications, *Unlisted Drugs* and *COPNIP List*, continue to grow and prosper. *COPNIP* is being expanded experimentally to include informational material in engineering and business and management material of related industries.

The rest of this section of the report is devoted to the news bulletins published by most Divisions.

A workshop for Division bulletin editors was conducted by Mrs. Shirley Harper at the Detroit meeting in 1955. Subsequently a study was made by the Division Relations Committee for the Publications Committee with reference to the study of the relationship of Division and Chapter bulletins to **SPECIAL LIBRARIES**.

Four of the 14 bulletins have subscriptions of \$1.00 or \$2.00. Science-Technology Division is represented by the Division bulletin as well as bulletins prepared by the Paper and Textile Section and the Public Utilities Section.

The following information about the bulletins was gathered:

Coverage	
Division news	10
Bibliographies	4
Professional articles	6
Book reviews	6
Membership lists	9
Project reports	8
Abstracts	2
Format	
Number of pages per issue—16, 12, 23, 30, 7-9, 11, 3-5, 10, 13-15, 4-5	
Reproduction process	
Multilith	4
Photo offset	1
Mimeo	5
Frequency	
Quarterly	6
3 times yearly	1
2-3 times yearly	2
5 times yearly	1
4-5 times yearly	1

Five of the Divisions pay the expenses of the reproduction of the bulletin. The costs are \$35-50 per issue except for *Sci-Tech News* which costs over \$200 per issue. All of the Divisions pay for the postage and envelopes and of course these costs vary with the size of the Division. The other Divisions depend on subsidization by members' companies—usually the editor's employer.

This year a Production Committee was appointed in the Picture Division. In this manner the work of technical preparation, printing, collating, and mailing was centralized in New York City.

DIVISION ALLOTMENT STUDY

At the request of Mr. Lewis, a study of the Division allotment has been made. The financial statements of the Divisions were studied and a questionnaire sent to Division Chairmen in order to determine the financial needs of each Division. As can be expected the replies were diverse: one large Division and one small one felt they really could use more money; one large Division and one small one suggested reducing the allotment. Most of them feel the allotment is sufficient as long as members' companies remain generous with their support. The largest single item is, of course, the production of a bulletin. Probably the closest approach to unanimity was on whether any projects have *not* been undertaken due to lack of funds. Just one chairman felt one of the projects would be pursued on a larger scale if more money were available.

SUMMARY

Each year this annual report indicates the scope of Division activities. We attempt to show that many people are working together keeping our Association vital and growing.

Three Divisions show large increases in membership: the Military Librarians Division increased by 106, from 79 to 185; Science-Technology shows an increase of 135, from 1801 to 1939; Metals Division increased 45, from 172 to 217.

The projects carried on vary according to the need as well as the size of the Division. There are 17 active projects being carried on by seven Divisions and four Sections in the Science-Technology Division. Five Divisions and two Sections have eight projects in the planning or special investigative committee stage with further discussion planned at the annual meeting.

Four Divisions cooperated with outside committees or groups. At least two of these involved work comparable to active projects. It is anticipated that one of these will result in a summer course to be given at Columbia University, possibly in 1957.

A workshop for Division bulletin editors was conducted by Mrs. Harper at the Detroit meeting and a subsequent study of Division bulletins was made by the Division Relations Committee. The results reported are compiled for coverage, format, frequency, and financing.

A Division allotment study was begun by this committee. From the data assembled it is clear that many factors are involved. At this time, it seems that the largest expense of a Division is bulletin production.

Recommendations concerning the Division allotment and possibly the Division bulletin problem will be made after further consideration of the data.

1955-1956 COMMITTEE REPORTS

By Committee Chairmen

ARCHIVES

This Archives Committee envisions a function beyond its specified duties of indexing the Executive Board *Minutes* and reviewing old correspondence at Headquarters. That function should be to stimulate the acquisition of materials of historic value to the Association and the keeping of records of important events in the development of SLA. Recommendations to this effect will be found at the end of the report.

The chairman visited Headquarters after the spring reorganization of quarters and inspected the rearrangement of the archives files according to the newly approved manual. The committee wishes to commend the Executive Secretary, Miss Lucius, and Mrs. Shoemaker especially for the fine appearance and excellent arrangement of back files of publications and the easy accessibility of the archives files. The latter represents an unusually good job in view of the limited time that Mrs. Shoemaker could spare from her bookkeeping duties.

Much time was consumed in indexing the *Minutes* for two years, 1954-5 and 1955-6 (eight sessions), which had unavoidably accumulated. The work had to be divided among committee members and the slips later reconciled for uniformity. Consequently, little extra time could be spared, regrettably, for other worthwhile projects.

A start was made in reviewing old correspondence removed from the files after seven years, but pressure for time on the part of both the Executive Secretary and the chairman prevented appreciable accomplishment.

An archives event of interest was the recent completion of an archives manual for the Illinois Chapter, in connection with a thoroughgoing reorganization of their archives under the chairmanship of Freida Kraines. This includes a simple list of headings, with explanatory notes and filing instructions. Realizing that this ground-breaking work should prove useful to other Chapters and Divisions which may feel overwhelmed by the task of systematizing their old records, the committee has arranged with Headquarters to have this manual mimeographed and sent to all incoming Chapter presidents and Division chairmen.

RECOMMENDATIONS

Some recommendations are herewith submitted as suggestions for future activities, which require no immediate action by the

Executive Board, except possibly no. 3, if desired:

1. Picture collection in the Archives should be expanded to include photographs (originals and prints) of individuals and groups in SLA and snapshots, properly mounted and identified, of local and Convention gatherings of Chapters, Divisions, dramatic groups, etc.
2. Biographic data on members should be preserved and preferably centralized from scattered committee records. Eventually a special news file should be set up on cards, alphabetically arranged, on which all available information of a biographical nature could be recorded briefly.
3. Chronology of important events in SLA history, compiled by Emma Boyer up to 1949, should be brought up to date and maintained annually.
4. Archives demonstrations or exhibits might be set up for some annual convention, perhaps by the Illinois Chapter, to encourage emulation by other Chapters. File could show actual headings on folders, but not necessarily contents.
5. Historical material and reports assembled for the Fiftieth Anniversary should be preserved *in toto* for archives at Headquarters.
6. Cooperation might be promoted between the Archives Committee and other related committees, such as Fiftieth Anniversary, Public Relations, Awards, SPECIAL LIBRARIES, and Chapter and Division Relations, by arranging a round table discussion at an annual convention to which all existing archivists of Chapters and Divisions could also be invited.

MARGUERITE BURNETT

AWARDS

The name of Mrs. Irene M. Strieby was presented to the Executive Board as the choice of the Awards Committee for the 1956 Professional Award. The Executive Board accepted the nomination and acted upon it favorably.

This committee, with the aid of the Chapter and Division Relations Committees, is compiling a list of awards presented by all segments of our Association. The committee discussed suggestions for other types of Association awards which were submitted by Association members:

1. An award to Chapters and Divisions for notable accomplishment. It was felt that the

present Professional Award covers this area of endeavor.

2. A citation to the Chapter that completed membership renewals first. This suggestion was referred to the Membership Committee.
3. An award for the best Chapter or Division Bulletin. Such an award would emphasize publications at a time when the whole publication structure is being studied, and therefore seemed ill-advised at this time.
4. A junior member award.
5. An award for the best article in **SPECIAL LIBRARIES**.

Suggestions 4 and 5 should be amplified before further discussion. It was the consensus of the members of the committee that the significance of recognition by the Association should not be dissipated by a multiplicity of awards and that the committee should consider a proposed award very carefully before taking any definite action toward its establishment.

H. W. WILSON AWARD

CNLA is continuing to study the problem another year, and so no action was taken by this committee.

SLA HALL OF FAME

The committee has added names to the lists prepared by the previous committee for future use in selecting nominees for the Hall of Fame.

MRS. LUCILE L. KECK

COMMITTEE ON COMMITTEES

The chairman of the Committee on Committees has had a difficult time getting all members of the committee together.

A meeting scheduled for May 12th was attended by three members only. Mr. Lovett and Miss Low could not be present, so the following report is presented as recommendations from a majority of members present at the meeting.

DOCUMENTATION COMMITTEE

At the meeting in New York on November 5, 1955, the Executive Board referred to the Committee on Committees the question of establishing the Documentation Committee as a standing committee.

The Committee on Committees recommends that the Documentation Committee be a standing committee. The structure and duties of this committee follow:

Five members shall be appointed for overlapping terms of two years. The duties shall be: to keep informed of all new developments and trends in the field of documentation in the United States and in foreign countries also; to represent the Association at meetings of organized groups operating in the field of documentation; to recommend to the Board,

Association cooperation or participation in projects in documentation, or may recommend SLA sponsorship of an activity in this field. And further, this committee shall keep the Association informed of all new developments and progress in the field of documentation and shall recommend to the Executive Board the future objectives and role of SLA in the field of documentation.

PUBLICATIONS COMMITTEE

The members shall be a chairman appointed for two years and the chairmen of the Committees on **SPECIAL LIBRARIES**, **TECHNICAL BOOK REVIEW INDEX**, **TRANSLATION MONTHLY** and **Non-Serial Publications**. The duties shall be to study and report on any problems on publication policies or problems that may be referred to them by the Board. They may study any publication problem within SLA and make recommendations to the Board; they may also make suggestions to publication committees now set up in the SLA structure.

The Committee on Committees is in accord with the recommendation in Chester Lewis's committee report of March 3, 1955, that the Committees on **SPECIAL LIBRARIES**, **TECHNICAL BOOK REVIEW INDEX**, **TRANSLATION MONTHLY**, and **Non-Serial Publications** shall be standing committees.

The following is not a recommendation to the Board but reflects the thinking of the Committee on Committees that the Publications Committee may analyze the over-all SLA publications program and may make recommendations concerning this to the Board. And further that this committee should, if desirable, review the entire financial structure of individual publications in relation to the Association's finances. This is an agreement with the recommendation in Chester Lewis's committee report of March 3, 1955.

SCHOLARSHIP AND STUDENT

LOAN FUND COMMITTEE

Three members shall be appointed for overlapping terms of two years. The duties shall be: to receive and review applications for loans from the Student Loan Fund and to make recommendations to the Board for approval of student loans.

Each year this committee shall recommend to the Board the number of *scholarships* to be granted and the *amounts* of such scholarships in accordance with the approved regulations governing the Scholarship and Student Loan Fund. Further, they shall receive and review applications for scholarship or scholarships and present the name or names of candidate or candidates to the Board for approval. It is further the duty of this committee to initiate publicity regarding SLA scholarships and loans.

MEMBERSHIP COMMITTEE

The Committee on Committees was requested by the Executive Board to review this committee and to make recommendations to them at the Board meeting in June. The Committee on Committees is greatly concerned about the pyramiding structure of the Membership Committee. The Committee on Committees feels strongly that the present structure is unwieldy and not workable.

As of now, the Membership Committee has 62 members: the over-all committee, the Division membership chairmen, the Chapter membership chairmen, a member-at-large, a member on foreign membership, a member on life membership, and an ex-officio member (Publication Relations chairman). It is impossible for the over-all committee to keep in touch with a committee of this size.

The Chairman of the Committee on Committees has reviewed the annual reports of the Membership Committee for the past five years. They are pretty perfunctory reports, and all information in them seems to have been relayed through a vice-chairman.

Also the Committee on Committees asks enlightenment on the thinking behind the regional setup, with representation on committees of all five regions — regions so widely separated geographically that it would be impossible in all likelihood to get together except at an annual convention, which time is not conducive to the work of committees.

We note that in reports at different times that recommendations have been made on the reallocation of Chapters in this regional setup. However, no action has ever been taken.

The committee further notes that in these annual reports that the Membership Committee has concerned itself with recruiting at the nonprofessional or student level. The Committee feels that this is not a function of the Membership Committee and that recruiting should be done by the Committee on Recruitment.

Until the Committee on Committees or an appointed committee within the Membership Committee itself makes a thorough survey of the structure of this committee, we, the Committee on Committees, make the following recommendations, these recommendations being interim ones until such a survey has been made:

1. As the Membership Committee now stands, it has ten members. Of these ten members, the appointments of five expire as of June 1956. The Committee on Committees recommends that for the present no appointments to fill these expirations be made and that the Membership Committee have five members.
2. That the following members of the committee also be not reappointed: the member

on foreign memberships, the member on life memberships, the member-at-large, and the ex-officio member. In regard to the member on foreign membership, the term expires in 1957, and the incumbent is also chairman of the International Relations Committee where foreign membership properly belongs.

3. The Committee on Committees recommends that the Division membership chairman and the Chapter membership chairman be taken out of "membership" in SLA official rosters and put under Divisions and Chapters. (We agree that Divisions and Chapters contribute most to acquiring members. This is as it should be). That Chapters and Divisions shall for the immediate future report directly to the chairman of the Membership Committee.

4. That the office of vice-chairman of the Membership Committee be abolished.

5. That the duties of the membership chairman shall be to plan, initiate, stimulate, and coordinate membership activities — that he or she shall work directly with Division and Chapter chairmen. That the chairman shall prepare reports for the Board and Council and Association in accordance with the constitution. That the Membership Committee shall promote new Chapters and call on local Chapters for help in this activity.

6. That the membership chairman shall pass on applications for membership in SLA that may from time to time be referred to her for action by the SLA Executive Secretary.

7. That the chairman shall from time to time submit to the Executive Board for consideration the names of persons proposed for honorary membership in SLA.

ELEANOR S. CAVANAUGH

CONSTITUTION AND BYLAWS

The challenge to provide a more satisfactory constitution and bylaws for our Association was taken up this year by the Constitution and Bylaws Committee. At first we questioned the need for an entirely new document. Wasn't our present constitution, adopted 20 years ago, still operable?

To answer this question we first turned to the document itself. Reading the constitution and bylaws for clarification of structure, rules, rights and privileges, duties, and responsibilities proved difficult. Vague language and technical phrases often cloud the meaning. Provisions on a given subject frequently appear in several sections. Some are too detailed and restrictive, others are lacking in definite authority.

Since our knowledge of constitutional law was limited we next referred to parliamentary authorities for guidance. Then we examined constitutions and bylaws that have worked well for other organizations. Finally we re-

viewed reports and recommendations of our Association officers and committee chairmen and articles by members which appeared in SPECIAL LIBRARIES during past years.

We found ample evidence that our constitution has not been adequate to meet the problems that have arisen since 1936. Corrective measures have been taken year after year. These have resulted in nine amendments. And the end isn't in sight—seventeen proposals are still pending. These piecemeal changes are expensive in time and money and they fail to provide an adequate structure for a democratic and efficient organization. So a completely new document seems to be the best solution to our problem.

In the first draft we tried to make the by-laws simple, functional, and readable. The format combines the constitution and bylaws into one completely rewritten document known as "Bylaws." All rules on one subject are together. Direct wording in the present tense is used for clarity and brevity. Our objective was to define the privileges secured and duties assumed by our members and to set up a framework to meet the needs, present and future, of SLA.

Before completing the proposed bylaws, the committee should study and evaluate the plans for Association, Division, and Chapter structure. With the help of all members we can be confident that the final document will assure an efficient, democratic, and strengthened Association. We need the "iron constitution" Richard Armour describes:

*What you plan by, work by, share by
What, in short, you always swear by.*

Matters referred to this committee by the Executive Board during the year were studied. Suggested solutions were incorporated in the draft of the new document.

The committee reviewed the proposed constitution of the Oklahoma Chapter and proposed amendments to the constitution of the Colorado Chapter.

The chairman wishes to express her grateful appreciation to the members of the committee for their cooperation and to Mrs. Alice Sturgis for her patience and guidance in helping us with problems of parliamentary law.

ISABELLA FROST

CONVENTION

The Forty-seventh Annual Convention of the Special Libraries Association, held at the Hotel William Penn in Pittsburgh, Pennsylvania, June 3-7, 1956, was attended by 1,026 members and guests, the largest since New York in 1952. The Institute on Special Librarianship and Documentation, held on the campus of Carnegie Institute of Technology on Friday, June 8, attracted approximately 260.

The question arose, and it will recur, as to how to count Division and Section registration when the Registrant indicates more than one. For statistical purposes it was decided to count only the first Division or Section listed. The following is a breakdown of the registration by Chapters and Divisions:

CHAPTERS	
Alabama	12
Baltimore	5
Boston	37
Cincinnati	33
Cleveland	42
Colorado	6
Connecticut	18
Georgia	14
Greater St. Louis	11
Heart of America	3
Illinois	54
Indiana	12
Louisiana	4
Michigan	40
Minnesota	12
Montreal	23
New Jersey	35
New York	144
Oak Ridge	13
Oklahoma	4
Philadelphia	63
Pittsburgh	112
Puget Sound	2
San Francisco	10
Southern California	16
Texas	7
Toronto	20
Washington, D.C.	85
Western New York	46
Wisconsin	12
Unaffiliated	32
Visitors	59
Exhibitors	40
Total	1026

DIVISIONS	
Advertising	46
Biological Sciences	23
Business	35
Financial	43
Geography & Map	27
Hospital	14
Insurance	31
Metals	57
Military Librarians	25
Museum	11
Newspaper	27
Picture	12
Publishing	13
Science-Technology	425
Social Science	35
Transportation	12
Unaffiliated	91
Total	927

The most successful innovation this year was pre-paid advance registration. A total of 590 registered in advance: 516 paid and 74 unpaid. There was no line at any time.

A second experiment, although not entirely new, was a get-acquainted buffet supper on Sunday evening from 6:30 to 9:00. Because so many tried to eat early in the evening there were periods when food ran low due to the unexpected number who attended. We had indications that some 300 would attend but actually 412 bought tickets. The idea of this early get-together was well received although criticism of the service was heard from a few.

Circles of Information, small round table discussions introduced at this convention, were very successful. Although held on Thursday afternoon following the Annual Business Meeting and in competition with the Armed Services Technical Information Agency program, they attracted nearly 250 participants. This method is best suited for the discussion of library procedures and methods but not philosophy or policy matters. After the Circles had been in session for an hour and a half, Grieg Aspnes, who took over for the convention chairman, announced that those who wished might leave, but interest was so high that over half stayed on for another hour.

It was purposefully planned that the General Sessions held on Monday and Tuesday be shorter than some in recent years to allow time for visits to exhibits and conversations with friends. Reactions on the part of exhibitors were most favorable.

In writing her report each local committee chairman has been asked to bear Boston in mind and include details which are not of particular interest to the convention chairman. A copy of each committee report is being forwarded to the Boston Chapter with the hope that they will prove useful. In addition one copy is going to the Chairman of the Convention Advisory Committee who has been charged with the responsibility of revising the *Convention Manual*.

The exhibits were set up in the Urban Room, and all 31 booths were occupied. Thirty of the booths were rented, and one was used by the Association for its own publications. Five and a quarter pages of advertising were sold in the convention program.

KENNETH H. FAGERHAUGH

CONVENTION ADVISORY

During the 1955-56 year this committee's activities included consideration of the 1954-55 Convention Committees' report and its suggestions for revision of the *Convention Manual* as well as discussion of certain questions placed before it by the 1955-56 Convention Committee.

The Executive Board referred the report of the 1954-55 Convention Committee to the Convention Advisory Committee. After careful consideration, some of the recommendations were incorporated in the *Convention Manual*. The Executive Board has already authorized the purchase of a ticket box. This committee has no recommendations for further action by the Board.

The supplement to the *Convention Manual*, based on the Detroit Convention Committee's suggestions, was prepared and distributed. This committee recommends that the members of the 1956-57 Convention Advisory Committee revise the entire *Convention Manual*. This revision should:

1. Include those changes made since the last revision and eliminate duplication of items.
2. Include a schedule of the issues of SPECIAL LIBRARIES in which convention items appear.
3. Be so organized that it clearly indicates which items are mandatory and which are suggestions based on experience of previous committees.

This committee feels that the Convention Chairman should always attend Convention Advisory Committee meetings. Therefore, we recommend that when necessary the Association pay the Convention Chairman's expenses in attending meetings of this committee.

MARY JANE MACDONALD

DOCUMENTATION

The Documentation Committee reported to the Executive Board in October 1955 and has held no meeting since. At that time the committee reported on the round table meeting at the SLA Convention in Detroit last June. This meeting drew considerable interest and resulted in a petition to form a Documentation Division. It is the belief of this committee that more and more divisions with overlapping interests not only detract from and weaken a strong central SLA but also are a drain on its financial resources. This committee is unanimous in recommending against the establishment of a Documentation Division for the following reasons, in addition to the foregoing basic one:

1. Documentation is procedural in nature as opposed to substantive.
2. It is of interest to all substantive groups.
3. Because of overlapping interests there will inevitably be conflicts in programs at the annual meetings.
4. Participation in documentation activities should not be denied because of additional required dues.

The committee recommended that SLA establish a continuing documentation round table rather than a division and that the round table be charged with the responsibility

of studying and recommending on documentation problems of interest to special librarians and of programming for SLA meetings and for other meetings held jointly with other organizations.

The Executive Board did not accept the recommendations contained in the October report, including the recommendation that the committee be discharge at that time. If there is a need for this committee, it is agreed that it should be continued. However, the fact that the only two SLA activities of this year relating to documentation have been assigned elsewhere appears to be evidence of a lack of such need. One of these, the planning of a post-convention meeting, was assigned to the SLA representative to ADI. The other, to consider a possible joining of SLA and ADI, was assigned to a special committee appointed for the purpose. In neither case was this committee asked to participate or to give an opinion. This committee believes that both instances cited above were properly handled and mentions them only as evidence that any work this committee might do can be adequately handled otherwise.

It is therefore urged again that the Executive Board consider discontinuing this committee unless it has definite plans for some activity which will require its continuance.

MRS. RUTH H. HOOKER

FIFTIETH ANNIVERSARY

No Report.

FINANCE

The Finance Committee has made extended studies of the Special Libraries Association financial situation and has reviewed carefully the sources of income and the types of expenditures. As a result of these studies, the committee prepared a budget for consideration by the Executive Board at its fall meeting in New York. This budget, as amended by the Executive Board, was printed in the *SLA Bulletin* and need not be included in this report. Since the budget showed an \$11,600 deficit, the Finance Committee continued its study and held a second meeting in February at Headquarters at which the activities of the Association as they related to its finances were again reviewed. At this meeting, the Finance Committee made numerous recommendations for studies and other actions regarding the financial activities of the Association and the Chapters and Divisions. These recommendations, as approved by the Execu-

tive Board, are shown in the spring issue of the *SLA Bulletin* which was sent to every member and are therefore not included in this report.

Mrs. Martha O'Leary resigned as chairman of the Finance Committee in November 1955, and Burton W. Adkinson assumed chairmanship for the remainder of the year. It is hoped that the studies and other recommendations which the Finance Committee have made during this year, along with the additional steps that will be taken during the coming year by the Special Libraries Association, will enable the Association to again assume a sound financial program. The committee wishes to thank the Executive Board, the Headquarters staff, and the Association members for the wonderful cooperation and fine support that it has been given this year.

BURTON W. ADKINSON

INTERNATIONAL RELATIONS

The committee, in cooperation with the International Relations Board of the American Library Association and with the Department of State's International Educational Exchange Service, has initiated a project whereby qualified foreign librarians may work for 11 months as visiting staff members of American libraries. The participating American libraries are providing maintenance allowances and opportunities to do professional library work, while the Department of State is responsible for international travel and for a month of travel in the United States. The Washington Committee, representing the International Relations Committees of SLA and of ALA and of the Department of State, has received requests for visiting foreign staff members from a number of American libraries. It is expected that one or two foreign librarians will be in the United States under this jointly sponsored project by the late summer of 1956 with a few additional foreign librarians arriving early in 1957.

Acting upon the 1955 recommendations of the SLA International Relations Committee which was approved by the Executive Board in June 1955, the committee has arranged a post-convention Institute for Foreign Librarians on June 8, 1956 at the Carnegie Institute of Technology. The morning session on documentation is made possible by the invitation of the Institute of Special Librarianship and Documentation to the foreign librarians to join in the morning session of the Documentation Institute. The afternoon session will discuss community support—the key to library development.

The International Relations Committee *Bulletin* for 1956 has been discontinued and in

its place an informal newsletter will be sent to selected library associations abroad and to foreign librarians who have visited the United States within the last two years.

The committee has encouraged and, when possible, worked with the International Relations and History Section of the Social Science Division in working with Chapters to increase professional and personal contact between foreign librarians who have studied or visited the United States or Canada. This has taken the form of hospitality offered foreign colleagues while here and the gift of subscriptions to American library periodicals upon return to their own countries.

With the help of Miss Lucius, correspondence with foreign librarians and library associations has been continued.

LUCILE DUDGEON

MEMBERSHIP

As of May 21, 1956, the Special Libraries Association had 5063 members, which is an increase of 301 members over last year. Of these 5063 members, 18 were Retired, 13 Honorary, 37 Life, 14 Sustaining, 661 Institutional, 3195 Active, 1050 Associate, 75 Student. Since May 20, 1955, the Association has gained 13 Retired memberships, 1 Honorary, 1 Life, 2 Sustaining, 29 Institutional and 283 Active memberships, while it has lost 24 Associate and 4 Student memberships. The membership figures are at an all-time high for this time of the year.

During the past year this committee could not be very active. Its chairman, Ruth T. Power, resigned in February 1956 due to illness and staff matters. The present chairman then accepted an interim appointment.

SPECIAL LIBRARIES ASSOCIATION MEMBERSHIP

May 21, 1956

CHAPTERS	Retired	Honorary	Life	Sus- taining	Insti- tutional	Active	Associate	Student	Total
Alabama	1	28	10	62
Baltimore	8	38	10	56
Boston	1	1	26	116	79	3	226
Cincinnati	1	11	54	23	1	90
Cleveland	1	22	87	12	122
Colorado	6	51	8	1	66
Connecticut Valley....	1	2	1	21	41	30	3	99
Georgia	1	8	36	12	2	59
Greater St. Louis....	1	1	8	35	13	58
Heart of America....	6	21	6	33
Illinois	1	2	1	51	211	49	7	322
Indiana	1	9	49	14	73
Louisiana	1	1	8	28	9	47
Michigan	1	1	1	24	113	48	3	191
Minnesota	1	12	48	23	1	85
Montreal	12	88	20	120
New Jersey	3	4	28	85	25	1	146
New York	4	2	3	5	149	797	169	40	1169
Oak Ridge	7	38	3	1	49
Oklahoma	4	19	2	25
Philadelphia	2	4	44	176	57	2	285
Pittsburgh	2	25	81	25	1	134
Puget Sound	10	34	10	54
San Francisco	2	1	1	16	114	50	1	185
Southern California....	2	1	21	129	38	1	192
Texas	1	13	60	16	90
Toronto	23	51	36	110
Washington, D.C.	1	16	26	363	163	4	573
Western New York....	3	1	34	79	19	1	137
Wisconsin	9	31	27	1	68
Unaffiliated									
U. S. and Canada	2	9	76	17	1	105
Outside U. S. and Canada	10	18	4	32
Totals	18	13	37	14	661	3195	1050	75	5063

In 1954 the Membership Committee began a survey of why members resigned and why memberships were dropped. This survey was based mainly on the letters of resignation, due to the fact that the tracing of dropped members had not been very successful. The results of the survey are as follows: 13 members left the profession to become housewives; 10 went into other fields of activity; 5 went to work in public libraries and preferred to join the ALA; 3 retired; 3 left the United States; 4 resignations were due to a change in company policy; 2 gave illness as a reason; 2 libraries were discontinued; 3 members were transferred; 4 duplicate memberships were dropped; 1 member wanted only a subscription to SPECIAL LIBRARIES; 2 could not attend any meetings; 2 were not interested; 5 gave financial reasons; 1 Canadian member found SLA too American; 20 members gave no reason at all.

This year Headquarters notified the Chapters on February 15 of those members whose dues had not been received at that time. This is a new way of handling an old problem, and it has been generally successful. It gave the Chapters an opportunity to follow up these late-paying members. Some Chapters sent very good reminders, others contacted their members personally. Also for the first time this year, the Executive Secretary sent a letter to each member who had been dropped. The result was that many memberships were reinstated.

Some membership campaigns were reported, in particular by the Georgia Chapter, the Biological Sciences Division, and the Newspaper Division.

The Oklahoma Chapter has been officially authorized this year.

Members in New Mexico are working hard to establish a Chapter there.

The main problem for the coming year, when the membership dues are increased, will be the holding of our present membership as much as possible and the seeking of additional members.

MEMBERSHIP GAVEL AWARD

The award has been made every year since 1935 and is based on percentage increase in memberships during the last convention year.

The three Chapters having the highest percentage increases were Georgia, 29.1%; Oak Ridge, 26.6%; and Greater St. Louis, 17.2%. Having won the gavel for three years, Georgia is entitled to keep it permanently. The only other Chapter which has won possession of the gavel is Western New York in 1948.

APPRECIATION

The chairman wishes to thank Marian E. Lucius for her valuable assistance.

MRS. ELISABETH F. DE VRIES

NON-SERIAL PUBLICATIONS

The Committee on Non-Serial Publications of the Special Libraries Association has held two meetings during the Association year. The rest of the work has been done by correspondence. In addition, the chairman has made two trips to New York to consult with the Executive Secretary and the Association's editor on problems in connection with individual publications.

The *Manual of Procedures* for the Committee on Non-Serial Publications, accepted by the Executive Board at the annual Convention in Detroit, June 1955, with minor alterations, has been revised and duplicated. This manual outlines procedures for the committee, including lines of responsibility, policy for non-serial publications, and specifications for the finished publications.

This manual supersedes the former author's manual. It provides a guide for authors, editors, and compilers of books and other non-serial publications, such as monographs, pamphlets, and bibliographies. It states the policies governing the progress of a manuscript from its inception until it is issued. The mutual responsibilities of authors and Association are defined. Individuals, committees, Divisions, and Chapters are covered by the term "author."

PUBLICATIONS ISSUED 1955-56

Libraries for Research and Industry: Planning and Equipment, SLA Monograph No. 1. SCIENCE-TECHNOLOGY DIVISION. Margaret Hilligan, editor.

Bibliography of Engineering Abstracting Services. SCIENCE-TECHNOLOGY DIVISION, ENGINEERING SECTION. Miriam M. Landuyt, editor and chairman, Committee on Engineering Abstracting Publications.

MANUSCRIPTS IN PROCESS OF PUBLICATION

Handbook of Scientific and Technical Awards in the United States and Canada, 1900-1952. SCIENCE-TECHNOLOGY DIVISION. Margaret A. Firth, editor. A photostat sample copy is on exhibit in the SLA booth at the Convention, and orders are being taken. Publication date, August 15.

Handbook of Commercial, Financial, and Information Services, 5th ed. FINANCIAL DIVISION. Walter Hausdorfer, editor. Publication date, early autumn.

APPROVED PROJECTS IN PROCESS

Union List of Technical Periodicals, 4th ed. SCIENCE-TECHNOLOGY DIVISION. Leola Michaels, editor, assisted by a committee of the Michigan Chapter.

Guide to Cartographical Research. GEOGRAPHY AND MAP DIVISION. Bill M. Woods,

editor. He expects manuscript to be ready within a year.

A Guide to the Published Series of College and University Engineering Research Departments in the United States. SCIENCE-TECHNOLOGY DIVISION, ENGINEERING SECTION. John M. Bobb, editor.

Bibliography of SLA Special Classifications. Allen Kent, compiler.

AWAITING COMMITTEE ACTION

Fifty Year Index to SPECIAL LIBRARIES.

The idea of this publication was referred by the Executive Board to the Advisory Council for expression of opinion at its meeting on Tuesday, June 5, 1956. The Committee on Non-Serial Publications was instructed by the Executive Board to investigate costs of publication before any further action is taken.

Guides and Aids to Public Documents Use, 1953-1955. Manner of publication of this continuation of a valued reference tool is being investigated.

LUCILLE JACKSON

PHOTOGRAPHIC REPRODUCTION

The committee is charged with keeping abreast of new developments, equipment, and techniques, and representing the Association at meetings of organized groups in this phase of specialization.

During the year several notes and reviews have appeared in *SPECIAL LIBRARIES*. An article by committee member Joretta J. Kiersky on new techniques and developments in the field of photoreproduction will be published in the September 1956 *SPECIAL LIBRARIES*.

A bibliography of recent literature is being developed for publication and distribution on request. A study is in progress to determine what periodicals are most likely to contain articles and notes of direct interest to librarians concerned with photoreproduction and library techniques, in order that these titles may be scanned regularly.

COPYRIGHT

A questionnaire entitled "Library practices in supplying photocopies of copyrighted materials to scholars and other research workers" was sent to 145 special librarians. The same form was sent to the members of the Association of Research Libraries, with which SLA is privileged to cooperate in this joint study. A complete report will appear at a later date in these pages, but certain trends are evident from the 85 forms completed and returned by special librarians. Only ten percent of the responding libraries have a written statement of policy with respect to the photocopying of copyrighted works. The most common practice is to copy limited portions of periodicals for the internal use of a particular research

man. In other words, "fair use" is in effect in most special libraries, although they may not fully realize that such is the case.

Librarians who desire to participate in this survey should write to the chairman. Replies are confidential. This year, as last, the committee welcomes correspondence from the membership of the Association.

ROBERT S. BRAY

PUBLIC RELATIONS

Certain activities of the committee continued along as formerly, with the Headquarters staff caring for most of the work.

EXHIBITS

The suitcase exhibit was used at the Tri-State (Ohio, Indiana, Kentucky) meeting in Cincinnati and at the AAAS meeting in Atlanta, Georgia. Other material was exhibited in Philadelphia for the Metals Division. Association material, with Chapter and Division bulletins, will be on display in Pittsburgh.

REPRINTS

Reprints were made of the following articles: Nielander, *The Dollars and Sense of a Company Library*; Shera, *The Training of a Chemical Librarian*; Francisco, *Use of the Uniterm Coordinate Indexing System in a Large Industrial Concern*, and Kyle, E. G. *Brisch: Something New in Classification*. Copies of Ruth Nielander's article were furnished for the National Business Show and approximately 4000 copies were distributed through the Combined Book Exhibit. J. H. Shera's article has been used primarily for recruitment and the other two have been made available through a notice in *SPECIAL LIBRARIES*. They will be used in exhibits next year. In addition to these new reprints, copies of Marjorie Baker's *How to Start a Small Technical Library* were distributed at several exhibits.

Our Library

28 copies of this publication have been sold since the price was reduced last November.

MISCELLANEOUS ACTIVITIES

Material was furnished by Headquarters for an article in *Management Methods*, January 1956, entitled "How to organize a company library." Over 350 requests for information have been received on the basis of this article. Kits of reprints and information about the Association have been sent out in response to these requests.

The committee approved the letter and form used for announcing the scholarships offered by the Association.

The committee concurred with the suggestion that some recognition be given to Shirley Booth for her acting in *The Desk Set* and to its author, William Marchant.

FILM

The most important step taken this fiscal year was the appointment of a subcommittee on the film project in accordance with the Board recommendation that the Association produce a film to promote the interests of special libraries. This subcommittee, headed by Frances C. Richardson, consists of members all in one vicinity and it has met several times to formulate plans. That report follows.

The Public Relations Committee this year was made up largely of new members and as such has been feeling its way. The potential activity of this committee is limitless. Many suggestions have been offered by the members as to how the committee could be of more service and these suggestions will be given to the incoming chairman.

This report ends with a sincere expression of appreciation for the service given by the Headquarters staff, without whom public relations would not exist.

MRS. ALICE HOOK

Subcommittee on The SLA Film Project

The first major decision of the committee was that the primary approach of the film should be directed to the prospective special librarian, the student between 17 and 20 years of age. The secondary approach should be to management. A good picture will appeal simultaneously to both.

Because the film will be so highly specialized it is advisable to have a committee of SLA members act as "producer." In that way the script will be written under their direct supervision and they will be in constant contact with whomever does the actual shooting of the film. As producers, then, they must know: what they want to say — what they want to get over — and to some extent how to accomplish this.

STORY MATERIAL

As the committee conceives the film, it will be necessary to present a number of different special libraries to show the great variety of choice there is for the future librarian. This can be done partly through narration, of course, but we hope to develop several ideas for "plots" that will at least suggest to the writer what we want to achieve. It may be found expedient to obtain film strips representing different businesses and industries to insert in our picture but this should not be difficult.

We realized early that the development of the story must be founded upon actual experiences of special librarians. A notice asking for anecdotes, dramatic incidents, and true stories about special librarians and their work appeared in the May-June issue of *SPECIAL LIBRARIES*. The editor of the *Southern Cali-*

fornia Chapter Bulletin also prepared a notice and distributed it for publication in 25 other Chapter bulletins.

A letter has also been written to the National Office Management Association asking for similar material from the managerial point of view, and we have contacted chapter liaison officer, Rowena Phillips, for her cooperation in obtaining dramatic incidents. Until this material starts flowing in to us, we cannot go much further.

REQUISITES OF A GOOD FILM

Having concluded it was necessary to become familiar with recruiting films made by other organizations, the committee spent two evenings viewing 11 films. The viewing of these films led us to certain conclusions:

1. The presentations that held the interest of the viewers the best were those that carried a slight story line. The possibility that the viewer may identify himself with a definite person in the "play" is very important.
2. It is possible to combine narration with the story but when it is relied on entirely, it does not sustain the interest as well as a more subjective presentation.
3. Color is a very important factor in holding interest and increasing attractiveness. However, the black and white film can also be most effective and should be seriously considered. The added expense of color for the original picture will be very much multiplied if we want additional prints made for distribution later.
4. Since competition with other professions and industries is great and every effort is being made to attract serious students to their ranks, we must keep in mind the necessity to produce a first class film. (Our discussion waxed so enthusiastic we were actually planning just who should accept the "Emmy" for it!)

In interviews with several audio-visual librarians who are connected with educational institutions, we were advised:

1. The story type film is best to hold interest.
2. Be sure to keep the picture content on a level youngsters can understand.
3. Try to keep speech as natural as possible.
4. Try not to be contrived or stilted.
5. Propaganda can be used tactfully but avoid preaching and obvious plugs.

At the conclusion of our viewing of the second lot of films, it was decided that each of us would seek advice regarding the *modus operandi* of producing a documentary film. Several members of the committee succeeded in having these interviews and the consensus of opinion gave us one very positive and definite fact — **THE SCRIPT IS THE THING!** This we must have before anything else and it is the basic and most important element.

Who should write the script? A professional script writer, by all means. Here again the consensus of opinion was that it would be best to have the script written and approved by an SLA committee before arranging to have it shot. An added advantage is that a completed script to present a prospective sponsor would be an excellent talking point. An alternative would be to turn the whole project over to a film company experienced in the making of documentaries and industrial films and let them contract for the whole venture. We were advised, however, that we would not have the control of the writing that we would have if we had the script completed before going further. However, our contract could indicate that we must approve the script.

To give the project to a university group might also lead to difficulties. We might receive a brilliant script and production or we might receive quite the reverse. To rely on experienced people of recognized ability is the safest course to take. A fair, flat sum to offer a writer for a completed script of the length and content of ours would be \$1,000. For the production—if our film is to be 20 minutes running length, which seems a good time, judging from the recruiting pictures we viewed—we should limit the cost to \$1,000 a minute. This would not be doing it in a cheap fashion, but of course we have not gone extensively into checking costs with documentary film companies and our conclusions are from a preliminary checking only. Chicago and New York are the centers for industrial and documentary film making rather than Los Angeles. However, there are several first class commercial film companies here also.

The present committee wants to continue working until it has brought together into some form the ideas of how to handle the story, so that when a writer is assigned he can go on from there. As I said before, we cannot continue with this until we begin to receive the incidents and experiences we have requested. When we arrive at this point, it will have to be decided where the film will be made and by whom written and produced.

It is our opinion that careful consideration be given before a writer is chosen. There are several we feel could be recommended but we should not jump to a decision.

FRANCES C. RICHARDSON

PUBLICATIONS

On March 3, 1955, the Executive Board of the Special Libraries Association established a standing committee, the Publications Committee, as an administrative instrument "for communication among those responsible for present and future serial, non-serial, or any

other Association publications." The Publications Committee was empowered "to confer, analyze, and recommend" on:

1. The over-all publication program of SLA.
2. The interrelated problems that may arise between or among any of the publications sponsored by SLA.
3. The financial structure of individual publications, either serial or non-serial, as related to the general publication program of the parent association and to the Association's fiscal program.

The action of the Executive Board did not make explicit the degree of autonomy of the Publications Committee with respect to the initiation of recommendations to the Executive Board. Implicit in the areas of operation assigned to the committee is the responsibility to act upon and to make recommendations with respect to such problems as the Executive Board may from time to time refer to it. In addition, however, the committee assumes that it may exercise the privilege of initiating such inquiries and investigations as it deems appropriate, without benefit of referral from the Executive Board. Priority in the consideration of problems and the prosecution of its program of activities is left to the discretion of the Publications Committee unless explicitly stated by the Executive Board.

The Publications Committee held its first meeting at the Detroit Convention on June 16, 1955 and a second in New York on November 5, 1955. The objective of these two meetings was to survey the general field, identify those areas where action on the part of the committee was most needed, and assign priorities for committee attention. The two areas in which the situation appeared most acute were SPECIAL LIBRARIES and non-serial publications.

The Publications Committee, however, had not progressed very far in its examination into these two areas when it discovered that the entire publications program must be considered in the light of the total operations of the Association, and that these operations are, in turn, derived from the aims, objectives, and purposes of the Association as a professional organization.

THE NEED FOR A GENERAL STUDY OF THE ASSOCIATION

There can be no doubt that the publication program of SLA is one of its most important contributions to professional improvement, but important as it is, it is still but one way in which the Association contributes to the professional well-being of its members. The publication activities of the Association, therefore, cannot be considered apart from the entire program of the Association, regardless

of what aspect of those activities is under scrutiny. This would seem to be a truism but it is easily forgotten by any group that is instructed to examine any segment of Association work.

Furthermore, the relation which the several parts of the Association bear to each other is determined by the total relation of the parts to the whole. For example, it is not easy to ascertain the relation which the bulletins of the Divisions and local Chapters should bear to each other and to **SPECIAL LIBRARIES** until the relation which the Divisions and local Chapters themselves bear to the parent Association is clear. In short, the publication program must at all times be related to the structure, purposes, and objectives of the Association itself, and when a contradiction appears, it should be brought into proper conformity to the Association pattern.

Therefore the Publications Committee is in general agreement that, before it can do more than tinker with publication details and as a prerequisite to any fundamental decisions respecting publication policies, the Association must subject itself to a thorough re-examination of its objectives, functions, and methods of operation, and that such a re-examination might reveal the need for a reorientation of SLA to meet a changing relationship between the special librarian and his professional association. To this end, therefore, the Publications Committee urges the initiation of a basic study of the objectives, functions, and operations of the Association, such a study to encompass the following major considerations:

1. A re-examination of the objectives of the Association to determine their contemporary validity and to evaluate their effectiveness in meeting the contemporary needs of the membership. Such an examination should be expressed in terms of:

- a. The relation of the Association to the profession of librarianship.
- b. The relation of the Association to its membership.
- c. The relation of the Association to local Chapters and Divisions.
- d. The relation of the Association to other professional associations and groups, e.g. ALA, ADI, ASLIB.

2. A study of the financial structure of the Association, with respect to the relationships indicated above and in terms of sound fiscal policy.

3. A study of the total administration of the Association, with respect to:

- a. The organizational structure of the Association.
- b. The government of the Association.
- c. The structural relation of the Association to its Divisions and local chapters.

- d. The administration, organization, and operational procedures of the Association Headquarters.

4. A study of publication policy in which the publishing program will be properly related to the other activities and interests of the Association.

Admittedly such an undertaking is not to be assumed lightly. It will require competent leadership and a protracted period of intensive work. That part of the survey which deals with the administrative operations of the Association should be under the direction of a competent and impartial expert or group of experts who can bring the requisite amount of knowledge and skills to bear upon the problems involved. The work of this expert or experts must be reviewed by members of the Association to the end that the work of the experts will be brought into conformity with professional objectives.

Such a program is a major undertaking, and some may argue that it is going the "long way around" to arrive at an understanding of the publishing activities of the Association and that it will postpone further the needed improvements in SLA publishing. However, it is the opinion of this committee that such a study is the only really sound way to arrive at an analysis of Association publishing upon which can be developed a solid program for the future.

SERIAL PUBLICATIONS

Pending the achievement of such an associational survey, the Publications Committee has proceeded with some examination into the most critical areas of the publishing program. This program, exclusive, of course, of such specialized serials as **TECHNICAL BOOK REVIEW INDEX** and **TRANSLATION MONTHLY**, should be directed toward five objectives:

1. To disseminate as widely as possible the scholarship of the profession by reporting at appropriate intervals the results of research and a review of ideas, problems, techniques, and achievements in special librarianship and related fields.

2. To disseminate in a similar manner certain specialized forms of bibliographic information, such as book reviews, abstracts, and current listings and of materials in special librarianship and correlative fields.

3. To make available to the members of the Association news of and reports concerning Association activities at the international level, with the occasional addition, when necessary, of such local material as may be of more general concern.

4. To make available to the members of the Association news of and reports concerning

the activities of the several Divisions and Round Tables of the parent Association.

5. To make available to the members of the Divisions and local Chapters of the Association such reports, announcements, and other local information as is the exclusive, or almost exclusive, concern of the specialized groups.

To achieve these objectives, three types of serial publications seem to be indicated:

1. A scholarly journal, the purpose of which would be to fulfill objectives 1 and 2 above.
2. A monthly newsletter or bulletin, reproduced in photo-offset and edited by the Executive Secretary of the Association and her staff, which would meet objectives 3 and 4.
3. Local Chapter and Division bulletins, standardized in format, edited locally, and reproduced as inexpensively as possible, designed to meet efficiently objective 5.

These assignments of responsibility should be defined precisely and the lines of demarcation should be kept sharp at all times.

SPECIAL LIBRARIES

Of the three serial publications, *SPECIAL LIBRARIES*, *TECHNICAL BOOK REVIEW INDEX*, and *TRANSLATION MONTHLY*, the first has the largest circulation, is of the greatest general interest to all special librarians, and presents the most serious problems respecting scope, content, and financial position. The others are satisfactorily meeting highly specialized needs, have well defined areas of operation, and are financially self-supporting.

SPECIAL LIBRARIES, the Association's official journal, is regarded throughout the library profession as one of the outstanding publications in the field. Yet its content has, from time to time, aroused some criticism, as indeed does that of every publishing venture, and its financial situation has become one of the major problems of the Association's budget.

Mrs. Margaret Fuller, chairman of the Committee on *SPECIAL LIBRARIES*, has reported in the February 1956 issue that in 1954, \$1.60 per member was allocated to the support of the journal. This contrasts with but \$.60 per member in 1945 when all editorial work on the journal was contributed on a voluntary basis. According to Mrs. Fuller's estimates, \$2.09 per member will need to be budgeted in 1956. Two factors are obviously responsible for these increases: the discontinuance of volunteer editorial assistance, a thoroughly justifiable change, and sharply rising printing costs which SLA officers are, of course, powerless to prevent.

However, in a report prepared in 1951 by Melvin J. Voigt, it is stated that the Electrochemical Society contributes \$8.50 of its \$12 dues to the support of its journal, the American Electroplaters' Society allocates \$3.75 from \$8 dues, American Society for Metals

\$6.25 out of \$10 (for two journals), etc. At the present time the American Documentation Institute allocates \$4 of its \$10 membership dues to *AMERICAN DOCUMENTATION*. These apportionments do not indicate that *SPECIAL LIBRARIES* is receiving an unfair proportion of the membership dollar.

Though over a ten year period the income of *SPECIAL LIBRARIES* has increased only 77% and its expenses have increased 97%, one must remember that the main purpose of the SLA publishing program is to enrich our professional literature, to provide effective instruments for improving techniques and practices, and not to return revenue to the Association. Here it is appropriate to emphasize, and one cannot emphasize this point too strongly in assessing the financial position of the journal, that whereas all other publications of the Association are *sold* to the members, even to Institutional members, *SPECIAL LIBRARIES* is distributed *without additional charge* to the membership as one of the benefits derived from the payment of dues. Thus *SPECIAL LIBRARIES* represents a peculiar financial problem that differentiates it from all other Association publications and hence its financial position must be considered from an entirely different point of view from that which is applicable to its sister publications.

Finally, we should point out that to a limited degree the Chapter and Division bulletins, particularly the former, impinge upon certain prerogatives that properly belong to *SPECIAL LIBRARIES*. First, by seeking advertising on their own initiative they tend to drain away financial support from the Association journal. Second, by publishing material of more than local interest they tend to weaken the intellectual content of *SPECIAL LIBRARIES*. Any attempt on the part of the Association to restrict the activities of its subsidiary groups, raises the basic problem of the relation between the parent organization and its subsidiaries, and the practices referred to above would appear to be generally harmful to the international organization.

Therefore, a fundamental decision must be made respecting Association policy before any decision can be reached with regard to the future financial program of *SPECIAL LIBRARIES*. The Association itself, or its elected representatives, must decide whether the journal is of sufficient importance to the members to justify subsidized distribution to the membership through a substantial allocation from membership dues, in addition to all funds received from subscriptions and advertising. Such a contribution should make possible the expansion and improvement of the publication, thereby increasing its professional value. In contrast, the present policy of minimizing direct subsidy from the Association and main-

taining expenditures at approximately the level of income provided by subscriptions and sale of advertising space, may well inhibit normal editorial development. Even to maintain the journal at its present level may require increased income from dues or retrenchment in other Association activities. The decision as to which policy shall be followed can be made only by the membership itself or its duly authorized representatives on the Executive Board.

OTHER SERIAL PUBLICATIONS

The two other serial publications issued by the Special Libraries Association need not be dealt with in this report, since they present no major problems which need detailed consideration at this time. The **TECHNICAL BOOK REVIEW INDEX** is approaching a quarter-century of distinguished service to the profession, and the support which it has received from subscribers has been more than adequate for its maintenance. **TRANSLATION MONTHLY**, a venture inaugurated in 1955 in cooperation with The John Crerar Library, has proved itself from the beginning, and the support that its subscribers have given it has not only placed it in a position of solvency but also testifies to the value of its contribution to the improvement of our professional resources.

NON-SERIAL PUBLICATIONS

In the March 1956 issue of **SPECIAL LIBRARIES** Miss Jackson reports on the present status of non-serial publications and she emphasizes that in recent years such publications have not only paid their printing costs but have contributed, on an average, approximately \$3000 annually to the salaries of the editorial staff at headquarters. Against this should be charged the costs for promotion, storage, and handling of titles that have been absorbed by the Association budget for general operations. In 1949, a Publication Fund was established to which are credited all revenues from non-serial publications and against which all direct charges incurred by the publishing program are charged. The balance in this account has grown from \$2,672 for the first year to \$25,198 in 1955. There will, however, soon be charges of from \$10,000 to \$13,000 against this balance. From the standpoint of financial return, then, there would seem to be slight cause for concern, though it should be pointed out that the Executive Board might seriously consider a policy of paying royalties to its authors as does the American Library Association and some other professional organizations. The accumulation of an excessive surplus by a nonprofit organization is open to serious criticism if it is allowed to continue without remuneration to authors. Payment of royalties will, of course, necessitate a precise definition

of "authors" since many of our publications are the products of committee work.

The present practice of generally restricting authorship to members of the Association may also need some review. Page 5, Sec. IVB of *Manual of Procedures for the Committee on Non-Serial Publications* already provides for the submission of manuscripts by nonmembers. Preferential consideration to members in the selection of authors is certainly justified, but competence is not always to be equated with payment of dues and Miss Jackson has stated, "Some consideration might be given to publishing material in the special library field submitted by other organizations and by nonmembers."

Recently the Publications Committee voted unanimously to approve the appointment of the present editor of **SPECIAL LIBRARIES** as Publications Officer of the Association. This will improve the opportunity for coordination in the several aspects of the total publishing program, bring technical competence to bear upon all publishing problems, and will give to the Publications Committee a more direct point of contact with publishing activities at Association Headquarters than it has hitherto enjoyed. It is also recommended that the Publications Officer become an *ex officio* member of the Publications Committee.

RECOMMENDATIONS

As a result of its discussions and investigations the Publications Committee is prepared to recommend that:

1. Because the publishing program is one of the most important activities of the Association and because this program is integrated throughout with the other work of the Association and hence cannot be considered apart from it, the Executive Board consider the implementation of a general study of the objectives and operations of the Association in its entirety.
2. Because the publication of **SPECIAL LIBRARIES** is one of the most important single activities of the Association and because it is one of the most effective instruments for professional advancement, it should be regarded as one of the inherent benefits of membership in the Association and apportionment of dues necessary to maintain a high standard of excellence should be considered as justified.
3. The Executive Board take the necessary measures to prevent the solicitation of advertising by local Chapters from national advertisers for their local publications, and that such publications be restricted to material which is not suitable for publication elsewhere, where "suitable" is defined as being in harmony with the objectives 3, 4, and 5 of the serial publication program of this report.
4. The Executive Board seriously consider the payment of royalties to all authors of non-

serial publications issued by the Association, thus bringing this policy into line with general publishing practice. (One member of the committee voted against this.)

5. The Executive Board designate the present editor of *SPECIAL LIBRARIES* as Publications Officer of the Association, and that she be appointed an *ex officio* member of the Publications Committee. (One member voted against this.)

J. H. SHERA

RECRUITMENT

Attracting to our profession young geniuses, resourceful enthusiasts, and those of any age full of virtue, enterprise, and common sense is pleasing at any time and essential today. Mortals conforming to such lofty specifications being rather rare, we aim at those of a lower order but cast in the same mold. To obtain these we must compete with most other professions which are also in short supply.

How successful our efforts are is difficult to assess. Who can say, precisely, whether it was one of our inducements, other inspiring model librarians, mother's urging, or what-have-you, that propelled Carleton and Claribel into the special library field?

CHAPTER ACTIVITIES

Since the other factors are beyond our control, we concentrate on the discernible. Each of the Chapters, through its recruitment representative and local committee, is encouraged to: assess the need for special librarians in the area; confer with employment chairmen; communicate with vocational advisors; deliver talks in the surrounding schools, on radio and TV, or stimulate others to so do; arrange for visits of students and guidance counselors to special libraries; work with other library associations, student-library-assistant clubs, speakers' bureaus, library schools, and counseling groups; exhibit at professional and trade association meetings; publish or cause to be published articles in periodicals and newspapers; distribute gospel literature; encourage courses in special librarianship; and resort to any other legitimate means to cause the best people to flock to the profession. This year the target, as given in the Five Year Plan, was shifted from the secondary school to the college undergraduate.

As in most things, some Chapters, notably, in this instance, Colorado, Minnesota, New Jersey, New York, Philadelphia, Southern California, and Washington, did more than others. At least, these are the ones of which we know. Others have probably hidden their accomplishments under a cloak of modesty.

PROMOTION AND PUBLISHING

Communication among the Chapters, the Association Recruitment Committee of five,

the Executive Board, Headquarters, various joint library association committees, and certain dedicated recruiters, was again carried on via the *Newsletter*. In the current year, at the request of some and to the voiced satisfaction of others, the library schools were added to this select mailing list. Five issues of the *Newsletter* were published. Various pertinent publications were enclosed.

With the kind assistance of many interested individuals who send things to us or call items to our attention, the Recruitment Committee has continued the comprehensive collection of recruiting literature begun by its predecessors. The collection has been almost doubled. We have publications for loan and distribution. Headquarters, many of the Chapters, and we have done a thriving business in circulation and dispersal. Articles and speeches were written by the committee chairman in response to canny solicitations.

Fannie Simon, H. W. Wilson Company Representative for SLA, asked for an article on recruiting as the first of a new series on special libraries. Accordingly, one was produced and published as: Help Needed — Special Librarians, *Wilson Library Bulletin*, November 1955, p. 265, 286.

It was written primarily to inform other librarians of the SLA program rather than as enticement literature. However, we received almost 30 inquiries, including two from overseas, from people who were interested in transferring or wanted their friends or relations to become special librarians! Most of these were referred to Headquarters for the membership and placement appeals.

John F. Harvey, chairman, Joint Committee on Library Work as a Career, assembled, at the request of the *Library Journal*, a group of articles on what various library associations were doing in recruiting. The SLA committee chairman furnished the one on our program. The series will be published in one of the summer 1956 issues of the *Library Journal*.

Mr. Harvey also asked the committee chairman to talk on "The SLA Recruiting Pamphlet for College Students: Putting Knowledge to Work" at the Joint Committee on Library Work as a Career meeting at the ALA conference in Miami on June 19, 1956. Since she will be unable to attend, Paul Burnette, a member of the committee, will read the speech, demonstrate the original art, make-up, etc., and extemporize.

RECRUITMENT PAMPHLET

Our principal mission for the year — the writing, design, illustration, and publication of a pamphlet for college students on special library careers — has been accomplished. The publication is *Putting Knowledge to Work*:

the Profession of the Special Librarian. It is 20 pages, including cover, in two colors, and illustrated. Ten thousand copies were printed. Copies are available from Headquarters or the committee chairman.

Last year the outline was completed and much material gathered. This year more literature and data were added. A professional writer, Richard Peltier, who has done association writing, was selected. We provided most of the information and conferred with him numerous times. He produced a manuscript which was circulated to more than 50 librarians, students, and vocational guidance counselors. Comments were received from over 40 of them. These and our own reactions were studied and then, with and without consultation with the writer, changes, additions, and deletions were made. Several drafts later, a "final" one resulted. This was again circulated to the Executive Board, the previous committee chairman, Thelma Hoffman, and member Margaret Rocq. Further changes were incorporated.

Meanwhile, we had chosen an artist-designer, Stuart I. Freeman, who specializes in publication design. Much of his work is for national accounts. He was responsible for the format, illustration, and printing of the brochure. The Washington members of the committee accept full responsibility for approval of the art work.

The total end product undoubtedly has numerous imperfections. Many will not agree with or like everything in it, but we did our best. Often we had to reconcile or select from conflicting opinions. Always we had to consider, first, the better-than-average college student to whom this is directed, and secondly, our colleagues.

To everyone who helped with ideas, material, information, and comments, to all who devoted so much of their time, and to the writer, artist, and printer who did their work at a fraction of their usual fees, we extend deep gratitude.

The publication was produced at a cost of the Association of \$2,100. Other committee expenditures will amount to less than \$100 and leave some funds for the eager succeeding group to begin operations.

SUGGESTIONS

The work of the committee and Chapter representatives is best reflected in the *Newsletters*, previously distributed to the Executive Board. To meet statutory requirements, four additional copies of each *Newsletter* are herewith being sent to Headquarters for filing.

What with articles, correspondence, speeches, and the pamphlet, little time was spent this season in stimulating Chapter programs other than via the *Newsletter* and referrals. For our

successors perhaps more direct correspondence, telegrams, etc. may be productive.

Continued adherence next year, the fourth one, to the Five Year Plan so effectively devised by the previous committee, is advocated. We especially recommend following the slogan, "Every librarian a recruiter," and the promotion of an article on special library careers in a popular magazine.

Our hearty thanks to the Executive Secretary, the President, the rest of the Executive Board, the previous committees, the professional and secretarial volunteers, and all who have helped and encouraged us.

MRS. ELSA S. FREEMAN

SCHOLARSHIP AND STUDENT LOAN FUND

SCHOLARSHIPS

The committee, with the approval of the Executive Board, has awarded two scholarships for \$500 each for the academic year 1956-1957. The awards go to Mary Louise Will of Mapleton, Minnesota, and Floyd M. Cammack of Lexington, Kentucky. The first alternate is Marlene Lucille Bell of Brookline, Massachusetts, and the second, Ronald J. Booser of Erie, Pennsylvania. Miss Will graduates in June from Macalester College with a major in biology. She plans to attend Simmons College, School of Library Science. Mr. Cammack was graduated from the University of Kentucky in January 1954, and will complete a Rhodes Scholarship at Christ Church, Oxford, England, next August. His major is modern languages. He is enrolled at Columbia University, School of Library Science for the fall term.

Twelve applications for the scholarships were received. All of the applicants were eligible; however, some were better qualified than others. There were enough good ones to make the selection difficult. It was a disappointment not to have any applicants from Canada or the western part of the United States. Our members should recruit in their localities. Most persons who applied did so because of some personal contact with one or more special librarians.

We feel that the decision to offer two scholarships this year was a wise one. It was made after a check of 20 library schools showed that \$500 would cover the tuition or most of the tuition at all but one. Two scholarships will help two persons to become special librarians and spread awards among more library schools, many of which do not stress the special library field or encourage students to prepare for work in special libraries.

Two pieces of publicity were prepared by the committee and sent out from Headquarters on September 1: a news release for journals

and newspapers and an announcement of scholarships, sent to colleges. The announcements were initiated by this committee. They should be used again next fall for we know that several applications were received as a result of them. However, they should not go out until all colleges are open. Mail received during vacation may not reach the proper person, particularly in the large universities. The timing of the news release is set by the scholarship provisions at September 1, or six months prior to March 1, the final date for receipt of applications. The first of September is as early as a new committee can make its decision, obtain Executive Board approval on the number and amount of the scholarships, and then prepare the publicity and have it approved. There was a great rush last summer and the deadline was met only because everyone concerned was prompt and cooperative.

Our publicity was read. It brought in most of the scholarship and student loan requests. It will be more effective in subsequent years as our scholarships become better known. Forty-four persons and several colleges were sent scholarship application blanks in answer to specific requests. Many other inquiries were received after the March 1 deadline. They were told that it was too late to apply for the 1956-1957 scholarships. In contrast, one college junior is looking ahead. She wrote for information and an application to be used for next year's scholarship.

The application for scholarship blank was redesigned to include more information in a logical arrangement. The committee members found them easy to use and only one or two applicants failed to follow directions or left items blank. This is a good indication that the questions were clear. The letter and the questionnaire which are sent to each of the four references given by the applicants were revised to go on one sheet instead of three, the letter on the front and the questionnaire on the back. Through the courtesy of E. I. du Pont de Nemours & Company Technical Library, 500 copies of this form were made for the Association.

A news release on this year's scholarship winners was prepared for the Pittsburgh newspapers and the recipients' home town papers.

Maria Kochanowsky, who received last year's scholarship for \$1000, will be graduated in June from Drexel Institute. She has done well in her courses at Drexel and in her two weeks practice work at Hahnemann Hospital. She has accepted a position with the Lippincott Library, Wharton School of Finance, University of Pennsylvania.

STUDENT LOANS

Two student loans for a total of \$650 were granted during the year. Two other applica-

tions were processed but the requests withdrawn before the loans were made. There is now \$1550 on loan. With the ceiling set at \$2000 only \$450 is available for loan until some of the borrowed money is paid back. We may not have much repaid in 1956 because all these loans are recent ones and most of the recipients are still in college or just graduated. The increase in loan requests in the last two years undoubtedly is due to the publicity given to our Scholarship and Student Loan Fund. Next year's committee should review the policies on loans. Some changes would seem to be desirable. Our decision was to wait to gain more experience.

A manual on student loans has been prepared and submitted to the Executive Board at this meeting for approval.

CONTRIBUTIONS TO THE STUDENT LOAN FUND

Our members were contacted in several ways to solicit contributions to the Scholarship and Student Loan Fund. A line was included on the annual bills and a letter sent to the life members who do not get bills for SLA dues. Letters were also sent to Chapter presidents and to Division chairmen. The letter to the Chapter presidents was designed to stimulate contributions from members through a planned annual program as part of their Chapter activities. It was also suggested that librarians call the attention of their company officers to the fund. Twelve Chapters contributed to the fund, two of them being gifts in memory of former SLA members. We do not know how the Chapters raised this money, except in the case of one of the smaller Chapters, where members at their Christmas meeting contributed to the fund instead of sending Christmas cards to their fellow librarians in the area.

A form was designed for use at the registration desk at the annual meeting by members who wish to contribute at that time. Previously, money contributed to the fund at conventions was not clearly earmarked and the bookkeeper had difficulty identifying the money intended for the Scholarship and Student Loan Fund.

EXPENSES OF THE FUND

The committee spent a total of \$59.56: \$40.51 for reprinting the application for scholarship blanks and \$19.05 for postage and a few emergency telegrams. Like other committees, our operating expenses are paid out of general Association funds. Mindful of the condition of the treasury, we have kept our expenses to a minimum. This was done by absorbing some of the small costs personally and having our companies underwrite expensive duplicating work.

FINANCES OF THE FUND

In the detailed financial statement which follows, it is shown that between May 18, 1955 and April 30, 1956, individual members contributed \$791.50, Chapters \$331, Isabelle Bronk Memorial \$50, and companies and other organizations \$170, making total contributions of \$1342.50.

FUND FINANCES

<i>Individual members</i>	\$ 791.50
<i>Memorial donations</i>	50.00
In memory of Isabelle Bronk	
<i>Organizations</i>	
Time, Inc., November 1955.....	\$ 50.00
Chrysler Corporation, November 1955	50.00
American Iron & Steel Institute, November 1955	50.00
General Foods Corporation, November 1955	10.00
Radio Corporation of America, December 1955	10.00
Total	170.00
<i>Chapters†</i>	
Boston, June 1955	\$ 10.00
Colorado, June 1955	50.00
Greater St. Louis, July 1955.....	25.00
In memory of Allen Ring	
Southern California, October 1955	25.00
San Francisco, December 1955....	25.00
Western New York, December 1955	5.00
Greater St. Louis, January 1956	20.00
Georgia, January 1956	10.00
New Jersey, February 1956.....	100.00
In memory of Dr. Delbert Brown	
Oak Ridge, March 1956	11.00
Toronto, March 1956	50.00
Total	331.00
Total contributions	\$1,342.50
Total interest earned	230.41
Grand total	\$1,572.91
Cash balance in Fund May 1, 1956	\$8,117.74
Loans outstanding May 1, 1956.....	1,550.00
Total Fund	\$9,667.74

† Contributions of \$44.51 from the Philadelphia Council and \$25.00 from the Pittsburgh Chapter were received in May and are not included in this financial statement.

SUGGESTIONS

This committee is not making any recommendations for changes in the rules governing scholarships and student loans. If changes are needed, they can be referred to the membership later, when more persons have had

experience in administering scholarship and loan applications. The suggestions which follow are for the guidance of next year's committee and the Executive Board:

1. A sustained scholarship and recruiting effort to include:
 - a. Planned publicity in SPECIAL LIBRARIES, in Chapter and Division bulletins, and in other library and professional journals. The November or December issue of SPECIAL LIBRARIES could be devoted to recruiting, scholarships, and training.
 - b. Continuation of the announcement of scholarships for library schools and other colleges and universities.
 - c. Contacts with guidance counselors at colleges and universities.
 - d. Prepared publicity for newspapers in the convention city and the scholarship recipients' home town papers.
2. Establishment of Association policy with regard to granting a SLA scholarship to a person who is the recipient of another concurrent scholarship. Such a policy should be flexible. Circumstances will vary with the amount of the awards, the recipient's financial status, the cost of tuition, and the length of time required to obtain a library degree at the college where the recipient is enrolled.
3. Solicitation of contributions to the fund from all organizations having institutional membership. A letter could be addressed by the SLA President to the president or administrative officer of the organization in question. In his letter, the SLA President should make some mention of the name of the librarian who represents that institution. This could suggest to the president of the organization that he should discuss the matter with his librarian.
4. Assignment of a person at the convention registration desk to accept contributions to the Scholarship and Student Loan Fund.
5. Contributions to the fund each year by the Executive Board. This could be a varying amount depending on the state of the treasury or perhaps it could represent a percentage of the profits of the convention—no convention profits, no contribution.

CONCLUSION

All members of the committee have worked hard this past year. Many additional procedures had to be started because scholarships are a new venture for SLA and patterns are not fixed. Each succeeding committee will make changes and improvements in forms and procedures. As time goes on, there will be less work for the committee members on the routines and more in selecting scholarship winners, for there will be more applicants as our scholarships become better known. Our accomplishments are:

1. Scholarships
 - a. Prepared two types of publicity: a news release and an announcement of scholarships.
 - b. Revised application blank, and reference letter and questionnaire.
 - c. Processed 12 applications and selected award winners and alternates.
2. Student Loans
 - a. Processed four requests for loans.
 - b. Prepared a procedure manual.
3. Appealed to members for contributions to the Fund through letters to Chapters, Divisions, and Life Members, a notice on bills, and a form to be used at the convention.
4. Prepared news releases on the scholarship winners.

Two items on the agenda which did not receive attention were the manual for scholarships and a revision of the student loan request form.

The Committee wishes to thank the members of the Executive Board, the Executive Secretary and other persons on the staff at Headquarters for help of all kinds, and the many members of our Association who wrote references and interviewed applicants for scholarships and loans. We also wish to thank the Du Pont Technical Library staff members who typed and duplicated the committee reports and the two new forms. Thus many people made possible the accomplishments enumerated above.

LURA SHORE

SPECIAL CLASSIFICATIONS

REVIEW OF ACTIVITIES

The 1953-54 report of the Committee on Committees defined the functions of the Committee on Special Classifications as follows:

- a. To study new classification schemes developed in specialized areas and to collect and obtain copies of such schemes for Headquarters' Library of Classification.
- b. To investigate the application of special classification schemes to mechanical methods of literature searching.
- c. To make reports to the Association on and/or recommendations on schemes and methods in classification.

The activities of the Committee during the year 1955-1956 may be grouped under four main headings, as follows:

1. Late in 1955 the committee distributed a questionnaire to all the Active members of SLA, requesting information with regard to new or revised special classifications or subject heading lists which were being used currently and which could be made available to the collection. An enthusiastic response has been received and the collection has been augmented by much new material.

The collection of special classifications, which had been housed at SLA Headquarters, was transferred during the year to Western Reserve University. The collection is being cataloged by Professor Emeritus Bertha Barden of the School of Library Science. Also, the individual special classifications are being bound attractively. A formal charge-out system for loans has been initiated. The principal statistics of the first months of operation at Western Reserve University may be summarized as: approximately 350 items in collection when received; approximately 150 new items received; 103 titles now cataloged or recataloged, including six on microfilm; and 35 requests for service received.

2. Promotion. The committee has issued a press release to professional society publications in the United States and abroad to publicize the collection. The release has since appeared in many professional journals and the number of requests has increased.

A request has recently been received from the American Library Association suggesting its possible cooperation with us in this project. It requests that microfilm copies of the collection be deposited in various libraries in the country in order that more intensive regional use may be made of the material. The request is being discussed with Bliss Jones of the Cleveland Public Library and will be studied by the committee in due course.

3. A study of "Information Requirements of Special Libraries" was proposed by the committee and submitted to the Executive Board for approval.

Subsequently, a proposal was prepared and submitted to the National Science Foundation. The proposal is still being studied by the Foundation. Considerable effort is being devoted to studying alternate ways in which such a program may be carried out. It is hoped that a more positive report may be forthcoming soon.

In the meantime, the study has been initiated on a pilot basis at Western Reserve University, with a questionnaire survey of 100 metals companies. A preliminary report of this pilot survey will be presented on June 4, 1956, before the Metals Division of SLA as a paper, "Creative Thinking in the Library."

4. Mechanical Methods of Literature Searching. Trade literature, reprints, unpublished communications, and other material descriptive of mechanical searching methods are being collected. It is hoped that during the coming year an annotated bibliography of this collection may be submitted to SPECIAL LIBRARIES for publication.

A machine searching demonstration has been under study by the American Documentation Institute. The President-elect, J. W. Perry,

had indicated an interest in having SLA and other organizations co-sponsor this demonstration during a joint meeting of the ADI and AAAS. However, the present President, J. Hilsenrath, has decided to limit the demonstration to several exhibits and not to permit co-sponsorship of the exhibit by any other professional organizations.

It is felt by the chairman that it would be advantageous to foster an integrated machine searching exhibit to demonstrate vividly some of the potentialities of the newer methods of searching the literature. This project will be pursued during the coming year.

PLANNED ACTIVITIES

As mentioned earlier in this report, an annotated bibliography of machine searching material collected for SLA will be in active preparation during the coming year. Also, the matter of a machine searching demonstration will be pursued in 1956-57.

The main project for the coming year is the preparation of an annotated bibliography of the collection of special classifications. Also to be included in this bibliography will be classifications considered to be important even though they may not yet have been donated or acquired for the collection.

ALLEN KENT

SPECIAL LIBRARIES

During the past year this committee has met 12 times. One of these meetings was a joint meeting with the Executive Board Committee on the editor of *SPECIAL LIBRARIES*. At this time the request of the Committee on *SPECIAL LIBRARIES* that a full time editor for the Association journal be appointed was discussed. It was decided to look for an editor immediately. On November 3, 1955, the SLA Executive Board appointed Mary Allison as editor of *SPECIAL LIBRARIES* on a three months trial basis starting in December. At the March meeting of the Executive Board, the Executive Secretary and the Committee on *SPECIAL LIBRARIES* recommended the appointment of Miss Allison as editor. This recommendation was accepted.

The other fall meetings included, besides the content of the journal, discussions of bids for printing *SPECIAL LIBRARIES*, preparation of the 1956 budget with the cooperation of the Executive Secretary, the bringing up to date of the 1951 *Report on Special Libraries* by Melvin J. Voight, the possibility of publishing a fifty year index of *SPECIAL LIBRARIES*, and the question of the journal copyright.

As a result the following recommendations were presented to the SLA Executive Board in March 1956:

1. That the copyright on *SPECIAL LIBRARIES* be continued.

2. That the preparation of a fifty year index to *SPECIAL LIBRARIES* be considered as part of SLA's fiftieth anniversary celebration.

The Executive Board voted to continue the copyright and referred the second recommendation to the Committee on Non-Serial Publications for consideration.

In accordance with instructions from the Executive Board the Committee on *SPECIAL LIBRARIES* met with a commercial publisher to "investigate the possibility of the publication of *SPECIAL LIBRARIES* by a commercial publisher." As a result of this meeting late in March, the committee realized that a detailed study of the time and expense involved in the editing and printing of *SPECIAL LIBRARIES* must be made as a basis for further talks with any commercial publisher. This study is being made now.

As a guide to the editor and Committee on *SPECIAL LIBRARIES*, the mailing of a questionnaire to SLA members aimed at discovering readers' reactions and feelings about the content of *SPECIAL LIBRARIES* has been discussed and approved by the committee. Buying power and extent of readership must also be appraised to plan an advertising campaign. Such a questionnaire would indicate a trend to be followed in planning future issues.

A report by the chairman of the committee appeared in the February issue of *SPECIAL LIBRARIES* presenting the problems and expenses involved in the production of the magazine. This issue was the first to be planned entirely by Miss Allison. Changes in format brought forth many favorable comments. The editor received a letter of appreciation from Italy on her handling of the AGARD papers.

Last June when this committee started its work, *SPECIAL LIBRARIES* did not have an editor. Fortunately for the journal, Alma Mitchill had consented, with the help of the editorial assistant, to produce the magazine temporarily. Since December *SPECIAL LIBRARIES* has had a full-time editor and succeeding issues showed improvements in format, contents page, and Association page. With the February issue there was a change in cover design and many changes in style. All this was accomplished because of the ability and hard work of the editor and without additional expense to the Association.

Plans for the coming year include a study of costs of production, a thorough review of the contents, and a campaign to increase the advertising revenue. The committee expects its questionnaire to yield suggestions, constructive criticisms, and ideas to improve the status of *SPECIAL LIBRARIES* as a professional journal.

MRS. MARGARET H. FULLER

TECHNICAL BOOK REVIEW INDEX

The *Technical Book Review Index* is publishing its twenty-second volume this year and is continuing to be compiled at the Carnegie Library of Pittsburgh, using the periodicals and other facilities of the Technology Department.

The circulation of TBRI has increased by 125 since June 1955. This represents a growth of 10 per cent. It is interesting to note that 27 out of 125 new subscriptions came from India and Russia. There are at present 1,327 subscribers all over the world.

The editor reports that there was a scarcity of reviews during the first half of 1956. This was due partly to the printers' strike in England and partly to the fact that some American magazines, usually carrying excellent critical reviews, have failed to print them when urgency to publish other technical material made this necessary.

The committee and the editor are planning as an additional feature in future issues, the inclusion of references to reviews published after the first ones were noted in TBRI. This is desirable because the best scholarly reviews are not necessarily the first ones to come out in the journals. It may not be possible to quote from these reviews, since no increase in paging is planned, but they will be identified and possibly tied in with the former entry.

DR. JOLAN M. FERTIG

TRANSLATION MONTHLY

Last year our committee was given permission to announce a new Association publication, *TRANSLATION MONTHLY*. The announcements sent out to all members by Headquarters resulted in 310 subscriptions by October 10, 1955, which was a part of the contract between our Association and The John Crerar Library. We immediately started publication of an eight page monthly, producing numbers 1 to 10 of Volume 1 and mailing it October 15, 1955. Since then we have published an issue each month mailing on about the 15th of each month. Starting with Volume 2 we increased the listing to 12 pages with no increase in the subscription price. This action was taken in order to alleviate one of our biggest problems, a backlog of translations larger than we could afford to publish.

This backlog has resulted from the very active cooperation of SLA members. So many of these contributors have requested that we hold their names in confidence that we do not feel it is right to thank any of them publicly. They know whom we mean when we acknowledge with deepest thanks and gratitude this very fine cooperation and we fervently hope that they will see fit to continue.

There has been a steady growth in the acquisitions of the SLA Translation Pool during the year, and we have every reason to believe that it will continue. We base this confidence on the fact that there has been a steadily increased use of the services offered through the publication of *TRANSLATION MONTHLY* and the photocopy services of The John Crerar Library. We would expect our contributors would be more inclined to cooperate as they see the increased benefit to all people in the arts and sciences requiring pursuit of foreign literature. We think a program of stimulating other professional associations to interest in the translation field should be continued. This action should result in larger acquisitions in wider fields of interest. It should result in a larger *TRANSLATION MONTHLY* of more value to subscribers. This should increase use of the photocopying services, which in turn would provide a wider dissemination of the results of research work being done all over the world.

Of course, the ultimate goal of such an activity as we sponsor, would be a central depository for all translations and a central force for dispensing the services inherent in such a collection. With that idea in mind, we intend to approach the National Science Foundation for a grant-in-aid that will place our current backlog and the acquisitions of the next two years in a form that can be published by subject matter. This would also allow us to absorb the translations from the Russian now housed in the Library of Congress, if this seems feasible. The possibilities of a grant-in-aid from the National Science Foundation was discussed by three committee members in Washington, D.C., New York City, and Chicago.

While in Chicago, a National Science Foundation representative was shown our facilities and given a description of the services we are now supplying. He indicated that the National Science Foundation would consider a request for grant-in-aid to make the backlog of translations more readily available to users.

As of April 30, 1956, we had sold 480 subscriptions for Volume 1 (1955); 456 subscriptions for Volume 2 (1956); and 15 subscriptions for Volume 3 (1957).

A progress report on the activities of the SLA Translation Pool is appended.

Although it was our original intention to request action on four recommendations that were to be culminated during the last week, we beg the Executive Board's indulgence until the Committee has had a chance to discuss our problems more completely. It is our hope to present to the Executive Board very soon a series of recommendations with respect to some of the matters mentioned above.

C. M. WOLFENBERGER

SLA TRANSLATION POOL PROGRESS REPORT

May 30, 1955 Oct. 31, 1955 Feb. 22, 1956 April 1, 1956

Translations in original deposit.....	932	932	932	932
Number translations cataloged and added...	1380	1653	2078	2235
Number translations in pool	2312	2585	3010	3167
Number translations uncataloged on hand...	1956	1745	2401	2496
Total translations received.....	4268	4330	5411	5663
Number requests answered	570	756	981	1051
Number items requested	1399	1764	2209	2407
Number items supplied in photocopy.....	441	569	744	837
Number items supplied on loan.....	25	35	68	88
<i>Lists</i> (October 1, 1953) supplied.....	800-850	850-900	950	959
<i>Supplements</i> (September 1, 1954) supplied..	371	434	492	507

Reports of SPECIAL REPRESENTATIVES

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE

No Report.

AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY

Joint Committee on Pharmacy College Libraries

The Joint Committee, sponsored by the American Association of Colleges of Pharmacy, is composed of two professors of pharmacy colleges, Dr. George E. Osborne, Chairman, University of Utah, and Dr. James R. Weeks, Drake University; and two members each from the Special Libraries Association and the Medical Library Association, as follows: from SLA, Mrs. Irene M. Strieby, Lilly Research Laboratories, and Mrs. Mildred P. Clark, Winthrop Laboratories; and from MLA, Miss Clara A. Robeson, Massachusetts College of Pharmacy, and Mrs. Elizabeth W. Johnson, Philadelphia College of Pharmacy. The annual meeting was held in New York City on January 20-21, with Winthrop Laboratories as host.

Further consideration was given to the projected refresher conference for pharmacy and pharmaceutical librarians, with particular reference to holding it in a midwestern location in 1957 and funds for underwriting its cost. However, developments since the meeting may make it advisable to defer the conference until 1960.

Answers to the questionnaire sent to members of the Pharmaceutical Section of SLA last fall have now been analyzed by Mrs.

Strieby. The findings strongly indicate that an academic course designed for prospective pharmacy college and industrial pharmaceutical librarians, to be held as a summer session, is needed for the specialized content not now available in library schools. Mrs. Strieby is exploring the possibility that such a course may eventually be offered by a leading library school, at least on an experimental basis.

In an attempt to stimulate more effective and intensive use of informational sources and pharmacy school libraries, various committee members have undertaken to plan a series of papers on the several aspects of this problem, ranging from orientation of the new pharmacy college student to the needs of the practicing pharmacist.

The American Association of Colleges of Pharmacy, which recently became a member of Committee Z39 of the American Standards Association, requested the Joint Committee to represent it on Z39. Mrs. Clark, who attended a Z39 meeting last spring as an observer, will now act as delegate from the Joint Committee.

Two prospective publications continue to be of major interest to the Joint Committee, namely: the Pharmaceutical Section's project on drug information sources, headed by Anne McCann of the Squibb Institute for Medical Research, and a revised world list of pharmacopoeias to be prepared by Marjorie Spencer of the Armed Forces Medical Library. The latter will bring up to date *National and International Pharmacopoeias: A Checklist*, published by Mrs. Strieby and Miss Spencer in 1952. It is hoped that both compilations will be ready for publication in 1957.

The MLA Committee on Standards and Criteria has published in the *American Journal of Pharmaceutical Education* (19:480-499, Summer, 1955) the list of books and serials

considered by pharmacy college faculty members as essential in five subject areas. The Joint Committee was happy to co-sponsor this publication because of its substantial usefulness.

Since the Joint Committee is cognizant of the advantages to colleges of pharmacy of membership in the specialized library organizations, the chairman will undertake to stimulate wider membership of the colleges in SLA and MLA.

The Joint Committee has no recommendations at this time. It wishes to express its appreciation for the approval in principle granted by the Executive Board to its plan for a refresher conference for pharmacy librarians and for its continued cooperation with the Committee.

MRS. IRENE M. STRIEBY
MRS. MILDRED P. CLARK

AMERICAN DOCUMENTATION INSTITUTE

The activity of the SLA Representative to the American Documentation Institute has been mainly concerned this past year in promoting the Post-Convention Institute on Special Librarianship and Documentation, to be held June 8. It is sponsored by the Special Libraries Association in cooperation with the American Documentation Institute, Association of Technical Writers and Editors, and the National Microfilm Association.

The main emphasis of the all-day meeting will be on "summing-up" advances in the various fields of documentation of interest to special libraries. The Institute will aim at promoting better understanding among all segments of the information producing and using process. The program will stress the interaction and interdependence between the originators and processors of printed materials and special libraries.

BERNARD M. FRY

AMERICAN LIBRARY ASSOCIATION

ALA Board on Acquisition of Library Materials' Committee on Reprinting

The Joint Committee on Reprinting, sponsored by the American Library Association's Board on Acquisition of Library Materials, brings together representatives of publishers, libraries, and library associations for the purposes of investigating and correlating the reprint wants of various libraries and library groups and making known to publishers the demand for various titles.

During the past year the committee, through its Reprint Expediting Service, has continued

its surveys of the demand for specific titles and has brought the information gained to the attention of various publishers. As a direct result of the committee's activities, nine titles are to be reprinted in the near future. The committee has also published three issues of the *Reprint Expediting Service Bulletin*, a quarterly containing reports of surveys, lists of books currently being reprinted, and news of the committee's work.

Most of the books being reprinted are in fields such as literature, art, and history. I would, however, recommend that the Special Libraries Association's representative to the committee be a Science and Technology Division member, for books in these fields will probably be considered. Furthermore, the appointees of other organizations cover many or possibly most of the other fields.

RALPH H. PHELPS

ALA Board on Bibliography

The ALA Board on Bibliography had two meetings during the past year, the first on July 3, 1955 in Philadelphia and the second on January 31, 1956 in Chicago.

JULY 3, 1955 MEETING

Present were Ralph Shaw, chairman, members of the Board, and representatives of ALA Board of Resources, American Association of Law Libraries, American Council of Learned Societies, Carnegie Endowment for International Peace, Medical Library Association, Newberry Library, and Special Libraries Association. Three major topics comprised the agenda:

1. Progress report on the preparation of a simple preliminary check list of American imprints for the period 1801 through 1819, completing Evans' *American Bibliography*: The chairman reported that, after receiving encouragement but no funds from several foundations, he had initiated the project himself. Film copies of cards for publications in the 1810-1820 period at the American Antiquarian Society and at Williams College were made. With the aid of volunteers he hopes that these and other cards to be obtained from Harvard University Library and New York Public Library can be checked against American Imprints Inventory File at the Library of Congress. If carried through, this will result in a preliminary check list showing at least one location for each item.

2. Discussion of issuance of a bibliographical clip sheet to library and related journals, so that they may advise their readers of activities and programs in the field of bibliography: There was some uncertainty expressed regard-

ing the submission regularly of sufficient quantities of notices to justify the launching of a clipsheet. Two problems had been encountered: the difficulty of establishing a single channel at Library of Congress for acquiring information about bibliographical projects and the uncertainty as to what kind of information would be considered suitable. There was discussion concerning the value of publicizing bibliographical projects in a clipsheet unless a follow-up system was initiated. It was generally felt, however, that there was value in knowing of the existence of such activities, if only to avoid duplicative effort. It was decided that the clipsheet should be limited to projects that had substance, were already underway, and had financial backing from a responsible body. It was agreed that John L. Nolan would continue gathering information, with the chairman acting as editor.

3. Discussion of the proposed inventory of bibliographical resources: The chairman reported that he had received no report from the National Research Council or the Social Sciences Research Council. Edward Waters, representing the American Council of Learned Societies, presented an encouraging report of a preliminary questionnaire survey of the members of his society. Discussion pointed up the need for a thorough survey of the whole field of knowledge by the learned societies themselves with librarians cooperating and assisting them. The chairman was instructed to improve the form he had devised for use in reporting the state of bibliography, with the possibility of its use by other societies. The chairman asked the representatives of societies present to explore with their associations, as soon as possible, what they could do in surveying their fields and to draw up a timetable for their surveys.

The chairman announced that as president-elect of ALA, he would be unable to continue on the Board. It was decided to postpone selection of a successor until the next meeting.

JANUARY 31, 1956 MEETING

Present besides Ralph Shaw, chairman, and members of the Board were representatives of American Association of Law Libraries, Association of Research Libraries, Library of Congress, Medical Library Association, Newberry Library, and Special Libraries Association.

The chairman announced that he was reluctantly withdrawing from the Board because of duties as president-elect of ALA, and that Rudolph Hirsch had been named to replace him as a member of the Board. Jesse Shera was nominated and unanimously elected as chairman of the Board. The following progress reports were made:

1. Clipsheet: Issuance of a clipsheet had been delayed to assure sufficient material once it was started. It now appears there will be enough material, especially if UNESCO bibliographical matters are included. Distribution of the clipsheet would be limited to library journals. Board members and consultants were urged to send material to chairman Shera.

2. Evans projects: Files had been borrowed from the American Antiquarian Society and 27,000 entries reproduced by means of the Brooklyn Public Library photoclark. About 1,100 typed entries had been obtained from Williams College, and work on the New York Public Library inventory for the period 1801-05 is now being carried on by volunteer groups. A volunteer group in Washington is ready to start checking the American Imprints Inventory at the Library of Congress, after which the published inventories will be checked. With the completion of the checking for the 1801-05 period, Mr. Shaw proposes to go to press. Similar cooperative procedures will be followed for successive periods through 1819. The chairman also reported progress on other Evans projects, particularly the compilation of additions and corrections through 1800 and the compilation of an index to Evans' bibliography (projects of the Bibliographical Society of the University of Virginia and the American Antiquarian Society). With the completion of the various Evans projects, attention may be given to expanding and correcting Roorbach and Kelly.

3. Bibliographical resources: A survey of bibliography in the field of music, prepared by James Coover, was presented to the Board and received favorable comment. It was agreed that the Music Library Association should publish the survey in *Notes*, as requested by Mr. Waters. The representative of the American Association of Law Libraries then presented a survey of the state of legal bibliography which pointed out existing gaps and showed the need for greater bibliographical control in the discipline. It was suggested that this survey also be published. The chairman was directed to congratulate the Music Library Association and the American Association of Law Libraries for pioneer work in surveying the bibliographical aspects of their respective fields. Developments in other fields were briefly reported by the chairman. (The SLA representative had nothing to report.)

The place of the Board in the structure of the reorganized American Library Association was discussed and the ALA Steering Committee's recommendation placing the Board on Bibliography in the newly organized Reference Council was approved.

FRANCES B. JENKINS

AMERICAN STANDARDS ASSOCIATION

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

No Report.

ASA Sectional Committee on Library Work and Documentation, Z-39

Although there has been no formal meeting of the Z-39 Committee in the past year, there has been considerable activity. Laurence A. Leavey, of St. Vincent College, Latrobe, Pennsylvania, became chairman last July. He appointed your SLA representative to serve as chairman of a subcommittee to bring in recommendations on indexing practices.

Other matters that came up for committee consideration were two documents. The first on proofreading symbols was prepared by the Danish standards body. Your representative could not approve these recommendations as they differed so completely from established practice in the United States. The ASA has suggested that British Standards, similar to ours, be considered.

The second document dealt with recommendations for bibliographical references. An earlier draft of this proposal had been voted on by Z-39 as "No objection to approval," and your representative so voted on the revision.

Two new pamphlets were released this spring by the International Organization for Standardization. *ISO Recommendation R8*, on layout of periodicals, 1st edition, October 1955, contains many of the recommendations covered by the *Check List for Periodical Publishers* issued by the Publishing Division of the Special Libraries Association in 1954.

The other pamphlet, *ISO Recommendation R9*, 1st edition, October 1955, dealt with an international system for the transliteration of Cyrillic characters used in the Bulgarian, Russian, Ukrainian, and Serbian tongues.

Pending before the committee is a second draft of a proposed ISO recommendation on presentation of articles for periodicals, and both British and Dutch drafts for a proposed ISO recommendation on abstracts and synopses, which will be discussed at the plenary meeting of Technical Committee 46, at Stuttgart, August 30-September 1 of this year.

MRS. ANNE J. RICHTER

COUNCIL OF NATIONAL LIBRARY ASSOCIATIONS

Two groups became affiliated with the Council during 1955-56, namely the American Documentation Institute and the Theatre Library Association. This brings the number of associations forming the Council to 15.

The American Library Annual, jointly sponsored by the Council and the *Library Journal*, was published in January. The Council will continue as a sponsor of this publication.

The Council has been incorporated in the State of New York. To comply with required regulations, three trustees have been elected. They are Verner Clapp, Elizabeth Ferguson, and Wyllis Wright.

At the December meeting, the afternoon was given over to a panel discussion on documentation and its implication for the library profession. This proved to be a lively session as both panelists and nonpanelists spoke freely during the discussion period. The main points of concern were a definition of documentation, the difference between documents and records, and how do librarians and documentalists differ. There were almost as many different ideas given in answer to these points as there were individuals present.

An item of particular interest at the April 1956 meeting was a proposal for a Congress of American Library Associations to be held as soon as possible (probably 1960). The Congress would last 7-10 days. Each association would have a headquarters hotel. It was proposed that general sessions and workshops be the responsibility of joint effort, while business sessions and subject programs be up to the individual associations. There is still exploratory work to be done before any definite decision is made. The Council favors the proposal.

The Council approves the Library Services Bill and the establishment of a National Medical Library. In the latter case, the Armed Forces Medical Library probably will be transferred to the Department of Health, Education, and Welfare.

The officers for 1956-57 are: chairman, Charles Gosnell; vice-chairman, Carroll Moreland; and secretary-treasurer, Edwin B. Colburn.

BETTY JOY COLE

CNLA COMMITTEE FOR PROTECTION OF CULTURAL AND SCIENTIFIC RESOURCES

During the past year Scott Adams has succeeded Robert Severance as chairman of this Committee on Library Education and the Subcommittee on Special Library Education.

MRS. RUTH H. HOOKER

CNLA JOINT COMMITTEE ON LIBRARY EDUCATION

Since the last report, your representative has met twice with the members of the Joint Committee on Library Education and the Subcommittee on Special Library Education.

At the meeting held in New York City on December 1, 1955, the subcommittee discussed the surveys of the new areas of special librarianship that had been prepared by librarians working in these subject areas.

The additional areas presented for consideration were: *Education for Map Librarianship* by Bill M. Woods, Map Librarian of University of Illinois; *Education for Theological Librarianship — Catholic*, by Father Kortendick of Catholic University, Washington, D.C.; *Education for Fine Arts Librarianship* by Miss Lucas of Fogg Museum, Harvard University; *Education for Theological Librarianship — Protestant*, by Robert Beach, Union Theological Seminary, New York. All papers were in preliminary form and were returned to authors for further development.

In accordance with this, the same papers in final form were again presented at the meeting of the subcommittee held in Chicago, April 21, 1956. At this time, all papers except the one on fine arts were approved by the subcommittee. These papers will eventually be printed and distributed.

At the invitation of Dr. Leigh of the School of Library Service, Columbia University, certain members of the subcommittee had an all-day meeting on March 16, 1956 at Columbia with Dr. Leigh and some of his faculty. The entire day was given to a discussion of the proposed changes in and additions to the courses in special library education now being given or planned at this school. This conference proved to be a most enlightening and valuable experience for the committee. Dr. Leigh expressed his gratification for help and suggestions of the subcommittee members.

Your representative also was present at the two meetings of the Joint Committee. These meetings were held at the same time and place as those of the subcommittee.

At the meeting in December, the annual roll call of member associations reported on the recruiting and education activities of these member associations. The roll call was heartening for almost every association was actively engaged in some phase of recruiting and education, or both.

Committee chairmen of the Joint Committee reported at each meeting on accreditation, recruitment, educational goals, survey of needs for special librarians, and plans for the future activities of the Joint Committee. Further explorations undertaken to develop what, for want of a better name, has been called "second core" were presented for business library education and for education for a theatre librarian.

The Chairman of the Subcommittee on Special Library Education is Marguerite Prime, librarian of the American College of Surgeons, Chicago, Illinois, and Edward N.

Waters of the Music Division of the Library of Congress, is Chairman of the Joint Committee on Library Education.

ELEANOR S. CAVANAUGH

CNLA JOINT COMMITTEE TO STUDY RELATIONS BETWEEN LIBRARIES IN THE UNITED STATES AND IN THE FEDERAL GOVERNMENT

No Report.

INTERASSOCIATION COMMITTEE ON HOSPITAL LIBRARIES

No Report.

JOINT COMMITTEE ON GOVERNMENT PUBLICATIONS

This committee is responsible for the policy direction of the Documents Expediting Project at the Library of Congress. I have kept in touch with the chairman and with the project and have taken action when necessary, such as the approval of new personnel on the project, budget expenditures, and displays at conventions. There have been no changes in policies or activities.

MRS. MARGUERITE RITCHIE

JOINT COMMITTEE ON LIBRARY WORK AS A CAREER

The activities of the Joint Committee on Library Work as a Career during the past year have not been spectacular but they continue to focus attention on the importance of recruiting for librarianship.

In July 1955, the Joint Committee held its annual meeting in Philadelphia, at which time a well planned program was presented. The subject was "Nominating Librarianship As a Career," and the program was arranged in the pattern of a national political convention. Gretchen Little, as a librarian in the field, ably represented Special Libraries Association by seconding the nomination. Other persons who participated in the discussion were a psychologist and guidance counselor, a high school student, and a dean of a library school. It was an excellent meeting which was written up in the *Wilson Library Bulletin*.

Your representative attended the midwinter meeting of the Joint Committee in January. Several recruiting projects are under consideration but possibly will not be completed until next year. A small manual for the use of recruiters will be published, and a study is being made of recruiting practices of other

professions. The results of the latter may be published in a library journal. Your representative is a member of this subcommittee.

Mrs. Elsa S. Freeman, chairman of SLA's Recruitment Committee, is scheduled as a speaker at the annual meeting of the Joint Committee which will be held in Miami on June 19. She has been asked to tell the story of the new recruitment pamphlet, *Putting Knowledge to Work*.

MARION E. WELLS

JOINT COMMITTEE ON THE UNION LIST OF SERIALS

The Joint Committee on the Union List of Serials, under the chairmanship of Andrew D. Osborn, assistant librarian of the Harvard College Library, met at the Library of Congress on May 23 to determine certain editorial and publication policies for *New Serial Titles*, the successor to the *Union List of Serials*. At its morning meeting the committee decided:

1. The 1955 cumulation will be the last cumulation in the first series.
2. The annuals from 1956-59 will be self-cumulative starting with a one year cumulation in 1956.
3. There will be a ten year cumulation in 1960.
4. This pattern, ending with ten year cumulations, will be followed every decade.
5. Serial publications in Oriental languages will be included, starting with Chinese, Korean, and certain Indic languages and including others as soon as rules for transliteration, cataloging, etc., are standardized.
6. *New Serial Titles* should not undertake at this time any limitation on the number of locations given for its entries.

The Joint Committee gave consideration to the project for a Union Catalog of Serials on punched cards. The Library of Congress will continue its study of this project and will prepare cost estimates for the Joint Committee's examination at a meeting scheduled for next fall.

BETTY JOY COLE

LIBRARY BINDING INSTITUTE

No Report.

MICROCARD

The microcard now enjoys an established place in the bibliographic apparatus of modern librarianship comparable to the position gained earlier by its older brother, microfilm. It was in recognition of this fact that Dr. Fremont Rider convened the Microcard Committee in May in New York City to consider

the future of the group whose original mission of launching the microcard was now clearly accomplished.

Discussions at this meeting, attended by nine librarians representing various libraries and library organizations, resulted in several resolutions. The most noteworthy of these concerned the continuation of the committee, with its base broadened to include the whole question of microreproduction in libraries, as an adjunct to some larger group such as the Council of National Library Associations. Meanwhile, Dr. Rider is free to call the group together as presently constituted should the need arise.

Other resolutions concerned the committee's appreciation to Charles Gelatt, president of the Microcard Corporation, for his efforts in making possible good readers of microcards in both desk and pocket models. Manufacturers of readers were urged to develop some method whereby eye-readable, enlarged copies of a page of text from a micro-opaque can readily be made. (This feature has just been introduced by the Microlex firm, and quite recently by American Optical, although the latter has not been examined by this writer.)

The committee also went on record in favor of the early issuance of microcards with text on both sides of the card by means of a lamination process. In addition to other obvious advantages to be derived, this would virtually eliminate the troublesome tendency of single cards to curl. Suggestions were also made for improving manufacturing methods, thereby reducing the cost of microcards. Manufacturers and publishers of all micro-opaques were urged to select one of two sizes as standards: the microcard or the Readex microprint.

Dr. Rider, in the general discussions, reaffirmed his regret that university and college libraries have not accorded microcards the same recognition extended in special libraries. Bibliographic systems, as well as the volume of sales, have been consistently more noteworthy in special libraries. Sales to government and applications for the microcard medium in the technical report field, are particularly prominent.

The year has brought forth two publications of note in the microcard field. The Microcard Foundation, as one in its series of bulletins, issued a catalog of *Unclassified Atomic Energy Commission Reports*. This useful code number listing covers the years 1947-54. *What's available on microprint cards* is the title of a summary published by the Eastman Kodak Company in Rochester. There are nineteen difference sources considered. The *Physikalische Berichte*, for example, is available in microcards from three sources.

A wholly new application of microcards was revealed at a demonstration combining this

form of microreproduction with the Visirecord system in organizing an investment research file.

The Records Service Corporation, 2429 West Vernon Avenue, Los Angeles 8, California, was added to the list of commercial concerns offering its services in the manufacture of micro-opaques.

The Microcard Representative continued his efforts to promote the availability of certain technical journals in microcard form, less the bulky advertisements, in order to make these titles available at a cost within the reach of library budgets.

ROBERT S. BRAY

THE UNITED STATES BOOK EXCHANGE

In 1955 the United States Book Exchange completed its seventh year as a cooperative clearing house for the national and international exchange of publications among libraries.

Although one of the primary aims of the USBE since its beginning has been to assist libraries abroad, it was not until 1955 that the number of items sent to foreign institutions exceeded the number sent to United States libraries. The foreign exchange service was actively supported in 1955 by contracts with the International Cooperation Administration, especially in the Near East, Far East, and Latin America. It is interesting to note that in Europe, where ICA aid has been reduced, the number of self-paying members has continued to increase.

In addition to the 324 ICA members, ten other overseas libraries received publications on exchange through funds provided by the Carnegie Corporation, the Rockefeller Foundation, the Asia Foundation, and the American-Korean Foundation. In the number of libraries served, the number of publications shipped, and the amount and quality of items received, the progress of USBE abroad has indeed been marked.

The exchange service to libraries in the United States and Canada declined somewhat in 1955. Although the membership increased, the number of items supplied, the exchange income received, and the amount of incoming publications from United States and Canadian libraries showed a downward trend compared to 1954. The success of USBE depends not only on its foreign members but also on continuing support by domestic libraries. I hope that in the coming year more SLA libraries will avail themselves of the excellent services of USBE.

As SLA representative to USBE, I attended the annual meeting of the corpora-

tion on March 2, 1956. At that time, I was asked to serve a two year term as a member of the Board of Directors.

ALVERN H. SUTHERLAND

UNITED STATES QUARTERLY BOOK REVIEW

As reported last year, the Advisory Committee of the United States Quarterly Book Review met on February 16, 1955 to consider the problem of financing, promoting, and increasing the distribution of the *United States Quarterly Book Review*.

Acting on the committee's recommendations, the Library of Congress canvassed agencies which might support the publication either by allocation of funds or by purchase of copies for distribution in the cultural cooperation programs. Without guarantee of such support and lack of support in the form of private subscriptions, the Library of Congress regretfully announced that the June 1956 issue will be the final number of this publication which has earned so high a reputation for its excellence and for its bibliographical usefulness in its 12 years of publication.

I have had the honor of representing Special Libraries Association since the organization meeting of the advisory committee, so that it is with real personal regret that I submit this final report, tinged by a sense of failure on the part of the library profession which has not given its support to this excellent bibliographical tool.

RUTH SAVORD

THE H. W. WILSON COMPANY

After the 1955 SLA Convention, Chester Lewis, President, Marie Loizeaux, editor of *Wilson Library Bulletin*, Margaret Fuller, Chairman of the Committee on SPECIAL LIBRARIES, and Fannie Simon met to discuss the SLA page in the *Bulletin*. At this meeting it was decided to discontinue the SLA page and instead run articles on various phases of special librarianship from time to time.

One such article was written by Elsa Freeman on recruitment and was published in the November 1955 issue. This was an excellent article and Mrs. Freeman reports good results.

In an endeavor to procure similar articles, a notice was inserted in the March 1956 issue of *SPECIAL LIBRARIES*. To date nothing acceptable has been received, nor have personal contacts brought any results.

I recommend that this matter be presented to the Advisory Council in order to more fully present the matter to the membership. Care must be taken to have the subject matter well represented and written.

FANNIE SIMON

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Illinois Chapter Booklet

The Illinois Chapter of Special Libraries Association has contributed a valuable addition to the professional literature of special librarianship with the publication of a pamphlet entitled *Inside Special Libraries*. The work is a collection of 35 descriptive articles, reprinted from *Illinois Libraries*. In her introduction, Marion E. Wells, librarian of The First National Bank of Chicago, writes: "We believe this collection will be useful to supplement textual materials in library schools. Recruitment committees will find it helpful in telling the story of special libraries and the wide range of subject fields in which they are found. Library consultants who promote the establishment of new libraries will be able to illustrate the services that a special library can give an organization."

Copies may be ordered at \$1.00 each from Martha Whaley, assistant librarian, The First National Bank of Chicago, 38 South Dearborn Street, Chicago 90, Illinois. Special discounts are offered for quantity purchase.

SLA Members in the News

JACK DALTON, former librarian of the Alderman Library, University of Virginia, has accepted the appointment of director of the American Library Association's Office for Overseas Library Development. The function of the Office, newly established under a Rockefeller Foundation grant to ALA, is to study and investigate the state of library development and the need for library education in various countries. Mr.

Dalton will spend several months of each year in foreign travel and firsthand observation.

JANET DOE has retired from her position as librarian of The New York Academy of Medicine after 30 years of service. She is a former president of the Medical Library Association and a member of the committee which surveyed the Armed Forces Medical Library. Miss Doe is the author of a bibliography of Ambroise Paré and the editor of two editions of the *Handbook of Medical Library Practice*. She was presented with the Marcia C. Noyes Award for outstanding achievement in medical librarianship in 1954.

DAVID K. EASTON, former librarian of the Caribbean Commission, Port of Spain, Trinidad, has been appointed librarian at the Headquarters of the American Library Association in Chicago. Mr. Easton organized and administered the library at the Caribbean Commission since 1949.

SARAH PARKER, librarian in the acquisitions section, United States Department of Agriculture Library, retired on March 30, 1956. Miss Parker was president of the Philadelphia Chapter, 1943-1945, when the convention was held there.

RALPH A. ULVELING, director of the Detroit Public Library, was named recipient of the Joseph W. Lippincott Award for "high achievement" at the 75th Annual Conference of the American Library Association at Miami, on June 18. The \$500 award is presented annually to a librarian who makes an outstanding contribution in library service to the public. Mr. Ulveling was cited as "a courageous defender of free access to all shades of opinion and types of information, and an effective proponent of interracial understanding." A

EDITOR'S NOTE: Although this is the largest issue of *SPECIAL LIBRARIES* published in recent years, space limitations have necessitated the curtailment of the back-of-the-book sections. The September issue will again contain profession news, book reviews, new serial and book notices, and other regular features.

frequent contributor to professional journals, Mr. Ulveling has conducted library surveys and acted as library consultant for many libraries in this country and in Europe.

New Status of Sci-Tech News

Members of Science-Technology Division are reminded that *Sci-Tech News* is no longer on a subscription basis but is sent automatically to all members of Special Libraries Association who are affiliated with Science-Technology Division. Money sent to the former business manager for 1956 subscriptions has been returned. However, since checks and inquiries are still being received, it is obvious that the change in status of *Sci-Tech News* is not widely enough known. The next issue, with annual reports, will appear early in September.

Letter to the Editor

Re: the problems connected with our "boon to many scientists" translations of Soviet periodicals referred to by Carl Bjorkbom in the April issue (p. 178).

Prices can be reduced either by interested learned societies underwriting the cost of these translations or when the demand justifies a reduced price (chicken and egg again—but we hope to survey special librarians to determine how many subscribers each journal would have at one-half or one-third the established price, and adjust our prices downward accordingly where possible).

We translate rather than transliterate literature references for the benefit of the scientist using the paper—to whom Zavodskaya Lab. may mean nothing while Factory Labs. indicates at least that the research referred to is on an industrial level.

Ideally we would transliterate *and* translate. Pending the day we can afford this, we will soon publish an index listing the full titles of Soviet periodicals in transliteration, in translation, and our standard abbreviations, for the benefit of librarians.

EARL COLEMAN
Consultants Bureau

SPOTTED

Applauses and praises abounded at the SLA Convention in Pittsburgh last June. Members spoke highly of the provocative, informative speeches presented at general and Division meetings, while the speakers in turn paid many compliments to the importance and ingenuity of special librarians. A gleaning of remarks indicates librarians are entitled to some personal backslapping . . . ● Dr. Jean-Jacques Brossy told the Hospital Division: "I am repeatedly astonished by the resourcefulness of most librarians. 'Ask and ye shall receive'—a mere mention of subject matter will bring half a dozen references from memory." . . . ● In a paper presented before the Military Librarians Division, Colonel William R. Kintner said "I need not remind you of the role that librarians and libraries play in helping citizen and responsible official alike to grasp and try to solve the complex problems confronting our society today. I can, however, express my gratitude for the generous assistance I have always received from the librarians serving our armed forces." . . . ● Charles K. Bauer declared to the Sci-Tech Division: "The information library is the backbone of the success of any business and it no doubt exists in management's mind that the library is definitely a part of management; without it no business adventure can come to a successful conclusion." . . . ● The Columbus *Ledger-Enquirer* librarian, Daisy Tucker, told her newspaper colleagues: "The Library is the best public relations tool a newspaper has. 'I understand that you are supposed to be able to tell me anything,' a voice said over the telephone the other day. Somewhat nonplused as to how our reputation had been so magnified, I replied that I would surely be caught trying . . . The librarian must be right, she must speak with authority in giving out information because she has the right to—she has consulted reliable authentic sources." . . . ● Speaking before the Hospital Division, Dr. John R. McGibony remarked: "And what better tool is at our command than the resources of the library? It is the center around which revolves the educational efforts of the institution." . . . ● Allen Kent stated to the Metals Division: "Creative work is inherent in library work . . . The library is a tool for creative work in much the same manner as is the laboratory." . . . ● In a general sessions talk, Dr. von Haller Gilmer remarked: "You, as the librarian, become a coordinator between the one who is seeking knowledge and the one who can supply it."

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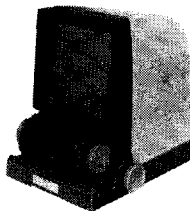
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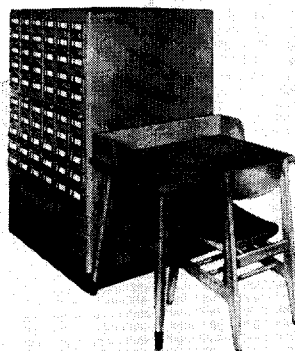
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