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SPECIAL LIBRARIES

JULY-AUGUST 1958. Vol. 49, No. 6

Problems of Technical Services in Libraries

Czech, Polish and Russian Book Trade Terms

A Bibliographic Research Team

Compiling a Local Union List of Serials

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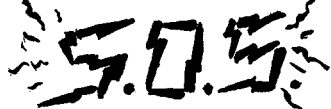
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SPECIAL LIBRARIES

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Volume 49, No. 6

CONTENTS

JULY-AUGUST 1958

Some Problems of Technical Services in Special Libraries	MAURICE F. TAUBER	241
Czech, Polish and Russian Book Trade Terms and Abbreviations	LEILA MORAN	246
The Bibliographic Research Team	MARJORIE Y. FIZETTE, BRUCE E. JONES AND ROBERT W. GIBSON, JR.	253
Compiling a Local Union List of Serials	EVELYN LEVINE	256
Planning The New Library: The Housing and Home Finance Agency Library	MRS. ELSA S. FREEMAN	260
This Works For Us: How to Move Documents	HELEN J. WALDRON	266

NEWS

Have You Heard	268
Off The Press	271

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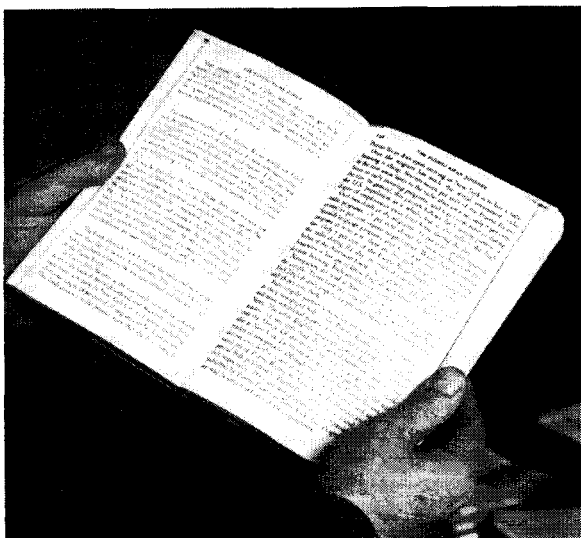
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SPECIAL LIBRARIES

Some Problems of Technical Services in Special Libraries

MAURICE F. TAUBER, Professor of Library Service
School of Library Service, Columbia University, New York City

TECHNICAL SERVICES in special libraries represent something a little different from such services in many other types of libraries—different in procedure, perhaps, but with the same aims in mind. Technical services as we at Columbia University's School of Library Service understand them are those areas of library service that are developed for acquiring, recording, preparing for use and, when necessary, preserving materials needed by a particular clientele. These services must be purposeful, and, as we have come to know, economical.

In 1954 Columbia University Press issued a volume entitled *Technical Services in Libraries*. This volume considered such matters as acquisitions, cataloging, classification, binding, photographic reproduction, circulation and other aspects of librarianship. Its primary purpose was to provide a guide to students in the School of Library Service, but we have been gratified by the general use made of it by practicing librarians. I now propose to consider some of the developments in the field since 1954.

The literature of the last half dozen years reveals an interesting development in the field known as documentation, which, if it is not librarianship, is so closely allied to it in many ways that there is no use quarreling about its role. It is known that special librarians have a long history of successful activity in the types of situations that represent at least a part of what is now described as documentation, i.e., cataloging, classification, indexing, abstracting, editing, translating and technical preparation of materials for publication. In successful special librarianship one

is able to see a high level amalgamation of technical services and readers' services.

It is of utmost importance for librarians to be ever alert to the details of operations of technical services. Several important works have become available to special librarians: Andrew D. Osborn's *Serial Publications*, Lucille Jackson's *Technical Libraries*, Wilfrid Ashworth's *Handbook of Special Librarianship and Information Work*, and Janet Doe's *Medical Library Handbook*, to mention just four titles. Bella E. Shachtman edited a comprehensive report¹ on the structure and operations of technical services units in libraries. It is also useful, as are similar materials in the other titles cited, for forms and specific routines.

Coordination of Technical Services

One of the apparent directions taken by the larger libraries in recent years is the coordination of the so-called technical services. In the Shachtman study it was found that a formal organization was not really necessary for efficiency but that functional responsibilities should be understood by all concerned.

What seemed significant to this reader of the report was the future plans of the libraries involved in the study. Although most of the libraries were large public or university libraries, there were a number of special libraries in the group. Among the procedures being considered were the following: organization of a technical services division, centralized serials record, exchange of personnel between technical and readers' services, use of multiple order forms, maintenance of all catalogs by a central catalog department, centralized ordering, withdrawal of cards from the catalog when material is covered by printed bibliography, notification of the pub-

Based on a talk given to the Boston Chapter of SLA at the New England Library Association Conference in Swampscott, Mass., October 16, 1957.

lic services by the technical services when journal volumes are complete and can be bound, centralized shelflist, Xerography for card reproduction, merger of order and serials work, joint review of procurement recommendations by public and technical services, centralized processing for branches, coordination of book requisitions from branches and other units, longer indoctrination of new employees, coordination of branch work under a single supervisory officer, and appointment of a personnel officer to screen applicants and to promote staff welfare.

One of the major considerations of the study by Miss Shachtman and her group was the examination of the premise that libraries with technical services divisions as basic organizational units were doing a more efficient piece of work than those libraries not so organized. In both policy and functions, the committee reported that there was little difference in performance, and coordination between the units of the technical services occurs equally in both types of library organization. One significant difference was the fluidity of the personnel in the libraries organized on a technical services division basis.

Future studies suggested by the committee include such matters of national interest as the development of a multiple copy form that could be standardized for many libraries (one of the supply companies now has this available) and the possible codification of policies for technical services units. Studies of interest to individual libraries include: 1) the examination of operations to determine if organizational pattern would improve the efficiency; 2) the review of personnel policies to discover what changes might be made in training new staff members; 3) the study of coordinated searching and cataloging to learn if any steps might be eliminated from the procedures; 4) the study of operations to determine the extent to which centralization is desirable; 5) the study of forms for the purpose of making them more efficient or, if necessary, to eliminate them; 6) the examination of preliminary cataloging in terms of efficiency and usefulness; 7) the study of the extent to which a library may omit the cataloging, particularly subject cataloging, of categories of certain materials; and 8) the

study of possible consolidation of files of acquisitions and serials.

Examples of What Is Being Done

Paul S. Dunkin, catalog librarian at the Folger Shakespeare Library, in an introduction to a symposium on cataloging entitled "Den of the Lone Wolf,"² is somewhat critical of library schools that deal heavily in theory and ideals and suggests that the medical and the legal professions have progressed because "most members of the medical profession—and legal, and every other, for that matter—are *practitioners*, people skilled in the laboriously acquired techniques of their business. And they spend their time largely practicing those techniques."

No one has ever said that this was not so. The fact that librarians are practitioners is forcefully demonstrated by the contributions to the "Den of the Lone Wolf." A catalog librarian of a university library recounts that her library uses multiple order forms, that limited cataloging is followed for certain materials, that a process form is used for the cataloging of serials and that electrical devices and other time-savers are used. The head of the technical services of a public library describes the elimination of unnecessary notations on the back of the title page, the use of L. C. proof sheets for the cataloging of new books and the reliance upon indexes for analyticals. Another head of a catalog department of a public library states two alphabetical files of completed order cards for nonfiction (with call numbers added) serve as an index to the nonfiction shelflist and that the alphabetical order of the ALA filing rules is followed, with punctuation disregarded. Finally the librarian of a technological college reports that library-made catalog cards are produced simply, that minimal collations are included, that a series authority file saves time and confusion, that the acquisition and catalog departments cooperate in establishing personal and corporate entries and that fewer and more specific subject headings are used than with L. C. cards.

In a paper by Claribel Sommerville³ there is a useful description of operations of the order, bindery and catalog departments. It is also a comprehensive statement on the in-

ternal workings of the technical services of a library which adds about 23,000 volumes annually. There are short cuts in descriptive cataloging, series cards are limited if they are in Baer's *Titles in Series*, L.C. headings are shortened when necessary, added entries are kept to a minimum, detailed D.C. numbers are avoided, 31 separate shelflists have been merged into two (adult and juvenile), an accession record is kept in order to promote the smooth use of audio-charging, stampings on books have been eliminated, withdrawals are counted with a numbering machine, statistical reports are simple, pamphlet materials are organized in vertical files, a reader interest classification has been established for parents, and many special projects are in progress.

This same issue of *Library Resources and Technical Services* includes studies showing that belonging to a duplicate exchange can be more costly than one expects, that there are certain techniques of time and motion related to the costs of expanding the card catalog and that there are possible improvements in methods of prefilming sorting of cards.

Several generalizations may be made of these contributions. Firstly, there is an effort to fit the needs of cataloging and other technical operations to the needs of specific libraries. This is as it should be, and surely any self-respecting faculty member of a library school commends such activity. Secondly, there is a recognition that certain operations traditionally followed in libraries are not needed. This represents the coming-of-age of practitioners, since many of them in the past have resented suggestions that simplifications are possible. Thirdly, there is constant attention to possible applications of mechanical appliances. And, finally, there is an effort on the part of practitioners to study problems and to report them to the profession. SPECIAL LIBRARIES has long been the source of such reports of practices in specific libraries.

Machine and Technical Services

What is the significance for the technical services of the developments in machine applications? H. R. J. Grosch, A.G.T. Development Department, General Electric Cor-

poration, has observed⁴ that the "classical function of a librarian," is basically to obtain material for the reader, regardless of the errors which may be made in describing a work or its bibliographical aspects. Dr. Grosch credits the librarian with an unusual ability to make sense out of requests which are not very clearly presented but he notes that the degree of such success in providing service is not so easy as collections become larger and more technical. He writes that the "librarian is unable to get the multiple fixes that enable him (or her) to locate the material desired." Through the machine, therefore, it is suggested that the factor of exhaustiveness will be introduced to make it possible to get at these "multiple fixes." Because machines are so fast, "we can afford to be exhaustive," he writes. Thus, the goal of the documentalist—economical and prompt "association of remote ideas"—will be achieved.

There have been many meetings of special librarians, documentalists, production managers, administrators, language experts and just plain librarians at which the problem of machine applications has been discussed. Headway has been slow since most librarians are still depending upon traditional apparatus such as catalogs, classifications, indexes, abstracts and filing systems to organize the content of library materials for the use of clientele. In a day when new discoveries and machines are appearing rapidly and when we least expect them, it would be foolhardy to suggest that Vannevar Bush and those who have accepted his challenge that traditional methods of libraries must give way to newer techniques were off-base. Special librarians particularly have been alert to new possibilities, and instrumentation, such as coordinate indexing, Zatacoding, punched card machines and photographic and electronic devices, have been watched carefully by them for possible applications. Indeed, a survey by Western Reserve University Documentation Center in 1956 indicated that there was not only interest but there were some applications.

The following statement by Perry and Kent⁵ suggests possible developments:

Enough has been said, perhaps, to make the point that selection of a given device, machine or

set of equipment will strongly influence the extent to which various characteristics may be used to effect searching, selecting, and correlating operations. . . . The design of automatic accounting equipment is such that detection of a characteristic during searching operations requires that it be recorded by punching in a predetermined position on the cards. This restriction imposes such severe limitations on the ability to record characteristics that accounting type equipment has proved useful mainly in narrowly defined fields, such as infrared spectroscopic data or patents on additives to petroleum products. With Univac and similar computers, their design is such that programming selecting operations is rendered time-consuming and difficult.⁶ Furthermore, the accomplishment of the complex routines that are made necessary by virtue of the equipment's design results in slowing the effective operating speeds to a surprising degree. The difficulty in this connection, it should be emphasized, is not the nature of selection operations, which are inherently simple in nature. Rather, the difficulty is in the design of presently available commercial computers. By proper design of the electrical circuits, high-speed searching equipment can be constructed for a fraction of the cost of a Univac or an IBM 700 series computer and the programming can be reduced to wiring a plug-board—an operation that can be accomplished, on the average, in ten minutes to an hour depending on the complexity of the search to be performed.

Dr. I. A. Warheit, chief of the Technical Library Branch, Technical Information Services, U.S. Atomic Energy Commission, recently wrote "Today the fundamentals of librarianship are being reappraised."⁷ Not only today, for the evidence shows that librarians since Dewey and Dana have constantly looked at their work and considered new ways of doing things. Warheit is willing to admit that there is a basis for the agitation, even though accomplishment may be small. The basis lies in 1) the availability of machines and other new tools; 2) the fact that librarians concern themselves with new kinds of materials; and 3) the fact that clientele are making new demands upon the librarian. His consideration of the various systems which can be used to manipulate entries is colored with restraint and caution. His observation on the relation of the librarian to the administration in terms of the system is:

Sometimes it is very difficult to convince management that what you need is a cataloger and a few more trays in your card file, and yet it may be very easy to convince management that if you had a subject analyst, a key punch operator, a coding

clerk, and a large monthly rental for some imposing machinery, your information retrieval system would produce fabulous results.

One thing seems rather clear. There is an unmistakable growth of interest on the part of special librarians and others interested in the field of documentation. The number of persons who attended the conference on technical reports at Catholic University in 1953 was well over 250; this figure was more than doubled at the conference at Western Reserve University in 1956 and tripled in 1957. Many of the individuals attending were not librarians but subject specialists, such as chemists, administrative officers, management representatives, engineers and technologists. The merging of interests of librarians and those concerned about decision-making and research is a wholesome trend. It is important, however, that those involved in these deliberations base their claims on evidence and not on wishful thinking.

International Implications

A recent article of interest to those concerned about technical developments in libraries is Herbert Coblans' survey,⁸ which begins with a consideration of the Royal Scientific Society Information Conference of 1948 and two UNESCO conferences (Science Abstracting in 1949 and Improvement of Bibliographical Services in 1950). He discusses such developments as the use of hand-sorted cards for correlating property with chemical structure, the control of an extensive picture file by Hollerith cards, the use of punched card machinery for semantic analysis and mechanical translation. Coblans' general evaluation—based on the literature of the field—is that there is "doubt and critical reserve as to the basic efficiency of automation for certain types of documentation." He cites instances of the scrapping of punched card installations (Atomic Energy Research Establishment at Harwell and Dow Chemical Company) but reserves judgment.

Case studies are presented for the compilation of the *Handbuch der anorganischen Chemie* through IBM cards, the *Bulletin* of the Centre National de la Recherche Scientifique (Paris) through J. Samain's Filmorex

(combines advantages of film and punched cards) and the Chemical-Biological Coordination Center (Washington, D. C.), which used IBM equipment before discontinuance because of lack of funds. Coblans carefully points out that in order to make machines efficient for information retrieval, there must exist an adequate theory of information, i.e., classification and coding. His evaluation of the present situation indicates that classification is recognized as of crucial importance, that some research is under way, but that there is no easy solution. Coblans believes that some form of automation will be possible in the future.

Barbara Kyle, in a review of documentation in social science literature,⁹ refers to the vicious circle in publication and the use of materials. She writes:

The whole subject of communication of knowledge, bibliographical control, and information-retrieval seems to me something of a vicious circle which can be described with a number of modern clichés:

- A. Too much is written and/or published today so that even the specialist is unable to keep up with knowledge in his own field;
- B. If we were to solve this problem by continually narrowing the specialist's field so that he could keep up with his own literature, the consequent fragmentation of knowledge and segregation of research-workers from all other interests would have a damaging effect upon research and its applications;
- C. Therefore an evaluated selection from the vast mass of literature is necessary;
- D. Nobody can evaluate literature but the subject specialist;
- E. But too much is written . . . see A. above.

Current Evaluation

Volumes such as *Technical Services in Libraries* and similar books are available to librarians for information on operations. In this general review of technical services, however, it may be worth indicating that at the present time there is a concerted effort, under the supervision of Ralph R. Shaw, of the Graduate School of Library Service, Rutgers University, to study on a detailed basis the present "state of the bibliographical art." This is planned as a comprehensive analysis of the research that has been done in the various segments of librarianship and is sup-

ported by a grant of \$100,000 from the Council on Library Resources, Inc. The project, which will be carried on with the assistance of a group of analysts throughout the country, is designed to : 1) determine what the literature states on a particular aspect of librarianship; 2) examine the evidence of the authors who have made statements, i.e., a critical evaluation of the articles; and 3) summarize the established state of the art and indicate areas in which further investigation is needed. All areas of the technical services—acquisitions, cataloging, classification, indexing, abstracting, binding, photographic reproduction—are to be included as are such matters as storage and retrieval, transmission of materials and information and the various readers' services.

Related to this study is the October 1957 issue of *Library Trends*¹⁰ which, although it does not go into the detail planned for the Shaw project, does contain reviews of various segments of librarianship from the point of view of past studies, studies in progress and needed studies. Areas covered include backgrounds in librarianship, organization and administration, readers' services, technical services, resources, documentation, education for librarianship, methodology and application and a plan for coordinating research through a round table. It is apparent that not only this issue of *Library Trends* but also previous issues will be of considerable value to the analysts working on the Shaw project.

With the development of doctoral programs in six library schools and the requirement of a thesis for many of the master's programs, it is hoped that some of the pressing problems will be studied systematically in the technical services. The attention of some practitioners to the schools' problems, of course, is still an essential requirement for progress. The production of such works as *Serial Publications* may be cited as an example of the type of detailed and systematic analysis that is needed by the profession.

Future of Technical Services

One would be hard put to be specific in terms of tangible changes if asked to speak about the future of the technical services in

special libraries. Special librarians have had a long history of success in procuring materials for users when they need them. Not only have they been successful in acquiring, organizing and making available materials needed for the immediate concerns of their clientele, they also have established proper relations with other librarians and sources to serve individuals in a special field on a cooperative basis. My knowledge of special librarians leads me to believe that in many ways they have been alert to any innovations in equipment and mechanical devices which would help them in their work. Moreover, in such areas as binding, storage and photographic reproduction, special librarians have been leaders in devising effective means of providing adequate service to their users. There seems to be sufficient evidence to suggest that special librarians have frequently pointed the way for other librarians. There appears to be no question but that they will continue to do so in the future.

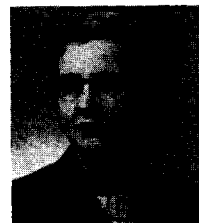
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Czech, Polish and Russian Book Trade Terms and Abbreviations

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A GREAT DEAL OF EMPHASIS is currently being placed on the acquisition of scientific and technological publications in Russian and other East European languages. This is not really a new situation but rather is an activity stepped up in tempo by the increased availability of such material and by a more lively interest demonstrated by scientists and the researchers.

However, the unfamiliarity of librarians, in general, with East European languages creates special problems in the selection, acquisition and recording of this published ma-

terial. Furthermore, the book trade and library world uses a language or jargon peculiar to its own needs, whose terms and phrases are not necessarily familiar to the layman, even though he may be well-versed in foreign languages. Lewis Carroll's Baker in *The Hunting of the Snark* describes the current linguistic dilemma aptly:

I said it in Hebrew—I said it in Dutch—
I said it in German and Greek:
But I wholly forgot (and it vexes me much)
That English is what you speak.

This list of Czech, Polish and Russian book trade terms is a personal project, an outgrowth of my attempts to resolve in some measure, for myself and my assistant, this dilemma in the acquisition of literature in these languages for the U. S. Department of Agriculture Library. These are terms, phrases and abbreviations, constantly re-occurring in trade literature, to which the serials librarian and the cataloger, as well as the acquisition librarian, have constant recourse in the daily work of recording and cataloging published materials.

Publishers' catalogs, current national bibliographies and periodicals were scanned to produce a working list of terms and phrases most frequently used. These terms were further checked against standard dictionaries for correctness of form and meaning; several co-workers in the Department with pertinent language knowledge reviewed the lists and offered additional suggestions. It can not be stressed too strongly that this is only a preliminary list, not a complete glossary to the language of the book trade in these three countries. Some omissions and unevenness are inherent in a preliminary list; this can be corrected only by usage and further exploration of linguistic reference sources.

Explanations as to alphabetical arrangement within this preliminary list are in order. The Russian terms and phrases are given in transliteration, but the order of word arrangement follows the established pattern of the Cyrillic alphabet. Diacritical marks are ignored in the alphabetizing of Czech and Polish terms. Since these languages employ the Roman alphabet, any deviation from the familiar pattern would only confuse the library assistant with little or no linguistic training.

Practical application and usage in the ordinary acquisition and serial recording routines should prove not only the usefulness of this list but, possibly, of an expanded glossary. Two choices or directions lie open for future expansion: 1) by confining coverage to the three languages already explored, a more complex and exhaustive glossary could be developed; 2) by broadening language coverage, the preliminary list could be con-

verted into a guide to the terms and phrases of the Russian and East European book trade. East European is defined here, arbitrarily, as a political-geographical area within the orbit of the Soviet Union. In addition to Czech, Polish and Russian, coverage would include Bulgarian and Hungarian. Possible consideration should be given to Rumanian and Albanian, as well as Serbo-Croatian, although the incidence of publication is not as high in these languages. Since Russian is the official language of the Soviet Union, the languages of the constituent Soviet Republics would be omitted.

Current events, interest in Russian scientific and technological activity and language deficiency are the most pertinent reasons for compiling a preliminary glossary. Another reason is to sound out the interest of librarians before venturing to expand this preliminary list into a more complete and thorough glossary. Since this list is, in a manner, a trial flight, suggestions and comments on scope and content will be welcomed.

Czech Book Trade Terms and Abbreviations

adresa	address
adresar	directory
akademie	academy
anonymni	anonymous
aktovka	portfolio
archiv	archives, records
atlas	atlas
autor	author, writer
b.m. (bez mista)	no place
b.r. (bez roku)	no date
badani	research
barev. (barevny)	colored
bibliografie	bibliography
broz. (brozovany)	unbound
brozura	pamphlet, unbound book
c., cis. (cislo)	number
c. a slov. text (cesky a slovensky text)	Czech and Slovakian text
casopis	journal, periodical
cast	part, section
celorocni predplatne	annual subscription rate
cena	price
clanek	article, section
clanky v ceskych casopisech	articles in Czech periodicals
ctrnact dni	fortnight
ctvrtletne	quarterly
ctvrtletni revue	quarterly review
datum	date
denne	daily

deska	cover (of a book)	pravo nakladatelske	copyright
diagr. (diagram)	diagram, chart	praz. (prazsky)	of, or, from Prague
dil	volume	predbezny	preliminary
do ciziny	abroad	prednaska	lecture
dokument	document, deed	predplaceni	subscription
doplnek	supplement	prehl. (prehled)	summary, brief outline,
druhy	other		synopsis
edice	edition	preklad	translation
encyklopedie	encyclopedia	prekladatel	translator
frontispice	frontispiece	prelozeni	translation
ilustrace	illustration	preloziti	to translate
ilustrator	illustrator	prikaz	order
ilustrovany	illustrated	pril. (priloha)	supplement
inserat	advertisement	prospekt	prospectus
		pseudonym	pseudonym
		pul roku	half a year, six months
jazyk	language	rada	series
jmeno	name, appellation	redakce a administrace	editorial and executive
			office
katalog	catalog	reklamni	advertisement
katedra	professorial chair	reprodukce	reproduction
kniha	book	revidovane vydani	revised edition
knihupec	bookseller	revidovati	to revise
knihovna	library	revue	review, critique
knihovnik	librarian	roc. (rocne)	yearly
knihtiskarna	printing house or office	rocenka	yearbook
kompilace	compilation	rok	year
konec	conclusion, end	rozebrana (kniha)	out-of-print
list	leaf (of a book), form	rukopis	manuscript
lit. (literatura)	literature	rukovet	handbook
		rus. a nem. v. tez (rusky	Russian and German
mesicni	monthly	a nemecky vydani tez)	edition also
mesicnik (casopis)	monthly (journal or review)	s., str. (strana)	page
ministerstvo	ministry	sbornik	almanac, volume
mp. (mapa)	map, chart	sekce	section
		sesit	part, section (of a periodical)
na prikazce	for example	sloupcova korektura	galley proof
nahore	above	slovesnost	literature, belles-lettres
noviny	newspaper, gazette	slovník	dictionary
napsal	by, written by	soubez. (soubezny)	parallel
		souhrn	summary, abstract
obalka (knihy)	cover (of a book)	spolecnost	society
obraz	picture	sprava	administration
obrazec	graph	stat	essay, article
obrazek	illustration	statni	state, national, public
obsah	index, table of contents	sv. (svazek)	volume
odborna literatura	technical literature	tab. (tabela)	table
okraj	margin	tato kniha je rozebrana	this book is out-of-print
oprava	correction	text	text
orig. (original)	original	tez	also, too
otazka	question, problem	tisk. (tiskarna)	printing house or office
otisk	print, copy, impression, imprint	tiskopis	printed matter
		tiskova chyba	erratum
papir	paper	tydenik, tydenni	weekly
plakat	placard, poster	typ. (typograf)	printer
podpis	signature		
pojednani	treatise, essay, dissertation	ucebnice	textbook, manual
pokus	experiment	uceni	instruction, teaching
politicky	political	ukazatel	register, index
pozn. (poznamka)	footnote	universita	university
poznamka vydavatelova	publisher's imprint	uredni zprava	official bulletin
prace	work		
pramen	source		

ustav	institute	druk	print
ustredna	center, exchange	drukarnia	printing house
ustredni	headquarters, central office	drukarz	printer
uvod	introduction	drukowac	to print
uvodnik	editorial	drukowanie	printing
v	in	drukowany	in print
v. (viz)	see	dwum. (dwumiesiecznik)	bimonthly
v cizine	abroad	dwut. (dwutygodnik)	biweekly
v tisku	in press	dysertacja, dysertacya	dissertation
vadny	defective, imperfect	dz., dzien. (dziennik)	newspaper
vaz. (vazati)	to bind	egz. (egzemplarz)	copy, issue
veda	science	encyklopedia	encyclopedia
vedouci redaktor	editor-in-chief	fasc. (fascykuł)	fascicle
vestnik	bulletin, journal, gazette	gazeta	newspaper
viz tez cis.	see also number	ilustr. (ilustracja)	illustration
vyd. (vydani)	edition, publication	ilustrowac	to illustrate
vydati	to publish, edit	index	index
vydavatel	publisher, editor	introligator	bookbinder
vymena	exchange	jak powyzej	as above
vynechani	omission	jezyk	language
vyročni zprava	annual report	karta (w ksiazce)	leaf (of a book), page, map
vysoka skola	graduate school	katalog	catalog
vysvetl. (vysvetlivka)	footnote, explanatory note	kazdodzienny	daily
vyt. (vytah)	abstract, abridgement	kolor	color
vyzkumny ustav	research institute	kompilacya	compilation
vztah	reference	kompilator	compiler
zakazka	order	koniec	end
zazn. (zaznan)	record, entry, note	korekta	proof sheet
zcela preprac. vyd. (zcela prepracovane vydani)	revised and enlarged edition	krotki zbior	an abridgement
zdarma	gratis	ksiazka	book
zнову otisknouti	to reprint	ksiazka z notatkami	notebook
zprac. (zpracovati)	to elaborate	ksiegarnia	bookshop
zprava	report, news, account	ksiegarcz	bookseller
zrevidovati	to revise	kurs	a course of lectures
		kw. (kwartał)	quarter of a year

Polish Book Trade Terms and Abbreviations

adres	address	literatura	literature
akademia	academy	mapa	map
akta	records, archives	margines	margin
annotacya	annotation	mies. (miesiecznik, miesiecznie)	monthly
archiwum	archives	ministerstwo	ministry
ark. (arkusz)	sheet, signature	nakład	outlay, cost, expense
arkusz na probe wybity	proof sheet	nakład i druk	published and printed
atlas	atlas	naprzykład	for example
autor	author	nauka	science
autor ulotnych pism	pamphleteer	nazwisko	name
bezimienny	anonymous	nieokr. (nieokreslono)	indefinite, irregular
bibliografia	bibliography	nieznajdujący się już w druku	out-of-print
biblioteka	library	nłb. (nieliczbowane)	unpaged
bibliotekarz	librarian	nota bibliograficzna	biographical note
cena	price	nr. (numer)	number
cz. (czasopismo)	periodical, magazine	odbitka z czasopisma	copy from a periodical
czyt. (czytelnik)	reader	ogł. (ogłoszony)	published
data	date	ogłoszenie	advertisement
dodatek	supplement	okł. (okładka)	cover
dokument	document	opr. (oprawić książkę)	to bind a book
dom	house	oprac. (opracować)	to elaborate
doswiadczenie	experiment	opuszczenie	omission

państwo	state	tyt. oryg. (tytuł oryginalny)	original title
papier	paper	tytuł	title
pierwsze, drugie wydanie	the first, the second	ulotne pismo	pamphlet
dzieła	edition of a work	umiejetnosc	science
pisemko	pamphlet	uniwersytet	university
pismo	letter	wstep	preface, introduction
pismo tygodniowe	weekly publication	wybor i red.	selected and edited
pl. (plotno)	cloth	wycisk	imprint
plan	plan	wyd. (wydanie)	edition
podr. (podrecznik)	textbook	wydac dzieło	to publish
polityczny	political	wydawca	editor, publisher of a book
połr. (połrocznik, półrocznie)	semi-annual	wykład	lecture, reading
poprawione i uzupełnione	corrected and supplemented, amended	wykreslanie, wykreslenie	diagram, linear drawing
poradnik	guide book	z. (zbiór)	collection
portret	portrait	za granica	abroad
powiesc	novel	zagadnienie	problem
powyzej	above	zakład	establishment, institution
powyzej wzmiankowany	above-mentioned, above-cited	zakonczenie	conclusion
prace	works	zamiana	exchange
prawo drukowania manuskryptu	copyright	zeszyt	fascicle, part
prenumerata	subscription	zł. (złotnik)	Polish coin
proj. (projekt)	project	zmieniony	revised, changed, altered
prospekt na dzieło	prospectus		
przedmowa	preface, introduction	Russian Book Trade Terms and Abbreviations	
przedr. (przedruk)	reprint	abonement	subscription
przedrukowac	to reprint	avtor	author
przedugodny	preliminary	avtoreferat	author abstract
przeglad	review	avtorskoe pravo	copyright
przerobione	revised	adres	address
przypisek	note at the bottom of a page, footnote	akademia	academy
przypisy	commentary, glossary	al'bom	album
pytanie	question	alfavitnyi ukazatel'	alphabetical index
r. (rok)	year	anonimnyi	anonymous
red. (redagowac)	to edit	arkhiv	archive(s)
redaktor	editor, writer, author	atlas	atlas
redaktorski	editorial	b-ka (biblioteka)	library
redaktorstwo	editorship	b-fia (bibliografiia)	bibliography
rekopism	manuscript	b.ts (bez tseny)	not priced
rocznie	yearly	biull. (biulleten')	bulletin
rocznik	annals, annual register	bez goda	no date
rozdział	chapter	bez mesta	no place
rozkaz	order	bez perepleta	unbound
rozprzedany	sold	bezymennyi	anonymous
rycina	illustration	bespl. (besplatnyi)	gratis
rys. (rysunek)	drawing, diagram	bibliotekar'	librarian
s. (stronica, stronnica)	page	broshiuira	pamphlet, brochure
serja	series	bumaga	paper
słownik	dictionary	bumazhnyi pereplet	paper binding
summaryusz, summaryusz	summary	v kn. (v knige)	in the book
t. (tom)	volume	v kontse	at the end
tab., tabl. (tabela)	table, index	v papku	in portfolio
tekst	text	v pereplete	in binding
tekst maszynopis	typewritten text	v pechaty	in press
tlum. (tlumaczyc)	to translate	vvedenie	introduction
tlumacz	translator	vestn. (vestnik)	news
tresc (ksiazki)	content (of a book)	vlozhenie	insertion, enclosure
tyg. (tygodnik, tygodniowy)	weekly	ypros	question
		vstuplenie	introduction
		Vsesoiuznyi	All-union

Vsesoiuznaia knizhnaia palata	All-union Book Chamber	k., kop. (kopeika)	kopek, small coin
vyvod	conclusion	kand. (kandidat)	candidate, applicant
vyp. (vypusk)	number of a magazine	karmannoe izdanie	pocket edition
vystavka	exhibition, show	kart. (kartina)	picture, illustration
vykhod v svet	appearance, publication	karta	map, chart
vykhodnoi list	title page	katalog	catalog
vykhodnye dannye	imprint	kvartal	quarter
vyshe	above	kn. (kniga)	book, volume
vyshli iz pechati	published, out-of-print	kn-vo (knigoizdatel'stvo)	publishing house
g. (god)	year	kniga vsia razoshlas'	the book is out-of-print
g. (gorod)	town, city	knigotorgovets	bookseller
gazeta	newspaper	knizhnaia lavka	bookshop
gl. (glava)	chapter	kollegiia	collegium
god izdaniia	imprint date, year of publication	kommentarii	commentary
gos. (gosudarstvo)	state	kom-t (komitet)	committee
gosizdat.		konets	end
(gosizdatel'stvo)	state publishing house	konspekt	compendium, synopsis
granka	galley proof	kratkii	short, brief, concise
dannyi	data, facts	kurs	course (textbook)
dvukhmesiachnyi	bimonthly	l. (listok)	leaf (of a book)
deshevoe izdanie	cheap edition	landkarta	map
diagr. (diagramma)	diagram	leksiia	lecture
diss. (dissertatsiia)	dissertation	let (piat', shest')	year (five, six)
dobavlenie	addition, supplement, appendix	letopisi	annals
dokl. (doklad)	report	literatura	literature
dokument	document	liudochnoe izdanie	cheap popular edition
dopolnenie	supplement		or printing
doslovnii	textual	m-vo (ministerstvo)	ministry
dr. (drugoi)	other	manuskript	manuscript
ezhegodnik	annual, yearbook	na pravakh rukopisi	all rights reserved
ezhegodno	annually	nazv. (nazvanie)	name, appellation
ezhednevnyi	daily	naprimer	for example
ezhemesiachno	monthly	nauka	science
ezhenedel'nik	weekly	nauch. (nauchnyi)	scientific, learned
za granitseii	abroad	nauchno-issledovatel'skii	scientific research
zagl. (zaglavie)	title, heading	nedel'no	weekly
zakaz	order, command	nedostatochnyi	defective
zakliuchenie	conclusion	neperiodicheskie	irregular publication
zametka	note	novoe izdanie	reprint, new edition
zapisnaia knizhka	notebook	nomer	number, issue
znanie	knowledge, learning	obl. (oblastnoi)	provincial, district, territorial
i.t.d. (i tak dalee)	etc.	oblozhka	cover, wrapper, book jacket
izbrannye sochineniia	selected works	obmen	exchange
izv. (izvestiia)	information, news	obmennii fond	exchange fund
izd-vo (izdatel'stvo)	publishing house	obshchaia chast'	general part
izdavat', izdat'	to publish (of a book)	ob'iaвление	announcement, advertisement
izdanie	publication, edition	o-vo (obshchestvo)	society
izdanie prekrashcheno	publication discontinued	oglavlenie	table of contents
izdatel'	publisher, editor	opechatka	misprint
ill. (illustratsiia)	illustration	opyt	experiment
in-t. (institut)	institute	otd. (otdel)	division, section, share
ispol'zovannaia literatura	bibliography, literature	otmetka	annotation
	cited	ottisk	reprint
ispr. i dop. (ispravlennoe i dopolnennoe)	corrected and revised	ofits. (ofitsial'nyi)	official
issledovanie	research	pamflet	pamphlet
ischerpano	exhausted	pamfletist	pamphleteer
itog	summary, total	perevod	translation
		perevodit'	translate

perevodchik	translator	sbornik	collection (of articles, etc.)
pered zagl. (pered zaglaviem)	at head of title	sbornik statei	collection of articles
peredovaia	editorial	seriia	series
peredovaia stat'ia	editorial article	signatura	signature
peremeshchennie	transposition	sistematicheskii ukazatel'	systematic index
perenesena	transferred	slovar'	dictionary
perepechatka	reprint	slozh. (slozhenie)	addition
peresm. (peresmotrennyi)	revised	sm. (smotret')	to see
pereplet	binding	so skhemy	with plans
perepletnoe remeslo	bookbinding	sobranie	collection
perepletchik	bookbinder	sobranie sochinenii	collected works
periodicheskii	periodic(al)	soveshchanie	conference
periodicheskoe izdanie	serial	soderzhanie	table of contents
pechatanie	printing	soisk. (soiskanie)	competition
pechat'	print, press	sokrashchenie	abridgement
pis'mo	letter	sokrashchennoe izdanie	abridged edition
pisatel'	author	sost. (sostavitel')	compiler
plakat	poster, placard	sostavlenie	compilation
po tekstu	textual	spisok	copy, list
pod zaglavnyi	under the title	spravochnaia kniga, spravochnik	reference book
pod. red. (pod redaktsiei)	edited by	stat'ia	article, editorial
podzagolovok	subtitle	stereotipnoe izdanie	reprint, stereotype edition
podp. k pechati (podpisano k pechati)	registered at the press	step. (stepen')	degree, grade, rank
podpiska	subscription	super-oblozhka	book jacket
pole	margin	skhema	diagram, sketch, scheme
polit. (politicheskii)	political	t. (tom)	volume
polugodie	half a year, six months	tablitsa	table
posobie	textbook, aid	tam zhe	in the same place
pred. (predislovie)	preface, introduction	tezisy dokladov	abstract of proceedings
predvaritel'nyi	preliminary	tekst	text
prepodavanie	teaching, instruction	tem. pl. (tematicheskii plan)	thematic plan
pribavlenie	supplement (of a periodical)	tekhnicheskii	technical
prilozhenie	supplement	tipografiia	printing house
proizvedeniia	printed matter, work(s)	tipografshchik	printer
propaganda	propaganda	tirazh	total output
propusk	omission	tolkovanie	annotation
prospekt	prospectus	trekhmesiachnyi	quarterly
pseudonim	pseudonym	trudy	transactions
putevoditel'	guide book	ukazatel'	index
r. (rubl')	monetary unit of U.S.S.R.	universitet	university
rabota	work	upr. (upravlenie)	administration
razdel	division, section	upushchenie	omission
raion	territory, province	utv. (utverzhenie)	confirmation
rasprodano	out-of-print	uch. (uchenie)	study
rasprostranenie	extension	ucheb. (uchebnik)	school book, manual, compendium
rasskaz	tale, story, narration	fak-t. (fakul'tet)	faculty
rasshirennoe izdanie	enlarged edition	forzats	flyleaf
red. (redaktirovat')	to edit	format	format
redaktor	editor	frontispis	frontispiece
redaktorskii	editorial	ts. (tsena)	price
redaktsionno-izdatel'skii	editorial-publishing	chast'	part
reziume	summary	chert. (chertezh)	plan, sketch, design, outline
reklama	advertisement	chislo	date, number
referaty dokladov	abstracts of reports	ekz. (ekzempiar)	copy, example
retsenziia	review, critique	eksperiment	experiment
rukovodstvo	textbook	entsiklopediia	encyclopedia
rukopis'	manuscript	iaz. (iazyk)	language
riad	series		
s., str. (stranitsa)	page		
s primechaniiami	with notes, footnotes		

The Bibliographic Research Team

MARJORIE Y. FIZETTE, Formerly Head Bibliographer

BRUCE E. JONES, Information Specialist

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RESEARCH ENGINEERS and scientists have come to realize that countless man hours spent in information searching can be saved by utilizing literature specialists to find the necessary books and documents that help solve research problems. At Battelle Memorial Institute this has meant that literature searchers or information specialists have become an essential unit of the Battelle research team. With this development, questions have arisen as to the relationship of the information specialist to the research engineer. What does each contribute in the solution to a research problem? Most important, how should an information specialist function in technical fields in which he is not an expert? This paper is an attempt to answer these questions in the light of a few bibliographic practices evolved at Battelle.

All requests for information at Battelle are not categorically research projects. In many instances *Chemical Abstracts*, *Engineering Index* or perhaps *Industrial Arts Index* (now *Applied Science & Technology Index*) will provide the answers to many requests for information. There is a point, however, at which a bibliography stops being an answer to a request for information and becomes a research project in its own right. The criterion for such a bibliographic research project is its degree of application to solving a particular research problem. For example, the preparation of current literature references for the *Battelle Technical Review* is not a bibliographic research project; on the other hand, a bibliography on cavitation erosion, prepared for a company trying to find a solu-

tion to this problem, would be bibliographic research.

As a result of Battelle's diverse fields of interest, bibliographic research projects are continually being requested in such fields as organic chemistry, aeronautical engineering, mathematical physics, ceramics, agricultural science and welding technology, to name only a few. To satisfy effectively requests for information in these varied fields, a concept of bibliographic preparation has evolved that we call the bibliographic research team.

Establishing the Team and the Search

Generally, the bibliographic research team consists of an information specialist and a subject expert. The information specialist is responsible for compiling the bibliography. He is technically trained with at least a B.S. degree in a basic physical science and is usually a scientist who has, so to speak, forsaken beakers for books. His technical knowledge is general rather than specific. Therefore, the specific technical knowledge of an expert must be added to the preparation of a bibliography. The expert contributes his knowledge of both the subject and the particular problem that has prompted bibliographic research. The result of this combination of talents is a bibliography aimed toward solving a research problem as opposed to a random collection of references vaguely covering a technical subject.

When requests for bibliographies originate from Battelle staff members, the person requesting a bibliography serves in the capacity of subject expert. The information specialist consults with the requestor to gain a clear idea of the problem from the beginning and, as the bibliography progresses, he frequently reports his findings to the requestor, either

Paper presented at a joint Cleveland-Cincinnati, Pittsburgh-Indiana Chapter Meeting held in Columbus, Ohio, March 29, 1957.

broadening or narrowing the research according to his reactions and suggestions. For requests for bibliographies originating from outside companies and organizations, however, it is often necessary to call in an expert on the Battelle staff to serve as the subject expert, because the requestor is usually too far away to make frequent consultations feasible.

Finding a Battelle expert is the first step in preparing a bibliography for an outside company. From the close contact that is maintained between Battelle's information specialists and the technical staff, this is usually a simple matter of consulting one of the information specialist's acquaintances who is familiar with the subject of the bibliography. However, if the specific nature of the problem requires that a particular expert be contacted, then the files maintained in the Information Management Division that describe the fields of interest and research activities of technical staff members are consulted. After a few telephone calls, it is not long before the right man is found. When an expert is located, the information specialist describes the requestor's problem insofar as he understands it. If the expert recognizes the nature of the problem, he will explain it more fully and give some suggestions on sources of information. If the problem is hazy or further details are necessary, the expert himself may contact the requestor for a more complete explanation. In this way the subject content of a bibliography is worked out between the Battelle expert and the requestor. It is possible that the expert may know where the required information can be obtained without an extensive literature search.

Having the problem definitely established, the information specialist is ready to suggest suitable mechanics for presenting the bibliography to the requestor, such as whether to list the references in manuscript or card form. Perhaps extracts of the actual information or a critical report prepared from the literature would be useful. Frequently a subject breakdown or index of the references is desired. Since each bibliography is tailor-made for the person or company requesting it, the information specialist attempts to suggest the type

of presentation best suited to the requestor's specific needs.

Contributions of Subject Expert

Once the requestor has decided on the presentation, the information specialist is ready to begin the bibliography. He again consults the subject expert in the hope that he will be able to advise him in several ways. The assistance the expert gives at this stage is invaluable for a number of reasons.

First, to *clarify the boundary lines of the search*, he can visualize the problem in its technical context. He can provide definitions of technical terms connected with the subject which may be quite different from those found in dictionaries, since words often have entirely different meanings in the vocabularies of various sciences and technologies. The expert, because he knows his field, can point out the extent of the subject that can be covered profitably.

Second, the expert *defines the probable chronological period* to be covered, which will include the earliest literature likely to be useful in present-day technology. He can point out landmarks, such as revolutionary advancements in the field and dates of their publication. For example, the bulk of literature on titanium metal goes back no further than 1945. Extensive searching of literature before that time would be of little use. Similarly, each new technological or scientific development results in a temporary surge of the literature. If the chronology of a subject is not well established, it is possible that either much of the pertinent literature will be missed or many hours of searching will be fruitless.

Third, the expert *aids in determining sources of information*. He knows the men who are active in the field and the work that is being done. He can impart to the information specialist his knowledge of the research leaders in the field and can lead him to their important papers. Often he keeps files that provide a good starting place. The expert also knows of companies and research organizations that have been, or are presently, active in the field.

Fourth, the expert guides the course of the survey by *explaining the significance of subject fringe areas* as questions arise to plague the bibliographer in his attempt to stay within the boundaries established for the search. The expert can point out what fringe areas might prove fruitful and should be explored. Having these questions answered enables the information specialist to proceed with confidence where he otherwise might spend much time wavering between alternatives: to explore a certain fringe area or not to explore.

The final advantage expert assistance gives to a bibliography is that, by aiding and advising the information specialist, he can *assure that the quality and applicability of the references in the final compilation will be maintained*. By contributing to the bibliography from a research viewpoint, the expert turns a request for information into a research project.

Another important benefit of the relationship between the expert and the information specialist is the resultant growth of the information specialist. During his consultations with the expert he becomes somewhat of an expert himself. Should another bibliography be requested on the same general subject, he will ask fewer questions and be able to undertake more of the expert's functions.

Example of Teamwork

One concrete example of a bibliography prepared by a bibliographic research team concerned the problem of cavitation erosion. The period to be covered was from 1940 to 1956. The request came from a company having trouble with pieces being broken from blades revolving at high rates of speed in hot, dust-free fluids. The Battelle expert in this field was consulted, and it was found that cavitation is a physical phenomenon which causes chipping or pitting of a rapidly revolving propeller in a hydraulic system. The major areas where this problem is encountered are torpedoes, hydraulic pumps and steamship propellers. The names of two universities and two companies which had done much of the work on cavitation erosion were also obtained.

A project leader in Battelle's Corrosion Research Division explains a high pressure loop used in corrosion experiments to Bruce Jones, as background for a bibliographic project.



The expert was of the opinion that the most profitable approaches would be to look for causes of cavitation, methods of combating it and new alloys with cavitation-resisting properties. He suggested a list of abstract sources and provided the title of a bibliography on corrosion. All of this information was gained in a few minutes. Given enough time and imagination, surely the information specialist would have turned up most of this information without assistance but here he saved hours of searching.

This information gave him a boost in the right direction where, needless to say, he found many more clues as the search advanced. Each time he had a question the expert gave him the answer in a short time, and the search proceeded. When the search was completed the expert glanced through the references and suggested discards. The end result was a relatively compact listing which had benefited from a quick and easy beginning and expert guiding to the end.

Compiling a Local Union List of Serials

EVELYN LEVINE, Librarian, Oak Ridge Gaseous Diffusion Plant
Union Carbide Nuclear Company, Oak Ridge, Tennessee

THE *Union List of Serials in the Technical Libraries of the Oak Ridge-Knoxville Area* is a major and continuing project of the Oak Ridge Chapter of Special Libraries Association. As a project it actually pre-dates the Chapter, having been started by the Oak Ridge Library Association, the predecessor of the Oak Ridge Chapter. The first edition, published in 1952, included the holdings of only the Oak Ridge technical libraries. A second edition was needed in 1953, primarily because the Oak Ridge libraries are relatively new (the average library age is only 10 years).

When the need for a third edition became apparent, it was also recognized that a better mechanism for compiling it and successive editions was desirable. The old master card file was so badly defaced by additions and corrections for the previous two editions that a complete retyping of this file was the only recourse. This immediate necessity for a new master file led to the ultimate decision that this work should be planned to produce a set of cards which could be photographically converted into offset printing plates. The most obvious advantage of this plan was that the initial retyping and proofing of the master card file would also provide the manuscript for the new edition. Additionally, compilation of future editions would be facilitated by being able to reuse the great majority of the cards for which no changes were involved; additional typing and proofing would be required only for those cards for which additions or changes were recorded.

This manuscript-on-cards technique is one that is successfully used by the Library of

Based on a talk presented at the Convention of the Tennessee Library Association, held in Gatlinburg, Tennessee, March 13-15, 1958.

Congress for its author and subject catalogs. Daniel Melcher describes the technique as it was applied to the recent publication of *Subject Guide to Books in Print*.¹

Having adopted this method of publication, the first phase of the task was one of planning and organization. Preparation of a style manual was the first step undertaken to assure the uniformity needed for a photographic transcription of information that would be submitted by eight separate libraries or branches. Details such as uniformity in type size and spacing were important factors in assuring a presentable finished product.

The division of labor and assignment of responsibilities for eight libraries was another problem. Responsibility for submission of "holdings cards" was clear cut. Each library or branch would submit a separate card for each title held, indicating library symbol and volume and dates of holdings.

The division of labor for preparation of "history cards" was more complicated. By mutual consent, a ladder arrangement of libraries was evolved whereby each library would submit history cards for only its titles not held by the library above it on the ladder. Some duplication of effort was unavoidable since this information was dependent on the outdated second edition of the Union List. The library ladder arrangement was determined by the following factors:

1. The availability in the Oak Ridge National Laboratory Library of a complete history file on all periodical titles held by its libraries, and the generosity of the

1. MELCHER, DANIEL. Editing a Major, New Trade Tool, "Subject Guide to Books in Print." *Publishers' Weekly*, vol. 172, no. 24, December 9, 1957, p. 12-7; *Library Journal*, vol. 83, no. 2, January 15, 1958, p. 137-140.

- chief librarian in accepting the major responsibility of lead library on the ladder.
2. The second place on the ladder was accepted by the Oak Ridge Institute of Nuclear Studies in recognition of its library's abundance of unique titles.
 3. Third place went to the Oak Ridge Gaseous Diffusion Plant Library.
 4. Libraries being included for the first time in the third edition were arbitrarily placed at the bottom of the ladder.

The second phase in the compilation of the new edition was the preparation of cards by each participating library in accordance with style manual instructions. This portion of the work, it should be added, was actually done on-the-job. All other activities were accomplished by committee members in work sessions held one evening a week for a period of approximately eight months.

The third phase proved to be the most difficult one—that of the detailed editing. Theoretically, the editorial responsibility was assigned to each library for its own work. But as is inevitable, many inconsistencies remained to be uncovered at the interfiling stage. As the cards were interfiled, the first check was made for omissions of history cards and any obvious discrepancies. The next step was a careful reading of the file for errors, inconsistencies, inadequacies of cross references as indicated by the tracing and other mistakes. Another reading was an oral check for inclusion of all "see" and "see also" references as called for by the tracing.

The final phase in preparation of the card manuscript was the mounting of approximately 10,000 cards on mounting sheets which became pages of the final work. Mounting sheets of 15 x 20 inch card stock allowed a two column layout of approximately 50 to 60, 3 x 5 inch cards per sheet for a 30 percent photographic reduction. Margins were first pre-ruled with a blue, non-reproducing pencil. A strip of 1/4 inch double faced masking tape was extended down the center of each column to provide the means for mounting the cards.

The first history card was mounted on the tape by aligning it with the pre-ruled margin

line. The next card was overlapped (shingled) to align evenly with the next line of type. When a page was completely shingled, a strip of white tape was applied along the left edge of each card column to secure the cards. When all sheets had been mounted, the pages were numbered with a numbering machine and large distinctive alphabetical guide letters were mounted at the beginning of each letter of the alphabet. The manuscript, consisting of 170 sheets of cards, was then ready for photographing.

The Chapter is greatly indebted to the Oak Ridge National Laboratory, Union Carbide Nuclear Company, for photographing the sheets and reproducing the list. Needless to say, the Oak Ridge Chapter is extremely proud of its Union List. The chief source of pride, however, is not in the compilation of the list but rather in the wealth of technical library resources that the list portrays.

The scope of the third edition was expanded to include not only the holdings of the technical libraries in Oak Ridge but also the science collections of the University of Tennessee and the Knoxville Academy of Medicine libraries. Over 3,000 titles in these libraries are included.

A more quantitative evaluation of the Union List was made by Mrs. Ida Miles of the University of Tennessee Science Library.² She compared the holdings with most cited lists of technical journals in Charles Harvey Brown's book, *Scientific Serials: Characteristics and Lists of Most Cited Publications in Mathematics, Physics, Chemistry, Geology, Physiology, Botany, Zoology, and Entomology*. Her study indicated that in three fields—physics, chemistry and mathematics—the Union List has over 99 percent of the titles and citations of the Brown lists. In physiology 93 percent of the publications are available; in geology, 86 percent. In the remaining three fields which Brown shows to have the widest scatter of citations, the percentages are 82 percent for botany, 75 percent for zoology and 65 percent for entomology.

2. MILES, IDA R. Scientific Collections in the University of Tennessee-Oak Ridge Area. *College and Research Libraries*, vol. 19, no. 3, May 1958, p. 223-6.

Sample Mounting Sheet

This illustrates nine overlapped (shingled) 3 x 5 inch cards as they are mounted on a pre-marked (dotted lines) sheet. A strip of white tape is placed along the left edge of the cards to hold them firmly in place. The sheets are then photographed, reduced in size and made into photo-offset plates.

Royal society of London. Philosophical transactions. vl-177, 1665-1886; vl-178A and B 1887-		
—sA: Mathematical and physical sciences.		
K-25	242-	1949-
ORNL	178-	1887-
—sB: Biology.		
ORNL	178-	1887-
UT	178-	1887-
Royal society of medicine, London. Proceedings. 1,1907-		
ORINS	42-	1949-
ROYAL SOCIETY OF MEDICINE. PROCEEDINGS		

Sample Union List Style Guide

(The following is an abbreviated version of the Oak Ridge Chapter's Style Guide. Details of spacing, punctuation, symbols and abbreviations are omitted as are sample entries. A limited number of copies of the Style Guide are available from the author.)

HISTORY CARDS

Responsibility for the preparation of history cards will be determined by the following ladder arrangement:

ORNL
ORINS
K-25
KAM
UT

Libraries will not be responsible for history cards on any journals which a library above it holds, as determined by the *Union List of Serials of the Technical Libraries of Oak Ridge*, 2d ed., 1953, or *List of Periodicals Abstracted by Chemical Abstracts*.

A. General Rules:

1. Use the form of entry and alphabetical arrangement of titles as in Gregory's *Union List of Serials*, with the exception of such titles as were accepted in the *Union List of Serials of the Technical Libraries of Oak Ridge*, 2d ed., 1953.
2. Capitalize first letter of first word of title only, except for proper names, geographical names, etc.
3. The umlauts ä, ö and ü should be spelled out as ae, oe, and ue, respectively; ø as oe, and å as aa.

B. History information should be given in this order:

1. Journal title (General rule 1).
2. Association name, when an official publication.
3. Place of publication.
4. Beginning volume and date, or inclusive volumes and date where entry is closed. Closed entries will be indicated by "//" in preference to "no more published."
5. Language note where variations make it desirable, e.g., "Printed in English, French and German," "Printed in Japanese with English summaries," etc.

6. History information, i.e., change of titles, etc. with volume and years, in historical sequence.
7. Cross reference tracing on reverse side of card.

C. Abbreviations and Spacing:

1. The following abbreviations will be used with no punctuation:

MC	microcard
MF	microfilm
no	number
ns	new series
s	series
v	volume
//	no more published

2. Spacing . . .

HOLDING CARDS

Type entries as close to top of card as possible

A. Library symbols . . .

- B. *Holdings*: Volumes and dates should be shown in distinct columns
1. Spacing . . .
2. Punctuation . . .
3. Microcard and microfilm holdings . . .
4. Journals issued in separate parts, or journals having supplements should be entered on separate cards for each part.
5. Series holdings: Show inclusive volumes and dates for series.
6. Card identification: Type titles of journal four spaces below last line of typing for holdings. Use all capitals to facilitate filing.

CROSS REFERENCES

- A. *See also references* should be indicated on history cards using phrase "which see also."
- B. *See references* should be indicated by *SEE*.

Planning The New Library: The Housing and Home Finance Agency Library

MRS. ELSA S. FREEMAN, Librarian, Office of the Administrator Library
Housing and Home Finance Agency, Washington 25, D. C.

THE SUBTITLE OF THIS might well be "Or How to Rejuvenate a Library in Only a Week of Real Planning." This is not an exegesis on identification, selection, organization, concealing, retrieving, dissemination or other bibliographic control methods and philosophy. It is rather a tale of the remodeling of a physical plant. However, to see that in its context, certain facets of our mission and status need to be explained.

Our agency was established in 1947 to provide for the supervision and coordination of the principal housing, urban land use and related community development and redevelopment programs and functions of the United States Government. The library serves primarily the Office of the Administrator, the Community Facilities Administration, the Urban Renewal Administration, the Federal National Mortgage Association, the Voluntary Home Mortgage Credit Program, the Community Disposition Program and the HHFA regional offices. The Federal Housing Administration and the Public Housing Administration, although components of the Housing and Home Finance Agency, have their own libraries. However we work together closely and issue a bimonthly, *Housing References*, that is edited in our library but indexes the accessions of all three libraries. Probably the work of the agency touches most people through the urban renewal programs, the college housing loans, the loans to state and local governments for financing construction of needed public works, in the FHA mortgage insurance programs, public housing, the secondary mortgage market operations or housing for the elderly.

To serve our agency and the public in these fields, the library has a collection of about 65,000 items, of which about 10,000 are law books and the remainder subject books, periodicals, pamphlets and films. Like

many another research library, the periodicals and pamphlets outnumber the books.

For several years, because of limited budget, the library had been extremely short-staffed and also unable to acquire needed equipment or space. Consequently, unsorted and/or uncataloged publications piled up on top of tables, file cabinets, bookshelves, and bookcases and desks, under tables, in boxes, on the floor or in any available alcove. The cataloged items were almost as crammed, with publications placed horizontally above the standing ones and on top of the book sections. General readers working in the library had to push piles of publications aside to clear space at which to work. The lawyers had small tables, generally in the aisles, where, incidentally, they placed some of the law books.

The library staff was equally crowded. At one time the catalogers, the librarian, the periodicals assistant, the periodical Kardex records, the new material receipt and review tables, the shelf list, the supply and correspondence cabinets, a large cutter and other processing equipment, seven sections of shelving and all sorts of other special shelves and tables were packed in *one* room. All things that could be piled up were—to the rafters. One of the requirements for employment was slenderness. No privacy existed. It was impossible for two persons to carry on necessary conversation without interrupting others.

The room where the reference librarians worked was a passageway and mail room. Reference books were in other rooms. Mail desks were the first things readers encountered. Throughout bookshelves were fixed six-shelf wooden shelves of different heights or fixed six-shelf metal "storage" shelves. The pamphlets were filed in and on 43 four-drawer legal-sized file cabinets.

Many things were not in logical order or arranged but were instead placed wherever there was space. The staff, blessed with ingenuity and good memories, would ferret them out, when possible. The lights in the law section were affixed to the tops of the shelving by money-saving, but most unattractive, wooden devices.

Because of these conditions and the rate of acquisition of new material, management felt that something had to be done. However since management did not want to cause futile work or raise false hopes, nothing was said until funds were available. Then we were informed that new library equipment might be acquired if an approved plan were presented in less than a month.

I might state here that at that point I had been in my job only five months and that half of the staff were even newer. Most of us didn't know where things were; we certainly did not yet entertain grand notions about how they should be changed. Moreover, there was no time to do an extensive literature search on planning a library. Instead we were grateful for all the things we had read in the past, the visits to libraries, the exhibits seen at conventions, the innumerable library meetings attended, discussions with other librarians and our own cross-fertilizing experiences in heterogeneous libraries. In addition we promptly called in the local representatives of library supply firms. I visited one library where new equipment had been installed.

In a week we presented a plan which was approved in principle. In two weeks detailed

specifications were sent out with an invitation to bid. The contract was awarded in about two months from the time the planning started. Let no one mention government red tape or the minutia-pursuing indecisiveness of librarians to us! Not a bit of it was present in our project. Of course, all this was made possible by the wonderful cooperation of the various library supply houses called upon and by our administrative personnel.

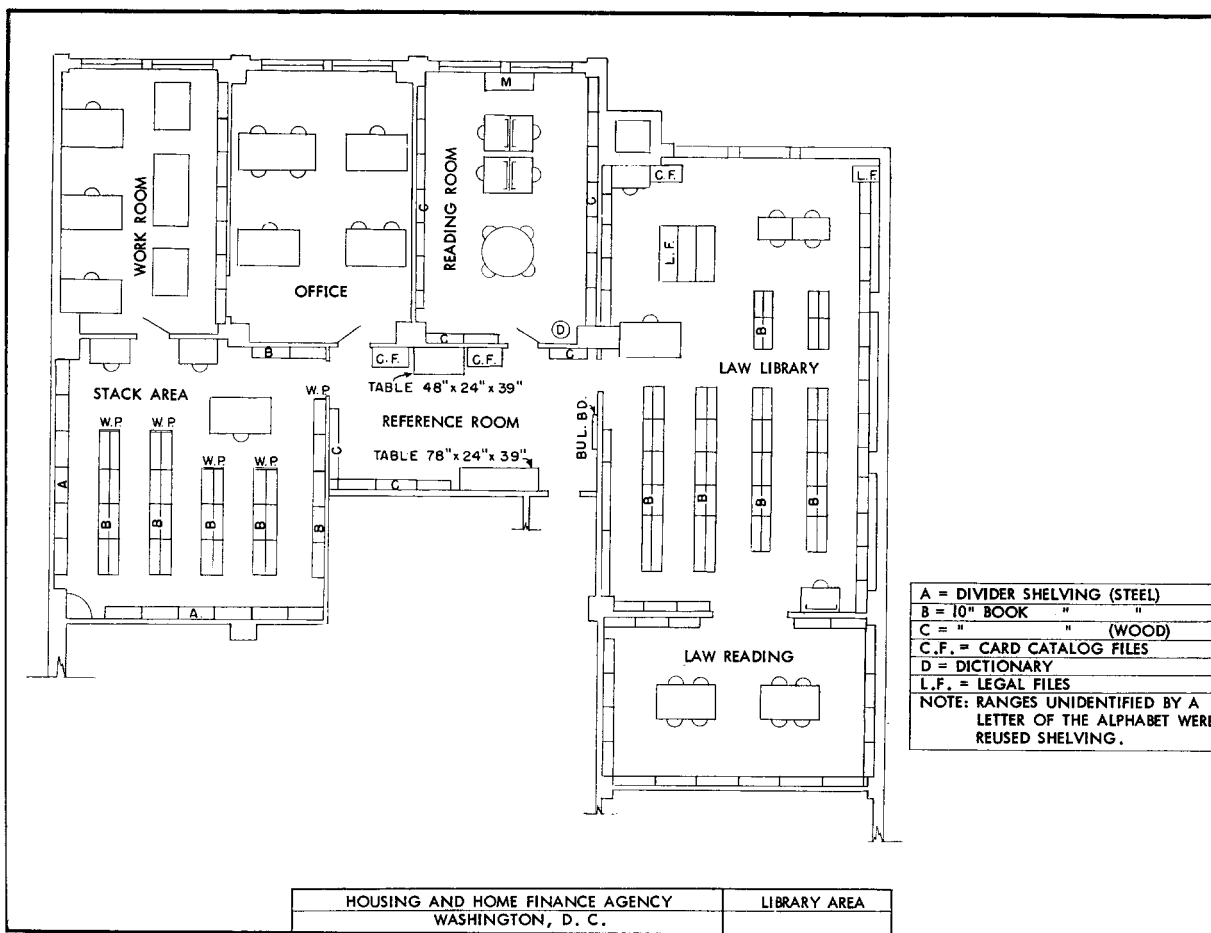
Per se, I do not advocate that things be done in so hurried a manner. However, an immediate deadline is a superlative catalytic agent. We could have planned and plotted and studied and consulted for two years, spending time we did not have, and not have emerged with a better program. Of course, some errors were made but no more, it seems, than the average, where much longer preparation is involved.

Since delivery of equipment was to be in three months, we spent the interval, in addition to regular work and training new staff, in organizing material, reorganizing others, selecting, sorting, weeding publications and supplies, planning in detail the placement of publications, equipment and furniture, and labeling what was to be filed where.

Included in the general remodeling of the library was a complete paint job, installation of fluorescent lights, a modern telephone system and new venetian blinds. These improvements, though most welcome, caused considerable further chaos, work and dust. An extra bonus was the allocation of two contiguous rooms that had previously been occupied by another office.

A former office was remodeled to make a comfortable new general reading room.



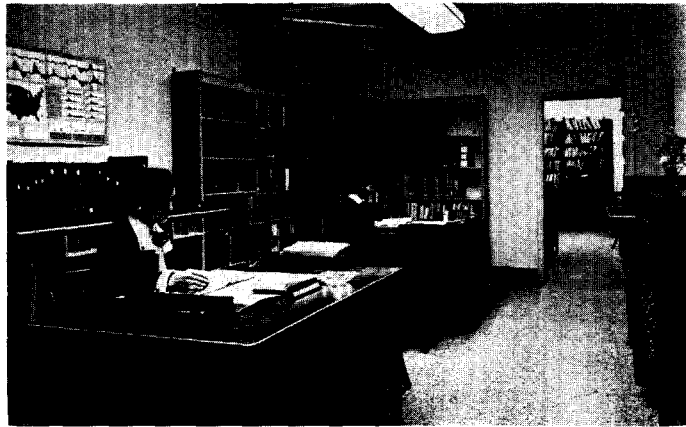


The delivery of furniture and equipment, its installation and the move of every publication, person and bit of present equipment was to have taken place in one week. Fortunately I had just been through the experience of having a house built. It gave me the patience, the forbearance, the expectancy of delays, errors, confused deliveries, yea, the cynicism necessary at such times. Needless to add, the items were not received simultaneously. Final completion and acceptance of all pieces did not occur until one-half year after. However, the bulk of the metal shelving did arrive at one period, though late. This is a quotation from my report at that time: "We are in midst of having shelving installed, being moved and moving, having laborers, telephone men and shelving specialists underfoot, drilling, hammering, vacuum cleaning

(of books) and minor crises going on." Sometimes it seemed that we performed all the labor while the assorted workmen sat around and studied.

The protracted receipt of equipment was actually advantageous. If everything had been accomplished in one week, it would have necessitated piling books on floors and in packing boxes and rush refiling to make room for assembling other stacks. We should still be hunting for things. The piecemeal move was so much more orderly. Where possible we moved the old wooden cases and the file cabinets up to the new shelves and filed direct from old to new. The library was never closed. As a matter of fact, two agency economists came in one Saturday when we were on overtime, madly shifting books. They requested and received reference serv-

The reference room with a view of the open-shelf pamphlet files in the stack area.



ice. By the way, be prepared to do much of the filing, dusting and other chores yourselves, regardless of the lofty concepts you may have acquired at library schools.

The contract called for library furniture as well as steel and wood stacks. None of the usual office furniture used by the staff was changed. (We've smugly told visitors that we've provided new housing for books and readers but not for the librarians.)

We retained all the grey steel stack sections with movable shelves we had as well as the steel fixed-shelf storage shelves. These were kept in the law collection and determined the color and general type of shelving selected for those rooms. The new shelving is 7 feet, 6 inches high, is unit type with folding bracket shelves and seven shelf spaces, is metal and closed based. It is superior to the retained shelving because of the more easily adjusted shelves. Perhaps most important, enough space remained to place the law librarian in the same room and to devote the whole area to law. Previously, almost half the space was occupied by the general collection.

For the first time this library provided a general reading room for users. For this we ordered birch wood shelving, carrel tables, a round reading table and red leather upholstered chairs, both with and without arms. The periodical display rack was moved here, so that no longer would readers be bumped as they perused *Architectural Forum*. The books in the room were not specially selected for "light reading" but are the end of the

classification schedule. The new wall book shelves with tilted bottom shelves are 6 feet, 10 inches high, are easy to read from and to file into without using step stools, have adjustable shelves and are handsome. However, their great drawback for a research library is that it is difficult to use them as seven-shelf units, despite all dealers' claims to the contrary—one rarely has rows of standard sized books. We've had to use these shelves with six book spaces only, and even then many publications are placed on edge.

The reference room really became one with the addition of birch shelving to house the most used bibliographic paraphernalia near the reference librarians. Two standing height birch tables were placed in the room, one near the card catalog, as a consultation table for catalog trays, and the other to hold



Stuart I. Freeman

Librarians and Workmen—
The former's myopic view of moving day

large reference indexes such as *CBI* and *Thomas' Register*. Both have pigeon holes for call slips and pencils and linoleum tops to prevent scratching. The mail desk was removed to the technical processing room.

The stack area, which was once almost fully occupied by 43 file cabinets, now has the contents of these cases housed in 12 sections of open file divider-type metal shelving, eight shelves high, which are lined along only two walls. The shelves are adjustable and interchangeable with the other regular bracket shelving. Five dividers are furnished for each shelf and may be placed where needed or omitted. This vertical file shelving, which replaced file cabinets, was a major innovation. It is a tremendous space saver and avoids arduous pulling in and out of drawers. However, like most things, it has drawbacks and requires adaptation. It does not protect documents from dust, and ladders are needed to reach the eighth shelf.

Because eventually we hope to catalog much of the material in these files, most of it was left in its original legal-sized labeled manila folders. This added to the finding

problem because the folders protrude. With the purchase and installation of open-shelf indexing guides to attach to these shelf backs and the insertion of home-made guides to indicate where the sections end, most of these problems have been solved. Incidentally, in moving from file cabinets to open shelves, expect to have every item handled separately, or else materials will be filed in reverse order (from right to left instead of vice versa).

The remainder of the shelving acquired for the stack area is similar to the law rooms, but is green and with birch end panels, instead of metal. Carrel tables and chairs were placed here as well as in the law rooms.

Most of the labeling, the guide cards and readjustments have been made to the new milieu. In addition, there has been an ameliorative effect on everything. It is similar to the urban renewal programs. Once you start to rejuvenate, many of the unsightly things that one had learned to live with become so conspicuous that you have to systematize or polish them. Some of us have even purchased new wardrobes!

VITAL STATISTICS FOR HOUSING AND HOME FINANCE AGENCY LIBRARY

Total square foot area	3,424
Staff	9 + summer help
Professional	5
Nonprofessional	4 + summer help
Employees served at location	1,000
Services extended to other areas	Regional offices in United States and Puerto Rico
Average number of users per day	{ 42 reference questions 15 readers in library
Volumes (books and bound and unbound periodicals) as of April 1958	65,000
Volumes added each year (includes periodicals)	24,000
Current periodical subscriptions (many free)	700
Vertical file drawers	32
Date of completion	Winter 1957-58
Planned by librarians and library supply house specialists	
Special facilities or equipment	
Photo reproduction equipment for quick copies	

A close-up of the new steel stacks of the legal collection.



Now for some terminal admonitions and comments:

Don't embark on a project like this unless you, too, have a staff that has adaptability, agility, stamina, a sense of humor and faith. Also try to have as efficient and accommodating an administrative office as we did.

Remember that no matter how many experts plan or perform the various jobs, you and your staff know most and are most concerned with what happens in the library. Where possible, after the specialists depart and before final decisions are made, review carefully everything to make certain that it is what you really want or need. Sometimes it's merely a question of nomenclature or the fact that you're more familiar with the details of library work.

Have a plan flexible enough to allow for the unexpected arrival of crates of publications, or even additional personnel.

The modern light decor and the apronless (and drawer-less) tables were most easily available and practical for us. Mahogany and panelled walls may suit others better.

We're a representative example of a special library adapting itself to office architecture. We were already occupying most of the space and could plan only within its limitations. We had to remodel the areas without changing walls or windows. We did not start from scratch but kept whatever furnishings and apparatus were still economically usable. Service was given throughout the transformation. Probably most others will be in our situation and not able to plan their buildings or quarters in a new building, or move to different areas but rather must reconstruct within the old. I'm not certain that one should have more planning time than we did.

The expenditure of money, time and effort was more than worthwhile. Much of it was essential in order to find publications. There is a vast improvement in working convenience and space for library users and staff. The books are better housed and more logically and effectively arranged. The appearance is attractive and conducive to research for both users and staff. We believe that increased and improved service has resulted.

SLA TRANSLATION CENTER RECEIVES \$25,000 GRANT

At the opening session of the Association's 49th Annual Convention in Chicago, June 9, 1958, President Alberta L. Brown announced that the American Iron and Steel Institute of New York City had given \$25,000 to the support of the SLA Translation Center. Established in October 1953 as a depository for unpublished scientific material that has been translated into English from all languages, the SLA Translation Center is located in the John Crerar Library in Chicago. Already partially supported by grants from the National Science Foundation and the National Institutes of Health, the Center actively solicits and collects translations and then makes copies of these translations available to research organizations and individuals. The Center publishes *Translation Monthly* and has recently initiated a card service which enables subscribers to build their own translation card catalogs.

This Works For Us . . .

How To Move Documents

Have you ever tried moving 11,000 documents? The Documents Section of the Technical Library at the U. S. Naval Proving Ground, Dahlgren, Virginia, was faced with this problem, and the staff found that the best answer is planning—with a capital P.

These 11,000 documents had been resting in 31 file cabinets for several years. The time came at last when document shelving could be ordered to replace all the cabinets in the vault area, and great was the delight of the staff, although, the rejoicing over advantages to be savoured in the future (such as no more going in and out of dozens of drawers a day) was somewhat tempered by the dread of shifting documents from drawers to shelves. However, in less than three days from the time the maintenance men arrived to shift the cabinets so shelving could be installed, the Documents Section was open for business full-time. The actual shift took 13 man-hours on the part of the staff and about 8 man-hours on the part of station maintenance crews.

The P(!)anning had to be carried out in two parts. One consisted of shifting the cabinets in such a way that there was space to install the shelving. All the cabinets contained some security classified material, but only those with locks (about half) could be temporarily located in halls or nearby rooms. The others had to remain in the vault area. This half of the problem was solved by attaching huge numbers to each cabinet in one of three colors. The red-numbered cabinets had locks and could be moved out of the vault; the green-numbered cabinets were set against one of two walls available; the blue-numbered cabinets against the other wall.

In advance of the arrival of the maintenance crew, corresponding numbers in corresponding colors were tacked to the walls so that the crew knew exactly where each cabinet was to go—all they had to do was follow the colored numbers! The arrangement of numbers, of course, was planned to make the eventual shift of documents from cabinets to

shelves as efficient as possible (within the limits set by the problem of which cabinets could safely be moved out of the vault) and to provide for limited library service during the transition period.

The second half of the planning problem consisted of setting up a scheme whereby the 11,000 documents could be transferred from the drawers to the new shelves with a minimum of effort and confusion. The simplest approach was to measure the contents of the 124 drawers and then allocate the shelf space accordingly. This latter space consisted of 14 sections (seven double-face) with eight three-foot shelves to a section, making a total of 336 linear feet at our disposal. Since the 11,000 documents would occupy approximately 265 of these linear feet, this provided about 24 shelves to grow on, a necessity in our collection, which does not use accession numbers as symbols for locating material.

One entire section of the 14 was left empty. Since the first half of our total documents collection was already stored on shelving, which had been installed three years ago when we moved into new quarters, it was decided to leave this empty section at the start of the new shelving (which was in effect the middle of the collection) so that expansion could be effected from either direction. In addition, the bottom shelf in each section was left vacant. This, too, will provide room to grow on, and until those shelves are filled, their contents will not suffer from the dustmops and brooms which have a way of scattering dust at the floor level.

Each of the 13 sections to be filled was labeled with a large number. Then on each cabinet, place indication was carefully noted, e.g., XIII, 1,2,3½ meant that the contents of that cabinet were to be placed in Section 13 on the first three shelves plus half of the fourth shelf. Such a labeling system had the advantage of permitting two or three cabinets to be emptied at once. By working both sides of the shelving simultaneously, there was no necessity for staff members being in

each other's way or waiting for the completion of one transfer before starting another.

The author, who drew up the plans, was a little worried that her calculations might be in error and that the whole move would turn out to be a jumble, but in practice the scheme worked to perfection. As fast as the cabinets were emptied, they were removed by maintenance men. We found the most expeditious method was to use two book trucks to a pair of workers. Once a truck was loaded, one person took it to the shelves and unloaded it while the second person loaded a second truck from the drawers. Thus the two trucks could be continually interchanged without a break in the flow of labor.

As soon as the vault had been cleared of excess cabinets, the office furniture was returned to place and in an unbelievably short time the Section was functioning normally.

If we were doing it again, we would make sure that shelf labels were prepared in advance. This detail was overlooked in the planning and caused some unnecessary milling the first few days because no one was sure of the new location of reports.

The procedure described above could logically be applied to similar problems faced by a system of any size. Time spent in preparation did—as it should—exceed that spent in execution. Not only in a service unit such as a library, but in any organization, the period of execution of a move is the one which results in the most unproductivity and causes general confusion to the greatest number. Any amount of time spent in advance planning that will decrease or eliminate an unfruitful interval is worth at least twice what it may cost!

HELEN J. WALDRON, Head
Documents Section, Technical Library
U. S. Naval Proving Ground
Dahlgren, Virginia

Recruiting Bibliography

Those interested in library recruitment will be heartened to learn that a bibliography on that subject, "Materials for Recruitment," by Louise Anthony, was published in the March 1958 issue of *Illinois Libraries*, volume 40, number 3, page 224-5.

SPOTTED

●● A convincing indication that special libraries reflect the social as well as the economic and scientific tenor of the times, is the establishment of a special library by The National Committee on the Aging. In attractive quarters overlooking the East River and United Nations Headquarters (345 East 46 Street, New York 17), this new special library is meeting the dual challenge of building up a collection of books, periodicals and other materials dealing with the many aspects of the aged and of supplying information to government, civic, religious, philanthropic and other organizations concerned with the aged. ●● Mrs. Winifred Stone, the head librarian, reports that the library is already filling a crying need and that the demand for materials is overwhelming. A major portion of the library's clients are people responsible for state or municipal health, employment or other types of programs for the aged who are anxious to learn what and how other communities are doing about similar problems. Architects planning housing projects, writers of TV and radio shows, advertising agencies engaged in motivation research, church groups sponsoring recreational programs, teachers developing adult education courses, sociologists, psychologists, social workers, economists, foreign government officials and state and public librarians establishing their own basic collections are also using the library's facilities. ● Another unusual social science collection is that built up by Edith Cobb and recently presented to the New York School of Social Work. Called Autobiographies of Childhood, it includes fictional and actual recollections of childhood by persons from many different cultures, races, professions, classes and periods of time. Another collection recently presented to the School is the Homer Folk Archives of some 800 books and pamphlets acquired by Mr. Folk during his 60 years of active social work. ● Overheard by the water cooler, one documentalist to another: "Have you read any good punched cards lately?"

Have You Heard . . .

Index Publishing Research Project

A research project to study methods of improving bibliographic services through the use of mechanical equipment has been undertaken by the National Library of Medicine with the aid of a \$73,800 grant from the Council on Library Resources, Inc. By using composition methods based on an integration of photographic and data-processing equipment, the library will strive to develop more rapid and efficient methods of publishing comprehensive periodical indexes and will explore means of manipulating unit citation entries from a variety of subject approaches. A system will be built around the Listomatic camera (Eastman), which photographs one- two- and three-line entries at high speed to produce a negative suitable for the preparation of offset plates. If the system is successful, it will be utilized to recast the *Current List of Medical Literature* into a radically new format, beginning with the January 1960 issue. The project is under the supervision of Seymour I. Taine, assistant librarian for indexing at the National Library of Medicine.

Members In The News

MARY ANGLEMYER, formerly library expert for the Thailand-Unesco Fundamental Education Training Centre, has joined the staff of the American Institute for Research as librarian of the Military Assistance Institute which will be located in Arlington Towers, Washington, D. C. The Institute will train military personnel assigned to overseas Military Assistance Advisory Groups.

MRS. EILEEN R. CUNNINGHAM, librarian emeritus of the School of Medicine Library, Vanderbilt University, was recently appointed Visiting Medical Librarian to the Institute of Basic Medical Science in Karachi. She will assist in organizing a reference library for the Institute which is being developed by the Pakistani Government with the aid of the International Cooperation Administration and Indiana University.

JACK DALTON, director of the ALA International Relations Office, has been chosen to succeed ROBERT D. LEIGH, Dean of the School of Library Service at Columbia University, upon his retirement in October 1959.

MRS. MAUDE R. HINSON has been appointed librarian of the Hinsdale Medical Library, Hinsdale, Illinois. She also directs the Hinsdale Sanitarium Medical Library and the LaGrange Community Hospital Medical Library, all part of the new \$1,200,000 Hinsdale Medical Center built by The Kettering Family Foundation.

DR. HARRIET D. MACPHERSON, librarian and dean of the Graduate School of Library Science of Drexel Institute of Technology since 1949, will retire in September.

JOHN J. MORROW, formerly of the Army Library, was recently made chief of the Technical Services Branch of the Library Division of the United States Department of State.

Government Publications in Microprint

A Microprint edition of United States Government publications is being made available through the joint efforts of the Division of Public Documents of the Government Printing Office, the Library of Congress and the Documents Expediting Project. The material, consisting of every publication listed in the U.S. Monthly Catalogue of Government Publications, except releases, is issued in two sections: the Depository Publications (since January 1956) and Non-Depository Publications (since 1953). The monthly, annual and five-year cumulative indexes of the U.S. Monthly Catalogue serve for the Microprint edition as well. Two sets of catalog information cards, with Library of Congress established entries for all U.S. Government departments, offices, bureaus, etc. which direct the reader to the Microprint edition of their respective publications, are supplied with each subscription. Printed on card stock the equivalent of 100 per cent rag paper and packaged in labeled, cloth-covered boxes, the Microprint edition is delivered, insofar as

possible, 30 days after the appearance of the Monthly Catalogue. Inquiries should be directed to G. William Bergquist, Director, Library Division, Readex Microprint Corporation, 115 University Place, New York 3, New York.

Library Resources Study

The needs and shortages which exist in libraries of all kinds in the United States will be surveyed by an ALA Library Resources Fact-Finding Project under the direction of Ralph M. Dunbar, retired head of the Library Services Branch of the U.S. Office of Education. The project, financed by a \$12,125 grant from the Council on Library Resources, Inc. is in answer to a recognized need for more information about state, regional, local, school, university and special library resources so that library services can be compared and improved.

Management-Librarian Conference Papers

The *Proceedings* of the Executive Conference on Organizing and Managing Information—1958 and Conference for Special Librarians, which was held in Chicago on March 14, 1958, have been published in a 96-page booklet. Edited by Shirley F. Harper, the *Proceedings* contain 15 papers dealing with various facets of business libraries. It sells for \$3, and is available from Special Services to Business and Industry, University College, University of Chicago, 64 East Lake Street, Chicago 1. The Illinois Chapter cooperated in planning this conference, and SLA members Mrs. Florence Armstrong, Elizabeth L. Ferguson, Irene H. Peterson and Rose L. Vormelker contributed articles.

IFLA FALL MEETING IN MADRID

The 24th session of the Council of the International Federation of Library Associations will be held in Madrid from October 13 to 17, 1958. If any members plan to be in Spain at that time and would like to attend the meetings, please notify SLA's Executive Secretary, Marian E. Lucius, at SLA Headquarters.

American Edition of Atomic Publication

The monthly newspaper, *Atom Industry*, which has been published in England since 1955, is now issued in an American edition. A regular feature of the paper, which reports current events in the atomic industry, is "Atom Abstracts," a brief digest of the leading articles from nuclear journals throughout the world. The publishers, Breen and Ward, 400 Madison Avenue, New York 17, will send a free copy to interested SLA'ers. The price for a year's subscription is \$3.

Geographic Annals Filmed

Back issues of *The Annals of the Association of American Geographers*, many of which are now out of print, have been microfilmed and are available on eight reels from the Photoduplication Service, Library of Congress, Washington 25, D. C. The cost for volumes 1-40 (1910-1950) is \$58, including postage. Individual volumes, not quarterly issues, may be purchased for \$2.25 each.

Roundtable for Traveled Librarians

Members of the American Library Association who have been overseas, either as a USIS librarian, Army librarian, Fulbright fellow or in some other capacity, are eligible for membership in ALA's INTERNATIONAL RELATIONS ROUND TABLE. To join, send \$1 to Harlan Carpenter, Institute Free Library, Wilmington, Delaware, and receive the publication *Leads*.

In Memoriam

DAVID JUDSON HAYKIN, specialist in classification and subject headings at the Library of Congress, died May 4 of coronary thrombosis. Last year ALA acknowledged his outstanding professional achievement by awarding him the Margaret Mann Citation for "nationally distinguished leadership in the systematic development of subject cataloging and classification." Mr. Haykin, who has been with LC since 1932, initiated the project for including Dewey Decimal Classification numbers on its catalog cards. Author of *Subject Headings* (1951) and other books and a frequent contributor to professional journals, he was also an editor of the 16th edition of the *Dewey Decimal Classification*.

Letters to the Editor

The May-June issue contains an article by K. Maichel on a "Selected List of Soviet Scientific Journals" that is quite good as far as it goes; however, it does not go very far. The inadequacies of the article are the following:

a) Although the fact that some of the magazines are being translated and the subscription price and the agency selling the subscriptions are listed, there is no indication as to how current the translated version is. (This is perhaps of no immediate concern to the librarian *per se*, but to librarians who service scientific personnel, this should be of almost prime importance.)

b) There is no mention of the two important electronics magazines, *RADIOTEKHNIKA I ELEKTRONIKA* and *RADIOTEKHNIKA* which, with *ELEKTROSVIAZ'*, are being translated by MIT, starting with 1957 issues. It could be said that the article is entitled "Selected List . . ." but why select a magazine whose quality is below that of the other two and which has been published since 1941 but was discontinued and publication was resumed in 1956 as though the magazine itself were new.

c) The magazine *FIZIKA METALLOV I METALLOVEDENIE* is being translated by Acta Metallurgica (Pergamon Press).

d) The information about the *IZVESTIYA*, Physics series, is not quite correct. Published bimonthly prior to 1956, it is now published monthly. A phone call to CTT in White Plains would have confirmed the subscription price as \$215 per year.

e) Apparently a good many magazines were just omitted for some reason or other. Thus, scientific magazines such as *BIOFIZIKA*, *BIOKHIMIYA*, *KRISTALLOGRAFIYA*, *OPTIKA I SPEKTROSKOPIYA* (all to be translated or being translated in the near future) were omitted while technical-industrial magazines such as *METALLURG*, *MASTER UGLIA*, *NEFTIANIK* were included.

f) No mention is made of scientific periodicals of the smaller Soviet republics such as the Ukraine, Estonia, etc.

MORRIS D. FRIEDMAN, Staff Translator, M.I.T.
Lincoln Laboratory, Lexington 73, Massachusetts



Thank you for sending me Mr. Friedman's comments. I am happy to see that there are qualified persons on the subject, and I agree, in general, with many of his remarks. However, there are a number of things which I think should be considered:

(1) It seems that most of Mr. Friedman's criticism is directed toward the material in translation. In some cases, he is correct, but this is largely due to the fact that since I wrote my article, a number of new translations have been announced; some have already appeared in print, and some will in the near future. A number of the prices have changed slightly since I wrote it, but if one examines the history of translated ma-

terial one discovers that the prices change almost every year and are quite difficult to keep up with. Due to the fact that my article was written in the month of January, many of my prices are those quoted for 1957.

I should add that since my purpose in writing the article was not so much to point out Russian journals in English translation as to indicate which journals are well worth acquiring on their own merits, and to acquaint the American librarian with their general characters, I pointed out translations only incidentally, wherever they happened to exist.

(2) As far as the inclusion of some additional important material is concerned, he is absolutely right—but then, I could add at least 100 journals which I believe to be of the highest importance. As a matter of fact, I withdrew 47 scientific titles from the final draft of the article, feeling that its length made it unacceptable, and limited it to those sciences which, at the present time, are in greatest demand. For this reason, sciences like biochemistry, crystallography, etc. were not included.

(3) I have not omitted "a good many magazines for some reason or other," but I have had to make a definite choice from among 972 scientific journals published in the USSR during 1956 and 1957. All these journals are of importance to one person or another, depending on his needs, and a selection that would please everyone is literally impossible to make. I have listed that material which, after long deliberation, I have felt would be of most value to American libraries.

I might point out that I have received a letter from a science librarian in Washington, D. C., who pointed out 19 titles which, according to him, should have been included. I have also received a telephone call from a person who thought I should definitely have included a medical journal. I have been contacted by a translating agency which was disappointed that I did not mention the journals it translates—journals on a science which, unfortunately, I chose to omit.

Somewhere, the line must be drawn—if the intention is an article, and not a book. That Mr. Friedman would draw the line elsewhere indicates only that he is not myself.

Of course, any such list as the one I compiled is in need of constant revision and addition. I would suggest, in fact, that since Mr. Friedman appears to be so well acquainted with the topic, he undertake a selective bibliography of the divisions of science not touched on by my article. I am certain that there is plenty of room for similar works.

Let me conclude by saying that I am very pleased with the interest librarians have shown in the article. I have received 37 requests for reprints.

K. MAICHEL, Slavic Librarian
Columbia University
New York City

Off the Press . . .

Book Reviews

THE FIVE LAWS OF LIBRARY SCIENCE, 2d ed. S. R. Ranganathan. Madras: The Madras Library Association; London: Blunt & Sons, 1957, 456 p. (Publication Series 23).

The doyen of Indian librarians has made one or two changes in the text of his 1931 publication which enunciated and expounded the "laws," has added a final chapter of 83 pages in an attempt to bring the product of his reflections up to date, and caused the result to be issued as a second edition. This may be ever so valuable to his contemporary countrymen (and it is primarily directed to them, of course, with its numerous sections concerned with the path that future library development in India should take), but special librarians in the United States are likely to wish that the author had revised the entire work, incorporating materials from the appended chapter in appropriate sections of the body of the treatise and eliminating from the original text much of the exposition that is today overly obvious or out of date.

The laws themselves have as much validity now as they ever did. They have been formulated in fewer than 25 words:

1. Books are for use.
2. Every reader his book.
3. Every book its reader.
4. Save the time of the reader.
5. A library is a growing organism.

Every thoughtful librarian will want to spend some time and mental energy on a systematic consideration of the implications of these laws; but the truth of the matter is that most American librarians have probably reached a stage of professional sophistication at which a great part of Ranganathan's exposition of the laws will appear overwritten, outmoded or even—when dialogues are introduced in which the speakers are personifications of the laws—arch.

Though the laws are equally applicable, of course, in all types of libraries, the author usually illustrates their implications and applications with references to public and academic libraries, except in the final chapter where, for example, pointed attention is given to documentation service as a recent development under the third law.

The last chapter also contains Ranganathan's brief for library service as a *science*. It is a convincing case he sets forth, and this section of the book may be of considerable interest to many librarians in the United States and Canada.

FRED H. GRAVES, Assistant Professor
Graduate School of Library Service
Rutgers University

UNIVERSAL DECIMAL CLASSIFICATION, 2d abridged English ed. London: British Standards Institution, 2 Park Street, W. C. 1, 1957, 252 p. 42 s. (about \$6.00). (B.S. 1000A: 1957. F.I.D. No. 289.)

Publication of a second abridged edition of the Universal Decimal Classification gives its proponents in the United States a new opportunity to regret that another decade of American librarianship has been practiced without extending the nodding acquaintance so long existent between the decimal classification used here and its relative employed extensively abroad.

The new edition, a compact well-printed volume, provides a number of features significant to special librarians. Approximately 80 per cent of the schedules lie in the 300's, 500's and 600's. More than half are in the 600's. Thus the abridgment is satisfactory for the needs of book collections stressing science, technology and business, which are so frequently characteristic of special libraries. Schedules in these areas are considerably more detailed than those of the Dewey Decimal Classification, a situation hardly surprising in light of the bibliographic ancestry of the one and the public library orientation of the other. How a DDC user wishes that he could insert some of the more detailed schedules at will into his own classification! The practice cannot be recommended, however, inasmuch as the classifications differ appreciably throughout, and frustration is certain to attend the effort.

Schedules are generally up-to-date, though certain areas of omission, such as human engineering and industrial engineering, were noted by this reviewer. More important than specific omissions, which may well have been corrected by now, is the provision for constant revision of the schedules by publication of "extensions." Lack of participation by a national classification committee reporting American viewpoints to the UDC network of the International Federation for Documentation means, naturally enough, that subject areas of peculiarly American interest may not be fully represented.

The elaborate apparatus of compound numbers, auxiliary tables and symbols is designed for bibliographic purposes rather than for shelf arrangement of books. It is overly complex, we say, to serve the primary function of a classification in the United States. But for how long? True, we have rejected the classed catalog in favor of a dictionary arrangement; we subject-head our files and rarely employ numeric notation in ordering our bibliographies. Yet as we are in danger of being overwhelmed by the volume of current publication, we look to mechanical devices to aid in bibliographic control. In this context it is im-

possible to overlook the usefulness of a multidimensional decimal classification for punched card sorting. The abridged UDC lends itself well to such manipulation. Notation throughout is concise; numbers are usually limited to six digits.

Whether or not a switch to UDC is contemplated, the classifier will find the new abridged edition a worthwhile companion volume to whatever he is currently using. The index is comprehensive; format and typography are excellent. If he employs the Dewey Decimal Classification, this handy volume will serve to remind him, too, of the potential advantage of interchangeable Dewey and UDC schedules. It is hoped that the DDC revision staff, now enjoying a well-deserved rest from the labor of preparing the sixteenth edition, will next turn their efforts to securing agreement between the two schemes. It may be the task of special librarians to remind them of this long-neglected objective.

ANNE MCCANN

Squibb Institute for Medical Research
New Brunswick, N. J.

New Serials

THE AUTOMATIC OFFICE—A MONTHLY MANAGEMENT REPORT on developments in the office automation field appeared in March 1958. Original material, abstracts of articles from other periodicals and announcements of new equipment and services are presented. A binder, a background report and an annual cross index are included in the subscription price of \$24 a year in the United States and Canada and \$26.50 elsewhere. It is available from the editor, Eugene F. Murphy, Ninth Floor, 5057 Woodward Avenue, Detroit 2, Michigan.

EDUCATION OF WOMEN: INFORMATION AND RESEARCH NOTES, a bulletin first published in March 1958 by the Commission on the Education of Women of the American Council of Education, located at 1785 Massachusetts Avenue, N.W., Washington 6, D. C. will appear four or five times a year. Its purpose is to facilitate the exchange of information concerning the educational needs of women in today's world.

EXPRESS CONTENTS, a monthly magazine published by Consultants Bureau, 227 West 17 Street, New York 11, New York, lists the tables of contents of all Soviet scientific journals being translated into English on a continuing basis. The estimated date of publica-

tion in English, the name and address of the translating agency and the price are given. Journals published in the Soviet Union two months previously are covered, i.e. July contains Russian material published in May. An annual subscription is \$25; a volume of tables of contents for 1957 is also available and costs \$15.

The **JOURNAL OF MEDICINAL AND PHARMACEUTICAL CHEMISTRY**, edited by Dr. Arnold H. Beckett of Chelsea College of Science and Technology, London, and Dr. Alfred Burger of the University of Virginia, will appear bimonthly and will contain approximately 600 pages a year. The publication, written in English with summaries of each article in English, German and French, will give international coverage to papers concerning the action of drugs in terms of their chemical and physico-chemical properties and will report advances in the formulation of therapeutic agents. It may be ordered from Interscience Publishers, 250 Fifth Avenue, New York 1, at \$15 annually.

JOURNAL OF THE ACADEMY OF MANAGEMENT, which appeared in April, is directed toward administrators. It stresses the interdisciplinary approach to business problems and is available at \$3 a year from the editor, Paul M. Dauten, Jr., 1007 West Nevada Street, Urbana, Illinois.

RESEARCH MANAGEMENT issued by Industrial Research Institute, Inc., a non-profit organization, in conjunction with Interscience Publishers, 250 Fifth Avenue, New York 1, New York, contains papers read at the Institute's semi-annual meetings and other articles on the organization and management of research. A subscription is \$7.50.

WHAT'S NEW IN AGRICULTURE, a semi-monthly journal which made its debut April 5, contains abstracts of articles appearing in technical and popular agricultural magazines published throughout the English-speaking world, together with listings of new bulletins and books and announcements of recent agricultural developments. The publisher, Farm Science Syndicate, 823 Foster Street, Evanston, Illinois, also supplies photo-prints of listed articles. The price is \$15.

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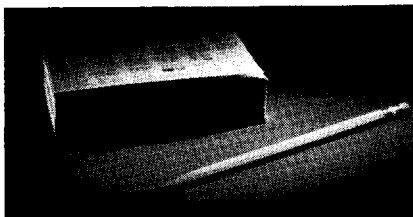
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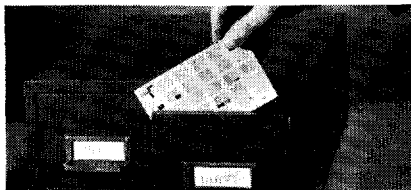
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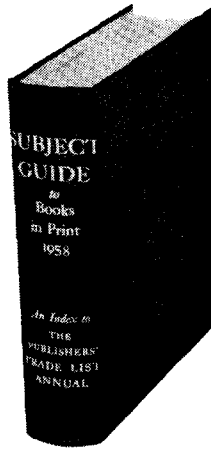
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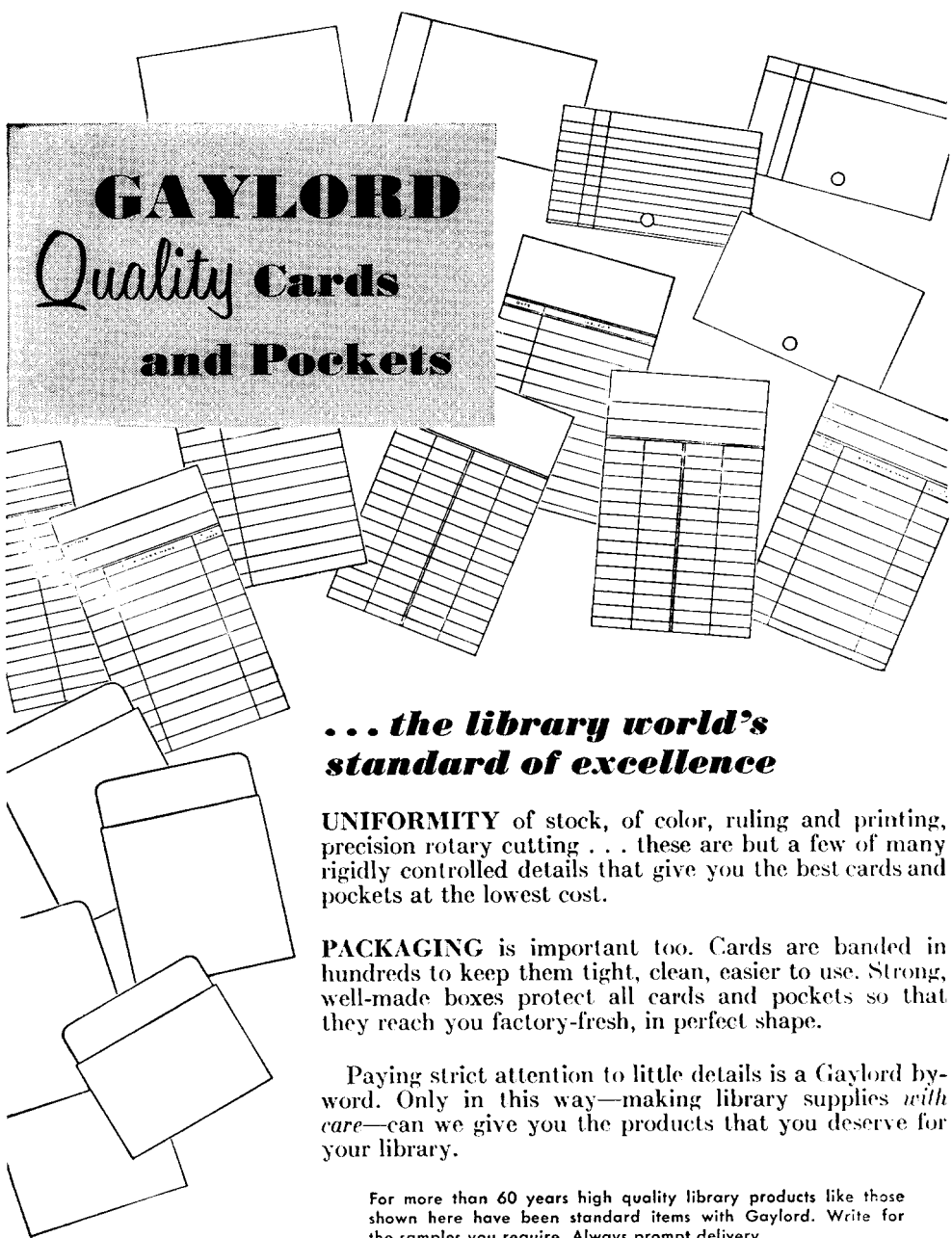
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