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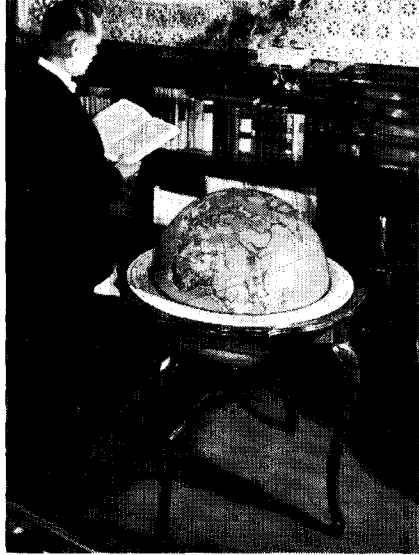
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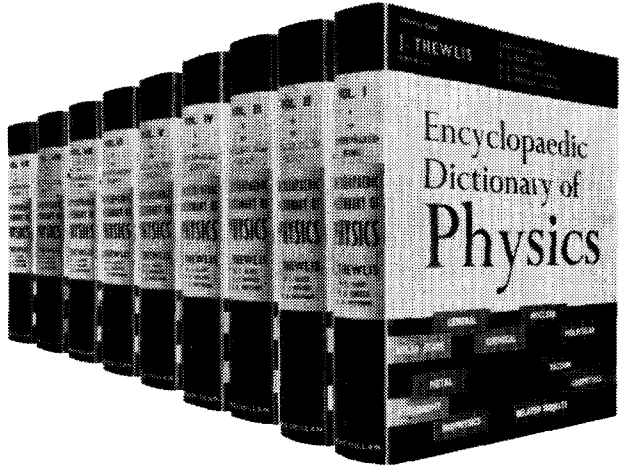
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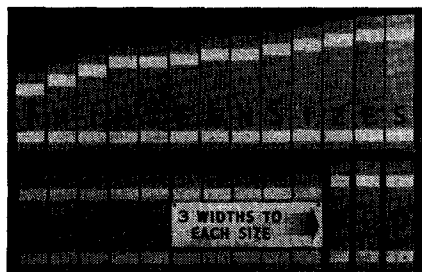
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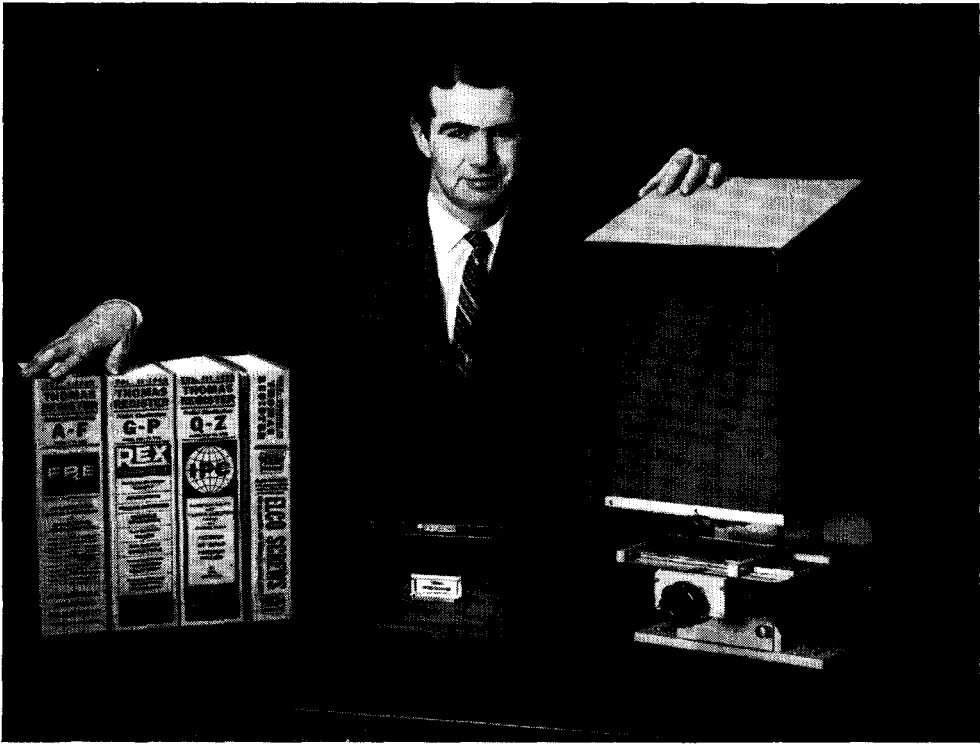


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Volume 53, No. 6

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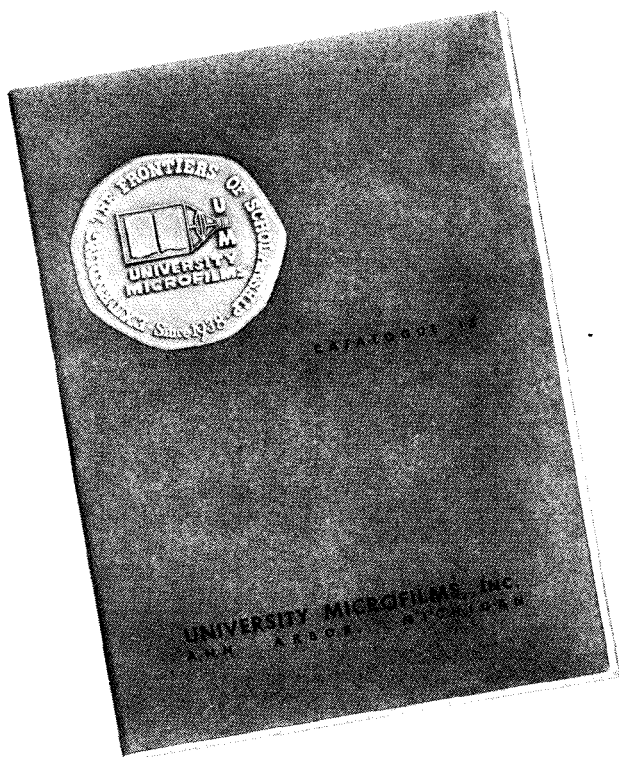
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step by step

I should like very much to promise that the "Giant Stride" will be taken in this next year, but this would be presumptuous of me. I am sure that Mr. Jackson has been working toward this goal just as the presidents who preceded him have done.

This "Stride" may best be accomplished in steps taken over a period of time. Important steps may be taken on one or more activities within a year. The next year, other important steps may be initiated, but the important activities of the previous year must also be continued during this same year. Other important projects will be undertaken the next year, but the ones started in the previous years must be brought to fruition. Thus an accumulation of steps, or projects, started, developed and finished, will provide the impetus for the "Giant Stride" we must take. The Bylaws, for example, were the result of steps taken in not one but several years. Although the results of this work may culminate during the next year, it has been the work of officers and committees of previous years preparing the way for new steps to be taken.

I am conscious of the honor you have bestowed on and the confidence you have placed in me in electing me to the highest office in Special Libraries Association. With the help of the Officers, Directors, Committees, Divisions and Chapters, I will do my very best to help achieve some of the steps necessary for the "Giant Stride."



Ethel S. Klahre

SLA

President

1962-1963

SLA's New President—Ethel S. Klahre

ETHEL SUSAN KLAHRE'S philosophy of "never ceasing to be alert to change, never closing one's eyes and ears to new ideas, adapting and using what is good," augurs well indeed for our dynamic association, whose president she became on May 31, 1962.

Ethel brings to this most significant post a background that is varied, education that is broad, experience that gives perspective, a disposition that "weighs and considers" and a genuine desire to be helpful.

Her educational attainments include an A.B. degree from the University of Akron and a B.S. in L.S. from Western Reserve University, School of Library Science. In addition she has taken postgraduate courses at Columbia University School of Library Service and at the University of Chicago Graduate Library School. In the field of special libraries she has taken postgraduate work at the University of Michigan's Department of Library Science.

Ethel's interest in the library profession as a career began when she was a student assistant in the library of her home city's University of Akron and later as student assistant in the Cleveland College Library, while attending library school in Cleveland. Her interest in special libraries began in earnest when she had the opportunity to see SLA in action at its Convention in Pittsburgh, Pennsylvania, in 1938.

In any event she soon found herself in a special library as assistant librarian of the Commonwealth Edison Company in Chicago from 1939 to 1942. A short organization job followed in the Heater Engineering Division of the Stewart Warner Corporation in Chicago. In 1944 she was appointed librarian of the Federal Reserve Bank of Cleveland, succeeding Alta B. Clafin who had organized this library.

From the beginning, Ethel was associated with some of the "giants" in the Association, and early files of Special Libraries include frequent contributions from them: e.g., Josephine Cushman, active years ago in the Rubber Section of the then Technology Group; Edith Mattson, active in the Public Utilities Group; and Alta B. Clafin, most active in the Financial Group.

Ethel has been active in many capacities in SLA; e.g., in the Cleveland Chapter, she has served as Bulletin Editor, Treasurer, Vice-President and Program Chairman and President, having been in that post at the time of SLA Convention in Cleveland in 1960. In the Business and Finance Division she has been Editor of the Bulletin, Vice-Chairman, Chairman, Co-Chairman of a Convention Committee and Chairman of a Nominating Committee. On the Association level she was elected First Vice-President and President-Elect in 1961, succeeding to her presidential office at the Washington, D. C. Convention in May 1962.

She is not a one-sided person by any means, for her interests are many. Hobbies include interior decorating, gardening, flower arrangement, knitting, sewing and playing the piano. In addition she belongs to Alpha Gamma Delta and Zonta International. —ROSE L. VORMELKER

SLA Executive Board 1962-63

First Vice-President and President-Elect

MRS. MILDRED H. BRODE believes that SLA must develop and maintain a strong policy on standards for translation materials, "both as a research-serving Association and in cooperation with government and grant-supported activities," and also SLA must strengthen "the position of libraries and librarians in the information field" by establishing education standards for science information officers. Mrs. Brode became interested in the theoretical and bibliographical side of science while taking graduate courses in physics at George Washington and Ohio State Universities. This led to a year at Columbia University School of Library Service and a B.S. in library science. After graduation she worked in Dartmouth College's Baker Library and as a physics instructor before going to her present position in 1944 at David Taylor Model Basin where she is Chief Librarian. It was the guidance and friendship of the late Captain Harold E. Saunders, author, designer and director of the Model Basin who inspired Mrs. Brode to "build the best possible library and bibliographical services for a research and development laboratory." Her professional talents have been used to organize and eventually become Chairman of the Council of Librarians, East-Coast Navy Laboratories, and she has presented papers at two Military Librarians Workshops. Mrs. Brode has been an SLA member since 1938 and has been active in the Washington, D. C. Chapter. She is also a member of the Science-Technology and Metals Divisions. Mrs. Brode enjoys traveling (she has been to most countries of the world) and has a "spectator interest" in the performing and visual arts.



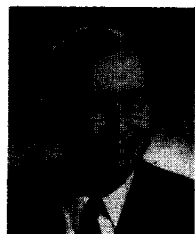
Second Vice-President and Chairman of Advisory Council

ROBERT W. GIBSON, JR. received his B.A. in chemistry from Yankton College in South Dakota and upon graduation started work as a senior technician for Maytag Company. From there he went to Battelle Memorial Institute, first as a chemist and later as a bibliographer and reference librarian. When he became the Institute's Assistant Chief and Assistant Librarian in 1951, Mr. Gibson became a SLA member, and his career has been guided and assisted ever since by his Association colleagues. Since February 1962 he has been Head of Technical Processing at Thomas J. Watson Research Center in Yorktown Heights, New York. Mr. Gibson was Cleveland Convention Chairman in 1960, Chairman of the SLA Foundation Grants Committee, President of the Cleveland Chapter for 1956-57 and Chairman of the Metals Division in 1958-59. He is also a member of the Science-Technology Division. Thinking about a future SLA, Mr. Gibson feels that the Association "should push ahead into the field of research where, unfortunately, our past record leaves much to be desired. It is time that we become a leader in librarianship and demonstrate that we really are 'such.'" Mr. Gibson is a philatelist, theater-goer and music-lover in his spare time.



Treasurer

RALPH H. PHELPS never thought of actually working in a library until his job as a chemist for the United States Bureau of Mines ended. Ten years after he received his B.S. from Monmouth College, he took his degree in library science at the Carnegie Institute of Technology. One of the most influential factors contributing to this change of career was E. H. McClelland, who was Technology Librarian at Carnegie Library of Pittsburgh and offered Mr. Phelps his first library job. Before becoming Director of the Engineering Societies Library in New York City in 1945, he worked as librarian for the War Metallurgy Committee of the National Academy of Sciences-National Research Council and as technology librarian for the Birmingham Public Library. He was elected President of Engineering Index, Inc. in June 1962. In SLA he has been a member of the Finance Committee since 1959, and as part of his New York Chapter activities, he has served as Chairman of the Science-Technology Group and Director. His services to the Science-Technology Division have been as Editor of *Trade Names Index*, Chairman of the Subcommittee on Industrial Arts Index and as a member of the Engineering Abstracting Services Committee. From his years of professional achievement and experience, Mr. Phelps hopes to see "greater individual acceptance of responsibility . . . but acceptance is useful only when one responsibly completes work started and when good judgment is used to assure adequate, accurate, complete and satisfactory achievement." Away from his desk, Mr. Phelps likes woodworking, photography, music, bridge and dancing.

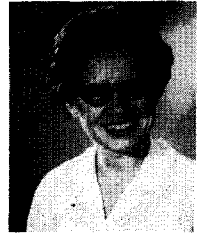


New Directors



JOAN M. HUTCHINSON received a B.S. degree from the College of Saint Teresa and became a chemist for the W. K. Kellogg Company upon graduation. After she received her M.A.L.S. degree from the University of Michigan in 1950, she began her first library job as a cataloger for the Los Alamos Scientific Laboratory. Her next job was as librarian for the National Lead Company of Ohio. Miss Hutchinson has been librarian at the Research Center of Diamond Alkali Company since 1961. While at library school, she was enveloped in the enthusiasm shown by Althea Warren, one of her teachers—"She is the most unforgettable influence in my career." Miss Hutchinson has been Chairman of the Admissions Committee, President of the Cincinnati Chapter, Business Manager for *Scientific Meetings*, Secretary-Treasurer of the Engineering Section of the Science-Technology Division and a member of the Nominating Committee for the Documentation Division. From this vantage point of experience, she implores SLA to take the lead in "developing new information handling techniques via its many vigorous members." Miss Hutchinson spends her leisure in travel, photography and music.

MRS. ELIZABETH B. ROTH, as a self-imposed part of her career, devotes much of her time and energy speaking to library school alumni groups and high school career classes and managing professional library meetings; she has written and spoken on the meaning and validity of reference statistics and helped prepare *U. S. Sources of Petroleum and Natural Gas Statistics*. Mrs. Roth, after receiving her B.A. from the University of Hawaii and a Certificate from the University of California (Berkeley), Graduate School of Librarianship, became assistant librarian at the University of California Bureau of International Relations Library. She joined the Standard Oil Company of California as reference and abstract librarian in 1948 and became chief librarian in 1958. Her interest in librarianship was precipitated by an article in *Mademoiselle* magazine. She has been active in SLA as Chairman of the Convention General Sessions Committee, bulletin editor for the San Francisco Chapter, Chairman of the Recruiting and Employment Committees and President. In the Business Division, Mrs. Roth has been Secretary. As a member of the Petroleum Section of the Science-Technology Division, she served on the Index to Petroleum Industry Statistics. Mrs. Roth relaxes with a book.



Henry V. Hildebrand

EDITOR'S NOTE: For biographical sketches and photographs of Executive Board Members who are continuing in office see "Special Libraries," July-August 1960, pages 279-80: Mrs. Jeanne B. North, Secretary, and Sara Aull and Elizabeth Usher, Directors; and "Special Libraries," July-August 1961, pages 292-4: Eugene B. Jackson, Immediate Past President, Paul Riley and Edward Strable, Directors.

COMING EVENTS

The AMERICAN DOCUMENTATION INSTITUTE will hold its Annual Meeting and Convention on December 11-14, 1962, at the Diplomat Hotel, Hollywood-by-the-Sea, Florida.

The American University will hold its NINTH INSTITUTE ON ELECTRONICS IN MANAGEMENT, October 29-November 2, 1962, in Washington, D. C. To obtain further information write Dr. Lowell H. Hattery, Director of the Institute, at the University, 1901 F Street, N.W., Washington 6, D. C.

The AMERICAN HOSPITAL ASSOCIATION will conduct its third Institute on Hospital Librarianship at the Sheraton-Atlantic Hotel in New York City, October 22-26, 1962. Enrollment is limited to personal members

of the Association and employees of hospitals that are institutional members. Information may be obtained from the Association at 840 North Lake Shore Drive, Chicago 11, Illinois.

THE COUNCIL OF THE INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS will hold its 28th session in Berne, Switzerland, August 27-31, 1962. Stress will be on problems of national and university libraries, unification of cataloging principles and continuation of the Union Catalog of Incunabula. Part of the meetings will be held at the University of Berne and the National Library of Switzerland. Information and registration should be directed to the Office of the IFLA Conference, Bibliotheque Nationale Suisse, Hallwylstrasse 11, Berne.

The Relationship Between the Library and Management in a Purchasing Problem: A Case History

The following description of a conflict between good library procurement policies and the management's established policy that its purchasing department handle all purchasing for the company is an actual case history anonymously reported by a member of Special Libraries Association. It was written by an experienced case writer, Paul R. Johnson, Coordinator of Case Studies, Stanford University Graduate School of Business, and presented on May 30, 1961, at SLA's 52nd Annual Convention in San Francisco. A panel consisting of two special library administrators, Katharine L. Kinder and Roy Nielsen, and a management expert, W. Creighton Peet, Jr., discussed the case and offered numerous suggestions. Their reactions and remarks are given following the case history, either in rewritten form or as extracted from the transcript of the session. Further comments from readers are cordially invited.

LIBRARY PURCHASING CASE HISTORY

Mrs. R. B. Baxter was hired in September 1959 to establish a special library for the newly created Technical Products Division of the National Manufacturing Company. This Division was to manufacture and sell a product line that was completely new to National Manufacturing. The decision to create the Technical Products Division was not made without some misgivings, since there were already other manufacturers in the field. Whether or not the line produced by this new Division would succeed was thought by many to be a calculated risk. By May 1961, however, the Division showed promise of successful operation, and all functions, including the library, were moving rapidly ahead. For Mrs. Baxter, the one problem that still remained involved procurement of library materials.

Organization Background

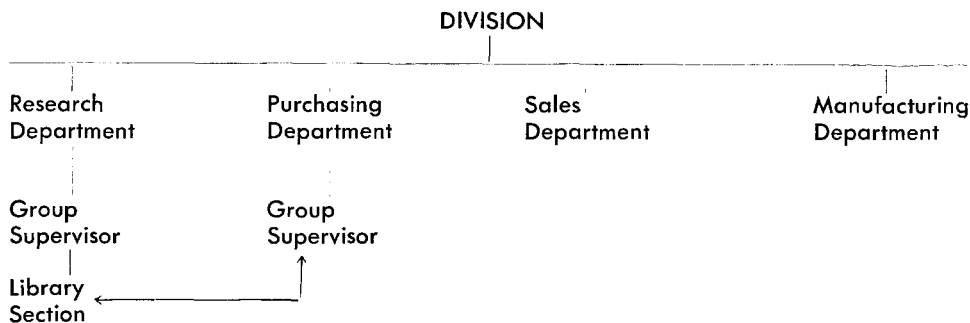
From its beginning the new Division was characterized by careful attention to the established policies of the National Manufacturing Company. Strict adherence to centralization of major functions was one of the most important of these policies. Selling was the responsibility of the sales people, making the products was the responsibility of the manufacturing people, and so on down the line. Thus, ordering of publications of any kind had to be done through the library, and all publication then had to be purchased through the purchasing people. According to Mrs. Baxter, this strict centralization of functions was the root of her problem.

She asserted that the management in the purchasing function failed to understand the peculiarities of ordering library materials, and this lack of knowledge was playing havoc with the running of the library. Requests for books had been delayed, some orders had been lost and, in general, the purchasing department's support of the library was considered poor. The problem had become worse as the work of the Division progressed and research personnel began demanding publications *now*.

The library's collection included highly advanced technical material as well as less advanced and even beginners' materials—the latter to be used in an in-service training program. The majority of the collection pertained to the technical work of the company, but there were some items in almost every other subject field.

A library committee had been established having members who represented the major departments of the Division. There were five members who were mostly persons of the group supervisor level. The committee acted in an advisory capacity to aid in establishing and backing the library's policies. Also it served the library as a public relations medium through which to keep the company personnel aware of the library's problems and to keep in touch with the needs and demands of the various company operations.

Within the organization of the Division, the library was classified as a section, which was the lowest operational level. The librarian re-



ported to a group supervisor who, in turn, was responsible to a department head. Purchasing constituted a separate department, which was managed by a department head and several group supervisors. In all her contacts with the purchasing department, Mrs. Baxter dealt with a purchasing group supervisor. The relationship is shown above.

Purchasing Procedures

The problem of procuring library materials apparently stemmed from an unwillingness of the purchasing department to deviate at all from its established policies. To initiate an order, a purchase request form had to be filled in. This was a multi-carbon form on which ten different blocks were typed in. The purchasing department required that no more than one item be listed on each form, except in cases where the items were all part of one set or series. Since large numbers of books were being ordered, Mrs. Baxter stated that this requirement constituted quite a typing load for her small library staff. Moreover, she noted that the estimated cost to the company of processing one purchase request was approximately \$7. Another requirement was that the library would not fill in the space provided on the purchase request for the vendor's name.

According to Mrs. Baxter: "It was made very clear that the purchasing department had the full decision relative to the sources for buying; they bought all sorts of materials, and they could just as well buy books and publications. The purchasing agent talked with the various book salesmen who appeared and made some contacts himself. Although the principal need was for technical materials, his visits were to a book store specializing in local history, to a rare book shop of the usual literature-and-art type and to a neighborhood stationery store that had a rental book collection.

"The greater part of the library's purchase requests were promised to the vendor who

made the greatest claims. It soon became apparent that the vendor's claims were not valid, because many items said to be in stock were not available and apparently their sources were not good enough to locate such items readily."

Not long after the library commenced operations, a lag began to show up in Mrs. Baxter's record of orders outstanding, and she attempted to speed up the procedure by filling in the "date required" block of each purchase request the words "as soon as possible." The purchasing people soon objected to this practice, explaining that in their monthly status reports all open orders had to be listed as backlog. The large number of orders the new library was placing and the time required to receive the items made their reports look bad. They requested, therefore, that the library state their "date required" as the day one month in advance of the one on which the request form was made out. Thus by giving a month's leeway, they would hope to have more of the items received. With such a concession from the library, the purchasing people promised to put greater effort into following up the orders and into speeding up the acquisition. This worked for a while, but then the lag became worse. In a meeting between the purchasing agent and Mrs. Baxter, it was discovered that the purchasing clerk was using this "date required" (one month in advance) as the date on which to start work on the request.

Mrs. Baxter next attempted to expedite special orders by talking with the purchasing agent by telephone, explaining the urgency of the rush order and giving him all the necessary bibliographic information so that he could carry on without delay. The telephone call was immediately followed by the typed purchase request, hand-carried from the library to the purchasing agent—the request marked RUSH-RUSH. This procedure worked a few times until the purchasing department called a halt to the practice, saying that such emergencies were

occurring too frequently and should, hereafter, be resorted to only for those top-most in the hierarchy—in other words, top-level authority was required before such rush requests would be honored.

At this point Mrs. Baxter requested through her supervisor that she be allowed to hire an experienced acquisition person on the library staff who would work in the purchasing department to expedite the library orders. This request received a completely negative reaction, since it was out of line with the company's policy and would set a precedent. As an alternative Mrs. Baxter suggested that her supervisor talk with the purchasing department about the advisability of hiring on its staff another person who had a good background in ordering publications. Again no action was taken on this request.

More grief was expressed by research personnel when it was found that no standing orders for pre-publication orders could be placed because of the purchasing department policy of not allowing any future claims on funds.

In general Mrs. Baxter estimated that library orders were taking, at a minimum, three times longer to receive than was necessary and in the case of foreign publications, about five times longer. Moreover an unreasonable number of requests was being turned back to the library marked "unobtainable" after various sources, tried by the purchasing agent, had failed to locate the item.

Mrs. Baxter regularly submitted to her supervisor a monthly report, which reviewed the month's progress, using graphs to illustrate the various library operations. She was not authorized to send this report to the library committee, but special problems included in it could be brought before the committee, after being approved by the group supervisor responsible for the library. Parts of Mrs. Baxter's report were sometimes restated in the supervisor's report to his chief. Among the graphs maintained in this report was one showing the number of purchase requests written during the month and the number of orders actually received. Another graph showed a different aspect of the same operation by outlining the total amount of claims on the budget and the number of orders actually closed out. As early as six months after the library began operation, the graphs showed the ever-increasing lag in the receipt of new items, and the purchase requests continued to snowball with the increased demands for publications.

In this monthly report to the supervisor and in a special report drawn up for presentation to the library committee, Mrs. Baxter finally decided to list all orders placed over a three-month period, dividing them according to the group from which the order originated. This identified for the library committee members the orders placed by the operation they represented. The listing showed the date each request was sent to purchasing department, which of the items had been received and on what date and included all items returned as "unobtainable."

In this report, Mrs. Baxter also pointed out that with such a time lag, the majority of orders placed would not be received before the end of the year. Since it was the policy of purchasing department to close out all open orders at the end of the year and re-open them against the next year's budget, the unclaimed funds for these open orders would be lost and could not be added to the coming year's budget. With the library's requests accelerating rapidly, this would mean that a good part of the current year's budget would be cancelled and a large part of the new budget would be spent before the new year was well under way. By the end of 1960 no action had resulted from this report.

The situation was further aggravated when early in 1961 one of the research men was urgently in need of a book published in Germany. Since he had complete bibliographic information for ordering it, Mrs. Baxter wrote a letter directly to the German publisher, requesting that the item be sent by return mail and that the library be billed directly. This item was received in less than two weeks, a speed that made the purchasing department look very bad. Since Mrs. Baxter's action in this case was completely out of line with the accepted procedure, it was viewed askance by her supervisor almost as much as by the purchasing agent. It was only the research man's obvious delight that saved Mrs. Baxter from some sort of reprimand.

This incident made Mrs. Baxter realize that something drastic had to be done to resolve the conflict between the library and the purchasing department. Otherwise she did not see how her library could provide the services expected of it. Since so far she had encountered nothing but dead ends in her attempt to speed up the procurement process, she was deeply concerned with what her next step should be.

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PANEL OPINIONS

This is really a serious matter that is presenting difficulties as far as Mrs. Baxter's reputation is concerned, because it is an assigned responsibility of the library to handle all orders for publications. At the same time, I am able to recognize the merits in a policy that assigns to the purchasing department the responsibility for the full purchasing function.

Aren't there, however, possible courses of action that might satisfy the requirements for controlled purchasing and also help the library to do its job more effectively? Perhaps a blanket order agreement, which would specify terms and could be negotiated by the purchasing department with a vendor who is well qualified to supply technical publications, could be set up. Orders could then be placed directly by the library with the vendor named in the agreement. The library would, at the same time, also furnish the working papers required by the accounting and receiving departments as well as multiple copies of the orders normally prepared in the purchasing department.

There are several advantages to this. First of all it would eliminate the need for any purchase request on an individual item. The purchasing department would negotiate a single agreement. This would be one order at the cost of \$7. All other \$7 costs would be eliminated, at least for the terms of the agreement. This would not necessarily be an indefinite agreement. It could be one that was renewed annually and would, therefore, give the purchasing department complete liberty to exercise its prerogative for the purchase of materials used in the research department.

If such a plan could be considered, the library might cooperate by suggesting to the purchasing department the names of a number of vendors who would be able to serve the company adequately. This would then permit the purchasing department to negotiate its own agreement in any manner it saw fit. This is one potential answer to the problems Mrs. Baxter is experiencing, since most of the materials she is buying are books in a highly technical field, which an appropriate dealer would be able to supply without serious difficulty.

Another consideration is that many of the items Mrs. Baxter requires are going to be extremely low-cost items that cost less than \$7 and, therefore, do not really justify going through a purchasing routine. There would be quite an additional saving if the purchasing department did not have to acquire these low-

cost items through its normal procedures. I assume all items acquired by purchasing must go through this \$7 process, but if the library could order these items directly and arrange for payment, the only cost involved to the company would be the cost of actually making payment on the item, i.e., writing of the check and paying the invoice.

Another possibility is that she attach to her requests a slip indicating the vendor and the availability of the item and noting, perhaps, that it cannot be obtained from a number of sources but can be obtained directly from the publisher and is only available from that source within a reasonable length of time. The purchasing department would then have a vacant box in which to enter the vendor with whom the order is ultimately placed. For the library this could be an effective instrument in leading the purchasing department to a sound source, but it would not interfere with the purchasing department's normal routine, if this happens to be an essential part of its operation.

The organization of the National Manufacturing Company may have something to do with Mrs. Baxter's inability to solve the problem. She is under the research department, and her contact has to be with a purchasing department, which is a different and fully integrated department. She reports to a group supervisor who, in turn, is responsible to a department head. On the other hand, she has to be able to open up some communication with the group supervisor of the purchasing department who is handling her particular work. Perhaps it would be possible for her to arrange a joint meeting with her own group supervisor and the group supervisor in the purchasing department, and then she might be able to present her case jointly to both of these supervisors who are on the same administrative level.

KATHARINE L. KINDER, Chief Librarian
Johns-Manville Corporation
Manville, New Jersey

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Management problems are usually complex, and this one is no exception. We have here the same problem armies have had for ages—namely, how to achieve the common objective (victory) effectively and efficiently from a number of viewpoints simultaneously, including that of the cook, the supply officer and the commanding general. This means employing both machines and human beings, and the

latter ingredient brings us into the fascinating but often troubled realm of human relations. Our problems, then, originate with machines, systems or human relations.

As I read the sad case (and it is not at all unrealistic), it reminded me, even in a number of the details, of several of the organizations where I have worked. From Mrs. Baxter's viewpoint there are a number of things wrong at National Manufacturing's Technical Products Division. Some of these are the result of policies which, although good for the Division in general, cause problems in library service. Some are situations where more understanding, education and cooperation would eliminate problems without requiring any policy changes.

Centralization of major functions has indeed caused problems for many librarians, but its advantages are often judged greater than its disadvantages by management. Unless its disadvantages to the Division can readily be shown to be serious, it probably wouldn't be abandoned for the sake of a library service improvement of undetermined value. And showing in dollars and cents how much the Division would profit by research and manufacturing staff members receiving the required publications sooner is very difficult.

Even so, some such factual and logical analysis is usually necessary before management decides to create and support a library or before it decides to make any major policy change for the sake of improved library service. Could Mrs. Baxter tell her management: 1) how much the Division was losing per year because of delayed book and journal deliveries or 2) how much greater their earnings per year would be if publications were delivered promptly or 3) how much the Division was losing by inefficiency in the ordering of library material? Without such a basis of discussion, how could management justify a decision to decentralize purchasing for the library—an exception to the general rule of centralized purchasing—or to make special exceptional arrangements for the operation of the library?

It seems to me that Mrs. Baxter has a two-stage planning campaign on her hands. First, she should study all her problems and complaints to see which ones she can do something about; then she should decide what changes she wishes to promote (with acceptable alternatives for each) realizing that compromises are very likely and that this "give and take" solution is better than the "all or nothing" approach.

In her analysis and recommended objectives

and strategy, much would be gained by working these out together (she being the initiator) with her supervisor and the library committee. This would confirm her thinking, give her confidence in her judgment and give her the benefit of the knowledge and judgment of others. It would provide their cooperation and support too. No doubt there would be some changes suggested at this point—some deletions, some additions, some refinements. The resulting recommendations might not be just what Mrs. Baxter wants, but they would probably have a better chance of being adopted than the ones for which she was the sole author, producer and director.

In Mrs. Baxter's situation there is also the ever present personality and communication aspects. Whatever Mrs. Baxter could do to better understand and appreciate others would increase her ability to win their friendship and cooperation. And in addition to having beneficial suggestions and an asset personality, it is necessary that Mrs. Baxter be able to communicate effectively.

Communicating effectively means not only presenting one's ideas and thoughts so that they get to and are readily understood by others but doing so in a way that evokes positive or constructive responses from those addressed. The visual presentation of lists and graphs was a good step in this direction. Often in situations like this, using repetition (try and try again, say and say again) and being importunate finally obtain the desired results.

Suggestions for Possible Actions

Not knowing all the arguments against Mrs. Baxter's suggestions nor the ideas and attitudes of the many officials and patrons involved and affected, it is impossible to prescribe a sure-fire course of action for Mrs. Baxter. Also one does not know what Mrs. Baxter has decided *not* to do to rectify or ameliorate the service and management problems affecting the library operation. However, here are some suggestions:

1. At the very outset I would suggest that Mrs. Baxter try to maintain perspective and that she try to keep her thinking oriented in a way that will meet with the Division management's approval. She should try to see each and all of the problems besetting the library from management's viewpoint as well as from her own.
2. Persist with good ideas. If Mrs. Baxter's supervisor or the purchasing department su-

pervisor turns down a proposal of merit, she shouldn't stop at this point. Select other officials who are involved or interested and obtain their reactions. Often a good idea is not recognized as such at the first exposure. Sometimes it takes two or three reviews before the recommendation is approved by all concerned. We all realize that resisting change is a universally natural reaction.

3. In situations such as this diplomacy, patience and judicious politics are usually beneficial. Planting the idea in the right place, in the right way, at the right time is very important. Having influential people as friends of the library also is no small resource. The endorsement of such officials is a language most middle management people know quite well. I wonder if the head of the research department wouldn't make common cause with Mrs. Baxter to improve library services to the men in his department?

4. Mrs. Baxter should justify her recommendations and proposals with facts and convincing logic. If the Division management can see that by adopting her recommendations the Division's profits, productivity, efficiency or morale will be improved and any disadvantages are outweighed, they are quite likely to authorize the desired changes. It seems that Mrs. Baxter has considerable to present along these lines, both on the positive and negative sides. Specific unsatisfactory developments should be used to the full. The "unobtainable" reports, for instance, could be used to show that some of these publications were obtainable from sources unknown or not tried by the purchasing department.

5. Are compromises possible? Could there be joint action on some of the procedures? If Mrs. Baxter couldn't have the vendor selection transferred completely to her, could she be given consultant or adviser status? This seems so reasonable that it is hard to imagine it being refused.

6. Seek assistance, ideas and suggestions from those who have had experience in such matters or who are well informed on the principles involved. Sometimes other librarians have surmounted similar problems and can give good advice. The consultation services of the Special Libraries Association should not be overlooked. They desire to be helpful in the resolution of problems like this one. Sometimes one is able to find a local management person who is sold on the value of good library service and who would be willing to say so to the management of the organization.

7. Mrs. Baxter should keep trying for the adoption of a blanket order setup for the purchase of books. Other organizations in the same circumstances have found this device very rewarding and have been able to work out the attendant processes and procedures to the mutual satisfaction of the librarian, the purchasing department and the comptroller (if he has the budget, accounting and disbursement responsibilities).

8. One minor improvement would be some pre-printing or rubber stamping of as many "fixed" entries on the odious requisition (purchase request) form as possible. This would make for faster processing and less typing.

9. With respect to the loss of funds due to fiscal year close-out, excluding book orders in process, a second-best suggestion on this would be to request an increased allotment to cover funds lost for this reason. This would be a cushion or lag device to allow the librarian to expend all of the funds budgeted for the purchase of books in a given fiscal year.

10. Keep RUSH orders to a defensible minimum. Don't cry wolf when it isn't necessary. Work out a procedure whereby the head of the research department will endorse the orders that really are urgent.

11. If management insists on all ordering being done solely by purchasing department personnel, Mrs. Baxter might suggest that purchasing agents and clerks who are involved in ordering books and publications be trained in the rudiments and essentials of ordering this kind of material. Mrs. Baxter or another professional librarian or a reputable bookstore manager might be best qualified as "teachers" for such training.

12. One second-line action could be for Mrs. Baxter to contact the vendors selected by the purchasing department, and advise them of unusual sources of publications and of the complexities of procuring certain scientific and technical books and other publications. In other words, she might make the best of it by educating vendors where that seems in order and by spoon-feeding them with all necessary information and counsel to help them render satisfactory service.

13. Most organizations such as the Technical Products Division have a management staff. If TPD has one, Mrs. Baxter and her supervisor should present the situation to them and solicit their assistance and ideas to overcome the undesirable features.

14. Mrs. Baxter has one last option—if all her attempts fail she needn't end it all. She

can at least avoid stomach ulcers and solve the problem by choosing one of the two ultimate courses—to put up with it or to quit!

ROY NIELSEN, Document Section
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• • •

From the management standpoint, certainly any savings in costs, such as the blanket order agreement with a vendor suggested by Miss Kinder, would have a significant appeal. Mrs. Baxter apparently didn't go to the extent of compiling and submitting figures on the actual cost of purchasing books. Perhaps if she had totaled up all the year's purchases at \$7 an order, it might have made a more dramatic presentation to management of the problem she is trying to solve.

It seems to me that the problem is a political one in the sense that she needs to find somebody who will lend a sympathetic ear. Of course she is well aware of the financial aspects of the problem, which I think most management people are interested in, but apparently she has failed to pursue this line of action sufficiently to make it obvious that the company is really losing money. Also she has neglected another most important point, namely that the company is losing the effective use of its research people in the research department because they are being inordinately delayed in obtaining the books they need to carry out their jobs.

Realizing her efforts to date have proved inadequate, how much further can Mrs. Baxter go in submitting her case, based on facts and figures, to someone a little higher up in the management hierarchy who would and could do something about the program she wants to submit? I think she has failed to present a very good case to date, although some of her ideas here are very good. Developing a cost schedule of what it has cost to date and submitting this once again would be wise. I think management people would be ashamed not to take action if they saw exactly what it was costing them to do the work on the present basis.

I think the organizational structure has a lot to do with her inability to get through. This matter of rigid lines of demarcation between one function and another, such as she is faced with, often does have a very deleterious effect on the work of a company.

It does appear that Mrs. Baxter can take

some further steps to try to put across the point she feels so strongly—that the work she is doing is not being handled in a proper fashion for the good of the company.

The cost approach is certainly one track to pursue if each purchase order costs the sum of \$7. That's a lot of money, and I think that should have a strong appeal to management.

Another possibility she might try would be to submit a proposal that she be given a six months' trial, or something of that sort, in which to try to work this problem out herself rather than having it handled through the purchasing department.

The easiest step, perhaps, would be to just secure the authority to name the vendor, which is one of the main sources of her difficulty. If she cannot name him, she can at least suggest him when she submits the purchase order.

But, even with all of those possibilities, I think it should be noted that somehow there is a failure, a failure of communication, an inability to get through to somebody who will help her out or help the company out. This seems to be the big question. Perhaps if she just meets with the people in the coffee shop who she feels can help her in solving her problem, or exposing her problem, that will be a big step forward. That, to me, is the main thing. I think that somehow or other she has to devise an approach to someone in the management who will see to it that steps are taken to correct a situation that no longer is feasible as far as the company is concerned.

W. CREIGHTON PEET, JR., Manager
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Metals Division Bibliographies

SLA's Metals Division has the following bibliographies available for distribution at 75¢ each: *Metal Forming by the Rapid Discharge of Electrical Energy, 1957-1961*; *Effect of Shot Peening on Fatigue of Metals, 1953-1961*; *Tungsten Wire and Wire Drawing, 1944-1961*; and *Oxygen in Steelmaking Processes, 1955-1960*. There are also a number of items that may be obtained free of charge.

Request publications from Martha J. Bailey, Librarian, Linde Company, Speedway Laboratories, 1500 Polco Street, Indianapolis 24, Indiana. Checks should be made payable to the Metals Division, SLA.

Medical Abstracting Journals and Services

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BECAUSE OF SPACE limitations, any article concerning medical abstracting journals and services must necessarily be circumscribed. While recognizing the fact that *medicine* has its roots in the basic sciences, especially physics, chemistry and biology, and acknowledging that the abstracting services covering these disciplines are of equal utility for the medical sciences, nevertheless, this discussion has been confined to those abstracting services that cover principally the clinical sciences. Regretfully, the abstracting services covering the basic medical sciences (preclinical) have also been omitted from consideration. Others have discussed and evaluated modifications which have been, and are being made, in the basic science abstracting services. For example, the changes in the French quasi abstracting service *Bulletin Signalétique* (especially since 1961) and the Russian *Referativnyi Zhurnal*¹ are not being considered here.

Spotlighting or isolating abstracting services from their subsequent annual indexes and from other independent indexing services is fraught with danger, unless we keep in mind the intent or purpose of abstracting services as well as their place in the whole gamut of the bibliographical apparatus for the control of knowledge.

The purpose of an abstract, whether indicative or preferably analytical,² is to give a fuller explanation of what an article purports to show than can be revealed in the title. Theoretically the abstract of an article, from whatever point of view the abstract is slanted, reveals more of what the article is about than can the title or subject headings.^{3, 4} The purpose and form of publishing an abstracting service may vary depending upon the audience or consumer at which it is aimed. Neelameghan⁵ gives a useful chart

of the various types of abstracting services, while Price⁶ gives an interesting analysis of their growth. The most useful service is usually the separately issued journal consisting of abstracts only, although some subjects are more adequately covered by sections issued along with a regular periodical, for example, *Allergy Abstracts* (H631)⁷ is issued in conjunction with the *Journal of Allergy*.

If bibliographic control tools are arbitrarily divided into either current awareness or retrospective searching tools, then an abstracting service may be considered as one type of a current awareness tool. If it subsequently issues cumulative subject and other types of indexes, it may then also be considered as one type of a retrospective searching tool. If an abstracting service is considered a type of current awareness bibliographical tool, it generally ranks fifth on a time lag scale, the first four being: 1) contents lists like *Current Contents*; 2) keyword in context arrangements of article titles as in *Chemical Titles*; 3) articles arranged under the broad headings of a prearranged classification scheme like *Current Chemical Papers*; and 4) articles arranged under appropriate subject headings like the monthly *Index Medicus*. The increasing use of authors' abstracts and the exchange of abstracts with other services, while reducing somewhat the time lag factor, have not appreciably altered the position of abstracts on the time lag scale.

Advance abstracts of papers to be presented before meetings are another category entirely, since they cover material not yet published.

The development of general abstracting services in the medical sciences up to 1950 has been discussed thoroughly by Brodman.⁸ So far as clinical medicine is concerned, there has not been, there is not now and it is

doubtful if there ever will be a single comprehensive abstracting service. The nature, breadth and depth of the coverage required of a single abstracting service for clinical medicine as a whole preclude, under present technology, the possibility of one even on a scale comparable to that of *Chemical Abstracts* for chemistry.

The problem of coverage plagues all abstracting services and their users. In clinical medicine, while no single comprehensive abstracting service exists, most areas are covered. *Excerpta Medica* is an over-all title given to some 20 separate subject abstracting services. It is very doubtful if *Excerpta Medica* and the additional titles published by the Excerpta Medica Foundation abstract articles from even half the total number of substantive journals issued in the medical sciences.⁹ No recent journal list has been published by Excerpta, but the total number of journals from which it abstracts is probably less than 3,000.

Coverage of journal titles is one problem, but coverage of articles within a given journal is also a matter of concern. It is not always clear in medical abstracting services to what extent articles in a given journal are abstracted. With the editorial standards of some journals being what they are, abstracting journals have a difficult time in selecting what should be included. Further, "there's many a slip twixt the cup and the lip." Some articles, intended to be abstracted during the normal course of events, may be abstracted many months or even years later or worse still, not at all. For example, *Excerpta Medica* now lists from time to time bibliographic data for articles of which the abstract for one reason or another has failed to be prepared.¹⁰ Whether expanded coverage of articles by abstracting services is desirable under present conditions remains questionable in view of the obvious increase in the time lag.

Another aspect of coverage is the problem of duplicating services. This exists where a given periodical is screened by more than one service. There have been many voices raised in protest and very few in support. Under certain circumstances duplication, in

my opinion, is beneficial. Not only do special demands exist for language groups, but some services may have, for a given article, a different outlook, purpose or national interest, and hence their abstracts may highlight or pinpoint a matter of significance not brought out by another abstracting service. The real danger of duplication stems from the practice of different services with identical purposes using the same abstract, be it the author's or a borrowed one.

A recent trend in all types of bibliographic control tools has been increased attention to area and national publications in subject fields. While the majority of such services have consisted of title and/or subject indexes, several abstracting services in the medical sciences are available. Lists of currently published abstracting services in the sciences have been issued,^{12, 13} and various listings of medical abstracting services have appeared within the past few years,^{14, 15} supplementing or amplifying the fairly comprehensive listing found in the *Handbook of Medical Library Practice*.⁷ The listing of titles which appears in the appendix of this article is not intended to be comprehensive, for there are more than 300 current abstracting and indexing services in the medical-biological sciences.¹⁴ It does attempt to list significant current abstracting services in clinical medicine that have been modified since the 1956 publication of the *Handbook*.⁷

Summary

The present situation with reference to abstracting services in the medical sciences can be summarized as follows, in answer to the question, "So what's new in the last six years?"

Coverage: A little wider (Russian, Japanese); a little deeper (cancer chemotherapy, psycho-pharmacology).

Time Lag: Some improvement (cancer chemotherapy, six weeks, but most services still take six to 12 months for American and European and nine to 18 for others).

Trends: 1) Increased use of author's abstracts; 2) stepped up rate of borrowing or swapping of abstracts from other services; 3) narrowing of subject services; 4) slight

reduction in time lag; 5) growth in number of area or national services.

In a nutshell, there is the more than usual embarrassment of sources, involving a vast time investiture for consultation, operating in conjunction with the law of diminishing returns.

CITATIONS

1. BAKER, D. B., et al. *Some Counterparts in Perspective*. Washington, D. C.: National Federation of Science Abstracting and Indexing Services, 1960.
 2. POTTER, G. J. C. Abstracting. In Singer, T. E. R., ed. *Information and Communication Practice in Industry*. New York: Reinhold, 1958, p. 281-92.
 3. MAIZELL, R. E. Value of Titles for Indexing Purposes. *Revue de la Documentation*, vol. 27, no. 3, August 1960, p. 126-7.
 4. Editorial: Some Words from the Wise. *Biological Abstracts*, vol. 35, no. 20, October 15, 1960, p. xii.
 5. NEELAMEGHAN, A. Current Indexing and Abstracting Services in the Medical and Related Sciences. *Annals of Library Science*, vol. 7, no. 4, December 1960, p. 101-16.
 6. PRICE, Derek John DeSolla. *Science Since Babylon*. New Haven: Yale University Press, 1961, chap. 5, Diseases of Science.
 7. MEDICAL LIBRARY ASSOCIATION. Janet Doe and Mary Louise Marshall, ed. *Handbook of Medical Library Practice with a Bibliography of Reference Works and Histories of Medicine and the Allied Sciences*, 2nd ed. Chicago: American Library Association, 1956.
- Note: Commonly referred to by title. The designation (H-) refers to the numbering used in the *Handbook* to describe the title.
8. BRODMAN, E. *The Development of Medical Bibliography*. (Publ. No. 1). Baltimore: Medical Library Association, 1954.
 9. ———, and TAINE, S. I. *Current Medical Literature: a Quantitative Survey of Articles and Journals*. Washington, D. C.: International Conference on Scientific Information, 1958, preprints of papers, Atea 2, p. 121-33.
 10. Editorial: Wayward Abstracts. *Excerpta Medica*, VII, Pediatrics, vol. 14, no. 10, October 1960, [i].
 11. SCHIFFMAN, G. N. National Medical Bibliographies. *Bulletin of the Medical Library Association*, vol. 49, no. 3, July 1961, p. 411-22.
 12. *Index Bibliographicus*, 4th ed. I. Science and Technology (FID Publ. 322). La Haye: Fédération Internationale de Documentation, 1959.
 13. LIBRARY OF CONGRESS. Science and Technology Division. *Guide to U. S. Indexing and Abstracting Services in Science and Technology* (NFSAIS Report 101). Washington, D. C.: National Federation of Science Abstracting and Indexing Services, 1960.

14. WORLD HEALTH ORGANIZATION. Current Indexing and Abstracting Periodicals in the Medical and Biological Sciences: An Annotated List, 2nd ed. Geneva: 1959 (*Library News*, vol. 12, 1959, suppl. no. 2).

15. WORLD HEALTH ORGANIZATION. Public Health and Medicine in the USSR. An Introductory Guide to Reference Sources. Geneva: WHO, 1959 (*Library News*, vol. 12, 1960, suppl. no. 2).

Appendix—Significant Abstracting Services in Clinical Medicine

(New or modified since the publication of the *Handbook of Medical Library Practice 1956*)

COMPREHENSIVE SUBJECT SERVICES

ENGLISH LANGUAGE ABSTRACTS

Excerpta Medica. The international medical abstracting service. A digest of the world's medical literature. New York and Amsterdam: Excerpta Medica Foundation (H90). Issued in 20 sections. Combined subscription sections I-XX, \$375. Also published by *Excerpta Medica* are special abstracting services supported or subsidized by the United States Government and/or foundations. New or modified since 1956 are the following sections: Section IX B, Orthopaedics and Traumatology, vol. 1, January 1956 + monthly, \$9 per year, 1,600 abstracts.

Reprinted from Section IX, *Surgery*, and issued as a separate publication.

Section XVI, Cancer, vol. 1, January 1953 + monthly, \$17 per year, 5,000 abstracts.

Beginning July 1959 (vol. 7, no. 7) a grant from the American Cancer Society made it possible to abstract quickly upon publication the articles in 20 leading cancer journals, thus materially reducing the time lag on those abstracts. These were designated in the regular monthly issues by an asterisk (July-August 1959) then by a star through April 1960. Also, with the April 1960 issue a supplement, *Cancer Priority Abstracts*, was issued on buff-colored paper carrying on the regular pagination and abstract numbering (plus an asterisk). Each subsequent issue contains the priority abstracts at the end on buff-colored pages.

Section XVIII, Cardiovascular Diseases, vol. 1, 1957 + monthly, \$17 year, 3,500 abstracts.

Section XIX, Rehabilitation, vol. 1, July 1958 + monthly, \$17 year, 3,000 abstracts.

Section XX, Gerontology and Geriatrics, vol. 1, July 1958 + monthly, \$17 year, 2,000 abstracts.

Abstracts of Human Developmental Biology (U. S. Public Health Service). New York: *Excerpta Medica*, vol. 1, January 1961 + monthly, \$17 year, 2,000 abstracts.

Multiple Sclerosis Abstracts. A service from the current medical literature of the world covering multiple sclerosis and its related diseases. Pre-

sented by the National Multiple Sclerosis Society, New York, in cooperation with the Excerpta Medica Foundation, New York. National Multiple Sclerosis Society, vol. 1, January 1956 + bi-weekly, \$15, 1,600 abstracts.

Classified abstracts printed on one side of page only.

Cancer Chemotherapy Abstracts. Bethesda, Maryland: Prepared by Medical Literature, Inc., Philadelphia, Pennsylvania, for Cancer Chemotherapy National Service Center (NIH), vol. 1, January 1960 + monthly, gratis, 5,000 abstracts.

Each issue has subject index cumulated annually.

Psychopharmacology Abstracts. Bethesda, Maryland: Prepared by Medical Literature, Inc., Philadelphia, Pennsylvania, for Psychopharmacology Service Center (NIH), vol. 1, January 1961 monthly, gratis, 3,000 abstracts.

Abstracts hopefully three to six weeks after publication. Brief, non-critical. Subject index each issue.

Survey of Anesthesiology. Baltimore: Williams & Wilkins, vol. 1, 1957 + bi-monthly, \$10 per year, 300 abstracts.

Condensation of articles with editorial comment. Contains also reprints of classical papers.

Survey of Ophthalmology. Baltimore: Williams & Wilkins, vol. 1, 1956 + bi-monthly, \$9 per year, 300 abstracts.

Condensation of articles with editorial comment. Contains also occasional reviews and reprints of classical papers.

Congenital Anomalies, Current Literature. New York: National Foundation, vol. 1, January 1960 + monthly, gratis, 2,000 abstracts.

Annotated Bibliography of Influenza with Indexes. Washington, D. C.: American Institute of the Biological Sciences. September 1960 + quarterly, \$8 per year, 800 abstracts.

Classified listing with brief annotations. Each issue contains subject index, cumulated annually.

DSH Abstracts (American Speech and Hearing Association and Galludet College). Washington: Deafness, Speech and Hearing Publications, vol. 1, October 1960 + quarterly, \$8, 4,500 abstracts.

Gives classified abstracts with author index. Issue 1 gives in addition a list of graduate theses for 1958 with subject index; Issue 2 gives list of journals from which abstracts are made plus list of abstracting services from which abstracts are borrowed.

Dental Abstracts. Chicago: American Dental Association, vol. 1, January 1956 + monthly, \$8 per year, 800 abstracts.

Lists also masters and doctoral dissertations without abstracts.

Hospital Abstracts. A monthly survey of world literature. London: Her Majesty's Stationery Office, vol. 1, January 1961 + monthly, £2.4s., 1,800 abstracts.

Classified abstracts prepared by the Ministry of Health.

Leukemia Abstracts (Lenore Schwartz Leukemia Research Foundation). Chicago: John Crerar Library, vol. 1, January 1953 + monthly, gratis, 1,000 abstracts per year.

GERMAN LANGUAGE ABSTRACTS

Mitteilungen der Virusdokumentationsstelle. Vienna: Hygiene Institut der Universität, vol. 1, 1955 + quarterly, \$2 per year, 500 abstracts.

RUSSIAN LANGUAGE ABSTRACTS

Meditsinskii Referativnyi Zhurnal. Moscow: Medgiz. 1957 + monthly, rubles 156 per year. Published in 10 sections (1957-59 in 4 sections). Author index in each issue but no addresses. Title of articles in Cyrillic alphabet translated into English. Indicates language and country. Table of contents appears also in English. Annual author and subject indexes for each section. Replaces *Sovetskoe Meditsinskoe Referativnoe Obozrenie* (H130). Sections available as follows:

1. Internal medicine, endocrinology, health resorts, physical medicine, and medical physical training, skin and venereal diseases
2. Tuberculosis
3. Infectious diseases, medical microbiology, virology, parasitology, epidemiology, antibiotics
4. Surgery, traumatology and orthopedics, neurosurgery, urology
5. Diseases in children
6. Oncology, medical radiology, roentgenology
7. Hygiene and sanitation, organisation of public health, history of medicine, forensic medicine, radiation hygiene, medical technique
8. Otorhinolaryngology, stomatology, ophthalmology
9. Neuropathology and psychiatry
10. Obstetrics and gynecology

AREA AND REGIONAL SERVICES

Abstracts of Soviet Medicine. New York: Excerpta Medica, vol. 1, 1957 + monthly, \$25 a year, 6,000 abstracts in English.

Vol. 1-4 (1957-60) in two parts: A—Basic Medical Sciences; B—Clinical Sciences. Abstracts drawn principally from *Meditsinskii Referativnyi Zhurnal*.

Medizin der Sowjetunion und der Volksdemokratien im Referat. Berlin: Verlag Volk und Gesundheit, vol. 1, July 1954 + monthly, 360 DM (Gesamtausgabe) 8,000 abstracts in German.

Available also in four sections: General Biology, Microbiology, Internal Medicine, Surgery, at 960 DM each.

Handling Pictures and Audio-Visual Materials in Company Libraries and Archives

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ALMOST EVERY organization has a few pictures relating to its operation. These may be formal portraits of the president and board of directors, photographs of buildings and departments or candid shots of employees. More recently important events are being recorded on motion picture film, film strips and tape recordings.

In a survey made in 1960 of 113 selected organizations questions were asked regarding the handling of company pictures and other audio-visual materials.¹ Some of the information received is used in this discussion.

Motion Picture Film

What to do with motion picture film is not a serious problem in most companies. The expense involved in the production of a film, even of short duration, limits the number of companies making use of this medium.

With a desire to preserve more of the company's activities, Eli Lilly and Company's first film was produced in 1930, and since that time 23 films have been made. Copies of these films, with a few exceptions, have been deposited in the company archives. Each is filed in its own metal can and identification appears on the lid. A list of all the films produced by the company is kept. If prints are not available in the archives, a notation is made to indicate where a copy of the film may be found. The list also gives size of the

film, running time, sound or silent, color or black and white and other pertinent information.

Extensive collections of motion picture film require specialized handling and storage facilities. Cross-reference cards filed under title, subtitle or any others will aid the searcher in locating the desired film quickly no matter how it may be requested. Documents received with the film should be filed separately under the identification number assigned to the film.

If film reels are stored vertically for long periods, the film will sag and the layers on the under side will adhere to each other. For this reason, film is usually stored flat.²

Tape Recordings

Tape recordings may be arranged alphabetically by title, by speaker or occasion. For a small collection a list can be made indicating the person or persons speaking, the date and occasion, the running time and operation speed.

In addition to marking the carton or envelope holding the reel, the reel itself should be marked. If tape is recorded on only one side, identifying information may be dictated directly onto the unused portion. In the event the filing envelope or box is destroyed, accurate identification is maintained.

The Menninger Foundation, which has a tape collection of some size, assigns a number to each tape as it is received. This number appears on the carton holding the tape, and the cartons are filed numerically. The number also appears on the right-hand corner of the catalog card. These cards are cross referenced by speaker, subject and sometimes the occasion of the speech. The speed at which the tape is run is also given.

¹This paper is based on a talk given by the author at the Society of American Archivists meeting in Boston, October 1960.



News and Notes

July 1962, No. 3

The 53rd Annual Convention of the Association was held in Washington, D. C., May 27-June 1, at the Sheraton-Park and Shoreham hotels and was attended by 1848 members, exhibitors and guests. Following an open house at the Library of Congress in the afternoon, festivities began in earnest with a reception held in the Exhibit Hall Lounge on Sunday evening, where 71 booths displayed a variety of publications, equipment, furniture and information services. The Convention theme, "Progress Through Knowledge," was represented in the more than 45 general sessions and Division meetings in which many distinguished speakers participated. Dr. Detlev W. Bronk, Past-President of the National Academy of Sciences and President of The Rockefeller Institute, delivered the keynote address in which he urged special librarians to be active partners with scientists and creative scholars in the use of information. Dr. Paul A. Siple, Scientific Advisor, Army Research Office, Department of the Army, was the banquet speaker and illustrated his talk on "Progress of Science Technology in the Polar Regions" with colored slides. Senator Hubert A. Humphrey introduced a television presentation of outstanding scientists and librarians who discussed "Is Knowledge Power?" (The Association has ordered a print of the film, and it will be made available to Chapters which arrange to have it shown on local television stations in their areas.)

Among the outstanding Division speakers were: Rachel Carson, author of *The Sea Around Us*; Edward Steichen, the eminent photographer; James L. Harrison, Public Printer of the United States; Daniel J. Murphy, Director of the new Bureau of Deceptive Practices of the Federal Trade Commission; William J. Slayton, Commissioner of the U. S. Urban Renewal Administration; and Congressman Joseph E. Karth of Minnesota. The Metals Division organized an embassy tour, which earned \$520 for the Scholarship and Student Loan Fund, and there were numerous other tours and visits to libraries and information centers in the metropolitan Washington area.

Association awards were announced and distributed at the annual banquet. Cyril W. Cleverdon, Librarian, College of Aeronautics, Cranfield, Bletchley, England and Director of the Aslib Cranfield Research Project received *in absentia* the SLA Professional Award, for his work in directing a comparative study of the efficiency of four systems of indexing periodical and unpublished report types of technical literature for information retrieval. Hall of Fame medallions were presented to Mrs. Margaret Miller Rocq, Fannie Simon and Mrs. Gustave Shirmer, who accepted for her sister, the late Rose Boots. Harold S. Sharp, Technical Librarian, A C Spark Plug, Electronic Division of General Motors, Milwaukee, received the first SLA National Library Week Publicity Award, and second place was accorded to Mrs. George W. Everett, Librarian, Keesler Air Force Base Technical Library, Keesler Air Force Base, Mississippi. The H. W. Wilson Company Chapter Award was presented to the Toronto Chapter, and the Colorado Chapter won the SLA Membership Gavel Award. George R. Dalphin, Map Librarian at Dartmouth College, Hanover, New Hampshire, was named recipient of the Geography and Map Division Honors Award. The names of the winners of scholarships for the 1962-63 academic year were announced at the Annual Business Meeting. \$1,000 scholarships were awarded to Grace A. Moore, Long Beach, California, Arlee May, Louisville, Kentucky, Barbara J. Biebrich, East Lansing, Michigan, and Ellida A. Milton, Detroit, Michigan. Mary L. Woehlck, Winthrop, Iowa, received a \$500 Eleanor S. Cavanaugh Scholarship.

At the Advisory Council Meeting on May 28, presided over by Florine A. Oltman, John C. Binnington, Chairman of the Public Relations Committee, discussed "status and image" of the librarian and concluded that the problem was not serious and could best be solved by each individual striving to improve his own image in the organization he serves. Dr. Frank L. Schick, Assistant Director of the Library Services Branch, U. S. Office of Education, reported on LSB's statistical program and its intention to initiate several statistical studies of special libraries. Germaine Krettek, Director of ALA's Washington Office, discussed legislation being considered by Congress that could affect libraries and librarians, notably the Post Office ruling that printed materials from Iron Curtain countries be banned from the mails. Virginia Mathews, Associate Director of National Library Week, described some of the successful programs that had been carried out by state, regional, local and individual libraries and urged special librarians to take advantage of the Week to promote library services in their own organizations and communities.

Members attending the Annual Business Meeting on May 30 heard reports from the President, Treasurer and Chairmen of some of the most active, productive Association Committees. The chief business of the day, however, centered on a discussion of the new proposed Bylaws, which were presented by the Chairman of the Constitution and Bylaws Committee, Katharine L. Kinder. The Committee proposed a number of amendments to the proposals that were mailed to the membership before the meeting, and each of these had to be approved or rejected at the Business Meeting before the Bylaws could be voted on by mail ballot this summer. A proposed change in one of the provisions for Affiliate membership excited considerable controversy, and the amendment was eventually defeated. Also the proposed change that a simple majority vote at an Annual Business Meeting, rather than a two-thirds majority, be necessary to approve recommended dues and fees changes was defeated, and a two-thirds majority vote will be required as in the present Constitution and Bylaws.

In his annual report the Executive Secretary, Bill M. Woods, made two recommendations, both of which were accepted by the Executive Board: 1) the frequency of membership changes sent to all Association subunits will be changed from weekly to biweekly for a one-year trial period; 2) *Special Libraries* will be made available to students in recognized library schools at half-price (\$5 a year in U. S.), and Student members will be allowed to subscribe to the journal for a special annual rate of \$2.

The Finance Committee, Dr. Paul Wasserman, Chairman, made a number of recommendations aimed at increasing the Association's income. The Executive Board approved increasing the subscription price of both *Special Libraries* and *Technical Book Review Index* to \$10 in the United States, \$11 elsewhere and single copies \$1.50, effective with the 1963 calendar year, and raising the rate for use of the Addressing Service to \$95 for the entire list and \$2 for each 100 names, with a \$10 minimum, effective immediately. Divisions may use the Addressing Service for their bulletins and official ballots without charge. The Board also approved the Committee's recommendation that Active membership dues be increased from \$15 to \$20 and Associate membership dues be increased from \$10 to \$20 beginning in January 1964. This recommendation will be presented to the Advisory Council for discussion at its Midwinter Meeting and to the membership for vote at the Annual Business Meeting in Denver in June 1963.

The preparation of a second edition of *Translators and Translations: Services and Sources*, to be edited by Frances E. Kaiser with the sponsorship of the Translations Activities Committee and the Georgia Chapter, was approved.

Convention invitations were received and accepted from the Puget Sound Chapter for a Convention in Seattle in 1971 and from the Texas Chapter for a Convention

in Houston in 1973. Phoebe Hayes, Chairman of the 1963 Convention in Denver reported that the theme will be "Education for Special Librarianship" with emphasis on the need for continuing education among members of the profession.

The Ad Hoc Committee Studying Problems of Serial Publications of Association Units reported on its findings to date and suggested that a handbook for Chapter and Division bulletin editors be prepared. A second Ad Hoc Committee Studying the Management of the Publications Fund is investigating all financing aspects of the Fund, including pricing, payments to authors, royalties, size and discounts.

The Consultation Service Committee announced its intention to issue a newsletter to the Chairmen of Chapter Consultation Committees and professional consultants. The Executive Board approved five new Professional Consultants, bringing the total to 79. There are still gaps in some subject and geographical areas, and members who feel they have experience to qualify as consultants are urged to request application forms from Association Headquarters.

The Division Manual prepared by the Division Relations Committee was approved by the Board. Copies have already been mailed to Division Chairmen, Vice-Chairmen and Secretary-Treasurers, and they are reminded to forward them to their successors at the close of their terms of office.

The Professional Standards Committee reported that its proposal for support of a study of professional standards in special libraries is still being considered by the Council on Library Resources. The Statistics Committee stated that the Council was unable to take up the joint ALA-SLA proposal for a statistical study at its May meeting and that consideration has been postponed until its November meeting. However, Herbert Holzbauer, who has recently been appointed to the staff of the Library Services Branch, plans to develop a number of statistical studies of special libraries.

Chester M. Lewis, Chairman of the Copyright Law Revision Committee, reported that the results of the survey of membership opinion on the proposed changes in the Copyright Law will be forwarded to the Copyright Office.

The Scholarship and Student Loan Fund Committee recommended that seven \$1,000 scholarships be granted for the 1963-64 academic year, and this was approved.

The Scientific Meetings Committee, Joan Hutchinson, Chairman, described the increased scope of the journal when it will become an Association publication in 1963. The principal issue will appear in January, with supplements in May and September. A \$7 annual price has been set for subscriptions in the United States, \$8 elsewhere, basic issue \$5 and supplements \$1.50 each. The Board approved the appointment of Mrs. Marian Patterson Holleman as part-time editor.

Its interest in helping sponsor the International Management Congress, to be held in New York City in September 1963, has prompted the Association to apply for membership in the Congress for International Progress in Management (CIPM).

The Fall Meeting of the Executive Board will be held at the Belmont-Plaza Hotel in New York City, September 27-28, 1962. The Midwinter Meeting of the Executive Board and Advisory Council will be at the Pick-Carter Hotel in Cleveland, February 14-16, 1963.

SLA Sustaining Members

The following organizations are supporting the activities and objectives of the Special Libraries Association by becoming Sustaining Members for 1962.

ABBOTT LABORATORIES LIBRARY
AEROJET-GENERAL CORPORATION
AMERICAN CAN CO.
AMERICAN CANCER SOCIETY
AMERICAN CYANAMID COMPANY
AMERICAN GAS ASSOCIATION
AMERICAN HERITAGE PUBLISHING COMPANY
AMERICAN IRON AND STEEL INSTITUTE
AMERICAN TOBACCO COMPANY
AMPEX CORPORATION
ARGONNE NATIONAL LABORATORY
ARMED SERVICES TECHNICAL INFORMATION AGENCY
ATLAS CHEMICAL INDUSTRIES, INC.
BACHE AND COMPANY
BELL & HOWELL RESEARCH CENTER
BELL TELEPHONE LABORATORIES
BETHLEHEM STEEL COMPANY
BOEING COMPANY
R. R. BOWKER COMPANY
BRIDGEPORT PUBLIC LIBRARY
CARRIER CORPORATION
CENTRAL VERMONT PUBLIC SERVICE CORPORATION
CHARLES BRUNING COMPANY, INC.
CHEMCELL LIMITED
CHIVERS BOOKBINDING COMPANY
CIBA PHARMACEUTICAL PRODUCTS INC.
CONSOLIDATED EDISON COMPANY OF NEW YORK
CONSOLIDATION COAL COMPANY
CONTINENTAL CARBON COMPANY
CORNELL UNIVERSITY LIBRARY
CORNING GLASS WORKS
CROWN ZELLERBACH CORPORATION
DALLAS PUBLIC LIBRARY
DOW CHEMICAL COMPANY
DOW CHEMICAL LIBRARY
E. I. DU PONT DE NEMOURS & COMPANY
Lavoisier Library
E. I. DU PONT DE NEMOURS & COMPANY
Technical Library
EASTMAN KODAK COMPANY
ESSO RESEARCH & ENGINEERING COMPANY
FEDERAL RESERVE BANK OF NEW YORK
FIRST NATIONAL BANK OF BOSTON
FIRST NATIONAL BANK OF CHICAGO
FORD FOUNDATION
FORD MOTOR COMPANY
GENERAL ELECTRIC COMPANY
GENERAL FOODS CORPORATION
GENERAL MOTORS CORPORATION
Public Relations Library
GENERAL MOTORS CORPORATION
Research Laboratories
GLICK BOOKBINDING CORPORATION
B. F. GOODRICH RESEARCH CENTER
HARVARD GRADUATE SCHOOL OF BUSINESS
ADMINISTRATION
IDAHO STATE COLLEGE LIBRARY
INDIANA STATE LIBRARY
JOHNS-MANVILLE RESEARCH CENTER
WALTER J. JOHNSON, INC.
KAISER ALUMINUM & CHEMICAL CORPORATION
LIBRARY AFL 5643-62-119, APO 238, NEW YORK
ELI LILLY AND COMPANY
LOCKHEED MISSILES & SPACE DIVISION
LYBRAND, ROSS BROTHERS & MONTGOMERY
MCGRAW-HILL PUBLISHING COMPANY, INC.
MARQUETTE UNIVERSITY MEMORIAL LIBRARY
MELLON NATIONAL BANK AND TRUST COMPANY
MINNEAPOLIS-HONEYWELL REGULATOR CO.
MINNESOTA MINING & MANUFACTURING
COMPANY
NATIONAL BANK OF DETROIT
NATIONAL CASH REGISTER COMPANY
NATIONAL LEAD COMPANY
NEW ENGLAND MUTUAL LIFE INSURANCE
COMPANY
NEW YORK LIFE INSURANCE COMPANY
NEW YORK PUBLIC LIBRARY
NEW YORK TIMES
OHIO OIL COMPANY
PACIFIC LIBRARY BINDING COMPANY
PENNSYLVANIA STATE LIBRARY
PENNSYLVANIA STATE UNIVERSITY
PEOPLES GAS LIGHT AND COKE COMPANY
PERGAMON PRESS, INC.
PITTSBURGH PLATE GLASS COMPANY
Chemical Division (Ohio)
PITTSBURGH PLATE GLASS COMPANY
(West Virginia)
PORT OF NEW YORK AUTHORITY
PRENTICE-HALL, INC.
PROCTER & GAMBLE COMPANY
PUBLIC SERVICE ELECTRIC & GAS COMPANY
PURE OIL COMPANY
RAND CORPORATION
ROCKEFELLER OFFICE LIBRARY
ROHM & HAAS COMPANY
ROYAL BANK OF CANADA
SHELL DEVELOPMENT COMPANY
SPACE TECHNOLOGY LABORATORIES
SQUIBB INSTITUTE FOR MEDICAL RESEARCH
J. W. STACEY, INC.
STANDARD OIL COMPANY OF CALIFORNIA
STANDARD OIL COMPANY (NEW JERSEY)
STECHERT-HAFNER, INC.
STERLING-WINTHROP RESEARCH INSTITUTE
SUN OIL COMPANY
TEXAS GAS TRANSMISSION CORPORATION
J. WALTER THOMPSON COMPANY
TIME, INC.
UNION ELECTRIC COMPANY
UNITED COMMUNITY FUNDS & COUNCILS OF
AMERICA, INC.
UNITED STATES AIR FORCE ACADEMY
UNITED STATES STEEL CORPORATION
UNIVERSAL OIL PRODUCTS COMPANY
UNIVERSITY OF MARYLAND
UNIVERSITY OF MINNESOTA LIBRARY
UNIVERSITY OF OKLAHOMA LIBRARY
UNIVERSITY OF TEXAS, Dental Branch Library
UNIVERSITY OF WASHINGTON LIBRARY
UPJOHN COMPANY
WAYNE STATE UNIVERSITY
H. W. WILSON COMPANY
WORCESTER FREE PUBLIC LIBRARY
WYETH LABORATORIES, INC.

ZEITLIN & VER BRUGGE

EDITOR'S NOTE: This list supersedes the one published in March 1962

Pictures

Pictures cannot tell the complete story of an organization's growth, but they may add missing details or even supply complete information on a given subject not found in the written records of a company. Many picture collections have developed on the theory of "lay things by: they may come to use."³ It may not be practical, however, from the standpoint of space, to keep every picture that comes into a librarian's possession.

In considering pictures the collector has a dual objective: 1) to find and preserve pictures of the organization and the people concerned; and 2) to make the pictures available for use. Along with this second objective there will be a dual responsibility: 1) to serve the organization itself; and 2) to serve an outside agency, group or individual. The extent to which the latter is carried out will, of course, be dependent upon the type of the organization and its primary purposes for existence.

If there is a special collection of pictures, paintings or drawings, prepare brief descriptions and have copies available for distribution.

There are numerous ways in which pictures can be used within an organization itself. These include company advertising, editorial use, reference sources and exhibits. Paintings or original drawings may be used to decorate an office or lobby wall. If this is done, indicate on the file card where each painting is located. The Provident Mutual Life Insurance Company of Philadelphia has commissioned many paintings through the years for use on company calendars. These paintings may now be found on office walls throughout its building.

Pictures may come in singly or in numbers, identified completely, in part or not at all. Some will be in good condition, some will not. Your facilities and your own ingenuity will determine to a great extent how well you can clean and restore them.

Filing

How are pictures filed? The number of pictures plus the handling they may receive should be considered, but the cost involved should not be overlooked. This, in the end,

may be the deciding factor. For small collections it may prove best to file pictures with other materials, such as related correspondence. A separate file is recommended when there are several hundred or more pictures.

A folder called a "File Pocket," which is closed at both ends and thus helps to protect the photographs, may be used. Handling is easier and filing is simplified if no more than ten photographs are placed in a folder. Simply made folios can be used in either the small or large collection. A good grade of illustration board is required. The hinge can be constructed of a strong paper tape or the commercial tape used for book repair. The folio may be tied with a simple cotton cord.

Special attention should be given to fragile items, really valuable prints, rare original photographs, original drawings and sketches. These are best put in cut-out mats and the surface protected by tissue paper or clear cellulose acetate. Heavy file envelopes can be used. Both should be stored flat to prevent buckling.

All pictures may be treated one way, but a combination of ways may be more desirable. The "File Pocket" folder may be used for unmounted pictures, the folio may hold pictures of a related or similar subject or pictures may be mounted on heavy paper, protected by clear plastic covers and placed in binders. Large three-ring binders are used for Lilly construction photographs. New buildings are photographed periodically throughout the construction period. Pictures are arranged in chronological order, covered with plastic protectors and placed in binders. Thus, in one or more volumes the complete pictorial story of a building's construction is told.

Prints may be mounted on a durable lightweight card cut in one or two standard sizes and filed in vertical files. Mounting artificially standardizes the size of the photographs without enlargement or reduction of the print. Mounts are more resistant to handling than the prints alone, are more satisfactory to arrange and label and are easy to refile. There are some disadvantages, however, that should not be overlooked. Time will be consumed in the mounting process, there will



The author uses this blueprint file in the archives section for storage of oversized photographs, prints and layouts.

be an investment in equipment, and mounted prints will take more space in a file than unmounted ones.

Mounting and Captions

There are several methods of mounting. All take time and skill. The latter, of course, comes with experience. Pictures that are to lie flat in a file do not need an over-all adhesive. They may be tipped to the mount at the four corners. Those placed in a vertical file must be securely and smoothly fastened to the mount.

The best results are obtained by dry mounting, in which a dry-mount tissue is used with controlled heat in an electric press. This method is used by the National Archives, the International Press Service Photographic Library, the State Historical Society of Wisconsin and many others. It has proved satisfactory over a long period of time.

Some warnings should be given at this point. DO NOT use rubber cement or any rubber compound as an adhesive. In time a yellow stain appears, the adhesive dries, and the print separates from the mount. DO NOT use scotch tape. It too will discolor with age and tends to bleed and become sticky. Prints will stick together and may be seriously damaged in this way.

Identifying information is customarily written on the back of a print. When pictures are mounted, this information must be transcribed. This is the time to see that all captions are uniform and to supply any missing information.

"Old timers" in an organization can sometimes supply missing names and dates, or pictures may be displayed in a conspicuous place in the company with a request for the missing facts.

Information for picture captions should include:

WHO—the name or names of persons (their dates if known)

WHAT—the occasion for the picture

WHY—the reasons for the event, why noteworthy

WHEN—date picture taken or approximate date

WHERE—department, building or location

SOURCE—name of photographer or source from which photograph obtained

NEGATIVE NUMBER—if available

The caption for the front of the mount should be brief. The longer caption, including the information just discussed, can be added to the back of the mount.

Arrangement

The person most familiar with the pictures should supervise the arrangement. Each picture should be studied to determine where it fits best. Become familiar with your pictures and establish what seems to be good logic. It is not enough to file a group of photographs together because they were taken at the same time and place. There are, of course, picture series such as the construction photographs mentioned earlier that should be treated as one subject even though a dozen or more pictures have been taken.

A subject heading list, with dividers in the picture file bearing corresponding headings, may be all that is necessary to direct a searcher. Approximately 4,000 pictures in the Lilly collection are handled in this manner under 134 subjects with a number of cross references. These subjects conform as nearly as possible to those used in cataloging other archival materials. A typed list of the

subjects can be found at the front of the first file drawer. With this list some one unfamiliar with our file is able to locate a picture with a minimum amount of searching. As the collection continues to grow, it may become necessary to use a more detailed finding aid.

A special card catalog is desirable for large collections. Each picture has its own index card on which may be pasted a miniature print enabling the user to make his selection without handling the pictures themselves. Paintings can be included in the same catalog. The New York Academy of Medicine uses cards with red tops filed with the regular cards. The red edge indicates a painting without having to write this information on the card.

A picture index should be as simple as possible. Maintain a separate file. DO NOT add these cards to the regular card catalog.

Negatives

The preservation of negatives is important, perhaps more so than the preservation of the pictures themselves. Copy negatives may be made from a print, but they lack the clarity of detail that is found in the original negative from which many prints may be made.

Whether negatives are filed with the print or in a separate file, each sheet of film should be in a separate jacket. These should be made of chemically suitable paper and sealed with harmless adhesive running down the edge rather than the center. Jackets of this type are made in a number of sizes.

DO NOT place negatives in ordinary envelopes for they will in time deteriorate and develop streaks. DO NOT place a number of negatives together secured by an elastic band. Keep negatives in a dry, dust-free file.

If few negatives are available they may be filed in envelopes near the master print. Extra copies of the print could also be filed here.

In a large collection the negatives and prints are best filed separately and should not have the same arrangement. Rather the two should complement one another. For example, negatives could be arranged numerically by the number assigned to each. Prints

could then be arranged by geographic location, by name or by subject depending upon the type of collection. The caption of each photograph or series of photographs would bear the negative number or numbers and so direct the searcher to it.

Summing Up

Each collection of pictures and audiovisual materials is as individual as the organization that produces it. Like fingerprints, there are no two alike.

The types of materials that come under your custody, how they may be used in the future, the space assigned to you both for working and storage, whether you give part or full-time to their care, and, not to be forgotten, the budget under which you will work—all these factors must be considered before you can determine how you will care for your collection.

CITATIONS

1. The results of this survey are published in *The American Archivist*, vol. 24, July 1961, p. 323-7 under the title A Tentative Survey of Business Archives.
2. BAUMHOFER, H. Film Records Management. *The American Archivist*, vol. 19, July 1956, p. 235-48.
3. FULLER, Thomas. *Gnomologia*, no. 3154 (1732).

NSF Scientific Literature Projects

The National Science Foundation is supporting three projects that will study scientific abstracting, indexing and reviewing services in the United States. Datatrol Corporation, Silver Spring, Maryland, will explore controvertibility between two different indexing vocabularies. Basic data required to evaluate the difficulties of applying one vocabulary to information previously cataloged in another are the expected results. West Virginia University is working on a study that is hoped to increase the potential value of research libraries to their regional scientific communities through inter-library lending services. A literature survey conducted by the American Institute of Biological Sciences is expected to determine the percentage of published biological research supported by the federal government.

Rubrication: A Special Library Art Transforms a General University Catalog

EARL FARLEY, Head, Preparations Department
University of Kansas Libraries, Lawrence, Kansas

IN THE MAY-JUNE 1961 issue of *Special Libraries*, under the heading, "This Works For Us . . .," appeared a contribution from Loretta J. Kiersky that outlined her method of indicating the filing point on catalog cards with a stamped red arrow.

Although the system of "rubrication" I describe is in use in a university library, it was derived from Miss Kiersky's innovation. I think it is a good example of the way original thinking by the special librarian can enrich the profession at large, especially when it comes to the attention of as discerning a librarian as Robert Vosper, formerly Director of the University of Kansas Libraries (he is now University Librarian at UCLA). Mr. Vosper saw samples of Miss Kiersky's red arrow system when it was being considered by the United States Information Service for its Italian libraries during his Fulbright lectures there during 1960. He passed back a note to the University of Kansas suggesting that it might be worth investigating to cut processing time. The sample cards had come to Rome from the Bell Telephone Laboratories. Correspondence conducted by the Assistant Director, John L. Glinka, led by stages from Bell to Miss Kiersky at Air Reduction Company. Her kind instructions gave us the background and experience on which we constructed and tested our own variation.

We are convinced that "rubrication," the underlining with a red ball-point pen of filing entries in the tracing position on standard printed catalog cards, together with a red diagonal line from the upper left corner to catch and lead the eye downward, is a timesaving device where an accumulation of traditional cards must be processed without additional personnel. It has been called

rubrication in awareness of its antique heritage, but its essential improvement lies in the new twist we gave it.

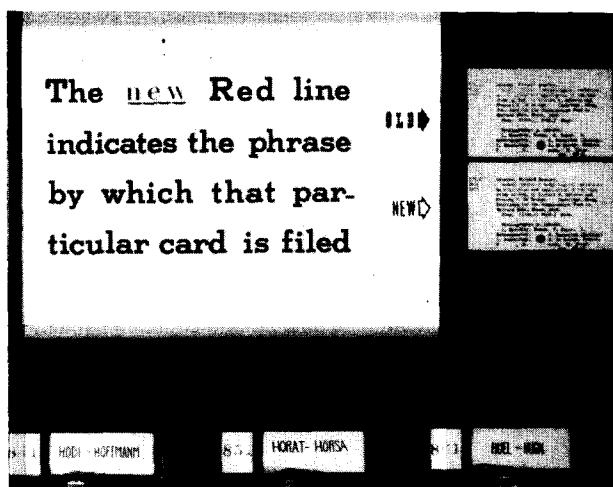
Continued experience with this system has not dimmed our enthusiasm. It has taught us that users of the catalog need only a single clear explanation, such as the sign we have placed at all catalogs (see illustration), to equate the new and the old methods. We also learned that rubricated filing entries work best intermixed with older typed entries in an established catalog. Here the typed entries act as guide cards at the second level for the rubricated entries. In their absence in a new catalog, generous use of regular raised guide cards is indicated. Cards in the file drawers should be kept reasonably loose. Omission of titles or other unique entries is a possible refinement, but one we have not found necessary.

The time spent in filing these cards is not appreciably longer than the filing of cards with standard headings. The user is slowed by the novelty but *not to the point of complaint*. Once the strangeness has worn off, the system helps far more than it hinders because cards come to the catalog more swiftly. Far better to be in the catalog rubricated than sitting in some box of backlogged typing.

There is some tendency for the visible distinction of subject and added entry to break down. In part this only accentuates what is already a tenuous distinction under any circumstances. The intent of the cataloger is clear to the filer by the arabic or roman numeral of the tracing. Different colors of pen might be used to maintain as much clarity as do two-color typewriter ribbons, but in many libraries this game of red and black seems to have stopped paying off.

Timesaving and eye-saving rubrication system at the University of Kansas

The savings in total time when preparing card sets by rubrication has been at least one-third, and most of the remaining typing is spent preparing cross-reference cards and doing other tasks that would be necessary in any case. Even greater benefits derive from the elimination of much duplicate proof-reading. Only the initial copy of the unit card is read for each character. The checking of the filing entries is now only for correct placement of the red underlining. Mistakes can be rectified in many cases by simply exchanging cards with files where the rubrication has no meaning or cancelling the underlining by typing the correct filing entry at the top of the card. A rule that the latter supersedes the former also takes care of the necessary changes in subject headings.



One of the best features of this method is that it is not irreparable. If another generation prefers and can afford to type headings, the underlining indicates what they should be but does not interfere, as handwritten headings would. Blocks of cards with the same added entry can be withdrawn and overprinted with a rubber stamp or an offset plate. Although forecast by some observers in the beginning, the person who thinks the line means the library has lost the book has not yet appeared. If he does, the effort to explain will have been saved many times over through rubrication.

Developments in Photoreproduction

LORETTA J. KIERSKY, Librarian

Air Reduction Co., Inc., Murray Hill, New Jersey

Chairman, SLA Photographic Reproduction Committee

MICROREPRODUCTION: Threshold of Tomorrow" was the theme of the 11th Annual Convention and Meeting of the National Microfilm Association held in Washington, D. C., April 25-27, 1962. The program was designed to present a look into the future of microreproductions and microsystems. Five general sessions were held, and a comprehensive exhibit of the equipment and services of 38 companies formed a suitable backdrop for the discussions.

Discussing the utilization of microfilm by scholars and scientists, J. W. Dugan, Battelle Memorial Institute, Columbus, Ohio, stated that, "Microimages have their real value if

used as microimages." He described a study that had been made for the Council on Library Resources to determine what problems of unpleasantness workers encountered in their use of microfilm readers. Based on the results of the study a number of recommendations were made for a scholar's microfilm reader. Some of these were: 1) the user must be able to assume a comfortable position similar to one used in reading a book; 2) the reader should be binocular instead of monocular and should be either a conventional hand reader or a shoulder-type reader; 3) the brightness of the screen page should be adjustable to match the surround-

ing room area; 4) loading and operation should be simple; 5) the reader should be portable; 6) the cost of the reader should be low, from \$40 to \$75 depending upon the type; 7) positive microfilm would be more satisfactory; 8) the most satisfactory printing type would be 10 point type; 9) a sharp image is essential.

CRIS, Command Retrieval Information System, was introduced by Information Retrieval Corp., a subsidiary of Information for Industry, Inc., Washington, D. C. The system offers a method for mass microimage storage with rapid automatic retrieval. Microimages of any printed or pictorial matter are stored in scroll form within a cartridge that can be inserted into the CRIS desk-size console unit. Each document image on the scroll has been given a physical location number called its CRIS address. This address is compatible with any existing index. Cross references are a by-product of scroll preparation.

After consulting the index or directory, the CRIS address for a wanted image is entered on an adjacent manual keyboard the size of a small adding machine. In less than 20 seconds the image may be viewed on the screen of the CRIS console unit. A sequential scanning key permits rapid scanning of a number of images. Images may be either 16mm microfilm, 35mm microfilm or both on the one scroll. Each scroll can accommodate either 500,000 images of 8½ x 11 inch pages or about 28,000 large drawings or maps or even a combination of pages and drawings. Microimage contact prints may be obtained by incorporating a contact printer into the unit. Hard copy may be obtained if an auxiliary reader-printer is included.

The system has great potential as a total information system if it can be used in combination with other equipment such as data processing and electronic facsimile equipment. The cost is estimated to be between \$25,000 to \$30,000.

A new information retrieval system called Thomas Micro-Catalogs, a method of locating industrial catalog pages on microfilm, was developed by the Microcard Corporation for the Thomas Publishing Company of

New York. The system includes microfilmed pages from selected catalogs of manufacturers listed in *Thomas' Register*, a product directory volume, and a projector-reader.

The reduced pages are on positive microfilm transparencies of 6 x 4 inch card size. Each transparency accommodates about 600 pages of reduced text and illustrations. About 60,000 pages of completely indexed catalogs reduced on 1,000 microfilm transparencies can be filed in a small desk-top size cabinet. The table-top projector-reader measures 11 inches wide x 22 inches deep x 25 inches high. It weighs 25 pounds and is portable.

To locate information on specific industrial products, the user first consults the product listing in the directory volume. This refers him to one or more Micro-Catalog transparencies, which are then selected from the file and inserted into the reader for viewing. Each microimage on the transparency appears on the screen as a positive image enlarged to 8½ x 11 inches in size.

Present plans offer the system as an entire package on a lease basis at \$250 a year with an annual up-dating charge of \$175. This new method offers to the publishing industry a possibility of a format for reducing publication delays and for making information available that cannot now be included in the journals.

A coin-operated photocopy machine called "Docustat" is available but only on a rental basis. The manufacturer is Documat Inc., Waltham 54, Massachusetts. A sharp white-on-black print, 8½ x 11 inches, can be obtained from any original, bound or unbound, up to 10 x 14 inches. Operation is simple. The original is placed face down on a glass, a quarter (25¢) is inserted and 30 seconds later a print is produced. The machine measures 24 x 33 x 40 inches and weighs 200 pounds. All supplies and services are provided by the dealer, who will pay a percentage of the gross receipts to the building for the use of the location. The results of a field test made in a public area in Boston showed a high usage. Harvard University will be the first to install the machine in its library.

Planning the New Library: Minneapolis-Honeywell Seattle Development Laboratory Library

ALLISON JENSEN, Librarian

Minneapolis-Honeywell Seattle Development Laboratory, Seattle, Washington

WHEN MINNEAPOLIS-HONEYWELL'S Seattle Development Laboratory moved into its new building in November 1961, a new era began for the company's technical library—indeed, it might be said that what had been merely a collection of technical publications at last became a library.

The Seattle Development Laboratory, a facility of the Ordnance Division of Honeywell's Military Products Group, engages in a wide variety of programs involving research, development and fabrication of equipment and systems for both commercial and government agencies. Subject categories with which the Laboratory's engineers and scientists are occupied include digital communications and data transmission systems, microwave sensing devices, support equipment instrumentation, sea-range instrumentation and undersea ranging and tracking systems, telemetry, transponders, research in underwater acoustics and the development of sound projectors, hydrophone arrays, low-frequency high-power transducers and development of complete sonar and radar systems. Oceanographic instrumentation and research programs also form an important part of the company's work; the Deep Ocean Research Unit of Honeywell's Corporate Research Center is resident at SDL. Publications relating to all the foregoing special subjects, as well as to

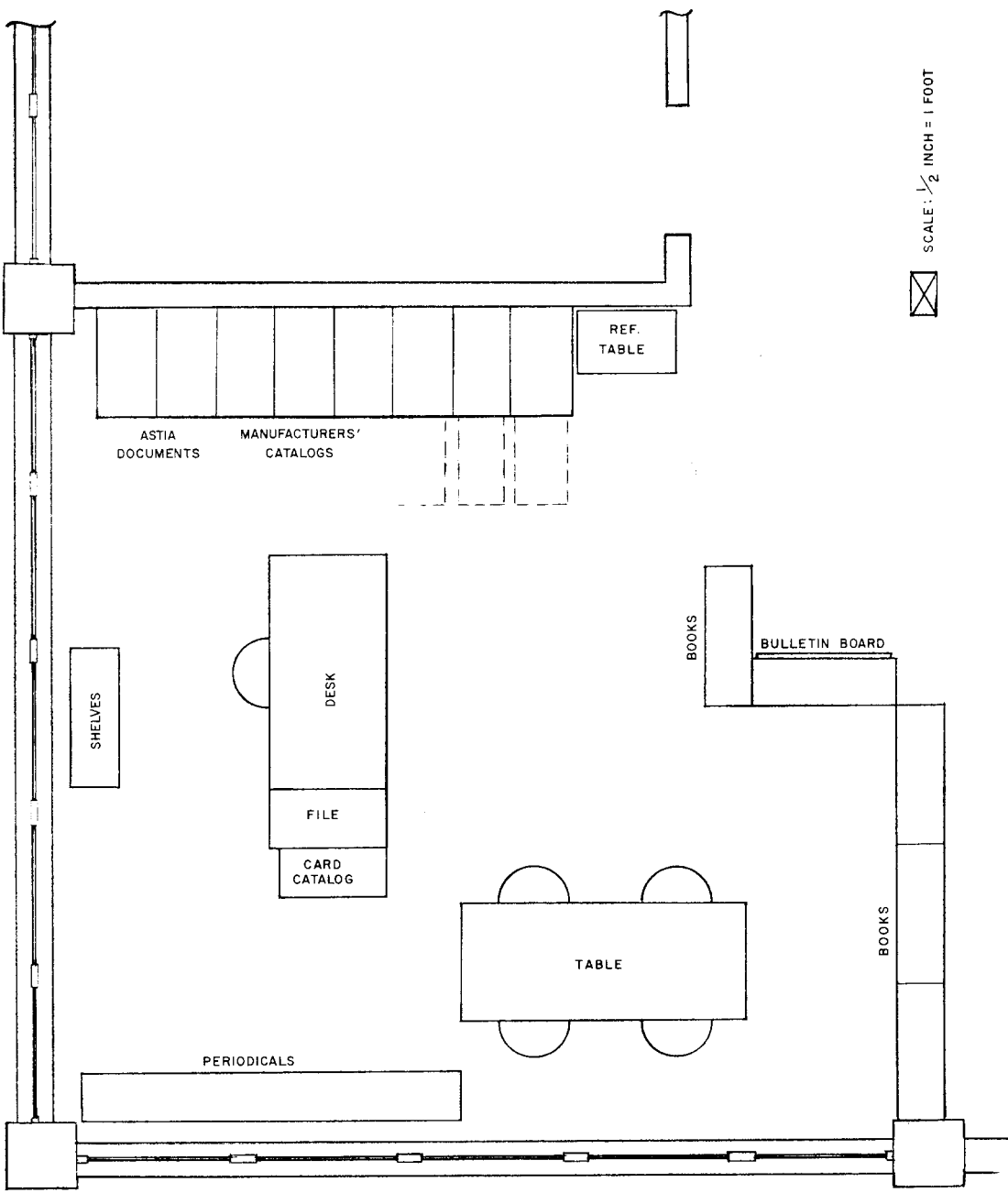
the basic scientific disciplines, make up the bulk of the holdings of the company library, in addition to reference collections, military specifications and manufacturers' catalogs.

When construction of a new building was announced, those concerned with the company's library needs saw in the move a long-awaited opportunity to establish a true library, functioning not merely as a repository for the publications received by the company but also providing all the services that can and should be expected from a technical library.

The "library" in the old building had consisted of a single row of shelves along one wall of a passageway leading from the office wing into the electrical assembly and machine shop areas. Books, periodicals, reference works and manufacturers' catalogs were all arranged on the same row of shelves. The part-time librarian's desk was located many feet away, around several corners and partitions, in the general office area. Out of sight was never more out of mind, and few engineers borrowing books observed the formality of stopping by the librarian's desk to leave a borrower's card. The librarian had many other duties not related to the library; consequently, cataloging fell far behind the rate of arrival of new acquisitions. This made little difference, however, since the



Librarian's desk has card catalog on the left. Vertical files and manufacturers catalog line the right wall.



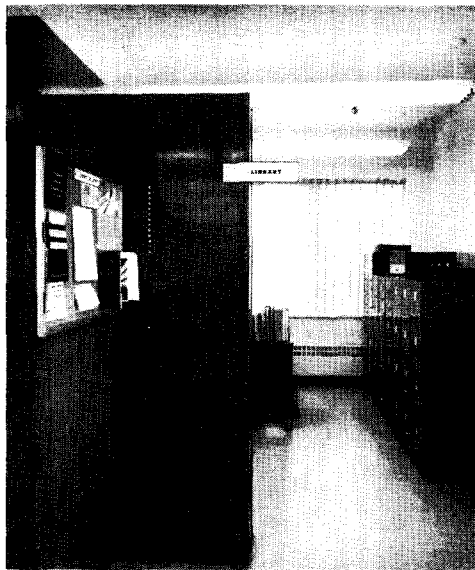
Floor plan of the Seattle Development Laboratory Library.

card catalog was seldom used; there was no room for it near the library shelves, and it sat unnoticed on a filing cabinet at a distance.

Very little could have been done to effect any improvement over the chaos into which the library had fallen while the company remained in the old building. There simply was no space available for rearrangement of the library facilities. With the move into a new building affording more than twice the floor area of the old one, additional space would be available for the library. It was found, however, that additional space was all that had been provided for the library in the plans for the new building. No additional equipment was scheduled, and the librarian was still to devote only part of her time to the library. It was obvious that someone would have to conduct a campaign to "sell" the company management on the idea that a well-equipped and properly administered library would be not a luxury but a vital tool, which would save the company's rapidly growing corps of scientists and engineers much valuable time in the retrieval of information and current knowledge of related work being carried out by other research organizations and personnel. This campaign, enthusiastically carried out by the administrative services supervisor and the librarian, was largely successful; management agreed that the librarian should devote full time to the library and necessary equipment would be added.

Space for the library was allocated on the second floor, in the northeast corner of the new building. The corner location provides excellent natural light from continuous windows on two sides. Because the building is situated in an industrial park, well removed from traffic, exterior noise is no problem.

Interior noise is likewise at an acceptably low level, the areas immediately outside the library being occupied by design engineers, scientists of the oceanographic unit and, more remotely, the drafting department. The interior wall separating the library from all other activities is formed by the bookshelves, which extend across the entire inner end of the library space, leaving only the entrance communicating with the general areas beyond. This bookstack wall and the acous-

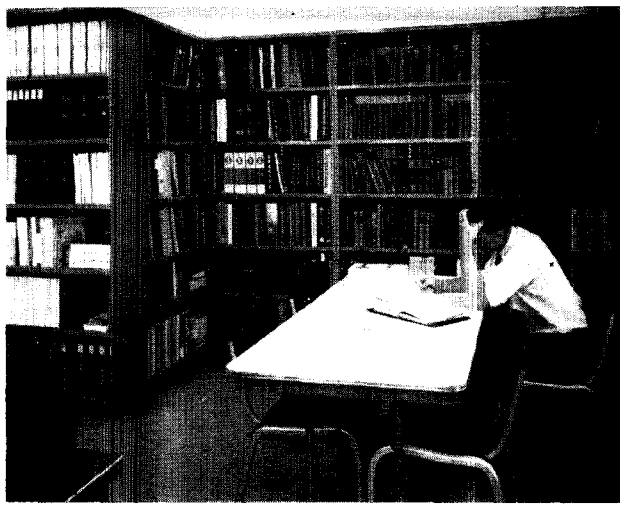


Colorful bulletin board and corner of librarian's desk are seen at library entrance.

tic-tile ceiling over the entire second floor effectively suppress a large percentage of background noise, making the noise level in the library appreciably lower than that in the general office areas.

The floor plan of the library is essentially square, but the bookshelves form a small alcove that accommodates one end of the large study table. A bulletin board is located just outside the entrance to the library. Dust jackets of new books and other colorful items posted on the board attract the eye from a distance in the other areas outside the library. The board is also used to post the latest lists of government publications, current abstract bulletins and other items calling to the attention of passers-by new materials acquired by the library as well as the variety of services provided.

Immediately inside the entrance, to the right, are reference volumes such as the *Thomas Register* and *MacRae's Blue Book*. These and other large reference volumes are to have their own special shelves, constructed in the plant carpenter shop, with shelves below for storage and an inclined top to hold open volumes being consulted by users. Along the same right-hand wall are the four-drawer vertical files holding manufacturers'



Bookshelves
form convenient
study alcove
near the library
entrance.

catalogs, which are used by design personnel in selecting equipment components as well as by others in compiling parts lists and other activities. Two small drawers of card files in the top of one of the vertical files catalog this material both by manufacturer's name and by product. This material is either consulted briefly to obtain a part number or other single item of information, or an entire catalog is checked out for reference at the user's desk. A table is therefore not required in this area. Two additional five-drawer files along the wall contain ASTIA documents.

The librarian's desk is near the windows on the side opposite the entrance. This location makes the librarian immediately accessible for questions or assistance, yet places her out of all traffic lanes, which extend from the entrance diagonally to the library card catalog and the periodical shelves, to the left and around the corner to the bookshelves, directly along the right-hand wall to the vertical files and between these files and the book and periodical shelves. At the same time the librarian is centrally located, and, in a small library such as this, all areas are within a few steps of her desk. The shelves behind the librarian's desk are used for her personal reference books and for new acquisitions awaiting classification, numbering and cataloging. The card catalog is on a small table beside the desk, with the drawers facing into the room for reference by users.

The periodical shelves are along the north window wall where all issues for the current year are kept. Those for preceding years are boxed and stored on shelves in a general storage area located elsewhere in the building. A single large reading table is provided

to serve both the periodical and book sections. Because of the small area of the library, provision of several smaller tables for the various sections would not be practicable. Table space with four chairs has thus far proved adequate for present users who number approximately 70. That this number of users can be accommodated by one large table and four chairs is, of course, due to the fact that users' desks are near at hand and most personnel prefer to check books and periodicals out of the library for consultation at their own work spaces. The library table is used primarily for a few minutes' scanning during selection of a book or search for an article in a periodical.

The bookshelves, located opposite the librarian's desk, form the interior end wall of the library. In the shelves forming the ell at the end of the bookshelves are the large manufacturers' catalogs that are too bulky for the four-drawer vertical files across the room. The single bank of shelves immediately to the left of the entrance holds the bound sets of proceedings of various societies and scientific groups, directories, company standards and procedures and similar reference materials.

Bookshelves used to form the interior end wall will greatly simplify the problem of enlarging the floor area of the library, a matter that has already become urgent and imminent. Since most of the work at the Seattle Development Laboratory is carried out under contract to government agencies, military specifications and federal standards are constantly referred to by design, testing and inspection personnel. The recent decision to move the government specification files

from the central files on the ground floor to the library where they are more accessible poses the problem of finding approximately 30 square feet of additional library floor area, which will be required for the vertical five-drawer files housing the specifications. This, plus the need for more shelf space for new acquisitions of books and periodicals, makes expansion imperative and will be accomplished by moving the bookshelves further back into the space beyond them. This space has purposely been assigned to temporary uses and additional shelves will extend the ell from the free-standing end of the shelving back to the library entrance.

Research programs and the design and testing of new oceanographic instrumentation and underwater acoustics equipment has led to the development at SDL of one of the most completely equipped floating laboratory facilities owned by a private corporation. Operation of the company's two research vessels, the MV "Neper" and the MV "Response," as well as the planning of oceanographic data-gathering programs, requires a special type of reference material,—i.e., navigation charts, tide and current tables and other publications of the Coast and Geodetic Survey, the Hydrographic Office and the Coast Guard. Complete sets of these charts and publications are maintained aboard the vessels themselves, but duplicates are required in the library ashore for reference by the oceanographers and others. The Coast and Geodetic Survey charts present a problem in that they must be stored flat, and flat



A cheerful, airy corner makes an ideal periodicals section.

files of the required dimensions would occupy far too much floor space in the library. However, the location of the library adjacent to the drafting department provides an ideal, if fortuitous, solution; the charts are stored in several drawers of the drafting department's flat drawing files just a few steps from the library entrance.

In the first six months the new library facilities have more than lived up to expectations. The work of cataloging has not been entirely completed, and there are still a number of space and storage problems to be solved; nevertheless, the increasing use of the library by personnel of all departments and the increasing awareness, on the part of the engineers and scientists, of the many services the library can perform for them are in themselves of inestimable value to the company.

VITAL STATISTICS FOR SEATTLE DEVELOPMENT LABORATORY LIBRARY

Total square foot area	342
Staff	2
Employees served at location	203
Average number of users per day (including telephone)	12
Volumes (books and bound and unbound periodicals) as of June 1962	433
Current periodical subscriptions	84
Technical reports, documents or patents	700
Vertical file drawers	8
Date of completion	November 1961
Planned by administrative services supervisor and librarian	

CURRENT CONCENTRATES

Of The Library World

AT HOME AND ELSEWHERE, a "Technological Revolution" is transforming much of our lives—our jobs, our leisure, our consumer habits. Almost everywhere you look, technology has had its impact. A "Jet Revolution" has "shortened" this continent. Soon, there may be rocket travel to other planets. Another type of revolution—in nuclear science—is transforming traditional patterns of energy. And an "Electronic Revolution" is transforming communication.

One additional type of change may be a key to most of the others. It is what might be called—a "Revolution in Information."

The ironic fact is that the sheer mass of information almost defeats our efforts to find what we are looking for. The result is that a vast amount of information is, unfortunately, not really at our command. It may be known, but inaccessible; or it may be unknown or perhaps lost or forgotten.

To find pertinent information amidst masses of perhaps irrelevant knowledge is becoming more and more of a necessity. If we are to succeed, we must change many of our traditional patterns.

In this scientific age, much of the knowledge is scientific and technical. It concerns man and other forms of life, as well as the sky, the earth and the sea.

Science and technology are no mere luxuries; they are keys to national and international survival (or to extinction), to progress (or to stagnation).

Your United States Government is deeply interested in the problem of scientific information.

And this, in turn, will be but one per cent of a much larger expenditure—\$10 billion to discover new knowledge and to apply old knowledge—through research and development. The larger sum amounts

to around one out of every nine dollars in the United States Government's budget. This is an investment in peace and in progress—including higher standards of living.

Much of the success of the over-all investment depends upon the smaller outlay of one per cent for the management of knowledge—its storage, processing and retrieval.

One particular profession is currently involved in this latter phase. Some people call it "librarianship," others call it "documentation science" or "information science." Whatever the label, its term of reference is clear; the effective management of man's heritage of information.

A variety of skills is involved in preserving this heritage and in placing it at our disposal. Many of the skills are represented in an organization known as the Special Libraries Association.

Their interest is in the handling of specialized types of knowledge. They seek to make it available—quickly, conveniently, accurately—to the man who seeks to add to knowledge or to draw upon it.

We need a long-range goal for our information resources. And we need to establish a system of priorities and a schedule . . . to attain that goal.

Before us lies great peril as well as great promise. The future holds the possibility of profound understanding or of continued, relative ignorance.

The choice is ours. Information is the key that will unlock a thousand doors.

In this age of change, let us change the handling of information, so that we can better serve the needs of man.

Extracted from a statement by Senator Hubert H. Humphrey in a televised introduction to a panel discussion presented in connection with 1962 Convention of the Special Libraries Association.

LIBRARY 21:

American Library Association Exhibit at Seattle World's Fair

THE AMERICAN LIBRARY ASSOCIATION exhibit, Library 21, will be open at the Seattle World's Fair until October 21, 1962, the fair closing date. The exhibit is staffed by a carefully selected group of professional librarians including members of the Special Libraries Association.

Physically, the exhibit is laid out in two circular areas separated by a walkway. The first area includes a ready reference center of about seven hundred volumes manned by the professional staff, an adult browsing area containing some two thousand books and a UNIVAC solid state computer.

The UNIVAC has been programmed to provide annotated bibliographies on the subjects of international relations, mental health, history, space science, current scene in America or the arts. Bibliographies in each subject area can be selected on the basis of the following variables: age, sex, purpose (recreation or information), reading level and education level. The computer has also been programmed with portions of the *Great Books of the Western World* to provide printed quotations from any four of 74 authors on the subjects of man, happiness, punishment, family, liberty or God. Gazetteer information on 92 countries has also been programmed. The visitor can request a bibliography, a set of quotations or gazetteer information on four countries and later receive a print-out of

the answers to the requested information.

The second circular area has a small theater in the center of which the Xerox Corporation uses multiple projection techniques to depict the history of communications and to illustrate advances now possible in reproducing printed materials. Outside the theater, various pieces of audio-visual equipment such as teaching machines, dual channel tape recorders and microfilm reader-printers are on display. Exhibit staff members are available to demonstrate the equipment. Beneath the second area is a children's room which includes a small motion picture theater.

The exhibit should prove exciting to those who have no familiarity with current work in mechanized information retrieval. It falls far short of demonstrating a solution to the problems inherent in handling the prolific amounts of scientific and technical information being generated today. The exhibit fails to emphasize strongly enough the tremendous volume of new information our society must find ways to handle at a price we are willing to pay. It does illustrate a continuing future need for intelligent, well-trained librarians and is an example of what good general library service should provide today and continue to provide in the 21st century.

JAMES W. CHASE, Senior Research Librarian
Aero-Space Division, The Boeing Company
Seattle, Washington

SLA MEMBERS ON LIBRARY 21 STAFF

BURNS, Robert W., Jr.: Science-Technology Librarian, University of Idaho, Moscow, Idaho
EMERSON, William L.: Head, Science-Industry Department, Long Beach Public Library, Long Beach, California
GURNEE, Mrs. Rita Mae: Reference Librarian, Mt. San Antonio College, Walnut, California
HOLLEMAN, Mrs. Marian Patterson: Librarian, Reference Department, University of Southern California, Los Angeles, California
POCOCK, Peter G.: Reference Librarian, GE Technical Military Planning Operation, Santa Barbara, California

Meet—Barbara Burton

Barbara Burton, F.L.A., and librarian of the research laboratory of Associated Electrical Industries in Aldermaston, England, has exchanged jobs this year with Katherine Murphy, associate reference librarian at MIT. Miss Burton is finding the experience a stimulating one and would like to see a time when it would be a commonplace for librarians to be granted a kind of sabbatical leave so they could be free either to do research or to work for a time in another library serving a different clientele.

MISS BURTON'S career thus far may be seen as an expanding concern with the process of making available and communicating information. After finishing school in her home county of Yorkshire, she took an M.A. in modern languages at Oxford University and then obtained her first job as translator-abstractor for Unilever, Ltd. Although she enjoyed this work and, in fact, continues to serve as one of the abstractor-translators for *Library Science Abstracts*, Miss Burton found this activity too limited an aspect of the information process. She next took a position as an assistant librarian at Bedford College and simultaneously studied librarianship part time at Northwestern Polytechnic in London. In 1955 she began her present job. Although her library is not large, it is one in which the readers' information needs are intensive, and she has assumed the added responsibilities of preparing and producing the Laboratory's research reports and a monthly calendar of British scientific meetings.

British library training appears to Miss Burton to place greater emphasis on basic library techniques than is the case in the United States, and the Library Association, rather than an academic institution, awards the professional librarian's qualifications (A.L.A., Associate of the Library Association, and F.L.A., Fellow of the Library Association). A candidate must pass a series of examinations and work in a library (three to five years usually) before he can qualify. Although an academic degree is not a prerequisite for entry into the profession in Britain, full qualification for the F.L.A. is of sufficient rigor to be regarded as the equivalent of a university degree by the British Ministry of Education. The syllabus used by

British library schools to prepare students for professional examinations is prepared by the Library Association, but Aslib, too, runs many short courses for practicing librarians on special library techniques, the treatment of specific materials, new developments of interest to librarians and similar topics.

Miss Burton thinks that there is probably a greater analysis of job content and a more complete division into professional and non-professional categories in American library practice than in England. This, of course, makes possible the use of untrained assistants in many work situations, including the employment of students in university libraries (a practice not permitted by English universities). It also should facilitate mechanization at various steps of library work, although Miss Burton has so far not seen as much mechanization as she had expected.

Patterns of cooperation affecting industrial libraries she has found to differ somewhat in England and America. Although university, college and special libraries may participate, the larger public libraries in Britain are typically the administrative headquarters of a local cooperative system. It holds the union catalog of local resources and serves as the depository for atomic energy reports and government publications. A national acquisition plan among libraries, with subject specialization based on the British National Bibliography, and the existence of a National Lending Library for Science and Technology reflect, perhaps, a conscious *national* decision to supply the scientific, technical and other literature needs of Great Britain.

MRS. IRMA JOHNSON, Reference Librarian
Massachusetts Institute of Technology
Cambridge, Massachusetts

This Works For Us . . .

Low Maintenance Library Delivery Carts

At Battelle Memorial Institute we have adapted a durable library delivery cart capable of carrying loads of books up to 500 pounds over both rough and smooth walkways. The cart is a modified produce truck like those used in supermarket stockrooms. This tubular steel cart is used to deliver approximately 500 reports, books, journals and bound periodicals a day throughout the ten large Institute buildings.

For several years prior to the development of this cart we used tubular aluminum delivery carts, similar in style to those supermarket customers use. Unfortunately, the aluminum frames were not strong enough to carry the weight over the rough streets, sidewalks, curbs and ramps that had to be traversed between buildings. We found that the cost of maintenance during the first year of service usually exceeded the original purchase price of the carts.

Wooden library book trucks of similar capacity were considered for replacements but were vetoed, because of their greater bulkiness and lesser strength than steel. Also, wire baskets, which prevent loads from shifting and falling off, could not be attached without producing a makeshift appearance.

Materials handling equipment manufacturers recommended steel construction over wood or aluminum but were not able to supply a steel cart of the same general style as the aluminum type. Also, they were not able to adapt, conveniently, a standard cart without great expense.

Our next thought was to find a cart that we could modify ourselves. We finally located a standard stockroom truck (with an extra-large basket) distributed by Stockroom Suppliers, Inc., 612 Broadway, Cincinnati 2, Ohio. We purchased one and directed our machine shop to make specified changes. Because both the basket and the cart were taller than our previous models, we found that it was necessary to lower the top rack several inches. We did this by cutting six-inch seg-



ments from each of the four upright supports. To increase stability we removed the rear wheels from their undercarriage mountings, replaced the two axle bolts with one long axle and mounted the wheels outside of the frame. For added convenience we welded a second handle on the frame opposite the original handle, so that the cart could be pushed, pulled or lifted from either end.

After using the modified cart for a couple of months, we felt that we had found the solution to our burdensome maintenance problem. At that time, we purchased another cart and modified it in the same fashion. For two years since then, both carts have been in daily service without any maintenance, except for occasional wheel lubrication.

The cost to buy and modify each cart here at Battelle was \$85. Although this may sound expensive, we feel certain that these carts will give us good service for many years with very low maintenance costs.

DEAN K. LITTLE
Formerly Reference Librarian
Battelle Memorial Institute, Columbus, Ohio
(Mr. Little is currently Documentation
Engineer, Itek Corporation,
Lexington, Massachusetts)

Have You Heard . . .

New Edition of Translators and Translations to be Compiled

The steadily increasing demand for translation of scientific and technical information into English and other western European languages, as well as the limited supply of translators skilled to do the work, has prompted the Special Libraries Association to undertake the immediate compilation of a second edition of its 1959 directory, *Translators and Translations: Services and Sources*, for publication in 1963. The intent is to provide the librarian and research man with a compact, comprehensive handbook of translation information geared to the needs of the user of scientific and technological literature.

The project, approved on May 27, 1962, at the Association's 53rd Annual Convention in Washington, D. C., is to be supervised by Frances E. Kaiser, editor of the first edition. It is jointly sponsored by the Association's Translations Activities Committee and Georgia Chapter. The services of the Georgia Tech Rich Electronic Computer Center will be used to process data received and to maintain up-to-date files for future supplements and revisions.

To apply for inclusion in the directory, translators and translating firms in the United States and Canada should submit all names, addresses and information to the editor at Price Gilbert Memorial Library, Georgia Institute of Technology, Atlanta 13, Georgia. Similarly, persons connected with any national or international translation center should also notify the editor of the name, address and services offered by their organizations. Finally, editors, publishers and recipients of published data or similar aids that announce translations are urged to submit information on such publications to the editor. The deadline is **October 1, 1962**.

Specialists Added to LSB Staff

The Library Services Branch of the United States Office of Education added two professional positions recently. The position of research library specialist is filled by Herbert

Holzbauer, SLA member, who will be responsible for studies, research and statistics on special libraries, including governmental libraries at local, state and federal levels, and business, industry and association libraries. Mr. Holzbauer was formerly Chief of the Library Branch, Foreign Technology Division, USAF, Wright-Patterson Air Force Base, Ohio. The second new staff member is Dr. Richard L. Darling, who will assist the present school and children's library specialist.

Philadelphia Council Honors Drexel Graduate

The Special Libraries Council of Philadelphia announced recently that the recipient of its \$50 annual award in special librarianship given to a student at Drexel Institute's Graduate School of Library Science is Mrs. Jill C. La Croisette. The award was presented on Drexel Institute Day in June. Mrs. La Croisette is a native of Australia where she received a certificate from the Sydney Library Association. After working in England, she came to the United States in 1957 to work at the Universities of Kansas and Brown. She is a member of the 1962 graduating class at Drexel and has been employed in the Federal Reserve Bank in Philadelphia.

Federal Report Centers Set Up

The Office of Technical Services of the Department of Commerce will direct Regional Technical Report Centers set up at 12 universities and libraries throughout the country. These Centers will make the unclassified results of federally sponsored research and development more widely available. The Department of Defense, National Aeronautics and Space Administration and the Atomic Energy Commission will make their reports available to the Centers. Each Center will organize and maintain a cumulative library collection of the material it receives and furnish the general public in the area it serves with reference, loan and photocopy services.

The Centers and their locations are: Georgia Institute of Technology, Atlanta; Massachusetts Institute of Technology, Cambridge; John Crerar Library, Chicago; Southern Methodist University, Dallas; University of Colorado, Boulder; Linda Hall Library, Kansas City, Missouri; University of California, Los Angeles; Columbia University, New York City; Carnegie Library of Pittsburgh; University of California (Berkeley), San Francisco; University of Washington, Seattle; and Library of Congress, Washington, D. C.

Members in the News

DR. SIDNEY FORMAN, Librarian of the United States Military Academy at West Point since 1958, was appointed Librarian of Teachers College at Columbia University and will also assume the duties of Professor of Education, effective July 1.

O. WILLARD HOLLOWAY, former Librarian at The Artillery School Library, Fort Sill, Oklahoma, is now Librarian of the Defense Supply Agency in Washington, D. C.

DR. PAUL KRUSE, Librarian at Golden Gate College, San Francisco, has received a Fulbright award to teach English at the National Teachers College in Teheran, Iran, and to serve as library consultant for the 1962-63 academic year.

DR. JEROLD ORNE, University Librarian, University of North Carolina Library, Chapel Hill, and SLA Representative to the United States Book Exchange, is President of USBE for 1962-63.

MRS. JANE V. PHILBRICK, Chief, Physical Sciences Division, Armed Services Technical Information Agency, received the Meritorious Civilian Service Award for her services as editor of the *Technical Abstract Bulletin* and editor of the *Thesaurus of ASTIA Descriptors*.

MRS. DORIS SAUNDERS, Librarian at Johnson Publishing Company, Chicago, and Associate Editor of *Negro Digest*, has been named director of her firm's new book division, which will publish a full line of general titles, with emphasis on nonfiction works by authorities in various fields.

In Memoriam

IMO ELIZABETH BEAM, Chief Librarian of Fenn College, Cleveland, Ohio, for the past ten years, died on May 8, 1962.

JAMES G. HODGSON, retired Emeritus Director of Libraries, Colorado A&M, Fort Collins and former Chief of the Library Branch, Quartermaster Food and Container Institute for the Armed Services, Chicago, died March 4, 1962, in Florence, Italy.

HILDEGARDE MILLAR, retired Head of the Bureau of International Relations Library at the University of California in Berkeley and founder of SLA's San Francisco Bay Region Chapter, died on March 24, 1962.

AGNES R. G. REINERO, Librarian, Pacific Gas & Electric Company, San Francisco, since 1923, who retired in 1959 to become associated with the University of Michigan Institute for Social Research, died March 8.

Computer Comparison Seminar

Drexel Institute of Technology's Graduate School of Library Science will hold a "Seminar in Search Strategy," October 8-26, 1962. Computers will be compared on the basis of indexing, abstracting, printing, statistical analyzing and searching. Registration deadline is September 15, 1962. Information may be obtained from Mrs. M. H. Davis, in care of the Seminar at Drexel, Philadelphia 4.

Commerce Library at Fair

At the Century 21 Fair in Seattle, Washington, the United States Department of Commerce has set up an up-to-date commercial library in its Business Service Center. The Center, which stands ready to help businessmen and scientists with their questions, displays the Department's business publications and OTS reports, translations, bibliographies and other reference tools. Included in the OTS collection is information on the SLA Translations Center. Teletype service between the Center and Washington, D. C. has been arranged to help answer domestic and foreign inquiries too detailed for the Center.

Executive Secretary on Summer Faculty

Bill M. Woods, SLA Executive Secretary, has been appointed to the faculty of the Graduate School of Library Science at Drexel Institute of Technology for the second summer session, July 30-August 31. Mr. Woods will teach two courses, "Selection of Library Materials" and "Reference Materials in Science and Technology." Teaching is not a new field to Mr. Woods, who has been an instructor in library science at the University of Illinois.

Letters to the Editor

HOSPITAL LIBRARIAN PRAISED

There appeared in the April 27, 1962 issue of *Life Magazine*, page 102, a very brief reference that I personally feel can do much towards improving the image of the special librarian. I further feel that this national plaudit should not go unrecognized.

The feature article in this issue of *Life* discussed the saline poisoning of the six infants at the Binghamton Hospital in New York in March. The article described the investigation that the Medical Staff conducted, up to the point where it was determined salt had been substituted for sugar in the babies' formulas. At that point the pediatricians appeared somewhat baffled as to what action should be taken.

The following is a direct quotation from the article: "As the group talked one of the pediatricians recalled reading an article in a medical journal describing a treatment for infant salt poisoning by 'some fellow from Baltimore.' The hospital librarian, summoned from home, tracked it down in a matter of minutes. It was a sober and concise treatise by two Baltimore authorities in a 1960 issue of *The New England Journal of Medicine*, and it described only one case, that of a child successfully treated for severe salt poisoning. But it was exactly what the Binghamton doctors needed: it told them in clear detail just what to do. . . ."

The saving of four additional infants' lives is now attributed to the treatment that was described above.

While these occurrences undoubtedly happen daily throughout the country, it is not very often where the talents of the special librarian are so admirable. I propose that we doff our collective bonnets to the medical librarian in Binghamton, New York for a job well done.

VICTOR J. MICHEL, *Supervisor*
Autonetics, Anaheim, California

HOW BAD IS THE BAD APPLE?

In the Library Technology Project's barrel of apples, just how bad is the *Study of Circulation Control Systems* (George Fry and Associates. [LTP Publications no. 1]. Chicago: Library Technology Project of the American Library Association, 1961)?

Bill Richardson in his review in *Special Libraries* (vol. 52, no. 9, November 1961, p. 538) states that it is a valid addition to the professional literature but feels it has less pertinency for the special librarian than it does for the public or educational institution librarian. Henry Birnbaum, writing in the *Library Quarterly* (vol. 32, no. 1, January 1962, p. 83-5), limits the meaningfulness of the study to the public librarian.

As the recently appointed SLA representative to the Committee, I concur with Richardson that the study lacks pertinency for the special librarian. While the study claims to be comprehensive in its coverage, the team visited only twelve special libraries and sent out no questionnaires to supplement its findings. On the other hand, 19 university and college libraries and 73 public libraries were visited and were sent over 4,500 questionnaires.

Special libraries are much more varied and diverse than either of the other two types and for the survey to be truly comprehensive, information should have been obtained from many times the number of special libraries as were visited.

The lack of coverage resulted in the Study reporting that special libraries don't recall loans and recommended that they shouldn't. While I agree that most special libraries do not police their loans, some of us do. In addition to my own library, the GE Research Library has an active recall system. And more special libraries should.

We found that as a result of an inventory and overdue system, we increased our available collection by over 4,000 volumes. The improved service to our clientele made possible by this recall system has made the effort worthwhile.

The circulation system is considered as a separate and complete activity. This is undesirable if an IBM circulation system is used, for in that case, the circulation system should be a by-product of an over-all mechanized processing system.

In spite of this criticism, the Study is basically a valid one and does serve as an important contribution to the professional literature. It may not be to our taste, but it certainly won't spoil the other apples in the LTP barrel, some of which are, and will be, most palatable to the special librarian.

GORDON E. RANDALL, SLA Representative
Library Technology Project Advisory Committee

REPLY TO "HOW BAD IS THE BAD APPLE?"

Bill Richardson is, in one sense, correct in saying that the *Study of Circulation Control Systems* has less pertinency for the special librarian than

SPECIAL LIBRARIES

it does for librarians of the public library or educational institution. This is true only to the extent that a circulation systems selection manual could not be constructed in such positive terms for special libraries as for others. This of course is due to the highly diverse nature of special libraries and the types of service it is necessary for them to render to their own communities.

The Advisory Committee for the Study of Circulation Control asked the Special Libraries Association for aid in convening a meeting of about 25 special librarians to be selected for their knowledge of circulation control procedures. It was the unanimous feeling of the group at this meeting that the study as then planned would not provide an adequate base for judgments about special libraries. The special librarians consequently asked the advisory committee to request an appropriate amount of money from the Council on Library Resources so that a more intensive study of special libraries could be made. Eugene Jackson was chosen to represent the group in the selection of the libraries to be studied and to serve on the advisory committee for the remainder of the study. It was recognized that the number of libraries it would be practical to visit would not provide a study in depth but probably would provide the contractor with enough background so that the conclusions drawn would be valid.

Basically there are two types of circulation control systems—those that are designed to tell the library staff the location of materials not on the shelf and those systems that will not accomplish the above. It is impossible to categorize special libraries into one or the other areas. According to their needs they do that which is necessary. As a result of the contractor's visits to the selected libraries, it was determined that for special libraries the study could only discuss the various factors that special librarians should take into account in determining a circulation system to adopt, indicating the pros and cons. It is impossible to recommend a specific system for all special libraries because of the diverse nature of the various libraries. While the study could have covered a great many more libraries, it was felt that nothing would be contributed to the literature of the profession that had not already been discovered at this point.

Depending on whether the library needs to know where material is when it is not on the shelf, the special librarian can use most appropriately the information in the public library selection kit or the college library selection kit, with possible attention to the additional objective of library clearances. If the study accomplished nothing else, it did identify the minimum objectives for circulation control systems for special libraries and for the first time raised questions that the special librarian should consider before making a decision about his charging system. In other words, the main decisions for special librarians hinge on sub-

jective factors to a larger extent than for public and college librarians. The study pointed out those areas where possible economies could be realized if circumstances are appropriate.

Necessarily, this study was confined to the areas of charging systems. It was recognized before the study was begun that an integrated study of all library processing would be extremely valuable. However, from the elements of time and money, this was patently impossible.

The Library Technology Project is undertaking other studies in various areas of library economy, and the Council on Library Resources is engaged in basic research on the problem of storage and retrieval of information. The latter type of study is, of course, a long-range program that will not bear "positive results" in the immediate future. The Library Technology Project is in the meantime endeavoring to provide practical information on a fairly immediate basis that can be utilized by librarians until such time as more basic research provides us with further answers.

The Library Technology Project would welcome suggestions from special librarians as to other areas where we might profitably turn our attention, including the one presently under discussion.

FORREST F. CARHART, JR., Assistant Director
Library Technology Project, Chicago

REPORTING SERIALS IN FUTURE

The members of the Joint Committee on the Union List of Serials have made several important decisions concerning future reporting of serials acquisitions. In summary form, they are as follows:

1. Post-1949 titles and holdings should continue to be reported to *New Serial Titles*.
2. Previously unreported bibliographical changes in all serials, regardless of beginning date, should be reported to *New Serial Titles*.
3. New (in that they have not appeared in ULS) pre-1950 serial titles should be reported to the Union Catalog Division.
4. Holdings of pre-1950 serials appearing in the *Union List of Serials*, to the extent that they fall within the limitations set for the third edition, should be reported to the Union Catalog Division.

Contributing libraries should continue their present reporting of post-1949 titles and holdings to *New Serial Titles*. From now on, any previously unreported and unlisted bibliographical change in any serial, regardless of beginning date should *also* be reported to *New Serial Titles*.

All reports of pre-1950 titles and holdings should be sent to the Union Catalog Division, Library of Congress, Washington 25, D. C. Reports of additional holdings of titles appearing in the *Union List of Serials* should be sent in only for titles that are not held by a large number of libraries (more than ten) or for titles for which the listed holdings do not show a desirable degree of geographical dispersion. In order to expedite the handling of these reports for serials, it is

requested that they be separated from cards and slips for monographic works when they are sent to the Union Catalog Division and that they be marked "serials."

Once again the Joint Committee on the Union List of Serials and the Library of Congress join in expressing their appreciation of the support and cooperation of the libraries reporting to *New Serial Titles*.

MRS. MARY ELLIS KAHLER, Chief
Serial Record Division, Library of Congress
Washington 25, D. C.

SCIENTIFIC LITERATURE RESOURCES

I was interested to see R. W. Burns' compilation of literature resources for the sciences in the May-June issue of *Special Libraries*. It would have been a more useful and much needed bibliography had Mr. Burns concentrated on the guides published after 1958, the date of Schutze's *Bibliography of Guides to the S-T-M Literature*, the first and most comprehensive bibliography of guides to be published. Most of Burns' references dated 1958 and earlier are listed in this compilation of 654 references.

More thorough research would have made Burns' list a richer one since later editions of some of the entries have been published. A glaring omission is C. K. Moore and K. J. Spencer's *Electronics*:

a Bibliographical Guide, 1961, an all-inclusive bibliography of printed material in electronics and allied subjects. Mr. Burns also missed the Baker and Foskett bibliography of food.

Mr. Burns will be interested to know that a supplement to Schutze's bibliography is now in press. This item will list not only new editions of items listed in the original compilation but will also cite new publications issued since the cut off date of the original. I should also like to call to Mr. Burns' attention that Interscience will start publishing in 1962 a series of literature guides to information resources in space science and technology, atomic energy, biochemistry and biophysics.

GERTRUDE SCHUTZE
801 Crotona Park North, New York 60
EX-DEAN SHAW

Concerning the paragraph on Ralph Shaw on page 283 of the May-June issue of *Special Libraries*, I want to point out that Ralph is former Dean of the Rutgers University Graduate School of Library Service. He retired from the Deanship about a year ago and was succeeded by Neal Harlow, former Director of Libraries at the University of British Columbia.

ROBERT K. JOHNSON
Assistant Director of Libraries
Drexel Institute of Technology, Philadelphia

Off the Press . . .

Book Review

ACQUISITION WORK: PROCESSES INVOLVED IN BUILDING LIBRARY COLLECTIONS. *Gertrude Wulfekoetter*. Seattle: University of Washington Press, 1961, 268 p. \$6.00. (L.C. 61-11579)

This book is a well-planned and executed coverage of an intricate subject. After an initial consideration of the terminology used in various phases of acquisition work and related processes, Miss Wulfekoetter devotes many chapters to a twofold presentation of her subject.

First, she discusses the basic principles and rules-of-thumb that are necessary to provide good organizational procedures. Results shown by established sound practices circumvent many unnecessary pitfalls, thereby allowing for more productive and efficient employment of staff time. For each phase of operation, basic reference sources, as well as the design of good forms required for performing the job, are given. Many of these general principles are far-reaching and are not wholly limited to acquisition work.

Second, Miss Wulfekoetter gives special procedures and applications based on different types of libraries and their purposes. This portion of the book is slanted particularly toward public, college and university libraries.

The author emphasizes the importance of effective communications between the acquisitions area and other segments of the library: management, people served by the library and library suppliers. Librarians especially need to develop their skills in communications. More thought along these lines is highly desirable, particularly in respect to successful communication of library operations and problems to management.

An analysis of professional versus nonprofessional duties, the importance of developing good subordinates and the art of delegating responsibility are discussed at length. Miss Wulfekoetter warns us that within a growing library it is necessary to recognize quickly the changing tides in order to adjust to them. Through the employment of proper methodology, professional growth is enhanced, and the library is not impaired by poor staff performance.

It would have been interesting and informative had the author discussed how new equipment and methods may assist acquisitions work in the future. Also, not mentioned in the chapter on punched cards are measurement capabilities of machineable records, the total measurement being a by-product of a normal acquisition program.

Miss Wulfekoetter's wide experience and extensive research have enabled her to do a marvelous

job of collecting facts and useful information and presenting them in a very readable form. The text is well documented. In areas not covered satisfactorily for the reader, a useful extension is available through notes and bibliographies. Here, citations are arranged conveniently by chapter.

Acquisition Work should prove to be an essential tool for analyzing and improving this phase of library operations. I recommend this book as a useful text for librarians, library school students and faculty and other persons whose interest and association is directed toward library operations.

BURTON E. LAMKIN, Librarian
IBM Corporation, San Jose, California

New Serials

JAPANESE JOURNAL OF APPLIED PHYSICS will be published monthly beginning with the July 1962 issue and will contain original papers in applied physics and related areas. Papers will be published in English, French or German with synopses in English. Published by the Physical Society of Japan and the Japan Society of Applied Physics, the Journal will cost \$5 for 1962, \$10 for 1963 and \$1 per single issue. Inquiries should be addressed to No. 342, Physics Building, Faculty of Science, University of Tokyo, Bunkyo-ku, Tokyo, Japan.

RUSSIAN TECHNICAL LITERATURE, first published in 1960 and now regularly published quarterly, is compiled by the Specialized Information Section, European Productivity Agency of the Organisation for European Economic Co-operation. The mimeographed bulletin notes translations, translations services and reference works available. It is distributed free of charge from the Organisation, 3, rue Andre-Pascal, Paris, France.

TOXICON, an international research quarterly devoted to papers, experiments, reviews and abstracts of literature on plant and animal toxins, will appear August 1962. Yearly subscription rates are \$30 to libraries, universities, government and industry; \$15 to individuals; and \$10 to members of the International Society on Toxinology. Orders should be sent to Pergamon Press, Inc., 122 East 55th Street, New York City 22.

Policy Books Series

The Council on Foreign Affairs has initiated a new series entitled Policy Books to supplement its regular publication and research program. First in the series is *The United Nations: Structure for Peace* by Ernest A. Gross, former Deputy United States Representative at the UN. The studies, 75-125 pages in length, are written by statesmen and men working extensively in their respective fields and are intended for the knowledgeable and informed layman. Hardcover copies are \$2.95, paperback, \$1.25. Policy Books are being published by Harper & Brothers.

SLA Advertising Division Directory

The Advertising Division of Special Libraries Association has just published a 1962 *Membership Directory*. Cost to Division members is \$.75 and \$1.25 to nonmembers. Checks should be made payable to Advertising Division, SLA, and the paperback directory may be ordered from Catharine Lynch, Librarian, American Broadcasting Company, 6 West 66th Street, New York City 23.

SLA Authors

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HAAS, Warren J. Student Use of New York's Libraries. *Library Trends*, vol. 10, no. 4, April 1962, p. 529-40.

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HARVEY, John F. The Purpose of Public Relations. *The Catholic Library World*, vol. 33, no. 3, November 1961, p. 141-3; 191.

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PERKINS, Mrs. Henrietta T. *Bibliography of Articles Describing Experimental Work in Osmometry*. Bethel, Conn.: Fiske Associates, Inc. 18 p. pap.

RICHTER, John H. Librarians and Archivists on Postage Stamps. *Catalog for the Exhibit at the University of Kentucky Library* (University of Kentucky Library Occasional Contribution No. 117), February 1962, 34 p.

SELLERS, Rose Z. Recruiting in College Libraries. *Library Journal*, vol. 87, no. 9, May 1, 1962, p. 1737-41.

SHARP, Harold S. *The One Hundred Best Books*, no. 6216. New York: Employee Relations, Inc. 15 p. pap.

SMITH, Hannis S. Public Library Statistics, 1961. *Minnesota Libraries*, vol. 20, no. 5, March 1962, p. 91-110.

TAUBER, Maurice F. Technical Services in 1961. *Library Resources and Technical Services*, vol. 6, no. 2, Spring 1962, p. 101-9.

TRITSCHLER, Rene J. Indexes: Tools of the Engineer. *Electronic Industries*, vol. 21, no. 4, April 1962, p. 205; 207; 210.

Agricultural Index

AGDEX, an index for agricultural publications and designed as a system for classifying and filing semi-technical and popular literature, has recently been published by Iowa State University Press, Ames. The index was developed in cooperation with the Department of Agricultural Education at Ohio State University and has had a trial distribution of two years. AGDEX is based on a study of over 50 filing and indexing methods and can be adapted to individual cases. Copies, complete with a set of labels, are available from the Iowa State University Press at \$4.95.

Microforms Guide

The 1962 edition of *Guide to Microforms in Print* contains over 11,500 entries and is an alphabetic listing of publications available in micro-reproduced form from United States publishers. Each entry includes the price of the work, the publisher and the method of microreproduction used. The *Guide* costs \$4 and is available from the Microcard Editions, Inc. at 901 26th Street, N.W., Washington 7.

Pharmacy College Libraries Newsletter

The Joint Committee on Pharmacy College Libraries has initiated a *News-Letter* to extend and build better communications among pharmacy college librarians. The April issue, the first, gives a progress report on booklists and also asks for news items from its readers. Information should be sent to the editor, Philip Rosenstein, Librarian, Brooklyn College of Pharmacy, 600 Lafayette Avenue, Brooklyn 16, New York.

RECENT REFERENCES

Librarianship

BARROW, W. J. *Permanence and Durability of Library Catalog Cards* (LTP Publication no. 3). Chicago: American Library Association, 1961. vii, 39 p. charts. tables. pap. \$1.

Result of study conducted for Library Technology Project.

BASU, Purnendu. *Archives and Records: What Are They?* New Delhi: Ministry of Education, National Archives of India, 1961. 34 p. pap. Apply.

Three articles originally published in *The Indian Archives* as introduction for laymen.

BOWERS, Fredson, ed. *Studies in Bibliography: Papers of the Bibliographical Society of the Uni-*

versity of Virginia, vol. 15. Charlottesville, Va.: Bibliographical Society of the University of Virginia, 1962. 311 p. \$10; \$6, members.

COLLISON, Robert L. *Indexing Books: A Manual of Basic Principles*. New York: John de Graff, Inc., 1962. 96 p. illus. \$1.95.
Index.

GATES, Jean K. *Guide to the Use of Books and Libraries*. New York: McGraw-Hill Book Company, 1962. xii, 230 p. pap. \$2.25, paper; \$3.25, cloth. (L.C. 61-15910)

Text for college freshmen requiring instruction in the use of books and libraries. Three appendices.

SAIFUDDIN, Dr., comp. *Subject Headings: A List With Colon and Dewey Classification Numbers*. Aligarh, India: Muslim University, 1962. vii, 128 p. pap. \$2.25.

SCHICK, Frank L., ed. *The Future of Library Service: Demographic Aspects and Implications*. Urbana, Ill.: Graduate School of Library Science, University of Illinois, 1962. 286 p. charts. \$4.

Part I deals with "Population Trends—Prologue to Library Development"; Part II consists of a series of articles by experts in various areas of library service and libraries. Reprint of July and October 1961 issues of *Library Trends*; material used as working papers for an institute on "The Future of Library Education," April 25-6, 1962. Appendix.

———, and KURTH, William H. *The Cost of Library Materials: Price Trends of Publications* (OE-15029). Washington, D. C.: Office of Education, U.S. Department of Health, Education and Welfare, 1961. 20 p. charts. pap. Gratis.

Information on quantity of U.S. trade books published over last 30 years and prices of printed materials of assistance in library planning, budgeting and maintenance of balanced collections. Does not include audio-visual materials and equipment.

STEINER-PRAG, Eleanor F., ed. *American Library Directory: A Classified List of Libraries, with Names of Librarians and Statistical Data*, 23rd ed. New York: R. R. Bowker Company, 1962. xiii, 1066 p. \$25. (L.C. 23-3581)

First edition to be issued on biennial basis. Small public libraries with annual incomes of less than \$2,000 or book funds of less than \$500 omitted; figures for expenditures for audio-visual materials, microfilms and back issue periodicals added to information on expenditures. Selected special libraries have been added to the index, making it possible to locate them by names as well as geographic location.

Survey of Libraries, Part II: Academic Libraries 1959-60 (Catalog no. 81-206). Ottawa: Education Division, Dominion Bureau of Statistics, 1962. 52 p. charts. pap. \$.75.

French and English. Includes 95 larger university libraries, 1,472 centralized school libraries and

138 graduates of the four degree-granting Canadian library schools surveyed.

Bibliographic Tools

BLUM, Eleanor. *Reference Books in the Mass Media: An Annotated, Selected Booklist Covering Book Publishing, Broadcasting, Films, Newspapers, Magazines, and Advertising*. Urbana: University of Illinois Press, 1962. vi, 103 p. pap. \$1.50. (L.C. 62-62502)

List of publishers' addresses included. Title, author and subject index.

COLLISON, Robert L. *Bibliographical Services Throughout the World 1950-59* (UNESCO Bibliographical Handbooks). Paris: UNESCO; New York: International Documents Service, Columbia University Press, 1962. 228 p. \$3.

Part one, bibliographical activities in various countries and territories; and Part two, bibliographical activities of international organizations.

JENKINS, Frances Briggs. *Science Reference Sources*, 3rd ed. Champaign, Ill.: Illini Union Bookstore, 1962. 135 p. pap. \$2.

Titles selected from material available as of December 7, 1961. General reference books not included.

KHARASCH, Norman, ed. *Index to Reviews, Symposia Volumes and Monographs in Organic Chemistry 1940-1960*. New York: Pergamon Press, 1962. 352 p. \$15. (L.C. 61-18796)

Articles in English, French and German listed. Author and subject indices. Names of editors and list of publishers' addresses appended.

LORD, Helen H. *Bibliography on Fuel Cells*. Syracuse: General Electric Company, The Whitney Library, 1961. 52 p. pap. Gratis.

STEEVES, H. A. *Russian Journals of Mathematics: A Survey and Checklist*. New York: New York Public Library, 1961. 19 p. pap. 50¢. (L.C. 61-12302)

Three lists: 1) 51 journals which published more than 20 mathematical papers from 1955-7 or 1956-8; 2) 68 journals containing 7-20 papers; and 3) 131 titles publishing 3-6 papers each. Russian-English glossary.

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A few of the papers published in Vol. 2, January-June 1962 (362 pp.):

M. Cutler: Small area contact methods; J. C. Danko, G. R. Kilp, P. V. Mitchell: Irradiation effects on thermoelectric materials; R. C. Shlictig: Solar thermoelectric converter with small multipurpose collectors.

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