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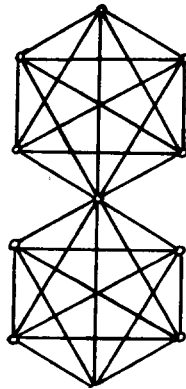
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SPLBA 66 (7) 293-350 (1975)
ISSN 0038-6723

Journal News From Cambridge

New Journals 1975

Journal of Occupational Psychology is the successor to the publication, *Occupational Psychology*. It has been reconstituted by the British Psychological Society and broadened in scope to include the psychology of organizations. The journal is devoted to the study of occupational psychology interpreted in its widest sense—industrial, applied and organizational psychology.

Edited by B. Shackel, University of Technology, Loughborough, U.K. Published quarterly. \$36.00/year. ISSN 0305-8107.

Philosophy, the journal of the Royal Institute of Philosophy, is devoted to the study of logic, ethics, metaphysics, epistemology, esthetics, social and political philosophy, and the philosophies of religion, science, history, language, mind and education.

Edited by Renford Bambrough, Cambridge University. Published quarterly. \$19.50/year. ISSN 0031-8191.

The Economic Journal, the journal of the Royal Economic Society, is devoted to the study of all areas of economics, both theoretical and applied, and represents all schools of thought.

Edited by W. B. Reddaway, D. G. Champernowne, and Phyllis Deane, all of Cambridge University. Published quarterly. \$36.00/year. ISSN 0013-0133.

Outstanding Journals 1975

International Journal of Middle East Studies. The Middle East from the 7th century to the present—Iran, Turkey, Afghanistan, Israel, Pakistan and the Arab world. Also Spain, Southeast Europe and the Soviet Union for periods in which their territories were under the influence of Middle Eastern civilization. Devoted to history, politics, economics, anthropology, sociology, literature, folklore, comparative religion, theology, law and philosophy.

Edited by Stanford J. Shaw, University of California, Los Angeles. Published quarterly for the Middle East Studies Association of North America. \$28.00/year. ISSN 0020-7438.

Comparative Studies in Society and History is devoted to the presentation and discussion of new research into problems of change and stability that recur in human societies through time or in the contemporary world. An interdisciplinary journal for workers in all the social sciences and humanities.

Edited by Raymond Grew, University of Michigan, and Eric Wolf, City University of New York. Published quarterly. Institutions \$27.00/year, individuals \$14.00. ISSN 0010-4175.

Name Change 1975

Beginning with the first issue in 1975, *Proceedings of the Cambridge Philosophical Society* will be known as **Mathematical Proceedings of the Cambridge Philosophical Society**, to emphasize that the journal is devoted solely to pure and applied mathematics. Work is published on all aspects of pure mathematics and theoretical mechanics, relativity, wave mechanics, thermodynamics and electrostatics.

Edited by J. C. Burkill, Cambridge University. Published six times a year. \$76.00. ISSN 0305-0041.



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Advertising Sales: ANNABELLE QUICK

Assistant Editor: NANCY VIGGIANO
Circulation: FREDERICK BAUM

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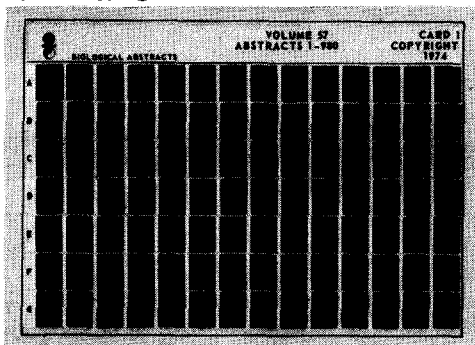
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LETTERS

A Recommendation

In response to the article, "Sensitivity Training—A Possible Application for Librarianship" by Pamela Tibbetts, *Special Libraries* (p.493-498, Dec 1974), I recommend two books. These are useful for the same worthwhile purpose that Pamela Tibbetts commends sensitivity training, i.e., the improvement of communication skills.

The books I recommend are Augsburg, David / *The Love-Fight*. Scottsdale, Pa., Herald Press, 1973. paper \$1.25, and James, Muriel and Dorothy Jangeward / *Born to Win*. Reading, Mass., Addison-Wesley, 1971. paper \$4.95.

Both these books have clarity and directness in their presentation of abstract concepts. Further, they have exercises and dialogues for the reader to practice his increased awareness and his improved interpersonal communication. Finally, these books are brief. For all these reasons I commend their reading and study for special librarians.

Shirley T. Bornstein
Bethesda, Md.

Pitfalls

I read with great interest the article on "Publications of Selected Information Analysis Centers" by Aluri and Yannerella in *Special Libraries* [65 (nos.10/11): 455-461] Oct/Nov 1974 issue because of its applicability to my work. It was, therefore, startling to find inaccuracies in the one citation with which I am most familiar. Perhaps I bit into the only wormy apple in the lot and the other information is correct? It is also unfortunate that the lapse of time between submission and publication resulted in outdated references. For example, no mention is made of the 2nd international edition of Kruzas' "Encyclopedia of Information Systems and Services," 1974, which is an outstanding up-to-date compilation with complete addresses and accurate information on data centers in many areas of interest and geographic locations.

The erroneous citation in the article is that of the Berkeley Particle Data Center (well described in the aforementioned book) with the following errors: 1) material is not available from NTIS but only from the center in the U.S. and CERN in Europe; 2) the report numbers are not NSRDS-UCRL—and

NSRDS-LBL—; for, although the project is funded through NSRDS, the report number remains UCRL or LBL, reflecting the originating corporate author; 3) item 7 is superseded by item 6 which, in turn, is revised each year to be published in alternate years in the April issue of *Reviews of Modern Physics* and *Physics Letters* under the title of "Review of Particle Properties."

In all justice to the writers, let it be said that the article is well constructed and would be quite impressive to the uninitiated. The subject is important and guidance is needed by the inexperienced. However, librarians are supposedly bibliographic specialists if not subject experts, and their responsibility lies in the accuracy of bibliographic information. The abundance of erroneous citations in the printed literature is due to lack of verification of references and the indiscriminate borrowing of citations from other publications, thus compounding existing errors. Let us be self-critical and avoid the pitfalls!

Raphaella Kingsbury
Lawrence Berkeley Laboratory
Berkeley, Calif. 94720

Bibliotherapy

This letter is in response to Erica M. Horne's article, "A Look at Bibliotherapy," published in the January 1975 edition of *Special Libraries* [66 (no.1): 27-31].

It is obvious that Ms. Horne has never heard of Villanova University, and/or of our course in the Graduate School of Library Science: Bibliotherapy.

Bibliotherapy, taught by Rev. Louis A. Rongione, O.S.A., has been part of our curriculum since the fall of 1970. In it, all of the points covered in Ms. Horne's article, plus many other features are offered and discussed from the position of both the librarian and the counselor.

As a research assistant in bibliotherapy, I strongly feel that if we hope to make bibliotherapy both a science and an art, and not just an interesting idea to be talked and tossed about by librarians, it is evident that support and consideration by librarians directly affected, or who could directly profit from research on bibliotherapy, are needed.

Time, sharing, and scholarly research are in order. Ms. Horne's article is at least a step in the right direction.

Patricia V. Kusterbeck
Villanova University
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Environmental Library Systems

Sarah M. Thomas and Lester P. Needle

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■ The U.S. Environmental Protection Agency (EPA) Library System consists of 28 libraries serving various regional, research center and laboratory facilities. Training programs, centralized purchasing contracts and management programs are major functions of the library system. The libraries are supported by com-

puter systems covering journal and book holdings, journal check-in, circulation, document control, EPA Reports, international exchange items and specialized subject area collections. All systems except circulation produce hard copy and COM indexes, bibliographies, and special reports.

THE U.S. Environmental Protection Agency was established in December 1970 under Reorganization Plan No. 3 of that year, which brought together many offices throughout the federal government concerned with environmental pollution and its control. Within these offices there existed 38 libraries and several information centers with collections concentrating on one or more areas of environmental concern. After mergers and relocations, the system presently consists of the information centers plus 28 libraries, one each at headquarters in Washington, at the 10 regional offices throughout the United States, at the four National Environmental Research Centers and at 13 of these centers' satellite laboratories, each one aware that widespread availability and efficient dis-

semination of environmental information are vital to the success of EPA's mission—protection and preservation of the environment.

Development of the EPA Library System

An early management decision established a headquarters-based Library Systems Branch with the following responsibilities: coordination of library systems planning and operations; provision of centralized services to effect cost savings and make more services widely available; provision of a library system responsive to agency needs at all levels through acquisition and processing of any information pertinent to the agency's mission; and development of reference, circulation, and other specialized services at each library location.

During the first 10 months of the agency's life, plans were laid for the development of a viable, responsive library system. Several factors affected this plan-

Lester P. Needle was with the Management Information and Data Systems Division, Environmental Protection Agency. He is now with Sigma Data Computing Corp., Bethesda, Md.

ning and decision-making process:

1) The libraries were small, poorly staffed operations, scattered throughout the United States.

2) Budgets (and therefore growth possibilities) were extremely limited.

3) Collections were limited to one specific area of environmental concern.

4) Librarians had not worked closely together in the past and were unfamiliar with what was available in other collections.

5) Each library's mission was changing from focus on a single interest to total environmental concern.

6) Demands for services were heavy and growing.

7) The Library Systems Branch had no supervisory control over the libraries in the system.

8) The agency had made clear its intention to have a library system rather than isolated, individually operating libraries.

Planning for the library system centered on the identified and assumed needs of the EPA staff, and the belief that these could best be met through an integrated network of EPA libraries. It was clear that the resources did not exist to make each library self-sufficient in terms of collections and services. As a pattern for cooperation and coordination developed, it became apparent that applying data processing techniques to many library activities offered the best, and maybe the only, approach to successful implementation of a library system.

From an administrative viewpoint, the decisions for development of the system aimed at achievement of the most efficient methods for carrying out routine but important library activities. It became apparent that many of these activities could be performed centrally for the benefit of all library staff and ultimate users, whereas others, by their very nature, required a decentralized control and operation. Administrative problems faced by all the librarians were analyzed and an approach was devised to assist, through the system, wherever possible.

Again, it soon became apparent that data processing applications could play a large part in the successful implementation of these programs. Accordingly, a plan of action was designed and submitted in the fall of 1971 to the EPA Data Systems Division Director for approval and assistance in implementation. The plan, including an implementation schedule, showed which areas of library activities data processing should be applied to, what each component of the total integrated system would require as input, and what outputs each would produce. Consideration was given to whether the programs should be operational on-line or in batch mode, when the use of COM (Computer Output on Microform) would be entered into the system, and for what products. Gradually, the concept of an integrated library network evolved into that of a system composed of both centralized and decentralized activities linked through common formats and available communication networks.

Plans for the development of the data processing systems necessary to support the libraries' programs were approved in late 1971, and a data processing staff person was assigned to the project. By the end of the year, a review of existing computer applications in libraries had been completed, and a concept for the system design had been developed. The concept included a two-pronged approach to the various components of the system: a group of inventory applications which offered control of the collections in the various libraries, and a set of information retrieval applications which looked at access to literature in a particular environmental area.

Library Management Inventory Systems

Currently, the library network supports four basic inventory applications: the journal holdings system, the hard-bound book system, the circulation system, and the document control system. These systems serve the total library environment by helping the library management staff and the library users to de-

termine what information is the most desirable and beneficial. The applications facilitate intelligent and efficient ordering. With the knowledge of the total information inventory, the librarian can determine what additional material should be ordered and what material can be borrowed from a nearby EPA library. The systems provide for better utilization of library space. Libraries in a given region coordinate inventories so that unnecessary duplication of holdings does not occur. Furthermore, as materials and equipment are borrowed from a given library, the systems monitor all aspects of the material while it is on loan. This enables the librarian to know what material is being used and where it resides while outside the library so that other users can gain necessary access.

From a computer systems standpoint, these applications are simply designed and structured. The data elements are carefully selected, and all elements must be important both from the library position and from the user position to be included in any of these applications. All of the master files utilize a fixed length record format. The computer programs and the resultant report outputs are as uncomplicated and direct as possible. Overall, the inventory systems have been developed to be cost effective while providing the library staff and the library's customers with the basic information reports that will insure optimum utilization of the total library network's material.

Two of the library inventory systems are national in scope and centrally controlled: the journal holdings system and the hardbound book system. The first gathers data on the journal holdings of all participating EPA libraries and generates a journal holdings document for the total network as well as for each participating library. This system has been operational for nearly three years and 1974 journal inventory documents are available. In addition, the system designing and computer programming have been completed and will provide for journal check-in reports and indexed

subject reports. The system contains over 3,100 unique journal titles representing over 6,000 holdings in the total network. One of the main features of this system is that a journal title is entered only one time no matter how many libraries possess it. Also national in scope and centrally controlled is the hardbound book system. This system gathers data on the total book holdings in the agency and provides a union book catalog (by book title), subject reports, author reports, and shelf listings for the total network and for each participating library. A retrospective book master file is currently being prepared in machine readable form. This file will contain all holdings to August 1973; to date, over 10,000 titles covering over 16,000 holdings are in machine readable form.

In August 1973, an accession book system became operational. In addition to providing the standard book reports, this application generates a monthly current awareness report. Furthermore, the book spine labels for certain large libraries are generated automatically. Over 2,000 holdings have been entered in the accession portion of the total book system. A special feature of the book application is that a book holdings entry is all that is necessary to identify the same book in a new library. Another special feature pertaining to the accession portion of the system is that centralized cataloging is performed. This not only greatly reduces total cataloging costs but also insures correct, consistent cataloging regardless of how many locations hold the same book.

The two remaining inventory applications, the circulation system and the document control system, are nationally sponsored and supported; but they are decentralized in terms of input requirements and reporting benefits. The circulation system maintains information on all documents and equipment borrowed from an individual library. From the resulting master file, periodic reports by document title and borrower are produced, indicating all outstanding library materials. In addition to these outputs, a quarterly report by borrower is distrib-

uted to all borrowers indicating the material which is overdue. The software development and system design were accomplished centrally. The system was first tested and became completely operational in the headquarters library. Once the system was proven successful, the software was made available to all libraries needing it. The local librarian completely operates this system as it serves a local need.

The last of the library inventory applications is the document control system, which gathers data on documents not covered by any other library system. A major component of this system is the vast state and local environmental report collection held by the EPA library network. Bibliographies are provided by document title, shelf list number, primary author, corporate author, subject areas, and geographic area. Each library is responsible for building its portion of the master file to exact file specifications. The software provided allows the local library to obtain reports reflecting the local inventory. In addition, certain limited reports for the total inventory will be generated. This will be feasible since the file formats will be common. Currently, all systems design and computer programming have been completed, and the system is being thoroughly tested and used by the headquarters library.

Literature Retrieval Systems

At this time, the in-house library systems support three active literature retrieval systems, concerned with 1) air pollutants, 2) internal reports, and 3) international reports. These systems are designed to provide the technical information specialist with the tools necessary to control, monitor, and access an inventory of literature covering a particular environmental discipline. Each application is also designed to help the user in determining which literature references will satisfy a particular information need. Established users receive complete, structured, indexed reports and bibliographies which allow them to determine independently what literature is avail-

able in a certain environmental area. Infrequent users normally would channel any request through a qualified information specialist, who would use the system to obtain the needed information. Like the management inventory systems, each of these applications is simply designed and well-structured, emphasizing cost effectiveness and the needs of both the data manager and the ultimate user.

The first retrieval application is the ecological air pollutant literature search system, which gathers basic bibliographic information on literature principally concerned with air pollutants and their effects on vegetation and animals. Computer-generated bibliographies by author, subject, article title, and library reprint number are produced from the master file. The data gathered includes a unique bibliographic identification number, up to four authors, as many as nine subjects, a library reprint number, the article title, source information, translation information, date of publication, remarks field, and certain other elements which pertain to this literature field. This system is complete and contains over 6,000 citations; complete and refined bibliographies are currently available; and provisions have been made to insure that this file will be kept current.

The second retrieval application is the EPA reports system. EPA provides the National Technical Information Service, U.S. Department of Commerce, with in-house EPA reports. These are converted to NTIS system requirements and become part of the total NTIS data base. As a result, EPA receives all of the standard services provided to NTIS customers. Because of EPA's desire to provide expanded reporting services in this area, an in-house reporting system has been developed. This system utilizes NTIS report master files and provides various complete indexes for distribution on microfiche. Selective bibliographies are also available. Full citation information and a full report abstract are maintained in machine readable form. The second environmental reports file contains 3,748 documents, all of them available. The outputs of this system have been dis-

tributed both nationally and internationally.

The last retrieval application is the International Environmental Reports System developed for EPA's Office of International Activities. It contains summaries of foreign government environmental reports received by EPA through document exchange programs and produces reports by category, country, and subject. Basic bibliographic information and a summary are maintained by the system. Annotated bibliographies containing reports of legal, legislative, and regulatory aspects of environmental quality have been generated and have been distributed both domestically and internationally.

In addition to the above, an in-house library retrieval system was developed for literature concerned with the health aspects of pesticides. This system was recently transferred to EPA's Technical Services Division, Office of Pesticide Programs, which now has full responsibility for this application.

Computer Hardware

The internal library systems have been developed and maintained on IBM 360/370 computers. In addition to an extensive on-site facility, the computer environment provides remote job entry capability and a telecommunication system. Through this capability, users in all parts of the country can communicate with the central computer center and perform all operations as if they were on-site. In addition to the standard array of peripherals, the center provides a complete Computer Output on Microform (COM) facility.

Computer Software

Two computer software packages are used in support of the library systems. The first is a comprehensive text editor and remote job entry facility known as WYLBUR. This program allows a user to communicate on-line with the central computer and to perform a comprehensive text editing function without inter-

fering with other jobs being processed by the computer. Using WYLBUR, one can create, modify, store, and retrieve text, which can take the form of a structured master file, a computer program, or general text. The second package is a commercially available data retrieval and report generation package known as the Inquiry and Reporting System. It provides fast, efficient, and simple techniques for extracting information from computer files, performing basic data processing functions, and producing the desired form of output. The majority of the computer programs are written in this software. In general, the library applications use WYLBUR to build and maintain the master files. The Inquiry and Reporting System is used to access and manipulate the files once they are available.

The System Design Philosophy

The library applications have evolved over time. As a part of this evolution a basic design approach has developed. In developing these applications, the library network has established certain standard system approaches covering master file organization, basic computer programming techniques, alternative methods of input development and control, primary computer outputs, and so forth. The basic premise is to apply similar techniques to similar areas. As a result of use of such standards, each succeeding system has required fewer resources to develop and implement than the prior ones. Another consideration of this system's approach is that in the development of each system the first technical procedure is that of establishing a working system based on a small test data base. Under this approach a small test system is developed, analyzed, modified, and completed prior to the commitment of any large resource to the effort. As a result, no major modifications to any of the systems have been required beyond the test phase. Still another aspect of this approach involves the planned effective utilization of the powerful hardware/software environment employed by

these systems. On-line usage is well disciplined and controlled. The larger initial data bases are built using conventional off-line data gathering techniques. When a data file is mature, it is transferred off-line to magnetic tape. Overall applying of cost effectiveness techniques in the use of the hardware and software is essential if the systems are to operate within a reasonable budget.

In the initial design stage of user-oriented systems a primary step is to outline the necessary information report outputs. Once this is defined, the remaining elements of the system, such as file formats, input procedures, and data element specifications, are designed. In these systems the input layouts and file formats are as close in design to the principal output formats as possible.

In attaining the critical systems requirement of an accurate and current data base, the correct use of input forms is important. Generally, the greater the number of decentralized sources of input, the more rigid and defined the input forms and procedures must be. In all instances, input format must be well presented with a complete set of documents presenting the data in the required formats. The systems are designed to allow the user to be computer-independent, with the reports providing all of the necessary information. They are designed in this manner to allow users to benefit from the system if they do not have access to a terminal or if the computer is down. Whenever a user needs assistance, it is provided by trained people who can access the systems efficiently.

Final considerations in this systems philosophy involve the desire to make available to other libraries, systems that have worked for an individual library. For example, the circulation system was first developed for headquarters. Later, it was made available to other libraries. Furthermore, these systems make full use of data bases that are not initiated and maintained internally. The EPA reports file maintained by NTIS is an example of this approach. Necessary master files are obtained from another organization,

and the software required to benefit fully from it is developed in-house.

Each of the considerations described above has contributed significantly to the effective development of these systems. However, the success of any system activity depends on functional people who truly understand their subject areas and their customers' needs. These individuals must be fully trained to understand the overall system design, input procedures, terminal procedures if required, and intended system uses. In addition, technical system support must be provided to insure that system problems and procedures can be explained and corrected.

The Application of COM in the Library Systems

One of the most significant features of these library systems is the availability of most system outputs on COM. The system outputs are available on 42× microfiche. In real terms, one microfiche contains the equivalent of over 200 pages of hard copy. In the library systems, the original COM costs no more than hard copy to computer generate, and copies can be made for pennies. COM plays an important part in EPA's library systems in that several of the reports are widely distributed both domestically and internationally. Without the microfiche medium, such distribution would be too costly for the system to support.

In addition to being an inexpensive means of distributing information, in many instances COM represents the most practical way to present large amounts of widely desired data. Large hard copy reports are impractical not only to store but also to use. Microfiche represents one alternative in solving this problem since large amounts of data can be structured for efficient presentation on COM. In addition, this medium does not force the user to be computer bound. It is not necessary to have access to a communicating terminal, a telephone, or a computer to use microfiche; the user needs only an inexpensive microfiche reader. Moreover, with the paper shortage, alternatives to

large paper computer generated outputs must be used. COM represents one such alternative.

System Costs

Defining what expenditures constitute the total cost of any computer system can be confusing and inexact at best. In the library systems two areas of costs can be defined. The first involves the resources (manhours and dollars) required to bring a system to operational status on a small test data base. Bringing the journal system to operational status required approximately 160 working hours, which represents the combined time of the functional and technical staffs; computer costs for testing the journal system were under \$500. About 280 resource hours and \$300 were required to make the International Environmental Reports System operational.

The second area of costs involves the resources necessary to build and maintain the master files and to operate the system from a reporting standpoint. Some of EPA's larger files were built by contractors using conventional off-line computer techniques. When this method is used, costs vary depending on the size and nature of the file. In the library systems, it has been much less expensive to use off-line data gathering techniques to build the large initial data bases. When the on-line text editor WYLBUR is used in these library systems, costs are about \$7 per resource hour, plus the cost of the data entry clerk. On-line storage costs vary from \$.012 per day to \$.02 per day for each track. Overall, the on-line costs are reasonable. When data files are available, the major costs are for executing the computer programs that generate the information reports and maintaining and updating the data files. In EPA's journal system, the 1973 Journal Holdings Report costs less than \$16.00 to generate by computer. The computer program accessed 6,262 holding records and 2,656 title records. All records are 120 characters in length. An early abstract report generated from the EPA reports system costs under \$19.00. The program

accessed a file containing 1,231 abstract reports, each containing up to 4,800 characters. The headquarters library spends \$250 a month on its total circulation system, which has approximately 1,400 active loans. In addition to all other costs, training costs must be considered. In general, the library systems apply similar computer system techniques to solve similar information needs. As a result, all system costs, including training, related to the development and implementation of a system are less for each similar succeeding system.

Conclusion

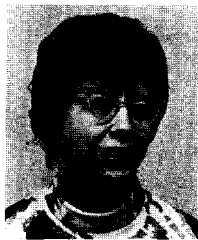
The U.S. Environmental Protection Agency's library systems represent an approach which provides many of the same benefits as more sophisticated and complete library systems except that investment of resources, including staff, money, and start-up time, is minimized. Almost immediate testing and implementation are permitted at low operating costs. Linkages with the standard bibliographic files are provided in case these become necessary. The system provides working tools for the users and librarians, regardless of their location and access to computers. A larger amount of information is available to all EPA personnel no matter where they are located. Librarians can reduce much of their routine professional and clerical work in order to give more direct service to the user. In the eyes of the users and management, the system has upgraded the libraries and improved the library staffs from a professional point of view. Finally, since the computer system is adaptable and flexible, it will be able to meet unanticipated needs of an evolving library program.

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Received for review Oct 21, 1974. Manuscript accepted for publication Nov 15, 1974.



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NEEDLE

Career Planning Programs

How Librarians Help

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■ The emphasis on information of options and alternatives in Career Planning as an inner directed information gathering system places the responsibility on the individual for decision making. The purpose of the plan is to set realistic goals and objectives while pursuing an education which will provide a basis for the future.

CAREER PLANNING is a life-long attitude. All may enter at whatever point or place they may be. Many states are involved with a study of Career Awareness or Career Planning Programs. This paper is a summary of the philosophy of the Career Planning Program currently in effect at the University of Oregon at Eugene.

A review of material from programs of other states indicates that Oregon's program may well be unique. Two information centers are on campus, Career Information Systems (CIS), a statewide interagency consortium, and Career Information Center (CIC).

Career Information Systems has the purpose of improving career choices and training opportunities, by providing current labor market information in usable forms to individuals, schools, and social agencies in Oregon. CIS enhances the

efforts of agencies and schools involved in occupational counseling and education by collecting and developing labor market information into usable forms. Briefly, these are developing and managing delivery systems, and consulting with user agencies on the use of career information in counseling and instructional programs.

Career Information Center is a part of the Student Services support area of the university. Its primary purpose is to meet the needs of the 16,000 students currently enrolled. Service is extended on a limited basis to alumni. The center functions within Career Planning and Placement. The three services, Career Planning and Placement, CIC, and CIS, are distinct units with specialized goals and objectives. The three maintain a close exchange of information. The career information specialist is responsible for gathering and maintaining the collection of career information for all majors and professional schools at the university. To be effective, this person has remained fully informed about the program and also developed an appreciation for the goals and philosophy of those involved—the faculty, the staff and the students.

Along with providing career information, Career Information Center and Career Planning and Placement are an instructional part of the university. Each year, the assistance given students is greatly aided by masters and doctoral

students in counseling enrolled in Career Planning Practicum.

The Approach

Today, the old career ladders and sequences are no longer viable. Experience becomes less significant when the function and attributes of a job are in a constant state of being redefined. Historically, the first theory of career choice was Divine Intervention, the act or the call of God. Following this is the Inheritance Theory, based on socioeconomic standing and/or parental pressure. This is followed by the Chance Theory of birth, growth, education and seizure of a passing career opportunity. There are many spinoffs of these theories. The University of Oregon center uses a multi-dimensional approach to career planning.

The various dimensions of this approach include knowledge of the self, with an understanding of one's current interests, values, aptitudes, and abilities. A second dimension requires a general understanding of the world at work, a world in which jobs emerge, evolve and are phased out. A third dimension focuses on satisfaction of a particular person's lifestyle. The ability to make effective decisions which are responsive to humanistic concerns is another part of the multi-dimensional approach. The skill and motivation to implement decisions is the final dimension. As mentioned earlier, career planning is a life-long attitude. All may enter at whatever point or place they may be. The multi-dimensional approach is as valid for the mid-life career changer as it is for the university sophomore. In some careers, teaching for example, job and vocation may be closely related. But for the desk-bound worker the experience of being out-of-doors may be most important and have little to do with earning a living. Such an activity should not be viewed as extra or avocational. With an adequate income, planning for vocational interests can sustain a worker through the routine boredom inherent in many jobs. It can also stimulate additional interests and activities during the changes of a lifetime.

The Program

Now, more specifically, how does the Career Program function?

The word accountability is perhaps too familiar. In the service area of information dissemination how can one be accountable for the monetary investment for the service? The university's Career Program has found the best measure is to create a need and then fill it. The coordinator of career planning creates programs such as workshops in interviewing skills, and job search techniques which use the talents of the practicum students and also an awareness in students of the need for information. The Career Information Specialist contributes a once-a-week résumé writing workshop. When an individual writes a job objective or a goal statement on a résumé, the immediate need is for the data which answers the concern of, "Does this statement include the skills required by a possible employer?" At the job search workshop, the concern is, "How do I identify those employers who will most likely want to employ my skill?"

Many students ask whether there is some kind of test that will indicate a successful area to pursue in the world of work. And the center informs them that, indeed, these do exist and are given through the Counseling Center at the university. The problem with making a career decision based on test results is that it is other directed, not inner directed. The self-identity aspect is lost. Today there are more than 40,000 different jobs in the working environment of the United States. Yet there is not in existence a test that will indicate results on more than a small percentage of those jobs. However, it is possible to use vocational interest test results as a basis for career planning. Some do start that way.

For the senior and graduate student, skill analysis and possible employer identification, along with assessing the need for additional education either immediately or in the future, plus improving interviewing, résumé writing, and other communicating techniques, could be the extent of the Career Center services.

At the junior and sophomore level, while there is still time for development of alternative choices in the individual's educational program, there are greater possibilities for personal satisfaction. To meet the needs of sophomores through graduates, a Career Alternative class is given. The class meets once a week for 11 weeks. The book, *This Isn't Quite What I Had in Mind (1)*, is an exercise book for individualized development of awareness of career alternatives.

Alumni and others who are investigating the possibilities of mid-life career changes have the opportunity to attend a week-long summer workshop. At last summer's workshop, the consensus was to continue the current occupational interests and to expand vocational opportunities. This could prove to have a major impact on a fulfilling life during retirement.

Studs Terkle's book, *Working (2)*, is making a sizeable contribution to the awareness of work, as is Jane Howard's book, *A Different Woman (3)*. The publication of these books has increased the need of career information for university students. Some librarians may question whether the position of Career Information Specialist is not more in the area of counseling than in librarianship. An answer is that students who come to the Information Center are viewed as "patrons," not "clients." Counselors usually have an appointment system for seeing their clients while the Information Center tries to maintain a "drop-in-for-information" environment. However, with the effort that is made to humanize the Information Center's service and at the same time keep its patrons or clients independent of the center, it is possible to view the Information Center as half-way between counseling and librarianship, with a little teaching as added seasoning.

As part of an outreach program on campus, slides have been prepared of some of the books and sources most often used at the Information Center. Many invitations are received to speak with classes and the slides are used to illustrate these talks. The practicum students organize a flow of information about the

Career Information Center through the dormitories and other living organizations on campus. The center conducts diligent searches for additional information in other libraries, both on campus and in the communities around the campus, which are published as annotated bibliographies.

Sources

To illustrate the kinds of sources the Information Center uses, some of the publications will be briefly discussed. The first publication is the *Occupational Outlook Handbook (4)* from the United States Bureau of Labor Statistics, which describes more than 850 occupations that are generally of greatest interest to young people. The *Handbook* includes a Dictionary of Occupational Title Index, or DOT Code Number. This code number system is used for filing information in the Career Information Center.

The "Occupational Outlook Handbook in Brief" (5) is a means of updating statistical data in the *Handbook*. It is somewhat meaningless information unless you have already read the *Handbook*. The "Occupational Outlook Quarterly" (6) keeps readers up to date between editions of the *Handbook* on developments affecting employment and on the findings of new occupational outlook research.

The feature which makes the *Encyclopedia of Careers (7)* valuable is that it combines interesting and readable articles by nationally recognized leaders in a wide variety of industries with specific data on salaries, educational requirements, numbers of persons employed, and advancement possibilities for over 650 occupations. Some of its information duplicates the *Occupational Outlook Handbook* and some of it is new.

The Occupational Thesaurus (8), published by Lehigh University, is a job guide handbook organized by university majors. Each grey page gives major areas of employment, followed by definitions of the area, a discussion of job opportunities which occur in the specific area, followed by a page of job opportunities.

Vocational Biographies of Sauk Centre, Minn., has published a four-set series publication under the title, *Vocational Biographies* (9). There are seven volumes to a set, 150 biographies in each set, with the index to each set in Volume Six. The seventh volume of each set is focused on a specific aspect of career planning such as "Running Your Own Business or Franchise Operation" or "New Careers for Women."

New Careers for Teachers (10) is a publication for experienced teachers. It is useful for discovering alternatives to teaching for the education major. Part Three, "How to Land the Job You Want," suggests ways to stop thinking of oneself as a teacher to assume an identity with another profession.

The publications, *Do Something* (11), *Source* (12), *Working Loose* (13), and *Creating the Future* (14), are all sources of information for those not wanting to join the establishment but still wanting meaningful employment that focuses on making the world a better place to live.

College Placement Annual (15) is used as a "who is hiring who" source, and not as some might think as a job opening publication. Private industry and various governmental agencies choose to list possible openings in this publication. Private employers are alphabetically listed, followed by the government agencies. An undergraduate student may look under his university major to investigate who is listed. There is a specific index for those with masters or doctoral degrees, and those with experience. Also included is a geographic index so that a student with an interest in locating in, say, the Midwest can job-search in a specific area.

The Federal Career Directory (16), *Federal Careers in the Pacific Northwest* (17), and *Careers in the Department of Commerce* (18) are useful to those considering federal employment. A student within nine months of graduation can apply to take the PACE (Professional and Administrative Career Exam) which replaces the Federal Service Entrance Exam. *Careers in the Department of Commerce* is a sample of one of many in-

formation sources the Career Information Center has on a specific agency.

I've Had It (19) is a book written as a result of studying the cultural shock aspect of cultural change. If the student's interests are in living and working outside of the United States, this book provides information on work environment and work regulations for U.S. citizens that can be helpful.

"Graduate" (20) is the journal for those leaving school. It is of interest to all students of career planning because it focuses on coping with leaving student status and gaining professional status.

The Résumé Notebook (21), by Caroline Nutter, is the authoritative source for the résumé workshops that meet weekly. "Contact" (22) is a publication of the Association of Students of the University of Oregon which is compiled by special library students in the university's School of Librarianship. It identifies the many information sources and special interest groups on campus and in the community that are of interest to students seeking volunteer work and professional experience.

Gertrude Forrester's *Bibliography of Occupational Literature* (23) is the last of the sample publications. The Career Information Center uses the section of alphabetical entries to occupational literature most often. If a student requests information available on careers in zoology, for example, the information specialist can look under that entry and see what is available in the Information Center's collection. Also, an index provides sources where the student may write for the most recent information on his career choice.

Requests

Sometimes it seems as though the favorite assignment of typing teachers in Oregon's public school system is to tell their classes to write to the Career Information Center at the University and ask for specific career information. The center does not have pamphlets to circulate. What the information specialist does is answer each request with a

post card suggesting where to obtain the needed information.

Conclusion

If representatives of special libraries wish to contribute to the Career Information Center's information sources, your contributions of newsletters will be more than welcome—they will be well used. The writer has formulated a plan to create a network of career information for individuals involved in this area. The plan does not include questionnaires or surveys which would take your time. It involves word descriptors of current and evolving interests that would lead students of career planning to the information they need. After all, special librarians have this skill, and we want to employ it in a new area.

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Received for review Nov 22, 1974. Revised manuscript accepted for publication Jan 21, 1975. Presented Oct 26, 1974, at the Pacific Area Meeting of the Special Libraries Association, San Francisco, Calif.



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An Evaluation of the Use of MBO Procedures in a Library

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■ One year's experience in the use of MBO (management by objectives) procedures in the Technological Institute Library of Northwestern University is reported. Schedules for the documentation of achievement and the assessment of performance were developed and utilized in planning the objectives of professional and clerical employees of the library. The

reactions of the participants are discussed as well as problems which emerged in applying MBO to the library environment. It is concluded that MBO can be of use in the planning dimension of library operations, but has some limitations as a means of evaluating performance.

THE USE of management by objectives (MBO) techniques in organizations has provoked considerable comment and research in recent years. Reports of experience range from the euphoric to the cautious, although all have found some elements worthy of support. Applications to date have been largely in the business sector with a few examples in public administration (1). The similarity of some aspects of library operations to those of other large organizations would seem to invite application of MBO in libraries; however, little has appeared in the literature (2). This paper reports preliminary efforts at introducing an MBO system in the Technological Institute Library of Northwestern University and a current assessment of its effectiveness.

MBO is an outgrowth of a recent trend toward more participatively run organizations. Its strengths lie in the area of

planning and employee evaluation and its basic features are described in the following paragraphs.

Regularly scheduled interviews are arranged between manager and employee. These are used to discuss success in meeting established goals and to set new goals for the future. The employee actively participates in the setting of goals and at a level that tests his resourcefulness and ingenuity. As such MBO offers the opportunity for the employee to shape organizational policy and serves as well as an instrument for long-range planning. Failure to meet goals is not cause for censure as the experience is deemed useful as a means of learning how to set more realistic goals.

A significant feature of MBO systems is that the documentation obtained from setting and meeting objectives may be used to demonstrate the employee's level

Figure 1.

Management by Objectives Worksheet
Non-Recurring Goals and Objectives

NAME: _____ DATE: _____ NEXT REVIEW DATE: _____

Objectives and Goals	Payoffs and Indicators	Comments	Involvement	Initiator	Target	Decision Level
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of performance when periodic evaluations or reviews are required. The written list of achievements supplants the description of the employee's performance in terms of personality factors (attitudes, cooperativeness, supervisory ability) which are often vague and of little use to the employee as a means of altering his behavior. The concentration in MBO on goal-centered reviews of performance also tends to reduce the incidence of evaluations which are blandly favorable and of little substance.

Several criticisms are directed at MBO systems. In their most elementary form these criticisms are that MBO requires more time than it is worth, that the measurable consequences of the introduction of MBO are negligible and have no effect on productivity, and that an MBO system in and of itself cannot make good managers out of poor ones.

In its defense it is argued that the time investment required by MBO is an indication that managers are really spending their time managing instead of becoming involved in short-term problem-solving routines as often happens, and that even poor managers will benefit from the fundamental soundness of the process. Research points to beneficial consequences from MBO use, even if of a more modest nature than asserted by enthusiastic proponents (3).

Experiences and Method

The library in which MBO was introduced was the Technological Institute Library of Northwestern University. This is a library with three professional

librarians, six classified assistants, two permanent part-time hourly employees, and a large number of student assistants. All three professional librarians are now working with MBO schedules, with two of the librarians having over one and a half year's experience with them. Only one of the classified assistants has participated in the program for over a year.

The dimensions of MBO application which will be discussed in this paper are "schedule formulation," "selection of objectives," "evaluation," "frequency of review," "training," "planning," "quantitative measures," and "weaknesses."

Schedule Formulation

First a schedule for the itemization of objectives was developed (Figure 1). Such schedules appear in numerous texts and ours followed a basic format. Columns were set aside for a description of goals, payoffs to the system expected from their attainment and indicators of attainment, a place for comments to note completion of the objective or the reasons for delay or failure, the involvement of the participant (whether directly, indirectly, or collaboratively involved in carrying out the procedures for attaining the objective), the name of the person who initiated the goal, and the date of anticipated completion. The name of the person who initiated the objective was included in order to assess the degree to which objectives were either initiated by the employee himself, his supervisor, or collaboratively.

The last column on the schedule was decision-level and was an attempt to dis-

Figure 2.

Taxonomy of Job Tasks

INVESTMENT OF RESOURCES DIMENSION	TEMPORAL DIMENSION		
	Short-term duration, no lasting effects	Of several days duration; possible long-term effects, limited in scope	Of weeks or months duration, long-term effects of broad scope
Lower: requires exercise of judgment derived from experience and training; no significant data collection	IA Fines, overdue, charging, discharging, and renewing books	IB Hiring student assistants, scheduling	IC Emergencies Crisis management
Intermediate: requires data collection from various sources, weighting and interpretation of facts	IIA Formulation of wage schedule for student assistants	IIB Development of classification & ranking system for student assistants	IIC Preparation of annual budget for department
Higher: acquisition, interpretation, and synthesis of evidence from all relevant sources	IIIA Plans not adopted	IIIB Analysis of departmental use of computer terminals to plan optimal scheduling	IIIC Planning of layout & staffing of circulation services for new library

criminate degrees of goal significance through the use of a taxonomy of objectives (Figure 2). In this taxonomy a nine-cell square was drawn, plotting the degree to which resources were invested by the employee in the project on one axis, and the duration in time of its impact on the other. Its use was discontinued for the following reasons: While the taxonomy seemed to offer a large-scale method of judging the degree of risk and responsibility demanded in a particular job, applying a rank to each objective was both difficult to determine in the context of the situation and subject to bias. In addition, its use seemed to offer the participants no insight into the means of selecting significant objectives. Also lacking was any clear-cut idea of the frequency with which employees were expected to set and attain goals beyond the customary demands of their jobs.

There were misgivings about noting the name of the initiator of the objective.

Goal formulation is such a complex process and draws on so many sources that to try to credit one person with originating an objective may not reveal much about the actual interpersonal processes leading to its formulation, although a classification for collaboratively developed objectives was included. Such a dimension may be of use in annual reviews in estimating the resourcefulness of the employee, but careful consideration has to be given to the latitude for objective-formulation inherent in the job itself.

Selection of Objectives

Odiorne (4) has conceptualized objectives as falling into three major classes: 1) innovative goals which are tools for long-range planning; 2) problem-solving goals which concern more short-term operational problems, and 3) routine goals which are part of the daily job routine.

Only the first two were included in the periodic reviews. Because the routine and recurring areas of the jobs under consideration were well-established, and because there was reasonable assurance in the capacities of the personnel filling them, it was decided not to consider them in the MBO schedules. While routine job tasks may have been easily summarized through the development of quantitative measures, to invest time and effort in doing so would document the obvious as well as introduce a degree of monitoring which may not have been justified in the informal environment of the library.

Evaluation

The documentation of individual goals and their attainment through the use of a standard schedule organized on MBO principles has proved valuable in the compilation of annual reviews. The schedules themselves have begun to be included as supplements to the review forms already in use in the larger library system. Such conventional forms, either fixed-response used with evaluations for classified staff or free-form used with professional staff, pose their own particular difficulties. Fixed-response formats tend to force evaluations on dimensions that have little relevance to the task actually performed by employees. Free-form formats often fail to specify those dimensions of job performance which the administration considers most vital to the overall goals of the organization, and thereby what kinds of performance are most worthy of unusual merit increase. In both cases the customary lack of documentation for actual accomplishments leaves the manager at a loss to know just what behaviors to describe. In this case the accumulation of the four quarterly schedules of goals are in and of themselves the material from which a review of either kind can be drawn.

We have found that the quarterly MBO reviews are satisfying both to manager and employee as a means of establishing rapport and instilling a shared confidence that each understands what is

expected of the other. The utilization which others have been able to make of the documentation included with review forms has been more problematic. Because no other departments employ comparable MBO methods, personnel officers who receive MBO schedules relating to the work of the Technological Institute Library staff are not in the position to make comparisons with other departments regarding productivity and effectiveness because they are not in possession of comparable documentation.

Frequency of Review

The literature suggests that review of objectives can be held as infrequently as once a year. Once every three months seemed to be more suitable in the library. Most projects and problem situations can be organized and resolved within that time period. The longest projects almost never take more than a year, and even if they do, much more frequent review and appraisal of their progress are necessary. The three-month period permits employees to maintain a measure of autonomy and independence, yet ensure opportunity for communication and procedure modification.

Training

MBO procedures were adopted initially in order to ensure that a satisfactory level of communication was maintained between central library administration and the activities of the staff of the Technological Institute Library, a large branch at some distance across the campus from the main library. Checklists of areas in which new staff had to become knowledgeable were developed as well as a timetable for pacing the acquisition of these skills. Since personnel evaluations are required for new classified employees after the first, third, and sixth months of employment, and the third and sixth for professionals, referral to the checklists helps in evaluating staff development. The checklists also became the basis from which updated job descriptions were drawn.

Planning

The library services are largely stabilized and well-developed, yet automation projects, development of SDI services, and plans for the construction of a combined library for all sciences and engineering have had impact on each individual's routine. The configuration of job responsibilities and the interrelationship of services will probably be very different in five years' time. Even though many issues have not even been introduced at higher administrative levels, the staff is in a position to begin collecting information in order to contribute in a meaningful way to the decision-making process.

For example, in planning for a combined science-engineering library the decision must be made as to the level of reference service which will have to be provided. Presently neither weekend nor evening service is offered in any of the science branches, although it is in the main university library. Is there a need to plan such services in view of the size and probable levels of use in the new building? In order to answer this question a long-term study is underway in each branch of actual patterns of present reference use. The information obtained will be used when discussion on actual staffing begins.

Another application is SDI service. Considerable discussion centers on the relative merits of centralized versus decentralized SDI services. Do SDI services require the presence of a librarian to consult with users about problems or can all transactions be so routinized that all information exchange can be handled by mail? Because present use of the in-house service is moderate, more individualized attention has been initiated to determine whether it will bring about significantly greater use and thereby confirm or reject arguments concerning the need for an easily accessible liaison.

Either of these projects might have been originated through a conventional problem-centered approach to library administration, but the virtue of the MBO approach is that data collection is begin-

ning well in advance of the actual decision-making discussions. Insofar as possible MBO procedures have contributed to the identification of long-range prospects and to the systematic analysis of alternative means of preparing for them (5).

Quantitative Measures

Much has been made of the use of quantitative measures in MBO systems. It has been found useful to try to formulate objectives in such a way that their attainment is denoted by the creation of a product, either a report, or the initiation or revision of some procedure. Where it has been possible to devise quantitative measures and they seem applicable and appropriate to the situation, they have been used. For example, a change in the number of subscribers to the SDI services may be an indication of the effectiveness of efforts to publicize their availability and inform potential users of the existence of an in-house staff. In all cases where objectives were actually formulated in writing, it was possible to agree on some means of determining whether the objective had been attained or not. The ability to state results in quantitative terms, while sometimes useful, was not seen as a prerequisite for the formulation of an objective.

Weaknesses

A review of the literature had suggested the possibility of some employee resistance. While not everyone who was asked to participate has been equally optimistic about results, all agreed to participate. More significant has been the difficulty of applying the system successfully to all staff levels. There was greater acceptance among professional staff, presumably because of their greater achievement orientation and the greater latitude in choosing goals and means that their jobs provide. Clerical jobs are much more limited in the opportunities they afford, and fewer applications for MBO techniques were found in them. Carroll

and Tosi (3) have observed that the use of MBO at non-managerial levels might require the substitution of group goals for individual goals. Such goals might be feasible for jobs where productivity is easily measured, but in a small system with a high degree of job individualization and largely routine tasks, it was not possible to make this application. Opportunities for personal development are also limited in the clerical jobs in the library. Market considerations and the employment practices of the university tend to fill these jobs with those who have short-term career horizons and a limited sense of commitment to the library. Also there are always necessary jobs which neither employee nor manager are able to structure in a way that is rewarding to the employee. The latitude for applications of MBO as a managerial style is reduced due to these factors.

One final difficulty with MBO remains. It will happen that objectives which have high priority in one department will require the cooperation of another department for which that objective might rank somewhat lower. For example, a departmental collection or branch library might decide to increase the speed with which some classes of heavy library users receive new books in their subject areas. To help achieve this goal a number of order and review routines in another department may have to be altered. The goals of the other department, however, may be to assure that all departments served by it receive an equal standard of service. Even if that department agrees to cooperate, its staff must respond to the needs of other departments who perceive their own needs as equally pressing. The motivation of the staff to provide services requested by the departmental collection may not be high, and its success in meeting the goal not very great. The resolution of such problems requires communication and coordination at all administrative levels. Our experience has been that such communication usually takes place after problems have been encountered and points up one limitation to introducing MBO on a local or departmental level.

Conclusions and Recommendations

The experiment with MBO at Northwestern's Technological Institute Library is still in its initial stages. It is clear that one of the prime requisites for successful use of MBO is commitment to large-scale organizational goals in a rather positive way. It is also clear that MBO takes effort and the investment of a considerable amount of time. The submission of complete documentation for goals attained with the annual review forms tend not to be read by personnel officers, those who are responsible for reviewing large numbers of individual evaluations and who are accustomed to making judgments regarding merit increases on the basis of other established procedures. In order to improve this situation, we have begun introducing summaries with the more complete documentation in order that the reviewer may quickly judge whether a complete review might be of value in judging the quality of a performance.

Whether these efforts have resulted in an appreciable shift in job attitudes of the persons involved or whether a more accurate tool for planning and evaluation is being devised is not clear. A functioning system must be constantly tended, with the persons involved guarding against the completion of paper forms becoming an end in itself. In the view of the author, the foremost benefits of MBO are a resulting sense of professional identity and accomplishment for the employee and the improvement of communication with clear definitions of expectations developing between manager and employee.

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Received for review May 16, 1974. Revised manuscript accepted for publication Dec 23, 1974. Presented Jun 11, 1974, as a Contributed Paper, during SLA's 65th Annual Conference in Toronto.

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Cataloging and Classifying the Exhibition Catalog

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■ The simplified systems for cataloging and classifying exhibition catalogs used at the Marlborough Gallery Library and the Wildenstein Gallery Library in New York are discussed, with emphasis on the brief kind of bibliographic information and other points of access needed in a non-research oriented library. In addi-

tion, the more complex computerized systems for cataloging exhibition catalogs used at the University of California in Santa Barbara, the Fine Arts Library at Ohio State University, and Stanford University are also compared and contrasted.

THE PROBLEMS of keeping up with exhibition catalogs can be as great in a small library as in a large one. Although the smaller library may have a lower rate of acquisition, this is usually balanced by a smaller staff. A small library, then, often does not have the time or money to give exhibition catalogs full cataloging and must develop special procedures. However, the larger library often has the help of a computerized system. The systems at the Marlborough and Wildenstein Galleries, New York, are described first.

This is the first in a series of papers on exhibition catalogs presented Oct 21, 1974, at a seminar on exhibition catalogs, sponsored by New York METRO in cooperation with SLA's New York Chapter Museums, Arts & Humanities Group and the New York Chapter of ARLIS/NA. Seminar chairman was Elizabeth Usher (chief librarian, Metropolitan Museum of Art).

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Small Library—Basic System

The system used at the Marlborough Gallery Library is a simple one. Although the gallery began in 1963, the library has been in existence only since 1967 and is restricted mainly to twentieth-century art. The library is so small, with only 5,500 volumes, that there is no separate card catalog for exhibition catalogs which make up about 75% of the collection. They are handled in almost the same way as monographs, except that the kind of entries and the bibliographic description distinguish them from regular books. Entries are made under all museums or galleries where the exhibition was shown, under artist (for all one-man shows and for each Marlborough artist participating in a group show), and under topical subject headings. Entries are not made under authors, compilers, or titles.

The bibliographic information given under each of these headings is extremely brief. There is no system of subject classification. Therefore, the information consists of the accession number (which

locates the book on the shelves) and one or more of the following (depending on the heading under which the entry appears): the title of the exhibition, the places of exhibition, the dates, the number of works exhibited for a one-man show or the number of works exhibited by a Marlborough artist in a group show, and the number of works illustrated. There is no system of unit cards since there are multiple entries on a card with a particular heading; no main entry; no attempt to describe the catalog physically in terms of pagination, kinds of illustrations, and size; no mention of author or editor; no publication information; no notes.

This simplified system functions well in this case because it was developed with the user of the library, as well as the purpose of the gallery, in mind. Most often, it is the salesman who makes use of the exhibition catalogs in the library. For example, he might want to find a particular catalog to show a client that a painting about to be purchased was exhibited somewhere, or he might check on a provenance given by a client who wants to sell a work of art to the gallery. The salesman is interested in quick access to the catalog on the shelf. He is not doing scholarly research or compiling a detailed bibliography. Since he is primarily interested in the artists represented by his gallery, the need for detailed indexing of certain artists exhibiting in group shows becomes clear. This unique aspect of Marlborough's system can be carried out, of course, because there are a limited number of artists to be indexed. The gallery library is also used as a source of material for the compilation of biographical data on the artists, including lists of their one-man and group exhibitions.

An Example

An exhibition called "American Sculpture of the Sixties" was held at the Los Angeles County Museum of Art and the Philadelphia Museum of Art in 1967. This traveling group exhibition has a

Figure 1.

		(card 2, continued)
Smith, David		
2905	"David Smith: sculpture & drawings."	Institute of Contemporary Art, University of Pennsylvania, Philadelphia (1964) 16 works, 16 illus.
2953	"David Smith: Skulpturen."	Kunsthalles, Basel (1966) 48 works, 8 illus.
3103	"American sculpture of the sixties."	Los Angeles County Museum of Art and Philadelphia Museum of Art (1967) 7 works, 7 illus.

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distinctive subject, a sponsoring agency, and the catalog has a prominently mentioned author. For these reasons, the exhibition has been chosen to illustrate the cataloging systems used at Marlborough and Wildenstein.

The cards from Marlborough show how the gallery has cataloged exhibition catalogs. The card in Figure 1 has the most extensive information. It is for David Smith, a participating artist whose estate was once handled by Marlborough.

Consideration was given to adding the words "Exhibition" for a group show or "One-man exhibition" after the title, since it is important for the gallery's purposes to distinguish between these two kinds of exhibitions. It was decided, however, that this would be obvious from the full title of the exhibition. Thus time and space are saved by giving just the title. To differentiate easily between exhibition catalogs and books, since they are described in the same catalog and often on the same card, titles of exhibitions are put within quotation marks and titles of monographs are underlined. The next part of the description after the title gives the places the exhibition was held and the year, followed by the number of works exhibited and the number of those works illustrated. To ascertain the importance of the exhibition it is more important to know the number of works exhibited than to know the number of pages in the catalog. In searching for an illustration of a particular work it is helpful to know

Figure 2.

Philadelphia Museum of Art

3103 "American sculpture of the sixties." Los Angeles County Museum of Art and Philadelphia Museum of Art (1967)

5319 "Marcel Duchamp." Philadelphia Museum of Art, Museum of Modern Art, New York and Art Institute of Chicago (1973-74)

Figure 4.

Sculpture, American

2301 "Sculpture twentieth century." Dallas Museum of Fine Arts (1965)

3103 "American sculpture of the sixties." Los Angeles County Museum of Art and Philadelphia Museum of Art (1967)

3776 **Modern American sculpture** by Dore Ashton. (Abrams, 1968)

Figure 3.

(card 2, continued)

Los Angeles County Museum of Art

896 "Gaston Lachaise, 1882-1935: sculpture and drawings." Los Angeles County Museum of Art and Whitney Museum of American Art (1964)

2331 "The Mr. and Mrs. George de Sylva collection of French Impressionist and modern paintings and sculpture." (1950)

3103 "American sculpture of the sixties." Los Angeles County Museum of Art and Philadelphia Museum of Art (1967)

whether works are illustrated in a particular catalog. The descriptions of two other catalogs are included on the same card. Note, too, that the other two exhibitions are one-man shows and also include the number of works exhibited as well as an illustration statement.

Figure 2 is the card for the Philadelphia Museum. The cards for the two museums involved are similar in format to the artist card; the description includes title, places and year, but no information is given on the number of works exhibited or illustrated because this is of interest only to someone looking under the artist. From the card for the Los Angeles County Museum of Art (Figure 3) it can be seen that the name of the museum is not repeated in the description if the exhibition did not travel (see item 2331). No attempt is made to follow the Anglo-American Cataloging

Rules in establishing names for museums and galleries.

The topical subject card (Figure 4) is the same as the museum cards in the amount of descriptive information given. It is important at Marlborough that the catalog provide a subject approach because there is no classification system to bring books on similar topics together on the shelves. No standard list of subject headings meets present needs so one is being developed. The shelf list card, like the subject and museum cards, includes only the title, places of exhibition and year. This variation in description under the different headings not only reduces the amount of typing necessary, but is also logically based on the requirements of the card catalog user.

There is no card under the title of the exhibition because the topical subject heading "Sculpture, American" is considered more useful. People tend to forget the exact wording of a title, whereas they remember the general subject of an exhibition. There is no card for the author, Maurice Tuchman, or for the sponsoring agency, the Contemporary Art Council.

Since there is no main entry, there is no tracing of additional entries. Because the card catalog is small and the rules for making entries are clear, all entries for a particular catalog, in theory, can be found and deleted on the appropriate cards if a work were lost or weeded out of the collection.

The shelving of catalogs at Marlborough is easy because of the lack of a classification system. Catalogs are placed

in open metal pamphlet boxes with the span of accession numbers indicated on the front. Flimsy catalogs never have to stand on the shelves alone because accession numbers are assigned so that they can be grouped together in these boxes. Interspersed between the boxes are the hard bound books that can stand on their own.

The main feature of Marlborough's system, then, is the brevity of bibliographical description which makes it possible for more than one catalog to be described on a card. Therefore, space and typing time are conserved. The system eliminates problems of main entry decision, pagination, when to use brackets, and how to describe illustrations. Nonetheless, it provides for in-depth analysis of the contents of the catalog to pick out works by Marlborough artists, gives enough information to help compile accurate lists of one-man and group shows, and furnishes those entries necessary to get the library user to the catalog he needs quickly. Although it is a simple system, it is adequate for the needs of a business that exists to buy and sell art.

A Broader System

The library at the Wildenstein Gallery is considerably larger than Marlborough's. Although the gallery is 75 years old, the library was started in the early 1950s. The collection of exhibition catalogs is estimated at 16,000 volumes.

A separate card file for these catalogs is maintained. They are also shelved separately from monographs, with one-man shows in one section arranged alphabetically by artist and group shows in another section. Catalogs receive different accession numbers from monographs: an "EX" number for group exhibitions or a number starting with the artist's surname for the one-man shows. There is no attempt at subject classification.

Entries are made under all museums and galleries, under topical subjects, names of artists, and sometimes under titles. There is no main entry and no tracing of headings used as at Marl-

Figure 5.

EX 13005
Los Angeles, County Museum of Art
American Sculpture of the Sixties
April 28-June 25, 1967
Also traveled to
Philadelphia Museum of Art
September 15-October 29, 1967

Figure 6.

EX 13005
Philadelphia, Museum of Art
American Sculpture of the Sixties
September 15-October 29, 1967
Also shown at
Los Angeles, County Museum of Art
April 28-June 25, 1967

Figure 7.

SCULPTURE, AMERICA, XXth c.	EX 13005
American Sculpture of the Sixties	
Traveling exhibition:	
Los Angeles, County Museum of Art	
April 28-June 25, 1967	
Philadelphia Museum of Art	
September 15-October 29, 1967	

borough. Unlike Marlborough, however, no shelf list cards are made. Headings for galleries or museums start with the name of the city followed by the name of the institution with no attempt made to follow the Anglo-American Cataloging Rules. The description under a particular heading includes the title, all exhibition places, and exact dates. The editor or author of the text is generally not mentioned; there is no imprint, collation, or notes.

The exhibition card file is divided into two sections: the Exhibition Place File and the Exhibition Subject File. No standard list of subject headings is used. Distinctive titles are made for the Exhi-

bition Subject File. Detailed analysis of the individual artists exhibiting in group shows is not provided because Wildenstein does not represent particular artists on an exclusive basis as does Marlborough.

The Wildenstein cards for the same exhibition catalog "American Sculpture of the Sixties" show their system (Figures 5-7). Figure 5 is the card for the Los Angeles County Museum of Art. The kind of information given is the same as on the Marlborough card with the same heading, but here there is a whole card for this one exhibition catalog. It is not a unit card, in the strict sense, but more than one exhibition is not described on the same card.

The card for the Philadelphia Museum (Figure 6) has the same format as the card in Figure 5 except that the museums are mentioned in reverse order. Figure 7 is the subject card. Notice that the subject heading "Sculpture, American" has been subdivided by "20th century." This is helpful because the works handled by this gallery range in date from the Renaissance to the present day. At Marlborough, "Sculpture, American" is sufficient since the gallery deals only in contemporary art. The description of the catalog under the subject includes the same elements as on the museum cards.

There is no title card because the title is considered nondistinctive and no subject cards for individual artists, nor cards for the editor or sponsoring agency.

Wildenstein's descriptive cataloging, then, is as brief as, if not briefer than, Marlborough's. The essential points of access—museums and subjects—are provided. Because they do not put more than one catalog on a card, more total cards are used than at Marlborough. Yet they do not necessarily use more headings per catalog, in this case there are fewer.

Summary—Small Libraries

Here, then, is another example of a small art library, but one that is larger and more extensive than the one at Marl-

borough. Its way of handling catalogs is consequently more complex: a separate divided card file, a separate numbering and shelving system, greater depth in topical subject analysis. The lack of detail in bibliographic description suits the users of this private business library since they are not doing scholarly research but selling works of art.

Simplicity is the key in this kind of library. Exhibition catalogs do lend themselves to simplified cataloging. As long as access to them is provided from the institution and from the subject, the description of the catalog need not be long and complex. Only the title, places, and dates are absolutely necessary. Subject classification is also something that can be eliminated and this, too, simplifies their processing. If a subject approach is provided in the catalog, it is easier to shelve them in order of accession.

If initiating a system, the author advises the use of one card per exhibition catalog, as at Wildenstein, unless there is little room to expand the card catalog. The great disadvantage to Marlborough's method of describing more than one catalog on a card is that there is no way to logically subarrange under a particular heading. Therefore, every single card must be searched. In addition, be sure to trace the subject headings and added entries and make shelf list cards.

Any library with a large collection of exhibition catalogs should consider providing a separate catalog for them. When making such a decision, consideration should also be given to the needs and habits of the users and to whether or not the cataloging system is simplified.

Computerization

Some larger art libraries have turned to the computer for help in cataloging. As a result computer applications to the cataloging of exhibition catalogs have been developed. Three art libraries that are involved with computers in different ways will be described here.

Santa Barbara. The most well-known computerized system for exhibition catalogs is at the University of California at

Figure 8. Art Exhibition Catalogs in Permuted Subject Sequence, June 1972, Page 169

Subject	Accession No.	Exhibition Location	Date	Notes, Author, Title, Etc.
Motherwell, Robert Burns, 1915-; Painting, American, 20th century, 1941-1965; Collage, American, 20th century, 1943-1964; Abstract Expressionism, American, 20th century, 1941-1965	4661	Stedelijk Museum Amsterdam, Netherlands	(1966)	52p (102 b&w illus, 4 color illus, Footnotes, Inc. chronology) Author: O'Hara, Frank; Title: Robert Motherwell (with quotes by the artist, Cat. No. 389)
Moulton, Sarah Barrett, 1783-1795; Portrait painting, English, 18th century, 1794; Lawrence, Sir Thomas, 1769-1830; Painting, English, 18th century, 1794	4445	Huntington Library and Art Gallery San Marino, California USA	(1966)	15p (2 b&w illus, 1 color illus, Footnotes, Inc. chronology) Author: Wark, Robert R.; Title: Pinkie-Sir Thomas Lawrence's Portrait of Sarah Barrett Moulton
Mount Fuji in Art, Japanese, Collections; Starr, Frederick, Collections; Art, Japanese, Collections	4656	Starr, Frederick, Collection Seattle, Washington USA	(1927)	17p (1 b&w illus) Author: Starr, Frederick; Title: Catalogue of an Exhibition of Objects Relating to Mount Fuji
Mount Holyoke College, South Hadley, Massachusetts, Collections; South Hadley, Massachusetts, Galleries and Museums, Collections; Dwight, Nancy Everett. Foundation, Collection; Colleges and Universities, American, Art, Collections	7081	Mount Holyoke College. Dept. of Art. South Hadley, Massachusetts USA	(1963)	24p (47 b&w illus) Author: Hayes, Marian; Title: Purchases from the Nancy Everett Dwight Foundation 1913-1963
Mount, William Sidney, 1807-1868; Painting, American, 19th century, 1828-1867; Genre Painting, American, 19th century, 1828-1867; International Exhibitions Foundation, 1969	3328	National Gallery of Art Washington, D.C. USA	(1969)	71p (56 b&w illus, 6 color illus, incl. chronology) Author: Frankenstein, Alfred; Title: Painter of Rural America; William Sidney Mount 1807-1868 (Circulated by International Exhibitions Foundation)

Santa Barbara. It has been in existence since 1967. The April 1973 issue of the *ARLIS/NA Newsletter* described the system in detail.

Basically, it consists of a number of computer printed lists which provide varying points of access to their large collection of nearly 20,000 exhibition catalogs. Some of the lists give detailed bibliographic information including title, authors, museums or galleries, dates, number and type of illustrations, number of pages, whether there are chronologies, biographies, footnotes or bibliographies, notes on series, language, distinctive formats and up to 25 different subject descriptors. Others are more abbreviated indexes which give only the catalog accession number since the catalogs are not classified.

Figure 8 is a sample page from the Subject List which gives complete bibliographic information under five possible subject headings per catalog. To the left is one of the subject headings—in this case Robert Motherwell—followed by the other alternate subject headings for the same catalog. Notice that they are much broader than would usually be assigned for a one-man show.

Figure 9 shows portions of two pages from the Subject Index. Each subdivision of a subject heading appears in alphabetical order followed only by the catalog number. A catalog could appear fifteen times or more in this index and catalogs can be easily grouped according to specific countries or periods; for example, everything on the Midwestern states is grouped together regardless of

Figure 9. Two Sample Pages from Subject Index

Page 1	
Midsummer Night's Dream	1328
Midwestern States, 19th Century, Painting, American	2046
Midwestern States, 19th-20th Century, Bronzes, American	493
Midwestern States, 19th-20th Century, Painting, American	493
Midwestern States, 20th Century, Painting, American	213 2611
Midwestern States, 20th Century, Sculpture, American	213
Page 2	
1945, Pennsylvania Academy of the Fine Arts, Philadelphia, Pennsylvania, Exhibition (Annual)	2155
1945, Philadelphia, Pennsylvania, Exhibitions (Annual)	2155
1945, Sociedad de Arte Moderno, Mexico City, Mexico, Exhibition	1682
1945, War in Art, World War II (1939-1945), Japanese, 20th Century	7117

medium or century and then everything with the year 1945 in the heading.

Santa Barbara has also produced complete bibliographic listings by accession number, agency, author, country, and date of show in addition to subject. Abbreviated bibliographic lists have been produced by agency and author as well as by subject.

The Santa Barbara system is a sophisticated and flexible one, providing many more points of access than usual. According to William Treese, Head of the Arts Library, it is fast, easy to maintain, and economical because of the use of student assistants for most of the processing. Most catalogs are processed and ready for use in two weeks.

Ohio State. Another art library that is involved with computerized cataloging, because of its relationship to the Ohio College Library Center (OCLC), is the Fine Arts Library at Ohio State University. The effect of OCLC on the cataloging of exhibition catalogs is small at the present time because the system's data base depends on the Library of Congress and LC does not catalog enough exhibition catalogs to be of much help. According to Jacqueline Sisson, Head of the Fine Arts Library, about three-fourths of the

Figure 10.

Fine Arts	
NE	Kunstverein in Hamburg.
2362.5	Joan Miró: das graphische Werk.
M5	[Ausstellung] 31. März-29. April
K86	1973. Kunstverein in Hamburg.
1973	[Katalogredaktion und Übersetzungen aus dem Französischen und Katalanischen: Hans Gerd Tuchel. Hamburg, 1973?]
	193 p. illus. (part col.) 18 cm.
	Bibliography: p. 186-191.
	I. Miró, Joan, 1893- I. Miró,
	Joan, 1893- II. Tuchel, Hans
	Gerd, ed.
OAU	ejs 8/19/74 fm AUC 74-305070

catalogs they receive do not have information in the OCLC data base. Of these, those that are not originally cataloged can be retrieved only through an author/title search of their automated circulation system or by author in the regular card catalog. There are no added entries or subject headings for these catalogs. The hope for the future is to have a cooperative cataloging program with specific responsibilities for cataloging certain groups of exhibition catalogs assigned to each OCLC member with a good-sized art library so that most of them will be included in the OCLC data base.

An OCLC computer-produced card for an exhibition catalog is essentially a copy of a Library of Congress card (notice the LC number in the lower right corner). Therefore the entry, description, and added entries were determined by the AACR (Figure 10). The catalog has also been fully classified—like monographs.

Stanford. The Art Library at Stanford University is also looking to computers as a way to solve their problems of handling exhibition catalogs. The description of their simplified system for catalogs was published in the summer 1973 issue of the *ARLIS/NA Newsletter*. It has been proposed that this system be integrated with Project BALLOTS, Stanford's computerized acquisition and technical processing system. Certain parts of

the description that are now excluded in the manual system, namely the date of publication and pagination, would have to be included because they are required elements in the BALLOTS system. The place of publication and publisher, the illustration statement, size and notes would continue to be excluded.

The computerized system at Stanford, then, would continue its special, simplified cataloging of exhibition catalogs.

Conclusion

These three libraries are good examples of different approaches to computerized processing of exhibition catalogs. Two of them continue to produce cards that must be manually filed into a card catalog, whereas the third has eliminated cards completely. Two of them provide the normal points of access; the third provides many more than these, especially in the subject area. OCLC and

Santa Barbara fully describe their catalogs, but Stanford prefers a simplified description.

Ideally art libraries would probably prefer to fully catalog and classify exhibition catalogs, perhaps even to a greater extent than LC does. But, because of the lack of money, time, staff, and the large numbers of catalogs being published, exhibition catalogs are treated differently from books in most art libraries. However, simplified or computerized systems that process exhibition catalogs effectively and efficiently can be developed to suit the needs of the individual library—whether small like Marlborough's or Wildenstein's or a large university library like those at Santa Barbara, Ohio State, and Stanford Universities.

Received for review Oct 29, 1974. Manuscript accepted for publication Nov 15, 1974.



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Integrating the Records of Two Separately Owned Library Collections

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■ A school of medicine library, under a contract, administers a school of nursing library which belongs to another institution. Both libraries are in the Mount Sinai Medical Center, New York, in sepa-

rate locations. The technical services operations are centralized within the school of medicine library, and a union catalog of both collections is created. The procedures developed are described.

THE Department of Library Science of the Mount Sinai School of Medicine faced a special situation in July 1971, when the Mount Sinai School of Nursing merged with City College. The Department of Library Science, under contract with the City College Library, agreed to administer the nursing collection and to integrate the records of nursing books and journals with those of the medical collection. However, the nursing collection itself remained distinct since it was the property of City College. The task of integrating the records of two separately owned collections, but not the collections themselves, has been infrequently described in the literature. It is our purpose to describe the procedures that

were developed to create a union catalog and to describe how the technical services operations were centralized.

City College is one of the twenty independent municipal colleges which comprise The City University of New York (CUNY). The Mount Sinai School of Nursing is now a school of City College. The Mount Sinai School of Medicine is also affiliated with The City University. Founded in 1963, the School of Medicine was established as a graduate division of The City University in 1967. Although a graduate division of The City University, it remains financially autonomous and self-supporting under its own board of trustees. It is also one of the units which makes up the Mount Sinai Medical Center.

Prior to the merger with City College, the Mount Sinai School of Nursing had its own library which had always been completely independent of Mount Sinai's medical library. The nursing collection consisted of approximately 5,000 cataloged texts and monographs, 114 journal

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titles, and an extensive pamphlet file in the fields of nursing and general medicine. The library was supervised by a librarian, assisted by one full-time and one part-time clerk. It served student nurses, nursing school faculty, and the hospital nursing staff.

The Department of Library Science of the Mount Sinai School of Medicine is an academic medical school department. The library is an outgrowth of the Mount Sinai Hospital Library which was in existence until 1968. A detailed description of the history and development of the Mount Sinai Hospital Library has been written by Robert W. Culp (1).

Under the direction of its first chairman, Alfred N. Brandon, the collection was enlarged and developed to meet the needs of a medical school curriculum. The library's collection was made available at two service points. The clinical material was circulated from the Jacobi Library, situated in the out-patient annex of the Medical Center. Staff in the branch of the Jacobi Library, located in the Nathan Cummings Basic Sciences Building across the street from the out-patient annex, circulated the pre-clinical part of the collection.

In 1974 the medical collections were physically merged in the Gustave L. and Janet W. Levy Library located in the new Annenberg building of the Medical Center.

Advantages

There were several important advantages resulting from the contractual arrangement between the City College Library and the Department of Library Science, both from an administrative and educational point of view. For the first time the School of Nursing Library was to be brought under the centralized administration of the Department of Library Science. Although the libraries were not physically integrated, the Medical Center staff and students benefited from central administration which provided for the most efficient use of all academic library resources within the Medi-

cal Center. The use of the collections was maximized, and duplication in the acquisition of books and journals was minimized. There were virtually no nursing books in the Jacobi Library, since it had been the policy of the medical library not to collect nursing materials that were available in the School of Nursing Library. Hospital staff had to go to the School of Nursing Library to find out what was available there. For the first time, a union catalog in the Jacobi Library now showed the holdings of the School of Nursing Library and provided improved, fuller, library services to the staff, since the availability of a book within the professional libraries of the Medical Center could be quickly determined.

Greater utilization of library resources by the entire community as well as the proximity of the nursing students in their clinical years to a comprehensive clinical collection were major advantages and would by themselves favor centralized library administration within the Medical Center. The advantages of having access to the resources of a medical school library are explained by A. N. Brandon:

Students in a collegiate school of nursing need access to more research materials than are usually found in the hospital nursing school library. When the resources of the medical and dental library are also available to them they have access to all the major medical, dental, and nursing books and journals that are likely to be necessary in their studies (2).

The Department of Library Science was well equipped to administer the School of Nursing Library because it could apply techniques and procedures developed in centrally administering the branch library. Acquisitions and cataloging were done centrally for both the Jacobi and branch collections. The public catalog located in the Jacobi Library was in effect a union catalog of the holdings in both locations, and the shelf list was integrated. The catalog and shelf list in the branch library contained only the records of the branch collection.

Procedures

The major administrative consideration in developing policies and procedures was that the collection was actually the property of City College. It was necessary to maintain separate records for the School of Nursing Library holdings with respect to acquisitions, serials, cataloging, budget, and statistics. At the same time maximum efficiency was sought by adapting and integrating established procedures for selecting, ordering, cataloging, and processing nursing materials. In nearly all instances, procedures used for the branch library were adapted for the School of Nursing Library.

Selection-Acquisition. A central acquisitions program took into consideration the needs of the three libraries. The School of Nursing Library served mainly undergraduates and nursing service staff; the School of Medicine Library served chiefly Mount Sinai medical students, staff, and the graduate students of The City University. Although there was unavoidable duplication of some basic reference and medical materials, there were virtually no holdings of nursing texts in the School of Medicine Library. Nursing students could borrow materials from the Jacobi and branch libraries that were not available in the School of Nursing Library. Conversely, medical students and other staff had access to books in the School of Nursing Library.

The chairman of the Department of Library Science and the acquisitions librarian, with recommendations from School of Nursing faculty, selected the books and periodicals. All materials were ordered and received by the Acquisitions Department in the Jacobi Library but charged to a separate nursing budget which covered all other Nursing Library expenditures as well. Financial records and library statistics were forwarded regularly to City College. One copy of a title was usually ordered; however, for course reserve, one copy for every 8 to 10 students was purchased. For other heavily used titles, the ratio was one copy for every fifteen students. In general, more

duplicate copies, pamphlets, and paperbacks were ordered for the School of Nursing Library—an undergraduate library—than for the School of Medicine libraries.

The procedure for ordering serials was essentially the same as for book ordering. The Serials Department received, checked in, and claimed the subscriptions. Separate records were maintained. After the journals had been checked in, they were sent to the School of Nursing Library. Books, on the other hand, were transferred to the Cataloging Department for cataloging and accessioning, but cards, pockets, and labels were typed by personnel in the School of Nursing Library where the books were finally processed for shelving.

Binding. Journals destined for the bindery were sent to the Serials Department where they were prepared for shipping. Packaging was kept separate from Jacobi and branch bindery orders.

Cataloging, Recataloging, and Book Processing. The procedures established to catalog the School of Nursing collection applied both to the newly acquired materials and to the recataloging of the existing collection. They conformed to the procedures used for the Jacobi and branch libraries. The use of uniform procedures for all three libraries facilitated cataloging and the creation of a union catalog. Although the National Library of Medicine classification scheme had been used in the medical and nursing libraries, the same call numbers did not in every case coincide for the same title. It was decided that the same call number for copies of the same title in all three locations should be used for ease of retrieval and for a consistent union catalog. Since the nursing collection was small enough to make recataloging feasible, and personnel, space, and supplies were available, a decision was made to recatalog the nursing collection.

Before a book was recataloged it was determined whether a later edition existed. If so, the most recent edition was ordered. When the latest edition was received, both editions were cataloged at the same time. At this point, out-of-date

editions and duplicate copies of older editions were weeded from the collection.

The books were divided into two categories for efficiency in processing. In the first category were those books that were unique to the School of Nursing Library; that is, these titles were not duplicated in either the Jacobi or branch libraries. Duplicates of titles in the School of Medicine libraries constituted the books in the second category. For duplicates the existing catalog card was used to generate cards for the School of Nursing Library (see *Card Production*). Unique titles were cataloged in basically the same manner as School of Medicine books. All books belonging to the School of Nursing Library were distinguished from those of the School of Medicine libraries. To make the records immediately identifiable, "NURS" was used as the first line of the call number. This technique permitted a separate and distinguishable nursing shelf list card to be integrated into the shelf list in the Cataloging Department. Whereas the branch and Jacobi copies of a title appeared on the same shelf list card, there was a separate Nursing shelf list which filed immediately behind the School of Medicine shelf list. When the nursing library was moved from the Medical Center, the shelf list cards were easily removed.

Accessioning. Jacobi and branch books were accessioned in sequence after cataloging. A separate accession file was maintained for Nursing books. To distinguish accession numbers for School of Nursing books, the prefix "N" (for nursing) was used (e.g., N-1, N-2, etc.). The accession numbers were stamped not only in the book but also on the cards and pocket to provide additional identification.

Processing the Books. Red tape was attached to the top of the spine to identify the book as belonging to the Nursing collection. "NURS" appeared in several places in the book as an integral part of the call number: on the typed label which is ironed on at the bottom of the spine, and in pencil in two places inside the book. The call number also appeared on the cards and pocket of circulating

materials. Finally, a City College bookplate, with "Mount Sinai School of Nursing" printed at the bottom, was pasted in the book.

Card Production. Card production was identical for both collections. As was done for books destined for the branch, two card sets were made—one for the School of Nursing public catalog and the other for the Jacobi Library union catalog. However, when the title was a duplicate of a School of Medicine title, it was necessary to make only one card set, for the School of Nursing catalog, plus a shelf list card to be filed in the Cataloging Department shelf list. The main entry card was pulled from the Jacobi catalog and used to generate the Nursing card set. The typist was instructed to type "NURS" as the first line of the call number and make any other minor changes that were required, such as adding a reprint date. In addition, a copy of each unit card was sent to City College for its public catalog.

Jacobi Union Catalog. As previously stated, the Jacobi public catalog was a union catalog for the Jacobi and branch collections. In July 1971, it became a union catalog of the three libraries—the Jacobi, branch, and School of Nursing libraries. Like the branch, the School of Nursing Library had a catalog reflecting its own holdings. In the Jacobi union catalog, plastic overlays for card sets were used to indicate the locations other than Jacobi Library; e.g., Mountcastle's *Medical Physiology* had a branch overlay; Shafer's *Medical-Surgical Nursing* had a Nursing overlay. Duplicate copies of Jacobi titles in the other libraries were also apparent by means of overlays. For example, Harrison's *Principles of Internal Medicine* could be found in all three libraries. Thus a plastic overlay specified "Another Copy in Branch and Nursing."

Conclusion

The contractual arrangement between the Department of Library Science and the City College Library lasted for two years, from 1971 to 1973. In July 1973, the Nursing collection was transferred to

the City College Library where it is housed and administered.

During this two-year period, the Department of Library Science had recataloged, weeded, and updated the majority of the monographs in the clinical areas. The shelf list and accession records and public catalog cards that had been produced for these titles were consistent with those of the medical collection. The shelf list and card catalog established prior to July 1971 were used for the titles not yet recataloged and were kept in conjunction with the new shelf list and catalog.

The journal shelf list had been updated and the number of subscriptions increased. All of the records necessary for the maintenance of the monographic and journal collection were forwarded to City College.

The task of clearing the records of all Nursing titles included in the shelf list and in the union catalog proved to be simple although tedious. The use of "NURS" in the call number facilitated clearing the Nursing shelf list cards. A clerical assistant pulled those shelf list cards with "NURS" as the first line of the call number. The shelf list cards for the medical collection did not have to be changed at all. A clerical assistant went through the card catalog making the following adjustments: She removed all cards with plastic overlays that read "NURSING"; removed only the overlay designating "Another copy in Nursing," leaving the card itself in place; replaced the overlays that read "Another copy in branch and Nursing" with overlays designating "Another copy in branch," leaving the card in place. Since the School of Medicine Library expected to provide a

nursing collection for the hospital nursing staff in the near future, the cards that were withdrawn from the card catalog were kept in alphabetical order and preserved for use as nursing titles are acquired.

Since a separate accession record had been maintained for the Nursing collection, the accession record of the medical library did not require any revision.

The need to integrate records and collections of medical and nursing schools may increase as the number of nursing baccalaureate programs associated with colleges, universities, and medical centers increases. Although some of the problems that we encountered may be unique to our situation, we do hope that the rationale behind our decisions and the description of the approaches taken to carry them out will be helpful to librarians in similar situations.

Acknowledgments

The authors wish to express their appreciation to Rachael K. Goldstein and Dorothy Hill of the Mount Sinai Library for their criticism and suggestions.

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Received for review Oct 11, 1974. Manuscript accepted for publication Jan 2, 1975.



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BECKER

The Ten Commandments for Library Customers

Roberta J. Gardner and Linda Zelevansky

The Business Library, Dun & Bradstreet, Inc., New York, N.Y. 10007

- I. Thou shalt be prepared with a valid, logical and/or reasonable query and not an inchoate question, without form and void. Even in reference work there must be the Word. Thou shalt also separate the wheat from the chaff if thou canst. As thou soweth so shalt thou reap.
- II. Thou shalt request all information in the beginning . . . thy librarian then needst not travail by undertaking multitudinous exoduses back and forth from reference material to answer thy questions in sequence.
- III. Thou shalt be honest and true with thy librarian in revelation of what thou seekest, much as thou wouldst not hold back symptoms from thy physician. Also, thou shalt not send forth thine secretary on a fool's errand for that request which is known only unto thee. For it shall cometh to pass that thine servant in this cause will be sorely afflicted.
- IV. Thou shalt exhibit the patience of Job in waiting at the librarian's desk (or at the other end of the telephone) so that when the answer to thy query is divined, the search shall not have been in vain. Thou shalt, in like-wise, come in and gather that which has been prepared at thy behest. Woe betide he (or she) who panteth after the Hart and waiteth not for the kill.
- V. Thou shalt indeed express thine appreciation of labor well done by thy librarian through written testimony to his/her supervisor. Verily, in times of salary review, tongues of angels sing sweet and clear.
- VI. Thou shalt not designate the "Source," but rather utter clearly that which is sought. A host of excellent librarians can lead you to greener pastures if given free rein in the hunt.
- VII. Thou shalt not require thy librarian countable for that which is not yet published. Verily, they can only acquire that which existeth. Miracles cometh seldom in libraries.
- VIII. Thou shalt not require thy librarian to interpret data in chapter and verse. Surely, if the Commerce Department, in its infinite wisdom knows not whereof it speaks, he/she can assay no better. ("Errors due to rounding" stand as a testament unto themselves.)
- IX. Thou shalt not scorn a wise referral, for surely any sage counsel cannot lead thee far astray and may indeed bear fruit. No library can be all things unto all people.
- X. Thou shalt not steal.

Received for review Jan 8, 1975. Manuscript accepted for publication Jan 30, 1975.

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Binding Selectively

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■ Binding priorities for a science and engineering college library with only single subscriptions and a vast binding backlog are outlined. Priorities call for selective commercial binding and heavy

reliance on temporary binding. The system described brings order to periodical stacks, while freeing funds for collection development in times of budgetary difficulties.

THE EVER increasing cost of scientific literature, particularly in the serial area, may often cause a technical library to lower its rate of binding in order to provide for the continuing growth of its collection. Funds freed from binding can then be used to purchase monographic material, as well as to maintain long and needed subscriptions.

The Clarkson collection has 105,000 volumes, which include 29,000 bound periodicals. Holdings are strong in the areas of science and engineering, and good in the areas of business management, the humanities and the social sciences. Since 1970, there have been approximately 1,500 current serial titles, with no dual subscriptions. This figure has remained relatively constant since cost factors require that additions can only be made if matched by cancellations.

Before the 1970s, a loose rule was followed by which scientific and engineering journals would be bound before those in other fields. Business, humanities, and social science journals were added in microfilm, as well as those of difficult size and format. Not considered for micro-

film were titles with figures, formulas and color illustrations.

Soon, as money became tighter, funds for binding shrank to allow for collection expansion, until in 1973, only 599 volumes were commercially bound. More journal titles were put in temporary binding, while commercial binding was reserved for *Chemical Abstracts*, various other indexing/abstracting journals, and on an irregular basis, a wide scattering of scientific and engineering journals.

Over the past year, binding funds have increased, but it was apparent at the start that our earlier priorities would not get us through our binding backlog systematically. A stricter formula was needed by which heavily used indexing/abstracting journals and most used journal titles could be put in permanent commercial binding as soon as possible.

Commercial Binding Priorities

A four level scale has been developed for use in summer months due to the high demand for titles included during fall and spring semesters:

Figure 1. Sample Check-off Card

title			
Jl. Colloid + Interface Science			
faculty	graduate	undergrad	SUCP
### //	### ### ///	### //	
			SLU
			ATC
			tables

- 1) *Chemical Abstracts* and its collective indexes;
- 2) scientific and engineering indexing/abstracting journals: a. titles that have ceased or changed title (examples are *CHANNEL*, *Electronics Abstracts Journal*, and *Environment Information ACCESS*), b. current titles (examples are *Applied Mechanics Reviews*, *Nuclear Science Abstracts*, and the *Science Abstracts* series);
- 3) series that we classify (examples are *Journal of Physical and Chemical Reference Data*, *Progress in Surface Science*, and *Transportation Research Board Abstracts and Record*);
- 4) proceedings/transactions journals (examples are those of the ASCE, ASME and IEEE).

A three-level scale has been developed for use during fall and spring semesters since titles included are in less demand:

- 1) all volumes for journals in the above scale for which replacements of missing issues have been received;
- 2) all scientific and engineering journals which have ceased publication (examples are *Battelle Technical Review*, *Electronic Age*, and *Organometallic Chemistry Reviews A and B*);

- 3) all extensive and expensive backfiles which have been and are purchased.

Temporary Binding

Temporary binding, using Bro Dart's Periodical Binding System Model 800, has been increased to include complete volumes in all fields. Orders for missing issues are sent for all paid technical journals, and for lengthy runs in other fields.

The Bro Dart Model is made up of three small machines, and requires no special installation or wiring. The first unit holds and aligns volumes, the second drills holes parallel to spines into which plastic rivets are inserted, and the third fastens rivets in place. A degree of permanence can be given to volumes if they are bound with pamphlet covers as well as with plastic rivets. The entire process is easy to learn and, with simple supervision, can be carried out by work-study students.

The initial cost of our Bro Dart Model was \$705.00, but it has paid for itself in terms of output. In 1973, 98 work-study student hours were used to temporarily bind 936 volumes, 144 of which had pamphlet covers. The material cost was \$.02 per volume without covers, \$.72 per

volume with covers, and the students were paid \$1.70 an hour. The total cost was \$276.32, or \$.18 per volume without covers and \$.88 per volume with covers. This compares favorably with the 1973 commercial binding cost of \$2,650.60 for 599 volumes, or \$4.43 per volume.

Speed is another advantage of the Bro Dart Model. Nearly 10 volumes can be taken from the shelves and bound in 1 hour. Time to reshelvage varies with processing time and the number of volumes bound, but usually takes 1 day. Commercially bound volumes, however, are out of the library at least 2 to 3 weeks from the time they are shipped to the time they are returned.

Like commercial binding, temporary binding brings order to otherwise chaotic periodical stacks. It also keeps volumes complete until funds are available for commercial binding, and the rivets used can be slashed for photocopying if needed.

As before, few monographs are commercially rebound. However, more use is now being made of temporary binding, particularly in the case of little used material.

Journal Use Study

A year-long study of journals in circulation is now in progress using 3"x5" cards (Figure 1). Before circulation cards are filed each day, the status or rank of the library's own patrons is checked off per title, with notations made for borrowers from neighboring colleges.

Statistics are tabulated monthly and library tables are scanned twice daily to catch titles used but not borrowed. Results of the study are expected to have implications for funding and maintaining subscriptions, as well as to provide a basis for expanding commercial binding priorities.

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Received for review Oct 15, 1974. Revised manuscript accepted for publication Jan 21, 1975.



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Australian Information Services

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■ Government documents and information services in Australia are discussed by a representative of the Government of Australia. First, a report on the current developments in national information services in Australia is given. Then a sur-

vey of existing and operational information services is made. Finally, the author reviews a few basic guidelines on Australian government publications, bibliographic access to them, and their availability.

A GREAT DEAL of consultative planning at high Australian Government levels is being undertaken currently in which the National Library of Australia is actively involved. This planning and development activity is largely the outcome of the work of the Scientific and Technological Information Services Enquiry Committee (STISEC) set up by the Council of the National Library of Australia in February 1971 and which presented its report in May 1973. This report, known as the STISEC Report Volume 1,* has already received some distribution within North America.

The committee was appointed to investigate the national need for scientific and technological information services.

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* Scientific and Technological Information Service Inquiry Committee / *The STISEC Report*. v.1. Canberra, Australia, National Library of Australia, 1973.

Its task was to suggest how, in the national interest, any inadequacies identified by its inquiries might best be overcome. In the preface to the report the committee stated:

The evidence gathered and considered by the Committee leaves it in no doubt that there is immediate need in Australia for a greatly improved and more closely coordinated system to collect scientific and technological information and to disseminate it with a minimum of delay to those who need it. The Committee is convinced that a national authority must be established with the responsibility to complement and coordinate existing collections and services; it would have a particular responsibility to ensure the provision of those information services which ought to be, but at present are not, available in Australia. The national authority should give maximum consideration to the introduction of those services and information handling methods which utilize modern computer and telecommunication techniques. It should act as a focus for international, as well as national, cooperation in the effective and efficient

transfer of scientific and technological information.

Further the committee "highlighted the need for interdisciplinary collaboration." And "concluded that a firm relationship should be established and maintained between information services in science and technology and those in the social sciences and humanities." Consequently the planning and development now going on is looking at the total national scene and beyond STI services.

The development of direct services and supporting collections on science and technology by the National Library commenced during the fiscal year July 1973–June 1974, and culminated in the announcement of the creation of the Australian National Scientific and Technological Library (ANSTEL), the first of the national subject libraries and services to be created within the National Library. It aims at the maximum utilization of the National Library's extensive multi-disciplinary and interdisciplinary collections in science and technology; and the greatest cooperation with other bodies able and willing to contribute to national information services.

At the same time there has been detailed examination of the necessary planning for the development of a national library and information network which will coordinate the development of STI services and collections by agencies throughout Australia (Federal and State Governments, private industry and commercial organizations). This will lead generally to the formulation of national policies in this area. It is visualized that the network will make extensive use of modern communications and computer technologies.

Submissions have been received for the proposed Australian Library Based Information System—ALBIS. The National Library is undertaking extensive consultations and surveys over a period of two years to determine the feasibility of ALBIS. As such, it is seeking submissions from organizations and individuals which indicate the range of traditional and computer based services in existence and being planned, and the extent to

which these organizations and individuals can assist in identifying needs and the development of services to meet them.

In the light of the above discussion of current developments and planning, it appears appropriate to describe some of the information services existing in Australia. Throughout Australia libraries and information services are provided by government agencies, both federal and state, by universities and other tertiary institutions, by private organizations and by industry. They are substantially autonomous and most have a finite, well-defined and local user population. However, there has always been a high degree of cooperation and collaboration between the various institutions concerned.

The supply of information through commercial information services is limited, although there are signs of increasing activity.

This report will examine some of these services already provided by Australian Government agencies at the federal level. No attempt could be made in a comparatively short paper to deal with state government information agencies.

National Library of Australia

The Council of the National Library of Australia, which operates under the National Library Act on behalf of the Australian Government, has a major involvement in library information services at a national level and on a national scale.

Under Section 6 of its Act the National Library has the following functions:

a) "to maintain and develop a national collection of library material, including a comprehensive collection of library material relating to Australia and the Australian people.

b) to make library material in the national collection available to such persons and institutions, and in such manner and subject to such conditions, as the Council determines with a view to the most advantageous use of the collection in the national interest.

c) to cooperate in the library matters (including the advancement of library

science) with authorities or persons, whether in Australia or elsewhere, concerned with library matters.”

It is the national focus for Australian bibliographic activity and creates and publishes a wide range of national bibliographies and indexes, including the *Australian National Bibliography*, *Australian Government Publications*, *Australian Films*, *Australian Maps* and *Current Australian Serials*. The library also maintains the National Union Catalogue of Monographs and offers a location service based upon it. It also publishes the Union list, *Serials in Australian Libraries: Social Sciences and Humanities*. More recently the library has developed its international activity and has been designated as the Australian ISDS center, and ISBN agency, the center responsible for ISORID, and the national focal point for UNISIST.

Computer-Based Information Services

Late in 1969 the National Library of Australia became the MEDLARS center for Australasia and the first automated information service was established in the region. At the present time the National Library is running in excess of 900 monthly SDI profiles and 2,300 retrospective searches per annum. It is recognized that this was the first step in the development of computer-based services of this nature and forward planning has continued since then. With the acquisition of the CAN/SDI program in 1973 the National Library has been able to implement the BA Previews System as a natural supplement to MEDLARS and a coordinated Biomedical Information Service is both in operation and under further development.

As a parallel to the Biomedical Service the National Library has established an Educational Information Service which will initially use the ERIC data base supplemented by Australian produced materials.

The National Library has developed an Australian MARC format and produces the Australian National Bibliography by computer. It is now operating

an Australian MARC record service which supplies other Australian libraries with MARC records from the Australian, LC and BNB MARC files.

Commonwealth Scientific and Industrial Research Organization

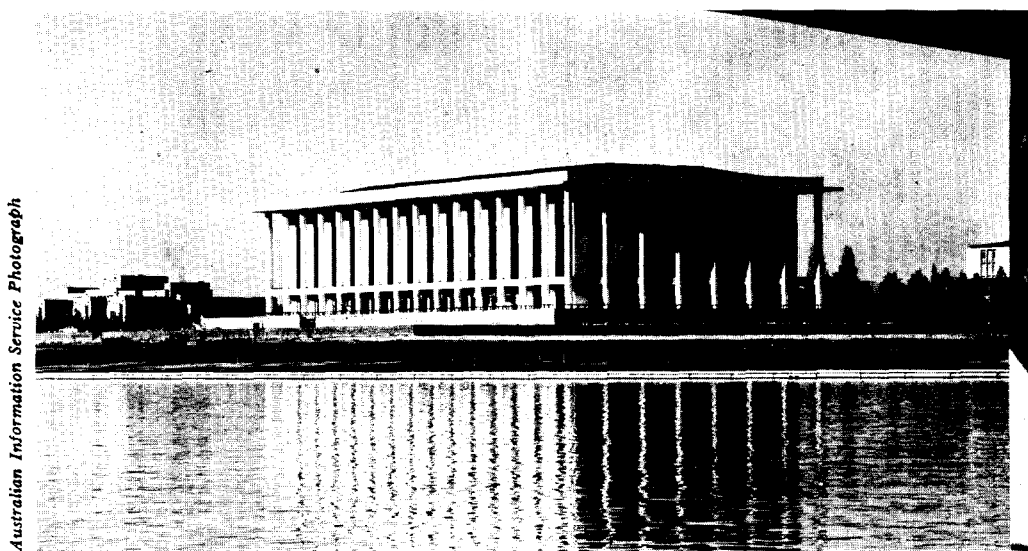
Under the Science and Industry Research Act 1949–1968, CSIRO has a responsibility for “the collection and dissemination of information relating to scientific and technical matters; and the publication of scientific and technical reports, periodicals and papers.”

CSIRO, a government instrumentality, is the largest scientific research organization in Australia. Its research embraces a wide range of scientific and technological activities, and substantial library collections have been developed to support both the research programs of the organization and the Australian scientific community.

The CSIRO library system, which is built around the Central Library in East Melbourne, comprises 68 library and bookholding centers spread throughout the Commonwealth. This is both a coordinated and integrated network in which material held anywhere in the system is readily accessible to all. Although primarily serving the needs of CSIRO, the library collections also fulfill an important role as a back-up resource for other Australian libraries. The library maintains and publishes the union list *Scientific Serials in Australian Libraries*; the monthly publications the *Australian Science Index* and *CSIRO Abstracts*; the directories *Scientific and Technical Research Centres in Australia*; and *Australian Scientific Societies and Professional Associations*; and, the Central Library is also the repository for the *Commonwealth Index of Scientific Translations* and maintains an index of specialists from which it operates a referral service.

In addition to library and translation services, current awareness, SDI and other information services are also provided. SDI Services upon CA Condensates, BA Previews and upon INSPEC are being operated for both CSIRO and non-

Figure 1. The National Library of Australia in Canberra seen from under Commonwealth Avenue Bridge and Reflected in Lake Burley Griffin.



CSIRO staff. Other machine readable data bases are also under active consideration or testing.

CSIRO edits and publishes the nine major Australian journals of scientific research in collaboration with the Australian Academy of Science.

Virtually all other Government Departments and authorities maintain their own library and information services. Some are quite extensive and several are in the process of developing more effective services. Two in particular can be mentioned.

Australian Atomic Energy Commission. Inter alia, the Australian Atomic Energy Commission has a role as the national information center in the atomic energy area. In supporting this role the commission's libraries endeavor to maintain comprehensive resources of documentation in atomic energy and related fields. Provision of materials for inter-library loan, maintenance of a reference service and compilation of bibliographies are well established functions of the A.A.E.C. libraries. The A.A.E.C. has entered into agreements under which it is obliged to collect and provide information on Australian nuclear documentation to Nuclear Science Abstracts and

the International Nuclear Information System (INIS).

The acquisition of INIS output tapes has enabled the development of an automated SDI service for groups within the A.A.E.C. and for the Institute of Nuclear Science in New Zealand.

Department of Supply. The Department of Supply operates a library network which has significant expenditure and resources in scientific and technological information. The departmental library has developed an internal machine-readable data base in cooperation with other defence libraries, and a range of current awareness services are offered from it. The department has also been gaining considerable experience operating SDI services from the NTIS and COMPENDEX data bases.

Publications

And now a few guidelines on Australian government publications. First, a work on bibliographic access. The major bibliographic tools are those published by the National Library as already mentioned.

The *Australian National Bibliography* is produced weekly with monthly and an-

nual cumulatives. It lists books and pamphlets published in Australia and items of Australian association published overseas. It includes new serial titles and government publications with the exception of individual acts, bills and ordinances.

A separate quarterly bibliography entitled *Australian Government Publications* is also published and cumulated annually. It duplicates the listing in ANB but includes individual acts and bills. It includes federal and state publications.

Other bibliographies such as *Current Australian Serials* (an annual), *Australian Maps* and *Australian Films* contain among their entries the relevant items produced by the governmental authorities in the respective format.

The National Library also publishes the *Australian Public Affairs* information service which is a classified index to a whole range of Australian periodicals in the social sciences and humanities. Its scientific counterpart is the *Australian Science Index* published by CSIRO. There is also the *Australian Education Index* published by the *Australian Council for Education Research*.

Copies of most of these bibliographies are located in the Australian reference libraries located in Australian posts and missions overseas. These posts receive a selection of Australian commercially produced monographs and serials in Australian government publications. Their collections do, of course, vary in size and depth according to the age and status of the post. The most comprehensive are located at the Consulate General in New York and the Embassy in Washington. These two libraries are supervised by professional librarians sent from Australia. The High Commission in Ottawa also has a significant collection. Second, collections are at the Consulates and Trade Commissions in Chicago, San Francisco, Vancouver, Montreal and Toronto.

Mention should also be made of the Australian Information Service and its publications. It maintains offices in Ottawa, Washington, New York, and San Francisco which distribute, free of

charge, a range of informational and educational materials including a daily and weekly Australian news bulletin, updated pamphlets on a variety of topics, the *Australian Handbook*, and some statistical publications.

Apart from the post libraries described, mention should also be made of the National Library's exchange program. It is the official exchange agency for publications of the Australian Government, with the exception of publications of the CSIRO. Among its many exchange partners are a large number of university, public, and special libraries in Canada and the U.S., in addition to the appropriate national library agencies in each country.

Publications of the CSIRO are available directly from that body, and enquiries should be directed to the chief librarian concerning possible exchanges.

The main sales outlet for the large bulk of Australian government publications is the Australian Government Publishing Service. It distributes for sale a wide range of federal government publications and publishes a monthly list of the latest publications available—this list is available free by writing to AGPS, P.O. Box 84, Canberra, A.C.T. 2600, Australia.

Acknowledgment

The author wishes to thank his colleagues in the National Library of Australia in Canberra for their help in writing this paper.

Received for review Aug 20, 1974. Revised manuscript accepted for publication Dec 3, 1975; updated Apr 21, 1975. Presented Jun 12, 1974, at a Joint Meeting on Trends and Perspectives in Public Documents Programs, during SLA's 65th Annual Conference in Toronto.

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From the SLA Student Groups

Atlanta University—The newest SLA Student Group (January 1975) toured the Veterans Administration Library in January and in February visited the Retail Credit Library. The students are planning a day-long field trip to the University of Georgia Libraries in April.

On Feb 13, 1975, the Group hosted Miriam Tees, chief librarian at the Royal Bank of Canada and SLA President-Elect, at the School of Library Service Library.

With Charles Bauer, chief librarian at Lockheed Corporation and faculty advisor to the Student Group, as moderator, this Student Group held a Round-table discussion entitled "Special Libraries as Seen by Practicing Special Librarians." Beverly Salton (librarian, Government Information Center); Louise Willingham (curator of Special Collections, Atlanta Public Library); Francine Henderson (librarian, Southern Center for Studies in Public Policies, Clark College); Donna Reed (Jones Bird, Howell); and Kay Wakefield (head librarian) and Sarah Daniels (slide librarian, Atlanta College of Art) all participated in the Round Table.

Long Island University—In March the Long Island Chapter and the Student Group at Long Island University sponsored a meeting at the C.W. Post Center of LIU which featured James M. Matarazzo, SLA Student Relations Officer, speaking on "Continuing Education: A View to the Literature." Mary Winkels, President of the Long Island Chapter; Peter Saal, President of the Student Group; and Nat Whitten, Faculty Advisor, organized this meeting on behalf of the Chapter and the Student Group.

St. John's University—The Group sponsored a panel on "The Special Library—How Does It Differ from Other Libraries." Dr. A. M. Abdul Hug, Faculty Advisor and Moderator of the meeting, listed the panel members as follows: Wayne Gossage (librarian, Bank Street College of Education), Guy St. Clair (librarian and curator, Union League Club), William Keogan (librarian, Mater Christie High School), and Sister Dorothy Kelty and Arin Horrigan (St. John's University).

Simmons College—The Group received a check for over \$400 from the Boston Chapter

in return for assisting at its January 1975 Education Committee Meeting. Early in the Fall the Executive Board of the Chapter voted to offer this arrangement to the Student Group with an eye toward generating some funds to help defray the costs of student attendance at the 1975 conference in Chicago.

In January the Simmons-SLA Student Group sponsored a tour of the Monroe C. Gutman Library of the Harvard University Graduate School of Education. Malcolm Hamilton, Director of the Public Services Department and Book Selector, conducted the tour and responded to questions about the award-winning library.

In February Morris Cohen, librarian at the Harvard University Law School Library, spoke at Simmons on "Legal Bibliography and Law Librarianship." A talk specifically geared to libraries, "How to Buy Printing," was given by David Weston as the final February meeting.

In March the Student Group toured the American Antiquarian Society Library, courtesy of Frederick E. Bauer, associate librarian. John Refo (assistant vice-president, National Shawmut Bank of Boston), Vincent Fulmer (formerly vice-president, William Underwood Company, and currently secretary, Massachusetts Institute of Technology), Amy Way (corporate librarian, John Hancock Mutual Life Insurance Company), and Dick Huleatt (technical information manager, Stone and Webster Engineering Corporation) participated in a program entitled "An Evening of Dialogue Between Corporate Administrators and Corporate Librarians."

University of Texas at Austin—Linda Ann Heck, secretary/treasurer, reports her Student Group toured the Humanities Research Center's Special Library of Manuscript Collections at the University of Texas in January and over half the Student Group attended the Texas Chapter's meeting in San Antonio on February 14 and 15.

Potential SLA Student Groups

Kent State University—Professor Rose L. Vormelker recently informed us of her efforts to establish a Student Group at Kent State. In February she and Joan Toeppe (librarian,

Diamond Shamrock Research Library, and chairman of the SLA Recruitment Committee) held a meeting at KSU with a film on special librarianship.

Pratt Institute—Professor Nathalie D. Frank reports a busy SLA Fall 1974 for Pratt library students. On Oct 14 Director Kenneth Moody was the host at the Downstate Medical Center where reference librarian June Rosenberg introduced them to the Medline system. On Nov 14 Director Everett Brenner provided a demonstration of on-line searching of the American Petroleum Institute Central Abstracting and Indexing Services data base and a tour of the Information Center.

A recent issue of the Picture Division's *Picturescope* features four Pratt student/authors: Dolores Napoli ("The Slide Collection Used at the Classics Department at Hunter College"), Paula Thomson Tyrrel ("Picture Resources of the New York Academy of Medicine"), Nancy James ("The Schomberg Center for Research in Black Culture-Photographic Collection"), and

Jeanne Goodstein ("The New York Zoological Society Photo Library").

As of March 1975, 19 Student Groups have been approved by Special Libraries Association at St. John's University, Simmons College, the State University of New York at Albany, C.W. Post Center of Long Island University, Columbia University, Emory University, Atlanta University, University of Illinois-Urbana, University of Michigan, Western Michigan University, Indiana University, Emporia Kansas State College, North Texas State University, Texas Woman's University, University of Texas at Austin, University of Oregon, University of California-Los Angeles, California State College, Louisiana State University, and the University of Toronto. In April an SLA Student Group was approved at University of Missouri-Columbia. Students, faculty, and SLA members interested in establishing a Student Group at their school are urged to contact Richard Griffin (Manager of SLA's Membership Department) or James M. Matarazzo (Student Relations Officer) for additional information.

CHAPTERS & DIVISIONS

Alabama—A meeting was held Feb 21 at the Redstone Scientific Information Center which included an address by James Clark on "Federal Libraries in Europe" and a tour of the Redstone facilities.

Baltimore—Andrea Albrecht of Williams and Wilkins addressed a meeting on Feb 20.

A workshop was presented to those attending the Mar 15 meeting at which the collections and services of selected area libraries were discussed.

The director of reference, Geography and Map Division, Library of Congress, Richard Stephenson, spoke at an Apr 15 dinner.

Boston—The Mar 4 meeting at MIT was addressed by Prof. Ezekiel who spoke about "Lasers in Library Technology."

A dinner meeting was on the agenda for Apr. 8. The topic of the clinic was survival—management, budgets, annual reports, etc.

An annual business meeting and bicentennial program occupied the Chapter May 20.

Cincinnati—On Jan 27, the Raymond Walters General & Technical College sponsored a buffet meeting. Two faculty members plus past and present students defined the scope

of the college's Library Technical Assistant Program.

The Health Sciences Library at the University of Cincinnati was the setting for the Mar 19 meeting. The library was toured and a discussion of information networks ensued.

The Chapter has initiated Project Co-op to aid special libraries and students in the Libraries Technicians Program at the University of Cincinnati and Miami University. This program involves on-the-job training for library technicians.

Cleveland—On Feb 11 Ann Farren, manager, Educational Bureau, Biosis Information Service of Biological Abstracts, presented a tutorial on how to most effectively use the services and journal.

The Third Annual Betty Burrows Memorial Seminar was held Apr 18 at the Marriott Inn. The theme of the seminar was "World Crises Information Sources." George Moss considered UN Documents, while T. Dixon Long and Barry Hughes discussed the crises.

Colorado—An entire day was spent tramping around various facilities. Mar 15 began at the Colorado State University Engineering Research Center. The group then went on to the Atmospheric Sciences installation

which included a tour of the solar energy facilities. The next stop was at the Rocky Mountain Forest and Range Experiment Station. The last stop was the Colorado University Library.

On Apr 4 and 5 the Chapter joined several other groups, including the Rio Grande Chapter and the Government Information Committee, in sponsoring a regional federal documents workshop entitled, "Federal Publications: A Widening Horizon."

Connecticut Valley—Following a business meeting on Jan 22, the Chapter visited the Nook Farm Research Library and the Harriet Beecher Stowe House in Hartford.

Dayton—After dinner members joined with guests from the Central Ohio Chapter of the American Society for Information Science to hear Annette Hirsch, information specialist, discuss reference services as a business.

Dr. Terrant, director, Research and Development Department, Books and Journals Division, American Chemical Society, reported on innovations and trends in the publishing of scientific journals at the March meeting.

A seminar was held Apr 19 on serials. Topics included access, retention, interlibrary loans, data base building and operation.

Florida—On Jan 15 a Federal documents workshop was sponsored by the Chapter preceding the Winter Meeting at the St. Petersburg Hilton.

The Annual Meeting of the Florida Chapter was held Apr 30 in Orlando. D. Gustave Harrer, director of libraries, University of Florida, spoke about SOLINET.

Greater St. Louis—"On-Line Computer Based Bibliographic Files" was the subject at the Feb 26 meeting at the St. Louis Public Library.

A joint meeting was held with the St. Louis Library Club on May 10. The session included a tour of the Missouri Botanical Gardens and its library.

Heart of America—Dr. Paul Fisher, director, Freedom of Information Center, University of Missouri, spoke at a dinner meeting in January.

The meeting on Feb 15 was an all-day affair at which library students from schools throughout the region were introduced to "special librarianship."

A workshop was held in mid-March in collaboration with the Health Sciences Li-

braries Group of Greater Kansas City. The session dealt with computerized bibliographic retrieval systems.

Hudson Valley—A joint meeting with the Westchester Chapter of the National Microfilm Association was held Jan 22. Microforms and their role in publications and the library were discussed.

A day-long seminar was held Apr 2 on practical, creative, and especially library, communication.

The Chapter held its annual business meeting on Wednesday, May 14, 1975. The speaker for the evening was Nancy Stanley, a partner in the feminist law firm of Blank, Goodman, Kelly, Rone and Stanley. Her topic was "Sex-Based Employment Discrimination."

The Chapter still has available copies of its first edition *Directory of Special Library Resources in the Hudson Valley Chapter*. A prepayment check for \$10.00 and payable to Hudson Valley Chapter, SLA, should be sent to Bea Mitsch, International Paper Company, Corporate Research & Development Division Library, P.O. Box 797, Tuxedo, NY 10987.

Illinois—A joint dinner meeting was held with the Chicago Library Club Jan 28. The chief librarian of the Chicago Public Library, David Reich, discussed planning for change.

Indiana—The February meeting was held at the law library of Barnes, Hickman, Pantzer and Boyd. Librarian Roman addressed the group on referencing.

Long Island—The Chapter met Jan 29 at the South Huntington Public Library. Among the topics discussed were the Nassau County Research Library and a paper, "International Programs of Information Transfer," presented by Susan Slaughter.

Louisiana—The winter meeting was held at Louisiana State University on Feb 1. Dr. Moore, U.S. Commission on Libraries and Information Science, discussed continuing library and information science education. Dr. Smith, LSU Department of Experimental Statistics, then reported on continuing education for non-mathematicians.

Michigan—The topic for the February meeting was machine readable data bases. Representatives from both academic and business environments were part of the program.

The Detroit *Free Press* and its library were visited following a meeting Mar 26.

The April meeting was held at Michigan State. Dr. M. Crane spoke about the "rare book room with a thermofax."

Mid-Missouri—Miriam Tees visited the Chapter Mar 16–18. Several meetings were planned.

Minnesota—"Bring a Patron to Dinner" was the theme for a February joint ASIS/SLA meeting. One topic discussed was how to make the Census of Business and Census of Manufacturers more useful.

In March the joint meeting discussed Co-operating Libraries in Consortium (CLIC).

A symposium on access to government information was held in mid-April. The topic was approached from several points: the federal government, the state government, the librarian, and the public. The symposium was followed by a regular ASIS/SLA dinner meeting at which I. M. Klempner discussed the Freedom of Information Act and amendments.

New Jersey—Lowell Roberts, an account executive for a New York City advertising agency, tackled the topic "Advertising and the Library" in February.

Two sessions were held on Mar 18 at Rutgers University. In the afternoon Patricia Piermatti demonstrated MEDLINE and other computer searchable files. Following dinner William Funderburk of Systems Development Corporation spoke about the history, development, and current status of on-line interactive searching.

The meeting in April was held at the renovated Schering Corporation Library Information Center, Bloomfield. Rita Goode-mote, associate director, and Maryann Mis-lavitz, manager, were on hand with a presentation of planning and coping with a renovation.

New York—A joint seminar was organized for Jan 24 with the New York Chapter of the American Society for Information Science on "Management—Up, Down, Side-ways, and Ahead." The keynote speaker was Patricia Carbine, editor-in-chief and publisher of *Ms.* magazine. Dr. D. Jacobus and J. Yavarkovsky spoke on what management wants from its library and what the library expects of management, respectively.

The Mar 20 meeting was set up by the Business and Finance Group. The subject of the meeting was "Creativity: Its Nature and Nurture." Dr. Walsh, professor of psychology, Fordham University, spoke.

New York, Advertising and Marketing Group and Business and Finance Group—

The two Groups met Jan 31 at the Graduate School of Business Administration, New York University, for a tour of the new library.

New York, Museum, Arts and Humanities Group—

The Group visited the Juilliard Library on Mar 7. On Mar 19 an Open House was held at the Brooklyn Museum exhibit of library treasures.

New York, Publishing Group—

A visit to the New York Public Library was the schedule for Feb 18. A visit to the Arents Collection, the Berg Collection, and the Rare Books Division was followed by a reception.

New York, Social Sciences Group—

A discussion was held concerning "The New York State Freedom of Information Law—Its Implications for Libraries." Present for the meeting were Lewis Tomson, executive director, N.Y. State Committee on Public Access of Records; Owen T. Smith, counsel to the N.Y. State Committee on Crime and Correction; Ann Newman, Municipal Reference Library; and Joan Kain, N.Y. State Law Library.

Oklahoma—On Jan 17 a workshop was held on medical libraries in Tulsa including reference tools, loans, and audiovisual material.

Miriam Tees met with the Chapter and students at the School of Library Science, University of Oklahoma, Norman, on Mar 20. The topic for the evening was "issues of special librarianship."

Oregon—On Apr 5, Edythe Moore visited the Chapter. The evening was sponsored by the SLA Chapter and the student group at the University of Oregon.

Pacific Northwest—An annual student meeting was held in January at the University of Washington. Students from the Universities of British Columbia, Oregon, and Washington attended.

Edythe Moore discussed issues which affect SLA members at a dinner on Apr 4.

Philadelphia—A workshop on energy and environment information was held Mar 18. Among the topics discussed were how to start a collection, evaluate reference tools, identify statistical sources, and approach government agencies.

Pittsburgh—The mid-winter business meeting was held Jan 7 followed by a tour of the libraries at Mellon Bank.

In April Karen Silverberg explained the Pittsburgh Regional Library Center's inter-library loan clearinghouse.

Princeton-Trenton—The Feb 5 dinner meeting was addressed by Elizabeth Miller on "Networking Without Hardware—Inter-library Cooperation on a Shoestring."

Rio Grande—The Chapter teamed up with the New Mexico Library Association for a meeting Mar 13 about on-line information retrieval as a reference tool.

San Francisco Bay Region—The March business meeting was the occasion for Dr. Ida Hoos, research sociologist, to discuss the changing role of the librarian as a mediator between man and machine.

In April Dr. Michael Cooper, an authority on library manpower, evaluated the demand for librarians in California.

The scholarship event for the year turned out to be a champagne picnic. A more serious topic was the order of the day on May 19, at the continuing education seminar. Joseph Becker's subject was on-line searching by and for librarians.

South Atlantic—Miriam Tees visited the area on Feb 13 and 14.

On Mar 18, the Chapter held a luncheon meeting at the Atlanta Historical Society's Swan Coach House. Ms. Rhey, assistant director, Atlanta Public Library, spoke about the library's special collections.

Southern California—Peter Drucker was the keynote speaker on Feb 27. The session concentrated on management problems.

Texas—The meeting on Feb 14-15 was held in conjunction with the Bexar Library Association and the San Antonio Unit of the Catholic Library Association. The topics included interlibrary loan, management, procedures manuals, serials and binding, cataloging and classification, and records management.

A conference was held April 18-19 in Dallas. The program combined an executive board meeting, business meeting, and a technical session on "Running Out of Space: What You Can Do About It."

Toronto—Dennis Oliver, systems librarian, North York Public Library, presented the topic centered on ways of determining if the objectives of a small library are being met.

The Feb meeting was held at the Canadian Imperial Bank of Commerce. Linda Jewett discussed a study in which she participated to determine the availability of legal information to Canadians.

In April the meeting was held at the Canadian Standards Association. The program provided information on types of standards, problems of handling them, subject access, sources, etc.

Upstate New York—On Feb 5, there was a dinner meeting at Rensselaer Polytechnic Institute. Wayne Sommers' topic was out-of-print books. James Andrews provided comments for a tour of the Capitol District Library Council's Headquarters.

On Feb 11 a meeting was held at the Erie Community College. John Ellison spoke about the need for "media" in libraries.

Virginia—"User Education" was the topic of the February meeting. A panel of five librarians initiated the discussion.

A two day meeting was held in April. Mildred Mason, Information Dynamics, demonstrated BIBNET.

Washington, D.C.—The Chapter meeting on Feb 5 was a theater party and buffet beginning in the Folger Library Great Hall.

Washington, D.C., Biological Sciences Group—A symposium on Washington information resources was held Apr 8.

Washington, D.C., Geography & Map Group—Richard W. Stephenson described Catholic University's "Special Program in Map Librarianship."

A meeting with joint sponsorship was held Mar 22. Among the topics were on-line operations, publishing and composing, OCR recognition, mini-computers, microforms, COM and serials.

Washington, D.C., Picture Group—A tour was arranged for Apr 15 to Harpers Ferry, West Va.

Washington, D.C., Social Sciences Group—Frank Schick and Anne Kahl discussed aspects of library manpower.

Washington, D.C., Transportation Group—A slide show and a tour of three Metro stations were arranged for Feb 8.

Roger P. Bristol

Roger P. Bristol, former Engineering Librarian at the University of Virginia, died November 3 in Charlottesville. He was 71. Mr. Bristol received his library degree from Simmons College in 1949, and first worked as head cataloger at the Peabody Institute Library in Baltimore. In 1955 he came to the University of Virginia as Head of Preparations where he remained until 1963 when he became Engineering Librarian. He retired from the university last July.

Although Mr. Bristol's contributions to the library profession were many, his most outstanding accomplishments were in the field of bibliography. Most notable were his supplement to Charles Evans' *American Bibliography*, an invaluable work which took him ten years to complete, and a cumulated author-title index to the same work. During the past ten years he became interested in information science, and wrote several computer programs currently in use in the University of Virginia Engineering Library for circulation and acquisitions control. For many years he headed the Virginia Chapter of SLA Serials Committee, and was instrumental in starting and developing PHIL Union, the science serials list.

Mr. Bristol had been a member of the Special Libraries Association since 1954. He was Director of the Virginia Place Name Survey at the time of his death.

Diane Blake
University of Virginia Library
Charlottesville, Va.

John S. Cook, chief, Marine and Earth Science Library, U.S. Department of Commerce, Rockville, Md. . . . died Jul 14, 1974. A member since 1947.

Kathryn (Kay) Dawson, librarian, Bank of Canada, Ottawa . . . died Dec 19, 1974.

Sylvia Celia Dost, librarian, Martin Luther King Memorial Library, District of Columbia . . . died November 11, 1974. Mrs. Dost was 42.

Elizabeth B. Farrell, former chief librarian, American Management Association, New York, N.Y., retired . . . died Nov 6, 1974, in Miami. She had been a member of SLA since 1943.

Safford Harris

We mourn the loss of a life member of Special Libraries Association and a charter member of the South Atlantic Chapter. Safford died of cancer on Dec 16, 1974, less than six months after her retirement from the Georgia Tech Library where she had worked for almost 28 years. At Georgia Tech she held the rank of Associate Professor and the position of Maps and Patents Librarian.

Safford was born in Cumming, Ga. She received the B.A. degree in biology from Wesleyan College in 1931, M.S. in biology from Emory University in 1932, and the A.B. in L.S. from Emory in 1942. From 1933 to 1941 she taught in the public schools in Georgia. Her first library position was that of library assistant at Virginia Polytechnic Institute in Blacksburg, Va. She returned to her native state in 1946 as Documents Librarian at Georgia Tech. In 1953 Georgia Tech designated her Special Collections Librarian, and she worked with maps and patents until her retirement on June 30, 1974.

Safford's contributions to SLA were continual and outstanding. To the South Atlantic Chapter her service was without equal. She served as chapter president from 1956 to 1958. Over the course of the years she chaired practically every committee in the chapter and participated in every project. In the Geography and Map Division she served on the By-laws Committee, on the Nominating Committee, and as Vice Chairman, 1959-1960.

Three SLA publications owe a significant portion of their quality, if not their very existence, to Safford's work and determination. These publications are the *Microfilm Abstracts Author Index*, Volumes 1-11, published in 1956, a chapter project of which she was the chairman; *Translators and Translations, Services and Sources*, 1965, edited by Frances Kaiser, for which Safford coordinated the final proofreading and assisted with the editing, and *Handling Special Materials in Libraries*, 1974. This last publication grew out of a chapter-sponsored workshop in which Safford participated. She completed the revision and editing of her own chapter on patents and trademarks while she was too ill to leave her home and get to the library.

Safford was effectively active in numerous organizations: The United Methodist Church, Georgia Library Association, Southeastern Library Association, Metro Atlanta Library Association, Dekalb Historical Society, American Association of University Women, National Audubon Society, Southern Council for Invention and Innovation.

When honor came, it came; she did not seek it. She was nominated for the Board of Directors of SLA in 1962. On June 4, 1974, to honor her for her many years of unselfish service to Georgia Tech, the fourth floor of the west building of Price Gilbert Memorial Library was designated the Safford Harris Area, and a bronze plaque was unveiled on that occasion.

Safford's desire to be of service to her profession, in her profession, and in her life was most rigorously tested and proven in the manner in which she was able to work with the wary and solitary would-be inventors who came to use the patent collection in hopes of being able to develop their ideas into something useful and profitable. No service task in the information field is

likely to be more difficult. A more capable librarian in her fields of specialty would be difficult to find.

Yes, we mourn the loss of a colleague. But more, we mourn the loss of a friend—a wise and peaceful, friendly friend—a caring person.

JAMES B. DODD

Wayne M. Hartwell, former librarian, *Encyclopaedia Britannica*, Chicago . . . died on Oct 19, 1974, in Flint, Mich. He joined SLA in 1951 and served in several positions including President of the Illinois Chapter.

Mark W. Pangborn, Jr., earth science librarian and map curator, U.S. Geological Survey . . . died Dec 18, 1974. Mr. Pangborn was 62. He had been a member of SLA since 1944.

Paul E. Postell

Paul E. Postell, retired chief of the Technical Services Branch, USAEC Technical Center in Oak Ridge, Tennessee, died suddenly on Dec 23, 1974. He had been an active member of the Southern Appalachian Chapter since its establishment in 1953, serving as president and in other offices.

He began his professional career at the Louisiana State University, of which he was a graduate. During World War II he served as an officer with the Library Branch of the Special Services Division. From 1948-1951 he was chief librarian of the Air University, Montgomery, Ala. During his employment with the Atomic Energy Commission from 1952 until his retirement in 1972, he served in several capacities, his responsibilities including the supervision of *Nuclear Science Abstracts*, bibliographies, literature searches, special indexes, acquisitions, exchanges and translations. He was the author of

a number of professional papers and a contributor to *Special Libraries*.

Margaret L. Pflueger
Technical Information Center
U.S. Atomic Energy Commission
Oak Ridge, Tenn.

Jeanette Sledge Rockwell

Mrs. Rockwell, library planning consultant for special libraries, died on Jan 24, 1975, at her home in Wellesley, Mass., following a long illness.

Holding degrees from the University of California, Berkeley, and Columbia University School of Library Service, she was library manager for McKinsey and Company, Inc., IBM Advanced Systems Development Division, Standard Vacuum Oil Company, and the National Industrial Conference Board.

Author, with Jean E. Flegal, of "A Checklist with Guidelines for Library Planning" published by the New York Chapter, Special Libraries Assn., and of articles for professional journals, she was listed in "Who's Who in American Women."

Upon completion of her graduate work at Columbia in 1938, Miss Sledge was employed first as a children's librarian in The New York Public Library, then by the Library of Hawaii, Honolulu. At the time of the attack on Pearl Harbor, she offered her services to the United States Army and was assigned to establish a base library at Hickam Field in Honolulu. Subsequently, as library head, Western Pacific Base Command, she supervised the establishment of advanced field libraries on such islands as Iwo Jima, and on Guam, Saipan, and others in the Marianas group. The Army issued her a commendation for her services.

Mrs. Rockwell is survived by her husband, David, a financial consultant.

MARION L. SIMMONS

AUDIT REPORT JAN 1, 1974-DEC 31, 1974

BOARD OF DIRECTORS SPECIAL LIBRARIES ASSOCIATION, INC.

We have examined the statement of assets, liabilities and fund balances of Special Libraries Association, Inc. at December 31, 1974 and the related statement of income, expenses and fund balances for the year then ended. Our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

JULY 1975

In our opinion, the above mentioned financial statements present fairly the financial position of Special Libraries Association, Inc. at December 31, 1974 and its income, expenses and changes in fund balances for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

New York, New York
March 24, 1975

J. K. LASSER & COMPANY
(Notes to Financial Statements on page 344.)

SPECIAL LIBRARIES ASSOCIATION, INC.
STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCES
DECEMBER 31, 1974

	<u>TOTAL</u>	<u>General Fund</u>	<u>Nonserial Publications Fund</u>	<u>Scholarship Fund</u>	<u>Research Grants In-Aid Fund</u>
ASSETS					
Cash (Including \$182,000 in savings accounts and \$100,000 certificate of deposit)	\$317,673	\$267,618	\$11,331	\$26,174	\$12,550
Marketable securities—At cost (Approximate quoted market value at March 24, 1975—\$116,000)	112,587	81,148		31,439	
Accounts receivable—Net of provision for doubtful accounts of \$875 in General Fund and \$200 in Nonserial Publications Fund	12,523	6,347	5,811	365	
Interfund receivable (payable)—Net		(13,488)	13,669	(181)	
Inventory of nonserial publications and insignia (Note 1)	53,224		52,978	246	
Prepaid expenses and deposits	19,384	19,384			
Furniture and fixtures—At cost—Net of accumulated depreciation of \$11,753 (Note 1)	4,514	4,514			
	<u>\$519,905</u>	<u>\$365,523</u>	<u>\$83,789</u>	<u>\$58,043</u>	<u>\$12,550</u>
LIABILITIES					
Subscriptions, dues, fees and contributions received in advance (Note 1)	\$245,225	\$244,307		\$ 918	
Accounts payable—Trade	13,148	13,148			
Withheld taxes and accrued expenses payable	1,519	1,519			
Income taxes payable (Notes 1 and 2)	2,566	2,566			
	<u>262,458</u>	<u>261,540</u>		<u>918</u>	
COMMITMENT AND CONTINGENCY (Note 2)					
	257,447	103,983	\$83,789	57,125	\$12,550
FUND BALANCES	<u>\$519,905</u>	<u>\$365,523</u>	<u>\$83,789</u>	<u>\$58,043</u>	<u>\$12,550</u>

See accompanying notes to the financial statements.

SPECIAL LIBRARIES ASSOCIATION, INC.
STATEMENT OF INCOME, EXPENSES AND FUND BALANCES
YEAR ENDED DECEMBER 31, 1974

JULY 1975

	<u>TOTAL</u>	<u>General Fund</u>	<u>Nonserial Publications Fund</u>	<u>Scholarship Fund</u>	<u>Research Grants In-Aid Fund</u>
INCOME					
Dues and fees	\$263,186	\$263,186			
Subscriptions and advertising	146,207	146,207			
Net receipts from conference less allocation below	50,234	47,805		\$ 2,429	
Net receipts from education program	6,861	6,861			
Interest, dividends and losses on sales of investments	14,578	12,606	\$ 861	1,111	
Sale of nonserial publications	36,035		36,035		
Gifts	20,999	7,250		12,549	\$ 1,200
Miscellaneous	3,914	3,826		88	
Total income	<u>542,014</u>	<u>487,741</u>	<u>36,896</u>	<u>16,177</u>	<u>1,200</u>
COSTS AND EXPENSES					
Allotment of funds to subunits	44,965	44,965			
Salaries, wages and benefits	170,218	169,190		1,028	
Office services and occupancy costs	95,257	95,257			
Professional fees and services	24,921	24,921			
Travel and entertainment	18,835	18,835			
Member services and promotion	20,543	20,543			
Cost of periodical publications sold, including allocation below	186,156	186,156			
Scholarships	8,000			8,000	
Cost of nonserial publications sold	20,135		20,135		
Miscellaneous	915	529		386	
Depreciation	1,945	1,945			
Allocation of above expenses to—					
Cost of periodical publications	(34,200)	(34,200)			
Conference	(13,434)	(13,434)			
Other funds	(6,316)	(12,341)	5,560	465	
Total costs and expenses	<u>537,940</u>	<u>502,366</u>	<u>25,695</u>	<u>9,879</u>	
EXCESS OF INCOME OVER EXPENSES (EXPENSES OVER INCOME) BEFORE INCOME TAXES					
	4,074	(14,625)	11,201	6,298	1,200
Provision for income taxes	2,600	2,600			
EXCESS OF INCOME OVER EXPENSES (EXPENSES OVER INCOME) FUND BALANCES—BEGINNING OF YEAR					
	1,474	(17,225)	11,201	6,298	1,200
FUND BALANCES—BEGINNING OF YEAR	255,973	112,492	81,304	50,827	11,350
Interfund transfers		8,716	(8,716)		
FUND BALANCES—END OF YEAR	<u>\$257,447</u>	<u>\$103,983</u>	<u>\$83,789</u>	<u>\$57,125</u>	<u>\$12,550</u>

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See accompanying notes to the financial statements.

Special Libraries Association, Inc.
Notes to the Financial Statements

1. Summary of Significant Accounting Policies

The accounting policies that affect the significant elements of the Association's financial statements are summarized below:

OPERATIONS: The Association encourages and promotes the utilization of knowledge through the collection, organization and dissemination of information. It is an association of individuals and organizations with educational, scientific and technical interests in library and information science and technology.

INVENTORY: Inventory of nonserial publications and insignia is stated at the lower of average cost or market, which does not exceed net realizable value.

FURNITURE AND FIXTURES: Depreciation of furniture and fixtures is provided on the straight-line basis at various rates calculated to extinguish the book values of the respective assets over their estimated useful lives. Additions to office equipment during 1974 totalled \$1,548.

DUES, FEES AND SUBSCRIPTIONS: Membership in the Association, except for paid-for-life membership, and subscriptions to periodicals published by the Association is based on either a calendar year or fiscal year ending June 30. Dues, fees and subscriptions are credited to income in the year to which the membership or subscription relates. Dues from paid-for-life memberships are credited to income in the year received.

PENSIONS: The Association has a contributory group annuity retirement program with an insurance company covering substantially all qualified employees. There is no unfunded past service cost to be paid by the Association as of December 31, 1974.

INCOME TAXES: The provision for income taxes is based on unrelated business income, which consists solely of net advertising income.

2. Commitment and Contingency

a. The Association occupies offices under a lease which expires in 1977. The lease provides for minimum annual rentals of \$21,000, plus certain taxes and maintenance costs.

b. The Internal Revenue Service is presently examining the Federal income tax returns of the Association for the calendar year 1973.

3. Reporting Change

During 1974 the reserve fund and the equipment reserve fund were merged into the general fund.

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Librarians Non-Professional?

Special Libraries Association has been advised that the Assistant Secretary for Labor-Management Relations of the U.S. Department of Labor has determined that librarians, historians, and operations research analysts are non-professional.

This determination caused three librarians to be challenged at the polls of an election to decide which union, if any, should have ex-

clusive representation of non-supervisory professional employees at an Army installation.

In view of this determination, SLA's Executive Director wrote a letter to John T. Dunlop, Secretary of Labor, expressing SLA's extreme concern that such a decision has been made by an Assistant Secretary of Labor and requesting corrective action as expeditiously as possible.

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SLA Annual Report

An Annual Report has been prepared for Special Libraries Association. Members may obtain copies of the report on request to the Association Office.

COMING EVENTS

Jul 22-25. Fifth Cranfield Conference on Mechanized Information Storage and Retrieval Systems . . . Cranfield Institute of Technology, Cranfield, Bedford, England.

Jul 28-Aug 22. Ninth Annual Archives Institute . . . Atlanta, Ga. Sponsored by Emory University, Division of Librarianship and Georgia Department of Archives and History. Fee: \$450 for 6 quarter hours of graduate credit; \$150 for non-credit. For further information: Archives Institute, Georgia Department of Archives and History, 330 Capitol Avenue, S.E., Atlanta, Ga. 30334.

Aug 5-22. Archives Study Tour: Archives in Central and Northern Europe. Sponsor: International Archival Affairs Committee of the Society of American Archivists. For information: Frank B. Evans, SAA International Archival Affairs Committee, Room 7016—Regional Office Building, Washington, D.C. 20407.

Aug 9-16. 41st IFLA General Council . . . Oslo, Norway. Theme: The Future of International Library Co-operation.

Aug 10-15. Improving the Effectiveness and Efficiency of Scientific and Technical Information Services, 1975 Engineering Foundation Conference . . . New England College, Henniker, N.H. Write: Engineering Foundation, 345 East 47th Street, New York, N.Y. 10017.

Aug 10-16. Executive Development Program for Library Administrators . . . Oxford, Ohio. Sponsor: School of Business Administration, Miami University.

Aug 12-14. Third Annual Symposium on Simulation of Computer Systems . . . Boulder, Colo. Sponsored by the National Bureau of Standards and the Special Interest Group on Simulation of the Association for Computing Machinery.

Aug 24-28. Urban and Regional Information Systems Association, 13th Annual Conference . . . Washington Plaza Hotel, Seattle. Theme: The Role of Information Systems Technology in Community Management. For information: Carolee Bush (URISA), Demographic Census

Staff, Bureau of the Census, Washington, D.C. 20233.

Aug 26-28. Second USA-Japan Computer Conference . . . Tokyo. Cosponsored by the Information Processing Society of Japan and the American Federation of Information Processing Societies. Write: Ted Lorber, Manager of Marketing Communications, Calcomp, 2411 W. La Palma Ave., Anaheim, Calif.

Sep 1-5. Computers in Education, IFIP, Second World Conference . . . Marseilles, France. For registration write: A.F.C.E.T. Université Paris IX—Dauphine, Avenue de Pologne-75775 Paris Cedex 16, France.

Sep 3-5. Workshop on Computer Hardware Description Languages and Their Applications . . . City University of New York, N.Y.C. For information: Dr. Stephen Su, Department of Electrical Engineering, The City College, City University of New York, New York, N.Y. 10031.

Sep 11-12. National Conference on Software Engineering . . . Mayflower Hotel, Washington, D.C. Sponsors: U.S. National Bureau of Standards and IEEE Computer Society. Write: Software Engineering, P. O. Box 639, Silver Spring, Md. 20901.

Sep 15-26. 33rd Archives Institute, Introduction to Modern Archives Administration . . . National Archives Building, Washington, D.C. Three semester credits available from the Department of History, American University. Write: Department of History, 33rd Archives Institute, The American University, Washington, D.C. 20016.

Sep 18. Conference on Health Information Services . . . School of Library Science, University of Iowa. Topic: Public Access to Health Information Through Library Services. Write: Ethel Bloesch, School of Library Science, 3087 Library, Iowa City, Iowa 52242.

Sep 22-25. Aslib 49th Annual Conference . . . Van Mildert College, Durham, England. Contact: Conference Organizer, Aslib, 3 Belgrave Square, London SW1X 8PL, England.

STAFF DEVELOPMENT

The Current Literature Review Subcommittee (Staff Development Committee, Library Administration Division, ALA) presents its quarterly column.

Job enrichment is a technique used and misused in staff development efforts.

Whitsett, David A. / Where Are Your Unenriched Jobs? *Harvard Business Review* 53(no.1): 74-81(Jan/Feb 1975).

Whitsett describes eleven structural clues for spotting opportunities to improve the shape of the job and the productivity, as well as the satisfaction of the person filling the position.

Yorks, Lyle. / Determining Job Enrichment Feasibility. *Personnel* 51(no.6):18-25(Nov/Dec 1974).

Yorks describes three types of data (symptomatic, attitudinal, and structural) to obtain to determine if a job can be enriched. Five methods of collecting data are also discussed.

Yorks, Lyle. / Job Enrichment Boots Performance. *Journal of Systems Management* 26(no.1): 16-19(Jan 1975).

Yorks points out that in "paper processing industries . . . with large clerical support" staffs, "every time a new data processing system is implemented or an existing one is refined . . . the content of individual jobs is affected." The paper is must reading for those adopting or changing data processing systems who wish to avoid unenriching jobs and personnel problems. A complete definition of an enriched job is given.

Shepard, Jon M. / Job Enrichment: Some Problems with Contingency Models. *Personnel Journal* 53(no.12):886-889(Dec 1974).

Some research on job enrichment is reported. The findings are contradictory and some researchers conclude that job enrichment is not suitable for all types of workers. These researchers believe job enrichment is contingent upon various factors. Contingency models have been developed from the research, but these models have real problems which Shepard points out. Using a contingency model to decide to enrich a job (or not) may be an incorrect decision.

. . . are your staff meetings exactly what they should be? . . .

La Sota, Peter E. and Robert A. Zawacki / Successful Staff Meetings. *Personnel Journal* 54(no.1): 27-28, 63-64(Jan 1975).

"Staff meetings have become a way of life for most organizations and although people sometimes begrudge the time spent in preparation and attendance, it is generally admitted that these sessions constitute an important part of the total communication system." The article includes suggestions for planning the meeting,

drawing up the agenda and conducting the meeting.

. . . can you learn to be a manager and do women have what it takes? . . .

Boettinger, Henry N. / Is Management Really an Art? *Harvard Business Review* 53(no.1):54-64 (Jan/Feb 1975).

The skills of management can be developed in a manner similar to the skills of art. After becoming skillful in management, it is the responsibility of top management to teach and guide others. Boettinger feels that it is the responsibility of directors to nurture leaders in the skills of management.

Chambers, Peter / Do-It-Yourself Management Development. *Management Review* 64(no.2): 31-34(Feb 1975).

A staff development program is described in which the manager designs his own program with the assistance of a trainer as consultant and with the varied resources presented by the trainer. It is interesting not only from the point of view of staff development of librarians but for the library as a resource for other fields.

Wood, Marion M. / What Does It Take for a Woman to Make It in Management? *Personnel Journal* 54(no.1):38-41,66(Jan 1975).

Based on interviews with women managers and "men who work with, under, and over them," ten characteristics essential for success are discussed: competence, education, realism, aggressiveness, self-confidence, career-mindedness, femininity, strategy, support of an influential male, uniqueness.

. . . how do you interview people and what do you do when you do not get promoted? . . .

Minter, Robert L. / The Hiring Interview. *Supervisory Management* 19(no.12):2-10(Dec 1974).

Most librarians conduct hiring interviews as part of their normal job, but few librarians have had training in interviewing. Minter provides a checklist for the interviewing process and a list of the basic sins of interviewers.

Gibbons, Charles C. / So You Didn't Get That Promotion: Memo to a Disappointed Candidate. *Supervisory Management* 19(no.12):24-27(Dec 1974).

Many times library staff members are disappointed because they were not chosen to fill higher paying positions within the library. Gibbons questions such disappointed candidates as to why they are bothered so much about not being promoted, and encourages them to give themselves an honest self-appraisal and to consider how to grow in maturity and how to be satisfied with their job until they are promoted.

Neal Kaske
Univ. of California, Berkeley

REVIEWS

Linguistics and Information Science. Sparck Jones, Karen and Martin Kay. New York, Academic Press, 1973. FID Publication No. 492. ISBN 0-12-656250-4.

This volume, commissioned by the FID Committee on Linguistics in Documentation, is intended to be a state-of-the-art survey of the interrelationships between linguistics and information retrieval, two areas of study that the authors consider to be "natural bedfellows." They point out that, although these fields overlap considerably (in the areas of document analysis, description and actual retrieval operations) there has been comparatively little "interpenetration" between them. One of the objects of this book is to investigate ways in which linguistics may contribute more to information retrieval in the future. The authors indicate that the two branches of linguistics of greatest relevance to information retrieval are semantics and syntax and that it is from the area of computational linguistics that information scientists must expect to obtain their most immediately usable tools.

The authors are both distinguished workers in the field of linguistics and Karen Sparck Jones has been extremely active in the area of information retrieval, specifically automatic term classification, for a number of years. It is curious, perhaps, that one could not discover this from the book itself since neither the text nor the dust jacket includes any significant biographical information on either author.

The volume consists of an introduction, a conclusion, a lengthy bibliography, and six substantive chapters: a background chapter on information retrieval, a background chapter on linguistics, linguistic components of information retrieval systems, syntax and its relevance to information retrieval, semantics and its relevance to information retrieval, and a chapter on fact retrieval.

The authors are quite critical of the way in which computers have been used in information retrieval, which they regard as an "insufficiently imaginative approach." They base this criticism on the fact that, in most retrieval applications, the computer is used only as a searching device, a device that matches search strategies against document representations. They question the assumptions underlying most operating systems; namely, that they must depend upon human beings for content analysis, indexing and vocabulary control. While these criticisms are reasonably valid, the authors do seem to overlook the many great advantages of "conventional" computer-based systems, at least the advantages these systems have over the manual or semi-mechanized procedures that they replaced. These advantages include: the ability to provide multiple access points to documents efficiently and economically, the capability of handling

highly complex searches (possibly involving many terms in complex relationships), the ability to conduct many searches simultaneously, the ability to produce multiple products from a single input, the ability to yield management information, the printout capability, and, perhaps most importantly, the ease of duplication and exchange of data bases.

In short, I feel that the authors are somewhat hard on the designers and managers of existing systems and that they have ignored some very significant developments that have taken place in the last decade. For example, they make no reference to the phenomenal growth in machine-readable data bases and the effect that the availability of these data bases has had on the provision of information service by libraries and other centers. Moreover, they dismiss on-line information retrieval in a very cavalier fashion. In fact, they state that "on-line retrieval, though a fashionable idea, has not been taken up to the extent that its proponents originally suggested." This is just not true. There have been major advances in the provision of information service, through on-line systems, in the last five years.

The on-line systems that are referred to in this text are largely systems that were experimental or prototype systems developed in the 1960's (e.g., Kessler's work at MIT, Project Intrex, LEADER, the BOLD system), many of which no longer exist, at least in their original form. There is no reference in this book to RECON, DIALOG, MEDLINE, the New York Times Information Bank, Data Central, or any of many other on-line systems now in operation. It is interesting, in fact, to note that this book bears the same imprint date (1973) as a recent publication, *Information Retrieval On-Line* (Los Angeles, Melville Publishing Co.), in which some thirty different on-line retrieval systems are mentioned or discussed.

One cannot help feeling, therefore, that, despite a publication date of 1973, this volume is already very out-of-date in its coverage of information retrieval and, indeed, I was unable to find a reference in it any more recent than 1970. One is forced to the conclusion, therefore, that an inordinately long delay occurred between completion of the manuscript and actual publication.

Although I may seem to have been critical of it, in actual fact I find this book, in many ways, a very good and useful one. It is somewhat rare to find authors who are knowledgeable both in linguistics and in information retrieval. As a presentation, for librarians or other information specialists, of linguistics and how this field impinges on information retrieval, the volume is a valuable one. At least, I found it valuable in clarifying various aspects of linguistic theory that I was quite hazy about before. The authors should also be complimented for their coverage of a great deal of material in languages other than English. It is unfortunate that many books in the field of information science are almost

entirely oriented toward English material. The present volume is particularly good in its coverage of literature from the Soviet Union and Eastern European countries.

In their conclusion to the volume the authors indicate that it is indeed difficult to effectively marry linguistic techniques with retrieval objectives. Because very simple approaches to information retrieval (e.g., with minimal syntax) have been shown to work well, doubt is cast on the need for general linguistic theories for effective information retrieval. They go on to point out, however, that there is a wide range of information retrieval situations and we should not discount the possibility that some of these may yet require more sophisticated approaches to linguistic analysis.

In summary, this is a very useful review of linguistics for the information scientist who is not familiar with this area, and it provides a valuable description of the interrelationship between the two fields. In its treatment of information retrieval systems as such, however, it is, I feel, unduly negative and somewhat out-of-date.

F. W. Lancaster
University of Illinois
Urbana, Ill.

Sex Discrimination in Employment, by Thomas H. Oehmke. Detroit, Mich., Trims Publishing Co., 1974. vii, 134p. \$7.55.

Sex discrimination in employment is a topic of substantial current interest to employees suffering from discriminatory practices and to employers whose employment practices run contrary to federal law. Statutory law dealing with sex discrimination is relatively new, and case law is still scant in many important areas. Each week decisions are rendered which change previously existing law, and thus change the character of current employment practices. This timely monograph, written primarily for employers, personnel managers, and labor relations organizations, relates the law regarding employment but unfortunately already needs updating. Any text on this subject suffers from the necessity of constant updating because of the rapidity with which the law of sex discrimination is developing.

The book is well organized and concise. The author attempts through brief analytical statements drawn from court opinions to distinguish the many lawful employment practices from unlawful ones. The inclusion is good, but perhaps age discrimination should have also been discussed since sex discrimination, coupled with prejudice based on age, affects many older women workers. The appendices are quite helpful, especially the survey of maternity leave policies which is reprinted. Other appendices include the EEOC Guidelines on Sex Discrimination, a Summary of EEOC Compliance Activity for 1971-1972, and a Checklist of Equal Pay Issues. A longer biographical statement on the

author's competency would clarify his credentials in the area. Just stating that the author is an attorney does not make him a civil rights attorney nor an expert in sex discrimination.

The section on remedies is a trifle misleading for those trained in the law. The word "remedies" has a legal meaning, and this is not at all what is intended by Oehmke. He uses the word "remedies" to indicate how an employer should remedy a potential or actual unlawful practice. He recommends seeking a legal opinion, surveying community practices, determining how labor unions representing the employees feel about the issue, and finally, computing the cost of taking a more conservative approach and curing the practice all together. Unfortunately for proponents of women's rights, the author seems to recommend that the employers "wait and see" before correcting practices which are not clear-cut discrimination as previously defined by the courts.

The author encourages out-of-court settlements since this prevents government intervention and greater costs to the employer. He also points out to the employer the possibility of the agency's finding a pattern of discrimination which could be financially disastrous to the employer. Oehmke recommends maintaining a low profile as far as government agencies are concerned. The author makes a good attempt to identify equal skill effort and responsibility and work performed under similar working conditions. This is one of the most difficult things to do in the area of equal pay, and he has chosen a selection of statements which do an admirable job.

The text is not intended for lawyers as is readily apparent from the footnoting format. Attorneys are accustomed to footnotes appearing on the same page with complete citations to cases. The author places footnotes at the end of the text, requiring constant turning to the footnote section to determine authority for statements made. The reviewer personally found the use of the secondary spelling of the word "employee (employe)" distracting and predicts it will also distract other readers. In the opinion of the reviewer, the author does not stress strongly enough the changing nature of the law in this area. It would be more useful for lay readers if this were made clear or if some hint were given on how one might update the law in that area. The pregnancy and maternity chapter suffers most from being dated in light of the Supreme Court's decisions in the *La Fleur & Cohen* cases, 414 U.S. 632 (1974).

Feminists may object to the tone of the book, but at least it points out the law. A copy purchased for an employer might do much to equalize salaries. The book does not do much to equalize the sexes, but it will help an employer understand his or her responsibilities for complying with the law.

Laura N. Gasaway
University of Houston
Houston, Texas 77004

Washington Letter

May 16, 1975

Copyright Revision

Copyright revision legislation is again center stage and a "standing-room-only" audience greeted Chairman Robert W. Kastenmeier on May 7 when he opened hearings on H.R.2223, the general copyright revision bill before the Subcommittee on Courts, Civil Liberties, and the Administration of Justice of the House Judiciary Committee. Librarians, researchers, and educators are watching developments as keenly as are publishers, authors, information industry representatives and all types of copyright owners.

Acting Librarian of Congress John Lorenz and former Register of Copyrights Abraham L. Kaminstein submitted introductory statements supporting the measure. Barbara Ringer, Register of Copyrights, reviewed the 50-year effort to revise the 1909 copyright statute and identified the major issues to be resolved by the present legislative proposal. Representatives of the Commerce, Justice and State departments presented their views on May 8, and subsequently on May 14 and 15 testimony was heard from representatives of library groups, educators, publishers, authors and others.

Representatives of six major library associations were able to prepare a unified statement to the Kastenmeier Committee (American Association of Law Libraries, Association of Research Libraries, American Library Association, Medical Library Association, Music Library Association, Special Libraries Association). The unified statement and SLA's statement will be published in the August 1975 issue of *Special Libraries*.

Dr. Frank E. McKenna submitted a statement on behalf of the Special Libraries Association indicating the Association's substantial agreement with provisions pertaining to library photocopying, but noting specific reservations concerning the determination of "fair use" and emphatically urging deletion or changes in the language dealing with "systematic reproduction or distribution of photocopies." The Association, he said, is concerned that the present language may seriously impede the spontaneity of research and the research capability of organizations that maintain special libraries and information centers whose purpose is to provide access to learned, technical or specialized publications.

Pressure for enactment of a revised copy-

right law has been stepped up and there is a general feeling that, with constructive compromise, passage will be achieved during the current session.

Conference on Resolution of Copyright Issues

Under the joint auspices of the Copyright Office and the National Commission on Libraries and Information Science (NCLIS), the Conference on Resolution of Copyright Issues, composed of representatives of authors, publishers, and librarians held its third meeting on April 24, at the Smithsonian Institution. The Conference continued its discussions of possible solutions to the questions raised by library photocopying and received reports of the Working Group appointed in November 1974 to explore this matter. The co-chairman of the Working Group representing library interests is Dr. Frank E. McKenna.

A number of working papers have been developed by the Group dealing with such matters as: 1) a definition of serials (periodicals), 2) mechanisms and criteria for royalty payments and/or clearance and licensing procedures, 3) a flow diagram describing points of data collection for reporting photocopy for payment of fees, 4) evaluation of criteria and copy transaction mechanism, and 5) recommendation for collection of test data. However, only one of the working papers was approved by the Working Group.

Conference participants accepted a Working Group recommendation to request NCLIS to finance a project for a statistical study of library photocopying, including a testing of a payment mechanism. The chairman of NCLIS expressed general agreement with the recommendation and indicated that NCLIS would consider favorably a proposal for submission to NCLIS to be prepared by a six-member advisory committee, appointed by separate caucuses of author-publisher and librarian members of the Conference.

It was re-emphasized by Conference participants that, because of the informal nature of the series, the discussions do not necessarily represent the viewpoint of particular organizations or constituencies, and that no commitment has been made on behalf of any author group, publisher group, or library group.

Ruth Fine
Washington, D.C.

PUBS

(75-076) **Directory of Special Libraries and Information Centers.** 3d ed. Young, Margaret L., Harold C. Young, and Anthony T. Kruzas, eds. Detroit, Mich., Gale Research, 1974. 3 volumes. v.1: \$55.00. v.2: \$35.00. v.3: \$57.50 for 4 issues. LC 74-3240

Volume 1 contains 35,000 references to centers in the U.S. and Canada. Volume 2 is a geographic-personnel index. Volume 3 is a periodic supplement of new special libraries. The first supplement issue was June 1974.

(75-077) **Catalogue de l'Édition Française.** 3d ed. Port Washington, N.Y., Paris Publications, Inc., 1974. 6 volumes. v.1 & v.2: \$95.00. v.3 & v.4: \$55.00. Set: \$140.00

French Books in Print is divided into six parts. Volume 1 contains authors; volume 2, titles. Volumes 3 and 4 are a subject index.

(75-078) **Media Programs: District and School.** American Association of School Librarians, ALA and Association for Educational Communications and Technology. Chicago, Ill., American Library Association, 1975. viii, 128p. \$2.95. LC 74-32316 ISBN 0-8389-3159-6

This paperback volume gives guidelines and recommendations for media programs.

(75-079) **Your Library—What's in It for You?** Lolley, John L. New York, John Wiley & Sons, 1974. viii, 152p. \$2.95 LC 73-18293 ISBN 0-471-54365-9

This is a self-teaching guide to library use.

(75-080) **Functions and Objects of Author and Title Cataloguing.** Domanovsky, A. Budapest, Akadémiai Kiadó, 1974. 174p. \$10.00 ISBN 963-05-0381-6

The author feels the present state of cataloguing theory is inadequate. Thus he presents an alternate theory.

(75-081) **Subject Directory of Special Libraries and Information Centers.** Young, Margaret Labash, Harold Chester Young, and Anthony T. Kruzas, eds. 1st ed. Detroit, Mich., Gale Research Co., c1975. 5 volumes. \$90.00 per set, \$25.00 per volume. ISBN 0-8103-0288-8

Subject arrangement of the material in Gale's *Directory of Special Libraries and Information Centers*, 3d ed.

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(75-082) **The Foundation Directory.** The Foundation Center, comp. Lewis, Marianna O., ed. 5th ed. New York, The Foundation Center, 1975. 516p. LC 60-13807. ISBN 0-87954-005-2

Includes the names and addresses of the foundation, its donors, purpose and activities, financial data, and officers. Main arrangement is by state, with indexes of fields of interest, of foundations by city under state, of donors, trustees, and administrators, and of foundations.

(75-083) **Basic Statistics for Librarians.** Simpson, I. S. Hamden, Conn., Linnet Books, 1975. 113p. ISBN 0-208-01365-2

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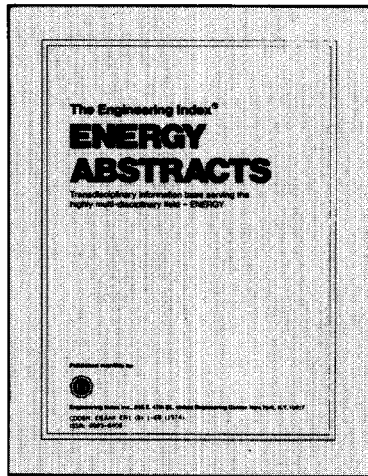
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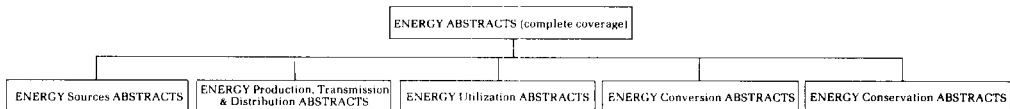
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