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July 1979, vol. 70, no. 7

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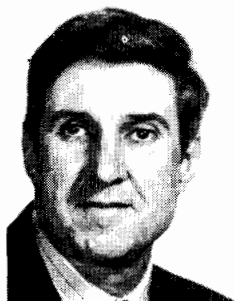


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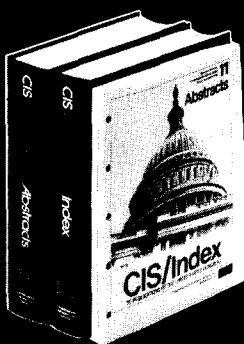
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Barking Up the Wrong Tree?

Muriel Regan's objection [SL, p. 7A (Feb 79)] to what she perceives to be the harmful effect of the election of public academic librarians to the governance of SLA on the quality of representation *qua* special librarians strikes me as ill conceived, or at the very least, misdirected.

The bylaws of the organization mandate full membership and, quite properly, office-holding privilege to all members, including academic and public librarians. At the very least, therefore, Ms. Regan should address her objections and her recommendations for amendment to the Bylaws Committee, rather than to the Nominating Committee, which simply fulfills its mandated function. In appealing thus for a change in the organization's bylaws (i.e., restricting office-holding to an arbitrarily limited group of members), Ms. Regan should realize that she risks reducing SLA membership by perhaps one-third—the percentage of members who are academic and public librarians. One can hardly expect that librarians disbarred from elected office in their own organization would long remain dues-paying members of such an organization.

A more profitable query, it seems to me, regarding SLA nominating policy would be to question the current wisdom of nominating candidates for President, special librarians or no, who have not served a learning term or so on the Board of Directors.

Shirley Echelman
Past President
Special Libraries Association

On the Right Track

I applaud your editorial in the January 79 issue. I, too, feel it is time to overhaul format and content of *Special Libraries*, and I believe you have made a good start with this number. The cover and title page are distinctly improved, as is your new approach to the layout of some columns and features. More *does* need to be done, so I am pleased by your promises of new paper stock, different size, and greater visual interest.

Naturally, the ultimate value of a professional journal is in its contents, and there are only a limited number of things you can do to promote quality and readability. Unfortunately, librarians are librarians, not writers. Those who are both are few. But in this respect, *Special Libraries* has at least held its own. Most of us can cite key articles of the recent past that have been of real help and influence.

We at Air University wish you continued success with *Special Libraries* as you modernize and update its appearance and perspective during 1979.

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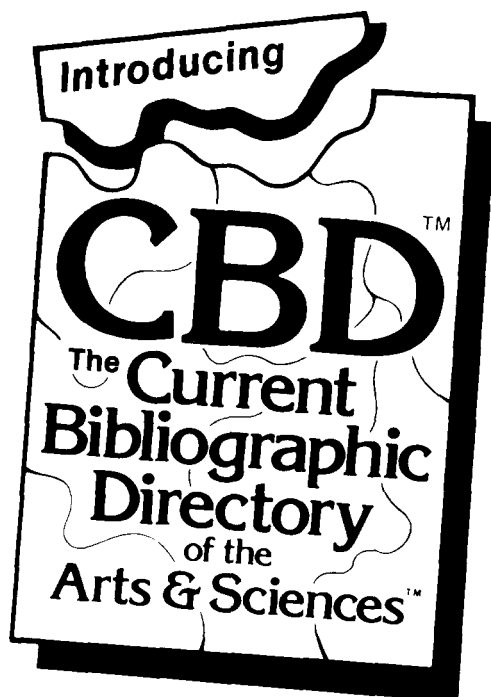
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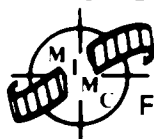
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Getting into Networking: Guidelines for Special Libraries

**SLA Networking Committee
Subcommittee on Guidelines
Beth A. Hamilton, Chairman**

1977 / paper / 37 pages / 8 1/2 x 11 / \$6.00
LC 76-58875 / ISBN 0-87111-250-1

Special librarians have a long tradition of involvement in informal library cooperation. In recent years, they have recognized the fast-paced development of formal cooperation/resource sharing/networking organizations and have become convinced that formal networking is a necessity. Their concern is often whether to join an existing formal network or to establish a new one. Guidelines are necessary to assist in this decision-making process. The guidelines presented in this manual should stimulate and promote effective formal networking by special libraries and by groups of special libraries.

The Special Librarian as a Supervisor or Middle Manager

Martha J. Bailey

1977 / paper / 46 pages / 8 1/2 x 11 / \$6.00
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Libraries have often drawn heavily on the business world for innovation in hardware. A fairly recent trend has been the adaption of management techniques to library operations. However, business management techniques may not have the same meaning and impact in the library organization until they are placed in similar contexts.

The library and information science literature concerning the supervisor and the middle manager is reviewed. Where information is not available, the material is drawn from the literature of business management. After defining the terms "supervisor" and "middle manager," the various library environments are described. This is followed by an examination of position responsibilities and the education and work experience desired. This report concludes with recommendations for further research.

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The Mid-Career Special Librarian

Where Do We Go From Here?

Mildred S. Myers

University of Pittsburgh, Graduate School of Business,
Pittsburgh, Pa. 15260

■ Special librarians who have reached what they feel to be a mid-career plateau and who believe that traditional special library jobs as we know them are disappearing should consider new career developments for themselves. In order to do so, we must evaluate our strengths and weaknesses, make a firm commitment to some type of professional development program, and market our experience and our newly acquired skills to executives who can help us up the management ladder.

HOW MANY special librarians have taken a position that combines two jobs for the price of one? How many have expanded their jobs without discussing current or future salary implications with someone in a position to do something about them? What about those librarians who have quietly gotten on with additional work not in the job description, in the expectation that reward and recognition would automatically follow? How many have announced that salary or benefits for staff come before concern for their own position? What about all the librarians who publicize a preference for work that leaves budgeting,

scheduling, and the assignment of priorities to others? Finally, how many have stayed with an institution when bypassed for deserved promotion? (1).

The chances are excellent that most special librarians would identify with many of these situations. We take these steps to demonstrate our loyalty to an organization, to prove that we are capable of new, bigger, and different types of responsibility, or just because we are bored with our basic work and want to try something new. Yet, despite frequent warnings to the contrary, we are not necessarily wrong to do so as long as we understand what we are doing and use the situation to our benefit.

What we have to understand is that the old adage that "nice guys finish last" has a lot of truth to it, at least in the working world. The point of the opening list of questions is that it is far too easy to be exploited in the process of proving one's abilities or loyalties. Many librarians are guilty of letting people exploit them, because they have not been trained to assert themselves and have been trained that their job is to serve. We are not used to taking risks; we do not stop to consider, with every step we take or do not take, "What will this action mean to my *career*?"

That question is the bottom line to the title question about what lies ahead for the mid-career special librarian. It is one to which there are no simple answers. No expert in career development can provide them, and most of us will never find the answers in a book or hear them in a lecture. What we can address, however, are some of the preliminary questions we have to raise with ourselves and our employers if we have any hope of eventually finding answers to the question, "Where do we go from here?" Identifying those questions and issues that each of us has to examine for ourselves is the first step toward progressing from a mid-career plateau. This first step is also the most important one, because until one takes it, none of the remaining steps can be taken. Each of us has to work out individually where we want to go and why; until we do that, we cannot ask anyone to help us get there.

"Mid-career": What It Means

If we are going to raise questions about where we want to go and what our actions may mean to our careers, we first have to define where we are now and what we mean when we refer to "the mid-career special librarian." There is no hard and fast definition relating to age or years on the job; in fact, the best definition may have come from a special librarian who once asked, "Isn't mid-career a state of mind?" For working purposes, let us

say that we are mid-career if we have reached the point where we feel that we are on some sort of a plateau and are beginning to wonder if we want to spend the next ten, fifteen, or twenty years doing what we are doing now. Another sign may be that we have reached a point in our professional life that was once an important goal; in other words, we are doing something that originally was a peak to strive for, but one which we have now climbed and mastered.

For many of us, being at mid-career means that we enjoy our present work and the people we work with, but we have a vague feeling of dissatisfaction that we cannot always explain. Nothing is specifically wrong; we simply need some new challenges to "spice up" our professional lives. If we have been consistently guilty of some of the behavior in the list of questions with which this paper began, if we have been letting others take advantage of us for a number of years, we may be a bit tired of being "the good old dependable, nonthreatening, and non-problem-causing librarian," even if we do not always realize that we are weary of being taken for granted.

That Box Marked "Library"

Indeed, many of us are taken for granted in our work situations, for a variety of reasons. One such reason is that special libraries are staff functions in institutions where line activities get most of the attention. Most companies, banks, hospitals, or government agencies can carry out their basic mission (whether it is producing and selling a product or dispensing a service) without libraries, although libraries may help them to do it better. We as special librarians are not part of the mainstream activities of our institutions, and we realize that fact. As a result, we tend to be passive and do not assert ourselves; in fact, it may be difficult to find someone with whom to be assertive! To make matters worse, we know that the library job market in most areas

is not strong. This makes us all the more likely to put up with situations that make us churn inside and all the less likely to take chances, rock the boats, or go looking for new and more challenging or more exciting jobs.

Librarians are expected to be passive, in part because many librarians are women, and most managers and administrators are men. In the case of men involved with librarianship, one of two possibilities generally applies. One is that they have left the practice of librarianship behind and moved entirely into management. If that has not happened, if they are mid-career special librarians, then they have been stereotyped and neglected along with their female colleagues, because they are in what most managers think of as a women's profession.

answered? These numbers do not mean a thing to them, because there is no clear connection between what we do and how well the institution is discharging its mission. We may believe that there is a connection, but there is no way to prove it. Personnel are often evaluated on a form that their supervisors fill out, commenting on their reliability, their specific job skills, or whatever the important qualifications for their jobs might be. However, special librarians are frequently one or two of a kind in any given organization; what kind of form could evaluate our effectiveness as librarians in any terms that would mean something to the rest of the company? Forms used by public or academic libraries would not be applicable. Our managers do not have any real idea whether we are

We as special librarians are not part of the mainstream activities of our institutions. . . . As a result, we tend to be passive and do not assert ourselves.

We are stereotyped, but we have stereotyped ourselves also. To use today's jargon, we need to do some consciousness raising, among ourselves and among those who see us at work and can affect our professional future. Until we do some image changing and image broadening, our mid-career plateaus may well be dead ends. Because our functions are out of the mainstream of our institution's day-to-day, reason-for-existing activities, we are put into boxes on the organization chart and left there. Our managers have nothing with which to compare us and no valid way to assess our contributions or evaluate our performances.

Most managers are evaluated each year on certain criteria that they are all expected to meet; usually these are quantitative measures such as production or sales figures. But what kinds of quantitative criteria can our executives use to assess us? Do they care how many new books we added, how many bibliographic searches we ran on data bases, or how many reference questions we

excellent or mediocre librarians, whether we are excellent managers or not managers at all, because they have no clear idea about what a good librarian or a good library manager should do. If administrators do not know (and, usually, do not think about) whether we are good at what we are doing now, they are not likely to consider whether we would do well at anything else. Librarians may be odd people out because they do not fit into any standard categories. As a result, we will be left alone in that box marked "Library."

That box will be classified within the organization's personnel hierarchy, so that the librarian may be a department head, along with the purchasing agent or the food services manager. But there may also be a difference: the others are considered to be department heads, while the head of the library department is thought of and talked about as "the librarian." Too many special librarians have been left out of management training seminars merely because no one thought to include them. In

many instances, librarians have to ask to be included, have to remind their managers that they are department heads, have to explain that being a librarian does not mean having no use for or interest in management techniques. Special librarians must call attention to themselves; if necessary, they must rewrite their job descriptions in terms that show that they are not only librarians but also managers, in the same sense that other professionals may be engineers and also managers.

Exploring Our Potential

To get the attention of people who count, to get the support we need to build our jobs into something bigger or different, to insure that our work as special librarians is meaningful and recognized as being important, we have to make certain that we know what matters most to those key people whose backing we need. We need to speak their language so that we can phrase our ambitions and suggestions in the terms that they understand and appreciate. In other words, if we want to move into management, which is a reasonable mid-career expectation or goal for many of us, we have to know something about the management of our institutions and about management concerns in general, because all institutions—libraries, hospitals, corporations, government and social agencies—use management techniques and principles.

We special librarians are strange fish in our institutional ponds, and so we have to sell ourselves in the language and value structure to which our management is accustomed. In order to do so, the first requisite is to make certain we have something to sell and to define how we want to sell ourselves. Each of us has to take a hard, internal look, and ask such questions as:

- What do I want?
- Why do I feel roadblocked in this job?
- What would make it better?
- What do I like to do and what do I dislike?

- What are my strong points, and what am I not very good at?
- What do I do because everyone expects me to do, and what do I do because I want to?
- Do I enjoy this place, or would I leave if a better possibility came along?
- If I had a guarantee that I could have any kind of job I wanted, if I could design my own career, what would I do?
- Would it be something requiring more education?
- Do I want to stay in a library setting?
- Would I like to combine library work with something else in my organization?
- Would I like more opportunity to try my hand at management, having discovered that I can supervise employees, manage budgets, set priorities, and meet deadlines?
- If I could go back to the time I went to library school and start all over, would I do it again?
- How did I get into this job; did I plan for it or did it just happen?
- Am I likely to "happen" into something else or am I going to have to go out and work for the changes I would like to make?

The list of questions we have to ask ourselves as we try to move on from mid-career plateaus is endless, but such self-evaluation and self-assessment is the absolutely critical first step. We have to set goals for ourselves, but we cannot do so until we identify our capabilities and interests. If we cannot be definite about our goals, we are handicapped when talking with our bosses, because they are used to dealing with people who know exactly where they want to be ten years from now.

It is not too late to do this self-assessment; in fact, the time is ripe for it, because there is so much publicity about people moving into careers (as opposed to jobs), and a great deal of help is available. There are new books and articles every day for men and women hoping to move into management (2). Colleges, universities, and civic and social agencies conduct seminars on this topic. Local library schools, business and management schools, and professional associations such as Special

Libraries Association and the Medical Library Association can be urged to sponsor workshops, seminars, and short courses. SLA has a Manager, Professional Development who is looking at the whole spectrum of special library jobs, traditional and new, with an eye toward developing programs to help special librarians keep pace with the times and develop their skills.

Consider the Alternatives

Neither a Professional Development Manager nor all of the workshops, conferences, and books in the world can help the librarian who is not willing to invest some effort in self-assessment and self-development. For most of us, that may mean more education; it will mean spending time and, perhaps, money, and it may mean taking some risks in terms of determining whether we are right for some new field of interest. Whether we want to move into management in a library or into another phase of administration, stay in information work but in a library of the future, or convince our management to broaden the library's and our functions,

most other fields, the trend is toward more systemization and more centralization, toward the elimination of duplication and a greater dependence on shared resources, toward data gathering and collecting systems maintained by computer rather than by hand. These trends could eliminate jobs and/or change the requirements for those who presently hold these jobs.

Envision a situation involving a move toward a centralized reference library for all health-care facilities in a given geographic area, with individual institutions able to use it by telephone, by computer hookup, and in person. This would mean that individual hospital libraries might be phased out, and hospital librarians might become librarians without books and catalogs, serving as information channels and working via a computer terminal and a telephone. Furthermore, consider the possibility of a central science and technology library in an urban area currently housing a public library, several academic libraries, and many special libraries with specialized collections in science and engineering. As corporate libraries continue to close in

Whatever we do, it is not seen as crucial to the day-to-day functioning of the organization. . . . We have to call attention to ourselves and to our value to the organization.

we need to diversify, to broaden our knowledge and our capabilities, to catch up with the changes that have revolutionized many professions in recent years—and especially those related to information.

We have to keep current; we have to learn the best, the newest, and the most efficient ways of information service. We may have to lay the groundwork for nontraditional library careers for ourselves as well. The organizations for which we work are under tremendous pressures these days, pressures from government, consumers, staff, and unions. Most institutions are changing in order to survive, and those changes will affect us. In librarianship and in

order to save money, the likelihood of a central facility increases. Centralization, or corporate library closings regardless of alternative facilities, can force librarians out entirely, especially if they are not equipped to take on new positions, especially if, as we often hear, "there is nothing appropriate for them in the organization."

What does that phrase mean? Is there really nothing that librarians can contribute to their organizations if they can no longer be traditional librarians? The clerical staff they supervised is usually absorbed within the organization, because typing and filing can be done in any department. But might not librarians, who have been supervising em-

ployees and who often know and work with managers and executives from many departments, have something to contribute to a personnel, employee relations, or public relations department? Could not a librarian, who is an expert at finding detailed statistical data, be of substantial assistance to a marketing research effort? Is it just an assumption on the part of about-to-be-exiled librarians and their managers that because the traditional library function is ending, the librarian's relationship with the organization must also end?

If special librarians are willing to consider other areas, if they can utilize other skills and training and organizational knowledge that they have acquired, then there may be possibilities that they do not think of in the first, frightened days. Even if the library closes as a department, freeing space and eliminating the need to budget for acquisitions and several salaries, perhaps the organization could be persuaded to consider its need for one person to serve as an "information broker" on call for top management.

Getting the Message Across

Our chances to stay with an organization and move into what could become an exciting new career, or to promote our careers in any institutional setting, can be much improved by meeting three conditions. First, we must be alert to all possibilities, open to new ideas, familiar with new developments, and aware of what is important to our organizations. This means educating ourselves, formally and informally, and keeping our credentials as current as we can. This may involve continuing education courses or working toward a degree; it may mean reading the journals our managers and technical people read, and going to conferences. Once again, we must remember that we have to urge our professional associations and our local educational and civic institutions to help, by creating courses

and workshops for the mid-career professional.

Once we have begun to train ourselves to be prepared for new challenges and opportunities, the second way we can help ourselves is to make certain that our managers know we are doing these things and make sure they know why—because we want to broaden or alter our roles in the organization. We have to make them think of alternatives, because they are not likely to do it on their own. Remember, we are "librarians" in their minds, and we can be nothing else unless we tell them otherwise. We must prove our points by rephrasing our résumés to make it clear that we are also managers, or that we are information specialists who do not necessarily need a traditional library to provide information. If librarians can make suggestions and ask intelligent questions about topics that a manager would not expect a librarian to know about or be interested in, if librarians can demonstrate commitment by telling a manager that they have been reading and taking courses, the message will eventually get through. It is up to the librarian to keep sending it until it does get through.

Sometimes a particular manager or executive in our organization can help us in getting our career messages across to the right person. Finding the right person to serve as mentor is the third condition to help us along the career development path. This mentor may be an immediate boss or someone we have gotten to know through various work projects. Any of us who have spent several years with one organization are likely to have developed especially good relationships with a few people on a managerial level. If any of them are involved in departments or projects which the librarian has found especially interesting over the years, if conversation about the work or the project is a part of the relationship, then the climate is right for a librarian to begin discussing an interest in moving in that direction. Once again, it is quite possible that the manager or executive



with whom we have had these conversations over the years just never thought that we, as librarians, would be interested.

A mentor should rank high enough in the organization's hierarchy to carry some weight. Once the relationship is established, librarians must convince their mentors that they are open to, anxious for, and qualified for new experiences that represent a change or expansion of responsibilities. At the same time, we have to convince a mentor that helping us to develop our careers will also be good for the organization; mentors are probably organization people, who will not go out on a limb for us unless they believe that their actions serve some purpose for themselves and the organization to which they owe their loyalty. This mentor is then in a position to ask the librarian to chair a committee that crosses departmental lines or to remember or suggest to another manager or executive that the librarian might be a good person for a particular assignment.

According to many of the "how to get ahead in management" texts, the mentor system is absolutely crucial for anyone who wants to move along a career path (3). It may be especially critical for special librarians, because our positions are unique in most organizations and because so few top executives have any idea who we are or what we do, much less how to evaluate us. Whatever we do, it is not seen as crucial to the day-to-day functioning of the organization. Therefore, our usual stance of doing the best we can at our jobs, hoping that someone will notice how well we do and promote us, will not work; in fact no one is looking. We have to call attention to ourselves and to our value to the organization. Mentors can make decision-making executives aware of us, by translating our skills and qualifications into their terms. They can do so more effectively than we can because they already speak the corporate language and have credibility in their own right.

There are a few caveats when using the mentor system. If possible, we

should not pin all of our hopes on just one person; if we can cultivate several higher-echelon people, so much the better. Because many managers and executives have more job mobility than most of us do, it is unwise to tie oneself entirely to one person. Another danger to watch for with a mentor or with any changes in a position is exploitation. We do not want to become martyrs or do two jobs for the price of one just to prove that we can take on more and different work. Managers learn early on to assign priorities; it is one of the basic lessons. If we are going to take on new tasks, we will have to give up some old ones. Do we really need to do everything we are now doing? Do we not have an assistant who is also interested in career development and who would be delighted to take on a few tasks that we could drop? If a few things do not happen on schedule, will anyone but the person involved know the difference or be affected? What is a more important task, cataloging each new book as it comes in or serving on an interdepartmental committee which is investigating the development of a network of staff communication and support activities? Which function will do more for our careers? Which task is more important to the goals we have set for ourselves?

"What does this mean to my career?" That is the question we began with, the question that we have to keep asking ourselves as we attempt to determine where mid-career special librarians go from their mid-career plateaus. It is quite clear that there are no overall answers for everyone; there are, instead, a lot of individual questions that each of us has to ask ourselves individually, answer individually, and act on individually, according to our own strengths and interests and goals. We need not feel intimidated; we need not feel pessimistic about the future of special libraries or special librarians. But we do need to recognize that the special library world is changing rapidly, as societal pressures force our parent institutions to change. It is no accident

that educators, hospital administrators, and librarians have become busy users of management and business libraries. Everyone is looking for ways to make their organizations more efficient; they need ways to market their products and services more effectively so that people will be willing to pay for them. We special librarians have to market ourselves in the same way, so that people will continue to find our services attractive enough to pay for them.

Acknowledgments

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Trade Literature at the National Museum of History and Technology

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■ The Smithsonian Institution has extensive collections of U.S. trade literature, that is, of materials produced by companies for the advertising, sale, or maintenance of products. The National Museum of History and Technology, one of the principal museums in the Smithsonian complex, has the largest such collections. Some materials belong to the Smithsonian Libraries and others are treated as part of the artifact and archival collections of the museum itself. The extent, organization, accessibility, and use of the trade literature holdings have been studied to make recommendations regarding its bibliographic control.

THE National Museum of History and Technology (NMHT) houses a large percentage of the U.S. trade literature collections that are owned by the Smithsonian Institution (SI). Most materials are treated as part of the NMHT artifact and archival collections, while those that belong to the Smithsonian Libraries are housed in the libraries' own NMHT bureau. The author examined the nature and use of these trade literature collections while engaged by SI as a consultant to make

recommendations for their bibliographic control (1). Findings related to the use of the collections and the users' preferred modes of access are also reported.

Trade Literature

Trade literature includes trade catalogs, specification sheets, company histories, price lists, photographs, advertisements, maintenance manuals, showroom brochures, plans, and descrip-

tions of processes and plants, materials, and products. It is produced as bound volumes and pamphlets of all sizes and styles, as well as in formats such as looseleaf pages (both separately and in binders), blueprints, business cards, posters, and other miscellaneous publications and memorabilia. The diversity and the nonbibliographic character of some items add considerably to the problems of collection management. In addition, such material, while originally ephemeral, is now quite expensive. For nineteenth century catalogs and catalogs for areas in which collectors or modelers are active, such as automobiles, prices range from \$15.00 up to as much as \$400.00 an item. Many trade catalogs are reprinted and sold through hobby stores and similar outlets, as well as from libraries and scholars.

The Literature of Trade Literature

Little has appeared about trade literature in library or archival journals in recent years, and the indexing of material on this topic in *Library Literature* makes it difficult to find the items that might have been published. Since 1960 the heading "Trade Catalogs" has been used only for book-trade bibliography and no other heading has been substituted to index the material which used to be listed there. Most often discussed is use of trade literature for current engineering reference and the organization of small collections. The most substantial treatment of it as historical source material is by Budington (2), then (1955) associate librarian of the John Crerar Library, Chicago, Ill. He points out its value for research and makes the prophetic observation that no library alone can maintain a comprehensive collection of materials being produced in such enormous quantity.

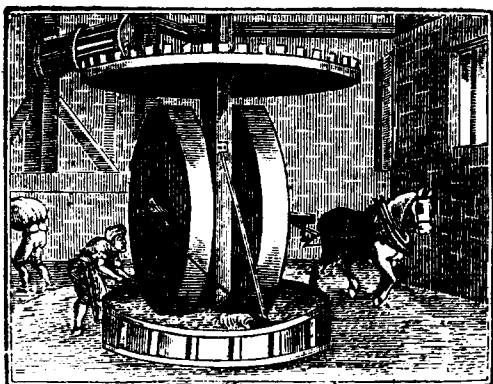
There is, in addition, an interesting exchange between Laurence Romaine (3), whose *Guide to American Trade Catalogs, 1744-1900* (4) is the major bibliography in the field, and R. W. Lovetts (5), at that time at Harvard's Baker Library. They debate the historical

value of trade catalogs, as opposed to business manuscripts. In rebutting Romaine's contentions that catalogs are the more valuable and condensed form of information, Lovetts raises a key issue, certainly for trade literature at the NMHT: Trade catalogs are frequently integral parts of such archival series or special collections, and are not necessarily separable from them. An article by Purcell (6), both describes the present housing and organization of Romaine's personal collection, now at the University of California, Santa Barbara, and provides an example of its use in the documentation of technology.

Detailed information about the NMHT Library's collections and policies is contained in a 1966 article by Jack Goodwin, then NMHT librarian and now the museum's bibliographer (7). A complete inventory of the NMHT's archival and special collections has also just been published by the Smithsonian (8). These collection reports have also been made available to the *National Union Catalog of Manuscripts*.

At the NMHT

The responsibility for trade literature collections at the museum is complicated. Administration of the Smithsonian Libraries has been effectively centralized only recently, and the director of libraries must maintain control over a great variety of departmental, divisional, and office collections, including many in the NMHT. Within the museum, however, there are many special collections, including personal papers and company archives, that have been donated to the NMHT. These collections are not now under the supervision of the library. Those concerning SI personnel or expeditions are housed in the Smithsonian Archives, but the responsibility for others is diffuse. The curators most often have supervision of them. They, in turn, often have neither the facilities, the support, nor the training to care for them.



These special collections constitute a large body of material, estimated by the inventory at 7,000 cubic feet. The museum's Department of Science and Technology alone has over 3,000,000 items in special collections; this department does not include such NMHT divisions as Military History or Costume and Furnishings. Recently the museum has turned to the archives for technical assistance. The previously mentioned inventory is an important result of this cooperation.

The NMHT's Collections

The full diversity of trade literature is exemplified in the Smithsonian's holdings. The library owns the major collection of trade catalogs, estimated by the author's shelf sampling to be 100,000 pieces. This collection came from Columbia University, where it had been assembled primarily for use by engineering students. Its management at Columbia has been described by Meixell (9). It had been cataloged there using fairly standard academic practices and shelved by company. When the collection and the card catalog arrived at the Smithsonian, however, NMHT staff realized that there no longer was a close correspondence between them. The catalog, although no longer fully functional as a catalog of the Columbia collection, may still be the most extensive bibliography in existence of twentieth century U.S. trade literature, and it

provides considerably more detailed description and analysis of this material than is likely to be economically feasible in the future.

The NMHT Library did not integrate most of these catalogs into its main collection because they were too current to be of immediate interest to most curators. It did select and briefly recatalog about 15,000 nineteenth century items by company and product area. Included in this group are a number of items obtained by gift, transfer, or purchase by the NMHT Library and curators which the library has cataloged on a demand basis. These 15,000 catalogs are intershelved with the NMHT Library's collections, although the library maintains a separate shelflist of them. The rest of the Columbia collection is in a storeroom shelved by company, but it is accessible to researchers.

In contrast to the Columbia materials, which are largely trade catalogs that were collected, maintained, and cataloged by a library, there are the museum's special collections. Of these the largest and most heavily used is the Collection of Business Americana. Housed in a vault in the NMHT basement and until recently accessible only through one curator, it is comprised principally of the one-million-item Warshaw Collection, purchased for the museum in 1966, and 500,000 advertising copy proofs from a Philadelphia firm. This collection contains a wide variety of materials including catalogs, business cards, almanacs, and posters.

As is sometimes the case with collections organized for private purposes, the original ordering of the Warshaw Collection was not particularly suitable for general use, and the museum is now giving serious attention to devising alternate means for making this collection more searchable. Similar difficulties exist on a smaller scale with dozens of other special collections containing trade literature. The storeroom of the Division of Civil and Mechanical Engineering, for example, contains an estimated 100,000 items, mostly culled by

one curator from discarded company files, and not even inventoried until the recent survey.

Finally, there are the items housed in the curators' office and divisional collections. While some materials are housed in offices because of lack of any other suitable depository, other items represent the core of the NMHT's collections from the curator's point of view. Some materials are on loan from the library, while others may have come from the Columbia collection. Still others have been purchased by the curators. Since a portion of these items is heavily used, their convenient location for reference is of great concern to the curators. Some pieces are of considerable value and general interest. As a result, some curators are frequently burdened with personally supervising their use by outside researchers.

pointed out twenty years ago, no one institution can cope with it. Even if the NMHT, became a national center for trade literature, as seems reasonable, it could only be a coordinating node in a network of depositories which would almost certainly have to include manufacturers' archives as well as libraries.

The bibliographic control of the collections is gradually improving as the result of steps taken by the agencies involved. The problem has three levels: 1) knowing what collections exist, 2) being able to find things within a collection, and 3) coordinating the trade literature indexes with other museum files such as the artifact registers. The inventory has done much to improve searching on the first level. Below the collection level, however, there is still much to be done. Some materials are cataloged or have good



Control over acquisitions is difficult because materials are acquired both by curators as artifacts and by the library through book funds. There is at present no acquisitions policy per se, and it is nearly impossible to formulate one because of the overwhelming quantity of material available. The museum's storage facilities are already overburdened. Cooperative arrangements with other libraries and agencies are clearly necessary. The quantity of materials available for collection is overwhelming. The magnitude of the NMHT collections, as previously stated, is already in the millions of items and the thousands of cubic feet, even though they are almost entirely American and concentrate, where appropriate, on pre-1920s materials. Indeed, as Budington

provenance-based finding aids. Others, however, have nothing or only "home-made" schemes. On the third level, the coordination of vocabulary used to index products or subjects both among the collections and between the collections and the other museum files is a highly desirable long-range goal. Company names and histories are another area in which search aids might be prepared that could be valuable for a number of purposes in the museum and would eventually facilitate cross-use of its files. On the basis of the author's report and the advice of the archivist, priorities have been established and improvements are being made as funding can be found.

Situations such as the trade literature collections at the Smithsonian illustrate

the need for librarians trained in library, archival, and general information retrieval practices. These three kinds of approaches must be understood and employed if a comprehensive, economical, and coordinated retrieval system for trade literature is to be developed.

The Use of Trade Literature at the NMHT

The primary users of the NMHT's collections at the present time are members of the museum staff, particularly the curators. Data about their use of trade literature were gathered by the following methods.

1) A questionnaire, designed and circulated by the library staff, was sent to ninety-two curators, museum specialists, and museum technicians. Frank Pietropaoli and Barbara Veloz of the NMHT Library staff designed the questionnaire; it was circulated before the author was engaged as a consultant. It was subsequently analyzed by Lamonte Tepper, a student at the College of Library and Information Services, University of Maryland. The purposes of the questionnaire were to obtain information about the size and value of NMHT collections of trade literature, including uncataloged holdings in offices of the staff, and to obtain information about use of the literature and the means of access used. Fifty-three questionnaires (57.6%) were returned.

2) The author conducted follow-up interviews of curators who maintained office collections of trade literature, with the assistance of Tepper and Veloz. These curators included representatives from the NMHT Divisions of Transportation, Costume and Furnishings, Electricity and Nuclear Energy, and Mechanical and Civil Engineering. The curator of the Collection of Business Americana, the museum's largest special collection of trade literature, was also interviewed.

Information was sought on acquisition policy, organization, uses, and monetary value of specific office collections and of the Collection of Business



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Americana, as well as the curators' use of trade literature.

3) The author also sent a second questionnaire to the NMHT's twenty division heads and one section head. It was designed to obtain information on the size, organization, and use of division collections (as distinguished from office collections), and the use of the trade literature collection in the library, of the Collection of Business Americana, and of collections maintained by other divisions. Twelve questionnaires (57.1%) were returned.

When curators, museum specialists, and museum technicians were asked in the first questionnaire "How important is trade literature in your research?" 77.4% of the respondents rated trade literature "essential" or "very important." The response by division is presented in Table 1. In most cases in which curators did not report trade catalog use, e.g., in political history, the subject matter was not suitable for trade literature.

The widespread existence of office collections of trade literature was confirmed, with thirty-seven of the respondents (69.8%) indicating that they maintain some sort of collection. Estimates of the size varied from fewer than ten pieces to "several thousands" of pieces.

Most of those who maintain office collections (thirty-one respondents or 83.7% of those reporting office collections) indicated that they add to their collections. None, however, reported that they actively collect current trade literature, although some store literature that arrives unsolicited. While an important reason for not collecting current literature is lack of space, another dominant factor is that current literature is not important in the work of the museum.

The interviews revealed that trade literature is a source of information for scholarly and popular publications. Increasing use can be anticipated in specific product and company histories, in broader studies of technological development, and in economic and social history. The NMHT collection on furnishings, for example, has been used for a study of late nineteenth century costs. Trade literature also is a much used source of illustrations for histories of specific products, such as locomotives (for example, see Ref. 10).

The use of trade literature is not limited to historical studies; it is also of major importance in the identification of artifacts. It is used for this purpose within the museum and in the handling of the frequent public inquiries. Similarly, these materials are also an important source of information for restoration projects. Currently this use is most evident in the areas of transportation and furnishing, in which curators regularly receive correspondence from private owners and museums engaged in restoration work.

Another use is in the preparation of exhibits, both as a source of information and as material for display. For an exhibit on the design of seating, the Renwick Gallery (another division of the Smithsonian) sought, for instance, pictures of vehicle seats in the files of the Transportation Division of NMHT. The request was handled by browsing, first in the picture files and then in trade catalogs.

It is clear from these examples why many historians of technology find

Table 1. Importance of Trade Literature in NMHT Research, by Division.

Division	"Not Important"	"Very Important"*	"Essential"
Agriculture & Mining		2	1
Ceramics & Glass	2	2	
Costume & Furnishings			3
Electricity & Nuclear Energy		1	1
Ethnic & Western Cultural History	1		
Manufacturing			2
Mechanical & Civil Engineering		2	1
Medical Sciences			4
Military History	1		1
Musical Instruments		2	
Numismatics			1
Photographic History		1	3
Political History	2	2	
Postal History	1	1	
Pre-industrial Cultural History		1	
Physical Sciences			3
Science & Technology	1		
Textiles		1	2
Transportation		3	1
Mathematics (Section)		1	
Office of the Director	2	1	
Total	10	20	23
*Includes two "Important" (write-in designation)			

trade literature an essential resource. The growth of interest in the study of the history of science and technology, as well as the continuing development of industrial archeology, "living museums," and similar institutions, promises to increase demand for access to trade literature collections.

Relationship Between the Organization of Trade Literature and Its Use

Curators, museum specialists, and museum technicians were asked in the first questionnaire: "In your use of trade literature, what is the most frequent approach in your research?" Of the fifty-three persons who returned the questionnaire, forty-seven responded to this question. Their answers are shown in Table 2.

Although only asked for "the most frequent approach," six persons checked all three alternatives without ranking them and four persons checked a combination of two alternatives without ranking them. Some others ranked the alternatives, indicating that they make use of two or all three. It seems evident that both company name and subject or product are essential points of access. It is clear that date of manufacture is useful also, for instance, when the NMHT helped put on the recent "1876" bicentennial exhibition at the Smithsonian. Not all trade literature is dated, but it has been suggested that staff expertise could be used to provide approximate dating.

On the same questionnaire, curators, museum specialists, and museum technicians were also asked: "From your knowledge of the use of trade literature by visitors or from outside inquiries that are referred to you, what is the most frequent approach?" Responses are shown in Table 3.

The use of both product and company also is reflected in the patterns of arrangement for office collections. Curators arrange their files to suit the materials and their use. Generally these files are not indexed, so arrangement

Table 2. Most Frequent Approach to Trade Literature by Museum Staff. Some staff responding checked more than one approach.

Approach	Number Using Approach	Respondents (%)
Company name	24	51.0
Subject or product	28	59.6
Date	10	21.3

Table 3. Most Frequent Approach to Trade Literature Used by Visitors as Assessed by NMHT Staff.

Approach	No. of Staff Indicating This Approach as Most Used
Subject or product	29
Company name	18
Company name and subject	7
Company name and date	1

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provides access. One transportation curator, for example, arranges files of automobile literature by maker, sub-arranged by date. In this field, company identification is most important (and almost universally available). On the other hand, carriage literature forms a small collection which has not yet been organized; if the collection were larger it would be arranged by type of vehicle. According to the curator, this aspect is more important than the name of the maker in identifying carriages. Product arrangement predominates in the trade literature files of the Division of Mechanical and Civil Engineering. Similarly, the Division of Costume and Furnishings maintains a small collection of trade literature, mainly dating from the late nineteenth century, arranged by product and indexed (on cards) by maker.

As further evidence, five of the twelve division heads who responded

to the second questionnaire reported collections of trade literature held by their divisions apart from office collections. Of these collections, three were reported to be organized, one by subject and two by company name. Estimates of the percentage of the collections that is used regularly were 10% (collection organized by subject), 75% and 50% (collections organized by company name).

Subject or product and company are both essential access points for trade literature. The predominant approach is heavily influenced by the product area, as a contemporary example can illustrate. A subject search about automatic dishwashers could be translated easily into a list of the few well-known firms that manufacture them. Subject indexing, while desirable for ease of search and comprehensiveness, is not so essential, at least for expert users. For electronic components, on the other hand, there have been hundreds of manufacturers. Even a specialist would not know them all. Lack of subject arrangement and, beyond that, subject indexing, would be a serious barrier to search. One can see another example of this dichotomy in the automobile/carriage distinction previously cited.

In addition, there are the usual variables associated with the search—what is sought and what the user knows. There are searches for products [e.g., automobile seats, locomotives (11)] and searches for the products of particular manufacturers. An artifact, for instance, may or may not bear a maker's name. Date of manufacture, which was also highly cited, is mostly desired for subarrangement.

Though curators may often be able to exploit company arrangement effectively, direct public use would appear to place a heavy burden on subject retrieval capability. The curators themselves believe that outside users' requests are mostly by subject or product. In this characteristic, they likely do not differ from the curators. However, even in areas where it is possible, some outside researchers will have less facil-

ity in translating subject or product searches to company searches than would the Smithsonian curators. The publication of the inventory is likely to increase demand from outside the museum and make the provision of better subject retrieval tools urgent.

Summary

The National Museum of History and Technology of the Smithsonian Institution and the Smithsonian Library have large holdings of trade literature. Many museum staff consider them essential to their work in artifact identification, restoration, historical studies, and preparation of exhibits. Collections are arranged and/or searched in some cases by products and in some instances by company. The relative importance of the two is influenced by the product area and the user.

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Cataloging-in-Source at the U.S. International Trade Commission Library

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■ The U.S. International Trade Commission Library has been involved with the cataloging-in-source program since 1975. What began as a publicity tool is now an established part of Commission policy, as well as an essential cataloging aid to users of the agency's many publications.

IN 1971 the Library of Congress (LC) came to the aid of librarians with the cataloging-in-publication (CIP) program, also known as cataloging-in-source (CIS). This is a cooperative effort between U.S. publishers and the Library of Congress to provide cataloging data on the verso of the title page of United States publications, so that any library that purchases these titles can use this information to prepare its own bibliographic records. CIP began at the Library of Congress on Jul 1, 1971, under a \$400,000 matching grant from the Council on Library Resources, Inc., and the National Endowment for the Humanities. In October 1973, the program was given permanent funding by the U.S. Congress.

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The CIS program began at the U.S. International Trade Commission (USITC) in September 1975 with a twofold purpose. First, it was an action on the part of the agency to publicize its new name,* a goal which has since been realized. Second, by supplying the necessary cataloging information, the USITC Library hoped to encourage other libraries to add Commission reports to their collections. This particular service was chosen because the Commission's most far-reaching outputs are its publications. Furthermore, the library has had many inquiries over

*Until Jan 1, 1975, when the Trade act of 1974 became law (Public Law No. 93-618, 88 Stat. 1978, codified in large part at 19 U.S.C. Sect. 2101-2487; Suppl. V 1975) the United States International Trade Commission was known as the United States Tariff Commission (USTC).

the years from libraries and other institutions who have confused the USTC/USITC series with the GPO catalog number (they are similar) when GPO was the only source they had to use. If CIS was on the inside back cover, these same institutions would have no problem identifying a USITC series number along with other pertinent aspects of the publication.

The program got underway in September 1975 with the following:

U.S. International Trade Commission.

New, on-the-highway, four-wheeled, passenger automobiles from Belgium, Canada, France, Italy, Japan, Sweden, the United Kingdom, and West Germany. Negative determination of "no reasonable indication of injury" in inquiry no. AA1921-inq. -2 under the Antidumping act, 1921, as amended. Washington, 1975.

36 p. 27 cm. (USITC Publication 739)

1. Automobiles—Tariff. 2. Automobile industry and trade. I. Title.

Procedures

Unlike other federal libraries involved in the CIS program, USITC does not submit galley proofs or rough drafts to the Library of Congress. The Commission Library does the cataloging itself but it follows LC procedure. This format was the result of a high-level decision from the Office of the Commissioners after consultation with the Administrative Librarian. It was made part of agency policy requiring that all newly prepared reports be submitted to the library for the cataloging insert data before the report is given to the Graphics Section for reproduction. This includes everything but the call number, since every library has its own. The USITC Library classifies agency publications in a chronological series in HF 1756 .A5 using year and alphabetized sequences.

After the subject headings and title entries are added, the cataloging is approved by the senior cataloger and the report with its new "last page"

(where the CIS goes) is sent back to the originating office.

It is important to note that since the Commission Library deals with a specialized field, a more precise selection of subject headings other than LC is used in order to bring out every aspect of the publication which is considered to serve the Commission's purpose: international trade, commercial policy, tariff, economic policy, and statistics, together with information relative to commodities involved in U.S. trade. For this reason, the USITC Library is not a part of the LC/CIP program. However, the LC subject headings list is used as a guide. It is modified as necessary. Here is an example:

U.S. International Trade Commission.

Twelfth report to the Congress and the East-West Foreign Trade Board on trade between the United States and the non-market economy countries during July–September 1977. Washington, 1977.

44, A-71 p. 27 cm. (USITC Publication 851)

1. East-west trade. 2. Communist countries—Commerce—U.S. 3. U.S.—Commerce—Communist countries. 4. Grain. 5. Hides and skins. 6. Wood-pulp. I. Title. II. U.S. East-West Foreign Trade Board.



Comparison of the LC Catalog Card with USITC Cataloging-in-Source

This is how the Commission handled one of its publications in its cataloging-in-source program:

U.S. International Trade Commission.

Footwear. Report to the President on investigation no. TA-201-18 under section 201 of the Trade act of 1974. Washington, 1977.

54, A-165 p. 27 cm. (USITC Publication 799)

1. Boots and shoes—Trade and manufacture—U.S. 2. Boots and shoes—Tariff—U.S. I. Title.

The Library of Congress catalog card for the same report looked like this:

U.S. International Trade Commission.

Footwear: report to the President on Investigation no. TA-201-18, under section 201 of the Trade act of 1974/U.S. International Trade Commission, [prepared by J. Gail Burns, Barbara Guth, assisted by Bernard A. Peterson, Thomas L. Donnelly, William Gearhart; Charles W. Ervin, senior investigator]—Washington: The Commission, 1977.

ix, 54 p. [177] p.: graphs; 27 cm.—(USITC publication; 799)

Cover title.

Includes bibliographical references.

1. Tariff on boots and shoes—U.S. I. Burns, J. Gail. II. Guth, Barbara. III. Title. IV. Series: U.S. International Trade Commission. USITC publication; 799.

Library of Congress added the authors who were listed on the verso of the title page, added an "Includes bibliographical references" note, and gave it one subject heading unlike either one the Commission assigned.

In the next example, notice the similarities.

U.S. International Trade Commission.

Sugar. Report to the President on investigation no. TA-201-16 under section 201 of the Trade act of 1974. Washington, 1977.

67, A-195 p. illus. 27 cm. (USITC Publication 807)

1. Sugar trade. 2. Sugar trade—U.S. 3. Sugar—Tariff. 4. Sugar—Manufacture & refining—U.S. 5. Sugar laws and legislation—U.S. I. Title.

The Commission brought out all pertinent subjects. The Library of Congress included only two of them but they made no additions to the body of the card.

U.S. International Trade Commission.

Sugar: report of the President on investigation no. TA-201-16, under section 201 of the Trade act of 1974/U.S. International Trade Commission.—Washington: The Commission, 1977.

6, vii, 67, 195 p.: graphs; 27 cm.—(USITC publication; 807)

Cover title.

Includes bibliographical references.

I. Sugar trade—U.S. 2. Sugar laws and legislation. I. U.S. President. II. Title. III. Series: U.S. International Trade Commission. USITC publication; 807.

The USITC Library does not have entries for U.S. President. Since a good deal of Commission reports are for the President, the library would have a congested catalog. A similar situation arises with the entry "Tariff on . . ." which the Library of Congress brought out in the report on footwear.

Since USITC was originally the U.S. Tariff Commission, with a collection in that area of considerable size, the library would have had almost an entire catalog of subject headings with "Tariff on . . ." preceding its various commodities. Instead, the USITC Library inserts —Tariff after it, e.g., Boots and shoes—Tariff.

In a few instances, the Commission Library has composed subject headings that best describe pertinent aspects of a publication. These include: Labor and tariff, National security and commerce, Articles assembled abroad, and Nontariff barriers (which the Commission was using long before the Library of Congress adopted it). The trade literature is the source of these terms.

Discussion

Cataloging-in-source at the U.S. International Trade Commission is relatively simple but it works. The program has much to recommend it, particularly for libraries that find LC's cataloging-

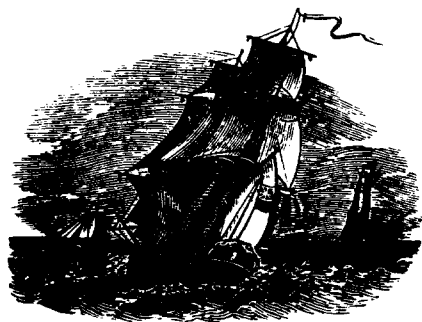
in-publication to be too elaborate for their needs.

Advantages. One advantage is the reduction in time required for cataloging when the final printed report is received back in the library. Staff can type catalog cards from CIS data and send the book to processing, so that it is in circulation the same day. At USITC a library technician catalogs these reports. All she has to add is the year and alphabetized sequence to call no. HF 1756 .A5.

In addition, cataloging-in-source data is, in effect, a precise summary of the publication. This is important to the reader since subject headings and added entries are able to draw out the important descriptive elements of the text. The data is also helpful to industries, law firms, and trade organizations with collections too small to warrant employment of a professional librarian. Using CIS data, staff can arrange their collections for easy and efficient use.

Disadvantages. One problem is lack of professional time. In order to use CIS, the library requires the service of a professional cataloger who must stop normal duties to catalog the publication proof "rush" so it can meet a scheduled printing deadline. In libraries where there is a "rush" factor involved and limited professional staff to utilize for this purpose, this can be difficult. At USITC, a minimum of thirty minutes is required. However, this time factor varies with each library.

There is difficulty in making corrections on something printed in or attached to a publication. This is self-explanatory. In addition, work is disrupted so that cataloging can be done. This is a problem but the nature of CIS requires it, particularly since a failure to get the information out on time can cause possible delays in printing with a needless waste of money and of manpower. Many times the USITC Library received a report for CIS an hour or so before it was scheduled for the Graphics Section. Then there is the problem of two and sometimes three reports which need cataloging informa-



tion within the same time period, a usual occurrence before a three-day weekend when professional staff is scarce. All that can be done in such a case is catalog each on a first-come, first-serve basis and make extra time allowances when necessary.

Recommendations

There are a few recommendations for other agencies or other libraries that want to do their own cataloging-in-source.

CIS should be considered only if there is excessive cataloging time, or if the publications have a national audience of varying kinds of libraries, law firms, universities, and business institutions.

If the organization does want to establish CIS in its publications, everyone who will be involved with it should understand the basic ground rules. These rules include the necessary cataloging time and the importance of working with a complete report that includes a table of contents and a title page that will appear in the published edition (something not always done at USITC to the Library's obvious embarrassment). One other point to be emphasized is that reprinting the published report because of inconsistencies between the CIS and added or deleted material, such as new title, more appendixes, and so on, is expensive. It is also difficult, if not actually impossible, to correct these errors on a printed publication.

The library staff, or library staff

members who will be most involved in CIS, must be able to establish the basic rules. They should also be involved

during the planning stages since no one knows better than library personnel what cataloging involves.

Appendix I

The United States International Trade Commission is one of the few Federal agencies to do its own CIP. The following have become part of the program at the Library of Congress:

Bureau of Labor Statistics
Bureau of Outdoor Recreation
Bureau of Sport Fisheries and Wildlife
Bureau of the Census
Department of the Army. Area Handbooks (The American University. Foreign Area Studies)
Department of the Army. Army Library. Pentagon
Department of the Army. Center of Military History
Energy Research and Development Administration
Federal Judicial Center
Food and Drug Administration. Division of Microbiology
Law Enforcement Assistance Administration
Library of Congress
National Academy of Sciences
National Aeronautics and Space Administration
National Air and Space Museum (Smithsonian)
National Archives and Records Service
National Bureau of Standards
National Center for Health Statistics
National Center for Housing Management

National Commission for the Review of Federal and State Laws Relating to Wiretapping and Electronic Surveillance
National Commission on Libraries and Information Science
National Endowment for the Arts
National Gallery of Art
National Library of Medicine
National Park Service
Naval War College
Office of Air Force History
Preservation Press
Scientific and Technical Information Office
Smithsonian Institution Press
U.S. Air Force
U.S. Army Corps of Engineers. Galveston District
U.S. Department of Agriculture
U.S. Department of Housing and Urban Development
U.S. Fish and Wildlife Service
U.S. Forest Service
U.S. Geological Survey
U.S. National Science Foundation
West Point Museum

Source: *Library of Congress Information Bulletin* 37 (no. 7):124 (Feb 17, 1978). This information was further verified by the CIP Office at the Library of Congress. To date, there have been no additions and no deletions.

Appendix II

The following are guidelines for USITC staff regarding the cataloging-in-source program.

1. All reports which are to be made available for public distribution must have library cataloging data. The report in its final form, with final cover sheet, and with correct USITC Publication number, is to be submitted to the Library Division. If other material is to be inserted (e.g., Commissioners' opinions) the Library should be notified that the paging is incomplete.

2. Try to have title page closely similar to the final printed one. Library staff does its cataloging from this information and it

helps to have it consistent. We *cannot* correct the final printed publication.

3. The Library Division requires a thirty-minute period in order to provide the library cataloging data. This should be the last step in the production of a Commission publication prior to its printing and/or reproduction.

4. Leave phone/room number when leaving report to be cataloged. Sometimes a report is left by an individual who does not remember to pick it up. By supplying locator identification, it makes it easier for the library staff to contact the person.

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The views expressed in this article are entirely personal, and they do not put forth the official policy of any agency of the United States. This comment is not written on behalf of nor approved in advance by the U.S. International Trade Commission or any member or officer of the Commission.

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Special Libraries and Information Centers in South Eastern Africa

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■ A survey was undertaken to document the existence of special libraries and information centers in south eastern Africa. Thirty-six special libraries were identified. For those submitting the requested data, the average size of the book collection was 1,698 volumes; the average number of serials received was 266 individual titles. Time and geographical distance proved to be the most difficult problems in completion of the study. Respondents to the survey appeared to be responsive to the ideas of exchange of information and the establishment of a directory of special libraries and information centers for south eastern Africa.

IN AREAS DESIGNATED by governments as having priority for national development, special libraries of information services may be established as a necessary component of the research and development activities of an organization in south eastern Africa. In the private sector, as well as with nationalized corporations which must compete on the international market, information gathering activities may not differ substantially from those of any corporation in the more developed world. Within limited areas of interest, unofficial information and communication networks are in the developmental stages. These networks may transcend

national boundaries. However, there is a dearth of information about special libraries in south eastern Africa. This is exemplified by the considerable time and money that technical and professional workers from developing nations on the African continent spend attending meetings and visiting research institutions abroad.

With this in mind the author sought to document the existence of library and information centers serving specialized organizations in south eastern Africa. Countries to be included in the inquiry were: Malawi, Rhodesia, Tanzania, and Zambia. If successful, the final result would be a *Directory of Infor-*

Rationale for the Inquiry

On a program, in Lusaka, Zambia, designed to explore the possible relationships between Afro-American and African cultures, in which the author was a participant, one person in attendance told of having participated in a seminar on African economic development held in Toronto, Canada. Much to his surprise, he discovered that the source materials for one of the major papers delivered had been derived "entirely from a computer" located at the University of Michigan. He thought that this was intolerable, yet admitted that the most reliable information concerning any African nation probably can be found in London, Paris, New York, or some other location far from the African continent. A few weeks later the author had the pleasure of personally meeting an American whose major work at a prestigious university was specifically concerned with the economic development of Zambia, a country that he was now visiting for the first time. One advantage of studying in industrialized nations is the availability of financial support (when there is interest) for the documentation of information and sources of information.

It is perhaps incorrect to state authoritatively that the best sources of information about Africa exist elsewhere. It would be accurate to state that frequently, the most easily available sources of information are in documentation centers and libraries in the industrialized world. While there may still be need for improvement in efforts, there is cooperation in the transfer of technical information in industrialized nations. In reality, this means that those nations which have the capacity to contribute most to the world's knowledge and literature base are also the nations which have the capacity to assimilate knowledge and published information most easily.

Of essential importance is the need for improved communications, the central storage and documentation of literature and improved transfer of knowledge and technology, which has been recognized by many developing nations. Current issues may be about the priorities of a country, which will certainly differ with different nations, the development of local inquiry, and the methods by which this expanded local emphasis may be achieved. More difficult to determine is the priority given to the development of local documentation centers or national and international information networks among nations with similar economic and political interests.

The Survey

With the assistance of three students from the author's library administration class at the University of Zambia, telephone directories and any information source which could be used were reviewed for the purpose of identifying organizations which appeared the most likely ones to have library facilities. Our efforts included visits to the embassies of the countries in question with the obvious exception of Rhodesia which has no diplomatic representation in Zambia.

The criteria used in determining which facilities would be queried were those which were identified in an International Federation for Documentation publication by Harold Schutz. They are as follows:

Experience and analysis show that the following have dominant position in the documentation of information and library services of developing countries: science, technology (mainly information for industry), economy, agriculture, public health, and education (1, p. 25).

Using the above as guidelines, 61 facilities were identified as being possible locations of libraries or information services. With the exception of certain Zambian facilities, there was no prior knowledge of the existence of a library

at any of the organizations. A survey questionnaire was sent to the facilities which were identified.

The author could not have comprehended in advance the amount of time which would be needed to answer inquiries about the purpose of the survey and how the information would be used. The questionnaire (see Appen-

facilities which were suggested for inclusion by respondents; this constituted 25% of the total which were identified. A substantial amount of time was obviously taken by many persons to supply additional sources for inquiry. This should indicate approval of the idea of the construction of a directory of information sources which would in-

The author could not have comprehended in advance the amount of time which would be needed to answer inquiries about the purpose of the survey and how the information would be used.

dix II) requested information about collection size, hours of use, and whether or not the facility would be available for use by visiting personnel working in similar or related areas. It is assumed that the latter question caused the uncertainty about making a response, even though it was our belief that the cover letter had given a thorough and adequate explanation. Personal experience has indicated that visiting personnel are extended the utmost courtesy. The purpose and legitimacy of a foreign researcher may need prior approval. Each of those persons who sent an initial inquiry, however, eventually returned a completed questionnaire.

Results

Of the 61 facilities that were queried, 27 (44%) returned a completed questionnaire. There were two persons who stated that they could not imagine that any outside person would be interested in their small collection of reference books and did not complete a questionnaire. Several persons listed the names of other research facilities. One respondent listed 12 other research institutes, three of which had been unknown to us. Individual respondents in Malawi and Tanzania were especially helpful. Frequently the information duplicated that which was known. Even so, the resultant list of 36 research institutes represents the names of additional

include their interest areas and geographical location.

Information about the extent of library holdings was received from 23 respondents. The 20 respondents who gave information about the size of their book collections reported an average collection size of 1,698 volumes, while the 17 who gave information about their periodical and serial collection reported an average of 266 individual serial titles. The median sizes of book collections of the two groups were 1,500 and 1,000, respectively. The median figure reported for serial holdings was 52, thus indicating significant extremes in collection sizes. One library reported receiving 904 serial subscriptions. The largest library with a collection size of approximately 8,000 books also subscribed to 700 serial publications. Seven of the 17 respondents reported that their libraries received from 28 to 52 serial subscriptions, thus indicating significant variations in serial acquisitions. Three respondents stated that while their book and serial collections were not large, they did have extensive reprint collections at their facilities.

Emerging nations frequently have the unique problem of synthesizing bureaucratic procedures acquired externally with local customs and practices. Then too, library personnel must be prepared to do all routine tasks including the typing of catalog cards, as well as subject cataloging. Yet, the job is

performed; in view of the circumstances, this is more commendable than is easily realized. For one who seeks to perform a survey with little understanding of local procedures and their origins, there can be problems which might work against obtaining the desired information.

In the information gathering process, a serious problem often encountered is determining the proper official to whom the questionnaire must be addressed. The person with the authority to return a questionnaire about library facilities may not be the person who is responsible for the day-to-day operation of the library. Difficulties will occur also if that individual is not available at the time. A certain amount of delegation of authority is usually assumed in American institutions. It was the experience of this author that duties are delegated in south eastern Africa, but very specifically; in addition, there is strict accountability. Yet, if at times this may appear to be irritating, it can also result in positive developments. One often gets the impression that middle-level personnel may take more pride in the performance of their duties in an African country than would be true in a western country. There can often be a willingness to assist beyond that which is required. The detailed listing of additional sources is evidence of this.

There is no way to know how many of the 32 facilities for which no reply was received actually had libraries or information services. It must be assumed that many did not, and the percentage of response from institutions with library facilities is actually higher than the 44% which has been documented. Respondents were heavily concentrated in the agricultural sciences with substantially fewer numbers in forestry and health research. Conspicuously absent from the list of special libraries are the names of any facilities located in banks and commercial institutions. The investigation is far from complete. The author feels that if this project is pursued, the list could

possibly be expanded fourfold. Experience has indicated that when key personnel are surveyed, they will indicate additional information sources. The surveyors obviously failed to identify these source persons in commercial and industrial areas. The author believes that through successive mailings over an extended period of time, this objective could be accomplished.

Conclusions

The most serious problems in data collection proved to be those of time and distance. Postal communication appeared to be generally adequate—but it often takes more time for foreign delivery, even though by U.S. standards the distances may not appear to be exceptional. Because more routine activities must be accomplished locally, tasks which might be considered as dull and pedestrian by western librarians may be performed with extreme detail in African libraries. Thus one gets the impression that the construction of bibliographies by subject, and the documentation of the existence, purpose, and library holdings of research facilities could easily be accomplished with encouragement and the availability of financial support.

Librarians, and all respondents as a group, appeared to have been receptive to the survey. One gets the impression that the exchange of information and technical publications with similar institutions, when known, would definitely be appreciated. While many of the respondents were foreign workers on contract, it is worth noting that substantial numbers of African librarians with graduate training are American educated.

The abbreviated list of special libraries in south eastern Africa which follows (see Appendix I) lists facilities with libraries by country. When known, addresses, primary subject area of inquiry, and name of librarian or chief information officer is given.

Appendix I

An Abbreviated List of Special Libraries in South Eastern Africa

Malawi

1. Bunda College of Agriculture
P.O. Box 219
Lilongwe, Malawi
2. Central Veterinary Laboratory
P.O. Box 527
Lilongwe, Malawi
3. Chancellor College
P.O. Box 280
Zomba, Malawi
4. Chitedze Agriculture Experimental Station
Earnest Mphaya, Librarian
P.O. Box 158
Lilongwe, Malawi
5. Forestry Research Institute of Malawi
P.O. Box 270
Zomba, Malawi
6. Mikolonge Veterinary Training College
Jeans Nzima, Librarian
P.O. Box 5193
Limba, Malawi
7. Ministry of Agriculture and Natural Resources
P.O. Box 27
Monkey Bay, Malawi
8. Shire Valley Agriculture Development Project
Shire Valley, Malawi

Rhodesia

9. Grasslands Research Station
John Clatworthy, Librarian
Private Bag 401
Marandellas, Rhodesia
10. Ministry of Agriculture
Matopos Research Station
Harvey L. Allison, Librarian
Matopos, Rhodesia
11. Ministry of Agriculture
Coffee Research Station
Private Bag 7701
Causeway
Salisbury, Rhodesia
12. Ministry of Health
Blair Research Library
P.O. Box 8405
Salisbury, Rhodesia

Tanzania

13. Agriculture Research Institute
Mlingano Library
Ngomeni, Tanga
Tanzania
14. East Africa Institute for Medical Research
P.O. Box 1462
Mwanza, Tanzania
15. East Africa Institute of Malaria and Vector-Borne Diseases
Rehema Challeng, Librarian
P.O. Box 4
Amani, Tanga
Tanzania
16. East Africa Marine Fisheries Organization
Geoffry Oberlin Muhuo, Librarian
P.O. Box 668
Zanzibar, Tanzania
17. Lyamunga Research and Training Institute
P.O. Box 3004
Moshi, Tanzania
18. Livestock Breeding Station
P.O. Box 5016
Tanga, Tanzania
19. Ilonga Research and Training Institute
P.O. Box 20
Kilosh, Tanzania
20. Ministry of Agriculture and Livestock Development
Kilimo Library
R. L. N. Mutaferwa, Librarian
Mpwapwa, Tanzania
21. Ministry of Agriculture
Maruku Agriculture Training Institute
P.O. Box 160
Bukoba, Tanzania
22. Ministry of Agriculture
Research Training Institute
P.O. Box 3101
Arusha, Tanzania
23. Ministry of Agriculture
Training Institute
P.O. Box 603
Moroaoro, Tanzania
24. Ministry of Water, Energy & Minerals
Geology Division
Thadei M. Mbuliqwe, Librarian
P.O. Box 903
Dodoma, Tanzania
25. Tropical Pesticides Research Institute
Sufiam Mbelwa, Librarian
P.O. Box 3024
Arusha, Tanzania

26. Ukiriguru Agricultural Research Institute
P.O. Box 1433
Mwanza, Tanzania
27. University of Dar Es Salaam
Institute of Kiswahili Research
Abdu Mtajuka Khamis, Librarian
P.O. Box 35110
Dar Es Salaam, Tanzania

Zambia

28. Central Veterinary Research Station
P.O. Box 50
Mazabuka, Zambia
29. Department of Mines and Geological Survey Library
Phumule V. Magongo, Acting Librarian
Lusaka, Zambia
30. Division of Forest Research
Forest Department Library
Estack Sikazwe, Librarian
P.O. Box 2099
Kitwe, Zambia
31. Ministry of Agriculture/Research Division
Lowvelo Experimental Station
Lowvelo, Zambia
32. Ministry of Lands and Agriculture
Mount Makula Research Station Libraries
Lusaka, Zambia
33. National Food and Nutrition Commission/Library
Beauty Lopi, Librarian
Lusaka, Zambia
34. Nchango Consolidated Mines
Roan Copper Mines Limited
Library & Technical Information Section
W. G. Watts, Librarian
Kitwe, Zambia
35. Natural Resources Development College Library
Lusaka, Zambia
36. National Council for Scientific Research
Documentation and Scientific Information Centre
N. K. Duggal, Librarian
P.O. Box CH. 158 Chelston
Lusaka, Zambia

Appendix II

QUESTIONNAIRE

(Answer Where Appropriate)

1. Name of Parent Institution _____
2. Name of Library _____
3. Name of Chief Librarian or Information Officer
a. Surname (Please use block letters) _____
b. Other Name(s) _____
4. Collection size in volumes _____
5. Number of Periodicals and Serials subscribed to _____
6. Major areas of inquiry or interest to parent institution _____
7. Primary subject areas of collection _____
8. Is the library available for use by external personnel with appropriate references?
a. Yes ____ b. No ____
9. Is the library available for use by *all* interested persons?
a. Yes ____ b. No ____
10. Please indicate daily hours of operation ____
11. Do you make interlibrary loans? a. Yes ____
b. No ____
12. Total size of library staff _____

I would be most grateful if you would list the name and location of any research facility in your country that you are familiar with, which has a library.

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SLA Election Returns

James B. Dodd has been elected to the office of President-Elect of the Association for 1979/80. Dorothy Kasman has been elected for a three-year term (1979/82) as Treasurer. Edwina H. Pancake has been elected Chairman-Elect of the Chapter Cabinet. Ruth S. Smith has been elected Chairman-Elect of the Division Cabinet. The two new Directors, elected for 1979/82, are Jack Leister and Mary Vasilakis.

The 1979/80 Board of Directors held its first meeting in Honolulu on Friday, June 15. Joseph M. Dagnese automatically suc-

ceeded Vivian D. Hewitt as President; Vivian D. Hewitt will serve on the Board as Past President. Fred W. Roper automatically succeeds to the office of Chapter Cabinet Chairman, and Patricia Marshall automatically succeeds to the office of Division Cabinet Chairman.

Floyd L. Henderson and Doris Lee Schild will serve the third year of their three-year terms (1977/80) as Directors. Beryl L. Anderson and Pat Molholt will serve the second year of their three-year terms (1978/81) as Directors.

Chapter and Division Publications: A Reminder

The Chapter and Division *Guidelines* require that copies of all Chapter and Division publications (bulletins, directories, and other publications) be sent to the Association Office. These publications are kept permanently in the Association Archives. Copies should be sent to the Executive Director; Assistant Executive Director; and Manager, Publications Department.

CHAPTERS & DIVISIONS

Baltimore "Preservation and Repair of Library Materials" was the topic of the Mar 21 meeting, held at Sinai Hospital of Baltimore. Ann Dutlinger, preservationist, Peabody Library, spoke.

Boston The Chapter's Education Committee sponsored a workshop entitled "Managing Operating Costs in a Library/Information Center" on Mar 30. The workshop examined aspects of identifying and dealing with the costs encountered in libraries and information centers.

A tour of Minuteman National Historical Park was the highlight of a scheduled Apr 24 meeting. After a business meeting, members were shown around the area by a National Park Service ranger.

Central Ohio SLA President-Elect Joseph M. Dagnese was scheduled to address members at an April 19 meeting in Columbus. The planned topic of his talk was the role of special libraries in cooperative networks.

On Mar 23, the Chapter sponsored a workshop covering on-line data base searching. Staff members from Data Courier, Louisville, Ky., demonstrated the use of six data bases offered by their company.

Central Pennsylvania Provisional The first meeting of this Chapter was held Apr 6 in Lewiston, Pa. Attendees discussed the future organization and activities of the new Chapter.

Cleveland In a combined meeting with the Northern Ohio Chapter of ASIS, members attended a Mar 20 program on "New Information Technologies."

The Chapter sponsored the seventh Betty Burrows Memorial Seminar on Apr 27. Named for a former librarian of Alcan Aluminum Corporation and an active member of the Chapter until her death in 1971, the seminar focused this year on "Library Support Staff." The speakers were Dorothy Johnson, associate professor, Cuyahoga

Community College; Erwin S. Weiss, associate professor, Baldwin-Wallace College; Herbert S. White, director and professor, Research Center for Library and Information Sciences, Indiana University; and Meredith Wright, manager, Technical Information Service, Union Carbide—Parma Research Center.

Florida A tenth anniversary celebration for the Chapter was planned for May 12 at the Contemporary Hotel, Walt Disney World, Orlando. Vivian D. Hewitt, SLA president, was scheduled to be a guest at the meeting.

Hawaiian Pacific Members met at the National Marine Fisheries Service, Honolulu, for a program on "Enforcement of Regulations about Whales, etc." The speaker at the Mar 8 gathering was Scott Anderson, enforcement officer of the Fisheries Service.

On Feb 23, Chapter chairman Eleanor Au met with twelve student members of the SLA Student Group, University of Hawaii. Together with advisor Frances M. O'Halloran, the group discussed topics such as the SLA Winter Meeting and the program of the Honolulu Conference.

Kentucky The Mar 23 meeting in Louisville was a "Focus on Economics," with speakers Paul Coomes, manager, Kentucky Economic Information System, Lexington, and Ron Morgan, assistant director, Division of Research and Planning, Department of Commerce, Frankfort. After the presentation, attendees toured the Museum of Natural History.

Michigan The Chapter celebrated its fiftieth anniversary on Apr 6 at the Henry Ford Centennial Library, Dearborn. The keynote speaker was William J. Welsh, deputy director, Library of Congress, who spoke on "The Relationship of the Library of Congress to Special Libraries." After a cocktail hour, attendees were led "Down Memory Lane" through the activities of the Chapter and its members during the last fifty years. In honor of the

celebration, members contributed to a Chapter donation to the SLA Scholarship Fund.

Mid-Missouri On Apr 26, members met at the Daniel Boone Regional Library, Columbia, to discuss the handling of what was termed the "abnormal" client. Attendees traded experiences and discussed their reactions.

Mid-South A luncheon meeting was held Mar 3 at the University of Tennessee Faculty Club, Memphis. Larry Lambert, director of Education Services, University of Tennessee Center for the Health Sciences, spoke on "Modelnetics—A Total Management System."

Minnesota The Chapter has prepared a guide for local library educators and their students, listing area special libraries that allow scheduled tours. A contact person at each library is listed also. In this way, states Chapter president Mary Lou Kovacic, a realistic picture of local special libraries is created, and contacts between practicing librarians and library students is facilitated.

On Mar 14, Charles K. Bauer, Lockheed—Georgia Information Center, spoke on "Managing Your Management." The meeting was held at the Minneapolis Institute of Arts.

New Jersey The Alice Rankin Memorial Lecture, sponsored by the Chapter, was held Apr 18. W. F. Lancaster, University of Illinois Library School, Rutgers' Library of Science and Medicine, spoke on "Libraries and the Electronic Age."

A continuing education seminar entitled "Effective Personnel Management" was scheduled for May 11 at the Rutgers University Library of Science and Medicine.

Newspaper As of 1978, the Division has had two publications that list related news and activities. *Short Takes*, begun last year, is published by the Division itself and includes news of the Division and its members, articles on libraries, conferences activities, and so on. The bulletin

editor is Ellie Wood, Contra Costa Times, P.O. Box 5088, Walnut Creek, Calif. 94596. In addition, transcripts of Division conference papers, information on SLA Conferences, as well as answers to questions from librarians, editors, publishers, and others are found in *Library Memorandum*, published by American Newspaper Publishers Association (ANPA). The bulletin is free on request from ANPA, P.O. Box 17407, Dulles International Airport, Washington, D.C. 20041.

Oregon "The Handling of Scientific and Technical Information: Present and Future Prospects" was the topic of the Jan 26 meeting at Oregon State University, Corvallis. Speaker was Dr. Seldon Terrant, American Chemical Society, Washington, D.C.

On Mar 24, both the Chapter and the Pacific Northwest Chapter held a luncheon meeting in Seattle, Wash. SLA President-Elect Joseph M. Dagnese spoke on "Special Libraries and Networks" and discussed the relation of the White House Conference on Library and Information Services to networking.

San Francisco Bay Region Lee White, Oakland Public Library, spoke on performance measures in job evaluation at a Mar 15 meeting in the Bay City.

The Chapter sponsored a workshop on acquisition techniques on Mar 24. The workshop focused on the problems of acquiring unusual or rare materials, as well as foreign and nonbook material.

South Atlantic Members heard a discussion on the new ideas in cataloging during a Feb 21 meeting at Emory University, Atlanta, Ga. Speakers were Dr. Marion Taylor, professor, Division of Librarianship, Emory University, and David Vidor, catalog librarian, Federal Reserve Bank of Atlanta.

Texas On Mar 12 and 13, the Chapter held two one-day workshops on "How to Use CA SEARCH," focusing on the data base of *Chemical Abstracts*. The workshop was sponsored by the Houston Subcommittee on Continuing Education.

AUDIT REPORT JAN 1, 1978-DEC 31, 1978

April 6, 1979

Board of Directors
Special Libraries Association, Inc.
New York, New York

We have examined the statement of assets, liabilities and fund balances of Special Libraries Association, Inc. as of December 31, 1978 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.

In our opinion, the financial statements referred to above present fairly the financial position of Special Libraries Association, Inc. at December 31, 1978, 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.

Touche Ross & Co.
Certified Public Accountants

(Notes to Financial Statements are on page 298.)

SPECIAL LIBRARIES ASSOCIATION, INC. **STATEMENT OF ASSETS, LIABILITIES AND FUND BALANCES** **DECEMBER 31, 1978**

	Combined (Memo only)	General Fund	Nonserial Publications Fund	Scholarship Fund	Research Grants- In-Aid Fund
ASSETS					
Cash (Note 2)	\$427,429	\$371,380	\$ 34,199	\$16,370	\$5,480
Marketable securities—at cost (approximate quoted market value, \$199,048)	216,169	138,542	—	77,627	—
Accounts receivable—net of provision for doubtful accounts of \$10,600 in General Fund and \$400 in Nonserial Publications Fund	28,756	23,086	4,328	1,342	—
Interfund receivable (payable)—net	—	1,329	(3,033)	1,204	500
Inventory of nonserial publications and insignia (Note 1)	72,656	—	72,259	397	—
Prepaid expenses and deposits	46,171	43,694	2,181	296	—
Furniture and fixtures, at cost—net of accumulated depreciation of \$14,140 (Note 1)	5,698	5,698	—	—	—
TOTAL ASSETS	\$796,879	\$583,729	\$109,934	\$97,236	\$5,980
LIABILITIES AND FUND BALANCES					
Subscriptions, dues, fees and contributions received in advance (Note 1)	\$272,442	\$271,315	\$ —	\$ 1,127	\$ —
Accounts payable—trade	47,863	47,863	—	—	—
Withheld taxes and accrued expenses payable	30,064	23,398	6,166	500	—
Income taxes payable (Note 1)	2,046	2,046	—	—	—
Commitment (Note 3)	—	—	—	—	—
Fund balances	444,464	239,107	103,768	95,609	5,980
TOTAL LIABILITIES AND FUND BALANCES	\$796,879	\$583,729	\$109,934	\$97,236	\$5,980

See notes to financial statements

SPECIAL LIBRARIES ASSOCIATION, INC.
STATEMENT OF INCOME, EXPENSES AND FUND BALANCES
YEAR ENDED DECEMBER 31, 1978

	Combined (Memo only)	General Fund	Nonserial Publications Fund	Scholarship Fund	Research Grants- In-Aid Fund
Income:					
Dues and fees	\$416,374	\$416,374	\$ —	\$ —	\$ —
Subscriptions and advertising	121,165	121,165	—	—	—
Net receipts from conference, less allocation below	56,445	51,821	—	4,624	—
Net receipts from education program	9,827	9,827	—	—	—
Net receipts from mailing list service program	13,032	13,032	—	—	—
Interest, dividends and net gain on sales of investments	40,894	32,577	1,917	6,096	304
Sales of nonserial publications	50,575	—	50,575	—	—
Gifts	16,161	2,830	—	13,331	—
Miscellaneous	1,341	1,246	—	95	—
Total income	725,814	648,872	52,492	24,146	304
Costs and expenses:					
Allotment of funds to subunits	72,849	72,849	—	—	—
Salaries, wages and benefits	264,260	263,549	—	711	—
Office services and occupancy costs	119,809	119,809	—	—	—
Professional fees and services	26,113	26,113	—	—	—
Travel and entertainment	20,973	20,973	—	—	—
Member services and promotion	82,457	82,457	—	—	—
Costs of periodical publication sold, including allocation below	223,465	223,465	—	—	—
Costs of nonserial publications sold	35,439	—	35,439	—	—
Scholarships and stipends	11,500	—	—	11,500	—
Miscellaneous	18,629	17,366	—	763	500
Depreciation	1,006	1,006	—	—	—
Allocation of above expenses to:					
Costs of periodical publication	(75,829)	(75,829)	—	—	—
Conference	(32,335)	(32,335)	—	—	—
Other funds and programs	(20,298)	(38,074)	16,915	861	—
Total costs and expenses	748,038	681,349	52,354	13,835	500
Excess of income over expenses (expenses over income) before income taxes	(22,224)	(32,477)	138	10,311	(196)
Provision for income taxes	2,906	2,906	—	—	—
Excess of income over expenses (expenses over income)	(25,130)	(35,383)	138	10,311	(196)
Fund balances, beginning of year	469,594	272,942	105,178	85,298	6,176
Fund transfers	—	1,548	(1,548)	—	—
Fund balances, end of year	\$444,464	\$239,107	\$103,768	\$95,609	\$5,980

See notes to financial statements

**SPECIAL LIBRARIES ASSOCIATION, INC.
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 1978**

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.

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.

SUBSCRIPTIONS, DUES AND FEES: Membership in the Association, except for subscriptions to the periodical *Special Libraries* published by the Association, is based on either a calendar or a July 1 to June 30 year. Dues, fees and subscriptions are credited to income as earned.

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, 1978, and expense for the year was approximately \$11,600.

INCOME TAXES: The provision for income taxes is based on unrelated business income, which consists of net advertising income and net mailing list service income. The Association's remaining activities are exempt from federal income taxes under Section 501 of the Internal Revenue Code.

2. Cash in Bank

The Association's total cash assets include \$412,727 in savings accounts, of which \$233,601 has been deposited in high interest-bearing time deposit accounts. The time deposit accounts have maturity dates ranging from April, 1980 through July, 1986, and are subject to interest penalties upon early withdrawals.

3. Commitment

The Association occupies offices under a noncancellable operating lease which expires in 1987. The lease provides for minimum annual rentals of \$24,000, plus certain taxes and maintenance costs.

MEMBERS IN THE NEWS

Robyn Aber, formerly cataloger, University of Illinois, Urbana . . . appointed information scientist, Sandoz Colors & Chemicals Information Center, E. Hanover, N.J.

Catherine M. Brosky . . . appointed head, Science and Technology Department, Carnegie Library, Pittsburgh, Pa.

Rebecca Cantrall . . . joined staff of Legal Department, U.S. Steel, Pittsburgh, Pa.

Frances L. Carey, associate library director, Naval War College, Newport, R.I. . . . retired.

William D. Chase, formerly chief librarian, *The Flint (Mich.) Journal* . . . retired to become president of The Apple Tree Press.

Mary Jane Cochrane, formerly information sciences officer, National Academy of Sciences, Washington, D.C. . . . appointed associate librarian, reference services, University of Maryland, College Park.

Kathleen D. Connick, formerly library director, Christ Hospital Institute of Medical Research, Cincinnati, Ohio . . . appointed project coordinator, Tampa Bay Medical Library Network, Fla.

John E. Creps, Jr., Engineering Index, New York City . . . reelected treasurer, National Federation of Abstracting and Indexing Services.

Deborah E. Dennis, formerly librarian, Social Research Group, Washington, D.C. . . . appointed administrative staff librarian, University of Maryland, College Park.

Rebecca D. Dixon, director, Library Services Division, Center for the Study of Youth Development, Boys Town, Neb. . . . selected to be academic library management intern, Council on Library Resources, Washington, D.C.

Jaunette Eaglesfield, formerly librarian, Geological Sciences Library, Harvard University . . . appointed librarian, Lindgren Library, Massachusetts Institute of Technology.

Eugene Garfield, president and board chairman, Institute for Scientific Information, Philadelphia, Pa. . . . appointed member, The Rockefeller University Council, New York City.

Arlyne A. Jackson, formerly information specialist, Literature Research Section, Arthur D. Little, Inc., Cambridge, Mass. . . . appointed associate librarian, Dewey Library, Massachusetts Institute of Technology.

Sarah Thomas Kadec, formerly chief, Library Systems Branch, Environmental Protection Agency, Washington, D.C. . . . appointed assistant director for information management and services, Executive Office of the President.

Edna C. Law, formerly chief librarian, Union Service Corporation . . . appointed director, Graduate School of Business Administration Library, New York University.

Jay K. Lucker, director, Massachusetts Institute of Technology Libraries . . . appointed member, Chemical Abstracts Service advisory board.

Jean Martin, formerly with Russell Research Center, Athens, Ga. . . . now chief, library services, Veterans Administration Medical Center, Knoxville, Iowa.

Edith McQuitty, librarian, St. Louis Police Department . . . retired.

Julia Miller, formerly on the staff of Menomonee Falls Public Library, Wisc. . . . appointed assistant librarian, International Foundation of Employee Benefit Plans, Brookfield, Wisc.

Anne Newton . . . elected secretary/treasurer, Atlanta Association of Law Libraries.

Johnn Patton, formerly library director, Nassau County Research Library, Garden City, N.Y. . . . joined Ebsco Subscription Service as field representative in the metropolitan New York area.

Robert M. Repp, III . . . appointed head, Reference Department, Carnegie Library of Pittsburgh.

Jane Robinson, head, Catalog Department, Falk Library, University of Pittsburgh . . . retired.

Mary Ann Robinson . . . hired as reference librarian, U.S. Air Force Academy Library, Colorado Springs, Colo.

Gertrude A. Ross, head, Science and Technology Department, Carnegie Library of Pittsburgh . . . retired.

IN MEMORIAM

Chloe Brewer, a life member of SLA since 1939 . . . died Jun 28, 1978, at age 88. She was former librarian, Grace Hospital, Detroit, Mich.

Mary Duncan Carter, professor emeritus of library science, University of Michigan . . . died May 31, 1978. She was coauthor of *Building Library Collections* (1959), with Wallace J. Bonk.

Jim Criswell, Rice University, Houston, Tex. . . . died on Jan 26, 1979. A former Houston newsman and newspaper librarian, he was active both in the Texas Chapter and the Newspaper Division. He joined SLA in 1972.

Louise Heinze, librarian, United Hospital Fund, New York City . . . died in January 1979. She was chairman, Picture Division (1966/67); director, Division Nominating Committee (1968); chairman, Division Publications Committee (1969/70). Heinze also was cofounder of Medical Archivists of New York. A member of SLA since 1941.

Ruth Kredentser, retired after 30 years at the National Library of Medicine, Bethesda, Md. . . . died Mar 10, 1979, in a traffic accident. She was an active member of the Washington, D.C. Chapter; she joined SLA in 1947.

Charlotte Mitchell, director, Library Resources and Services, Miles Laboratories, Inc., Elkhart, Ind. . . . died on Jan 30, 1979, after an extended illness. A member since 1945, she was active in the Pharmaceutical Division, serving as chairman, Hospital and Nursing Group (1948/49); editor of the Division bulletin *COPNIP* (1956), Division chairman-elect (1964/65), and chairman (1965/66). She was an SLA member from 1945.

Svetlana Netchvolodoff, head, Serials and Records, Pius XII Memorial Library, St. Louis University, Mo. . . . died Jul 28, 1978. A former member of SLA, she had been on the university faculty for nineteen years.

Alan G. Skelton, former president, Louisiana Chapter . . . died Jan 26, 1979. He received the "Librarian of the Year" award in 1978 from the Mississippi Library Association, and was chief, Technical Information Center, U.S. Army Waterways Experiment Station, Vicksburg, Miss. A member of SLA since 1947.

Ethel Sydney, a chapter member of the Princeton-Trenton Chapter since 1947 . . . died Jul 30, 1978. She had been librarian, Helene Field Hospital Medical Center School of Nursing until her retirement in 1977.

Ella Tallman, retired in 1966 after 39 years as librarian and head librarian, Cleveland Museum of Art . . . died on Aug 21, 1978. The museum has established the Ella Tallman Fund in her memory for the purchase of books for the museum library. She joined SLA in 1939.

Bertha Usilton, former Museums, Arts, & Humanities Division Chairman (1951/53) . . . died May 7, 1978. She was the librarian at Freer Gallery of Art, Washington, D.C. from 1944 to 1964. A member of SLA since 1941.

Charles H. Stevens

Charles H. Stevens, executive director of the Southeastern Library Network (SOLINET) and former member of the SLA Board of Directors, died on Apr 1. He is survived by his wife, Patricia, and their three sons.

Born in 1924, Stevens received his BA from Principia College, Elmhurst, Ill. (1949) and BS in library science from the University of North Carolina (1952). He later received the MA in English from UNC (1955).

After graduating from UNC in 1952, he was appointed to initiate and operate the library of the U.S. Air Force Air-Ground Operations School, Southern Pines, N.C. He stayed there until 1954, when he became aeronautical engineering librarian at Purdue University. Purdue later appointed him to be in charge of scientific documentation for the Thermophysical Properties Research Center (1956/59).

In 1959, Stevens moved to Massachusetts Institute of Technology, where he became director of library services for Lincoln Laboratory. He was later promoted to Director of Library and Publications at MIT (1962/65). In 1965, Stevens became associate director of MIT's project INTREX, which explored the modernization of library procedures through the application of advanced library technology, such as data processing and on-line computer networks.

Stevens left the project in 1972 when, at the suggestion of the SLA Board of Directors, the White House appointed him as the first executive director of the National Commission on Libraries and Information Science (NCLIS). He continued in that position until 1974.

That year, he accepted the position of executive director of the newly formed SOLINET, with headquarters in Atlanta, Ga., thus becoming its first full-time executive director. When he joined SOLINET, the network was part of the Southern Regional Education Board and was composed of 99 public and private libraries in 10 Southern states. At the time of his death, Stevens had developed the network into a independent program that now provides training and technical services to 208 members.

Stevens believed that information was a national resource; he was committed to the idea of



information resource sharing in the form of a national network. He envisioned SOLINET as the Southeastern center for such a system.

Among his SLA involvement, he was director (1972/75); chairman, Advisory Council (1967/68); member, SLA Professional Award Committee and Hall of Fame Committee (1966/67); and chairman, Non-Serial Publications Committee (1962/65). He was an SLA member from 1955.

On the Chapter level, Stevens was recruitment chairman, Boston Chapter (1961/62) and Chapter bulletin editor (1960/61).

On the Division level, he served as chairman, Science-Technology Division (1965/66) and chairman, Engineering Division (1963/64).

In addition to being a member of the editorial board of *College and Research Libraries*, he also was a regular contributor to *Southeastern Librarian*. His sincerity and wit made him a popular speaker. He was asked to talk at library schools, meetings, conferences, and seminars throughout the country—and he placed any honoraria that he received back into that institution's student activity fund or donated it to Principia College.

In recognition of Stevens' contribution to the growth of SOLINET, the network's Board of Directors has renamed the SOLINET Data Center the Charles H. Stevens Technical Center.

Chuck was a warm, soft, sincere man. His thoughtfulness and true concern for all those he came in contact with was manifested in many ways. Chuck was refreshing; he always made you feel good. His own high set of moral and spiritual values guided his life and touched in a positive way all of us who knew him. Our loss of Chuck is great.

Joseph M. Dagnese
Purdue University Libraries
West Lafayette, Ind.
special libraries

Call for Papers 1980

71st Annual Conference Special Libraries Association June 7-12, 1980 Washington, D.C.

We are on the threshold of a new decade, one that has fascinated people since the publication of George Orwell's 1984. The theme emphasizes the challenges of the 80s and how they can be met by the individual special librarian/information specialist. The social, economic, and technological environment in which the individual is operating will be explored. Changes that can be expected and their impact on the role of the individual will be discussed. You are invited to share in the expansion of knowledge within the information profession by submitting a paper on your research or professional experience for presentation at the Conference.

Contributed papers are solicited from SLA members who are interested in making a substantive contribution to the Conference. Topics for presentation should be of professional interest and need not be limited to the Conference theme. Presentations must be based on original research or personal experience and not have been presented to any national or international group or submitted for publication.

Participants have the option of delivering their papers orally or using the poster session technique. Oral presentations can be either brief papers of 10-15 minutes in duration or extended papers, 30 minutes maximum. Diagrams, data, lettering, and visual materials should be legible from 150 feet. Large letters, heavy lines, and limited data on each illustration will increase visibility. Projection equipment must be specified and requested when the abstract is submitted.

If the presentation can be expressed more effectively in graphic form, consider the Poster Sessions. All participants will be required to be present during predetermined time periods to arrange their material for display on their assigned poster board space, explain the graphic display, and answer questions. Illustrations must be legible from 6 feet. Hand-lettered material should contain heavy lettering at least 1/2 inch high. Bulletin typewriters should be used for typed material. It is suggested that

Theme

The Realities of the 80s – Challenging the Individual

illustrations, graphs, charts, diagrams, and drawings be kept simple. Complete information will be included in the instructions for preparing manuscripts.

Papers will be accepted only if the author expects to be present, and only if he or she has submitted an abstract first, according to the following procedure.

An abstract of 100 words maximum must be submitted using the official abstract form on the reverse side of this page, or a copy of it. Send abstracts for oral presentations to:

L.R. Walton
Corporate Library
Pet, Inc.
P.O. Box 392
St. Louis, MO 63166

Send abstracts for poster presentations to:

Mary Lou Kovacic
3M Company, 3M Center
Bldg 201-2CN
St. Paul, MN 55101

In both cases, the abstract must be *received* no later than Sep 10, 1979.

The abstract should be informative and carefully written so as to:

- set forth the purpose of the work;
- state the research methods used, if applicable;
- state the important results obtained;
- draw a conclusion.

Please use significant words that accurately describe the content of the paper or poster. Avoid historical summaries and generalities. Abstracts will be reviewed by the Conference Program Committee to determine whether the topic is of professional interest to Conference attendees and SLA members. Full texts of papers may be requested for review before acceptance. Notification of acceptance will be given no later than Nov 12, 1979. Full text of all papers accepted must be received by Jan 4, 1980. All papers presented become the property of the Special Libraries Association and will be considered for publication in *Special Libraries*.

Abstracts not accepted for the Contributed Paper Sessions or Poster Sessions will be referred to the appropriate Division Program Chairman for possible inclusion in Division Program Sessions, if the author so wishes.

71ST ANNUAL SLA CONFERENCE

Abstract of Paper for Presentation at Washington, D.C., Jun 7-12, 1979. Abstracts should be received before Sep 10, 1979.

Send abstracts for oral presentations to:

L. R. Walton
Corporate Library
Pet, Inc.
P.O. Box 392
St. Louis, Mo. 63166

Send abstracts for poster sessions to:

Mary Lou Kovacic
3M Company, 3M Center
Bldg 201-2CN
St. Paul, Minn. 55101

Title of paper _____

Estimated time for oral presentation (minutes) _____

Estimated length of paper (number of words) _____

Library, institution, or enterprise where work was done _____

Present affiliation of author(s) (if different from above) _____

Author(s) (underscore name of person presenting paper) _____

Mailing address _____

_____ Telephone _____

Choice of Divisions

1) _____ 2) _____

Paper based on (check one) _____ Research _____ Professional experience

Presentation will be (check one) _____ Oral delivery _____ Poster session
format

Audiovisual or other equipment needed for oral presentation _____

Abstract (100 words maximum):

White House Conference Rescheduled

Marilyn K. Gell, director, White House Conference on Library and Information Services, has announced that the Conference has been rescheduled for Nov 15-19 and moved to the Washington Hilton Hotel.

The White House Conference was originally scheduled for Oct 28 to Nov 1, 1979, at the Capital's Sheraton-Park Hotel, which is currently undergoing construction. However, Gell said that because of the construction the Sheraton-Park was unable to guarantee that the hotel would be ready in time for the original date.

"To have the delegates arrive on Oct 28 and not have a hotel would not be a problem, it would be a catastrophe," she said. "Many of the delegates who will be coming to Washington are familiar with the fine facilities at the Washington Hilton. Aside from that, it is desirable to us mainly because it is built."

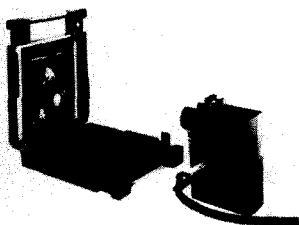
Gell added: "I deeply regret any inconvenience this change may cause any individual but we did not want to risk jeopardizing the entire White House Conference."

HAVE YOU SEEN?



Microfiche Duplicator

The 3M Duplifice system is a table-top **microfiche duplicator** that dry processes diazo or vesicular duplicates without special power, venting, or supplies. The copier uses heat for development and thus eliminates the need for ammonia supply tanks. The two-part system consists of a printer, which can handle four fiche per minute, and a developer. Both units can be stacked together or used in separate locations. Diazo fiche copy can be processed at a rate of four per minute, and 28 vesicular copies can be made per minute. Contact 3M Company, P.O. Box 33600, St. Paul, Minn. 55133.



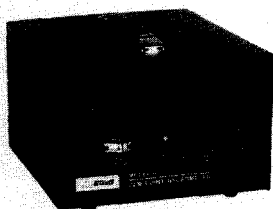
Portable Microfiche Viewer

The Fichette is a portable, self-contained **microfiche viewer** that allows projection of information onto a built-in screen under normal office lighting. The unit can also project images onto any light-colored surface. The 8 in. × 10 in. × 2½ in. plastic case houses the projector with a 20 Watt lamp, an 8 in. × 8 in. screen, storage panel for 12 microfiche or jackets, power card, and spare lamps. Priced at \$149, the Fichette is available from Earl Brown, Information Technology, Inc., 154 Wells Ave., Suite A, Newton, Mass. 02159 (617/969-2100).



Rolled Document Storage

An economical **file for rolled documents** has been introduced by Bankers Box/Records Storage Systems. The ROLL/STOR File has individual compartment storage for up to 25 different blueprints, maps, drawings, plans, or other rolled sheets. Made of corrugated fiberboard, the file has a plastic tambour door and pressure sensitive labels to identify the compartments. It can be stacked three high for expanded storage. Contact: Bankers Box/Records Storage Systems, 1789 Norwood Ave., Itasca, Ill. 60143.



Dew Point Hygrometer

The EG&G dew point hygrometer has recently been in the spotlight, as part of the humidity control system for the exhibit galleries housing the Treasures of Tutankhamen in New York's Metropolitan Museum of Art. The hygrometer provides a signal to a value actuator used to throttle the chilled-water flow to an air cooler/dryer. The Model 660 is accurate over the range -50°C to +100°C; it is suitable for portable, rack, or panel mounting. Contact: EG&G, Environmental Equipment Division, 151 Bear Hill Rd., Waltham, Mass. 02154 (617/890-3710).

HAVE YOU HEARD?

New NHPRC Member

President Carter has appointed John G. Lorenz, executive director, Association of Research Libraries, to a four-year term on the National Historical Publications and Records Commission (NHPRC). The principal objectives of NHPRC are the preservation and publication of documents of national historical significance. The commission is headed by the Archivist of the United States.

Milwaukee Data Base Guide

The *Guide to Data Bases in Milwaukee Area Libraries* is available from the Library Council on Metropolitan Milwaukee (LCOMM). The *Guide* is designed to familiarize librarians with the data base services available in the Milwaukee area. The publication includes a listing of the LCOMM libraries which provide access to data bases, plus coverage areas and addresses of vendors with a list of the data bases they supply. Available for \$7.50 to LCOMM members, \$12.50 to nonmembers. Contact: LCOMM, 814 West Wisconsin Ave., Milwaukee, Wisc. 53233.

Ayer Press Moves

Ayer Press, the publisher of the *Ayer Directory of Publications* and other related volumes, has moved from its Philadelphia address to a new location: One Bala Ave., Bala Cynwyd, Pa. 19004 (215/664-6205).

Business Travel Newsletter

A new business information newsletter has recently finished its first trial year. *T&E, The Business Travel and Entertainment Newsletter* is a semimonthly publication that provides information on services and prices of restaurants, hotels, and meeting areas for over fifty U.S. and Canadian metropolitan areas. A subscription includes the TRAVL-FAX Business Information System, with data cards containing reference phone numbers for airlines, emergency services, and so on, for each metropolitan area. Subscriptions are \$72.00 for one year or \$21 for three months, from Sales & Marketing Management, 633 Third Ave., New York, N.Y. 10017.

European Publications

Heyden & Son, Inc., has been appointed the North American marketing and distribution agent for the English language publications of Akademiai Kiado, the publishing house of the Hungarian Academy of Sciences. Established in 1828, Akademiai Kiado has made the world's scientific literature available to Hungarian readers and also has translated a broad spectrum of Hungarian research for international use. For more information contact Heyden & Son, Inc., 247 South 41st St., Philadelphia, Pa. 19104 (215/382-6673).

Guide to Spectra

A Guide to Collections and Indexes of Spectra has been published by the University of Waterloo Library, Ontario. Spectra are published throughout the chemical and technical literature, yet are often difficult to locate. The annotated guide lists spectra and indexes to spectra that are housed in the University's Engineering Mathematics and Science Library. Copies are \$5.00 from Jorn Jorgensen, Library Business Administrator, Dana Porter Arts Library, University of Waterloo, Waterloo, Ontario, Canada N2L 3G1.

Summer School in Wales

The seventh annual International Graduate Summer School in Librarianship and Information Science (IGSS) will be held at the College of Librarianship Wales, Aberystwyth, U.K., from Jul 2 to Aug 25. The program will be organized by both the Welsh institution and the University of Pittsburgh Graduate School of Library and Information Sciences. The eight-week session will cover specialist areas such as children's literature, management, media technology, computer technology, and curriculum design in education. Students usually enroll in two courses. Write: Director IGSS 1979, College of Librarianship Wales, Llanbadarn Fawr, Aberystwyth, Dyfed, SY23 3AS, Wales, U.K.

On-line Acquisition System

The R. R. Bowker Company and a selected group of libraries, bookstores, wholesalers, and publishers are conducting a market probe of an on-line book acquisition system, in order to gain field experience and gather operating data. During the probe, Bowker will provide an on-line computer-based book ordering system to be used by the selected organizations to place orders with wholesalers and publishers. Bowker's *Book in Print* data base will be used by the organizations. The probe system will be a universal system, enabling any user to place orders with any desired vendor. The possible cost/benefits for various types of industry organizations will also be examined during the probe.

CLR Annual Report

In its 22nd *Annual Report* for fiscal 1978, the Council on Library Resources, Inc., has redefined its areas of interest. The council's revised list of priorities retains such topics as bibliographic control, collection building, library management, professional education, and analysis and planning. In addition, the report cautions that "limited total resources and less discretionary funding will force increased precision in both grants and staff activity." In 1978, grant activity was reduced; only nineteen new grants and appropriations were authorized, while forty programs continued from previous years. The *Report* is available at no charge; write: Annual Report, Council on Library Resources, One DuPont Circle, Suite 620, Washington, D.C. 20036.

Music Magazine

The offices of *Music Magazine*, mentioned in "Have You Heard," Jan SL p. 57, have recently moved. The new address is 56 The Esplanade, Ste. 202, Toronto, Ontario M5E 1A7 Canada (416/364-5938).

LC Classification Schedule

Gale Research Company has published *Library of Congress Classification Schedules: A Cumulation of Additions and Changes, 1974-77*, which incorporates all revisions issued quarterly in *Additions and Changes* by LC from 1974 through 1977. Gale claims that the new cumulations, when used with its earlier publication for changes to 1974, will drastically reduce search time. The thirty-three separately bound cumulations are available at \$350.00 per set, from Gale Research Co., Book Tower, Detroit, Mich. 48226 (313/961-2242).

Military Journal

History, Numbers and War, a quarterly journal edited by the Historical Evaluation and Research Organization, is devoted to military history and current military affairs. It emphasizes efforts to quantify combat experience; it also publishes articles on Soviet military affairs. The journal, published by T. N. DuPuy Associates, is \$16.00 per year (\$10.00 for microfiche). Contact: T. N. DuPuy Associates, P.O. Box 157, Dunn Loring, Va. 22027.

Erratum

The "Have You Heard" note concerning the ALA User Survey (SL, May/June 79, p. 258) should have stated that the survey was conducted by the Gallup Organization.

COMING EVENTS

Jun 25-Jul 13. Case Western Reserve University, School of Library Science, International Institute . . . Cleveland, Ohio. Theme: Information Sources and Services for Development: Use, User Education, Promotion, Marketing. Fee: \$1,000. Contact: Dr. Tefko Saracevic, Chairman, International Programs, School of Library Science, Case Western Reserve University, Cleveland, Ohio 44106.

Jun 27. National Librarians Association, Third Annual Program . . . Dallas, Tex. Topic: Professional Performance and the MLS: A Participatory Speak-Up. Contact: Peter Dollard, Monteith Library, Alma College, Alma, Mich. 48801 (517/463-2141, ext. 332).

Jul 1-4. American Association of Law Libraries, Annual Meeting . . . Fairmont Hotel, San Francisco, Calif. Contact: AALL, 53 W. Jackson Blvd., Chicago, Ill. 60604.

Jul 17-20. Seventh Cranfield Conference on Mechanised Information Storage and Retrieval Systems . . . Cranfield Institute of Technology, Bedfordshire, England. Contact: Cranfield Conference Secretariat, Institution of Electrical Engineers, Savoy Place, London WC2R 0BL England.

Jul 23-25. Managerial Skills for the Newly Appointed Manager, Seminar . . . Cornell University, Ithaca, N.Y. Conducted by New York State School of Industrial and Labor Relations. Fee: \$350. Contact: Irene Grant, Conference Center, N.Y. State School of Industrial and Labor Relations, Cornell University, P.O. Box 1000, Ithaca, N.Y. 14853 (607/256-4401).

Jul 23-Aug 17. Thirteenth Annual Archives Institute . . . Atlanta, Ga. Sponsored by Emory University Division of Librarianship and Georgia Department of Archives and History. Fee: \$225 for noncredit status; \$624 for graduate credit from Emory University. Write: Institute Coordinator, Georgia Department of Archives and History, 330 Capitol Ave., S.E., Atlanta, Ga. 30334.

Jul 25-27. University of Tennessee Graduate School of Library Science, Seminar . . . Knoxville. Topic: Space Planning and Practical Design of Libraries. Instructors: Aaron and Elaine Cohen. Contact: Steve Martin, Program Coordinator, Department of Conferences, 1629 Melrose Ave., Knoxville, Tenn. 37916 (615/974-5261).

Jul 30-Aug 10. Course in PRECIS Indexing . . . Edmonton, Alta. Sponsored by Faculty of Library Science, University of Alberta and Edmonton Public Library. Contact: Prof. Andre Nitecki, Faculty of Library Science, University of Alberta, Edmonton, Canada T6G 2J4 (403/432-4729).

Aug 1. Aslib, Registration Deadline . . . 53rd Annual Conference, Sep 18-21, Brighton, England. Theme: The Economics of Information. Fee: £85 including accommodations (£95 nonmembers); £68 without accommodations (£78 nonmembers).

Aug 6-17. Seventh Annual Summer Institute on Federal Library Resources . . . Washington, D.C. Contact: Director of Continuing Education, The Catholic University of America, Washington, D.C. 20064.

Aug 7-10. Office of Management Studies, Association of Research Libraries, Management Skills Institute . . . Boulder, Colo. Fee: \$200. Enrollment limited to 45 persons. Contact: OMS, Association of Research Libraries, 1527 New Hampshire Ave., N.W., Washington, D.C. 20036 (202/232-8656).

Aug 20-31. Course in PRECIS Indexing . . . Toronto, Ont. Sponsored by Faculty of Library Science, University of Toronto. Contact: PRECIS Course 1979, Faculty of Library Science, University of Toronto, 140 St. George St., Toronto, Canada M5S 1A1 (416/881-1635).

Aug 24. Statistical Methods for Professional Librarians, Registration Deadline . . . Rutgers Continuing Education Center, Brunswick, N.J., Sep 27-30. Workshop sponsored by Rutgers Graduate School of Library and Information Studies and University of Minnesota/Continuing Education and Extension. Contact: Jana Varlejs, director, Professional Development Studies, Rutgers

GSLIS, 4 Huntington St., New Brunswick, N.J. 08903 (201/932-7169).

Aug 27-Sep 1. International Federation of Library Associations and Institutions, 45th Congress and Council Meeting . . . Copenhagen, Denmark. Theme: Library Legislation and Management. Fee: D. kr. 500. Contact: IFLA Congress, c/o DIS Congress Service, 3 Knabrostaede, DK-1210 Copenhagen, K. Denmark.

Aug 31-Sep 3. American Translators Association, 20th Annual Convention . . . Hilton Plaza Inn, Kansas City, Mo. Write: American Translators Association, P.O. Box 129, Croton-on-Hudson, N.Y. 10520 (914/271-3260).

Sep 5-8. British Library Research and Development Department, Conference . . . Trinity College, Cambridge, England. Theme: Library User Education—Are New Approaches Needed? Estimated cost: £60. Contact: Ian Malley, Information Officer for User Education, Library, Loughborough University of Technology, Loughborough, Leicestershire, LE11 3TU England.

Sep 6-7. Sixth Annual DIALOG Service Users' Conference . . . Sheraton Hotel, Boston. Registration Fee: \$95. Contact: Betty A. Davis, Lockheed Information Systems, 3251 Hanover St., Palo Alto, Calif. 94304 (415/493-4411, ext. 5656).

Sep 16-18. Association for Information and Dissemination Centers, Meeting . . . Boston. Topic: Nonbibliographic Data Bases. Contact: ASIDIC, P.O. Box 8105, Athens, Ga. 30603.

REVIEWS

The Picture File, A Manual and Curriculum Related Subject Heading List, by Donna Hill. Syracuse, N.Y., Gaylord Professional Publications, 1978. 183p. \$8.95. ISBN 0-915794-31-4.

To the second edition of *The Picture File* Hill has added a section on the uses of pictures in education. This section, new titles in the bibliography and a slight (and better) rearrangement of the contents headings are the only changes. The section on pictures in the classroom will greatly enhance the use of the book for its purpose, as stated in its subtitle. Hill is currently head of the Teacher's Central Laboratory, Hunter College Library, and is also assistant professor there, so that her work will naturally be concerned with application to schools. I cannot speak as an expert, but this new section seems sound and full of good suggestions for widening the student's visual appreciation and comprehension.

Of course, I have been recommending the first edition of *The Picture File* for the past several years because it was such a useful handbook, aside from its function as a curriculum-related guide. In one slim volume it contained all the basic information needed to start a picture collection. The second edition remains just as useful. It is

equally valid for the largest advertising agency or the smallest tool and die manufacturer that wants to put its files in order.

Part One is a manual of practical steps to take in creating the picture file. It is clear in its instructions and specific in its advice. It discusses the space needed to work with and build a picture collection, the equipment that will be necessary, the processes that will be used, how and where to obtain pictures, how to select them, record them, mount them, circulate them, care for them. Since individual files will vary, not all this information will be needed for every collection. However, I think it covers more than adequately most points that will arise.

Part Two, uses of pictures in education, may be skipped by other than school libraries. Part Three is the subject heading list with an explanation of a checklist and a card catalog suitable for pictures. Explanations and examples are clear; except for the omission of an example of a scope note it will again, I think, answer any questions that are likely to arise. The subject heading list, while expressly for a school library, can serve any other purpose. In almost every case librarians would want to modify any existing subject heading list to suit their own needs and clientele. This is a good basis from which to start.

Lenore Cowan
Picture Collection
The New York Public Library

Maps and Their Makers: An Introduction to the History of Cartography, by G. R. Crone. 5th ed. Folkestone, Kent, Dawson; Hamden, Conn., Archon Books, 1978. 152p. \$18.00. LC 78-40892. Archon ISBN 0-208-01724-0. Dawson ISBN 0-7129-0756-4.

Unlike the previous four editions, all of which were almost pocket sized and had only a few simple illustrations, this edition is well illustrated and has a page size of approximately 8 in. × 11 in. The text has been substantially changed by additions, though the general arrangement is essentially the same, tracing the development of map making from the classical period to the present. Crone still makes a point of retaining his pithy and witty phrases from earlier editions.

Granted, no survey of cartography as brief as this can be thorough on all points, but Crone does manage to select what he considers to be the high points of cartographic development for detailed discussion and fills in the rest with a lot of name dropping and general cartographic history. After dealing with the classical and early medieval period, he breaks his study into the following topics: the evolution of the medieval sea chart; fourteenth century Catalan world maps; fifteenth century world maps; the revival of Ptolemy; the cartography of the Great Discoveries; topographic mapping in the fifteenth and sixteenth centuries; hydrographic charts and atlases; Mercator and Ortelius (and their successors); the reformation of French cartography; British cartography to 1800; national

surveys and world maps 1800-1975; atlases and thematic maps; and contemporary cartography. Such a breakdown means there is often a "meanwhile, back at the ranch" quality to some of the narrative, but this is not a fatal flaw.

None of my other cavils constitute a fatal indictment against this book. The index is quite good for personal names but quite weak on subject entries in some areas. The final bibliography, divided into general works, periodicals and catalogs, and reproductions, does not include all the items cited as references at the end of each chapter. However, listing periodical runs covers a multitude of sins. In addition, the style of bibliographic citation could be improved. Government agencies change their name and place in organizational charts with an

amazing rapidity; for example, this edition does not always make it clear to someone not familiar with U.S. government mapping that the Army Map Service, the Topographic Command, and the Defense Mapping Agency are the same agency during different time periods. However, these are all rather niggling criticisms of what is a good overview of the history of cartography. This edition of *Maps and Their Makers* joins Lloyd Brown's *The Story of Maps*, Leo Bagrow's *The History of Cartography*, R. A. Skelton's *Maps*, Norman Thrower's *Maps & Man*, and R. V. Tooley's *Maps and Map-Makers* on a list of suggested beginning readings.

J. B. Post
Free Library
of Philadelphia

Budgetary Control in Academic Libraries, by Murray S. Martin. Greenwich, Conn., JAI Press, 1978. (Foundations in Library and Information Science, vol. 5). 219 p.

The author, associate dean of libraries, Pennsylvania State University, covers the analysis, presentation, monitoring and closing of library budgets in an academic setting. Although there is no direct application to special libraries, a special librarian could gain some insight into general concepts, attitudes and procedures which would help in preparing quite different library budgets.

The style is clear, practical and based on experience. The author pinpoints problem areas and takes the reader through the steps of the budget cycle. He stresses the need for analysis and planning, and the use of short and long-term goals to predict, allocate, and control expenditures. He describes the Planning Programming Budgeting System as well as other types of budgeting.

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"State University Libraries" budget model shows in detail a five-year history and the budgetary actions of the library, showing how to cope with problems created by inflation, a demand for more services, and a changeover to automated shared cataloging. Even experienced library budget officers should find useful ideas in dealing with various fiscal problems. There are many references to help pursue further ideas. Tables and specific examples clarify the text.

A sampling of chapter headings will show the scope of the book. Included are Preliminary Budget Analysis, Use of Statistics to Support a Budget Request, Setting Up the Budget, Coping with Change, and Monitoring the Budget. The Index is detailed enough to locate specific subjects readily.

Johanna E. Tallman
California Institute of Technology
Pasadena, Calif. 91125

PUBS

(79-047) **GeoRef Thesaurus and Guide to Indexing**. 2d ed. Falls Church, Va., American Geological Institute, 1978. 466p. \$35.00 printed copy, \$20.00 microfiche. LC 78-65083, ISBN 0-913312-07-X.

An aid to searching the GeoRef data base. 12,500 terms are included; 3,000 are new to the second edition. Available from: GeoRef, American Geological Institute, 5205 Leesburg Pike, Falls Church, Va., 22041 703/379-2480.

(79-048) **Information Manager**. v. 1 (no. 2) (Dec 1978). 6/yr. Free to qualified information managers and related personnel; subscription \$12.00/yr.

Practice-oriented; news and articles on information center management, information products and services. Available from *Information & Records Management*, 250 Fulton Ave., Hempstead, N.Y. 11550.

(79-049) **Industrial Information Systems: A Manual for Higher Managements and their Information Officer/Librarian Associates**. Jackson, Eugene B., and Ruth Jackson. Stroudsburg, Pa., Dowden, Hutchinson, & Ross, 1978. 314p. \$35.00. LC 78-15890, ISBN 0-87933-328-6.

Discusses information system functions, administration, personnel, users, budgeting, and other topics. Data on the library systems of the Fortune 500 corporations are included in an appendix. Distributed by Academic Press, 111 Fifth Avenue, New York, N.Y. 10003.

(79-050) **Die Sprache der Technik: An Introduction to the Language of German Industry**. Herman, Fred W. Pittsburgh, Carnegie-Mellon University Press, 1978. 109p. \$4.95. LC 78-59799, ISBN 0-915604-19-1.

The terminology of German commerce and industry is introduced in 20 short German texts with English vocabulary keys. Appendixes include a list of German abbreviations and a German-English glossary. Available from: Translation & English Language Center, 232-D Baker Hall, Carnegie-Mellon University, Pittsburgh, Pa. 15213.

(79-051) **Directory of Special Libraries in Boston and Vicinity**. 8th ed. Boston, SLA Boston Chapter, 1978. \$15.00 SLA Members, \$25.00 Nonmembers. LC 78-20399.

Listing of 462 special libraries in Massachusetts, Maine, New Hampshire, Rhode Island, and Vermont. Each entry includes phone number, librarian, hours, ILL information, subjects and holdings, and data bases used. Indexes of librarians, zip codes, subjects, and names of organizations. Available from: SLA Boston Chapter, c/o Management Library, Arthur D. Little, 35 Acorn Park, Cambridge, Mass. 02140.

(79-052) **Government Publications: Their Role in the National Program for Library and Information Services**. Fry, Bernard M. Washington, National Commission on Libraries and Information Science, 1978. 128p. Free from NCLIS (supply limited); \$3.00 from GPO, stock number 052-003-00648-1. LC 78-4110.

Study of the availability and accessibility of federal, state, and local government publications; proposes the transformation of the Depository Library System into a cooperative national network.

(79-053) **A Bibliography of Latin American Bibliographies: Social Sciences and Humanities**. v.1. Cordeiro, Daniel Raposo, ed. Metuchen, N.J., Scarecrow, 1979. 272p. \$12.00. LC 78-11935. ISBN 0-8108-1170-7.

A project of SALALM, supplementing the original works by Arthur E. Gropp. 1,750 entries under 36 headings, covering monographs published 1969-74, and journal articles appearing 1966-74. Subject and author indexes.

(79-054) **Directory of Art Libraries and Visual Resource Collections in North America + Addendum**. Hoffberg, Judith, and Stanley W. Hess, for ARLIS/NA. New York, Neal-Schuman, 1978; distributed by ABC-Clio, Santa Barbara, Cal. 287+36p. \$39.95. LC 78-61628, ISBN 0-918212-05-7.

About 1400 listings in two sections, "Art Libraries" and "Visual Resource Collections." Entries are arranged by state or province, and include phone numbers, hours, information on loans and services, and collection emphases. Subject and institutional indexes.

(79-055) **How to Find Information About Companies**. Jablonski, Donna M., ed. Washington, Washington Researchers, 1979. 284p. \$45.00. LC 79-83683.

A directory and guide to sources of information in local, state, and federal offices and courts, commercial information services data bases and directories. A separate section treats sources of information on foreign firms.

(79-056) **Into the Information Age: A Perspective for Federal Action on Information**. Arthur D. Little, Inc. Chicago, American Library Assn., 1979. 134p. \$7.50. LC 78-26851. ISBN 0-8389-0283-9.

A report, prepared for the National Science Foundation, on the organization of scientific and technical information (STI); explores the need to join STI with "Societal Information" to solve social problems.

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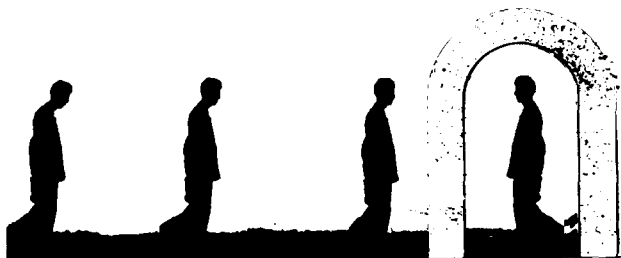
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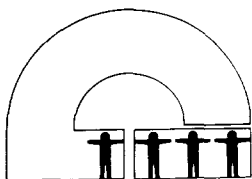
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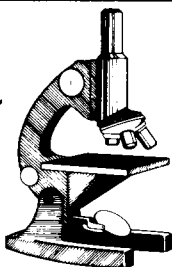
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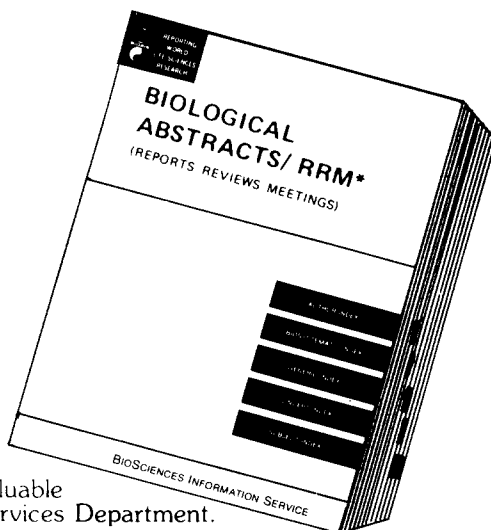
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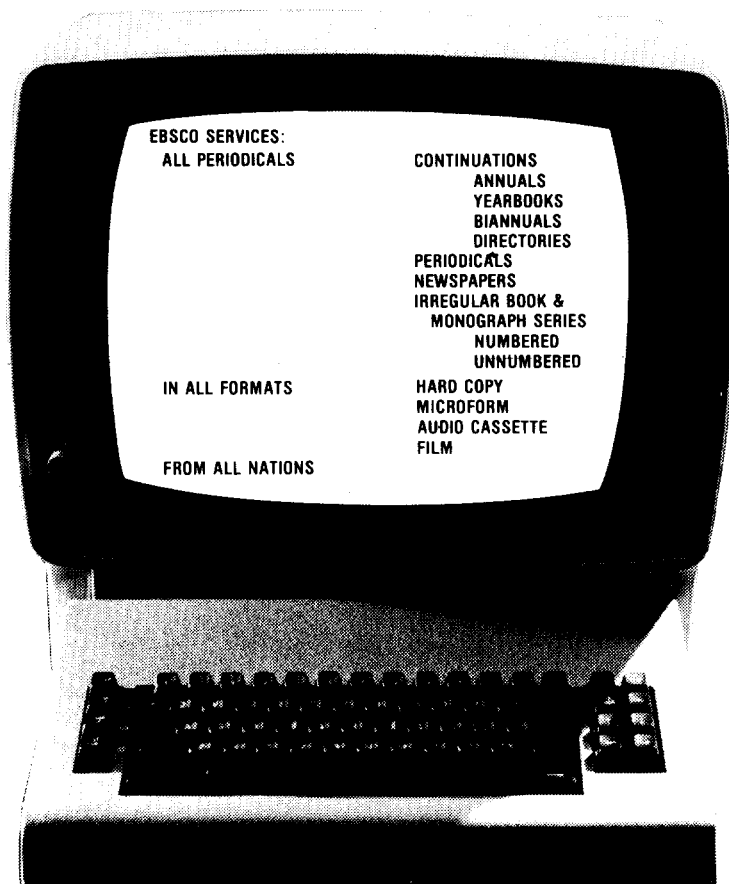
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