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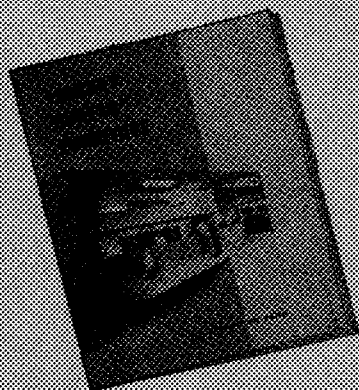
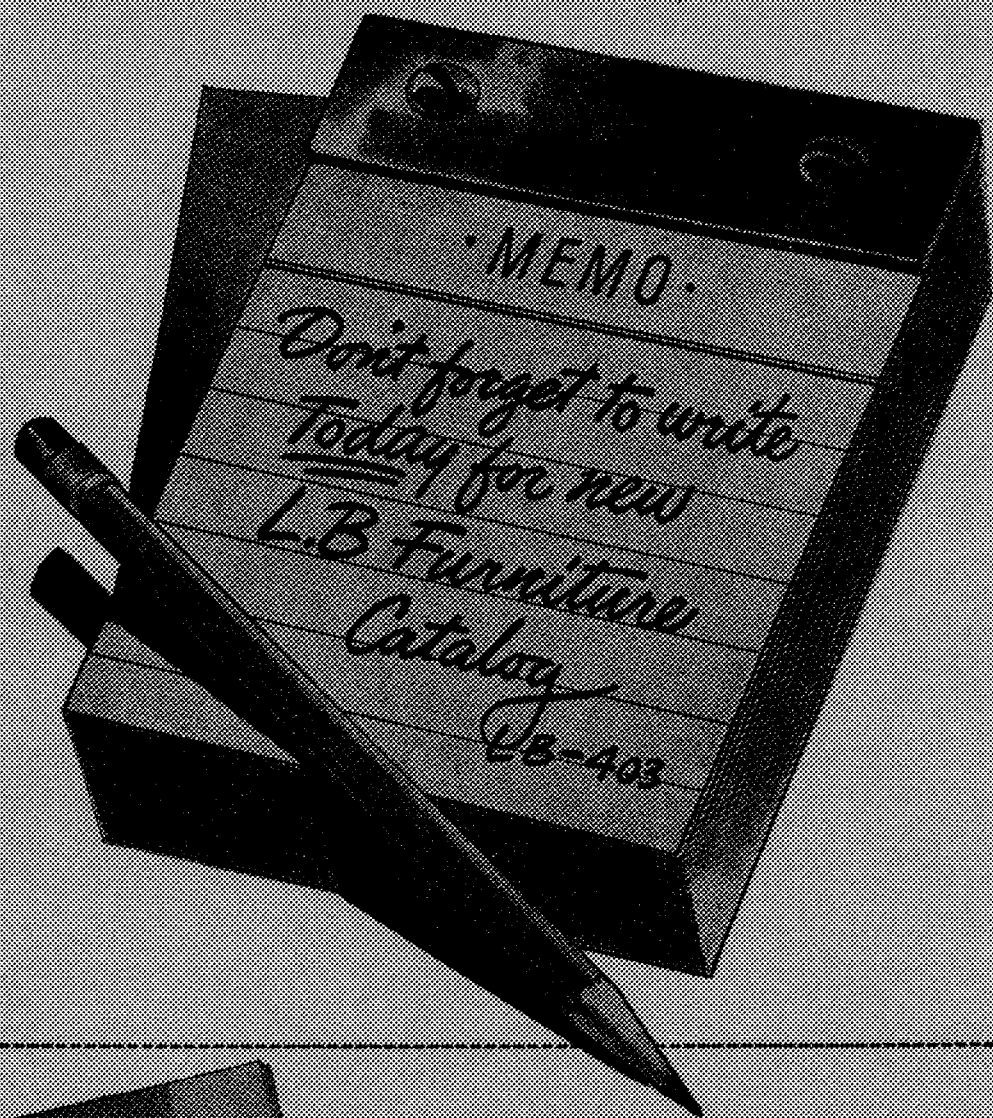
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Vol. 41, No. 7, September, 1950
Special Libraries Association



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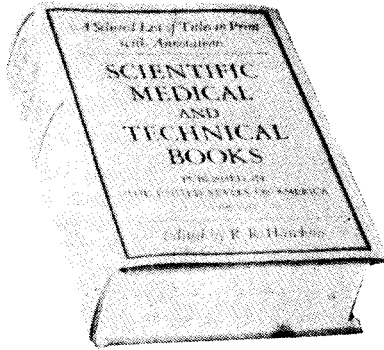
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Echoes from Atlantic City

MANY LETTERS have come to me from members who were unable to attend the Convention in Atlantic City. They invariably have asked about the constitutional changes: "What was done about the mail ballot?"; "What about membership?"; "Are we members of Divisions or Groups?". The Constitution as amended at the business meeting appears in full on page 249. One of the changes is that from now on *Groups* will be known as *Divisions*. An Institutional, Active or Associate membership carries with it one Division affiliation, but if a member wishes to belong to additional Divisions the fee will be fifty cents for each such affiliation. Money will be paid in advance to Divisions at a rate per member voted annually by the Executive Board, with the Divisions retaining any surplus after expenses are defrayed so that a reserve fund may be accumulated for future projects.

The mail ballot proposal will go into effect after June 1951. The changes voted at Atlantic City were changes in the old Constitution.

Another major change enlarges the Executive Board to twelve members instead of eight. The new officers will be three additional directors and an elected secretary who will sit on the Board and have a vote. From now on, there will be two candidates for each office of the Executive Board. The Nominating Committee urges each of you to send the names of candidates, for their task this year is a large one. Dr. Jolan Fertig of Westinghouse Corporation in Pittsburgh is the chairman. Marion Wells, Chicago; Hazel Levins, Newark; Mrs. A. J. O'Leary, New York; and Phyllis Anderson, San Francisco, are the other members.

The Constitution and By-Laws Committee suggests that this year be devoted to the study of qualifications for membership. In planning your programs

this year, why not set aside one meeting to discuss qualifications for membership? Make the wishes of your Chapter known to Ruth Savord, chairman of the Constitution and By-Laws Committee.

SLA voted to disaffiliate with A.L.A. with the suggestion that every effort be made to bring about a strong council of library associations. I was in Cleveland on July 21 to attend the Council of Presidents called by Milton Lord, president of A.L.A. At this meeting, it was agreed that all the library associations represented should voice their opinion and make suggestions for a more workable council of library associations. The Committee on Planning will meet September 29 so please express your thoughts about such a council to Betty Joy Cole, SLA Representative to the Council of National Library Associations. Miss Cole's address is Calco Chemical Division, American Cyanamid Company, Bound Brook, New Jersey.

The pension plan carried for the SLA staff at Headquarters was cancelled and the recommendation made that the Board consider, at a later time, other plans better suited to SLA and its staff.

A membership directory will be prepared during the year, coded to show Division and Chapter affiliations. It will be in two sections: the first will list alphabetically the name of each member and the second, the organization. It will be published as of April 1, 1951, so that those who have been dropped for non-payment of dues will not be included as members. It may be possible to issue the directory in time for the Convention in June 1951 at St. Paul.

The Board and Council meeting will be held in St. Louis at the Hotel Statler, October 19-21, 1950. We hope that as many of you as possible will plan to be with us on those dates.

ELIZABETH W. OWENS, *President.*

New York Libraries: The Long View*

Dr. Lydenberg is Retired Director of the New York Public Library.

IT IS CERTAINLY A TIME of stress and strains, of crisis and uncertainty that faces us today. Whether it's the end of an era or merely one of the way stations on the path to the end is something that time alone can tell. It seems to me, however, that the turn of the century did mark the end of an era in library work, both for the reference and the popular sides of our calling. By that time our struggles over printed or card catalogs had come to an end. We knew, in fact we were unshakenly convinced, that the card catalog was the final answer to our problems, this forever and a day. We had come also to feel that the struggle over classification systems was settled equally finally—D. C. forever. Cutter's expansive system, Schwartz's and Perkins' were to have antiquarian interest alone.

The reference libraries of this state, too, had come to see, some even to accept, the handwriting on the wall. In Buffalo, the Grosvenor Library had joined with the public library to get public support; though each kept its own identity, the cooperation of the two became increasingly close. Indeed it is only within the last few months that the city system and county system and the Grosvenor have all come under community support.

Farther to the east, the Reynolds Library in Rochester kept its own course

till a comparatively few years ago, but now is an integral part of the public library system, even as to housing. Here in New York, the Astor and Lenox Libraries had joined with the Tilden Trust to form the present organization in 1895.

There were also various society or organization libraries calling for respect and attention, but all strictly limited to their members as to use. For instance, when one went to the New York Historical Society Library on lower Second Avenue, he climbed the stairs, opened the door at the top, was heralded by the tinkle of the bell that sooner or later summoned the librarian, and was told that the use of books was limited to members. The Astor and Lenox buildings had no artificial lights and thus lessened the danger of fire, also the use of the books in winter when it closed at four o'clock or earlier when the afternoon was particularly dark. Each closed for a month in the summer for cleaning, alternating so that a reader justifying his need of books at this time could have them transferred temporarily from one building to the other if he merited such particular attention.

We must not forget the State Library at Albany, which had a fine record in its use by scholars and in its publications. Witness the names of Brodhead, O'Callaghan and others. It, too, was coming under Dewey to adapt itself to the new century. It was maintaining its importance as a research center, and extending its activities into much wider circles than were ever dreamed of, and was becoming an instrument in close touch with the popular side of library work.

* Address given before the Convention of the New York Library Association at the Hotel Roosevelt, New York City, April 27-29, 1950.

Just as the new century was opening, fundamental changes were being made in the library work of the state, both popular and research. We found ourselves becoming "socially conscious" looking at our work with new points of view. We found new instruments adaptable to our use and new types of libraries springing up.

College and University Libraries

In the research field, the change was most striking in the college and university circles. Up to this time the typical college library had "just grown." Methods of instruction were still based largely on text books, and students were marked largely on the basis of how much of the text book they could repeat on the examination paper. About this time, however, the effects began to manifest themselves of the movement started two generations earlier by Cogswell and Ticknor and Longfellow calling for a duplication of the methods of the German university. There was glorification, if not deification, of the student returning from Germany with Ph.D. tagged to his name and three chevrons sewed on his ceremonial gown. The "doctorate" began to be a requirement, and anyone attaining that distinction was thereby acclaimed as a qualified teacher. With this came the demand by the returned scholars that the book collections be enlarged to meet their "seminar" needs. This led to a wild scramble for new additions to the library. If Cohosh told the world that it had so many thousand books on its shelves and therefore was just so many times a better institution than Hocosh, there was for Hocosh nothing to do, but to recount its collections or to buy another library from a German professor and tell the world it was one up on Cohosh. Numbers counted, just numbers.

At the same time we came to worship "research" and to look on teaching as a chore that had to be done, but a man's rise in the academic world depended on the number of lines of "research" he had to his credit in the

"learned society" journals by the end of the year.

That wild scramble for accessions has come down almost to our own times. Libraries doubled in size every twenty years, and when some of us found ourselves wondering where it all was going to lead and how far we were going, we found ourselves likewise shaking our heads and saying we didn't know.

Libraries, like the friends the Apostle Paul wrote to, are like the body, "for as the body is one, and hath many members and all the members of the body, being many, are one body," so are our libraries. Our problems and our experiences in this state were and are much the same as those in all the forty and eight. Indeed, it took the strong control of Herbert Putnam, quiet and unobtrusive but steady and sturdy, followed by the imagination of the poet, Archibald MacLeish, who followed him, and that topped by the dynamic energy of Luther Evans in these more recent days to bring us to our senses and let us see the wastefulness of this uncontrolled rivalry. Few of us today hesitate to agree that we make a real advance of great promise by the adoption of the "Farmington Plan"—the decision to accept responsibility for aiming at complete coverage of a given field by a given institution, letting others join if they choose, and thus avoiding foolish duplication, likewise assuring a better coverage of a wider field of book production than had been achieved before.

That definition of field, that distribution of responsibility, that determination to aim at extending coverage of complete rounding-up of all printed books in a given field might prove an impossible ideal, but it seems to me to be one of the outstanding achievements of the present generation. It is certainly to our credit as an ideal, quite probably to our credit as an effort completed as well as begun.

Regional Depositories of Books

Closely akin to this is the recognition

of the need of regional depositories of books, begun in Massachusetts by the New England Depository Library and followed by the Midwest effort, with others in the offing.

All of this is an indication of the great change that this generation and this century have seen in the attitude of the research library, the recognition of the need of combination of units into larger and more efficient groups; also recognition of the need of closer cooperation by all members of this one body. The engineering societies in this city have joined to make one library. The natural history groups have joined with the American Museum of Natural History. Note, too, the gathering of special libraries of differing but not unrelated interests up on Washington Heights.

Special Libraries

The mention just made of "special libraries" calls for a thought as to the place special libraries have come to play in this country. It was not until 1909 that the need of a special organization was felt to serve as agent and representative of these special groups and the Special Libraries Association came into being. In 1910 some 128 members were reported. Forty years later the record stands at something like 4493. This figure shows eloquently how intensive and extensive is the spread of the realization on the part of the industrial and business concerns throughout the land that the laboratory of printed records is as essential for their development as the laboratory for the chemist, the physicist, the mechanical or electrical engineer.

It was about the end of the first decade of the century that Dr. Canfield, then librarian of Columbia University, spoke his mind about library methods in business offices—one of the first recognitions that come to mind. Every one of us, working in a public or reference or special—every one of those adjectives standing in quotes!—library must look with real satisfaction on this ac-

ceptance of our techniques, of our service, of our interest and point of view by what some folks term "the larger world."

This all is due to the increase in the demand for such information as library methods can furnish and supply, not in any way to be charged to lack of interest in it by the—shall I call them?—regular library workers. It is just one more example of the spread of specialization in this world in which we live. Indeed, I feel sure we should include in this group of specials such eminently special libraries as the Pierpont Morgan, the Frick Art, the Numismatic and the Hispanic Society libraries, as well as the New York Historical Society, to say nothing of the justness of calling the role of such club libraries as the Grolier, Racquet and Tennis, University and the others. When I spoke admiringly to Arthur Train about the local color in one of his stories that touched on Egypt and the Nile, he said "All right, but do you know how near I got to Egypt when writing that piece? All the way over in the library of the University Club"!

I want to mention, too, the help given by our special libraries to one piece of work with which I had some connection—the second edition of the *Union List of Serials* published by the H. W. Wilson Company. One hundred seventy-two subscribers came from this state, and of this number I figured some sixty-two were well inside the "special" grouping.

The H. W. Wilson Company

The mention of that last name brings to mind one more characteristic of this half century of ours in library work, namely the amazing growth of implementation, partly in printed pages, partly in instruments of one sort or another.

Sometimes we are prone to think and talk about the way the wise men, come from the East. Here is one instance when the wise man, the foreseeing man, came from the west, ie., when

Halsey Wilson out there in Minneapolis saw the possibility of joining Oswald Mergenthaler's linotype slugs for records of book titles into what we now accept as the normal fashion of cumulated indexes. There stands one American contribution to the technique of research well worth bearing in mind. Think of the growth of indexes to current publications, to periodicals, to so many other forms of references, all to the credit of the Wilson concern.

Mr. Wilson and some others know well enough how one man has proclaimed in public and in private, at every opportunity, how emphatically he stood opposed to the so-called service-charge basis for obtaining the Wilson publications. He has not had one single change of heart about that from the earliest day he gleaned it to this day and hour. But he wants, none the less, to stand in the forefront and pay tribute to the pioneering achievement the man and his company so richly deserve.

Growth of Indexing Services and Use of Mechanical Equipment in Libraries

It seems appropriate to consider at this time the growth of indexing services throughout the country. It was in 1848 that the preliminary issue of what later made its bow to the public in 1853 as the first edition of Poole's *Index to Periodicals* was published. Here was one more instance of the pioneer spirit in a hitherto uncovered field. Shortly thereafter came the *Index Medicus* of Billings and Fletcher, followed in our own time by the attempts at cooperative indexing by the A.L.A. and, more successfully, by the *Chemical* and *Botanical* and all the other *Abstracts*, witnessing the growth of instrumentation in the field of research, and the effect on libraries and librarians.

Which brings me to another phase, quite possibly one that may make an even greater impress on us and our work than any of these just mentioned. Some of you may recall the time when our libraries had no artificial light,

when we had no telephone service, no typewriters, and were allowed no use of ink, even in fountain pens. All quite understandable if you recall the other conditions that faced the library and the commendable zeal for the safety of his books shown by the librarian.

Just stop for a moment now to think back to the amazing spread of the use of the photographic camera in library work. Think how many libraries use electric charging, photo cells for opening doors and charging admissions, elevators and carriers for delivery of books, pneumatic tubes for transmission of order slips. All these today seem so normal and commonplace as to call for no comment. Yet, let me say that when working on the mechanical equipment for what we then called the "new building" for the library at 42nd Street, a librarian of real distinction rather scornfully opposed pneumatic tubes for delivery of readers' slips. He triumphantly asked me if I remembered how in the British Museum all they needed for that process was a little pair of pliers on the end of a string, the pliers holding the slip as it was then "histed" to the upper level from the reading room enclosure.

There are two things I have no hesitancy in saying here and now, first that the next generation is going to see a great increase in the use of electrical and electronic methods applied to library work; second, that the demand is equally great for librarians to define their needs and work closely together with the technicians in planning ways for those needs to be met most successfully by these newer methods.

It is encouraging and stimulating to hear how the New York Chapter of Special Libraries Association met with men from the Library of Congress to talk about these matters. It is quite significant that Ralph Shaw of the Department of Agriculture Library gave the Windsor lectures on this subject this summer, first, at the University of

(Continued on page 269)

Blue Prints First—Coordinate Isolated Regionalism Now

Mr. Gremling is Head, Serials Department, Linda Hall Library, Kansas City, Missouri.

EACH OF US is far too familiar with the many disturbing problems of city planning confronting the average metropolis in this century. Picture for a moment a development of such an extensive venture. Previously, many towns were established from consolidations of several small villages functioning somewhat competitively until united under a single administration. Others were formed around a solid core; a village nucleus to which subdivisions were added periodically. In the latter case, each annexation brought its own system of layout, street names, house numbers, zoning restrictions, methods of taxation and non-standardized public utilities in various stages of completion. Today, these same cities present a conglomeration of special problems resulting from haphazard expansion of yesterday. City planning commissions, looking to the future, are constantly confronted with tasks involved in simulating a composite picture from chaos, the material with which they work.

Why should this example be presented in a paper dealing with regional library cooperation? Is it not exactly what is happening today with isolated projects functioning in the Pacific Northwest, Chicago, Cleveland, Denver, Sacramento, Philadelphia, Cambridge, Nashville, Detroit and Ann Arbor, Washington, D. C. and perhaps soon in Kansas City? Each group, acting independently with interproject cooperation as a mutual aim, collectively offers

union catalogs, cooperative acquisition and discard plans, interlibrary-loan privileges, consolidation of resources, stack pools, duplicate exchange outlets and bibliographic aid. As individual projects, inter-regional cooperation is not as successful as would seem possible.

Need for National Coordination

These regional library centers are a comparatively recent manifestation of current trends among American libraries toward placing the printed and personnel resources of many libraries at the disposal of the clients of each participating library. Small centers are naturally hampered by inadequacies so that no one group offers all of the services mentioned above. Marshaling these projects within a national system would standardize methods and functions; offer complete service in each and every area.

Cooperative undertakings are commended for performing an indispensable service previously unavailable. However, valuable as these developments may prove, each is limited in coverage and extent. On paper, services are available to all applicants, while actually only a small area clientele is benefited by any one district project. Rules and methods differ, necessitating natural limitations to the variety of participants.

Should these individual attempts be allowed to continue without advantages of national coordination, the library world will, in the future, find itself in the position of the city fathers mentioned in paragraph one. If we fail to act soon, committee after committee will be necessarily appointed to cope

with and survey the vast problem of unraveling the growing entanglements blocking a unification plan. Any change should be instigated now! Now, while there is time; while it is possible to mold individual policies to fit a federated system on a national scale.

Regional cooperation need no longer face questions of worth; it has been time proven. The real problem is method. Finance, for instance, presents one of the most thought-provoking hurdles to any cooperative plan. Initial grants from special foundations and government aid were received by many of the state and regional developments now existent. What happens when such aid is exhausted or withdrawn? Are the union catalogs to be maintained currently? Is bibliographic service to be continued? Or is the entire project to become obsolete; remaining at the stage achieved when its initial endowment becomes depleted? National coordination would also face problems of finance; these can be solved by a method discussed later.

To alleviate the current cross-patch situation, a pattern on a state or higher level must be effected. Variations in conditions and needs between states point to a regional plan in some areas, particularly the sparsely populated sections of the West and small states along the eastern coast and a state plan in sections of heavier demand. Any pattern devised must provide effective large area service.

Planning for Regional Centers

Initiation of a national federation pre-requisites a plan, a blueprint. Our national professional associations could provide a composite steering committee to formulate a basic table of organization and later pass upon more specific detail planning. Three decisions would immediately need the attention of this committee. Firstly, where should the level of cooperation be set? Should it be state, providing forty-eight separate centers, or should it be truly regional, limiting the number of bibliographic

pools to eight or nine? A combined state-regional set-up seems most appropriate depending upon demand per square mile area. Secondly, how may individual libraries be educated to the fact they are not enchained within the meshes of a system. To be successful, enlistment must be a voluntary procedure yet comprehensive. Proper publicity would no doubt be granted by all organizational magazines and professional trade journals. Thirdly, how is this national plan to be financed? Cost is ever a major but surmountable item if shared fairly. From past experiences it has been found most expedient to divide all expenses between participating members of an area project. Payments are not to be based upon service requested; a system which places the burden on those least able to pay. If small libraries could pay for unlimited service received, they could also enhance their own collections to the point where inter-loan and bibliographic aid would not be necessary. Consequently to make the levy most fair, each library should pay a fixed sum based on its annual income with appropriate compensation for need and ability to pay. For instance, libraries providing building maintenance from their annual budget need pay less than libraries in a similar income class, but not paying for these services. Since each area project would include practically the same number of participating libraries, and the cost of operation varies by regions, the revenue received in any one area should be made available to that regional center only. Necessarily, various projects would have different incomes, the overhead costs being relatively different.

After these major decisions have been accomplished, buildings and staff must be provided for each regional center. Since each headquarters shall provide a collective book pool for its own area, the buildings must offer primary stack room, and space for union catalog, offices and technical pro-

cesses. No public areas will be necessary as such services will not be offered at regional offices, but carried on at each of their many participating agencies. Eventually each central pool will boast a collection and union catalog similar in size and content to all other centers. Building plans therefore, can be quite similar in every case. Personnel problems will vary by areas depending upon service requests received. Sites for regional centers should be picked preferably adjacent to a library already possessing strong reference and research facilities. Political pressures must be avoided by selecting a privately endowed institution as a core collection rather than a library obtaining its income from public funds. All material within a sectional center will become the collective property of the entire region so policy must not be dictated by local organizations nor tax-jealous commissioners.

Union Catalogs

Regional pools, once established, will then be federated into a cooperative system. Each building soon should contain a dual purpose union catalog—its own area libraries and holdings available at all other central pools. Locally, the union catalog will pinpoint last copies of every piece of material available within its area, and appropriate requests can then be made concerning ultimate disposition in favor of the pool rather than discarding for pulp. In conjunction with this discard policy, libraries in any one area might check against their regional union catalog before purchasing special or expensive items. Such a trend avoids unnecessary duplication and permits subject specialization in small libraries. Cooperative acquisition provided by the regional center would naturally bring larger discounts to local units.

Simple routines for systematic discarding can be easily established for each participating library. Local units would voluntarily choose their annual discards, sending lists of potential ma-

terial to the central unit. These lists would then be checked against holdings in the area last-copy collection for inclusion if needed. Since only one copy would be held, duplicates could then be offered to all other regional centers. No copy would be pulped until each regional pool boasted a similar item. Finally, the check list would be returned to the original library with forwarding instructions on wanted items and a discard release on all others. In actual practice, this would parallel but not replace local duplicate exchange unions.

Inter-Loan Requests

Speed would be of prime importance in handling lists and inter-loan requests thus necessitating two-way direct communication between all regional centers through telegraph, teletype or television transmission. Considering national union catalogs in each center plus a network communication system, each regional project becomes a virtual message center for receiving and disposing of all requests whether bibliographic, inter-loan or otherwise. Material not available locally could rapidly be located and requested directly from the nearest source; sent without benefit of relay to the requesting library.

All inter-loan requests unless specified otherwise, would be filled with film copy. Master films of all material could be preserved or forwarded to a central splicing laboratory. Eventually through systematic copying and compilation of inter-loan requests, entire volumes and sets would become available on film. Subsequently one copy of each completed film would then be made available to the regional pools which in turn could dispose of their paper counterparts as deemed appropriate. Through a film copy replacement policy, space would be conserved as large paper volumes disappeared in favor of smaller microcopy.

Numerous problems and service policies connected with any plan for co-

(Continued on page 268)

Special Libraries Association

Constitution and By-Laws

(As Adopted June 19, 1936. As Amended June 18, 1937, June 6, 1940, June 24, 1943, June 21, 1944, June 11, 1948, June 17, 1949, June 15, 1950).

Constitution

ARTICLE I

Name and Object

Section 1. *Name*: The name of this Association shall be SPECIAL LIBRARIES ASSOCIATION.

Section 2. *Object*: The object of this Association shall be to encourage and promote the collection, organization and dissemination of information, to develop the usefulness and efficiency of special libraries and other research organizations and to encourage the professional welfare of its members.

ARTICLE II

Membership

Section 1. *Types*: There shall be seven types of national membership: Active, Associate, Student, Institutional, Sustaining, Honorary and Life.

Section 2. *Active*: Active members shall be individuals who are actively engaged in library, statistical or research work, or who were formerly so engaged. They shall be entitled to receive the Journal free, to affiliate with one Division without further payment, to affiliate with the Chapter of their choice, to vote at all meetings of the Association, and to hold office.

Section 3. *Associate*: Associate members shall be individuals who are actively engaged in library, statistical or research work, or who were formerly so engaged. They shall be entitled to receive the Proceedings issue of the Journal, to affiliate with not more than one Division without further payment, to affiliate with the Chapter of their choice, and to vote at all meetings of the Association.

Section 4. *Student*: Student members shall be individuals who are enrolled in classes in library, statistical or research work. They shall be entitled to affiliate with the Chapter of their choice.

Section 5. *Institutional*: Institutional members shall be individuals, libraries, firms or other organizations maintaining a library, statistical or research department. In addition to all privileges of Active membership, the designated representative of an Institutional member shall be entitled to receive all publications of the Association free during the term of membership, except those that the Executive Board may designate as self-sustaining.

Section 6. *Sustaining*: Sustaining members

shall be individuals, firms or other organizations not actively engaged in library, statistical or research work but interested in supporting the Association. They shall be entitled to receive the Journal free and to affiliate with the Chapter of their choice but they shall not have the power of voting or of holding office.

Section 7. *Honorary*: Honorary members shall be individuals whom the Association desires to honor. Nominations may be proposed by the Executive Board at any meeting of the Association. Honorary members shall enjoy all the rights and privileges of Active members except the power of voting and holding office.

Section 8. *Life*: Anyone eligible to Active membership may become a Life member upon the payment at one time, and without further obligation, of the sum determined by the Executive Board in accordance with provisions of the By-Laws. They shall enjoy all the rights and privileges of Active members. All who are Life members at the time of the adoption of this Section shall enjoy the same privileges.

ARTICLE III

Officers

Section 1. *Enumeration*: The officers of the Association shall be a President, a President-Elect, who shall serve as First Vice-President, a Second Vice-President, a Secretary, a Treasurer and six Directors.

Section 2. *Election*: The President-Elect, the Second Vice-President, the Secretary and the Treasurer shall be nominated and elected in accordance with provisions of the By-Laws. They shall serve for one year or until their successors are elected and assume their duties.

Section 3. *Directors*: Two Directors shall be nominated and elected each year in accordance with provisions of the By-Laws to succeed the Directors whose terms next expire. They shall serve for three years, or until their successors are elected and assume their duties.

ARTICLE IV

Executive Board

Section 1. *Composition*: The Executive Board shall be composed of the President, Vice Presidents, Secretary, Treasurer, Direc-

tors and the last retiring President. The Board shall have and shall exercise such powers and duties as the By-Laws may provide, or as the Association may direct.

Section 2. *Vacancies*: Any vacancy occurring in the Executive Board by reason of resignation or death may be filled by a majority vote of the remaining members of the Board, the appointee to serve until the next annual election.

ARTICLE V *Advisory Council*

Section 1. *Composition*: There shall be an Advisory Council consisting of the executive officer of each Committee, Division and Chapter. In case of inability of the executive officer to attend meetings of the Executive Board, he may designate a member of his Committee, Division or Chapter to represent him. He may also send a written report to the President or Secretary which may be presented at said meeting. The Council shall perform such duties as the By-Laws may provide.

ARTICLE VI *Meetings*

Section 1. *Annual*: The annual meeting of the Association shall be held at the time and place determined by the Executive Board.

Section 2. *Quorum*: One hundred voting members in good standing shall constitute a quorum for the transaction of business at all meetings of the Association.

Section 3. *Rules*: "Robert's Rules of Order," latest edition, shall govern all deliberations of the Association, Executive Board and Committees, when not inconsistent with the Association's Constitution and By-Laws.

ARTICLE VII *Amendments*

Section 1. *Constitution*: This Constitution may be amended or repealed by a two-thirds vote of the returned written ballots sent to the entire voting membership; provided, however, that written or printed notice containing the text of all proposed amendments shall have been sent to each voting member, and/or published in the Journal of the Association, at least thirty (30) days prior to the Annual Meeting; provided, further, that all proposals shall be discussed at the Annual Meeting and that a three-fourths vote be required for the adoption of any amendments to the proposals submitted to the Annual Meeting. The ballot for the mail vote shall carry the text of all proposals submitted except that the text of those amended at the Annual Meeting shall be in the form adopted by that Meeting; and, further, the ballot shall indicate the votes pro and con on each proposal. The Executive

Board shall set the procedure for the mail vote and the closing date.

Section 2. *Proposals*: Amendments to the Constitution may be proposed in writing by the Executive Board, by the Committee on Constitution and By-Laws or by any twenty-five voting members of the Association, except that proposals originating in the aforesaid Committee shall be reported first to the Executive Board.

Section 3. *By-Laws*: By-Laws may be adopted or amended by the same procedure as provided in Article VII, Section 1. In case of changes of duties and minor procedures as outlined in the By-Laws, the mail vote may be dispensed with by a three-fourths vote of those present and voting at the meeting at which such change is discussed.

BY-LAWS

BY-LAW 1

Duties of Officers

Section 1. *President*: The President shall be the chief executive officer of the Association, and subject to the Executive Board, shall have general supervision and control over its affairs. He shall preside at all meetings of the Association and of the Executive Board, and shall sign all orders drawn upon the treasury for the payment of funds, unless he otherwise designates. Together with the Secretary he shall sign all contracts and other legal documents, when authorized by the Executive Board to do so. He shall see that the Constitution and By-Laws of the Association and the orders of the Executive Board are faithfully executed, and shall recommend to the Board such measures as he may deem necessary for the best interests of the Association.

Section 2. *Vice Presidents*: In the absence or withdrawal of the President, the Vice Presidents, in their respective order, shall have and perform all the duties and obligations of the President. The Vice Presidents shall perform such other duties as the President or Executive Board may request.

Section 3. *Secretary*: The Secretary shall keep a record of all meetings of the Association, of the Executive Board and of the Advisory Council; he shall have custody of the seal of the Association; he shall, with the President, sign all contracts and other legal documents, and shall perform such other duties as may be requested by the Executive Board.

Section 4. *Treasurer*: The Treasurer shall have the custody of all funds of the Association, and shall render a true account of the same to the Association at each annual meeting. He shall keep a record of, and disburse such funds in accordance with the mandates of the Executive Board, upon orders drawn by

the Secretary and approved by the President. He shall, upon request, submit to the Executive Board a statement of all funds in his custody.

BY-LAW II *Executive Board*

Section 1. *Authority*: The Executive Board shall have and exercise power and authority to manage and conduct the business of the Association, subject to authorization of the Association. Custody of all property of the Association shall be vested in the Executive Board, which shall have power to manage the same for the best interests of the Association.

Section 2. *Meetings*: The Executive Board shall meet at the call of the President. Upon the written request of any three members of the Board to the President, he shall call a meeting of the Executive Board. All meetings of the Executive Board shall be open to members of the Advisory Council; provided, however, the Executive Board shall, in its discretion, have the right to meet in executive session.

Section 3. *Quorum*: Seven members of the Executive Board shall constitute a quorum for the transaction of business.

BY-LAW III *Advisory Council*

Section 1. *Meetings*: Members of the Advisory Council shall meet at least once with the Executive Board during the annual meeting. The members of said Council shall be privileged to attend all meetings of the Executive Board, except executive sessions, and shall have the right to speak on any question, but not the right to vote.

Section 2. *Duties*: Members of the Advisory Council shall submit reports on the activities of their respective Committees, Divisions or Chapters, together with such recommendations as they deem advisable or necessary, to the Executive Board.

Section 3. *Organization*: The Advisory Council may organize by the election of a chairman and a clerk, both of whom shall be members of the Council, and may hold such meetings for the proper performance of its duties as the chairman or Council may designate.

BY-LAW IV *Committees*

Section 1. *Standing*: Standing Committees shall be appointed to consider matters of the Association which require some continuity of attention and members. Members of all Standing Committees shall be appointed for overlapping terms of two years each, and may be reappointed for a second or third consecu-

tive term but not for a fourth. On the first appointments following the adoption of this By-Law, the Executive Board shall designate the length of the terms of appointments, so that the terms of half the members of each Committee, as nearly as may be, shall expire each year.

Section 2. *Special*: The Executive Board may authorize such Special Committees as it deems necessary, to perform such duties as the Board may assign to such committees. The term of appointment for members of all Special Committees shall end with the Association year, but members may be reappointed.

Section 3. *Appointments*: The President, with the approval of the Executive Board, shall appoint the chairmen of all such Committees which shall be responsible to the Executive Board. When so directed by the Executive Board, the President shall appoint the entire Committee.

BY-LAW V *Divisions*

Section 1. *Creation*: The Executive Board may authorize the establishment of Divisions relating to definite interests of special librarians which are actively represented in the Association, upon the written petition of ten or more members engaged in the work of the proposed Divisions.

Section 2. *Membership*: Members may affiliate with one, two or three Divisions according to the privileges granted for their respective types of membership. Members may affiliate with an additional Division or Divisions upon the payment of fifty cents (50¢) annually for each affiliation.

Section 3. *Discontinuance*: The Executive Board may, in its discretion, recommend the discontinuance of a Division when, in its opinion, the usefulness of that Division has ceased. The Board shall submit such recommendation to the next annual meeting of the Association, and, if the recommendation shall be adopted by a majority vote of the members present and voting, such Division shall thereupon be dissolved.

BY-LAW VI *Chapters*

Section 1. *Creation*: Chapters shall be established only by authorization of the Executive Board, upon the written petition of ten or more Active or Institutional members of the Association, residing in the territory within which the Chapter is desired.

Section 2. *Government*: Chapters may adopt a Constitution or By-Laws, or both, to govern their activities, not inconsistent with the Constitution and By-Laws of the Association.

Section 3. *Membership*: Every member of

the Association shall automatically be a member of the nearest Chapter within fifty miles of his residence, unless he requests otherwise. Members not living within fifty miles of a Chapter shall be considered unaffiliated members unless they request a definite affiliation.

Section 4. *Discontinuance*: The Executive Board may, in its discretion, recommend the discontinuance of a Chapter when, in its opinion, the usefulness of such Chapter has ceased. The Board shall submit such recommendation to the next annual meeting of the Association, and if the recommendation shall be adopted by a majority vote of the members present and voting, such Chapter shall thereupon be dissolved.

BY-LAW VII

Finances

Section 1. *Source of Funds*: Funds of the Association shall include income from membership dues, subscriptions, advertising, sale of publications and such other sources as the Executive Board shall approve.

Section 2. *Fiscal Year*: The fiscal year shall be the calendar year.

Section 3. *Dues*: Dues shall be determined by the Executive Board, subject to ratification by a two-thirds vote of the members present and voting at any annual meeting of the Association; and provided, further, that written or printed notice of the proposed change shall be given to all voting members at least sixty days in advance of the meeting at which such action is to be considered.

Section 4. *Dues Payable*: All dues shall be payable annually in advance. The initial dues of new members shall be assessed and collected on a quarterly pro-rata basis.

Section 5. *Dues in Arrears*: The membership of any person, firm or organization whose dues shall be two months in arrears, and who shall continue such delinquency for one month after notification of the same, shall automatically cease.

Section 6. *Reinstatement*: Reinstatement may be made on payment of dues for the current year.

Section 7. *Committee Expenses*: Funds for the support of Committee activities shall be paid by the Treasurer upon authorization by the Executive Board. Each Committee shall submit an application setting forth in such detail as the Board may require the purposes for which funds are requested with an approximate budget of expenses.

Section 8. *Division Expenses*: All dues paid for additional affiliations shall become the property of the Division but shall be collected at Headquarters. The ordinary operating expenses of Divisions shall be met by an appropriation based on membership, the percentage and amount of the appropriation to be de-

termined and authorized annually by the Executive Board. Payment to the Division shall be made semi-annually and automatically in advance. Applications for funds for special projects shall set forth in such detail as the Executive Board may require the purposes for which such funds are requested together with an approximate budget of expenses.

Section 9. *Chapter Expenses*: Expenses of Chapters shall be set by the appropriation of a percentage of membership dues paid by Chapter members, the percentage and amount of the appropriation to be determined and authorized annually by the Executive Board. Payments to Chapters shall be made semi-annually and automatically in advance. For cause shown, the Executive Board may grant additional funds, or it may grant loans to a Chapter in its discretion. Each Chapter which shall make application for such additional funds or loans shall submit an estimated budget of expenses, in such detail as the Executive Board may require.

BY-LAW VIII

Meetings

Section 1. *Annual*: Notice of the annual meeting, in writing or printed in the Journal or otherwise, shall be sent to each voting member at least thirty days prior to the date of such meeting.

Section 2. *Special*: The Executive Board shall have power to call such special meetings of the Association as said Board may deem necessary. Notice of special meetings, in writing, or printed in the Journal or otherwise, shall be sent to each voting member at least thirty days prior to the date of such meetings. Such notice shall clearly specify the business to be transacted, and no business other than that stated in said notice shall be considered.

BY-LAW IX

Nominations

Section 1. *Committee*: At least one month prior to each annual meeting of the Association, the Executive Board, upon recommendation of the President-Elect, shall appoint a Nominating Committee of five members, no one of whom shall be a member of the Executive Board, to nominate candidates for elective positions for the next succeeding election. These members shall be chosen from those holding Active or Life memberships or shall be duly authorized representatives of Institutional members. Two candidates for each of the offices of President-Elect, Second Vice President, Secretary, Treasurer and two Directors shall be presented. In the first election after the adoption of this section, two candidates shall be presented for each of four

vacancies as Director as follows: One Director for a one-year term, one Director for a two-year term and two Directors for three-year terms.

Section 2. *Candidates*: Names of candidates, together with their written acceptance, shall be presented by the Nominating Committee to the Executive Board at its Fall meeting. The Board shall cause these nominations to be printed in the first issue of the Journal following this meeting and make suitable provision for informing members who do not receive the Journal.

Section 3. *Other Nominations*: Further nominations may be made upon written petition of ten voting members in good standing. Such petitions, accompanied by written acceptances of the nominees, must be filed with the Executive Secretary of Special Libraries Association at Association Headquarters not later than three months prior to the Annual Meeting.

Section 4. *Ballot*: The Nominating Committee shall prepare an Official Ballot, including nominations by petition, if any. The professional position and business address of each nominee shall appear on this Ballot.

BY-LAW X *Elections*

Section 1. *Committee*: The President, with approval of the Executive Board, shall appoint a Committee on Elections which shall have charge of the conduct of the annual election and the counting and tabulation of all votes cast.

Section 2. *Mailing*: At least six weeks prior to the annual election the Executive Secretary shall mail a copy of the Ballot to each member of the Association. Ballots shall be marked, sealed in plain envelopes, and returned to the Executive Secretary in covering envelopes bearing on the outside the name and address of the member voting, together with the words, "Official Ballot". The Executive Secretary shall check on a list of members the names of all members whose votes are received.

Section 3. *Elections*: The candidates receiving the largest number of votes shall be declared elected and shall be so reported at the business session of the annual meeting by the Committee on Elections. In case of a tie vote, the successful candidate shall be determined by majority vote of members present and voting in annual meeting, if in session, otherwise by lot conducted by the Committee on Elections. In case there is no annual meeting, the report of the Committee on Elections shall be printed in the Journal.

BY-LAW XI *Publications*

Section 1. *Publications*: The Association shall publish an official organ, which may be referred to as the Journal, and such other publications as the Executive Board may authorize. Control of all publications shall be vested in the Executive Board, with power to fix advertising rates, and subscription rates, if any.

Section 2. *Editors*: The Editors shall be appointed annually by the Executive Board. They shall have charge of their respective publications subject to the editorial policies approved by the Board. The Editor of SPECIAL LIBRARIES shall attend the meetings of the Executive Board, and shall have the right to speak on any question before the Board, but not the right to vote. The service of any Editor may be terminated after thirty days' written notice by either party.

BY-LAW XII *Headquarters*

Section 1. *Location*: The headquarters of the Association shall be at such place as the Executive Board may determine.

Section 2. *Executive Secretary*: The Executive Secretary shall be appointed annually by the Executive Board. His services may be terminated after thirty days' written notice by either party.

Section 3. *Duties of the Executive Secretary*: The Executive Secretary shall have charge of the headquarters office; he shall keep a record of the names and addresses of members, designated by classes; he shall issue all bills and collect all money due the Association; he shall draw all orders upon the treasury for the payment of funds; he shall be responsible for all work in connection with the publication of the Journal, except such as is assigned to the Editor; he shall perform such other duties as may be requested by the Executive Board. He shall attend all meetings of the Executive Board and shall have the right to speak on any question but not the right to vote.

BY-LAW XIII *Affiliation*

Section 1. *Societies*: The Executive Board may by vote affiliate with the Association any national society having purposes similar to those of Special Libraries Association, or may in like manner cause the Association to be affiliated with any national society having similar purposes. The Executive Board may by vote cancel an affiliation when, in its opinion, such affiliation is undesirable, but such vote to be effective shall be approved by the Association.

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CONVENTION—Frederic C. Battell, Minnesota & Ontario Paper Company, 500 Baker Arcade Building, Minneapolis 2, Minnesota.

DIRECTORY—Isabel L. Towner, 440 Riverside Drive, New York 27, New York.

DOCUMENTATION—Eugene B. Jackson, 3019 Parkway Terrace Drive, S.E., Washington, D. C.

ELECTIONS—Gerard L. Alexander, Map Division, New York Public Library, New York, New York.

NOMINATING—Dr. Jolan M. Fertig, Westinghouse Electric Corp., Westinghouse Research Laboratories, East Pittsburgh, Pennsylvania.

PLACEMENT POLICY—Agnes O. Hanson, Business Information Bureau, Cleveland Public Library, 325 Superior Avenue, N.E., Cleveland 14, Ohio.

RESOLUTIONS—Appointment pending.

SPECIAL REPRESENTATIVES

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE—Melvin J. Voigt, Carnegie Institute of Technology, Schenley Park, Pittsburgh 13, Pennsylvania.

AMERICAN DOCUMENTATION INSTITUTE—Dr. Mortimer Taube, 6320 Meadow Lane, Chevy Chase, Maryland.

AMERICAN STANDARDS ASSOCIATION—Mrs. Ruth McG. Lane, Massachusetts Institute of Technology, Cambridge, Massachusetts.

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LIBRARY BINDING INSTITUTE—Phillips Temple, Riggs Memorial Library, Georgetown University, Washington, D. C.

RESEARCH & DEVELOPMENT BOARD—Elma T. Evans, Cornell Aeronautical Laboratory, Inc., 4455 Genesee Street, Buffalo 21, New York.

H. W. WILSON CO.—Eleanor Fair, Metropolitan Life Insurance Company, 1 Madison Avenue, New York 10, New York.

REPRESENTATIVES ON JOINT COMMITTEES

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LIBRARY WORK AS A CAREER—Marguerite Giezantner, Reference Library, Field Enterprises, Inc., 35 East Wacker Drive, Chicago 1, Illinois.

MICROCARD—Ralph J. Shoemaker, The Courier Journal & Times, Louisville, Kentucky.

NURSING SCHOOL LIBRARIES—Mrs. LaIva B. Davis, Nurses' Library, St. Catherine Hospital School of Nursing, 4321 Fir Street, East Chicago, Indiana.

STANDARDS ON HOSPITAL LIBRARIES—Catharine Heinz, United Hospital Fund, Hospital Library Bureau, 8 East 41st Street, New York 17, New York.

U. S. BOOK EXCHANGE—Mrs. Irene M. Strieby, The Lilly Research Laboratories, Eli Lilly & Company, P. O. Box 618, Indianapolis 6, Indiana.

A Special, Special Library

(From the *Westchester Library Bulletin*, October 1949)

THE INDEX DEPARTMENT of the *Reader's Digest* is one of the most unique special libraries on record. Here in a pleasant office the visiting librarian sees the familiar looking catalog cabinets filled with over 150,000 author, subject, title and source cards all indexing the contents of a single magazine—the *Reader's Digest*. From these cards, any article, any name or subject alluded to in an article, as well as short anecdotal sketches in the *Digest*, can be found in a few minutes.

Such a reference source is, of course, primarily designed for the use of the editors and staff of the *Reader's Digest*, who must frequently know what articles have appeared, or what reference to people or events have been made, either to decide on a new article for inclusion, or for some other purpose. For instance, an inquiry on pre-trials showed only one article ten years ago, and so "Uncle Sam Modernizes His Justice" was included in a recent issue. Another editor sent a note, "Articles on medical

uses of radio-active isotopes are coming so thick and fast that I'm not sure how much we have had to date. Would you be good enough to let me know?"

Typed lists are supplied by Mrs. Mary Frank Mason and her staff to editors and research workers covering a wide range of subjects. The most extensive listing was book size, prepared for the International Editions Office, titled, *Looking Abroad with the Reader's Digest*, an index of articles covering over one hundred countries and territories around the world over a period of a quarter of a century. Mrs. Mason also reports frequent help to readers and the general public in locating *Digest* articles, anecdotes and allusions. An advertising executive, for instance, was pleased to get not only a listing but also tear sheets on the subject of *Giving*, to help in a community chest campaign.

Mrs. Mason, one time chief of the Extension Department of the New York Public Library, has had considerable experience in the library field, including adult education and hospital library work. She joined the staff of the *Digest* to fill a long felt need for the organization and maintenance of an Index Department. The Index has been in operation since September 1943, and now covers every issue of the magazine since its first appearance in February 1922. The minute coverage necessary for the special uses of the Index means

that the average article often has a dozen subject cards, while many articles have as many as thirty subject headings.

Every day secretaries visit the Index to look up information for answers to queries in the mail. Information is also furnished over the telephone to the New York offices and the inquiring public. The request comes, "A year or two ago—no maybe it was three or four years ago—you had an article on how to pick a mate and stay married." Or, the query may be on how to improve the taste of food or beverages by the use of short wave. As all reference librarians know, the title is usually quoted incorrectly, and sometimes the subject itself is so mangled that it requires astute questioning and detective sense to run down the answer. To perform their function the Index Department has to combine the talents of the classifier, cataloger and reference librarian.

A further step in the Index service has been taken recently, and a microfilm index will be available soon to outside offices of the *Digest* and to public libraries as well. Services in locating *Digest* articles are available to any library that may wish to inquire by telephone or by writing to the Index Department of the *Reader's Digest*.

DOROTHY S. TRUESDALE,
White Plains Public Library.

Wanted: A Table-of-Contents Reprint Service

THE FOLLOWING SUGGESTION made by Alice V. D. Gazin, who is a member of the library staff, The Rand Corporation, Santa Monica, California, is believed to be in line with the continued growth and increasing importance of the special library as an in-

tegral part of modern scientific organizations.

The idea is a result of watching the routine circulation of current issues of periodicals. Experience has shown that magazine hoarding is common practice among busy scientists and engineers.

Thus a current magazine often will remain on the desk of a recipient (together with magazines received days, weeks, perhaps months previously) until time permits his thumbing through its pages in search of the elusive table of contents. No article of interest to the recipient may appear in the issue. Eventually it will be routed on or returned to the library unread—except for the table of contents. Meanwhile, colleagues who might have found articles of immediate interest are unaware of their existence.

Were reprint copies of the tables of contents available, their *wide circulation* within a *short period of time* would be possible. Simultaneously, the magazine would be available to all, in the periodical room.

The suggestion: That publishers sup-

ply, by subscription at a nominal price, the number of table-of-contents reprints requested; and that these be sent with, or in advance of, the subscription copy of the magazine.

Although special libraries would probably be the chief users of such a service, many of the larger industrial concerns must have similar problems and might welcome this solution.

Reprints of articles are supplied to authors for a nominal fee. Why not make reprint copies of the tables of contents available on a subscription basis?

It is hoped that this suggestion will arouse the interest of all librarians and that, once the interest is aroused, the idea will gain sufficient momentum to impel magazine publishers to take the necessary action.

Off the Press¹

LIBRARIES IN NEED is the title of a booklet prepared by UNESCO which is available from the Division of Publications, Department of State, Washington, D. C. It describes the incredibly large losses to libraries in the war-devastated countries and is recommended reading for those interested in the international aspects of science. The statistics are shocking and reveal the fact that millions of books and periodicals are needed in the devastated countries of Europe and Asia. In the Philippines, library losses were 95 percent; 60 to 70 percent of Poland's libraries have been destroyed or carried away. Approximately two million volumes are said to be lost to France and fifty-one Norwegian libraries were destroyed.

* * *

MAGAZINE MERCHANDISING SERVICES is the title of a new publication which is to be published annually by the Rockmore Company, advertising agency, 37 West 57th Street, New York City. It will contain a listing of the merchandising aids made available by forty-seven consumer magazines.

¹ Where it is possible the editor has given prices for publications noted in this section. The omission of a price does not necessarily indicate that the publication is free.

THE CATALOGUE OF INCUNABULA AND MANUSCRIPTS IN THE ARMY MEDICAL LIBRARY, compiled by Dr. Dorothy M. Schullian and Francis E. Sommer, is now available. The volume lists and describes fully the Army Medical Library's holdings of three classes of books: The first and largest part lists the incunabula; the second part lists early Western manuscripts (Latin, German, Italian and English); while the last lists Oriental manuscripts (Arabic, Persian, Turkish, Singhalese and Hebrew). The sections on incunabula and early Western manuscripts were compiled by Dr. Schullian; the part on Oriental manuscripts was compiled by Mr. Sommer. The preface was written by Dr. Max H. Fisch, formerly Chief of the History of Medicine Division, and now Professor of Philosophy at the University of Illinois. (New York, N. Y., Henry Schuman, Inc., 1950. \$15)

* * *

A leaflet listing CENSUS BUREAU PUBLICATIONS ON GOVERNMENTS has been issued by the Bureau of the Census and is available from that agency upon request. This bulletin describes briefly each of the seventeen reports on governmental finances and employment which the Census Bureau expects to issue in the fiscal year beginning July 1, 1950, and lists other recent publications of the Bureau regarding state and local governments.

THE INTERNATIONAL LABOR DIRECTORY is designed to meet a long-felt need for an authoritative and comprehensive reference work covering the labor movement, government labor agencies, arbitration associations, lawyers and labor relations consultants, and organizations functionally associated with the labor movement. This first edition of the DIRECTORY is a compilation of approximately 132,000 listings, of which about 68,000 are the names of labor officials and government representatives, 42,000 are addresses, and 22,000 are listings of local unions. This is the first time the information presented herein has ever been made available to the public in one volume. (New York, Claridge Publishing Corp., 1950. 861pp. \$25)

* * *

Advertising agency librarians will be especially interested in an article which appeared in the April 1950 issue of *Advertising Agency*. Entitled "Why We Value Our Library," the article was written by Ray G. Simmons, Executive Vice President and General Manager of Meldrum & Fewsmith, Cleveland, Ohio.

* * *

MANUAL OF GOVERNMENT PUBLICATIONS is by Everett S. Brown, professor of Political Science at the University of Michigan, and is the outgrowth of many years of research in the use of government publications. No attempt has been made to compile a bibliography of political science in general, or to cover the publications of the governments of the world in detail. The emphasis has been placed on American and British governments, and on international affairs, in the latter case as exemplified by the League of Nations, and on international affairs, in the latter case as exemplified by the League of Nations and the United States. (New York, Appleton-Century-Crofts, Inc., 1950. 121pp. \$2)

* * *

THE PUBLIC LIBRARY IN THE UNITED STATES is the general report of the Public Library Inquiry. Dr. Robert D. Leigh, the author, brings together in this report a summary of the total findings of the Inquiry, an analytical interpretation of them and conclusions and recommendations for further development. Following a brief description of the purpose and methods of the Inquiry itself, this study presents the most complete discussion available of the many factors influencing public library service in the United States. (New York, Columbia University Press, 1950. 272pp. \$3.75)

* * *

The PREVENTION OF DETERIORATION ABSTRACTS, published by the National Research Council, are offered for subscription on a yearly basis. Abstracts are classified under the headings: Biological agents; Electrical and electronic equipment; Fungicides and other

toxic compounds; Lacquers, paints, and varnishes; Leather; Lubricants; Metals; Miscellaneous; Optical instruments and photographic equipment; Packaging and storage; Plastics, resins, rubbers, and waxes; Textiles and cordage; and Wood and paper. One volume of approximately 2000 loose-leaf pages is published each year in monthly issues. Subject and author indexes are compiled annually to cover abstracts issued from July through June. The yearly rate of \$50 includes two sturdy binders and index tabs.

An ADVANCE LIST, a monthly bibliography of all reports received in this field, is available for \$10 a year. (Washington 25, D. C., National Research Council, Prevention of Deterioration Center, Room 204, 2101 Constitution Avenue)

* * *

PETROLEUM AND ITS PRODUCTS is the title of the annual Priestley Lecture given at Pennsylvania State College under the sponsorship of the faculty of the Department of Chemistry and Phi Lambda Upsilon, honorary chemical society. The lecturer, for the twenty-fourth annual series, 1950, W. J. Sweeney, is vice president of Research and Development of the Standard Oil Development Company, New York, N. Y. Copies of this lecture may be obtained at \$2.25 per copy by addressing the treasurer, Phi Lambda Upsilon, Department of Chemistry, Pennsylvania State College.

* * *

The June 1950 issue of *Standardization*, news magazine of the American Standards Association, Incorporated, carries a most interesting article on the library of the ASA and of its librarian, Hertha Wiegman.

* * *

THE TRAFFIC DICTIONARY, A HANDBOOK OF DOMESTIC AND FOREIGN TRADE AND TRANSPORTATION TERMS, PHRASES AND ABBREVIATIONS by George T. Stufflebeam is a practical handbook for anyone concerned with traffic or transportation, domestic or foreign. It contains definitions of more than 1800 everyday traffic terms, 1200 vital abbreviations, 1000 names and reporting code marks of every North American railroad, private car lines, steamship lines. In this enlarged, revised fourth edition, the author has included a wealth of new, up-to-date material. (New York, Simmons-Boardman Publishing Corporation, 30 Church Street, 1950. 292pp. \$3.75)

* * *

The American Trucking Associations, Inc., has recently issued a very interesting account of the growth and development of its library. Copies are available gratis as long as they last from Robert J. Test, Publicity Section, American Trucking Associations, Inc., 1424 Sixteenth Street, N.W., Washington 6, D. C.

INDEX TO DENTAL LITERATURE IN THE ENGLISH LANGUAGE, 1945-1947, is an author and title index to 144 periodicals from Australia, Canada, England, India, South Africa and the United States. The compiler, Martha Ann Mann, has followed a three-year cumulation 1942-1944. Also included are a list of dental books published 1945-1947 and a list of dental subject headings. (Chicago, Illinois, American Dental Association, 222 East Superior Street, 1950)

* * *

In "Photography Plays Part in Catalog-Card Making," published in the February 15, 1950, issue of the *Library Journal*, Bernard Karpel, librarian of the Museum of Modern Art, New York, describes a new photographic technique employed by the Museum in keeping the card catalog up to date. This method is proving so successful that it seems only a matter of time until it is accepted as a method of meeting one of the perennial problems of library administration.

* * *

An unusual study of the libraries and museums of Springfield, Massachusetts, has recently been released by Future Springfield, Inc., the privately financed bureau of municipal research of that city.

Prepared for the City of Springfield at the request of Mayor Daniel B. Brunton, the study covers the City's unique and quasi-public City Library Association which comprises both the libraries and museums.

Dealing with the organizational structure, management, techniques and personnel practices, the study brings into public focus many of the problems inherent in libraries and museums which are to be found throughout the country. A limited number of copies are available at \$1.25 each. Address: Future Springfield, Inc., Springfield, Mass.

* * *

THE LIBRARY OF THE BUREAU OF RAILWAY ECONOMICS is the title of a paper written by Hollis Winifred Platt for the class in Special Library Administration, Department of Library Science, Catholic University of America. Miss Platt, who is librarian of the Air Transport Association of America, has given a very comprehensive history of the library from its founding in 1910 to the present day when it has become the outstanding collection of railway literature in the world. This paper may be borrowed from SLA Headquarters or obtained gratis from the Bureau of Railway Economics Library, Association of American Railroads, Transportation Building, 17 & H Streets, N.W., Washington 6, D. C.

* * *

The papers which were presented at the 1949 Education Course sponsored by the Pittsburgh Chapter, SLA, were in such demand

that permission was received from the lecturers to have them mimeographed and distributed to those who were enrolled in the course and to sell a few extra copies.

The list of papers and lecturers are as follows: *Library Administration Practices*, Elizabeth B. Fry; *Budgets*, Adeline Bernstein; *Personnel Procedures*, Ross C. Cibella; *Filing, Methods and Supplies*, Ruth Morehouse; and *Review and Summary*, Marion L. Hatch. These papers, mimeographed and bound, may be borrowed from SLA Headquarters or purchased for one dollar from the Pittsburgh Chapter, SLA. Write Geraldine D. Anderson, Pittsburgh Consolidation Coal Company, Research & Development Division, Pittsburgh, Pennsylvania.

* * *

A new quarterly scientific periodical, *The Australian Journal of Agricultural Research*, has been established by the Commonwealth Scientific and Industrial Research Organization in collaboration with the Australian Institute of Agricultural Science and the Australian Veterinary Association as a medium for the publication of research papers in the broad field of scientific research on soils, plants and domestic animals. Dr. N. S. Noble has been appointed editor of this new publication.

The subscription is 30/— per annum. Inquiries and orders should be addressed to the Secretary, C.S.I.R.O., 314 Albert Street, East Melbourne, C.2.

* * *

A pamphlet, entitled WHAT'S THE ANSWER?, issued by the Chamber of Commerce of the United States, includes a suggested minimum reference library of general business research sources. The publication is a guide to sources of business statistics for the small staff and is available from the Chamber's Economic Research Department, Washington 6, D. C., for 25 cents. Prices listed for each of the "essential" publications included in the suggested list show what source materials may be purchased for an annual expenditure of \$50.

* * *

THE H. W. WILSON COMPANY by John Lawler is a lively, readable account of the history of the Wilson Company and its founder. The usefulness and appreciation of the basic indexes, *Reader's Guide to Periodical Literature*, *Cumulative Book Index* and the *Book Review Digest*, which have contributed so much to librarianship, scholarship and book-selling, and which are taken so much for granted by thousands of librarians and their patrons, will be enhanced by a knowledge of how and why they have come to be what they are. (Minneapolis, Minnesota, University of Minnesota Press, 1950. 207 pp. \$3)

UNION LIST OF SERIALS IN LIBRARIES OF HONOLULU is a record of the serial holdings in twenty-four library collections in Honolulu as of January 1, 1948. Compiled and published by the Reference and Special Libraries Section of the Hawaii Library Association, the LIST sells for \$6 per copy. Orders may be sent to the Hawaii Library Association, P.O. Box 3912, Honolulu.

* * *

FACTS AND FIGURES 1950 is an excellent industrial and commercial handbook recently published by the Province of Alberta, Canada. It is available from H. P. Brownlee, Provincial Statistician, Provincial Bureau of Statistics, Department of Industries and Labour, Edmonton, Alberta. Other provincial publications which are of particular interest and are obtainable from the departments concerned are: *Manitoba Trade Directory, 1949*. Manitoba Department of Industry and Commerce; *British Columbia Trade Index, 1949*. British Columbia Bureau of Economics and Statistics; *Regional Industrial Index, 1949*. British Columbia Department of Trade and Industry. This last item is a handbook on provincial industrial development and has detailed and current data on the resources and industrial facilities of the province broken down into seventy-nine regional areas. It may be obtained from J. T. Gawthrop, Director, Regional and Development Division, Department of Trade and Industry, Victoria, B. C. for \$1.

* * *

The SEARS LIST OF SUBJECT HEADINGS published in a sixth edition by the H. W. Wilson Company and edited by Bertha Margaret Frick of the School of Library Service, Columbia University, is a volume of over 550 pages. The preface relates the history of the LIST and every possible aid seems to be provided for its efficient use. The sixth edition, like the earlier editions, follows the Library of Congress form of headings, abridged and simplified to meet the needs of smaller libraries.

* * *

"Special librarianship is something special," by Sherry Taylor, Librarian, Western Home Office, Prudential Insurance Company, Los Angeles, appears in the *Library Journal* for March 1, 1950.

* * *

Since January 1947, the Library of Congress has issued a *Cumulative Catalog*. This is an author list, based upon its printed cards, of works currently cataloged by the Library of Congress and by other American libraries participating in the cooperative cataloging program. The Library is now planning to publish a subject list of these works on an experimental basis to see if there is enough

demand to make possible its continued publication on a self-supporting basis. Entitled *The Library of Congress Subject Catalog, A cumulative list of works represented by Library of Congress printed cards*, the publication will serve to assist research by providing a subject record of works currently received and cataloged by the Library and other American libraries so far as these are represented by Library of Congress printed cards and to provide a useful bibliographical and reference tool. *The Subject Catalog* will be issued in three quarterly issues with an annual cumulation. The price of each first subscription will be \$100. Second and subsequent subscriptions by the same subscriber will be priced at \$50 each. For further information, write to the Card Division, Library of Congress, Washington 25, D. C.

* * *

ENCYCLOPEDIA OF BANKING AND FINANCE by Glenn G. Munn has been revised in a fifth edition by F. L. Garcia. The ENCYCLOPEDIA was first published in 1924. The present revision, much enlarged, replaces that of 1937. New terms and tabulated data have been added, and the bibliographies have been revised to reflect modern sources. (Cambridge, Mass., Bankers Publishing Company, 465 Main Street, 1950. \$12)

* * *

LABOR DICTIONARY; A CONCISE ENCYCLOPEDIA OF LABOR INFORMATION, by P. H. Casselman, Professor of Industrial Relations, University of Ottawa, contains 2,461 entries, including 1,652 definitions of terms, 27 biographies, 107 labor agencies, 192 abbreviations, 447 cross references. (New York, N. Y., Philosophical Library, 15 East 40th Street, 1950. \$7.50)

* * *

THE EFFECTS OF MASS MEDIA by Joseph T. Klapper, with a foreword written by Paul F. Lazarsfeld, is a report to the Director of the Public Library Inquiry. The purpose of this study is to evaluate the present trend of librarians who are seeking to assume active responsibilities as educators of adults in public affairs. The report contains chapters on such topics as The Impact of Mass Media Upon Public Taste, The Comparative Effects of Various Mass Media, The Functions and Effects of Escapist Communication and Mass Media and Persuasion. A bibliography is appended. (New York, N. Y., Bureau of Applied Social Research, Columbia University, 1949. \$2.50)

* * *

LIVING WITH BOOKS by Helen E. Haines has long since established itself among librarians, library school instructors, readers' advisers and leaders of discussion or study groups as the best written, most authoritative introductory guide to book selection available.

The second edition has been revised extensively, replacing out-of-date titles with new ones and illustrating the text with much fresh material. The author has provided recent information about book printing and publishing techniques and has cited the new publications in the library field. (New York, Columbia University Press, 1950. 610pp. \$5)

* * *

How to rate subordinates and how to evaluate other men's ratings of those they supervise are explained in *RATING EMPLOYEE AND SUPERVISORY PERFORMANCE*, a manual of merit-rating techniques just published by the American Management Association. Principles and procedures detailed apply to a wide variety of industrial, white-collar and professional employees in both large and small companies. The guide is designed to increase the effectiveness of present rating systems, and can be used as a blueprint for redesigning a program or for setting up an entirely new one.

RATING EMPLOYEE AND SUPERVISORY PERFORMANCE was compiled by M. Joseph Dooher, AMA's editor, and its associate editor, Vivienne Marquis. It is available directly from American Management Association, Publication Service Department, 330 West 42nd Street, New York City 18, at \$3.75 per copy.

* * *

FOREIGN COMMERCE HANDBOOK is a guide to organizations and publications that provide information on foreign commerce and related subjects. Issued by the Foreign Commerce Department of the Chamber of Commerce of the United States, this eleventh edition replaces the 1946 edition and has been completely rewritten, enlarged and rearranged. (Washington 6, D. C., Chamber of Commerce of the United States, Foreign Commerce Department, 1950. \$1)

* * *

RECOMMENDATIONS FOR THE OPERATION OF CULTURAL CENTER LIBRARIES IN PERU, BOLIVIA, COLUMBIA AND ECUADOR AND MEMORANDUM OF SUMMARY OF WORK PROGRESS IN THESE LIBRARIES by Elizabeth Baugh is an outline of her work as library consultant in the five Libraries of the Department of State Cultural Centers in South America. This report may be borrowed from SLA Headquarters. Miss Baugh, who is now librarian of the Maude Langhorne Nelson Library, Hopewell, Virginia, completed her two-year assignment in June 1949.

* * *

75 WAYS FOR BOYS TO MAKE MONEY by Adrian A. Paradis is a delightfully written book for boys containing unusual slants on building up a bank account and a pocketful of spending money. The book gives valuable advice on choosing a job, how to behave at

work, personal integrity, savings, how to find a job, sample sales talks, answering objections and innumerable other points. Mr. Paradis is a past treasurer of Special Libraries Association. (New York, N. Y., Greenberg Publishers. 1950)

* * *

Business men, librarians, writers and research workers will welcome the valuable guide to the vast fund of material available in 641 special libraries in the New York City area which has just been published by the New York Chapter of Special Libraries Association.

Now in its fifth edition, *SPECIAL LIBRARIES DIRECTORY OF GREATER NEW YORK* describes the resources of important business, technical and professional libraries. The libraries are classified under twenty-nine subjects of major interest, ranging from advertising and public relations through technology and transportation. Organization, personnel and subject indexes are included.

The price of the *DIRECTORY* is \$2.50 to Special Libraries Association members and \$3.00 to non-members. Copies are available from the editor, Erna L. Gramse, Westvaco Chemical Division, 405 Lexington Avenue, New York 17, New York.

* * *

THE ARMY MEDICAL LIBRARY'S PUBLICATION PROGRAM is a reprint from *Texas Reports on Biology and Medicine*, Volume 8, pages 271-300, Summer, 1950. Written by Major Frank B. Rogers, Director of the Army Medical Library, and Scott Adams, his assistant, the pamphlet is an extensive discussion of the proposed suspension of the *Index-Catalogue of the Library of the Surgeon General's Office*. It gives the reader comprehensive historical background and data of the *Catalogue* as well as the reasoning which led to the decision to suspend publication. This pamphlet is available on loan from SLA Headquarters.

* * *

THE UNION LIST OF PERIODICALS IN THE LIBRARIES OF THE GREATER CLEVELAND CHAPTER OF SPECIAL LIBRARIES ASSOCIATION is a project which was undertaken three years ago. The List is now in print and available for distribution. Thirty libraries are represented and some 3000 periodicals are noted. Only periodicals received currently appear in the List. No effort has been made to show the permanent holdings of cooperating libraries. For the most part, government documents of the United States and foreign nations are not included. Copies of this publication may be secured by writing to Elizabeth A. Barrett, Assistant Librarian, Case School of Applied Science, 10900 Euclid Avenue, Cleveland 6, Ohio.

THE ASM-SLA CLASSIFICATION OF METALLURGICAL LITERATURE is intended to serve the metallurgist and librarian alike. It is compiled to serve a three-fold purpose: (a) To provide a logical and practical breakdown of the entire field of metallurgy which can have universal applications in classifying and indexing the literature; (b) to serve as a guide for a punched card filing system that can be used by the metallurgist or librarian for data collections; and (c) to be used as a pattern for classifying and coding the abstracts published in the A.S.M. *Review of Metal Literature*. The CLASSIFICATION was prepared by a joint committee of the American Society for Metals and the Special Libraries Association and published by the American Society for Metals, 7301 Euclid Avenue, Cleveland, Ohio.

* * *

Milton Gross in the July 15, 1950, issue of *Colliers* has written a most interesting article entitled "Miss Information". It is the story of the work done by Elizabeth Hall as librarian of the New York Botanical Gardens. During a routine day at her desk she not only answers 50 expert-stumping inquiries but even helps an author plot a murder.

* * *

Place your orders now with Eleanor F. Hamilton, Los Angeles County General Hospital, 1200 North State Street, Los Angeles 33, California, for the UNION LIST OF SERIALS IN THE MEDICAL AND BIOLOGICAL LIBRARIES OF THE LOS ANGELES AREA. This union list contains the holdings of sixteen libraries with approximately 2500 titles listed and located. Since only 200 copies of this list will be published, be sure and order at once to secure your copy. The price is \$4.50.

* * *

In "How to Build, Maintain, and Use a Professional Library for an Accounting Firm," John E. Leslie, the author, discusses the selection of those periodicals, books, pamphlets, reports, abstracts, and all other basic material needed in the library of the smaller accounting firm, and describes the methods by which they are arranged, cataloged, and circulated. This article appears in *Journal of Accountancy* for May 1950.

* * *

THE CATALOG OF UNITED STATES CENSUS PUBLICATIONS, 1790-1945, is the work of the Census Library Project of the Library of Congress and the Bureau of the Census . . . It represents the first attempt since the publication of the *Circular of Information Concerning Census Publications, 1790-1916*, to achieve under one cover a comprehensive listing of all materials issued by the Bureau of the Census and its predecessor organizations starting with the first decennial census report of

1790 and ending with publications released to the close of the calendar year 1945. In addition to serving as a guide to published Census statistics, it should be useful in determining which reports of a basic character have been issued by the Bureau of the Census and should be helpful to librarians in checking their collections of Census materials. The CATALOG was prepared by Henry J. Dubester, Chief, Census Library Project, Library of Congress. (Washington 25, D. C., U. S. Government Printing Office, Superintendent of Documents, 1950. 320pp. \$1.50)

* * *

OFFICE METHODS, SYSTEMS, AND PROCEDURES is by Irvin A. Hermann, office manager of Servel, Inc. This volume has been developed to meet a definite need for a comprehensive, organized and usable manual in the particular field of office methods, systems and procedures. Practical information, which has previously been widely scattered and in many instances has not been readily accessible, is brought together in a single source. All the techniques described and illustrated have proved themselves adaptable in successfully solving a wide range of problems constantly arising in everyday business. (New York, N. Y., Ronald Press, 1950. 539pp. \$7)

* * *

The *Newsletter* and *Report of Meetings* of the Association of American Library Schools are available to non-members of the Association at a subscription rate of \$1.50 per year for each. Orders for subscriptions should be sent to Mrs. Virginia Lacy Jones, Secretary-Treasurer, Association of American Library Schools, Atlanta University, Atlanta, Georgia.

* * *

ASLIB GUIDES TO SOURCES OF INFORMATION IN GREAT BRITAIN, NO. 4: TEXTILES AND ALLIED INTERESTS is the most recent pamphlet in this series of GUIDES. Cumulated, they are intended ultimately to form a new edition of the now out-of-print *Aslib Directory*. A new feature of this latest publication is that details of the classification used in the libraries covering this field have been included as well as

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details of their document reproduction facilities. (London, W.8, England, ASLIB, 4 Palace Gate, 1949. 41pp. 12s 6d (10s to Aslib members))

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THE PACIFIC NORTHWEST BIBLIOGRAPHIC CENTER by Harry C. Bauer is a reprint of an article appearing in the *Pacific Northwest Quarterly* for January 1950. Mr. Bauer, an SLA member, is Director of the Library School, University of Washington, Seattle, Washington. This publication may be borrowed from SLA Headquarters.

government archives, organization of materials for research, and documentary film production and use. Mr. and Mrs. White expect to be in the United States from September on.

Woodrow Wilson Memorial Library Transferred to United Nations

The Woodrow Wilson Foundation has transferred to the United Nations its Woodrow Wilson Memorial Library of some 16,500 volumes, including what is considered the most complete and usable collection of League of Nations documents in the world.

Under the agreement, which goes into effect immediately, the Library will continue to be housed in the Woodrow Wilson House at 45 East 65th Street, where the usual services to the public will be continued under the direction of the UN Library. Harriet Van Wyck, librarian since 1941, will continue to direct the Library services until the physical transfer is made. Upon completion of the headquarters of the UN, the Library will occupy one floor of the present structure known as the Manhattan Building at 405 East 42nd Street, which is part of the UN headquarters. It will be known as the Woodrow Wilson Memorial Library of the UN and will stand as a memorial to Mr. Wilson, who is recognized as the founder of the League of Nations, the predecessor to the United Nations.

Have you heard....

Visit of Commonwealth National Librarian

The American Embassy in Canberra, Australia, announced in July 1950 that the Government of the United States had awarded to Harold Leslie White, Commonwealth National Librarian at Canberra, a grant under the "leaders and specialists" category of the Smith-Mundt Act to enable him to visit the United States for approximately three months as the guest of the Government.

The Smith-Mundt Act (which is not to be confused with the Fulbright program) provides for the exchange of scholars, scientists and administrators between the United States and other countries, the expenses of their travel and subsistence being borne by the United States Government. The program was initiated in 1949 and Mr. White is the first Australian to receive this award.

Mr. White plans to visit leading libraries and research institutions. He will confer with leaders in the fields of library administration,

Janet Saunders Elected Committee Secretary at United Nations Conference

SLA members will be interested to learn that Janet Saunders, Librarian of the International Labour Office, Montreal, Canada, was elected secretary of Working Committee III at the Fourth Conference of International Non-Governmental Organizations held in Geneva from June 26-28, 1950. Miss Saunders attended the Conference as the official repre-

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sentative of Special Libraries Association. The Conference was called to consider the problems of public opinion and means of United Nations information in the Americas.

S.O.S.

SLA Headquarters is endeavoring to complete its file of Chapter and Group (now Division) Bulletins and will appreciate the cooperation of Chapters and Divisions in supplying the missing issues. The following lists indicate those numbers which are needed.

Missing Chapter Bulletins

Baltimore

Vol. 3, Nos. 1 and 3 in 1939; Vol. 2, No. 2 in 1949

Cleveland

Vol. 2, Nos. 1 and 2 in 1935; Vol. 3, Nos. 2 and 3 in 1936

Connecticut Valley

Vol. 11, Nos. 3 and 4 in 1949 and 1950

Greater St. Louis

Vol. 2, No. 1

Kansas City

Vol. 1, No. 6 in 1948

Montreal

All of Vol. 7, Vol. 13, No. 1 in 1946

New Jersey

Vol. 6, Nos. 2, 3, 5, 7 and 8 in 1941; Vol. 8, No. 8 in 1943; Vol. 15, Nos. 5 and 6 in 1950

Philadelphia

Vol. 4, No. 4 in June 1938

Missing Group (now Division) Bulletins

Advertising (What's New)

Nos. 3, 5, 6 and 7 in 1946 and 1947, and Vol. 2, No. 8, Feb. 1948

Biological Sciences

All of Vol. 3 in 1941; Vol. 6, No. 2 in 1944

Financial

Vol. 1, No. 1 in 1938; Vol. 2, Nos. 2, 3 and 4 in 1940; Vol. 8, No. 4 in 1946; Vol. 9, Nos. 2, 3 and 4 in 1947

Hospital & Nursing

No. 7 in 1947

Insurance Bulletins

Nos. 1 and 6 in 1940

Insurance Book Reviews

No. 19 in 1938; No. 25 in 1939

Publishing

Vol. 3, No. 1; Vol. 4, No. 1

University & College

Nos. 1 and 5 in 1938; No. 9 in 1940; Nos. 14, 17, 18 and 22 in 1942

Do You Want To Go To England?

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obtaining a year's experience in an American library. Besides her hospital library background, Miss Coates has had some two years' experience in public libraries and a few months in the British Library of Political and Economic Science.

Books for Japan

The New York Field Office, Reorientation Branch of the Department of the Army announces that the Civil Information & Education Section of SCAP (Supreme Commander for the Allied Powers), in Tokyo, is seeking donations of books on and of American literature for distribution to universities, colleges and schools in Japan.

Japanese institutions of learning are greatly in need of literature showing the development of American culture and the Civil Information & Education Section of SCAP welcomes both small and large donations to aid its educational activities.

For further information write to the New York Field Office, Reorientation Branch of the Department of the Army, 139 Centre Street, New York 13, New York.

Army Medical Library Catalog Cards

As announced in the March 1950 issue of the *Army Medical Newsletter*, the Card Division of the Library of Congress will duplicate (by the multilith process) and sell single copies of catalog cards on a subscription basis of \$100 per year. Card shipments will be made every two weeks.

These cards represent medical titles (for which there are no Library of Congress printed cards), cataloged or recataloged by the Army Medical Library, and will total approximately 10,000 for the year 1950 beginning January 1.

Orders should be sent to the Card Division, Library of Congress, Washington 25, D. C.

Two SLA Members Honored by the Medical Library Association

Mary Louise Marshall, librarian of Tulane University Medical Library, and James F. Ballard, director of the Boston Medical Library, are the recipients of the first certificates to be awarded under the new certification program of the Medical Library Association. The awards were presented to Miss Marshall and Mr. Ballard, both former presidents of MLA, at the forty-ninth annual meeting of the Association held in Boston, June 19-22, 1950.

SLA Special Offer

A limited number of copies of Volumes III and IV of *Special Library Resources*, published in 1947, are now available at the new low rate of \$5 each. (Volumes I and II are out of print.) Volume III contains information

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about 800 special libraries in Canada and in the 23 states listed alphabetically from Nebraska through Wyoming. Volume IV is a cumulative index to all three volumes and contains alphabetical organization and subject indexes. These volumes have never before been sold separately. Take advantage of this offer and order your copies today from Special Libraries Association, 31 East Tenth Street, New York 3, N. Y.

Records Management Workshop

The University College, University of Chicago, will present a Records Management Workshop in its Downtown Center in the 1950 fall quarter. This is the first time that such a course has been offered to any of the universities in the Chicago area. The course is designed to acquaint the executive with the value of a coordinated records program; and for those engaged in some phase of records work, it will provide an opportunity to study mail and distribution operations, classification systems, microfilming, preparation of retention schedules, and making records inventories as well as other related subjects. Case histories and special problems will be discussed under the leadership of Vera A. Avery, File Consultant, and Freida Kraines, Records and Library Supervisor for the Chicago Park District. The class sessions of two hours each will be held every Wednesday, 6:30 to 8:30 P. M., for twelve weeks beginning October 4 at the Downtown Center. Registration can be made in person or by mail at the University College, 19 South La Salle Street, Chicago, any time before the opening date. The fee is \$25 and the class will be limited to thirty.

Obituaries

Adeline Macrum Bank

In the death of Adeline Macrum Bank (Mrs. Kilian Bank) at her home in Pittsburgh on May 19, 1950, the Special Libraries Association lost a valued and loyal member.

A graduate of the University of Pittsburgh and Carnegie Library School, Miss Macrum began her career as assistant in the Children's Department of Carnegie Library of Pittsburgh, leaving that post to assume charge of the engineering library of Morris Knowles, Inc. For twelve years she had charge of the medical and public health library of the Tuberculosis League of Pittsburgh and also organized a patients' vocational and recreational library there. She left Pittsburgh to become assistant state laboratory librarian, Division of Laboratories and Research, New York State Depart-

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1949-50 Auction Records
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40 sales thru December 31; (208 p.)
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These serial issues are printed on book paper in the usual format—a single alphabet, reporting about 20,000 items from 102 auctions—all sales of three dollars or more. The serial issues are edited with the same care as the bound volumes, extensively cross-referenced, bibliographically annotated, &c. Their purpose is to provide current information.

Subscription is \$5 and very few complete sets are left.

These serial parts are being merged into the five-year cumulation now in preparation, 1945-50. This edition reports the 554 sales from September 1, 1945 to June 30, 1950 in one alphabet. We estimate it will be about 2,000 pages, to be printed on superior grade book paper and bound in buckram. About 125,000 entries are included.

We emphasize that much of this information is nowhere else published or available: all entries are complete and all auction sales are reported from three dollars up. We emphasize that this cumulation represents a complete coverage of auctions throughout America. We emphasize that no other auction records purport to be complete in themselves for more than one year,—and that our five-year cumulation, 1945-50, is complete in itself for five-years.

The 1945-50 edition is priced at \$36 (\$40 less 10% library discount).

Purchasers of bound volumes and parts to be superseded by 1945-50 receive trade-in allowances. The first five-year cumulation, 1940-45, 2080 pages, is also available at \$36. (\$40 less 10% library discount).

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ment of Health, Albany, New York. Two years later she became assistant editor of the *Industrial Arts Index* of The H. W. Wilson Company, New York, a position which she held until her return to Pittsburgh in 1940.

Long interested in special library activities, Miss Macrum was instrumental in forming the Pittsburgh Special Libraries Association which later affiliated with the national Association. She was its first secretary-treasurer, later president and a member of its board. In 1934, she was organizer and first president of the Albany Capitol District Chapter of SLA. At various times she has served the Association as Membership Chairman, Vice-president, Treasurer, and Group Liaison Officer. Upon her retirement from library service, she retained a very special interest in the Association, became a life member, and continued to take an active part in Chapter affairs. The Pittsburgh Chapter is stronger for her guidance and encouragement.

Margaret Insley

Margaret Insley, librarian of the Detroit Institute of Arts, died in Detroit, July 4, 1950. Miss Insley joined the staff of the Institute in 1923 and was successively clerk, cataloger, assistant librarian, and, since 1945, head librarian. She had been a member of SLA intermittently since 1933.

Mrs. Penelope B. Huse

Mrs. Penelope B. Huse, librarian of the Ortho Research Foundation since 1945, died Thursday, July 6, 1950, while vacationing in Ogunquit, Maine. Mrs. Huse was the widow of Robert Selden Huse, New York attorney, who died in 1942. Associated for many years with groups interested in planned parenthood, she was on the staff of the National Committee on Maternal Health for some ten years after which time she became associated with the Planned Parenthood Federation of America as executive secretary. A son, Robert R. Huse, survives. Mrs. Huse had been a member of SLA since 1947.

Blue Prints First — Coordinate Isolated Regionalism Now

(Continued from page 248)

ordination of regional archives have not been answered here. First we must establish a system; more varied discussion can follow in due course. Such a federated plan suggests throughout

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the nation approximately one-half hundred archive collections each eventually containing one copy of every piece of material worthy of preservation. Endless amounts of material would then become available to any library in the United States. Perhaps this plan has no precedent; it needs none. There was no precedent for the universe! We cannot progress shouting the words of a confirmed defeatist. National planning means only abolition of isolated and competitive patterns, but it necessitates coaxing and education in its uses. To succeed, it must create a receptive atmosphere. Publicity must carry to each librarian the insistent need for national cooperation. It can and it will work. *The Union List of Serials*, a national cooperative affair, has achieved its worthwhile purpose. Success is an inadequate word applied to utility and service offered by compilation of the *List*. We might ask, "What did libraries do prior to its publication?" Similarly in years hence the question might well be "How did libraries, scholars and research workers gain access to needed material before the establishment of a national system of regional libraries?"

We must commence now drawing plans as an architect plans a skyscraper. We must blue-print the future. We must paint a panoramic view of our needs, guide our policies accordingly, plan, erase and blue-print once more.

Remember—no library is complete and self contained; much less after an aerial bombardment!

New York Libraries: The Long View (Continued from page 245)

Illinois and then later, before the University of Chicago school on other phases than those brought out at Urbana.

It was a librarian that worked with Hollerith in developing the mechanical uses of punched cards for census statistics. Theoretically there seems a real pos-

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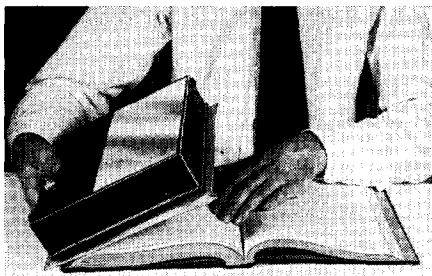
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sibility of adapting the same principles to selecting cards from library catalogs. But, and the "but" is big and insistent, in working towards such ends and aims we must remember that library demands are very different from census needs. Our cards are not adapted to such selections. To make millions of cards fit such methods will cost money. The census selection sees one set of demands run through the mass of cards at one time. The big library catalog sees hundreds of scores of readers working with the cards at one time, demanding answers to as many questions as there are users at the moment, plus a very large and important quantity of questions unexpressed by the users at the moment but none the less sure to be expressed soon.

As to the television or the tape recordings of sound, we will all agree that it seems not impossible for the inquirer at home to call for a library book to be set before a transmitting screen and be made to appear on the screen before him at home or in his office. Nor is there any reason why a librarian should not read to a tape recorder a selection called for by a reader, post the tape, and feel sure the reader will soon hear the message of that writer repeated to him at his desk. The development of photographic reproduction at full or reduced scale amazes and delights us today as we see how it helps us bring reader and book together. Who among us can say in 1950 what the use of such methods is to be at the beginning of the next century?

Library Research in Next Half Century

However, I, for one, am not afraid to say something about library work, research and reference work, in the next generation, in the next half-century. The same principles that have led to our present concepts must guide and control us to the end, bettered, of course, in their applications, but with no lessening in their demands.

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And what are those demands? They are the spirit of appreciation of the privilege given us to serve in this capacity, the spirit of responsibility for the right use of that privilege, the gladness of heart at being able to put before the reader the message from the master mind for which he hungers, the need of proper training for the members of the profession, the realization that our look must be constantly forward though not forgetting at the same time the need of learning from the mistakes of our forebears as well as from our own.

As I look back and then peer forward I have no hesitation in saying the librarians of this state and this country are fully capable of living up to those responsibilities and opportunities. I wish it might be given to me to have the great joy to glimpse library work in this state at the end of the century. It would be a happy prospect and a rewarding sight.

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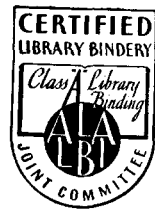
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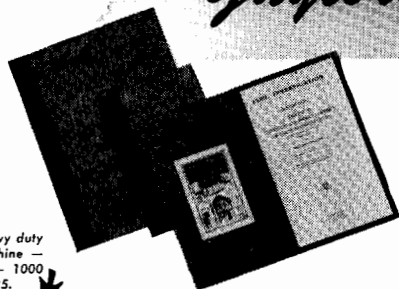
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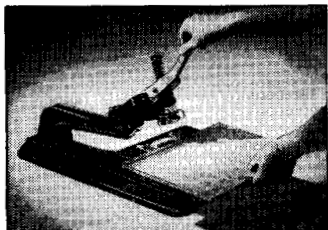
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