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August 1979, vol. 70, no. 8

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LETTERS

Answering the Challenge

Your editorial [(SL 70 (no. 1): 9A (Jan 1979))] is a **challenge**. Please permit me to respond.

I suggest you change the basic format so as to incorporate the Letters section into the main part of the journal—and then greatly expand it.

Many librarians do not have the time, or perhaps even the inclination or endurance, to write a full-blown, well-researched article. Nevertheless, many of us do have opinions, hypotheses, and theories that we would like to communicate, not to mention helpful hints, clever ideas, and labor saving designs. An active letters section would provide just such a forum.

Furthermore, instituting a provocative guest columnist feature, using controversial authors from various aspects of our profession, would instigate many responding letters. *Chemical & Engineering News* uses this approach and, as a result, the letters section is the first thing most readers turn to. Several sides of current topics can be aired and the readers are treated to a more balanced outlook on matters relevant to their field.

As you mentioned in your editorial, our profession is quite diverse. An active letters section may be just what we need to pull it together. At least it is worth a try.

Donald A. Windsor
Norwich-Eaton Pharmaceuticals
Norwich, N.Y. 13815

Mexican Info Update

I am writing in reference to the article "Technical Information Services in Mexico" [(SL 69 (no. 9): 355-360 (Sep 1978))]. A correction should be made in the list of special libraries cited in Appendix A.

The technical Information Office of the Federal Commission of Electricity (CFE) is no longer in existence. In December 1975, the Institute of Electrical Research (IIE) was founded, having as one of its functions the fulfillment of CFE's information needs.

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In addition to the libraries, the technical information area provides information services for the CFE, Electric Company, and related industries.

Eileen Goldstein
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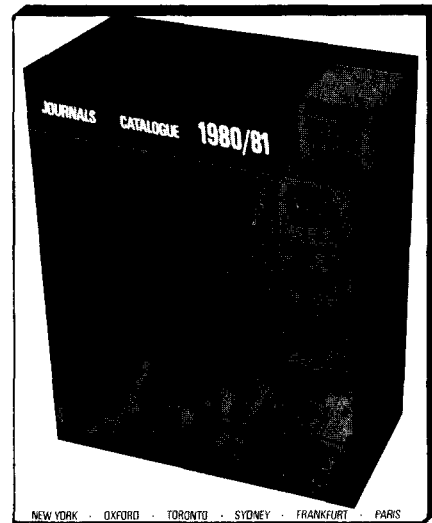
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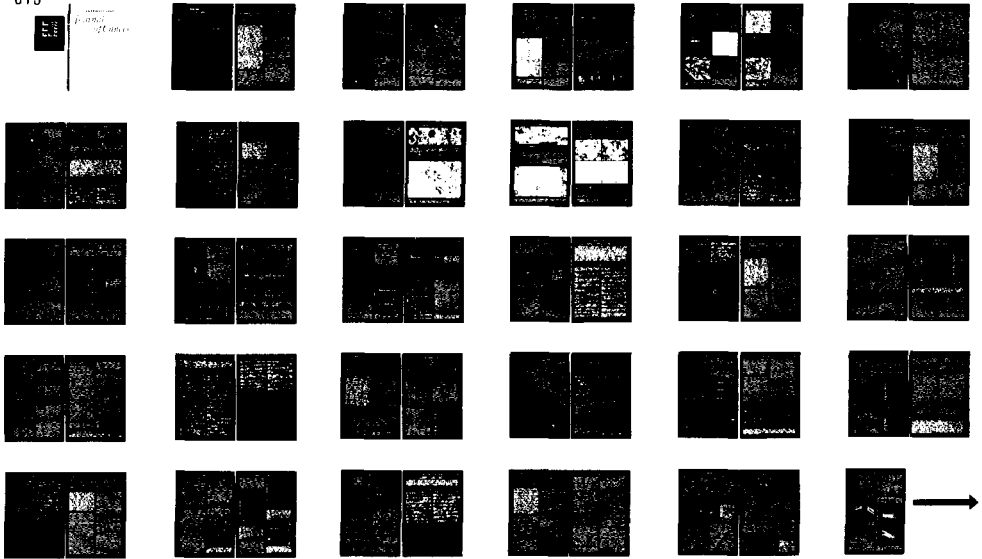
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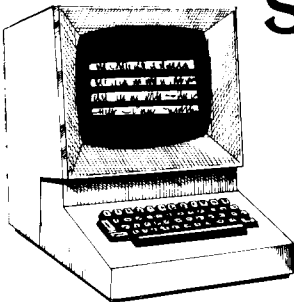
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Human Migration

A Survey of Information Sources

Olha della Cava

Center for Migration Studies, Staten Island, N.Y. 10304

■ Human migration—the movement of people within and across national frontiers—is rapidly becoming an autonomous field of scholarly inquiry. Yet adequate bibliographic control must still be established. Therefore, the author has compiled a preliminary directory of research and information sources on the subject. These research institutes, university centers, and governmental and intergovernmental organizations have expanded rapidly. Of the sixty entities listed here, thirty-five were founded in the last ten years. Moreover, more than one hundred ongoing publications, most of which are briefly described, attest to the eventual need for a specialized reference tool on the topic.

IN recent years the phenomenon of migration has increasingly drawn the attention of both social scientists and policy makers. One result has been a notable expansion of information emanating from private, governmental, and international institutions around the globe. Information specialists in the field of migration studies are endeavoring to keep pace with the quickly multiplying array of new documents. However, efforts to exert bibliographic control are hampered greatly by the lack of any specialized directory to the chief sources that are generating migration-related data.

Of course, references to some of these sources can be found in directories of demographic research and information centers, insofar as migration continues to be considered an important subfield of population studies (1). However, coverage of migration is incomplete and uneven for two reasons. First, the field of population studies is currently undergoing an extraordinary information explosion, especially in the areas of fertility and family planning. In order to cope with the increased volume of materials, population librarians are focusing their attention on the coordination of efforts to exert bibliographic

control over the field (2). Therefore, they are not in a position to monitor closely any one subfield. Second, the subject of human migration has mushroomed simultaneously into an area of study in its own right; of some sixty centers studying migration today, thirty-five did not exist before 1968. Therefore, if the field of migration is to receive thorough and consistent coverage, migration information specialists must consider creating their own reference tools.

The following schematic overview of institutions engaged in migration research is a first step in that direction. As such, it is necessarily far from final. Only the better-known centers have been included. Moreover, three types of institutions have been omitted purposely because access to them is readily available through existing directories and listings. These three types are as follows: demographic centers engaged in migration research (3), institutes specializing in the study of ethnicity (4), and most statistical agencies reporting migration figures (5). The ensuing descriptive survey, therefore, centers on the key organizations, agencies, committees, and research programs, both private and governmental, national and international, that are currently studying the migration process and making the results of their research available to the public.*

International Institutions

Some of the most significant research in the field of migration is being conducted by nearly a dozen international organizations. The center that is most directly involved with migration is the Intergovernmental Committee for European Migration (ICEM) with headquarters in Geneva. Established on the initiative of the U.S. Government at a 1951 conference held in Belgium, ICEM currently has over thirty member countries.

*Information regarding the addresses of these sources is available from the author at the Library, Center for Migration Studies, 209 Flagg Place, Staten Island, N.Y. 10304.

It aims to solve European population and refugee problems through migration, primarily to the countries of Latin America. In carrying out its program of assistance both to individual migrants and member countries, ICEM issues a continuing stream of documents in the form of reports, resolutions, summaries of meetings, and so on. It reviews its activities each year in an annual report and publishes the *Information Letter on Migrant Adaptation and Integration*.

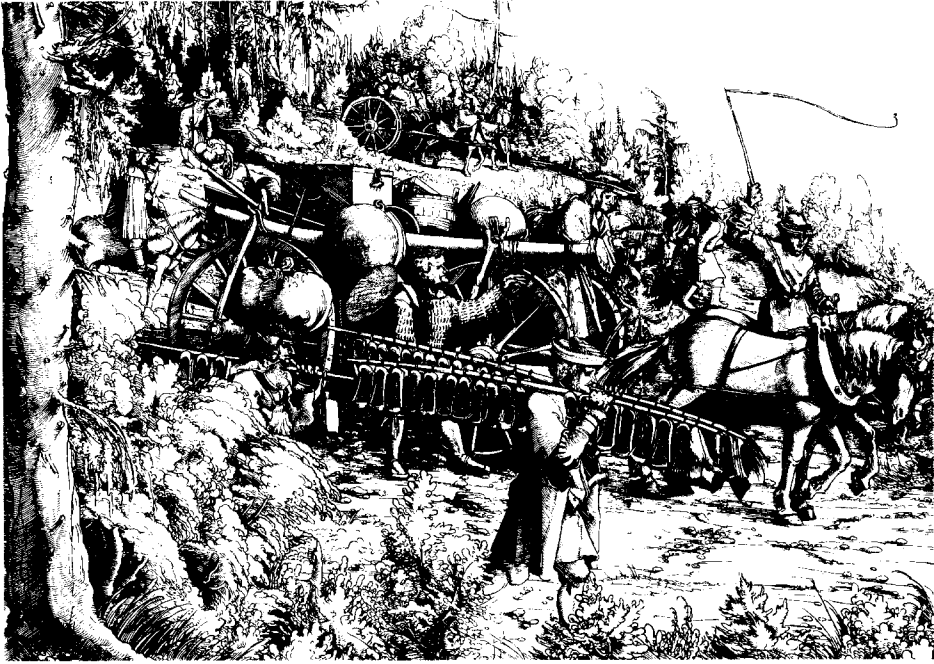
Its chief contribution to the field of migration literature, however, is the quarterly *International Migration* (1961).† This journal is published jointly with the Research Group for European Migration (REMP), a group of scholars who, since 1952, have carried on independent research in European migration problems. *International Migration* features scholarly articles and abstracts of books, pamphlets, and statistical publications pertinent to all aspects of international migration.

Migration issues are also periodically examined by the committees, commissions, specialized agencies, and programs of the United Nations (6). Here we shall single out only those that cover the topic on a regular basis, namely, the United Nations High Commissioner for Refugees (UNHCR), the Association for the Study of the World Refugee Problem (AWR), and the International Labor Organization (ILO).

The UNHCR is a program of the United Nations which seeks to provide international protection for refugees, while simultaneously striving for permanent solutions to the world's refugee problems. Oriented primarily toward practical action, the UNHCR has also disseminated information over the past decade and a half regarding its activities through a variety of bulletins and reports. Currently it publishes the bimonthly *UNHCR—News from the United Nations High Commissioner for Refugees*. The AWR, holding consultative status with ECOSOC (Economic and Social Council), coordinates scholarly research and disseminates the results through the publication of individual studies and the quarterly *Bulletin AWR*.

The ILO, a specialized agency of the United Nations, strives to promote the betterment of working and living condi-

†Hereafter, the date in parenthesis indicates the commencement of a publication or a center.



tions around the world. This agency often includes in its publications and conference agenda an inquiry into the plight of migrant workers. However, it is the ILO's Migration for Employment Project, a division of its World Employment Program Research, that has explored most consistently the topic of migrant labor in a series of working papers initiated in 1975.

The contributions of three non-United Nations-affiliated international organizations must also be mentioned. The first is the Paris-based Organization for European Economic Cooperation and Development (OECD), whose Division de la Main-d'Oeuvre—Système d'Observation Permanente des Migrations (SOPEMI) has been issuing, since 1972, an invaluable annual survey of migration flow statistics in the fifteen member countries (7), based on reports submitted by national correspondents. The second agency is the Council of Europe, located in Strasbourg, France, which puts out several series of publications pertaining to migration. Its *Population Studies* series, initiated in 1976, explores the relationship of international migration to such demographic areas of concern as fertility and geographic distribution of population. The *Education and Culture* studies, also begun in 1976, focus on the cultural and educational development of migrant work-

ers and their children. This is also the focus of the memoranda, reports, and resolutions of the Council's Special Representative's Advisory Committee (CAHRS). The third organization is the International Council of Voluntary Agencies (ICVA) whose Working Group on Refugees and Migration meets regularly in Geneva. The *Summary Records* of the sessions are a first-hand account of the problems of migrant and refugee groups.

Two international professional organizations recently have established divisions for the study of migration. During the annual World Congress of Sociology, the International Sociological Association's Committee on Migration sponsors sessions pertaining to migration. This committee also publishes the *International Newsletter on Migration* (1978) (8), which lists meetings, publications, and grants awarded in the field of migration studies. A similar role is played by the Migration Internet of the International Studies Association (Comparative Interdisciplinary Studies Section) which also publishes a series of working papers (9).

Equally significant is the work of several religiously affiliated international organizations. The most territorially extensive of these is the International Catholic Migration Commission (ICMC); it has national affiliates in some forty-six countries, al-

though by no means are all the affiliates equally active. The ICMC international headquarters in Geneva publishes a quarterly newsletter (1977) detailing ICMC activities; the monthly bulletin *ICMC Action Notes* (1978) with up-to-date information on current refugee, immigration, and migrant problems; individual studies and documents; and the quarterly journal *Migration News* (1956). The Secretariat for Migration of the Protestant World Council of Churches (WCC) publishes the annual *Migration Today, Current Problems and Christian Responsibility* (1963), while the WCC's Committee on Migrant Workers periodically issues pertinent reports. The worldwide Jewish migration agency, HIAS, although primarily an assistance organization, publishes annual reports which are a valuable source of information on Jewish migratory movements.

National and Regional Institutions

While the previously listed groups follow migratory movements around the globe, nearly fifty national and regional centers study the phenomenon of migration from a more local perspective. Some of the most prolific publishers of migration data, often statistical in nature, are governmental ministries of labor and departments of immigration. In certain countries clearinghouses for migration information are keeping track of migration materials effectively, and almost all countries have university-affiliated institutes conducting research on one or several aspects of migration.

Australia

Australia is a case in point. The government's Department of Immigration and Ethnic Affairs issues the periodical *Australian Immigration: Quarterly Statistical Summary* (cumulated annually). The Clearinghouse on Migration Issues (CHOMI) is the documentation unit of the Ecumenical Migration Centre, which was established by the Victoria Council of Churches in the early 1970s in Richmond, Victoria. CHOMI currently publishes the journal *Migration Action* (1974); a bimonthly survey of current literature entitled *CHOMI-DAS Documentation and Abstracts Service on Migration Issues and New Accessions to the CHOMI Library* (1975); reprints of articles, papers, and reports; bibliographies on selected topics; and monographs.

In addition, two university-affiliated centers conduct research in the field of migration. The Department of Demography at the Australian National University (Canberra) has three publication series bearing on migration: the Australian Immigration Bibliography Series, the Australian Immigration Monograph Series, and Studies in Migration and Urbanization. The Center for Migrant Studies at Monash University (Clayton, Melbourne) established in 1974, conducts a graduate program in Migrant Studies, sponsors conferences and seminars, disseminates the results through published proceedings, and publishes the journal *Ethnic Studies* (1977).

Europe

The greatest concentration of Western European centers conducting migration-related research is located in France and Italy. Each have close to a dozen centers. Not all of these centers will be mentioned here. The research and documentation section of the French Labor Ministry's Population and Migration Division is a prolific publisher in the field of migration studies. Among its publications are the monographic series *Migrations et Sociétés*; the report series *Migrations/Études*, in which current studies are excerpted or summarized; the bibliographic bulletin *Migrations—Documentations*; and the more legally and statistically oriented series *Migrations—Informations*. The privately sponsored Centre d'Informations et d'Études sur les Migrations Méditerranéennes (CIEMM) acts as a clearinghouse for documentation relating to migrants from the Mediterranean basin to France. Their bimonthly publication *Presse et Immigrés en France* (1977) is a digest of the French press on migration-related problems. Individual topics are covered by special supplements.

Issues pertaining to the education of migrants and their children are the special concern of the Centre de Documentation pour la Formation des Travailleurs Migrants (a division of the French Education Ministry's Centre National de Documentation Pédagogique). It publishes the bimonthly *Migrants Formations* (1973). Sociological studies on migration emanate from the Centre National de la Recherche Scientifique—Equipe de Recherches sur les Migrations (CNRS/ERMI).

One of the oldest French centers studying migration is the Etudes Sociales Nord Afri-

cains (ESNA), founded in 1949, when North Africa was still under French colonial rule. Today its focus has broadened to include many non-North African migrant groups. It publishes several documentation series, including *Hommes et Migrations—Documents*, *Etudes—Hommes et Migrations*, and a statistical series. A further source of French immigration statistics is the Office National d'Immigration (ONI), which has monitored French immigration since 1966 and publishes annual statistical reports (10).

While French migration sources focus primarily on immigration, the Italian institutions address themselves primarily to the phenomenon of Italian emigration. The Centro Studi Emigrazione in Rome, like the CIEMM in Paris, serves as a clearinghouse for Italian migration information, both historical and contemporary. Both of these clearinghouses are part of Centri Studi Emigrazione Reuniti (CSER), an international network of migration study centers established in the 1960s by members of the Scalabrinian missionary order. The religious order was founded in the late nineteenth century to minister to the needs of the Italian immigrant communities abroad. The Centro Studi Emigrazione, in cooperation with CIEMM, publishes the scholarly journal *Studi Emigrazione/Etudes Migrations* (1964). It also publishes a monthly review of current documentation and debate on the problems of European migration entitled *Dossier Europa* (11).

The Italian Ministry of Foreign Affairs has been publishing the semimonthly *Notiziario Emigrazione* for over two decades. It is a report on the trends and statistics in Italian migration. Since 1975, the Italian news service Agenzia Internazionale Stampa Emigrazione (AISA) has issued a daily release that is an excellent source of current information on the political, economic, and social aspects of Italian migration. The pastoral and human dimensions of the migration experience are the concern of the Ufficio Centrale per l'Emigrazione Italiana (UCEI), an arm of the Italian Episcopal Conference. It issues the monthly *Servizio Migranti* (1965).

The Christian-Labor Party viewpoint is propounded in *Emigrazione—Informazioni Sociali del Patronato ACLI* (1968), a bimonthly bulletin of the Assistenza Cattolica Lavoratori Italiani (ACLI). In contrast, the Federazione Italiana Lavoratori Emigrati e Famiglie (FILEF) explores the social and political dimensions of the migration process from a

Marxist perspective in its bimonthly publication *Emigrazione FILEF* (1968).

Migration study centers are not quite as abundant in the other Western European countries. In Sweden, the National Immigration and Naturalization Board sponsors a documentation center (Informationbyrå statens invandrarverk) located in Norrköping. The center's monthly accessions lists are a valuable source of bibliographic information on Swedish migration issues. The Emigrant Institute (EI) in Växjö, Sweden, is linked to the Emigrant Institute in East Moline, Ill., for the purpose of studying Swedish emigration to the United States. The two institutes jointly publish a small bulletin entitled *EI Information* (1976). A similar center for the study of Finnish emigration (Institute for Migration) is attached to the University of Turku in Finland. It publishes the quarterly journal *Siirtolaisuus—Migration* (1973).

Perhaps the most ambitious migration study project in Sweden was launched in 1976 when the Ministry of Labor established its Commission on Immigration Research [Expertgruppen för invandningsforskning (EIFO)]. The EIFO report series is



an excellent source of information on migration to and from Sweden.

In the same vein, the Spanish Ministry of Labor recently (1975) established a Spanish institute on migration (Instituto Español de Emigración). It publishes not only monographs but also periodical bulletins and circulars dealing with Spanish emigration (12). Information on Portuguese migration is disseminated by the Portuguese Episcopal Commission for Migration and Tourism (Comissão Episcopal das Migrações e Turismo) in its bimonthly publication entitled *Migrações e Turismo* (1973).

Munich, West Germany, is the location of the Centro Documentazione Migratoria (CEDOM), part of the CSER network of migration centers. Its publications include the monthly *CEDOM Selezione*, first issued in 1976 and the more irregular *CEDOM Sussidi e Documentazioni*, started in 1978. Both appear in Italian and German and explore, topic by topic, the "guest worker" issues in West Germany. In Berlin, a group of scholars at the International Institute of Comparative Social Studies (Arbeitsgruppe—Internationales Institut für Vergleichende Gesellschaftsforschung) are engaged in an international labor migration study project. The results of their investigations are circulated in a preprint series initiated in 1974. A similar project has been undertaken by the Department of Economics at the University of Durham, England, at the request of the ILO's International Migration for Employment Project. In 1975, this British university initiated an International Migration Project whose focus has been the Arab world. Over the past three years some thirty working papers have appeared.

The situation in Eastern Europe is quite different. The phenomenon of international migration is a topic of serious investigation only in Poland and Yugoslavia. In Poland the most active center in this field is the Instytut Badań Polonijnych (Research Institute on Polish Migration). Since 1975, when it was formally organized at the Jagiellonian University in Cracow, the institute has published a semiannual scholarly journal, *Przegląd Polonijny* and has begun a monographic series. Somewhat less active, but nevertheless important, is a similar institute (Zakład Badań nad Polonia Zagraniczną) affiliated with the Western European Institute of the University of Pozan. It was established in 1973 for the express purpose of studying past and present Polish migration to Western Europe; the results of its investi-

gations appear periodically in the journal of the Western European Institute entitled *Przegląd Zachodni*.

The third migration study center in Poland is the Zakład Duszpasterstwa i Migracji Polonijnej (Institute for the Study of Polish Migration and Pastoral Care) established in 1972 at the Catholic University of Lublin. Its chief interest is in the role of religion in the life of Poles residing abroad; its publication series *Studia Polonijne* reflect this concern.

Monitoring the Yugoslav migration picture is the Centar za Istraživanje Migracija (Center for Migration Studies) attached to the Institute of Geography at Zagreb University. Its publications include the monthly *Migracije* (1978) (13) and a report series entitled *Rasprave o Migracijama* (1975).

United States and Canada

In the United States migration documentation sources, like those in Europe and Australia, are also public, private, and academic in character. The major U.S. Government source for immigration data is the Immigration and Naturalization Service (INS), which publishes an annual statistical report and the quarterly *INS Reporter* (1952). Since 1977 the INS has been surveying the U.S. press for immigration-related articles and reproducing the articles and the references in a series entitled *INS News Digest*.

Three private institutions monitor U.S. Government policies regarding immigration. The American Immigration and Citizenship Conference (AICC), founded almost one-half century ago, issues both a legislative bulletin and a quarterly news bulletin. In the former, proposed U.S. immigration legislation is reported on; in the latter, news updates are presented, together with occasional full-length articles and speeches by specialists in the field. The American Council for Nationalities Service (ACNS) reviews pertinent legal and administrative decisions of the U.S. Government in its weekly publication *Interpreter Releases*, first issued in 1923. The Association of Immigration and Nationality Lawyers (AINL) publishes a monthly *Immigration Newsletter* (14), in which it reports and comments on U.S. immigration legislation.

Scholarly research in the field of migration studies is being conducted in several places around the United States, including the Massachusetts Institute of Technology (MIT Migration and Development Study

Group), Duke University (Latin American Immigration Project), the Smithsonian Institution [Research Institute on Immigration and Ethnic Studies (RIIES)], and the Center for Migration Studies (CMS) in New York City.

The aim of the MIT study group is to further the understanding of the process of migration through comparative analyses. Thus their series of working papers, initiated in 1975; examine the migration experience of such disparate places as Kenya; Bombay, India; Rio de Janeiro, Brazil; Algeria; and so on. The Duke University project, initiated in the mid-1970s, issues an occasional papers series comprised of article-length studies on Latin American immigration to the U.S. RIIES, organized in 1976, publishes three series in the field; Occasional Papers, Research Notes, and Bibliographic Studies.

The Center for Migration Studies is the U.S. link in the CSER network. It is also the oldest of the four groups. Established in 1964 with the debut of *International Migration Review* (then called *International Migration Digest*) the center has developed an extensive publication program in the field of migration and ethnicity. Besides the quarterly *Review*, CMS also issues the bimonthly *Migration Today*, designed for researchers working directly with immigrant communities. The center also publishes several monographic series: Migration and Ethnicity, Immigration Policy, Bibliographies and Documents, and Immi-

gration and Religion; occasional papers; and a series of guides to the center's archival collections documenting the history of the Italian immigration to the United States.

Historians interested in studying the history of immigrant groups in the United States have yet another source of primary documentation: the Immigration History Research Center (IHRC) in St. Paul, Minn. Founded in the early 1970s, the center specializes in the collection, organization, and preservation of personal papers and organizational records of immigrants and immigrant groups in the United States. Its irregular bulletin *Spectrum* (1975) highlights new acquisitions. In 1968 immigration historians in the United States formed the Immigration History Society, which publishes a semiannual newsletter with items of interest to the profession.

In Canada the chief sources for materials pertaining to immigration are governmental. The Ministry of Employment and Immigration and the Ministry of Immigration of Quebec are particularly good sources for statistical data. In addition, the latter Ministry publishes the monthly periodical *Québec Monde* (1974) and the former produces the monthly *Ethnic Kaleidoscope* (1973) featuring a "Focus on Immigration" section. The Ministry of Employment and Immigration has, moreover, recently established a research division, termed the Canadian Immigration and Population Study; several commissioned studies have already appeared.



Latin America

The recently established (1976) data bank for Latin American population documentation (DOCPAL), operated by the Latin American Demographic Center in Santiago, Chile, is perhaps the best source of information on Latin American migration materials. Its semiannual journal *DOCPAL - Latin American Population Abstracts* (1977) covers the field of international, internal, and rural-urban migration in Latin America in great detail. In addition, the center has set up a Latin American international migration project [Investigación de la Migración Internacional en Latinoamerica (IMILA)] to promote scientific study in the field.

Chile is also the seat of the ICMC affiliated center, Instituto Católico para las Migraciones (INCAMI), which publishes the monthly *Migrantes* (1977) on Chilean emigration and the pastoral care of

migrants. The Argentine affiliate, the Comisión Católica Argentina de Inmigración, issues *Migración* (1971) three times a year. The journal contains articles and documentation dealing with Latin American migration and refugee problems.

In the last three years several new centers for the study and dissemination of information regarding national migration issues have sprung up in Latin America. The Associação de Voluntários pela Integração dos Migrantes (AVIM) located in São Paulo, Brazil, was created in late 1976 and the tabloid *O Migrante* was launched to publicize the problems facing Brazil's internal migrants. The Centro de Estudios de Pastoral y Asistencia Migratoria (CEPAM) in Caracas, a member of the CSER network, surveys the Venezuelan press on national migration issues and publishes the results in the periodical *CEPAM* (1977). In 1978, the Centro de Información para Migración y Desarrollo was formed in Mexico City by the Comité de Servicio de Los Amigos, an affiliate of the American Friends Service Committee, and the monthly *Boletín Informativo para Asuntos Migratorios y Fronterizos* was begun. It includes articles, listings of special meetings and events, bibliographic references pertaining to Mexican migration to the United States, and frontier issues.

Asia and Africa

Specialized centers for the study of migration have not yet emerged in Asia and Africa. Instead, ongoing research in the field of migration is being carried out by population studies institutes on a project basis. Of some two hundred Asian demographic research institutions surveyed in 1972 by the U.N. Economic Commission for Asia and the Far East* twenty-three listed migration-related research projects (15). At that time, the most active agencies in the field were the Department of Economics at the University of Bombay, the Demographic Research Center in Vidyagiri, Mysore, India, and the geography departments of three New Zealand universities: the University of Canterbury in Christchurch, the University of Otago in Dunedin, and the University of Waikato in Hamilton.

About one-half of the twenty-five African demographic research centers responding

to a CICRED (Committee for International Coordination of National Research in Demography) questionnaire circulated in the period 1973-1975 (16) include migration studies within the scope of their research activities. However, only one-half of the centers with such studies list publications in the field. Among these centers are the Population Growth Survey in Monrovia, Liberia, which publishes a *Migration Profiles* series, and the Socio-Economic Division of the Central Statistical Office in Salisbury, Rhodesia, which issues a monthly migration report. In addition, the African Institute for Economic Development and Planning in Dakar, Senegal, the Institut National de Statistique et d'Economie Appliquée in Rabat, Morocco, the Institut National de la Statistique in Tunis, Tunisia, and the Population Program Center of the U.N. Economic Commission for Africa in Addis Ababa, Ethiopia, have all published monographs on migration-related issues.

Conclusion

There is no doubt that this schematic overview of migration research around the world needs expansion, refinement, and constant updating. Many programs have gone unmentioned either purposely or through oversight. Moreover, little was said regarding the quality of the data or the dimensions of the programs. All entries were given equal play, although some, no doubt, are more substantial than others. The monitoring of migration-related research must, therefore, not end with this survey but rather begin with it.

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1. The three best-known directories, the *International Directory of Population Information and Library Resources*, 1st ed. Chapel Hill, N.C., Carolina Population Center, University of North Carolina, 1972; Supplement, 1973; the *Directory of Demographic Research Centers*. Paris, Committee for International Coordination of National Research in Demography, 1974; and Trzyna, Thaddeus C./*Population: An International Directory of Organizations and Information Resources*. Claremont, Calif., Public Affairs Clearinghouse, 1976, list very few migration information and research centers. Of over five hundred institutions described in the first work, only two are

*The agency is now the U.N. Economic and Social Commission for Asia and the Pacific.

singled out for their work in the field of migration. In the second directory, only three centers specializing in migration research are included among a total of close to three hundred. The third directory lists twenty-one organizations, out of a total of approximately six hundred, that have a special interest in migration. However, only seven of these actively publish in the field.

2. See Kolbe, Helen K./A Worldwide Population Information Network. *Special Libraries* 69(no. 7):237-243 (Jul 1978).
3. An exception is made for Asia and Africa because no centers devoted exclusively to the study of migration have come to the author's attention.

The three foremost directories to demographic research centers are the *International Directory of Population Information and Library Resources* (see Ref. 1), the *Directory of Demographic Research Centers* (see Ref. 1), and the *UN Economic Commission for Asia and the Far East: Research, Teaching and Training in Demography. A Directory of Institutions in the ECAFE Region*. Asian Population Studies Series No. 8. New York, United Nations, 1972, Supplement, 1974.

4. Two recently published compendia of information sources for the study of ethnicity are Wasserman, Paul and Jean Morgan, eds./*Ethnic Information Sources of the United States*. Detroit, Gale Research Co., 1976, and Wynar, Lubomyr R. and Lois Buttler/*Guide to Ethnic Museums, Libraries and Archives in the United States*. Kent State University, Ohio, 1978.
5. The October 1977 issues of *Population Index* carried a special bibliography of current government serial publications from around the world containing vital or migration statistics.
6. Monographs, reports, and statistics pertaining to migration have been published by such U.N.-affiliated institutions as the Population Commission of ECOSOC, the U.N. Fund for Population Activities, the Statistical Commission of the U.N., UNESCO, and the U.N. Social Defense Research Institute.

7. The fifteen member countries are: Switzerland, Yugoslavia, Austria, Spain, Italy, Portugal, Belgium, the Netherlands, West Germany, France, Finland, Greece, Turkey, Great Britain, and Sweden.
8. Since 1973 the *International Newsletter on Migration* has been published as an integral part of the *International Migration Review*. New York, Center for Migration Studies, 1964- .
9. These are issued by the University Center of International Studies, University of Pittsburgh.
10. This source of statistical information is omitted from the *Population Index* list of "Governmental Serial Publications Containing Vital or Migration Statistics" (October 1977). The reports are entitled *Bilan de l'immigration en France en . . .* (year).
11. *Dossier Europa* superceded the publication *Selezione* in 1976.
12. Among them is the *Boletín Informativo* (monthly), the *Circulares vigentes y legislación* (annual), *Emigración española asistida* (three times annually), and the *Informe sobre la emigración española* (monthly).
13. Formerly, *Bilten Centra za Istraživanje Migracija*.
14. It supplanted in 1978 the *Immigration Bar Bulletin* which the association first published in 1947.
15. *Research, Teaching and Training in Demography: A Directory of Institutions in the ECAFE Region* (see Ref. 3).
16. The results have been assembled in loose-leaf binder form under the title *Directory of Demographic Research Centers* (see Ref. 1). An update was conducted in the summer of 1975 and incorporated into the 1974 binder publication.

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Business Librarianship

Information Services and Research

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■ **The changes that have been occurring in business enterprises and information technology require that library information services also change in response. In this respect, a discussion is given of the business world and its information needs, the librarian in a corporate environment, and the knowledge needed by a business librarian. In addition, an outline is given of a library science course in business information sources, services and research, which includes on-line retrospective searching.**

ONE OF THE GREATEST resources available to the businessperson, the financial analyst, or the management executive in operating in an intricate and often frustrating world is a reliable information service. As his activities become more diverse and complex, his problems in keeping abreast of current developments increase. Business, in all of its phases, is becoming more technical and is assuming many of the methods and techniques of the scientist. This is particularly true in the planning and decision-making stages of an operation. Furthermore, the businessperson deals

with a continuously changing array of people and situations. Few businesspeople are satisfied completely with all the conditions that exist in their organizations. Most managers would like to cut operating costs, increase the volume of sales, improve gross revenues, or take steps to increase net profits. In order to accomplish such goals, the majority of these businesspeople strive to improve their efficiency. The more successful businesspeople are usually those who base their decisions upon current information and have a grasp of the realities of the situation. In this environment, one fights a constant

battle to keep up with developments, and to anticipate and forecast them. While most organizations have some systematic approach for the development of internal information, few have as yet a formal system for developing information concerning competitors' activities, their products, and their past performance.

Information Needs of Business

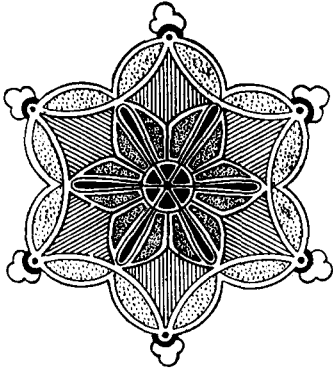
It is interesting to note that in the last ten to fifteen years the management process of all organizations has been subjected to a series of revolutionary changes that have affected the entire decision-making process. These changes have added new dimensions to managerial activities, requiring new concepts and tools to solve problems of enormous magnitude. Increased technological capabilities, for example, have produced an information revolution that is changing the nature of most organizations; it has brought about a gradual realization that serious accomplishments can be possible only if the technology helps fulfill the objectives of that organization.

One of the most important functions of modern management is to influence their personnel to seek out and evaluate sources of knowledge and convert this knowledge into new production methods, new systems and procedures, and new markets. As Desatnik notes:

Historically, money, men, machinery, and materials were the concern of the business manager. The right combination of these resources insured the success of an organization. Today, things have changed; the modern manager needs, in addition, information, organization, a sense of timing, communication, and a group of highly talented professional people. These professional people will seek out and use information from giant computers—information about population trends, new family formations, age distribution, income, year, and number of any given product whether in the field, warehouse, or home. Favorable and unfavorable trends will be picked up immediately and necessary internal adjustments made to avoid mistakes of time (1).

The most effective decision-making comes from an organization with a combination of both quality management and good information channels. These channels do not only serve to keep management informed; just as important, these sources influence their decisions in a number of ways. The proper assimilation and application of all pertinent information aids in decision-making and everyday activities; it could mean the difference between success and mediocrity, perhaps even failure, in a fundamentally healthy operation. However, managers of business and industrial enterprises find that the communication and information needed for decision-making are difficult to coordinate with their day-to-day operations. As a result, the problem of how to communicate, obtain, and use information effectively remains a serious concern.

The need for up-to-date information is paramount. This is evidenced by the great dependence of businesspeople on nonbook materials, such as newspapers, periodicals, loose-leaf services, bank letters and reports. Within the past few years, they have also begun to rely on computerized services for information on all aspects of decision-making. Businesspeople need to be aware not only of everything that has been published or reported about their own corporations and industries but also about the trends and activities in all areas of business. They need to know about the social, political, and economic environment of the industry or industries within which they operate. In this respect, the computer is being used increasingly as a research tool for information relevant to business problems and conditions. This information is derived from a vast number of worldwide newspapers, trade journals, government publications, bank letters, statistical compendiums, and so on. In addition, the computer covers a wide variety of subjects ranging from information concerning new products, acquisitions and mergers, closing of corporations, and market data, to information on regula-



tions and standards for the extractive, manufacturing, transportation, and utility industries. Thus, the demands on business librarians to be "information specialists" are great (2). The subject fields that must be covered are varied. Echelman describes the working environment of the corporate business librarian and states that:

To be successful the business librarian must learn to speak and understand the language of business. He must do this not only to be able to serve his constituents, but also to function as an accepted member of the professional and managerial staff of a modern corporation. In other words, if the librarian wants his boss to understand and support the company library, he had better be prepared to discuss his own work in his boss's terms (3, p. 409).

... The primary responsibility of the corporate chief librarian is to establish and maintain liaison with other department and division managers, to ascertain needs and evaluate trends, and to direct the work of the library so that it meets current needs and is prepared for changes in direction before they occur (3, p. 409).

Therefore, business librarians must know the organization and the staff, have the knowledge and the understanding of the subject areas, and provide a wide range of information on many related topics. The study of these areas is a necessary part of any library and information science curriculum. Nonetheless, business librarians have long questioned the lack of adequate education and training for this particular branch of librarianship.

The situation, however, is reversing itself. Numerous library and information science schools now include a course or at least a section in their programs that would familiarize students with some terminologies and describe some characteristics of the most important subject areas within the field. Even though it is not possible to delve too deeply into each area at the first level of professional qualification, enough interest is generated at this stage for the budding librarian to recognize and accept the challenge that the service aspects of this important branch of special librarianship offers.

Consideration of Course Content

The subject fields that must be covered are many and the boundaries of these areas are imprecise. Therefore, the first task in developing a course on business information sources and services is a stipulation of the areas to be covered. The basic philosophy of the course is that effective retrieval of information is vital to the individuals in business in the planning and control of their organizations. Although they may not all be expert library users, these people require access to information from libraries and information centers in order to plan, formulate policies, organize their resources to achieve desired objectives, and, in particular, motivate and communicate with people and control operations. The course design must acknowledge that the boundaries of the literature relevant to business are constantly shifting and being influenced by writings in other fields, such as geography, transportation, and the behavioral sciences. In addition, sections of the literature from such fields as communication, education, political science, and science and technology form an integral part of the information needed in today's complex planning and decision-making.

Furthermore, writings in operational research, statistics, and mathematics are also directly related to the decision-making process, since they provide

both the techniques for analyzing problems and the means for solving them. Statistical methods are the basis for all market research, forecasting, quality control, and the other activities and operations of today's business world. The sheer complexity of any major business problem forces the participants to consider all possible insights to be gained on the same problem from the standpoint of other disciplines. Therefore, a course in information sources, services, and research in business should emphasize the interdisciplinary nature of the fields; illustrate to students the type of information that is needed by practitioners, researchers, teachers, scholars and others interested in these areas; and show how the sources of information, which are studied and evaluated during the course, can be used most effectively to satisfy these needs.

The selection of business-related subject areas in a course organized and developed for library science students is not an easy task. The wide variety of

cover these courses within the time limitations of a fifteen-week semester.

Judging from a number of discussions appearing in journals of librarianship, there has been a growing concern about the effectiveness of the subject literature courses offered in library schools. The development of a course in information sources in any subject area usually creates problems in determining the fields to cover, the focus for the diverse fields to be studied and, in particular, the choice of a meaningful mode for their presentation. In most library science programs, the course curriculum typically involves a survey of a prescribed list of significant reference sources in the selected fields and sets of queries and/or problem analysis. The course includes either a mid-term and final examination evaluating the coverage of representative sources in the subject areas or a semester project such as constructing a pathfinder, compiling a bibliography, developing a collection for a specialized type of library, or searching the literature on a

**... the motivation and justification for teaching the course
... lies in the author's concern for library science students
who, upon graduation, should be prepared to serve as
effective librarians and as potential prime movers in the
establishment of business libraries.**

sources is typified in the well-balanced collection of any business school library or a departmental collection of an academic or public library. At this point in the development of the course, the subject areas considered for study include economics, general management, international business, advertising, banking, marketing, production, corporate finance and management accounting, personnel and industrial relations, organizational behavior, business law, housing, construction and real estate (4). These areas were selected because they were the most important areas for work in any type of library and the most important type of information sources relevant to research and study. In addition, it was possible to

specific topic. While these methods represent inherently meaningful and interesting approaches to the study of a subject literature, the author believes that the study of any subject area, its bibliographical organization and control, communication processes within the fields, information retrieval and patterns of information usage can be delivered more effectively in several ways. First, a combination of useful methods can be employed, such as subject-oriented problem analysis, case studies, videotaped role playing, and attempts at on-line interactive reference retrieval. Second, each method could be based on an integrated and analytic subject approach. Furthermore, by combining the theoretical and the

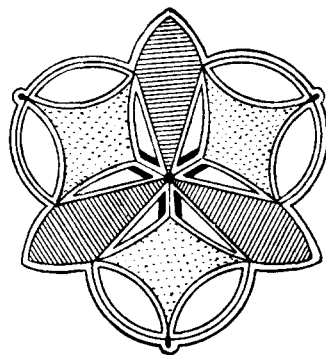
empirical, library science students would receive far greater depth in coverage than is possible in a traditional subject literature or subject bibliography course. Students should become directly involved in the everyday needs, research activities, and bibliographical requirements of both scholars and practitioners in the fields under study.

Motivation and Justification

The orientation of the course is based on: the use of a variety of instructional methods; an integrated and analytic subject approach; the use of individual and group learning experiences; concentration on both the theoretical and the applied activities of the world of business, finance and management; and an introduction to the basics of machine-aided information systems and practical on-line interactive reference retrieval. The author is guided in her teaching by the three basic qualifications that are essential for successful library service:

- a business librarian must understand the theoretical and the practical needs of the position;
- such a librarian must keep track of the theoretical and practical advances both in the subject areas and in the technological methods as they relate to information storage and retrieval in these areas;
- a business librarian must be able to adapt these developments to the specific and practical needs of everyday activities of the users of these libraries.

In addition, in order to visualize a collection which reflects the diverse interests and information needs of a great variety of library users, a librarian in these libraries needs to develop an understanding of the interrelationships of the fields of business, a knowledge of related sources that are available, and appropriate attitudes to serve as effective information specialists to those in need of specialized information.



Furthermore, the motivation and justification for teaching the course and using a combination of different methods lies in the author's concern for library science students who, upon graduation, should be prepared to serve as effective librarians and as potential prime movers in the establishment of business libraries. The course is still in the early stages of development, but hopes for the course are high; however, much will depend on the motivation and drive of future students and the support given by the institution.

Instructional Objectives

Perhaps the most important quality researchers can possess is an inquiring attitude. However, the desire to perform effective research in any discipline must be accompanied by a knowledge of source materials available in the field and an understanding of the research procedures peculiar to the nature of the subject. Researchers, particularly students with little or no prior knowledge of business, must develop certain habits when retrieving information in these areas. Therefore, the main objectives of the course are to offer students opportunities to acquire pragmatic skills in the use of relevant business information sources; develop the necessary understanding and appropriate attitudes to serve as effective information specialists to those in need of business information; and understand the complexities involved in the selection process of materials for a specialized type of library. Students are

introduced to the interdisciplinary nature of the fields of business, basic terminology, structure of the literature, and problems of bibliographical control and information retrieval, as well as governmental, corporate, and research-based information systems that are essential tools of informed decision-making.

Special emphasis is placed on the study of government-produced publications, investment informatory services, as well as stock market advisory services, directories and sophisticated specialized sources which concentrate on the individual subject areas covered during the semester. In addition, attention is given to computerized sources of financial data for analysis of companies and commercial computerized collections of various organizations covering a variety of economic, financial and marketing data.

Course Structure and Methodology

The course is taught in seminar fashion during the second semester or a summer semester of the academic year. By this time, most of the students have been exposed to a number of specialized points of view in courses covering information sources, services, and research in either social sciences, science and technology, or humanities. In addition, it is hoped that students have completed the basic course in information science.

The course is organized from an interdisciplinary point of view through an integrated approach and developed along the lines of individualized instruction. Students are allowed to pursue their individual interests and to develop skills and attitudes needed to provide a more sophisticated reference/information service in the fields of particular interest. The course content covers the development and current trends of business, landmark works, contemporary book and non-book materials, bibliographical apparatus, and a variety of information sources in each of the fields covered. It

includes an introduction to the concepts and the methodology as expressed in the literature of the fields.

In order to give students an understanding of these topics, a timetable is developed to outline the class sessions and student responsibilities. Consideration is given to students' backgrounds, interests, and aspirations, allowing for as much individualized instruction as possible. The weekly three-hour sessions outlined in the timetable include class meetings and laboratory periods for individual work and sessions for on-line retrospective searching in the University's Science Library.

Furthermore, in order to develop self-confidence and self-reliance in students, the following methods are considered:

- the concept of the simulation method of instruction;
- a variety of case studies and videotaped role playing;
- usage of on-line information retrieval systems (Abstracted Business Information and Predicasts, Inc.);
- sets of queries and subject-oriented problem analysis;
- guest lecturers and the use of a variety of materials provided by selected publishers and data systems.

Underlying the methodology used in this course is the concept of independent study. It is hoped that in offering students a certain degree of independence and responsibility in their learning process, they will develop a sense of self-sufficiency and direction, the ability to think critically and creatively, an awareness and an understanding of a variety of information resources, and the ability to use these resources effectively. The students must understand the interrelationships of subjects, ideas, and concepts; they should be able to grasp the meaning of service and the ability to provide this service. It is also hoped that the various projects undertaken as independent activities will aid students in developing a certain capacity for self-evaluation.

As special aids for a more effective way of studying the interdisciplinary fields of business, communication patterns and problems of bibliographical control and information retrieval, a variety of exercises and projects are offered. The Appendix lists these options.

Conclusions

This instructional methodology is representative of the author's continuing efforts to develop self-instructional programmed units, which serve as integral parts of courses covering information sources, services, and research in a variety of subject areas. Such units provide students in library science programs with far greater depth in coverage than is possible in traditionally taught subject literature courses. The course described seeks to prepare students to assume professional positions of a specialized nature in a variety of libraries and be able to analyze, judge, and resolve the kinds of complex problems that will be placed before them.

The success of any course, quite naturally, depends on a number of variables, including the motivation of the student, the understanding and support of the educational institution, and the available time the instructor can devote to each individual student.

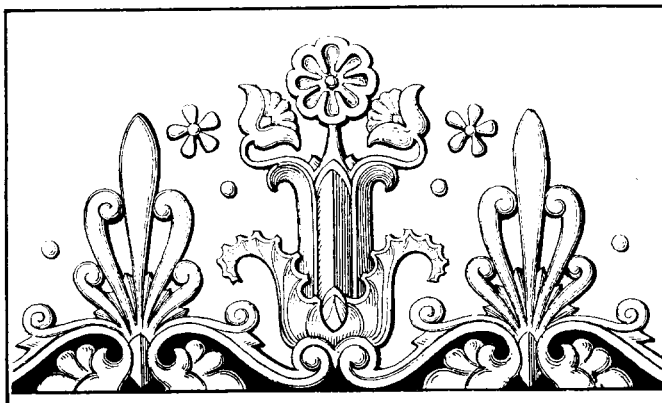
Regarding the student's background and motivation, it should be noted that the majority of students enrolled in the

classes (5) had no background knowledge in the subject areas covered. The majority of students, however, had a great deal of motivation and generally felt, by the time they had completed the exercises and projects, that it had been a beneficial experience for them. Most of the students exhibited a self-confidence by the middle of the course that was not initially apparent. Most students ascribed this to the relative freedom given them in the execution of the assignments. Students have generally expressed their satisfaction, indicating that they had gained a true insight into the interdisciplinary nature and the complexity of the areas covered.

The course is still in its initial stages of development (6). Each of the methods used in the classes so far offered is being analyzed and evaluated in terms of its effectiveness and as a part of the total methodology. Improvements are also being made in combining the two parallel mainstreams characteristic of educational methodology: the theoretical and the empirical. The present methodology is being evaluated in order to find a better blending of "the theoretical and the practical."

Acknowledgments

The author wishes to express her appreciation to the students in the Spring 1975 class at University of Kentucky, College of Library Science. In particular, my thanks to Allan Bowers who has helped immeasurably in the development of this course.



A. Exercise I: Definitions

Defining some of the most frequently encountered terms and concepts in business, finance, and management.

B. Exercise II: Problem Analysis

Problem-solving involves the various aspects of subjects encountered in business, finance, and management and includes the usage of statistical, economic, and financial type of information sources.

C. Project I: Identification and Analysis of a Variety of Information Sources for Data on a Manufacturing Firm (or other)

Evaluation of a variety of information sources on the various aspects of a selected organization (manufacturing or other). The discussion involves a description of the extent to which different sources of information provide the same, similar, or different data and the manner in which they complement or duplicate each other.

D. Project II: Loose-leaf Services

Provides students with an opportunity to gain a better understanding of the nature and usefulness of a variety of loose-leaf services through their critical analysis and evaluation.

E. Exercise III: Queries

Involves work on queries which are typical of any type of library.

F. Group Projects: Case Studies

Offer students opportunities to serve in the capacity of "professional librarians" in the solution(s) of the problems described in a variety of situations.

G. Semester Project

I. Selection, Analysis and Description of Information Sources in a Specialized Area of Business, Finance, and Management

II. Development of a Special Collection to Serve as a Hypothetical "Model" (core) for a Company Library Within a Selected Type of Industry

H. On-Line Retrospective Searches

The selection of on-line retrospective searching, providing students with hands-on experience in computer searching, is based on the continuous increase since the early 1970s in the usage of on-line systems as a vital medium for information retrieval and the recognized need for effective user training for on-line information retrieval systems.

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4. Other areas are explored through student projects.

5. At University of Kentucky, College of Library Science.
6. The description of the course and its methodology in this article is closely related to and a follow-up of the author's paper, Ref. 2.

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Résumé Writing

Form and Function

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■ **Marketing professional skills is an ever-present need for librarians and information managers seeking professional positions, growth and development. The functional résumé presents information in a positive, confident tone. In this article the authors discuss the inventory data as a foundation for building a unique résumé, as well as writing, printing and uses for the résumé.**

THE WORD is out—the basic document for professional-level employment today is the résumé. Libraries and bookstores carry manuals on résumé writing; classes in résumé writing proliferate. Yet employers are still deluged with poorly prepared résumés, with the expectations of many underemployed, unemployed, and transitionally employed librarians unfulfilled. To cite a long list of examples for the failure of résumés to accomplish their purposes would be fruitless. A more positive approach is to discuss the functions, forms and uses of the résumé.

The first function of the résumé is to organize your qualifications for employment: work experience, education, skills. Every librarian has a unique set of experiences to be inventoried completely, including names of individuals and institutions, dates, levels of experi-

ences and the skills derived or used therein. Using the categories of responsibility, communication, coordination, leadership, and supervision, for instance, is an important step in the process of self-selection.

Inventory of Skills and Experience

It is essential that you develop the inventory thoroughly. If you are underemployed, or transitionally employed, keeping a daily diary of work tasks for a week and coordinating the activities under the categories just listed is a first step. For example, under responsibilities, you would list the tasks required and completed in day-to-day employment. Emphasize those tasks that relate to the position you are seeking—people, systems, collections. Perhaps you also covered for an absent worker and introduced a solution to a problem

surfacing during a staff meeting. Your evaluation of these experiences could result in placing the former experiences under "coordination" and the latter under "communication." However, it is equally reasonable to place both these experiences under "leadership." Next, assign priorities to these items. Ask yourself: What do I like best about myself in my evaluation of these characteristics? By emphasizing your qualifications, personal characteristics, and the skills you have for the position, the statements have the required positive, confident tone that will carry through to the interview.

Now for equal time to the unemployed. While the events of the most recent past have not provided a basis for the daybook inventory of experiences, it is equally important that you establish a thorough inventory. If your survival has depended on unrelated work experience, it is difficult to describe an evaluation of employment, but it may be necessary to make a positive statement about this employment or unemployment period to an employer. Remember not to assume a negative view of employment. The employer of your choice may have survived at the same level and will like you more for having formed a positive, even though limited, view of the experience.

You now construct the checklist of experiences: employment, education, achievements, community service, awards, materials developed, publications, memberships and affiliations, references, and personal data. Everyone will have information for the first two and last two items. Affirmative action-equal opportunity legislation has made it unnecessary to include personal data. If you choose to include personal information, give it low priority. Some employers fear violation of hiring guidelines if the first information you offer is of a personal nature. They can refuse to read a résumé with this information in the introduction. This is a distinct change from the traditional résumé of five to ten years ago.



It is time to organize the checklist into a qualifications strategy. To this point the focus has been on you; it is now wise to consider the needs of the employer as well. Reading want ads and positions open descriptions in newspapers and journals will assist in maintaining the focus on the employers' needs. In the 1978 calendar year *Special Libraries* published many nonacademic job openings with qualifications for "Languages" and subject specialty degrees at the BA/BS or MA/MS levels before the MLS or Experience requirement. If the positions of interest to you require a specific achievement that you have in education but not in work experience, it would be best to give top priority to education in writing the résumé for that position. If you are changing careers, from public or technical service to research, or from research to consulting, it would be best to feature the personal characteristics over a chronology of education and experience. In whatever system you choose, be consistent, follow a reverse chronology, write in the active voice and place the focus on the individual by using this format: **what** you were doing, **where** you were doing it, and **when** you were doing it.

Attracting the Résumé Reader

The second function of the résumé is to obtain an interview. The system of "résumés get interviews and interviews get jobs" will apply to a high percentage of situations in obtaining employment. In those situations where it does not apply, the analysis of experiences will relate positively by adding power to the interviewee's position during the interview.

In general the employer is most interested in a one-page résumé. It is best to restrict information to meet this limitation. The simple solution is to choose the qualifications most closely related to the employers' needs and summarize additional information. Figure 1 shows one example. The idea is to hint at additional information that could prove to be of great interest at the time of the interview. If every bit of information is detailed clearly on the résumé, the result often runs three or more pages, usually unacceptable to the employer and leaving nothing of interest for the interview. You always can sell skills in person more easily than in writing. But it is still necessary to hint that additional information is available. The complete inventory will help organize information for the interview, as well as form the foundation for the résumé.

At this point it should be apparent that the well-written résumé is developmental and time consuming to prepare. It should be added that it is a piece of creative writing that few people enjoy composing. One reason for this is that our lifestyle and educational systems provide little experience in making positive statements about ourselves and our skills. Many people choose an example of a well-written résumé from a book and transfer their information onto this format rather

than build the foundation of the inventory. This decision always is apparent to the experienced résumé reader—the employer who averages reading twenty to thirty résumés a day. The 1978 edition of the Modern Language Association publication, *A Guide For Job Candidates and Department Chairmen in English and Foreign Languages* (1), cites the problem for employers reading résumés or vitae: "The quality of sameness in the multitude of applications for any announced vacancy." This will occur more frequently on résumés emphasizing dates and institutions (the chronological résumé) than on résumés stressing qualifications, personal characteristics and skills.

Physical Format

The time has come to run the paper into the typewriter and assemble the data. Since the résumé, vita, and curriculum vitae all have a readily noticeable format, it is unnecessary to title the piece. Start at the top of the page with your name in big bold print. Follow with address and telephone number, including area codes and zip codes. The next item of interest to the reader is your goal—what you want to do for the next two to five years. It is possible that you have a specific objective, the position advertised in Thursday's edition of the *Herald Clarion*, for example. Or you

Figure 1. Example of Concise Résumé Style.

<p>EDUCATION: MBA University of Oregon School of Business Administration, 1981, including Computer Technology. MLS University of Washington School of Library Science, 1975, emphasis Public Service. BS Computer Science, San Francisco State, 1970, Minor in Business Administration.</p> <p>Computer Languages: Cobol, Fortran, and Basic.</p> <p>EXPERIENCE: Responsible for establishing and managing Information Center for Banking Services, Bank of The Bay, 3 years, using UTQ Computer equipment and programs to meet the needs of 15,000 small business organizations in the Bay area. Organizer and Leader of Data Processing Workshops in Bay area business community. Frequent speaker to large groups of West Coast banking conferences.</p>



may be doing a creative job search in the unadvertised job market. If either of these is your concern, the objective would be stated in a cover letter.

The reader knows who you are and what you want to do. The body of the résumé states your qualifications for the position desired. The references indicate that all information can be verified. Place the current date (month and year) at the bottom of the page to indicate how recently the information was assembled. Résumés have a life of one year. If you desire, you may conclude the résumé with the date you are available for work.

There exist some hidden discriminators in the résumé. Visual and tactile appeal must be considered. You should choose the finest quality paper affordable for your résumé. An individually typed résumé on high rag content bond paper has the quality of personal appeal. This is both expensive, if the typing is hired, and time consuming, if produced one at a time. A more efficient method is to have your résumé typeset on good quality paper at a quality print shop. Twenty or thirty copies are usually sufficient to cover the well-researched job market. Résumés typed

on erasable bond paper or xeroxed copies are generally unacceptable for serious consideration since the quality of the paper distracts from the quality of the information. It is also advisable to use a standard typeface, not script type, for business correspondence. Remember you are in the business of getting an interview.

Cover Letter

It is now time to consider the cover letter, sometimes called the letter of application or the letter of transmittal. This letter personalizes the data of the résumé to the individual employer. After researching the organization and ascertaining the name of the person with the power to hire, address the letter to that person. The first paragraph clearly indicates why you are writing to this organization; include something you know about them, their operations, services, or products.

The second paragraph should explain why you should be considered for the position. Point out that you are enclosing a résumé and draw attention to specific data you choose to emphasize. If a goal, objective, or position desired is not stated on the résumé, it should be included in this paragraph.

The third and final paragraph asks for action in obtaining the interview. Again, be specific about your availability, such as "on two-days' notice" instead of "at your convenience," or on Thursday afternoons, or by telephone between 1:00 and 3:00 p.m. Wednesdays (include the telephone number). Be critical of any statement that changes the effect of the strictly business tone of the letter. The effect of the cover letter is not limited to personalization of the data since it includes an indication of communication skills. The letter that is well-focused helps establish, in advance, the environment for the interview.

The letter has to be individually typed to each employer. It is true that the second and third paragraphs will contain similarities, but the attention-

getting first paragraph requires a sincere attempt to flatter the employer with information meaningful only to that organization.

Other Uses for a Résumé

There are three other uses of the résumé besides the employment search. The first is the use of the résumé in asking for letters of recommendation. Giving a copy to the person willing and able to write or speak of your professional development will add continuity to the statement you are making about yourself. For the transitionally employed, using a résumé to write or develop a job description can prove to influence a present employer in a positive manner. The third use of the résumé is more personal. Every year we develop a personal worth statement to pay taxes. Similarly, a professional worth statement, the résumé, can assist the orderly development of a career. Writing a yearly PWR (professional worth résumé) keeps career experiences, skills, and goals, the past, the present, and the future in focus. You can develop satisfaction from this, through the process of checks and balances. Knowledge of organizations will open the door to a position, but the knowledge gained through the "organization of the self" will be the effective passage toward stated goals.

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Special Libraries in Katmandu

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■ Since Nepal began to encourage tourism in the 1950s, many changes have been introduced in this secluded country. One of the developments was the growth of special libraries, which were begun to meet the need of the diverse population. The services of five important libraries in the capital city Katmandu are discussed. In addition, the trained and semitrained librarians who have devoted themselves to the education of their clientele are described.

ASIDE FROM a variety of tourist attractions, Nepal has a growing network of special libraries. These libraries attempt to serve a country with a population of twelve million people, a conglomerate of races and tribes. The common language of the region is Nepali, but the educated classes are conversant in English. Since the 1950s, when Nepal began to allow tourism, a few modern developments have penetrated this ultraconservative land. Libraries were among these changes. While on a month's holiday there in April 1978, the author visited a

number of such libraries in the capital city Katmandu and observed dedicated librarians opening areas of knowledge to users who, until recently, looked upon books with suspicion.

At present there are few libraries in the countryside, where until the last few years reading and writing were rare skills among the peasants. The Nepalese government is currently cooperating with the United States Peace Corps on a system of rural schools to help combat illiteracy. Still, the wide selection of special libraries in Katmandu has no shortage of users.

However, a public library system has not yet evolved to serve the general population of Nepalis.

Of the many centers visited by the author, five warrant discussion: the American Library, the British Council Library, the Bharat Sanskrit Khendra, the Rastra Bank Library and the Nepal-Soviet Friendship Society Library.

The American Library

The American Library was started in 1953, and on Apr 1, 1978, it was renamed the International Communications Agency. The librarian, Durga Bahadur, is presently administering a four-story structure that was enlarged in 1967. Library hours are from 11 a.m. to 7 p.m. daily (closed Saturday), giving clients ample time to visit the two large reading rooms in which the six thousand volume collection is housed. The other three floors of the building are devoted to lecture rooms and offices. The staff consists of six people, two of whom were professionally trained in Indian library schools.

There are 1,100 reference works, such as the standard handbooks, dictionaries, and encyclopedias common in U.S. libraries. The entire stock is in English. A wide selection of magazines including *Time*, *Esquire*, and *New Republic* keep the readers aware of current world news and trends in the arts and sciences. The librarian has purchased a few off-beat magazines such as *Aphra*, devoted to feminism. Back issues are sent to local colleges and universities for their research collections. The *New York Times* is one of the most popular items in the library. Books are cataloged by the Dewey Decimal system and are easily approachable by means of a card catalog. The actual cataloging is done by a central agency that services the vast network of American Library branches all over the world.

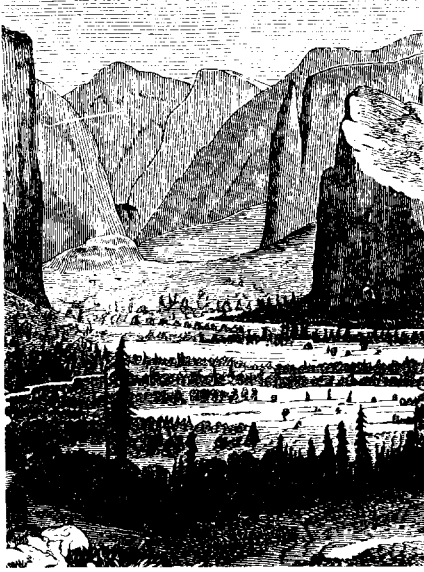
Political science and international relations are, according to the librarian, most in demand. Most readers come from the local undergraduate and grad-

uate institutions. The rest of the clientele is split between Nepalis, foreign visitors, and U.S. residents. Nepalis working for their government as planners or economists make heavy demands on the library for specialized material. However, the librarian has not neglected the humanities, for one may find many classics of American literature, as well as contemporary works.

The library budget varies with funds available, but for the fiscal year 1977-78 it was \$10,000 (U.S.). The executive staff of the American Library Central Headquarters in New Delhi, in consultation with the librarian, decides what is to be purchased. Bahadur uses such tools as *Library Journal*, *Choice*, and *Current Book List* to make himself aware of new publications; he also considers readers' suggestions. Titles are purchased almost entirely in the United States, while a bare minimum come from India or Great Britain. The library has found it most efficient to order directly from the United States, where certain dealers have become aware of their particular needs.

Nepali women currently represent about 10% of the library users, while in previous years they hardly came in at all. The number of women users increases steadily as they enter govern-





ment, offices, and universities. So far there have been no requests for books on women's liberation, a movement still to emerge in Nepal, a traditional land where females are just beginning to think of careers outside the home.

Generally, books may not be borrowed from the library. U.S. tourists to Katmandu are also denied this privilege—a policy that has resulted in raised voices on occasion. However, U.S. residents who are attached to a government agency may take books home. The same is true of Nepalis who are certified by their office. A person who is properly affiliated may become a registered member and thus be permitted to take home three books for one month. The annual inventory has revealed a negligible loss rate. When a book is kept overdue by a member, three notices are sent at one-month intervals. No steps are taken beyond these reminders.

The American Library is part of an interlibrary loan network that encompasses universities and business firms. Bahadur publishes a monthly brochure entitled *Library News* which publicizes recent acquisitions; it is sent to the academic community, corporations, and selected individuals. The librarian's

mailing list is extensive and frequently updated, and he is well aware of the particular subject interest of those concerned. Anyone on the list can request a photocopy of a book or magazine from the American Library, or have the item itself forwarded via the interlibrary loan system.

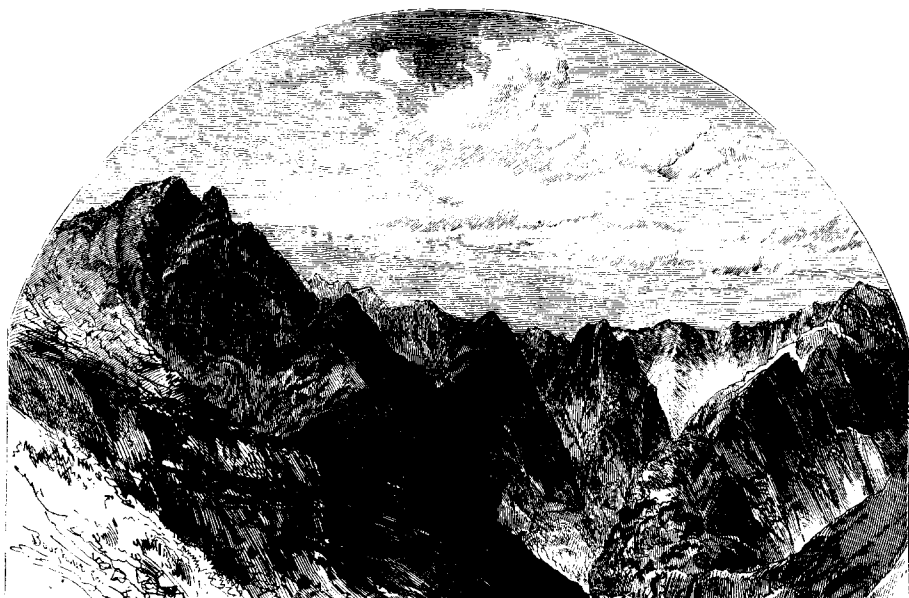
In addition, the library sponsors lectures and films on developing countries and their economies, as well as preparing bibliographies on the same theme. Recently, the Royal Nepal Academy sponsored dramatic performances and has asked the American Library to supply an extensive bibliography on U.S. westerns. *Shane* and *High Noon* drew the largest crowds of all the films ever shown at the library.

The librarian foresees no decrease in interest in U.S. culture or in his library. He is optimistic about the future of his facility, citing healthy circulation figures as proof.

British Council Library

The British Council Library began in 1952 as the British Reading Room, but adopted its current name in 1959. The facility was enlarged in 1977 to allow room for the steadily increasing collection. The library is located on the Kanti Path, a street known for exclusive hotels and restaurants. The hours are from 10 a.m. to 6 p.m., Saturday through Friday (closed Sunday). The collection numbers twelve thousand volumes and covers a wide range of subjects. The library subscribes to a substantial assortment of magazines such as *Illustrated London News*, the *Economist*, and *Amateur Photographer*.

The librarian, Shanta Mahandher, is the only professional among six employees. She received her library science degree in Lucknow, India, from the Isabella Tobin College. The books are cataloged by the Dewey decimal system; the catalog cards are sent from the British National Bibliography in London. The few adaptations necessary are accomplished by the librarian herself. The most popular subject area,



according to Mahandher, is British fiction—especially among the European borrowers, who are aware of the latest authors. The Nepalis, however, prefer titles in the medical sciences, since an institute of medicine has recently opened in Katmandu. Sociology, business, and engineering also attract a large clientele.

The users are mainly students from the local colleges, British residents, and tourists. In addition, government officials come to the British Library for specialized items. The percentage of women patrons is growing each year; Mahandher estimates 20% of her clientele to be female. Although most of these women are from the university community, a respectable selection are housewives and women who have begun to be self-supporting. To date, the librarian has had no requests for literature on women's liberation, and has noticed that women are more reticent than men to request help.

The budget varies each year, but for 1977-78 it totaled £6,000 (U.K.). The money is allocated by the librarian in consultation with the British Council representative, who is the final arbiter on what is to go into the collection. Readers' suggestions are a good biblio-

graphic source for the librarian in her hunt for new titles. Order forms are typed and sent to certain dealers in London. A list of new books available is also sent by the British Council Central Agency each month. Mahandher also consults the *British National Bibliography* and *British Book News* for further ideas. Since requests are generally restricted to in-print items, the library has had no difficulty in filling their orders on the London book market.

Unlike the American Library, the British Council does not distinguish between tourists and residents insofar as borrowing is concerned. Anyone willing to leave a 25 rupee deposit (two U.S. dollars) may take three books for three weeks. The inventory taken every two years has revealed a startlingly low loss rate. When a book is three weeks overdue a first reminder is sent; another is mailed out one month later. The borrower has the option of renewing a book or reserving one in circulation by a postcard system.

The Council Library has several noteworthy special collections. The text book collection is used by students from the local secondary schools and universities. The library has begun recently to buy texts for younger read-

ers (from first to seventh grade), on an experimental basis. All texts circulate for the three-week loan period.

A noncirculating special collection contains information on Nepal. Since there are not many adequate guide books or historical works on the subject for sale in local stores, these library books are used heavily by Nepalis and foreigners alike. Himalayan-bound tourists are especially keen to gather topographical facts about the mountain chain they plan to climb. The tourist office in Katmandu can only supply the basics; the British Library fills the void.

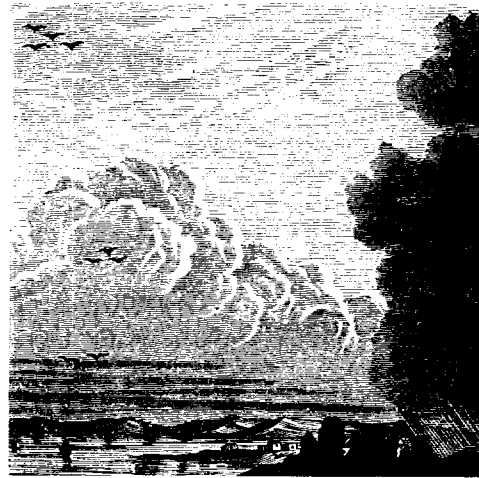
The Katmandu center is part of the British Council interlibrary loan network centered in Calcutta. Materials that are unavailable in Katmandu are likely to be in the network's Calcutta collection, which has an excellent accumulation of materials on Europe and Asia. The operation seldom takes more than twelve days, even though it is done by mail instead of telex. The British Council offers English courses for Nepalis who plan to study or work in Great Britain. The library has a good selection of supplementary literature to offer those who are studying English.

Manhandher stoutly maintains that she runs the most popular library in Katmandu. Her statistics of two thousand books circulated per month goes far to establish her assertion.

Bharat Sanskrit Khendra

Those interested in Indian subjects also have a library in Katmandu. The Bharat Sanskrit Khendra, run by the Indian government, is accessible from 11 a.m. to 6 p.m. daily (except Sunday). It exists for the express purpose of fostering Indian-Nepali understanding in a city where many Indians own businesses. The Sanskrit Khendra stands at the beginning of the New Road, adjacent to Royal Nepal Airlines, and looks out on a large square where festivals are held seasonally. The staff consists of the librarian and his assistant who are both professionals, plus three attendants, two clerks, and a typist.

The collection numbers forty thousand volumes, while fifty magazine titles, both in Hindi and English, are on current subscription. The *Illustrated Weekly of India* is the most popular magazine, in addition to whatever cinema magazines happen to be on the shelves. Indian users are passionately fond of reading anything dealing with Indian films, whether in book or magazine format. They constantly ask the librarian to increase his holdings in this specialized area. The librarian, Krishan Kumar Minocha, never keeps back issues of magazines, but sends them to the local universities. Newspapers such



as the *Times of India*, the *Hindustan Times*, and the *Indian Express* are read regularly by a group of Indian users who wish to keep abreast of happenings in their homeland.

The librarian estimates that an average of six hundred readers pass through the Sanskrit Khendra each day, some to read and others to meet friends. His collection is broken down by language into 60% Hindi, 35% English, and 5% other Indian tongues and Nepali. The librarian estimates that 70% of the Nepalese population in Katmandu can read Hindi since it is a cousin of their own tongue.

Interestingly, the popularity of Hindi films has brought business to the Sanskrit Khendra. Indian films are often sentimental with romantic themes.

Many film fans come to the library to request books similar to the movies they have seen. The librarian estimates that 5% of his public are women. They are most often students from the local colleges and universities. In addition, older women come in to request religious books.

Hinduism is a particularly popular subject with Hindu and Nepali readers. Young and old alike come to read books on their religion. Tibetans, who fled their country in 1959 after the Chinese Communist takeover, have begun to frequent the library. Most of these Tibetans read English, which gives them access to new books on Buddhism and Tibetan culture. These new users have asked the librarian to purchase books on their homeland so the younger Tibetans will not lose touch with tradition.

One popular collection contains materials on mountain climbing. Indians, Nepalis, and tourists often request information on past Himalayan climb-



ers, as well as material on flora and fauna of the region. A collection on Nepali authors is less heavily used.

Everyone, regardless of nationality, is entitled to borrow books from the Sanskrit Khendra. There is no deposit required when someone is sponsored by another member, a business, or a university. The loan period is two weeks, with the option of a one-week renewal. The user is entitled to two books at one time. When books are not returned, three reminders are sent at one-month intervals. As a last resort, the person or agency that sponsored the borrower is contacted. The Brown charging system is used to keep a record of outstanding books. Minocha estimates that their loss rate is quite low; however, they have noticed recently that more books are being mutilated.

The Sanskrit Khendra is the focal point of a series of outside events. The library shows films in Hindi on a regular basis to large crowds of Nepalis and Indians. The India-Nepal Friendship Society meets on one of the upper floors in order to hold yoga classes. The library has a sizable collection of books on yoga for those who wish to continue their study. In addition, exhibitions of Nepali painters are held twice yearly in the vestibule of the Sanskrit Khendra.

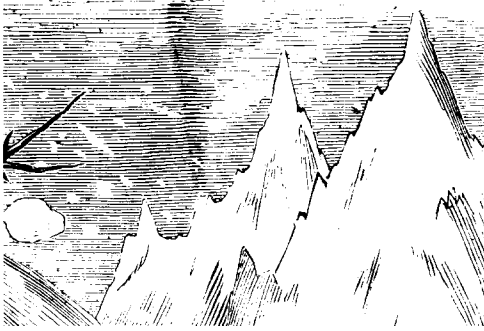
Nepal Rastra Bank Library

The Nepal Rastra Bank Library began in 1956. Located in the main branch of the National Bank of Nepal on the outskirts of Katmandu, its hours extend from 10 a.m. to 5 p.m. daily (closed Saturday). The facility occupies two rooms in a government building set on a palatial estate. Staff members of the bank and professors in economics are the main users. The librarian, Julum Vaidya, and her six-person staff of nonprofessionals serve a public who will be instrumental in determining the economic future of Nepal. Two of her present staff will be sent to India in 1979 for professional training in order to better serve the information needs of businessmen and economists.

The collection numbers approximately five thousand volumes, while auxiliary branch holdings total two thousand. Through a messenger service a branch manager can request an item and be assured of its delivery within an hour. Money, banking, economics, commerce, and management are the strengths of the Rastra Bank Library. Vaidya has started a special collection of books by Nepali authors. In addition, she tries to stay abreast of materials published on Nepal by consulting book advertisements in local newspapers and by using a bibliography, which contains both old and new books, published by the Royal Nepal Academy. The library also subscribes to sixty-five magazines in fields related to economics, plus others of a more general appeal. These magazines are published

in India, the United States, and Great Britain. Popular titles include *Reader's Digest*, *Current History*, and *National Geographic*. The librarian has been careful to retain back issues, relying on them as dependable sources when books fail.

Books were shelved by author until 1978. The librarian has been short of professional help and otherwise occu-



ried with administrative duties. She is cataloging the collection slowly by the Dewey system and hopes to be finished within the year. Her daily duties are extremely taxing, for she is the only person there who is skilled enough to answer reference questions; cataloging must be relegated to spare moments.

The extensive clientele at the Rastra Bank is motivated to use the books, but they act as though the books were their own personal property. Merely keeping track of the stock takes up valuable time, which the librarian could devote to cataloging and other essentials. Depending on their status, employees may borrow from two to fifteen books for one month. The loan period often runs into six months when borrowers ignore the reminders sent by the librarian. So far, the librarian has not deemed it feasible to institute a fine system.

Another problem Vaidya faces is bank employees who telephone local booksellers and order items over the phone without authorization from her. These enthusiasts see nothing amiss in ordering items and expecting the library to pay the bills. Although the budget is ample, such spontaneous purchasing occasionally can cause a

strain. Ordinarily, a few books are acquired from local markets, but most are bought from England, India, and the United States. Since 95% of the library's holdings are in English, dependence on foreign dealers is not surprising. The books are chosen by the librarian in conjunction with a committee of bank advisers, taking readers' suggestions into consideration.

The collection is growing rapidly; it will soon overflow the two rooms it presently occupies. Once Vaidya gets more professional help, she plans to involve herself in periodical indexing and other needed projects. This help is also necessary to cope with the flood of bank and United Nations reports that come in each month. These reports are kept in a separate section and are consulted often by bank advisers and economists working for the government of Nepal. The Rastra Bank subscribes to many Western newspapers for their clientele, who must keep abreast of the latest economic developments all over the world. The *Financial Times of London* and the *Wall Street Journal* are the newspapers most frequently requested.

Nepal-Soviet Friendship Library

The Nepal-Soviet Friendship Library is strategically located across the street from the main tourist office in Katmandu. It began in the mid-1950s in response to the opening of diplomatic relations between Nepal and the Soviet Union. The facility takes up two rooms in a modest structure: one is allotted to reader's services, while the other is used by the librarian for processing. The librarian, Tiwari Ramesh, performs all the professional duties, even though his staff consists of seven assistants with various levels of library expertise.

The collection contains nine thousand volumes, mainly in English, except for a smattering of Russian and Nepali. The readers are largely local university students who are conversant in English and prefer to read in it. They are curious about the history and

culture of Russia; some of them plan to go there eventually for postgraduate education. Very few women patronize the Nepal-Soviet Friendship Library. The ones who do are curious tourists. Ramish estimates that he gets from twenty to fifty users per day. A vast majority of these visitors are interested in sports, especially books concerning Russian athletics and athletes. Economics, political science, and international relations are also popular subjects. Recently, three hundred students who had visited the Soviet Union formed a club to assist the library. They contribute money, hold lectures, and suggest titles for purchase, usually in Russian.

The noncirculating collection is cataloged by the Dewey Decimal system. A card catalog is available to guide users to their subject. Cataloging presents a problem to the librarian; he is the only trained professional and must handle each book himself, aside from supervising all the other daily operations. The budget is variable from year to year, depending on the amount collected by the Soviet Friendship Organization of Nepal, which funds the library. Ramesh purchases books in Katmandu from local sellers and receives donations from the Soviet Union and the Soviet Embassy in Nepal. Great attention is paid to readers' suggestions, especially those of the Nepali users who have returned from Russia and are eager to acquire books in technical fields.

The library acts as a disseminator of Russian culture to the Nepalese public. Each week they show a number of films in both Russian and English. In addition, Russian language classes are

conducted for Nepalis who plan to study in the Soviet Union. The librarian estimates that no less than one hundred students are currently enrolled in these courses, and each year the number increases as more people are given scholarships to study there. Lectures are very common at the library. Cultural attachés to the Russian legation in Nepal and visiting speakers from Russia come to discuss topics such as Soviet and world politics, sociology, and the economics of underdeveloped countries. Ramesh compiles a library acquisitions list-newsletter which makes the rounds of the local libraries, offices, and individuals who wish to be informed about the Nepal-Soviet Friendship Library.

The author's one-month survey of special libraries in Katmandu made her visit there memorable beyond mere tourism. Most importantly, she observed committed librarians serve users who had been ignorant of the outside world until the mid-1950s. In the past twenty years, since Nepal opened to tourism, momentous social and economic changes have been set in motion. Libraries have immeasurably enriched the culture of Katmandu. The librarians have been pioneers in the struggle to disseminate information to a public still attuned to the old ways. Clearly, they have made many converts to reading books among those who wish to broaden their vistas and fully participate in the twentieth century.

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Barbara Foster is assistant professor and librarian, Hunter College, City University of New York.

SLA Board Appoints New Executive Director

On Jun 8, 1979, the SLA Board of Directors announced the appointment of Dr. David R. Bender as the Executive Director, SLA. The announcement was made during the First Worldwide Conference on Special Libraries, held in Honolulu, Hawaii. Bender assumes the position of Executive Director on Jul 30.

Bender, 37, has been Branch Chief, School Library Media Services Branch, Division of Library Development and Services, Maryland State Department of Education, since 1972. Included within his responsibilities are the administration and supervision of this governmental agency library.

A native of Ohio, Bender received his doctorate from Ohio State University (1977) with a specialization in educational technology. He earned an MS in library science from Case Western Reserve University, Cleveland, Ohio (1969) and a BS in education from Kent State University, Kent, Ohio (1964).

Announcing Bender's appointment at the opening session of the Conference, SLA President Vivian D. Hewitt said, "Dr. Bender brings to SLA an exceptional background in the broad field of librarianship. He will be an ardent advocate of special libraries, has a people-oriented management style, and with his sense of humor he won't mind having SLA's 11,500 members as bosses."

Prior to his Maryland position, Bender was a consultant on school library services, Ohio Department of Education (1969/70). He also worked as head high school librarian, Willoughby, Ohio (1964/68) and as an instructor at Lakeland Community College, Mentor, Ohio.

Among his professional affiliations, Bender is on the Executive Board of the Maryland Educational Media Organization (1976/present) and was a member of the Task Force on the Role of the School Library



Dr. David R. Bender

Program in Networking (1977/78), which was organized by the National Commission on Libraries and Information Science.

He is also an active member of the American Association of School Librarians, serving as second vice-president (1975/76). In addition, Bender is a member of the State School Library Media Supervisor's Association, for which he was president (1973/74) and board member (1974/75).

He has been a frequent contributor to *School Media Quarterly* and the Ohio Association of School Librarians *Bulletin*. Among his other published works are workshop proceedings and a filmstrip-booklet set on media center development.

In other professional activity, Bender has prepared grant proposals for major projects, directed continuing education programs, and served as a consultant to library and educational associations, including the U.S. Office of Education, the American Association of Library Schools, and the New England Educational Media Association.

Bender will be filling the position formerly held by Dr. Frank E. McKenna, who was Executive Director from 1970 until his death in November 1978. Richard E. Griffin, Assistant Executive Director, has been serving as the top administrator at SLA since McKenna's death.

SLA AWARD WINNERS /1979

John Cotton Dana Award

Ruth S. Smith

Ruth S. Smith is a catalyst in bringing people in the information field together in order to get things done. She is cofounder of the Church and Synagogue Library Association, cofounder of the Federation of Information Users, cofounder of the Interlibrary Users Association, founder of the Committee on Information Hang-ups, and initiator of the Defense Documentation Center's Shared Bibliographic Input Experiment. Through these groups and many others in which she actively participates, she has developed an atmosphere of continuing open dialog among librarians, information specialists, jobbers, distribution agencies, and government agencies. The impact of these groups has been nationwide. Their work has benefited the entire library profession by promoting and improving communication and the dissemination of information.

Since 1975, Smith has served as manager of technical information services at the Institute of Defense Analyses, Arlington, Va. She joined the agency in 1961 after holding positions in a public library and



church library. A graduate of Wayne State University, Detroit, Mich., Smith earned a degree in library science from the University of Michigan. Two of her published works are *Getting the Books Off the Shelves: Making the Most of Your Congregation's Library* and *Cataloging Books, Step by Step*.

Among her Special Libraries Association activities, she has served as chairman, Aerospace Division (1975/76), and was chairman, Library Management Division (1978/79).

Ruth Smith is one of two recipients of SLA's John Cotton Dana award for exceptional services by a member of Special Libraries Association to special librarianship.

Jessie C. Wheelwright

The Hawaiian Pacific Chapter of Special Libraries Association, which joined participants in the First Worldwide Conference on Special Libraries in Honolulu, owes its existence in large part to the influence and effort of Jessie C. Wheelwright. Wheelwright worked with other special librarians to launch the new Chapter. In 1972, she carried a petition for the formation of the Hawaiian Pacific Provisional Chapter to the Boston Conference, where SLA's Board of Directors accepted it. As the first president of the Chapter, Wheelwright guided its initial growth so skillfully that within a year SLA was able to grant full Chapter status to the Provisional Chapter.

Jessie Wheelwright joined the San Francisco Chapter of SLA in 1950, the year the Hawaiian Telephone Company hired her to create a company library. She started with a single shelf of books, but when she retired as librarian 26 years later, she administered an industrial library of nearly 10,000



volumes. The library is one of the finest corporate libraries in the state and serves as a model for libraries in telephone operating companies within the General Telephone and Electronics organization.

Wheelwright is a graduate of the University of California at Berkeley and received an M.S. in Library Science from Simmons College, Boston, Mass. She began her library career in 1941 at the Maui County Library. Since her retirement, Wheelwright has continued to be involved in SLA's activities. She is presently a Director of the Hawaiian Pacific Chapter's Executive Board.

For six year Wheelwright has served as an adjunct faculty member at the Graduate School of Library Studies, University of Hawaii. She has revised and updated the business and economics literature course and expanded the special libraries course. Largely through Wheelwright's efforts, the curriculum now has a special libraries component.

Wheelwright has consistently chosen action over words. Her support of the efforts of others is uniquely in keeping with the spirit of Hawaii. Wheelwright is one of the two recipients of SLA's John Cotton Dana Award for exceptional services by a member of Special Libraries Association to special librarianship.

Hall of Fame

Frank E. McKenna

At the time of his sudden death in November 1978, Frank E. McKenna had been executive director of Special Libraries Association for eight years and was one of the world's leaders in special librarianship and information science. He had conceived, planned, and organized the First Worldwide Conference on Special Libraries which was held in Honolulu, Hawaii, June 9-14, 1979. McKenna's goal for the Conference was that it should be a forum for the exchange of information and ideas among the special libraries of the world. The Conference was dedicated to his memory.

Among McKenna's multiple contributions to Special Libraries Association during his membership of 25 years were: president, New Jersey Chapter (1959/60); chairman, Metals/Materials Division (1960/61); president-elect (1965/66); president (1966/67); editor, *Special Libraries* (1968/70); active participation in discussions on the revision of the copyright law for almost a decade, including membership on the Special Committee on Copyright Law Revision (which became the Special Committee on Copyright Law Practice and Implementation) (1976/78); and alternate representative, International Federation of Library Associations and Institutions (1977/78). His numer-

ous awards included an American Library Association Centennial Citation in 1976 for his service to special librarianship. As recognition for his contribution to the revised Copyright Law of 1976, SLA awarded him the Special Citation in 1977.

An able chemist, McKenna assumed the job of organizing the information center for the central research laboratories of the Air Reduction Company, Murray Hill, N.J., in 1953. This was his start in special libraries. His experience led him to hope that fellow special librarians would:

recognize and accept the challenges of excellence; excellence in our own knowledge, training, and performance; excellence in our own grasp of the techniques of the present and the future; excellence in inducing the production not of more literature, but of improved literature which is thus more readable, more understandable, and therefore more effective.*

McKenna was also a translator and a prolific and incisive writer. His contributions to special librarianship and to SLA helped make the Association's Hall of Fame an outstanding honor. SLA in return wishes to bestow this honor on Frank E. McKenna.

*McKenna, F.E./Expectations of Excellence. *Special Libraries* 57 (no. 6):373-375 (Jul/Aug 1966).

Gretchen D. Little

When Gretchen D. Little retired in 1978 as librarian from ICI Americas, Inc. (formerly Atlas Powder Company) in Wilmington, Del., she ended a distinguished 42-year career as a special librarian. During her 40 years of membership in Special Libraries Association, Little held a variety of offices, including president (1954/55).

A native of High Bridge, N.J., Little received a degree of chemistry at Duke

University, Durham, N.C. She was seeking information about a position in chemistry when a special librarian suggested trying library work instead. She began her library career as assistant librarian, Development Laboratory Library, U.S. Rubber Company, Passaic, N.J. A year later she moved to Chillicothe, Ohio, to become librarian of the Mead Corporation. In January 1943 she accepted a position as technical librarian at the Atlas Powder Company. While actively engaged in work there, she earned a degree



in library science from Drexel University, Philadelphia, Pa.

Only two years after joining SLA, Little served as president of the Cincinnati Chapter (1940/41). When she moved to Delaware she joined the Philadelphia Chapter, of which she is still a member. She has served as a member and chairman of many Chapter committees, was chairman of the Science-Technology Division (1948/50), and was an SLA director (1966/69).

Throughout her career Little has been a major stimulus for the strengthening of SLA. As chairman of the Science-Technology Division she instituted the creation of a manual of operation; during her term a salary survey was conducted and published. She encouraged and participated in the

production of two important SLA publications, *Technical Libraries—Their Organization and Management* and *The Numerical Index to the Bibliography of Scientific and Industrial Reports, Vols. 1-10, 1946-48*.

Little's major concerns as president-elect and president of SLA (1953/55) were the responsibilities of special librarians to the profession, to other professional organizations, and to other special librarians. She worked toward the establishment of professional standards that would be flexible and adaptable to new conditions. Following her presidency she was chairman of a committee on organizational structure and a member of other committees.

In 1959 Little gave expert and experience administration in her post of Conference chairman for SLA's 50th anniversary in Atlantic City, N.J. With the New York, New Jersey, and Philadelphia Chapters cooperating in the effort, the chairmanship demanded great skill, which Little supplied with aplomb.

Gretchen Little's long and distinguished career of service to the Association on all levels makes her truly worthy of election to the SLA Hall of Fame.

Honorary Member

Helen Foresman Spencer

For decades Helen Foresman Spencer, a resident of Kansas City, Mo., has enriched educational and cultural institutions in the Heart of America region through grants for buildings and staff, for books, and for rare art objects. Kenneth A. Spencer, her husband, was her partner in generosity until his death in 1960. In 1949 they founded the Kenneth A. and Helen F. Spencer Foundation for their philanthropy; Helen Spencer now serves as its president. Because of the national importance of the institutions (including special libraries) to which Spencer has contributed, her generosity has enriched the nation.

The following represents several of the major gifts the foundation has made since 1962 under Helen Spencer's presidency:

- two grants for the acquisition of books for the art reference library of the Newlson Gallery of Art, Kansas City, Mo.
- a library to house the Quayle Bible Collection at Baker University, Baldwin Kans., and a leaf from the Gutenberg Bible for that collection.
- more than two million dollars to the

University of Kansas for the Kenneth Spencer Research Library.

- the Helen Foresman Spencer Center for Education at St. Luke's Hospital in Kansas City, Mo., including a hospital library.
- rare book room addition to the Linda Hall Library of Science and Technology, Kansas City, Mo.
- the new Kenneth and Helen Spencer Art Reference Library, William Rockhill Nelson Gallery of Art & Mary Atkins Museum of Fine Arts, Kansas City, Mo., an 8,470 sq. ft. facility.

Spencer, a native of Joplin, Mo., attended Kansas University. She married Kenneth A. Spencer in 1927. Until 1940 they lived near Pittsburg, Kans. where Kenneth Spencer founded and was the chief executive officer, Spencer Chemical Company, and president and chief executive officer, Pittsburg and Midway Coal Mining Company.

Through her generosity Helen Spencer has demonstrated her belief in the value of strong special libraries in the fields of humanities, art, and medicine. As an honorary member she will bring distinction to Special Libraries Association.

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CHAPTERS & DIVISIONS

Baltimore Edgar Heyl, rare book consultant, Maryland Historical Society, reviewed the development of printing and publishing in Maryland as part of a May 22 meeting in Pikesville. The Chapter's annual business meeting followed.

Cincinnati A workshop on "Free-Lance Librarianship/Information Brokering" was held on Apr 21. The Chapter-sponsored workshop was held at the University of Cincinnati Faculty Club.

On May 22, attendees heard a talk on information storage through microfilm. Harold Gustafson, Assured Micro Services, was the speaker.

Heart of America SLA President Vivian D. Hewitt visited Kansas City, Mo., to help the Chapter celebrate its thirtieth anniversary. The festivities were held Feb 16 at the Alameda Plaza Hotel.

On Mar 10, members met at the Spencer Research Library, University of Kansas, Lawrence, for a tour of the Special Collections, University Archives, and Kansas Collection divisions.

Hudson Valley "Preservation and Weeding the Collection" was the topic of an Apr 26 talk by Nina Root, librarian, American Museum of Natural History, New York City. The gathering was held at the Greenburg Public Library, Elmsford, N.Y.

Louisiana The Natchez Chamber of Commerce gave a tour of its facilities as part of an Apr 28 meeting. In addition, Marie Spivey, U.S. Army Engineer Waterways Experiment Station, Vicksburg, Miss., gave a presentation on the Department of Defense on-line terminal system.

Mid-South "How to Get Patrons to Accept Microform" was the topic of discussion at an Apr 21 meeting, which was held at the University of Arkansas Center for Medical Sciences, Little Rock.

New York On Apr 28 an all-day tour of Hyde Park, N.Y., was planned by the Social Science, Technical Sciences, and Geography and Map Groups. The tour included visits to the Franklin D. Roosevelt Library and Museum, the Vanderbilt Museum, and other historic and scenic sites of the area.

New York, Social Science Group The Group cosponsored a May 24 meeting on Reality Orientation, which was held at the ICD Rehabilitation and Research Center, New York City. Also participating was the New York Regional Group of the Medical Library Association. The ICD Reality Orientation program was described, and several ICD staff members discussed their work.

North Carolina The University of South Carolina College of Librarianship sponsored a workshop in Columbia on Mar 10 for both the North Carolina and South Atlantic Chapters. F. William Summers, dean, and faculty members Charles Curran and Martha Jane Zachert discussed "Evolving Roles for Supervisors." The workshop was the first joint meeting of the two Chapters.

The Chapter held a luncheon meeting on Apr 6 at the Microfilming Corporation of America, Sanford. A tour of the editorial department and the micrographics laboratory highlighted the visit.

Two half-day workshops were planned by the Chapter for May 4. The first, "Archives Management in the Special Library," discussed selection, retention, preservation, and copyright of archival material. The second session, on "Patent Reference and Retrieval," explained the organization of U.S. and foreign patent systems.

Pacific Northwest The Chapter's Education Committee sponsored a meeting on corporate gamesmanship on Apr 4 at the University of Washington, Seattle. A tape recording of a lecture by author Betty

Harragan, entitled "You Can't Play the Game If You Don't Know the Rules," was presented. Harragan's recent work is *Games Your Mother Never Taught You: Corporate Gamesmanship for Women*.

On Apr 21, members met at the University of British Columbia for a tour of the Centre for Human Settlements Audio-visual Library.

During the Washington State Governor's Conference on Libraries and Information Services, Apr 23-25, members manned a booth and distributed pamphlets and other information.

Philadelphia The Chapter Annual Banquet was held Apr 19 at the Cosmopolitan Club. The speaker was Marjorie Rendell, attorney, Duane, Morris & Hecksher, Philadelphia, who discussed the topic "Women in the Professional World."

The Morris Arboretum, Philadelphia, was scheduled to be the setting for the May 19 meeting. Among the planned highlights were a slide presentation and tour of the facilities.

Pittsburgh Members celebrated Valentine's Day at a meeting in Oakland. Speakers at the Feb 14 gathering were Sally Trace, Pennsylvania Bureau of Library Development, who discussed the Interlibrary Loan Code, and Keith Gilbert, chairman, Allegheny County Citizens Study Committee on Libraries.

The Spring meeting was scheduled for Apr 26 at Carnegie-Mellon University. "Special Libraries—The European Scene" was to be the topic of the presentation given by Valerie Ryder, manager, Information and Records System, Westinghouse Nuclear Service Division, Pittsburgh.

Princeton-Trenton John Berry, editor-in-chief, *Library Journal*, spoke at the Apr 5 meeting, which was held at Princeton University. Berry addressed the issues that will be affecting librarians in the next decade, such as ERA and censorship.

Rio Grande Local energy development was the topic of a presentation at the Mar 30 meeting, which was held in Farmington, N.M. The speaker was Richard Eitzen, environmental scientist, Public Service Company of New Mexico.

Rocky Mountain Members decided on a position paper to be presented at the Colorado Governor's Conference on Libraries and Information Services as part of a Feb 20 meeting held at the Iliff School of Theology, Denver. A tour of the school followed the meeting.

On Mar 20, the Chapter sponsored "Face to Face," a continuing education program on library management. Such topics as new management systems, corporate library management, and cost-benefit analysis were covered.

St. Louis Members toured the construction area of the Union Electric nuclear plant in Callaway County, as part of a May 12 joint meeting with the Greater St. Louis Library Club. Each group held a business meeting at the plant.

San Diego Members met at the library of General Atomic, La Jolla, on Apr 4. Dick Tommey, General Atomic librarian, gave a tour of the library and showed a film on the work of the company.

The Chapter was planning a May 5 seminar on resource sharing. Speakers included Cecily Surace, The Rand Corporation, San Diego, and Barbara Tillett, Scripps Institution of Oceanography.

Southern Appalachian "Public Relations and Special Libraries" was the topic of the Mar 10 meeting, which was held in Nashville, Tenn. The speaker was Cosette Kies, professor, School of Library Science, George Peabody College for Teachers. Members also visited the United Methodist Publishing House as part of the meeting.

Southern California At a Mar 21 meeting at the California Institute of Technology, Pasadena, SLA President-Elect Joseph M. Dagnese spoke on the topic "Special Libraries and Cooperative Networks."

During a West Los Angeles area luncheon on Apr 19, members heard a presentation on legal reference materials and techniques. The speaker was Vernon Ford, Los Angeles

Library. "Effective Presentation of Your Budget" was the topic presented at an Apr 20 luncheon for Orange County area members, which was held at McGraw Labs, Irvine.

On Apr 26, the Chapter cosponsored its fifth management seminar with the Southern California On-Line Users Group. The seminar's topic was "Libraries in an On-Line World: Starting, Managing, Marketing, and Adjusting to On-Line Services."

San Gabriel area members had a lunch of natural foods during a May 23 gathering at the Pasadena Public Library. A tour of the new microforms section followed.

Toronto "To AACR2 or Not To?" was the question that was asked at a Mar 15 meeting held at the Metropolitan Toronto Central Library. Mary-Lois Williams, Central Imperial Bank of Commerce, and Nancy Williamson, professor, Faculty of Library Science, University of Toronto, discussed the recent changes in cataloging rules and their effect on special libraries.

On Apr 19, members toured the facilities of the High Park Forest School of the Ontario Foundation for Visually Impaired Children, Inc. A program on the visually impaired librarian followed.

Virginia As part of the annual business meeting on Apr 27, members were scheduled to tour Fort Monroe, Hampton, Va. A lunch and the business meeting were also held at the fort.

Washington, D.C. A reception was held to welcome new members on Mar 6. Held at the Columbia Historical Society, the reception included an informal tour of the 19th century mansion that houses the Society.

A Spring workshop entitled "Contracts and Consulting—From Dust Jacket to System Design" was held on Apr 28. Cosponsoring with the Chapter were the Washington, D.C., Library Association, District of Columbia School Librarians, Law Librarians Society of D.C., and the Potomac Valley Chapter, ASIS.

The Chapter is discussing the formation of a Business and Finance Information Group. Members have reportedly shown an

interest in beginning such a group; a Spring meeting was planned in order to discuss the idea.

**Washington, D.C.,
Biological Sciences
Group**

Members of this new Group held an organizational meeting on Apr 18. The gathering was held at the National Academy of Sciences Library.

**Washington, D.C.,
Documentation
Group**

Ellen Chi, National Institutes of Health, Bethesda, Md., presented a slide show of her family's visit to mainland China. The Apr 3 dinner meeting was held at the Alpine Restaurant, Arlington, Va.

**Washington, D.C.,
Military Librarians
Group**

The Group met at the Fort Myer Officers Club on Feb 28 for a presentation on updating the Department of Defense scientific and technical information directives. Speaker was Col. Andrew A. Aines, assistant of information management, Office of the Undersecretary of Defense for Research and Engineering.

**Washington, D.C.,
Picture Group**

A tour through the map section of the National Archives highlighted a Mar 15 meeting. Leading the tour was Ronald Grim, head reference supervisor, Center for Cartographic and Architectural Archives, Scientific and Technical Archives Division, National Archives and Records Service. The Group was shown historical maps, original artwork, aerial maps, and drawings of patent designs up to 1870.

On Apr 27, the Group assembled for a presentation on "Early Day Motion Pictures," which was given at the Columbia Historical Society.

**Washington, D.C.,
Social Science Group**

Bobo Stamenkovich, U.S. Department of Agriculture, spoke on "International Publications Exchange Programs in Agricultural Science" during a May gathering.

IFLA 45th Council and Conference Preview

The International Federation of Library Associations and Institutions (IFLA) will hold its 45th Council and Conference Aug 27-Sep 1, in Copenhagen, Denmark. The Conference theme, "Library Legislation," is reflected in the content of the IFLA Division programs.

Among the topics covered in the Special Libraries Division are papers on public access to government information and the availability of technical standards. A tour of the Copenhagen University Observatory is being sponsored by the Astronomical and Geophysical Librarians Section.

In the Biological and Medical Science Libraries Section, the program theme is "Problems in Library Management and Legislation in Developing Countries in Asia." The speaker is Estelle Brodman, Washington University, School of Medicine Library, St. Louis, Mo. Eva Steinaa and Anne-Lise Thygesen, Copenhagen, will give a talk entitled "Documents on Art History in the Nordic Countries" for the Art Librarians Section.

A report and discussion on the bibliography of declassified official documents will be given by Otto Simmler, from Vienna, as part of the program by the Administrative

Libraries Section. A second paper in this program will deal with training for administrative librarians. The speaker will be Thomas Minder, from Alabama.

The Music Round Table will also offer a double program. Ruth Watanabe, Rochester, N.Y., will speak on "The Problem of the Music Student vis-a-vis Copyright: An Overview." The second paper will discuss the role of sound recordings in library collections.

In the General Public Library Division, several papers will deal with library service for handicapped and hospitalized clients. Brigitte Goldberg and Merete Sorensen, Herlev, Denmark, will discuss music lending and listening in hospitals. F. W. Cylke, from Washington, D.C., will give an overview of IFLA work relating to library service for the blind and physically handicapped. Danish library services for the blind and handicapped will be reviewed by J. Larsen, Copenhagen.

In addition, the OCLC interlibrary loan system will be discussed by F. G. Kilgour, Columbus, Ohio, while M. B. Line, Boston Spa, England, will introduce an open discussion on the "Improvement of National and International Interlending."

HAVE YOU HEARD?

Caltech Serials Listing

The 1979 edition of *Serials and Journals in the Caltech Libraries* has been released by the California Institute of Technology. The edition incorporates over 1,500 corrections, additions, and deletions from the 1977 edition. Each copy is \$5.00, from Millikan Library 1-32, California Institute of Technology, Pasadena, Calif. 91125. In addition, an updated version of the keyword index is available for \$5.00.

New Research Journal

Library Research, a new journal from Ablex Corporation, first appeared in January 1979. The quarterly journal includes results of library and library-related research, as well as reviews of research-oriented topics, books, and dissertations. Write: Melvin J. Voight, Central University Library, C-075, University of California—San Diego, La Jolla, Calif. 92093.

Cost-Benefit Study

Under a National Science Foundation grant of \$93,500, Case Western Reserve University has been performing a two-year study of the costs and benefits of scientific and technical libraries. According to project director Paul Kantor, senior research associate, Department of Systems Engineering, Computer Engineering, and Information Sciences, the study involves computer analysis of data from fifty scientific and technical libraries throughout the United States. He added that as information technology shifts from books to computers, such data will be needed to plan for the future preservation and transmission of scientific knowledge.

Air and Water Pollution Report

The National Bureau of Standards (NBS) has produced *Air and Water Pollution—Annual Report FY 74-76*. The report contains a project-by-project description of the progress and accomplishments of the NBS programs in air and water measurement during the fiscal years 1974-1976. The NBS programs provide the basis for determining the accuracy of the measurements that are performed to give an indication of the effects and extent of pollution. The publication is \$6.00 prepaid, from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Stock number is 003-003-01983-6; NTIS number is NBS-TN-963.

International Information Journal

The International Forum on Information and Documentation, an official document of Federation International de Documentation (FID), is asking for submission of manuscripts for review and possible publication. Papers are solicited in areas such as data presentation in primary and secondary literature on science and technology, trends in the literature, data banks and bases, and theory of information science. The journal is issued quarterly in English and Russian by the USSR All-Union Institute of Scientific and Technical Information (VINITI). Contact: FID Secretariat, P.O. Box 30115, 2500 GC The Hague, Netherlands, or VINITI, Baltijskaya ul. 14, 125219, Moscow, USSR, to the attention of the editor-in-chief.

Department of Education

At its Mar 8-9 meeting, the National Commission on Libraries and Information Science adopted a resolution supporting the Carter administration's proposal for the creation of a Department of Education. The resolution noted that since the educational patterns in this country have been shifting from formal, full-time programs to part-time, informal activities, the creation of a cabinet-level Department of Education is essential. The document also suggested that all programs relating to access of information and learning resources be consolidated into a separate office within the department.

Southeastern Region Jobline

The College of Librarianship at University of South Carolina, Columbia, offers a jobline service which gives a listing of positions available in the southeastern region. The number of the jobline is 803/777-8443; the recorded message is updated every two weeks on Fridays.

Nursing Monographs

The Dahlgren Memorial Library, Georgetown University, has recently compiled a selected *Bibliography of Nursing Monographs*, listing works published since 1970 on the nursing profession, nursing practice, and education, as well as basic health science textbooks. The bibliography, prepared by the university's nursing faculty and medical librarians, is available for \$3.00, payable to the Dahlgren Memorial Library. Write: Wilma Ewens, Cataloger, Dahlgren Memorial Library, Georgetown University Medical Center, 3900 Reservoir Rd., N.W., Washington, D.C. 20027.

Houston Research Libraries

Seven libraries in the Houston, Tex., area which are building research collections have recently formed the Houston Area Research Libraries Consortium. The cooperating units are the University of Texas Medical Branch's Moody Library, the Texas Medical Center's Houston Academy of Medicine, the Houston Public Library, Rice University, Texas A&M University, Texas Southern University, and the University of Houston. Emil Frey, director of the Moody Medical Library, has been named president of the consortium for a two-year term.

Latin American Journal

Opiniones Latinoamericanas, a monthly commentary journal, published its first issue in the summer of 1978. Produced by Agencia Latinoamericana (ALA), the journal offers articles on political and socioeconomic science and literature, linguistics, archeology, art, and other cultural topics. Aside from the materials written specifically for the journal, *Opiniones* also includes articles from ALA archives and from Latin American newspapers and magazines. The text is in Spanish. Contact: Arturo Villar, editor, *Opiniones Latinoamericanas*, 2355 Salzedo St., Suite 203, Coral Gables, Fla. 33134 (305/442-2462).

Medical Consultants

The Southeastern Regional Medical Library Program (SERMLP) has established an ad hoc committee in order to develop criteria for hospital library consultants. According to the 1978 edition of the *Accreditation Manual for Hospitals*, published by the Joint Commission on accreditation of Hospitals

(JCAH), qualified medical librarians must be used as consultants to assist in those hospital libraries that cannot hire a full-time medical librarian. SERMLP does provide such consultation services, but they may not conform to the JCAH standards. The SERMLP committee is charged with interpreting the responsibilities and qualifications of a trained library consultant.

New Research Network

The Research Libraries Information Network (RLIN) was formed late last year by the Research Libraries Group (RLG). RLIN will become the Group's computerized bibliographic network, representing the integration of RLG's current programs with the technical programs of the BALLOTS operation developed by Stanford University. RLG Board Chairman Richard W. Couper said that RLIN will aid the Group in its goal of providing research universities, libraries, and scholars with a sophisticated means of accessing bibliographic and other forms of information.

Organization Provides Forum and Services for Translators

The American Translators Association (ATA), established in 1959, provides its members with an opportunity for exchange of ideas, terms, and scholarship. The membership currently consists of approximately 1,500 literary, legal, scientific, and technical specialists, associated with corporations, translation agencies, and educational institutions. ATA itself is a member of the International Federation of Translators, which is a consultative body to UNESCO. The association holds two seats on the Federation's governing board.

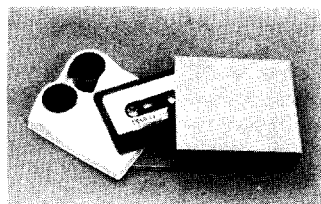
ATA was founded principally by Alexander Gode, who participated in the development of Interlingua, an international language that was designed to simplify scientific communication. Gode is remembered during the annual ATA conference, at which a medal in his name is presented to an individual or organization that has shown outstanding achievement in the translation profession.

The association strives to monitor the professional quality of translators. Several years ago, it began to administer accreditation exams. In addition, workshops and summer translation training programs are offered. ATA also attempts to increase contacts between prospective clients and its members.

The association publishes materials of use both to translators and clients. The *Chronicle*, issued ten times per year for members, contains news, articles, and advertisements related to the profession. For listings of translators and translation services, the *ATA Professional Services Directory* is also produced for public use.

While the main office of ATA is located in Croton-on-Hudson, N.Y., regional chapters are also developing throughout the country. Contact: Rosemary Malia, staff administrator, ATA, P.O. Box 129, Croton-on-Hudson, N.Y. 10520 (914/271-3260).

HAVE YOU SEEN?



Mixed Media Storage

Demco has introduced the Strip and Sound Pak, a container for **filmstrip and cassette storage**. The unit has a removable tray that is designed to hold securely two filmstrips and one cassette. The closable container can also be used to store 8mm film loops or microfilm cartridges. Contact: Demco, Dept. SSP, Box 7488, Madison, Wis. 53707.



COM Viewer

This hand-held computer output **microfilm (COM) viewer** is a new offering from Keyan Industries. Specifically designed for 42x and 48x COM formats, the 20x lens is constructed with six lens elements in four groups. The lens covers the full frame in the same focus; images are bright without the need of extra light. The unit comes with a vinyl carrying case. The viewer is \$69.95 from Keyan Industries, Inc., 196 Plain St., P.O. Box 183, Braintree, Mass. 02184 (617/848-7636).

COMING EVENTS

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

Aug 3-4. Catholic University of America, Graduate Department of Library and Information Science, Seminar . . . Washington, D.C. Topic: Public Relations for Library and Information Science. Seminar leader: Alice Norton. Contact: Graduate Department of Library and Information Science, Catholic University of America, Washington, D.C.

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

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

Aug 20-31. Course in PRECIS Indexing . . . Toronto, Ont. Sponsored by Faculty of Library Science, University of Toronto. Contact: PRECIS Course 1979, Faculty of Library Science, University of Toronto, 140 St. George St., Toronto, Canada M5S 1A1 (416/881-2635).

Aug 24. Statistical Methods for Professional Librarians, Registration Deadline . . . Rutgers Continuing Education Center, Brunswick, N.J., Sep 27-30. Workshop sponsored by Rutgers Graduate School of Library and Information Studies and University of Minnesota, Continuing Education and Extension. Contact: Jana Varlejs, director, Professional Development Studies, Rutgers GSLIS, 4 Huntington St., New Brunswick, N.J. 08903 (201/932-7169).

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

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

Sep 4-7. Institute of Electrical and Electronic Engineers Computer Society, COMPCON . . . Washington, D.C. Write: IEEE-CS, P.O. Box 639, Silver Spring, Md. 20901.

Sep 5-8. British Library Research and Development Department, Conference . . . Trinity College, Cambridge, England. Theme: Library User Education—Are New

Approaches Needed? Estimated cost: £60. Contact: Ian Malley, Information Officer for User Education, Library, Loughborough University of Technology, Loughborough, Leicestershire, LE 11 3TU England.

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

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

Sep 18-21. Aslib, 53rd Annual Conference . . . University of Sussex, Brighton, England. Theme: The Economics of Information. Contact: The Conference Organizer, Aslib, 3 Belgrave Square, London SW1X 8PL.

STAFF DEVELOPMENT

Berry, L. Ed / Motivation Management. *Journal of Systems Management* 30(no. 4):30-32 (Apr 1979).

As the first step in motivating individuals in a department, a supervisor must determine basic information about the individuals supervised: something about their backgrounds, special personal obligations, ambitions, and drives. After determining needs of employees and possible incentives to satisfy these needs, the supervisor must create a favorable climate for motivation. The article describes manners in which this can be accomplished through the personal approach to leadership and the general structure of the job climate.

Butler, Donald C. / Improving Management Practices through Leadership Training. *Public Personnel Management* 8(no. 2):134-137 (Mar/Apr 1979).

Describes a leadership training program conducted for city department heads and other selected administrators. Fifteen weekly workshop meetings provided current information on management practices, improvement of communication skills and group processes, and knowledge of the various functions of city government other than their own. Participants were each assigned one of ten content areas outside of their own and were responsible for conducting a training session, thus affording them the opportunity of acquiring some insights about each other's roles in city government.

Broadwell, Martin / Moving Up to Supervision. *Training and Development Journal* 33(no.2):12-18 (Feb 1979).

The author discusses the ideas of his book, entitled *Moving Up to Supervision*. The central theme is that people who aspire to be supervisors should be given a chance to learn survival skills before they become supervisors. This book sets a positive mental attitude toward the organization, higher management, and first level supervision. It suggests some specific activities in one's present job which will allow growth and development in essential supervisory skills. The concepts of delegation of work, responsibility, accountability, and authority are discussed.

Couch, Peter D. / Learning to Be a Middle Manager. *Business Horizons* 22(no.1):33-41 (Feb 1979).

New middle managers face special problems, such as dealing with new relationships, taking disciplinary action, and learning performance expectations. Past observations of their own supervisors frequently results in knowledge of what not to do but rarely does it give knowledge of how to develop positive courses of action. Article clarifies the real nature of the manager's job and describes a number of "learning needs" that new middle managers have identified. Several specific steps that can be taken to prepare for the move into middle management are outlined.

Kotter, John and Leonard A. Schlesinger / Choosing Strategies for Change. *Harvard Business Review* 57(no.2):106-114 (Mar/Apr 1979).

Various causes for resistance to change are described. Based on the authors' analyses of many successful and unsuccessful organizational changes, the article outlines a systematic way to select a strategy and set of specific approaches for implementing an organizational change effort.

McDougle, Larry G. / The Job Description: Setting the Standard for Employee Development. *Supervisory Management* 24(no.2):38-40 (Feb 1979).

An important managerial function is to evaluate employee performance, in order to help employees to develop their potential. One of the tools supervisors can use in this process is the subordinate's job description. Unfortunately, many organizations operate with inadequate job descriptions or none at all. Author points out ten key components in a good job description which can become the basic document in developing performance standards.

Mohr, Judith W. / Is Someone Watching You? *Public Management* 61(no. 3):17-19 (Mar 1979).

Most managers, whether they realize it or not, are role models or mentors to younger people in their organizations. The problems and opportunities inherent in the mentor system are described. The types of skills needed by future managers are identified, and a checklist for managers on their mentoring role is provided.

Niehouse, Oliver L. and Karen B. Massoni / Stress—an Inevitable Part of Change. *S.A.M. Advanced Management Journal* 44(no.2):17-25 (Spring 1979).

Managers need to develop a greater awareness of stress, particularly as it relates to change in an organizational setting. The nature of stress, its symptoms, and its causes are discussed. The authors present several ways managers can lessen the stress-inducing impact of change on employees, including jogging and biofeedback.

Seybolt, John W. / Career Development: the State of the Art Among the Grass Roots. *Training and Development Journal* 33(no.4):16-20 (Apr 1979).

Describes a study that examined the acceptance of career development ideas by practitioners in large organizations of one metropolitan area. Findings showed that while most organizations acknowledged the importance of career development and each felt that they had informal practices regarding it, few had any formal policies or programs in such areas as career counseling, dual-career families, mid-career crises and concerns, flexible working hours, or job redesign. It was also shown that there was little sharing of information about career development among these organizations; thus few had a full understanding of the field and its potential importance to them as employers.

Wehrich, Heinz / How to Change a Leadership Pattern. *Management Review* 66(no.4) 26-28,37-40 (Apr 1979).

Little is found in the literature on how to change leadership patterns. The author recommends using the basic concepts of transactional analysis to effect such changes. He concludes that an effective leader should use the "adult" state to determine a problem and its relevant factors in a certain situation; the leader then should select the ego state appropriate for dealing with that situation, i.e., different problems may demand different leadership styles. Where there are many possible alternatives, the "child" and "adult" ego states may be used to find creative solutions, but a fire in a building may require the supervisor's "parent" ego state to guide the employees to safety.

Lucille Whalen

From time to time we receive requests for the addresses of the journals cited in this column. Some of these are listed below for your convenience.

Personnel Administrator

American Society of Personnel Administration
19 Church St.
Berea, Ohio 44017
Catherine D. Bower, ed.

S.A.M. Advanced Management Journal;

S.A.M. (News International)

Society for Advancement of Management
Subsidiary of American Management Associations
135 W. 50th St.
New York, N.Y. 10020
Subscriptions: Box 319

Saranac Lake, N.Y. 12983
Florence Stone, ed.

Training and Development Journal (ASTD Journal)

American Society for Training and Development
Box 5307
Madison, Wis. 53705
Michael H. Cook, ed.

Journal of Systems Management

Association for Systems Management
24587 Bagley Rd.
Cleveland, Ohio 44138

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REVIEWS

Library Staff Development and Continuing Education: Principles and Practices, by Barbara Conroy. Littleton, Colo., Libraries Unlimited, 1978. 296p.

The author has based this book on her definitions of staff development: "A purposive effort intended to strengthen the library's capability to fulfill its mission effectively and efficiently by encouraging and providing for the growth of its human resources," and of continuing education: "Those learning opportunities utilized by individuals in fulfilling their need to learn and grow following their preparatory education and work experiences." Staff development and continuing education are two processes that affect every library employee. Without them, libraries become factories with no incentive for improvement. These two processes make libraries active, progressive institutions with staffs that have a purpose or goal in their future.

In the introduction, entitled "In Search of Learning," the author summarizes the need for continued learning. No employee should be exempt from this learning process if libraries are to meet the information needs of their clientele. There is increased interest in staff development and continuing education but efforts to carry out this interest have been minimal. This process of development, however, is a slow and deliberate one and cannot be rushed into through crash programs. Everyone must recognize the need; everyone must be involved or the results will be ineffective.

This book is intended to help those people who are responsible for planning and coordinating the education of others through well-developed programs. The book can be used by several groups of people: the practitioner who produces learning activities for colleagues; the staff developer who needs a reference guide on continuing education and staff development; the committee that is planning an organization's continuing education program; and the evaluator or administrator who needs a checklist to determine the current status of the program.

The text is divided into three major sections: Planning the Learning Program; Implementing the Learning Program; and Evaluating the Learning Program. The planning section suggests that the individual proceed through five rather distinct steps.

The first is gathering the needed information. The book describes the ways for gathering this information and suggests various criteria, methods, and techniques. The second logical step is the analysis of the information needs. One cannot use the information that is gathered or create a learning program without deciding upon the purpose of the program. The third and fourth steps involve the development of objectives and identification of resources. Through development the needs of the staff hopefully can be met; by identifying resources, the needed strength can be added to the program. Finally, the program is designed using all the data that has been gathered. Here is where the sequence of learning events, activities, and processes are defined in such a way that the program becomes successful.

Implementation is, of course, the key to the entire idea of staff development and continuing education. Weeks of planning can be laid out, but they are useless if the plan is not implemented. In implementation the well-analyzed ideas are transformed into reality. This is done in four ways: determining administrative responsibilities; locating and selecting educational staff; involving the learners; and providing the facilities, equipment, and materials. Once these four tasks have been accomplished, the actual implementation is started.

After the program has been implemented and the staff has been involved, the final step is evaluation. This is the key to successful future programs, and it cannot be overlooked. For an evaluation to be adequate, its purpose must be considered and then a plan must be designed. After that, information is collected and analyzed, and ultimately a report is produced for use.

The entire process that has been described is quite successfully outlined by the author. Her book is extremely well written, easy to follow, and to the point. Numerous examples, charts, samples, checklists, and summaries are included so that the reader is left with little doubt on how to create a well-constructed staff development and continuing education program. This is certainly a welcome addition to the professional literature.

H. Robert Malinowsky
Watson Library
University of Kansas
Lawrence

PUBS

(79-057) **Directory of Archives and Manuscript Repositories in the United States.** Washington, D.C., National Historical Publications and Records Commission, 1978. 905p. \$25.00. LC 78-23870.

Successor to Hamer's 1961 *Guide to Archives and Manuscripts in the U.S.*, now listing 2,675 repositories. Each entry includes information on copying, dates and description of holdings, and other information. Geographical arrangement, with indexes by type of repository, names, and subjects. Available from: *Directory of Archives & Manuscript Repositories*, Publications Sales Branch (NEPS), National Archives & Records Service, Washington, D.C. 20408. Check payable to "National Archives Trust Fund."

(79-058) **Strategies for Survival: Library Financial Management Today.** Prentice, Ann E. New York, *Library Journal* (Bowker), 1978. 56p. \$5.00; cash with order, \$3.95. (LJ Special Report #7). ISBN 0-8352-1144-4. ISSN 0362-448X.

Areas covered include economic analysis, personnel management, adoption of new technologies, resource-sharing, and fee-charging.

(79-059) **Cumulative Microform Reviews 1972-76.** Westport, Conn., Microform Review, Inc., 1978. 619p. \$75.00. ISBN 0-913672-27-0.

Reprints of 360 reviews in micropublications which appeared in *Microform Review* in 1972-76. Arranged by subject, in 36 categories, with a title index.

(79-060) **Workshop for Japanese Collection Librarians in American Research Libraries.** Washington, Association of Research Libraries, Office of Management Studies, 1979. 111p. \$12.50.

Papers from a workshop sponsored by the Japan-U.S. Friendship Commission (August 1978), discussing collections in the U.S. and Japan, resource sharing, and other topics.

(79-061) **A Directory of Computer Software Applications: Library and Information Sciences: 1970-Mar 1978.** Springfield, Va., NTIS, 1979. 71p. \$25.00 paper or microfiche. (PB 278-452).

Listing of reports (available from NTIS and other sources) which describe computer programs and/or their documentation. Subject, corporate author indexes.

(79-062) **Industrial Relations and Personnel Management: Selected Information Sources.** Soltow, Martha Jane, and Sokkar, Jo Ann Stehberger. Metuchen, N.J., Scarecrow, 1979. 286p. \$11.00. LC 78-31795. ISBN 0-8108-1203-7.

Selective, annotated bibliography of reference works. An appendix lists most of the publications of the Bureau of Labor Statistics since 1973.

(79-063) **Computer/Law Journal.** Vol. 1, no. 2 (Fall 1978). Quarterly. \$50.00/year; single issue \$15.00.

Fall 1978 issue, devoted to computer-assisted legal research, includes pieces on public terminals, cost effectiveness of LEXIS and WESTLAW, design of retrieval strategies. Published by Center for Computer/Law, 675 South Westmoreland Avenue, Los Angeles, Calif. 90005.

(79-064) **The Role of the Library of Congress in the Evolving National Network.** Buckland, Lawrence F., and Basinski, William L. Washington, Library of Congress, 1978. 141p. \$3.25. LC 78-17012. ISBN 0-8444-0269-9.

Report of a study sponsored by the LC Network Development Office and NCLIS. The recommendations are based on the results of a survey of 23 libraries and network organizations. Available from: Superintendent of Documents, GPO, Washington, D.C. 20402. Stock no. 030-000-00102-8.

(79-065) **Comprehensive Index to CPL Exchange Bibliographies No. 1-1565 (1958-Jul 1978).** Colothakis, Jane. Chicago, Council of Planning Librarians, 1979. 3v. \$25.00/set; v.1, Subject Index \$12.00; v.2, Author Index, \$10.00; v.3, Numerical Index, \$9.00.

Available from: CPL Bibliographies, 1313 E. 60th St., Chicago, Ill. 60637.

(79-066) **Business Reference Sources: an Annotated Guide for Harvard Business School Students.** Rev. ed. Daniells, Lorna, comp. Boston, Harvard Univ. Graduate School of Business Administration, Baker Library, 1979. 133p. \$6.50.

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