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SPECIAL LIBRARIES

Official Journal of the Special Librarian Association

VOLUME 14

October 1943

NUMBER 4

**Simplification of Library Technique Due to Increased Work
and Depleted Staffs**

Library Time-Savers

Louise Keller

A Few Timesaving Methods

Marjorie J. Hoyler

War Problems in Insurance Libraries

Elizabeth D. Knapp

More War Problems in Insurance Libraries

Helen May Helmle

The Impact of the War on One College Library

Phillips Temple

The OASI Library and the War

Anita S. Tannen

Published by

SPECIAL LIBRARIES ASSOCIATION

New Science and War Books

DICTIONARY OF SCIENCE AND TECHNOLOGY

In English, French, German and Spanish by *Maxim Netemark*. Separate indexes permitting two way reference of any of these languages. Conversion tables and technical abbreviations. Including the very latest war terms. Intended for engineering, scientific and technical libraries, for English-speaking industrial and technical personnel in South America and Europe, for radio monitors and short-wave broadcasters to foreign countries, for modern language teachers, professional translators, importers, exporters, and others. "The library of every scientific and technical department should have a copy available."—*American Journal of Physics*.....

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Special Libraries

VOLUME 34 *Established 1910* NUMBER 8

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Indexed in Industrial Arts Index and Public Affairs Information Service

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HARPER BOOKS for SPECIAL LIBRARIES

• October •

GEOGRAPHY FOR THE BUSINESSMAN

By EUGENE VAN CLEEF, *Professor of Geography, Ohio State University*

This book places a new and valuable tool in the hands of all businessmen who are constantly seeking to improve their plans and practices. It shows how modern geographical knowledge, especially the economic and commercial divisions of it, can be concretely applied to a variety of crucial business problems. Such topics as maps, markets, material resources, climate and weather, communications, international boundaries and the like are discussed in relation to specific problems of advertising, retail selling, construction, farming, price control, fairs, conventions, international trade and international boundaries. Here is geographical knowledge heretofore not readily available—facts and materials which can contribute much to business success. \$2.75

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Business and public leaders who see the solution to the problem of employment as the major issue in the post-war period if another and worse depression is to be headed off, will find this volume a timely and valuable aid to their thinking. "This book will satisfy a varied audience—the social scientist, the intellectually curious and those who are determined to erase the scourge of unemployment from our future national life."—CORRINGTON GILL, *Former Assistant Administrator, WPA*. Some two hundred vivid case histories show what unemployment does to people and how they point to wise conclusions about methods of handling the problem. \$4.00

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By VERNE BURNETT, *Vice-President in Charge of Public Relations, General Foods Corporation*

The stuff of which modern public relations is made and how you—a corporation, an institution, an association, a small group or an individual—can use it effectively is set forth in this highly useful volume by one of the ablest practitioners in this field. The approach is pre-eminently sane, a since-people-are-like-this, here-is-what-you-can-do book. It traces you as a public relations man from the initial step of understanding yourself to an understanding of that complex mass of individuals called "the public", and it applies established principles and tools to a variety of specific public relations problems in public, commercial and private life. A stimulating, illuminating, and suggestive volume every business man will profit from reading. "An excellent source of ideas and information for every public relations department."—LEWIS H. BROWN, *President, Johns-Manville Corp.* "A must . . . for all who should practice the science of public relations, which must emphatically include every business executive."—B. C. FORBES, *Editor, Forbes Magazine*. "You will have a good public if you follow 'You and Your Public.'"—PAUL GARRETT, *Vice President, General Motors Corp.* \$2.50

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By ALBERT B. BLANKENSHIP, *Director of Market Research, N. W. Ayer & Son, Inc.*

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SIMPLIFICATION OF LIBRARY TECHNIQUE DUE TO INCREASED WORK AND DEPLETED STAFFS

THE simplification of library technique in the present emergency is a subject which should interest all librarians. The suggestions given below have been gleaned from answers to a letter which the Editor sent to librarians scattered over the United States and Canada asking how they were meeting the ever increasing burden of work with depleted staffs. Many librarians replied that they have been so busy keeping their own heads above water that they have had no time to stop and consider whether or not the work could or should be accomplished in a simpler manner. However, there were others who answered that their staffs had not been depleted, nor had their regular routine been greatly disturbed. The latter group, however, were few and far between and although they may not at this writing find these ideas of pertinent value, they may do so as the months go by and changes appear in the set-up of their organizations.

In addition to these suggestions many of the papers in this issue pertain in one way or another to the effect of war on libraries. Other articles also relating to this subject are "Libraries in Industry—War and Postwar Industry," by Walter Hausdorfer, in the *Library Journal* for June 1, 1943, "Conservation of Personnel", by Irene Fetty, and a compilation on "Conservation in Libraries", by Marie D. Loizeaux, both appearing in the *Wilson Library Bulletin* for September 1943.

TIME SAVERS

One library has simplified its cataloging practice by not using an orthodox accessions list. Instead, a record is kept of the

last accession number in the year, so that at any time the number of volumes added through the year or at the end of the year can be ascertained.

* * *

List of accessions circulated to the staff has been shortened to include only the most unusual items. Those which the library, under normal circumstances, would be expected to have, such as official documents, have been eliminated from the list.

* * *

Checking routine can be considerably speeded up by a visible index card system.

* * *

All federal, state and city serials have been removed from the vertical file and placed in magafiles, arranged alphabetically by departments and broken down by sub-divisions. These are checked by number and the librarian is relying on printed indexes to locate these documents. Exceptions to this ruling—World War material is filed in a segregated section of the information file, and laws are still kept in the vertical file by subject.

* * *

Since printed indexes generally must be used on every research question, all broad subject headings are excluded from the specific indexing in the library card catalog.

* * *

Colored index cards used for magazine entries save time for searcher who may know that he can or cannot use articles before certain year dates. This also simplifies the weeding of cards.

* * *

Another form in the experimental stage

is a combination for reserving and charging out of periodicals. Since the title and date of a magazine, as well as borrower's name must be the same for a reserve or for a loan, a 3x5 printed slip is used which bears all this information at the top, having boxed-in spaces printed "Date Reserved" and "Date Borrowed". By filling in the date under the appropriate space the form may be filed, thus saving unnecessary re-writing.

* * *

Order cards are used as a short cut to indexing vertical file pamphlet material. Those cards carry the PAIS subject entry in red at the lower left of card, the position regularly used on index cards to indicate location in vertical file. Subject and title cards are now omitted as a general rule.

* * *

Time formerly used in instructing student assistants is saved by mimeographing a *Handbook for Student Assistants*.

* * *

Abstractors now type the abstracts which make up the Library Bulletin directly on file cards. Formerly these were roughly typed, without title or reference, on slips which were attached to the magazine. When the Bulletin was mimeographed the typist took the title and reference from the magazine as she copied the abstract from the scratch sheet.

* * *

Circulation of magazines by departments instead of by reader interest saves considerable time of messenger service.

* * *

Formerly pamphlets and reprints were cataloged with as great care as books and filed in pamphlet boxes on the shelves. Now very simple cards are made, i.e., author, title, subject headings, but no secondary entries. Pamphlets are filed in the vertical file numerically as they are received. V. F. 1, etc. is pencilled on the

cards. If the pamphlet seems to be of permanent value the cards are removed to complete the bibliographical information.

* * *

Staff members are asked to write the title of each periodical they wish to see on pink slips (3 x 5) to save time in compiling route sheets. Formerly these requests were sent in on long lists, requiring two weeks to a month for checking.

* * *

A great time saver allowing the return of many articles by mail that formerly required special messenger service has been the purchase of a \$5 book of insurance coupons from Travellers Insurance Company.

* * *

A Kardex interlocking-tube index on swinging panels hung by the entrance to the stack is a quick guide to the location of bound periodicals. The journals are listed alphabetically, and call number and stack number are given for each, thus saving time spent in the consultation of the card catalog.

* * *

Many of the books taken from the library are returned within a day or so. Instead of entering them on the borrower's card at once, book charge-cards are kept in a separate file and are entered only once a week.

* * *

Miscellaneous second-class mail such as catalogs, pamphlets, etc. is sorted and filed weekly instead of daily.

* * *

ECONOMY MEASURES

Since abstract paper is heavily coated and expensive, both sides are now used. This not only lessens the expense but also cuts 50 per cent the time of handling.

* * *

Saving in binding can be effected by clipping occasional articles of reference value. Clipped articles are put in vertical

files in folders bearing titles of magazines from which clippings are taken. As each article will have been indexed in a printed index or in the library card catalog, the articles are accessible without the recataloging which would be necessary if they were put into a subject file.

* * *

Since messenger service has not been available since tire rationing, clientele has been educated to stop at the Business Branch for books at noon or at the Public Library on their way home or to request that these libraries send books to plants through extension service.

* * *

Post cards are used for replying to simple requests so as to save time, paper and stamps.

* * *

One librarian is sending her assistant around to the shops, divisions, instruction departments, etc., to acquaint the foremen and superintendents with the material in the library.

* * *

One staff is undertaking many routine procedures heretofore handled by or with the assistance of NYA student assistants, i.e., reading shelves, sorting and handling library mail, binding pamphlets, marking books and pamphlets, the mechanical preparation of books and pamphlets, etc.

* * *

With depleted staffs, more responsibil-

ity is given to student assistants. One branch library staff maintains a log book in which each attendant jots down all problems and suggestions which occur to her. The librarian visits the Branch once a week and writes out the answers so that all of the staff can benefit by this interchange of information.

* * *

When the frequency of issue of library bulletins must be decreased, cooperation is solicited from members of the research staff to assist in bringing pertinent articles to the attention of the librarian and also by referring them to persons vitally concerned with their practical application.

* * *

Paper can be saved by circulating the library bulletin on a routing list as though it were a magazine, instead of sending a separate copy to individuals or department heads. This not only decreases number of copies printed but also increases its use.

* * *

In Washington where there are many interlibrary loans one form letter is now used instead of an original and a copy when making requests.

* * *

Won't you write and tell us how you are conserving time and supplies? We should like to share your techniques with other libraries through SPECIAL LIBRARIES.

LIBRARY TIME-SAVERS

By LOUISE KELLER

Librarian, Towers, Perrin, Forster & Crosley, Inc., Philadelphia, Pennsylvania

AN ENGINEER'S account of his classified "Work Diary" inspired me many years ago to keep a

somewhat similar one. Naturally this takes time, but I have found the discipline excellent, and learned much from the

necessity of facing the facts as to how my time was spent.

For a librarian constantly suffering interruptions, one must expect a fair proportion of unaccountable time. I do not think two hours out of seven excessive. A "Miscellaneous Library" heading is also necessary for the work which does not allow of constant breakdown.

One of the time saving values of the classified time record is that it requires a certain segregation of work. Segregation of work, particularly of repetitive tasks, creates ennui, which can be relieved by setting up a time score in which to accomplish it, and by inspiring one to work out time saving methods.

CATALOGING SIMPLIFICATION

Since a catalog card represents the work cataloged, one must consider its use and users before deciding how much simplification is advisable. Inconsistency is inadvisable, but it is possible to set up broad, general rules which vary according to the types of material. At a time when I was cataloging a number of trade catalogs I omitted imprint (except for date) and collation, while scrupulously observing these items for pamphlets, as experience had taught me that I needed it for the pamphlets thought worthwhile cataloging, but could safely omit it for the trade catalogs.

Another short cut for the trade catalogs was to use the shelflist card for the main entry, and omit an author (or firm) card, finding the catalog by subject. The one exception was trade catalogs of the encyclopedic type.

When the shelflist and catalog are in the same cabinet, the shelflist can substitute for subject cards in a certain number of classes. For example, if one has ten books on volcanoes, earthquakes, etc. which are being classified in 551.2 instead of making separate subject cards, make a

reference on the "See also" reference cards in the catalog to Shelflist Cards under 551.2.

I have found in our library that a separate series entry for the various pamphlets issued by the American Management Association, and similar bodies is more worthwhile than author entries, and yet retains many advantages of the author entry.

Books replaced at intervals by later editions can be given open entry, by entering edition, date and pagination in pencil, arranging the layout so as to make the changes easily.

During the first World War, when reference work allowed me almost no time for classification and cataloging, I arranged all but the most valuable of the incoming documents and pamphlets in a temporary file, roughly approximating their probable destination, as 621.3 for all electric engineering, 613.6 for all employment hygiene, etc. This did not compromise the careful work already done in our classified files, took much less time than precise evaluation and classifying, and yet cut down time when it was necessary to search among this mass for something that might be useful. At the end of the rush period, a part of the collection was thrown out as being of no value, and the remainder cared for more quickly because of the first rough division.

REFERENCE WORK

Cataloging is reference work done ahead of time and on general principles, rather than for immediate use. Every special library has some subject on which information should be gleaned wherever found, and noted for future reference.

I keep these records separately, in card cabinets on my own desk, and make the handwritten records, rather than pile them up to be typed in some unpredictable future.

Secretaries and stenographers frequently come to us for names, addresses and data needed for their work. We make a point of instructing them how to use the data in our books and files, and coach them in the art of telephoning the public library for information. In the beginning

we encourage our pupils by pointing out the personal advantages of learning these lessons, and in time they grow very proud of their ability to find their way around. In this way the secretary does not idle about while we get the information for her, and we are saved interruptions.

A FEW TIMESAVING METHODS¹

By MARJORIE J. HOYLER

Librarian, National Oil Products Company, Harrison, New Jersey

IN TIMES when librarians are being called upon to render additional services in half the time and with no increase in staff, we are of necessity interested in short cuts and timesaving methods. Special librarians to a great extent have had to rely on their own ingenuity in this respect because of the scarcity of published information on methods applicable to special libraries. Each library has its own individual problems, caused or influenced by the subject interest of the library, the policies placed upon it by the organization, and the type of service it renders to the library personnel. Because it is difficult to find two libraries with exactly the same conditions, even when they are in the same field of endeavor, we sometimes feel we are able to benefit very little from the methods of other libraries. However, I am going to suggest that you try to see the purpose behind our methods, and possibly adapt the "idea" to your own pet problems.

In the development of some special libraries the early years are devoted almost entirely to rendering service. The staff is usually small, and often complete records

and "ideal" cross references are delayed for the more urgent service at hand. Many times this condition is not as detrimental as it might seem. Original plans for handling material are often changed in view of the trends in *actual* use rather than the *expected* use, and of the problems that arise, many of which cannot be foreseen.

ACCESSIONING AND CATALOGING

In an effort to check and complete the accessioning and cataloging in our Library an accession inventory record was established. A card was made for each accessioned item, giving the author, title, edition and date, accession number and classification number, together with instructions for any special handling of the publication. These cards were arranged alphabetically by author. The accession number of a specific publication could then be determined quickly. A means of recording accession instructions was required also for miscellaneous items, such as pamphlets, price lists, trade catalogs and other material to be kept temporarily. Each of these publications was recorded on a card printed "miscellaneous accession", together with instructions for special handling and discarding. Instead of an accession number on the back of the

¹ Paper presented before the Biological Sciences Group at the Thirty-Fifth Annual Convention of Special Libraries Association, held in New York, N. Y., June 24, 1943.

title-page of a publication, "misc. accession" is stamped. In this way the problem of giving accession numbers to annuals which are kept for a limited time only was solved, and yet there is an inventory record of the publication. To illustrate: each volume of the *Annual Review of Biochemistry*, which is kept permanently, receives an accession number. The book represents monetary as well as subject value to the company. Davison's *Textile Blue Book*, on the other hand, is received as a gift, and only the latest edition is kept. This book is entered on a "miscellaneous accession" card which tells the accession assistant that the 1942 edition was classified in 677 and the 1943 edition replaces the 1942 edition. The latter is then sent to a library in a textile city—or possibly to one of the branches of the company. In this way, there is a record of the holdings of the library. Actual accession numbers are assigned only to those books which will be a permanent part of the collection.

Combining the "miscellaneous accession" and the "accession" cards in one file enables us to maintain an inventory of all publications, whether classified on the book shelves or filed in the vertical files or in a special pamphlet collection. Therefore, although pamphlets of an ephemeral nature may not be cataloged, an author entry exists in the accession record for the use of the cataloger. For example, some of the publications of Merck and Company are classified on the book shelves—such as the annotated bibliographies on pantothenic acid—while other pamphlets of less permanent scientific value are filed in the vertical files under the subject, or if it is strictly a trade pamphlet it is filed in the vertical file folder for Merck and Company. But in the accession record all these publications are brought together under Merck.

The Cardex system for checking in periodicals is not used in this Library. Instead there is a separate drawer of check-in cards which list the accessions for the past three years. Since the check-in cards give information for three years at the most, an inventory record of the library's holdings of each journal was needed. On special "periodical accession" cards were listed in detail the volumes and years held by the library, the binding policy and the filing location. For example, we have the *Journal of Biological Chemistry* from volume 79 to date, bound, and filed on the stack shelves. We also have a reprint of an article in volume 68 filed in the vertical file under the name of the journal, and a microfilm of some pages in volume 51 filed in Microfilm box No. 12. A card was made for each of these single references and filed with the card giving the shelf holdings, so that every available reference in the *Journal of Biological Chemistry*, no matter what its form, was listed in the accession card record. This system may be of use to a library which maintains a separate catalog for its clientele but requires a work tool for the cataloger. One alphabetical author file furnishes accession number, classification number, special instructions and full catalog information. Order information can also be entered on this card if the library must keep a permanent order record. As a shortcut for our Library the information in this entire file was incorporated into the catalog. It is not a dictionary catalog; it is divided into Author, Title and Subject files. The accession number, copy number and discard information have been placed on the back of the main entry author cards. In some cases the tracing is also on the back of the card, but our increasing use of Library of Congress cards eliminates even that problem. This method, of course, is adaptable only in small libraries which do an

average amount of subject indexing. The "periodical accession" cards were filed alphabetically by title in the Title Catalog.

SORTING CASE

Another timesaving device is a sorting case designed to segregate incoming materials into different groups. Everything except first class mail is delivered at the sorting case in the Library. The case is based on the principle of cubbyholes such as you find in Post Offices. However, the cubbyholes are tall and wide to accommodate magazines. The entire case is 5' wide, 7' tall and 1' deep. It stands against the wall like book shelves. At desk level there is a work shelf a foot deep. Material placed on this shelf by the Mail Department is then sorted into the desired cubicles. The sections on the same level as the work shelf hold new journals, arranged in four groups. The first section houses small journals 7" by 10" or smaller. The next two sections contain average size journals, divided A-J and K-Z. The fourth section holds oversize journals and newspapers. As a short-cut periodicals are checked in just once a week, and only "rush" items are handled daily. This procedure may not be feasible in some libraries, despite the fact that the journals are roughly arranged and can be found in less than a minute.

This case also solved the headache of handling sample copies. We receive a great many advertising copies of journals of ephemeral value to us, such as weekly state farm papers and trade journals in other fields than those of primary interest. A sample copy of the latest one received is kept, and in many instances this means changing the issue each week. An undue amount of time was spent filing these samples, until the Sample File was set up in the sorting case. Now the check-in assistant stamps the sample journal, reaches up to the level just above her, in-

serts the journal in its alphabetical position, and extracts the old issue. In this way the entire process is completed in one movement. In addition there is a section for incoming material which must be checked against the Open Order File. This includes all material other than periodicals. It is to this section that the order assistant turns when she is following up the outstanding orders.

The top row of sections is reserved for duplicates. These come in as advertising copies or as gifts from company personnel who have personal subscriptions. In the present program of conservation, not only of paper but of all resources, we throw away nothing that may be of value to someone else. We send some duplicates to a branch office and to a subsidiary. Several journals go to four local libraries; trade journals are sent to Fort Dix, and duplicate scientific journals are sent to the A. L. A. Committee on Aid to Libraries in War Areas. As you know, these journals are being held in this country for the duration, after which time they will help to supplement the incomplete files of European libraries. And last, but not least, whatever is left, we sell to the H. W. Wilson Company. As in the case of the samples, it means the check-in assistant can sort while checking in. We have found the case most useful, it takes up relatively little room, and was made very easily by a carpenter.

DUPLICATE MATERIAL

Referring back to the subject of duplicates, we revised our check-in card to cut down the time spent on indicating the copy and distribution of each journal. All the copies do not come in at the same time, so a record was required of how many had previously been received. The front of the check-in card gives the necessary bibliographic information for a journal and space to check in 3 years. The

filing location is given in the upper right corner. On the back of the card is room for additional information, such as how long the journal is kept, the source from which it is received, and where and how much of a file the nearest local public library has of the journal. This latter information has been of considerable reference value. The lower half of the card provides check-in space for the duplicate copies. One can tell at a glance whether the periodical in hand is copy 1 and part of the permanent collection, copy 2 which goes to a branch office, copy 3 for Libraries in War Areas, or copy 4 for sale.

ORDER SYSTEMS

The Order File consists of slips filed in *one* 3 x 5 drawer. There are two types of order slips: a white one for "one time" orders, and a pink one for annual orders, such as yearbooks, annual reports, periodicals, mailing lists, etc. The annual order slip is kept from year to year, and space is provided for 4 years' entries. The person who does the book selection fills out the appropriate slip, checking in the upper right corner either "consideration" or "order". If the publication is to be ordered at once, the slip is placed back of a tracker marked "Daily Orders to be Placed". The order assistant goes to this file daily to send out these orders. As the various files are checked prior to ordering, the key words in the upper right corner are crossed out. In this way, the checklister and the order assistant do not need to confer with one another, and all order slips, no matter what their status, are in the one file drawer. This greatly reduces errors and time when searching for an item that is "in process". The next section, the "Open Order" file, is alphabetically arranged by author.

The "Consideration" file follows. Here are placed possible future orders, with references to book reviews on the back

of the slip, with a word or two as to the content and value. At the end of the budget period, if there is any money left in the book fund, we select those books which were designated as a second choice. This file serves as a quick answer to the man who asks why we did not buy a particular book. If we definitely reject a book, the reason is on the back of the slip. The slips are kept six months and then weeded out.

The next section in the drawer is the "Monthly Tickler". Back of each monthly tab is a file of slips designating jobs to be done that month—reminders to order certain annuals released regularly at that time, to renew the one or two stray journals that expire at a time other than our standard expiration date, to make out the new budget, to order current college catalogs or to send out the annual mailing list requests.

The remainder of the file is divided into six groups: the "Annual" file (books and pamphlets ordered annually); college catalogs; commercial feed reports; mailing list (this includes any free material received by request); services; and the periodical section, which contains a slip for each journal that is purchased, showing the source, price and order information for the past four years. Every December the annual renewal order is made out from these periodical order slips.

To illustrate our procedure: the monthly tickler for March reminds us to order the *Annual Review of Physiology*. The annual slip for the book is extracted from its alphabetical place in the "Annual" section, and is filed in "Daily Orders to be Placed" at the very front of the drawer. The order is sent, and the slip is then filed in the "Open Order" file, with the 1943 order information entered on it. After the book is received and the account records have been made, the slip goes back into the "Annual" sec-

tion until next year. The slip never leaves the drawer; consequently order information of any kind, either outstanding or completed, may be found in *one* file.

Since the Open Orders are arranged alphabetically by author, there is no natural follow-up. Copies of the company folder labeled "Open Order Follow-up". orders or carbons of letters are filed in a folder labeled "Open Order Follow-up". This folder is examined regularly. The order assistant checks the sorting case where new material is placed, and after making the necessary records, either handles an item at once if it is rush, or places it in its correct location on the accession and catalog shelves.

CONCLUSIONS

In order to find shortcuts and save time it is important to thoroughly analyze your library procedures and question the value of each step. It may help to go to the other extreme and think of the job in the most elementary way possible, and then add only those steps which are absolutely essential. It is at this point that you must *justify* each step that is added. Mimeographed forms often eliminate a step. The right equipment (no matter what its initial cost, provided it really does the job), rubber stamps, plenty of labels and adequate work space all help to save those precious minutes which add up and soon absorb most of your day.

WAR PROBLEMS IN INSURANCE LIBRARIES¹

By ELIZABETH D. KNAPP

Acting Librarian, Association of Life Insurance Presidents, New York, New York

WHILE the war has brought very great problems to a few libraries, it has also brought some problems to every library. The results may be very difficult, or very irritating, or may seem insoluble. No doubt many have thought at times, as I have: "This state just can't continue; something has *got* to be done". If you are as lucky as I, something eventually *was* done; but I know from talking with insurance librarians that many have *not* been that lucky.

The only consolation in the situation is that it offers a stimulation to renewed thinking and to keener evaluation of li-

brary work and techniques than we have experienced in years. The situation can lift us out of our beaten tracks and lead to results farther reaching than just the accomplishment of added war work. There is probably in every library a certain amount of work that was once begun with good reasons which have since faded; but the project has been carried along by its own momentum. Librarians are orderly creatures and hate having gaps in their systems, but in war times these breaks may be necessary, in fact they may be the only way out. By critically analyzing the results obtained for the effort made on each job, one should be able to dispense with unproductive work, shorten long-drawn peace-time methods

¹ Paper presented before the Insurance Group at the Thirty-Fifth Annual Convention of Special Libraries Association, held in New York, N. Y., June 22, 1943.

and concentrate his greatest attention on the most important work.

There have been many big new subjects to be treated in the library as a result of the war that are quite apart from regular peace-time insurance material. One of the most important is the Soldiers' and Sailors' Civil Relief Act and its amendments and regulations, which deal in part with a service man's life insurance where it is without a war clause. We have numerous folders on this, which we are constantly pulling in and out. Then there is the National Service life insurance which also added greatly to our war files. Government regulations for treating the property of foreign nationals, and the rulings resultant from the Trading With the Enemy Act have demanded much study, many conferences, bundles of correspondence and innumerable forms, printed sheets and memos in our office, all of which material eventually reaches the library to be sorted and placed in the vertical file drawers. At present we have 9 bulging folders, and we expect many more before the end of the war. Recently we have started a file on the reverse side of this subject—the property of United States nationals in foreign countries, and that is already growing by leaps and bounds.

The Federal Reserve Bank's Regulation W on loans to agents has demanded much attention. The annual statements that the companies are required to make to the state insurance departments have needed shortening during war time to meet the manpower loss experienced by all the companies. The arrangements for this and resultant rulings by the insurance department all add further to the new material that we receive as a result of the war. War clauses, especially in regard to reinstatement, and aviation riders are another big war subject.

The Federal Revenue Act, especially in regard to the income tax, has been an even greater worry-wart than in the past. The related problems of wage and salary stabilizations, manpower rulings, the victory tax and now the withholding tax resemble the tentacles of an octopus, and at times seem almost as paralyzing.

One very simple time saver to help solve our problem is to hold new material before deciding how it is to be treated, in order not to have to do it over again. I have learned this particularly in regard to new subject headings. One of my present worries is to decide whether vertical file material on the National Resources Planning Board report should be filed under that title or under a larger, looser heading to include all present and postwar expansions of the Federal Social Security system and their criticisms. I'm leaning to the latter decision, but still thinking.

Another way is to combine two jobs in one, a delightful idea, but one requiring imagination to effect. However, I believe this principle is going to help us in one of our biggest jobs another year. I thought of it too late to apply it this winter and spring. In our library we make a subject index of all state and federal legislative bills that might now or in the future be of importance to life insurance. That means a tremendous job at the end of each legislative season, of going over all the bills and correspondence that have been filed in the library, listing the one or several subjects of each important bill, assembling all those on a subject by number and listing them alphabetically by state. I believe this could be accomplished as the bills and correspondence first come into the library and are examined for marking and filing. In this way the biggest part of the job, going over the files at the end of the season, would be eliminated. Since next year is a light one in

the state legislatures, it will be an auspicious time for trying out this new method. Then in 1945 we should be ready to roll with the legislative rush.

Simplification of time-honored and unquestioned methods is another point to keep in mind. Because of new, untrained and less dependable help we had to shorten our usual routine of supplying bills and amendments to the law clerks. This is a problem rather specific to the Association so I shall not describe it; the point is that we were faced with a job too great to be done by the few inexperienced girls available and so, with the aid of the chief statistician, we evolved a more concise and economical procedure.

In talking with New York insurance librarians I found that war subject headings are one of the big worries. Special Libraries Association has put out a pamphlet of four lists; but most of us have found this nearly useless for insurance material. The Wilson and Public Affairs Information Service check list indexes may supply help in some cases; but not all special libraries have these. Furthermore, the headings are very often not specific enough on the subject of insurance. Waiting and thinking for a bit, as I said before, is one of the best answers I have found. Also, it seems a good plan to avoid long vertical file headings whenever possible, so as to shorten the job of changing them if the need should develop. I wonder if many of you have found it practical or even possible to keep uniformity in catalog and vertical file headings on war subjects. I have been trying to because of the urge common to librarians for consistency. But I'm not at all sure that it is practical. Our vertical file headings tend to be more general than the catalog headings and more closely organized. In the file we have all strictly war materials grouped under War,

dash, and the specific subject such as manpower. But it seems wiser for the catalog, to use manpower as a subject without the war prefix.

Our shortcuts have been chiefly in the grouping of materials. For instance, in the vertical file we drop nearly everything on Canada's Part in the war into the general folder: War, dash, Canada, without using further sub-divisions. However, we place cross references in the folders of United States material where we may want to know that we have something on the Canadian angle as well. Under War—O. P. A. and War—O. W. I. we lump together much extra material that calls for no closer treatment. Government releases which in no way concern us are merely piled on shelves chronologically. And we have War-Gen-Pamphlets as a catch-all for unimportant material that is not cataloged. These general groupings simplify the work on unimportant material and are great time-savers.

One of our regular library routines that has proven especially helpful in dealing with all this new material is an index of rulings filed by state, then subject. It is far more selective and more fitted to the library needs and material than the *Weekly Underwriter Service Index* for instance, which is used by the legal department and is not kept in the library.

Our manpower problem within the library has not been due to the war, except in securing the extra help always needed during a heavy, or as we say, "on" year of the legislature. However, the problem throughout the Association of losing experienced people and replacing them with untrained ones has inevitably affected the speed and efficiency of the library routines along with those of other departments. The giddy little office girls who neglected to watch the buzzers and to

(Continued on page 429)

MORE WAR PROBLEMS IN INSURANCE LIBRARIES¹

By HELEN MAY HELMLE

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New York, New York

SHORTLY after the enactment of the National Guard and Reserve Officers Mobilization Act (Public Res. No. 96—76th Congress, approved Aug. 27, 1940), and the Selective Training and Service Act of 1940 (Public law No. 783—76th Congress, approved Sept. 16, 1940), and long before Pearl Harbor, the Society began witnessing the departure of its employees for service for our country. One young man, in bidding us goodbye, remarked that he was under no illusions that his term of service would be limited to one year. The management, I think, had no illusions either, for to use a nautical term, it soon began "trimming its sails". Our work-week was lengthened—we began working Saturdays. Later, at the request of the New York City Commerce Commissioner, working hours were staggered in an effort to spread the load on transportation facilities. In October 1942, so as to cooperate to the fullest extent with the Government's request to economize in the use of fuel and transportation facilities, the working-hours Monday through Friday, were lengthened a half-hour, with only a skeleton staff reporting for work on Saturdays.

A study was made with a view to determining what changes could be effected in the Society's practices and methods to meet possible war conditions, including shortage in personnel and equipment.

Every department was requested to examine (and to report on) its activities, its techniques and procedures, with a view to elimination of work that was not essential. Everyone was asked to economize in the use of equipment and supplies. No time was lost by the management in planning to adjust itself to war conditions, possible personnel shortages and to handle new activities owing to the war.

FUNCTION FOR THE LIBRARY

The function (*raison d'être*) of the library is, of course, to aid in the carrying on of the Society's business. It is a research and service unit and its activities are intended to meet the needs of the Society for information and materials on the wide variety of subjects that affect the Society's operations.

Our library is a unit resulting from the merger in 1939 of the insurance library and the law library. The so-called insurance collection, however, included not only insurance information, but materials on a variety of subjects. The law collection had expanded, as conditions had dictated, to include legislative and administrative documents, government department releases, and statistics on sundry subjects. There was little duplication of material in the two libraries. However, people inevitably sought the wrong library first. Finally, this problem was solved by merging the collections. There is now one library in which to seek information not found in department files.

When the war came, we had an inte-

¹ Paper presented before the Insurance Group at the Thirty-Fifth Annual Convention of Special Libraries Association, held in New York, N. Y., June 22, 1943.

grated library and a staff ready to handle the requests of the several departments. But when the request came along to examine and report activities not essential we felt at a loss. We had thought of a number of projects we should be doing that we hadn't found time to do—for instance, we issue no bulletin of accessions. We knew our techniques, procedures and methods were not perfect, but we had been constantly on the alert for ways of improving them. However, we examined critically every operation and although we found none that we thought we could eliminate, we did decide to try several short-cuts which would reduce clerical and messenger time. These were:

1. Our practice in the routine circulation of periodicals was to send most periodicals to persons individually. We decided that conditions warranted the use of the "list technique" (with which you all are familiar).

2. We wondered if perhaps some people were continuing to receive periodicals regularly who no longer needed to see them. We wanted to contact each person, but lacked the time. However, people are continually letting us know their wants, and when they do, we take the opportunity to check them on the publications they already receive. Sometimes a man will of his own accord advise us that the nature of his work has changed and that he no longer needs to see certain publications.

3. Another short-cut that we tried was in the mode of dissemination of information on changes of insurance commissioners. When the library receives notice, usually through one of the insurance periodicals, that a commissioner has resigned, or has been appointed, we have been accustomed to sending notices to people who have requested such information. This required running the item off on the typewriter several times in order that the cop-

ies might be legible. We decided to run it off once, and to utilize the "list technique". It sounded all right; but when we tried it we learned that when a notice was sent to a person individually he in turn routed it to various persons in his department. When we sent the notice to him *via* a list, he checked his name and sent it on to the next person—and the people in his department did not benefit by it. So, that one didn't work.

4. We examined our cataloging procedures for possible short-cuts. We long since had adopted the method of using the open entry in the catalog for many publications of an annual or serial nature or of referring to the shelf-list for holdings of incomplete files of others. Were we making sufficient added entries or analytics? As a result of this examination, we found we weren't making enough—for instance, an added entry for the title. We had been omitting that entry, but experience has shown that many people actually remember either the title or sub-title and look for it in the catalog. Naturally, we want people to be able to help themselves. The number of books and pamphlets for which we think we have to make title cards is greater than the number for which we do not.

5. Mentioning cataloging reminds me of a method we found to save the time and energy of our cataloger. The member of the staff who does the order work receives the material ordered. Could she perhaps take care of the shelf-list for continuations and serials, thereby relieving the cataloger of this duty? We now know that she can—and more. For some months she has been doing it and preparing the books for the shelf, in addition to her many other duties. (Of course, the cataloger continues to scan publications for new subjects and changes for which we might want to make notes or entries.)

6. Searching further for short-cuts, we considered whether we were spending too much time in the clipping and filing of newspapers and periodicals. I think we will all admit that the subject files are convenient sources for finding information quickly. Often, indeed, a squib from a newspaper or periodical is the only bit of information we have on a certain given subject. Were it not for our clipping we would have nothing. We decided that we would be cautious about clipping, but that we could not discontinue it.

PHYSICAL SET-UP OF LIBRARY

Now, what of the physical set-up of the library. Was the arrangement such that a minimum of time and effort was spent as a result of it?

The physical characteristics of the library space are such that the whole staff cannot be located in the proximity of the entrance. Two desks—circulation and periodical check-list—were located in a kind of alcove near the door; the others were farther removed. The desks near the door were manned by the members of the staff who received incoming material and handled circulation. However, this meant a good deal of trekking back and forth to the librarian and cataloger and reference assistant. We knew that the library patrons did not consciously walk out of the library without charging material they wanted to take along, and that they would cooperate in a relocation of the charge desk. We likewise decided that it wouldn't hurt messengers from outside to walk several steps farther once they had come so far. So we moved these two front desks back near the other work desks. The new arrangement of desks draws the staff into a homogeneous group and saves time which can now be utilized to better advantage.

With reference to the management's request to economize in the use of equip-

ment and supplies, I might say that we already had instituted practices in connection with such matters, so that, on further examination, we found there was little we could do. We have been saving rubber bands and paper clips, and saving and using obsolete releases, circulars, etc., for scratch pads.

While we have used our ingenuity in attempting to find short-cuts in our work, nevertheless it must be realized that we are only one small unit—a research and service unit—in a large business organization and that as I pointed out management had to adjust itself in all of its operations to war conditions. Since the activities of the library are intended to meet the needs of the Society for information and materials on the wide variety of subjects that affect the operations of the Society, the curtailment of activities in certain other departments of the Society automatically worked an increase in the activities of the library. To meet the new questions, the library had to obtain additional publications. The management has met this by increasing the budget for the library. Indeed, in several instances, the management itself has decided that certain publications should be available in the library and has provided the funds for their purchase, and *without* solicitation.

In this connection, I am reminded of a law book publisher's announcement of the 3d edition of Sutherland on *Statutory Construction* which recently appeared on my desk. It began: "Dear Sir: This is and saves time which can now be utilized an age of 'statute' law . . ." It is not only an age of statutory regulation but also of administrative law—extensive rules and regulations by administrative agencies of the federal and state governments, and especially of the federal government.

Most of these agencies do not send us their releases. Newspaper information is

not sufficient, nor is the *Federal Register* complete. So the management decided that we should subscribe to various commercial publications which attempt to cover various federal government rules and regulations. Since these are generally in the form of loose-leaf services, you can well appreciate the volume of work involved.

You will note that I have said that such services attempt to cover the activities of the federal government. However, we quickly learned that it would be necessary to supplement such materials with clippings and pamphlets that we could otherwise obtain. These presented us with the problem of how best to fit them into our library picture. Should they be treated as purely current material or should they be viewed from the broader aspect and be

made from the beginning to merge into the established background of our practices and procedure? This presented a question of cataloging, and particularly the problem of subject-headings. We decided in favor of the broader aspect, and adapted most of the war headings to our established headings.

We continue to receive the requests for insurance information as we always have; we likewise continue to receive requests for miscellaneous information; but both are almost overshadowed by the requests for information on problems resulting directly from war conditions, with the result that we sometimes wonder with respect to our activities if we have not been subject to that change so aptly put by Mr. Justice Holmes: "Changes in degree so extend themselves as to become different in kind".

THE IMPACT OF THE WAR ON ONE COLLEGE LIBRARY¹

By PHILLIPS TEMPLE

Librarian, Riggs Memorial Library, Georgetown University, Washington, D. C.

MOST librarians realize that, although the dislocations and upheavals entailed by a wartime economy are not pleasant, they can be turned to constructive ends. To begin with, we are forced to concentrate more than ever on essentials; we are obliged to re-evaluate our techniques and routines; and we must adapt ourselves (as well as our libraries) to a situation in which crises have become the rule rather than the exception. Such, at any rate, is the experience of the library with which this article is concerned.

The first major impact of the war on the Riggs Library was a drastic reduction in personnel, caused not by any decision of ours, but by the draft and by the more lucrative positions available in nearby governmental agencies. Our first concern, of course, was to see that our customary services to faculty and students were not curtailed. Yet something had to be curtailed, so it was decided to limit, for the time being, the volume of duplicate exchange transactions with other libraries, to eliminate as much detail as possible from our annual (and other) reports; to train our existing staff in as many different routines as possible instead of special-

¹ Expansion of a paper presented at the February 1943 meeting of the S. L. A. Baltimore Chapter.

izing as formerly; and to tighten up in similar ways all along the line.

On the other hand, such vital phases of our work as interlibrary loans, research projects (particularly those related to the war effort), reference work and public relations matters are being furthered as usual, or as nearly so as possible. A War Information Center, established in pre-Pearl Harbor days as a "Defense Information Center", has been one of our chief concerns, and serves not only local needs but national ones, since the Riggs Library is the headquarters of the SLA War Activities Committee.

The next quarter in which the war was felt was in the rare book division. Because of the danger from incendiary bombs in case of air raids, our 63 incunabula, our collection of early bound newspapers, and the manuscripts on display (such as Mark Twain's *Tom Sawyer*, Sheridan's *School for scandal*, etc.) were distributed either in the vaults of the Archives, or crated up and placed in our relatively bomb-proof cellars. By a stroke of good fortune the roof of the cellar is so constructed that the whole building could fall on it and not damage it too much. The contractor, building in the 1880's, placed railroad rails at six inches apart, resting the ends of them on stone foundations—the stone being so extraordinarily hard that the first stone cutters working on the job threw down their tools and quit!

We naturally regretted the necessity of storing our rare materials because, in addition to their antiquarian interest, they are of positive value to scholars and research workers. When the Library celebrated its tercentennial in 1940 a book was published and distributed to libraries and institutions throughout the country. It described the library's holdings in rare books, and was illustrated in color and

with photographic reproductions. The effect of this publicity (made possible by contributions from the College faculty and other friends of the Library) was being increasingly felt through correspondence and visitors when we were obliged to discontinue our services in this field for the duration. The Mark Twain manuscript, however, was microfilmed and a copy deposited with the Library of Congress.

As for the war's effect on book selection, this may best be judged by a glance at the University's *War Catalogue*, just published. Of our alumni, 3,500 are in the armed services, and 2,500 of these hold commissions. Of our faculty, 73 members are in the armed forces. The Library serves a number of these men at long distance, though in most cases their requests are for the type of book which we would ordinarily have purchased. The major shift in book selection is due to the present student body, 90 per cent of which are enrolled in the Army, Navy, Marine Corps, Air Force Reserve or the student R. O. T. C. Unit. Moreover, an Army Specialized Training Program has been assigned to Georgetown, and we have been preparing during recent weeks to give library service to some hundreds of trainees, due any day on the campus.

War courses have already been introduced in accordance with the pre-induction training program advocated by the Government. Of these courses, the ones which have most strongly affected the Library's book selection policies are the following: military chemistry, meteorology, mechanical drawing, navigation, map interpretation, Japanese and Chinese languages, economics of war and reconstruction, psycho-social aspects of war and similar topics. There is an increased stress on such accustomed subjects as American and British government. I am omitting detailed mention of the many

medical and dental courses, such as neurology, because the books for these are supplied by the Library of the Medical School, which is independent of Riggs. Our purchases in the past have not, of course, neglected all of these fields, but at the moment a much greater proportion of our budget is being devoted to them than was formerly the case.

One statement in the *War Catalogue* strikes me as most important. It enunciates "as a first principle the continuation of the liberal arts curriculum. Just as war conditions have proved that insufficient emphasis was laid on scientific and disciplinary subjects in the pre-war period, so there is danger now that the broader humanistic studies will be neglected. These are as necessary in war as in peace". This attitude is reflected in the policies of the Library which, although it is curtailing its activities in many directions, is nevertheless determined that the fundamental principles of sound library practice shall not be sacrificed. A time of crisis is a time for the preservation, not the abandonment, of principles. Policies may and must change, but a change of principle is simply a confession that we have not known what we were about.

But what do we mean by "fundamental"? It is often objected that references to "fundamental principles" are meaningless unless we specify precisely that about which we are talking. I am sympathetic to this objection, and will therefore cite one concrete instance, in some detail, of what I consider fundamental, and, therefore, important enough not to be pushed aside even under wartime stresses. I refer to the training of students in the use of the library. Unlike certain other types of librarianship, college librarianship involves not only the serving of a clientele, but the instruction of a large part of it. Students must be assisted, but

they must also be taught how to help themselves—to become bibliographically independent, so to speak. Like certain other fundamental matters, this point is so obvious that many people fail to see it.

In teaching the use of reference books, the lecture method, by itself, is not only useless—it is worse than useless. Mere oral instruction about reference tools imparts not knowledge, but confusion. Experience has abundantly proved that instruction in reference books, divorced from the use of those books, is pedagogically unsound. If this seems too obvious to merit statement, wait until you see what the implications of it are in terms of library-faculty relationships; in terms, that is, of the corollary principle that the teaching of the use of the library starts not in the library, but in the classroom.

Take the ordinary assignment given to the student in the classroom. It runs something like this: "Read chapters 5 and 6 of Smith's *Economics*. You will find it on the reserve shelf in the Library". In the face of this, the librarian can lecture his head off about reference books to each incoming batch of freshmen, but the only result will be that after four years of college they will have beaten a path from the classroom to the library's reserve shelf while remaining radiantly ignorant of the library's services, or how to go about using them.

So much for the statement of the problem. Now, what is to be done about it? Should the students be given more lectures on the use of the library? Emphatically no. What should be done is to impress the faculty with the importance of giving their students the type of assignment which, in itself, *forces* the students to use the reference collection intelligently. For example, instead of the "read chapter so and so" type of assignment, a certain proportion of assign-

ments should run like this: "Write a paper of two thousand words on labor unions in war time; choose two books from the card catalog; cite three magazine articles, one current service and one or more sources of your own choosing".

The result of such an assignment as this is a bewildered and desperate crowd of students wandering helplessly through the library, which is precisely what the librarian wants. It furnishes him with the most valuable condition a teacher can have: students who *want to learn*. The nature of their task obliges the student to ask: "What is a 'current service', anyway?" "Where is the card catalog?" "How do you find magazine articles?" After ten minutes of instruction in answer to pressing queries of this sort, the librarian can teach the student more about the practical use of reference tools than he can by ten hours of formalized lecturing to a roomful of apathetic note-takers. The students know that they have to write that paper somehow. In most cases they don't even know how to start. Under such conditions they are ready and willing to assimilate all you want to teach them about the *Reader's Guide*, the *Editorial Research Reports*, the debate handbooks, the card catalog, the *Statistical Abstract* and a dozen other sources which, up to this time, had merely been uninteresting names to them. It is a heartening sight for a librarian, after a tough morning's work with a crowd of boys, to see those same boys, in the afternoon, explaining to other boys (not without an air of superior wisdom) how to find what they need in the library.

This, then, is one example of the type of library work that should not be neglected because of war conditions. One is tempted to neglect it these days because it takes a lot of time and work on the part of the librarian and his staff, but it is work that is well worth doing, and which it is a pleasure to do. The chief task, of course, is to "sell" the idea to the faculty. This cannot be accomplished in a hurry, and if the librarian does not have faculty status, it cannot be accomplished at all. Moreover, a certain amount of tact is required. Otherwise, one might create the erroneous impression that he is trying to tell the faculty how to do their job, and that would be fatal. But if persistence is blended with tact, the idea can be put across. It must be endlessly urged at faculty meetings, over coffee at the faculty table in the cafeteria, in the reports of the librarian to his superiors. But once you get a wedge in, the results are invariably so satisfactory that the idea sells itself.

A number of other problems invite discussion—the many new governmental wartime agencies, for example, and the relations between their libraries and those of private institutions such as colleges; the extent to which the war emergency affects the usefulness of staff manuals, or requires the re-writing of them; whether seminar (departmental) libraries can be efficiently maintained during wartime; and the vital problem of maintaining personnel standards under wartime pressures. These and similar factors are all a part of the impact that the war has on this and doubtless other college libraries.

THE OASI LIBRARY AND THE WAR¹

By ANITA S. TANNEN

Branch Librarian, Old Age and Survivors Insurance Branch Social
Security Board Library, Baltimore, Maryland

THE impact of the war has driven the Bureau of Old Age and Survivors Insurance out of Washington and is responsible for its being in Baltimore. Our branch library serves this Bureau which is the largest of the six bureaus of the Social Security Board and the one whose program was not immediately related to the war effort. For this reason, the Bureau of Old Age and Survivors Insurance, was decentralized in June 1942 along with those other agencies whose space in Washington was more desirable than their presence.

Two collections from the Social Security Board Library were sent to Baltimore to serve the Bureau—a law library and a working reference collection. This library, naturally, is tailored to fit the needs of the Bureau. The emphasis is on the social sciences, and the collection is especially strong on pensions and labor problems. We also have those basic general books that are needed to implement the administrative work of the Bureau—material on personnel, management planning and budgeting which are the tools of efficient administration.

The Library operates as a branch library, all the ordering and processing of materials being performed in the main library in Washington. Because of wartime economizing, the Branch had to forego a subject catalog, but we do have an author catalog of all the material in the Social Security Board Library. The Baltimore

collection is still small—about 3,000 volumes—so that the Librarian knows what she has and where she can find it. For reference work, the library resources in Baltimore and the Social Security Board Library in Washington supplement our Branch collection. In order to keep the library service to the Bureau more closely tied in with that to the rest of the Board, the Librarian makes a weekly trip to Washington.

The war has made itself felt, of course, in the growing scarcity of supplies. For example, in the generous days before the war, we received numbers of copies of the Congressional bills needed for distribution. Today, the Library receives one copy of each bill and this is as carefully guarded and preserved as a first edition.

The program of the Bureau has been touched by the war. Our basic peace-time function is to administer the program that is signified by the Social Security Account Number, i.e., the maintenance of wage records and the payment of benefits under the Old Age and Survivors Insurance program. The problem of manpower is fundamentally the Bureau's problem, since the rapid increase in the labor force due to the war effort involves, for the Bureau, the maintenance of millions of new account numbers for women, former agricultural, domestic and self employed workers and for younger workers who had not previously been in employment covered by the Social Security Act. In an effort to ease the shock of the postwar reconstruction period, the Bureau has under

¹ Paper presented at the February 1943 meeting of the S. L. A. Baltimore Chapter.

consideration the recommendation of legislation to provide for the increase in the amount of benefits to beneficiaries and their dependents and the extension of coverage to groups which had not previously been insured. Disability and health insurance are also in our plans for the future.

However the program of the Bureau is not completely divorced from the here and now of the war. It is confronted with the problem of the men in the armed forces who are faced with the loss of their insured status under the program because of their absence from covered employment while they are in the armed services. Legislation has been recommended to Congress to remedy this. The Bureau is also faced with the problem of the pay-

ment of benefits to survivors of men who have been reported missing in action. In addition to this, the Bureau has been designated to administer the Civilian War Benefits program which pays benefits to civilian defense workers injured in the performance of their duty, death benefits to the dependants of those workers who are killed as a result of enemy action outside the United States, and death and disability benefits in those cases where death or disability results from enemy action within the United States.

The Library is playing an important role in these postwar plans by providing factual data on which the planners are basing their program for the present and their planning for the future.

REPORT OF THE PRESIDENT TO S. L. A. MEMBERS

S. L. A. members who attended the War-Time Conference in New York in June and those members who could not attend will be interested to know that the amount of cash turned over to the S. L. A. Treasurer, after all Convention expenses were paid, was \$1,500. This sizable sum was due to the excellent planning of the Convention Committee and to the unexpectedly large number of registrants—680 in fact.

The geographical distribution of our delegates is interesting: California 1, Connecticut 15, Delaware 15, District of Columbia 44, Florida 2, Illinois 13, Indiana 1, Maryland 3, Massachusetts 28, Michigan 12, Minnesota 1, Missouri 2, New Hampshire 2, New Jersey 65, New York 385 (of which 351 were from New York City), Ohio 19, Pennsylvania 53, Rhode Island 3, South Carolina, Tennes-

see, Vermont and Virginia each 1, Wisconsin 2 and Canada 9.

Twenty-nine separate towns and cities were represented in the New Jersey roster, showing the influence of new libraries established in small centers in New Jersey since the war began. In New York State, 24 cities and towns were represented and Pennsylvania was third with 15 different towns or cities represented. Considering the travel difficulties the above figures are ample proof of a more than healthy interest in Association affairs.

We regret to announce that due to non-payment of dues we have dropped 177 from membership. This is not too serious, but we wish it were a smaller number. However, since June 1 we have added 2 Life, 28 Institutional, 152 Active and 34 Associate members, which leaves our total membership, as of this date, with an ac-

tual gain of five. We now have 46 members in the Armed Services and dues are being carried for these members for the duration.

Our Employment Service is taking more and more of the Secretary's time and we have more calls for trained librarians than we are able to fill. From June 1 to September 15 our Secretary has filled 87 positions, which includes 29 positions filled through Chapter Employment Chairman. The average salaries are much higher than heretofore.

At its meeting on June 24, the S. L. A. Executive Board approved the appointment of an additional person to be employed at the Executive Office. In July we were fortunate in interesting Mrs. Catherine Baxter, a graduate of William and Mary College and Katharine Gibbs Secretarial School, in this position. Mrs. Baxter has had extensive magazine and editorial experience and thus will be able to see our publications through the press, thereby relieving the Publications Committee. She will also relieve Mrs. Stebbins of considerable office routine, giving Mrs. Stebbins more time to devote to income producing activities—Employment and Advertising. Also, with an extra person at the Office we shall be able to conduct surveys and take on more activities of value to our membership.

At the request of one of our members, we are now conducting a survey on budget

practices in special libraries. The results of this survey, when completed, will be published in *SPECIAL LIBRARIES*. We are also engaged in an active campaign to obtain classification systems to supplement those already on file at the Executive Office. In this connection we need classification systems for new materials and especially those in the new subject fields. In addition we are planning to prepare for distribution to those wishing to start new libraries, a manual of procedure. Any ideas that our members may have along these lines will be gratefully received.

A list of committee appointments for 1943-44 will be found on page 420 of this issue of *SPECIAL LIBRARIES*. Miss Janet Saunders of the International Labour Office at Montreal, Canada, is Chairman of the newly created International Relations Committee and already she has plans lined up which will make this a very active Committee. This Committee is a most important one at this time.

The Fall meeting of the Executive Board and Advisory Council will probably be called for the first week in November. If any member wishes to have any matter pertaining to S. L. A. affairs considered at this meeting, please bring it to the Board's attention before that time.

Wishing all members a highly successful year,

Cordially,
ELEANOR S. CAVANAUGH.

Business is like a battlefield and the men who win are those armed with knowledge, new ideas and superior methods.

ANON.

S. L. A. CHAPTER PRESIDENTS GROUP AND STANDING COMMITTEE CHAIRMEN SPECIAL REPRESENTATIVES AND EDITORS

1943-1944

CHAPTER PRESIDENTS

ALBANY—No election held.

BALTIMORE—Mrs. Ann Lemen Clark, School of Pharmacy Library, University of Maryland, Lombard and Greene Sts., Baltimore, Maryland (Pres. pro tem).

BOSTON—Miss Mary E. Howard, Head, Reserve Book Room, Radcliffe College Library, Cambridge, Massachusetts.

CINCINNATI—Miss Jessie McMullen, Industrial Division, Chamber of Commerce, Cincinnati, Ohio.

CLEVELAND—Miss Helen Hefling, Lakewood Public Library, 15425 Detroit Ave., Lakewood, Ohio.

CONNECTICUT—Mrs. Mary Alice T. Parsons, Librarian, Phoenix Mutual Life Insurance Co., 79 Elm St., Hartford, Connecticut.

GREATER ST. LOUIS—Miss Virginia Dowdall, Librarian, Southwestern Bell Telephone Co., 1405 Telephone Building, St. Louis, Missouri.

ILLINOIS—Miss Marion E. Wells, Librarian, First National Bank, 38 South Dearborn St., Chicago, Illinois.

INDIANA—Mrs. Mabel Walker, Librarian, Lukas-Harold Corporation, P. O. Box 988, Indianapolis, Indiana.

MICHIGAN—Mr. W. L. Powlison, Librarian, Patent Department, Automobile Manufacturers Association, New Center Building, Room 320, Detroit, Michigan.

MILWAUKEE—Mrs. Alice M. Schramm, Librarian, The Milwaukee Journal, 333 West State St., Milwaukee, Wisconsin.

MINNESOTA—Mr. Melvin J. Voigt, Head, Library Service Section, General Mills, Inc., Minneapolis, Minnesota.

MONTREAL—Miss Janet Saunders, Assistant Librarian, International Labour Office, 3480 University St., Montreal, Canada.

NEW JERSEY—Miss Jane Ulrey, Librarian, Engineering Department, Westinghouse Lamp Division, Bloomfield, New Jersey.

NEW YORK—Miss Eva Trachsel, Librarian, Advertising Department, Curtis Publishing Co., 60 East 42nd St., New York, New York.

PHILADELPHIA—Miss Sarah W. Parker, Librarian, U. S. Dept. of Agriculture, Bankers Securities Building, Philadelphia 7, Pennsylvania.

PITTSBURGH—Miss Marion L. Hatch, Librarian, Business Branch, Carnegie Library of Pittsburgh, Union Trust Building, Room 247, Pittsburgh, Pennsylvania.

SAN FRANCISCO BAY REGION—Miss Anne Avakian, Librarian, California Forest and Range Experiment Station, University of California, Berkeley, California.

SOUTHERN CALIFORNIA—Miss Elaine Adams, Librarian, Allan Hancock Foundation, University of Southern California, 3551 University Ave., Los Angeles, California.

TORONTO—Mr. George A. Johnston, Librarian, Law Society of Upper Canada, Osgoode Hall, Toronto, Canada.

WASHINGTON, D. C.—Mr. Francis E. Fitzgerald, Director of Libraries, Office of Quartermaster General, U. S. War Department, Room 1058, Railroad Retirement Building, Washington, D. C.

GROUP CHAIRMEN

ADVERTISING—Miss Delphine V. Humphrey, Librarian, McCann-Erickson, Inc., 50 Rockefeller Plaza, New York 20, New York.

BIOLOGICAL SCIENCES—Mr. V. N. Rimsky-Korsakoff, Librarian, Central Laboratories, General Foods Corporation, 1125 Hudson St., Hoboken, New Jersey.

FINANCIAL—Miss Ruth Miller, Librarian, Central Hanover Bank & Trust Co., 70 Broadway, New York, New York.

INSURANCE—Miss Margaret Hatch, Librarian, Pacific Coast Head Office, Metropolitan Life Insurance Co., 60 Stockton St., San Francisco, California.

MUSEUM—Miss Ella Tallman, In Charge of Lantern Slides Library, Cleveland Museum of Art, East Boulevard, Cleveland, Ohio.

NEWSPAPER—Mr. Charles Stolberg, Librarian, Reference Library, The New York Sun, 280 Broadway, New York, New York.

SCIENCE-TECHNOLOGY—Miss Elma T. Evans, Librarian, Research Laboratory, Curtiss-Wright Corporation, Buffalo, New York.

SOCIAL SCIENCE—Miss Isabelle Bronk, Research Librarian, Institute of Local and State Government, 3437 Woodland Ave., University of Pennsylvania, Philadelphia, Pennsylvania.

TRANSPORTATION—Mr. Willard K. Dennis, Librarian, Parks Air College, Inc., Parks Airport, East St. Louis, Illinois.

UNIVERSITY AND COLLEGE — Miss Esther E. Fawcett, Branch Librarian, College of Fine Arts Library, Carnegie Institute of Technology, Pittsburgh, Pennsylvania.

COMMITTEES

CHAPTER EXTENSION—Miss Josephine B. Hollingsworth (Chairman), Municipal Reference Library, 300 City Hall, Los Angeles 12, California.

CLASSIFICATION—Miss Isabel L. Towner (Chairman), 440 Riverside Drive, New York 27, New York.

CONSTITUTION AND BY-LAWS — Miss Ruth Savord, Librarian (Chairman) (1943-45), Council on Foreign Relations, Inc., 45 East 65th St., New York 23, New York; Mr. Sidney B. Hill, Librarian (1943-45), The Association of the Bar of the City of New York, 42 West 44th St., New York 18, New York; Miss Mary P. McLean, Librarian (1943-44), American Bankers Association, 22 East 40th St., New York 16, New York.

FINANCE—Mr. Walter Hausdorfer, Librarian (Chairman) (1943-45), School of Business, Columbia University, New York 27, New York; Mr. Louis H. Fox (1943-45), Newspaper Division, New York Public Library Annex, 137 West 25th St., New York 1, New York; Miss Emily C. Coates, Librarian (1943-44), The Travelers Insurance Co., 700 Main St., Hartford, Connecticut; Miss Marguerite Burnett, Librarian (1943-44), Federal Reserve Bank of New York, 33 Liberty St., New York 4, New York.

INTERNATIONAL RELATIONS — Miss Janet F. Saunders, Assistant Librarian (Chairman), International Labour Office, 3480 University St., Montreal, Canada.

MEMBERSHIP—Miss Jane Brewer, Custodian (Chairman) Real Property Survey Data Unit, Library, Federal Housing Administration, Washington 25, D. C.

METHODS—To be appointed.

MICROFILMING & DOCUMENTATION—Miss Dorothy Hale Litchfield (Chairman),

Supervisor, Periodicals and Microfilms, Columbia University Libraries, New York 27, New York; Dr. Mary A. Bennett, Supervisor, Department of Binding and Photography, Columbia University Libraries, New York 27, New York.

NOMINATING—Dr. Francis E. Fitzgerald, Librarian (Chairman) Office of The Quartermaster General, U. S. War Department, Washington 25, D. C.; Miss Emma G. Quigley, Librarian, Los Angeles Railway Corporation, 1060 South Broadway, Los Angeles 15, California; Dr. Joan M. Fertig, Librarian, Westinghouse Research Laboratories, Westinghouse Electric and Manufacturing Co., East Pittsburgh, Pennsylvania; Miss Mary Giblin, Classifier of Engineering Files, The Detroit Edison Company, 2000 Second Avenue, Detroit 26, Michigan; Miss Emily C. Coates, Librarian, The Travelers Insurance Company, 700 Main St., Hartford, Connecticut.

PUBLICATIONS—Miss Rebecca B. Rankin, Librarian (Chairman) New York Municipal Reference Library, 2230 Municipal Building, New York 7, New York.

STUDENT LOAN FUND—Miss Marguerite Burnett, Librarian (Chairman) (1941-1944), Federal Reserve Bank of New York, 33 Liberty St., New York 4, New York; Miss Frances H. Kelly, Associate Director (1942-1945), Carnegie Library School, Carnegie Institute of Technology, 4400 Forbes St., Pittsburgh 13, Pennsylvania; To be appointed (1943-1946).

TRAINING AND PROFESSIONAL ACTIVITIES—Miss Ruth Leonard (Chairman), School of Library Science, Simmons College, 300 The Fenway, Boston, Massachusetts; Mrs. Abigail Hausdorfer, Librarian, School of Library Science, Columbia University, New York 27, New York; Miss Ethel M. Fair, Director, Library School, New Jersey College for Women, New Brunswick, New Jersey.

WAR ACTIVITIES—Miss Ruth Fine, Librarian (Chairman), U. S. Bureau of the Budget, State Department Building, Room 452½, Washington, D. C.

Sub-committee on Cooperative Industrial Conservation Abstracts—Miss Lucy O. Lewton, Librarian (Chairman), Freeport Sulphur Company, 122 East 42nd St., New York, New York.

LIAISON OFFICERS

CHAPTER—Mr. Phillips Temple, Librarian, Riggs Memorial Library, Georgetown University, Washington 7, D. C.

GROUP—Mrs. Lucile L. Keck, Librarian, Joint Reference Library, 1313 East 60th St., Chicago 37, Illinois.

SPECIAL REPRESENTATIVES

AMERICAN DOCUMENTATION INSTITUTE—Dr. Mary Bennett, Supervisor, Department of Binding and Photography, Columbia University Libraries, Columbia University, New York 27, New York.

AMERICAN STANDARDS ASSOCIATION, A. S. A. COMMITTEE Z-39—Mrs. Ruth McG. Lane, Vail Librarian, Massachusetts Institute of Technology, Cambridge, Massachusetts.

COUNCIL OF NATIONAL LIBRARY ASSOCIATIONS—Miss Eleanor S. Cavanaugh, Librarian, Standard & Poor's Corporation, 345 Hudson St., New York 14, New York.

LIBRARY BINDING INSTITUTE — Mr. Phillips Temple, Librarian, Riggs Memorial Library, Georgetown University, Washington 7, D. C.

THE H. W. WILSON COMPANY—Miss Margaret Bonnell, Assistant Librarian, Metropolitan Life Insurance Company, 1 Madison Ave., New York 10, New York.

EDITORS

SPECIAL LIBRARIES — Miss Alma C. Mitchell, Librarian, Public Service Corporation of New Jersey, Newark 1, New Jersey.

CHAPTER TOWN CRIER — Mr. Phillips Temple, Librarian, Riggs Memorial Library, Georgetown University, Washington 7, D. C.

TECHNICAL BOOK REVIEW INDEX—Editorial Committee: Dr. Jolan M. Fertig, Librarian (Chairman), Westinghouse Research Laboratories, Westinghouse Electric & Manufacturing Company, East Pittsburgh, Pennsylvania; Miss Edith Portman, Librarian, Mellon Institute of Industrial Research, 4400 Fifth Ave., Pittsburgh 13, Pennsylvania; Mr. E. H. McClelland, Librarian, Technology Department, Carnegie Library of Pittsburgh, 4400 Forbes St., Pittsburgh, Pennsylvania.

WILSON BULLETIN, SPECIAL LIBRARIAN PAGE—Miss Margaret Bonnell, Assistant Librarian, Metropolitan Life Insurance Company, 1 Madison Ave., New York 10, New York.

NOTE: Other Committee appointments not yet filled will be listed in the next issue of SPECIAL LIBRARIES.

EVENTS and PUBLICATIONS

The Army and Navy have cooperated in preparing PLANT PROTECTION FOR MANUFACTURERS, Pamphlet No. 32-1 (Washington, D. C., War Department, 1943, 24p.), which is a series of recommendations made to assist manufacturers and to assure that our vital war industries are thoroughly protected against all hazards.

* * *

Dr. Emerson P. Schmidt, Economist and Secretary of the Committee on Economic Policy of the Chamber of Commerce of the United States, has prepared a pamphlet entitled, ABSORBING THE TOTAL LABOR SUPPLY, Postwar Readjustments Bulletin No. 5 (Washington, D. C., Chamber of Commerce of U. S. A., 1943, 30p.), which raises some pertinent questions on how best to attain for everyone the goal of high-level employment and high-level wages.

PREPARING FOR POSTWAR RECONSTRUCTION (New York, N. Y., National Industrial Conference Board, Inc., 1943. 156p.) contains round table discussions and addresses presented at the Twenty-seventh Annual Meeting of the National Industrial Conference Board, May 26, 1943.

* * *

The Retail Credit Survey, which was formerly conducted by the U. S. Bureau of Foreign and Domestic Commerce, has been transferred to the Board of Governors of the Federal Reserve System as a part of the program for centralizing the collection and analysis of consumer credit statistics. Copies of RETAIL CREDIT SURVEY—1942 (1943. 37p.) may be obtained from the Correspondence and Publications Section, Board of Governors of the Federal Reserve System, Washington, D. C.

The wartime crisis in labor relations gives a special interest to *UNION RIGHTS AND UNION DUTIES* (New York, N. Y., Harcourt, Brace, 1943. 238p. \$2.50), by Joel Seidman. The author sets up a proper standard of conduct for unions and defines union responsibility in all its aspects—financial, social and moral.

* * *

The Department of Economics and Social Institutions of Princeton University has issued a check list of company practice entitled *MAXIMUM UTILIZATION OF EMPLOYED MANPOWER*, Research Report Series No. 68 (Princeton, N. J., Princeton University, Industrial Relations Section, 1943. 46p. \$1). Symptoms or ailments which are likely to accompany or cause under-utilization are listed in outline form along with positive steps, drawn from widespread company experience, which have proved successful remedies for the particular ailment.

* * *

SMALL BUSINESS—A NATIONAL ASSET, Economical Series No. 24, has been prepared by the Small Business Unit of the U. S. Bureau of Foreign and Domestic Commerce (Washington, D. C., Dept. of Commerce, 1943. 36p.). The statements of various officials of the Department of Commerce reprinted in this pamphlet are indicative of the thinking and policy under which the Bureau of Foreign and Domestic Commerce seeks to serve small business.

* * *

Peace plans and postwar problems are also discussed in the 29th and latest edition of the *UNIVERSITY DEBATORS' ANNUAL: 1942-1943* (New York, N. Y., H. W. Wilson, 1943. 368p. \$2.25.) Constructive and rebuttal speeches are given in full and are accompanied by bibliographies and briefs.

* * *

The artistic achievements of the native peoples of America have received their due recognition in *MEDIEVAL AMERICAN ART* (New York, N. Y., Macmillan, 1943. 2v. 960 photos. Set \$22.50), by Pál Kelemen. These volumes survey the period from the beginning of the Christian era to Columbus' discovery of America.

* * *

1021 ANSWERS TO INDUSTRIAL HEALTH AND SAFETY PROBLEMS, by the publishers of *Occupational Hazards* magazine (812 Huron Rd., Cleveland, Ohio, 1943. \$10) is a practical handbook which will help those in industry to save both money and lives.

An article by G. Hirschfeld on "\$20 Billion for Social Security?" giving a cost appraisal of proposals for expansion of coverage and of services, appears in the August 1943 issue of *Trusts and Estates*, pp. 107-114. (50 E. 42nd St., New York, N. Y., Fiduciary Publishers, Inc., 60¢.)

* * *

The July 1943 issue of *Journal of Business* of the University of Chicago, Part 2, contains an article by Maurice S. Brody on "Wage Rates and Living in a War Economy," which is a study providing factual information to aid the reader in making an intelligent appraisal of the question whether wage rates should be permitted to rise in order to keep in step with a rising cost of living. (Chicago, Ill., University of Chicago Press, 1943, 38p. \$1.)

* * *

An interesting article, by Maude Ellwood, Librarian of The Dow Chemical Company, on "Building a Chemical Library," appears in *Chemical Industries* for August 1943, pp. 189-193. There is also a bibliography.

* * *

The Federal Security Agency of the U. S. Office of Education has prepared a list of certain "Essential Library Supplies" with their substitutes as recently suggested by specialists of the War Production Board. The *A. L. A. Bulletin* for September 1, and the *Wilson Library Bulletin* for September 1943 have printed this report in full.

* * *

The H. W. Wilson Company is the United States agent for the *SOUTH AMERICAN HANDBOOK: 1943* (722p. \$1), published in London. This 20th annual edition has been completely revised and brought up to date.

* * *

WORLD PEACE PLANS (New York, N. Y., H. W. Wilson, 1943. 281p. \$1.25), edited by Julia Johnsen, is the most recent book in the Wilson Reference Shelf series. Stress is placed predominantly on political proposals for an international order, with emphasis on constructive rather than destructive material.

* * *

Accident statistics of all kinds are graphically presented in *ACCIDENT FACTS*, 1943 edition, a 96-page pamphlet published by the National Safety Council, Inc., 20 N. Wacker Drive, Chicago, Illinois, at 50¢ a copy.

DEMOBILIZATION AND READJUSTMENT (Washington, D. C., National Resources Planning Board, June 1943, 106p.) includes the proposals set forth by the National Resources Planning Board's Conference on Postwar Readjustment of Civilian and Military Personnel.

* * *

The U. S. Army and Navy are training citizens as well as fighting men. REPORT ON EDUCATION IN THE ARMED FORCES emphasizes the fact that much of the training the soldier or sailor receives will be useful to him as a civilian after the war. (Washington, D. C., Office of War Information, August 15, 1943, 24p. gratis.)

* * *

"Automobiles After the War," an article in *Modern Industry*, August 15, 1943, pp. 38-41, discusses how long it will take the industry to reconvert, how many cars it expects to sell, what it plans for aluminum, plastics, 100-octane gasoline, etc. (347 Madison Ave., New York, N. Y., Magazines of Industry, Inc., 25¢.)

* * *

FARMING—THE NATION'S BIGGEST INDUSTRY NOW AND AFTER THE WAR (59 E. Van Buren St., Chicago, Ill., Industrial Publications, Inc., August 1943, 8p. gratis) is a survey on the farm building market after the war and a forecast of how large this market may be.

* * *

FOREMANSHIP AND ACCIDENT PREVENTION IN INDUSTRY (Boston, Mass., 1943, 94p.), published by the Engineering Department of the American Mutual Liability Insurance Company, has been prepared primarily for foremen and deals in technical fashion with the theory and practice of safety methods.

* * *

John I. Madden, Director of the Institute of International Finance of New York University, states in SOME ASPECTS OF POSTWAR ECONOMIC RECONSTRUCTION OF EUROPE, Bulletin No. 157, (90 Trinity Pl., New York, N. Y., Institute of International Finance of New York University, August 23, 1943, 22p. 50¢) that the economic reconstruction of Europe after World War II will be a more difficult task than that of 1919.

* * *

PENSION AND PROFIT SHARING PLANS, a booklet which contains a description of various retirement income and profit sharing plans, has been published by the Manufacturers Trust Company, Personal Trust Department, 55 Broad St., New York, N. Y. (1943, 43p. gratis.)

The annual survey of the confectionery industry shows that while the impact of rationing and material shortages held the volume of production slightly below the peak output of 1941, sales rose more than 20 per cent. CONFECTIONERY SALES AND DISTRIBUTION, 1942, analyzes production and sales, raw materials and the role of the Government as a customer. (Washington, D. C., Superintendent of Documents, 1943, 46p. gratis.)

* * *

Bibliographies:

BIBLIOGRAPHY ON CURRENT TAX PROBLEMS. (Washington, D. C., Treasury Department, July 5, 1943, 16p. gratis.)

CONSERVATION BIBLIOGRAPHY. (Published in *Wilson Library Bulletin*, September 1943, Section 1, pp. 63-70.)

ECONOMIC PROBLEMS OF THE POSTWAR. Compiled by Reuben D. Siverson. (Washington, D. C., Chamber of Commerce of U. S. A., August 1943, 22p.) Annotated.

ELECTRICAL CARBONIZATION OF COAL; a Bibliography 1900-1940. Compiled by H. Stevens. (32 Ehrman Ave., Cincinnati, Ohio, H. Stevens, 1941, 24p.)

HEAT TRANSFER BIBLIOGRAPHY. Compiled by F. C. Vilbrandt and others. Engineering Experiment Station Series, Bulletin No. 53. (Blacksburg, Va., Virginia Polytechnic Institute, March 1943, 72p. 25¢.) Annotated.

HIGHWAY TRANSPORTATION IN WARTIME; Selected Films, Articles and Pamphlets. (Washington, D. C., Automotive Safety Foundation, July 1943, 23p.)

PROFESSIONAL LITERATURE ON CRIME, JAILS, PRISONS, PAROLE . . . Compiled by Herman K. Spector. (New York, N. Y., Department of Correction, 1942, 61p.) Annotated.

RESEARCH AND POSTWAR PLANNING BIBLIOGRAPHY; Part VIII. (New York, N. Y. United Nations Information Office, Section for Information on Studies in Postwar Reconstruction, 1943, 102p.) Annotated.

WORKER'S ENVIRONMENT, a list of recent references. Compiled by Idair Smookler. (Washington, D. C., Office of Emergency Management Library, 1943, 3p.)

WORLD ORGANIZATION, an annotated bibliography of recent pamphlet material. Compiled by the Commission to Study the Organization of Peace. (New York, N. Y., Woodrow Wilson Memorial Library, 8 West 40th St., 1942, 6p.) Annotated.

OCTOBER FORECASTS OF Forthcoming Books

(Where the publisher has supplied the price and a brief description of the book, these have been included.)

A MANUAL OF MEDICAL PARASITOLOGY, by C. G. Huff. University of Chicago Press. Probable price \$2.00. "Although attention is given to the general structure of the various groups of parasitic animals the emphasis is placed upon presenting the features of the life-cycle necessary to an understanding of the transmission, epidemiology, control, diagnosis, pathology, and immunology of the diseases associated with the parasite."

AMERICAN SOCIETY IN WARTIME, edited by W. F. Ogburn. University of Chicago Press. \$2.50. "Hardly an aspect of culture escapes the influence of war. Eleven professors of sociology—each an authority in his field—discuss various sociological aspects of the war's influence on society."

AMMUNITION—IT'S HISTORY, DEVELOPMENT AND USE, by M. M. Johnson, Jr. Morrow & Company. \$5.00. "This book traces the development of ammunition from the beginning of the paper musket cartridge to the present day. The ballistics tables provide the reader with a valuable source of reference."

BASIC MATHEMATICS FOR WAR AND INDUSTRY, by P. H. Daus, J. M. Gleason and W. M. Whyburn. Macmillan. Probable price \$2.25. "This new book is especially designed to meet the basic mathematical requirements of the Armed Services and the essential industries."

CAREERS IN SCIENCE AND ENGINEERING FOR GIRLS, by E. Steele. Dutton. \$2.50. "Here is a book which fills the definite need for a reliable guide to the 'untold opportunities' which industrialists assert await women who choose to make careers for themselves in science and engineering."

DEAFNESS AND THE DEAF IN THE UNITED STATES, by H. Best. Macmillan. \$5.00. "Dr. Best, looked upon by the profession as an authority on the many phases of the problem, has devoted nearly thirty years to studying and examining all that has ever been written on this subject, and compiling it into a scholarly and unprejudiced book—practically an encyclopedia of knowledge about deafness."

ELECTRICITY: ITS APPLICATION TO CIVILIAN AND MILITARY LIFE, by C. A. Rinde. Harcourt, Brace and Co. Probable price \$2.50. "This book is a complete self-teaching course in the fundamentals of electricity. Written for the person without previous knowledge of the subject, it provides an understanding of the fundamental principles of electricity and detailed explanations of electricity's myriad applications of the world today."

ENZYME TECHNOLOGY, by H. Tauber. Wiley. Probable price \$3.50. "Discusses the role and use of enzymes in industry, their preparation and their use in medicine."

FIGHTING FITNESS, by C. W. Crampton. Whitteley House. \$2.00. "This book is designed as a personal guide to premilitary fitness training for the young man who wishes to prepare himself to render his country the best possible service in peace or in war."

FROM ECONOMIC THEORY TO POLICY, by E. R. Walker. University of Chicago Press. Probable price \$3.00. "The author approaches the problem of the relationship between economic theory and political practice. This work is timely because of the special current importance of the problem and because it is in line with a general reaction against orthodox or theoretical documents."

MEN AND COAL, by M. Coleman. Farrar & Rinehart. \$2.50. "What is going to happen on October 31st, the deadline of the 'Work without contract' period for the coal miners? In *Men and Coal* McAlister Coleman tells in vivid and dramatic style, the story of the men, the conflicts and the strategies which lie behind the founding of the United Mine Workers and the CIO; the issues at stake in today's struggle, the present state of the coal industry and its future. Coleman writes about 'labor' not as an abstract but as people, vivid and lifelike."

NAUTICAL MATHEMATICS, by S. A. Walling and J. C. Hill. Macmillan. \$2.00. "The authors of the highly successful 'Aircraft Mathematics' have here prepared a similar book for boys and men going into the Navy, giving a complete revision course in elementary mathematics."

ORGANIC CHEMISTRY OF SULFUR, by C. M. Suter. Wiley. Probable price \$7.50. "A convenient reference presenting chemistry of organic compounds which are (in a broad sense) derivatives of sulfuric acid."

Announcements

S. L. A. Executive Board and Advisory Council Meeting

A meeting of the S. L. A. Executive Board for Friday, November 5, and of the Executive Board and Advisory Council for Saturday, November 6, has been called by President Cavanaugh. Both of these meetings will be held at the Pennsylvania Hotel, New York, N. Y.

Newark, N. J. Public Library Initiates Position of Library Interne

A new program to provide experience in specific fields for graduate students has been inaugurated at the Newark, N. J. Public Library with the State Civil Service Commission approving the establishment of the position of Library Interne in the non-competitive division of the classified service. Its object is to provide an opportunity for a succession of young men to observe the ramifications of special field work with a business community, based on intensive study of the Business Branch collections.

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535 Fifth Avenue (Room 707), New York City

Hospital Adds New Microfilm to Its Library

A collection of medical articles written on microfilm has been started at the Joseph Brenemann Library in the Children's Memorial Hospital, Chicago, Illinois. The articles are read by means of a microfilm reader installed by the librarian, Miss Marion Kappes. The films, which are supplied by the Army Medical Library in Washington, D. C., will supplement the medical books and journals already in the library. Microfilm material for special studies by staff members and alumni already has been obtained. The service will be extended to staff doctors in the military forces. The films come in short strips, one article to a strip.

Symposium on Technical Library Techniques

At the meeting of the American Chemical Society held in Pittsburgh, Pa., on September 6-10, 1943, one day, September 7, was devoted to a Symposium on Technical Library Techniques. This Symposium, presided over by Mr. Norman C. Hill, Director of Research and Development of the Pittsburgh Coke and Iron Company, included the following talks: "Importance of Technical Writing in Chemical Education," by Florence E. Wall, Research Division, General Aniline and Film Corporation, Easton, Pa.; "Publications, Pitfalls and Problems," by M. G. Mellon, Purdue University, Lafayette, Ind.; "Abstracting and Indexing," by E. J. Crane, *Chemical Abstracts*; "Rules for Preparation of Book Manuscripts," by John Sasso, *Product Engineering*; "Slips That Pass in the Night; a Plea for Accuracy in Printed Material," by E. H. McClelland, Carnegie Library, Pittsburgh, Pa.; "Problems of the Scientific Literature Survey, II; the Chemical Literature Research Staff and Organization," by Gustav Egloff, Mary Alexander, and Prudence Van Arsdell, Universal Oil Products Company, Chicago, Ill.; "Technical Library and Undergraduate Research," by W. B. Meldrum and T. O. Jones, Haverford College, Haverford, Pa.; "Operating a Technical Library Under a Library Committee," by Caroline W. Foote, U. S. Bureau of Mines, Pittsburgh, Pa.; "Keeping Up with Technical Books," by Edith G. Portman, Mellon Institute, Pittsburgh, Pa.; "Trade Journals and House Organs," by H. A. Marple, Monsanto Chemical Company; "Literature Service for Fuel Chemists," by Julian F. Smith, Institute of Gas Technology, Chicago, Ill.; "Use of Microfilm in the Research Library," by Ross C. Cibella, Librarian, Hall

Laboratories, Inc., Pittsburgh, 42, Pa.; "Library Versus Laboratory Research," by A. G. Connolly, Du Pont Building, Wilmington, Del.; "Importance of Scientific Literature in Patent Applications," by Paul J. Culhane, Du Pont Company, Wilmington, Del.; "Patent Service, an Arm of Research," by Wilfred W. Smith, Technical Division, Rayon Department, E. I. du Pont de Nemours & Company, Wilmington, Del.; "Contribution of the Alien Property Custodian's Office to Chemical Research," by Dexter North, Office of Alien Property Custodian, Washington, D. C.

The papers will be published in a forthcoming issue of *Journal of Chemical Education* and plans are underway for reprints in bulletin form. Should this plan materialize, copies of this bulletin will be available at 50 or 60 cents per copy.

This is an excellent example of cooperation between special groups in S. L. A. and those of allied interest in other professional organizations.

British Book Week, October 24-30

With the approval of OWI, the week of October 24-30 has been designated British Book Week by the International Relations Board of the American Library Association. If British Book Week proves worth while, it may be the first of a series of weeks devoted to various United Nations. While the ordinary activities usually associated with book weeks seem more appropriate to public, school and college libraries than to special libraries, it is suggested that special libraries help in whatever way they find feasible to develop within their fields understanding and respect for the achievements of our British allies.

Due to the stress of work in our various institutions it is not possible for S. L. A. as an Association to plan any active participation in this Book Week, but many special libraries, especially those having general employee reading rooms, may wish to plan individual exhibits by displaying material on British war aims, reconstruction plans, colonial policy, etc. Detailed suggestions for programs, booklets, sources of display material and other information will be found in the September and October issues of *A. L. A. Bulletin*. A British Book Week poster is also available from the American Library Association, 520 North Michigan Avenue, Chicago, Illinois, at the following prices: 40¢ per single copy, 75¢ for 10 copies.

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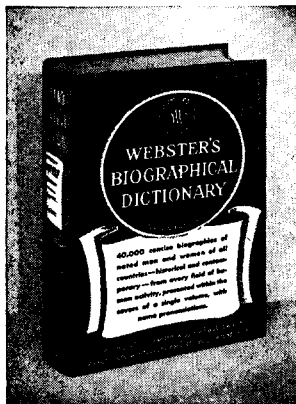
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Married

Mary Giblin, Classifier of Engineering Files, The Detroit Edison Company, Detroit, Michigan, was married on September 15, 1943, to Mr. Harold J. Quilhot.

On August 7, 1943, Catherine Deneen, Laboratory Librarian, Corning Glass Works, Corning, New York, was married to Mr. William J. Mack.

On September 25, 1943, Mary Alice Thoms, Librarian, Phoenix Mutual Life Insurance Company, Hartford, Connecticut, married Mr. Asa Parsons.

Obituary

Ruth M. Knapp

Ruth M. Knapp, Assistant Librarian at Perkins Institution and Massachusetts School for the Blind, passed away on August 2, 1943 after a brief illness. Miss Knapp completed the school year and, while on her vacation, was sent to the Baker Memorial Hospital for a serious operation from which she did not recover.

At Perkins she was in charge of the Teachers' Library and was, also, the advisor to the adult blind to whom Braille books and talking books were distributed. Her wide knowledge of books made her invaluable in assisting her blind readers to secure the books they would enjoy and, in that large circle of over 1,000 readers, she will be greatly missed. Her friendly attitude made her services within the school very helpful to the pupils and teachers who always knew they could turn to her for the guidance they needed. Since Miss Knapp came to Perkins in 1931 the new medium of reading known as the talking book (standard works transcribed on phonographic disks especially for the blind) were introduced and in the organization and development of this new service to the blind Miss Knapp's experienced library training made her invaluable.

Born in 1905 Miss Knapp attended the public schools of Melrose, her home city; was graduated from Radcliffe College in 1926 and took special courses in library work at Simmons College. Upon graduation from college she taught for three years and then was employed as Assistant Librarian in the Malden Public Library and, for a short time, in the Library of Massachusetts Institute of Technology. Following that appointment she came to Perkins Institution, where she served for twelve years.

Harrison von Urff

As we go to press, word comes to us of the sudden death on September 13, 1943 of Mr. Harrison von Urff, Chief Bibliographer of the Engineering Societies Library, New York, N. Y., and consultant to the Signal Corps Reference Library. Mr. von Urff was an active member of S. L. A.

War Problems In Insurance Libraries

(Continued from page 409)

deliver material on time and correctly were one of our greatest sources of annoyances last winter. Nevertheless, we *have* had personnel problems, chiefly through the death of Miss Sillence; but also in the loss to another job of a newspaper reader of some twelve years experience. Since we receive daily newspapers from all the states in this country and the provinces of Canada that have to be read while still fresh, you can see that our need for a fast dependable reader was not one that could easily or quickly be filled. Our solution was to simply cut out the reading of much less-important material, re-allot the work among the remaining readers, and not replace the girl who left.

The first of four solutions we found to be of help was to keep up the most important work but let the less important wait, or drop it altogether. The second is working overtime. I think everyone I spoke to about war problems in insurance libraries gave me these two answers, of dropping less important work, either temporarily or permanently and working overtime. A third time saver has been to have the stenographic department help out on our typing. A fourth has been to call on the office girls occasionally to do simple jobs when they were not otherwise employed.

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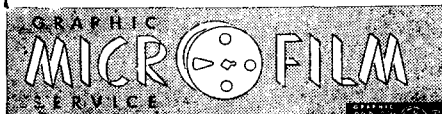
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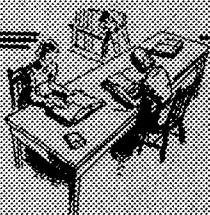
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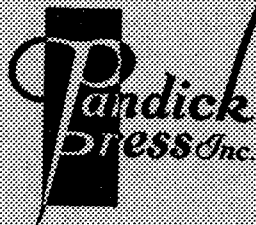
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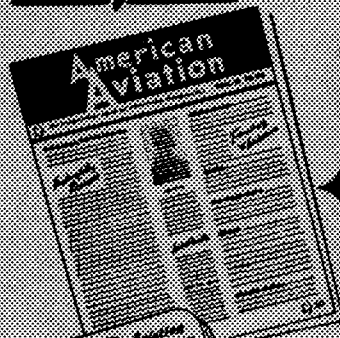
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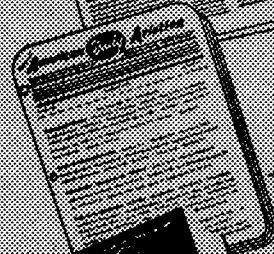
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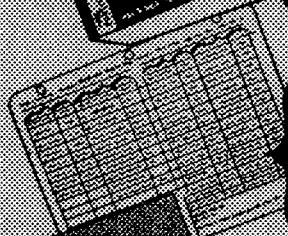
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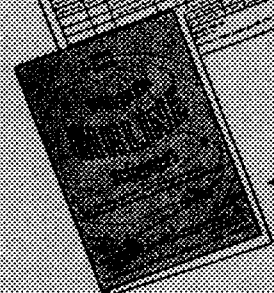
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