Special Libraries, October 1948

Special Libraries Association

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October 1948

PROCEEDINGS
Thirty-Ninth Annual Convention Reports
Special Libraries Association
1909-1948

HOTEL STATLER
WASHINGTON, D. C.
June 9-12, 1948

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Panslavism
Pan-Europeanism
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Cossackism
Hispanidad
Falangism
Liberalism
Humanism
Russian Liberalism
Regionalism
Separatism
Cooperativism
Trade-Unions
Nationalism
Naziism
Fascism
Socialism
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Anarchism
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—Robert M. MacIver.

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Special Libraries

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Indexed in Industrial Arts Index, Public Affairs Information Service, and Library Literature

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OCTOBER

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NOW IS YESTERDAY'S TOMORROW

By IRENE M. STRIEBY

"T"HE individual, not the president, is the most important person in any association."

This was the last statement in my report before the Executive Board and Advisory Council meeting in March. Today I want to reiterate it. My presence here gives me an opportunity to express the deep appreciation of the Association for your activities as individuals. As Goethe said: "Tomorrow sees undone what happens not today."

Not a year passes but that the Association gains by contributions from its members and the organizations they represent. At the Chapter level one hears of bulletins published, directories financed, and entertainment of varying degrees provided by institutions in appreciation of library cooperation available to their librarians. One thinks also of our Group officers and members who conduct activities in space provided by their generous organizations. Then there is the work done by members of our twenty-four committees, which calls not only for hours of time but for stenographic help as well. We wish it were possible to list all of these instances in order for proper credit to be acknowledged.

Our thanks are due to many of you for your constructive ideas presented from time to time, for the articles you have contributed to both professional and non-professional journals and for various courtesies shown to others, including special library visitors from abroad.

Our Headquarters staff should be commended for accomplishing work carried on under conditions of congestion and in spite of unforeseeable illness. Likewise those responsible for our publications have demonstrated a high degree of cooperation. A conservative estimate of total man hours of work contributed this year by our seven elected Board members, together with our Chapter and Group Liaison Officers, will exceed ten thousand. This service is interesting, time consuming, and increasingly more difficult. We are fortunate to be able to call upon members for this service and to them I also say, "Thank you."

To have been given the leadership of the Association, with its rich heritage of service and accomplishment was a privilege. I have previously reported my Chapter visits. Woven together, they tell an interesting story, a story for which there is no time today. I appreciate the opportunities that came when I represented you upon various occasions, such as the meeting of the Council of National Library Associations, the Symposium on Medical Subject Headings, the Library Education Conference, and the organization meeting of the Joint Committee on Library Work as a Career. The close personal friendships made with many of you during the year will ever be treasured. The exchange of ideas that came through numerous conferences and voluminous correspondence will always remain a part of me. The burden of travel was heavy at times, but compensation came in knowing our members better and in feeling that I was able, on some occasions, to be of real service. To coordinate the work of eighty units of the Association was a real challenge. From your viewpoint it was an experiment to choose a president from west of the Alleghenies. I wish to thank you, as individual voting members, for this enrichment of my life.

STRUCTURE OF SLA

We, as individuals, must begin to think of ourselves as parts of a whole,
a whole which is most complex. Someone said that Chapters represent the vertical lines and the Groups the horizontal ones on an organization chart. Let us not forget the crisscross lines made necessary by our Committee activities, which reach out to Groups and Chapters, the Board, the Advisory Council, the Headquarters staff and the Editors of our publications. The activities of Liaison officers call for even more lines of communications, up and down, over and across. We cannot find the spots on our organization chart where the Groups within Chapters and the sections within Groups fit in logically nor can we find how to indicate their status. I did not, therefore, include them in the eighty units.

When I attempted to make a chart of SLA to bring before you today, I ended with something that resembled a spider's web. Are we spinning spiders or are we entangled flies? The hopeful part is that we are neither; we can change the pattern of the chart to indicate our responsibility to one another and to the Association. Likewise it will outline the path that the information we are trying to get across to one another will follow—not just a paper plan but one that develops workable procedures. Let us remember that tomorrow began with yesterday, and that our structure study, begun last year, should continue until we perfect a vital four-way communication system—up and down, over and across. Our need for a membership fully aware of tomorrow's responsibilities was never greater than it is today.

PRIVILEGES OF MEMBERSHIP

Let us now consider what the Association means to us as individual members and what the privileges of membership are, so that we may know if we are deriving all of its benefits. Some members are frank to say that when they pay their dues, they expect in return our publications, the benefit of our employment service and the privileges of attending the annual Convention or the meetings in their local areas. This, of course, is a purely materialistic viewpoint; membership means far more than this to individuals who take a broader view.

SLA offers a comprehensive membership plan in return for dues. The majority of us are members of local Chapters, where we find stimulating professional contact, as well as aid in creating better library service. Then there is Group membership, which offers us the experience of knowing members who, though widely scattered, are engaged in solving the technical problems peculiar to our subject interests and with whom we can contribute toward projects of mutual benefit. We cannot set a value on these two privileges; to some, one is more important than the other, depending on what one seeks and what one gives in return. Membership is provided in both Groups and Chapters when we pay our dues.

There is also the third and most important type of all—membership in a vital professional Association where we see the work of Chapters, Groups, Committees and Special Representatives correlated and translated into a program of action which gives us our reason for existence.

It is this three-in-one membership which must not be overlooked—privileges not usually provided for in other associations by payment of one fee only. From any or from all of these one derives the intangible benefits which are difficult to phrase: the opportunity to grow with an organization, to serve a profession, to gain the inspiration we need to do better work, to adapt ourselves to changing needs, and to participate, at all levels, in developing continuity of Association policy and objectives.

ACCOMPLISHMENTS

Let us take the past twelve months in retrospect and survey our accomplishments. Firstly, it has been a year of
self-analysis, which is a healthy sign. One year ago, many of us were complacent and refused to believe that there was a need for investigating our policies and procedures and the framework in which we operated. Now we are beginning to realize that improvements are needed if we are to continue independent existence. We must be concerned with our structural problems, unless we are willing to look on while SLA becomes a federation of overlapping groups, each with little thought of responsibility to the Association—possibly to the point of complete disintegration.

While all of us deplore the fact that there has not been a normal flow of publications, we do point with pride to the excellent manuals produced this year. The Chapter Manual was first prepared in 1930 and the Group Manual in 1933. Both needed expansion and revision, and we were fortunate this year in having officers who gave themselves unsparingly to the task. New manuals, prepared in loose leaf form, may be revised from year to year. A Convention Manual contributed by our 1947 Chairman is another item that should be mentioned. New editions of the Association Directory and the Union List of Scientific Periodicals have been made available during the year. Other publications are undergoing birth pangs; they cannot be placed on the credit side until they are actually off the press.

Partial results of the Salary Survey have been published. Never have I read so much information packed in so small a space! It presents a realistic picture of what salaries were in 1947. I had occasion last month to borrow the twenty-two pages which list budget figures, number employed, and salary of librarians reporting. After checking various scientific categories in order to determine the possible relation of the budget to total number of employees, I realized I had not recognized our own figures. If this could happen, then I believe we should realize that information is treated confidentially. Any limitations it may have are due to insufficient replies, as well as to our failure to specify the form in which we need the information. In the meantime, our 1947 survey represents real accomplishment.

Decision to award a scholarship to a foreign student was reached in March 1947. The appointment was made this year, and the recipient has spent varying amounts of time in a work-travel program which took her from coast to coast. There is no money available for a continuing program of this type, but the report of the International Relations Committee shows that its members are investigating other possibilities. Also having international bearing are our decisions to contribute toward the American Documentation Institute, which will become a chapter of an international organization; to participate in the newly organized United States Book Exchange, Inc.; and to contribute a paper on library education for a report being compiled for the September IFLA meeting in London, where we hope to be represented.

To be sure, there are many other items on the credit side, which have been reported by others, such as the successful employment service maintained at Headquarters, membership participation in joint committees, the new form of the special library page in the Wilson Library Bulletin, the articles in professional and business journals featuring special libraries, as well as the recruitment article in Seventeen. There were also the meetings held during the Convention on the subject of what qualifications the employer felt essential for the special librarian. Many others could be listed, including the successful projects of Committees, Groups and Chapters.

GROWTH OF SLA

Normally the report of growth and expansion would be considered among the primary accomplishments of a virile
organization. To us it poses a dilemma, for the obvious reason that new members are added at a faster pace than they can be assimilated. Although they are welcomed by all, they likewise increase our responsibilities for processing records at every level of the organization. When SLA was in its early years, each new member was known to every other member as a distinct personality, either by professional reputation or through personal acquaintance. We could not then foresee the Association's expansion, nor the fact that numbers could triple since 1931 and double within the past few years to a point where new members became submerged in statistics. As a corollary to this we must recognize that the individual lost in a large organization cannot contribute toward it in the same degree as if he were a vital cog in the machinery.

Perhaps we should compare our present situation to that of the old house built in colonial times, which has had a room added here and a wing there, perhaps a porch and smokehouse, too, to satisfy the needs of later generations. Nor did the change from candles to oil lamps to gas lights to electric fixtures come about through planning. Perhaps the time has come to overhaul the structure, the main part of which is architecturally sound, so that we may produce a harmonious whole, equipped with a modern heating system, convenient floor plugs, and even rock wool insulation. It is not that we personally object to its rambling wings, even though they might be called architectural monstrosities, or that we want to install a model kitchen to take the place of the range, the rocking chair and the cellar; it is, rather, that we must, to endure, keep our structure up to date and efficient. We could carry the comparison still farther, but it has served its purpose in pointing out the need for a considered approach to the question of expansion or contraction.

It is with some alarm that we see the increase in membership translated into new Groups and Chapters, as well as new Committees, each bringing added requests for service, especially to our Headquarters' staff. The more units we have, the more ideas they produce, many of which end with the suggestion that the actual work be done at Headquarters. Servicing an Association exhibit is a recent example. More duties call for a larger staff. This may mean centralization of effort, which may satisfy those who recommend it, but it carries with it the danger of destroying a member's initiative, as well as building a superstructure which will become too expensive to maintain. Likewise we must recognize the limits of voluntary effort. These are subsidiary considerations; the basic problem is the inadequacy of our present structure.

Because Board members felt that some changes in the organization, and methods of operating it, were necessary, we secured the services of a management consultant to analyze our present methods of record-keeping and of giving service to members. We asked for recommendations which could be considered along with those coming from the Committee on Organization Structure and Policies. A resumé of this report appeared in the September issue of SPECIAL LIBRARIES.

RECOMMENDATIONS

Under our Constitution, the privilege is granted the President of recommending to the Board such measures as he may deem necessary for the best interests of the Association. I exercise this privilege in making the following ten recommendations. Some of them are presented for immediate consideration, while others will be contingent on future developments. The first five listed are in the latter category.

1. Many of our members have written or have asked upon occasion of Chapter visits, why SLA does not publish a complete PROCEEDINGS issue of our annual Conventions, expressing disappointment and sometimes impatience because this is not done. For those
of you to whom the answer is not obvious I feel that we owe this explanation. Our Convention-in-print, published in 1945, cost $3,342. Printing costs have increased since then; the same issue printed in 1948, would cost no less than $5000. To print the complete Proceedings of this Convention, which would call for an issue increased in size by more than 50 percent, the cost would rise to $7500. Our Constitution states that a copy of the Proceedings issue shall be distributed to each Associate member. I recommend that this constitutional provision be eliminated and that study be given to the possibility of issuing the complete Proceedings through advance orders, each annual issue planned to pay its own way. If study determines this an impossibility, then our members should have the facts and figures so that they will understand.

2. In the early years of the Association, meetings were often held at resort hotels—there was a unity of purpose and a smallness of the organization which made this desirable. Now we insist on conventions in cities where library visits overlap with programs, and where programs feature speakers regardless of whether or not they have a special message for librarians. As professional people we lack the advantages of refresher courses. For example, they are available, in increasing numbers, to members of the medical profession. Hence conventions assume great importance to those of us who worked hard through the war years with little opportunity of gathering together. Likewise conventions give the new member an opportunity to gain incentive when he learns more of what others are doing. Why then cannot a convention be held in a spot where there are no distractions except those that will relax us when we have time to meet a librarian we have always wanted to know, where there is ample time for exchange of ideas, where ample time can be set aside for Group and Committee meetings, as well as Association business meetings? Let us justify ourselves professionally by giving opportunity to our members to present their own experiences and have them discussed for mutual benefit. If library visits must be made, why not plan them to or from the Convention? This type of meeting is worth trying and I recommend it.

3. Many members have questioned me regarding our increasing Convention costs. It is not enough to answer that everything costs more. Our Association meetings should be self-supporting. It is not fair to draw upon Association income from dues in order to subsidize conventions. Nor is it fair to use income from a convention as a source of operating revenue. There are normally three sources of income: registration fees, sale of tickets for events and commercial exhibits. The luncheon and other events consume the income from the second source; we are fortunate that the prices were not higher since the present country-wide trend is to charge for meeting rooms. The high rental of exhibit space and booths added to uncertainty as to the total number who will exhibit makes this source of income and outgo a gamble. This leaves only the registration fees to cover releases, music, flowers, Convention News Bulletin, gratuities and charges at Headquarters allocable to Convention. The total costs of holding a convention are not known until all the bills are in, nor can we predict the registration, in order to estimate the income and adjust expenses accordingly. Many items must be provided on the basis of guess work and, in doing so, it is better to overestimate rather than to underestimate. The Association and the Convention Chairman do not wish to answer criticism for showing a profit from what is considered a non-profit-making activity of the Association. My recommendation is to set aside Convention surplus, if and when we are fortunate enough to have it, for subsidizing a project approved by members.

4. As the Association increases in size, so do its prestige and influence increase in weight. Opinions and recommendations coming out of it no longer represent the personal convictions of a few persons, but rather of the Association itself. This fixes serious responsibility upon the officers of SLA, now widely scattered. Likewise it fixes grave responsibilities on the entire membership to select good officers, to support them and to help them produce work that reflects credit upon the Association. These elected officers are only seven in number and their work is becoming increasingly heavy. If some of them cannot function effectively because of distance or of personal reasons, the number that can be called upon is even fewer. Why not share among more members the responsibility for making decisions of the type that normally do not go to the entire membership for consideration? Why not gain for the Association the advantage of securing a wider base of opinion to guide decisions? It is when one is face to face with problems that one gives them earnest consideration. I recommend a larger governing body, its composition to be studied by the Constitution Committee.

5. Our Constitution states that new Groups and Chapters may be created by authorization of the Executive Board upon the written petition of ten or more Active or Institutional members. My recommendation is that the required minimum of signatures be doubled and that the units be in existence at least one year before formal recognition is granted. Surely twenty members are not too many for a
stable nucleus, and certainly it is to our best interests to require that the new unit be a "going concern" before Headquarters' records are changed. This waiting period would also allow ample time for the study of the relationship between the proposed new unit and those already in existence. This, too, is a matter for the Constitution Committee to consider if the Executive Board approves.

6. We need a history of the Association. Looking toward this, we have asked a member of the Archives Committee to prepare a Chronology of Events in SLA 1909-1949, to be published next January in SPECIAL LIBRARIES in commemoration of our 40th Anniversary. That will be a start. Other members have reviewed the Association's history in articles appearing in our journal during the 1930's, as well as in talks made upon various occasions. Now we should be thinking of a well-documented history of our organization, which will take careful research among our records as well as unbiased interpretation. I, therefore, recommend that we take steps to plan a history of SLA, to be published not later than 1959, when we celebrate our Golden Anniversary.

7. We need to develop long-range policies for the operation of our Committees similar to the Publications Committee policy adopted in 1944. Two Committee chairmen, Public Relations and International Relations, were invited to present these at the Board meeting on June 8. Statements concerning the functions of the Group and Chapter Relations Committees were accepted by the Executive Board in March and October respectively. The Employment policy has received serious consideration during the past six months with a possibility of some revision. Other actions by the Board from time to time, such as the policy of considering petitions for new Chapters or new Groups only at regular meetings of the Board, have been recorded in the Minutes but are not accessible to the membership. These decisions are as much a part of our operational procedure as are the provisions set forth in the Constitution and By-Laws. I recommend that they be collected and classified as Regulations, and be made available to those who have occasion to use them. Consideration should be given to printing those which affect the entire membership.

8. We need to bring the Association's problems and privileges nearer to the members. Last spring we experimented with an Advisory Council meeting for which discussion topics were planned and distributed in advance. The attendance of members from distant points was encouraging and their participation in the questions laid before them was even more so. Our members welcome the opportunity to talk; there is a certain feeling of satisfaction which comes to one who has made the effort to travel miles to such a meeting if he can contribute his thoughts toward constructive efforts of the Association. Occasionally he brings complaints from the unit he represents which can be clarified in discussion. I recommend that at least one of the two meetings of the Executive Board and Advisory Council, now held in New York each spring and fall, be planned for cities such as Cincinnati, Pittsburgh, Milwaukee or St. Louis. The influence which these meetings will have upon our members in those areas will be both immediate and continuing. Advisory Council members, who are unable to travel to New York twice each year, may be able to attend at least one meeting if it is nearer home, an advantage which needs no further elaboration. It is not beyond the realm of our imagination to realize that one of these meetings might be the nucleus for a regional gathering in a section of the country which could not hope to entertain the annual Convention during the next decade.

9. It has already been pointed out that Association growth brings an increasing amount of record-keeping. This load falls hardest upon our Headquarters' staff. Not only are there individual membership records to process, but each new one means an addition to a Chapter as well as an addition to one or more Groups. Likewise, each member dropped calls for several routine changes. This process continues through the year. We hoped to speed our process of record-keeping, so important in all of its ramifications, through the use of new type of membership blank and to extend its use to include the entire membership. Had it proved acceptable it would have been possible, eventually, to have provided adequate membership records to Groups and Chapters. I recommend that the next administration take immediate steps to devise a method of processing memberships which will reduce the needed records. First consideration should be given to the multiple continuous carbon forms which can be made in one operation from a single form designed to produce the necessary information.

10. There is a distinct need for the picture of special libraries to be sharpened for the benefit of library schools, for recruitment and even for ourselves. Is there such a thing as the special library profession? If so, some of our Chapters have asked for a definition. What does it mean in terms of duties and roles for those who are considering joining the Association? How do we establish the library's service load in order to suggest salary standards? What is the value of a special library in terms of dollars and cents? What is the ideal place occupied by the library in an organiza-
tion? I recommend that we take immediate steps to encourage consideration of topics upon which we need more information, not only for ourselves, but for those who contemplate the inauguration of courses aimed at training future employees in special libraries.

CONCLUSION

The Association will be only as strong and as effective as its individual members. No member is too new or too old to contribute his opinions. While individuals may be wrong, we must remember that the average of all suggestions and opinions from our members will give us correct answers.

It is not enough to preserve the status quo. We must develop goals, some immediate, some more remote. We must adopt workable bases for reaching them. If we do not pause to name them, to evaluate them and to develop the method through which we can realize them, we, as individuals, will not be alert to our capacities. At our Fortieth Anniversary in 1949, I suggest we announce those goals to be applied to Chapters, to Groups and to the Association. As a pro tem measure I suggest that we assume full responsibility in studying SLA and in proposing plans for its improvement. The ancient proverb, Now is yesterday's tomorrow, has significant meaning for all who do not tolerate tunnel vision.

REPORTS OF SECRETARY, TREASURER AND EDITOR

SECRETARY

As July 1, 1948, marks the passing of eight years since the present Secretary took office, it might be well to pause and reflect on the many changes that have taken place in SLA during this time. Eight years ago there were 2,386 members, 245 subscribers to SPECIAL LIBRARIES, 16 Chapters and 10 Groups. The Reserve Fund amounted to $2,033.12 in bonds plus the Student Loan Fund and a small savings account which was later used to help finance the publication of Special Library Resources.

There was only one full-time and one part-time employee in addition to the Secretary. The Association was operating "in the red" on an income of less than $20,000. The office equipment consisted of an ancient second-hand addressograph machine, a mimeograph duplicator of the same vintage and two second-hand typewriters. Today, there are 5400 members, 848 subscribers, 24 Chapters, and 14 Groups. The Reserve Fund of SLA amounts to $43,289.78 in bonds and savings accounts plus the Student Loan Fund. There are six full-time employes and one part-time worker in addition to the Secretary. The Association is financially solvent with an income last year of $65,730.53 as compared to $18,223.09 eight years previously. A new up-to-date addressograph machine, a graphotype machine, an electric typewriter, an adding machine and two new typewriters have been added.

This most gratifying growth of membership and finances has been due in large part to the energy of the members and hundreds of hours of work donated by loyal SLA'ers. These added numbers have, however, brought many problems, problems of processing the memberships and of handling the clerical detail involved in the same office space which formerly housed two and a half workers. In the last seven weeks alone, over 200 new members have been added to SLA, throwing a great burden on the already heavily burdened staff with the many extra chores at this time of the year.

The time has passed when it is possible to make the necessary records, answer the correspondence, and handle the bookkeeping and filing with only one person in each of these departments. This has meant that when vacations are scheduled or sickness strikes, the work of that department limps along with an untrained substitute or halts. With the enlarged quarters on the eighth floor of 31 E. Tenth Street, which the Association occupied July 1, many of the problems will be solved. It is still essential that a junior addressograph and graphotype operator be engaged as soon as possible in order that the information vital to Chapters and Groups can be sent to them promptly and regularly.

SLA PLACEMENT SERVICE

The Placement Service continues to be one of the major activities of SLA and to bring to it a great deal of prestige. One of the long-time SLA members writes:

"It is indeed gratifying to know that the officers of SLA are so genuinely interested in the welfare of their members in respect
to positions using their fullest capabilities."

Another member in the Far West said:

"I have now accepted a position . . . after turning down two others. You have made me so pleased with your organization that from now on I shall always be a member."

A third in the East speaks:

"May I again congratulate you on the efficiency of your placement division?"

During the Association year just ended, 267 of the 608 positions reported were filled. New memberships from this service fell in the following categories, totaling over $1000 in revenue:

<table>
<thead>
<tr>
<th>Institutional</th>
<th>Active</th>
<th>Affiliate</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>123</td>
<td>190</td>
<td>6</td>
</tr>
</tbody>
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Employment activity in the Chapters reporting ranged from 85 openings in the Boston area during the past year to one in Connecticut. All Employment Chairmen reported openings for which there were no candidates because of low salaries. Placements ranged from 33 in Washington, D.C. to one in the Puget Sound Chapter, with the New York area leading in the number of special library openings and placements. Salaries ranged from a high of approximately $6500 to a low of $1800. In most large cities, such as New York and Washington, D.C., it was impossible to find candidates with professional training, under $2600 a year. Positions offering an annual salary of $3000 or more still have several candidates from which to choose. Only a few libraries have adopted the A.L.A. suggested professional minimum of $2800 a year, with the exception of technical libraries, where a heavy knowledge of science and languages is needed. The report of the Chapters of openings and positions filled for the Association year 1947-1948 is as follows:

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Openings</th>
<th>Filled</th>
</tr>
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<tbody>
<tr>
<td>Boston</td>
<td>85</td>
<td>19</td>
</tr>
<tr>
<td>San Francisco</td>
<td>37</td>
<td>15</td>
</tr>
<tr>
<td>Washington, D.C.</td>
<td>33</td>
<td>33</td>
</tr>
<tr>
<td>Philadelphia</td>
<td>27</td>
<td>8</td>
</tr>
<tr>
<td>So. California</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Illinois</td>
<td>$6</td>
<td>14</td>
</tr>
<tr>
<td>Indiana</td>
<td>11</td>
<td>3</td>
</tr>
<tr>
<td>Cleveland</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>Pittsburgh</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>Puget Sound</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Toronto</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Connecticut</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

**RESPONSE TO CAREER ARTICLE**

The career article, "Take A New Look At Libraries", which appeared in the March 1948 issue of Seventeen brought many inquiries from all parts of the U.S. and Canada. Congratulatory letters poured in from librarians, from the public, from colleges, from library school directors and from individuals. A letter from a librarian of a state recruiting committee reads:

"I believe you and the Association should be congratulated on having such a stimulating and attractive presentation of librarianship in the March issue of Seventeen."

From a public librarian:

"We like very much the article in the March issue of Seventeen on special librarians and their work. We would like to have copies to distribute to prospective librarians. This article is so well written that we do hope we can secure copies."

From a special librarian:

"I was very much interested in the S.L. article in the recent issue of Seventeen, and I'd like to congratulate you on it. Such articles go a long way to remove the old-time stigma of pinch-lipped, crabby librarians from the public mind and from the mind of potential librarians."

And from a prospective librarian:

"Today, I read an article based on the type of work a special librarian does. I was very much impressed . . . I would like to know a little more about work in special libraries, because it seems to be just the job I want."

It is hoped this article can be followed with one on outstanding women librarians throughout the world in the magazine Pageant, and by one on both men and women special librarians in another of the leading magazines.

**CAREER TALKS AND OTHER ASSOCIATION ACTIVITIES**

The Secretary gave career talks during the year to students at St. John's University Library School, Brooklyn; at South Side High School, Newark; at the class in Special Libraries of the School of Library Science, Columbia University; before the Vocational Guidance Instructors of Washington, D.C. schools at the Catholic University of America; and to seniors of Wellesley College. She attended meetings of the United Nations and the American Association of the United Nations, represented SLA at the Regional Library Conference in Baltimore on October 9, visited the Baltimore, Boston, New Jersey, and Washington, D.C. Chapters, and attended many of the Group and Chapter meetings in New York.

Mrs. Stebbins was present at a tea given by the Columbia University School of Library Service on October 8, at a meeting of the Library Binding Institute on October 31, at the reception at the French Institute on December 9, at a meeting of the Citizens' Food Committee on October 28 and at the Film Council.
of America on April 27. She presented diplomas to the graduating class of the Financial Group course in New York and attended the final dinner of the Advertising Group course. She acted as consultant to the library section of the U. S. Department of Labor Women's Bureau in the preparation of its pamphlet, *Outlook for Women in Occupations Relating to Science*.

**TECHNICAL BOOK REVIEW INDEX**

Sixty-one new subscriptions were added to *Technical Book Review Index* at a special introductory rate for new subscribers during the period January 1 to March 31. The Secretary hopes that a real campaign for subscriptions to this worthwhile index can be undertaken during the summer and fall of this year.

**MATERIAL LOANED BY SLA HEADQUARTERS**

During the Association year the following items were loaned to SLA members: 197 classification schemes and subject headings lists, 49 staff manuals and 20 books. It was also possible to furnish important material for a State Department broadcast.

**ADVERTISING IN SPECIAL LIBRARIES**

In looking over the graph for advertising in *Special Libraries* during the past eight years one sees a low of $1,311 in revenue for 1939 with a high of $7,250 in 1947, with continued progress in 1948. A total of $7,415 in advertising revenue was billed for the past Association year. The figures are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenue from Advertising</th>
</tr>
</thead>
<tbody>
<tr>
<td>1947</td>
<td>$7,250</td>
</tr>
<tr>
<td>1948</td>
<td>$1,311</td>
</tr>
</tbody>
</table>

New advertisers continue to join the ever-growing throng who realize that advertising in *Special Libraries* pays. The Special Directory Section, listing at a special rate library consultants, bookbinders and publishers, will continue to be included twice a year.

**CONCLUSION**

The Secretary looks back on the last eight years with a feeling of deep gratitude for the opportunity given her for being a part of such a growing organization. She wishes to express her appreciation for the cooperation of the entire membership, without which this progress could never have been made and for the efficiency and loyalty of the Headquarters staff. She looks forward to the next eight years, during which SLA will have the opportunity to progress even further in this era of specialization.

**KATHLEEN B. STEBBINS.**

**TREASURER**

Since the Executive Secretary’s Annual Report includes a report on the Association’s finances and since the March 31st Financial Statement was mailed to all members of the Executive Board and Advisory Council prior to the Convention, no formal report is being presented by the Treasurer. The Statement for the the first three months of 1948 shows that $1800 more has been spent than was budgeted and, therefore, expenditures for the remainder of the year will have to be carefully watched.

A copy of the annual audit for 1947 appears on pages 264-265 in this issue.

**ADRIAN PARADIS.**

**EDITOR OF SPECIAL LIBRARIES**

One of the most difficult of reports to present to SLA members is that of the Editor. There never seems to be anything particularly new to relate. The ten issues of *Special Libraries*, which the members receive each year, are her report. What she would like to do would be to turn the tables and let the members report to her as to what issues they liked best and why, which ones they did not like and why, in what way the magazine could be improved and what type of articles are of interest to the majority of readers. It is really surprising how few comments regarding *Special Libraries* reach the Editor’s desk. Does this mean that the magazine is perfectly satisfactory or does it mean that it is not read? I know that all of us have a multitude of publications coming to our desks, and it is a temptation to lay aside to read later those which do not have to be reviewed immediately. Frequently those “laid aside” become buried as the days pass and are never glanced at again. I sincerely hope that this is not the fate of your Association’s journal. Much time and effort is put into its preparation by the Editor, by the Editorial Assistant at Headquarters and by Mrs. Stebbins, who secures the advertisements.

At the two meetings of the Editorial Committee held since last June the contents for the magazine’s monthly issues were discussed, and subjects were suggested for future issues. Plans are under way for articles on penal libraries, for which there have been several requests, on religious libraries, on motion picture libraries, on library equipment, on library training, and for another issue devoted to advertising libraries. It was also suggested that the Table of Contents of the quarterly *Medical Library Association Journal* be noted in the
**Events and Publications** column of **SPECIAL LIBRARIES**, as it frequently contains articles of general interest to SLA members.

A change was made this year in the format of the cover to the yearly Index. This is an improvement over the previous one, about which the Editor and Committee had had several complaints. There is still room for improvement, and another year may see an even simpler cover design.

One suggestion which came from one of our members and which was discussed quite thoroughly by the Committee was the advisability of printing, in each issue, the names of the national Officers and Committee Chairmen. Such a procedure is followed in many professional association journals. However, nothing definite was decided by the Committee although most of the members were in favor of it. If the time should come when printing costs are lower and the magazine can be increased in size, a page could then be allocated for this purpose, but until then there simply is not sufficient space for it.

In the beginning of the year Mrs. Winifred Forwood was taken ill and was obliged to resign as Managing Editor and in February, Miss Louise Oliver was appointed to fill this position. Miss Oliver resigned the first of June. In the interim between Mrs. Forwood’s resignation and Miss Oliver’s appointment, Miss Esther Brown, one of my assistants, took over and completed the compilation of the 1947 Index and assisted in the make-up of the magazine.

I want to take this opportunity to express my appreciation and that of the Editorial Committee for the many splendid contributions received from SLA members. It is most gratifying to know that members are cooperating with us in keeping **SPECIAL LIBRARIES** at its high level as a professional journal.

**ALMA C. MITCHELL.**

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**SPECIAL LIBRARIES ASSOCIATION**

**STATEMENT OF INCOME AND EXPENDITURES**

For the calendar year ended December 31, 1947
(Prepared on the general basis of cash receipts and disbursements.)

**INCOME**

<table>
<thead>
<tr>
<th>Income</th>
<th>Budget</th>
<th>Income Over Or Under*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Dues</td>
<td>$26,520.17</td>
<td>$30,578.00</td>
</tr>
<tr>
<td>SPECIAL LIBRARIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subscriptions</td>
<td>$3,560.13</td>
<td></td>
</tr>
<tr>
<td>Sales</td>
<td>383.37</td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td>6,856.97</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>5.51</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$10,805.98</strong></td>
<td><strong>$11,467.00</strong></td>
</tr>
<tr>
<td>TECHNICAL BOOK REVIEW INDEX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subscriptions</td>
<td>$7,484.74</td>
<td></td>
</tr>
<tr>
<td>Sales</td>
<td>247.65</td>
<td></td>
</tr>
<tr>
<td>Advertising</td>
<td>150.00</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>65.15</td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$7,947.54</strong></td>
<td><strong>$8,736.00</strong></td>
</tr>
<tr>
<td>Other Publications</td>
<td>$5,161.03</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Convention</td>
<td>$3,196.91</td>
<td>$3,276.00</td>
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<tr>
<td>Other Income:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>$607.71</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>355.07</td>
<td></td>
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<tr>
<td>Gift—Foreign Fellowship Fund</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$972.78</strong></td>
<td><strong>$546.00</strong></td>
</tr>
<tr>
<td><strong>Total Income—Exclusive of “Special Library Resources”</strong></td>
<td><strong>$54,604.41</strong></td>
<td><strong>$57,603.00</strong></td>
</tr>
<tr>
<td>“Special Library Resources”—Vol. 2-4</td>
<td>4,779.09</td>
<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>$59,383.50</strong></td>
<td><strong>$57,603.00</strong></td>
</tr>
</tbody>
</table>
### EXPENDITURES

#### SPECIAL LIBRARIES:

<table>
<thead>
<tr>
<th>Item</th>
<th>Expenditures</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing</td>
<td>$7,763.56</td>
<td></td>
</tr>
<tr>
<td>Editorial Expense</td>
<td>1,513.34</td>
<td></td>
</tr>
<tr>
<td>Index</td>
<td>255.05</td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td>641.22</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>433.77</td>
<td></td>
</tr>
<tr>
<td>N. Y. State U.I. Tax</td>
<td>16.54</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>10.68</td>
<td></td>
</tr>
</tbody>
</table>

Total: $10,634.16  $8,739.00  $1,895.16

#### TECHNICAL BOOK REVIEW INDEX:

<table>
<thead>
<tr>
<th>Item</th>
<th>Expenditures</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing</td>
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<tr>
<td>Editorial Expense</td>
<td>1,616.00</td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td>48.76</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>105.26</td>
<td></td>
</tr>
<tr>
<td>Pennsylvania U.I. Tax</td>
<td>27.81</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>52.62</td>
<td></td>
</tr>
</tbody>
</table>

Total: $4,281.90  $4,368.00  $86.10

#### General Publications:

<table>
<thead>
<tr>
<th>Item</th>
<th>Expenditures</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$3,750.74</td>
<td>$6,000.00</td>
</tr>
</tbody>
</table>

Total: $3,750.74  $6,000.00  $2,249.26

#### Difference between opening and closing inventories:

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<thead>
<tr>
<th>Inventory January 1, 1947</th>
<th>$2,319.25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventory December 31, 1947</td>
<td>4,928.66</td>
</tr>
</tbody>
</table>

Total: $2,609.41

#### GENERAL OPERATIONS:

<table>
<thead>
<tr>
<th>Item</th>
<th>Expenditures</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgets</td>
<td>$6,077.93</td>
<td>$6,169.00</td>
</tr>
<tr>
<td>Salaries</td>
<td>15,786.21</td>
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</tr>
<tr>
<td>Rent</td>
<td>800.00</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1,069.98</td>
<td></td>
</tr>
<tr>
<td>General Operations</td>
<td>3,459.41</td>
<td>25,027.00</td>
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<tr>
<td>Accounting</td>
<td>530.00</td>
<td></td>
</tr>
<tr>
<td>N. Y. State U.I. Tax</td>
<td>1,376.60</td>
<td></td>
</tr>
<tr>
<td>Federal U.I. Tax</td>
<td>52.57</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>458.60</td>
<td>546.00</td>
</tr>
<tr>
<td>Travel and Promotion</td>
<td>1,117.08</td>
<td>1,638.00</td>
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</tbody>
</table>

Total: $30,755.38  $33,380.00  $2,624.62

#### Foreign Fellowship

<table>
<thead>
<tr>
<th>Item</th>
<th>Expenditures</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Fellowship</td>
<td>$800.00</td>
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</tr>
</tbody>
</table>

Total: $800.00

#### Convention Expense

<table>
<thead>
<tr>
<th>Item</th>
<th>Expenditures</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convention Expense</td>
<td>$1,317.41</td>
<td>$546.00</td>
</tr>
</tbody>
</table>

Total: $1,317.41  $546.00  $771.41

#### Total expenditures—exclusive of “Special Library Resources”

<table>
<thead>
<tr>
<th>Item</th>
<th>Expenditures</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total expenditures</td>
<td>$48,930.18</td>
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</table>

“Special Library Resources”—Vol. 2-4

<table>
<thead>
<tr>
<th>Item</th>
<th>Expenditures</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenditures</td>
<td>$53,807.53</td>
<td>$53,033.00</td>
</tr>
</tbody>
</table>

Excess of Income over Expenditures

<table>
<thead>
<tr>
<th>Item</th>
<th>Expenditures</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excess of Income over Expenditures</td>
<td>5,575.97</td>
<td>1,638.00</td>
</tr>
</tbody>
</table>

Total: $5,575.97  $1,638.00  $3,937.97

<table>
<thead>
<tr>
<th>Item</th>
<th>Expenditures</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenditures</td>
<td>$59,383.50</td>
<td>$54,671.00</td>
</tr>
</tbody>
</table>

Excess of Income over Expenditures

<table>
<thead>
<tr>
<th>Item</th>
<th>Expenditures</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excess of Income over Expenditures</td>
<td>$5,712.50</td>
<td></td>
</tr>
</tbody>
</table>

Total: $5,712.50
CHAPTERS

CHAPTER LIAISON OFFICER

The Chapter Liaison Officer and the Chapter Relations Committee have carried forward the recommendation of the 1946-1947 Committee of Five to strengthen the liaison between the Association and the Chapters as follows:

1. By defining the functions and duties of the Chapter Liaison Officer and the Chapter Relations Committee.
2. By providing for a free flow of information from the Association to the Chapters and from the Chapters to the Association.
4. By encouraging a greater correlation and coordination of Association activities and Committee work with Chapter activities and committees.
5. By encouraging greater professional activity among Chapters through regional meetings, projects, etc.
6. By encouraging the maintenance of high standards of performance within each Chapter.
7. By providing a meeting of Chapter officers and Chapter editors at the annual Convention for the purpose of discussing Chapter affairs and problems.

One of the first tasks was the compilation of Bulletin Editors’ names and the mailing of a letter to the Chapter presidents and editors, urging that all Chapter Bulletins be exchanged among the Presidents and Editors in the several Chapters as well as requesting that they be sent to Executive Board members and to SLA Headquarters. The Chapter Manual which was completed for distribution in March represents the joint contributions of many individuals, although the editor takes the responsibility for the limitations of the final product.

The Chapter Liaison Officer has prepared two issues of the Chapter Town Crier which is mailed to members of the Executive Board and to Chapter Presidents. This year it was decided to ask for a semi-annual report in January and the annual report in May.

The Chapter Liaison Officer represented the President in visits and talks to the following Chapters: Boston and Connecticut Chapters at a regional meeting at Swampscott, Massachusetts, in October; and the Western New York, Cleveland and Indiana Chapters and the Philadelphia Council, March 27-April 2.

The following recommendations are offered for consideration: (1) The policies and procedures in the Manual must be continuously reviewed and kept up to date; (2) Chapter budgeting and financing need attention; (3) The status, financing and activities of local Groups must be more thoroughly studied with the Group Relations Committee and the Chapter Relations Committee having a joint responsibility in these matters; (4) The relationship of Association committees to Chapter committees needs continued study; (5) The extent of the liaison, advisory and coordinating functions and duties of the Chapter Relations Committee must be constantly under review.

RUTH S. LEONARD.

BALTIMORE

The Executive Board decided at the beginning of the year to attempt to revive the Baltimore Chapter by a series of meeting-visits that would bring out former members and interest new ones.

The plan has worked out satisfactorily. The Chapter held eight meetings between the months of September and May. From thirty to forty-five members and guests attended each meeting. The Chapter Bulletin was issued intermittently. A membership list was published, and a revised list is being prepared. The Directory of Baltimore Libraries is in the process of compilation.

The Chapter plans to participate in the Group activities of the Washington Chapter until such time as the membership in the Baltimore Chapter justifies a division into Groups.

EDMOND F. X. IVERS, S.J., President

BOSTON

Two main projects were undertaken by the Boston Chapter during the year: firstly, a series of twelve lectures on cataloging by Miss Ruth Hennig, of the Brookline library; and secondly, the publication of a Chapter directory with a listing of special library resources in the Boston area.

Eight meetings were held, and eightBulletins were issued. In October the Chapter co-

1 Reports of Committees and Special Representatives not appearing in this issue either were not received by the Editor or were received too late for publication.
operated with the Connecticut Chapter at a regional meeting of the New England Library Association at Swampscott, Massachusetts.

At the November meeting the Chapter voted to appoint a legislative agent to petition various Congressmen in the area in favor of the Library Demonstration Bill.

HENRY J. GARTLAND, President

CINCINNATI

The program planned for the 1947-1948 season endeavored to introduce to members the diversified types of libraries which make up the Cincinnati Chapter. The first Tuesday in October honored Miss E. Gertrude Avey, the Chapter's first Secretary, who had resigned after twenty-one years of membership. Miss Grace Stowell, the Chapter's first President, was present, as well as eight of the charter members who had organized the Chapter twenty-one years ago. The business meeting was brief to give ample time for a talk on medical art by Miss Mary Maciel of the General Hospital Staff of the Medical College Library and to allow members an opportunity to inspect an exhibition of original medical drawings.

Following a pre-war custom of visiting out-of-town libraries, in April the members roved, not only over fields of knowledge, but, this time, over the state of Ohio as well, to spend a day in Dayton as guests of Eugene Jackson, Chief of the Library Division of the Army Air Force Base at Wright-Patterson Field. Lt. Col. Arnhym, in a brief but enlightening talk illustrated how library activities are closely integrated with government programs. An exceedingly well-planned itinerary gave an opportunity to visit libraries of the National Cash Register Company, the Monsanto Chemical Company and the Engineers Club of Dayton.

There was an excellent attendance at the last dinner meeting on May 7, which was highlighted by the visit of the national President, Mrs. Irene Strieby.

JEAN ORR, President

CLEVELAND

Eight meetings were held by the Cleveland Chapter during the year, and three Bulletins were issued. Two of these were devoted to special subjects—one to education for special librarianship and the other to punched card methods. Last October, a mimeographed membership list was sent to all members.

A special committee, headed by Miss Mary Frances Finches, is compiling a union list of current periodicals received in the member libraries. Although this is still in the process of compilation, it has already proved its usefulness on several occasions.

The Chapter President gave recruiting talks during the year at Ohio State University, at Wooster College and at Lake Erie College.

HELEN M. FOCKE, President

CONNECTICUT

Six meetings were held by the Connecticut Chapter during the past year and six Bulletins were issued. Major business activity and changes for the year included the adoption of a membership card, the appointment of a committee to define the duties of the Nominating and Auditing Chairmen in the Chapter Manual, the preparation of a list of holdings of fifty libraries in the Connecticut area to be issued in the fall, and the appointment of a committee to investigate the possibilities of having paid advertising in the Chapter Bulletin.

ROBERT C. SALE, President

GREATER ST. LOUIS

During the year, this Chapter helped and encouraged the establishment of the Kansas City Chapter, many of whose members were formerly associated with the Greater St. Louis Chapter.

Five meetings were held, one in conjunction with the annual meeting of the Missouri Library Association and another, a joint meeting with the A.L.A. Five numbers of SLATE, the Chapter bulletin, were issued.

A course in special library administration was planned by the Chapter for Washington University.

WILLIAM A. FITZGERALD, President

ILLINOIS

Eight dinner meetings of the Illinois Chapter were held during the year, with an average attendance of 91. At the second meeting, several librarians outlined the scope of subjects covered in their libraries and acquainted members with a variety of information available to them. Mrs. Strieby was guest of honor at the fifth of these meetings, and the sixth was held jointly with the Chicago Library Club.

Membership in the Chapter now totals 332, of which 223 are Active and 59 Institutional.

Five issues of the Informant, the Chapter bulletin, appeared this year, and eight special librarians in the Chicago area had articles published in Illinois Libraries.

Offers and requests for almost 1000 duplicate exchange items were listed in the Informant, with exchange of financial and business material being the most frequent.

The Annotated Bibliography on Methods, Procedures and Standards for Science-Technology Libraries, published last October by the Science-Technology Group, is a project worthy of note. The bibliography is on cards and sells for $3, boxed. About 350 sets have already been sold.
The Science-Technology Group also joined with the staff of the John Crerar Library in organizing a staff for a small reference library for the annual meeting of the American Association for the Advancement of Science, December 26-30, 1947. More than 1000 selected books were made available for inspection by 39 publishers. Two librarians from the Illinois Chapter and one from the John Crerar Library provided the necessary reference service.

MARGUERITE GIEZENTANNER, President

INDIANA

The Indiana Chapter held five noteworthy meetings during the year, which were arranged by Miss Eleanor L. Johnson, Program Chairman. They included one held in conjunction with the Indiana Library Association on October 30, at which Dr. Stanley Pargellis, of the Newberry Library in Chicago, spoke on the topic, "Our Innocent Arsonists". The second was an SLA round-table on new business services for libraries held at the Indiana Library Association's annual meeting and was conducted by Miss Ethel Cleland and Mr. Harold Sander. The meeting of February 19 featured a talk by Herman Henkle, former SLA President and now of the John Crerar Library in Chicago, on gaining financial support for special libraries. Ruth S. Leonard, Chapter Liaison Officer, spoke at another meeting on Association-Chapter relationships and on curriculum problems of library schools, and Professor J. A. Estey, of Purdue University, discussed Marx's Das Kapital and Adam Smith's Wealth of Nations at the meeting on May 15.

The principal achievement of the year was the issuance of the Special Libraries Directory of Indiana, 1947, edited by the Research Committees of 1946-1947 and 1947-1948, Mrs. Martha E. Schaaf and Mrs. Margery A. Jester, Chairmen respectively. Even the Association President herself, Mrs. Irene A. Strieby, in spite of the load of her office added onto her library position, sat with the Chapter directors, as the Chapter Constitution requires, and gave tactful and able advice.

Praise is given Miss Helen C. Rogers for her talk before the Library Science class of Indiana University on "Special Library Opportunities".

JOHN M. MORIARITY, President

KANSAS CITY

The Kansas City Chapter was organized on January 1, 1948, and Mrs. Irene Strieby, national President, and Mrs. Elizabeth Owens, national Membership Chairman, were present at the installation meeting held on January 17, 1948.

At the first Executive Committee meeting, the Chapter President, Miss Martha Harshey, resigned to take a position in the East, and the first Vice-President, Miss Idris Smith, automatically became President. It was decided at that time to continue with only one Vice-President, who will be editor of the Bulletin.

Besides the inauguration meeting, four other meetings were held, and the K.C.-SLA News-Letter has been issued each month since January. The Chapter now has 40 members: 26 Active, 6 Institutional, 5 Associate, 1 Sustaining and 2 others.

The Project Committee has made plans for a Union List of Serials, and work has been started on a membership directory.

The Chapter has been asked by the president of the Missouri Library Association to cooperate with the St. Louis Chapter in planning a program for special librarians at a regional conference to be held in October.

IDRIS SMITH, President

LOUISIANA

Continuing its growth, the Louisiana Chapter now has 69 members, 49 of whom are located in Louisiana and 20 in other Southern states, including Texas, Alabama, Georgia, Florida and Arkansas. Since the organization of the Chapter in November 1946, the number of Institutional members has been increased from 8 to 15. In March 1948, the Chapter was saddened by the death of Miss Rosilia Callaghan, Librarian of the School of Journalism, Louisiana State University, a charter member and an active worker in the Association.

Three meetings have been held during the year, in New Orleans, Baton Rouge and Monroe. At the January meeting Mrs. Irene Strieby, our national President, was the guest of honor; her presence aroused fresh enthusiasm for SLA work among the Chapter members. Special emphasis is being placed upon broadening the activities, program materials and membership list to make the Chapter truly representative of the entire state.

Three numbers of the Chapter Bulletins have been issued during the year, and publication on a quarterly basis is planned for 1948-1949. A Membership Directory of the Chapter was published in March 1948. Copies of the Chapter Constitution and By-laws were printed and distributed to members at the January meeting.

Members of the Chapter cooperated in a recruiting project of the Baton Rouge Library Club by preparing a fifteen minute radio script describing the work of special librarians. Transcriptions of this broadcast are available on loan to interested persons.

MILDRED HOGAN, President

MICHIGAN

As a result of the work of the very active
Membership Committee, 29 new members were added to the Michigan Chapter during the year. There were eight incoming transfers and five reinstatements. Membership now totals 71.

Six meetings were held at which an average of 60 attended, and releases covering details of each were distributed to the local newspapers. Mrs. Strieby was the speaker at the first meeting.

Six issues of the Bulletin appeared, a Directory of Chapter Members was compiled and published, and groundwork is now being laid for the compilation of a Chapter Manual.

Merle Manning, President

Milwaukee

The Milwaukee Chapter met six times during the year, including a meeting with the national President, Mrs. Irene Strieby. No bulletin was published, but a directory of members is in press. Progress on the Union List of Serials for the Milwaukee Area is moving slowly.

John Dulka, President

Minnesota

The Minnesota Chapter held five regular meetings during the year, the first of which was scheduled concurrently with the Upper Midwest Regional Library Conference. Two additional joint meetings were held with the Minnesota Library Association and the Twin Cities Library Club. On June 28, 1947, the three Twin Cities library associations feted a group of South American librarians who toured the United States after attending the Assembly of Librarians of the Americas, and on May 27, 1948, Mr. Halsey W. Wilson, founder of the H. W. Wilson Company was honor guest at the joint dinner meeting of the three groups.

Mrs. Irene M. Strieby, national President, visited the Chapter, February 25-26. She talked to the Library School classes of both the College of St. Catherine, St. Paul, and the University of Minnesota. In addition to the regular Chapter meeting at which Mrs. Strieby was honored guest and speaker, she led an informal discussion on Chapter activities at a luncheon meeting of the Board, committee members and other interested SLA individuals. This meeting proved valuable from a standpoint of garnering opinions and ideas on Chapter functioning and management.

The Minnesota Chapter continues to grow. Although seventeen members were dropped or transferred to other Chapters, thirty-three new members were received and there are now 127 members as compared to 111 of a year ago.

A constitutional change was effected whereby the time of the annual meeting was changed from the last meeting before June 30 to some time previous to April 15. This change will give the new officers and committee chairmen advantage of the spring months to plan for the following year’s activities.

Four issues of the Minnesota Chapter NewsNotes were issued, the membership list being published in the first issue.

Some preliminary work has been done on the preparation of a Chapter manual and directory. Work on these projects will be continued next year.

Margaret P. Halligan, President

Montreal

Meetings of the Montreal Chapter have been well attended during the year and the total number of members of M.S.L.A. is now 112, of which 25 are out-of-town. Seventeen new members have joined during the 1947-1948 season. Last fall a letter enclosing membership forms and Association literature was mailed to 20 prospective members, as well as to McGill Library School students. Once again Miss Costello acted as representative of the Membership Chairman in Ottawa.

There were six Executive meetings and five general meetings held during the year.

In October, the first Regional Conference with the Toronto and Western New York Chapters was held in Toronto. About twenty-five of our members attended and were very active in the proceedings. Miss Mary Jane Henderson read a paper on “Staff Training in a Life Insurance Company”, Miss Beatrice Simon on the “Training of Medical, Hospital and Nursing Librarians” and Miss Christine Peltland on the “Montreal Special Libraries Association.” The proceedings of the Conference were printed by the Toronto Chapter. This Conference proved to be a stimulating experience from both the technical and social standpoint and we hope to have one in Montreal in the not too distant future.

The Archives Committee has kept the material filed up to date and has completed a report for national Headquarters containing the list of Chapter Executive Officers and Chairmen, with a list of meetings and subjects for the seasons 1946-1947 and 1947-1948.

Publicity has been wide-spread this year with notice of meetings appearing in the Gazette and the Star as well as over the radio station CJAD. The Education Committee this year sponsored an evening of questions and answers, for which members submitted questions in advance; and also a round-table discussion on the publications of the Dominion Bureau of Statistics. Both these meetings were enthusiastically attended by over 40 members. The usual facilities of the Employment Committee were available to the membership.
The Bulletin has kept up the high standard this year set in previous years. As is the custom, it has contained summarized minutes of meetings, papers presented at meetings, as well as notes and news of members. A list of members of the Association was not published in the Bulletin this year, as the Directory Committee has been working on a new edition of the Directory. Members have been contacting special libraries and collections in Montreal and hope to publish it next season.

The list of Serials in Montreal Libraries, on which the Chapter is co-operating with the Quebec Library Association, is just about ready for a preliminary mimeographing, subject to the approval of the Quebec Library Association. Three members from M.S.L.A. worked on it one night a week during the year.

GWENDOLIN C. HAZLETT, Acting President

NEW JERSEY

Although several plans were contemplated for the year's work few materialized due to the severe winter and the fact that the members of the New Jersey Chapter are scattered over a large territory, thus making it impossible at times to secure working Committees. However, eight meetings were held from October to June, with an average attendance of 40. The two largest meetings were in March with over 50 in attendance when Mrs. Irene Strieby, national President visited the Chapter, and in May when the Chapter members were the guests of the Celanese Corporation of America. The Science-Technology Group of the New York Chapter was invited to this latter meeting which included a tour of the laboratories and library, and the total number attending was 135.

Since the New Jersey Chapter does not have any Groups, arrangements have been made with the New York Chapter whereby any New Jersey member wishing to attend such meetings may do so. In fact the cooperation between these Chapters is so close that this year's Chairman of the New York Insurance Group was a New Jersey member.

Membership in the Chapter totals 156, including 91 Active, 28 Associate, 32 Institutional, 2 Life and 3 Student. Although this figure is only 11 above that for last year, it is a gain and not a loss. The total additions during the year were 52, but this figure was offset by 41 deletions, due either to members being dropped for non-payment of dues, death or by transference of membership caused by change in positions. In connection with membership, data is being gathered by the Membership Committee for a Directory to be published this fall. A post-card questionnaire has been mailed to approximately 95 company representatives and to 17 members whose company affiliations were not known.

The Constitution Committee is working on a revision of the Chapter Constitution. The Hospitality Committee purchased name tags to be worn at each meeting, on which were typed the name of the individual and his organization. The Publicity Chairman arranged for news of all Chapter meetings to appear in local papers.

For next year the Chapter plans to conduct a series of courses in library practice and to gather together, as a permanent exhibit for use among its members, samples of library forms and publicity material.

ALMA C. MITCHELL, President

NEW YORK

For the President to report on all the activities of a Chapter as large and as diverse as the New York Chapter is a difficult task. To supplement this record, the reading of each report printed in the Chapter News is suggested.

Four general Chapter meetings, instead of the usual five, were held during 1947-1948. At the first one, Mrs. Irene M. Strieby, national President, and many members of the national Executive Board and Advisory Council were present and told of their plans for the year.

All of the Groups, except the Transportation and Newspaper Groups, have been very busy with their meetings to the extent that some of the Groups met more than the required four times. The Publishing Group was the first local one to be formed after the national Group was recognized and since February it has held three meetings.

The Museum Group was granted $15 by the Chapter to make a salary survey among its members. The groundwork has been laid and definite plans will be carried out next year. A salary survey for the Chapter may be considered in the future.

The Hospitality Committee carried on in the very excellent manner set by predecessors and had a tea for new members in the fall. A high mark for attendance was reached.

The Student Loan Fund Committee recommended that the grant of $85 be increased to $150 because of the increased cost of education. The Chapter amended By-law 7 at its annual meeting, and the increase became effective at once. A sentence was also added to the By-law to clarify the condition of granting another loan to the same borrower.

The Membership Committee has been active, as can be seen from the following figures: As of May 21, 1948, the membership totaled 1,254, the breakdown being: Life, 3; Sustaining, 4; Institutional, 176; Active, 846; Associate, 208; Student, 17.
Duplicate Exchange has also been very active and the number of subscribers to the List has increased. Reports of its success have appeared in Chapter News, but too few subscribers take advantage of this well-organized service.

Whenever it could be arranged, publicity was given to national affairs in the Chapter News. Group chairmen were asked to cooperate in making announcements, and every effort was exerted to bring the projects and questions of national concern to the members. To reach the entire membership in a limited time was difficult. A colored insert in the Chapter News gave emphasis to the plan of the National Awards Committee.

In addition to Chapter events, the President took part in other activities in connection with the Association and the Chapter. Among them was membership in the committee planning the program for the Institute arranged by the East and West Association, Inc. Because the national Association is a member of the American Association of United Nations, Inc., the Chapter was asked to man a booth at Pennsylvania Station to disseminate information about the United Nations. The New York Committee on Atomic Energy, Inc. invited the Chapter to participate in its organization. Representatives were sent to the first meeting, and they reported to the Executive Board that although the project was worthwhile, it was felt that the members could best help by making available in their libraries background material on the subject. It was further felt that public education is a problem directly related to the public library and other activities in a community.

The previous Executive Board recommended that the Director orientate the Group Chairmen, and the plan functioned so well that its continuance is recommended. It has relieved the President of some duties and has given the Director a definite part in the Chapter plan.

The Executive Board recommends that a double slate of candidates for each office, except that of President, be considered by the Chapter. Another recommendation is that the First Vice-President become President-Elect, thus giving the individual concerned a year of preparation for the office of President.

OLIVE E. KENNEDY, President

PHILADELPHIA COUNCIL

Eight meetings of the Council were held during the year 1947-1948, and five issues of the Bulletin appeared. The final meeting of the year included the election of officers and was followed by a social program, which was well received by the thirty members who were present.

The Science-Technology Group was active in compiling and making available for use a numerical Index to Abstracts and Information on the PB Reports of the Office of Technical Services of the Department of Commerce.

On October 13 a program on interlibrary relationships under the chairmanship of Miss Margaret Kehl was held. Miss Betty Joy Cole, of the New Jersey Chapter, Mr. Lewis Coffin, of Washington, D. C., and Miss Muriel Hogg, of Baltimore participated as speakers, and the meeting was attended by over 200 members, many from neighboring Chapters.

At the request of the Philadelphia City Planning Commission, the Misses Sarah Parker and Margaret Kehl prepared a promotional examination for the librarian of that agency, which was a contribution worthy of note.

HELEN MARY PYLE, President

PITTSBURGH

The Science-Technology Group held three meetings, at each of which Miss Edith Portman, librarian of the Mellon Institute, discussed briefly new developments in library equipment. Three meetings were also held during the year by the University and College Group.

Four printed Bulletins were issued this year, the second of which had a special blue cover lettered in silver to mark the Chapter's silver anniversary. Two Duplicate Exchange Lists were issued during the year, and 747 of the 768 items requested on the first list were filled.

Twenty members attended the class for assistants planned by the Education Committee. Subjects covered were Cataloguing and Classification, Basis Reference Tools, Government Documents, Periodicals and Subject Files. Each of these was discussed by a different member at his or her own library, thus giving those in the class a comprehensive picture of material available in a variety of libraries.

One hundred nineteen copies of the Chapter Directory were distributed, including twelve sent to headquarters. Organization and Administration of a Special Library had to be reprinted, and 200 additional copies were distributed.

The Chapter's Union Serial List is serving as a nucleus for a greater list, which will be housed in the Carnegie Library of Pittsburgh. The latter institution with the Carnegie Institute of Technology and the University of Pittsburgh have made arrangements for the compilation of such a list, but the Chapter retains the option of printing its own list.

VIRGINIA L. GARLAND, President

PUGET SOUND

Five meetings were held by the Puget
Sound Chapter during the past year, and four numbers of the Bulletin issued. Membership increased from 92 to 108—a gain of 17 percent. Permanent identification badges were provided for members to wear at meetings.

The Chapter issued its first Membership Directory and its first Duplicate Exchange List. It is planned to exchange these lists with other Western Chapters.

At the meeting of May 23, the Chapter voted to accept the invitation of Miss Laura Shorb to assume responsibility for compiling a Manual of Special Library Shortcuts. Bernard Lane will head a committee of five to work on this project.

BERNARD B. LANE, President

SAN FRANCISCO BAY REGION

The San Francisco Bay Region Chapter is completing a year that had four main purposes in its program: (1) to utilize as many as possible of the newer and younger members in active participation in the Chapter's program, thus acquainting and interesting them in the organization; (2) to continue the interchange of technical knowledge and ideas through the monthly Methods meetings; (3) to have the general theme of "Broadening Horizons" for the general meetings, also held monthly except in December and in the summer months; (4) to discuss some Association or Chapter business at each meeting in order to have the members know what the Chapter and the Association as a whole is doing.

Of the four main purposes outlined above, the first was accomplished by examining the membership list for all members who had not previously had the opportunity to be officers or committee members. The result was the appointment of 45 members to 12 standing committees and 36 members to 7 special committees. There were, of course, many cases where more experienced members acted as consultants and senior committee members, and also where there was intentional duplication of committee membership in order to give a more direct liaison between certain committees. In some cases it was impossible to get any but senior chapter members to serve. Every member of the Executive Board was appointed to or was an ex officio member of some committee. This method of selection did bring into active participation about 24 of the younger and hitherto inactive members. In order to profit from the opinions and advice of as many members as possible, and also to have them more thoroughly understand the business of the Association, five of the eleven Executive Board meetings held during the year were with the Advisory Council of Committee Chairmen, and two special ones were held in conjunction with committee meetings—one with the Program Committee, to plan the year's program, the other with the Union List Committee to outline that project. The second purpose, that of continuation of the interchange of technical knowledge, was carried out during the seven methods meetings.

The third purpose, that of broadening our horizons, was chosen as the theme for general meetings. This was also emphasized by representation of the Chapter at the Pacific Coast Conference of UNESCO held in San Francisco, May 13-15. The plan to have some business at every meeting was accomplished by reserving the first 15-30 minutes of every meeting for Chapter business.

The Program Committee took entire charge of arrangements for the eight general meetings held. The Methods Committee planned and conducted seven practical methods meetings covering the topics of employee-employer relationships; job evaluation; care and filing of pamphlet and vertical-file materials; dissemination of materials through abstracting, indexing and circulating; compilation of bibliographies; acquisition of materials, including foreign publications; and reports to management.

The Archives Committee completed its project, started the previous year, of arranging the Chapter records and of weeding out unnecessary papers. It has begun the compilation of a list of the officers and committee chairmen of all past years.

The Membership Committee was very active, with the result that membership rose from 197 to 236.

The Hospitality Committee welcomed new members to the meetings, introduced them to the membership, and supplied name badges for all members to wear at the last four meetings of the year.

The Bulletin Committee assisted the Editor and the Vice-President in the compilation and distribution of the nine issues of Volume 18 of the San Francisco Bay Region Chapter Bulletin. The Duplicate Exchange Committee added to its normal duties of collecting and issuing two duplicate exchange list, that of arranging for the distribution of these lists to our sister Chapters of Puget Sound and Southern California, and also of publicizing and promoting the collection of books for the American Book Center. The Employment Committee was particularly active, listing some 51 applicants for jobs and approximately 26 job openings, over half of which were filled by May 1.

The Press Relations Committee secured splendid coverage in the local papers on the Regional SLA Conference held in San Francisco on July 2, 1947, and also contributed stories concerning the monthly meetings. It prepared an excellent public relations program
for the Committee and the Chapter, and is at present carrying out one specific recommendation by collecting material for a story on the oldest special library in the San Francisco Bay area. It planned extensive publicity for the Chapter's exhibit at the Bay Area Industrial Exposition held July 2-9 of this year, and it also handled the distribution of the news releases sent out by the SLA Publicity Committee to the local press.

The Union List Committee is collecting information for the compilation of a revised edition of the Union List of Serials of the San Francisco Bay Region which has been out of print since 1942. This new edition will probably be ready in 1949.

The Nominating and Election Committees were recently appointed. A slate of officers, prepared in accordance with the new constitution was submitted by the Nominating Committee in time for distribution with the May Bulletin. The Election Committee reported the results of the tabulation of votes at the June meeting.

The Chemical Exhibition Committee did an intensive and exhausting job in preparing an exhibit about SLA for the Pacific Coast Chemical Exposition held in San Francisco October 21-25. The members combined some of the SLA materials sent from New York with materials collected locally, and with the eye-catching "Pesticus Libraricus" borrowed from the DuPont Library in Buffalo. Thirty members contributed time to staffing the Exhibit, and there were over 250 visitors who signed the guest book. Many of these represented companies that do not have libraries, a list of which has been made for future promotional work.

The Constitution Revision Committee was very active. The Chapter's Constitution was written in 1930 and revised in 1936. Although adequate for a membership of under 100 it was not sufficient for one that was over 200. The Committee, therefore, decided to write an entirely new constitution, instead of trying to revise the old one.

The American Library in Paris Committee sent, in behalf of the Chapter, two shipments of clothing, books, yarn and yardage to the staff of the American Library in Paris. By shipping them through an APO address of a friendly American stationed in Paris, the Chapter was able to send seventy lbs. per shipment instead of twenty-two, and was sure that new materials would get through to the library without customs duties or sidetracking into the black market.

The class in special libraries at the School of Librarianship of the University of California was asked again to one of the Chapter's meetings.

SOUTHERN CALIFORNIA

Six regular meetings were held during the year. The January meeting was arranged by the Biological Sciences Group, and the February meeting by the Science-Technology Group. The April meeting featured a round-table discussion on kinds of special library work between members of the Chapter and the Recruitment Committee of the Alumni Association of the University of California's School of Library Science, broadcast over Station KUSC.

A manual designed to serve as a guide to local SLA customs and procedures is being compiled.

The Membership Committee reports a net gain of twenty-four members. A Chapter roster appeared in March, and a list of institutions represented in the Chapter was prepared for Headquarters.

The Biological Sciences Group is at work on a union list of periodicals housed in the fifteen medical libraries of Southern California, and a list of industrial firms of this area possessing chemical literature was compiled by Johanna Allerding, of the Science-Technology Group. The latter list was published in the December 1947 and January 1948 issues of SCALACS, regional bulletin of the American Chemical Society.

The Executive Board is actively promoting plans for the national Convention to be held in Los Angeles in June 1949.

KATHERINE LAICH, President

TORONTO

Toronto was the site of the first regional conference of the Western New York, Montreal and Toronto Chapters held on October 17 and 18, 1947. The conference was directed by Miss Pauline Hutchison and was attended by 137 members, 40 from Western New York and 30 from Montreal. Mrs. Strieby, national President, was present and took part in the program.

Six executive meetings and as many dinner meetings were held during the year, at which the average attendance was 41. The Chapter has 83 paid-up members. Seven members resigned during the year, but twenty new members were added.

Two issues of the Bulletin appeared during the year, and the proceedings of the Regional Conference were mimeographed and distributed to the members of the three participating Chapters.

PHYLLIS FOREMAN, President

WASHINGTON, D. C.

The holding of the Thirty-ninth Annual Convention in this city from June 6-12, 1948, has helped make the year a busy one for the Washington, D. C. Chapter.
Of primary concern to the Chapter was the revision of its Constitution to provide for the election of officers by mail. During the summer of 1947, copies of the proposed change were mailed to all members, and on October 14, 1947, the revised Constitution was adopted.

Other activities included the sending of a CARE parcel to France; the holding of two benefit teas for neighborhood houses, one at Georgetown and the other at Barney House, which resulted in the collection of many good juvenile books and of funds for the purchase of additional ones; the collection of over 500 books for the Gallinger Hospital, the Mt. Alto Veterans' Facility, and the Soldiers', Sailors' and Marines' Club and for local prison and reformatory libraries; the cataloging of the collection of the Nurses Library at Children's Hospital and the preparation of a procedures manual for this same library.

The Finance Committee has completed the indexing of yearbooks of the American Institute of Cooperation, and the work is now being edited. A substantial income from it is expected.

Chapter membership is now 730. The Membership Committee, which is composed of one representative from each of the subject Groups, has been in charge of all Chapter mailings during the year, and the Chairman, in cooperation with the Publications Committee Chairman, has issued a current Membership Directory. By arrangement with a local book distributor, all except Student or Associate members may purchase books and periodicals through the Membership Committee at a special discount.

Among the year's outstanding events were a discussion of bookbinding problems by Mr. Robert Lefevre, of the Bureau of Federal Supply, Mr. John B. Fitzgerald, of the U. S. Government Printing Office, and Mrs. Joe Ferrier, of the Journeymen's Bookbinding Union, and a Book and Author dinner at which Mrs. Janet Whitney, author of Abigail Adams, and Merriman Smith, author of Thank You, Mr. President, spoke. Copies of both books were furnished without charge by the Francis Scott Key Bookshop for door prizes, and additional copies were made available to members at a discount.

The work of the Professional Activities Committee has resulted in the following: interest on the part of the University of Maryland in establishing a School of Library Science; clarification of the status of the Department of Library Science of the Catholic University of America as a non-sectarian general library school for the training of professional librarians; the setting up of courses for the training of sub-professional library assistants; and the establishment of liaison with vocational directors of secondary schools and colleges.

The Publicity Committee has 80 press notices in its files, including clippings from The Library Journal, Traffic World, and Railway Age. The Times-Herald of October 26 printed a story on the Chapter's work under the heading "Ninth Year of Service".

The Chapter this year initiated a series of radio broadcasts, with each Group in charge of preparing one program. The programs were broadcast on the first Saturday of each month at 1:30 p.m.

No Chapter funds were used for Group support, Groups sustaining their activities through small charges on their members.

RUTH H. HOOKER, President
WESTERN NEW YORK
The Western New York Chapter had an interesting and busy year in 1947-1948, the third year of the Chapter's organization.

Three of the meetings followed the usual pattern: Saturday afternoon business meeting and program, then dinner and speaker. The tri-Chapter Regional Conference, however, was a two-day session at which Toronto was host to the Montreal and Western New York Chapters. Professionally and socially, this was a memorable success; the program was described in Miss Cole's report for SPECIAL LIBRARIES, December 1947. Also in SPECIAL LIBRARIES, March 1948, is "The Training of Medical, Hospital and Nursing Librarians", a talk given at the Conference, by Beatrice V. Simon.

In October, work was started on the Chapter's Union List of Serials, a two-year project headed by Ida Chepilowitz. Holdings will be recorded on cards and housed in the proposed Erie County Public Library and will be available to all members and libraries.

At the Industrial Progress Exposition, May 14-23, managed by the Buffalo Chamber of Commerce and attended by over 20,000 people, the Chapter sponsored an SLA display. Its theme was "Lifeline of Industry", and it depicted graphically on a sign a beaker labelled LIBRARIES from which various kinds of libraries flowed into a funnel labelled INDUSTRY. From other funnels flowed Research, Finance-Accounting, Production, Sales and PROFIT. Both wings of the booth had displays: one, a globe showing the location of specific special libraries in the Buffalo area, illustrated with photographs of several; the other featured an SLA organization chart. In front was our exhibit "Pesticus Libraricus" which always attracts chuckles. As chairman of this project, Miss Aurelia Gutowski has won the appreciation and admiration of her Chapter members. It was an outstanding exhibit strategically located in the middle of the 200 assorted industrial displays.
President Barbara R. Cole became Mrs. Thomas Shelley and resigned in March from all professional activities. Secretary-Treasurer Elizabeth T. Congdon resigned in April to take a two-months' holiday in England.

The Chapter, as an organization, has visited eleven different special libraries, has been addressed by two national officers, Mrs. Irene Strieby, national President, at the Regional Conference and Miss Ruth Leonard, Chapter Liaison Officer, at the Spring meeting, and has travelled to sessions in Toronto, Buffalo and Schenectady. Four Bulletins have been issued. Numerically, the Chapter has grown steadily until it now boasts a 51 percent increase in membership since June 1947.

Lona T. Coates, President

GROUPS

GROUP LIAISON OFFICER

This year has been one of increased activity for most of the fourteen SLA Groups. Projects included the compilation of subject headings, statistical source lists and the formation or continuance of bibliographic pools.

The Science-Technology Group is the largest, with 1,858 members, and the Social Science, the next largest, with 987. All but two of the Groups issued bulletins during the year, outstanding among which were those prepared by the Advertising, Insurance, Financial, and Newspaper Groups.

The new Publishing Group, which came into existence during the winter and includes librarians of general magazine and book publishing firms, maintains close cooperation with its parent Group, the Newspaper Group, through the existence of a liaison committee.

The Social Science Group, probably the most unwieldy in the whole Association in diversity of membership interests, has made an outstanding contribution to a knowledge of Group structure by an analysis of its membership. On the basis of this analysis, recommendations have been made for the formation of Sections within the Group in order more adequately to meet the needs of its members. The Business Group, organized last year from the old Public Business Librarians Group, has already made some analysis of its membership in an effort to program its work more effectively.

The Hospital and Nursing Libraries Group is preparing a report jointly with the American Library Association on Objectives and Standards for Hospital Libraries.

The major task this year of the Committee on Group Relations was the preparation of a revised Group Manual.

Recommendations of the Committee for its future activity and that of Groups within the Association include a revision of those sections of the Group Manual which are inaccurate or incomplete; a comprehensive study of the relationship of national SLA Groups to Chapter Groups, to be conducted in close cooperation with the Chapter Relations Committee; a compilation of a record of the development of SLA Groups; work with the Groups in planning a more unified Association program; the formulation of more adequate Group structure through membership analysis; adoption of constitutions and formulation of Group definitions; development of more satisfactory democratic processes in Group programming; the preparation of Group histories; development of methods for periodic review of Group affiliations; and maintenance of more adequate Group records; and more satisfactory Group financing.

HELEN ROGERS.

ADVERTISING

The number of members in the Advertising Group was 325 on March 31, compared with 294 a year before. About two-thirds of them are in the New York Chapter and represent mainly media, agencies, market research organizations, advertising departments of advertisers, and associations representing many of these groups. Some schools and public libraries devoted to advertising are also members.

Five Bulletins were mailed during the year to the entire Group membership at no extra cost. As long as extra copies lasted, back issues were sent to each new member to provide a consecutive picture of Group activities. This practice is recommended for the future, since, as a result, several new members participated in Group activities.

The July Bulletin announced What's New and its subscription price. In August, the Scrapbook appeared, together with an announcement of the need for classification schemes. In October came a request for Group definition, for new members and for What's New subscribers, and in December came requests for Convention meeting themes. In April, a report of Group meetings at the June Convention appeared. Publication costs were paid for by subscriptions to What's New.

What's New, a compilation of items received in libraries each month, was issued monthly with ninety-seven subscribers paying $2 each for twelve issues. Four directors of research and other appreciative subscribers sent letters of commendation. The subscription list included libraries in the following organizations: thirty-five agencies; five associations; two government agencies; six industrial and management research organizations; two financial organizations; fifteen manufacturers and utilities; eighteen publishing firms and publications; five radio stations; eight schools, college and
public libraries. Of these fifty-five were in New York City, with others as far as Texas and California. No attempt at promotion was made pending more satisfactory publication methods. Mimeographing and mailing were done by twelve members, all on a volunteer basis. Twenty-seven librarians contributed items for publication. An application for financial assistance was made to the Publications Committee of SLA.

The Scrapbook of Forms Used in Advertising Libraries was circulated among members in Chicago, New York, Cincinnati, Philadelphia and Boston. Many libraries sent in new forms during the year. Requests for particular types of forms, rather than the entire collection, suggest the desirability of making a duplicate set in folders, classified by use.

The New York Group repeated the course in Advertising Sources for the fourth year. Mimeographed outlines of each of the sessions were given all who attended during the last two years, and extra copies were offered for sale through What's New. Credit for the excellent organization of the course is due Delphine Humphrey, of McCann-Erickson, and the generous and able volunteer teachers.

The New York Group held four meetings. Reports of Group activities in other cities are nebulous, but seem to indicate interesting programs. Exchange of Group announcements and reports of meetings between Chapter and national Chairmen would seem desirable.

**Anna West, Chairman**

**BIOLOGICAL SCIENCES**

(No report received.)

**BUSINESS**

When the Executive Board acted favorably in 1947 on the Group's request for a change of name from Public Business Librarians to Business Group it opened the door to wider library representation, greater membership participation and a broader base for Group activity. This is the first year of operation under the newly reconstituted Group. Considerable progress in developmental work has been accomplished during the year but much remains to be done.

The Group began the year with a membership of 317. During the year fifty new members have been added, bringing our total membership to 367. The Membership Chairman, Mrs. Martha Schaaf, Eli Lilly Company, Indianapolis, Indiana, has made an analysis of membership records and has blocked out a plan for a vigorous membership campaign. It is believed that through her efforts membership gains will be reflected in next year's report.

During the year three Bulletins have been issued. The February issue featured a bibliography on legislative reference tools prepared by the Bureau of the Budget Library; the April issue carried an excellent article by Miss Ruth K. Porritt on management consultants and included a directory of consultant firms. The reception of this article was very gratifying. The final issue in May dealt with Convention news and miscellaneous professional announcements.

Probably the most urgent need of the Group is a clear definition of its scope and goals. It is recommended that a committee be appointed to study Group functions and purposes and to report findings for consideration at next year's Convention.

Another need, equally urgent, is the development of an actively participating Group membership. This can be achieved by membership contributions to the Group Bulletin and by the inauguration of profitable Group projects. A number of projects have been suggested by interested members. It is hoped that in the coming year some of these may be initiated.

Finally, the Chairman urges that study be given to the method of handling Group records; this includes membership records as well as general correspondence, reports, financial groups and Group bulletins. It is recommended that a Group Archivist be appointed to develop and install a sound plan of record management for the Group.

**Ruth Fine, Chairman**

**FINANCIAL**

Another year, 1947-1948, has been added to the history of the Financial Group, and in looking over its activities we find that in some cases we have taken steps forward, in some cases we have had to mark time, but in no case have we had to take a step backward.

During this year the Financial Group Bulletin, under the editorship of Miss Laura Marquis, has met with outstanding success. In a recent letter to Group Chairmen, Miss Helen Rogers, Chairman of Group Relations Committee and Group Liaison Officer, wrote:

"The Financial Group is to be congratulated on the very excellent issues of its Bulletin, which by the way is a subscription publication (4 bulletins for the year, $1.00). Its articles are so very good, in fact, that G.L.O. feels they should be available to a wider audience than the members of this Group. Miriam Landuyt's suggestions in 'A Special Library Reports to Management,' would be useful to any special librarian who prepares reports on library service. This Bulletin, Fall issue of 1947, reprints an item from the January 1947 issue of the Science-Technology Group Bulletin 'On Being a Good Librarian'..."
The project, the preparation of a bibliography of books for a bank library based on a list compiled by Miss Mary McLean for the American Bankers Association Library and voted upon at the last Group meeting before the Convention, came to a standstill due to illness and other unforeseen circumstances.

It was suggested that the Financial Group prepare an exhibit for the Convention of the American Bankers Association to be held in Detroit in September. The Group's chairman looked into the possibility of arranging such an exhibit. It was decided after discussing the project to postpone this exhibit until the Convention was scheduled in a city with a sufficient number of Financial Group members to carry out the project.

Recommendations for the next year include:

1. A separation of the duties of Vice-Chairman and Editor so the Vice-Chairman can share some of the duties and responsibilities of the Chairman, thus giving him a more adequate preparation to succeed the Chairman;

ETER S. KLAHRE, Chairman

GEOGRAPHY AND MAP

The national Chairman has issued two Bulletins during the year (November and May) and arranged the program, with the aid of the Vice-Chairman, Dr. Burton W. Adkinson of the Map Division, Library of Congress, for the Group at the SLA 1948 Convention in Washington. Effort was made to organize Groups in Boston and Chicago. The Boston people are not interested, as they have started a Cartophile Society, and no reply has been received from Miss Agnes Whitmarsh, Map librarian of the University of Chicago. However, there is hope that a large Group will be organized within the Illinois Chapter.

Four meetings were held by both the New York Group and the Washington, D. C. Group during the year.

ENA L. YONGE, Chairman

HOSPITAL AND NURSING

The present membership of the Hospital and Nursing Librarians Group totals 312 members. From information available on membership cards, there are 50 in Veterans Administration activities, 9 in the Army, and 7 in the Navy.

The 1948 revision of the Objectives and Standards for Hospital Libraries has been completed. The Membership Committee Chairman, Mrs. Muriel De Popolo, with the aid of one committee member from each Chapter, has begun work on a survey of hospital libraries and librarians throughout the country.

ELLEN M. LUNDEEN, Chairman

INSURANCE

During the year three Bulletins were issued. These are informal news letters to the Group members and are published in connection with the annual Convention and at any other time when the news or the work of the Group warrants it.

At the Chicago Convention the Group authorized an expanded program for distribution of the Insurance Book Reviews to include printed format, paid subscriptions, and promotion of subscriptions to insurance companies and organizations and to all other libraries. To handle this program the appointment of Hazel Levins, in charge of publication, and Elizabeth Grow in charge of promotion, was authorized. In Philadelphia in August a conference of these two, together with the Editor and the Group Chairman laid out specific plans to start publication on this basis as of the beginning of 1948. Mail promotion and publicity began in December 1947.

The project was carried out as planned. Three printed issues were completed and distributed. Then, because the income from subscriptions did not keep pace with printing costs it was necessary to resort to mimeographing. The present status of subscriptions and finances is:

Subscriptions .................. 260
Money Received .............$439.40
Money Paid Out .......... $424.08

There is every reason to assume that with another year of intensified promotion the subscription list can be enlarged to put the publication, as the Group earnestly desires to do, on a fully self-supporting basis. Its value is well attested by all users.

An exhibit at the annual Convention of the National Association of Life Underwriters, Boston, Massachusetts, September 1947, was handled by the insurance librarians of Boston and Hartford under the leadership of Jeannette Smith. It received high commendation from many insurance officials.

A Bibliography of Insurance Services, prepared by Angelica Blomsheld for the “Evaluation of Services” meeting in Chicago, was distributed to all its members by the Life Insurance Agency Management Association of Hartford. A questionnaire on life insurance libraries, answered by companies for the Institute of Life Insurance and the Life Office Management Association, resulted in a report with recommendations given by the Chairman at the fall meeting of the latter organization to a large audience of life insurance executives.

A course of fourteen lectures on life insurance, given by authorities in the business and sponsored by the Insurance Group of the New York Chapter, was attended by librarians, library assistants and company people. There
were 22 paid season tickets for the course and 29 single tickets.

A meeting on insurance library publicity featuring the work of library assistants was effectively handled by Marguerite Rummell, Chairman of the New York Group.

Elizabeth Ferguson, Chairman

Museum

There is little to report for the Museum Group for this year, since the Chairman elected at the annual meeting in Chicago, Miss Ruth A. Sparrow, of the Buffalo Museum of Science, was struggling with too much work and was forced to resign as Chairman early in the year, when the Vice-Chairman took over.

One issue of the Bulletin was mailed in May. In response to a request from the Sub-Committee on Standards of the SLA Professional Activities Committee for a list of libraries represented in the Group, a list was compiled from the cards and printed with the request that additions be submitted. So far only one has been received.

Miss Ruth E. Schoeneman, Librarian at the Art Institute of Chicago, was nominated to represent the Group on the Art Reference Round Table of the A.L.A., which is investigating the desirability and possibility of preparing an index to the Art Index prior to 1929.

Both the New York Chapter Museum Group and the Washington, D. C. Fine Arts Group held interesting meetings during the year.

Margaret T. Hills, Chairman

Newspaper

Newspaper Group membership remained stationary at a total of 376 for the year, despite the enrollment of 54 members. There was one death, that of Miss Rosilia Callaghan, librarian of the School of Journalism Library at Louisiana State University.

As a result of unusual publicity given the 1947 Chicago Convention in newspapers and trade publications, the Group had inquiries from newspapers as far away as Los Angeles, California, and Johannesburg, South Africa.

Late City Edition, a book published in the fall by Henry Holt and Co., and written by J. G. Herzberg, contains a chapter on the library of the New York Herald Tribune by its librarian, Robert E. Grayson, who is currently Chairman of the Group Methods Committee. This is a brisk and highly educational volume on the workings of a fine library on a great metropolitan daily.

The Chairman took part in the annual convention of the American Association of Schools and Departments of Journalism and the American Association of Teachers of Journalism. Speaking for the Newspaper Group, he made a plea for increased emphasis on the use of libraries in schools of journalism and urged the delegates to inspect the resources of newspaper libraries in their respective areas.

The year was marked by the formation of a new Group within SLA, the Publishing Group. The Group is composed of librarians of magazine and book publishing houses who were formerly affiliated with the Newspaper Group.

Members of the new Group still retain membership in the Newspaper Group.

For the first time in many years, a Group Bulletin was published and mailed with Convension programs to all newspaper librarians throughout the country.

J. E. Molloy, Chairman

Publishing

The Publishing Group came into being at the urging of librarians in publishing firms, exclusive of newspapers. For two years, these librarians had endeavored to persuade the Newspaper Group to change its name so as to include librarians in publishing firms. When this was not done, Miss Marguerite Gieszentanner, of the Quarrie Corporation, arranged a meeting at the Chicago Convention last June. At that time, Miss Elizabeth Champe, of the Kiplinger Magazine, and Miss Fannie Simon, of the McCull Corporation, were appointed to investigate the matter. There resulted a meeting in New York in October at which it was overwhelmingly decided to form a new group to be known as the SLA Publishing Group.

This name was chosen after due thought to the purpose and the needs of the Group. It was felt that the name was all-inclusive, as it covered publishers of books, periodicals and pamphlets, as well as advertising agencies interested in publications as media. A petition was drawn up and signed by members in New York, Washington and Chicago and then sent to the national Executive Board for ratification. When approval was received, Miss Simon took over the national Chairmanship until this June, when regular officers were elected.

Two Bulletins were issued by the new Group, one containing a questionnaire on the scope of member libraries. The Group now has eighty-eight members, most of whom are located in New York and in Washington, D. C.

The Washington members have not organized formally, but meet once a month for lunch.

The New York members have formed a local Group and have held four successful meetings during the year. Much of the credit for the success of this Group is due Miss Lavina Dobler, of Scholastic Magazine, who served as its chairman. The first meeting after the organizational meeting was held at the offices of Look Magazine, featured a dis-
cussion on indexing, and was attended by sixty-five. The second meeting, held in the editorial library of McCall’s Magazine, featured a talk by Mr. Mills Shepard of the McCall Corporation on women’s reading interests. Mr. Haines of the Grolier Society was in charge of the third meeting at the New York Public Library, at which U. S. Government documents were discussed. The final meeting was held at the plant of the H. W. Wilson Company and included a tour of the plant and a supper, after which Mr. Wilson told something of the history of the company. There followed a short business meeting at which Miss Dobler was elected Chairman for the year 1948-1949.

The wide interest shown during the short time the Group has been organized promises well for the future.

FANNIE SIMON, Chairman

SCIENCE-TECHNOLOGY

The total membership of the Science-Technology Group is now close to 2000, an increase of approximately 400 over the 1946 total. The Engineering-Aeronautics sub-Group has 90 members; the Petroleum sub-Group, an equal number; and the young Pharmaceutical Section, 25 members. The oldest and largest sub-Group is the Chemistry Section. During the course of the year, suggestions were received for the formation of Metals and Textiles Sub-Groups.

The Petroleum Section has been active in arranging for one complete meeting program each year during the Convention. Last year it prepared a program on German Technical Reports, and this year, one on the Patent Symposium.

The Engineering-Aeronautics Section has completed the preliminary copy of its subject-heading project containing 5000 items and 250 pages, which is now being edited by its West Coast committee. The Translations Pool initiated by this sub-Group has been taken over as a Group activity and is now referred to as the Union Card Index of Technical Translations.

The project of the Chemistry Section, the Union List of Technical Periodicals in Science-Technology Group Libraries, was published and distributed last fall.

The Pharmaceutical Section was busy this year with matters of organization, and arranged its own program at the Convention.

A manuscript of the Science-Technology Manual, the chief project of the entire Group, has been received and is ready for submission to the Publications Committee. Much credit is due to Lucille Jackson, editor of the Manual, who has done a great deal of the writing herself, and to Gertrude Schutze, who contributed an important chapter on cataloging.

The Group Bulletin, Ye Alchemical Libraria Atomics Almanack, now printed quarterly, was placed on a subscription basis this year at $1.50 per annum. Gertrude Schutze is editor and to date 227 subscriptions have been received.

The Bibliographic Pool, housed at Battelle Memorial Institute, Columbus, Ohio, now contains 59 bibliographies. News releases concerning the collection were distributed to scientific and technical journals, as a result of which many inquiries were received. A large exhibit prepared by the library staff of the Battelle Institute was held at the Pacific Chemical Exposition in San Francisco.

The Punched Card Committee is responsible for the first use of punched cards within SLA. Under the direction of Miss Gretchen Little, Miss Ruth Curtiss, with the aid of the McBee Company, has designed a punched card which will contain a member’s name, address, Chapter affiliation and type of library. An inquiry was conducted within the Science-Technology Group to obtain the necessary information. The cards are to be ready in September.

The Union Card Index of Technical Translations now contains 5000 cards, indexed by author, representing an equal number of translations. A press release on this project was sent to 200 scientific periodicals, and publicity was conducted among Chapter and Group officers to secure additional contributions.

A petition has been sent the President of the Association requesting a change in title from the Science-Technology Group to the Science-Technology Division of SLA.

LUCY LEWTON, Chairman

SOCIAL SCIENCE

The Social Science Group has suffered misfortune during the last two years by the inability of its Chairman to carry through until the end of her term of office. Last year the death of the Chairman, Edith MacMahon, put Isabelle Farnum forward as Acting Chairman in the middle of the season. This year she fell ill in March, and called upon the present Acting Chairman to carry on.

The membership of the Group a year ago was 971. It is now 987, an apparent increase of 17. About 166 members dropped out during the year and 180 new ones came to take their place.

There are four local Social Science Groups: New York, Southern California, Washington, and a new one in Philadelphia. This new Group has had an active and enthusiastic year. It has sent delegates to the Adult Education Council for Philadelphia and the Citizens' Council on City Planning. It has also started two projects, one an attempt to procure
volunteers for the Philadelphia Fellowship Commission Library, the other an inquiry into the feasibility of cooperative indexing of periodicals in the libraries of the Group’s members. The New York Group has on two occasions given serious discussion to the question of subdivision as proposed at least year’s annual business meeting of the whole Group.

Two numbers of the Group Bulletin have been issued during the year under the editorship of Marianne Yates, Joint Reference Library, Chicago. This is in accordance with the decision of the Group at last year’s general business meeting. Both were processed by courtesy of the Public Affairs Administration Service, Chicago, to whom thanks is expressed.

Two projects have been in operation during the year. The first, under the Chairmanship of Hazel Benjamin, has continued its work on the Source List of Selected Labor Statistics. Miss Benjamin reports that state labor statistics and state social insurance statistics are ready for checking. Other material is expected in the near future. There is a good prospect that the project can be completed before the end of the year. The second project is a study of the structure of the Group with a view to its subdivision. The Report of this Committee was published in the pre-Convention number of the Group Bulletin. The Committee examined particularly the suggestions made at last year’s business meeting that six sections should be formed within the Group. It is of the opinion that such subdivision would make for greater activity and more fruitful cooperation. Discounting members of the Group whose real interest is not known and those who have only a secondary or tertiary interest in social science, the six sections proposed would have an approximate membership as follows:

- Education and Library Sciences: 55
- Industrial Relations: 45
- International Relations and History: 68
- Public Administration: 122
- Social Welfare: 88
- Sociology in General: 99

One of the projects which is recommended for the coming year is that of examining the Group archives with a view to compiling resolutions and of drawing up, if not a constitution, at least something approaching a constitution. The basis of this compilation exists up to the year 1941 in the form of a Concise History of the Group, on file at Headquarters. The resolutions, however, must be extracted from this volume and subsequent resolutions added. To make the compilation of practical value, copies should be placed in the hands of the Chairman and Vice-Chairman of the Group so that the business of the Group may be carried on with due regard for the expressed decisions of the Group.

JANET F. SAUNDERS, Acting Chairman

TRANSPORTATION

The only active Group is the one in Washington, D. C. and it held four meetings during the year, one of which was a broadcast on “Sources of Transportation Research in the Nation’s Capital”. Mimeographed copies of the script were made available for distribution by the Bureau of Railways Economics Library.

Of the projects in process, only one has reached a completed stage, Aviation Subject Headings. This has been turned over to the Publications Committee for consideration. It is hoped to have two other publications ready by the end of the next year.

AGNES A. GAUTREAUX, Chairman

UNIVERSITY AND COLLEGE

This Group has been inactive during the year. One Bulletin was issued in May containing the Convention program, notes of interest to the Group from the spring Executive Board and Advisory Council meeting and reports from active local University and College Groups.

At the 1947 annual business meeting, after a lengthy discussion, the Group passed a motion calling for the appointment of a committee to study the whole problem of the relationship of the Group with other library associations with similar interests in order to determine a future program. Inasmuch as it was not possible to constitute a full committee in time to make a study and bring in a report this year, it seemed advisable to postpone any further action until next year.

The present chairman feels that a serious study of the Group should be made with a view toward improving its organization. The University and College Group now cuts across the interests of many other Groups since the present Group structure of SLA is based largely on subject fields. With such a large membership, approximately 1000, this Group should be more active and constitute a much more important force in SLA than it has in past years.

GLENN R. MAYNARD, Chairman

COMMITTEES

ARCHIVES

The work of the Archives Committee this year was divided among the five members: Miss Emma Boyer, Librarian of the National City Bank of Cleveland; Miss Helen Craig, formerly on the staff of the Library of the Bell Telephone Laboratories; Mr. George Pettingill, Assistant Librarian, Franklin Institute; Miss Wilma Troxell, Librarian, Library of Medical Sciences, University of Illinois; and
Mrs. Abigail Hausdorfer, Chief Librarian, Pennsylvania Area College Centers, Area I, Chairman.

Miss Boyer reports that the preliminary work on the Chronology of the Special Libraries Association to be printed as a part of the Fortieth Anniversary number of SPECIAL LIBRARIES has been completed and should be in final form by fall. Miss Agnes Hansen and Miss Ella Tallman have assisted her.

During the year Miss Craig has collected material to fill in files and add to the archival material at Headquarters.

Mr. Pettingill has been preparing manuals on the care of archives in Chapters and Groups. In order to learn present practices and to find out how archivists think material should be handled, Mr. Pettingill sent out a questionnaire last October to all Chapters and Groups. In the meantime the Committee was asked by Mrs. Strieby to supply, by November 15, 1947, “a concise statement of what records should be kept and how and where they should be preserved.”

Since Mr. Pettingill and the chairman feel that the more detailed manuals which had been under consideration for several years by the Committee will still be useful, he is continuing the study. When these manuals are completed, they will be deposited at Headquarters and will be available for loan.

During the past year Miss Troxell continued her work of sending the Annual Archives Report forms to Chapters and Groups, including duplicate copies to be retained for their files. Her report, dated May 25, 1948, shows that eleven Chapters and four Groups have filled in and returned the 1947-1948 forms. Eleven Chapters have sent complete data for the period of their existence; eight lack only the 1947-1948, and two, 1946-1947 and 1947-1948, leaving only three from which the Committee has received no report. Six Groups have completed reports through 1946-1947, one lacks 1946-1947, and no report has been received from six.

The chairman has continued indexing the Minutes of the Executive Board. 

Abigail Hausdorfer, Chairman

AWARDS

As a result of discussion at both the October 1947 and the March 1948 Council and Executive Board meetings and of further consideration by Chapters and individual members in the intervening period, the Awards Committee reconsidered its recommendations. It now makes a final report and asks to be dismissed.

The general reactions showed that the members favored an award to an individual, believing it would be beneficial in stimulating membership interest in definite achievement. It was agreed that making such an award would bring favorable publicity and prestige.

The Committee therefore makes the following recommendations:

1. SLA Annual Award to an SLA member of any class: The award should be given for notable professional achievement during the calendar year; either through an individual effort such as an article, book or speech; for leadership in Group activities; or for any other way in which an individual has played a decisive part in a noteworthy professional contribution.

2. Term for the Award: The calendar year should comprise the period for which awards would be considered. Activities extending beyond a calendar year should be considered in the years in which they are concluded. The award would be made at the annual Convention.

3. The Award: The Committee recommends $100 in cash as an award that would carry professional satisfaction, yet would take into consideration Association finances.

4. Committee of judges: To be broadly representative of the Association's varied interests and immediate activities, it is proposed that the Committee consist of seven members: the two vice presidents, the Group and Chapter liaison officers, the last recipient of the award; and the two immediate past presidents.

5. Candidates for Award: Nominations for the award may be made individually or by groups. They may be supported by comments of others or may rest on a single statement. Broad attention to notable effort should be given by all the members so that nominations for the award should be representative of the many professional activities fostered by the Association.

Marian C. Manley, Chairman

CLASSIFICATION

The principal activity of the Classification Committee this past year has been the preparation of a supplementary list of classification schemes and subject headings which are on file at Headquarters. The list was compiled in March by Miss Isabel Towner, former chairman of the Classification Committee, and consists of about seventy entries. Three hundred copies of the list were mimeographed and are on sale at Headquarters at 75 cents each. There are no copies available of the first list compiled in 1945.

Replacement of some of the missing or lost classification schemes from the Headquarters file has been made by the members of the Committee during the year. The recommendation that the use of the loan file be limited to members was adopted by the Executive Board as its meeting in October 1947.

Sara M. Price, Chairman
CONSTITUTION AND BY-LAWS

During the year proposed constitutions for the Washington, D. C. and Kansas City Chapters were studied and suggestions were made for modification or change. A similar study was made of the model constitution which is part of the new Manual for Chapter Presidents. One amendment was prepared and a report made on it, which has been submitted to the Executive Board.

FORD M. PETTIT, Chairman

EVALUATION OF BUSINESS SERVICES

Plans are now under way to publish a bulletin, probably quarterly, on evaluation of business services. This bulletin, which will be similar to the A.L.A. Subscription Books Bulletin, will cover for each service: qualifications of author or firms producing the service; type of market for which it is published (banks, public utilities, economists, engineers and others); extent to which its subject matter meets requirements; and duplication with other services.

Matters concerning price, format, etc. are being studied by the Executive Board.

ROSE L. VORMELKER, Chairman

FINANCE

As we near the end of the fourth decade of growth we are in a strange professional turmoil. Reorganization is the watchword, the signal for the uncertain to return to the "grass roots", and for the opportunists to spring up like dragon's teeth. Library schools are reorganizing their curricula, our sister association, the A.L.A., has two plans, and we have our Committee of Five. Unless means can be found in our own organization to deal competently with the issues raised, the results will be the vinegar of dissatisfaction rather than the wine of success.

Whatever our personal philosophy may be about what people should do for themselves and what should be done for them, our Association has been built by members who not only knew what they wanted but found means to get what they wanted. Initiative and resourcefulness characterize the Association. If we lose those qualities in our leadership, we have lost the spirit of our Association, and have nothing left but a tenantless structure. In suggesting means for solving the problems presented to the Finance Committee—the raising of funds to meet increased costs and the financing of Chapters and Groups—the Committee has kept in mind the character of the Association.

In the survey of Chapter finances, made at the request of the Board, two weaknesses were found: 1. Lack of continuous financial policy or plan, lack of adequate financial records, but mostly lack of financial planning; and 2. High ratio of Associate members, who have less interest in participation than those who are sufficiently interested to assume Active or Institutional membership.

It is hoped that recommendations in the Chapter Manual for financial planning and record-keeping will be followed, so that there will be better coordination between programming and financing. Local boards or committees must decide what is most important, both from a long range, as well as from an annual point of view, so that money may be spent where it counts most. For example, are local Group activities more important than general Chapter undertakings? If so, more money should be appropriated to Groups, and the Chapter should curb its expenditures for bulletins and other general organizational purposes.

The second financial weakness of Chapters lies in maintaining a large percentage of Associate membership. Such members are as costly to the national Association as they are to the Chapters. They return only 40 cents to the Chapter, yet they require the same Chapter and local Group expenditures as Active or Institutional memberships. There are, perhaps, more changes in this type of membership than in any other. Can the Chapters and the Association as a whole afford to continue this philanthropy indefinitely? The Finance Committee believes they cannot. As shown in last year's report, the Chapters having the highest percentages of Associate members had the lowest per capita income. Another cause of reduction in Chapter income is a high percentage of unpaid dues. Since allocation through Headquarters is based on a percentage of paid dues, the Chapter gives a free ride for six months or more to from 12-39 percent of its members. The highest average percentage of these free rides, 25 percent, is given Associate members. Until Chapters show the will to meet these problems effectively, they can hardly expect further support from the national Board.

In line with the thought that Chapters and Groups should have the opportunity to act for themselves and to receive proportionate rewards, the Finance Committee offers an incentive plan, based on the N. A. C. A. Stevenson Trophy awards. Tentatively worked out, the plan would be to award points for the following activities, the exact weighting of which, in terms of number of points, would be determined later:

Chapters

1. New members acquired: Institutional, Active, Associate, Sustaining, graded according to importance, and based on quota set by Membership Committee; 2. Member attendance at Chapter meetings, based on quota set
by Chapter Liaison Committee; 3. Publication or projects; 4. Publicity; 5. New libraries organized; 6. Chapter bulletin; 7. Employment; 8. Advance organization of annual program, as evidence by copy mailed to Chapter Liaison Officer by October 1; 9. Attendance at local Board and Council meetings; 10. Chapter meeting notices and reports of meetings, if mailed to Chapter Liaison Officer one week after meeting; 11. Mailing to Chapter Liaison Officer and to Headquarters copies of Chapter bulletins, annual reports, reports of employment and financial statements; 12. Financial planning; 13. Training courses and recruiting activities conducted under auspices of Chapter; 14. Special activities, such as special meetings, joint conferences with other associations and community services.

Groups

1. Member attendance at Convention Group meetings; 2. Projects and publications; 3. Publicity; 4. Group bulletins, provided copies are mailed to Group Liaison Officer and Headquarters; 5. Recruiting, provided documented report is sent to Group Liaison Officer; 6. Group meeting notices—local or regional, provided copies mailed to G.L.O. and HQ; 7. Advance organization of year’s program, provided copy is mailed to G.L.O. before October 1; 8. Courses of training organized under local or national Group auspices; 9. Informing members of program and activities, provided copies be mailed to G.L.O. and HQ; 10. Financial: budget submitted to Chairman of Finance Committee by September 30, financial report submitted to HQ by August 1; 11. Special activities—development of new libraries through direct Group promotion; 12. Organization of local Groups.

Basic amounts would be given Chapters and Groups, but whatever was received beyond that would depend on how many points were earned. Points could be calculated semiannually and values assigned at whatever figure seemed reasonable. Details of this proposal could be worked out, if it appealed to the members.

The Board and Council approved the increase in dues recommended by the Finance Committee, i.e., Life, $100; Sustaining, $25; Institutional, $20; Active, $7; Associate, $4; Student, $2.

The adequate financing of periodical publications of Groups, such as magazines other than Group bulletins, has also been posed to the Finance Committee. The two Groups presenting appeals for funds are the Insurance for Insurance Book Reviews and the Advertising for What’s New. The problem of the Insurance Book Reviews was brought to the Committee’s attention early in the spring. The Committee recommended to that Group that the cost of production of the periodical be drastically reduced, and/or that the subscription price be raised on the ground that the venture had not shown sufficient potential subscribers to warrant continuing at the low rate of $2. With that condition, some money was granted the Group, since it had not requested funds in previous years which would normally have been allocated to it. This is one example of failure to base subscription price on cost calculated from pre-publication subscriptions.

What’s New is another instance. The Publications Committee has recommended that “at present, SLA should not sponsor a periodical for one Group”. However, in By-law X, (Publications), the responsibility is clearly stated: “Control of all publications shall be vested in the Executive Board, with power to fix advertising rates, and subscription rates, if any”. It is apparent that somewhere along the line these publications must have been approved by the Executive Board, or, if not, they are the personal responsibility of individuals who issue them, and should not be published under the name of the Special Libraries Association. So far as the Finance Committee is informed, the Board, in neither case, has set the subscription rate. Since the Finance Committee as a whole has not had the opportunity to examine the problem, no decision or recommendation can be made at this time.

The Finance Committee has urged time and time again that subscription prices be based on actual orders in hand, rather than on hopes of wide circulation. All of our publications are of limited appeal. The more expensive they are, the more certain we should be that we have pre-publication orders sufficient to cover the cost of issue. Our Committee appreciates the value of these publications as professional aids, but feels that a more effective plan than the present should be devised for marketing them. The Procedure for starting a new Publication should be as follows: Planning publication and estimating costs on basis of the number of prospective subscribers; mailing out promotional literature with order forms; submitting plan and statement of cost and number of subscribers to the Publications Committee, which, if it approves project, submits it to the Board. The Board, if it is inclined to approve, submits the matter of financing (if outside the Publications budget) to the Finance Committee. If the Finance Committee finds funds or proposes a loan, the Board then notifies the editors or the project committee. The habit of consulting the Board only if a deficit develops in a publication is hardly a proper approach to the problem.

The pension scheme for Headquarters staff, proposed by the Finance Committee, was ap-
proved by the Board on March 20, and is now in effect. This will provide for the well-deserving and hard-working Secretary and her staff the much-needed assurance of security beyond the Federal Social Security payments.

Another recommendation of the Committee is that programing by the Officers, Board, Committees and Groups be coordinated with financing. If the Finance Committee has in hand by the end of September an outline of estimated costs of the programs, the budget can be more intelligently prepared. To have new Chapters, Groups or entirely new projects proposed in the middle of the year without previous warning in the fall is to expect the Finance Committee to prepare a loose budget or to pull rabbits from a hat. This is almost as bad as granting sums of money without requiring an accounting of expenditures.

As to accounting, it has already been pointed out that no accurate statement of SLA finances can be made until complete reporting is required. National and local Groups, for example, charge fees and receive contributions not reported. A system of adequate programing and reporting should take care of this.

The Committee wishes to express its appreciation to the Board, to the members, and to the Secretary and her staff for their assistance during the year.

WALTER HAUSDORFER, Chairman

IMPORTATIONS

Commercial relations between the United States and all foreign countries are now open for the first time since 1939. In order to procure German publications, however, it is necessary that a dealer hold a Joint Import-Export License from Military Government Authorities. Three American dealers hold such licenses: Stechert-Hafner and Walter J. Johnson, both of New York, and Schoenhof, of Cambridge, Massachusetts.

Efforts have been made to persuade British publishers to reprint the small but important group of British journals lost during the war. Some have already been reprinted, as have a few German and American journals. The Association of Research Libraries is planning to issue lists of German war-issue duplicates held by its member libraries.

KENNETH R. SHAFFER, Chairman

INTERNATIONAL RELATIONS

At the Board and Council meeting of SLA held in New York in October, the Chairman of the International Relations Committee reported in detail of Committee activities up to that time. One item in the report was that the Committee had sent a letter to approximately sixty library associations in foreign countries, expressing interest in their problems and the desire for cooperation and an exchange of ideas. It also offered back copies of annual proceedings of SLA conventions and an exchange of official journals.

The response to this letter was most gratifying, those associations answering expressed great interest in relations with SLA. Many asked for Convention proceedings, several requested an exchange of journals, and some sent names of possible exchange students, in the event that SLA could effect such an exchange. Through this same correspondence, the Chairman received copies of the constitutions of a few special library associations, as well as their publications, and was able to get a cross-section of the specialized activities with which their member libraries are concerned.

Some of these associations are well organized and are composed of representatives of outstanding foreign firms who have made valuable contributions to the profession. Perusal of their journals indicates a high degree of professional activity and achievement. There is an especially keen interest among foreign librarians in observing library techniques and administration in this country, and SLA is regarded as a leader in the field. Further contact with these librarians would seem highly desirable.

Correspondence of the last three months indicates interest in the following countries: Switzerland, Yugoslavia, Japan, Pakistan, Austria, Australia, Turkey, Italy, Hungary, Norway, Bulgaria and Sweden.

The report of the International Relations Committee presented to the Board and Council in March contains the following recommendations for a broadening of its work: 1. that the Board approve a long-range program; 2. that the Board review the area of student and professional librarian exchange to discover what SLA could accomplish, either independently or in cooperation with other interested organizations; 3. that the Board consider the possibility of SLA-sponsored library institutes for foreign librarians, to be held either in this country or abroad; 4. that the Board consider the possibility of obtaining a grant for SLA to carry on a long-range international relations program.

The Committee feels that the current interest in cooperation on an international scale should be encouraged by SLA. The present would seem to be a strategic time to initiate and carry through an active program of cooperation with special librarians abroad for our mutual benefit.

ELEANOR S. CAVANAUGH, Chairman

MEMBERSHIP

In the year 1947-1948 the Membership Committee was composed of nine vice-Chairmen,
five Regional Chairmen and one member each in charge of Foreign Memberships, Group Extension, Chapter Extension and Life Memberships. The Committee included also all Chapter Membership Chairmen. In areas where there were no Chapters, members-at-large worked to bring together scattered members and to give information about SLA to interested business concerns.

The Chairman of Group Extension Membership reported the establishment of a new Group, Publishing, with an initial membership of 29. The Vice-Chairman of Group Extension submitted a list of mining and metallurgical librarians who are interested in forming a group.

The Chapter Extension Vice-Chairman reported the installation of a new Chapter at Kansas City, Missouri, on January 21, 1948, which was attended by Mrs. Strieby and Mrs. Owens. The establishment of a Chapter at Denver, Colorado, was postponed because of the death of Dr. Van Male, organizer of the group. Interest in SLA Chapters was reported from Portland, Oregon; San Diego, California; and Victoria, British Columbia.

During the year, membership grew from 4,782 in March 1947, to 5,193 as of March 31, 1948. The last figure, however, includes 1,143 unpaid members. The members of the Committee believe that the allowable period for carrying unpaid members should be shortened.

New membership blanks introduced this year provoked a great deal of comment.

The Membership Committee would not have been able to accomplish what it did in 1947-1948, without the help of Mrs. Strieby, Mrs. Stebbins, the Headquarters Staff, the enthusiastic Vice-Chairmen, nor without the excellent foundation laid by Jane Brewer.

ELIZABETH W. OWENS, Chairman

ORGANIZATIONAL STRUCTURES AND POLICIES

This Committee was originally appointed by Miss Betty Joy Cole in the summer of 1946 as the Committee of Three, later extended to the Committee of Five, to analyze the programs, problems and policies of SLA. Since much remained to be done, Mrs. Irene Strieby continued the life of the Committee for another year, changing its name to the Committee on Organizational Structure and Policies, which is more suggestive of its purposes.

It has been encouraging to the Committee to know that SLA is not the only organization which is seriously concerned with analyzing its purposes. During the past two years, the following professional organizations have been carrying on related studies: The American Chemical Society, the American Library Association, the Council of National Library Associations, the American Nurses Association, the Electrochemical Society, the American Institute of Mining and Metallurgical Engineers.

The Group and Chapter Manuals were completed last year by the respective Liaison Officers in accordance with recommendations from this Committee, as have the survey on employment policies and procedures and the Headquarters' survey by Mr. Fountain, a management consultant. A résumé of the latter report appeared in the September issue of SPECIAL LIBRARIES.

ELMA T. EVANS, Chairman

PROFESSIONAL ACTIVITIES

The Professional Activities Committee consists of four subcommittees: Recruiting, Personnel, Classification, Library Education, and Standards.

During the period of July 1, 1948 to May 31, 1948, 332 copies of the career pamphlets This Might Be You, Special Librarianship as a Career, and Take a Look at Libraries were distributed by SLA national Headquarters under arrangement made by the Recruiting Subcommittee. The Executive Secretary has also been delegated by this Subcommittee to handle all requests from vocational-guidance counselors for speakers to address high school, college and library school students on the subject "Special Library Work as a Career".

A significant development within the field of recruiting for librarianship has been the establishment of the Joint Committee on Library Work as a Career at the Recruiting Conference held at A.L.A. Headquarters in Chicago on November 22-23, 1947. Each of the major professional library associations in the U. S. has a representative on the Joint Committee. Mr. Carl W. Hintz, former chairman of the Subcommittee on Recruiting, is the SLA representative.

The Subcommittee on Library Education has the following projects on its agenda: (1) To interest library schools not yet offering courses in special library work to do so; (2) To encourage an internship program for library school students in special libraries; (3) To make a study of literature survey courses being sponsored by SLA Groups and Chapters and to evaluate their worth in training for special librarianship.

The Subcommittee on Standards, in an attempt to set up standards for the education and training of special librarians, will conduct a survey to this end. A committee composed of representatives from SLA Groups is to evaluate the returns and set up the final standards. A sample questionnaire will first be sent special libraries in the Chicago area for experimental purposes.

DAVID KESSLER, Chairman
PUBLIC RELATIONS

During the year 1947-1948 the Public Relations Committee held one full meeting in New York City; the Chairman and individual members have met at numerous other times, and a voluminous correspondence has kept all informed.

To satisfy the need for a concise description of the organization and activities of the Association which could be used in all publicity and in all the Association, Group and Chapter publications, the Committee prepared a 104-word statement which was approved by the Executive Board on October 24, 1947. Since the Association had no up-to-date mailing list of editors for use in publicizing its activities, the Committee prepared a mailing list of 500 journals and press associations which it considered as the most desirable in acquainting with SLA activities, and most likely to print news items about the Association. This list, classified by subject nature of the journals, has been cut on stencils for the addressing machine at the Headquarters office. Five of the Group chairmen assisted the Committee by suggesting appropriate journals in their subject fields.

With the help of the Chapters a mailing list of important firms throughout the country was prepared for the Washington Convention Committee so that invitations could be sent them. The list totaled 643 organizations, 402 of which were represented in the Association membership (Active or Institutional); 241 were not represented. The latter group included firms with libraries not having SLA membership, and those without libraries. It is hoped that the Membership Committee will give some attention to these organizations.

Miss Josephine Greenwood, as the sub-committee Chairman on Aid to Small Business, was called upon by two firms for advice on their library problems, but no consultant work on a fee basis has been arranged during the year.

The SLA exhibit was shown by the San Francisco Bay Region Chapter at the Pacific Chemical Exposition, October 21-25, 1947, and the Committee also advised the Western New York Chapter on its plans for an exhibit at the Industrial Progress Exposition of the Niagara Frontier held in Buffalo in May 1948. Mr. Ernest Spitzer, the sub-committee Chairman on Exhibits, recommended to the Committee that the existing exhibit material be withheld from further display until it can be reorganized, refurbished and brought up to date. The Committee accepted this recommendation and, pending clarification of policy by the Board, the Committee will not attempt to arrange or to sponsor a national exhibit at technical or scientific expositions and meetings. It will, however, be glad to advise and assist Chapters in undertaking such projects.

Mr. Donald Wasson, who again has handled all details of solicitation of articles on special libraries and their publication in non-library journals, reports the publication of seven articles during the past year: one each in Management Review (July 1947) and Paper Merchandising (September 1947), two in Scientific Monthly (November 1947) and three in Industrial Trends (March 1948). Two additional articles are definitely scheduled and negotiations are in process for several more.

Approximately 4700 copies of 26 different press releases were distributed during the year to journals on the new Public Relations mailing list mentioned above. The Headquarters Office handled the clerical work of mimeographing and addressing for most of them. These were issued on a new press release letterhead that the Committee had printed. Convention news was the principal publicity thus disseminated and Mrs. Georgia Dickerman assisted in this phase of the Committee’s work. Since the Association does not subscribe to a clipping service, there is no complete report of the success of this undertaking; articles have, however, been noted in such diverse journals as Traffic World, Tool Engineer, School Life, Blast Furnace, Chemical and Engineering News, Library Journal, Steel, Science, Office Management and Equipment, Publishers’ Weekly, Wilson Library Bulletin, and the Bulletin of the American Library Association. The coverage of the Convention by Washington, D. C. newspapers were excellent; city editors there called for much more material than the available volunteers could supply; several stories were carried by the Associated Press. Many newspapers throughout the country carried special releases provided by the Committee on Convention items of special local interest. Dr. Luther H. Evans, Librarian of Congress, published as a supplement to the Library of Congress Information Bulletin for June 15-21, 1948, a six-page account of the Thirty-ninth Annual Convention prepared by the Convention Chairman, Miss Jane Brewer.

The Chairman wishes to acknowledge the diligence of the committee members, and the assistance of Miss Jane Brewer and other members of the Convention Committee, President Irene Strisby, and Mrs. Kathleen Stebbins and her staff. The Committee again calls to the attention of the membership and the Executive Board the need for a public relations officer on the permanent staff at the Headquarters Office and for coordination and close cooperation between the public relations officers of Groups and Chapters with the Public Relations Committee.

ROBERT W. CHRIST, Chairman
Only two commercial publications were issued by SLA during the past year: the *Union List of Technical Periodicals*, in August 1947, and the *Directory of Members of SLA*, in April 1948. The Science-Technology Group of the Philadelphia Council has compiled a numerical index to PB Reports, which may be purchased on microfilm from the University of Chicago Library, Department of Photographic Reproduction.

Several publications which have been in preparation for some time are almost ready for submission to the Board. They include three library procedure manuals: an *Aeronautical Subject Heading List*: an *Aviation Subject Heading List—A Concise List for Civil Aviation Libraries and Collectors*: and a *Source List of Labor Statistics*, second edition.

LURA SHORB, Chairman

The Resolutions Committee offers the following report:

*Whereas* the members of Special Libraries Association are deeply appreciative of President Irene Strieby's efficient and inspiring leadership this past year,

*Be It Therefore Resolved* that the Association convened in Washington, D. C., extend to her its deep appreciation.

*Whereas* the members of Special Libraries Association are also grateful for the services rendered by the retiring Board members,

*Be It Therefore Resolved* that the Association extend to them its appreciation.

*Whereas* the Special Libraries Association is convened in Washington, D. C., June 6-12, 1948, for its Thirty-ninth Annual Convention, and

*Whereas* assistance has been so readily and generously given by Washington organizations to the Convention Committee, and

*Whereas* the members of SLA have been so courteously and hospitably entertained at breakfasts, luncheons, teas, dinners and receptions, and

*Whereas* the speakers at our meetings have given generously of their time and knowledge to present timely and interesting talks,

*Be It Therefore Resolved*, that the Association extend to them its appreciation.

*Be It Further Resolved* that a sincere vote of appreciation be extended to:

- The Honorable Harry S. Truman, President for the United States, for a message of welcome,
- The First Lady of the Land, Mrs. Harry S. Truman, for her hospitality,
- The Honorable Guy Mason, Commissioner of the District of Columbia, for his welcome address,
- Mr. Joseph McGarraghy, President of the Washington Board of Trade,
- Mr. Edgar Morris, Chairman of the Greater National Capital Committee, and his Convention representative, Mr. Clarence Arrata,
- Mr. Frank E. Weakly, President of the Washington Hotel Association, and through him to the management of the twenty hotels wherein our members were housed,
- The United States Government Officials who cooperated with the Federal Library Institute and to Dr. Luther H. Evans, Librarian of Congress, and Chairman of the Institute,
- The officials and staffs of the several embassies,
- The Public Library and other institutions of the District of Columbia,
- The local police authorities and the naval and military establishments who assisted in making several of the tours and programs possible,
- The Capital Transit Company, especially the Chartered Coach Division,
- The press and radio whose members have generously covered and reported the meetings and events,
- The member institutions whose members have contributed time, personnel and facilities toward the success of this Convention,
- The exhibitors who have brought to our attention the most recent developments in their products having applications to our profession, and to those, who because of material shortages, could not be exhibitors, but who donated services, time and several other considerations.

*Whereas* the Convention Committees have worked long and efficiently to provide this excellent Convention

*Be It Therefore Resolved* that a sincere vote of appreciation be extended to:

- Miss Jane Brewer, Convention Chairman
- Miss Miriam C. Vance, Convention Treasurer
- Miss Mary E. Vance, Convention Secretary
- The Executive Advisory Committee and the following Convention Committees: Banquet, Exhibits, Hospitality, Information, Guide, Transit and Tour, and to the husbands, wives and children of the Washington, D. C. Chapter members who have helped their wives, husbands, and mothers make this our first Convention to exceed one thousand in attendance.

Special mention is made of the following in the Washington Chapter: Scott Adams, Mildred Benton, Richard Heindel, Elsie...

The authors and publishers of our working tools from whom we did take selections to keynote our events.

Be It Finally Resolved that this Resolution be spread upon the minutes of this meeting.

WILLIAM L. POWELSON, Chairman

SPECIAL LIBRARY STUDY

At its meeting on March 21, 1947, the Executive Board of SLA decided to enter actively into the field of international relations by granting to a foreign librarian a scholarship of $2000 for the study of special libraries in the United States and Canada, and since the Association had ended the year 1946 with a surplus, it voted to act on a suggestion made by Miss Eleanor S. Cavanaugh, Chairman of the International Relations Committee, in her report of January 31, 1947.

A committee composed of Mrs. Esther Potter, Dewey Decimal Classification, Washington, D. C., Chairman; Mrs. Lilian Jory, Lehman Corporation, New York; and Mr. Paul Gay, Biddle Law Library, Philadelphia, was appointed by President Cole to find suitable candidates for the grant. Later, Miss Cavanaugh was asked to participate in the activities of the Committee.

After investigation, the Committee presented the names of a number of candidates to the Executive Board at its meeting in Chicago on June 9, 1947. The Board approved the Committee's report and referred the selection of a candidate back to the Committee. Thereupon, Miss Anne Lovaas, of Norway, then finishing the course in library service at Columbia University and recommended to the Committee by the American-Scandinavian Foundation, was selected. The original Committee, with the addition of Mrs. Kathleen B. Stebbins, ex-officio, and Miss Betty Joy Cole, as adviser, was charged by the new President, Mrs. Irene Strieby, with the administration of the grant and the development of a program for the candidate.

During the summer, the Chapters were circulated to ascertain the amount of cooperation they were willing to give to the program. The response was overwhelmingly favorable, and the Committee found itself in the embarrassing position of having to decline almost half the invitations received.

In September, the Chairman, Mrs. Potter, was obliged to relinquish her post because of illness and was replaced by Mr. Paul Gay.

Mrs. Martha O'Leary, of Benton and Bowles, in New York, was asked to serve as an additional member of the Committee.

From the time Miss Lovaas began her internship in September until the time the scholarship period expired on June 30, 1948, she visited eleven Chapters and spent approximately thirty-three out of a total of forty-four weeks observing or doing practice-work in twenty-one libraries. Time spent at the various libraries varied from two days to two weeks, but after the schedule was readjusted in December, two weeks were spent at each library.

Although a full evaluation of the results of the program can be made only after Miss Lovaas has returned to Norway and has begun to apply the knowledge she has acquired, the Committee feels that certain conclusions can now be presented: 1. That such a program should not be abandoned without further study; 2. That grants made to foreign librarians by SLA should be for specific purposes directly related to the library profession and not for the general study of American culture; 3. That candidates for SLA grants should be selected on the basis of general educational background, practical experience in library work, professional standing in their native country and ultimate objective, and that a fluent knowledge of English should be a prime requisite; 4. That the practice-work or laboratory method be continued as part of future programs. If the candidate has received no formal training in American library methods, it might be well to combine formal study with practice work. The laboratory method, if adopted, should be concentrated within a limited area, with at least one month spent in each library.

Paul Gay, Chairman

TECHNICAL BOOK REVIEW INDEX

The Technical Book Review Index is in its fourteenth volume this year. It is being compiled, as in the past, at the Technology Department of the Carnegie Library of Pittsburgh under the editorship of Miss Julia C. Wallace.

In January, subscriptions at a special rate were offered to all Institutional members and to subscribers of SPECIAL LIBRARIES who did not subscribe to TBRI. Steps for promoting foreign subscriptions were also taken. A list of libraries in foreign countries was prepared
by the chairman to serve as a base for a promotion campaign.
The present list of subscribers to the TBRI stands at 1,180, as of May 1948, representing a 14½ percent increase over the previous year.
JOLAN M. FERTIG, Chairman

SPECIAL REPRESENTATIVES
AMERICAN DOCUMENTATION INSTITUTE
The American Documentation Institute has been named the American branch of the International Federation of Documentation and its proposed program includes the setting up and maintenance of a file of material on all phases of documentation. It has been suggested that the Institute publish a journal devoted to documentation since it was felt that more publicity should be given to material which is available for reproduction at the American Documentation Institute and to the microfilming of sets of periodicals. A committee is to be appointed to study classification, bibliography, abstracting and scientific and technical aids to documentation.
BETTY JOY COLE, Representative

COUNCIL OF NATIONAL LIBRARY ASSOCIATIONS
President Strieby attended the meeting of the Council of National Library Associations held in San Francisco last summer, where a report of the Program Planning Committee was made. Among the items mentioned was the Library Education Conference which will be held this fall with Mr. Kenneth Shaffer and Mr. Robert Downs as co-chairmen.
At the meeting held in New York in November, Miss Betty Joy Cole was elected president.
At the meeting of April 23, also held in New York, the Council considered a Proposal made by Mr. Milton Lord of Boston for a Federation of Library Associations. There was general recognition that the present Council, which on paper is a Federation, is so organized that it has no actual power to represent the constituent associations on any vital matters and that there is at present no single body which can represent all of the libraries and librarians of America. Such a body could be very useful in matters affecting the general welfare of libraries, librarians and the people served on the local, national and international levels.
The chief obstacles to such a Federation are: 1. The difficulty of scheduling participation by associations of varying sizes and interests in such a manner that all have representation and none dominates; 2. The difficulty of determining a sphere and method of operation that will not infringe beyond an acceptable point on the sovereign powers of the individual member associations; and 3. Financing.

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It should be pointed out that the proposal was made by Mr. Lord as an individual. Mr. Ralph Shaw, Chairman of the A.L.A. Fourth Activities Committee was invited to be present and comment on the work of his committee.

The consensus of those present seemed to be that there is a real need and a real desire for a strengthened Council of National Library Associations. To this end, it was voted that C. N. L. A. ask its member associations to consult with their memberships to ascertain as definitely as possible what form of federation would receive support.

IRENE M. STRIEBY, Representative 1947-1948
BETTY JOY COLE, Representative 1946-1948

LIBRARY BINDING INSTITUTE

The Library Binding Institute is anxious that special librarians understand the reasons for increased bookbinding prices. Some materials are even more scarce today than they were during the war years. Paper and fabrics are difficult to obtain and their prices are higher than formerly. The cost of production is still rising. Under the circumstances, binders have been forced to raise their prices.

The Institute makes two suggestions:
1. That librarians do not change binders simply because prices have risen.
2. That special libraries stagger their binding operations and borrow and lend items freely, in order that one library in a community may have certain materials available for consultation at all times.

JANE B. HOBSON, Representative

MICROCARDS

The Microcard Committee, composed of representatives from all of the national library associations, has worked on standardization of cataloging and of materials and in 1945 published a code of procedure. The Committee also functions as an advisory group on equipment and publication plans. Titles which are being considered for first publication include the UN releases; briefs of the Supreme Court; theses in library schools, education departments, etc.; publications of the Hakluyt Society and the Early English Text Society. The H. W. Wilson Company is considering publishing a vertical file service of pamphlets on microcards, and a Microcard Foundation has been chartered as an educational non-profit organization for publication purposes. The Chairman believes that SLA should have a voice in the selection of needed titles for publication and should take some official action for establishing machinery to this end.

Please Mention Special Libraries When Answering Advertisements
Technical libraries would be interested mostly in having sets of old periodicals reproduced, and microfilm would serve this purpose very well.

MARJORIE C. KEENLEYSIDE, Representative

Special Libraries Editor, Wilson Library Bulletin

Special librarians are featuring a new series of articles in the Wilson Library Bulletin this year in which librarians of long experience in a particular subject give information as to sources of free and inexpensive materials in that field. The first of these, on Health Education, appeared in the January issue and was written by the Special Libraries Editor. The second, appearing in March, was by Mary E. Jameson, of the National Industrial Conference Board. Ruth Savord, of the Council on Foreign Relations, was the author of an article on source materials in foreign affairs, which appeared in April, and Elizabeth Hall was responsible for the piece on planning and gardening in the May issue.

ELEANOR FAIR, Editor and Representative

Standard Aeronautical Indexing System

The Standard Aeronautical Indexing System is a project being conducted at the Institute of Aeronautical Sciences under joint sponsorship of the Navy Bureau of Aeronautics and the Air Force. Its purpose is to develop a classification system for technical aeronautical information which will be suitable for use by the government agencies, industrial firms and educational groups.

Miss Elma T. Evans attended a meeting at Wright Field in September, as SLA representative, at which the entire project was discussed and future plans outlined. No further meetings were held, but, as a member of the Institute of Aeronautical Sciences and an employee of Cornell Aeronautical Laboratories, she is being kept informed of the progress of the SAIS. She has been asked to help outline several sections of the classification based on the collection of the Cornell Aeronautical Laboratory, of which she is librarian, and is pleased to find increasing respect for library practices among the engineers engaged in this project.

ELMA T. EVANS, Representative

Announcements

The United States Book Exchange

On June 24, 1948, the following Officers and Board of Directors were elected to the newly formed United States Book Exchange, successor to the American Book Center for War Devastated Libraries, Inc.: President: Milton E. Lord, Director, Boston

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Public Library, representing American Library Association.

Vice President: Mrs. Irene M. Strieby, Immediate Past President, Special Libraries Association.

Secretary and Chairman of the Board: Rev. J. J. Kortendick, Director, Department of Library Science, Catholic University, representing Catholic Library Association.

Treasurer: Dr. Raymund Zwemer, Executive Secretary, National Research Council.

Members of the Board:

Julian P. Boyd, Librarian, Princeton University, representing American Council of Learned Societies.

Joseph Brandt, President, Henry Holt & Company.

Dan Lacy, Assistant Director for Acquisitions, Library of Congress.


Paul Webbink, Vice-President, Social Science Research Council.

In addition to the ten member associations represented in the Council of National Library Associations, the Book Exchange also includes members from the American Council of Learned Societies, the American Council on Education, the National Research Council, the Social Science Research Council, the Library of Congress, and the Smithsonian Institution. The operations of the USBE began September 1 under the directorship of Alice D. Ball, Acting Executive Director of the ABC from December 1947 to September 1948.

Under the operations of the new agency, any library in the United States may join, send in duplicates or institutional publications for credit, and receive foreign and domestic materials in exchange. U. S. libraries will be charged a nominal handling fee for each piece received by them. Shipments will be made to participating libraries either by subject allocation or in answer to their specific requests, made by the checking of USBE lists of holdings. A revolving priority plan will assure an equal opportunity for acquisitions to all libraries.

Participating libraries will be able to use the bibliographical information and other USBE material as aids in locating materials and in reestablishing and strengthening their own direct inter-library exchanges. USBE will cooperate with UNESCO and other national book centers. The agency has received the promise of full-scale cooperation from many libraries abroad, although the general announcement to institutions in other countries is just now being made.
New Schedule of SLA Membership Dues
As of January 1, 1949, yearly membership dues will be increased according to the following schedule:

- Institutional $20.00
- Active $7.00
- Associate $4.00
- Student $2.00

New members affiliating with SLA on or after November 1, 1948 should remit dues according to the above.

Herman Henkle, SLA Representative
Mr. Herman Henkle, Librarian, John Crerar Library, Chicago, Illinois, has been appointed SLA representative on the Joint Committee on Library Work as a Career. Mr. Henkle replaces Mr. Carl Hintz, the former SLA representative.

Text of Discussion-Conference on Special Library Training Available
A summary of the panel discussion of the “Employers’ Evaluation of Training Desirable for the Special Librarian” which was led by Mrs. Ruth Hooker at the SLA Convention in Washington, D. C. in June, will appear in the November 1948 issue of SPECIAL LIBRARIES. Copies of the full text of this discussion-conference have been sent to those individuals who participated in it, and copies may also be purchased from SLA Headquarters for $1 each.

SLA Represented at Northeastern University’s Fiftieth Anniversary
Donald Clark, SLA Director, represented President Rose Vormelker at the Fiftieth Anniversary Convocation and Banquet of the Northeastern University, Boston, Massachusetts, on October 2, 1948.

Union List of Serials in Hawaii
Under the auspices of the Hawaii Library Association, a Union List of Serials in Hawaii has been compiled and is now in press. It will cover standard holdings, as well as rare serials of Hawaii, the Pacific and the Orient. The price will be $6, pre-publication; orders should be sent to the Committee on the Union List, Hawaii Library Ass’n, Honolulu, T. H.

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