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Special Libraries Association

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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

Volume 43

OCTOBER 1952

Number 8

PROCEEDINGS

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Annual Convention Reports*

SPECIAL LIBRARIES ASSOCIATION
1909-1952

NEW YORK CITY
MAY 26-29, 1952

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CONTENTS

SPECIAL LIBRARIES ASSOCIATION

Report of the President	GRIEG ASPNES	281
Annual Business Meeting	KATHLEEN B. STEBBINS	286
Report of the Treasurer	MARTIN LOFTUS	287
Report of the Executive Secretary	KATHLEEN B. STEBBINS	288
Editorial Governing Board	ALMA C. MITCHILL	293
Chapter Relations Committee	HELEN MARY PYLE	294
Division Relations Committee	ANGELICA BLOMSHIELD	299
Annual Committee Reports		301
Reports of Special Representatives		313
President's Inaugural Address	ELIZABETH FERGUSON	316
SLA Official Directory		317

DEPARTMENTS

Have You Heard, 321; Off the Press, 325; Publications Received, 326;
Letters to the Editor, 329

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Report of the President

GRIEG ASPNES

1951-1952

AT THIS ANNUAL BUSINESS MEETING, you have come, like shareholders in a large corporation, to hear how your firm is doing, what it has done during the year, what the plans for the future are. Your officers are here to report to you, and some votes may be taken on important measures which can only be decided by polling all the members present.

As special librarians we are never quite so concerned in our professional life with the questions we have been able to answer as we are with the questions that still nag at us, or the questions that someday we must be ready to meet. As members of the Special Libraries Association we must continue to carry this philosophy. We should be less concerned with what has been accomplished than with what remains to be done in order to make SLA an even better organization.

Presidential Visits

During the year since we last met in Annual Business Meeting, your President has officially visited the Chapters of Montreal, New York, New Jersey, Washington, D. C., Cleveland, St. Louis, Kansas City, Louisiana and Texas. He attended the seventy-fifth anniversary celebration of the American Library Association in Philadelphia as your representative last October, the mid-winter meeting of the Louisiana Library Association, and addressed the first biennial convention of the national library fraternity, Alpha Beta Alpha, in Natchitoches, Louisiana, March 16, 1952.

The proposed visits to the Illinois, Indiana and Michigan Chapters, because of the President's untimely illness, had to be made by the first vice-president and president-elect, Elizabeth Ferguson.

These chapter visits are one of the finest rewards for being president of SLA. Everywhere the hospitality is warm and genuine. Everywhere you see the amazing energy and spirit of the special librarians who make up those chapters. And everywhere you receive a new, fresh reminder of what makes SLA great—the aggressive desire to do a better job, to cooperate for greater service, to make special librarianship a truly professional calling.

The chapters, as almost every president before now has said, are the bed-rock and the bulwark of the Association. It is meet and right, therefore, that the president should travel out to visit the members in their chapters, rather than, as in most other associations, force the members to make the pilgrimage to a convention or to the headquarters city if they are to see their president.

It has been asked in the past "are these trips necessary?" From the pure view of what a presidential visit can do to lift the morale of chapters and members, many of whom may never attend a convention, the answer must be a resounding "Yes!"

Convention Programs

In a tradition of outstanding SLA conventions, this meeting in New York City has touched a new high of quality, organization and value to the attending members of SLA. As in most other conventions, some of the usual words were heard to the effect that "there was too much conflict between various parts of the program." This is both a criticism and a compliment. It is far better to come to a professional convention and find more good meetings than you can find time to attend, than it would be to have more time to spend than there are meetings to fill. I hope this always will

be true of every convention of the Special Libraries Association.

At the same time there is room for a valid demand that the various parts of every convention program be organized and coordinated as well as possible to enable every attending member to make the best use of his available time. This is a problem that is not new. It is a problem that perhaps will always be with us. It is also a problem that can be attacked by earlier planning. Convention committees should become familiar with the new *Convention Manual* that has been prepared recently. The new Convention Advisory Committee should also help greatly to coordinate and to spur all convention plans from now on. The Executive Board can continue to assist by deciding the locations of future conventions at least two years in advance.

Documents

We may now be entering another revolution in the production of man's record of his thoughts and actions. Documents and reports—both public and private, governmental and industrial—are offering an increasing proportion of valuable information in many fields. Because their distribution is often on a limited scale or even classified, and because their form is usually of an impermanent nature, some library groups have been slow to acknowledge their value and to adopt their handling as a bona fide library duty.

The Science-Technology Division of SLA has prepared a Post-Convention Institute to examine this new revolution. As progressive librarians, we want to know more about a new concept in library science and a new opportunity to make library service even more valuable to our organization.

Business Meetings

Some members have protested against the great amount of convention time that is consumed by our Annual Business Meeting. There have also been protests against Advisory Council Meetings that conflict with and detract from time that could be spent in professional

subject meetings. This year, the Convention Program Committee sought to allay one protest by scheduling the meeting of the Executive Board and Advisory Council at night, when presumably no important Division meetings would be in session.

However the Special Libraries Association does not run itself. As your elected and appointed representatives, the Executive Board and Advisory Council need your help in knowing your wishes and preferences on many matters important to the future growth and success of SLA. The annual business meetings offer the one chance in the year when individual members may speak before the main body of the Association. The progress of any deliberative assembly must be slow if everyone who wishes to be heard is to receive a fair hearing and if the business of the Association is not to be disposed of casually or dictatorially.

The Executive Board has also authorized a special committee to study and review the entire subject of these meetings and how to streamline the proceedings of the Executive Board and Advisory Council meetings without loss of efficiency or democratic procedure. This committee has already done some preliminary work. The coming year should see great progress made toward another manual on Association policy and practice to guide future meetings of the governing body of the Association.

Fiftieth Anniversary

In a few short years the Special Libraries Association will celebrate its fiftieth anniversary. Now should not be too early to begin preparing for our celebration of this first half-century of progress in the profession of special librarianship. I therefore recommend that a special committee be appointed at once to start work in collaboration with the Archives Committee on the job of collecting the records of this fifty year history and of preparing "The Story of SLA, 1909 to 1959." I also recommend that the Archives Committee assume the responsibility for beginning this

year to systematically collect from the various chapters, divisions, sections, groups, committees and special representatives, all the material relating to the growth and operation of those bodies which should be stored properly in SLA Headquarters for safekeeping and for future use.

Publications

Most of you, I am sure, have kept the new *Membership Directory* near you and used it often through the year. Isabel Towner and her committee deserve a repeated vote of thanks for providing us with a tool that truly helps every one of us to know more about the other members of SLA.

The publication of *Technical Libraries, Their Organization and Management*, edited by Lucille Jackson, and *Nicknames of American Cities*, compiled by Gerard Alexander, added two more "best sellers" during the year to the SLA booklist. They also added a great deal of prestige to SLA's publication program, plus some welcome profits to SLA's treasury. Successful publications like these not only help make money for SLA, but also help reflect SLA as a truly outstanding organization of librarians, win increased respect for the quality of its membership, its aims and its projects and assist materially to influence the growth of special libraries everywhere.

Executive Board

In the recent revision of the Constitution, changes were voted in the size and makeup of the Executive Board, and the manner in which its members were to be elected. These changes were designed to: (1) make the elections more democratic by offering the membership a choice of two candidates for each office, and (2) enlarge the Board to make it more representative of Association membership and to forestall the possibility of the Board's being crippled by the sudden loss of a very few members.

The Executive Board now numbers twelve. In theory this is an ideal arrangement, but in practice some difficulties have arisen which call for your

consideration. Each year the Nominating Committee must now find twelve good candidates to fill the six positions that come up for election. The Second Vice-President now serves only one year on the Executive Board as do the Secretary and Treasurer. It seems hardly right that where it takes almost a year to learn the duties and responsibilities of office on our policy-making body, that we cannot keep these valuable officers active for more than one year.

Candidates

In addition, the Association loses the services of the six candidates who each year receive the minority vote. This seems to be a mistake when you remember that both of the candidates offered for each position are highly competent people, devoted to SLA, carefully chosen by the Nominating Committee and willing to offer their services in duties which, while highly rewarding, have their difficulties. And, finally, each of these candidates has had to receive the backing of his organization to let him attend Board and Council meetings and the annual convention, and to devote a part of his regular job time to Association matters.

It has been suggested that we try to make good use of every candidate who has won permission of his organization to stand for office and who has expressed a willingness to serve the Association as a member of the Executive Board.

Why wouldn't it be possible to nominate two people for First Vice-President and President-Elect, the one receiving the majority vote to assume this office, the candidate receiving the minority vote to take the office of Second Vice-President for one year and the office of Director for the following two years. This would at once eliminate the need for finding two more candidates for the office of Second Vice-President alone, which now carries only a one-year term. Why shouldn't the Association also give the offices of Secretary and Treasurer two-year terms, with the candidate in each case who received the

minority of votes becoming director for a two-year term.

The Constitution and By-Laws Committee has been asked to study this problem during the coming year and to suggest some possible solutions at the next annual meeting of the Association. Your suggestions and opinions will be welcomed by Carroll Moreland, chairman of this committee

Local Memberships

Many years ago, before SLA had grown to international scope, groups of librarians sometimes organized themselves into regional bodies and later joined the Association. Out of this past practice grew the institution of local membership, membership by librarians in the local chapter before joining the Association.

Some chapters still solicit local memberships, partly to add badly needed funds to the chapter treasury, often as a "first step" by these new members toward eventual membership on the Association level.

Most of the chapters still maintaining local membership apparently are not aware that such memberships are now completely unconstitutional. It is the specific wording of the SLA Constitution that Chapter Constitutions "be not inconsistent with the Constitution and By-Laws of the Association." Those Chapter Constitutions, therefore, which still make provision for local memberships should be amended to conform with the Association Constitution. And those chapters which still maintain local memberships should find a way to convert such memberships into Association memberships wherever possible.

The Executive Board has voted that all chapters be reminded that local memberships are illegal under the Constitution. The cooperation of all chapters is requested in clearing from their records, just as soon as possible, any local memberships still remaining.

It is also recommended that the Constitution and By-Laws Committee offer its services to all chapters who wish to re-examine their constitutions for any

possible revision or changes to make them clearer, more complete, more workable and to make them conform with the Association Constitution.

Special Libraries

The Executive Board appointed Dora Richman, formerly librarian, Consumer's Union, New York, to succeed Harry Snowden, former managing editor. On May 25, the Executive Board reappointed Miss Richman as associate editor. Miss Richman, in her new job which includes the handling of publication details of all SLA publications, will need your help and your cooperation in making *SPECIAL LIBRARIES* a truly professional journal.

Committee on Committees

The Committee on Committees has been reactivated this year as a standing committee, with Eleanor Cavanaugh as its chairman. It will help the president in his massive job of finding competent and willing candidates for work on committees and as special representatives. The Committee will also try to bring more coordination among various committees whose work may be similar or overlapping, and will make recommendations regarding committees which have outlived their usefulness or whose work should be expanded into larger areas.

Would it not be wise to study the possibilities of three-year overlapping terms for committee members which could regularly and consistently provide stable continuity on each committee and also develop experienced candidates for the jobs of committee chairmen? It also might make it possible to avoid the practice of re-appointing old faithful committee chairmen merely because they are willing to serve and because there are not qualified successors at hand. This is particularly important on the Finance Committee.

Liaison Officers

During this past year the Chapter Liaison Officer and the Division Liaison Officer tackled the jobs of revising the chapter and division manuals. Helen Mary Pyle's committee has offered a

revision of Section R of the *Chapter Relations Manual*, outlining clearly the best practical procedure for planning and handling the president's visits to chapters. Mrs. Blomshield's committee compiled a new workbook as a guide to division officers. When can we hope for the most important manual still to be made—a workbook to guide the new and inexperienced Special Libraries Association president?

At the beginning of this Association year I announced as the aim of this Executive Board to:

1. Continue the work begun by the Policies Committee in determining the policies by which SLA operates and to record these policies in the manuals of procedure as a guide to everyone and as an aid to a more effective conduct of Association matters.

In one year we have made some progress in this. In the years to follow I trust this work will continue as a regular policy of continuous examination of what we do, why we do it and how we can do it better.

2. I also stated my belief that much of what appears to be confusion and dissension is most often only the result of a vigorous misunderstanding among the parts and the peoples of the Association, that what this Association needs—and what the whole world needs—is a better understanding of what the other fellow is trying to do, a clearer expression of what we are trying to do. Often we are both aiming at the same goal and don't realize it.

I called it "the need for better communication." The Association *Newsletter* was designed to better acquaint every SLA member with the whys and wherefores of what happened at Executive Board and Advisory Council meetings.

Because the *Newsletter* had to wait for the official minutes of these meetings it often came out as much as three months after the meetings were held—some members have implied that the *Newsletter* therefore fails to serve the purpose for which it was designed. I, personally, must disagree. I firmly am convinced that "any news is good news," that SLA members are very hungry to know what has been done, even if it has been done three months ago. I urgently recommend that the *Newsletter* be continued and that it be expanded, if possible.

Finally, this year it was our aim to continue the fine traditions and attitudes that through the years have made SLA the most progressive, the most active, the most enjoyable Association of professional librarians anyone could hope to find. The members of the Executive Board, in every instance, have approached their jobs with intelligence, with devotion to the best interests of SLA and its individual members, with a temperate consideration for the feelings and opinions of others and with an energy that has made the job of being your president a pure joy and the experience of a lifetime. Every member of every committee has likewise offered his services gladly and with enthusiastic vigor. The Executive Secretary and the members of the Headquarters staff have worked especially hard to ease the problem of a president operating 2,000 miles from Headquarters.

THE EXECUTIVE BOARD and ADVISORY COUNCIL

of

SPECIAL LIBRARIES ASSOCIATION

will meet in regular session

October 9-11, 1952

HOTEL STATLER

WASHINGTON, D. C.

Annual Business Meeting

KATHLEEN B. STEBBINS

Executive Secretary

THE ANNUAL BUSINESS MEETING of Special Libraries Association was held at Hotel Statler, New York, on May 29, 1952 at 1:50 P.M., with the president, Grieg Aspnes presiding. The first item of business was the presentation of the annual report by the president. He was followed by Martin Loftus, treasurer, who stated that his annual report for the year ending December 31, 1951, had been published in *SPECIAL LIBRARIES* for May-June 1952, pages 167-170. He then presented a summary of SLA finances as of March 31, 1952, the latest available figures.

Interlibrary Loan Code

Mrs. Margaret Uridge, a member of the General Interlibrary Loan Code Committee of ACRL, next gave a summary of the history of the code, its use and revision. It was announced that the Executive Board had endorsed the code in principle.

Honorary Members

Mrs. Hazel Izzo, chairman of the Membership Committee, thereupon presented her report, including the recommendation to bestow honorary memberships on ten SLA members who have a record of long and faithful Association service from its inception to 1929. She asked that recognition be given to the members, many of whom have now retired, who gave so loyally of their time and services in the early, formative years of SLA. Those members present then voted that the following persons be considered honorary members of SLA: Sarah Ball, Herbert O. Brigham, Francis E. Cady, Josephine Hollingsworth, Adelaide R. Hasse, Dorsey Hyde, Dr. John Lapp, Guy Marion, Rebecca Rankin and C. C. Williamson.

Reports were submitted by the fol-

lowing standing committee chairmen: Finance, International Relations, Publications, Student Loan Fund, and Translations (presented by Frederica Weitlauf, committee member). It was voted by the members present that the Executive Board be authorized to take appropriate action, as it sees fit, on the recommendations of the Committee on the Translation Pool, and that, if practical, the decision of the Executive Board be announced at the Advisory Council at the October meeting.

Alvina Wassenberg, chairman of the Resolutions Committee, next presented the committee report. It was voted by those members present and voting to adopt the resolutions as read.

Membership Gavel Award

The membership gavel award was the next order of business. The Executive Secretary announced the names of the three chapters, which showed the largest percentage increase in paid-up membership during the Association year 1951-52: Toronto with 12.5 per cent increase; Indiana, with 16.4 per cent and Colorado with 24.4 per cent. The president then presented the gavel to Elizabeth Knowles, representing Melbourne Davidson, president of the Colorado Chapter.

Awards Committee

Consideration was given to the report of the Awards Committee, as presented by the chairman, Mrs. Ruth Hooker. Mr. Aspnes and Mrs. Owens both commented on the report, stating that the committee's recommendation is that a fair, new, revised system of awards be adopted, and that the Executive Board has considered each of the points in the report and feels that the present draft should be accepted. It

was thereupon voted by those members present that the recommendations for the two awards, the Professional Award and the Hall of Fame, be adopted by the Association.

Mr. Aspnes then made the presentation of an engraved silver bowl, representing the 1952 SLA Award, to Dr. Mortimer Taube, associate director of Technical Information Services, Atomic Energy Commission.

News Bulletin

Considerable discussion next took place about the value of continuing the newsletter. A number of those present indicated that they were in favor of continuing the *Bulletin* as presently issued while others were generally in favor of expanding SPECIAL LIBRARIES to include the same material. Consideration was given to the cost of each method and the availability of reprints for those members not receiving SPECIAL LIBRARIES. It was voted by the members that the Executive Board be authorized to consider ways and means of continuing the *Bulletin*.

Gerard Alexander, chairman of the Elections Committee, reported that the following nominees have been elected for 1952-53: *President*, Elizabeth Ferguson; *First Vice-President and President-Elect*, Mrs. Lucile L. Keck; *Second Vice-President*, Chester M. Lewis; *Secretary*, Katharine L. Kinder; *Treasurer*, Edward H. Fenner; *Director* for three years, Mrs. Nell Steinmetz; *Director* for three years, Eugenia P. Tenney; *Director* for two years, Helen Mary Pyle. Robert Grayson and M. Margaret Kehl continue to serve as Directors for one more year and Kenneth Fagerhaugh for two additional years. Grieg Aspnes will continue on the Board as Immediate Past-President.

The newly-elected officers then took their places on the dais and the retiring president turned the Association gavel over to Elizabeth Ferguson, the new president of SLA. After introducing the new members of the Executive Board, Miss Ferguson presented her inaugural address. There being no further business, the meeting adjourned at 4:40 P. M.

Report of the Treasurer

MARTIN LOFTUS

The annual report of the Treasurer for the year ending December 31, 1951, was published in SPECIAL LIBRARIES, May-June 1952, pages 167-170. A summary of the latest information available on SLA finances lists the following assets as of March 31, 1952:

General Fund, Cash	\$46,320.92
General Reserve Fund	44,422.03
Publications Fund	18,945.03
Student Loan Fund	2,075.10
Life Membership Account	1,900.00

For the three months ending March 31, 1952, the total income for the General Fund was \$34,892.18 and the total expenditures were \$24,092.87, giving an excess of income over expenditures of \$10,799.31.

At this time I would like to thank the Finance Committee, particularly Miss Shorb and Miss Lucius and the Headquarters Staff, particularly Mrs. Stebbins and Mrs. Shoemaker, for their advice and assistance during the past year.

Report of the Executive Secretary

KATHLEEN B. STEBBINS

IT IS WITH GREAT PLEASURE that the Executive Secretary, after completing almost twelve years with the Association, presents her report at the Forty-third Annual Convention of the Special Libraries Association. A brief comparison of the membership and income may now be in order. On December 31, 1939 there were 2,182 members. The total income for the year was \$18,757.63 with \$2,033.12 in the Reserve Fund. Twelve years later, on December 31, 1951, there were 4,733 members; the total income was \$83,011 for the year just ended; and the Reserve Fund totalled \$46,000. This is a record of growth of which the Association can be justly proud.

Ruth Crawford, convention chairman, and her hard-working committee have planned a most successful convention for 1952. It is hoped that this conference will show a goodly surplus, particularly since more exhibit space has been sold than at any previous meeting. A total of forty-four booths and two extra tables in the mezzanine corridor have been purchased at \$100 a booth (\$60 each if shared by two exhibitors) for a total revenue of \$4,238. Seven pages of advertising in the convention program netted an additional \$470. The Executive Secretary is indebted to Mary Agee for her able assistance as exhibits chairman.

Exhibit Space

Since the Executive Secretary is responsible for selling exhibit space and advertising in the convention program and since it is sometimes very difficult to set up the procedures for exhibit space in a hotel which she has never seen and to collaborate with a committee that she has not met, it is recom-

mended: (1) *that when necessary, the Executive Secretary visit the chapter then planning the next annual convention in order to see hotel facilities and schedule exhibits.* Because of difficulties in choosing the best site for exhibits at the Royal York Hotel in Toronto and in estimating the cost for this space to SLA and the correct price to charge exhibitors, Mrs. Stebbins requests that she accept the invitation of the chapter and the Royal York Hotel to visit Toronto for a day or two after the fall Board meetings.

Again this year the SLA Public Relations Committee has a booth with the commercial exhibits. Included here is material about SLA, exhibit copies of publications, membership information and other pertinent material. The booth is manned by a different member of the staff from Headquarters daily. The one-half price sale on publications prior to 1948 which is in effect from May 1 to July 31, 1952 is being advertised at the booth and orders accepted to these and newer publications of SLA.

Promotion

A short campaign to secure new subscriptions to *Technical Book Review Index* and *SPECIAL LIBRARIES* was most successful. A total of twenty-three new subscriptions to *TBRI* and twenty-seven to *SPECIAL LIBRARIES* were added during this period. Forty-seven new Student memberships were received as a direct result of sending information about SLA and sample copies of *SPECIAL LIBRARIES* to every student in accredited library schools last winter. Very few members cancelled their memberships due to the increase in dues January 1, but a number did change to a less expensive type of membership. The \$1900

received in new Life memberships before January 1, plus one at \$250 since that date, have been deposited at the Central Savings Bank as requested by the Executive Board.

The number of members who delay paying their dues each year until after they have been dropped on March 31, continues at about eight hundred members a year, half of whom eventually rejoin. As it now costs approximately one dollar to reinstate each dropped member the Executive Secretary recommends: (2) *that the Constitution and By-Laws Committee consider adding a reinstatement charge to Section 5, By-Law VII.*

Headquarters Staff

Many changes have taken place in Headquarters staff during the past Association year, resulting in almost a complete turnover. At the present time, the only person with more than a year and a half of service, in addition to Mrs. Stebbins, is Mrs. Shoemaker, the bookkeeper, who has been on the staff for seven years. Mrs. Greta Majette and Vivian Weitz joined the staff last summer, the former as a clerk and stenographer and the latter as assistant in the addressograph department. Mrs. Anita Boling replaced Mrs. Schofield in charge of the addressograph department; Mrs. Ellen Maky rejoined the staff as clerk-typist in the fall; and Mrs. Shirley Brooks replaced Miss Walsh as office manager-receptionist-secretary in February. Due to an unprecedented demand for SLA publications and also to the additional clerical work now involved in filling orders for Institutional members, the Executive Board authorized the appointment of an additional typist-clerk for three months during the winter. Mrs. Viola Olson and Gladys Isaac shared this work as neither wished to work full time. Miss Isaac is continuing to work as a stenographer for SPECIAL LIBRARIES on a part-time basis as authorized by the Board, March 7, 1952. The Association is fortunate to secure the services of Dora Richman, chairman of the Publishing Division,

and formerly a member of the Editorial Governing Board, to fill the unexpired term of Harry Snowden, Jr., as associate editor of SPECIAL LIBRARIES. Miss Richman brings to this position not only editorial experience but a wide knowledge of SLA.

News Bulletin

The third issue of the *SLA Bulletin* was mailed to all members the end of April. In order not to delay this bulletin any longer than absolutely necessary, the secretary, Mr. Battell, forwarded transcript of the actions taken at the March meetings of the Executive Board and Advisory Council. Even with this in hand, it was most difficult to issue a complete and accurate account of the actions taken, without full minutes available. As it is impossible for a volunteer secretary to transcribe these minutes in less than six to eight weeks, the original purpose for which this bulletin was planned is somewhat nullified. Another difficulty, too, is that of its ephemeral nature, since bulletins are not bound and no permanent record of the actions taken is then available to members except in the minutes at Headquarters. The cost of issuing the *Bulletin* is considerable, each issue totalling about \$260. (Printing \$100; Postage \$100; envelopes \$15; stuffing and mailing \$45) or \$780 for the year. The Executive Secretary suggests that, as the actions taken at Board meetings should be a matter of permanent record to all members and as the *Bulletin* is not now meeting the purpose for which it was designed and as the cost is increasing: (3) *that Board and Council actions be included in the first available issue of SPECIAL LIBRARIES after each meeting and reprints mailed to Associate and Student members.* The cost of a four-page reprint would be \$45 for 1500 plus \$20 postage and \$13 for envelopes or a total of \$78 or \$234 for the year.

Mr. Battell has done excellent work in preparing the minutes after each Board meeting despite pressures of his own job. It has been necessary to have these stencilled for distribution to Board

and Council members by a commercial firm since Headquarters is exceedingly busy during the winter and spring. The budget should therefore be increased accordingly as it is quicker and more economical at present to have the minutes prepared commercially. With full reports included this year, the work is duplicated and the cost becoming increasingly high. The October *Minutes*, for instance, in final form cost \$237, the total for the year probably over \$700, with only \$400 allowed in the budget for 1952. If the Board would like to have the preliminary minutes prepared at Headquarters, in order to ease the burden on the elected Secretary, it is recommended: (4) *that the preliminary digest of the Minutes indicate which reports should be included with mimeographing the reports and that every effort be made to condense the Minutes without omitting essential information.*

It is hoped that a new tenant can be secured for SLA Headquarters July 1, when the lease of the present tenant expires. Mr. Kelley does have available considerable shelving occupying about 1020 feet on one wall which he purchased second-hand for \$185. This shelving would be useful to SLA for keeping publications and supplies, some of which are now on the floor. The Executive Secretary recommends: (5) *that she be authorized to offer Mr. Kelley \$100. for this shelving.*

SLA Visitors

It is with pleasure that SLA plans an open house at Headquarters on May 23 before the 1952 Convention. To all members unable to visit Headquarters then, a cordial welcome is extended on their next trip to New York. Important visitors during the year from abroad at Headquarters included: Mme. S. Briet, Bibliotheque Nationale, Paris, France; Lisa Cappelin of Sweden now at the American Swedish Historical Museum, Philadelphia; B. S. Keshavan, chief librarian, National Library of India; Marie Martin, librarian, University of Geneva Law School, Switzerland;

Prof. R. Podhorsky, librarian, Institute of Technology, Zagreb, Yugoslavia; Josefa E. Sabor, Interamerican Housing Center, Bogata, Colombia; Celestino Sanudo, Division of Housing and Planning, Pan American Union; Karsten Sartz, librarian, Employers Association, Oslo, Norway, Arthur Hamlin, executive secretary, American College Research Librarians, also visited Headquarters recently.

Lecture Dates

Mrs. Stebbins addressed the students of Prof. Trautman's class at Columbia University School of Library Service on August 7, 1951 and May 7, 1952; Drexel Institute School of Library Science, Philadelphia, November 28, 1951; and St. John's University Library School, February 15, 1952. She attended the meeting of the Committee on Economic Development, October 25, 1951; the annual meeting of the Woman's Placement Bureau on January 18, 1952; the opening of the School of Nursing Library at Mary Immaculate Hospital, April 15; the meeting of the representatives of non-government organizations of the U. S. Mission to the U.N. on April 23; a tea at the English-Speaking Union, May 7, in honor of the tenth anniversary of Books Across the Sea, plus a number of chapter, group and committee meetings in the New York area. The Executive Secretary will speak about membership service and records at Headquarters at the chapter presidents meeting on May 26 and at the school for division officers that evening. Instruction sheets for chapter and division secretaries have been prepared and Mrs. Boling of the Headquarters staff will also be available for questions.

The new model 1900 addressograph machine with the automatic ejector is in operation at Headquarters. Six file drawers have been reorganized for additional material through the use of Permaflex folders.

This year, slips have been sent to chapters regularly during the winter, showing payment of dues so that chapters could have correct records of paid-

up members. Notices will continue to be sent regularly once a week to chapters from November 15 to March 15 for their information. In order to cut down the paper work which has become very heavy in the membership records department, and which in the winter is too much for the two girls there, the Executive Secretary devised a new eight-year form for the master file. By using the membership code, most of the hand stamping has been eliminated. The Executive Secretary, in order to be able to furnish mailing lists and envelopes to Sections, recommends: (6) *that \$100 be allotted to cutting extra plates for eleven sections of Science-Technology and Social Science Divisions this summer.* She suggests first, however, that a check be made of those persons really interested in the work of the sections since recently, in clearing the Metals Section list, over three hundred had indicated they wished to belong although many of them were merely names on a list. The cost to the Sections and Headquarters of carrying persons not interested is very heavy. It has been found that new members and some former ones are now choosing all six sections of Science-Technology, paying two dollars additional and taking five more sections in Social Science or vice versa. A total of thirty cards must be prepared for such a member and each time he changes his address another thirty. The cost quickly outdistances any value received in allowing unlimited section affiliation. Mrs. Stebbins therefore asks the Board: (7) *that consideration be given to the question of limiting section affiliation or charging an additional fee to help defray the cost to sections and Headquarters.*

At the present time, many members do not understand the necessity for sending only one membership card for each person to each chapter, division and section and why extra requests for lists from non-division or chapter officers cannot be honored. Present staff and budget do not permit such service.

Some valuable new classification

schemes and subject headings lists were added to the Professional Literature Library this year. A total of seven books, 202 classification schemes and subject headings lists and 38 manuals were loaned from June, 1951 to date.

Mailing Lists

Annually the Chapter and Division Liaison Officers endeavor to secure the names of chapter and division officers for the Association year for Headquarters. In order to be sure that the proper Association officers and those in chapters and divisions receive all chapter and division bulletins required, it is recommended: (8) *that Chapter and Division Liaison Officers forward the names to chapters and divisions of all persons who should be on the mailing lists annually.* There would then be less difficulty in receiving the bulletins which chapters and divisions need to function efficiently.

The auditor has had difficulty in tracing actions taken by mail by the Executive Board when the original votes were not sent to Headquarters. It is recommended therefore: (9) *that each president send to Headquarters the votes from Board members for the permanent record immediately after any action has been taken.*

A total of \$280 has been received from addressograph service extended to New York Legislative Service, Journal of Spectroscopy, Institute of Life Insurance, Towsley Microcards, Johns Hopkins Press and National Used Car Market Reports. Since this work must be undertaken when there is no SLA addressographing waiting, it has to be limited to the summer months.

A new type of meeting has been arranged for Chapter Employment Chairmen with a breakfast and round-table session scheduled May 28 with Jane Krumacher of New York University as speaker on placement tools and techniques. The Executive Secretary recommends: (10) *that a similar meeting be part of each annual convention in order to acquaint new employment chairmen with the duties of placement*

work. In order to be of more real service to the membership Mrs. Stebbins has now completed a year's work in guidance and personnel administration at the graduate school of New York University.

As it is impossible to know salary ranges for special librarians in various sections of the U. S. and Canada unless specific positions there have been listed with Headquarters, the Executive Secretary asked each Chapter Employment Chairman for average high and low salaries in his chapter. Some very helpful replies have been received. A total of 315 openings have been listed at Headquarters since June, 1951 with 117 filled to date. The following is a tabulation of positions from chapter areas handled by Headquarters:

	Open	Filled
Baltimore	1	0
Boston	4	0
Cincinnati	7	1
Cleveland	1	0
Connecticut Valley	4	1
Greater St. Louis.....	1	0
Illinois	7	1
Indiana	1	0
Kansas City	3	0
Louisiana	2	0
Michigan	4	0
Minnesota	4	0
New Jersey	19	2
New York	192	100
Philadelphia	12	3
Pittsburgh	5	0
Puget Sound	1	1
San Francisco	1	0
Southern California....	2	1
Texas	3	1
Washington, D. C.....	9	3
Western New York....	11	1
Unaffiliated	21	2
Total	315	117

Chapters have reported the following during this period:

	Open	Filled
Baltimore	0	0
Boston	25	6
Cincinnati	No Report
Cleveland	1	1
Colorado	5	1
Connecticut Valley..	5	3
Greater St. Louis..	1	0
Illinois	41	4
Indiana	5	2
Kansas City	No Report

Louisiana	3	0
Michigan	8	3
Milwaukee	2	0
Minnesota	No Report
Montreal	No Report
Philadelphia	7	3
Pittsburgh	8	0
Puget Sound	4	1
San Francisco	19	4
Southern California	11	0
Texas	No Report
Toronto	2	2
Washington, D. C...	35	26
Western New York	No Report
Total	182	56

The Placement Service will be in operation with the help of three New York Chapter members on May 26, 27 and 28 at Hotel Statler. Since more people indicate interest in working in New York City than any other one area, and since many employers as well as members plan to visit the Placement Service at this convention, it will undoubtedly prove productive. The convention provides the means for those persons not near a chapter to use the placement service in person and to meet a number of prospective employers.

Advertising

The increase in advertising rates to \$80 a page in SPECIAL LIBRARIES January 1, 1952, does not seem to have affected the number of advertisements received. Total advertising revenue in 1951 was \$6,529.59, a decrease of \$112.18 over the same period in 1950. New advertisers in SPECIAL LIBRARIES from July-August 1951 to date, accounted for four pages, four half-pages, seven quarter-pages, ten eighth-pages.

The Special Directory Section was included again in SPECIAL LIBRARIES, July-August and February and accounted for \$69 and \$97 respectively. Revenue by issues since June 1951 is as follows:

1951	
July-August	\$655
September	515
October	705
November	593
December	557
1952	
January	\$684
February	597

March	752
April	852
May-June	692

In closing, the Executive Secretary would like to express her appreciation to the officers and members for making possible such a rewarding twelve years.

She wishes to thank the loyal and hard-working staff at Headquarters for making possible the record of service for which SLA now stands. It has been a pleasure to have been so closely connected with such an alive and progressive organization as SLA.

Editorial Governing Board

Chairman's Annual Report

ALMA C. MITCHILL

THE YEAR 1951-1952 has been one of transition for SPECIAL LIBRARIES. With the confirmation last June of the appointment of Harry Snowden, Jr., as managing editor, and with the appointment of an Editorial Governing Board of three members, our journal began another period of its existence—before that, as you know, it was primarily under the supervision of a volunteer editor with assistance from Headquarters. The first job of the EGB was to draw up recommendations for a smoothly running editorial policy and to define the functions of the Board.

These recommendations were presented to the SLA Executive Board and the Advisory Council at both their fall and spring meetings. Actions taken were reviewed in the SLA Executive Board and Advisory Council *Bulletins* for December 1951 and April 1952. With most of these recommendations accepted by the SLA Executive Board, the editorial set-up of SPECIAL LIBRARIES seems assured for the next three years at least.

There is, however, one other recommendation which the EGB wishes to present at this time. It recommends that the word "governing" be deleted from

its title. Not only the members of the Board but also other SLA members have felt that it sounded too dictatorial and that since SLA is a democratic organization, the term is misleading.

In February of this year, Harry Snowden left us to accept a more lucrative position and we were fortunate in securing the services, as associate editor, of Dora Richman. Miss Richman was a member of the Editorial Board, the chairman of the SLA Publishing Division, was familiar with the Association and its various chapters, committees and divisions and had extensive editorial experience in her previous positions as assistant to the president of Musette Publishers, Inc., and as research librarian of Consumers Union. Both Mr. Snowden and Miss Richman have made several changes in the format of SPECIAL LIBRARIES. Some have been to your liking, others have not. We want you to feel always that SPECIAL LIBRARIES is your journal and that it is your privilege to express your opinion to the associate editor or to the chairman of the Editorial Board whenever you approve or disapprove of what is being done—this applies to articles as well as to format.

Chapter Relations Committee

Chairman's Annual Report

HELEN MARY PYLE

Chapter Liaison Officer

At the beginning of this Association year, the President requested the Chapter Liaison Officer to communicate with chapter presidents. Four long letters were sent to them, July 26, October 12, December 5 and March 27. In many instances, replies made these letters a real two-way communication and well worth the effort and time involved.

A second major activity was the pleasant but complicated task of arranging for the President's visits to the following Chapters: Montreal, New York, New Jersey, Washington, D. C., Cleveland, Illinois, Michigan, Indiana, Greater St. Louis, Louisiana, Texas and Kansas City. Everyone concerned was most cooperative. Mr. Aspnes' illness at the time of the spring tour following the Board meeting made a number of changes of schedule necessary, but all visits were completed in April. Elizabeth Ferguson, in addition to presiding at the Board meeting in Chicago, assisted further by visiting the Illinois, Michigan and Indiana Chapters. As a result of the recommendations approved in March, preliminary arrangements for this fall's tour are well started. The incoming Chapter Liaison Officer will find this a real help in getting the year's work under way early.

Other activities have been carried out by the entire Committee. Rowena Phillips compiled the list of chapter bulletin editors; Eleanor Wright arranged for and presided over the presidents' luncheon in Chicago in March. She assisted, also, at the luncheon in New York in November. All three of us have read the chapter bulletins and have taken turns in preparing *Chapter Highlights* copy for SPECIAL LIBRARIES. We also revised Section R of the *Chapter Manual* on the President's visits. In this, we were assisted by Mrs. Elizabeth W. Owens, as a past-president, and Katharine Louise Kinder, president of the New Jersey Chapter. The revisions were accepted as presented to the Executive Board at its March meeting and will be sent to the incoming chapter presidents.

For the sake of the record, I am incorporating here the items of responsibility which I discussed with the chapter presidents on Monday evening, namely,

1. The early organization of each chapter at the beginning of the Association year.
 - (a) Prompt attention to the list of officers and bulletin editor.

2. Suggestions to the SLA Nominating Committee of names and qualifications of chapter members who could represent the chapter in Association activities.
3. Distribution of the chapter bulletins as set forth in the *Chapter Manual*.
4. Prompt attention to letters requiring answers.
5. Due care to the form as well as to the content of reports.

In presenting the abstracted chapter reports, I want to remind you that the chapter activities really constitute the wealth of our Association—across subject interest, rank, budget. A note to myself, jotted down as I was reading the semi-annual reports from chapters, was lying in front of me when I read George Bonn's article in the May 1952 issue of the Texas Chapter *Bulletin*, conveying the same point. In one annual report, the president commented on the high morale in his chapter when he stated that the members who were asked to take on various duties did so willingly. The instances multiply. I will not repeat more of them for I know each of you can think of many within your own chapter.

These chapter abstracts repeat some information which appeared in "Chapter Highlights," particularly the projects and the publications. Where projects have been publications, they appear in the latter category.

Baltimore. Baltimore Chapter held six meetings on different nights of the week, with a greater variety in programming. Dr. Susan Grey Akers, Dean of the University of North Carolina School of Library Science, drew a record attendance to the March meeting. Projects included a membership drive and a study of the Chapter's Constitution and By-laws with the idea of revision. The *Directory of Special Libraries Within the Baltimore Area* is being revised. The *Chapter News Notes*, which is issued at irregular intervals, has a new masthead and new paper stock this year.

HILDA E. MOORE, *President*.

Boston. Boston held eight meetings, including one at Providence and a joint meeting with the Connecticut Valley Chapter at Swampscott. The March meeting was an all-day personnel institute. The year's project was a membership drive, reported to be fairly successful. The *News Bulletin* appears eight times per year.

MARGARET A. FIRTH, *President*.

Cincinnati. The Cincinnati Chapter met five times, including a joint meeting with the Miami Valley Librarians Association, Dayton, Ohio. Plans are already begun for the 1954 Convention, to be held in Cincinnati during the week of May 16. Joseph J. Olah is convention chairman, and the Netherland Plaza Hotel will be headquarters.

An article on the special libraries of the city appeared in the *Cincinnati Enquirer* of March 16. Twelve photographs depicting the service given to industry by special librarians were used. The Chapter *Bulletin* appeared in two issues this year.

MAXINE MILAM, *President*.

Cleveland. The eight meetings of the Cleveland Chapter were built around the theme "Getting Acquainted with Cleveland." One was a joint meeting with the Library Club of Greater Cleveland and the local chapter of the Association for the Advancement of Management, when Mrs. Lillian Gilbreth was the speaker.

The work necessary in reorganizing the Translation Pool has delayed the educational meetings. The Public Relations Committee has been active in recruiting among the high schools and colleges of the area. A duplicate exchange list has just been circulated. One position was filled by the Employment Committee. A Chapter directory was published in two parts, the first being a directory of members and the second a directory of companies and institutions.

MARY FRANCES PINCHES, *President*.

Colorado. Our infant Chapter, one year old on April 29, has made splendid progress during the year. The initial membership of 39 has grown to 59 and the first year's activities are commendable. Five meetings were held, including participation in the program of the Colorado State Library Association last October. In preparation is the *Directory of Special Libraries in Colorado*. The Chapter bulletin, *The Columbine Special*, was planned as a bi-monthly but circumstances limited publication to three issues.

MELBOURNE DAVIDSON, *President*.

Connecticut Valley. Since the elected president and vice-president resigned early in the Association year, the Connecticut Valley officers who have served during the season were not constituted as an Executive Committee until July 27. The Chapter held seven meetings in seven different places, including the joint meeting with Boston at Swampscott, Massachusetts. In addition, the Springfield section held four meetings of its own. Efforts are being made to place the *Bulletin* on a better paying basis through advertising and increasing the number of pages. Five issues were published, with a sixth due in July. A *Union List of Serials* is making progress slowly.

Three positions have been filed by the Employment Chairman. The Archives Chairman has been at work on the files in the State Library. Liaison is maintained with the Connecticut Library Association by attendance at its Executive Board meetings. The Chapter manned an SLA booth at the state association meeting in May.

WILMA E. ZIMMERMAN, *President*.

Greater St. Louis. Five meetings of the Greater St. Louis Chapter were held, including one joint meeting with the Kansas City Chapter during the convention of the Missouri Library Association and another with the local chapter of the American Library Association when Verner Clapp, chief assistant librarian, Library of Congress, was the speaker. In memory of Allen G. Ring, a charter member of the Chapter, a contribution of over \$250 has been made to the Association's Student Loan Fund. The special project for the year was to increase membership and attendance at meetings. Permanent location of the archives of the Chapter was established at the St. Louis Medical Society Library.

ALBERTA M. BARKLEY, *President*.

Illinois. The Illinois Chapter held eight meetings on alternating Tuesday, Wednesday and Thursday evenings, and a Saturday trip to the S. C. Johnson plant and library at Racine, Wisconsin. The Employment Chairman brought the employment records up to date: 175 inquiries were sent out; 60 were returned; 41 employers called to list jobs; four placements were made, with three more as possibilities. Projects included: (1) duplicate exchange in which 40 libraries participated, and (2) a training course in basic reference tools for nonprofessional employees. Publications include the *Informant* (five issues), the annual directory, and a chapter manual which will be ready for the incoming officers in June.

RUTH NIELANDER, *President*.

Indiana. The year's five meetings of the Indiana Chapter included two outside of Indianapolis. One meeting was held at the time of the Indiana Library Association conference, when Dr. Dwight E. Gray, chief of the Navy Research Section of the Library of Congress was the speaker. Work has continued on the union periodical file housed in the Technical Department of the Indianapolis Public Library.

There is a chapter representative on the Indiana Library Action Committee which interests itself in legislative and other general library matters. There were four issues of the *SLAnt*. The Chapter cooperated with three other library associations—state, library trustees, and school librarians—in publishing a directory of all Indiana librarians. Activities of the Hospital—Medical Section were also summarized. ESTHER SCHLUNDT, *President*.

Kansas City. The Kansas City Chapter held eight meetings, including the joint one with Greater St. Louis, and canceled one because of bad weather. All records for the archives and the chapter scrapbook are permanently housed in the Linda Hall Library, under the supervision of the Chapter Secretary. The *Newsletter* is published nine times per year. The *Union List* is due for completion by mid-summer. A new chapter directory is recommended as a new project.

BERTHA FERGUSON, *President*.

Louisiana. When Dr. Louis Shores, president of the Louisiana Chapter, went to Great Britain in August as a Fulbright scholar, the Vice-President took over as Acting President. Five meetings were held—three in New Orleans and the others in Baton Rouge, in conjunction with the annual Baton Rouge-New Orleans Library Club joint meeting, and in Shreveport, during the Louisiana Library Association convention. The *Bulletin* was issued six times. Work has begun on a *Union List of Current Serials*. The fall 1952 issue of the Louisiana Library Association *Bulletin* is to carry an article on special libraries in the state. DOROTHY B. SKAU, *Acting President*.

Michigan. This season's seven meetings of the Michigan Chapter were all planned for the second Thursday in the month and included a Toledo Day. The special activity for the year was the display booth at the World Metallurgical Congress in Detroit, October 13-19, planned and set up and then manned for twelve hours a day. The first life membership at the new \$250 rate is reported. Constitutional revisions were discussed at the annual business meeting. Six issues of the *Bulletin* were published.

MRS. FLORENCE ARMSTRONG, *President*.

Milwaukee. Six Milwaukee Chapter meetings were held in Madison and Milwaukee, with one a luncheon meeting of the Wisconsin Library Association. The *Union List of Serials* is a continuing project maintained on cards in the Reference Department, Milwaukee Public Library. The January-February issue of the Wisconsin Library *Bulletin* was devoted to "Special Libraries in Wisconsin." The February 10 issue of the *Milwaukee Journal* carried an article on local industrial libraries. A display showing the work of the Chapter through pictures was prepared for the state library association convention. Three issues of the *Bulletin* were published.

FLORENCE MARKUS, *President*.

Minnesota. During the fall, Minnesota activities were disrupted by the resignation of the President and the Secretary-Treasurer. Despite the handicap of time the new officers organized an excellent program based on more understanding relations among the Chapter

members and beyond the membership. Among the innovations of the year were: (1) file of identification badges for the membership retained by the vice-president; (2) programming a meeting for the librarians' superiors and other executives; (3) file of anecdotes from the professional life of the members, for future publicity; (4) personnel file of Chapter membership emphasizing work experience, educational background and special interests. Other projects pending are constitutional revision and a new edition of the membership directory. *News-Notes* is published four times per year. BERNADETTE BECKER, *President*.

Montreal. The Montreal Chapter held six meetings including a joint meeting with the Quebec Library Association, when Dr. Mary Duncan Carter, a former SLA director, was one of the speakers. Company officials joined their librarians in welcoming members at three meetings and these executives all showed increasing interest in and encouragement to the Association.

Work has progressed on the *Union List of Serials in the Montreal Area*. Some twenty members met twice weekly during the winter and spring and present plans call for publication of the list in October 1952.

The Archives Committee has begun a systematic program for filing Chapter records. Two *Bulletins* have been published, with the third in preparation. The appearance has been improved with a new cover. The *Directory of Special Libraries in Montreal* will be supplemented in the fall. The Education Committee considered and decided against holding a seminar on records administration while the *Union List of Serials* required so much time. Publicity has again appeared in both English and French papers with especially satisfactory results.

ENID MARROTTE, *President*.

New Jersey. Programs of the New Jersey Chapter based on suggestions from the membership, and a consistently good attendance, have been gratifying to the Chapter. Speakers at the meetings included Roger McDonough, who spoke on the New Jersey State Library and its relationship to special libraries in the area. The Chapter *Bulletin* has had a new cover design and has been enlarged to carry a full report of speeches and activities—a commendable practice.

KATHARINE LOUISE KINDER, *President*.

New York. The New York Chapter held four general meetings; there were many group meetings, which is a natural situation in such a large membership. Nearly all efforts have been centered on convention planning.

Under the chairmanship of Elizabeth Ferguson, the Ballard School Committee arranged for a new course in elementary reference work to be given for subprofessional personnel. The

registration for the course was very encouraging. This is in addition to the courses in cataloging and filing still being offered.

The president and the immediate past president served as advisers in connection with the forthcoming American Library Association Convention in New York.

A *Union List of Business and Financial Services* has been completed by the Financial Group. *Chapter News* is published five times per year. JANE ALMERT, *President*.

Philadelphia. There were seven Philadelphia Council meetings, including the annual meeting held in suburban Swarthmore and a Saturday trip to Bethlehem as guests of Bethlehem Steel Company for a plant tour and luncheon. The archives are housed at the Free Library. Three positions were filled through the Employment Committee. The revision of the *Chapter Manual* has been completed. The eighth edition of the *Directory of Libraries and Information Sources in the Philadelphia Area* went on sale in November. Five issues of the *Bulletin* were published.

A special project was the award to Jane Elizabeth Ross, a member of this year's Library School class at Drexel Institute of Technology, whose "major in the special libraries field shows the most creative ability and the greatest aptitude for special librarianship." Chapter members joined with the Free Library of Philadelphia in manning a science library at the American Association for the Advancement of Science convention in December. The president spoke at a luncheon sponsored by the Pittsburgh Chapter during the Pennsylvania Library Association Convention. She also spoke at a career conference at Wilson College, representing SLA. ELEANOR ESTE CAMPION, *President*.

Pittsburgh. Six meetings of the Pittsburgh Chapter were held, including a special meeting on "Bringing Special Services to Your Community," at Bedford Springs, during the Pennsylvania Library Association meeting. Elizabeth Ferguson summarized the panel discussion. There was also an exhibit of materials from Headquarters and the two Pennsylvania Chapters. A Christmas Shopper's Luncheon required an admission "fee" of a child's book. Thirty-five books were collected and given to the "Improvement of the Poor" for distribution.

A lecture course in parliamentary procedure was conducted. There were no placements by the Employment Chairman. A membership directory was compiled in 1951. Two duplicate exchange lists were issued. There were four issues of the *Bulletin*.

JOSEPHINE R. GILMORE, *President*.

Puget Sound. Puget Sound members held six Chapter meetings. The Chapter has been advised by its Executive Board to instigate

local membership next year for people working in clerical positions in special libraries and for librarians not in the special library field who would nevertheless like to attend meetings. The Board has also recommended that next year's officers start a study of the special library needs and resources of the area. The Chapter bulletin, *The Specialist*, is published at irregular intervals.

The Chapter, like a number of others, is separated by distance as well as the terrain. They also note the lack of large industrial concerns which so often have special libraries. The president of the Chapter represents it on the executive board of the Washington State Library Association.

LAWRENCE P. MURPHY, *President*.

San Francisco. Nine San Francisco Chapter meetings were held, including a joint meeting, with the Southern California Chapter, in conjunction with the California Library Association annual meeting in San Francisco. Mme. Suzanne Briet, assistant curator, Department of Printed Books, Bibliotheque Nationale, Paris, was guest of honor and speaker at the January meeting. Mrs. Alice Sturgis, author and speaker on parliamentary procedure proved so popular that she later conducted two meetings on the subject, in place of the regular methods meeting.

The archives files have been rearranged. Two duplicate exchange lists were issued. Through the Employment Committee four positions were filled, with four pending. They report the demand for library school training. The *Union List of Serials of the San Francisco Bay Region* is ready for the printer. There were nine issues of the *Bulletin*.

EUGENIA IRONSIDE, *President*.

Southern California. No final report.

Texas. Four meetings of the Texas Chapter were held at College Station, Austin, Fort Worth and Houston. The Program Committee was organized on different lines than previously. Instead of the usual chairmen and committees there were four chairmen—one resident chairman for each meeting. One meeting was devoted to a review and discussion of *Technical Libraries—Their Organization and Management*. The four issues of the *Bulletin* were mailed about two weeks in advance of the meetings. In addition to the customary mailing to members and to chapter presidents and bulletin editors, copies were sent to prospective members and to the library schools in Texas. The *Bulletin* carried the texts of papers presented at the Chapter meetings, besides the usual announcements, etc.

Work on a *Directory of Special Library Resources in Texas* has gone forward satisfactorily. Over 940 letters and questionnaires have been sent to institutions and organizations thought to contain libraries.

An SLA-Texas Chapter exhibit was planned for the regional convention of the Institute of Radio Engineers in Houston, May 16 and 17, when more than 1,000 engineers and technical men in radio and electronics were expected.

MRS. CLAIRE J. SCHULZ, *President*.

Toronto. The Toronto Chapter reports a marked increase in membership and a very friendly atmosphere which was so apparent at the seven meetings. Two issues of the *Bulletin* were published. A decennial index has been prepared and should appear before summer. The Chairman of the Personnel Committee has served also on the Index Committee and is coordinating and compiling the information for the personnel file. Two placements were made by the Placement Committee. The album begun last year to file the Chapter's exhibits has been maintained and enlarged.

A revision of the *Directory* will appear shortly and will include all special libraries in the Toronto region. This is planned to be useful not only for the 1953 convention but also as a means of interesting prospective members.

AGATHA LEONARD, *President*.

Washington, D. C. There were five Washington Chapter meetings and 37 meetings of the eight organized divisions. This situation is similar to New York's, where a very large membership fosters division strength and activity. The minutes of the Chapter and the Executive Board meetings have been indexed from 1940 through 1949. There has been a preliminary draft of specifications for position standards, library series. An effective placement service reports 98 persons interviewed, 26 positions filled and 17 persons brought into the Association. A discount service for purchasing books and magazine

subscriptions was maintained. The Chapter's scholarship loan fund contained over \$1,100 in April. There is a Chapter House fund of more than \$250.

The Chapter published a *Handbook and Directory, 1952* and, in cooperation with the Library of Congress, *Library and Reference Facilities in the Area of District of Columbia*. There were eight issues of *Chapter Notes*. A total of 105 persons were active as Chapter, group committee, officers or members.

BURTON W. ADKINSON, *President*.

Western New York. Like other chapters organized on a state-wide or regional basis, the Western New York Chapter is regularly faced with special problems in planning and scheduling meetings. Four meetings were held during the year, two on strictly professional interests and two of more general interest. Four issues of the Chapter *Bulletin* were published, in conjunction with announcements of each of the meetings. An alphabetical name list of members is tentatively planned for June.

The President recommended that there be a survey on the Chapter's general objectives and on programming meetings.

J. GORMLY MILLER, *President*.

Before closing this report I should like to express my thanks to all who have made this year's work so enjoyable. I especially appreciate the efforts made by several Chapters to keep me posted on their activities. I also wish to thank the two members of the Chapter Relations Committee, Eleanor Wright and Rowena Phillips, who have assisted in so many ways. A special word of appreciation is due Mrs. Kathleen Stebbins who gave me so much assistance and advice throughout the year.

PRESIDENT'S CHAPTER VISITS

The itinerary of SLA's president, Elizabeth Ferguson, includes the following cities during October:

Washington, D. C.....	October 9-11, 1952
Toronto	October 13-14, 1952
Spokane	October 15, 1952
Seattle	October 17-20, 1952
San Francisco	October 21, 1952
Los Angeles	October 23-25, 1952
Denver	October 26-27, 1952
Urbana, Illinois	October 30, 1952
Chicago	October 31, 1952

Division Relations Committee

Chairman's Annual Report

ANGELICA BLOMSHIELD

Division Liaison Officer

Much of the past year has been spent writing the *Workbook of Division Procedures*, with the aid of a special committee, composed of Katherine Kinder and Alice Wells, with the Division Liaison Officer serving as chairman. The *Workbook* could not have been prepared without the untiring efforts of the Committee throughout the winter.

The tentative draft of the *Workbook* was used Monday, May 26, at the first session of the School for Incoming Division Officers.

This draft has been accepted by the Executive Board with minor changes and will be published in its final form this summer.

Two *Bulletins* were published this year. Part of each was given over to news and directives but each included an article on a subject which seemed of importance. The cover, designed by a member of the New York Life Insurance Company staff has been a great success.

Several new ideas have been instigated. (1) The school for incoming division officers will hold its first meeting May 26 under the direction of Thelma Hoffman. (2) A system for the appointment of division representatives was begun. (3) A recommendation made by the Division Liaison Officer, March 7, at the Executive Board and Advisory Council meeting, was acted on favorably—namely, that the Division Liaison Officer shall serve on those committees whose activities most closely concern the Divisions as follows: Public Relations, Publications and the newly-formed Convention Advisory Committee, as well as the Awards Committee.

The Divisions seem to have had a productive and peaceful year. Many have spent a good deal of effort on membership, both recruiting and straightening out their rosters. Condensed reports follow:

Advertising. The Division's membership roster shows an increase of thirteen. A drive is being made to increase it further. The periodical bibliography *What's New in Advertising and Marketing* now has 175 paid subscriptions.

Biological Sciences. The Division has increased its membership by almost 20 per cent and now has 365 members. Two *Bulletins* were published with paid advertising and sent

to the entire membership. An invitation was sent to the Hospital Division and to the Pharmaceutical Section of the Science-Technology Division to join with them as one division. The problem will be discussed at the annual division business meetings.

Business. Membership increased by twenty-seven. The Chairman again recommends that divisions should be listed at the bottom of the dues statements. Three issues of the *Business Bulletin* were published this year with a fourth to appear after the Convention. There are approximately ninety-five paid subscriptions. A tentative Division Constitution has been drafted to present to the members of the Division's annual business meeting.

Financial. The *Corporation and Manufacturers Directory* compiled by Betty Marshall appeared as a supplement to the *Financial Division Bulletin* last July. Additional copies were sold at fifty cents each. It was indexed in the *Industrial Arts Index*. Another supplement, the *Directory of Members*, was compiled and published by Alvern Sutherland. The *Banker's Monthly* project was continued under Marion Wells. The revision of the *Banking and Financial Subject Headings for Bank Libraries and Financial Subject Files* is still under consideration.

Geography and Map. Two issues of the *Division Bulletin* were sent free to members. Three projects are being worked on: (1) The *Inventory of Map Resources of the United States*. (2) The Committee of Chapter Boundaries expects to prepare a map showing the geographic location of all SLA members during the coming year. (3) The Map Cataloging Committee is preparing a report to determine what essential information should be included on a map catalog card.

Hospital. The Division membership totals 181. The Committee on Bibliography of Hospital Literature is to present suggestions for compilation in its publication at the Division's annual business meeting. An interesting breakdown of the kinds of libraries included in the Division and their main subject interests was made. The results show that although there is an apparent diversity of interests, all have

one focal point in that they relate to the patient in one way or another.

Insurance. The continuing project of the Insurance Division is the publication of *Insurance Book Reviews*. The subscription price was raised this year from \$2 to \$3.50. A drive was made to secure new orders. Several issues of a free news bulletin were distributed to the members.

Museum. This Division reports 232 members, a slight growth. A *Membership Directory* is being prepared. A study on slide collections in museum libraries will be presented at the Convention. If necessary, the study will be continued.

Newspaper. A *Membership Directory* was prepared. There has been a loss in membership. Four issues of the *Bulletin* appeared. The subscription price was raised to \$3 a year. A drive to increase subscriptions was made.

Publishing. The membership totals 165 and includes members from 22 states, the District of Columbia, Canada and the Netherlands. A program for increasing the membership was initiated through the appointment of four regional representatives. The annual *Directory of Publishing Members* was prepared under the direction of Rose Amari.

Science-Technology. This Division was the sponsor of that most successful publication, *Technical Libraries*, compiled by Lucille Jackson, which was published during this report year. The major concern of the Division has been the part of Special Libraries Association in the documentation picture. In this connection the Ways and Means Committee has given consideration to microcards and microprints.

Committees report that the project for a *Bibliography of Awards* is about to be presented for publication to the SLA Publications Committee. *Sci-Tech News* subscriptions total 358. Results of the salary survey were published in the *Sci-Tech News* of December 5, 1951. A special committee has started research on making up a roster of scientific and technical librarians. Beside the publications already mentioned the *Correlation Index to the Document Series and PB Reports in the Office of Technical Services* will probably be published shortly.

S-T Section Reports

Chemistry. Membership is 525. Work was begun on the *Chemistry Section History*. The SLA Publications Committee is considering the matter of the *Index to the Transactions of American Institute of Chemical Engineers*.

Engineering-Aeronautics. Membership is 273. The Section was revitalized during the year

with the publishing of membership lists and through cooperation with committee projects.

Petroleum. Membership is 170. Work on the *Glossary of Petroleum Terms* is continuing. It will probably be published in one of the petroleum journals. A duplicate periodical exchange has been started among Section members.

Pharmaceutical. Membership is 165. Publication of *Unlisted Drugs* continues. The Section voted a \$200 gift to the Student Loan Fund in memory of Allan Ring.

Public Utilities. Membership is 77. Plans are being made for the Section's exhibit at the Edison Electric Institute Convention in Cleveland, June 1952.

Social Science. This Division reports 996 members. An effort was made to canvas its membership in order to determine whether section structure should continue. Questionnaires were sent to all members and the results will be discussed at the annual division business meeting. The Division has published two issues of a bulletin which was distributed free to members. A *History of the Social Sciences Division* was prepared by Rebecca Rankin. It is to be distributed to members of the Division.

S-S Section Reports

Industrial Relations. This section is preparing an *Index of the Source List of Labor Statistics*.

Social Welfare. A round robin exchange was started last fall. The *Social Welfare Subject Heading List* is being revised.

Other Sections had no projects to report.

Transportation. No final report.

My thanks to the Division Relations Committee for its help and support in carrying out these projects.

DIVISION WORKBOOK

Copies of the *Workbook of Division Procedures* have now been distributed to all division officers. The *Workbook* has been prepared in loose-leaf form to permit revision as required.

Committee Reports

Annual Reports by Committee Chairmen

1951-1952

ARCHIVES

MARY ETHEL JAMESON

The Archives Committee has continued the indexing of the minutes of the Executive Board and Advisory Council for the years 1951-1952. In addition, the minutes for earlier years have been completed. An effort has been made to close the gap between 1929 and 1949.

Eleanor Fair prepared an interesting exhibit for the 1952 Convention, illustrating the activities of earlier conventions. The exhibit created no small interest, not to say amusement, at the Statler Hotel. This exhibit could be expanded for future conventions. It will require cooperation from chapters and individual members who may be asked to contribute photographs and historical items of interest to the membership of the Association.

AWARDS

RUTH H. HOOKER

The original Committee on Awards did an excellent piece of work in setting up the present award program for this Association. After operating under the conditions as originally stated for a period of four years, it is the considered opinion of this Committee, that the revisions and expansion of this program as stated below are in accordance with the wishes of the membership.

1. The Committee on Awards shall be composed of the following seven members: the two vice-presidents, the two most recent past-presidents, the chapter and division liaison officers and the recipient of the professional award most recently presented.
2. The Special Libraries Association shall present two honorary recognitions: (a) the Special Libraries Association professional award for an outstanding contribution to special librarianship; (b) the SLA Hall of Fame for outstanding contribution to the Special Libraries Association.

The Professional Award

(a) *Purpose of the Award:* The purpose of this Award is to recognize notable professional achievement in, or contribution to, the field of special librarianship. It should be presented only when the Committee believes that there has been some achievement of quality high enough to maintain standards worthy of Spe-

cial Libraries Association and its objectives.

(b) *Method of Selection:* Each year the Committee on Awards shall solicit and accept nominations for this Award and give them due consideration. All nominations shall be accompanied by statements showing what the Award is intended to recognize. In soliciting nominations, the Committee shall stress that all members give broad attention to notable effort so that the Award will be representative of the many professional activities fostered by the Association. It is not necessary for someone outside the Committee to submit a name for it to be considered. Quality of the contribution or achievement shall be the only criterion in selecting the recipient.

(c) *Physical Representation of the Award:* The Award itself is the distinction of having been given this recognition. Its representation shall be two fold: (1) a citation setting forth the achievement for which it is awarded, and other pertinent facts, and signed by the President of the Special Libraries Association and by the Chairman of the Committee on Awards; (2) a gift of lasting value suitably engraved, which under present economic conditions, should cost approximately \$100, or, a check for \$100.

(d) *Who is Eligible for the Award:* The recipient of the Award may be any person who has made an outstanding contribution to special librarianship. The contribution of a group of persons may be considered. Membership in SLA is not required. No member of the Committee on Awards is eligible.

(e) *Name of the Award:* The name shall be the Special Libraries Association Award.

(f) *Time for Presentation:* The Award shall be presented at the Convention, preferably at the outstanding social event.

(g) *Frequency of Presentation:* Not more than one Special Libraries Association Award shall be made in any given year. The Committee is not under compulsion to make a selection, if no suitable candidate is proposed.

(h) *Name to be Made Known:* The selections shall not be made known until the time of the presentation.

The SLA Hall of Fame

(a) *Purpose:* The purpose of the Hall of Fame is to recognize those individuals who have

made outstanding contributions to the growth and development of the Special Libraries Association over a period of years.

(b) *Method of Selection:* The Committee on Awards shall solicit and consider nominations to the SLA Hall of Fame from members of the Association. The quality of the contribution, the sustained interest and activity of the nominee in the high professional standards and growth of the Special Libraries Association shall be the determining criteria.

(c) *Physical Representation of this Recognition:* A citation shall be presented to the individual selected, setting forth the reasons for the selection and other appropriate facts relating to the Hall of Fame. The citation shall be signed by the President of the Special Libraries Association. A wall plaque shall be prepared for display bearing an inscription such as: "Special Libraries Association, Hall of Fame. Members, selected for their outstanding contribution to the growth and development of this Association". (This wording is subject to revision, depending upon the type of plaque chosen, the space available, the expense, etc.) The names of those selected will then be added annually as selected. This tablet shall be displayed on the wall in the reception room at SLA Headquarters Office during the year, and in a prominent place at the Convention.

(d) *Who is Eligible for the Hall of Fame:* Selectees for the SLA Hall of Fame may be any member of the Special Libraries Association who has made outstanding contributions to the Association over a period of years. In general, it would seem that any one selected should have been a member for at least five years to be eligible for consideration. No member of the Committee on Awards is eligible.

(e) *Name of this Distinction:* This distinction shall be called the Special Libraries Association Hall of Fame.

(f) *Time for Presentation:* The citation shall be presented to the selectees at the first general meeting of the Association at the annual Convention unless otherwise ordered by the Executive Board.

(g) *Frequency of Selection:* The Committee on Awards shall select as many names to be added each year as they deem worthy, but should be under no compulsion to add any name in any given year. The selections shall be announced annually.

(h) *Names to be Made Known:* The selections shall not be made known until the time of the presentation.

SLA AWARD FOR 1952

As reported in the July-August, 1952 issue of *SPECIAL LIBRARIES*, the SLA Award for 1952 was presented to Dr. Mortimer Taube in

recognition of his outstanding contributions and pioneering in the library profession.

CONVENTION

RUTH M. CRAWFORD

It may be written for the record that the Forty-third Annual Convention of the Special Libraries Association, held in New York May 26 through 29, 1952, has been a great success. The excellent programs attracted the largest attendance ever to register for an SLA convention.

The Chairman has received many expressions of appreciation from members throughout the country on the interesting convention programs, the efficient registration procedures and satisfactory conference arrangements, the delicious food served at the Statler Hotel and the special entertainment features. It is gratifying to report these favorable reactions.

DOCUMENTATION

ELMA T. EVANS

The present status of the work of the Committee is as follows:

A. *Recommendations made and accepted by the SLA Executive Board:* (1) accepting the Committee's definition that documentation is the art comprised of document production, document distribution and document utilization; (2) giving to document production and distribution the professional attention it deserves at this time only to document utilization; (3) informing the Librarian of Congress of the basic and primary interests of SLA in the preparation of any cataloging code for American libraries.

B. *The following recommendations were made by the Committee and accepted by the Executive Board as the points for emphasis and study in 1951-1952:* (1) encouraging research in this field; (2) advocating and practicing standardization in bibliographical items; (3) actively encouraging information officers to join SLA.

Due to the events in the personal life of the Chairman, little has been done on these lines as a concerted Committee effort. However, much has been done by the individuals on the Committee, and there is evident an increased awareness of the many problems in documentation by members of SLA as may be seen by scanning the program for this convention.

C. *The following recommendations made by the Committee were referred back to the Committee by the Executive Board for further study:* (1) going on record as disapproving the formation of "holding companies" for preparing national bibliographies, such as were

advocated in the "U. S. Report on National and International Bibliographic Problems"; (2) recommending that a presently-existing, tightly-knit organization be assigned the task of preparing U. S. national bibliography, with UNESCO or foundation support; (3) offering its services, if no other organization is found to be better qualified to carry out the above task.

D. The following recommendations of the Committee have had no action by the Executive Board: (1) encouraging preparation of needed reference tools and services; (2) accepting the dual responsibility of orienting its new members into the past contributions of librarianship, and accepting at proper value all contributions arising from this new pool of skill it has tapped; (3) changing its name to a more descriptive one (the ASLIB precedent) continuing to utilize the initials S, L, and A, if possible.

The present Committee would like to withdraw the recommendations in group C since, for the present, at least, there is little interest or likelihood of accomplishment.

It would like to recommend that the recommendations in group B continue to be emphasized and that the second of these items be expanded to specifically include the preparation of a recommended standard for technical report format and contents, this standard after approval by the Executive Board to be submitted to the appropriate committee of ASA for consideration and adoption.

Recommendations two and three of group D are rather dead ducks since the reorganization of the American Documentation Institute to include individual members. Members of this Committee have been more or less active in encouraging this reorganization.

The Committee would like to recommend continuance of the Committee to carry out recommendations in groups B and D, especially item two of group B.

Finally, the Committee wishes to express its appreciation to the Executive Board and to members of the Association for the serious consideration of the problems of documentation.

Elections Committee

GERARD L. ALEXANDER

The ELECTIONS COMMITTEE reports that the following nominees have been elected for 1952-53:

<i>President</i>	ELIZABETH FERGUSON
<i>First Vice-President</i>	LUCILE L. KECK
<i>Second Vice-President</i>	CHESTER M. LEWIS
<i>Secretary</i>	KATHARINE L. KINDER
<i>Treasurer</i>	EDWARD H. FENNER
<i>Director for Three Years</i>	NELL STEINMETZ
<i>Director for Three Years</i>	EUGENIA P. TENNEY
<i>Director for Two Years</i>	HELEN MARY PYLE

A total of 2183 ballots were cast, of which 15 were declared invalid because of lack of name and 35 because of unpaid membership dues, leaving a total of 2133 ballots declared valid.

ROBERT GRAYSON and M. MARGARET KEHL continue to serve as *Directors* for one more year and KENNETH FAGERHAUGH for two more years. GRIEG ASPNES will serve one more year as *Past-President*.

Finance Committee

LURA SHORE

In June 1950, the Executive Board asked the Finance Committee and the Treasurer to study SLA financial policies with regard to Association Funds and to make recommendations. A study was made of the five Funds either in existence or proposed:

1. General Reserve Fund¹
2. Student Loan Fund²
3. Publications Fund²
4. Convention Fund²
5. Depreciation and Equipment Contingency Fund²

In 1951, rules and regulations to govern the operation of the General Reserve Fund, Student Loan Fund, and Publications Fund were approved by the Association. The Convention Fund was liquidated. The proposal to set up a Depreciation and Equipment Contingency Fund was not approved but a recommendation was accepted that furniture and equipment purchases be made from general operating income and be budgeted for in advance.

The Committee also recommended "that operating surpluses should accumulate (in the operating account) for at least two years before any portion is appropriated to the General Reserve Fund. Money in the operating surplus account should not be used for current expenses of running the Association—current income should cover current expenses. However, extraordinary items such as large equipment purchases or special projects could be budgeted from operating surplus accumulated from prior years."¹

Melvin G. Voigt, a member of the Finance Committee, made a study of the financing of SPECIAL LIBRARIES from its beginning in 1910. The facts and figures he collected were incorporated in a report³ but no recommendations for Association action were made. This study should be continued to determine the effect of the new publication policy of SPECIAL LIBRARIES on publication costs and to decide if prorating of dues for the support of our Association journal is desirable.

The Finance Committee was asked to recommend a firm of public accountants to be appointed for 1950 to replace the previous auditor who had not been reappointed. The Committee recommended to the Board that Price Waterhouse & Company be appointed and this was done. This firm was reappointed for 1951.

On the advice of the auditors, the accounting system at Headquarters was partially revised so that interim figures could be furnished by the bookkeeper with less work. The accounts used for the financial statements and the budget estimates were made uniform. The form of the financial statements was also revised.

A preliminary draft of the *Duties of the Finance Committee of SLA* was submitted to the Executive Board in March 1952 for criticism. As no comments have been received these duties⁴ are being resubmitted for approval with only minor revisions. The Finance Committee needs a working guide and this outline can serve until changes are in order.

The Treasurer and the Finance Committee have reviewed the General Reserve Fund investments giving SLA the benefit of expert advice by consulting investment analysts and trust officers in several cities.

Currently, the General Reserve Fund is invested in the following U. S. Government securities:

No.	Series	Maturity Dates	*Maturity Value
4	Treasury bonds.....	1959-1965	\$ 2,100
82	Savings bonds Series F.....	Nov. 1953-Oct. 1963.....	43,625
1	Savings bonds Series G.....	Aug. 1956	10,000

* On December 31, 1951 the approximate value of these bonds was \$46,000.

A report on the General Reserve Fund Investments⁵ is being submitted to the Executive Board. It contains information on three types of government securities,

stocks, savings banks and savings and loan association accounts and trust funds. This Committee feels that our present investments are satisfactory. It does recommend, however, that the next committee: (1) look further into trust funds, and (2) determine if future investments of the Fund should be in Series J and K Government Bonds.

The Chairman adds, that after this report was written and approved by members of the Committee, the Series F and G Bonds, in which SLA now has most of the General Reserve money invested, were discontinued and Series J and K Government Bonds are taking their place. These bear a slightly higher interest rate.

The Finance Committee expresses its appreciation to Mrs. Stebbins, Mrs. Shoemaker and other members of Headquarters staff, and to Mr. Kewer and others in Price Waterhouse & Company. Everyone has cooperated and much has been accomplished in the past two years.

REFERENCES:

¹ *Report of the SLA Finance Committee on the General Reserve Fund*, May 27, 1951. Amended February 28, 1952.

² *Report of the SLA Finance Committee on the Policies of Association Funds*, February 13, 1951.

³ Report on SPECIAL LIBRARIES May 21, 1951. M. J. Voigt for the SLA Finance Committee.

⁴ *Duties of the Finance Committee of SLA*, May 1, 1952.

⁵ *Report of the SLA Finance Committee on the General Reserve Fund Investments*, May 1, 1952.

International Relations Committee

KATE C. ORNSEN

In the report to the Board and Council on March 6-8, the Chairman of the International Relations Committee discussed the problem of arranging for overseas exchanges of special librarians. Since that time a poll of interested librarians has been taken and there seem to be enough applicants on both sides of the ocean in government and private libraries to start such an exchange.

A letter received from Leslie Wilson, director of ASLIB, stated that, in his opinion, ASLIB's present policy in the matter of exchanges between the United Kingdom and the United States should be as follows:

- (a) ASLIB should recognize the mutual advantages to the profession and to its individual members of a fairly lengthy period of work and study in the other country.
- (b) Within the limits of reason and without incurring additional expenses (other than the small amount of correspondence likely to be involved), ASLIB should endeavour to provide machinery, in co-operation with SLA, to facilitate exchanges for special librarians, and, if found practicable, for information officers.
- (c) ASLIB and SLA should compile registers of applicants in the United Kingdom and in the United States and match them up as opportunity offers.
- (d) ASLIB should collect and make avail-

able relevant information concerning immigration formalities, labour permits, etc. in United States for the use of selected applicants, and also supply the SLA with any necessary information affecting American applicants.

- (e) Later, ASLIB should consider whether this scheme could or should be developed into a comprehensive undertaking involving block travel and immigration arrangements for one party of, say, twenty librarians each year.

It was agreed that these points would be considered by the Committee and discussed at the next meeting.

The present problem is still a preliminary one of arranging for travel and work permits with the respective State Departments here and in England. Letters asking for permits have been sent, but no answers have been received so far. Once the exchange has been started with England, continental Europe will be approached next and preliminary correspondence to that effect has been started with Holland (Dr. Van der Wolk).

A publicity program was launched to arrange for more participants in the international correspondence pool. Gwendolyn Lloyd, a member of the Committee and editor of the San Francisco Chapter *Bulletin*, arranged for an article on the project in the *Bulletin*. Mrs. Elizabeth J. Gibson published a similar announcement in the *Bulletin* of the Financial

Division. Another announcement appeared in the publication of the *Chemical Literature Section* of the American Chemical Society to keep that group informed of our work.

Many letters on both the overseas exchange and the international correspondence pool have been exchanged with Dr. E. Carter, head of the library section of UNESCO (Paris). Dr. Luther Evans, head of the Library of Congress, recently wrote your Chairman, that an article on the work of this Committee will appear in the *UNESCO Bulletin* in the near future.

As a result of this publicity, numerous requests for correspondents abroad have been received. Letters have come from as far away as New Zealand.

The Committee was fortunate in being represented at several international meetings as follows:

1. Eloise ReQua attended the AAUN Conference in Chicago on February 25, 1952.
2. Frank J. Bertalan attended the following

two meetings in Washington:

- (a) The National Conference on International and Social Development, April 7-9, 1952.
- (b) The National Conference on U. S. Foreign Policy, May 7, 1952.

Eleanor Cavanaugh, SLA's representative to IFLA, has been invited to send a representative to IFLA's annual meeting in Copenhagen, Denmark, September 25-28, 1952, where the annual report of this Committee should be read. It is recommended that the Executive Board authorize such a representative.

Miss Cavanaugh also filled a last minute request for an article on SLA which was requested by the librarian of the Austrian State Department, Dr. M. Stickler. We are grateful to Miss Cavanaugh for her help and advice throughout the year. Thanks are due to Mrs. Kathleen Stebbins who has entertained overseas visitors on behalf of the International Relations Committee since your Chairman was too far away to do so herself.

SPECIAL LIBRARIES ASSOCIATION MEMBERSHIP

NO UNPAID MEMBERSHIPS
PERIOD ENDING JUNE 30, 1952

Chapters	Honorary	Life	Sus- taining	Insti- tutional	Active	Associate	Student	Total
Baltimore	6	28	14	48
Boston	1	26	105	85	3	220
Cincinnati	14	47	19	80
Cleveland	1	1	16	79	18	5	120
Colorado	5	44	6	4	59
Connecticut Valley..	2	1	19	37	36	95
Greater St. Louis....	1	1	9	25	9	45
Illinois	1	2	2	48	176	48	7	284
Indiana	1	10	46	14	71
Kansas City	10	27	9	1	47
Louisiana	1	9	33	4	1	48
Michigan	1	24	79	33	7	144
Milwaukee	8	31	25	5	69
Minnesota	14	46	22	4	86
Montreal	10	74	11	2	97
New Jersey	3	32	75	25	2	137
New York	1	3	4	149	770	168	81	1176
Philadelphia	4	44	155	57	13	273
Pittsburgh	23	64	28	115
Puget Sound	10	34	6	1	51
San Francisco	1	3	10	110	51	6	181
Southern California..	2	1	16	94	35	2	150
Texas	10	39	10	59
Toronto	21	36	36	2	95
Washington, D. C....	2	17	19	382	101	7	528
Western New York	3	1	32	86	18	3	143
Unaffiliated U. S. and Canada	18	86	7	4	115
Outside U. S. and Canada	6	24	1	31
Totals	10	36	15	618	2832	896	160	4567

Membership

HAZEL IZZO

Twenty-four new Life memberships during the year were reported by Pauline Whitlock, vice-chairman.

Charlotte Chesnut, member-at-large, Oak Ridge, Tennessee, reports renewed interest in organizing a chapter in her territory. She will keep the chairman informed of further developments.

Since the March report, the Michigan Chapter has presented a promotional idea, which is in line with efforts made by other professional societies, to increase membership. Letters have been mailed to business firms and institutions having special libraries, inviting them to take out institutional memberships. Further, Caroline Lutz, General Motors, Detroit, Michigan, has offered to litho-print additional copies to be mailed to a selected, country-wide list.

The Chairman would like to stress again the importance of sending dues and applications for memberships to Headquarters within forty-eight hours after receiving them, so membership benefits will not be withheld from the new members.

Some chapters are still soliciting persons for classes of membership for which they are not qualified. This necessitates correspondence between Headquarters Office and the prospective members in order to place them in their correct categories. The Chairman asks that all prospects be carefully screened by the chapter membership chairman so that the proper class of membership is assigned prior to sending applications to Headquarters for processing. This will save time and money and make for better public relations.

Beginning with January 1952, all memberships were reviewed by Headquarters when received for renewal, to conform with the amendment to the Constitution referring to qualifications for membership in SLA, adopted June 21, 1951. As a result, several members were asked to change to the class of membership for which they were eligible. All membership chairmen should be guided by Article Two, on membership, in the Constitution of the Special Libraries Association, when recruiting new members.

Again, the question of membership cards has come up. The Chairman would like to see cards issued to all members in good standing. This could be done by the chapters themselves upon notification of dues paid from Headquarters Office. One of our largest chap-

ters does just this. Why not make it Association-wide? Various library associations send membership cards to all members upon payment of dues. SLA members have no visible means of identification.

The Chairman wishes to thank Mrs. Stebins and the Headquarters Staff for their generous assistance during the year. The Executive Board has been most helpful and members of the Committee gave willing and enthusiastic assistance.

HONORARY MEMBERSHIPS

The Executive Board, at its meeting on May 25, 1952, approved the following recommendation presented by the Chairman of the Membership Committee:

"I would like to recommend for your consideration the bestowing of Honorary Memberships on the Charter Members of SLA, now living, many of whom have retired from the library field.

"I would like to recommend Honorary Memberships for members of SLA who have a record of long and faithful service to SLA from the beginning to 1929, upon their retirement from the library field.

"I believe SLA has reached a point in its development, where recognition should be given to the members who gave so loyally of their time and services in the early, formative years, so that we who came after them, could reap the benefits of their untiring efforts."

SARAH BALL. Charter Member. Speaker at the first regular meeting of Special Libraries Association, November 5, 1909, at the Merchant's Association of New York.

HERBERT O. BRIGHAM. Charter Member. Director, 1909 to 1911; 1932 to 1935. Vice-President, 1911 to 1912. Editor, *SPECIAL LIBRARIES*, 1924 to 1931. Chairman, Resolutions Committee, 1935 to 1936. Signer of SLA Corporation Charter, 1928.

FRANCIS E. CADY. President, 1926 to 1929. Signer of SLA Corporation Charter, 1928. Director, 1929 to 1930.

JOSEPHINE HOLLINGSWORTH. President, Southern California Chapter, 1927 to 1928. Editor, *Chapter Town Crier*, 1939 to 1940. Second Vice-President, 1939 to 1941. First Vice-President, 1941 to 1942.

ADELAIDE R. HASSE. Editor, *SPECIAL LIBRARIES*, 1920 to 1923. First President of Washington, D. C. Chapter, 1940 to 1942.

DORSEY HYDE. President, 1920 to 1922. First Vice-President, 1923 to 1925. President, New York Chapter, 1919 to 1920. Chairman, Ways and Means Committee, 1930 to 1931. Chairman, Constitution and By-Laws Committee, 1936 to 1938.

DR. JOHN LAPP. Charter Member. First Editor, *SPECIAL LIBRARIES*, 1910 to 1917. Vice-President, 1917 to 1918.

GUY MARION. Charter Member. Secretary-Treasurer, 1910 to 1915. Director, 1917 to 1918; 1919 to 1920. President, 1918 to 1919. President, Southern California Chapter, 1923 to 1924.

REBECCA RANKIN. President, New York Chapter, 1920 to 1922. President, 1922 to 1923. Second Vice-President, 1921 to 1922. Director, 1923 to 1924; 1925 to 1926. Secretary, 1931 to 1933. Chairman, Membership Committee, 1923 to 1924. Chairman, Training and Recruiting Committee, 1924 to 1930; Chairman, Methods Committee, 1926 to 1928; Chairman, Publications Committee, 1926 to 1928; Chairman, Employment Committee, 1933 to 1936.

C. C. WILLIAMSON. President, 1916 to 1918. President, New York Chapter, 1915 to 1917.

PUBLIC RELATIONS

ELIZABETH FERGUSON

The work of the Public Relations Committee during the past year was on view at the SLA Convention in a display arranged by the Committee, showing news coverage over the country, records of exhibits, records of special meetings with public relations value, library publicity material and photographs.

The Committee was responsible for an article on exhibit principles which appeared in the May-June issue of *SPECIAL LIBRARIES*. The Committee also provided feature articles on special library activities for the May 15, 1952 issue of *Library Journal*.

PUBLICATIONS

EDITH C. STONE

Four publications have been issued over the imprint of Special Libraries Association during 1951-52. They are *Technical Libraries, Their Organization and Management*, now in its second printing, *SLA Directory of Members*, *Nicknames of American Cities*, and a revised edition of the *Classification Schemes and Subject Heading List Loan Collection of SLA*. All are selling very well, and *Technical Libraries* and *Nicknames of American Cities* are already showing a profit.

The major project undertaken by the Publications Committee this year was the revision

of publication policies and the establishment of procedures for both the Committee and authors. These policies and procedures were approved by the Executive Board in March, and are now in force. As an adjunct to these policies and procedures, an author's manual is in progress. Lucille Jackson who did such a splendid job as editor of *Technical Libraries* has undertaken its preparation and has already presented a preliminary draft.

The Committee was asked to explore and present recommendations regarding the policy SLA should adopt on joint copyright. The Executive Board approved the Committee's recommendation that SLA not accept joint copyright but consider contractual arrangements relating to copyright and publication rights with other organizations.

The Executive Board also approved the recommendation to give the Chairman of the Publications Committee a working fund not to exceed \$250 from the Publications Fund on which he or she may draw.

During the year the Executive Board voted to rescind its action calling for the inclusion of the price in all SLA publications, and will, in the future, leave this matter to the discretion of the Publications Committee.

The Committee has several publications in the planning or processing stages, and hopes to be as successful with its future publishing ventures as it has been with its present ones.

RESOLUTIONS

ALVINA WASSENBERG

The Resolutions Committee offers the following report:

WHEREAS, the members of Special Libraries Association are deeply appreciative of *President Grieg Aspnæs'* outstanding leadership this past year,

BE IT RESOLVED THEREFORE, that the Association convened in New York City extend to him 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 New York City, May 26 to 29, 1952, for its Forty-third Annual Convention, and

WHEREAS, assistance has been so generously and wholeheartedly given by the New York Chapter to the Convention Committee, 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 a sincere vote of appreciation be extended to:

The Hon. Vincent R. Impellitteri, Mayor of New York City,

Mr. Ralph Beals, Director of the New York Public Library, and,
Dr. Charles Gosnell, Librarian of the New York State Library.

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:

Ruth M. Crawford, chairman, and to the members of the Convention Committees: Exhibits, Hotel Layout, Hospitality, Information, Library Visits, Menus, Publicity, Registration, Sightseeing and Special Parties. Also to Special Services: Theatre Tickets, *Eating Around New York* Booklet and Program Editor.

Hotel Statler, especially to Mr. A. G. Cox of the Sales Department, the Banquet Department and many of the staff members who were of assistance to the Convention Committees.

New York Convention Bureau, to Mrs. Nicholas and her corps of assistants for advice and assistance in planning the Registration Booths, and for providing members of their staff to assist with the Convention Registration.

Also, to all speakers who appeared on Division and Section Meetings.

Also, to all libraries that held open house during the SLA Convention.

RESOURCES

ROBERT S. BRAY

1. Study was given to the revision of the *Special Libraries Resources*. Following an examination of the records at Headquarters and conversations with librarians who assisted in the preparation of the first edition, it was deemed advisable to bring this work up to date in section form. The Geography and Map Division is well along in its preparation of a compendium of map resources. The Transportation Division voted at this convention to undertake a similar project. It is felt by the Committee that this method of revision will be most satisfactory in terms of the task of compiling data and the usefulness of the resulting reference aids.

2. A unified system for preparing union lists of serials is still under study. The Committee has gathered examples of previous union lists prepared or in preparation by the several chapters of the Association. The Chairman of the Committee has kept in touch with the ALA-LC Union List Committee in order to integrate current developments in this problem with the Committee's objectives.

3. A registry of special librarians continues to be regarded by the Committee as a matter of lesser priority than other problems under study. Since the Committee last reported to

NECROLOGY

1951-1952

The Resolutions Committee wishes to remember the following, deceased since June, 1951:

HELEN F. CARLETON, Boston Chapter
ROBERT CHRIST, Western New York Chapter
EMMA E. CRANDAL, Illinois Chapter (former member)
THOMAS RAYNER DAWSON, Unaffiliated
ISABELLE T. FARNUM, Southern California Chapter
LILIAN GASKELL, Milwaukee Chapter
TERRY GRAF, New York Chapter
MRS. GRACE FREESE GUILLET, Boston Chapter
MRS. ALICE M. HICKEL, Illinois Chapter
MRS. MARJORIE P. MADISON, San Francisco Bay Region Chapter
FORD M. PETTIT, Michigan Chapter
ANNE PROTHEROE, New York Chapter
ALLEN RING, Greater St. Louis Chapter
MRS. LOUISE M. RYAN, Washington, D. C. Chapter
MORRIS SCHRERO, Pittsburgh Chapter
FRED W. WEILER, Philadelphia Council
SHIRLEY M. WHEATON, Michigan Chapter

the Board, the Science-Technology Division has undertaken a registry of a similar type. It is recommended that this project be allowed to develop and bear fruit as a pilot study to demonstrate the feasibility of a similar task on an Association-wide basis.

4. The question of inventories of special classifications which is still before the Committee will be resolved to a considerable extent by the development of section revisions of *Special Libraries Resources*.

Checklist

Following the report of the Committee to the Executive Board in March 1952, it was suggested by the President-Elect that attention be given to a revision and expansion of *United States Government Periodic Publications* issued in 1942 by the Washington Chapter. The Committee investigated this problem and is pleased to report that the Documents Expediting Project located at the Library of Congress is in a position to cooperate in such a revision. The Project issued a preliminary edition in 1951 of a *Classified Checklist of United States Government Processed Publications*. It is planned that in the fall of 1952 the first edition will be issued. This publication will include in effect all materials covered in the 1942 SLA manual plus a great many more. In its present format, as compared to the SLA manual, the Project's publication will contain all of the bibliographic data with the exception of a notation as to whether or not a

given publication should be retained or discarded and under what conditions. Conversations with the Supervisor of the Documents Expediting Project indicated that this additional information could be readily provided in the 1952 edition of his *Checklist*. There is also reason to believe, following these conversations, that the director of the project for the Association of Reference Libraries would consider cooperation between his project and the Special Libraries Association. It is recommended therefore that the Executive Board designate a representative to discuss this cooperation with Mr. Halverson of the John Hopkins Library. This representative should be empowered to discuss joint sponsorship of the *Checklist* as well as its publication and sale in terms agreeable to both parties.

During the present Convention of the Association, the Resources Committee has observed the discussions of the membership with regard to the Translation Pool and the Bibliography Pool. As the Association develops its resources it is not unlikely that similar joint bibliographic efforts will be undertaken. It is felt by the Committee that these efforts would be best administered and more useful to the membership were they located at Headquarters. It is suggested therefore that the Executive Board give serious consideration to a policy whereby this central location would be afforded to pools or similar activities intended for the membership at large.

Resolution

Early this year the library profession lost an outstanding member—Allen G. Ring, for twelve years research librarian of the Mallinckrodt Chemical Works and for three years, until the time of his death, editor of *Sci-Tech News*. These were only two of the many activities and interests which occupied him. The keenness with which he strove for the advancement of his profession had brought him to the front ranks of both the American Library Association and the Special Libraries Association. He was nominated this year for the office of vice-president of SLA and he had served with distinction as president of the St. Louis Chapter of the ALA of which he was one of the founders and organizers. He was also an active participant in the affairs of the American Chemical Society.

The membership of the Pharmaceutical Section, as well as of all the other sections of the Science-Technology Division, will miss his name from the masthead of *Sci-Tech News*, upon which he left the stamp of a stimulating personality and a lively, literate mind. Under his editorship, *Sci-Tech News* became an im-

pressive witness to the qualities in which special librarians take particular pride—their earnestness, alertness, energy, aggressiveness tempered with tact, and awareness of the community of their interests.

The details of his life need not be repeated here. We all know the physical odds against which he struggled and which seemed to serve him as a spur rather than an impediment. Many of us know by personal experience the warmth and friendliness and cooperative spirit which were to be expected from him. As it was expressed by Irene Marten and Elizabeth Owens, "Allen was a man with an educated heart as well as an educated mind. The Association has lost a fine member, a potential officer. All of us have lost an understanding friend."

It is therefore resolved that, as a memorial to Allen G. Ring, one of the most esteemed and best-loved members of the Science-Technology Division of SLA, the Pharmaceutical Section shall contribute \$200 to the Student Loan Fund of the Science-Technology Division in his name.

STUDENT LOAN FUND

MARGARET R. SAGERS

The balance in the Student Loan Fund as of May 16, 1952, was \$1,755.07. The Fund was fortunate in receiving \$506 in contributions this year: \$275, the gift of Greater St. Louis Chapter in memory of Allen Ring; \$50, the gift of Western New York Chapter in memory of Robert Christ; and \$181, in response to the space provided for contributions on the dues renewal notices.

There are two loans outstanding. One, a loan of \$500 made last June to a student completing work at the Columbia University School of Library Service, is now being repaid in monthly installments; \$150 remains to be paid. The second, also a loan of \$500, was made for the academic year, 1951-52, to a student attending the School of Library Science of Western Reserve University. Six inquiries about loans were received this year.

Each issue of the Special Libraries Association *Bulletin* this year has contained some information about the Student Loan Fund. In March of 1952, the Committee again sent letters to chapter presidents and division chairmen asking them to publicize the Fund, the opportunity it offers and its needs, at their meetings and in their chapter and division bulletins.

It is recommended that the Committee continue to work toward increasing the amount in the Fund with the hope of making it a Scholarship and Loan Fund when the amount is large enough to make that possible. The following means for increasing the Fund are suggested: (a) In addition to space on dues renewal notices for contributions to the Fund, a slip or flier be enclosed with notices. (b) Send letters to chapter presidents and division chairmen asking them to remind their members of the need for increasing the Fund and suggesting that each chapter or division make some formal effort to contribute to the Fund. (c) Systematic publicity to appear in SPECIAL LIBRARIES and the *Bulletin*.

TECHNICAL BOOK REVIEW INDEX

J. M. FERTIG

The *Technical Book Review Index* is being compiled in the Technology Department of the Carnegie Library of Pittsburgh by Julia C. Wallace. The Carnegie Library is generously permitting us the use of its facilities and is providing us with a room, typewriter and supplies.

Some of the editorial policies of *Technical Book Review Index* are under revision and will go into effect in 1953.

The Committee suffered an irreparable loss by the passing away of Morris Schrero who was actively connected with this project for the past ten years.

TRANSLATIONS

MARY FRANCES PINCHES

We have the honor to present the following report of the activity of the Translation Pool Committee for the year 1951-1952.

The Translation Pool Committee has apparently maintained no record of its activity since the former chairman, Wayne Kalenich, did not forward any file of reports, correspondence, or records and a request for such information has been fruitless.

History

We understand from hearsay that the Pool was originally a project of the Science-Technology Division but was transferred to the Association level during Mrs. Ruth Hooker's presidency. Evidently it has functioned as an agency for the acquisition of cards recording the location of translations available for lending. Articles in books and journals concerning the Pool indicate that a file of translations and a file of translators were also acquired. These appear to have been lost or mislaid.

Appointment of the present Committee was not completed until November 1951 and transfer of any part of the Pool was not started until February 1952. Lately we have learned that certain materials which were placed in the Pool by one of the Committee members have not yet been transferred and we have reason to believe a considerable portion of the Pool has been lost in transit or still remains at the Southwest Research Institute. Because of these reasons the Committee has been very seriously handicapped.

Reorganization

To date the most important work accomplished has been the formulation of plans for the reorganization of the card files. About 40 per cent of the cards were arranged in an author file, 55 per cent were in a journal file, and 5 per cent were in book and patent files. The Committee believes there should be two complete files, one for authors and one for journals. About 5 per cent of the journal file has been retyped and is now ready to be checked for missing bibliographic data and added to the author file.

Helen Basil of the Committee will check all transliteration, and several members of the Cleveland Chapter have offered to check for bibliographic information.

To attempt the publication of an index in the immediate future seems inadvisable. The Committee must first retype almost the entire card file because of the very wide variations in citation. This will involve locating the original titles of a high percentage of the articles, and will also mean careful checking of the transliteration of all Slavic authors' names.

The accompanying tables will show the size and activity of the Pool according to information available to the Committee.

Number of cards in Pool:		
* June 1951	14,000	
** October 1951	16-17,000	
*** February 1951	8,903	
Number of cards added:		
March-May 1951	73	
Total cards—May 1, 1951	8,976	
Number of translations in Pool:		
* June 1951	14,000	
*** February 1951	0	
Number of translations added:		
March-May 1951	87	
Total translations May 1, 1951	87	
Number of translators recorded:		
June 1951	?	
May 1, 1952	10	
(not completed)		
Requests for information, etc.:		

	Mar.-May	1952
*1950-1951		
Number of requests.....	910	35
Translations requested..		78
Information requested..		9
Translation requests answered affirmatively..	30	1

It is the hope of the Committee that the Special Libraries Association will some day have a Translation Pool of which it can be justly proud. The present Committee is anxious to contribute as much as possible toward this goal.

* From Annual Report 1951.

** From letter to Frederica Weitlauf for National Metals Conference in Detroit.

*** Received by Chairman, March 4, 1952.

Recommendations

The following recommendations have since been drawn up by the three members of the Committee at the Convention, Moira Jones, Iver Igelsrud and Frederica Weitlauf and have been approved by the Chairman:

1. The Association should define the obligations of the Custodian and ownership of material contributed to the Pool.
2. A further effort should be made to obtain possession of any additional material, including correspondence, held by the former Chairman.
3. All members of the Association should be asked to assist in recording recent translations, particularly private translations. Emphasis should be placed on translations of material published since 1948.
4. Copies of translations should be acquired as soon as possible. The two hundred translations offered the Committee by the Office of Naval Research should be accepted. If files can be provided, the 5,000 to 10,000 translations offered by the Document Service Center of the Armed Services Technical Information Agency should be accepted as rapidly as they can be processed.

TRANSLATIONS

Noted in *UNESCO Bulletin for Libraries*, August-September, 1952, Item 407, a survey of "Central Information Services for Scientific and Technical Translations," discusses the need for developing central information sources to permit cooperative use and international exchange of translations, particularly those of scientific and technical articles.

Four existing centers, in the United Kingdom, in France, in Eastern Germany and in the United States, are listed and their functions described. The translation center cited for the United States is that of SLA's Translation Pool.

Noting the problems encountered, the article begins:

"Technical difficulties have prevented the giving of fuller details about the United States Centre organized by the Special Libraries Association. The chairmanship of the Special Libraries Association Translation Pool changes periodically, and with it the address of the service. . . ."

A brief review is given of the establishment of the Pool, its resources and the extent of its services.

5. Monthly lists of new translations available should be published in scientific and technical journals. This should stimulate interest and bring in new contributions.
6. The Association should permit the Committee to accept contributions from their firms to publish an index and bibliographies. These are essential if the Pool is to be of real value.
7. The Association should consider a more adequate postage fund and permanent housing for the cards and translations.

SLA Special Representatives

ASA COMMITTEE Z-39

RUTH MCG. LANE

American Standards Association Committee Z-39 is now a participating member in the activities of the International Standards Organization Committee TC-46. As the official delegate from the United States, Mrs. Eileen Cunningham represented ASA Z-39 at the ISO/TC46 meeting in Rome, September 22, 1951. Since that time, ASA-Z39 has transmitted an official document to ISO/TC46: *Comments and suggestions by the ASA Z39 Committee on the Second Draft Recommendation on Layout of Periodicals* ISO/TC46 (Secretariat-80)148, 9 August 1951." (ISO/TC46—United States 1). This document, prepared by the ASA Z-39 Subcommittee on the Layout of Periodicals, under the chairmanship of Ralph H. Phelps, was based on American Standard Z39.1—1943, supplemented by suggestions of details found wanting since that time. The aim is the development of a strong and useful international standard.

Two meetings of ASA Committee Z-39 have been held in 1951-1952, the first at the American Standards Association offices in New York City, 5 November 1951, and the second at the New York Public Library, 5 May 1952. (Official minutes of the latter meeting are not yet available.)

At the November 5 meeting, twenty-one representatives of professional library organizations and allied groups were in attendance. Upon recommendation of the Nominating Committee (Dr. Maurice F. Tauber, Chairman; Ruth McG. Lane and Dr. Mortimer Taube) the following officers were elected:

Chairman.....Verner W. Clapp
Vice-Chairman.....Jerome K. Wilcox
Secretary-Treasurer.....Robert E. Kingery

ASA Committee Z-39 has four working Subcommittees.

1. Subcommittee on Abbreviations for Periodicals.

Work of this Committee was divided into three parts: (a) the reconsideration of ISO/TC46 draft of rules for possible U. S. endorsement or recommendations for improvement; (b) the acquisition of rules for abbreviations from all American abstracting and indexing services; and (c) the study of problems involved in the compilation and publication of a dictionary of existing periodical abbreviations.

2. Subcommittee on Transliteration of Cyrillic characters.

Lack of agreement makes the formulation of a uniform international system of transliteration extremely difficult. ASA Z-39 supports the Library of Congress system in general use in the U. S.

3. Subcommittee on Layout of Periodicals.

Upon recommendation of ASA Z-39 this Subcommittee studied ISO/TC46 recommendations and prepared *Comments and suggestions* . . . which were transmitted to ISO/TC 46 as stated above.

4. Subcommittee on Library Statistics.

This Subcommittee made an exploratory investigation of the problems of statistics and found, not only great diversity, but great lack of agreement concerning their nature, function, and even desirability. A search for norms was indicated.

Documentary reproduction standards (with particular reference to the user), and standardization of *Title references for literature and index cards*, are on ASA Z-39's agenda and activity in the study of these problems will be included in a later report.

COUNCIL OF NATIONAL LIBRARY ASSOCIATIONS

BETTY JOY COLE

Report published in *SPECIAL LIBRARIES*, July-August, pages 216-217.

LIBRARY EDUCATION

IRENE M. STRIEBY

During the year 1951-52, two meetings of the Committee have been held, one in New York City, November 3, 1951, and the other in Chicago, April 12, 1952. Your Representative was present at both meetings.

Each of these two meetings has been preceded by three sessions of the Subcommittee on Education for Special Librarianship to which all members of the Joint Committee have been invited. Under the active chairmanship of Edward Waters of the Library of Congress, reports on preparation for librarianship in the seven different subject fields chosen for experimental study were submitted for discussion. Decision was made to give wide circulation to these reports, inviting criticism and comments. Copies were mailed to a total of seventy-five potentially interested librarians and library school administrators. Mr. Waters expressed gratification with the interest manifested in the replies and pointed out how remarkable was their disagreement. The criticisms were shared and discussed and a decision was made to study them at length. The fields covered to date are: science, business, music, law, medicine, newspaper and theatre. It is hoped that these reports can eventually be made available for general distribution after they are again discussed at a meeting scheduled in October 1952. A committee, appointed to draw up a project description for

a survey of potential needs for librarians in various subject fields, will also report at this time. Library schools need this type of information.

Other interests of the Joint Committee have been as follows:

(1) Study of the new Board of Education for Librarianship Standards for Accreditation of Library Schools and the tentative statement of interpretation to accompany it. Two visits for the purpose of testing these standards were scheduled this spring and an invitation extended to two Joint Committee members to participate. One invitation to the University of Denver, in which your SLA representative was invited to participate with the Chairman and Secretary of the Board of Education for Librarianship, was cancelled due to an unexpected emergency.

(2) Report of the Consultants to the Subcommittee on Examinations of Professional Library Education (published in the *Library Quarterly*).

(3) Report of the Subcommittee on Placement submitted October 31, 1951.

Plans are being made to submit an article describing the work of this Committee to SPECIAL LIBRARIES. The Chairman of SLA's Professional Activities Committee will be informed of developments.

STANDARDS FOR HOSPITAL LIBRARIES

CATHARINE HEINZ

The *Hospital Medical Libraries Standards* and the *Nursing School Standards*, as prepared by the Joint Committee of the SLA, the MLA (Medical Library Association) and the ALA is now presented to the SLA Board for approval.

Section I of the *Objectives and Standards for Hospital Libraries*, the *Patients' Library Section*, was approved by the SLA Board at its meeting in Atlantic City, June 1950, and by the American Hospital Association, in June 1951.

Standards for Approval

The standards presented for approval at this time are Section II, the *Hospital Medical Standards* and Section III, the *Nursing School Standards*. Section II was approved by the Medical Library Association, June 1951, and by the American College of Surgeons, the standards accrediting agency for all hospitals doing surgery, November 1951. A tentative draft of Section III was approved by the National League of Nursing Education last year, and the present standards have been recommended by the Director of the National League of Nursing Education for approval by the NLNE, June 1952.

UNION LIST OF SERIALS

BETTY JOY COLE

This Committee met at the Library of Congress, June 2 and 3, 1952.

Before the discussion took place, the Chairman of the Joint Committee announced that the *Second Supplement* to the second edition of the *Union List of Serials* would be issued by July 1, 1953.

Purpose

The purpose of the meeting was to discuss the proposal to establish a *National Union Catalog of Serials* on cards in the Library of Congress as a part of the National Union Catalog apparatus.

The need for subject control was raised and followed by a long discussion of the possibilities of broad versus fine subject control, especially in terms of relative costs. It was stated that control by country and language of publication would be very useful for acquisitions. Uses and possibilities of regional control were briefly discussed.

The value of including such publications as pulps and comic books was raised. It was believed that at least one set of holdings of each of these types should be included. To set some limits on entries of local government documents, it was suggested that only those for cities of 100,000 population or more should be included.

Special Material

Efforts should be made to gain the cooperation of special libraries since these libraries often have materials unavailable elsewhere. The Joint Committee agreed that as the *National Union Catalog* includes all monographs, the *National Union Catalog of Serials* should include all serials.

On the matter of compilation, the Committee recommended a start be made by incorporating into the *National Union Catalog of Serials* information from previous union lists. The Committee also recommended expansion of *Serial Titles Newly Received* as of January 1, 1953, to include reports of new holdings from the libraries cooperating in the National Union Catalog of Serials project. The Library of Congress will submit an estimate of cost based on the Committee's recommendation of compilation for Committee consideration at an early date.

The pros and cons of IBM and manual methods of compilation were discussed. The chief merit of conventional cards over punched cards is that conventional cards are more legible and would make servicing of the filing easier.

It was agreed that a main volume, arranged alphabetically, bringing reports of holdings through 1952, should be published.

Several members of the Committee thought the possibility of obtaining financial support from private corporations should be thoroughly explored. In addition, efforts should be made to secure grants from foundations. There is also a possibility of securing some of the funds required from government sources. All agreed that a detailed plan for financing should be prepared so that Committee members could discuss the matter with the groups which they represent.

UNITED STATES BOOK EXCHANGE

IRENE M. STRIEBY

The fourth annual meeting of the Corporation was held at the Library of Congress on October 29, 1951. The termination of the three-year Rockefeller grant at the end of 1951 called for careful consideration of progress made toward self-support of activities. To date, efforts to secure additional funds from a foundation to support the foreign program have not met with success.

Cost Study

The completion of a recent cost accounting study indicates we are providing U. S. periodicals and foreign books to domestic paying members at a cost somewhat less than the income per item, but the cost of handling and distributing foreign periodicals is still above the income from that source. Therefore the operation of the exchange service for domestic libraries is still not self-supporting since the average cost per item is 24 cents compared with average income of 21 cents, although this gap shows promise of being closed. The total income for 1951 from this source shows a 71 per cent increase over that of 1950.

The support of the foreign exchange program has been given a great deal of study since the idea of a self-supporting exchange agency is a new one. The transition from three years of free service to self-support may be difficult to accomplish. An effort is being made now to arrange for foreign libraries to pay service charges comparable to those which American libraries pay. Results are encouraging since some institutions can use UNESCO book coupons while others have established dollar accounts with USBE upon which they can draw.

The U. S. Department of State has renewed its contract with USBE to distribute certain exchange and gift publications.

Recommendation

Inasmuch as your Representative has served for four years (two years as vice-president and two years on the Board of Directors) it is recommended that a replacement be named from among the members of the Washington Chapter. The individual named should have an interest in the program, should be familiar with the SLA organization and its members and should be prepared to serve on committee

work if requested. If a change in representatives is made, notification should be sent not later than September 1 to the Executive Secretary of USBE.

THE H. W. WILSON COMPANY

HELGA LENDE

In the fall of 1951 I assumed the duties of Special Libraries Association Representative to the H. W. Wilson Company and editor of the "Special Librarian" page in the *Wilson Library Bulletin* at the resignation of Eleanor Fair who had held this post for three years. It seemed advisable to continue the tradition established so successfully by Miss Fair to publish in the *Bulletin* from time to time lists of free and inexpensive material on a specific subject familiar to some special librarian, thereby making the experience and knowledge of the special librarian useful to the public librarian. Since the beginning of the year three such lists have appeared:

Railroading in "The Railroads' Library,"

Elizabeth O. Cullen, January, 1952.

Sources of Information on Rehabilitation,

Earl C. Graham, April, 1952.

Sources of Information on Safety, Diva

Agostinelli, June, 1952.

SLA HISTORY

Two items received in the Editorial Office recently are of particular interest since they contribute to the written story of SLA.

Chemistry Section

Chemistry Section — History, compiled by Mrs. Marie S. Goff, traces the growth of this Section from its founding in 1933 to the present time. Included are the names of those who served as chairmen and their terms of office. Publications sponsored by the Section are listed, as well as proposed projects.

Social Science Division

A History of the Social Science Division has been prepared by Rebecca B. Rankin. The background of Division structure in SLA is given, and a description of the founding of the Civics Group, the forerunner of the Social Science Division. The history provides a record of the Division's officers, activities and publications during the thirty years of its existence.

President's Inaugural Address

May 29, 1952

ELIZABETH FERGUSON

I THINK this is an occasion to express my appreciation for your confidence in me and to say that I will try to merit that confidence. What I particularly want to say is that one does not rise to this position by one's self. In association work, people help you and advise you. They give you ideas and inspire you. And then, maybe, one's name is proposed for a high office. Tribute should be paid to the elements that make it possible to achieve a position such as this.

I like to recall a story from my Oberlin days bearing on this. Dean Bosworth, who was a very old gentleman when I knew him, used to give one sermon every year to the incoming freshmen class. The student body referred to it somewhat irreverently as his "Clouds of Witnesses" sermon. Notwithstanding, it was a very good sermon. Proof enough, that after all these years, I still remember it.

Dean Bosworth would say to the incoming freshmen: "You think that you are quite grown-up now because you are away from home for the first time. You have entered maturity, you are a free agent and you are going to take your place in the world. Well, I think that you had better stop and remember that a number of people are concerned about what you do. There are your parents who may have had a hard time sending you here. Your teachers are going to observe you. When you go out into the world, everyone will wish you well, but remember, everyone is expecting great things from you, and every eye will be on you."

This, in essence, was the "Clouds of Witnesses" sermon.

At this time I think it only proper to say that I have had a most helpful cloud of witnesses all my life and that I am grateful to them.

I think that SLA has a cloud of witnesses, and SLA is all of us. SLA has its forebears, too. Rebecca Rankin was speaking for them today when she told us about the early days of SLA. It behooves us to carry on the ideals of SLA's far-seeing founding fraternity. We must sustain the reputation for "creative and enthusiastic work" that makes us notable in the library world. I welcome this opportunity to work with, through, and for you.

I should like to close with the Bible verse which inspired the good Dean. It is from Hebrews:12:1. "Wherefore seeing we also are compassed about with so great a cloud of witnesses, let us lay aside every weight, and the sin which doth so easily beset us, and let us run with patience the race that is set before us."

SLA

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1952-1953

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U. S. BOOK EXCHANGE—To be appointed.

NEXT ISSUE

The November issue of **SPECIAL LIBRARIES** will include the following papers:

Canadian Government Documents
MILDRED TURNBULL

* * *

Abstracting Services for Foreign Scientific Periodicals
THOMAS A. SHAW

* * *

Technical and Scientific Papers and Publications of the British Isles
JAMES T. KEMP

* * *

German and French Abbreviations in Bibliographic Citations
JOHANNA E. ALLERDING

* * *

Translations Available in the U.S.A.

LEONARD GOLDMAN

* * *

British Guides to Metallurgical Literature
BENJAMIN FULLMAN

Metals Section to Meet in Philadelphia

SLA's Metals Section will hold a two-day regional meeting in the Benjamin Franklin Hotel, Philadelphia, October 20 and 21, 1952, in conjunction with the National Metal Congress and Exposition which will take place October 20 through 24, 1952.

Mr. F. M. Ethridge, supervisor of libraries, Consolidated Mining and Smelting Company of Canada, Ltd., is chairman of the Metals Section meeting. The program has been scheduled tentatively as follows:

Monday, October 20

2:00 P.M.—*New Horizons in Literature Searching*

1. International Cooperation in Metallurgical Literature Classification. Report of Interim Committee on Literature Classification, Metals Section, Special Libraries Association, by Marjorie D. Hyslop, chairman.
2. Papers describing mechanical methods for literature handling now in the experimental stage at various laboratories and research organizations.
3. Open discussion.

Tuesday, October 21

9:00 A.M.—*Research Reports, Their Organization and Availability*

Dr. I. A. Warheit, Argonne National Laboratory, Chicago, Illinois

10:00 A.M.—*How to Obtain Unclassified Material from the Government*
Eugene B. Jackson, N.A.C.A., Washington, D. C.

11:00 A.M.—*Foreign Language Literature and the New International Journal*

Dr. John H. Hollomon, General Electric Company, Schenectady, New York

2:00 P.M.—*Foreign Language Literature in Translation*

Frederica M. Weitlauf, Timken Roller Bearing Company, Canton, Ohio

3:00 P.M.—*Technical Research vs. Librarian*

Dr. Iver Igelsrud, Battelle Memorial Institute, Columbus, Ohio

4:00 P.M.—*Selling Your Library to Management*

Dr. M. H. Bigelow, director of Technical Services, Plaskon Company, Inc., Toledo, Ohio

There will be a discussion period after each paper.

Featured at the Metal Show in Convention Hall will be an SLA exhibit of new books and periodicals in Booth 1020, Center Building.

Metallurgical and engineering librarians on duty in the booth will maintain a library reference service for visiting metallurgists and engineers. Bibliographies, lists of books and literature giving information on library services will be available for distribution.

Have you heard . . .

SLA EXHIBITS Chicago

The Illinois Chapter of Special Libraries Association was invited by the American Chemical Society to take part in its Seventh National Chemical Exposition at The Coliseum in Chicago, September 9 through 13, 1952. Mr. C. M. Wolfenberger, research librarian, Acme Steel Company, and chairman of the Illinois Chapter's Exhibits Committee, was responsible for the exhibit which was manned entirely by chapter members. Purpose of the exhibit was to interest members of the chemical industry in libraries specially suited to their own requirements, and to promote membership in Special Libraries Association to interested and qualified individuals. Visitors were asked to fill out cards for more extensive information.

Cleveland

The Public Utilities Section sponsored an exhibit at the Edison Electric Institute Convention in Cleveland during the week of June 2, 1952. Those manning the booth included Mrs. Janet Nurenberg, Cleveland Illuminating Company, Harvey E. Bumgardner, Detroit Edison Company, and Richard D. Green, National Association of Electric Companies.

Literature distributed included a *Selected List of Books for an Electrical Engineering Library*, prepared especially for this exhibit by Alma C. Mitchill, Public Service Electric and Gas Company, and Josephine Greenwood, Consolidated Edison Company.

Congress on Medical Librarianship

The First International Congress on Medical Librarianship will be held in London during the week of July 20, 1953. Noted among the honorary vice-presidents is Marguerite Prime, librarian, American College of Surgeons, and a member of SLA's Illinois Chapter.

Geographers Meet

Approximately 1,500 geographers attended the Seventeenth International Geographical Congress held in Washington, D. C., August 8-15, 1952.

Noted among the SLA members who took an active part in the proceedings were Dr. Walter W. Ristow as executive secretary of the U. S. National Committee, Dr. Arch C. Gerlach, who was in charge of an extensive display of non-commercial foreign exhibits, and Dr. Burt W. Adkinson, who served as chairman of the local arrangements committee.

California Meeting

The Southern California Chapter and the San Francisco Bay Region Chapter will hold a special meeting, October 25, 1952, in conjunction with the annual convention of the California Library Association. Guest of honor will be SLA's president, Elizabeth Ferguson.

Washington, D. C.

The Washington, D. C. Chapter has planned a dinner meeting to take place Friday evening, October 10, 1952 at the Lafayette Hotel. All SLA members participating in the Executive Board and Advisory Council sessions at the Statler Hotel, October 9 through 11, 1952, have been invited to attend.

Receives Citation

Mrs. Clara E. LeGear, bibliographer in the Division of Maps, Library of Congress, Washington, D. C., was cited recently for "Meritorious Contribution in the Field of Geography" by the Association of American Geographers.

Mrs. LeGear received the citation for her compilation of the Library of Congress bibliography, *United States Atlases* (1950).

Phillips Temple

Phillips Temple, librarian of Georgetown University, has been elected chairman of the Conference of Jesuit Libraries. The Conference is composed of librarians, lay and clerical, in Jesuit institutions throughout the United States, and sponsors discussions of problems common to the libraries serving such institutions.

Mr. Temple is a member of the Washington, D. C. Chapter of SLA.

MLA Meeting

The Midwest Regional Group of the Medical Library Association will hold its fall meeting at the Lilly Research Laboratories, Indianapolis, Indiana, October 17 and 18, 1952, with the first meeting scheduled for 3:15 P. M. Dr. Donald Washburn, librarian, American Dental Association, is the program chairman.

LC Office in New York

The Library of Congress has established an office in the New York Public Library for the purpose of assuring: (1) pre-publication deposit of books for copyright, (2) the receipt in Washington of review copies of new books

for the *U. S. Quarterly Book Review* and (3) the receipt of catalog copies enabling the card division to have printed cards ready when the new books are released.

A full-time representative, Alan L. Heyneman, will work with publishers in New York, Boston and Philadelphia.

WA333

The Library of Congress has installed a teletype system which will facilitate rapid communication with its various offices and with other libraries and publishing companies having teletype machines.

The Library of Congress call number is WA333. Messages can be received twenty-four hours a day, seven days a week.

Libraries and library organizations having teletype installations include the John Crerar Library, the Detroit Public Library, the Grand Rapids Public Library, the Michigan State Library, the Milwaukee Public Library, the Racine Public Library, the American Library Association and the Midwest Inter-Library Center. Negotiations are under way for an installation in the New York Public Library, in the office of the Library of Congress representative.

Census Bureau

A leaflet listing *Census Bureau Publications on Governments* has been issued by the Bureau of the Census and is available from that agency upon request. This bulletin describes briefly each of the 16 reports on governmental finances and employment which the Census Bureau expects to issue in the fiscal year beginning July 1, 1952, and lists other recent publications of the Bureau regarding State and local governments.

Catholic Periodical Index

Joseph W. Sprug, the Catholic University of America Library, is the new editor of the *Catholic Periodical Index*, a publication of the Catholic Library Association, providing an author and subject guide to approximately ninety Catholic magazines, both American and foreign. It was first published in 1930 and, with the exception of the period 1934 to 1938, has been published continuously since.

Survey of Library Research

A research grant from the National Science Foundation to the John Crerar Library has been announced by Herman H. Henkle, librarian. The grant of \$8,400 will support a year's study of the research service to industry which is offered by Crerar's Research Information Service.

A survey will be made of the nearly 500 library research jobs which have been com-

pleted during the past four years for companies, government agencies and individual investigators. This will involve an analysis of techniques used in Research Information Service and an evaluation of these techniques for dissemination of scientific information. It will also include experimentation with new techniques.

Research Information Service was established in 1947 by the directors of Crerar for the purpose of more effective aid to industrial research in this area. This non-profit service offered by Crerar draws on the collections of one of the leading scientific libraries of the world. Access to research collections in chemistry, physics, geology and other sciences and in every branch of engineering, agriculture and medicine is available to students, professional men and industrial research workers.

Union List

A new *Union List of Periodicals and Other Serial Publications in the Medical and Biological Sciences Libraries of the Greater Los Angeles Area* is now available.

It lists holdings of more than 3,000 American and foreign titles in 17 representative libraries which are made available through the cooperative effort of members of the Southern California Chapter of Special Libraries Association. Dr. Hazel Dean, associate professor of library science at the University of Southern California, has acted as editorial chairman.

The list which has been in the making for some time should fill a much felt need in making more accessible the many new medical and biological sciences titles added in recent years. It represents a partial revision of the general *Union List of Periodicals in Libraries of Southern California* published in 1941 and out of print for some time.

The price has been set at \$5 net. Proceeds will be used to finance revised listings in other subject fields.

Send orders to:

Mrs. Gertrude M. Clark, Asst. Librarian
Los Angeles County Medical Association
Medical Library
634 South Westlake Avenue
Los Angeles 5, California

Pharmaceutical Union List

The Pharmaceutical Section of SLA's Science-Technology Division has compiled a *Union List of Periodicals in Pharmaceutical Libraries* presenting the holdings of 25 pharmaceutical libraries in the United States and Canada. The volume of almost 200 mimeographed pages is available at \$3 a copy from:

Miss Helen E. Loftus
Eli Lilly and Company
Indianapolis 6, Indiana

Third-Class Mail

Many of the chapters of SLA have contacted Headquarters recently about the privilege of mailing at the one-cent rate of 200 pieces of identical third-class matter under the Section 34.65 (e), *Post Laws and Regulations*. Application was made to the Post Office Department in Washington, D. C. for a ruling as to whether or not SLA could be considered as an educational organization and therefore permitted to use the one-cent rate for third-class matter. The following letter, received from the Assistant Postmaster General on August 15, 1952, states that SLA may be regarded as a non-profit, educational organization and therefore may mail material under the conditions set forth in paragraphs (d) and (e) of Section 34.65 of *Postal Laws and Regulations*.

KATHLEEN B. STEBBINS
Executive Secretary

Postmaster August 14, 1952
New York, New York

Having considered the application (Form 3624) and any other evidence submitted, it appears the Special Libraries Association, 31 East Tenth Street, your city, may be regarded as a nonprofit educational organization or association within the contemplation of the provisions of Section 3 of the Act of Congress of October 30, 1951. Accordingly, this organization or association is hereby authorized to mail matter at the rates and under the conditions set forth in paragraphs (d) and (e) of Section 34.65, *Postal Laws and Regulations*.

OSBORNE A. PEARSON
Assistant Postmaster General
Post Office Department
Washington, D. C.

Parcels containing books or catalogs of 24 pages or more . . . shall be chargeable with postage at the rate of 1½ cents for each 2 ounces or fraction of 2 ounces, provided, such matter bears the inscription "Sec. 34.65 (d), P. L. & R." either printed or hand-stamped in the upper-right corner of the address side.

Upon payment of a fee of \$10 for each calendar year or portion thereof, separately addressed identical pieces of third-class matter in quantities of not less than 20 pounds or not less than 200 pieces may be accepted subject to the pound rates of postage applicable to the entire bulk mailed at one time, either at 14 cents or 10 cents for each pound or fraction, according to nature of contents, with a minimum charge per piece of 1 cent provided such matter shall bear the inscription "Sec. 34.65 (e), P. L. & R." either printed or hand-stamped in the upper-right corner of the address side. This authorization shall apply only to third-class mailings presented by the organization or association mentioned above at your post office.

If you are holding in trust a deposit of money to cover postage at the regular third-class rates for mailings already accepted, the amount shall be refunded and an appropriate receipt for the money should, of course, be obtained for your files.

A copy of this authorization shall be delivered to the applicant.

SLA AUTHORS IN PRINT

GUIDE TO FOREIGN SOURCES OF METALLURGICAL LITERATURE. By *John T. Milek*. Pittsburgh: Richard Rimbach Associates, 1951. 95p.

The author states in the preface that "this collection of references grew out of lecture material gathered for a talk before the Special Libraries Association in Los Angeles in 1949. In preparing material for the talk it was immediately apparent that very few guides and sources of foreign metallurgical information were available."

This volume is presented as an "aid to librarians, metallurgists, engineers . . . interested in obtaining ready access to information on metallurgy published in the foreign literature."

The *Guide* is divided into sections listing organizations, publications, statistical sources, bibliographies and other pertinent information.

The author, Mr. Milek, is a member of the Southern California Chapter of SLA.

MAGIC OIL. Servant of the World. By *Alfred M. Leeston*. Dallas, Texas: Juan Pablos Books, 1951. 237p. \$3.75.

This compact volume presents a comprehensive survey of the oil industry throughout the world. The book is divided into six parts, each covering a separate geographic oil-producing area. The growth and development of the industry is described and the current oil situation reviewed. The material is authoritative and well-documented. Included is an excellent bibliography on the technical, political and economic aspects of the oil industry. The book is well-indexed by name and by subject.

The author, Dr. Leeston, is a member of the Texas Chapter of SLA.

PROPERTIES OF THE PRINCIPAL FATS, FATTY OILS, WAXES, FATTY ACIDS AND THEIR SALTS. By *M. P. Doss*. New York: The Texas Company, 135 East 42nd Street, New York 17. 1952. 244p. \$5.

This authoritative and exhaustive survey should be of general interest to the fatty oil, petroleum and chemical industries, and of particular interest to manufacturers of lubricants.

The book is the result of ten years' intensive search through published and unpublished data and literature. It lists more than 1,350 literature references. A variety of conversion tables and a detailed index add to the usefulness of this volume.

The author, Mr. Doss, is a member of the New York Chapter of SLA.

Library Directories

SLA MEMBERSHIP

INDIANA

Portia Christian, librarian, Caldwell-Larkin Advertising Agency, collaborated in the preparation of a joint membership directory of four Indiana library organizations.

Entitled *Hoosier Librarian*, the directory is divided into four sections, one for each organization, with an alphabetical membership listing for each of the following: Indiana Library Association, Indiana School Librarians Association, Indiana Chapter—Special Libraries Association and Indiana Library Trustees Association. The SLA section includes a member list and a library list. Copies are available from the Chapter at twenty-five cents each.

MONTREAL

The Montreal Chapter of SLA has issued a 1952 *Amendment* to the *Directory of Special Libraries in Montreal* (1949) bringing the information therein up to date. The directory is available at one dollar (Canadian) and includes the 1952 *Amendment* and other *Amendments* as issued. Copies may be secured from:

Miss Louise Morton, Librarian
Imperial Tobacco Co. of Canada, Ltd.
3810 St. Antoine Street
Montreal 30, P. O. Box 6500, Canada

WASHINGTON, D. C.

The 1952 *Handbook and Directory* of the Washington, D. C. Chapter is now available at fifty cents a copy. Compiled and edited by John J. Clopine, the handbook includes a brief history of the Washington, D. C. Chapter, its Constitution and organizational structure and a listing of its 510 members. Also included is a convenient list of government agency libraries.

OTTAWA

The Library Association of Ottawa (Canada) has prepared a *Directory of Libraries in the Ottawa District*. The first section of the directory gives an alphabetical listing of all government, school, college, university and special libraries in the area, their subject interests and the extent of their lending services. The second section provides an alphabetical listing of library staff members.

The directory costs one dollar (Canadian). Copies may be purchased from:

Mr. Claude Aubry, Assistant Librarian
Ottawa Public Library
114 Metcalfe Street
Ottawa, Ontario, Canada

WASHINGTON, D. C.

A new edition of *Library and Reference Facilities in the Area of the District of Columbia* has been issued by the Library of Congress. This 153-page directory, prepared jointly by the Washington, D. C. Chapter of the Special Libraries Association and the Library of Congress, describes the collections of 237 institutions, including Federal libraries, in the Washington area. It also lists the librarian, regulations concerning use, address and telephone number of each library.

The directory is arranged alphabetically by government agency and private institution with cross references to subordinate divisions having libraries. An index lists the popular names of the institutions and agencies and their telephone extensions. Copies of the directory are free to libraries and other interested institutions. Requests should be sent to the Publications Section of the Library of Congress.

EXECUTIVE DEVELOPMENT

The current issue of *Business Information Sources* entitled "Executive Development" gives a list of references to articles, books and surveys dealing with the functions, selection, development and training of executives, and also includes a brief list of self-help manuals. College and university participation, individual company programs, and the evaluation of developmental methods are also discussed.

Copies of the bulletin are available for a mailing and handling charge of ten cents, from:

MISS ROSE L. VORMELKER, Head
Business Information Bureau
Cleveland Public Library
325 Superior Avenue
Cleveland 14, Ohio

Off the Press*

ASSOCIATION MANAGEMENT. With Special Reference to Trade Associations. By *John C. Patterson*. New York: Harper, 1952. 230p. \$3. This handbook offers useful information on how to run an association. It presents various methods of handling problems of group organization and action, based on extensive experience. Included is pertinent material on public relations, office management, legal precautions, committee operations and meetings and a general analysis of problems common to most associations. The author makes cogent reference to the valuable service rendered by the special library in a trade association.

BRITAIN, 1952. An Official Handbook. New York: British Information Services, 1952. 296p. \$2.

The first official yearbook issued by the British government contains factual and statistical information about the United Kingdom compiled from official sources. It provides basic data on the main aspects of national life including information on government and administration, finance, trade and industry, science and the arts. Maps, an extensive bibliography and a detailed index add to the usefulness of this handbook.

MAN, MONEY, AND GOODS. By *John S. Gambs*. New York: Columbia University Press, 1952. 341p. \$3.75.

A straightforward exposition of economic problems and thinking is presented for the reader who is interested in acquiring a basic knowledge of the fundamentals and a familiarity with the theories advanced by various authorities on taxation, money, banking and other economic factors. The author is professor of economics at Hamilton College.

THE MUNICIPAL YEAR BOOK, 1952. The Authoritative Resume of Activities and Statistical Data of American Cities. 19th ed. Edited by *Clarence E. Ridley* and *Orin F. Nolting*. Chicago: International City Managers' Association, 1313 East 60th Street, Chicago 37. 604p. \$10.

The latest available data on municipal government is contained in this extensive sourcebook. The volume is divided into basic subject categories and is so thumb-indexed. Sections include government data, personnel, finances and statistics, ordinances, electric utilities, police, fire, traffic, etc. New sections include information on city planning, zoning and traffic safety. More definitive data appears for each city over 5000 population. The final

1950 census figures have been used and an analysis is given of urban population changes.

Each field of municipal activity is reviewed for significant events of the year.

THE NATION'S LEADING HOUSE MAGAZINES. A Public Relations Guide to 1,400 Major Publications Totaling 55,000,000 Circulation. New York: The Gebbie Press, 1952. 181p. \$20.

A comprehensive coverage of house magazines using free editorial copy has been compiled for use as a guide in placing public relations material. An alphabetical listing of organizations issuing house magazines gives a detailed description of each publication, including the name of the editor, frequency of publication, format, circulation and subject interests. There is also a geographical listing of organizations and a list of magazine titles.

The publishers state that the information in this directory has never before been compiled or published—that it is the only editorial directory of house magazines.

THE PETROLEUM DICTIONARY. By *Lalia P. Boone*. Norman, Oklahoma: University of Oklahoma Press, 1952. 338p. \$5.

The specialized language used in all phases of the oil industry is listed and defined in this unique wordbook, making it an indispensable reference item in this subject field.

More than 6000 words and expressions are listed, both technical and non-technical. Included also is the slang and colorful phraseology of the oilfield. Names of towns, fields, wells, oilmen and companies are given.

For the etymologist there is an interesting dissertation on the origin and development of this distinctive terminology.

A STANDARD LIST OF SUBJECT HEADINGS IN INDUSTRIAL RELATIONS. Prepared by the Sub-Committee on Subject Headings, Committee of University Industrial Relations Librarians. Princeton: Industrial Relations Section, Princeton University, 1952. 95p. \$2.50.

This compilation is an invaluable aid in organizing the industrial relations collection. The development of this published list is the result of an analysis of the subject headings in use by six university industrial relations centers. The need for standardization of terminology was obvious. To achieve its purpose, a preliminary edition was prepared and distributed to a selected mailing with requests for criticism.

While this list was compiled primarily as a tool for younger university centers, those companies and unions making use of material in this field will find it extremely useful in making more readily accessible the ever-increasing flow of print.

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

PUBLICATIONS RECEIVED*

Publications received will be listed in grateful acknowledgment to publishers sending review copies. Reviews will be published as space permits.

Advertising

ADVERTISING AT THE CROSSROADS. Federal Regulation vs. Voluntary Controls. By *Max A. Geller*. New York: The Ronald Press, 1952. 335p. \$5. Offers an analysis of the role of advertising in our economy and discusses the advertising industry's need for adopting measures of self-regulation in order to eliminate advertising abuses.

IS ANYBODY LISTENING? How and Why U. S. Business Fumbles When It Talks with Human Beings. By *William H. Whyte, Jr.* New York: Simon and Schuster, 1952. 239p. A study of mass communication based on a series of articles published in *Fortune* covering American techniques of selling.

PRINCIPLES AND PRACTICES OF CLASSIFIED ADVERTISING. Edited by *Morton J. A. McDonald*. Published under the auspices of the Association of Newspaper Classified Advertising Managers, Inc. 2nd ed. Culver City, California: Murray and Gee, 1952. 470p. \$7.50. A revised edition of *Encyclopedia of Classified Advertising* which was compiled as a desk book for the membership of the Association of Newspaper Classified Advertising Managers.

Arts

A CATALOG OF RECORDED CLASSICAL AND TRADITIONAL INDIAN MUSIC. With an Introduction on Indian Musical Theory by *Alain Danielou*. Paris: UNESCO, 1952. 235p. \$2.50. Lists more than 1500 recordings of music almost unknown in the West and offers detailed information about the works and the recording musicians.

CHILDREN AND MUSIC. An Informal Guide for Parents and Teachers. By *Beatrice Landeck*. New York: William Sloane Associates, 1952. 279p. \$3.50. How to use music for the enrichment of family life in general and of children's lives in particular. The author is a leader in the field of music education.

DYNAMICS OF THE FILM. By *Joseph and Harry Feldman*. New York: Hermitage House, 1952. 255p. \$3.50. Movie appreciation for the movie-goer. Presents the unique aspects of film art and the basic techniques used in popular film classics.

FOLK DANCE GUIDE. Edited by *Paul Schwarz*. 2nd ed. New York: Paul Schwarz, 1952. 16p. \$0.50. A combined directory and selected bibliography of folk and square dancing published annually by the editor and available from Box 342, Cooper Station, New York 3, N. Y.

* The omission of a price does not necessarily indicate that the publication is free.

HANDBOOK OF DESIGNS AND DEVICES. By *Clarence Pearson Hornung*. 2nd rev. ed. New York: Dover Publications, 1946. 218p. \$1.90. A decorative alphabet for the designer presenting 1,836 basic designs and their variations based on the geometry of space division.

HARVARD LIST OF BOOKS ON ART. Compiled by *E. Louise Lucas*. Cambridge, Mass: Harvard University Press, 1952. 163p. \$2.25. Selected titles basic to the study of art with emphasis on architecture, sculpture, painting and drawing. Listings arranged by subject and by individual artist. Artist and author index.

THE THEATRE DICTIONARY. British and American Terms in the Drama, Opera, and Ballet. By *Wilfred Granville*. New York: Philosophical Library, 1952. 227p. \$5. A glossary of stage terms used by actors, directors, managers and stage hands, of interest to the theatre-lover as well as to the etymologist.

Business

ECONOMIC FORCES IN AMERICAN HISTORY. By *George Soule*. New York: William Sloane Associates, 1952. 568p. \$6. Chronological developments in government, business, technology, labor and money, creating the patterns of American economics.

FACTS, FILES, AND ACTION IN BUSINESS AND PUBLIC AFFAIRS. Part One: Sources and Backgrounds of Facts. By *J. Edwin Holmstrom*. London: Chapman and Hall, 1951. 449p. 36s. Planning for effective accomplishment in government, industry and social services. Describes functions of British institutions, sources of information and includes extensive bibliography and index.

FEDERAL TAXES. Edited by *Clifton H. Kreps, Jr.* New York: H. W. Wilson Company, 1952. 183p. \$1.75. A compilation of the opinions of recognized authorities on the purposes and effects of taxation, tax equity and Federal authority. Includes a selective bibliography.

MARKETING IN THE AMERICAN ECONOMY. By *Roland S. Vaile, E. T. Grether and Reavis Cox*. New York: The Ronald Press, 1952. 737p. \$5. A basic textbook providing a comprehensive analysis of why marketing exists and how it is carried out in the American economy.

ONE HUNDRED SHORT PROBLEMS IN CORPORATION FINANCE. By *Herbert E. Dougall* and *Harold W. Torgerson*. 3d ed. New York: The Ronald Press, 1951. 182p. \$2. For the student in business and corporation finance.

PRINCIPLES OF MARKETING. By *Harold H.*

Maynard and Theodore N. Beckman. 5th ed. New York: The Ronald Press, 1952. 792p. \$6. A textbook giving the fundamentals of the marketing process and structure including social and economic aspects.

SURVEY OF U. S. INTERNATIONAL FINANCE. 2v. 1950, 1951. By *Gardner Patterson and Jack N. Behrman*. Princeton, N. J.: Princeton University Press, 1951 and 1952. 310p. and 325p. \$2.25 each. Current information and pertinent reference on international financial policies and transactions of the United States. Includes statistical tables and a useful index.

Education

EDUCATORS GUIDE TO FREE FILMS. Compiled and edited by *Mary F. Horkheimer, J. W. Diffor and J. G. Fowlkes*. 12th annual ed. Randolph, Wisconsin: Educators Progress Service, 1952. 508p. \$6. Lists over 2,300 titles of films available without cost from industrial, government and philanthropic organizations for use as teaching aids.

EDUCATORS GUIDE TO FREE SLIDEFILMS. Compiled and edited by *Mary F. Horkheimer and John W. Diffor*. 4th annual ed. Randolph, Wisconsin: Educators Progress Service, 1952. 172p. \$4. Lists over 500 titles of free slidefilms and slides available for use in teaching.

THE HEALTHY VILLAGE. An Experiment in Visual Education in West China. Paris: UNESCO, 1951. 119p. \$0.50. A report on the practical use of visual aids in fundamental education.

THE PSYCHOLOGY OF TEACHING READING. By *Irving H. Anderson and Walter F. Dearborn*. New York: The Ronald Press, 1952. 382p. \$4.75. A college textbook on the psychological foundation of methods used in teaching elementary school pupils.

Reference

AMERICAN HEALTH DIRECTORY. By *Henry Hatton*. Washington, D. C.: Public Affairs Press, 1952. 96p. \$2.50. A subject listing of health agencies, foundations, organizations, etc., in this country.

AMERICAN JUNIOR COLLEGES. Edited by *Jesse P. Bogue*. 3rd ed. Washington, D. C.: American Council on Education, 1952. 604p. \$7.50. Pertinent information on all accredited junior institutions of higher education in the United States.

AMERICAN UNIVERSITIES AND COLLEGES. Edited by *Mary Irwin*. 6th ed. Washington, D. C.: American Council on Education, 1952. 1105p. \$10. A standard reference on higher education listing over 900 institutions with pertinent data about requirements, faculty, tuition, notable features, etc. Includes extensive related information.

CATHOLIC AUTHORS. Contemporary Biographical Sketches. Edited by *Matthew Hoehn*. Newark, N. J.: St. Mary's Abbey, 1952.

633p. \$6.50. A biographical dictionary listing approximately 1000 Catholic authors.

DIRECTORY OF ORGANIZATIONS AND INDIVIDUALS PROFESSIONALLY ENGAGED IN GOVERNMENTAL RESEARCH AND RELATED ACTIVITIES. 1952-1953. New York: Governmental Research Association, 1952. 60p. \$2. Lists established agencies concerned with the improvement of the organization and administration of government and the promotion of economy and efficiency in the performance of public services.

HANDBOOK OF THE INTERNATIONAL EXCHANGE OF PUBLICATIONS. Prepared in collaboration with *J. L. Dargent*. Paris: UNESCO, 1950. 369p. \$3.50. UNESCO's contribution to the rehabilitation and development of libraries. A summary in French and English of the Clearing House program and its operations.

THE LONDON UNION LIST OF PERIODICALS. Holdings of the Municipal and County Libraries of Greater London. Edited by *K. A. Mallaber and Philip M. de Paris*. London: London and Home Counties Branch, The Library Association, 1951. 216p. Includes periodicals of all types, newspapers, society transactions and proceedings; also selected annuals.

SERIAL PUBLICATIONS OF THE SOVIET UNION, 1939-51. A Preliminary Checklist. Compiled by *Rudolf Smits*. Washington, D. C.: U. S. Government Printing Office, 1951. 316p. \$1.50. Designed to meet the growing need for bibliographical information concerning published material originating in the Soviet Union. Lists official and non-official Russian serial publications issued since 1939 in the U.S.S.R. and gives location of holdings in U. S. libraries.

THE SUBJECT INDEX TO PERIODICALS. 1951. Issued by the Library Association. Edited by *T. Rowland Powell*. London: The Library Association, 1952. 626p. Indexes English publications of general interest, issued in Great Britain, the Dominions and the Colonies. American and Canadian periodicals, and highly specialized technical journals are excluded because of coverage elsewhere.

WHO'S WHO IN SWITZERLAND. Including the Principality of Lichtenstein. 1950-1951. A Biographical Dictionary Containing About 3300 Biographies of Prominent People in and of Switzerland. Edited by *Dr. H. and E. Girsberger*. Zurich, Switzerland: The Central European Times Publishing Company, 1952. 768p. \$12.50. This reference work, published in English, contains biographies of outstanding personalities of Switzerland, both at home and abroad.

Science-Technology

ATOMIC ENERGY IN WAR AND PEACE. By *Captain Burr W. Leyson*. New York: E. P.

- Dutton, 1951. 217p. \$3.75. Nuclear science for the layman.
- BAUGHMAN'S AVIATION DICTIONARY AND REFERENCE GUIDE. Revised by *Ernest J. Gentle* and *Charles Edward Chapel*. 3rd ed. Los Angeles, California: Aero Publishers, 1951. 653p. \$7.50. Arranged in two sections including definitions of terms used in the field of aviation and pertinent information for reference use.
- THE CALCULUS. Arithmetic of the Age. By *G. P. Rawlings*. London: Percival Marshall and Company, Ltd., 1952. 84p. 10s. 6d. Introduction to the study of calculus, its applications, and a brief history of its origin.
- HANDBOOK OF AMERICAN RAILROADS. By *Robert G. Lewis*. New York: Simmons-Boardman Publishing Corporation, 1952. 242p. \$2.95. Official up-to-date facts on all Class I U. S. Railroads complete with route maps in a compact little volume providing a valuable single source for information on the subject.
- HARWELL. The British Atomic Energy Research Establishment. 1946-1951. Prepared by the Ministry of Supply and Central Office of Information. 128p. \$3.75. Origin, organization and work programs of the British atomic energy center. Includes a list of scientific papers prepared by the staff, a reading list and glossary and photographs.
- KING SOLOMON'S RING. New Light On Animal Ways. By *Konrad Z. Lorenz*. New York: Crowell, 1952. 202p. \$3.50. The human side of birds and animals delightfully described by a world-famous naturalist.
- LOW-COST RADIO RECEPTION. By *Claude Mercier*. Paris: UNESCO, 1950. 118p. \$0.65. A technical study of simple inexpensive receivers. UNESCO's investigation of mass communication at low cost.
- THE NATURE OF THINGS. By *Roy K. Marshall*. New York: Henry Holt, 1951. 188p. \$2.95. A pleasant and informative introduction to some of the major mysteries of the world we live in by the author of the well-known television science series.
- PETROLEUM PRODUCTIVE CAPACITY. A Report on Present and Future Supplies of Oil and Gas. By the Committee on Oil and Gas Availability. Washington, D. C.: National Petroleum Council, 1952. 102p. Paper covered, \$0.40. Cloth bound, \$1.40.
- THE PLANETS. Their Origin and Development. By *Harold C. Urey*. New Haven: Yale University Press, 1952. 245p. \$5. Theories on the origins of the solar system and discussion on the chemical processes taking place in the formation of the planets by the distinguished Nobel Prize winner.
- PROFESSIONAL TRAINING OF FILM TECHNICIANS. By *Jean Lods*. Paris: UNESCO, 1951. 155p. \$1. UNESCO study of existing facilities in various countries. A manual for teachers, technicians and film producers.
- SURVEY OF RESEARCH PROJECTS IN THE FIELD OF AVIATION SAFETY. New York: Daniel and Florence Guggenheim Aviation Safety Center, 1952. 96p. A list of projects in progress, or completed, advancing the science of aviation safety.

Miscellaneous

- ACROSS TO NORWAY. By *David Howarth*. New York: William Sloane Associates, 1952. 286p. \$3.75. A story of the bravery and resourcefulness of Norwegian sailors participating in hazardous underground operations during the last war.
- BIOGRAPHY OF AN IDEA. The Story of Mutual Fire and Casualty Insurance. By *John Bainbridge*. Garden City, N. Y.: Doubleday, 1952. 381p. \$4. The history of insurance in the United States and its growth and development.
- THE BURIED LIFE. A Study of the Relation between Thackeray's Fiction and his Personal History. By *Gordon N. Ray*. Cambridge, Mass.: Harvard University Press, 1952. 148p. \$2.75. Based on unpublished papers by the editor of *The Letters and Private Papers of William Makepeace Thackeray*.
- BYRON, SHELLEY AND THEIR PISAN CIRCLE. By *C. L. Cline*. Cambridge, Mass.: Harvard University Press, 1952. 263p. \$5. A scholarly work based on unpublished correspondence.
- DON'T VOTE—TIL YOU READ THIS. Compiled and edited by *Anton Gud*. New York: Austin-Phelps, 1952. 73p. \$1.25. A humorous approach.
- EVERYBODY'S GUIDE TO STAMP INVESTMENT. By *Joseph E. Granville*. New York: Hermitage House, 1952. 240p. \$2.95. A handbook on philatelic economics explaining the aspects of buying stamps from the government at face value, holding them, and then redeeming them in a non-government market to produce income.
- GOLD STAR LIST OF AMERICAN FICTION. 1952. Compiled by the Syracuse Public Library. 37th ed. Syracuse, New York: Syracuse Public Library, 1952. 59p. \$0.75.
- INTERPRETING THE CHURCH THROUGH PRESS AND RADIO. By *Roland E. Wolseley*. Philadelphia: Muhlenberg Press, 1951. 352p. \$3.75. A practical manual on all phases of Church publication and publicity.
- JUDGE MEDINA. A Biography. By *Hawthorne Daniel*. New York: Wilfred Funk, 1952. 373p. \$4. An authorized biography including a behind-the-scenes account of the famous trial.
- PHILOSOPHY OF HENRY JAMES, SR. By *Fred-eric H. Young*. New York: Bookman Associates, 1951. 338p. \$4.50. An exposition of the senior James's philosophic range and an introduction to his writings.

Letters to the Editor

Conventions

... I frequently read about conventions of librarians in *SPECIAL LIBRARIES*. The information reaches us in this part of the world rather late. May I suggest that sufficient notice is given, particularly of annual or international conferences, so that someone who would like to attend and benefit thereby, may be enabled to make necessary arrangements.

DR. A. L. SIMHA, *Librarian*
The Tata Iron and Steel Co., Ltd.
Jamshedpur, India

(Ed.) SLA's 44th Annual Convention will take place in Toronto, Canada, June 22 to 25, 1953. The year following, the convention city is Cincinnati, Ohio, where meetings will be scheduled from May 19 to 23, 1954.

Small Library

... I find *SPECIAL LIBRARIES* helpful... Since it may be of interest to you in selecting articles to know whom you are reaching, I will tell you that we have a small library of mainly public administration and business management materials. For the past three years, I have been able to give only half of my time to administering it (generally there was no other staff assigned to it either), but recently I have been able to give most of my time to it. We have a tremendous backlog in weeding. Classification is a constant concern. Our staff of about one hundred engineers travels constantly both in this country and abroad, so that keeping track of materials is very difficult. A book charged out to a man in Dallas is sometimes sent on to someone in Lima and turns up months later in the briefcase of someone just returned from Beirut. We have considerable difficulty in finding suitable library help, what with most girls' lack of interest or background in our field and rather inadequate physical facilities for the library. My own training has been several years' experience with the firm rather than formal library training.

All of which is to say that I will welcome articles at fairly elementary levels,

and perhaps there are other readers who will, too. There must be others who feel humble about their facilities and hesitate to call attention to them.

M. L. R., *Librarian*
Chicago, Illinois

(Ed.) A number of SLA's most impressive libraries have started from "humble" beginnings! *SPECIAL LIBRARIES* makes a consistent effort to cover all of the interests of its varied membership.

Editorial Policy

The latest issue of *Chemical Literature*, Fall, 1952, carries the following paragraph on page two:

"The Editorial Board of *SPECIAL LIBRARIES* ... has recommended that Division Chairmen submit to the Associate Editor all division papers presented at the annual convention not later than July first (about a month after the meeting), these papers to be screened by the Editorial Board and those not published in *SPECIAL LIBRARIES* to be returned to Division Chairmen not later than October first for publication elsewhere if so desired." While the ACS's superlative editorial processing of papers presented could hardly be adapted to guarantee acceptance or return of all papers in four months, it might well be possible for ACS editors to consider instituting such a program with a more practical time interval."

It is good to read that ACS considers *SPECIAL LIBRARIES* as a "special" example of desirable editorial policy.

KATE C. ORNSEN, *Technical Librarian*
Research and Development Department
Sun Oil Company
Marcus Hook, Pennsylvania

Permission Granted

... I enjoyed Mrs. Stebbins' helpful article in the July-August issue of *SPECIAL LIBRARIES*. Also, I was glad to find the article on "Effective Writing" by Kermit Rolland and would like permission to reprint it in our company paper, *Saint Paul Letter*.

VERNIE H. WOLFSBERG, *Librarian*
St. Paul Fire & Marine Insurance Co.
St. Paul, Minnesota

Staff Manuals

The Colorado Chapter of Special Libraries Association is preparing a *Workshop on Methods* for presentation at

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man Geography

The final volumes III and IV are
scheduled for publication in January
1953.

THE H. W. WILSON CO.

950-972 University Avenue
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the State Library Convention, October 10-11, 1952. I have been asked to lead the section on *Staff Manuals*, and you can imagine the thrill I received to see Rose Boots' article in the September issue of *SPECIAL LIBRARIES* . . . The issue contains so many excellent articles that it makes me realize all the more that I missed a wonderful conference this year.

MELBOURNE DAVIDSON, *Librarian*
Colorado State Dept. of Public Welfare
Denver 2, Colorado

Leadership

. . . Some of us would like to see SLA and *SPECIAL LIBRARIES* lead in new ideas and new techniques instead of being content with the *status quo* . . . Bearing in mind that funds are not unlimited, money is like seed corn—you get the most from it by "planting" a given amount in fertile spots.

FREDERICA M. WEITLAUF, *Technical Librarian*
The Timken Roller Bearing Company
Canton 6, Ohio

(ED.) We are dedicated to the harvest!

Pictures

. . . Now that SLA is going to have a sub-organization of picture experts, I hope that some way will be found to exploit them to introduce more of a pictorial element into *SPECIAL LIBRARIES*.

DALLAS IRVINE, *Chief*
War Records Branch
National Archives
Washington 25, D. C.

(ED.) In recent issues we have done a little unofficial exploitation!

Administration

. . . I like the colored covers on *SPECIAL LIBRARIES* . . .

In some future issues of *SPECIAL LIBRARIES*, could we have some material covering the status of special libraries and how they fit into the management picture. It would be of particular interest to know how specific libraries perform within their own organizations, the existing administrative pattern relating the functions of the library to those of the organization, the extent of the librarian's authority, the company official to whom the librarian reports

Please Mention Special Libraries When Answering Advertisements

and the role of the librarian in company business as related to providing efficient library service.

Astute officials are aware of the advantages accruing to the organization when the librarian is given proper administrative backing and financial support and a place of prestige and authority, when the librarian is able to perceive the over-all problems of the organization and not merely those of a single section of it.

IRENE STRIEBY, *Chief Librarian*
Eli Lilly and Company
Lilly Research Laboratories
Indianapolis 6, Indiana

Convention Papers

... I am so glad to have the papers that I found so worth while at the SLA Convention in print in the September issue of **SPECIAL LIBRARIES** ... May I tell you what a grand job you are doing with **SPECIAL LIBRARIES** ...

MARGARET BONNELL, *Librarian*
Metropolitan Life Insurance Company
One Madison Avenue
New York 10, New York

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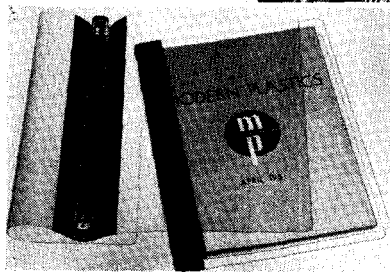
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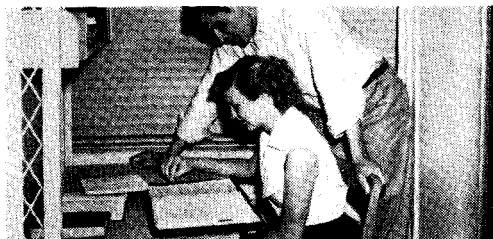
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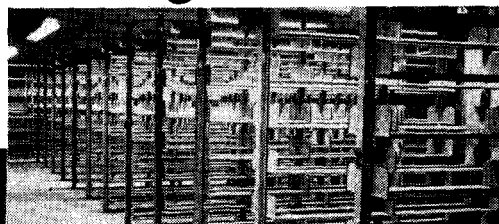
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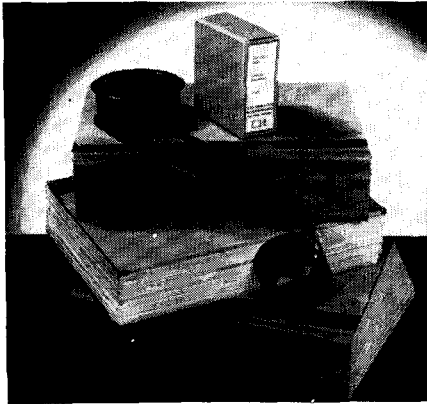
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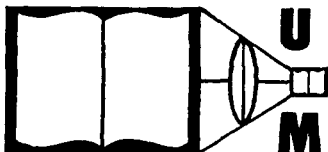
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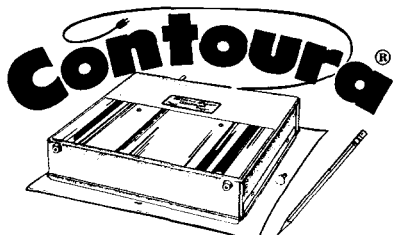
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