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## Special Libraries, September 1975

Special Libraries Association

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# *special libraries*

*September 1975, vol. 66, no. 9*

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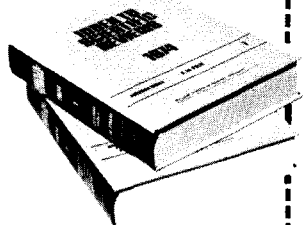
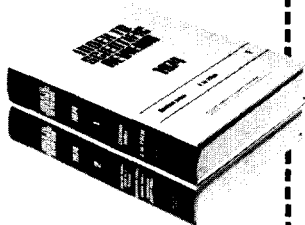
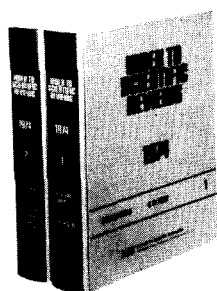
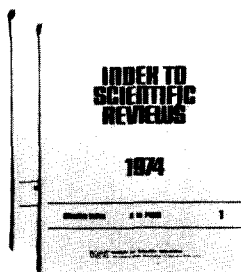
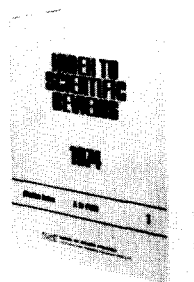
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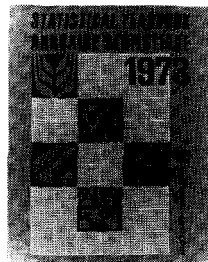
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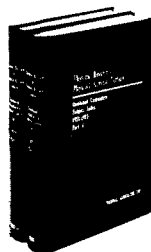
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## LETTERS

### *The Author Replies*

Imagine my surprise to find comment on an article I had authored in 1973 [Teaching Bibliographic Reference in a Reports Collection, *Special Libraries*: p.203-206 (Apr 1973)] in the Letters section in Apr 1975. The letter gives a false impression of my views and I hope that this response will clarify certain points.

In the second paragraph Kingsbury states that "Assistants can carry out certain operations under guidance but the responsibility is that of the librarian." I agree. Nowhere in my paper did I either state or even imply that the *assistant* reference librarian was put in charge of the reference function.

Kingsbury goes on to point 1. "The original request is usually vague and incomplete and should be screened at the outset for identification and urgency." The request form in the article was designed for exactly this screening. Please note on the front of the form the words "degree urgency" immediately under the requester's name and on the back "Where referenced?" The whole staff and not just the assistant were trained in taking this information and had instructions in what to do in the case of an urgent request.

Point number 2. In the first sentence of my abstract, for the purposes of the paper, I established this definition. "Bibliographic reference is here defined as identification of a document by any combination of report number, accession number, contract number, personal author, and/or corporate author with subject." Kingsbury's second point clearly has to do with subject reference. On thinking back perhaps a better title would have been "Teaching Bibliographic Verification. . . ." In any event, the bibliographic reference in question was done to identify a given requested document, not to locate the latest information on a given subject.

Point 3. "Finding the bibliographic information is not the end of the search." (Kingsbury) In some cases it was, for, as stated in the paper, the purpose of the bibliographic verification was to locate a file number for a report which might very well have been in the collection, but filed under a different number. The paper was *not* about the availability and acquisition of technical reports.

And then, in the last paragraph Kingsbury states that "To relegate public contacts to

our least trained personnel is to reduce public service to a clerical function." In a small collection the only librarian is not necessarily always present (consider meetings, lunch, illness, etc.). The librarian did not "relegate" public contact to anyone. Public contact occurred with all personnel every day and the paper was a result of the necessity for training staff to handle public contact and to handle it well. To indicate as Kingsbury does in her last sentence that "the user can be guided in the application of search strategy for his future needs" but to deny that an intelligent selected employee can be guided (taught) in a systematic way denies that clerical staff may be intelligent and willing and able to learn.

Barbara A. Rice  
State University of New York at Albany  
Albany, N.Y. 12222

\* \*

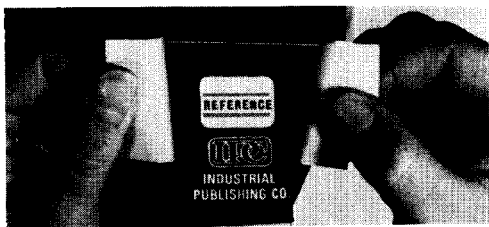
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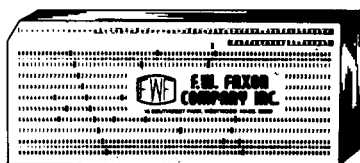
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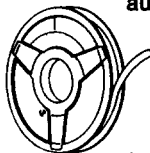
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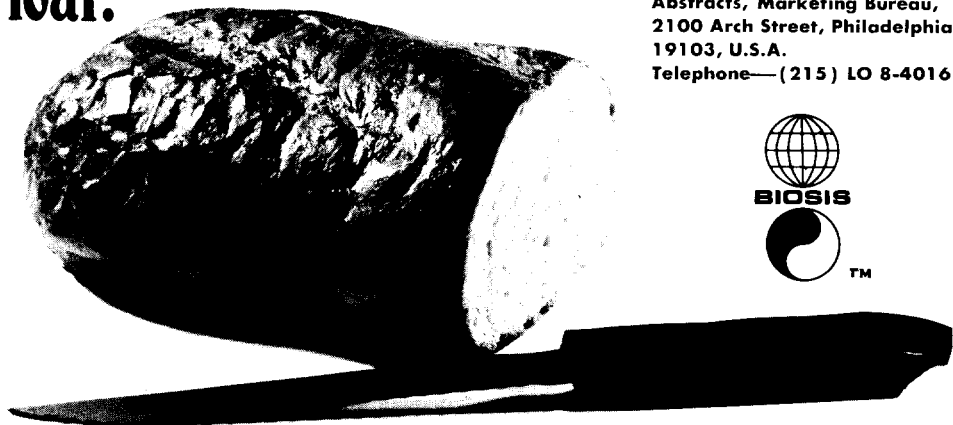
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# Lunar Data Information Center:

## A Shortcut to the Riddle of the Moon

Frances B. Waranius and Jody H. Heiken

Lunar Science Institute, Houston, Texas 77058

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■ The Lunar Data Information Center serves as a reference and lending collection to all those interested in lunar science—researchers, educators, and students, world-wide. Such methods as a classification scheme for mission-oriented

documentation, sample photo browse files, lunar feature index, and color coding, have resulted in an unusual user-oriented collection. A computer-based *Moon Literature Bibliography* provides search capability.

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“I NEED a photo of Copernicus . . . the lunar crater.” “Where can I find some information on the Genesis Rock?” “What’s been written on age-dating of lunar samples?” “I would like to add a unit on lunar geology to my freshman geology course. What’s available?” “What lunar seismic activities were recorded in 1971?”

When most people ask a question about the Moon today, an answer can be found in the vast amount of data returned by the Apollo and other spaceborne programs which explored the Moon. The data resulting from the Apollo missions alone includes 843 pounds of samples from the lunar surface, nearly 30,000 photographs, numerous maps, a collection of magnetic tapes, and stacks of documents, reports, and published literature.

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In 1973, a proposal to establish the Lunar Data Center at the Lunar Science Institute (LSI) was made to the National Aeronautics and Space Administration (NASA). The Lunar Science Institute was organized at the direction of President Lyndon Johnson. The LSI, originally operated by the National Academy of Sciences and Rice University, is now operated by the Universities Space Research Association, a consortium of 43 universities. Funding is through a National Aeronautics and Space Administration contract.

An announcement of intent to establish this center was printed in several journals and an appeal was made to the community for lunar-related materials to be sent to the LSI. In November 1973, the collection of photography, maps and documents which had been housed at the NASA Johnson Space Center was transferred to the institute. It is divided into four inter-related elements. The library collection is oriented toward the published and unpublished literature of lu-

nar science; the Photo/Map Library contains all the photography and cartographic products of the Lunar Orbiter, Surveyor, Ranger, and Apollo programs; the Sample Information Library includes photographs and descriptive documents relevant to the study of the lunar samples; and, the Geophysical Data Library consists of the National Space Science Data Center (NSSDC) data sets resulting from the Apollo orbital experiments and the Apollo Lunar Surface Experiments Package (ALSEP).

### Classifying Material

In the initial task of sorting and organizing the materials, user needs were the prime objectives. The first major classification is by lunar mission—Apollo, Surveyor, Lunar Orbiter, Luna, etc. The simple, but effective, method of color-coding was devised. A unique color assigned to each mission is used throughout the Data Center to correlate the various types of data in the collection. Bound documents, labeled drawers, lettered photo folders, and information packets are all color-keyed.

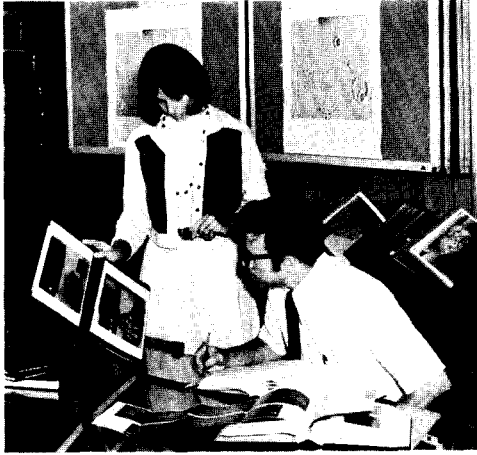
The lunar missions have produced a wide spectrum of photography ranging from the 35 in. panoramic frames to the 35mm slide. Black and white, and color, positive and negative imagery exists in a variety of formats: 8 in. x 10 in. prints, 70mm and 35mm slides, 70mm film, 35 mm film, 5 in. frame film, 16mm microfilm, microfiche and 16mm sound film. In many cases, a given photograph is available in several formats to anticipate different research purposes. The "browsing" concept is highly utilized in the Photo-library with some lunar surface photography displayed in kardex files. The 8 in. x 10 in. prints are grouped by mission and NASA photo number into ring binders and protected by plastic sleeves. Rolled film can be scanned by use of a film viewing light table equipped with a stereoscope. The Apollo photography indexes are bound in mission color code and housed near the film products. Maps are arranged by category into general map types, such as U.S. Geological Sur-

vey quadrangle maps, landing site maps, 1:250,000 quadrangle series, etc. Drawer labels are color-coded when maps refer to a particular mission area. The Photo/Map collection also includes some information on Mars, Mercury, Venus, and Jupiter. These photos and maps resulting from the recent Pioneer and Mariner missions are useful in studies of planetary analogs.

An important segment in the study of the Moon is the data derived from the samples. The samples delivered to the Lunar Receiving Laboratory in Houston were examined by a Preliminary Examination Team (PET). A numbering system, slightly different for each mission, was devised to inventory the samples. General catalogs of sample descriptions were produced by PET following each mission and later documents continue the precise cataloging of samples in greater detail. Many of the samples were cut or chipped into smaller parts and the records of these divisions are known as cutting diagrams. As a part of each sample's initial examination, six orthogonal photos are taken; copies of these photos, the cutting diagrams, and photomicrographs from thin sections are gathered into individual file folders hung in file cabinets. The most significant photo of each sample is filed in a counter-top viewing device consisting of plastic sleeves on a hinged rack, known as a "flip file." Scientists may view the samples in the flip files, refer to the individual sample folder for more detailed information, and if still more in-depth data is required, request access to the complete sample data pack maintained in the Curatorial Facility at the NASA Johnson Space Center.

In addition to the sample photos themselves, an integral part of any comprehensive sample study includes reference to the geologic descriptions and photography of the area from which the sample was taken. These descriptive documents and charts prepared by the U.S. Geological Survey, National Space Science Data Center and NASA are bound and maintained as part of the Sample Information Library Collection.

Figure 1. One Portion of the LSI Library Showing Photo Flip Files and Map Display Boards in the Background



The subject scope of the library collection is mainly in the fields of astronomy and geology. The book collection, which includes basic references in all the physical sciences, grows at the rate of about 500 titles per year. The books are cataloged according to the Library of Congress schemes, using LC cards whenever possible. The journals, currently about 130 titles, are filed alphabetically.

Since so much of the literature valuable in the study of the Moon is in the area we call "grey literature," a system was devised to make these documents accessible to our users while still fitting into the library system. A classification, patterned after the Library of Congress, puts all mission-related documents into class "M." The second alphabetic element indicates the particular mission program: "A" for Apollo, "O" for Orbiter, etc. The first numeric line is the mission number, and the Cutter number divides into the types of documents: sample, photo, geologic, etc. Thus a call number for the Apollo 14 Lunar Sample Catalog would be MA14.S32. This format was developed because no feature providing for a systematic grouping is common to all the documents. The expansion potential of this classification will allow for any new programs or missions added.

## Library Services

In the development of a data center, one thought is usually universal in everyone's mind . . . keep track of the literature . . . do a bibliography. Because the literature of the Moon, particularly that published since 1965, is so inter-disciplinary, subject searching requires reference to many index sources. To gather the literature of the Moon into one data base, the Moon Literature Project was begun. Since a partial bibliography existed as a part of the Lunar Sample Analysis Data Base operated by the Curator's Office at the NASA Johnson Space Center, we entered into a cooperative agreement with them. Using our PDP-11 computer, we now have author and title key-word search capability on more than 2,000 references. It is planned to subject index the literature using a controlled thesaurus developed at the institute. Currently searches are made on request and the service is not limited to LSI staff.

The newest element in the Data Center is the Geophysical Data Library, a cooperative project of NASA, NSSDC, and the LSI. Primarily in microfilm or microfiche, the data sets cover the major 34 experiments which were space-borne on the Apollo Command Modules or left on the surface of the Moon as parts of the ALSEP. The data sets provide results of the reduction or analysis of data from a given experiment and supporting information (catalogs, ephemerides, etc.). Reviews of this data can give clues to the internal structure and composition of the Moon, composition of the atmosphere, genesis of surface features, and the state of the lunar interior. To make these data available to as many investigators as possible NSSDC and NASA have planned to establish Lunar Science Subcenters across the country. The Lunar Science Institute is the first of these subcenters.

Finding one's way through the maze of data which have emanated from the lunar exploration programs may be extremely confusing. To assist both the experienced principal investigator and the newcomer to the field, the Data Center has prepared a number of data user's

guides, which briefly outline the pertinent types of information, and how to use and obtain them. Some of the areas covered by these publications include lunar sample information, geophysical data, and cartographic data. Other aids, such as an educator's guide to lunar data and a guide to the lunar science literature, are planned.

In keeping with the emphasis on dissemination of information, institute personnel edit a Lunar Science Information Bulletin which is sent to approximately 1,700 interested persons. Regular features in the *Bulletin* are reports of conferences, publications, research opportunities, personnel changes of interest to the lunar science community, and a bibliography of current references.

Reprints of published research papers issued in the series LSI Contributions may usually be obtained from the Library. Other publications edited, published and distributed by the Institute include the Abstracts of Papers submitted to the annual Lunar Science Conferences and special topical conference reports. Through a contract with NASA, the LSI Editorial Office is responsible for editing and managing the publication of the Proceedings of the annual Lunar Science Conference.

The Data Center is only one of the projects supported by the institute. A Visiting Scientists Program offers opportunities for short- and long-term appointments for the use of the Data Center and to conduct research. Applications can be made to the director of the institute for positions at the associate professor, post-doctoral, and graduate fellow levels. For other visitors who wish to use the Data Center, arrangements may be made through the Administrative Office. For those who are unable to visit the institute, requests for information either by mail or telephone are accepted and encouraged from the scientific community.

Although the institute does not function as a distribution center, when a request involves the availability of materials such as maps, photos, or documents, the librarians will provide the name of a source, if possible. Assistance

can be given in the preparation of the proper forms required by such distribution centers as National Space Science Data Center, National Technical Information Service, or Government Printing Office. If the item is no longer in print, or while the requestor is waiting for his materials to arrive, loans from the Data Center collection can be arranged following the regulations of the National Interlibrary Loan code, 1968.

Through the knowledge and experience which the personnel of the Lunar Data Center have acquired, it is hoped that the lunar science information riddle can be solved for you.

### Acknowledgment

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# Libraries, Managers, and People

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■ The question of library management is receiving more and more attention. Increasing liberal attitudes on the part of workers is straining current supervisory techniques. There is evidence to suggest that current management thinking is not effective enough to deal with these changes. It is evidenced in the pressures

experienced by managers and in the increasing discontent of employees. Library managers can benefit from a study of differing management theories and a greater understanding of human interactions in the work environment. They must recognize that where there is poor interaction their role is causative as well as crucial.

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**T**HE PURPOSE of this paper is to review the meaning of management, to explore managerial ineffectiveness, and to relate the two to libraries. This article will maintain that managerial ineptness results from improper management practices and that these improper practices are directly related to anxieties on the part of the manager.

## Managerial Functions

It has been said that management is manipulating people; that it is allocating resources; and that it is making decisions. It is these and more. The acronym POSDCORB (planning, organizing, staffing, directing, coordinating, reporting, and budgeting) is partially descriptive. Add to it control, innovation and representation (of the organization to those outside the group) and we may have a set

of characteristics on which even the experts might agree. A review of management and differing interpretations of its characteristics suggests a consensus among the experts that all managers perform the same functions only in different settings, libraries included.

As these characteristics have been defined and redefined in management literature, I will not do the same here. I would, however, like to make two observations about them: 1) There is an ebb and flow among them, i.e., none is individually distinct. Consider the interrelationships among organizing (deciding on positions and skills needed), staffing (matching of job and person), coordinating (synchronizing the work of people and sections), and directing (overseeing the day-to-day activities of persons and sections). Control is often discussed as a separate function but reporting and



budgeting, which are treated as separate functions, are also means of control. Finally, one cannot plan well without being innovative, i.e., without causing things to happen differently. 2) The previously listed management functions cannot be done effectively without forecasting (looking ahead to future plans and resources) or without dealing positively with the physical as well as the human environment. To perform functions effectively, the author believes that one must make economical use of material and human resources. To deal positively with the human environment one must create working conditions in which the participants are satisfied with their leadership so that their efforts are productive.

### **The System of Organization**

An organization's success or failure hinges on employee interaction. Those writing in support of improved management stress the point that the hierarchical system of management is a major cause of poor employee/supervisor relations and thus poor management. Hierarchy is a social arrangement in which human relations are determined by the degree of (authority) power one individual or group of individuals has over a subordinate individual or group of individuals. The need for such an arrangement is justified by the idea that someone must be responsible for the conduct of affairs and that that person should have the power commensurate with the responsibility. I agree with Crockett when he says: "The natural result, however, of such a system is fear, one of the most prevalent forces within our organizations today" (1). If power represents the influence exerted, by whatever means, over the conduct of others then, "management in a hierarchical organization and democratic values are incompatible as hierarchies cannot survive without holding some portion of the employees in bondage" (2). A term used in conjunction with hierarchy is bureaucracy. Bureaucracy can be defined as the organizational arrangement that develops to support the operation of a hierarchical system.

In the hierarchical system, the prime responsibility of an employee at any level is to respond to a superior. In such situations superiors feel that, since they are ultimately responsible, employee input can be minimized and the superior's decisions should be unquestionable. Subordinates expect promotion or other forms of recognition for conformity. Unfortunately, some of those promoted to managers in this manner are not the best qualified to create and maintain a work environment which inspires subordinates, or are not knowledgeable enough to make economical use of resources. Ineffective performance soon becomes obvious and such a manager finds himself in a very precarious position and under emotional strain. Schaffer (3) describes how managers escape these anxiety provoking situations through perceptual distortions and counterproductive behavior. The significance of this type of behavior is that it often drains energy from the enterprise or interferes seriously with its work, thus reinforcing the fact that the wrong person is in the managerial position. Schaffer (3) contends that the manager is often unaware of the motives behind his behavior and begins to develop defense mechanisms. This type of manager soon finds himself up to his chin in so-called managerial facades, i.e., deceptive behavior intended to act as a cover for inefficiencies. Schaub says:

"In most situations where managerial facades prevail over more honest and genuine forms of managerial behavior, the primary motivating force which stimulates the development of facades results from fear of failure, personal insecurity" (4).

In other words, as a result of managerial incompetence, the manager reacts to pressures in a manner detrimental to the organization as well as himself.

### **Transferability**

Linked with the hierarchy as a cause of incompetence, and therefore anxieties, are a) the belief that, because managers perform the same type of functions, they

are transferable from one management position to another; b) the increasing liberalization in employee thinking.

The belief in the transferability of managers can cause poor management if certain conditions are not recognized and dealt with. These conditions are the size of the organization in which the transfer takes place; the level in the hierarchy at which the transfer takes place; and the technical requirements of the new management position. The size of the organization will determine the degree to which the lines between Simon's (5) operator (doer) and manager (planner) become blurred. In a small operation the manager must be both a doer and a planner. This is particularly true in libraries, for example, where there are so many tasks that in a small operation there are not enough hands to go around. Also, the smaller the operation, the more the manager must be in touch with the nuts and bolts of the day-to-day operations rather than the planning of the operation.

In any particular organization, it is quite feasible for a manager of any specified level to transfer vertically or horizontally within the organization. Similarly, it would be feasible to transfer from one type of organization to another organization if the major difference were size rather than function. A chief librarian could transfer from a small library to a medium-sized library with little difficulty. The transition from a small institution to a large one might work. However, in a situation requiring a greater scope of performance, a more in-depth knowledge of modern managerial techniques, and a need to deal with more varied and complex personalities, the transfer could cause problems for the transferee, and in turn the organization with which he took up residence.

For example, the positions of chief of technical services of a small library and that of a large library are quite different. The technical complexities of purchasing, binding, technical support and cataloging are compounded in the larger organization. The problem would become even more intricate if it were a

question of type rather than size. Whether it is an engineering library or a health sciences library, some would be tempted to say that a library is a library. Therein may lay the problem of library mismanagement. They are different and to a significant degree. The types of specialized patron and staff needs differ; material selection demands differ; specialized reference tools are needed; materials processing has peculiarities; and the characteristics of staff and patrons differ. When the demands of operating in such a diverse environment are too awesome for the manager, anxieties may set in.

### Managerial Anxieties

A major contention is that the hierarchical system is restrictive and prone to abuse. It, therefore, does not permit the efficient use of human resources. Such abuse not only discourages employee cooperation but is also a source of employee discontent. In this abusive situation the manager often chooses to ignore employee problems and consoles himself in the belief that "the ends justify the means" and proceeds down whatever organizational path he has chosen. There is a revolt under way against this "boss-can-do-no-wrong" method of management. Employees are demanding a greater diversity of work; seeking the opportunity to test their individuality; looking to be more autonomous; questioning directive; and refusing "to-follow-the-flag-blindly." Hierarchical managers see this as a threat to their autonomy. They either ignore such demands or suppress them. In either case, the result is constant tension in the work environment and an addition to the manager's anxieties.

Because there are situations such as those described above, it would be fair to assume that improper management occurs mainly because of the manager's unwillingness and/or inability to adjust. An examination of the problems in library administration would tend to support this. The examination indicates that many library managers are not prepared to cope with these changing conditions

and the anxieties they create. Librarians are taught too little about how to handle people or how to manage. Library school curricula may require only a course or two in administration and probably none in human behavior. Too few librarians take the opportunity to gain experience in the broad spectrum of library work or to participate in continuing education. Such parochialism is not conducive to broadly based efficiency. Smith's contention that, "The present form of library management is threatening to become obsolete" (6), looms ominously. He goes on to state, "There is little question about the casual relationship between the bureaucratic organization of libraries and the serious morale problems in librarianships today."

These problems result partly from staffing inequities which cause resentment by sub-professionals who see inadequately trained professionals not performing well or performing non-professional duties and being better paid. To Martell (7), the entire fabric of traditional library procedures and practices borders on chaos. From the literature it would appear that far too few librarians operate under the assumptions that good judgment can and should be documented and that such judgment should be supported by alternatives based on techniques such as cost-benefit analysis. These problems in library management cannot be solved through conventional librarianship, but says Simon,

"... study of the lessons learned and skills and techniques used in the practice of professional management does provide the insight necessary for issue analysis and an understanding of how they should be handled" (5).

Bundy (8), another advocate for changes in library management, suggests that the way to solve the human resources problem in libraries is to make changes in processing-service relationships and administrative-professional relationships. Such changes she finds necessary because conflicts in the library's environment are caused by common organizational forces as evidenced by that fact

that, "librarians frequently attribute conflict to 'problem' staff, yet individuals can leave the library and the conflicts persists."

Managerial shortcomings are, however, not entirely the manager's fault, since there is often little check on the performance of managers other than demanding that they do not cause the hierarchy any unpleasantness. Whatever the means the library manager's overseer uses to evaluate performance, it rarely includes cost-benefit analysis or concepts of effective humane employee practices. The managers have tremendous leeway. If they do not cause the "system" any problems, the bureaucratic hierarchy frequently ignores them. As a result, the manager often is more interested in "keeping his nose clean" than in efficient operational procedures or the attitudes, discomforts, or needs of those for whom he has been given responsibility. This is quite easy in libraries because the administrator to whom the librarian reports is more often than not divorced from the library.

In the case where it is a question of the non-economic use of materials and human resources, the effect is cancerous but not immediately glaring. There are occasional flare-ups among staff but, as Bundy (8) implies, this is often written off as normal. If a cost analysis were conducted by an outsider, the wasting away might be discovered. This, unfortunately, if done at all, is delayed until a great deal of waste has occurred.

Where there are problems, you find an anxious manager. The more anxious the manager becomes, the greater the problems become.

As in many pathological states, the disease remains undetected for quite some time but there are numerous symptoms. In the case of anxieties, what are the symptoms of the anxious manager? After reviewing the literature and examining personal experiences, I have compiled the following 15 conditions which I consider the warning signs of the "anxious syndrome":

- 1) The manager who encourages dissension among the staff by cutting himself off from all or part of the staff.

2) The manager who openly displays a disregard for the opinion of the staff.

3) The manager who, under whatever guise, constantly interferes with the operations of various sections.

4) The manager who bypasses section heads to directly contact subordinates and in the process countermands a supervisor's decisions.

5) The manager who encourages patrons to bypass established procedures and contact him directly.

6) The manager who takes a position against staff members even though the facts do not warrant it.

7) The manager who openly demonstrates greater interest in the patrons than in staff.

8) The manager who is overly sensitive to criticism.

9) The manager who is more concerned with the public's appreciation of superficial appearances rather than with the quality of the product the public is given.

10) The manager who insists on conformity to decisions in areas where he is obviously not expert.

11) The manager who plays favorites.

12) The manager who, as an expression of disfavor, slights those who disagree with him.

13) The manager who is insensitive to the feelings of others.

14) The manager who is reluctant to hold staff meetings.

15) The manager who does not keep staff completely informed of the activities of other members, thus encouraging suspicion and fostering confusion.

This type of manager is not dealing positively with the human environment and the participants will be so dissatisfied with their leadership that their efforts will be counterproductive. No operation can be efficient without the positive contribution of all concerned. There are three points which the author feels is crucial to alleviating the management crisis described: 1) a recognition by management of the anxieties created by the management philosophy currently in vogue; 2) a change in the manager's

philosophy about the prerequisites for dealing with people and coping with the job; 3) the adoption of more effective and efficient methods of organizational development and management.

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# The Status of Small Special Libraries in Business in Japan

## Committee for the Survey of Small Special Libraries

SENTOKYO (Special Libraries Association), Tokyo, Japan

THE Special Libraries Association, Japan, has so far organized several research committees to conduct studies concerning special libraries. One of these, the Special Libraries' Activity Research Committee made a start in 1973 with the objective of finding the present status of small-staffed libraries in business, and to prepare three models of activity for libraries with staffs of 1, 3 or 5 persons. (Those with staffs of 2 or 4 persons are not included.)

The Committee is made up of the following people:

Shukei Maesono (head) (Japan Productivity Center), Mitsuaki Toda (Nissan Motor Co., Ltd.), Masaya Takayama (Tokyo Shibaura Electric Co., Ltd.), Hiroshi Hanawa (Tokyo Shibaura Electric Co., Ltd.), Akiko Ikegami (Japan Society for the Promotion of Machine Industry), Yumiko Kasahara (Mitsui Petrochemical Industries, Ltd.).

The Committee began by investigating the activities of small libraries from existing literature. Then in March 1974, it

made a survey of their present status by questionnaire. The result of this survey, published at the General Meeting of the Special Libraries Association, Japan, in May 1974, had a wide response, and aroused the interest of many special librarians. The Committee takes pleasure in making known to those connected with special libraries abroad the main part of the result of the survey through an English translation.

Questionnaires were sent to organizations selected from:

*The Directory of Special Libraries, 1972*, 558 organizations, *The Directory of the Documentation Conference*, 11 organizations, *The Directory of the Special Libraries Association, Japan*, 143 organizations, for a total of 712 organizations.

The number of answers returned was 277, for a percentage of 38.9%.

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Table 1. Libraries with a Staff of 5 or Less and Composition of Staff

Item	No. of Organizations	Age (Av. Years)	Percentage of Time Spent on Different Activities (Av. %)				
			Accessing	Processing	Service	Other	Non-Library Jobs
0.1—1 (1)	58	33.8	24.5	22.8	17.0	9.8	25.9
1.1—2 (2)	50	33.9	23.0	22.0	19.8	17.8	17.4
2.1—3 (3)	39	33.5	22.0	20.4	19.1	19.0	19.5
3.1—4 (4)	25	32.0	21.5	24.5	23.2	17.0	13.8
4.1—5 (5)	19	32.6	20.2	23.5	22.0	23.0	11.3
5.1 and Over	63						
Void Answers	23						
Total (Answers Received)	277						

Table 2. Conditions in Libraries by the Staff Size

Table 2a. Space of the Library

		(Av. m <sup>2</sup> )				
Size of Staff	Item (*)	Total Space	Stack	Office	Reading Room	
					Other	
1	(56)	105.2	67.2	15.7	22.6	12.6
2	(50)	181.8	132.9	28.6	45.1	35.0
3	(39)	183.7	92.6	39.1	42.3	10.1
4	(24)	252.5	163.1	34.4	46.5	8.5
5	(19)	262.4	155.6	42.8	44.3	17.0

\* No. of Organizations

Table 2b. The Collections

Size of Staff	Item	(Av. Vols.)			Annual Increase	(Av. Titles)		(Av. Titles)	
		Books				Journals		Newspapers	
		Domestic	Foreign	Total		Domestic	Foreign	Domestic	Foreign
1	(53)	3,153	915	4,068	276	105	56	7	0.6
2	(49)	7,809	2,007	9,816	556	155	59	11	0.7
3	(39)	7,938	1,910	9,848	621	231	106	14	1.4
4	(24)	6,190	2,802	8,992	518	186	120	11	1.4
5	(19)	10,224	5,353	15,577	996	284	137	14	3.0

Table 2c. Annual Budget

		(No. of Organizations)				
Size of Staff	Item	Amount of Annual Budget				
		(10,000 Yen*)				
		less than 50	50-less than 100	100-less than 500	500-less than 1,000	1,000-
1	(57)	14	10	29	3	1
2	(48)	1	3	25	12	7
3	(39)	2	1	18	10	8
4	(24)	1	1	4	9	9
5	(19)	0	2	5	4	8

		(No. of Organizations)		
Size of Staff	Item	Comparison with 5 Years Ago		
		Increase	Unchanged	Decrease
1	(57)	22	20	5
2	(48)	34	11	2
3	(39)	28	5	2
4	(24)	17	14	1
5	(19)	14	4	0

\* ¥10,000,000 = \$33,333  
 5,000,000 = 16,667  
 1,000,000 = 3,333  
 500,000 = 1,667  
 (US\$1 = ¥300)

Table 2d. Change in Number of Staff

		(No. of Organizations)		
Size of Staff	Item	Increase	Unchanged	Decrease
2	(48)	9	29	10
3	(39)	11	18	8
4	(24)	8	6	9
5	(19)	9	4	5

Table 2e. Library Committees\* Within the Parent Organization

		(No. of Organizations)			
Size of Staff	Item	No. of Committees			
		0	1	2	3
1	(56)	40	14	2	0
2	(50)	30	20	0	0
3	(39)	27	10	2	0
4	(25)	14	11	0	0
5	(19)	7	8	1	3

\* concerned with library administration such as book selection, budget control, management, etc.

Table 2f. Equipment

Item		(No. of Organizations)					
		Microfilm		Photocopy		Indexing*	
Size of Staff		Yes	No	Yes	No	Yes	No
1	(30)	6	24	29	1	2	28
2	(33)	6	27	27	6	6	28
3	(39)	8	31	19	20	7	32
4	(25)	12	13	20	5	6	19
5	(19)	7	12	10	9	6	13

\* card selector, computer, etc.

Table 2g. Affiliated Library Associations

Item		(No. of Organizations)			
		SLAJ <sup>1</sup>	JDS <sup>2</sup>	DC <sup>3</sup>	JLA <sup>4</sup>
Size of Staff					
1	(58)	15	1	1	2
2	(50)	19	5	1	4
3	(39)	19	8	0	3
4	(25)	10	7	1	4
5	(19)	13	4	0	1

<sup>1</sup> The Special Libraries Association, Japan<sup>2</sup> The Japan Documentation Society<sup>3</sup> The Documentation Conference<sup>4</sup> Japan Library Association

Table 2h. Processing

Table 2h(1). Classification

Item		(No. of Organizations)				
		NDC*	UDC	Own System	No Classification	
Size of Staff						
1	(58)	13	8	37	0	3
2	(49)	27	11	1	1	0
3	(39)	10	4	12	3	0
4	(25)	8	13	7	1	0
5	(19)	8	8	8	0	0

\* Nippon Decimal Classification

Table 2h(2). Type of Index\*

Item		(No. of Organizations)						
		Ledger	Stack	Author	Title	Subject	Classification	Other
Size of Staff								
1	(58)	48	13	18	34	11	31	3
2	(49)	43	19	28	40	13	38	8
3	(39)	32	12	17	29	13	31	5
4	(25)	24	12	16	20	7	24	5
5	(19)	18	8	13	18	4	15	8

\* catalogs in such forms as cards, booklets, loose-leaf volumes, etc.

Table 2h(3). Form of Index

Item		(No. of Organizations)				
		Card-form	Book-form	Loose-leaf	Tape	Other
Size of Staff						
1	(58)	37	34	18	0	3
2	(49)	45	42	17	0	6
3	(39)	27	21	7	1	3
4	(25)	22	18	13	0	4
5	(19)	18	13	6	0	1

Table 2h(4). Microfilming of the Materials

Item		(No. of Organizations)	
		In Progress	Not In Progress
Size of Staff			
1	(58)	6	44
2	(49)	4	42
3	(39)	9	30
4	(25)	10	15
5	(19)	3	16

Table 3. Service in Libraries by the Staff-Size

Table 3a. Reader Service

Item Size of Staff	Readers Served			(No. of Organizations)		(Hour/Day)
	Inside & Limited	Inside & Un-limited	Inside & Outside	Manner of Access		Shelving Time
				Open	Closed	
1 (58)	3	34	20	51	7	0.9
2 (50)	0	36	14	47	4	1.1
3 (39)	0	26	13	36	5	2.0
4 (25)	0	18	7	24	1	1.0
5 (19)	0	11	8	18	1	1.2

Table 3b. Lending

Item Size of Staff	Lent or Not Lent		Lent to:			(No. of Organizations)				(Av. Vols.)	(No. of Organizations)			
	Yes	No	Inside & Limited	Inside & Un-limited	Inside & Outside	Setting the Period		Reclaiming		No. of Vols. Lent (Monthly)	Limitation of No. of Vols.		Mutual Lending	
						Yes	No	Yes	No		Yes	No	Yes	No
1 (58)	53	3	6	40	8	40	12	38	11	117	22	25	6	42
2 (50)	49	1	0	44	5	45	3	36	11	247	23	23	10	40
3 (39)	38	0	1	33	8	28	7	28	5	293	15	16	16	22
4 (25)	25	0	2	20	3	22	3	17	8	194	14	11	8	17
5 (19)	19	0	0	13	8	18	1	16	3	300	9	10	10	9

Table 3c. Photoduplication Service

Item Size of Staff	Available or Not		Method			(No. of Organizations)		
	Yes	No	By Staff	Self-Service	By Division Concerned	Searching Area of Material Requested		
						World-Wide	Japan	Owned Only
1 (58)	50	8	23	27	6	28	16	4
2 (50)	48	2	18	39	1	23	19	5
3 (39)	27	10	11	26	5	20	19	0
4 (25)	23	2	9	18	2	18	5	0
5 (19)	18	1	5	10	6	15	3	0

Table 3d. Reference Service

Item Size of Staff	Type of Service					(No. of Organizations)		Time for Research (Av. hr.)	No. of Cases (Monthly)
	Location	Bibliography	Literature	Fact & Data	Contact with Specialists	Answer Provided by:			
						All Staff	Specific Staff		
1 (58)	40	31	33	22	14	28	30	0.4	35
2 (49)	47	38	38	19	9	31	17	0.5	96
3 (39)	37	35	34	22	11	24	10	0.8	163
4 (25)	25	22	20	12	11	19	6	0.3	82
5 (19)	18	16	18	13	9	12	2	0.3	78



Table 3e. Announcement of Documents

Item Size of Staff		(No. of Organizations)					
		New Arrival List	Contents	Circular	Abstracts	Translation	Other
1	(58)	38	13	21	2	4	2
2	(47)	43	13	25	7	9	3
3	(39)	31	15	12	8	12	8
4	(25)	23	14	12	2	6	6
5	(19)	17	6	13	4	5	11

Table 3f. Persons Served

Item Size of Staff		(No. of Organizations)							
		Staff of:							
		General Affairs	Investigation	Personnel	Finance	Research	Production	Sales	Other
1	(58)	6	25	5	5	41	16	8	7
2	(49)	10	30	5	6	42	12	8	6
3	(39)	5	23	5	3	23	10	11	5
4	(25)	0	11	1	2	22	9	6	0
5	(19)	3	13	5	4	12	9	4	3

Table 3g. PR Activities

Item Size of Staff		(No. of Organizations)			
		Guide-lines	Orienta-tion	Other	None
1	(58)	4	8	5	40
2	(40)	9	5	5	23
3	(39)	10	18	4	14
4	(25)	5	10	5	7
5	(19)	10	13	5	4

Table 3h. Plans for Enlargement/Curtailment

Item Size of Staff		(No. of Organizations)							
		Staff		Space		Collections		Other	
		Enlarge	Curtail	Enlarge	Curtail	Enlarge	Curtail	Enlarge	Curtail
1	(58)	5	0	6	0	17	0	1	0
2	(50)	8	0	5	0	8	0	9	0
3	(39)	6	0	5	0	7	0	8	0
4	(25)	2	0	5	0	5	0	2	0
5	(19)	5	0	6	0	7	0	1	0

# A Low-Cost, Efficient, Machine-Assisted Manual Circulation System

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■ A system combining aspects of book card-based, and of transaction slip-based, circulation systems is proposed. Embossed user identification cards, specially designed envelopes, and an extra copy of the catalog card or bindery slip combine into a system which provides: 1) quick and automatic borrowing transactions

without any handwriting, 2) clear records retrievable by document identity and by due date, 3) overdue notices by photocopy and without addressing, and 4) it dispenses with the labor of producing book cards. The system requires only modest investment, and book card-based systems can be painlessly converted into it.

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**T**HE PURPOSE of a circulation system is to facilitate the use of a library's collection. In a busy special library it is necessary to maintain control over material borrowed, to insure the timely return of such material, and to give information about the status of library material to library users at a moment's notice. Ideally, a circulation system should have the following characteristics: 1) Circulation transactions should be quick and easy to perform for both library users and staff. 2) Circulation records should be clear and unambiguous to facilitate filing and retrieval. 3) Discharging of material returned should be easy. 4) The sending of overdue notices should be painless. 5) The system should be relatively inexpensive.

An on-line, computer-based circulation system qualifies on the first four counts without doubt. However, for many of us, its cost is prohibitive. Off-line circulation systems are the answer to many libraries,

but not to those special libraries where it is necessary to provide instant information on the status of circulating material. Mini-computers hold the greatest promise and are relatively inexpensive to operate, but the necessary retrospective processing of large collections makes them too costly for some of us.

Traditional manual systems are the least expensive, but they sacrifice several of the requirements of an ideal system. Machine assisted systems provide improved performance, but those most commonly in use still fall short of ideal. The present paper offers a machine assisted manual circulation system which, while not ideal, hopefully is an improvement over the ones commercially available, and still competitive in cost.

## Manual Systems

Most manual systems in use fall basically into two categories: those based

on book cards, and those based on transaction cards. In book card systems a card, containing bibliographic information about the volume, stays with the volume while on the shelf. The card has to be specially prepared when the book is originally processed. A borrowing transaction consists of a user signing this card, and the card being filed. In this system the burden on the library user is relatively small, however, the burden on the library staff is considerable. Signatures are frequently obscure, and even when they are not, overdue notices require considerable effort, since the book card normally does not contain an address.

Transaction card systems rely entirely on the user for the preparation of a circulation record. A transaction card is a blank form on which the user provides bibliographic information, as well as his own name and address. This can mean an unreasonably great burden on those using the library heavily. The system is easy for the staff at the time of borrowing, but can be a source of great difficulty later on. Hand written bibliographic data are often unreadable, incomplete, and/or incorrect, resulting in problems when filing records, searching records to provide information, and discharging volumes returned. A transaction card can be a multiple form, so one or two overdue notices can be a by-product, provided the information is sufficiently legible on them.

While seemingly inexpensive, there is a hidden cost in manual systems: the often significant amount of staff time spent unraveling problems and providing missing information, e.g., addresses for overdue notices in a book card system, or deciphering erroneous or illegible information in a transaction card system. A perhaps greater cost than the dollar equivalent is the loss of service resulting from lack of data.

### **Machine Assisted Manual Systems**

A completely clear and unambiguous record, available without the investment

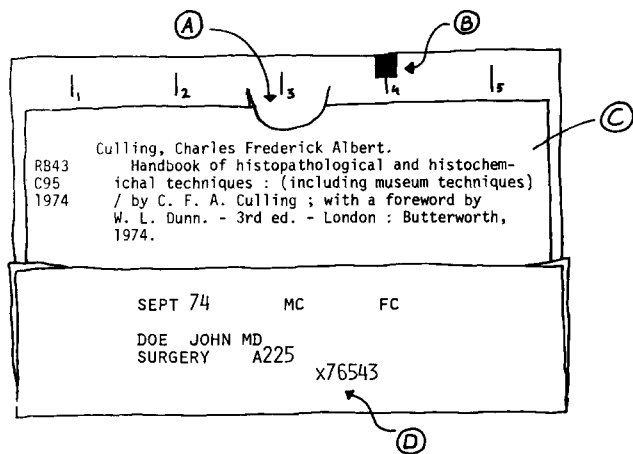
of much time and effort, is obviously highly desirable. Book card systems provide the bibliographic information this way. A clear record of the user's identity is needed, and this is what machine assisted systems provide. Borrowers carry a library card with mechanically transferable personal information on it. A machine transcribes this onto a book card, and an unambiguous record is the result. The two such systems most commonly used are, in the author's opinion, those by Gaylord and by Bro-Dart.

The Gaylord system provides the user with a paper library card containing a number on a metal inset, which is printed on the book card when the volume is borrowed. The number is clear, but it is necessary to consult a file to determine the identity of the user. The system is thus no help for overdue notices and when trying to provide information on the spot. For this reason, I do not believe the Gaylord system is useful in many special libraries. Furthermore, book cards are filled up after a certain number of transactions and then need to be replaced.

Bro-Dart's Sys-Dac system seems better for special libraries. It does not use up the book card, rather, it provides a tacky piece of tape carrying the user's name and address and the due date. The machine sticks the tape on the book card which is then filed. The tape can be peeled off and discarded when the book is returned. The machine can be set to place the tape on the book card in a standard position, facilitating the production of overdue notices by photocopying, or into a position varied each week, thus facilitating retrieval by due date, but making the automatic production of overdue notices rather cumbersome. A disadvantage of the Sys-Dac system is its dependence on a non-standard library card, provided by Bro-Dart only. Thus it takes time to get them prepared, and they are rather costly. If the user does not have his library card, a hand written tape must be used. Further, the tape occasionally comes off the book card in a heavily used circulation file, resulting in a lost transaction.

**Figure 1. Complete Circulation Record:  
Book Card (Extra Copy of Catalog Card) Inserted in Custom-Designed Pocket**

- (A) Thumb Cut      (B) Code for Due Date
- (C) Book Card (Extra Copy of Catalog Card)
- (D) User Data Imprinted on Pocket



### The Lane Library System

The circulation system this author designed for Lane Library is a machine assisted combination book card and transaction card system. Its distinctive features are as follows: 1) It uses a standard size and type plastic embossed library card, thus any common credit card can be used in its place when the user does not yet have his own card, or does not have it with him. 2) It prints complete user information in a standardized position, thus facilitating the production of overdue notices by simply photocopying, folding, stapling, and mailing. 3) While circulation files are in call number or journal title order, records are retrievable by due date without the examination of each record. 4) No specially prepared book cards are necessary for the system, and book cards are never used up.

The chief innovation was, first, the designing of an envelope, or rather, pocket, into which a book card can be inserted and secured (this is the transaction card aspect of the system). User information is imprinted on the pocket, rather than on the book card. The pocket and book card together comprise a circulation record. On discharging, the pocket is dis-

carded, while the book card, unmarred, is returned to the book. And second, the book card is an extra copy of a catalog card for books, and one copy of a three-by-five inch, multiple form bindery slip for bound journal volumes. The specially designed pocket (Figure 1) is 3½ in. tall by 5¼ in. wide, with a front flap just under 2 in. high. It accommodates a standard catalog card without covering the call number, main entry, and title. The upper portion of the pocket's back has a thumb cut which can be flipped over a catalog card, thus securing it into place. The top edge of the back, extending ½ in. above the edge of the catalog card, provides room for due date coding by position from left to right. Use of the date code is similar to the method used on edge notched cards, as described by F. Kilgour in 1962,\* except that instead of notching it uses a visible code for manual retrieval. The actual due date can be stamped on the reverse side of the pocket.

\* Kilgour, Frederick G. / A Marginal Punched Card Form Which Facilitates Sending Overdue Notices. *College and Research Libraries* 23:402-404 (Sep 1962).

Implementation of the system proceeded as follows: starting in September of 1973 all users were asked to register at the circulation desk. Time was borrowed on the Stanford Clinics' large plastic card embossing machine to produce library cards on a daily basis from the registration forms. Information embossed, in addition to name, address, and telephone number, included some coding of user status, academic year or date of termination of affiliation, and several other bits of data considered useful by the circulation staff. Library cards were filed at the desk and were given to users during a subsequent visit. Meanwhile, two Addressograph electric imprinters, model 40-1, were installed at the desk, and an Addressograph Portable Embosser, model D320, was installed in a work room. Once the bulk of library cards had been produced on the large machine at the Stanford Clinics, we shifted production to the library with the aid of the smaller machine.

A typical circulation transaction proceeds as follows. User inserts his library card into the imprinter, then inserts a blank circulation pocket. The imprinter transfers the data onto the pocket's front flap. The user then hands the volume and pocket to the desk attendant, who removes the book card from the volume, inserts it into the pocket, flips the thumb cut, stamps the due date in the volume and hands it back to the user. Hand writing is involved only when charging out unbound journal issues, since they have no book cards. For these, a circulation transaction slip was designed in the same size and overall format as the pocket. User information is imprinted on its lower half by the Addressograph machine, the top part is filled out by the user providing bibliographic identification for the journal issue.

Several times a day, during slack periods, a stack of records (pockets plus book cards or unbound slips) are stamped with the due date, coded for due date retrieval by magic marker, and the records are filed.

User acceptance of the system has been good; most regular users learned the steps

involved the first time they found the system operating. Staff acceptance has been excellent. The necessity to check the legibility of hand writing is greatly reduced, since it comes up only with unbound journal issues. Circulation records are clear and unambiguous. A small amount of staff time is saved each time a volume is initially processed, since no book card needs to be typed. The pulling of overdues from the circulation file is much simplified by the clearly visible mark in a given position on top of the file. The production of overdue notices is infinitely easier than before. It consists of placing a transaction record on an office copier with the appropriate text typed on a sheet and used as a backing. The resulting notice can be folded and stapled so only the address shows, and can be dropped into the mail directly. We found that window envelopes were not even necessary in most cases.

Lane Library had used a traditional book card circulation system before the present system was installed. The book cards were standard 3 in. × 5 in. cards, with the bibliographic information typed along the 3-in. edge, as usual. The new circulation pocket, designed for a catalog card, does not accommodate the book cards as they are. Thus the old cards are trimmed at the time of borrowing, so they will be 3 in. high only. This is done on a small paper cutter adjusted for the purpose. Trimmed down, the old cards do not fill the circulation pocket, but will fit and can be secured by the thumb cut. Gradually, as more newly acquired books get into circulation, the old book cards will be largely replaced by the new catalog cards in the circulation pockets.

The cost of the new system has been moderate. They are as follows as of this writing. We purchased plain, white, unprinted plastic stock for library cards at \$32 per thousand (Bro-Dart cards cost upward of \$200 per thousand including embossing). A printed address strip (an old supply we had used for a change of address on letter heads) is attached to the card and serves well to identify Lane Library. The Addressograph electric im-

printer is \$135, as opposed to the approximately \$700 Bro-Dart machine, so we bought two. The pockets cost just under a penny each, the unbound slips just over 1/2 cent. The Portable Embosser is about \$750, but its purchase was not essential. Over time, however, its cost will be amortized by the savings from continuing to emboss our own cards. Special file boxes had to be made in order to accommodate the 5 1/4 in. wide pockets, at \$16 each.

About two months' experience with the system pointed up the need for some refinements. First, a small portion of the pockets should be made from heavier paper than the 24 lb. bond we had used, because records for volumes on perma-

nent reserve get rather ragged during their lengthy stay in the file. Second, rather than continuing to code the date by hand in one of the five positions along the top edge of the pocket, we will have pockets precoded by printing when we next reorder. The need for other improvements will probably become apparent with the passage of time, but Lane Library's initial experience with the system has been encouraging.

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# Metrics—Libraries and Librarians

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■ Building and maintaining a collection in keeping with social, political, and educational trends is a prime responsibility of a librarian. For a special librarian it is vital to have materials processed and ready for use when the researcher or other patron requests them. The 1975 librarian must determine whether to begin collecting and building materials on the

International System of Measurement (metric system). It is urged that all librarians learn and use the metric system, provide displays of metric materials, and collect and build titles on the metric system in order to be of better service to their patrons. To aid the librarian in this task, a bibliography is supplied.

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ONE ISSUE facing today's librarian is the decision to build a collection of materials and become knowledgeable now about the International System of Measurement (metric system), or to wait until the United States officially announces the conversion to the metric system. I believe we should become knowledgeable about this international system immediately, to arrange metric displays, and begin to build a metric collection.

The distance to work, our weight, the daily temperature are all aspects of measurement, ostensibly an essential part of our lives. The archaic English system is so unrelated; the inches, feet, and yards were based on parts of the body, i.e., the distance from your outstretched arm to your nose is equal to about 36 inches or one yard. The metric system is set up on a simple decimal scale.

Measurement, too, is an essential aspect of a librarian's daily tasks. A library exists to provide bibliographical and intellectual access to recorded knowledge

and information and it must necessarily be geared to the present and anticipated needs of its patrons. A competent librarian, then, must evaluate materials and methods with a look to the future, in order to maintain the progressiveness of library operations.

Over 150 years ago, the first metric study was reported to the United States Congress and, after a four-year inquiry, President John Quincy Adams felt the metric system was more modern and uniform than the English system that was currently being used. He rejected conversion then because he felt the time was not right for it: most of our trade was with inch/pound England. Better to wait, he pointed out, until a uniform international measurement system could be worked out (*1*, p.vii).

In 1968, long after most of the world had already converted to a uniform international measurement system, Congress asked the United States Department of Commerce, National Bureau of Stand-

ards, to undertake a United States Metric Study and to report the findings within three years. The result was "A Metric America: A Decision Whose Time Has Come" (1, p.iii).

Comprising that 1968 metric commission were educators, representatives of professional organizations, unions, publishers, federal agencies, business corporations, and others. Serving as liaison for the metric program within the American Library Association during the preparation of "A Metric America" was Donald S. Culbertson, assistant library director, Library Services Department, Argonne National Laboratory, Argonne, Illinois. Mr. Culbertson has stated that the library profession has been in the vanguard of metric interest in the United States (Dewey was the founder of the American Metric Society) and that basic library measurements are already expressed in the metric system.

Were Mr. Dewey alive today, however, he might be surprised to find that while other institutions have progressed to complete use of the metric system, libraries are lagging behind.

Librarians may or may not be aware that the United States Space Agency uses only metric measurements, as does the National Bureau of Standards. The Ford Motor Company has opened its first plant for manufacturing exclusively to metric standards, and General Motors has planned, for the spring of 1975, that all of its new products and components will conform to metric standards. Caterpillar Tractor, IBM, International Harvester, and Honeywell, as well as many others, are now using metric measurements in most of their operations. There are metric recipe books for sale, metric scales to weigh yourself in either pounds or kilograms. And if this doesn't convince you to go metric, the authors have even seen metric recipes for cocktails (2).

### **Measurement: Personal and Professional**

Richard Ward reminds us that meter used to mean a gadget on the side of your house which indicated in a roundabout

way how much we owed the electric company at the end of the month. Or you may have associated the term with your last parking ticket. More recently, you may be realizing it as a unit of measure. Metrics are already here. If you don't believe it, try some of your old wrenches on the new 1975 automobiles. Unless you own a metric set, they're as useless as the English system is fast becoming (3).

More astounding information comes from Martin Barxbaum who predicts that you will someday drive on the Beltway at 110 . . . that the time is not far off when you will not be able to buy a pound of meat or a quart of milk anywhere in the United States . . . that the temperature in July and August will some day hit the mid-30's and the average woman's waist will be 61. This will all take place when we switch over to the metric system (4).

Americans may soon feel like foreigners in their own supermarkets if they don't start learning a new language—metrics. Food items are more and more being packaged and labeled in metric units (5).

As librarians, we must learn to think metrically so as to be prepared when help or materials are requested by our patrons. As special librarians the authors feel that we must at once begin collecting materials and learning the metric system of measurement; only when our minds think readily of centimeters and meters rather than inches will we be prepared for the inexorable future in which the metric system will be the common standard of measurement throughout America.

Librarians realize, of course, that the metric system has been in use in libraries for some time as far as some items are concerned. The sizes of publications have long been expressed in centimeters in the collations on catalog cards. A ruler with centimeters as calibration is used and measurement taken of the length (bottom to top) of the item. This measurement is expressed in centimeters, exact to the next whole centimeter, e.g., 15.2 centimeters is recorded as 16 centimeters. This indicates a publication approximately six inches in height. When



dealing with audio-visuals, librarians have long purchased 16 mm and 35 mm films, meaning that the film is 16 or 35 millimeters in width. Maps too are measured in centimeters. A shelf that measures 36 inches long and 9 inches deep would, in the metric system, be 92 centimeters long and 25 centimeters deep. In making analogies between our present system and the metric system, librarians should remember that volume is measured in liters, area/distance in centimeters, meters, and kilometers, and weight in grams and kilograms.

Librarians should master the vocabulary and mathematical make-up of the metric system, for if the United States Department of Commerce consents to requests and suggestions such as those by Culbertson, libraries will become depositories of metric information for the general public. The Department of Commerce had proposed setting up metric information centers across the country; but Culbertson has suggested to the department that libraries, already in the information distribution business, be used for this purpose instead (6).

Librarians and library administrators, then, must join in a campaign to persuade the Department of Commerce to supply libraries with basic materials on metrication, especially those materials published by the United States Government Printing Office. Accompanying any actions making libraries such depositories should be an advertising campaign to let the public know that information concerning general and specific aspects of the metric system may be obtained at their local public libraries.

### **Information Helpful to Librarians**

Special, academic, public, and school librarians would play a special role in maintaining such depositories. A special librarian should see that his/her library is equipped with information relating to their particular field. The number of publishers putting out metric materials is increasing daily. The list that follows includes companies which may be contacted for catalogs of metric materials:

American Association of School Librarians; BFA Educational Media; Charles E. Merrill Publishing Company; Coronet Films; Educational Teaching Aids; Encyclopaedia Britannica Educational Corporation; Eye Gate House, Inc.; Grolier Educational Corporation; Houghton Mifflin Corporation; International Business Machines Corporation; John Wiley & Sons; Library Filmstrips Center; McGraw-Hill; Midwest Publications Company, Inc.; National Aeronautics and Space Administration; National Education Association; National Micrographics Association; National Science Teachers Association; NBE Educational Enterprises; Random House; Science Service; Society for Visual Education, Inc.; Sterling Publishing Company; Corning Company; Society of Manufacturing Engineers; Project for Metric Research, University of Southern Mississippi; Continuing Engineering Education, University of Alabama; American Society for Testing and Materials; Center for Metric Education, Western Michigan University; and National Council of Teachers of Mathematics (7).

Bibliography 1 contains a list of items and publications which librarians might purchase for use by their patrons. Much of this material is available free or at low costs from the National Bureau of Standards or other government agencies. Some items, however, are more expensive.

Along with the collection of metric materials librarians should organize metric displays, which would consist of posters, charts, bumper stickers, and other items encouraging or explaining the metric conversion. Bibliography 2 consists of various display items and apparatus which might be used in setting up a metric display.

Obviously librarians must lead, rather than follow, the somewhat arduous way to metric conversion. In order to be acquainted with the basic principles of metrics he/she would benefit from readings which deal with metrication. Bibliography 3 contains a list of readings which would help the librarian become more knowledgeable about various aspects of the metric system.

President Nixon, in his State of the Union message of September 1973, said that Americans cherish tradition and are understandably nonplussed at the unfamiliar centimeter or kilogram (8). However, when we realize that the remaining countries of the world are equally confused by our outdated English system, we can only conclude that we are the ones out of step; the metric system will be officially used in the United States in the near future, and when that time comes, librarians should have acquired a knowledge and a collection sufficient to answer the questions of their patrons and to facilitate the transformations that metrification will require.

Information which does not appear was not known. For additional information, please contact the source directly.

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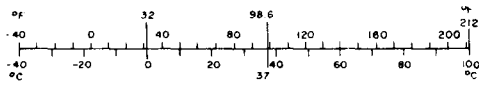
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## METRIC CONVERSION FACTORS

### Approximate Conversions to Metric Measures

Symbol	When You Know	Multiply by	To Find	Symbol
<b>LENGTH</b>				
in	inches	*2.5	centimeters	cm
ft	feet	30	centimeters	cm
yd	yards	0.9	meters	m
mi	miles	1.6	kilometers	km
<b>AREA</b>				
in <sup>2</sup>	square inches	6.5	square centimeters	cm <sup>2</sup>
ft <sup>2</sup>	square feet	0.09	square meters	m <sup>2</sup>
yd <sup>2</sup>	square yards	0.8	square meters	m <sup>2</sup>
mi <sup>2</sup>	square miles	2.6	square kilometers	km <sup>2</sup>
	acres	0.4	hectares	ha
<b>MASS (weight)</b>				
oz	ounces	28	grams	g
lb	pounds	0.45	kilograms	kg
	short tons	0.9	tonnes	t
	(2000 lb)			
<b>VOLUME</b>				
tsp	teaspoons	5	milliliters	ml
Tbsp	tablespoons	15	milliliters	ml
fl oz	fluid ounces	30	milliliters	ml
c	cups	0.24	liters	l
pt	pints	0.47	liters	l
qt	quarts	0.95	liters	l
gal	gallons	3.8	liters	l
ft <sup>3</sup>	cubic feet	0.03	cubic meters	m <sup>3</sup>
yd <sup>3</sup>	cubic yards	0.76	cubic meters	m <sup>3</sup>
<b>TEMPERATURE (exact)</b>				
°F	Fahrenheit temperature	5/9 (after subtracting 32)	Celsius temperature	°C



\*1 in = 2.54 cm (exactly). For other exact conversions and more detailed tables, see NBS Misc. Publ. 286, *Units of Weights and Measures*, Price \$2.25, SD Catalog No. C13.10: 286.

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- 8-Piece Metric Weights. \$3.00.
- 4-Piece Metric Weights. \$7.00.
- Metric Handbook for Hospitals*. \$50.
- Metric Supplement to Science and Math*. \$1.25.
- Metric Units of Measure*. \$40.

- Single Beam Balance Scale. \$18.50.
- Think Metric Sound Filmstrip*. \$29.00.
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C & G Specialty / "Inch/Millimeter Converter Slide" (accurate frac/dec/millimeter conversions in the most understandable form—plastic pocket size). For sale: C & G Specialty, Box 9256-A, Charleston, S.C. 29410. \$3.00.

Corning Glass Works / "Metric Match-Ups Poster." Corning Glass Works, Houghton Park, Corning, N.Y. 14830.

The following are available from the Ideal School Supply Company, 11000 South Laverne Ave., Oak Lawn, Ill. 60453.

Celsius Laboratory Thermometer. \$2.75.

Demonstration Meter Stick. \$2.25.

"Go Metric" Bumper Stickers. Pkg. of 10, \$1.50.

"Go Metric" Lapel Pins. Pkg. of 10, \$5.00.

1.5 m Measuring Tapes. \$.50.

Meter Stick. \$.75.

Metric Place Value Chart. \$2.80.

Metric Volume Set—Plastic. \$7.00.

Metric Wall Chart 106 cm × 73 cm Full Color. \$2.50.

Place Value Building Set. \$39.75.

20 cm Student Rulers (plastic). Pkg. of 10, \$2.00.

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# The Cataloger's Right Arm:

## The Library of Congress

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■ Two new tools published by the Library of Congress that should assist art librarians and catalogers are described. Even though art exhibition catalogs will always be difficult to catalog, a thorough understanding of the fundamental prin-

ciples of the cataloging code will make the LC entries seem less mysterious. However, the best solution to the problem is Cataloging in Publication coverage of exhibition catalog publishers.

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**THE POLICEMAN'S LOT** is not a happy one, but even less happy is the lot of the cataloger confronted with a pile of art exhibit catalogs. Though there is as yet no tranquilizer that will make this assignment mere child's play, some recent developments promise to ease the burden.

### Cataloging Tools

In response to pleas from catalogers, the Library of Congress is publishing a new tool designed to assist in establishing headings, preparing authority cards, and providing the catalog with appropriate cross references. It is a compilation of all the names, personal and corporate, being

established or revised during the regular cataloging operations with one exception. Names requiring no cross references are omitted. Each heading is accompanied by a tracing for the appropriate references and all are arranged along with the cross references in a single alphabetical list. This tool, entitled *Library of Congress Name Headings with References*, will be issued quarterly and cumulated annually and will list approximately 29,000 headings each year. The first issue, dated January/March 1974, was mailed to subscribers early in January 1975. Since the kinds of entities that create exhibition catalogs are notorious for their need of cross references, I would anticipate that *Library of Congress Name Headings with References* will be of considerable assistance to the art cataloger.

The second new tool may be of less use to the art cataloger but there is certainly a place for it in the art library. *Monographic Series* provides an approach to LC's current cataloging by way of series titles. Under the name of the series

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This is the third in a series of papers presented Oct 21, 1974, at a seminar on exhibition catalogs sponsored by New York METRO in cooperation with SLA's New York Chapter, Museums, Arts & Humanities Group, and the New York Chapter of ARLIS/NA.

a complete LC printed card appears for each title in that series currently cataloged. Both numbered and unnumbered series are included and the first issue for January/March 1974 presents full cataloging information for 20,909 entries in some twelve thousand different series. *Monographic Series* began publication in November 1974 and it, too, will appear quarterly and be cumulated annually.

The third tool to be mentioned carries an American Library Association imprint, but the Library of Congress is one of the four authors whose names appear on the title page. I am referring to the revised rules for description, chapter six of the *Anglo-American Cataloging Rules* (North American Text), published in June 1974. The rules for description have been revised primarily to incorporate the provisions of the *ISBD(M) International Standard Bibliographic Description for Monographic Publications*. Catalogers at the Library of Congress began to use the revised rules on Sep 3, 1974, and have experienced no serious difficulties with them. To facilitate the transition from the old rules to the new, we have compiled a descriptive cataloger's guide from the training materials developed by the Principal Descriptive Cataloger and the Cataloging Instruction Office. This guide was published as an appendix to the *Library of Congress Information Bulletin* for Aug 2, 1974. We are planning to issue a supplement to make available to catalogers in the field the responses to the queries that have come as libraries have begun to adopt the revised rules.

Since some librarians have expressed apprehension about these revised rules, the author should like to comment briefly about standards. Few consumers would wish to return to the days when each local authority defined "pound," "ton," "foot," "gallon," etc., to suit itself. Standardization will bring as many benefits in cataloging as in other facets of daily life. For example, the pattern of citation in national bibliographies will stabilize and the librarian will know what information to expect and where it will appear. Catalog entries in

exotic languages will acquire at least a modicum of meaning to those who do not know the languages because the data elements will be flagged by standard symbols. And above all, with standardization, the international exchange of cataloging information will become a practical means of achieving universal bibliographic control of all types of publications, including art exhibit catalogs.

### Cataloging Rules

Since an understanding of the "hows" and the "whys" often helps to make a problem less difficult, perhaps the suggestions and explanations afforded descriptive catalogers at LC may assist others as well. There is more logic to the Anglo-American code and its application to art exhibit catalogs than some librarians like to believe. A good starting place for appreciating the logic is Charles A. Cutter's *Rules for a Dictionary Catalogue* and in particular his rule six and one half. It reads:

The designer or painter copied is the author of engravings; the cartographer is the author of maps; the engraver in general is to be considered as no more the author than the printer. But in a special catalogue of engravings the engraver would be considered as author . . . (1).

This is a rule for a special kind of material. This rule is called to your attention rather than its predecessor devised in 1852 by C. C. Jewett, because of its numbering—rule six and one half. That numbering tells a lot about the problem of special rules for special kinds of material. One must forever be inserting them here and there, destroying the logical pattern with which a cataloging code begins. Indeed, that is exactly what happened with Cutter's code because it developed into the *ALA Cataloging Rules for Author and Title Entries*, which, by 1949, contained more than five hundred different instructions and specifications. The 1949 code contains rules for encyclopedias, almanacs, directories, letters, re-

ports of expeditions, ships' logs, mediumistic writings, radio scripts, motion picture scenarios, heraldic visitations and so on ad infinitum. It is little wonder that Seymour Lubetzky began the work of code revision by asking "Is this rule necessary?" He then analyzed each of these special rules to find common patterns of responsibility and developed principles of cataloging that will attribute the work to those responsible for its intellectual content. On these principles the present cataloging code is based.

Those who are unhappy with the rules in the *AACR* should not lose sight of how difficult art exhibit catalogs are to catalog under any system. The difficulties derive from the nature of an art exhibition, for publications mirror the society in which they appear. It is a rare art exhibition that is a one-man tour de force; most are possible only through the cooperative efforts of many entities. It is doubtful that Solomon himself could produce a set of rules that would make an exhibition catalog as easy to catalog as a novel, especially since those who design exhibit catalogs seldom bless them with distinctive titles. Nevertheless, they can be cataloged within the frame of reference of the *AACR* if responsibility for intellectual content is systematically analyzed.

One method of analysis is to ask oneself a series of questions. For example, does this catalog have one principal feature? If yes, is the principal feature the reproductions of a single artist? If yes, enter the catalog under the name of the artist. If no, is the catalog of the exhibit the principal feature? If yes, enter under the entity that prepared the catalog. If there is no principal feature, what entities are responsible for the content of the publication as a whole? By determining at each step whether it is a work of single, shared, or mixed authorship and whether the entities are personal or corporate, the *AACR* rules for choice of entry can be applied. Of course, the choice of main entry is seldom easy and clear cut because of the nature of an art exhibition catalog. For this reason the added entry acquires a greater impor-

tance. Other access points should be carefully provided by means of appropriate added entries.

### Cataloging in Publication

Of all of the recent advances in cataloging none offers as satisfactory a solution to the problem of bibliographic control of art exhibit catalogs as CIP, or Cataloging in Publication. The history of this program has been recounted in numerous articles, one of which appeared in February 1974 in the *ARLIS/NA Newsletter* (2). CIP data can be used effectively by an art librarian in a variety of ways. With a minimum of effort, he can add to the entry appearing in the book the missing elements like collation and produce a set of catalog cards with the aid of the photocopier, or whatever method is available. Or, if he uses LC printed cards, he can immediately order a set by card number. The collection of titles awaiting cards can be organized in his cataloging department by any of the CIP data elements he prefers—main entry, title, classification number, LC card number, or international standard book number. If the art library is associated with an institution using MARC tapes, the librarian has at hand a good selection tool, and can generate the necessary catalog card sets from the updated version of the entries.

As of the end of February 1975 approximately 49,000 titles had been cataloged in the CIP program. There are now 906 participating publishers—to whom, incidentally, the library profession owes a debt of gratitude for their willingness to assist in this effort to gain bibliographic control even though it means a certain amount of expense and inconvenience for the firms. Similar programs have been established in Australia, Brazil and the USSR; we hope the survey conducted by IFLA will inspire other countries to begin. Of the 49,000 titles just mentioned, some are art exhibit catalogs, but not too many. If more museums can be encouraged to become participating publishers, the CIP program will increasingly encompass the kinds of



publications that will help art librarians with their cataloging problems.

Cataloging in publication then promises the best answer to the difficult problem of the art exhibit catalog, for in this program the book that poses the cataloging conundrum will bring the LC answer if the publisher is a participant. If the art cataloger must devise his own answers, his work can be facilitated by a thorough understanding of fundamental principles of the Anglo-American cataloging code and by two new tools that have just appeared, *Monographic Series* and *Library of Congress Name Headings with References*.

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## Acquisition Innovations

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■ A key word in context index to the library's on-order file and payment for material by means of "blank check" are two very successful ways of cutting staff costs and increasing efficiency.

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**TWO INNOVATIONS** in acquisitions work have speeded and simplified our order processing. The two innovations are a key word index to the on-order file and "blank check" payment.

Our library environment is such that at least 50% of the material acquired is for the use of engineers and scientists in their office collections. Strong justification for these techniques is that a large part of our orders are placed directly with publishers throughout the world without going through an agent. They include monographs of many kinds in addition to traditional published material.

Identifying, locating, and speeding the material to the user under tight dead lines and high volume/low staffing conditions has brought about the following techniques which serve us well.

### **Key Word Index to the "On Order" File**

A computer printed list (key word in context) of all material on order has replaced a series of traditional card files. A flip of the list (800-1,000 items on order) tells you: who requested the material; this person's charge/cost coding; date or-

dered; order number; author(s); title; sub-title; series title; publisher; sponsor and more, if pertinent.

Each one of these pieces of information is automatically indexed in the list. When the ordered material arrives and is ready to be identified with the order records, the receiving clerk usually needs to match only one piece of information with the index list to be on the way to unraveling the mystery of, "Son-of-a-gun, what's this, and who wants it?"

The list is created by keypunching the file copy of the order(s) and the list is purged of material received by detaching a punch card affixed to this file copy and processing it against the master file.

Advantages over more conventional order files are:

1. Copies of the list can be distributed to various locations and people who need "on order" information.
2. Material can be more easily and accurately identified when the order is received; and by less experienced clerical help.
3. Order records can be placed together in one folder and filed by order number—no need to pull them together from several files.
4. Identifying material to be claimed from the publisher is easy since the main entries are on the list in chronological order.

The only noticeable disadvantage for us is the occasional need for retrospective searching after material has been re-

ceived. Although the material itself is well referenced to order information—if that material is not available for inspection then it may be necessary to search different lists to reconstruct, “who ordered it, where and when?” Microfiche copies of the lists are retained for this purpose. These fiche copies are prepared by the computer at the same time as the computer paper printed list. The lists are updated weekly. The paper copies are destroyed when superseded and the microfiche retained for a two-year period.

### **Blank Check Payments**

Our second innovation has to do with incorporating a “Blank Check” as a part of our purchase order form for amounts up to \$200.00. With a few precautionary exceptions we have used this form for all material within the \$1.00–\$200.00 price range. It has been more than 99% successful and has proved a great savings of clerical time and postage.

For example, the instructions for processing this “blank-check” order are listed below.

1. The lower half of our order is a blank check. After filling our order, com-

plete the invoice on the face of the check. Please do not invoice us in any other way.

2. Fill out the check for the **FULL AMOUNT** of the order **INCLUDING ANY POSTAGE OR SHIPPING CHARGES**. Please allow for cash discounts.

3. Detach the check from the order and process through your bank.

Please Observe the Following—

No back orders. Advise if you cannot ship fully and promptly.

Be sure to allow applicable cash discount in return for this prompt payment.

### **Acknowledgment**

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## Special Libraries in India

Barbara Foster

Hunter Midtown Library, New York, N.Y.

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■ The libraries of India are special in a variety of ways. Some of them and their notable features are described. The Oceanographic Institute at Goa, Indian Institute at Bangalore, British Library at

Bangalore, Theosophical Society Library at Adyar, and Sri Aurobindo Library at Pondicherry are contributing to the reputation of India's collections.

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INDIA is officially classified as a "developing" nation, and certainly is in the library sphere. The sub-continent is checkered with public, university and special libraries that are a legitimate source of pride. Concomitant with industrial expansion, the Indian authorities have become increasingly aware of the need for sophisticated research terminals crucial to viable economic growth. These centers are staffed by thoroughly qualified professional librarians—often with a master's degree in another discipline. Though a majority of these specialized collections fall under the industrial-scientific umbrella, not a few are concerned with the arts, theology, and the social sciences.

### National Institute of Oceanography

Goa's beaches—Dona Paula and Calangute—attract the sun-seeking tourist no less than the Library of the National Institute of Oceanography attracts the oceanographic researcher. This center is located at the confluence of the Arabian sea and Bay of Bengal, where countless

marine specimens flow by the doorstep. The facility first opened in Delhi in 1966, but in 1969 moved to Goa—an aquarium on a continental scale. Advanced physical, biologic and geographic aspects of marine science are studied here, since it is the principal library of its sort in India. At present the book stock is 5,000 while journals approach 150. This census fails to include the 4,056 technical reports, arranged alphabetically by institution, which are the items most frequently used. The majority of the holdings are in English and German, while a respectable portion are in Japanese and Spanish.

Aside from a professional library credential, each librarian has an additional degree in a scientific discipline. The chief librarian, an assistant librarian, a cataloger and three non-professional assistants constitute the staff. A direct offshoot of the Oceanographic Institute, the library mainly serves scientists in residence. The librarians concentrate mainly on reference service, indexing of relevant technical reports and preparing subject bibliographies. Since the patrons are well

educated, many are capable of and prefer to track down their own sources with minimal assistance. Interlibrary loan is quite active, and other institutions frequently request materials by mail. Each borrower can take six books for one month, after which renewal is virtually automatic. Even periodical back issues are removable—but not current ones—since the object is to encourage institute employees in their research and not retard scientific advance. Consequently, loan periods are flexible and a fine system has not proved necessary. With a public of 150, all trained specialists, the librarians can afford to proceed casually since each customer is a familiar face and generally reliable. Book losses are negligible and offer little annoyance to the administration.

The Colon classification system has been adapted and approaches to the collection have been provided by author, title, and multiple subjects. Periodicals are interfiled in the main catalog and given multiple cards also. Books are purchased by an appointed committee, which consults the working scientists for suggestions and then pass them on to the librarians for sifting. The budget is 100,000 rupees (8 rupees to one dollar) of which 60% is allocated for journals and 40% for books. Final book selection is accomplished by consensus between the chief librarian and the special book committee. In general, policy for the library is decided jointly by the librarian and the director of the institute,

As a part of the Indian National Oceanographic Data Center, the library cooperates closely with other such centers in Washington, Moscow, and elsewhere. Materials are transferred among centers, and the library at Goa exchanges its duplicates in this way. The book stock is buttressed by gift books sent from abroad, especially from the Scripps Institute. At the moment, the librarian is attempting to build up the chemistry, biology, physical, and zoology holdings. Such standards as the *McGraw-Hill Encyclopedia of Science and Technology*, *Who's Who in Science*, etc., are available in the reference corner.

## Indian Institute of Science

Covering a wider area of the scientific spectrum, the Indian Institute at Bangalore—begun in 1911—has an excellent library which supports its research and educational efforts. This 100,000 volume complex is used by scientists, students and industrial concerns. In addition to being a research center, the institute confers the master's and doctorate degrees in engineering and other sciences. The periodical collection numbers 2,000—of which 1,200 are paid for, the others received through gift or exchange. A bindery on the premises binds back issues and repairs damaged book stock. The magazines are mainly in English and German, the predominant languages in the book collection, too.

The reference librarian appears to be deluged with continuous questions from students and scientists. Though three reference librarians work in shifts to handle these challenging questions, more are needed at this busy center. The same librarians must prepare bibliographies, index pamphlet material, and conduct orientations. Each year an attractive brochure is printed to acquaint new students with the library; groups of 50 students are also taken on tours. A staff of 11 professionals, 13 semi-professionals, and 18 non-professionals run this facility, which only closes four days each year; it is open regularly 8 AM-10 PM daily.

An active interlibrary loan service flourishes; at least 20 universities and countless educational and industrial concerns often request materials. Three books may be borrowed per visit, after which renewal is permitted. The academic staff can take home periodicals, though other users may not. The Brown system is the charging method (book card and borrower envelope) employed and to date losses have been only about 40 books per year. Another variety of semi-reference book may be borrowed overnight, but like a limited reserve book in a United States college library, the fine is stiff if it is not returned on time. A fine system is used to control the normal books also, but these penalties are mod-

erate and seldom used. In fact, everything is free and open access at the Indian Institute Library. No check points or guards are anywhere in evidence.

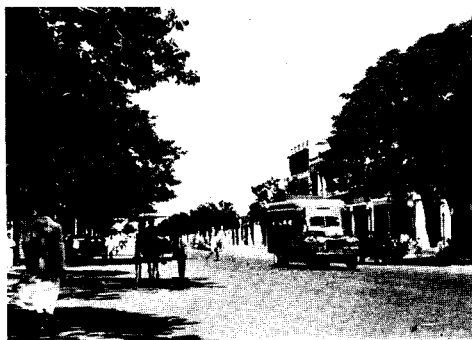
The books are classified by the Colon classification, which seems to adapt well to scientific holdings. A classified subject, author, and title index is utilized. "See" and "see also" references are scattered liberally through the catalog. A number of sub-libraries complement the holdings of the main one, and these smaller setups are free to follow certain independent policies in the way of borrowing rules and the initiation of special programs. The budget for operating the entire institute comes from the University Grants Commission, which allocates a certain portion to the Indian Institute, in turn passing on a segment to the library. The library's budget for 1975 is 300,000 rupees for books and 400,000 for periodicals.

Visiting this modern complex is an impressive experience. Rows of laboratories and classroom facilities give the impression of a scientific city under glass. The library was completed in 1964, along the most functional lines; it operates in three shifts to obtain optimum use of the physical plant. Purchasing is centralized and undertaken by the academic staff of the institute in cooperation with the senior librarians; as well, students get a chance to make their suggestions for book purchases.

### The British Library

The British Library, until 1960 called the British Council Library, is also in Bangalore. Here, by investigating any of the 43,000 volumes or 150 magazines, Indians are encouraged to plumb the richness of British cultural heritage and the forces that are molding modern Britain. All the imprints are published in Britain and supplied directly to the various branches of the British Library. The subject orientation is generalist, but due to the proliferation of industrial plants in Bangalore, the library, more than other branches, emphasizes the sciences. The largest branches of the British Library

### A Vintage Photograph of One of the Main Thoroughfares of Bangalore City.



Information Service of India

are in Delhi, Madras, and Calcutta. All the units are under the supervision of an autonomous body—the Indian Council for Cultural Relations—under the Government of India.

Book selection for the branches is done by four regional librarians and the chief librarian in Delhi, who finalizes all choices. Readers and other librarians also suggest specific titles for purchase. The suggestions from readers in Bangalore tend to veer overwhelmingly toward scientific subjects. Workers in local industries make intensive use of the library, regarding the book as a means of upward social/economic mobility. Specifically, books on aircraft and electronics are in continual demand, while other applied sciences are also requested; the abstract sciences are in less demand. About 40% of the members are students in scientific curricula, while the rest are professionals or white collar workers from the Bangalore area. The housewife and so-called "general reader" are not much in evidence here, at least compared to the branches in Delhi and Bombei. The member's fee is 10 rupees per year and 5 rupees for children, though the children's section is lightly used. Adult members can borrow 5 books for a four week period. The facility is staffed by 6 professionals and 4 non-professionals—all Indians. Losses are negligible since a new member must be sponsored by a current one or an institution, which helps to testify to the borrower's reliability. The

Brown charging system is used when books are lent for home use.

The British Library is supplied with printed cards directly from the British National Bibliography. The classification system is Dewey; approaches are available in the card catalog by author and subject. The librarians publish annotated bibliographies.

The throng of customers has obviously outgrown the usable space. One finds this library on a second floor, above a popular restaurant, and the patrons must often read standing up, all available seating having been occupied. Lack of space prohibits the accumulation of back issues of magazines and imposes strict standards for weeding. The only exception is in the field of librarianship, such as *Journal of Librarianship* and *Library Association Record*.

All the branches of the British Library adhere to similar basic policies. Twice a year the chief librarians of the different units meet to discuss relevant business, and current practices are examined for effectiveness and relevance. The smaller regional offices in Bangalore, Trivandrum, Poona, Bhopal, Ranchi and Lucknow keep in active touch with the larger centers, where librarians attend conferences and training programs. The stated policy is definitely toward recent books; the vast majority of their collections consists of books published within the last ten to fifteen years. A sampling of classics, both Indian and European, is kept on hand for students. The branch at Bangalore serves 6,150 members (400 children) and is open 9 AM-1 PM and 4 PM-7 PM, six days a week. Book circulation runs about 1,000 per day.

### Theosophical Society

Deeper south in Adyar, a suburb of Madras, the Theosophical Society Library and Research Center is dedicated to the study of comparative religions and cultures. The library was founded in 1886 to acquaint Westerners with the complexities of Eastern religions—especially Hinduism and Buddhism. The Society publishes English translations of

esoteric texts that have hitherto been the reserve of divines and pundits. The library is a hub of activity and is housed in an attractive modern structure built in 1967. Even under the British occupation, when social barriers prohibited Indians from full integration, within the Theosophical Society all races and classes harmoniously coexisted.

A day in the reading room of the library is a veritable trip to the United Nations: Americans, Russians, Arabs, and Indians study intently in an atmosphere that encourages reflection. Upon entering, one removes his shoes and settles into an ambiance that is decidedly Indian. Rare manuscripts are in abundance here, and scholars come from all the world to consult them. Microfilm facilities are used to photocopy deteriorating manuscripts and to make copies to send to other institutions on request. Shortly, microfiche equipment will be purchased. About 20,000 manuscripts make up this remarkable collection, the most valuable written on palm leaves. A grant from the Ford Foundation has allowed for air conditioning, which will prolong the life of these priceless treasures. A visitor is assured of getting a glimpse of at least a few, since changing exhibits are on display in cases at ground level.

According to the librarian, readership has more than tripled in recent years. With the Western search for self through Eastern religions and meditation, young people are visiting India to discover its ageless verities. Each reader pays a one-time one rupee fee for reading privileges; the borrowers pay a thirty rupee deposit and a charge of six rupees for each book borrowed. Cataloging is especially stressed, and the librarian considers that detailed subject breakdowns decrease the need for elaborate reference service, which would be too costly. The main subjects covered in this 100,000 volume collection are religion, civilization, literature and Indianology; these are housed in a closed stack arrangement and attendants bring the books to the patrons. The classification system is Dewey, but with the religion section enlarged and further subdivided to suit this special collection.

The 5,000 rupee budget barely scratches the surface of the European printed material the library would like to own. Therefore, the librarian is woefully dependent on donations. The librarian consults with a book committee to make final selections regarding purchases. The library subscribes to 130 periodicals, while 200 arrive free of charge. Lack of funds also inhibits the hiring of needed staff. The librarian administers two catalogers and several salaried stack attendants; other individuals donate time to do odd jobs around the library. Another financial drain results from unreturned books. Since many of the borrowers are merely passing through, they often leave without returning their books.

Fifty percent of the titles are in English and the rest are in other European languages, Sanskrit and Tamil. The Madras area is Tamil-speaking and a considerable literature exists in this vernacular. The library attempts to attract local Tamil readers and has set up a separate card catalog in this tongue. The Theosophical Society also reaches out to the children of the region. There is a special children's section where youngsters can sit comfortably on mats and read from a collection of 2,000 volumes. The library is open 8 AM-5 PM and is closed on Sunday and Monday.

### **Sri Aurobindo Library**

About a five hour bus ride from Madras the Sri Aurobindo Library in Pondicherry exudes its mystic vibrations. There university students, visiting scholars and disciples of the Sri Aurobindo doctrines delve into the 100,000 occult tomes on Buddhism, Hinduism, Taoism, etc. The library is part of a cooperative living community based on the philosophic-religious concepts elucidated by Aurobindo in his prolific writings. India abounds in religious communities that are termed ashrams, but none can boast of such an ample library. Sri Aurobindo, a daring revolutionary who was involved in the fight for Indian independence, retreated to Pondicherry in later years, where he

established an integrated yogic community dedicated to world peace and individual self-development.

Pondicherry by the sea has the delicate charm of a 19th century provincial French town. Time seems to have magically stopped for many cultural and architectural traces of French colonial administration are yet extant. The pink stucco, two story library harmonizes nicely with its surroundings. The library has a small collection of art treasures, displayed alternately in prominent places. The main floor houses a rare collection of 16th and 17th century French books that deal with occult subjects. The archives of Aurobindo are also located on this floor, along with other rare manuscripts—some on palm leaves. The three floors of book stock contain works in Indian languages, French, German, and English. Though the strong points are religion and philosophy (mostly Eastern), a decent accumulation of literature, history and sociology is also available. Journals arrive from all parts of the world and back issues are bound and interfiled with other books on the shelves.

The collection is exclusively reference, though a fair selection of paperbacks is open to circulation. The hours extend from 8 AM-12 NOON and 2:45 PM-4:45 PM (except Sundays), which dovetails efficiently with the ashram's working schedule. The German librarian, though not a professional, is a trained specialist in Eastern languages and religions. Over the years he has remained aware of the developments in library science and does not hesitate to use them at Pondicherry. An up-to-date card catalog by author and title, plus a classified shelf list by subject, have been designed to service these specialized researchers. A modified Dewey system has been adopted and intelligently expanded in the areas of philosophy and religion.

The staff is accessible and friendly, not hesitating to approach persons who seem in need of help. No established reference policy is pursued, for the casualness of the atmosphere leads to a relaxed interchange between staff and patrons, without resort to assigned schedules. The fif-



teen employees under the supervision of the librarian are unpaid, though not untrained. All are subject or language specialists who have come from diverse countries to the ashram for benefits spiritual, not material; they operate the library as a service and contribute their knowledge willingly.

Budget in the traditional monetary sense does not exist at Pondicherry. Items are contributed by individuals, educational institutions and the government of India. Donors in many corners of the globe are aware of the lofty aims here and can be depended on to supply funds for necessary purchases. Devotees of this philosophy not only meditate on Aurobindo's teachings, but generously subsidize the organization's educational efforts.

The librarian has made marked efforts to attract local readers, which has traditionally been a bit difficult. Five hundred works in the regional language, Tamil, are available for consultation in an attempt to bring in this reticent public. By reading in the library, it is hoped that the Tamilians will come to understand the ashram goals and something of the philosophy of Aurobindo. To date, the locals have been conservative and standoffish, largely because Aurobindo was a Bengali and a revolutionary. The librarian here carries on a noble struggle; his pay is the satisfied readers who leave the library with an improved understanding of the ramifications of a philosophy that endorses peace and brotherhood for everyone.

The libraries in India are special in every sense of the word. Many of these

centers of inquiry have arisen to serve both native and foreign researchers concerned with particular branches of knowledge. Whether the focus is industrial, theological or artistic, the patron can be assured of courtesy and impeccable attention to any request. The librarians working in these facilities are trained on Western models and are professionally able to lead a patron to the intricate information that these repositories contain.

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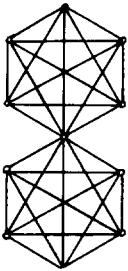
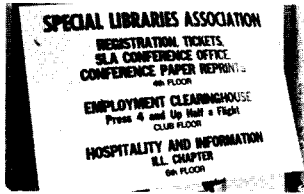
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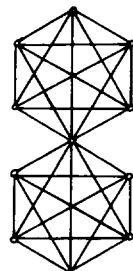
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66th SLA Conference  
1975  
Chicago



# Miriam H. Tees

## SLA President 1975/76

Miriam is the second Canadian to be elected President of the Association, and this within a space of three years. Born and raised in the cosmopolitan city of Montreal as an English-speaking member of Quebec's bicultural population, Miriam speaks French fluently, her facility with the language having been acquired over the years by aptitude, determination and practice.

She graduated from McGill University with a B.A. and entered the business world. She worked in different positions but the challenges presented by any of these jobs were never sufficient for her.

Miriam relates how her interest in librarianship was fostered on a trip to Britain where she fell in love with the magnificent illuminated manuscripts housed in the rarified atmosphere of the quiet college libraries of Cambridge. She thus decided to become a librarian and so returned to McGill and took her B.L.S. She now moves in the fast-paced world of Canada's largest bank, The Royal Bank of Canada.

The new librarian began her library career in the McGill Medical Library, then moved to the International Civil Aviation Organization, and from there obtained the position of librarian in the Royal Bank, a position she has held since 1951.

Miriam believes it is necessary to sell librarianship in the high-speed tempo of the 20th century and she has seen the library under her aegis grow in resources and reputation. Her belief that the user comes first, and that the provision of service to these users is the most important function of a library, has provided a constant and continuing challenge to her. She extends this into the wholehearted conviction that contact with other librarians/information officers, and their libraries/information centers must and will develop into an intensive networking system to make the best possible use of resources.

Her interest in the Special Libraries Association began at the Chapter level. She is convinced that only by meeting other librarians and by active participation in professional organizations can a librarian reap full satisfaction professionally. In the Montreal Chapter she has been secretary, treasurer, and president. The successful 1969 Conference in Montreal was due in no small part to her organizing ability as Chairman. From there



she was elected to serve on the Board of Directors for three years during which time she acted as secretary to the Board for a year. In her final year of office she was named a 1973 John Cotton Data Lecturer.

Her professional participation has not only been channeled within special library fields. She has also held office in the Quebec Library Association, the Canadian Library Association and the Corporation of Professional Librarians of Quebec. The Minister of Cultural Affairs for the Province of Quebec called her to be a member of the Commission on Public Libraries in 1972.

She has taught courses in special libraries and business literature at the Graduate School of Library Science at McGill University. Her contact with the library student of today and her interest in new library thought and techniques inspired her to return as a part-time student two years ago to take her Master's degree. She graduated this past June.

Does Miriam ever have any time for leisure? Believe it or not she still finds time to travel, to solve crossword puzzles, and to read, with a weakness for detective novels. She is an avid concert and theatre-goer, and she derives much pleasure from playing recorders and krumphorns in group performances of Mediaeval and early Renaissance music. She loves country pursuits and finds relaxation during the summer months in her family home in the Laurentian Mountains. She follows hockey and baseball in the company of her two young nephews, and already has tickets for some of the Olympic events to be held in 1976 in Montreal.

Miriam is sure to bring to her year of office as President a clear-minded logic, tempered with an always sympathetic ear for people around her, in her concern for the Association's development during the coming years.

ANTHEA DOWNING  
The Royal Bank of Canada  
Montreal, P.Q. Canada

# The Information Society

## Miriam H. Tees

I am indeed aware of the very great privilege I have been given in being permitted to serve as President of SLA. As I think back over the years that I have been closely involved in SLA, it is difficult for me to believe that I, Miriam Tees, could have the temerity to stand here as your President. Not that I am totally unprepared. My colleagues on the Board have given me all the training and help that I could absorb. But what have I to offer to the Association and you? This thought comes over me sometimes in the middle of the night and gives me cold shivers. But one must be philosophical. I am myself. Whatever I have I must and can give. I cannot be any of our great former Presidents. I must bring myself to the task and I will do my best.

In the same way I count on you to bring your own talents and strengths to our profession. Only you know what you can offer, but whatever it is, you can offer it freely and excellently.

formation resources and we can serve our users better. We cannot go it alone for much longer. This is the point at which we must concentrate our talents on cooperation. Indeed it is exciting for us to be at the center of change. And change is going on whether special librarians are involved in it or not. If we are not to be left behind, we must make up our minds to change—we must welcome the challenge.

In this world of change and challenge, who is the special librarian? The new breed of special librarian is one who brings his and her talent and strength to information service in many new ways. We have always prided ourselves on being user-oriented. Are we sure that we really are? Are we really aggressive in providing our own users with the exact information they need, when they need it, in the form in which they need it. Do we seek out in our own constituencies the non-users whom we might serve? Do we make sure that those whom we do serve are satisfied? Do we go beyond our own resources to put people in touch with additional information, or with other experts, other people? Or do we fall so deeply in love with the methods and systems and technology that we forget that

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**Whatever I have I must and can give. . . . In the same way I count on you to bring your own talents and strengths to our profession.**

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We are in an exciting time for the profession. During programs of this Conference in 1975 speakers have said that our work is revolutionary (pointing out that in 1975 we move from the industrial era to the information era), that there is before us a vision of access to information for everyone. We have been asked to cooperate—to cooperate by asking "What can I do?" not "What can I get?" Stress has been placed on the strength of our particular association as a vehicle for our travels into the new information era.

Technological development, library cooperation, networks are nothing new to us. But for a long time it seemed to many of us that they were appropriate only for very large, very rich libraries. Now we have reached the point where every library can become involved in networking. Not only *can* but *must*. It is vital for us to cooperate—not only if we are asked, but aggressively—so that our resources can become part of national (and when I say national I refer to the U.S. as well as to Canada) and international in-



we exist for the user? Is it enough for us to think of special librarians as people who work in special libraries as they have been traditionally conceived?

The new breed of special librarian, I believe is often not in a library at all but is an information organizer, a network director, an indexer; a thesaurus builder, a research analyst. We are now taking our expertise into the wider community. As we move further and further into the information era, people

with our special training and knowledge become more essential than ever.

But we must make this known. It is no use for me to tell you that we are information experts. You know it already. We need to talk to the wider community and explain and demonstrate our capabilities to others. SLA, through such programs as consultation, recruitment, education, membership, employment policy, can help us move outward. But at the same time, each individual must take the responsibility for moving librarianship outside the walls of his or her own library.

During the past year Edythe Moore, as our President, pointed to a new orientation. We special librarians must be in the forefront

of planning and developing new systems and networks so that in the future every person will have access to the information he or she needs. Now it is up to each one of us to accept the challenges that face us and to contribute to the information society those capabilities with which we are equipped. Each of us brings to this task our own abilities, and together we have ability in abundance. This is the synergistic approach to special librarianship of the future.

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*Miss Tees' inaugural remarks were presented at the Annual Business Meeting, Jun 11, 1975, during SLA's 66th Annual Conference in Chicago.*



# President's Report 1974/75

## Edythe Moore

This report will be brief. It will not attempt to summarize the activities and accomplishments of a dynamic organization with a membership which passed the 9,000 mark during 1974/75—a membership structured into almost 50 Chapters, with over 20 Student Groups, almost 30 Divisions, innumerable hard working committees and representatives—a membership assisted by a dedicated, conscientious paid staff at the Association Office. Not only would it make this report too long for presentation, but much of the record of the progress of the Association units more rightfully belongs in the reports of the units themselves. Instead, your President will highlight a few activities which indicate the direction of the Association during the year.

As is always true of a professional organization such as SLA, many of the 1974/75 accomplishments are the result of projects started in previous years; at the same time, seeds were sown this year which will be harvested in the months and years to come.

As is customary, your President and President-Elect visited Chapters and were gratified to see and hear about well-planned programs, including outstanding seminars and institutes. Particularly noteworthy were several presented on the subject of management in special libraries.

Membership has continued to rise and credit for this must be given to all units and activities of the Association, although special recognition goes to the person-to-person enthusiasm at the local Chapter level.

Six new Student Groups, billed as the best thing which ever happened to SLA, were formed, bringing the total number of Student Groups to 23. Due to the efforts of the Student Relations Officer and many of the Divisions, attendance by students at the 1975 Chicago Conference was high, and the program of the Conference was enriched by active student participation.

The Recruitment Committee's brochure *Special Library Careers* was published. The Special Committee on the Pilot Education Project completed its important pamphlet on salary discrimination, *Equal Pay: The Plight of Women in Special Libraries*. It is expected to be published during the summer. This committee also prepared and presented a



pilot program, for use by Chapters and other units, on the subject of salary discrimination. Both of these are significant accomplishments.

The Association reached out to activities on the national and international scene.

- The Association actively participated in the conferences of other associations including ASIS, IFLA, and the AFIPS National Computer Conference.
- It urged the setting of the date of the White House Conference and submitted names of SLA members for nomination to its Planning Committee.
- The Association communicated to the President, the White House Appointments Office, and appropriate committees, its recommendations regarding the criteria to be used in adjudging individual fitness for the position of librarian of Congress. A more recent communication has reminded the Appointments Staff of SLA's recommended qualifications for this position.
- An SLA representative was appointed to the Depository Library Council to the Public Printer. This representative became immediately active as Chairperson of the Council's Bibliographic Control Committee.
- SLA is ably represented on the President's Committee on Employment of the Handicapped and the results of that activity are being coordinated with that of SLA's Committee on Positive Action.
- As a result of the contributions and the diligent efforts of the Association's Executive Director who during the past year has served as 1) a member of the Conference on Resolution of Copyright Issues, 2) co-chairman of the Working Group of the Conference, 3) a participant in meetings of the Technical Committees of the Working Group, and who prepared and presented testimony on the Copyright Law Revision Bill, SLA took on the role of leadership in these copyright matters.

- SLA members met with representatives of the National Commission on Libraries and Information Science and provided valuable input to the Commission's new proposed national program document. Reports of that activity have been presented at this Conference.
- In January a new SLA Committee on Networking was appointed. Already it has outlined five distinct project phases to which it is devoting its attention and energy. The General Sessions and the Division programs at this Conference provided an appropriate mechanism for discussion of individual library participation in systems and networks and helped to clarify the Association's role in networking activity.

Back at the Board table, the Board of Directors struggled with financial matters and

balancing the Association's budget. Recognizing that the Association cannot operate on the basis of 1969 level income at 1975 inflated prices, the Board accepted the recommendation of the Finance Committee to raise the dues of Members, Associate Members and Sustaining Members of the Association.

This was a year in which the Association put reorganization and restructuring behind it and turned its attention to professional concerns.

It has been an active and satisfying year—a year of active participation on all levels—a year of progress with the promise of challenges yet to come.

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*Miss Moore's report was presented at the Annual Business Meeting, Jun 11, 1975, during SLA's 66th Annual Meeting in Chicago.*



**Two Canadians and two Californians: Gilles Frappier, Ottawa, Canada (SLA President 1973/74); Edythe Moore, Los Angeles, Calif. (SLA President 1974/75); Miriam Tees, Montreal, Canada (SLA President 1975/76); and Mark Baer, San Francisco, Calif. (SLA President-Elect 1975/76).**





## Treasurer's Report 1974/75

### Janet M. Rigney

At the close of Fiscal Year 1974 the excess of income over expenses was \$1,500.

At the close of Fiscal Year 1974, the General Fund, which is the operating fund of the Association from which daily expenses are met, had an excess of expenses over income of \$6,900.

Although the SLA membership increase in 1974 resulted in increased dues income of \$18,000 over 1973, this increase was drastically offset by a corresponding increase in almost every item of the cost and expenses responsibilities of the Association. This inflationary trend, with which we are all already familiar in our own organizations, was one of the reasons for the Finance Committee's recommendation to the Board of Directors last October that the dues for Members and Associate Members be increased effective Jan 1, 1976. The Board of Directors approved the recommendation and you will now vote on this issue this morning.

May I bring to your attention some interesting facts concerning our membership and dues increases which were discussed by the Finance Committee in May? Our total membership increased by about 500 members in 1974. The March 1975 membership statistics indicate that fewer members were dropped for non-payment of dues than in 1974. Despite an economic recession, 1975 Conference attendance is high. Previous increases (and we have not asked for one in six years) did not reduce our ranks. We are convinced that you will support the Association again today.

The total Fund Balances and Liabilities were \$561,000 distributed among the following funds:

General Fund	\$280,000
Reserve Fund	117,000
Equipment Reserve Fund	10,000
Non-Serial Publications Fund	84,000
Scholarship Fund	58,000
Research Grants-in-Aid Fund	12,000

Assets in the Investment Selection Service have shown a good recovery in 1975.

Short-term investment of General Fund moneys in 1974 has again proven to be a profitable venture. The following purchases were made: 1) In January, a \$70,000 purchase of Chrysler Finance at 9% for 30 days. 2) In March, a \$60,000 purchase of Chrysler Finance at  $8\frac{1}{4}\%$  for 60 days. 3) In May, a \$100,000 First National City Bank Certificate of Deposit at 11% for 60 days. 4) In August, a \$100,000 First National City Bank Certificate of Deposit at 12% for 90 days. 5) In November, a \$100,000 First National City Bank Certificate of Deposit at  $8\frac{7}{8}\%$  for 90 days.

Such high interest rates no longer exist. The interest rates have now dropped to about 5% so that we will have less interest income during 1975.

Two very long term investments are a \$10,000 1981 United States Treasury Bond paying 7% interest, and a \$10,000 1977 U.S. Treasury Note paying 9% interest.

The complete J. K. Lasser audit report for Fiscal Year 1974 was published in the July issue of *Special Libraries*.

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*Miss Rigney's report was presented at the Annual Business Meeting, Jun 11, 1975 during SLA's 66th Annual Meeting in Chicago.*





## Chapter Cabinet Report 1974/75

### H. Robert Malinowsky

The Chapter Cabinet has finished its first 10 months of existence with little difficulty on the part of the Chairman and the Chairman-Elect. Although the Chairman had planned on a year of training as Chairman-Elect of the Advisory Council, he was quick to learn that becoming Chairman of the Cabinet was a reality. Since the Chairman-Elect of the Chapter Cabinet was well versed in the operations of the Advisory Council and since the Cabinets are operating similar to the Council, the running of the Cabinet has been quite easy with few problems. Thanks are in order to Jean Deuss for her guidance in seeing that the right things got done at the right time and the right reports were asked for at the right time.

The first meeting of the Cabinet was in St. Petersburg in January 1975. This was a good meeting with information given to the Chapters by the Education Committee, Scholarship Committee and the Recruitment Committee plus information from the Association staff. Reminders were given concerning the Chapter reports and the Chapter bylaws. Since some Association business involves both the Chapter and the Division Cabinets the first Joint Cabinet meeting was held to discuss the NGLIS report, proposed dues increase for 1976, and subject oriented groups in Chapters. From the discussion on groups a motion was passed "that the Joint Cabinets establish a Study Committee of 3 members from each Cabinet to report on and suggest solutions for the problem of local subject oriented groups; that Study Committee to report to the Joint Cabinet at a meeting to be called in Jun 1975." Members of this Committee were Daphne Dolan, Malcolm

Hamilton, Alberta Koerner, Edwina Pancake (Chair), Laura Rainey, and Joan Schechtman.

Each of the 45 Chapters has experienced a productive year in spite of the shaky economic conditions that the members are experiencing. Some of the Chapters have gained members in excess of those that they have lost but others have lost more than they have gained. There seems to be no trend as to the area of the country for the gains and losses. Student membership naturally fluctuates with some continuing their membership in the Association after graduation depending on their employment opportunities. The Student Relations Officer, Jim Matarazzo, is to be commended on the fine job of helping to establish Student Groups throughout the U.S. and Canada.

The Board of Directors approved full Chapter status for Kentucky and Oregon at the Jan 1975 Winter meeting. Both Chapters are doing well. Each has had interesting meetings with good turnout of members. One new Provisional Chapter was established, Memphis. Although the creation of new Provisional Chapters and the ultimate establishment of permanent Chapters pulls members from established Chapters, the Chairman feels that the Association gains in the long run by having more meetings throughout the Association so that more members can participate and help to influence additional people to join Special Libraries Association.

Many Chapters are holding joint meetings with other Chapters at least once during the year. Joint meetings that have been held include: Greater St. Louis/Mid-Missouri/Heart of America, Long Island/New York/Hudson Valley, Rio Grande/Colorado, and Southern California/San Francisco Bay Region / Oregon / Pacific Northwest / Hawaiian-Pacific. There were also numerous joint meetings throughout the year with ASIS Chapters, state and regional library associations, graduate schools of library science, state extension departments, and other library associations. This is good. Cooperation is an overworked word in the library profession but it is good to see it in actual operation. More meetings of this type should be encouraged with SLA members capitalizing on the meetings by advertising the Association and educating those in attendance on the excellent reasons for becoming a member of the Association. The Dayton Chapter even co-sponsored a Seminar on Federal Govern-

*(Continued on p. 454)*

SPECIAL LIBRARIES



## Division Cabinet Report 1974/75

Roger M. Martin

Theoretically, this report should cover the period of Sep 1974–Jun 1975, since that is the actual period this office has been in official existence, following approval of the Bylaws changes in August of 1974. With these changes, I ceased to be Chairman of the Advisory Council and became Chairman of the Division Cabinet. In practice, however, the change was in the works as far back as the San Diego Winter Meeting with the first separate meetings of Chapter and Division Officers. With the excellent cooperation of the former Chairman-Elect of the Advisory Council and the former CLO and DLO, the division of responsibilities among the four officers of the two new cabinets has been achieved with what I consider to be remarkable smoothness and little confusion. I suspect, however, that considerable additional effort will be needed to have the SLA members at large, and especially the members of the two Cabinets, achieve a clear understanding of the functions and responsibilities of the Cabinet Officers. While for the most part lines of communication were used, there were a few instances of specific documents being misdirected. In the case of a few super-conscientious Division Officers, copies of documents were sent to anyone who could remotely have an interest in it. With additional time and experience, and continuing effort on the part of the Cabinet Officers, most of these procedural problems should be soon eliminated. The Association Office Staff is to be particularly commended for their efforts in dealing with the problems of this transition period.

A major project has been completed by the Division Cabinet Officers, with the assistance

of the Association Office Staff. The *Division Guidelines* have been completely revised. With Board approval, these will be distributed immediately to the present and incoming Division Chairmen and Chairmen-Elect, with instructions to destroy all older versions.

The *Guidelines* will also contain a new set of Model Bylaws, as approved by the Association Bylaws Committee.

Almost all Divisions have reported progress toward revision of their bylaws to conform with the changed Association bylaws. A number of them will be voting on the amendments in Chicago. Those which are not quite so ready should be able to complete their work by Denver 1976.

The *Guidelines* also contain a revised financial reporting form. This form was mailed by the Association Office for use this year. This item is on the agenda of the Division Officers meeting on Sunday to determine whether any problems exist or whether further changes are needed. For the first time, Divisions are required to identify every account, checking and savings, by bank, branch, and account number. As a related matter, consideration will be given to changing the fiscal year, at least for annual reporting purposes, to coincide with that of the Chapter fiscal year, and perhaps of the Association fiscal year.

Division Annual Reports have been arriving with considerable variance in promptness, substance, and format. As of the date of this report, four Divisions have not yet reported. These will be pursued at the Chicago Conference. The impression one gains from reading the reports is generally pleasure at the accomplishments of the Divisions, particularly in program planning, but also in occasional projects, accompanied by occasional twinges of pain at failures, or what to my mind is worse, lack of activity or participation by members. In a few cases, one sees queries as to whether a given Division should even remain in existence, or perhaps seek a merger partner. One Division Chairman questioned whether the Division structure was needed at all and suggested that the Division allotment could be better utilized by the Chapters. On the other hand, the enthusiasm and activity of other Divisions, particularly the newer ones like the Food Librarians and the Educational Provisional Division, make it appear that this kind of grouping of interests is still often valuable. Still, since officers of three Divisions have specifically suggested it, I have requested that

(Continued on p. 456)

## Chapter Cabinet Report

*(Continued from p. 452)*

ment Documents with the Association's Government Information Services Committee. Other Committees of the Association could also help with possible seminars and workshops.

Chapter meetings have been varied throughout the U.S. and Canada. Each Chapter could be mentioned for outstanding meetings but quoting from the Michigan Chapter annual report will sum up all the Chapter meetings: "Meetings consisted of continuing education in practical details; library tours; and horizon-broadening talks on broader issues of interest to librarians." Many meetings were held as dinner affairs. Numerous workshops, seminars and institutes were held and included such topics as: Indiana—Every Librarian a Manager; Minnesota—Access to Government Information; Virginia—Librarians and Suppliers Working Together; Washington, D.C.—Spring Workshop at Catholic University; Montreal—Planning and Evaluation Techniques for Librarians; Philadelphia—Designing and/or Redesigning the Corporate Library; Hudson Valley—Management Seminar; Florida—Federal Documents Workshop; Pittsburgh—Workshop with Library School; Heart of America—Special Librarianship Seminar for Students; Dayton—Federal Government Documents; Cleveland—Economic Census Data Users Conference; Wisconsin—On Line Data Bases; Oklahoma—Medical Libraries in Tulsa; Boston—Helen Maginnis Education Seminar; San Francisco Bay Region—On Line Searching by and for Librarians; Toronto—Joint workshop with CAIS/CASLIS; Texas—U.S. and Texas Documents in Reference Work; Alabama—Library Networks; Rio Grande with Colorado—Federal Documents Workshop; Princeton-Trenton—Career Development for Women in Libraries; and Southern California—Management for Librarians. Also, one joint anniversary meeting was held for the 50th anniversary of the Bay Area and 30th of the Pacific Northwest.

Many of the Chapters have had moderate to highly successful scholarship events. The most successful was the Southern California Chapter with its Christmas Monte Carlo Bazaar which netted \$2,099.44 for the Association's Scholarship Fund. Other Chapters have had wine and cheese parties and bazaars. The Boston Chapter has used the income from a seminar to help pay student travel to the Chicago Conference. The Illi-

nois Chapter is working with a library school in placing four graduate students in special libraries to learn while working and to gain credit at the same time. Although membership is always foremost in everyone's mind, some Chapters have made a concerted effort to gain new members with some success.

Projects by the various Chapters are generally centered around directories of some type. Those projects that are finished or in process include: South Atlantic Chapter—Directory of Special Libraries for Georgia and South Carolina; Montreal—Directory and a special study, *l'Etude des Bibliothèques Publiques de la Région de Montreal*; Hudson Valley—Directory of Special Library Resources in the Hudson Valley; Cincinnati—Information Resources Directory in the Cincinnati Area; Heart of America—Heart of America Library Directory; Hawaiian-Pacific—Union List of Serials in Nine Special Libraries in Honolulu; Long Island—Directory of Special Libraries on Long Island; Oklahoma—Directory of Special Libraries and Information Centers in the Tulsa Area; San Francisco Bay Region—Chapter's Union List of Serials with 108 Libraries; Upstate New York—Directory of Special Libraries; New York—Special Libraries Directory of Greater New York; Alabama—Directory of Special Libraries in Alabama; Pacific Northwest—Special Libraries in King County; Rio Grande—Selection and Purchase of Children's Books in English and Spanish for a School Bus Project in Northern New Mexico; Colorado—Special Library Resources in Colorado; and Southern California—Supplement to 1972 Directory of Special Libraries in Southern California. This is quite impressive and should give incentive to the other Chapters to cover the rest of the U.S. and Canada with Special Library Directories and Union Lists.

Chapter Bulletins have continued to eat into the budgets of many of the Chapters. Some Chapters have cut back drastically on the size of the Bulletin. Others have expanded with advertising that has offset the cost of production. Nevertheless, all Bulletins are informative and useful regardless of the format. Some are very professional looking with timely articles. Others have useful bibliographies and information that would be of value to the entire Association. Postage is a big item in the larger Chapters and will continue to be a problem if the Post Office raises the cost of postage again. Some Chapters continue to publish Bulletins jointly with other Associations in their area. This is fine

so long as everyone gets credit equally. Some states have excellent state library association bulletins which are accepting articles from the Chapters within their state. This is an excellent way to gain more visibility and maybe gain more members.

Visits by the Association President and President-Elect continue to be useful and informative. President Edythe Moore visited San Diego, Oregon, Illinois, Cleveland, Texas, Pacific Northwest, and Rio Grande while President-Elect Miriam Tees visited South Atlantic, Mid-Missouri, Heart of America, Hawaiian-Pacific, Oklahoma, and North Carolina. This aspect of the Association helps to make its officers more real to those members who are unable to attend the annual conferences.

Groups within Chapters continue to flourish in the larger Chapters but not without some minor problems. These groups are important and should not be discouraged. They are, however, part of the Chapter and not part of the Division and should work in harmony with the Chapter itself. Many of the Groups are very active and have outstanding meetings that are of interest to members outside the immediate group. The difficulty is, of course, in advertising these meetings to everyone when the mailing list includes only those members who are associated with a parallel Division. Chapters need to devise a way of coordinating the announcement of such meetings so that one mailing will take care of all meetings within the Chapter for that period of time. This would enable greater attendance at some of the more informative meetings.

Chapter boundaries are still a problem in some areas of the U.S. and Canada. There is no real solution when long distances are involved for a member to attend meetings. We will always be faced with how to involve the librarians who live in the sparsely populated areas of our countries. The most important thing is to not forget them. Make sure they are informed at all times and en-

courage them to attend at least one meeting a year, maybe centered around that person's interests.

Consultation services furnished by the Chapters continue to flourish in most areas. Some of the consultation takes little time. Others, however, seem to go beyond the call of duty. It appears that more thought needs to be given to this important aspect of the library profession. This is a free service but a majority of the companies that ask for the service seem to be semi-concerned that they do not have to pay for it. Where is the fine line between giving free service and giving fully paid service? I recommend that the Consultation Service Committee be instructed by the Board to look into this matter and consider some type of fee structure for consulting by the Chapters. We are professionals and should be treated as professionals.

Most of the Chapters have been working on revisions of their bylaws. This is a tedious job that has to be done. By this time next year all Chapters will have complete up-to-date bylaws.

The Chairman has finished the revision of the Chapter Guidelines. They will be mailed to the appropriate Chapter Officers this summer. Numerous changes were made so that they will be as useful as possible to the Chapters.

Special thanks are in order for all of the Chapter Officers throughout the Association. They have all done a great job and should consider the year a great success. Special recognition should be given to the Toronto Chapter for the outstanding Conference last year; to the Florida Chapter for the excellent Winter meeting in the Florida sunshine; and finally to the Illinois Chapter for the hard work in preparing for the 1975 Conference.

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*Mr. Malinowsky's report was presented at the Annual Business Meeting Jun 11, 1975, during SLA's 66th Annual Conference in Chicago.*

**Registration wasn't really this crowded. It only seemed that way because General Session I had just ended.**



## Division Cabinet Report

(Continued from p. 453)

the topic of Cabinet meetings, and particularly those at Winter Meetings, be placed on the agenda of the Joint Cabinet Meeting in Chicago.

All Divisions but one published bulletins or newsletters, or in a few cases, both. The one Division that failed to do so met with a wild variety of problems including both financial and a mail strike in Canada. As with the Annual Reports, considerable variance in quality and substance has been seen.

A good number of Divisions seem not to have financial problems. Those that do report difficulties are almost always in the form of too much or too little. Some Divisions are indeed very well off financially but do not seem to be able to develop worthwhile projects to utilize their funds. Other Divisions cannot seem to get far enough ahead to do more than pay for the Conference and/or the Bulletin. In the latter case, Conference

activities have managed to survive, but the Bulletins have had to suffer. It has been particularly interesting to note the increase in the number of Divisions financing student participation in Chicago, even some Divisions finding it difficult to make ends meet.

This has been a particularly rewarding year for me personally. In the past, my attention has been directed primarily toward Chapter activities. The responsibilities assigned to me as Division Cabinet Chairman have been a great enlightenment as to the problems and promises, values and rewards of Division activity. My education in this respect has been greatly enhanced by the enormous assistance given me by Shirley Echelman, the next Division Cabinet Chairman.

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*Mr. Martin's report was presented at the Annual Business Meeting, Jun 11, 1975, during SLA's 66th Annual Conference in Chicago.*



**And the discussions go on and on.**



**Oh, it was a long day. But I know there is something I have to do yet.**



# Actions of the Board of Directors (Jun 7 / Jun 8 / Jun 13) Joint Cabinets (Jun 10) Annual Meeting (Jun 11)

**Dues Increase**—The members accepted the recommendation of the Board that dues of Members and Associate Members be increased from \$30 to \$40 effective Jan 1, 1976. The members also accepted the recommendation of the Board that dues of Sustaining Members be increased from \$100 to \$200 effective Jan 1, 1976.

**Chapter Activity**—The Board extended the provisional status of the Mid-Missouri Provisional Chapter for a period of two more years. The Provisional Chapter had been established in Jan 1973. As of Mar 31, 1975, it had 26 members of which 8 were Student Members.

**Division Activity**—The Board authorized full Division status for the Physics-Astronomy-Mathematics Division. The Division, which was originally established in Oct 1972 as a Provisional Division, had 107 members as of May 9, 1975.

The Social Science Division has formed a new section—Legislative Reference Section.

**Student Group Activity**—It was announced that four new Student Groups had been established since Jan 1975—Atlanta University, University of Missouri-Columbia, University of Hawaii, and Rutgers University. This brings to 23 the total number of SLA Student Groups.

**Membership**—The total SLA membership reached an all-time record high of 9,115 as of Jun 3, 1975, with additional applications for the Jul 75/Jun 76 membership year received almost daily.

**Conference Advisory Committee**—The Board approved a new definition of the Conference Advisory Committee to change its composition to include the immediate past Conference Chairman, the present Conference Chairman, the immediate past Conference Program Chairman, and the Chairman and Chairman-Elect of the Division Cabinet.

**SLA Conferences**—The Board approved the proposed 1976 Denver Conference logo and the proposed theme as presented by the Denver Conference Committee. The Denver theme is: "Information: The Unlimited Resource."

The Board approved a motion to define the duration of SLA Annual Conferences as Sunday through Thursday.

**Translation Activities**—The Board established a standing Translations Committee of three members and referred to the Committee on Committees the matter of establishing a definition for the Committee in line with those of the Government Information Services Committee and the Publisher Relations Committee.

**Special Committee on Pilot Education Project**—The Committee has prepared a draft of a brochure to be titled, "Achieving Equal Pay for Equal Work: Women in Special Libraries." The Board authorized that the brochure be published and distributed to all members of SLA after final editing is completed.

**SLA Scholarships**—The Board approved the recommendation of the Scholarship Committee that three scholarships in the amount of \$2,500 each be awarded for the 1976/77 academic year. The scholarship awards are thus increased from \$2,000 to \$2,500 each.

**Copyright**—The Board ratified the statement of SLA presented at the hearings on the photocopying provisions of the proposed General Copyright Bill (H.R. 2223). The Board authorized a contribution of up to \$2,000 to establish a fund to be used by the six library associations (AALL, ALA, ARL, MLA, Music LA, and SLA) for activities appropriate to influence the revision of the Copyright Law for the benefit of libraries and their users. This contribution is contingent on parallel actions by at least three of the other five associations.

**1976 Salary Survey**—The Board authorized another triennial Salary Survey in 1976, and indicated that \$10,000 is to be included in the FY76 budget for this purpose.

**White House Conference on Libraries and Information Services**—The Board approved a recommendation of the Chapter Cabinet that the President of the U.S. be urged to set a date for the White House Conference

on Libraries and Information Services. He is also to be urged to complete appointments to the advisory committee for the Conference; and Congress and the President are to be urged to appropriate the necessary funds.

**National Science Policy (H.R. 4461)**—The Board expressed its concern about Title IV of H.R. 4461 which would establish a Science and Technology Information Utilization Corporation in the executive branch of the U.S. government. The proposed corporation would be authorized to manage such information and its utilization. The remainder of the bill authorizes the establishment of a Department of Research and Technology Operations headed by a Secretary of Cabinet rank. The Government Information Services Committee and the Executive Director were asked to take such steps as necessary to represent the Association's interests.

**Librarian of Congress**—The Board authorized a letter to be prepared and sent to the White House Appointments Office which reaffirms the importance of the qualifications for a nominee to be the Librarian of Con-

gress and which is to list SLA's six previously stated criteria for the position. Similar letters were to be sent to the Senate Committee on Rules and Administration and to the Joint Committee on the Library of Congress.

**Anti-Discrimination Policy**—The Board amended SLA's long-standing anti-discrimination policy to include the words "physical disability." The policy now reads: It is the policy of Special Libraries Association that membership and participation in the Association and its units is not limited in any respect by race, creed, color, national origin, age, sex or physical disability. In particular, all meetings are conducted so as to assure compliance with this policy. The Association participates in joint meetings only with other organizations having the same policy. The Association is an Equal Opportunity Employer.

**System/3 Conversion**—The Board approved the funds to convert the System/3 at the Association Office from a card system to a disk system so as to achieve improved speed of operations because of the steadily increasing numbers of members.

### SLA Board of Directors 1975/76

**Seated (left to right): Joseph M. Dagnese (Secretary to the Board), Division Cabinet Chairman Shirley Echelman, President-Elect Mark H. Baer, President Miriam Tees, Past President Edythe Moore, Treasurer Janet M. Rigney, Chapter Cabinet Chairman Jean Deuss. Standing: Robert Klassen, Division Cabinet Chairman-Elect Judy Field, H. Robert Malinowsky, Constance Ford, Robert G. Krupp, Chapter Cabinet Chairman-Elect Lois E. Godfrey, and Marian Lechner.**



# SYNERGISM AMONG SPECIAL LIBRARIANS

Could there be a more appropriate location than Chicago for the theme "Systems and Networks: A Synergistic Imperative"? While flying in over the Great Lakes where the resources of America are distributed to its own and other lands, or while driving in over the plains where the highways and railroads bring us to one of the largest transportation centers of the world, one becomes aware of a demonstration of one of the most, if not the most powerful and efficient networks or systems in the movement of goods and people ever devised. Throughout the week the discovery that the Chicago public transportation system is equally good at making this huge city readily accessible to all becomes a reality. It seems very appropriate that this 66th Annual Conference of Special Libraries Association, focusing on networks, be held in Chicago.

Before most of the 2,436 attendees were registered and madly racing through the voluminous 103-page program, the elected principals of the Board of Directors were pondering over budget, publications, and bylaws with the aid of Executive Director, Frank E. McKenna. If the faces of Moore, Tees, Martin, Echelman, Malinowsky, Deuss, Rigney, Frappier, Roess, Stevens, Klassen, Lechner, Dagnese, and Ford looked more tired to you by Sunday afternoon, it came from damn hard work!!! These individuals are in session during October and January as well as June; in addition, they are subjected to a continuous paper flow.

According to Pauline Vaillancourt, chairman, Education Committee, the purpose of the Education Update Sessions is to meet the demands of the membership in areas of current concern. In addition to formal evaluation sheets, the committee is open to suggestions from the membership. An open session on Tuesday offered an opportunity for representatives from Chapters and Divisions to offer their views and those of their constituents on education.



BASLER



GOSS

This year's Update Sessions offered courses in "Interpersonal Relations," "Introduction to International Business Sources," "New Sources in Science Technology," "Environmental Sciences," "Fine Arts," and "Education," and the Seminar for Small Newspaper Libraries and New Newspaper Librarians cosponsored by the Newspaper Division. Nine separate sessions drew an attendance of close to 300 members with a general feeling that attendance will climb. The Education Committee welcomes suggestions for Denver, but due to time restrictions, is particularly open to suggestions for the New York (1977) meeting.

The first General Session on Sunday night presented the familiar faces of Edythe Moore, SLA President, David E. King, Conference Chairman, and William S. Budington, Conference Program Chairman, presiding over a presentation by Dr. Edwin Parker and his colleague Marc Porat on "Information Service: Society's Needs." General Session II was presided over by another familiar face, Ed Strable, with Jory Graham, author of *Chicago: An Extraordinary Guide* and *Instant Chicago*:



*How to Cope.* Her presentation, "How to Make the Most of Your Free Time in Chicago," was of particular interest to the visitors in this fine conference city.

The Sunday evening Conference-Wide Reception in the exhibit halls allowed a closer look at the information sources, services, and new technology. Throughout the Conference, between sessions, we took the opportunity to become better acquainted with each presentation. Later that evening most of us attended one of approximately twenty Division open houses. Good fellowship and good food prevailed.

The Monday morning General Session brought Al Trezza in his new capacity of Executive Director, National Commission on Libraries and Information Science (NCLIS). He spoke to us on "Information Service: The Network Response." He requested input in the selection of fellow commissioners and thanked us for input over the last three years. The Commission met in Chicago, Atlanta, Denver, Boston, San Francisco, San Antonio, Philadelphia, and other cities with representatives of various types of libraries and library groups.

Trezza also indicated that the third (final?) draft of the chapter concerning the information industry was not yet well represented throughout the country, but had a deadline of June before the ALA meeting in San Francisco.

Awareness of students and new professionals came from several different directions. First, those with positions posted on the job board (there were 64 openings posted) met with those interested in positions (there were 164 résumés listed). Interviewers were impressed by the enthusiasm and quality of the applicants and the desperation of many without real prospects of an immediate job.

Second, there was the Student Relations Officer's Panel on "The Meaning of SLA to the New Breed of Librarians," featuring Board members, students and members of the SLA Association Office staff. Only a very few errors were caused by the Palmer House staff in setting and resetting meeting rooms for SLA's tight schedules of program meetings and meal

functions. However, a major error in setting an unstable platform for the SRO's panel resulted in simultaneous tumble of a table, chair, yards of table drapery, and the Executive Director onto the floor of the State Ballroom. Frank McKenna recovered instantly after the tumble and presented a slide show of the Association's office in New York and its potential value to new members.

It was noted in the *Chicago Network*, our daily Conference news sheet, that 22 students from various schools were guests of Divisions at ticketed events. This practice is increasing each year.

It would be impossible to give a good summation of the many and varied presentations made through the week under the auspices of the SLA Divisions. One such program was the Biological Sciences Division's panel "Cancer Information: Data Banks and Information Centers," planned by Joanne Crispin and moderated by Marie Harvin. The speakers, representing the viewpoint of physicians, administrators, librarians, and other health professionals, discussed the collection, analysis, and dissemination of data useful in prevention and treatment of cancer.

Equally as difficult would be an extensive review of the many excellent contributed papers. These papers included "The Hoosier Way to Synergism," "Restoration of a Flooded Library," "On-Line Reference Retrieval Terminals in a Public Library," and "Fee Based Service, or There's No Such Thing as a Free Lunch."

One moderator noted that if we wanted to know more about the speakers or their systems, we should invite them out for a drink afterwards. In the years that SLA has offered us an annual meeting (and through Chapters' local meetings), the authors believe that the most benefit is not through the excellent presentations, detailed and difficult committee work, and other scheduled events, but through the good fellowship represented by the one-to-one meeting of librarians exchanging ideas. How many of us often count our friends and fellow professionals as one and the same?

A quick summation of the Annual Business Meeting brought the information

that by noon on Tuesday, 2,280 people had registered, and the total membership is 9,115 in June 1975. 1976 will be a triennial salary survey year. Five \$2,000 scholarships for the academic year 1975-76 were awarded. It was reported that Chapters have been concerned with management, women's role in librarianship, on-line systems, scholarship events, directories, and union lists. Divisions were involved over the year with many projects, annual meeting programs, newsletters, bulletins, and increased financial aid of students. The Board of Directors' recommendations that dues for Members and Associate Members be increased from \$30 to \$40 and dues for Sustaining Members be increased from \$100 to \$200 annually beginning Jan 1, 1976, were approved by the Members. A motion was introduced concerning The Equal Rights Amendment and its relationship to the location of SLA Conferences. The lengthy discussion that followed indicated deep concern among the membership on the status of women's rights. Because the Association has no control over actions of state legislatures in approving the ERA amendment, the motion was not approved.

In conclusion, the membership was grateful for the work done by all the Illinois Chapter planning people, the Board, Division and Chapter officers, exhibitors, SLA staff, Palmer House employees, stu-

dents and new members. However, one cannot realistically say "in conclusion" as we are already in the genesis of other meetings. The next meeting will be in Denver, June 1976.

One would only to have read the program, the contributed papers and the bands placed upon those western hats of next year's hosts to begin to anticipate another fine program. The Denver Conference will be planned by Joan Maier, Marjorie Broward, Jim Arshem, Doug Seba, et al., on the premise that librarians believe in ". . . Information: The Unlimited Resource." The program will explore the belief that information, like natural resources, can be developed, controlled, sold and used. However, unlike exhaustible natural resources, information, when used, is not depleted, but generates more information and that is essential for the effective evaluation and utilization of all other resources. Poster sessions are planned as well as the usual varied presentation techniques. We look forward to the meeting in Denver, the "Queen City of the Plains," during Colorado's celebration of its 100th year of statehood.

**Thomas G. Basler**

**Anne S. Goss**

**Medical College of Georgia**

**Augusta, Georgia**

**Janet Rigney and David King, Chicago Conference Chairman, discuss a serious subject while other members of the Board enjoy a lighter moment.**



# CHICAGO IMPRESSIONS '75

**PROBLEM:** *How does one person cover a conference that was attended by more than 2,400 people and had 330 listed events, meetings, programs (and probably at least 330 more unlisted)? How can one adequately describe it to the other 7,000 members who were not able to attend, as well as record and recall the events and moments for those that were present?*

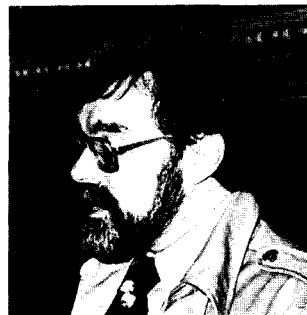
**SOLUTION:** *One doesn't if one has any sense. After returning from Chicago and the 66th Annual Conference of Special Libraries Association and looking at my notes and trying to make sense out of them, I decided that it was hopeless. This will not be a minute-by-minute account of what happened or didn't happen, but rather a series of observations, vignettes, scenes, both mine and those of other people who were there.*

*I attended this conference as several people: 1) as a member; 2) as Chairman-Elect of the Publishing Division; 3) as a reporter for Special Libraries; 4) as a future Conference Chairman (New York 1977); and 5) as Chairman of the Tellers Committee.*

## SATURDAY

Upon arriving at the Palmer House before noon on Saturday, I was immediately impressed by the fact that the Illinois Chapter Information and Registration areas were manned (or womaned), organized and ready to go two hours before the official opening of the Conference. How many times have you arrived to register on Sunday afternoon only to find these tables unprepared? Even the Denver Conference people (or Cowpersons as they called themselves) were visible, had their tables set up and were ready for questions. Their western hats were prominent throughout the Conference.

I found my friend David King (Conference Chairman, Chicago 1975) and asked if he had time for lunch. He said he did and asked someone what time it was. "Don't you have a watch?" I asked



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naively. David said, "I never need a watch, somebody else always has one." Somehow the thought of a Conference Chairman without a watch was rather amusing. It was also a sign of complete abandon or complete confidence. The following week would tell.

Since practically no one at a conference ever goes any place alone, the first group lunch of the Chicago Conference took place. The Board had just broken for lunch, and David and I were joined by Joe Dagnese and Bob Malinowsky, and the program planner for the Publishing Division, Paul DiMauro, for a hearty lunch in the surprisingly clean Loop area. Later, while the Board of Directors met in closed session, I waited to be confirmed as the Conference Chairman (New York, 1977).

Another group was forming for a cocktail party and dinner and arranged to meet in the lobby at 4:00 p.m. I went up to take a quick shower only to find six or seven people who were attending a Conference on Plastic Surgery having a dinner meeting in my room. They were convinced I was in the wrong room (even though all my clothes were in the closet) and insisted that I leave. I called Room Service and after much discussion they admitted to putting these Plastic Surgeons in my room in error. Since food for their meeting was coming up in an elevator, the Assistant Manager wondered if I wouldn't mind packing and going to another room until they were through with dinner. I explained that I was to leave the hotel and join friends for dinner in approximately twenty minutes and that his proposal would be impossible. I said I could not pack and move, return at midnight and

move back into my own room, which had been reserved in March. However, I said that I would agree to having a Palmer House security man sit in the room until the dinner meeting was through and that the hotel would assume responsibility for anything missing or damaged. I wouldn't have to move, they wouldn't have to move, and everybody would be happy. A reasonable compromise, it would seem, for all. The hotel management, however, didn't like my compromise and asked that I stay in the room until the plastic surgeons were removed, until Room Service took away the food, and until Security arrived and had my assurance that the room was in order. Needless to say none of this happened within the twenty minutes I had remaining to get to the cocktail party. That was no disaster, except for the fact that since I had thought I would have time to kill, I said I would take the keys of the person giving the party and get there early and shop for liquor. So five minutes before the time the cocktail party was scheduled, I was still unshowered and a fifteen-minute taxi ride away. In addition, I had the host's keys and the money for the liquor. And it was only Saturday. At least the party and dinner were a success and the unique and special guacamole recipe from Maison d' Sontag made the evening perfect.

## SUNDAY

Sunday began with a visit to Zimmermans. Apparently all of Chicago (and most of the Division Hospitality Suite representatives) shops at this north side cut-rate liquor store. The minute the clerks found out that we were at the Palmer House, they said, "Oh yes, the librarians' convention." Being a relatively new member, I can't imagine where this reputation has come from, but anyway the Zimmerman people were very proper and even wrapped all packages in plain brown paper.

Now that the Publishing Hospitality Suite was all furbished and ready for our first evening's gathering, I rushed off to the Division Officers Meeting, which was mainly a housekeeping meeting and some preliminary discussion for Denver (a meeting was planned for later that day for Denver Conference Planners). The highlight of the meeting was our worthy Executive Director, who does have a way with words. He was asked if meal functions were recommended in Denver and if they were, would the prices be any lower than the prices in Chicago. In his own inimitable fashion,

**In the style of yesterday's elegance, the lobby of the Palmer House.**



Dr. McKenna said that he had no way of predicting what prices would be, because his "crystal ball had failed him recently and had become undependable." Then he added as an afterthought, "And no one else's seems to be much better!!!"

Since I had to go from this meeting right into a planning session for Division Planners of the Denver Conference, I missed General Session I. This was unfortunate, because every speaker the rest of the week kept referring to this particular speech and what the speaker had to say about the Conference Theme—Systems and Networks.

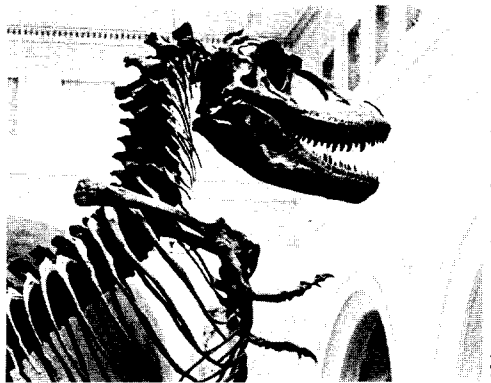
Most people were registered and in the conference hotel in time for the fun of seeing old friends and acquaintances at the Conference-Wide Reception in the Exhibitors Area. Sometimes these receptions go well and at other times they do not. Unfortunately this was an "other." Somehow, for the approximately 600-700 people at the reception, there were only two bars and four bartenders. Here is where you could tell the New Yorkers from the rest of the world. All persons other than New Yorkers were patiently standing in line (some for up to an hour and a half for their two "free" drinks), while most New Yorkers were devising ways of getting around the line. Example: One New Yorker walked up to someone about fifteen people from the front of the line, kissed and hugged and said, "Thanks for saving my place in line." Example: One person just walked up to the head of the line and started a second line in front of the second bartender. Many just left the room in disgust and went to one of the pubs in the Palmer House. My favorite impression was stopping and talking to President Edythe Moore who was approximately twenty-five minutes from the head of the line and saying to her, "What are you doing standing in line? As President you really shouldn't have to stand here like this." While I was saying this, someone behind me who was walking to the head of the line asked Edythe if he could get her a drink. While she was saying to me, "Oh, that's OK, I don't mind standing here," she very politely

and very lady-like announced over my shoulder "A Double Scotch on the Rocks, thank you." Very dignified and very becoming of our President.

Following this somewhat disastrous reception, everybody went off in groups to dinner, so they could be back for the General Session II. The Illinois Chapter had come up with a local reporter and author, Jory Graham, who talked about Chicago and its possibilities as a tourist place . . . where to visit, where not to visit, how to get to places. It was an honest, forthright, somewhat opinionated report, but enjoyed by most. Throughout the week when people would try to find another new place to eat, they would always say, "Well Jory Graham said. . . ." While it was a very good idea to have all this local color (and it certainly is needed by those unfamiliar with any conference town), there was some rumbling about having to sit for an hour after dinner to listen to a speaker—no matter how good she was or if what she had to say was interesting and informational. Perhaps future conference planners might remember this.

This General Session II ended with questions from the floor, one of which was, "I've never been to a big city before, how do you ride this *el* thing." (I have witnesses!) The first evening of Division Open Houses/Hospitality Suites began, and old friendships were renewed and new ones made. Sunday was a better day!

#### **A friend, Gorgosaurus, from the Field Museum.**



Chicago Convention and Tourism Bureau

## MONDAY

Listening to Al Trezza (Executive Director, National Commission on Libraries and Information Science) quote Shakespeare for openers at 9 a.m. Monday morning was an experience that only those who heard him can appreciate. He asked that the Third Draft of the NCLIS Report be considered for general content and not picked apart word by word. Copies of the Third Draft are being readied for ALA and should be available to all interested people this summer. Trezza's speech was sparked with such comments as: "Co-operative programs should mean, what can I do for you, not what can you do for me"; "Attitude is the biggest barrier against cooperation—if you don't apply yourselves, it won't work"; "Networking and cooperation does *not* start at the top and go descending to the librarian—it must go the opposite way. The librarian must make management/legislature aware of the problems/possibilities and *then* get things going—but don't wait for them to come to you"; "*Technically*, networking is possible—humanly, work has to be done." One statement that surprised special librarians attending a conference at great expense to their respective companies was, "Forget your primary clientele—networking is more important." Some ideas generated discussion, and though this was a General Session, there were thoughts that applied to all levels of special librarianship. It's understandable that no one speaker appeals to everybody, but as I left this General Session, I was amused to find a conferee sitting outside the Grand Ballroom reading "Tarzan." Well, Al, you can't win them all.

Two comments about General Sessions: 1) Are General Sessions necessary? One person said, "they are, because they give you time to rest between other meetings"; and 2) After attending four conferences and not seeing too much come from General Sessions, I wondered how I, as a planner of the 1977 New York Conference could make them more interesting. The thought came to me that the very purpose of a *session* that is *general* is to reach a large audience made up of people of different though related specialties. There must be some general approach as well as specific application.

Immediately after this GS, I found the Publishing Division Denver Program

## Al Trezza addressing General Session III.



Chairman. Since we had over an hour to do some concentrated work on our Program, we hurried over to the Art Institute where we sat in one of the many sitting areas and got our program for Denver almost settled. She and I (and two other Division members) had met at 7:00 a.m. for a planning session but did not complete it; this was a much more pleasant time and environment in which to finish this work.

Monday afternoon found me in a Publishing Division panel which was entitled "How Networks and Cooperative Systems Will Affect Publishing." After an unsteady beginning by the panel, moderator Peggy Sullivan (University of Chicago) got them back on the right track, but somehow the whole meeting seemed to be about copyrighting. It was interesting that cooperating, networking, and copyright were used interchangeably by the panelists and the audience. A statement which would begin with a mention of cooperating or networking would end up as a defense of copyright, and the reverse was also true. An otherwise not too exciting or stimulating session ended with Bill Knox (National Technical Information Systems) standing up to ask a question extemporaneously saying in 10 minutes and in a much more lively fashion what the panel spent one and a half hours saying in an uninteresting way.

Monday ended with the Scholarship event, Goodman Theatre's production of Feydeau's *Chemin de fer*. A local liquor company, Pernod, served complimentary drinks before the play began and during intermission. For me, Monday ended with the gathering of a few friends who were invited to the Conference Chairman's suite for dinner à la room service. It was a

"unique" experience, to say the least. With the room service personnel explaining the dinner, the "au-juice," to the "rok-a-furd" dressing, it was a fun evening.

## TUESDAY

Tuesday began with several Division breakfasts and General Session IV. It was a very special session because it was the first time a President of the Association addressed the members at a General Session. President Edythe Moore reminded us that SLA has 66 years of experience in networking and cooperation and we should all be willing to share these experiences. She said that to us, networking was not new, and asked the challenging question, "What are we doing today, that will change tomorrow?"

I went to my Division's Annual Business Meeting, where we heard committee reports, project reports and plans for future projects. Almost immediately after being voted into office as the Division Chairman, I had to leave the meeting to meet the Parliamentarian for a procedural discussion about the Association's Annual Business Meeting the following morning. The Parliamentarian was very precise in instructions and information and explained which votes would need a two-third majority, which would need a simple majority of those present and voting, which voting procedure applied to an amendment as opposed to a resolution. It was a pleasure to see someone who not only understood these seemingly unending rules but who explained them so well and so carefully to others.

I rejoined the Publishing Division (whose Business Meeting had just ended) and went to the Art Institute for lunch. A beautiful garden in the back of the Institute, fresh air, and good food were a welcome change from sitting in rooms full of "hotel air" and eating \$9.00 club sandwiches which were prepared for 1,000 people.

Following this lunch, the Publishing Division and the Engineering Division co-sponsored a panel whose topic was "Publishing Decisions; How Can Publishers Continue to Publish for a Spe-

cialized Audience." This panel was more prepared, more interesting, and had more interplay than the previous day's panel and was much more enjoyable.

Tuesday evening was taken up with the first meeting of the Joint Cabinets at an Annual Conference since it was formed under the new Bylaws. This governing body (formerly known as the Advisory Council) is the members' input into the structure, since it represents both the Divisions and the Chapters through their elected officials. It was a rather normal meeting as these things go. Not too much controversy.

Early in the meeting our Executive Director, Frank McKenna, proceeded to try to explain in twenty-five minutes or less the SLA stand on the endless problem of copyright. He, by means of various complicated committee assignments, has become very active in a very important issue to this Association. He tried to keep the interest of all as he explained the various stages that evolved to make the final "Statement for SLA Regarding Library Photocopying Provision in the Revision of the Copyright Law . . ." (full text appeared in the August issue of *Special Libraries*). Our Executive Director must be admired for his approach to any discussion. While he always maintains an august demeanor, he also has a unique sense of humor. Only *he* would attempt, in the middle of a very scholarly discussion about copyright law, to interject the phrase "Xerox Parlor." Or, imagine the physical and visual image which leaped into people's minds when he said, "Now if I may skip backward for a moment." After the Division Cabinet Officers and Chapter Cabinet Officers at the head table broke up at the image of Frank McKenna skipping rope (backwards no less) he continued on with his discussion, going backward in time to give some historical perspective to the copyright problem. When he felt that everyone in the room had enough history for the evening, he asked the head table for permission to now "skip forward." While all things have their relative importance, it's nice to know that we still are able to main-

tain our sense of humor. Efren Gonzalez (a Past-President and new Chairman of SLA's Copyright Committee) got up to say that it is mainly through Dr. McKenna's efforts that six Associations (MLA, SLA, AALL, ALA, ARL, & Music LA) had been able to agree not only on principle, but had in fact produced this statement regarding "Library Photocopying Provisions . . ." which he called a "masterpiece."

One item on the agenda of concern to many persons present was the discussion of the necessity of having Winter Meetings. (See the May/June 1975 issue of *Special Libraries* for my reaction to the amount of time, money, and energy wasted for two days during which 200 persons spent approximately \$150,000 doing nothing.) There was a range of feelings from not having Winter Meetings at all, to having them only if there were a definite agenda, to having only one person from each Division/Chapter attend, and many other suggestions. President Miriam Tees was already alerted to this problem and aware of the feelings of discontent. She had already set a meeting of the Division and Cabinet Officers for later in the week to work on this situation. For all who are concerned about this question, for whatever reasons, we as members should be anxious to hear her report. The evening ended as most evenings did, with everyone scurrying off to Division Open Houses.

## WEDNESDAY

I should have been firm and said no when a 7 a.m. breakfast meeting of the Executive Board of the Publishing Division was decided upon for Wednesday morning. It was the only time I could call the meeting, so I only had myself to blame when the switchboard called and said "Good morning, it's Wednesday, June 10, 6:30 a.m., and the temperature in Chicago is 68°." How can anyone be so informative that early in that morning? So off to my breakfast meeting to discuss Division business. Seeing many others in the French Quarter at 7 a.m. made me feel only

One of several luncheons at the Conference.



slightly better. The main reason for a 7 a.m. meeting was that I had to get to the Grand Ballroom early for the Annual Business Meeting because as Chairman of the Tellers Committee, I was responsible for making sure there were enough Tellers to count the votes when they occurred.

Every hotel has a different setup, so no matter how much planning goes into deciding how many aisles there will be, where they will be, and where non-voters will sit, you still have to get there early and see the arrangement, make sure there are enough Tellers to count in each section of seats and that they all know how to use their "counters."

Everyone seemed to anticipate much discussion about the increase in dues. There was some discussion from the floor, but the motions passed very smoothly and an inordinate amount of time was spent on something that crept in under "New Business." Someone got up and said that ALA is to pass a resolution to the effect that no future ALA Conference be held in states that have not passed the Equal Rights Amendment, and that perhaps SLA should do the same. The person who made this "awareness announcement" then made a motion which resulted in all sorts of procedural complications. The idea was thought provoking, and perhaps some position should be taken either in Cincinnati at the Winter Meeting or in Denver. The wording of the motion was not clear and it was defeated, as it should have been under the existing circumstances. One humorous comment came out of the discussion after many people had tried to tie the ERA with SLA and all its ramifications. One man stood up and announced that when he joined SLA some



years ago men were in the minority and that to his knowledge they still were in the minority. He suggested we keep this perspective in mind during this discussion.

The traditional Book and Author Luncheon (sponsored by the Publishing Division) was lucky to have as its speaker Len O'Connor, whose book *Clout* (about Mayor Daley and Chicago politics) had received excellent reviews and is selling well—especially in the Chicago area. His comments and insight of Mayor Daley and the publishing industry were very entertaining. He would start to describe an incident and then halfway through the story say, "Oh well, that's in the book—I don't have to tell you that." Random comments included: "Sometimes I go to a store to promote a book and see some poor soul who would ask questions about the book and then walk away, because he couldn't afford to buy it and, hell, being Irish it is very hard not to just give it away, but being the author I don't"; "It is impossible to be a political boss and a pious man." Re Mayor Daley: "He is a great mayor who will probably be given too much attention when he is no longer among us"; "I would assume that unless they relax the rules of admission to paradise he will be in trouble." When O'Connor mentioned that Mayor Daley had a "unique" way with the English language, his example was a Daleyism: "Your gonna have it better than you've never had it before."

When asked his opinion of publishers, O'Connor said, "The publishing of books and the manner in which it is done is enough to drive a writer up the wall." Describing a trip to a New York publisher he explained that they called him in Chicago and said they had to see him in New York City the next day. He rearranged his plans and caught a late night plane, and was at the publishing house bright and early the next morning at 9 a.m. The editor didn't arrive until after 10 a.m., had coffee and spent the rest of the morning trying to decide where they would have lunch. Lunch was over two hours long, with many martinis. Finally he was at the office for the work session for which he had traveled nearly 1,000 miles. At this point the editor said that he had to catch the 4:05 to Darien (hated the later crowded trains), said good-bye and left. The next day when they got together, O'Connor suggested that they meet in his hotel room, work non-stop until all the things they wanted

to discuss were discussed. When they were finished he would take them out and get them roaring drunk (which is what he seemed to think was all they really cared about anyway).

One more meeting to go to before the Reception and Annual Banquet. The 67th Annual Conference will be in Denver and the Conference Committee from that city had a meeting of all Division Program Planners to get progress plans and reports to see how the Division programs were coming along. After a complete rundown Division by Division of all the plans and progress, it sounds like Denver will certainly be a great Conference, since most all Divisions have their programs well under way. Start planning now and watching your Division Bulletins to see the early plans as they are announced.

At the end of the session before everyone went rushing off to get ready for the Banquet, I was introduced as the New York Conference Chairman and asked to say a few words about our plans. While our Conference Committee has already held several meetings, we have not yet defined our "conference statement." However, it will have something to do with International Information—what is available and how to use and develop it. I hope to have available in Cincinnati model programs for consideration by Division Program Planners.

The Reception and the Annual Banquet are always great to look forward to. This one was no exception. It is always so nice to see everybody dressed up in gowns and suits. The reception in the marvelously overdone Red Lacquer Room was a place to see and be seen, and if you could see through all the feathers there was indeed much to see. The Banquet was especially nice, even the food. The food was edible and hot for a change. The Maitre d' standing in the center of the room provided unintended entertainment with his choreographic gestures that directed each course. President Moore kept the awards, speeches, and presentations to a minimum of time between courses so that people didn't have to sit after a full course dinner and listen to lengthy speeches on a full stomach. The evening ended with many more parties, receptions, open houses, and a "y'all come" party given by the Texas Chapter in a suite complete with pool table, mirrored bed, and an open bar.

## THURSDAY

*Thursday found everyone up early to check out before going on various Division Tours. The Publishing Division Tour which included a tour of Johnson Publishing Company (publishers of Jet, Ebony) was a delightful visit that should have been a Conference-wide event. It was so beautiful, so humane a company with so much hospitality that it would take another whole article to describe.*

## ET ALIA

I have only shown the tip of an iceberg in covering this Conference. There was certainly enough for all to enjoy. The most difficult problem was to choose which event to attend. Some that I did not make, but heard nothing but praise for, included a boat tour on Lake Michigan co-sponsored by the Museums, Arts & Humanities Division and the Picture Division. The trip had an architect aboard who described the skyline and buildings. Another meeting that had

many positive comments was a session called "Overview of On-Line Bibliographic Systems," jointly sponsored by the Chemistry and Petroleum Divisions, with speakers Joe Becker, Carlos Cuadra and Vincent Giuliano. This meeting was mentioned and discussed all week by those who went. Many said that it should have been a General Session.

The Illinois Chapter deserves hearty thanks for its competence, ability, friendliness, and warm hospitality that made everyone feel at home and welcome. The Conference Committee and its Chairman, David King, deserve our gratitude for the innumerable hours of planning and work that went into making everything run so smoothly and efficiently.

I heard many people saying as they were leaving Chicago that it was one of the best Conferences they had ever attended. I think I agree but with a qualifying phrase—any Conference will only be as good as your willingness to get involved in it. Our now Past President

## Foreign Visitors



**Keith Wakelum,  
Marketing Manager,  
Aslib, London,  
England**

**Margreet Wijn-  
stroom, Secre-  
tary General,  
IFLA, The Hague  
Netherlands**



**Two Conference Program Chairmen: Wil-  
liam Budington (Chicago) and Dr. Virginia  
Sternberg (Pittsburgh 1973) in the back-  
ground.**



Edythe Moore stated it so well earlier in the week, "What are we doing today that will change tomorrow?" To me, this means get involved. Work for SLA. Don't just pay your dues and expect to have all your problems solved. Solutions are there, in the form of people who are willing to share experiences with you, to help you, and who are concerned. But it takes a push from you to get things started. I have been a member of SLA myself for only 4 years, but my willingness to get involved has more than paid for my time. Get involved—either on a Division or Chapter or Association level. Let your officers know of your willingness to participate.

One final note: I spent a good deal of my time putting "apple stickers" which said "New York, 1977" on peoples' badges, in an effort to make people aware that the Conference would soon be in the "big apple." Many asked why NYC is referred to as the "big apple," and I have heard it so long as a sign of "where the action is" that I guess that just satisfied all New Yorkers and we accepted that as a fact. However, for all you inquisitive reference librarians out there who asked the question and

expected a more definitive answer the phrase originated in the jazz and sports world where players used to say that you could play in any league and make money but that to really be important you had to make a name for yourself in New York City—the "Big Apple." It has since been used to mean "where the action is," the "big time," and is currently being used by the New York Conventions and Visitors Bureau. In a positive way they are trying to present a more "polished" version of New York City than most people think.

I stayed in Chicago through the weekend and rested, relaxed and unwound. It was a pleasant time to be in Chicago, especially when I found the Old Town Art Fair. When I tried to get on the plane with my newly acquired Louis Sullivan stained glass windows and many ceramic items purchased at the fair, I got some strange looks from the airline personnel. Wait until they see me in Denver!

*See you in Denver in 1976 and New York City in 1977.*

**Ron Coplen**  
**Harcourt Brace Jovanovich, Inc.**  
**New York**



## Student Activities at Conference

James M. Matarazzo, SLA Student Relations Officer, reports that students participated actively in SLA Chicago Conference events.

On Sunday, a reception for 60 students was given by the library schools at the University of Chicago, University of Illinois, and Rosary College.

Nearly 100 students and interested members attended a panel on Monday on the structure, functions, and role of SLA in particular and professional associations in general.

Jan Van Wyk (University of Chicago) and Artemis G. Kirk (Simmons) were announced as winners of a student paper contest sponsored by the Student Rela-

tions Officer, Business and Finance Division, and the Science-Technology Division. They each received an award of \$100 after presenting their winning papers on continuing education for special librarians at a program on Tuesday.

There were 69 students who pre-registered for Conference. It was reported that 22 students from 9 library schools were the guests of 18 Divisions at 56 ticketed events.

The Student Relations Officer was assisted by a committee whose members were Sally Block (Newberry Library, Chicago), Bertha Chandler (Portsmouth, N.H., Public Library), and Joan Simons (Bedford, Mass., Veterans Administration).

**This scholarship winner is doubly proud. She just became a grandmother, too!**



**This looks like a great library team . . . in about 15 years?**

**Part of the panel at Monday's student session.**



# AWARDS



## Chapter Growth Award

An engraved gavel was awarded to the Hudson Valley Chapter for the 1974 Chapter Growth Award. Their 90.0% gain in all member categories was the highest for the year. Elinor Cohen, Chapter president, accepted the gavel.

The North Carolina Chapter was second with a 26.0% gain; the Toronto Chapter was third with a 24.1% gain.



Kudos for the early bird. Dorothy Aydlett was presented with an SLA book for being the First Conference Registrant.

## SLA Hall of Fame/1975

Safford Harris and Katharine L. Kinder were elected to the SLA Hall of Fame/1975. Engrossed scrolls and engraved medallions were presented during the Annual Banquet. Safford Harris' award was presented posthumously to her brother, Capt. David A. Harris (USN ret'd.). The citations appear in the May/June 1975 issue of *Special Libraries*, p. 281-282. At left is Ms. Kinder.



## H. W. Wilson Company Award

A scroll and \$250 were awarded to the winner of the H. W. Wilson Company Award for the best paper published in *Special Libraries*. The winning paper is "Libraries Are Businesses, Too" (published in the Oct/Nov 1974 issue) by Shirley Echelman.



**SLA Scholarship Winners (from left to right): Rosemary Lopiana, Susan Cisco, Darla Rushing, and Kay Young. Mary Hansen is not present.**



### **SLA Scholarships 1975/76**

Five \$2,000 scholarships were awarded by Special Libraries Association for graduate study in librarianship leading to a master's degree in library or information science. The awards are for the 1975/76 academic year. The announcement was made by SLA President Edythe Moore at SLA's Annual Banquet.

**SUSAN LYNN CISCO** (Houston, Texas) received the BA from Northwest Missouri State University in 1970, graduating with honors. Since then she has been employed at the M.D. Anderson Hospital in Houston. She is presently interlibrary loan librarian in their research medical library. After attending University of Texas at Austin Library School, she plans to continue in health sciences librarianship.

**MARY ELIZABETH HANSEN** (Morris, Minnesota) graduated magna cum laude in 1974 from College of St. Scholastica (Duluth, Minn.). Her major of chemical literature led to her interest in special librarianship. She is currently employed as an assistant librarian in the Morris (Minn.) Public Library. She plans to attend either Indiana University or Dalhousie University library school.

**ROSEMARY KAY LOPIANA** (Chicago, Illinois) received a BA in English from University of Wisconsin in 1970 and a BA in fine arts from the University of Illinois at Chicago. She has been working as a slide library assistant, and hopes to become a working administrator of a slide and photograph library. She will attend University of Chicago library school.

**DARLA ANNA HOOD RUSHING** (New Orleans, Louisiana) graduated from William Carey College (Hattiesburg, Mississippi) in 1966 with a BA in history. She has been attending University of New Orleans on a part-time basis working toward a degree in music, while at the same time being employed half-time at New Orleans Public Library as a library associate in charge of music cataloging. After attending Louisiana State University, she hopes to become librarian of a technical music collection.

**KATHRYN A. YOUNG** (Tallahassee, Florida) is completing her BA in library science at Florida State University after 20 years of varied library experience. During her career she served as Special Libraries Section Chairman of Virginia Library Association. She is presently a library assistant in the Government Documents-Map Division at Florida State University Library where she will attend library school.

### **Employment Clearing House 1975 Chicago Conference**

The Employment Clearing House at the 1975 Annual Conference provided its users with an ample facility for reviewing résumés and job opening descriptions, a message center, and four private interviewing areas. Although SLA members who posted résumés (164) outnumbered available positions (64) by 2.5 to 1, the

Employment Clearing House was successful in bringing together many job-seeking members with potential employers. Details of the success of the Clearing House in terms of the number of SLA members who have been hired to fill posted positions were not available at the time this report was written.

The ratio of job-seekers to job openings in Chicago was not quite as favorable as the 2:1 ratio at both the 1973 (Pittsburgh) and 1974 (Toronto) Conferences. In 1972 (Boston Conference) the ratio was 3:1.

Starting salaries for the positions posted at Chicago ranged from \$9,000 to \$26,000 per year. Employers who indicated Salary "Open" guaranteed a starting salary of \$9,000 or above. Positions with starting salaries of less than \$9,000 were not posted.

<u>Minimum Starting Salary</u>	<u>Number of Positions</u>
Salary "Open"	9
\$ 9,000- 9,999	8
10,000-10,999	17
11,000-11,999	7
12,000-12,999	9
14,000-14,999	2
15,000-15,999	3
16,000-16,999	3
18,000-18,999	4

## Resolutions of Appreciation Adopted at the Annual Meeting Jun 11, 1975

That the appreciation of the Special Libraries Association be expressed to:

President Edythe Moore;

The SLA Board of Directors and the New York Office Staff;

The 1975 Conference Committee and the Illinois Chapter, Special Libraries Association;

All Speakers and Participants in the various activities of the SLA 66th Annual Conference;

All Exhibitors for their educational presentations and their continued support of the Association; and

The Staff of the Palmer House and the other participant hotels in Chicago.

Jay McKee; Eloise Requa;  
Terry Munger, Chairman



<u>Minimum Starting Salary</u>	<u>Number of Positions</u>
22,000	1
26,000	1

Six of the openings did not state education requirements. Of the remaining 58, all but six required an MLS. Thirteen of the openings required additional graduate degrees on the master's level. Only one position required a PhD in library science.

Experience requirements ranged from 1 to 6 years. Only 8 of the posted openings solicited applications from recent library school graduates with no experience.

Openings in college and university libraries accounted for 39 of the job descriptions posted. Of the remaining openings, 16 were in government agency libraries, and 9 were in libraries associated with business or industry.

**Edythe Moore with an engraved gavel and stand from Past President Frappier.**



# Reports of Standing Committees 1974/75

## *Association Office Operations Committee*

The Committee met twice during the year 1974-75, in October 1974 and in May 1975.

Its accomplishments during the year included:

1. Review, for Board of Directors action, of Association Office operations which covered new job descriptions, the hiring of new staff, revision of the TIAA/CREF Retirement Plan, revision of Employee Manual, submission of 1974 Pay Plan, salary increases for inclusion in FY76 Budget and the modification of the System/3 to disk storage.
2. Recommendation to the Board of Directors of the appointment of J. K. Lasser & Company as Association Auditor for FY74 and a review of the 31 Dec 1974 Auditor's Report with the auditor in May 1975.
3. Revision of AOOC Guidelines.

The Committee acknowledges the competence and dedication of the staff members in the Association office and expresses its appreciation to them for their role in the progress of the Association during 1974-75.

EDYTHE MOORE

## *Awards*

Katharine L. Kinder and Harriet Safford Harris were named to the SLA Hall of Fame for 1975. The engraved SLA Hall of Fame Medallion and the scroll will be presented at the annual banquet in Chicago by Edythe Moore, SLA President.

EDWARD G. STRABLE

## *Bylaws*

Following approval by the membership of the completely revised draft of the Association's Bylaws in Aug 1974, the Committee worked on conforming the Chapter and Division model bylaws to SLA's new bylaws. Suggested revisions for the model bylaws were submitted to the Chapter Cabinet Chairman and the Division Cabinet Chairman.

Most Chapters and Divisions are now in the process of revising their bylaws to reflect the changes made necessary by the 1974 revision of SLA's bylaws. So far twelve Chapters and eight Divisions have had their bylaws reviewed and approved by the Committee. The Chapters are Cincinnati, Dayton, Florida, Illinois, Indiana, Kentucky, Memphis Provisional, New York, San Diego, San Francisco Bay Region, Texas and Virginia. The Divisions are Aerospace, Food Librarians, Geography and Map, Museums, Arts and Humanities, Newspaper, Nuclear Science, Publishing and Transportation.

WILLIAM D. MURPHY

## *Committee on Committees*

The Committee on Committees did not report at the Fall 1974 SLA Board Meeting.

At the Winter 1975 meeting the ConC presented a report on the following definitions, all of which were accepted by the Board with minor amendments: 1) Revised definition of Awards Committee; 2) Definition of Committee on Networking; 3) Definition of Student Relations Officer.

The ConC has submitted a revised definition of the Conference Advisory Committee to the Board of Directors for consideration at the Jun 1975 meeting.

ROSEMARY DEMAREST

## *Conference 1975*

SLA's 66th Annual Conference was held Jun 8-12, 1975, in Chicago, Illinois. The registration count was 2,436. There were 125 exhibitors.

## *Conference Advisory Committee*

The Conference Advisory Committee reported at the Winter meeting in St. Petersburg, Jan 1975, on the status of the Conference Guidelines which were then in their third revision dated Dec 1974.

We suggested at that time that these draft guidelines be used at least until Chicago and maybe until after the Denver Conference, in order to have a good idea if they were workable.

The master copy of these Guidelines was sent to the Special Libraries Association office in January for reproduction and distribution purposes.

We hope that the changes that were made in the Guidelines will be of value to the future Conference Committees.

BARBARA WEATHERHEAD

## *Consultation Service Committee*

This past year has been a relatively inactive one. The Committee had planned to develop a slide tape presentation but has been unable to find a member willing to devote energy to this project. The Chairman has a rough draft of the tape presentation and a rough scenario of the slides in hand, but has not had the time or facilities to carry this further.

Two Consultation Service Newsletters have been published during this year. A third is planned.

The Consultation Service within the Chapters appears to be in the same state as in the previous year, although this is difficult to judge since CCOs have not sent their annual reports to the chairman as requested. One Chapter where no



previous CCO had been appointed is now going to begin a program.

Routine correspondence with various CCOs this past year centered on the same problems that have been addressed during past years, particularly avoiding potential conflict of interest situations, professional conduct of the consultation, itself, and some problems related to the economic situation in the business world.

The Consultation Rap Session will be held at the Chicago Conference as it has been at past conferences.

AUDREY N. GROSCH

## **Education**

The Education Committee structured a number of sub-committees to accomplish its work during the year.

Ted Phillips (who resigned from the Committee in March 1975) chaired the Continuing Education Update Session (CEUS) sub-committee. In addition to the Newspaper CEUS, there were five different courses offered in as many as three sections in Chicago in 1975 for a total of ten sections.

Judith Field chaired a sub-committee on Library School Relations, which mailed a questionnaire to library schools in January. The sub-committee met in May to analyze the results of the survey which will be released shortly. The purpose was to find out what course offerings are available to students interested in special librarianship. Barbara Becker and Elizabeth Ferguson served on this sub-committee.

Jeannette Privat chaired the sub-committee on "outreach" which has as its goal to develop quality CEUS programs on topics which have been determined as needed by the practicing librarian and which can be packaged and produced in different geographical areas by local groups.

A sample CEUS will be given by the Pacific Northwest Chapter to test this concept in Spring 1976.

Margaret Anderson chaired the sub-committee to study the John Cotton Dana lectures and to present recommendations to the full Education Committee for the purpose of presenting a more thoughtful plan to the Board. The sub-committee members were Charlotte Georgi and Donald Foss.

It is believed that knowledge of the original purpose of establishing the John Cotton Dana lectures was lost over the years as each Education Committee tried to improve the mechanism by which this program is administered. There are many complications and timing of arrangements is crucial.

Both the sub-committee and the Education Committee are unanimous on the following points:

1. It is essential to redouble our efforts to make these lectures prominent, well-known throughout the profession as well as among SLA

members, a distinct honor for the recipients, and a mechanism to bring special librarianship to the attention of library school students who are deciding on the kind of work they wish to select for their professional career. (A preliminary outline of procedures to accomplish this was developed and will be expanded.)

2. It was a unanimous decision that John Cotton Dana lecturers should be given a specific honorarium each time they deliver the John Cotton Dana lecture at the request of the Association. This is for the dual purpose of making it more prestigious and to encourage lecturers to be willing to give three or four lectures rather than the one or two that was arranged for each in the past.

3. Payment of travel expenses will continue to be paid.

4. Nominations of lecturers (complete with extensive supporting documentation) is to be solicited from members, Divisions and Chapters to involve more individuals in the selection procedure.

5. The Education Committee should plan and execute steps to make the John Cotton Dana award and its purpose more well known to the entire profession.

Consensus was reached on the following points:

Schools should "compete" for the distinction of having a John Cotton Dana Lecturer awarded to them.

Criteria for selection would be announced and mailed to each library school both accredited by ALA and not accredited. The lecturers would be announced to the schools at this time.

The schools would simultaneously be instructed about the expectations SLA has of the School that hosts such an Association funded lecturer.

The lecturers should be told that the papers they deliver as John Cotton Dana Lectures are to be sent in writing to the Chairman of the Education Committee and to headquarters. The paper should be in a publishable form. Audio tapes, television tapes, or other forms must be supplemental to the written paper (not in lieu of it).

The Committee sent a press release to all Division and Chapter publications seeking input from all members relative to CEUS suggestions in regard to both subject matter and faculty. In addition, an open meeting is being held at the Chicago meeting to provide a convenient vehicle for membership suggestions for 1976 CEUS.

A more formal attempt at evaluating the Sessions is being planned for 1976.

John Timour has been appointed to the committee to succeed Ted Phillips.

PAULINE M. VAILLANCOURT

## **Finance Committee**

The Finance Committee met Sep 19, 1974, for the annual review of the budget.

Recommendations were brought to the attention of the Board of Directors concerning: 1) Dues for SLA membership in AFIPS; 2) Continuing Education Seminars as a dependable source of income particularly with the 1975 Conference program in view; 3) Dues increase for Members and Associate Members effective Jan 1, 1976.

The Finance Committee met May 19, 1975.

Recommendations were brought to the attention of the Board of Directors at the Annual Conference concerning: 1) Acceptance of FY 76 draft budget for projection of membership and dues income; 2) Reimbursement of the General Fund by the Scholarship Fund in the event of a net loss in the annual Scholarship Event.

JANET RIGNEY

### *Government Information Services*

The Committee continued to explore Government information problems, communicate with users and suppliers of Government information, and participate in meetings on Government documents.

#### *Progress on Problems*

*GPO Rising Prices.* The Committee assisted in directing a strong protest from SLA to the Joint Committee on Printing regarding rapidly rising prices at the Government Printing Office. The ALA Government Documents Round Table sent the GISC a letter of support.

We also reviewed the Comptroller General of the United States' report to the Joint Committee on Printing regarding "Pricing of Publications Sold to the Public; Government Printing Office" dated Nov 19, 1974 (B114829, available at \$1.00 from the General Accounting Office, 411 G Street N.W., Washington, D.C. 20548). The report made it clear that GPO prices are based on the cost of printing and binding (up 66% since 1969) and distribution (up 400%). Distribution includes postage, salaries, administrative expense, unsalable publications, and other items (such as personnel benefits, travel, rent, communications and utilities).

*HEW Cancellations.* The Committee queried a number of libraries to assess the impact of the 20-page list of publications cancelled by the U.S. Department of Health, Education and Welfare. A few individuals objected to the disappearance of certain titles, but it was difficult to establish any serious negative effect. In a letter to GISC, Lewis M. Helm, Assistant Secretary for Public Affairs, pointed out that the information in these materials is available in some other publication issued by the Department and these publications were eliminated in an effort to cut costs to the taxpayers while not depriving them of the source material.

*Limited Documents.* Letters and telephone calls were exchanged with several Canadian of-

fices and with the Defense Documentation Center in an attempt to release copies of the DDC *Technical Abstract Bulletin* to Canadian defense contractors. To date, the only available copy of TAB in all of Canada must be consulted at the Defence Scientific Information Service, a branch of the Defence Research Board, in Ottawa. Hubert Sauter, Administrator of DDC, said that TAB and other announcement products are furnished to the Canadian Defence Research Staff by inter-Government agreement and that the Canadian Department of Defence is trying hard to improve the flow of U.S. generated R&D information to qualified Canadian users.

*Translation Distribution.* The SLA Special Committee on Translation Problems called to this Committee's attention the problem that exists with the dissemination of technical translations and information about them. The two major sources are the National Translations Center at the John Crerar Library in Chicago and the National Technical Information Center in Springfield, Va. At the request of the Special Committee, GISC distributed copies of a questionnaire to libraries in the greater Washington, D.C. area in order to help collect data about the experiences of libraries trying to procure translations from these sources.

*Impact of User Charges.* A two-part questionnaire was sent to members of the Committee on Information Hang-ups and to the Regional User Groups to measure the impact of user charges on libraries/information centers and on end users. The results of the survey were reported in a meeting held for Federal Systems Managers, Oct 1974, at the National Science Foundation in Washington. A summary of the meeting was written and appeared in *Special Libraries* 66 (no.2): 103 (Feb 1975).

*Other Problems.* A variety of additional concerns were pursued by members of the Committee. Among these were: DDC plans for the future, NTIS prices, MARC format for report literature, copyright, implications of the Freedom of Information Act, availability of microform from GPO, etc.

#### *Communication*

*RUG Letter.* Six issues of a bi-monthly Letter to the Regional User Groups were prepared. Copies were sent by members of the Committee to user groups and selected individuals in the major geographical areas of the United States and Canada.

*Individual Contacts.* Telephone calls and letters were exchanged with SLA members and others concerning specific individual problems. Some of these were: GPO orders, NTIS bibliographies, distribution of microfiche, where to get what, names of librarians who are users of Census material, and how does one go about exhibiting at the SLA Annual Conference.

## *Workshops and Meetings*

The Committee participated in workshops and other meetings about Government documents—providing sponsorship, speakers and/or publicity.

*DIALOG Users Workshop.* A Second Federation of Information Users Working Conference—DIALOG Users Workshop—was sponsored jointly by FIU, GISC and Lockheed Information Services, August 1974, in Arlington, Va. Representatives of eight data bases, Lockheed systems people and users of the on-line retrieval service took part in the workshop. A report was published and is available at \$1.00 from Esther Horne, Westinghouse Electric Corp., WEM Library, Box 217, Cheswick, Pa. 15024.

*Federal Documents Workshops.* Mary Lou Knobbe represented GISC as a panelist at a Federal Documents Workshop sponsored by ALA/GODORT, Oct 1974, in Richmond, Va., in conjunction with the Biennial Conference of the Southeastern Library Association.

GISC obtained key speakers for the Federal Documents Workshop sponsored by the SLA Florida Chapter, Jan 1975, a preconference meeting in conjunction with the SLA Winter Meeting in St. Petersburg.

The Workshop on Energy and Environment sponsored by the SLA Philadelphia Chapter, Mar 1975, was publicized by GISC through its regular communication with members and the Letter to Regional User Groups.

*Annual Conference Meetings.* GISC joined with two SLA Divisions—Aerospace and Geography and Map—to sponsor meetings at the SLA Annual Conference in Chicago, Jun 1975. One program was on the "Informal User Network" and involved speakers who were users and suppliers (both Government and industry) reporting on the user/producer interaction achieved through activities of the Federation of Information Users, the Los Angeles Regional Technical Information Users Council, the Committee on Information Hang-ups and the Government Information Services Committee. Another meeting was a Luncheon and Program about the satellite communications project which took a team of COMSAT scientists to the Amazon, the Indian Ocean and Norway.

*Public Printer's Meetings.* As a representative of GISC, I attended the open meeting of the Depository Library Council to the Public Printer, Oct 1974, in Washington. Subsequently, I was appointed to a three year term as a member of the Council and attended my first official meeting, Apr 1975, held concurrently with a NELINET-sponsored Federal Documents Workshop at the University of Connecticut, Storrs, Conn. At the April Council meeting, the previous recommendations of the Council committees on standards, inspection, micropublishing, and bibliographic control were reviewed, and GPO reported action they had taken. For example, the minimum standards proposed by the Council are now being used as guidelines when

GPO inspects the depository libraries; a full-time professional librarian makes the inspections and another inspector is being hired; depository libraries participating in the Microform Pilot Project can expect their first film by mid-July; SuDocs classification number is being printed on re-printed publications; guidelines of the Federal Library Committee will be followed when GPO goes to a MARC format for bibliographic control, and more personal authors will be included; the SuDocs subject authority list is being revised to make subjects and cross references more consistent.

New committee appointments were made within the 15-member Council and I was named Chairman of the Bibliographic Control Committee. The next meeting of the Council will be an open meeting, Oct 1975, in Washington.

## *Looking Ahead*

The Committee should keep abreast of emerging trends and policies, act as a channel of communication and be a catalyst to encourage the users, producers and suppliers of Government information to keep in touch with each other's needs and concerns. Users must be prepared to supply vital user feedback, based on the statistics of their own experience, to help plan services of the future.

RUTH S. SMITH

## *Membership*

The Membership Committee with the able assistance of SLA's Manager, Membership Department, continued to publish its newsletter which is directed to that person in each Chapter and Division responsible for membership.

The Committee prepared a questionnaire which was mailed to each Chapter. From the responses to the questionnaire, we hoped to identify 1) those areas of membership recruitment giving problems to Chapters and 2) those methods of recruitment giving the best results. The tabulated returns were reported in the newsletter. The percentage of returns was quite good and the results confirmed that the best (i.e. most productive) method of increasing membership is personal contact. Time consuming and costly campaigns and mass mailings were not very productive. The committee believes this information will be useful to future Membership Committees in trying to plan their work.

The questionnaire also pointed out a discrepancy between what some Chapters believed to be their member population and what the Association records show. The Manager, Membership Department, was interested in this and plans to pursue the matter with specific Chapters.

The membership total has continued to grow. The Committee takes no credit for this but rather commends the enthusiasm of the indi-

vidual members and their person-to-person campaigns.

APHRODITE MAMOULIDES

### Networking

This new SLA Standing Committee was authorized at the Fall 1974 Board meeting and the Committee on Committees' definition was approved by the Board at the Winter meeting in Jan 1975. The definition is as follows: "Five members appointed for overlapping terms of three years each. The Committee shall be informed on current activities in library and information science networks; develop plans for liaison by the Association with other professional associations and organizations involved in network planning and activities; develop guidelines for participation in cooperative network programs by the members of the Association."

In a brief meeting in St. Petersburg, and in working correspondence since that time, the committee has identified major concerns of special libraries and the Association in the areas of library cooperation/resource sharing/networking. It assigned priorities to the concerns, identified activities and projects, and began to establish subcommittees to work on the projects. The projects are as follows:

*The Barriers Project:* The emphasis will be directed to: 1) the legal barriers which prevent special libraries, particularly in profit-centered organizations, from full participation in networking; 2) the problem of sharing the privileged and confidential information in special libraries; 3) the barrier of management attitudes toward resource sharing; 4) the barrier of limited funding for networking activities. The subcommittee will work on illuminating the barriers and finding the means of removing them. Robert B. Lane is chairman.

*The State-of-the-Art Project:* We do not have an up-to-date, unified picture of special library participation in cooperatives and networks, nor do we know how thoroughly committed the special library community is to the concept of resource sharing. The subcommittee, headed by Diana Carey, will investigate the best method or methods of gathering and presenting a state-of-the-art, and follow through the plan of action.

*The Guidelines Project:* What appears to be needed here is a step-by-step approach which can be used by special libraries, alone or in groups, to analyze, create, investigate, etc., potentialities and roles in network planning and operation. The working title for the guidelines is "Getting Into Networking: Guidelines for Special Libraries" and a first draft outline has been prepared by a Chicago-based subcommittee headed by Edward G. Strable.

*The Informing Members Project:* What is needed is a regular means of informing SLA members of what is going on among us in networking, in order to keep the idea of network-

ing before us. The means of gathering and disseminating "SLA Networking News" is the charge of the Networking Information Subcommittee headed by Joyce Bocknek Robertson.

*The Prototypes and Models Project:* This area recognizes the need for experimenting in networking, possibly within units of the SLA. This is probably the most difficult of the projects but potentially the most interesting and creative. It is hoped that the Chicago Conference on systems and networks—particularly the contributed paper and Division programs—will begin to help to identify possible prototypes and models. Vivian Arterbery will head the Networks Prototypes Subcommittee.

The full Committee will give its attention to developing plans for liaison by the Association with other organizations involved in network planning. It is particularly interested in ongoing relationships with NCLIS.

EDWARD G. STRABLE

### Publisher Relations

*Questionnaire.* The Committee's efforts this past year were devoted mainly to the completion of the final version of the questionnaire, "Acquisition Practices and Selection Patterns in Special Libraries." The draft of the questionnaire was sent to the Association Office for review, and was returned to the Committee with comments and suggestions. These were taken under advisement, and some of the suggestions were incorporated into a new draft, which was then sent out to some twenty libraries as a pilot project.

The corrections and changes suggested by the returned questionnaires in the pilot project were then incorporated into a final version, which is now ready to be sent to the Association Office for printing and mailing to the Association membership.

*SLA/AAP Joint Committee.* Our Committee continued to meet with the members of the School and Library Promotion and Marketing Committee of the Association of American Publishers. In this joint committee's attempt to bring together librarians, publishers, and wholesalers for discussion, exchange of ideas, and better understanding, a dialog was planned for Feb 18, 1975, but had to be cancelled because of illness among a number of the invitees. The session has been rescheduled for May 20. The topics on the agenda are: standardization (ISBN numbers, CIP, Order Form, ANSI advertising standard); bibliographic tools and review sources for book selection; and out-of-print materials.

*Special Activity.* The Chairman of the Publisher Relations Committee was invited to be the keynote speaker at a Library Institute held at Hyatt House in Richmond, Va., on Apr 2-3, 1975. Over 130 librarians—academic, public, school, and special—from all over Virginia attended. The keynote address, entitled "The Indispensable Partnership," traced the history of

relationships between librarians and publishers from the early 1950s to the present, and reviewed the history and accomplishments of the Publisher Relations Committee of SLA.

*Activities—1975-76.* The interpretation and evaluation of the results of the survey on Acquisition Practices and Selection Patterns in Special Libraries will be the main effort of the Committee for the year 1975-76. It is hoped that the results will be published in an early issue of *Special Libraries*.

The Committee will continue to work with the members of the AAP committee in relations with publishers. The Committee is planning to co-sponsor a session at the Annual Conference in 1976.

DOROTHY KASMAN

### **Recruitment**

The Recruitment Committee held one meeting during the year—at the conference in Toronto.

An issue of the *Recruitment Newsletter* was published in Jan 1975 and sent to all Chapter Recruitment Chairmen. Members of the Recruitment Committee were assigned specific Chapters and kept in personal contact with the Chairman during the year.

The Chairman gave a presentation at the Chapter Cabinet Winter meeting, Jan 16-17, 1975. It was a do-it-yourself slide presentation utilizing pictures of the chairman's library with a script to describe the workings of a special library for students interested in the library field. In March the presentation was made to the prospective members of the Student Group at Kent State University, Department of Library Science.

The new recruitment brochure, "Special Library Careers," was published in Feb 1975. Thanks are extended to all members of the Recruitment Committee and the members of SLA Association Office staff, who made this publication possible.

JOAN M. TOEPFE

### **Research**

*Activities of the SLA Grants-in-Aid Fund.* The Research Committee prepared an announcement about the Fund which was published in the October issue of *Special Libraries*. The Committee received three applications and reviewed each of them. One grant was authorized in the amount of \$500 to Dr. Thomas P. Slavens, Associate Professor, School of Library Science, University of Michigan, to help in the completion of a book on computer-assisted instruction in the education of librarians.

*Activities Relative to State-of-the-Art Research Reviews.* A new review authorized during the year and in progress is on "Unionization, Librarians, and Special Librarianship," which is being carried out by Herbert Biblo of the Crerar Library. Other reviews in progress are

on: "The Economics of Special Libraries and Special Library Operations from the Management Point of View"; "The Marketing Approach Applied to Special Libraries"; "The Development of Special Libraries on the International Scene." Reviews that have been authorized, and it is anticipated they will be started during 1975, are: "The Involvement of Special Libraries with Local, State, and National Library Legislation" and "The Special Librarian as a Supervisor or Middle Manager."

*Program Planning.* The program planned for the 1975 Annual Conference is in three parts: 1) an Idea Forum on needed research relative to special libraries; 2) a mini-tutorial on proposal writing featuring a presentation by Dean Bernard Fry, Library School, Indiana University; 3) information panel on the Research Grants-in-Aid Program of SLA.

*Committee Meetings.* Committee meetings were held during the Toronto Conference on Jul 10, 1974, at the Ford Foundation in New York, and on Jan 20, 1975 in Chicago at the Palmer House.

ELIZABETH W. STONE

### **Resolutions**

See p. 474.

### **Scholarship**

Eighty-four applications were received for the five \$2,000 scholarships offered this year, two less than one year ago. There were 68 women and 16 men who applied, 80 of them from the United States and the rest from Canada. Four candidates withdrew from application.

Several procedural changes were instituted this year which seemed to facilitate the work of both the committee and the Chapter Interviewers. New, simplified application and interview forms were used. The Association Office mailed copies of all complete files to each committee member, insuring earlier receipt and therefore less hectic spring activity. Likewise, interview forms were returned directly to the Chairman, who made a telephone follow-up to all delinquent Chapters. As a result of these changes the committee had more time to exchange views on the candidates and were able to send results to the Executive Director in April.

The committee manual is being reworked, and will be finalized in June. One change will be the attempt to standardize and quantify the rating method in the hope of arriving at more objective conclusions.

A major project was undertaken by Robert Krupp, who surveyed all past recipients to determine their SLA activity since graduation. Unfortunately, 36% of the winners could not be located, in many instances undoubtedly due to a name change. The results of the survey will be analyzed at our June committee meeting and presented in a future issue of *Special Libraries*.

The committee wishes to thank the many Chapter Presidents and Interviewers, without whose participation it would be impossible to choose the best candidates. Nothing can really take the place of a personal interview in reaching this decision. We also wish to express our deep appreciation to Richard Griffin and Ruth Rodriguez at the Association Office. Due in great part to their efforts, very few incomplete applications were received, and committee work flowed easily and on schedule.

MARILYN JOHNSON

### **Standards Committee**

Continued working with Robert Frase, Director, ALA Library Statistics Handbook and with other members of his committee. I met with this group at the ALA Annual Conference in Jul 1974 meetings in New York.

After these meetings I saw to it that my committee members received copies of the draft prepared by Mr. Frase. I also suggested that the committee members attend one or another of the Regional meetings set up around the country. I attended the N.Y. Regional meeting in Dec 1974.

Attended, as SLA representative, the Preconference Meeting of the International Federation of Library Associations (IFLA) at the invitation of Dr. Frank L. Schick (Chief, Library Surveys Branch, U.S. Office of Education, and Secretary, IFLA Committee on Statistics & Standards) on Nov 15-17, 1974.

*Recommendation:* We need a commonly accepted definition of "special libraries" in order to prepare the questionnaire for the 1979 Special Libraries survey. Suggest a group of senior SLA members be set up to consider this.

*Recommendation:* We need to develop a system of classifications or categories of special libraries followed by a determination of the universe in each of the categories. Suggest that the above noted group complete work on this by 1977 or so, so that we too can develop a questionnaire for the LIBGIS 1979 Survey of Special Libraries.

FRED O'HARA

### **Student Relations Officer**

The Student Relations Officer is pleased to report on a very active Association year. The highlights of this activity include six new Student Groups; the definition of the Student Relations Officer approved by the Board of Directors; special student hotel rates for the Chicago Conference; two meetings at Conference, including a student paper contest; twenty Divisions offering tickets to their Conference events; and a series of columns: "From the Student Groups," "From the Student Relations Officer," and "Directory of SLA Student Groups and Advisors" published in *Special Libraries*.

Student Groups were established at the University of Texas at Austin, Western Michigan

University, Columbia University, Atlanta University, Louisiana State University, and the University of Missouri-Columbia. Several other schools are considering the formation of Student Groups and Richard Griffin, Manager of SLA's Membership Department, has been very effective in approving Student Groups, disbursing allotments, and issuing instructions to potential Student Groups.

Special student housing rates, as recommended by last year's Student Relations Officer, Lucille Whalen, were established with the assistance of Annabelle Quick, Association Conference and Exhibits Coordinator. Each student received these details with his Conference registration materials.

Special thanks are directed to Rosemary Demarest, Chairman of the Committee on Committees, who was instrumental in establishing a definition of the Office of Student Relations Officer, which was approved by the Board of Directors in Jan 1975, and to Janet Bailey, Editor of *Special Libraries*, who has provided and continues to provide coverage of student activities in the Association's journal.

The Divisions have been most generous in supplying complimentary tickets for Conference events this year and the number of Divisions participating this year is the largest ever. The Science and Technology Division and the Business and Finance Division were generous in cosponsoring a student paper contest with the Student Relations Officer and in offering substantial cash awards to the winners. Bertha Chandler has coordinated the Student Paper Contest and she, her judges and reactors deserve a great deal of credit. Sally Block and Joan Simons planned the meeting, "The Meaning of SLA to the New Breed of Librarians," and each deserves a vote of thanks for their efforts.

I suspect the largest problem faced by the person holding this office will be the costs associated with students attending Conference. As the costs of attending Conference continue to escalate from year to year, student attendance at Conference promises to loom as doubtful for a very large percentage of the total student membership in spite of the generosity of the Divisions and the general commitment of the Association to Student Members.

JAMES M. MATARAZZO

### **Tellers**

For report on Election of Officers see *SL* 66 (no.8): 389 (Aug 1975).

### **The H. W. Wilson Company Award for the Best Paper in Special Libraries**

The work of the Committee was carried out through correspondence or through telephone conversations between the Chairman and Committee members. Through unanimous vote by the Committee consisting of five members, the

article nominated as the best article published during 1974 in *Special Libraries* is "Libraries Are Businesses, Too!" by Shirley Echelman, Oct/Nov 1974, p.409-414.

The responsibility of the Committee was great, and every article published in the various issues was read and studied by all members of the Committee. The *Guidelines* directed to the Committee from the SLA Board of Directors, May 10, 1974 (F74 16-C) were scrupulously observed, and every attempt was made to adhere to conscientious and professional judgment in

arriving at the decision. The Committee felt that there were several excellent articles in *Special Libraries* during 1974, but the unanimous vote attests to the quality of the article selected.

The Committee wishes to commend the Editor for the professional quality of the articles published and especially wishes to express appreciation to The H. W. Wilson Company for its generosity in making this award possible for the authors in Special Libraries Association.

PAUL KRUSE

## Reports of Special Committees 1974/75

### *Special Committee on Copyright*

Much of the 1973 report of this Committee was concerned with the development of the Association's photocopying practices survey that was authorized in the hope that its result might influence U.S. copyright revision affecting this issue. That may yet be so pending one further crucial tabulation by the Association Office on the character of materials reportedly copied. Details will be supplied in these pages presently.

During the year, the Association filed as *amicus curiae* in *Williams & Wilkins v. U.S.* This case was finally concluded without direction on the issues presented when the Supreme Court, equally divided, affirmed the Court of Claims opinion in a per curiam decision on February 25, 1975. It was only in this final appeal that the Association filed an amicus brief.

Of the continuing and seemingly endless U.S. copyright law revision, the Association's interests through most of the year were ably represented to the Congress and the U.S. Copyright Office by the Executive Director, Dr. Frank McKenna. Following prolonged and generally futile discussions frequently at impasse, the Copyright Office and the National Commission on Libraries and Information Science jointly convened during the year a Proprietor/User Conference on the Resolution of Issues in Library Photocopying Practices. Dr. McKenna has actively participated in this Conference and has headed at least one of its Working Groups.

Chiefly intended to stimulate progress on the revision effort, these Conferences took place while there was a brief lull in Congressional activity. That activity resumed again in May 1975 with a re-convention of copyright hearings by a subcommittee of the House Judiciary Committee. The Association was represented at these hearings by Dr. McKenna. The SLA statement was chiefly aimed at the deletion of Sec. 108(g)(2) of H.R. 2223, 94th Congress, and S.22, 94th Congress, as passed the Senate in Sep 1974. It was the Senate enactment that introduced this newest prohibition relative to "systematic" library photocopying but may have provided a

definitive focus for this latest and hopefully last round of hearings. It is now almost possible to contemplate revision enactment by the end of the 94th Congress in 1976. If so, it will terminate over 20 years of legislative activity.

J. S. ELLENBERGER

### *Special Committee on Environmental Information*

This is the second annual report of the Special Committee on Environmental Information that was established by action of the Board Jun 15, 1973. SLA members wishing to peruse the background and former activities of the Committee are referred to *Special Libraries* 63:407 (Sep 1972), 64:411 (Sep 1973), 64:457 (Oct 1973), 65:204 (Apr 1974), 65:395 (Aug 1974).

To implement our mandate, this year the Committee concentrated on: 1) the expansion of committee membership to Canada, 2) a presentation at the SLA Conference in Toronto, 3) survey of the SLA membership to detect environmental information resources, 4) attendance of various meetings, and communications with governmental and non-governmental organizations, 5) planning a panel presentation at the SLA Conference in Chicago, 6) mid-year report to the Board of Directors at the 1975 Winter Meeting. A summary of these activities follows:

1. On Jun 12, 1974, at SLA Toronto, the chairman gave an informal presentation on the role of the Special Committee, and queried the audience for suggestions. As a result of this session, information about the Committee was further disseminated by Vincent Aitro and Diane Worden through the *SLA Natural Resources Newsletter* 2 (no.1): (Aug 1974).

2. By letter of Sep 18, 1974, President Moore confirmed the appointment of Frances Drummond (Amoco Canada Petroleum Co., Ltd., Calgary) to the Special Committee.

3. At the 1974 Annual Meeting the Board of Directors approved the Committee's recommendation that the committee "circularize the SLA membership, and invite profiles of existing

environmental information resources for input into the National Referral Center (NRC) in the Library of Congress which already possesses an extensive file of such resources." The survey was conducted by Mary Anglemyer with the assistance of the Association staff. Questionnaires, supplied by the NRC and accompanied by a cover letter from the Special Committee, were distributed to the regular membership (approx. 7,000) by the SLA Association Office. Completed questionnaires were returned to NRC. On April 14, 1975, John F. Price, Assistant Chief for Reference and Referral Services, NRC, reported:

"... the National Referral Center received 201 returns with the following results:

- 101 New resources never before registered with NRC
- 99 Update information to organizations already on file
- 1 Reject which did not meet the necessary requirements to be registered as an information resource.

"I would like to take the opportunity to thank SLA for its efforts even though the returns were less than one might have expected. . . . As of January 1, 1974, there were 1,280 Special Libraries registered with NRC so if the majority of the 101 new resources were Special Libraries it would have increased our coverage of such libraries by nearly eight percent."

4. Committee members are in direct contact with organizations and agencies in the field, including national governmental bodies working with the United Nations Environment Programme (UNEP). Frances Drummond is our liaison with George Ember of the Canada Institute for Scientific and Technical Information, the Canadian National Focal Point for the International Referral System (IRS) of UNEP. She will report to the SLA membership on Canadian environmental information developments at the 1975 SLA Annual Meeting in Chicago.

On verbal approval of the President of SLA, Mary Anglemyer attended two meetings of the U.S. (federal) Inter-Agency Committee. Under the chairmanship of Melvin S. Day, this Committee coordinates United States participation in IRS, and acts as advisor to the State Department, and the Environmental Protection Agency that became the U.S. National Focal Point for the IRS. EPA and NOAA conducted, among their information centers, a pilot project to test run the IRS survey package with several information resource organizations in their respective areas of responsibility. The appointment of Richard A. Morse of NOAA as director of the IRS Central Unit and plans to have IRS operational by the fall of 1975 were announced by UNEP. As presently constituted, only governmental agencies can be full partners in the IRS, but the Executive Director of UNEP and the U.S. Inter-Agency Committee are on record as committed to draw in non-governmental organizations as soon as possible. Mary Anglemyer reported that at the meetings she attended there

was considerable interest in environmental information activities of SLA and gratitude was expressed for the conduct of the SLA survey.

5. The Special Committee is participating in a workshop on "Environmental Information and Energy Networks" at the 1975 Annual Meeting in Chicago, sponsored by the Natural Resources Division, Nuclear Science Division and Petroleum Division. Three status reports on environmental information developments will be given and all members of SCEI will serve as resource persons at the panel discussion. Diane Worden (Kalamazoo Nature Center), who acted as liaison between SCEI and the divisions, has our gratitude for her creative and tireless work on behalf of the Chicago program.

In the coming year, SCEI hopes to continue its activities and to strengthen its role as catalyst and coordinator of environmental information activities of SLA and other organizations.

MARTA DOSA

### ***Special Committee on the Pilot Education Project***

*Pamphlet on Salary Discrimination.* The final draft of the pamphlet on salary discrimination is completed. The draft is the Committee's final work product on the text of the pamphlet subject to Board approval. A mock-up of the pamphlet will be distributed to the Board at the Chicago meeting.

The Committee recommends the Board of Directors approve the text of the salary discrimination pamphlet. The Committee further recommends the Board approve the printing of the pamphlet (on any color paper except pink) and the distribution as follows: one copy to each member of the Special Libraries Association and one copy to each accredited library school. The Committee feels it can best fulfill its charge to educate the members of the Association with a direct mailing rather than making the pamphlet available on demand. After the initial distribution is made, the Committee recommends copies of the pamphlet be sold.

*Program on Salary Discrimination.* Although notices were mailed to each Chapter and Division chairman announcing the availability of the program packets, response has been very poor. Perhaps Chapters and Divisions had already planned programs for the year. It is recommended by the Committee that *Special Libraries* carry an announcement of the availability of the program materials and that announcements be made to the Chapter and Division Cabinets at the Chicago meeting. The packets are available from the Chairman.

*Article for Special Libraries.* Much of the work on the article for *Special Libraries* has already been completed. Angela Giral and the Chairman will do the editing of the article with assistance from other members of the Committee. Plans are to complete the article by the late fall.



*Additional Matters.* The Chairman has received several requests for advice from women within the Association who are experiencing sex discrimination within their jobs. Perhaps the Association needs to establish an Equal Employment Opportunity Advisor or an Affirmative Action Officer charged with the responsibility of hearing complaints and advising victims of discrimination of their rights and suggesting possible solutions to the problems brought before the Advisor.

There have also been requests for information relating to job descriptions and performance appraisal. Although this does not directly relate to salary discrimination and the charge of this Committee, there apparently is the need for a committee responsible for drafting model position descriptions, performance evaluation forms, etc.

Laura N. Gasaway

### *Special Committee on Translation Problems*

The Special Committee on Translation Problems has met on the telephone and wherever our paths crossed during 1974-75. Members have worked on various projects—lectures at library schools and organizations, advising people with special problems and analyzing the rapidly changing translation problems.

The economic situation and reorganizational problems which have disrupted libraries and slashed budgets have had even more impact on translations. Instead of solutions, the Committee can only report increased problems. Each library's budget is tighter than last year and the funds for translation services have been cut—or disappeared entirely!

This only increases the importance of what the Committee is doing. The members of the Committee have been working to find out more about the procedures used to obtain translations and methods of handling the finished product. Some have concentrated on government agencies—others on private companies.

We have tried to develop a complete picture of users' needs and resources. We will present summaries of these in a Conference session on Tuesday morning from ten to twelve o'clock. The summaries will be followed by an open discussion period. The general theme is "Users' Views of a National Translations Information Center."

In the same session, as an introduction, the Committee will distribute and discuss an instruction booklet entitled "How to Obtain a Translation," which we have prepared. The success of the program remains to be seen, but the Committee anticipates the development of practical ideas and plans, as well as renewed SLA member interest, which will lead to a real solution of some translation problems.

A tour of the National Translations Center at the John Crerar Library is planned for Wednesday afternoon. Throughout the year, the Committee has been in frequent contact with the Center's staff, helping whenever we could. We believe this has been useful to the Center, providing both moral and advisory support; but it has also helped SLA members.

The Committee feels there is still a great deal of work to be done with translation problems for the assistance of SLA members. We recommend that three active, experienced members be appointed to the Committee to continue its work as a user activist group. This will serve several purposes: 1) continue the investigative fact-finding work on translation problems; 2) carry on the work begun at this year's conference session to improve translations availability; 3) handle letters received at the Association Office requesting help with a translation problem, and 4) act as an official representative for SLA on translation problems in talks with government or other offices to improve the availability of translations. This would not include any authority to obligate the Special Libraries Association in any financial, business or legal manner, but would lend the official support of its name and professional reputation. We hope the Board will approve.

Betty Boyd Brociner

## Reports of Joint Committees 1974/75

### *Association of American Publishers—Special Libraries Association Joint Committee*

See Publisher Relations Committee.

### *Council of National Library Associations, Joint Committee on Library Education*

There were two meetings of the Joint Committee on Library Education of the Council of National Library Associations.

The Joint Committee recorded an acknowledgment of its charge in three areas of activity: 1) employment status and manpower needs to aid library schools in recruiting, training and placement; 2) characteristics of professional knowledge and behavior to aid library schools with curriculum development and course content; 3) continuing education resources available and needed from schools and professional activities.

During the last year, the Board of Directors of CNLA asked the Joint Committee to con-

sider restructuring itself into three subcommittees, one for each area of activity, allowing each association to appoint a representative to as many as represent special interests at any time.

The Committee's opinion was that such restructuring would only be effective if member associations appointed more than one member to the Committee and, accordingly, rejected this proposal.

There were three major activities of the Joint Committee for 1974-1975: 1) development by a subcommittee of a report entitled *Guidelines to Professional Employment for Librarians and Information Scientists*; 2) detailed review and revision of the *Guidelines* by the Joint Committee, and the recommendation for adoption to CNLA; 3) keeping members informed on the development of CLENE (Continuing Library Education Network and Exchange).

The suggestion of Pauline M. Vaillancourt (SLA representative) that CNLA publish a brochure on its goals and objectives, members and criteria for membership, listing of committees and their Association Members, as well as Committee Members, was endorsed by the Committee. The various listings have been provided for the members of the Joint Committee.

PAULINE M. VAILLANCOURT

### ***Council of National Library Associations, Joint Committee on Prison Libraries***

The Joint Committee on Prison Libraries (Council of National Library Associations) has reviewed and commented upon Standards for Juvenile and for Adult Correctional Libraries. Once these comments have been incorporated into the draft, it is expected that the Standards will be approved and published.

A first step toward implementation will be an effort to make adherence to the standards a requirement for accreditation of a prison library. Other attempts at implementation of the standards will be made through the State Conferences preceding the White House Conference on Library and Information Services.

SANDRA K. PAUL

### ***Interagency Council on Library Resources for Nursing***

The usual two meetings were held, in October and March. At the first, the Council voted to support proposed efforts by the American Nurses' Association and various state nurses associations to promote continuing education courses and workshops on library resources for nurses.

The National League for Nursing announced the publication of a cumulative index to *Public Health Nursing*, covering the years 1909-1952.

The Council voted to express its concern over the decision of the Canadian Nurses' Association/Association des Infirmières Canadiennes to discontinue the publication of annual indexes to *Canadian Nurse* and *L'Infirmière Canadienne*.

THOMAS H. REES, JR.

### ***Joint Committee on Union List of Serials***

The Joint Committee (JCULS) met during the ALA Conference in New York. Several topics for committee work were suggested. The Serials Section of the ALA Resources and Technical Services recommended that the Serials Section appoint an ad hoc committee to investigate compilation of a national list of union list projects. The Joint Committee membership was queried as to their approval or disapproval of such a survey. The ad hoc committee met again during the January 1975 ALA Midwinter meeting and instead of merely conducting a survey in the attempt to ascertain every union list activity in the United States and Canada, they suggest a survey to ascertain the nature of the existing activities.

The Committee also recommended that the ALA representative to JCULS request that JCULS prepare a funding proposal to cover both gathering and organizing the pertinent information and act as a clearing house to funnel information to any and all interested parties.

Dr. Karl F. Heumann, NSF representative to the JCULS, who has been chairman for the last five years has resigned from the Committee. Hans H. Weber, ALA representative, has agreed to become Chairman. Plans are being made for a meeting of the Committee in San Francisco at which time the above topics will be discussed.

IDRIS SMITH

## **Reports of SLA Representatives 1974/75**

### ***American Association of Colleges of Pharmacy—Conference of Teachers; Section of Librarians***

The focus of the Section's activities for the past year has been the *Standards and Planning Guide for Pharmacy College Libraries*. The

*Standards* were adopted in Jul 1973 at the Section level. A workbook to facilitate their application to a specific library, known as a *Planning Guide*, was drafted by the Standards Committee in Aug 1974 at Florida A & M University under the editorship of Martha Jane K. Zachert, Florida State University Library School.

The combined document was distributed to the colleges in Oct and served as the subject of a workshop at the Section's Nov meeting. At its Feb 1975 interim meeting the Administration Board of the Council of Sections voted approval of the *Standards and Planning Guide* and forwarded it to the A.A.C.P. Executive Board, recommending the Board's approval. The final version will be published and distributed by the A.A.C.P.

The Section held a business meeting and a session of contributed papers at the Fairmont Hotel, New Orleans, at the annual conference of the A.A.C.P. Nov 7-12, 1974. The following officers were elected: Chairman, Janet Krieger, University of Minnesota, Vice-chairman, Betty Rowland, University of Mississippi, Secretary, Edna Pray, University of Kentucky, and Representative to the Administrative Board of the Council of Sections, Virginia Hall, Ohio State University.

The next meeting will be Jul 6-10, 1975, Concord Hotel, Kiamesha Lake, New York. The librarians will be included in the general Teachers' Seminar which will follow, Jul 10-13. Julita Awkard, Florida A & M University, will coordinate an exhibit of teaching aids and learning packages for the Seminar on behalf of the Section of Librarians.

ELIZABETH CHRISTIAN JACKSON

#### *American Association of Law Libraries*

The American Association of Law Libraries has made use of committees appointed by the president to give the membership participation in the business of the Association. During the last three years, a Task Force on Reorganization has been at work on a plan to make the Association more responsive to the needs of the membership. The Task Force's final report and recommendations dated May 1975 have been received for discussion at the June 1975 convention. The report recommends the creation of three divisions: 1) Academic, 2) County, Bar, and Government, and 3) Private Law Libraries, with each member having the right to choose membership and voting rights in one division. All members may attend any division activities. In addition, special interest sections may be created when fifteen members petition the Executive Board for recognition.

As more and more law libraries, public and private, are employing librarians, there are more chapters and informal groups forming. This would seem to indicate that there is a need for communication between librarians concerning everyday problems as well as on the larger problem of updating.

As in all professional organizations, continuing education is of paramount interest. Chapters are doing more programs with this in mind. The Association is examining its role in the formal continuing educational process. 1975 will see the last of the rotating institutes and in 1976 there will be an institute on American legal history to

coincide with the bicentennial theme of the Boston convention.

Substantively, the Association as well as the chapters have been concerned with the ever increasing problems of the U.S. Government Printing Office, the availability and use of microforms, and the copyright problem. The Association was involved in the IALL/IFLA conference and participates in the working group on international copyright problems. Ethics for the law librarian has also been of concern.

ELINOR M. ALEXANDER

#### *American Association of Library Schools— Continuing Library Education Network*

The Continuing Library Education Network (CLEN) continues to support the Continuing Library Education Network and Exchange (CLENE) model developed by Elizabeth Stone with a grant from the National Commission of Library and Information Science (NCLIS).

CLEN is seeking input from member associations on 1) their assessments of their continuing education needs, and 2) the questions of the acceptability of the adoption of the Continuing Education Unit as a standard unit of measurement for non-credit continuing education programs.

PAULINE M. VAILLANCOURT

#### *American Federation of Information Processing Societies (AFIPS)*

The SLA Representative to AFIPS attended both of the Board meetings scheduled during the year. Much of the activity within AFIPS during this past year was concerned with the restructuring of membership requirements, to allow each organization to choose for itself the class of membership which it prefers, with both dues and representation based on size. After several abortive attempts, it appears that a proposal with broad support will be ready for the first of two necessary votes at the AFIPS Board Meeting May 24, 1975, in Anaheim, California.

The change from semi-annual Joint Computer Conferences to an annual National Computer Conference has been successful, in terms of quality of program, attendance, exhibitor participation, and financial success. The SLA program for the 1975 meeting in Anaheim has been planned and implemented by Susan Crowe. A locally convenient coordinator must be appointed for the 1976 meeting in New York.

Because of the financial success of the conferences, a second distribution of surplus was voted to all member societies including SLA in 1974. However, the decision to open a Washington office, and the costs projected for this endeavor, indicate that there will not be another distribution of surplus within the foreseeable future. SLA, which does not have a Washington office, should utilize as fully as appropriate the capabilities which are being provided to all member societies through this AFIPS activity.

There is still, in my judgment, the need for better communication to SLA members with regard to what AFIPS is and does. I think that this can be approached both through the more effective utilization of *Special Libraries* by the annual conference representative, and perhaps in the scheduling of an AFIPS related program at SLA conferences. This could begin in 1976.

HERBERT S. WHITE

### ***AFIPS 1975 National Computer Conference Coordinator***

SLA sponsored a session at the 1975 National Computer Conference on May 19 in Anaheim, California. The session was entitled "Information Processing: Its Impact upon Society Through Library Systems." The speakers were Dr. Ruth Katz (Director, University of Denver Center for Communication and Information Research) who spoke on "SALINET: Satellite Library Information Network"; Dr. Carlos Cuadra (System Development Corp. and NCLIS) who discussed "Interactive Systems"; and Gaye Hoffman (National Federation of Abstracting and Indexing Services) who presented Toni Carbo Bearman's paper entitled, "NFAIS/FID World Inventory of Abstracting and Indexing Services."

The program was scheduled as part of the general program instead of the day before or after the Conference as in the past. The session attracted a good audience of approximately 135 persons, most of whom were in the computer industry rather than the library field. There was an active question and answer period which showed that the speakers had certainly interested the attendees. I definitely recommend that in the future the SLA program be scheduled in the same manner.

The SLA booth attracted a number of inquiries about institutional membership, consultation services and publications.

An additional recommendation is that SLA become more involved with future NCC program planning committees as SLA could contribute much to the overall program and subsequently benefit by greater participation in AFIPS activities.

SUSAN CROWE

### ***American Library Association (ALA)/ Library Administration Division, Library Organization and Management Section, Statistics Coordinating Committee***

See annual report of Standards Committee.

### ***American Library Association, Reference and Adult Services Division, Interlibrary Loan Committee***

Matters considered by the Committee at its meetings in Jul 1974 and Jan 1975 ranged from

the *System for Interlibrary Communication*, a study and proposal sponsored by the Association for Research Libraries to revisions in the National Interlibrary Loan Code to problems of and tools for interlibrary loan librarians.

The Code has been described as too restrictive, particularly in reference to lending to undergraduates. The Committee discussed revisions of the Introduction that would emphasize positive aspects of interlibrary loan, while recognizing that each library must make the final decision on its own policies. The Committee felt that any new Introduction (or complete Code) should recognize the fact that lending policies can be more liberal among members of a consortium or other system and that libraries should utilize the system resources before going outside.

There was discussion of the difficulties of relationships between medical libraries and other libraries in respect to interlibrary loan. There will be further discussion of this at the Jul 1975 conference with representatives of the Medical Library Association and the National Library of Medicine.

The *Interlibrary Loan Policy Directory* by Sarah Thompson (ALA, 1975) made its appearance at the ALA Midwinter conference. The Committee had given enthusiastic approval to the idea of this directory and provided ideas and encouragement to the author who is a member of the Committee. The fact that the Register of Additional Locations would be part of NUC 1968-1972 was announced. Two publications in progress are new editions of *Symbols of American Libraries* and the *Directory of Library Reprographic Services*.

ELIZABETH MCELROY

### ***American National Standards Institute Sectional Committee on Photographic Reproduction of Documents (PH5)***

Status of the Standards:

PH5.1—1970 "Microfilm Readers for 16mm and 35mm Film on Reels, Specifications for." Revision being prepared. The eighth draft after many discussions will be presented to the secretariat, the National Micrographics Association Standards Board, for approval and then to Committee PH5 for letter ballot.

PH5.2—1970 "Paper Sheets for Photo-Reproduction of Documents, Dimensions for." Work on a revision has been transferred to ANSI Committee PH1.

PH5.3—1967 (R 1973) "16mm and 35mm Silver Gelatin Microfilms for Reel Applications, Specifications for." A revision will be sent to the Committee for letter ballot.

PH5.4—1970 "Storage of Processed Silver Gelatin Microfilm, Practice for." The information in this standard has been incorporated into a revision of PH1.43 "American National Standard Practice for Processed Safety Photographic Film." Numerous comments on two drafts of

this standard have resulted in a third draft to be circulated for letter ballot.

PH5.6—1968 (R 1974) "100-Foot Reels for Processed 16mm and 35mm Microfilm, Dimensions for." No action.

PH5.7—1964 (R 1970) "Micro-Opaque Readers, Specifications for." This standard will be incorporated into the revision of PH5.1 and then PH5.7 will be withdrawn.

PH5.9—1970 "Microfiches, Specifications for." One objection, IBM because the tab size microfiche was excluded, still stands but the proposed revision was submitted to ANSI on Jun 3.

PH5.10—1969 "Measuring the Screen Luminance of Microform Readers with Translucent Screens, Method for." A proposed revision prepared by the NMA Equipment Standards Committee is being sent out for comments.

PH5.18— "Format and Coding for Computer Output Microfilm." Review period will end Aug 6.

PH5.19— "Microfilm Package Labeling." After much discussion the review period will end Jul 24.

PH5.20—1974 "Document Mark (Blip) used in Image Mark Retrieval Systems." Approved as an American National Standard Dec 11, 1974.

PH5.21— "Dimensions and Operational Constraints for Single Core Cartridge for 16mm Processed Microfilm." Review period will end Jul 9.

PH5.22— "Dimensions and Operational Constraints for Double Core (Bi-Axial) Cassette for 16mm Processed Microfilm." Review will end Jul 9.

PH5.23— "Practice for Inspection and Quality Control of First Generation Silver Halide Microfilm." Document is in the NMA Inspection and Quality Control Standards Committee trying to resolve negative votes.

PH5.24— "Operational Procedures for the Production of Microforms." It has been submitted to letter ballot and the negative comments, which were editorial, have been resolved and it will be recirculated to the the Committee.

Cartridge/Cassette Report. The 9th Progress Report has been issued to the Committee. The 3M Company is maintaining its negative ballot.

The Secretariat (National Micrographics Association Standards Board) reported on the new ANSI procedures which are outlined in "Procedures for Management and Coordination of American National Standards" Dec 1974. A major change is in the section on the submittal to ANSI of the results of Committee voting by modifying the existing procedure.

One of two other new policies is that effective Jul 7, 1975, all proposed American National Standards shall include SI units as well as other appropriate units, where practicable. If SI units are not included, the reason should be stated.

ANSI has developed a new designation system for American National Standards. It is the sponsor's designation prefixed by "ANSI." For example, the present ANSI PH5.20 would be

ANSI/NMA MS8 under the new system. ANSI will make its decision after consideration of all comments on the new system.

The United States is the Secretariat of Working Group 6 for Microfilm Equipment under TC46/SC1 of the International Standards Organization (ISO) with T. C. Bagg (NBS) as Chairman/Secretary. Eleven documents have been considered by ISO/TC46 C 1—Documentary Reproduction. Of these, 3 are of special interest to librarians. They are ISO/TC46/SC1/WG3N17 "Technical requirements for microcopying publications: 35mm microfilm"; ISO/TC 46/SC 1/WG1/N22 "Bibliographic information in microfiche headers"; ISO/TC 46/SC1/WG4N "Method for controlling the quality of microcopies."

Your representative welcomes your suggestions and comments relating to existing standards or for proposed standards. Support and understanding of the need for standards are necessary in order to obtain quality in manufactured products from the micrographics industry.

LORETTA J. KIERSKY

#### **American National Standards Institute (ANSI). Sectional Committee on Library Work and Documentation Z39**

Last year your Representative recommended that an alternate be appointed. Your Executive Director, Dr. Frank E. for Eager McKenna was subsequently appointed. Since that time we both receive the proposal Standards.

In the course of the year I studied, questioned and considered the following proposed ANSI Standards and voted as indicated (subcommittees that have already considered these proposals are noted below): Subcommittee 32—*Technical Report Number*—Approved; Subcommittee 34—*Code Identification for Serial Articles*—Approved; Subcommittee for the Romanization of Hebrew and Yiddish—*Romanization of Hebrew*—Approval; Subcommittee 35—*The Advertising of Micropublications*—Approved; Subcommittee 27—*Structure for the Identification of Countries of the World for Information Interchange*—Approved; Subcommittee 4—*Bibliographic References*.

Again, this year I'd like to make known the Z39 standards and ISO now available from: American National Standards Institute, Inc., 1430 Broadway, New York, N.Y. 10018.

They are as follows:

*Z39 Standards Now Available:* Z39. 1—1967, Periodicals: Format and Arrangement, \$3.25; Z39. 2—1971, Bibliographic Information Interchange on Magnetic Tape, \$6.00; Z39. 4—1968, Basic Criteria for Indexes, \$3.25; Z39. 5—1969, Abbreviation of Titles and Periodicals, \$3.25; Z39. 6—1965, Trade Catalogs, \$3.00; Z39. 7—1968, Library Statistics, \$5.50; Z39. 8—1968, Compiling Book Publishing Statistics, \$2.75; Z39. 9—1971, Identification Number for Serial Publications, \$2.75; Z39. 10—1971, Directories of Libraries and Information Centers,

\$3.50; Z39. 11-1972, System for the Romanization of Japanese, \$3.50; Z39. 12-1972, System for the Romanization of Arabic, \$3.00; Z39. 13-1971, Advertising of Books, \$3.50; Z39. 14-1971, Writing Abstracts, \$3.50; Z39. 15-1971, Title Leaves of a Book, \$3.00; Z39. 16-1972, Preparation of Scientific Papers for Written or Oral Presentation, \$4.25; Z39. 18-1974, Guidelines for Format and Production of Scientific and Technical Reports, \$4.00; Z39. 19-1974, Guidelines for Thesaurus Structure, Construction and Use, \$4.50; Z39. 20-1974, Criteria for Price Indexes for Library Materials, \$3.00; Z39. 21-1973, Book Numbering, \$3.00; Z39. 22-1974, Proof Corrections, \$5.00; Z39. 23-1974, Standard Technical Report Number, \$3.00.

These standards should be ordered directly from ANSI. You may pre-pay your order and avoid the minimum charge of \$5.00 or the handling charge for orders over \$5.00.

*Recent ISO Publications:* ISO 833, International list of periodical title word abbreviations, \$18.90; ISO 2788, Guidelines for the establishment and development of monolingual thesauri, \$8.95; ISO 3166, Codes for the representation of names of countries, \$13.30; ISO 3297, International standard serial numbering (ISSN), \$4.80.

FRED J. O'HARA

#### ***American National Standards Institute Sectional Committee Z85 on Standardization of Library Supplies and Equipment***

There was no meeting of the Committee this year, and no other activity to report.

DON T. HO

#### ***American National Standards Institute Statistics Subcommittee Z39***

The revision of Z39.7-1968, Library Statistics, is to be based on the publication *Library Statistics Operations Handbook* (Robert W. Frase, Project Director). This publication will update the *Minimum Standards for Public Library Systems, 1966* (Committee of the Public Library Association, ALA, 80p., 1967).

A preliminary edition of the new Handbook will be available for evaluative review and comment not later than Aug 1975. Immediately upon its availability ANSI Z39.7 will commence work on the revision of the 1968 standard (now overdue since 1973). In the interim, the 1968 standard was reaffirmed in Jul 1974 so its "current" status could be maintained awaiting the completion of its revision.

ALICE J. EPPINK

#### ***American Society for Information Science***

Following discussions held last year with the ASIS Representative to SLA, a recommendation was made to the SLA Board—and to the ASIS Council by their Representative—regarding the

nature of the programs each organization would sponsor at each other's Annual Conference, with responsibility for carrying this out being assigned to the Representative involved. The Representative would give guidance to the program organizer selected by the local Chapter at the site of the Conference, or lacking a Chapter, to the individual selected. Preference would be given to papers or panel discussions prepared by SLA members covering topics of interest to special librarians. A secondary purpose would be to present a review of the year's activities of the entire Association, if time for this existed. This proposal was accepted by the Board at its meeting in Jan 1975. (A similar proposal was more or less tabled by the ASIS Council at a winter meeting, with further action to come later.)

Since the adoption of this measure Mary Sexton of the Boston Chapter agreed to be in charge of the program to be sponsored by SLA at the Oct 1975 ASIS meeting in Boston. Plans are progressing on schedule. In Oct 1974 the South Atlantic Chapter sponsored a session at the ASIS meeting in Atlanta, the topic of the program being minicomputers. Chapter members also manned an SLA booth at the conference, assisted in plans and tours, and hosted social functions, thus adding to the success of the meeting.

Many SLA Chapters are continuing to have joint projects and programs with ASIS Chapters in their areas. For example, the Cleveland and Minnesota Chapters publish joint bulletins and membership directories with the ASIS groups in their regions. Many joint SLA-ASIS Chapter meetings were held throughout SLA circles, with program topics ranging from networks to futurology, from a "rap" session with student librarians to a dinner dance. So it is evident that cooperative efforts are not uncommon in our Chapters.

It should be noted that ASIS will present a session of their own at the SLA Conference in Chicago at our invitation, so the exchange plan revived in recent years is still being carried out.

ELLIS MOUNT

#### ***Catholic Library Association***

I have nothing to report for this past fiscal year.

ALBERT VARA

#### ***CONSER Advisory Group***

As SLA representative of the CONSER Advisory Group, I attended two meetings in Washington, D.C., the first on Dec 11 and 12, 1974 and the second on Apr 11, 1975.

The CONSER Project's intent is to establish a comprehensive data base of serials titles in such a way as to accommodate the past, present and future standards of format, description and identification where they can be ascertained.

The management of the CONSER Project is with the Council on Library Resources. The management will coordinate planning and implementation, monitor operations, partially fund and seek additional funds, designate CONSER participants and Centers of Responsibility.

A contract between CLR and OCLC concerning the CONSER Project was signed on Dec 17, 1974. During the contract negotiations, the participating libraries were selected. Two considerations were most important, bibliographic excellence in serials work and a willingness to contribute significant resources to the Project.

The Library of Congress MARC format for serials will be used throughout. Throughout the year the Library of Congress has been closely involved in the CONSER planning. The intent is to start with several data bases in the MARC serial format. The participating libraries have divided up the alphabet among themselves. In the first effort, the entire emphasis is on live titles. The Library of Congress and the National Library of Canada will act as the final bibliographic authority.

Still being worked on are the holding statement problem and the Agreed Upon Practices document. The recommendations for change to the LC MARC serials format has been accepted by MARBI. At the April meeting Chemical Abstracts presented a possible approach to their cooperation with CONSER. The Library of Congress, the National Library of Canada and OCLC presented statements of progress, problems and suggestions for each institution in its CONSER activities.

IDRIS SMITH

### *Council of National Library Associations*

Major interests of CNLA for the past year have included the areas of copyright legislation, prison libraries, library education, environmental information and the ANSI 2-39 Committee. The Winter and Spring meetings conducted by Chairman Efren Gonzalez included special reports by James P. Riley, Chairman of the Federal Library Committee, Julius Marke, Chairman of the CNLA, and Al Trezza, Executive Director of NCLIS Ad Hoc Committee on Copyright.

The Association, through its active committees on library education, is ready to pursue more actively its interest in this area. To accomplish this, three sub-committees will be established to follow developments in employment status, curriculum development and continuing education.

The Joint Committee on Prison Libraries' current charge is limited to library services and access policies in state, federal and local prisons, jails and detention facilities. A discussion beginning with the December Council meeting and continuing in May concluded with members substantially in agreement that the committee would not enlarge its scope to include other rehabilitative agencies.

The Council, after careful deliberation over the proposal submitted by the Joint Committee on Environmental Information, decided not to initiate a bibliographic information project in the environmental sciences.

The slate of officers proposed by the Nominating Committee was accepted. The slate included: Chairman-Elect, 1975-76—Dr. Robert M. Henderson, representing the Theatre Library Association; Secretary/Treasurer, 1975-76—Ruth Hilton of the Music Library Association; Director, 1975-76—Eric Meyerhoff, Medical Library Association.

JOHN P. BINNINGTON

### *Federal Library Committee*

The Federal Library Committee is celebrating its tenth anniversary this year. In order to continue its valuable services to the library community, the committee is currently divided into these subcommittees: 1) General Accounting Office report on library operations in the metropolitan Washington, D.C. area; 2) Personnel; 3) Maps; 4) Procurement; 5) Education; 6) Definitions for reporting productivity in relationship to the Joint Financial Management Improvement Program; 7) Data bases; 8) Statistics; 9) Interlibrary loan; 10) Automation; 11) Acquisitions, and 12) Federal Library Experimental Cooperative Cataloging Project (FLECC).

*Federal Libraries Experimental Cooperative Cataloging Project.* This experiment, which was established through a cooperative agreement between Federal Library Committee and the Ohio College Library Center (OCLC), tests the effectiveness of on-line shared cataloging among Federal Libraries. As of this writing, there are 28 participating libraries, including the three national libraries; nine of the participants use Timeshare. The ten libraries added this year are: Army Materiel Command, Army Concepts Analysis Agency, Defense Communications Agency, Division of Wildlife Research in Denver, Food and Drug Administration's Medical Library, Gallaudet College for the Deaf, National Institutes of Health, Patent Office's Scientific Library, Department of Agriculture Eastern Regional Research Center and the Southern Regional Research Center, and the Veterans Administration. The network has been used primarily for monographic cataloging data; however, serials control is hoped to be added very soon. The network is also used for accessions lists, searching, acquisitions and interlibrary loan.

Recognizing the need for an objective evaluation, a contract has been entered into with Systems Architects, Inc., a firm that collected and evaluated data from eight participating libraries: Commerce, Army, Smithsonian, National Bureau of Standards, HUD, Army War College at Carlisle, Transportation, and Interior. The final report is to be made available, with a management summary, in the near future.

*CONSER Project.* The CONSER Project (*Conversion of Serials*), sponsored and managed by the Council on Library Resources, is a cooperative effort to establish a data base of records of serials publications that can be used by the generators and maintainers of union lists of serials. The data base will also be usable on the local, regional, national, and international level as a source of authoritative bibliographic information and a base file for maintaining machine-readable serials files. Using the on-line facility of OCLC for storing the records and building the data base, the following nine institutions are involved in the beginning phase: The Library of Congress, The National Library of Canada, The National Library of Medicine, The National Agricultural Library, The State University of New York/New York State Library, and the libraries of the universities of California, Minnesota and of Yale and Cornell Universities.

The bibliographic information will be authenticated by the Library of Congress and the National Library of Canada, where the data bases will be maintained when the project has been completed. The project will last two or perhaps three years and result in a file of between 200,000 and 300,000 titles.

ANDRE C. WHISENTON

### ***International Federation of Library Associations***

More than 900 delegates representing 90 countries attended the IFLA 40th General Council meetings at the Hilton Hotel, Washington, D.C. Nov 18-23, 1974, marking the first time it was held in the United States.

The gathering also afforded the first opportunity for many U.S. librarians to attend an international conference. Of the large number of United States registrants, more than 35 were members of Special Libraries Association. The majority of SLA's observers were from the Washington, D.C. Chapter. Many had been actively involved in plans for the conference. The SLA contingent met informally on Monday evening for cocktails and dinner. Foreign visitors from the Special Libraries Section of IFLA were our guests.

Details of the Special Libraries Section as well as other Sections and of the full Washington conference, in general, have been described in *Special Libraries* (Mar 1975).

SLA has been a member association of IFLA since 1947. Its participation from that date until the late 1960s and early 1970s had been minimal. SLA's new vitality of interest began to blossom after participation in IFLA by the Executive Director, Dr. Frank E. McKenna, since 1971 and with the participation of the Association's President, Gilles Frappier, in 1973. Since then, largely through his efforts, through the increased coverage of IFLA in the pages of *Special Libraries*, by the increased attendance of

members other than the voting delegate to its annual congresses, and by the Board's recognition of the importance of IFLA itself as one of potential influence in the international arena, SLA has progressed from being just another member to the status of a recognized participant.

The international cooperation fostered by IFLA is flourishing. Increasing size and diversity of membership pose requirements for organizational change. The 41st General Council meeting in Oslo, Norway, Aug 11-16, 1975 which I will attend as SLA's voting delegate, will therefore concentrate on reorganization of the structure of IFLA and its existing Sections and Committees in order to coordinate work within IFLA and hopefully to activate the cooperation with other international bodies. The conference theme is "The Future of International Library Cooperation."

Although no formal Board action is required, I urge that the Board go on record to encourage participation—by attendance and presentation of papers, etc.—in IFLA affairs by as many interested SLA members as possible.

VIVIAN D. HEWITT

### ***Medical Library Association***

The Annual Meeting of the Medical Library Association was held Jun 2-6, 1974, at the Palacio del Rio Hotel and the Convention Center in San Antonio, Texas. The theme of the convention was "Expanding Roles for Health Science Libraries." Among the significant Association matters considered at the meeting were a revised certification code for medical librarians and changes in requirements for institutional membership in the Association.

The proposed revised *Code for the Certification of Health Sciences Librarians and Library Technicians* was subsequently approved by mail ballot. Two significant changes in the Code are a requirement that all candidates for certification pass a written examination and a requirement for recertification every five years. The revised code will be implemented in 1976.

Approval by mail ballot was also given to amending the bylaws to make all medical and allied scientific libraries eligible for membership. Previously, eligibility was limited to libraries which met certain collection and staffing standards.

MLA Headquarters issued the 1974-75 edition of *Directory of the Medical Library Association* in a new format and announced that the *Directory* henceforth will be published annually. The MLA Committee on Surveys and Statistics in cooperation with the American Medical Association and with the support of a National Library of Medicine grant published a new edition of *Directory of Health Sciences Libraries in the United States*, 1973 (© 1974).

Discussions concerning concurrent meetings and mutually satisfactory policies regarding the



selection of annual meeting dates and sites were continued by the Executive Directors of SLA and MLA.

The SLA Representative to MLA called to the attention of the MLA President and President-Elect that MLA has no Representative to SLA and suggested that a representative be appointed for the coming year.

MIRIAM H. LIBBEY

### ***Music Library Association***

As SLA Representative to the Music Library Association, I attended MLA's Annual Summer Meeting held in New York Jul 9-13 at the same time as ALA's annual Conference, and MLA's Annual Midwinter Meeting held in San Juan, Puerto Rico, Feb 4-8.

The meeting in Puerto Rico was very well attended, suggesting that SLA could hold its Winter Meeting in San Juan or a similar spot and anticipate attendance equal to that at a stateside location.

At the Midwinter Meeting, MLA's Committee on Professional Education took note of the fact that the Editor of *Special Libraries* had expressed interest in publishing the Committee's proposed statement on professional education for music librarians when it is completed. And at an open forum on copyright, it was reported that SLA was one of the organizations which had issued a position paper on the subject.

The new President of MLA asked in February whether it would be possible for me to act as a "double agent" and represent MLA to SLA as well as SLA to MLA. I contacted SLA's President who agreed that having the same individual represent two associations, one to the other, was worth a try. (The same arrangement is undergoing a trial with one individual representing SLA and AALL.) As of Mar 12, the reciprocal setup has been in effect between SLA and MLA.

FORREST ALTER

### ***The National Micrographics Association (NMA)***

The name of The National Microfilm Association has been changed to The National Micrographics Association. This name change took place at the 24th annual conference held Apr 8-11 in Anaheim, California. The new name reflects its interest in the developing information sciences, sophisticated storage and retrieval systems, automatic data processing, facsimile transmission and expanded micropublishing activities.

The Association held its first 1975 program, the "Mid-Winter Meeting," in January in Atlanta, Georgia. The theme was "Technology for Today and Tomorrow." The program included status and trend reports on the industry and applications tutorials or miniseminars that included library and educational materials. The

Association has just announced that the first annual "Mid-Year Meeting" will be held Oct 29-31, 1975 in New Orleans. There will be a technical program and a fundamentals course one day prior to the Meeting.

The Annual Conference in Apr featured 55 technical and educational seminars and 100 exhibitors. It was a highly successful update presentation for both the members of the industry and also the users who were able to attend. The local NMA Chapters have adopted the practice of having a "round-up" program on what took place at the conference. These meetings are open to nonmembers. Local dealers receive new models some months later and in some cities there are so-called "showcase" centers, where the equipment of many manufacturers can be viewed. The Metropolitan Information Center, New York City, presented a mini-display of microfilm equipment shown at the conference.

For a number of years your representative has suggested that there should be many more opportunities for librarians and educators to see new software and hardware and has highly recommended more exhibitions be held locally and regionally. Your representative attended the annual meeting of the Information Industry Association and found that only software was shown but one could not properly see how it could be used since viewing equipment was not available.

Some of the new developments at the annual conference included advanced microfilmed information storage and retrieval systems in which the computer does the keyword search from either roll microfilm or microfiche and selects the appropriate image frames that can then be viewed on more than one manufacturer's viewing equipment. Emphasis here is on the system rather than on the merits of any equipment. New types of film designed for active use, not easily scratched, and for applications involving COM, not requiring a special effort to control film curl, were also demonstrated. This was the first time a large group of British exhibitors, seven, sponsored by the Business Equipment Trade Association, displayed their equipment.

One interesting application, first shown in 1968 using NASA photographs, was demonstrated to show its use in the space libraries in the Caltech Jet Propulsion Laboratory system. The designer, H. W. Hoadley, a California consultant, modified an existing retrieval-display printer and designed a new system to permit space photo retrieval of positive-to-positive prints using non-silver technology. The system produces low cost, continuous-tone retrieval for any pictorial bank on microfiche.

The Association has made advances in its publications and seminar programs. The publications program offers a consumer series of publications with additional titles to come. These are available at low cost and for group meetings. An audio-visual program has been started and some slides are available on loan as well as for purchase. They are useful both for informing

others and for training. Seminars are offered at different geographical locations and arrangements may be made for others. A Speakers' Bureau offers technically competent speakers for meetings held by any group.

A new Standards Committee, Uniform Product Disclosures Committee, has been formed with James Crow (E. I. duPont de Nemours & Co.) as Chairperson. They will seek to develop a list of characteristics which would be disclosed in describing each piece of micrographic equipment.

The National Micrographics Standards Board has a number of committees writing standards for its industry. In addition, these same standards may be presented for approval by the American National Standards Institute (ANSI) as a national standard after public review by the representative members of the ANSI PH5 Committee.

Information about micrographics may be obtained from the Micrographics Resource Center, which offers photocopies of articles and other materials by journal subscription or from the publications and standards listed in the NMA Publications Catalog, available from The National Micrographics Association, 8728 Colesville Road, Silver Spring, Maryland 20910.

Your representative welcomes comments and suggestions from the members on any related matter at any time.

LORETTA J. KIERSKY

### ***National Translations Center***

See Special Committee on Translations Problems.

### ***President's Committee on Employment of the Handicapped***

The SLA Representative wishes to express his gratitude to the President, Edythe Moore, for this appointment and to Dr. Bernard Gross, Director of the Antioch Graduate School of Education for supporting this endeavor. It has been personally rewarding to view the problems of another group of Americans from a closer perspective than news reports and television.

The Library sub-committee of the President's Committee has some solid contributions to report this year and SLA was a part of these accomplishments.

1. A study is being conducted on how well handicapped employees function in a library setting. The sub-committee designed and distributed 5,000 questionnaires to public, business, college and university, junior college, and county and regional libraries.

2. An action campaign was initiated to get publishers of books and periodicals to include handicapped persons in illustrations of daily life activities.

3. A campaign was begun to familiarize rehabilitation and placement staff of the diverse

library services available to their clientele.

4. Genuine interest was expressed in encouraging library personnel to enroll in a Postmaster's Certificate Program in Library Science to work with handicapped users. The Graduate Department of Library Science, The Certificate and curriculum are offered by the Graduate Department of Library Science, The Catholic University of America, Washington, D.C. in collaboration with Gallaudet College.

As SLA Representative I attended meetings of the Library Sub-Committee in Chicago, Jan 20, 1975, in Washington, D.C. Apr 30 and May 1, 1975, and will hopefully attend the annual meeting at ALA in San Francisco, Jun 30.

The highlight of the year was the privilege of attending the full President's Committee meeting in Washington and participating in workshops, seeing disabled persons play basketball, exhibit arts and crafts, and to hear discussions on the world as viewed by disabled persons. General trends reported include more library buildings required to review architectural barriers and parking lots for disabled librarians as well as disabled library users.

Workshops followed on affirmative action in higher education, labor unions, business, and its impact on the handicapped person. Affirmative action legislation will be a controversial issue for years to come. Section 501 of the Rehabilitation Act of 1973 makes it illegal for a company having government contracts to discriminate against the handicapped in hiring.

There have been many perplexing questions raised and progressive projects started by the Library Sub-Committee and I hope SLA will continue to be a part of this exciting but very human venture.

WILLIAM B. SAUNDERS

### ***Theatre Library Association***

The Annual Business Meeting of the Theatre Library Association was held on Oct 25. Results of the biennial election of officers were announced. Reelected for a 2-year term (Jan 1, 1975-Dec 31, 1976) were: Robert Henderson, President; Hobart F. Berolzheimer, Vice President and Program Chairman; and Richard M. Buck, Secretary-Treasurer. Paul R. Palmer was elected Recording Secretary.

Members were invited to attend the Annual Program Meeting of the American Society for Theatre Research on Friday and Saturday, Nov 29 and 30. There was also a joint cocktail reception for the two organizations at the Pierpont Morgan Library on Friday evening, where guests viewed an exhibition of original theatrical designs from Donald Oenslager's personal collection.

The Theatre Library Association and the American Society for Theatre Research have formed a joint committee to sponsor a conference on Popular Culture, as part of the nation's Bicentennial Celebration.

The George Freedley Memorial Award for an outstanding book in the field of live theatrical presentation was awarded to *Blacking Up, The Minstrel Show in Nineteenth-Century America* by Robert C. Toll; honorable mention went to *Life Among the Playwrights; Being Mostly the Story of the Playwrights Producing Company, Inc.* by John F. Wharton. The Theatre Library Association Award for an outstanding work in the field of recorded performance was presented to *Children and Television, Lessons from Sesame Street* by Gerald S. Lesser. The awards were presented at a special ceremony at The Players Club, New York City.

The summer meeting will be held July 3 at San Francisco in conjunction with the annual American Library Association conference. As always, the public is invited to attend.

DOROTHY L. SWERDLOVE

***United Nations Non-Governmental Organization Observer***

The Briefings of the United Nations have again been varied and included all the major social and economic problems of concern to the United Nations. They have been very instructive and of high quality. Since 1975 is Interna-

tional Women's Year, a great deal of attention was focused on the promotion of equality of men and women, and on the Conference scheduled to take place in Mexico City Jun 19-Jul 2. Some of the other problems discussed were: FAO, Freedom from Hunger Campaign/Action for Development; The Fifth United Nations Congress on the Prevention of Crime and the Treatment of Offenders to be held in Toronto, Canada, Sep 1-15, 1975, was discussed by the Chief of the Crime Prevention and Criminal Justice Section of the United Nations Social Development Division. In a background briefing NGOs were informed of the Seventh Special Session of the United Nations General Assembly Sep 2-12, 1975, which will deal with development and international economic cooperation. Some of the other subjects were: Peace-keeping efforts, natural resources, UNESCO, ILO activities and many others.

The Annual Conference for the Non-Governmental Organization was held Mar 5-6, 1975; its theme was: "The UN at 30 . . . The Next 30 Years." Copies will be sent to Association Office when received. A 6-page report can be found in the *UN Chronicle* 12 (no.4): 47-53.

The Transcripts of briefings will again be sent to Association Office.

DR. ALICE E. PLOWITZ



## REVIEWS

**Literature and Bibliography of the Social Sciences**, by Thelma Friedes. Los Angeles, Melville Publishing Co., 1973. (Wiley-Becker and Hayes Information Sciences Series) 284p. \$12.95.

Providing new perspectives in a familiar bibliographic landscape, this book is an enlightening experience. From its title I had assumed it would be like White's *Sources of Information in the Social Sciences* (2d ed., ALA, 1973): a descriptive review of social science materials. Not at all. Friedes' book is an in-depth study of scholarly literature, defined as "the communications system of scholars in the discipline."

The book considers "the nature of the scholarly discussion in the social sciences and, on that foundation, the organization of the literature to convey the discussion and the use of bibliographic records to identify and facilitate access to the literature."

Beginning with the characteristics of science and scientific communication, Friedes moves on to the social sciences as branches of the scientific enterprise. Her definition of the social sciences is the academic disciplines: psychology, anthropology, political science, economics, history, sociology, geography, and—to a limited degree—education. She states, however, that "there is no single way to define or enumerate the social sciences." The development of scientific perspectives in the social sciences is traced, with the origins and roles of the scholarly associations, and the growth of professionalization in the social sciences. Professionalization "creates an audience for highly specialized and technical writing."

Friedes investigates "the forms of publications most commonly encountered in the literature of the social science disciplines . . . from the point of view of the 'job' done by each in relation to the others, and the role of each publication form in the over-all process of scientific communication." The forms of publications covered in depth are research reports, scholarly journals, technical reports, books, research reviews, handbooks, essay collections, textbooks, histories, encyclopedias, and dictionaries.

The final portion of the book is devoted to "Literature Retrieval and the System of Bibliographic Records." Friedes observes more than once "that the literature and the bibliographic

apparatus of scholarship manifest many organizational and functional similarities because both are shaped fundamentally by the character of scientific communication. . . . Both literature and bibliography are means for conveying 'what is known' in science; the former in direct, substantive terms, and the latter in the compressed abbreviated form of bibliographic citation." Literature searching is seen as "tuning-in." "A reader who understands the essential qualities of scientific communication and the various roles carried out within the system is in the best position to exploit whatever resources are available with maximum effectiveness."

That Friedes makes her points with admirable clarity is obvious. Even those familiar with scholarly literature have much to learn from this incisive analysis. Distinctions and relationships usually dimly perceived have been boldly elucidated. Fresh insights emerge.

Each essay is followed by an appendix which is a highly selective bibliography of the particular form of publication covered in the essay. Within the form, the titles are arranged by discipline. The essays are fascinating, but I have doubts about the bibliographies which, at the very least, disrupt continuity of thought. For those titles discussed in the text, the bibliographies are repetitious. The additional titles are so highly selective as to appear quixotic. Anyone having experience with the literature of the social sciences is familiar with these titles and does not need a list. Those who are seeking a review of the literature of any particular discipline will find the bibliographies insufficiently comprehensive and the fragmentation by form difficult to use. Carl White does that sort of thing much better. The book would have profited by the omission of the bibliographies and by resting its case on the titles examined in the text.

The format is otherwise excellent and the volume is attractive. There are two indexes: subject, and name and title. Highly recommended for its illumination of the basic structure of scholarly literature in the social sciences.

**Barbara S. Marks**  
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**How to Harness Information Resources: A Systems Approach**, by Foster W. Horton, Jr. Association for Systems Management, 1974. 147p., diags. \$7.50 paper.

The central question in today's information tangle is the familiar one, "How do I get the information I want when I want it?" Simply enough, the author, at present Director of Information Systems, Office of Special Representative for Trade Negotiations, Office of the President, answers: "The information user must approach the problem of harnessing information resources in a systematic fashion" (p.20) and "The systems approach is one such approach." (p.10) His book talks about information as a system, and how information handlers and users may apply systems engineering.

Dr. Horton spends as much space (six of his twelve chapters) describing the information problem as he does on how to handle it. Very little of what he has to say here is new to the experienced librarian. "No two sets of information needs and users can ever be exactly the same. . . Needs and uses are constrained and exist in a kind of counterdependent balance with available resources. Each heavily influences the other" (p.33). And "If information is not furnished the user in useful formats, all of the human and financial investments in advanced and sophisticated data collection and data handling tools, techniques, hardware and methods will have been in vain. . . If the information is not *communicative*, its intrinsic worth is immaterial and irrelevant." (p.59)

For the librarian reading this portion, Horton is preaching salvation to the saved, although his presentation of the material is both sensible and unusual enough to force us to look at what we know from a new point of view, with a resultant clearing of our vision. But the aegis under which the book is published, the respected Association for Systems Management, as well as the author's own statements, make it evident his aim is not to inculcate librarians. He wishes to indoctrinate top management. Throughout the book, he expresses and re-expresses this thought, "In my view, the reluctance of information users, particularly top level management in large business and governmental organizations, to view information as a resource no less pervasive or important than human resources, facilities, materials, and plant equipment, or plain dollars, must take a large share of the blame for the information explosion." (p.9)

The foresighted special librarian, then, will see this book reaches the hands and eyes of management. Having done this, the special librarian must also be willing to use the techniques described in the last half of the volume.

Here Dr. Horton, who was formerly the Environmental Protection Agency's Director of Management Systems, discusses information sys-

tems. Five steps are given as necessary to develop a system; each has a chapter devoted to it. The steps are simple enough: an inventory and catalog of information resources available; an analysis and synthesis of the resources cataloged; developing a model; testing and refining the model; and, finally, installing and implementing the system. Each step is explained in considerable detail, with illustrations drawn frequently from EPA's experiences in developing its master information system.

Detailed as these chapters are, there is also a sense of haste about them that disturbed this reader. In places, explanations are so detailed one feels Dr. Horton is talking to someone who knows nothing whatever about systems engineering; in others, he moves so abruptly from one to another aspect of the topic under discussion that the reader less than completely familiar with systems work is left floundering. Dr. Horton stresses that the control of information on a broad basis is a complex subject, particularly when many information sources are outside the usual transmittal channels of recorded data: but his approach to some aspects of systems work seems more simplistic than it should be for adequate instruction. In short, the last half of the book would have been stronger had a few more pages been given to the text.

Notwithstanding, *How to Harness Information Resources* is an eminently practical book which the systems engineers—and the special librarian as well—can use as a blueprint in developing a system to control and make available all kinds of information. It is also one with a sound basis in information philosophy and a reasonable view of possibilities.

"I submit the problem is not so much with computers as it is with *information*. And not so much with information *gluts* or *gaps* as with how to harness information resources. We are surrounded by information and data on all sides. It is elusive, pervasive, and largely intangible. For the most part it is not consumed as other resources are, when it is used. To marshal data and information resources and use them effectively in service of man's decision-making and problem-solving needs challenges information, computer, and systems scientist to devise more imaginative concepts, techniques and approaches. Surely the Systems Approach offers substantial promise to that end." (p.122)

Recommended to librarians, for whom it was not intentionally written, and to management and systems engineers, for whom it was.

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**Research Libraries in Developing Countries**, by Krishan Kumar. Delhi, Vikas Publishing House, 1973. 464p. Tables, Charts, Index, Appendices. 50R. (\$6.45) SBN 7069-0256-4, LC 73-900668

The book is divided into two parts: an overview of social science research libraries in India, Pakistan, Indonesia, Malaysia, Singapore, Thailand, and Tawain (p.1-184) and a detailed case study of the Sapru House Library (p.185-458) (the joint library of the Indian Council of World Affairs and the School of International Studies at Jawaharlal Nehru University, New Delhi). This second part is based on a Users' Survey of the Sapru Library developed by the author who claims it can be used as a model for similar surveys which should be done in developing countries.

The title of the book can be misleading. The subject is limited to social science research libraries. The geographical limitation of the book is South and Southeast Asia. The author describes the state of social science research libraries in the area. He compares it some what with the situation in India, which he feels to be advanced by comparison.

To sum up Kumar's findings, one would conclude that the importance of research in the social sciences is being realized by governments in these countries. Therefore, the growth and development of research institutions is receiving more attention. For now, however, the picture of research libraries in these countries is quite dismal. The lack of proper organization in the book trade and the lack of bibliographic control are both factors. Library education in these countries, though treated from a general point of view, is in need of more and better qualified teachers. There is a lack of suitable teaching materials in local languages. Foreign agencies and foundations are described as active in providing aid in the form of expertise, reading materials, and equipment, contrary to the passive and insignificant role of local library organizations. The author, however, fails to substantiate his criticism of foreign experts who have made recommendations which Kumar felt to be unsuitable.

If the author were serious about his objective when he hoped that, "a work of this kind should therefore be of special help to research libraries in developing countries. . ." (Preface), he fails to convince this reviewer as to how they can be helped by a study which is too descriptive and recommendations that are too general. The value is lessened by the lack of a bibliography.

**Mohammed M. Aman**  
St. John's University  
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**Information Retrieval and Documentation in Chemistry**, by Charles H. Davis and James E. Rush, Westport, Conn., Greenwood Press, 1974. xx + 284pp.

"Documentation" in the title was a poor choice semantically. If the authors meant the dictionary definition, the word is meaningless vis-à-vis the contents of the book. A better title would have been "chemical documentation" or "information storage and retrieval in chemistry."

The book consists of nine chapters varying widely in length and pertinency. The first chapter, labelled "Introduction," could have been eliminated with no loss. Chapter 2, "The Human Factor," defines the user inadequately and gives a poor picture of how the average chemist interacts with information, information sources, and the "information specialist" (who, also, is poorly defined).

Chapter 3, "Indexing Systems," also mentions classification systems, but neither is discussed to any depth. Whereas the authors describe briefly, very briefly, a variety of systems, careful reading and study of the chapter will not teach indexing, nor will one know the strengths and weaknesses of the various systems.

In Chapter 4, "Abstracts and Abstracting," the authors begin to warm-up and give the reader a more meaningful treatment. But, on page 43, the definition of an abstract is almost a nonsequitur. Too much is made in the chapter of computer-based abstracting without giving the reader a feeling for the cost (input, CPU, and user) and quality (informational content).

Chapter 5, "General Principles of Retrieval Systems," describes various retrieval systems, such as the Uniterm, weighted term, term truncation, keywords, edge-notched cards, etc., from the searcher's viewpoint. Missing is the system design viewpoint.

Chapter 6, "Retrieval Systems Evaluation," does a fairly good job in describing several well known evaluation methods, but fails to give the reader any feeling for the results of comparative systems or for whether the exercise of evaluating a system is worth the effort.

The final three chapters on chemical nomenclature, notation systems, and topological systems are very definitely the best in the book. The authors are eminently successful in describing the systems delineated in the literature. But, what's good where and when, the authors leave to the reader. In Chapter 7, it is unfortunate that the authors did not discuss the latest *Chemical Abstracts* nomenclature. The last three chapters will be of value to literature chemists.

**Herman Skolnik**  
Hercules, Inc.  
Wilmington, Del. 19899

## HAVE YOU HEARD ?

### Index Available

An index to the Library of Congress Cataloging Bulletins nos.1-107, Jun 1945-Dec 1973 has been compiled by Nancy B. Olson, Mankato State College. Price: \$5.00. The index is available from Mrs. Olson, Box 567, Lake Crystal, Minn. 56055.

### New Indian Library Association

The Institute of Librarians (IOL) is a National voluntary organization of professional librarians in India. It has sponsored a course in applied librarianship and information services. A well-planned program has been undertaken which will cover surveys and bibliographical compilation. In addition, a quarterly journal has been initiated. The institute is located at the Department of Library Science, University of Calcutta, Ashutosh Buildings, Calcutta-12, India.

### New Journal

The Institution of Electrical Engineers (London) and the Institute of Electrical and Electronics Engineers, Inc. (U.S.), have begun a series of low cost information journals called *Key Abstracts*. Each issue is scheduled to include 250 items most relevant to the area covered in that issue. For further information: Annemarie Cunningham-Savendell, Press and Public Relations officer, Institution of Electrical Engineers, Savoy Place, London WC2R OBL, England.

### Translations Directory

The Guild of Professional Translators has published the *Translator Referral Directory, 1974-1975*. \$2.00. 48p. Write: Guild of Professional Translators, 5914 Pulaski Avenue, Philadelphia, Pa. 19144.

### U.S.S.R. Contract Signed

G. K. Hall and Co. has announced an agreement with the U.S.S.R. Copyrights Agency for the exclusive rights to publish English-language translations of current material from the All-Union Institute for Scientific and Technical Information.

### Manuscripts Accepted

*The Sourdough*, the official publication of the Alaska Library Association, is now accepting articles from non-Alaskan li-

brarians about Alaska. For more information write to Alan Edward Schorr, c/o Rasmuson Library, University of Alaska, Fairbanks, Alaska 99701.

### Iranian Periodicals

A new reference is now available which gives full bibliographic descriptions for 318 periodicals. *The Directory of Iranian Periodicals, 1973-74*, is available in Persian and English at \$4.00 U.S. from the Tehran Book Processing Centre, P.O. Box 11-1126, Tehran, Iran.

### New Quarters for Library School

The University of Southern California School of Library Science was dedicated Oct 3, 1974. The new building is on 34th Street between Figueroa and Hoover Streets, Los Angeles.

### Italian Series Available

The complete 13 volume set of the *Bollettino di informazioni* is available from the Associazione Italiana Biblioteche, 00184 Roma, V.Milano, 76 Italy, c/o Istituto di Patologia del libro. The set: 36,400 lire (plus postage); yearly overseas subscription 8,000 lire.

### Microfilming Project

A cooperative microfilm project is being carried out by the National Agricultural Library and land-grant universities. The objective is to obtain an archival film copy of state agricultural documents from inception of the experiment station, extension services, and college of agriculture through 1969.

### Do You Qualify?

The International Development Research Center in Ottawa is sponsoring the compilation of a list of persons whose expertise might be useful to Canada. Persons living in Canada and Canadians working outside the country who have expertise in library and information science service outside Canada and the United States are being sought. Entry forms can be obtained from Dr. F. Matthews, School of Library Service, Dalhousie University, Halifax, Nova Scotia, B3H 4H8, Canada.

## STAFF DEVELOPMENT

Patz, Alan L. / Performance Appraisal: Useful but Still Resisted. *Harvard Business Review* 53 (no.3):74-80(May/June 1975).

This article discusses "the major barriers continuing to hinder effective performance appraisal" and four steps to remove them. The author has conducted open-ended interviews with managers of different types of organizations. The obstacles present in the performance appraisal process are the collection of data, the analysis of the data, the political side, and the interpersonal side of the process.

Feild, Hubert S. and William H. Holley / Performance Appraisal—An Analysis of State-Wide Practices. *Public Personnel Management* 4(no.3):145-150(May/June 1975).

"This article reports on a survey of state personnel directors with state-wide performance appraisal systems." The conclusion states that there seems to be a movement toward a result-oriented appraisal technique rather than a person-oriented one.

"The Nuts and Bolts of Performance Appraisal." 1973. 31 minutes, color, sound, 16mm; available for purchase or rental; for current prices: Arthur R. Bauer, Creative Media (subsidiary of Batten, Batten, Hudson & Swab, Inc.), 820 Keosauqua Way, Des Moines, Iowa 50309.

This film effectively demonstrates a step-by-step procedure for individual employee performance evaluation. It describes the tools for building an appraisal and discusses rules and techniques for conducting an appraisal. It includes a brief, printed training leader's guide and could be complemented by 4 audio cassettes of the LAD-PAS Staff Development Committee/JMRT/SORT 1974 (ALA, N.Y.) Workshop on "Performance Standards for Librarians." They are available @ \$10.95/cassette, from Development Digest, P.O. Box 49938, Los Angeles, CA 90049.

Borgman, Ronal G. / How to Manage a New Employee's Probationary Period. *Supervisory Management* 20(no.6):26-29(June 1975).

This author points out that many organizations are "sacrificing an important aspect of effective manpower management by not taking full advantage of the probationary period." Personnel problems occur as a result. The guidelines can help every library manage its new employee's probationary period.

Witsett, David A. / Making Sense of Management Theories. *Personnel* 53(no.3):44-52 (May/June 1975).

The major assumptions of six leading management theorists (Argyris, Drucker, Herzberg, Likert, Maslow and McGregor) about man and his organizations are presented. The key techniques based on behavioral sciences are also provided. This article is a basic primer on man and his organization.

Izraeli, Dafna Nundi / The Middle Manager and the Tactics of Power Expansion: A Case Study. *Sloan Management Review* 16(no.2):57-70(Winter 1975).

Izraeli provides a sociological analysis of the middle manager role and illustrates her general observations by a case study. She observes that the middle manager role is often power deficient. Individual middle managers respond to this problem in one of three ways: they become a *bureaucratic* manager or a *feudal* manager or an *expansionist* manager. These modes of behavior are analyzed in detail.

"Transactional Analysis." 1974. 30 minutes, color, sound, 16mm; available for purchase or rental; for current prices contact CRM Films, Del Mar, California 92014.

"... a film which reveals that the TA approach to management is clearly job-oriented and pragmatic. It is a simplified approach to understanding why people act the way they do in organizations and what can be done to promote productive employee behavior and increase profits." The producers tried to introduce too many concepts. The idea of TA is splendid, but the examples are too extreme to be useful in a training situation or applicable to a library setting. It would do if you're desperate and can't wait for something better.

Mills, Ted / Human Resources—Why the New Concern? *Harvard Business Review* 53(no.2):120-134(Mar/Apr 1975).

The field of human resources development (HRD) is fully explicated. The reasons behind, the effects of, and the future for HRD are all discussed. The author has provided a "Glossary of common HRD terms."

Quick, Thomas L. / Putting Responsibility for Training Where It Belongs. *Personnel* 52(no.2):45-51(Mar/Apr 1975).

The author believes that each manager is responsible for making sure that his employees take advantage of all growth and learning opportunities. "We must conclude that the effective operation is one in which employees are able to analyze and diagnose each new variable and develop ways of dealing with it."

Chapman, J. Brad and Fred Luthams / The Female Leadership Dilemma. *Public Personnel Management* 4(no.3):173-179(May/June 1975).

"This article suggests that female leadership research shows there is probably no significant difference between male and female leadership styles but that there is a difference in leadership behaviors." Research into female leadership styles is reported. The female leadership dilemma of "Failure/success" is discussed and solutions are offered.

Neal Kaske  
Univ. of California, Berkeley



## PUBS

(75-101) **Paper, Its Making, Merchanting and Usage.** Haylock, E. W. 3d ed. London, The National Assn. of Paper Merchants in conjunction with Longman, c1974. \$15.00. LC 73-86110 ISBN 0-582-03031.5

Textbook for those concerned with the paper and board industry.

(75-102) **Network; International Communications in Library Automation.** 2(no.1) (Jan 1975). Tempe, Ariz., The LARC Assn. Monthly. \$24.00 per year, \$42.00 two years.

Among the features are articles, notes, and reviews.

(75-103) **Dictionary of Business, Finance, and Investment.** Moore, Norman D. Dayton, Ohio, Investor's Systems, Inc., c1975. 543p. \$25.00 (library ed.), \$14.95 (American standard ed.) LC 74-29447

Defines terms, noting related and opposite terms and subjects. Includes graphs and some cross-references.

(75-104) **The African Book Publishing Record.** 1(no.1) (Jan 1975). 116p. Oxford, Eng., The African Book Publishing Record, 1975. Quarterly. \$30.00 per year surface mail, \$37.50 air mail.

Includes news and notes section, publishing company profiles, journal reviews, and articles, as well as a bibliography of new and forthcoming African publications (primarily those in English or French).

(75-105) **Canadian Reference Sources Supplement.** Ryder, Dorothy E., ed. Ottawa, Ont., Can., Canadian Library Assn., 1975. 121p. \$7.00 ISBN 0-88802-106-2

Supplement to *Canadian Reference Sources: A Selective Guide*, listing new works and editions through 1973, with corrections and additions to the previous work. This work also includes some personal bibliographies and material dealing with areas smaller than the provinces.

(75-106) **Current Accounting Literature 1973;** A supplement to *Current Accounting Literature 1971* listing books, pamphlets and periodicals of current interest added to the major accounting libraries in the British Isles during 1973. Baig, Amena, comp. London, Mansell, c1974. 276p. \$32.50. ISBN 0-7201-0455-6

Listing of new acquisitions by author and subject. There are separate sections for periodicals and serials. Includes an index and notes locations of copies.

(75-107) **Conservation/Ecology; Resources for Environmental Education.** Harrah, David F.

and Barbara K. Harrah. Metuchen, N.J., Scarecrow Press, 1975. 323p. \$12.00. LC 74-23055 ISBN 0-8108-0780-7

Bibliography, partly annotated, including books and periodical articles. Lists government and other public agencies and environmental film distributors. Includes a chronology of major U.S. environmental legislation, glossary, and indexes.

(75-108) **Standards for Library Service: An International Survey.** Withers, F. N. Paris, Unesco Press, 1974. 421p. \$12.95. ISBN 92-3-101177-4


Surveys national, academic, special, public, and school libraries.

(75-109) **Universal Bibliographic Control—A Long Term Policy, A Plan for Action.** Anderson, Dorothy. Munich, Verlag Dokumentation, 1974. 87p. ISBN 3-7940-7

The developments in and requirements and recommendations for universal bibliographic control as developed by IFLA.

(75-110) **Scientific Periodicals; Their Historic Development, Characteristics, and Control.** Houghton, Bernard. Hamden, Conn., Linnet Books, 1975. 135p. \$10.00. LC 74-30193. ISBN 0-208-01363-6

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**Wanted to Purchase**—Cumulated Index Medicus 1972. Correspondence to the Librarian, Institute of Medical and Veterinary Science, P.O. Box 14, Rundle Street, Adelaide, South Australia, 5000.

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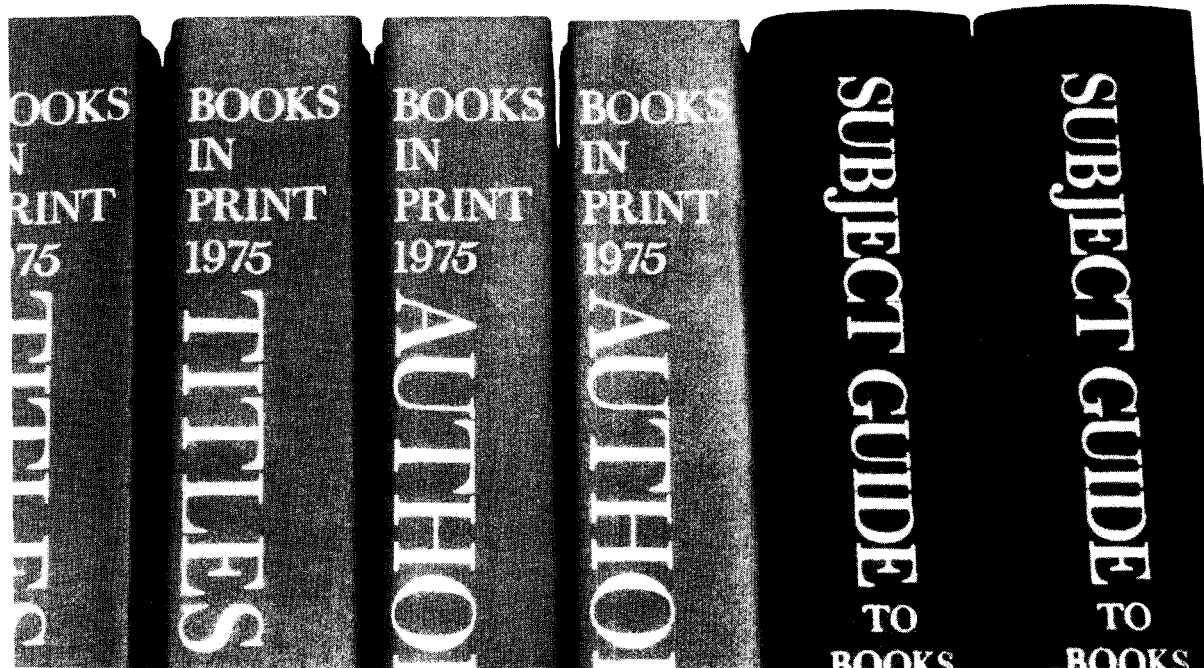
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