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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 34

November 1943

NUMBER 9

There Go the Books
Mrs. Hammond Dugan

Building a Quartermaster Technical Library
Staff Sergeants John E. Conway and Frank M. Rahill

Library Service at Great Lakes
Mary D. Vocelle

Wartime Libraries for Service Men
Elizabeth H. MacCloskey

Food Administration and the Libraries in World War I and II
Newman F. McGirr

Libraries and the Food Program in England
Gwendolyn Kidd

Britain on the Screen
Edith Hannister

A Survey of Journalism Libraries
A. Annette Lewis

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THE STAFF

ALMA CLARVOE MITCHILL
Editor

JEAN MACALISTER

Associate Editors

BETINA PETERSON

KATHLEEN BROWN STEBBINS
Advertising Manager

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• November •

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THERE GO THE BOOKS

By MRS. HAMMOND DUGAN

Supervisor of Libraries, Training Services Branch, Training Division
Lexington Signal Depot, Lexington, Kentucky

TO most of us mobile warfare implies task forces, tanks and planes. Systems of communication are equally important and equally mobile. Back of these mobile units functioning in battle areas there is a training program, also mobile in nature. In its own way, the wartime technical school library reflects this characteristic, both in its organization and in its materials. Through the communications schools of the Signal Corps there have passed thousands upon thousands of soldiers and civilians. Since the progress of the war and the results of research call for a changing and expanding curriculum our printed and visual reference resources serve and reflect these changes.

The Library of the Lexington Signal Depot is probably typical of such training libraries. We are not sure, however, for the mobility and speed of our own library program has afforded us little leisure to learn of other similar units. The student's tour of duty at this post is short, the curriculum is intensive, and procurement channels are long and devious. Every effort possible has been made to put the books, not on the library shelves, but into the hands of the students. We know that a class of 30 students needs reference material on 'scopes or multivibrators or gas-filled tubes today—tomorrow won't do.

DUTIES OF LIBRARY STAFF

The usual niceties of peacetime library procedures are in abeyance. Records are kept methodically, and inventories are the

order of the day. We have no workroom, no pleasantly private offices. The attendant at the desk assists with reference work, checks out the books (which involves the writing of pass slips in triplicate), then turns to the machine at her elbow and starts again the endless typing of bibliographies, accession sheets, inter-office memos, book orders and letters.

The reference librarian, constantly at work on bibliographies, has a difficult problem of selection: a general bibliography on super-heterodynes is not sufficient. Knowing the curriculum, she makes a special set of references on the maintenance and repair of superhets. References on the time constant are useful to us only if they refer to condensers. The request for "something on detectors" may indicate a desire to study mixers or super-regeneration. One instructor calls for a dozen books on regeneration, but only those which treat of regeneration in amplifiers. It is not enough to know that the request for "dope on the Dippy" means references on oscillators: the Dippy is a reactance-capacitance oscillator and material on it is elusive, to say the least.

The work of the head librarian requires an almost constant state of alert. General or even specific background materials of the usual type do not always suffice. The treatment of subject matter is an important factor. She must watch the publishers' announcements for every communications book being published for the war training program. Her own pro-

gram of action must be very flexible and mobile. As she makes her rounds of the departmental reference collections in the various Post schools, she may hear that a school of telephony, or instrument repair, or storage and issue has been set up. The officer in charge is interested and a little surprised when she calls to suggest a reference collection for his use. By an early morning telephone call, an officer requests books for the new projector school, or she may learn quite by accident that several schools have been consolidated, moved to new quarters a dozen miles away, and that the curriculum has been expanded. If she notices that circulation statistics for one school have shrunk, she may find that an intensification of the curriculum leaves little time for anything but the mastery of lesson sheets. In a short time, however, she may also learn that supervised study periods have been inaugurated in several schools, and the existing departmental collections must be supplemented by classroom materials for collateral reading. She is not critical of these rapid changes; the Signal Corps knows its business.

BOOK SELECTION

Book selection has other difficulties not encountered in the ordinary technical library. The students who come to these schools are an extraordinarily heterogeneous group when we consider their education, experience and training. The first contingents were mature and experienced men; intensive recruiting has brought us young high school graduates who may have had to pass only a fairly inconsequential test for mechanical aptitude. The first students knew electricity and radio but, paradoxical as it may seem, they were the ones who used the most books. They quoted authorities, they knew the publishers and many of them had excellent

personal libraries. For them the officers in charge provided many copies of standard texts by Terman, Hund, Glasgow, Morecroft, etc. Our younger students, ill-prepared in mathematics and having no previous knowledge of radio, were dismayed and even antagonized and discouraged by these advanced texts. They tended to shun books entirely—weren't they to learn merely a service job, after all? The librarian selected books for diversity, for comparative simplicity, and the circulation statistics responded. Here indeed is a situation where one man's book is another's poison. We have learned to evaluate our clients: here is a Ghirardi or a Rider man; the next one may require a Reich, an Eastman or a Brainerd. It is gratifying to watch students graduate from a lower to a higher reading level.

Mobility of organization may have resulted in a diffusion of library resources, but it is a healthy condition. The technical student must have books at his elbow. Stockroom keepers check out reference books along with the radio equipment for use at the work bench. For his outside study, the student relies on the main or branch libraries which are under the supervision of trained school librarians. Departmental collections were distributed to every pre-service school in the state of Kentucky and on the post itself there are eleven such collections.

BRANCH LIBRARIES

At present, two technical branch libraries and a post branch for enlisted men have been opened. The post branch will have both technical and recreational books, the latter donated by the local Victory Book Campaign. It serves not only the post hospital but also the officers' club-room.

Our most interesting branch library is located in the Electronics Power Supply

School, eighteen miles from the Depot. This school is the only one of its kind in the United States, and the library has several unique characteristics. There the books are concerned with automotive electricity, batteries, internal combustion and Diesel engines. We supply their books, catalog their training slides and negatives, and take the inventories. But there our activities usually end. The heads of the school, being extremely book-minded men, had organized their library resources before the head librarian was appointed to the post. Since we were not in on the branch's organization, we have not interfered with their routines. We have watched with interest and some amusement the method used by the directors in the circulation of books. They are treated as car parts, and circulation procedures follow the routines of a perpetual inventory. The scheme works well, however.

The main reference library is located some miles from the post at the civilian radio school in Lexington. This probably accounts for the remark made by a soldier to the effect that he had heard of the library while he was still in New York but that since arriving at the post he had been unable to learn anything about it. The library was placed in the city rather than on the post in order that it might be accessible to students after their school hours. There are a few students from other schools who have been known to appear at two o'clock in the morning to check out books. With so many departmental libraries under the supervision of busy storekeepers, we have been unable to keep accurate circulation statistics. At the main library, however, we had a circulation of over 5,000 in one month. At this time our accessions totaled approximately 5,000 books and we were not then working on a twenty-four-hour

schedule.

The educational aspect of our work interests us greatly. We emphasize the fact that we are one of many technical school libraries serving the Signal Corps training program and we believe that we are a small but vital unit in the army's educational program. It is true that we supply reference materials on a limited number of technical subjects, but through our services many a soldier and civilian is learning for the first time the importance of books. To each contingent of civilian students, a member of the library staff makes a short introductory talk about the functions and resources of the books and magazines which have been furnished them by the Signal Corps. The librarian emphasizes the best methods of study, and she urges the use of periodical and vertical file materials.

On the walls of the main library the students may see Lord Elton's and President Roosevelt's statements that "books are weapons of war." We read them portions of General Olmstead's splendid letter which urges members of the Signal Corps to "think of the library first in solving a problem." This latter quotation also appears as a poster on our walls, but there was a day when the suggestion backfired on us. A civilian appeared at the circulation desk, pointed hopefully to the poster, and said blandly, "My problem is that I'm out of gas tickets." Even the special librarian is privileged to serve her clients by many means.

ANALYTICS FILE

While it is true that our quarters and many of the items of our equipment point to the impermanency of our small mission, and while we have felt it necessary to sacrifice temporarily many of the niceties of peacetime library procedures, there is one feature of our reference work to which we have given unstinted effort

and attention. This is the 600-card visible index analytics file. It is the generative unit of our library service. The experienced technical librarian may derive amusement from our ill-concealed pride in this tool; but the general librarians who have, because of the war effort, been transformed overnight into technical librarians will understand our sentiments. The story of the file runs thus:

During the early weeks of the library's organization, when instructors and students were first becoming aware of the possibilities of such a service, a student came hurriedly to the head librarian and asked what we had on "ripple frequency." According to the indexes of the many books hastily consulted, the library had very little indeed. This was no time to stand on obviously empty professional dignity; the librarian consulted a shift instructor. Courteously hiding his surprise, the instructor suggested that she give the student material on filters, rectifiers and power supplies. This was the birth of the analytics file.

None of the staff had had a scientific or technical education. The language of physics and, more particularly, of electricity and radio, was a foreign one. When one authority discussed condensers and another spoke of capacitors, we had no way of knowing that they were identical items. Strange it is to realize now that in those early days we did not realize that a vacuum tube was an electron tube. When our classification system, the U. S. Bureau of Standards Expanded Dewey, dated 1930, failed to list the words *electronics* and *oscillators*, we were bewildered.

After several days spent in apparently conflicting and bewildering terminology, the librarian had a conference with the head of the school, a very library-minded, book-wise individual. At her suggestion

an advanced student who was awaiting further orders was assigned to the library and our analytics file became a reality.

At first the bibliographies were typed on loose sheets of paper, and because we found it so convenient to carry them to the shelves when searching for material, we decided that the file's permanent form should be in the nature of a visible index file. We chose a card 5 x 8 inches in size in order that we could include notes and other pertinent data. Cross references and guide cards are abundant, and most difficult to make. Each card contains the call number, author, title, inclusive pagination or chapter number. The more important or more satisfactory materials are starred. References to magazine articles follow those for the books; next are the Bell Laboratories monographs, Aerovox Research publications, manufacturers' data and other vertical file items. And finally, we are listing all visual aids available for each subject, whether they be lecture slides, training films or film strips. If an instructor wishes a special approach to, or selection of, material on a certain subject, we make a card especially suited to his needs. When instructors make up their collateral reading lists for their lesson sheets, we remove whole drawers of bibliographies on their subjects and place them, and the books to which they refer, on a table. By this method they may quickly, and comfortably, evaluate the materials available.

Thus, the one or many cards on each subject analyzed indicate a total picture of this library's reference resources on that subject. We cannot begin to estimate the degree to which this file has streamlined, vitalized and intensified our reference work. Instructors and students, even those who know best the contents of the books, rely upon the file at all times. There is a fascination in noting the ex-

tent and comparative treatment of subjects. Through its aid we have been able to serve the individual differences of our students. The student assistant left us at the end of a few weeks' work, but instructors and other advanced students have given us invaluable assistance in accumulating additional materials and in the clarification of nomenclature. The file expands daily.

Other advantages of the card analytics are as follows: The card may be slipped from the file and carried to the shelves or magazine rack; then when books and magazines are assembled on a table, the client uses the card as he studies. If it becomes soiled, retyping is easy. New accessions are added quickly. It is easy to keep abreast of publication of materials. When we open a new branch, the whole file is reproduced and sent along with the books. New cards are typed in duplicate and mailed to the branch, along with additional items for older cards. When we note a special demand in certain subjects, we reproduce those bibliographies by mimeograph and distribute them to students of all the schools with the suggestion that the sheets be stapled into their notebooks for present or future reference. Those mimeographed sheets are also distributed to groups of new students when the librarian makes her introductory talk. And of the utmost importance is the fact that when new and untrained assistants join the staff, they can undertake reference work imme-

diately with the aid of the analytics file.

The library catalogs and accessions all training slides and negatives for the Audio-Visual Aids Section of the Training Services Branch at the Lexington Depot and we have begun a similar work on training films and film strips. In order to reduce the wear and tear on the training slides, we are to make a visual catalog. For this, too, we plan to use the large visible index cards, each of which will carry a contact print and a description of the slide listed.

Now that our department has been designated as the official library for the whole of the post, we are expanding our activities still further, for the Signal Corps trains its men in many skills. We are aware of our limitations concerning the technical subjects in which we work, but we know, too, that it is we, not the technicians, who can organize these books and magazines for the use of the schools' personnel. For once, we are in the majority: are there not millions of other men and women also learning and performing new skills in order that we may win this war? And every librarian should be gratified by the realization that whatever the training program is, wherever its needs arise, there go the books. When peace returns, we can safely assume that our techniques of "mobility" will impart vitality to whatever work we undertake. In the words of the philosophical taxi driver, for us at least, "The duration will last longer than the war."

NOTE: Since the writing of this article the books are again on the march. This time they have traveled from the Lexington Signal Depot in Lexington, Kentucky, to the Holabird Depot in Baltimore, Maryland, where Mrs. Dugan is now reorganizing her library. During the 13 months when the Signal Depot Library was located in Lexington over 57,000 books were circulated.—Ed.

BUILDING A QUARTERMASTER TECHNICAL LIBRARY

By STAFF SERGEANT JOHN E. CONWAY, Librarian

and

STAFF SERGEANT FRANK M. RAHILL

Technical Training Service, Quartermaster Replacement Training Center,
Camp Lee, Virginia

EVERY good soldier, whatever his rank or branch of service, now and then has a professional problem for which he can find no answer in sources available to him: some fine point in close order drill or military etiquette; facts about a recently developed weapon; data on some new chemical warfare agent; or any of a thousand and one other matters having to do with the complex and ever-changing business of modern war. This is where the military library steps into the picture. Set up and developed hurriedly under emergency conditions in most instances, and operated often under considerable difficulties, including inadequate funds and frequent turn-over of personnel, these agencies have nevertheless made good, and are playing an increasingly important role in the war effort, particularly in the field of training. An example of this is the Reference Library, Technical Training Service at the Quartermaster Replacement Training Center, Camp Lee, Virginia, whose mission is to assist in improving Quartermaster basic and technical training.

A year ago the Library started with a single librarian, newly recruited from a training company, seated (on the floor) in the midst of an accumulation of War Department publications, and grubbing industriously through the huge, untidy mass. Today the Library is well organized,

smoothly functioning and extensively consulted as a reference headquarters and research agency. It offers an up-to-date and fully catalogued collection of 20,000 items and renders a prompt, practical, many-sided service to the officers, enlisted personnel and technical school staffs of this huge Quartermaster training center. The interval between was a period of painstaking spade work, intelligent planning and resourceful improvisation so as to meet the multifarious, ever-changing and often unpredictable needs of a dynamic training program, which has been conspicuously successful in turning raw recruits into fighting technical specialists—Combat Quartermasters.

First things came first in launching the Library. "Doctrine" literature, on a basis of *Army Field Manual 21-6* (known in the Army lingo as FM 21-6) was acquired, also Army Regulations; Field Service Regulations; Field and Technical Manuals; War Department Circulars and Training Circulars; Orders; Bulletins; Memoranda; Circular Letters; Extracts; Tables of Allowances, Organization and Equipment; Mobilization Regulations; Training Programs; as well as standard items such as the *Manual for Courts Martial* and supplementary material represented by such publications as *Intelligence Bulletins*, *Tactical and Technical Trends* and orientation literature.

Organization went hand in hand with acquisitions. As publications were received they were catalogued and filed. Personnel was added to the Library and trained. Comprehensive indexes were compiled for Circulars and *Tactical and Technical Trends*, the contents of which were broken down by subject. Indexes were inaugurated for publications like *Training Circulars* and an assistant librarian was assigned to post changes on *Army Regulations* and check their ARs and Circulars by the War Department's *Monthly Index* and by AR 1-10 (Check List). A surplus stock file of pamphlets was accumulated for distribution.

Manuals were indexed by number and by subject or title in a visible file, with as many as ten entries being made in some instances for one volume, to assure maximum reference value. As an example, FM 10-5 (*Quartermaster Operations*) was entered under Procurement, Storage, Distribution and Issue, Warehousing, Subsistence, Salvage, Remount Service, Transportation and other subjects. This file is kept on the desk of the Chief Librarian, a staff sergeant (all the personnel is military) along with a master set of ARs, index to ARs (AR 1-5), a master file index, FM 21-6, and bound volume of *Training Circulars*, *Tables of Organization* and other key military references.

Assembling a good file of War Department publications is no simple matter since certain items are as rare as four-star generals. Compiling and maintaining a complete, or nearly complete, file of ARs is in itself a formidable undertaking. Few sets are without their numerous and sometimes important hiatuses, the filling of which is a task which calls for patience, diplomatic finesse and the detective talents of a Sherlock Holmes. These elusive items must be searched out in their hiding places, flushed resolutely with the

aid, often, of rank and authority and corralled by cunning and subterfuge. The master set at the Reference Library is not the most complete extant, but it is a respectable compilation and substantial progress has been made in augmenting it.

Uncle Sam today is undoubtedly America's foremost publisher of text books and technical volumes. Manuals, to take but one type, are constantly being issued and reissued, especially in the fields of signal communication, Quartermaster, Ordnance, Air and Armored Forces. Keeping up with this steady flow is one of the routine chores of the Library staff.

Basic military and technical training literature produced by the various arms and services and by individual installations, forms a secondary group of material that cannot be neglected. Under this head are the valuable *Conference Course Training Bulletins* of the Infantry School; various Ordnance publications, including the monthly periodical, *Army Motors*; the *Bulletin of the Adjutant General's School* (for many weeks the one generally available source of advance information on the new morning report) and the Command and General Staff School's *Military Review*. Camp Lee itself is the source of a considerable body of training literature, including the *Quartermaster School's Courses of Study*, *Lesson Plans*, *QMC Handbooks* and *Technical Bulletins*, and the *Replacement Center's Basic Training Notes*, *Instructor's Guides* and *Training Schedules*, not to mention miscellaneous items like *The Command Voice* and *Hints to Drill Instructors* reproduced through the facilities of the Technical Training Service. All these are indexed and available in the Library.

Scarcely less valuable are the service journals, which are represented in the Library's files: *Infantry Journal*, *Field Artillery Journal*, *Coast Artillery Jour-*

nal, *The Military Engineer*, *The Quartermaster Review*, *The Cavalry Journal* and *Army Ordnance*. From this group the Library staff has compiled a selective index which has been found useful as a supplement to the military periodical index of *The Military Review*. Also on file at the Library are service journals of a more general type such as the *Yank*, *Army Times*, *Army and Navy Register*, *Army and Navy Journal* and *Our Army*.

A good Quartermaster library cannot afford to confine itself to strictly Army affairs. The scope of the QMC is, as we know, vast. In fulfilling its many-sided mission of clothing, equipping and generally servicing the Army, keeping it clean and disease-free, feeding the living and burying the dead, its service impinges upon a score of professional, mercantile and industrial fields. With schools as diverse as plumbing and baking, refrigeration and truck driving, electricians and graves registration depending upon its facilities, the Library must keep abreast of "the state of the art" of scores of trades and professions. It must have in its possession all manner of special technical manuals, manufacturers' instructional pamphlets and operational handbooks, besides general and special pedagogical texts. The Reference Library has been doing this steadily, and its files and shelves include not only books but numerous periodicals devoted to special fields, such as *Modern Packaging*, *SAE Journal*, *Educational Screen* and *Textile World*. The Library subscribes to the *Industrial Arts Index*, covering this field.

Besides technical literature, general reference volumes and general periodical literature are a part of the Library's collection, as well as a few national newspapers. Files of the *New York Times*, in conjunction with the *Times' Index*, provide a val-

uable reference source for current events. General magazines frequently contain interesting contributions to current military history not available elsewhere, and they can occasionally be drawn upon for preliminary information, though not as a basis for official action, on subjects like the School of Military Government and the Army Specialized Training Program, in advance of authoritative releases. A beginning has been made on a file of clippings from current general publications on basic military and specific QMC subjects, similar to that of a newspaper "morgue".

To make up for inevitable deficiencies, close liaison has been established with other libraries at Camp Lee, and when a reference question cannot be answered or material furnished from sources immediately at hand the libraries at the Quartermaster School and Service Clubs, as well as Headquarters file sections, are contacted. However, the service does not stop there. Where special data is required, the inquirer is put in touch personally, if possible, with an authority on the particular subject, such as an officer who has seen action in a theatre of operations; or he is referred to outside agencies like the Library of Congress or the Army War College Library.

Not content to furnish information when solicited, the Library staff makes it a point to advise the various technical schools of receipt of all matter which may be of use or interest to them. The Library also publishes and distributes a mimeographed weekly acquisition list as a means of keeping personnel and schools informed of new material on every subject as received. Issued jointly with this publication is a list of new training films, film bulletins and film strips received in the Film Library, a section of the Technical Training Service, which is quartered

in an adjoining building and maintains close contact with the Library.

The Library operates with a very small staff, but in emergencies it is able to draw upon the well-trained and adaptable personnel of other sections of TTS—Development, Typing, Administration and Supply—for filing, typing and research.

The Reference Library is essentially what its name indicates and has no circulation department as such. However, in certain circumstances, material is loaned out on withdrawal cards. Most of the Library's service is rendered over the telephone or to callers in person. A reading room, maintained for patrons and frequently crowded, is equipped with complete and up-to-date maps of all parts of the world and other reference material. A

steady stream of soldiers moves in and out of the Library, as many as 500 in the course of a week, seeking practical assistance and reliable information on the most diverse military and related questions: What is the width of a battleship; Can I get a short biography of General Somervell; Is "right shoulder arms" an authorized position for the rifle at double time; Have you anything new on night operations; How does a soldier dispose of body waste when he is in a foxhole; etc.

It all involves hard work, the continuous exercise of patient ingenuity, toilsome inquiry and research, but the job has its compensations—a satisfaction that every question answered is a contribution to the making of a better soldier, and the winning of the war.

LIBRARY SERVICE AT GREAT LAKES¹

By MARY D. VOCELLE

Librarian, U. S. Naval Training Station, Great Lakes, Illinois

THE U. S. Naval Training Station at Great Lakes, Illinois, was commissioned on October 28, 1911. Originally built to accommodate 1,500 men, the Station has seen two periods of great expansion. During the first world war over 50,000 men were quartered in tents and barracks covering 1,200 acres; today the same station spreads over 1,500 acres and will accommodate 75,000 recruits. It is now the fourth largest city in the state of Illinois.

To provide proper and efficient library service on short notice to so many has presented a new set of problems with which the library must cope. During the first world war the American Library

Association came through, not only with books for Great Lakes, but with 27 trained librarians to set up and operate the libraries in the various recreation buildings throughout the camp.

Library service evidently proved very popular with the men for after the war the Navy Department decided to continue the program and appointed a Director of Libraries. Today, Miss Isabel DuBois, who was a navy librarian during the last war, directs and supervises all library activities on shore stations and at sea, selects all trained personnel from civil service rolls and controls the book purchasing.

In December 1941, there were on duty at Great Lakes two trained librarians. I was comparatively new to the Navy, hav-

¹ Based on a paper presented before the Illinois Chapter, Special Libraries Association.

ing been appointed in November of 1940. My assistant, Miss Magraw, had been with me one month. At that time we had in operation a Main Library and one branch, located in the Naval Hospital. Today there are twelve assistant librarians, five clerks and a total of ten libraries and three reading rooms in operation.

At Great Lakes the libraries are under the direction of the Chaplain's Department. To the Chaplain-in-Charge of the libraries the librarian submits her requests for books, supplies and additional personnel; he, in turn, directs these requests to the proper authorities. All administrative work and cataloging is centralized in the Main Library which is located on the second floor of a brick building in the permanent Station. Of the nine branches now in operation, eight are located on the second floors of the recreation buildings in the various camps, while the Service School Library has quarters in a large classroom on the first floor of the Mathematics building. Each library has a trained librarian in charge, several recruits who act as assistants, a book stock of approximately 4,000 volumes, pamphlets, maps, and current magazine and newspaper subscriptions. Library service is extended to all naval and civilian personnel connected with the base.

The Service School Library, which has a special collection of technical books that is being constantly built-up, serves a clientele of over 10,000 students and instructors who are interested in learning about everything from the intricacies of a torpedo to Emily Post's version of how one should eat soup.

Some of the most interesting aspects of library work on the Station are to be found in the various dispensaries. The Camp McIntyre dispensary, with approximately 1,700 beds, is visited twice weekly by a librarian from the Main

Library. All other dispensaries on the Station are serviced weekly by the librarians in their respective camps. Since we are fortunate enough to have a Bookmobile it is no great task to transport either books or librarians to the outlying parts of the Station.

Camp Robert Smalls at Great Lakes was one of the first places in the U. S. where Negroes were trained for general service in the Navy. Our branch library there owes much of its success to the imagination and enterprise which the librarian, an enlisted Negro with a degree in library science, has brought to his task. It is his contention that libraries should be as common in a man's life as visits to the barber shop and to bring this about he is sponsoring art exhibits and making his branch the center of intellectual and artistic activity in the camp. The Robert Smalls library serves, in the main, the Negro Service School and Ship's Company personnel. Negro recruits are quartered in adjoining Lawrence and Moffett and the two large libraries there are likewise operated by recruits under the direction of the Station Librarian.

Our book stock has been gathered mainly from the Bureau of Naval Personnel and from gifts. In the Spring of 1942 the Victory Book Campaign supplied us with some 30,000 volumes and it is with these that many a branch shelf has been filled. They have also gone to the Marine and Wave barracks, on draft trains, to Brigs and to quarantined barracks. Currently we are checking in some 25,000 new volumes, from the Bureau of Naval Personnel, which will supplement our branch library book stock. The large number of technical books in this lot are receiving a very warm reception. A monthly shipment consisting of eight copies of from 80-100 titles, and a monthly allotment from the Station Wel-

fare Fund suffice to keep us up to date with best-sellers in fiction and non-fiction. The library also draws from the Welfare Fund a monthly sum which is usually expended for catalog and mending supplies. However, the bulk of supplies are drawn from the Navy Supply Department.

Tastes in reading vary from camp to camp and season to season. Hospital patients prefer Westerns, detectives, best-sellers and technical books of all types. Men in recruit training demand technical books and best-sellers, with Westerns, detective stories and books of humor always popular. With eight libraries in operation, the circulation is upwards from 13,000 monthly. Non-fiction, with an average circulation of 40 per cent, is steadily gaining in favor.

Many of the men coming into the Navy intend to make it their career and it is primarily for this reason and the desire to do their job well that there is such demand for books for study. A number of

men who are taking correspondence courses avail themselves frequently of the inter-library loan service and the libraries in the vicinity have been most cooperative about making loans of books and periodicals. Professional personnel also make use of these loan privileges.

With all that has transpired since December 7, 1941, there is yet much to be done at Great Lakes. Collections must be filled in and more books must be cataloged. Five additional librarians recently allotted us must be trained in Navy procedure. The staff on hand at the present time is busy sorting and cataloging books, making up magazine subscription lists, and tending to the hundred and one other details that accompany the maintenance of a large system. And M day is never a thing of the past for we are always mobilizing and reorganizing to meet the new situations brought on by the varying fortunes of war. As in libraries everywhere else, a Navy librarian's work is never done.

WAR TIME LIBRARIES FOR SERVICE MEN¹

By ELIZABETH H. MACCLOSKEY

Librarian, Sixth Service Command Headquarters, Chicago, Illinois

THE Army Library Service is not new. There are a few old books in my library at Sixth Service Command which were purchased by the War Department as far back as 1878. During World War I, the American Library Association and the Red Cross furnished books and periodicals at camps all over this country and overseas. After that war,

libraries were maintained at nearly all posts by Government funds of varying amounts and were administered by enlisted custodial librarians. The book collections were supplemented by traveling libraries. With the draft, before World War II was declared, there came an increased awareness of the value of libraries. A library section was established in the Morale Department, now the Special Service Branch, in Washington. Major Ray L. Trautman, a trained librarian, is

¹ Based on a paper presented before the Illinois Chapter, Special Libraries Association.

its head. A trained civilian was appointed in each of the nine Service Commands and a camp librarian was named at each post of 5,000 or more strength. This has since been expanded to include all posts of 2,500 and hospitals of 1,000 beds. Adequate funds for the purchase of library materials were provided and a high ideal of service was set.

The Service Command librarian's duty, in addition to operating the Headquarters Library, is to supervise the post libraries and to train new librarians in Army methods. In the Sixth Service Command, Illinois, Michigan and Wisconsin, we have twenty-four professional camp librarians. The typical camp library is a part of the Service Club which is the enlisted man's "home from home". Here he may dance, play games, attend entertainments, receive his friends, eat, tell his troubles to the hostess—and read. The libraries are physically very attractive. While construction is crude, it has great possibilities. Colorful curtains adorn the windows. Comfortable chairs are provided. Smoking is permitted. The librarian is ever ready to help in any way she can, including suggestions for a name for the new baby the soldier father has not yet seen, as well as to recommend the best book on weather forecasting or the newest western.

Lest this picture be too inviting, I must tell you that the library was not always like this. When the new librarian reports to her camp, her head buzzing with Army Regulations, accountability and military etiquette, she usually finds a bare room with the shavings still omnipresent, a large heap of Victory Books in the middle of the floor and eager soldiers asking if the library will be open next Monday. It is a terrific task to build a library from a bare room, but each librarian has done it. She has selected the books, accounted

for them, processed them, shelved them, washed her face and announced that the library was open for business. All this she has accomplished in from four to six weeks. She has no regular staff. She has trained a series of enlisted men, used volunteers or she may be lucky enough to have a typist assigned her. Her office is in her head and her work room is her desk. Of course her new books have not all arrived and her cataloging is only begun, but she does have books on her shelves, classified and labeled, and she can and does give service. After the library is once open, the librarian increases her collection, catalogs her books and constantly improves her service. She soon learns the reading tastes of her men which vary as much as do the men. She serves the man who has not read a book since the compulsory *Silas Marner* in the ninth grade as well as the man who wishes to study toward the completion of his Ph. D. someday. She also picks out the newest and goriest murder story for the man who wants to relax. She helps an ambitious one with advance reading for Officers' Candidate School and chooses quotable sentimental verse to be copied in a letter to the girl back home.

To any one who is interested in entering this Service, there will be plenty of hard work and valuable library experience. We can guarantee the most fascinating job you have ever had, and you will be making a real contribution to the war effort, with never a dull moment. In my own Headquarters Library, which is exceedingly sedate as compared to a camp library, a recent day included simultaneously in the one room, a registration board for officers, a training class for librarians and at the far end a soldier wedding. Library service went on serenely in the meantime.

FOOD ADMINISTRATION AND THE LIBRARIES IN WORLD WAR I AND II

By NEWMAN F. MCGIRR

National Archives, Washington, D. C.

THE issue for December 1917 of *Food News Notes for Public Libraries* published by the United States Food Administration, included a letter from Sarah Louise Arnold, then dean of Simmons College. The first sentence of the letter contained a clarion call which lives after her: "The Library is the School of the People." In another issue, No. 4 of *Food News Notes*, was a reduced reproduction of Charles Dana Gibson's stirring poster—the one where a housewife steps along so gallantly at the right of the line of marching soldiers. An extract from the communication over his famous signature says: "The library, as an educational center, is the natural local point from which the inspiration should start to interest art students in these matters." Claribel R. Barnett, former librarian of the United States Department of Agriculture, in issue No. 12 of the same publication drew attention to *Library Leaflets* published by the Department which covered subjects of interest in connection with the campaign for increased food production and conservation. These were intended for wide distribution and were obtainable in quantities by libraries. In her recent book, *We Pledged Allegiance*, Edith Guerrier states on page 10, "Early in September [1917] I suggested starting a monthly bulletin to be called 'Food News Notes for Libraries'." Miss Guerrier had been called to Washington to organize the Exhibits Section of the Educational Division of the Food Administration. The possible inspiration for her book title may be seen

among the Food Administration records now in the custody of The National Archives—her signature on the oath she swore, "30th day [August] 1917."

It is "public" libraries in the printed titles of all twelve numbers of this bulletin, *Food News Notes*, but Herbert Hoover omitted this adjective when mentioning the publication in his message to the librarians of the United States. That issue was accompanied by *Ten Lessons on Food Conservation*, a pamphlet arranged for summer schools by the Food Administration in cooperation with the Bureau of Education.

As a result of a "General plan suggested for library publicity," addressed to all Federal Food Administrators by John W. Hallowell, Chief of the States Administration Division, Miss Guerrier states: "We succeeded in calling to our aid some of the ablest librarians in the United States". Under date of October 4, 1917, *Press release* No. 292 mentions among other items that State Administrators had been requested to appoint State Library Directors from librarians already in service, and that *Food News Notes for Public Libraries* issued by the Food Conservation Division, would make suggestions for organizing exhibitions following the example set in Washington. The *Food News Notes* also included lists of current books, magazine articles and digests of press releases and press statements of a relative nature. From Mr. Hallowell's *Data Book Sheet* No. 91, September 29, 1917, we also learn that, "The Food Information Committee of

the War Service Committee of the American Library Association is acting as an Advisory Board for the purpose of cooperating with the Chief of the Library Section in lining up the Libraries of the United States in the Food Conservation Service."

To quote again from Miss Guerrier's book: "From the library corner of the Food Administration in Washington I had the opportunity of quietly observing the rise, development and achievements of that organization,"—but it scarcely seems possible that the lady sat quietly for long anywhere, dashing as she did from coast to coast and longitudinally too, attending conferences, delivering talks and arranging exhibits. In her report of the Library and Exhibits Section of the Educational Division, September 1, 1918, for one year's activities, it is stated that there were distributed to the libraries through the State Directors over 1,500,000 pamphlets and leaflets and about 600,000 posters.

The Educational Division systematically furnished daily press releases—articles prepared for trade and farm journals, country weeklies, labor, religious and other publications. An index for these releases was compiled by the library staff of the Information Bureau (also called Information Division) of which Miss Frances Moore was Chief. The library under the management of Miss Philema A. Dickey was well organized and serviceable and located in the building erected for the Food Administration at 18th and D Streets, N. W., in Washington.

Miss Dickey made a report to Miss Moore on January 20, 1919 in which she wrote:

"The library of the Information Division has completed its first full calendar year and the only one for which statistics of work and 1917 the library of the Food Conservation Di-

vision was consolidated with that of the Information Division thus making a library with three distinct sections, each with its separate files. In the information section the files contained material on the production, storage, transportation and marketing of food stuffs and the attendant problems involved . . . The necessity of keeping in touch with the regulations adopted for the control of the growth have been kept." . . . In November food situation was manifest and a separate file was started . . . The Home Economics section of the files and the books on the subject have been kept as an entity . . . Policy of the library; to buy no books that could be borrowed from any of the established libraries in Washington . . . only such reference books as could not, because of their character, be spared by any library were purchased . . . The really vital material is in the vertical files and is made up of newspaper and magazine clippings, government documents, reports on various phases of the food situation, statistical bulletins and bibliographies. To accompany this the library has selected 20 daily papers, representing all parts of the country, 125 periodicals regularly received, only a few subscribed for, other gifts from the publishers. . . ."

Also among the Food Administration records in The National Archives is Memorandum No. 47 of Clinton R. Whitney, Chief Clerk. It is dated July 24, 1917 and states that the Information Bureau reported the cooperation of the 150 libraries of the District of Columbia; the Library of Congress was preparing bibliographies, lending books to the Food Administration and had placed an alcove at the disposal of its personnel; the 17 branches of the library of the Department of Agriculture were furnishing information every day; arrangements had been made by which any member working on a subject requiring a great many references could have a room in any of the Washington libraries where he could work "day after day as though in his own office."

Under the auspices of the Illinois State Council of Defense and the United States

Food Administration, a Patriotic Food Show was held in the Chicago Coliseum, January 5-15, 1918, and the Library Section of the Show became the official information bureau for the entire exhibition.¹ Truly the libraries *were there with the goods* in the First World War.

WORLD WAR II

On the pedestal under the "Female figure" in front of The National Archives, is carved: "The heritage of the past is the seed that brings forth the harvest of the future." The work of the Food Administration in the first world war certainly must have relevancy as to food conservation in World War II. Since December 7, 1942 war agencies in Washington have made frequent use of the records of the Food Administration in The National Archives, many of which are the printed and processed publications which were widely distributed in 1917-1919. Not long ago I circularized about a hundred libraries throughout the United States as to whether or not they still had any of this material available for reference. Replies indicated that nearly all had some and several had considerable collections.

In the earlier period the United States Department of Agriculture was not equipped to take over the functions of food conservation as it is today under Secretary Claude R. Wickard. There is not the necessity now of setting up an elaborate organization for which, so fortunately, there was then a Herbert Hoover. Reaching the general public through the printed word was recognized as the strong arm of the service by the food administrators, and the libraries were considered as being key points of distribution. In fact Uncle Sam by establishing depository

collections of government documents in libraries of various cities has long recognized this method of distributing knowledge. But why stop here? The Superintendent of Documents might consign to those libraries which indicate their willingness to act as distributing agents, limited quantities of free publications and those for which a nominal charge is made. On the latter a "dealer's commission" might be specified with all unsold copies returnable, eventually, without charge. The librarian would specify, of course, subjects or types for which that particular library might have "customers". This idea has slipped off the pen, so to speak, while writing and perhaps it is impracticable, but the enormous production of the Government Printing Office, to say nothing of the voluminous departmental literature, gives one pause, especially in these times of paper shortage. Smaller editions with a more selective distribution might be in order. The American Library Association in its "Statement submitted to the United States Government", (*College and research libraries*, March 1943) states: "We believe the Government should make maximum use of libraries as agencies for getting war-related publications to the public who use them".

But to return to our subject, we find on checking through the seventy "Suggested activities for wartime library service", (*A. L. A. Bulletin*, January 1942) a number seen to be applicable to food conservation publicity. The Office of Defense Health and Welfare Services of the Federal Securities Agencies offers *The food front; a series of eleven lectures delivered in the U. S. Department of Agriculture Auditorium, March 11-April 15, 1942*. Each of these eleven papers is outstanding and the librarians are the lads

¹ O. E. Norman, "The library's part in the first food exhibit." [first should be qualified] (*In Library Journal*, 43:180-181, March 1918).

LIBRARIES AND THE FOOD PROGRAM IN ENGLAND¹

By GWENDOLYN KIDD

Librarian, British Information Service, Washington, D. C.

WHEN I was asked to speak to the Science-Technology Group of the Washington, D. C. Chapter of Special Libraries Association, it was suggested that inasmuch as many of the Group members were affiliated with library service in the United States Department of Agriculture, it might be of interest to discuss the part the British librarians have played in the successful operation of food control and supply. Also it would help the librarians in the United States to see more clearly how they could contribute to solving the multitudinous problems which are incurred in feeding a nation at war. How the libraries could best give advice and assistance in garden production, seed selection, organization of garden clubs and the best use of food after it had been grown, were subjects which the library staffs had faced earlier in the game in Britain.

I want to give you an idea of the problems which these libraries faced and of the terrific problems which the Ministries of Food, of Agriculture and of War Transport had to overcome in obtaining food for the small island, also of the problems of nutrition and ration planning so that each person would receive the best according to his needs, at a time when human energy and health counted for so much in the production of war material. To begin with, county committees were organized to supervise and to see that every

thing was being done that could possibly be done to use manpower and machinery to the greatest advantage. The success of these County Committees has been so great that Britain now produces two-thirds instead of one-third of her food needs. Through plowing-up campaigns 18 million acres of land were brought under the plow, representing an increase of 50 per cent over the pre-war figure, and hitherto unusable land was drained or cleared and brought into production.

Research is directed by the Agricultural Research Council and films, publications and leaflets are some of the methods used to introduce the results of research into the kitchens of Britain and to bring modern agriculture practice into immediate use on British lands. The volunteer land army and the holiday camps add to the supply of manpower for agriculture; in fact, all available manpower from all sources, armed force, Italian prisoners of war; school children and others is turned to use in food production. At the Royal estate of Windsor, "all the King's horses and all the King's men" are being used this year to bring in the harvest!

FOOD CONTROL

Food is controlled by the Government and the Ministry of Food cooperating with the Ministry of Agriculture on the question of home food supply, with the Treasury which finances all purchases and operations, and with the Ministry of War Transport which supplies the tonnage to bring food from overseas. In fact, a live animal comes under the control of the

¹ Address before the Science-Technology Group of the S. L. A. Washington, D. C. Chapter, March 23, 1943.

Ministry of Agriculture and a dead one passes to the hands of the Ministry of Food. A growing vegetable is looked after by the Ministry of Agriculture and a picked vegetable moves under the control of the Ministry of Food. In the question of food control, the extent of the Ministry's control varies with different commodities. In general the most essential food stuffs are the most fully controlled. The Ministry is the sole importer of all goods, the sole purchaser of home-produced meat, sugar and creamery butter as well as being the chief purchaser of many other commodities such as eggs and bacon.

The Food Advice Division of the Ministry of Food promotes the Kitchen Front campaign through broadcasts, posters, advertising, films, local campaigns and cooking demonstrations. The Household Kitchen using an ordinary housewife's equipment prepares recipes based on a family of four which will save food and fuel. *Food Facts*, an unbroken series in newspapers since August 1940, have been of great use and aid to the British housewife. Food Advice Bureaus are opened in each district and in these Bureaus advice may be obtained on the very best means of saving food and yet producing attractive meals.

LIBRARIES TO THE RESCUE

The damage to libraries caused by the bombings, with the loss of books, damage to records, reductions in staff, etc., was severe to the point of trying the patience of every librarian and the heart-rending task of cleaning up the depressing wreckage was one that the librarians turned to with added dislike for the cause of such wanton destruction. To libraries in general fell the task of bringing together in appropriate, rapidly usable form, every kind of information concerning the personal life of the people: condi-

tions of military service; rapidly changing legal enactments and orders; the character and addresses of organizations for relief; supplying comforts to the armed forces; watching over the needs of their families, rents, allowances, clothing and food difficulties.

Libraries became more and more the center of the communities. Some libraries took over the duties of the Citizen's Advice Bureau or assigned a space for it. In many places the head librarian directed the national registration or took on the duties of the food or fuel controller and because national registration cards, ration books, etc. were absolute necessities, it meant that practically the entire community had to visit the library. This brought all types of people to the building, many of whom had never before entered it.

The difficulty of getting people to the libraries owing to the problems of transportation, black-outs and long working hours, necessitated the establishing of book collections in munition plants, shelters, clubs and other central meeting places. The people in lonely communities were served by mobile units such as the Cheltenham Mobile Library which is equipped to serve six readers at once.

Publishers were printing only one-third of the normal out-put of books because of the paper shortage and the difficulties in replacing manpower at the presses. As Britain curtailed all expenditures, library budgets were trimmed and the librarians were challenged to put forth all of their resourcefulness to serve an increased circulation with less of everything. We even had a rhyme! "Because of Hitler, the book fund's littler; because of Hess, the printing's less".

It has been said that in spite of the shortage of paper the book lists were even more attractive and such lists as "Gardens for Food," "Rationing Re-

cipes," "Household Repairs," etc. were among those compiled. There have been exhibits of books with posters and photographs on Dr. Carrot and Potato Pete issued by the Ministry of Information and by the Ministry of Food. These have been a great aid to the program of using bread substitutes.

Though the Citizen's Advice Bureaus and the Food Advice Bureaus, often set up in the local library, people could discuss their problems and then choose books and pamphlets which would be most helpful to them. Whenever in a talk given over the British Broadcasting Chain, a Government pamphlet is discussed, it was not only explained that the material could be obtained from His Majesty's Stationery Office or from the local book-sellers, but it was also mentioned that the

material was available at the library. The *Food Facts* series have been mounted in the libraries and thereby have been made available to numbers of citizens who otherwise would not have an opportunity to see them, the newspaper shortage being so severe.

Like "Mrs. Miniver's Rose" there is often great rivalry among the garden and allotment growers including the librarians and exhibits of garden achievements are proudly displayed in libraries. Library grounds have ceased to be beautiful green lawn plots and have been turned into vegetable gardens with the Chief Librarians boasting to each other not only about the books in their collections but also about the tomatoes, radishes and especially the onions growing in their library gardens.

BRITAIN ON THE SCREEN

By EDITH BANNISTER

Film Officer, British Information Services, New York, New York

DURING the past decade the joke of "home movies", once exploited gloriously by Robert Benchley on the commercial screen, has passed into the serious-sounding business of "audio-visual aids". What began as a hobby has, within the last four years of war, become not only a supplement to the printed word but a potent weapon of democracy, an aid to the men fighting as well as to the civilians backing their fight, enlarging their understanding of the causes and conduct of the war and preparing them to meet the problems that total war may bring.

Schools, colleges and libraries, as well as all types of clubs and forums, now regularly show on 16mm projectors many excellent films on a multitude of wartime

subjects. Audiences from 5 to 500 are gathered for such showings, where the films may make a program in themselves, or, more usefully, start off a cycle of comment and discussion. The Army and Navy include "orientation" films in their regular training courses, and many plants add "midshift movies" to the amenities provided for their workers.

In Britain, where at the outbreak of the war few schools and libraries were equipped with projectors, the Ministry of Information early realized it was useless to embark on a program of instructional films unless there were adequate means of bringing them to the people. So the "Celluloid Circus" scheme came into being and now trucks with generator, machine,

films and operator, are sent on intensive tours in every area of the country. By this means steel workers in Sheffield, textile operatives in Lancashire, and farmers' wives in village halls everywhere, can see before their eyes the training of paratroops, the war production of American factories and the postwar food plans for the world. In 1942 an audience of over 10 million—one-third of them in factories—saw 50,000 of these "circus" film shows. In Britain, as in the United States via dealers and educational libraries, the Government maintains a film library through which films may be rented directly at any time. Sixty-eight thousand programs were arranged by London's Central Film Library last year.

These films present as complete and authentic a picture of Britain in wartime as the screen can give. That is why the British Government sends them to America. What re-editing of them is done here is simply to make the action (or the accent!) easily intelligible to a new audience. They might be called another form of reciprocal aid as they offer to America the result of British experience, and along with the American documentaries now being shown in British works canteens and village schools, they help to create that understanding which is the only sure foundation for future cooperation.

Some of the films are purely instructional—one-reel demonstrations of how to put out fire bombs or put in potatoes. Then comes the straight reporting film, a newsreel in lengthened form. Eye-witness accounts such as *London Fire Raids*, made during the heaviest raid on the City of London in December 1940, and *Lofoten and Vaagso Raid*, with their on-the-spot pictures of Commando raids on German-held Norwegian islands, are rare historic documents. *Via Persia* shows the Royal Engineers transporting heavy war

material through the mountainous terrain of Iran to Russia.

Other films, longer and more ambitious, present real incidents, enacted by the people who actually took part in them—ordinary men, women and children in their day-to-day jobs and pastimes. The blackout and the blitz are the setting for the magnificent *I Was a Fireman*, where members of the National Fire Service are shown during a gruelling raid on London's dockland, fearlessly fighting the flames and protecting a valuable cargo of munitions which is to sail for Libya the next day. *Target For Tonight* is the film counterpart to Hilary Saunders' factual narrative of Bomber Command; as Saunders makes the pilots' logbooks live, so this film (which won a special award from the Academy of Motion Picture Arts and Sciences in Hollywood) relies on the men of the Royal Air Force for its realism and intensity. More dramatic in conception are the films made as a tribute to other nations fighting the Nazis—*Silent Village*, with the people of a South Wales mining village contributing all their powers of song and human understanding to a re-enactment of the story of Lidice; and *Before the Raid*, an authentic "thriller" acted on the wild coast of Scotland by Norwegian fishermen who had escaped to Britain.

Films such as the two last named are not strictly documentaries. They record reality, but the incidents are planned, selected and arranged in dramatic form. An extension of this, the reconstruction of the past in a realistic way, is seen in the Ministry's four-reeler, *The Harvest Shall Come*. Here the scene is the farmland of Suffolk (and the men and women speak in the slow, melodious accents of that county) and the time is from 1900 to the present day. Through the life of a farm laborer apprenticed at thirteen, and

living with reasonable security only during the two wars of this period, the question is posed: Shall agricultural workers have fair wages and assured living in peacetime as well as in war? This question, along with many of wider implication, is taken up in another film, *World of Plenty*. The variety of techniques here used—clever animated diagrams by the Isotype Institute, cuts from old films, the direct expression of the hopes and fears of the common man—points the way to a new function for the film: the lucid presentation of argument and counter-argument, a forum on the problems of tomorrow. A new film, just received here, shows how the Army Bureau of Current Affairs provides opportunity for the British soldier to discuss these problems freely and frankly.

When people start thinking, they start reading. Paper is short in Britain today, but the film *Battle of the Books*, recommended for use by the American Council on Books in Wartime, indicates that books were never more eagerly read there. It describes measures taken to preserve books and libraries from bombing (recording on microfilm, etc.) but it also

shows that books are more than antiquities, that, through widespread circulation and cheap distribution in rural districts and at Army posts, they take an important place, along with film, in informing the entire community of the worldwide scope and the purpose of this war.

All of the films here described, and many others, are available for loan and sale to libraries, colleges, clubs, etc. The main catalog of British films is called *16mm Films of Britain at War*; also to be had on application are the lists of specialized films on women's war work, nutrition, air raid protection, anti-gossip, farming and gardening, health and medicine, science, youth, pre-war Britain and the United Nations. All lists and details can be obtained from any British Consulate, and from Film Officers of the British Information Services, at 30 Rockefeller Plaza, New York 20, N. Y.; 1336 New York Avenue, N. W., Washington 5, D. C.; 360 North Michigan Avenue, Chicago 1, Illinois; 260 California Street, San Francisco 11, California; and 448 South Hill Street, Los Angeles 13, California.

A SURVEY OF JOURNALISM LIBRARIES

By A. ANNETTE LEWIS

Librarian, Lincoln University, Jefferson City, Missouri

THE first Journalism School Library for Negroes was established in May 1942, at Lincoln University in Jefferson City, Missouri. Its aims include: becoming a center for information on the service and administration of a School of Journalism Library in a Negro Institution, having facilities which are comparable to the best Journal-

ism School Libraries in the country; and meeting the approval of outstanding Library authorities.

There are certain fundamental principles which may be applied to all libraries, general and special. There are, however, certain procedures which are pertinent mainly to Journalism libraries. With this in mind and in order to attain

maximum efficiency in the operation of the Lincoln University Journalism School Library, a study of available material on Journalism library administration was made. Research had previously revealed that the literature on this subject was limited.

Catalogs were consulted from thirty-one of the leading Institutions in the country having Journalism Schools, Departments of Journalism or offering sufficient courses on which some degree could be granted. These Schools included:

Boston University, the University of California, Columbia University, Creighton University, the University of Georgia, Harvard University, the Universities of Illinois and Iowa, Iowa State College, Kansas State College, the University of Kansas, Louisiana State University, Marquette University, the Universities of Michigan, Minnesota, Missouri, Montana, Nebraska, Northwestern, Ohio State University, Ohio University, the Universities of Oklahoma and Oregon, Pennsylvania State College, the Universities of Southern California and South Carolina, Stanford University, Syracuse, Tulane and West Virginia Universities, and the University of Wisconsin.

After a careful study of this material, it was found that many of these Institutions did not maintain separate Journalism libraries. Those falling in this category were eliminated from the survey. Our analysis also revealed that thirteen schools maintained Journalism libraries similar to that of the Lincoln University School of Journalism: Columbia University, Louisiana State University, Marquette University, Ohio State University, Syracuse University, Tulane University, the Universities of Georgia, Illinois, Iowa, Minnesota, Missouri, Nebraska, and Wisconsin.

From replies received from ten of these thirteen schools it was found that five—the Universities of Illinois and Missouri, Marquette and Syracuse Universities, and

Ohio State University—operated Journalism libraries with full time librarians.

A thorough analysis of their replies revealed, in summary, the following:

Responsibility

All of the Journalism librarians are directly responsible to some one in the University Library—either the University Librarians or a Supervisor of Departmental Libraries. Two stated some responsibility to the Director of the School of Journalism in selecting and servicing materials and for "minor details".

Budget

The actual amount allotted for the Journalism Library budgets varied greatly. In all institutions except one, however, the budgets are planned by either the University Librarians or the Library Committees. In all instances the Directors of the Journalism Schools and the Journalism Librarians are consulted. Further, the Journalism School Library budgets were found to be a part of the general library budgets of the institutions.

Book Selection

In all but one of the Institutions final selection of books was made either by the Director or the Faculty of the School of Journalism. In the single exception it was made by the University Librarian.

Ordering

Orders are placed with the University Librarians by the Journalism Librarians, and are taken care of by the Order Departments of the University Libraries.

Main Newspaper Collections

The Journalism Libraries seemed to subscribe to more current newspapers than any of the other libraries on their campuses, but the bound volumes, or main newspaper collections, were usually housed in the University Libraries.

Working Hours

Working hours ranged from thirty-nine to forty-four hours per week for the Journalism Librarians. The average time was forty-one hours per week.

Use

Use of books and magazines was mainly limited to the students and faculty members of

the various Journalism Schools. Other students used the Journalism Libraries a great deal for reading current newspapers.

Files and Indexes

Most of the Journalism Librarians were reluctant to discuss their original files and indexes saying that they were, "about what all libraries collect and file". We were sure, however, that some of them were unique and would have been well worth passing on to the other Journalism Librarians. Two mentioned a collection of old publications and letters and a file of all university news.

Supervision

There is very little actual supervision over most Journalism Librarians. Even matters concerning policies are usually discussed and jointly decided upon.

Duties

The Cataloging Department of the University Libraries prepare and catalog books for the Journalism Libraries. Supervision of assistants and the library, circulation, etc., were duties performed by the Journalism Librarians. All stated that they did a great deal of reference work, and in most of the libraries there were rather large and complete reference collections.

EVENTS and PUBLICATIONS

New developments and changed practices in the field of library cataloging have made it necessary to revise Margaret Mann's *INTRODUCTION TO CATALOGUING AND THE CLASSIFICATION OF BOOKS* (Chicago, Ill., American Library Association, 1943. 276p. \$3.25). The new edition attempts to orient the student of library science in the problems presented by books, as well as in the methods used to make them of service to readers.

The American Library Association has also published the *A. L. A. GLOSSARY OF LIBRARY TERMS* (Chicago, Ill., 1943. 159p. \$3.50), edited by Elizabeth Thompson, under the direction of the Committee on Library Terminology. The glossary is arranged alphabetically, each term having a separate entry. Appendixes give tables of book and type sizes, and a list of abbreviations.

PUBLIC LIBRARIES IN THE LIFE OF THE NATION (Chicago, Ill., 1943. 105p. \$1.50), another A. L. A. publication, by Beatrice S. Rossell, is a brief but comprehensive view of public libraries and their significance in American life. The information in this introduction is directed for the most part to young people of college age.

The ability to read maps intelligently is of especial importance to those already a part of or about to enter into the armed forces. *MANUAL FOR INSTRUCTION IN MILITARY MAPS AND AERIAL PHOTOGRAPHS* (New York, N. Y., Harper, 1943. 138p. \$1.75), by Norman Mac-

Lean and E. C. Olson, is the third book in Harper's Geoscience Series. It outlines a basic course of instruction, primarily for military use, but also applicable to civilian pursuits.

* * *

WARTIME OPPORTUNITIES FOR WOMEN (New York, N. Y., Dutton, 1943. 181p. \$2.50), by Evelyn Steele and *WARTIME OPPORTUNITIES FOR MEN* (New York, N. Y., Dutton, 1943. 205p. \$2.50), by Norman V. Carlisle, are well-illustrated and timely vocational guides.

For information on jobs in commercial aviation and how to get them, consult the *SKY'S THE LIMIT* (New York, N. Y., Funk & Wagnalls, 1943. 195p. \$2), by Charles Hall and Rudolph Merkle.

* * *

It is the purpose of the *PSYCHOLOGY OF EFFICIENCY* (New York, N. Y., Harper, 1943. 361p. \$2.75), by Arthur Gilbert Bills, to bring together all that has been discovered about the hygiene of mental work, the care and maintenance of the thinking machine, and the conditions necessary for its most efficient operation.

* * *

Every officer of the armed forces can greatly improve his ability to express himself in writing or in speaking by learning the methods and the mechanics of these arts. These have been set forth by Lieut. Col. A. G. D. Wiles, Lieut. Arlin Cook and Lieut. Jack Trevithick in their book, *ENGLISH FOR THE ARMED FORCES* (New York, N. Y., Harper, 1943. 262p. Price?).

There has been a steady growth of remedial reading programs in colleges and there is still a great need for understanding the wide-spread reading difficulties. Every phase of this work is discussed by Frances Triggs in *REMEDIAL READING, THE DIAGNOSIS AND CORRECTION OF READING DIFFICULTIES AT THE COLLEGE LEVEL* (Minneapolis, Minn., University of Minnesota Press, 1943. 219p. \$2.50).

* * *

DENTAL VOCABULARY, INCLUDING MANY MEDICAL TERMS (Lancaster, Pa., Jaques Cattell, 1943. 159p. Price?), by Joseph S. F. Marie, presents translations from English to Spanish and vice versa.

* * *

Although the warplane has caught and held the public interest, few laymen really understand its operation. *THE WARPLANE AND HOW IT WORKS* (New York, N. Y., Dutton, 1943. 224p. \$2.50), by Capt. Burr Leyson, makes the complexities of air warfare clearer by explaining all technical matters in simple terms. Illustrated with photographs, diagrams and charts.

* * *

The Committee for Economic Development, Room 3311, Department of Commerce Building, Washington 25, D. C., is a non-profit corporation financed entirely by contributions from individual businesses. The Committee has prepared *PLAN POSTWAR JOBS—Now* (1943. 32p.) primarily for manufacturing and allied organizations whose success is dependent on national economic factors. This handbook describes national postwar goals and approaches to be used by individual industrial companies in planning to reach such goals.

* * *

Every four weeks the War Production Board, Washington, D. C., publishes *Products and Priorities*, a new publication designed to aid business men and Government officials in obtaining information on all products, materials, etc., handled by WPB. This publication now includes all information formerly contained in *Priorities* and in *Product Assignments*.

* * *

WAR AGENCIES OF THE UNITED STATES AND NEW YORK STATE is a handbook listing agencies, date of establishment, authority for agency and organization and functions, published by the State of New York, Division of Commerce, Albany, New York. (1943. 163p. gratis.)

Under the editorship of H. A. Wieschhoff, the Committee on African Studies, University of Pennsylvania, in collaboration with the African Section of the University Museum, has published these African Handbooks: 1; the *GOVERNMENT OF FRENCH NORTH AFRICA* (Philadelphia, Pa., University of Pennsylvania Press, 1943. 130p. \$1.50), by Herbert Liebesny and African Handbooks: 2; the *MINERAL RESOURCES OF AFRICA* (Philadelphia, Pa., University of Pennsylvania Press, 1943. 105p. \$1.50), by A. Williams Postel. This series is designed to offer studies of the African continent and its inhabitants.

* * *

The Citizens Budget Commission, Inc., 51 East 42nd Street, New York, New York, has issued a 25-page free *RECORD OF TRANSIT FARES IN THIRTY-NINE AMERICAN CITIES*, which is a tabulation of past and present rates in American cities with population of 200,000 or over.

* * *

A special analysis on what pay is covered, how to get WLB approval and other pertinent facts are discussed in *PAY INCREASES UNDER WAGE AND SALARY STABILIZATION*. (New York, N. Y., Research Institute of America, 1943. 53p. Free to subscribers.)

* * *

The Biological Sciences Group of Special Libraries Association has a few remaining copies of its *DIRECTORY* published in 1942 which may be secured from Mrs. Florence Roberts, Librarian, William R. Warner and Company, Inc., 113 West 18th Street, New York 11, N. Y. The price of this publication is \$1.25 and it is requested that when possible remittance be sent with order.

* * *

The New York Municipal Reference Library has compiled an up-to-date list of budgets of all large cities of 100,000 population and over, and of some smaller cities in the vicinity of New York. This list of *WARTIME BUDGETS FOR LARGE CITIES* may be obtained upon request from the Municipal Reference Library, 2230 Municipal Building, New York 7, New York. Copies will be distributed free as long as the supply lasts.

* * *

The *STANDARD METAL DIRECTORY* (New York, N. Y., Atlas Publishing Co., 1943. 704p. \$10) lists iron and steel plant, foundries and all other manufacturers and dealers of metals in the United States.

An article on "Weeding the Library", prepared and published by the Division of Adult Education and Library Extension, New York, N. Y., has been reprinted in *Illinois Libraries*, June 1943, pages 201-218.

* * *

The entire August 1943 issue of the *Wine Review* is given over to the "Tenth Annual Directory of American Wineries." (342 Madison Ave., N. Y., Occidental Publishing Co., 1943. 50¢.)

* * *

SIX TWENTY, MARGARETTA HUNT AND THE BAKER-HUNT FOUNDATION (620 Greenup St., Covington, Ky., Baker-Hunt Foundation, 1942. 131p.), by Harry R. Stevens, is a privately printed description of the historical background and personalities that built up a family tradition of such value that a foundation was established. The Foundation promotes, in Covington and vicinity, the study of art, education and science and encourages religious and spiritual life.

* * *

The Chase National Bank of New York has issued a summary of basic information on PENSION, BONUS AND PROFIT-SHARING PLANS (1943. 92p. gratis).

* * *

Bibliographies:

BIBLIOGRAPHY OF ECONOMIC GEOLOGY OF SOUTH AMERICA, Geological Society of America, Special Papers No. 50. Compiled by Joseph T. Singewald, Jr.

LIBRARY OF CONGRESS PUBLICATIONS (Published in Library of Congress, *Information Bulletin*, Washington, D. C., September 1943, p. 3).

MANPOWER PSYCHOLOGY. Compiled by Lee J. Cronbach. (Pullman, Washington, State College of Washington, 1943). Annotated.

POINT RATIONING. Compiled by Dorothy Tompkins. War Bibliographies No. 4. (Berkeley Cal., University of California, Bureau of Public Administration, 1942, 6p.) Annotated.

RECENT CENSUSES IN EUROPEAN COUNTRIES. Compiled by Irene B. Taeuber. (Washington, D. C., Library of Congress, Census Library Project, 1942, 49p.) Annotated.

SELECTED BIBLIOGRAPHY ON METEOROLOGY AND RELATED SUBJECTS. Compiled by U. S. Weather Bureau Library. (Washington, D. C., 1943, 31p.)

SELECTIVE GUIDE TO THE ENGLISH LITERATURE ON THE NETHERLANDS WEST INDIES; with a supplement on British Guiana. Compiled by Philip H. Hiss (New York, N. Y., Netherlands Information Bureau, 1943. 129p.).

NOVEMBER FORECASTS OF Forthcoming Books

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

BALANCED PERSONALITY, by F. A. Magoun. Harper. Probable price \$3.00. "A clear picture of human nature is offered in relation to which the claims of society are outlined and ways of satisfactory adjustment considered. Numerous individual cases and anecdotes illustrate the methods which the author recommends."

CARE AND REPAIR OF EQUIPMENT AND BUILDINGS, by A. G. Mezerik. Harper. Probable price \$2.50. "In this book are considered building equipment, hotel and institutional equipment and furnishings, factory equipment and supplies, as well as office building appurtenances."

CHEMICAL PROCESS PRINCIPLES; Vol. I, Material and Energy Balances, by Hougen and Watson. Wiley. Probable price \$4.00.

CLUB LEADER'S HANDBOOK, by P. P. Jurchak. Harper. Probable price \$2.00. "This book is addressed to the millions of men and women who are members of fraternal orders, service clubs, civic and philanthropic organizations in which members untrained in leadership and parliamentary procedures are being continually elected to office."

FINANCIAL ACCOUNTING, by G. O. May. Macmillan. \$3.00. "The book deals with the broad rather than the technical aspects of accounting."

HANDLING PERSONALITY ADJUSTMENT IN INDUSTRY, by R. N. McMurray. Harper. Probable price \$3.00. "This is one of the few books to bring to an interpretation of human relations problems in industry."

HOW TO CONDUCT EMPLOYEE MAGAZINES, by Garth Bentley. Harper. Probable price \$2.50. "The beginner in the field can use this as a step-by-step guide and the experienced editor or publisher will find many valuable suggestions which can improve the quality of his company magazines."

MAGNETOCHEMISTRY, by P. W. Selwood. Interscience Publishers, Inc. \$5.00. "This is the first American monograph of the field of magnetochemistry."

MIRACLES AHEAD, by N. V. Carlisle and F. B. Latham. Macmillan. \$3.00. "This book gives the first picture of postwar living as it will be for the average citizen."

PRACTICAL MEDICINE, by Drs. W. A. Bastedo and L. V. Dill. Whittlesey House. \$3.00. "Dr. Bastedo and Dr. Dill, in this book, tell the family how to decide whether: to treat the patient themselves; to move him to the nearest doctor's office or hospital; or to keep him absolutely quiet until a doctor can arrive."

RETURN OF OPPORTUNITY, by W. H. Kuhns. Harper. Probable price \$2.50. "Contributions from representative and well-informed leaders in 150 important industries are here assembled in answer to the editor's inquiry as to what will be the prospects of each industry in the postwar world."

SECOND YEAR COLLEGE CHEMISTRY, by Chapin and Steiner. 5th ed. Wiley. Probable price \$3.75.

STATISTICAL ADJUSTMENT OF DATA, by Deming. Wiley. Probable price \$3.50.

SYNTHETIC RESINS AND RUBBERS, by Powers. Wiley. \$3.00.

TECHNIQUE OF RADIO DESIGN, by Zepler. Wiley. Probable price \$3.50.

TVA—DEMOCRACY ON THE MARCH, by D. E. Lillenthal. Harper. Probable price \$3.00. "Here is both the philosophy and practice of a most significant experiment in democratic operation written by one authoritatively qualified."

WAR AND THE LAW, by E. W. Puttkammer. University of Chicago Press. Probable price \$2.00. "War brings sudden and radical changes in the business and social relationship of people to each other. What are the main changes that our law system is going through and what further changes are likely in the future? Each of these lectures takes up some field where developments have come with special rapidity and highlights their importance."

WHAT IS MUSIC? by John Erskine. Lippincott. Probable price \$2.75. "Contains what the beginning listener wants to know about music, as well as new insights for the musically experienced reader."

WINGS OF WAR, by John Knox. Macmillan. \$3.00. "This book, written in a crisp style by an experienced hand, describes what has already been accomplished under the impetus of wartime necessity, and points to the even more remarkable achievements which can be expected in the future."

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Announcements

Librarians Can Sell Bonds

The Indiana Library War Bond Campaign climaxed by rallies on October 6 in Fort Wayne and on October 7 in Indianapolis brought a sales total of nearly \$3,000,000. This is an unexpectedly good result since the drive came at the end of the 3rd War Loan when many librarians had spent their energy on it. F. P. A.'s answer to this was: "Our boys do not stop fighting". Several members of the Indiana chapter of Special Libraries Association took part in this work including Irene M. Strieby, General Chairman; Helen Rogers, Public Relations Chairman, and Mary Jo Woods, Radio Chairman.

Guest authors were Ilka Chase, Cleo Dawson, Franklin P. Adams and Carl Van Doren. The project was sponsored jointly by the Indiana Library Association and the Indiana Library Trustees Association.

"Der Deutsche Volkswirt" Microfilmed

The Library of Congress has microfilmed *Der Deutsche Volkswirt* from the beginning of its publication in October 1926 through December 12, 1941. The film includes volumes 1 through 16, part 1 (except for issue 10 of December 5, 1941 and several small sections of the index).

Der Deutsche Volkswirt is a most important source of data for evaluating the economic situation within Germany and other European nations. It also provides information regarding wartime economic regulations, price and exchange regulations in occupied countries, war finance methods, the creation of new financial associations and reports on corporations.

This file contains more than 70,000 pages on 24 rolls of film including a separate index roll. Positive prints are available from the Photoduplication Service of the Library of Congress for \$125.

OWI Book Division Elevated to Bureau Status

In a recent reorganization within the Domestic Branch of the Office of War Information, following the cut in Congressional appropriation of funds for the Branch, the Book Division under Chester Kerr has been elevated to Bureau Status. The Book Division was formerly under the Bureau of Publications which is now abolished.

United States Information Libraries Abroad

The U. S. State Department *Bulletin* for October 2, 1943 gives an interesting description of the five libraries to be established this fall by the British Division of the Office of War Information in close cooperation with the Division of Cultural Relations of the U. S. Department of State and with the Library of Congress. They will be in Sydney and Melbourne, Australia; Wellington, New Zealand; Johannesburg, Union of South Africa, and Bombay, India.

Each library will be staffed by two librarians from the United States and three associates employed locally. Miss Harriet Root, until recently Director of the United States Government Information Service, will be director of the library in Sydney, and will also supervise the libraries in Melbourne and Wellington. Several members of her staff with long experience in handling inquiries of the American public will work with professional reference librarians in those cities. Their familiarity with Government documents and studies, covering almost every field of knowledge and activity, will enable them to take care of hundreds of requests for information weekly. In each case the libraries have been stocked with a basic collection of about one thousand reference books and four thousand Government documents, pamphlets and reports covering all aspects of American life and research. Five hundred pamphlets, maps, posters and monographs from private organizations and institutions also have been assembled for each library. About fifty periodicals published by Government agencies, private organizations and popular publishers will be sent to these libraries regularly.

For the purpose of furthering the development of the library program a Committee on Libraries Abroad is being formed. This Committee will afford opportunities for consultation among representatives of the Office of War Information, the Department of State, the Library of Congress, the American Library Association, and, as demands warrant, representatives of other professional organizations.

Obituary

Mrs. Agnes T. Ballard

Mrs. Agnes T. Ballard, wife of James F. Ballard, Director of the Boston Medical Library and former president of the Boston Chapter, passed away on August 11, at their home in Milton, Massachusetts. Mr. Ballard has the sympathy of all SLA members in his loss.

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BUREAU OF PUBLICATIONS

Teachers College, Columbia University,
New York 27, N. Y.

New Director of Women at Drexel Institute

Mrs. Herman Seelbach of Hamburg, New York, has been appointed Director of Women at Drexel Institute of Technology, Philadelphia, Pennsylvania. She succeeds Ruth A. L. Dorsey, who has been Dean of Women at the college for the past 20 years. Mrs. Seelbach will be in charge of all social and extra-curricular activities of Drexel's 600 women students in the Schools of Business Administration, Home Economics, Library Science and Engineering.

Stevens Institute Library

That Stevens Institute of Technology has a notable collection of reference works in science and technology is well known to libraries in northern and eastern New Jersey. Its varied and extensive runs and complete sets of scientific periodicals won a place in the second edition of the *Union List of Serials*. But what has not been so well known is that for many years emphasis has also been placed on building up a collection of cultural books. In 1907, when a trained librarian was put in charge to classify and catalog the library, the entire number of books in all classes was probably about three thousand. Today this number has mounted to thirty-five thousand books and useful government documents.

Although Stevens has always had required courses in Literature and, since 1918 required or elective courses in History (both modern European and United States) and since 1929, when trends in engineering education were distinctly along the lines of broader culture, the Humanities in a wider sense have had a larger place in its curriculum. Coincident with this development, after investigation in 1941, came the good news that the Carnegie Corporation of New York would give Stevens Library a grant of six thousand dollars for cultural and background reading. The Carnegie Corporation had granted funds to small arts college libraries for several years, but in 1941 technical colleges were selected as recipients.

To bring about active faculty interest at Stevens a large special Library Committee was appointed including the Standing Library Committee of the faculty and others, with the Librarian, each of whom acting in his special field, passed on suggestions for new additions. Even if the number of new titles ordered was approximately only three thousand, these were thoroughly sifted and balanced with the result that a well chosen and well used collection of

books in philosophy, religion, sociology, general science, fine arts (music particularly), literature, not forgetting wit and humor, travel, biography and history is now part of the Stevens Institute Library.

Food Administration

(Continued from page 449)

(or lassies) to analyze the collection for their varied clientele. Among the papers are these: "What the war has taught us about food", by Craig McGeachy of the British Embassy; "Nutrition and public health", by Thomas Parran, U. S. Surgeon General; "Nutrition begins with the soil," by Eugene C. Aughter, U. S. Agricultural Research Administration; and "Food production goals," by Claude R. Wickard, Secretary of Agriculture.

The Washington Public Library, early in 1942, opened its War Reading Room in the central branch. In this room it "brings together for easy consultation, books, pamphlets, maps and other printed material useful to the citizen in war time". An efficient staff especially informed in the subjects, guides readers in its use and directs them as well to larger resources. Two other rooms were added: The Home Interests Room and the Work Interests Room; the one devoted to nutrition, home nursing, child care, household management, wartime living, cook books, etc., the other to business letter writing, filing, civil service aids, statistics, personnel management, labor relations, the Federal Government, etc. While the Detroit Public Library is said to have one of the first gardening courses, (see Helen Thorpe and Ruth Rutzen, "A public library responds to wartime needs", in *A. L. A. Bulletin*, April 1942).

These special features of libraries need not necessarily be just for the duration—some good may come from evil.

Proceedings of the Special Libraries Association Thirty-fifth Annual Conference

June 22-24, 1943
New York, New York

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was completely revised and reprinted in a fifth edition. The book is in the "Modern American Library Economy Series." The preliminary material includes a description of the operation of the exceedingly busy Information Desk of the Newark (N.J.) Public Library and an explanation of the color band method of classifying.

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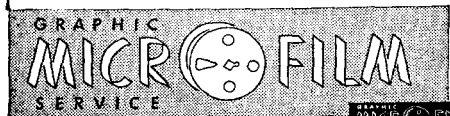
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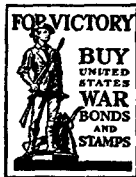
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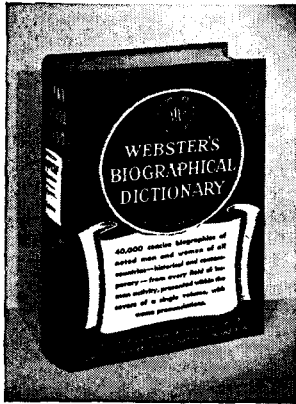
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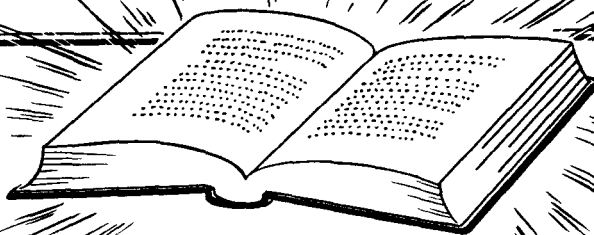
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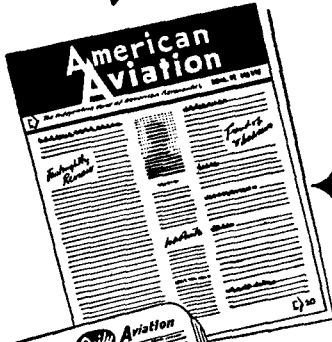
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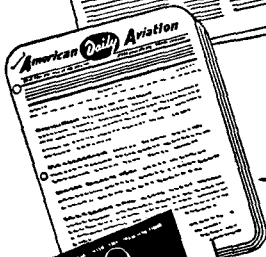
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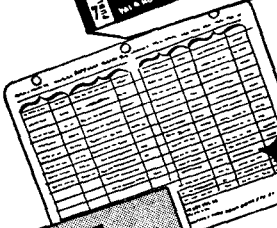
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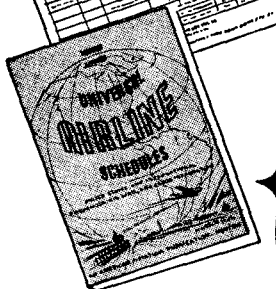
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