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Including

Services in Petroleum Libraries

Specifications Issued by the Federal Government

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The Selected Reading List: A Means of
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Research and the Science Library

Vol. 41, No. 9, November, 1950

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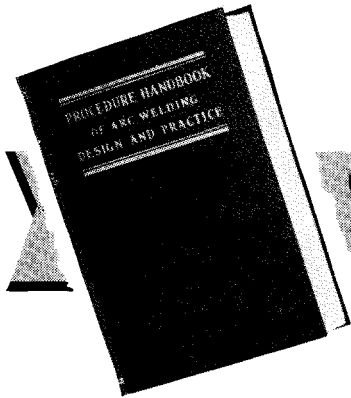
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What Do You Expect From SLA Conventions?

WHY DO YOU GO TO CONVENTION? What do you expect to get from convention programs? These questions are brought to mind as letters arrive from a wide cross section of SLA members. Some of them say that: the programs are too general; the papers lack stimulation for experienced administrators. These statements are followed by the suggestions that programs should be screened and evaluated by an Association Committee before presentation at the conference. This committee would decide whether a paper should be presented to library administrators or to a group younger in the profession. Is this plan workable? Could it be applied to outside speakers as well as to our own members? As we all know, it is not easy for the Convention Committee to secure unpaid speakers. Would speakers be willing to submit papers beforehand to an evaluating committee with the possibility of rejection? Would any SLA committee be willing to say to a member who had been asked to prepare a paper that his effort was insignificant or sub-professional?

It seems to me that the solution lies with the Divisions. The program planners should take upon themselves the responsibility of choosing their subjects and their speakers early. The Division members should make their wishes known to the planners not in late spring but in the early fall. Those who have planned convention programs know all too well that most SLAers do

not give the program a thought until they see it in print. If the topics outlined are appealing, they make plans to attend without giving their Division program planners any assistance. If the Division members make their wishes known to those working on the conference early enough, better papers can be prepared. Each Division could set up its own Program Planning Committee to plan, co-ordinate and evaluate. This committee might say to its speakers, "Aim this talk at the less experienced members," or "Prepare this for administrators." No one should be excluded from hearing any of the papers, whether a beginner or an experienced librarian. Perhaps there would not be 100 per cent co-operation, but the papers presented might be more stimulating.

Since so many members are concerned over this question, I have asked Sara Price, Division Liaison Officer, and her committee, Agnes Henebry and Gretchen Little, to study it from every angle and discuss it with the Division chairmen. Won't you as members express your opinion about SLA conventions and convention programs? Are you satisfied with them, or dissatisfied?

We do not seem to be agreed as to what our professional conference should do for us. Do you expect the SLA convention and its programs to give you "mechanics, philosophy or inspiration?"

ELIZABETH W. OWENS,
President.

Services in Petroleum Libraries¹

Mr. Johnson is Librarian, California Research Corporation, Richmond, California.

PETROLEUM LIBRARIES, like all special libraries, are faced with a multitude of tasks. These include providing data on request, supplying information before a desire is expressed, and keeping up with the ever-growing volume of technical material.

This latter point is one which deserves special consideration in a study of library services because the effect on the library staff of the increase in scientific personnel and data is not too well recognized by those who are constantly comparing services and manpower requirements of present-day petroleum libraries with those of the past. It is often believed that additional services can be assumed by the library if the library personnel has grown at the same rate as the research staff itself. Increases in the research staff and the volume of published material have added to the load on the library because:

1. Industrial organizations, as well as research men, are coming to realize the importance of published information⁽⁸⁾ ⁽⁵⁾ for the successful accomplishment of laboratory work, and thus, for success in industrial research.
2. One of the cheapest forms of research is that of literature investigation,⁽²⁾ since the desired results can be frequently achieved with the minimum amount of experimental work.
3. There is a growing demand of the research staffs for greater coverage of technical publications and expanded services.
4. Published information is like a catalyst; it increases the production of more data without being expended⁽³⁾.

5. With the increase in volume of technical data, more time is required to facilitate prompt dissemination of facts among interested persons and to systematize the indexing of this information.

According to the Steelman Report⁽⁷⁾ there were employed in industry approximately 16,000, 41,500, and 57,000 scientists in the years 1930, 1940, and 1946 respectively. The amounts expended by industry for research as estimated by Volwiler⁽⁸⁾ and others⁽⁹⁾ for the same periods were \$116,240 and \$750 million.

The amount of published information has kept step with the number of scientists employed in industry. Prior to World War II, according to Smith⁽⁶⁾, the output per year was about 14,000 technical books, 200,000 patents, and 14,000 journals printing some 750,000 original articles. The growth in volume of scientific publications is estimated by Hewitt, Jr.,⁽²⁾ at 5 per cent per year. Figure 2 shows what this means if we apply this increase to the values given by Smith. Thus today there are approximately one million original articles and over a quarter of a million patents issued per year.

Although librarians in technical libraries do not need these figures to tell them that the bulk of original publications has increased tremendously, the statistics do serve to confirm this impression. All that is required to drive this point home is to examine the amount of space required to house bound volumes of current publications. One exception is that of the *U. S. Patent Office Gazette* which has remained constant in bulk, due primarily to the lag in processing of patent applications. Table 1 presents some figures of the shelf space required for five journals.

¹ Revision of a paper presented at the fortieth SLA Convention in Los Angeles, California, June 12-17, 1949.

TABLE 1
Increase in Bulk of Technical Publications

Year	Linear Inches Shelf Space Required		
	1926	1940	1948
JOURNAL			
Chemical Abstracts*	8.50	9.50	10.75
Jour. Amer. Chem. Soc.	5.25	5.75	7.25
Chemical Reviews	1.75	2.75	3.50
Jour. Instn. Pet. Techn.	1.75	2.50	2.75
Petroleum Refiner**	2.25	1.80	3.00
U. S. Official Patent Gazette*	26.00	27.50	26.00

*Exclusive of yearly index.

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Volwiler⁽⁸⁾, in discussing the organization of an industrial research laboratory, states that the library is a highly important integral part of a good research organization. The library should be considered as a service organization. Usually the library is grouped with others in the category of non-productive activity where the results cannot be easily converted into dollars and cents. Because of this grouping, the activities are constantly scrutinized and compared with past services. Thus, a comprehensive periodic audit of library functions is advisable at all times to determine where streamlining and improvements can be made.

To assist in conducting a complete audit of our technical library services, a review of those offered by other petroleum libraries was made. This was accomplished by means of a questionnaire which was distributed to 24 petroleum libraries and a personal visit to some 12 of these libraries. These libraries were connected with patent departments, fundamental and exploratory research, production and sales of petroleum products, and other phases of the petroleum industry.

Results of Survey

The purpose of this paper is to present the results of this survey as an assistance in an audit of your own library. No attempt will be made to state how the various services should be carried out since this subject has been adequately covered in the joint symposium on the "Preparation of Litera-

ture and Patent Surveys and Petroleum Information Service"⁽⁴⁾. Instead, a study of the different functions carried out, the manpower requirements for these activities, and the amount of time required will be presented. These can be used to formulate "average" values for evaluating the manpower requirements for the various activities. Data will be given primarily in the form of averages as each is discussed. These were compiled only from values submitted by libraries rendering the specific service. Many of the companies which replied to the questionnaire requested that their identity be kept confidential. This request will be complied with.

The most comprehensive part of the survey was the study of services performed and the time which they require. The findings are presented by individual services.

Circulation of Journals

All libraries surveyed circulate current journals to their research staffs. The average percentage of library time required for this activity is 12.9. The spread in time required varied from 2 to 25 per cent.

Eighty-three per cent of the libraries receive duplicate copies of the most important periodicals. This value is higher than that reported by Bloome⁽¹⁾ in a survey of pharmaceutical libraries, which showed that approximately half the libraries reporting received duplicate copies.

In the current summary, some 42 per cent of the libraries have a non-circulating copy of the most important journals. The advantage of non-circulating copies is that it permits library reading by those who cannot wait to receive the journals through normal channels.

Abstract Bulletin

Sixty-two and one-half per cent of the libraries reporting prepare an abstract bulletin. Twenty per cent of these libraries prepare more than a bulletin. One library, for example, prepares (1) a daily newsletter which reviews developments in the petroleum industry

that appear in newspapers, (2) a weekly bulletin of foreign news, and (3) a semi-monthly digest of petroleum information. Another publishes a bulletin containing abstracts of intra-company reports, etc.

Forty per cent of those libraries which published a bulletin include journal abstracts only, 53 per cent include both journal and patent abstracts, and the remaining 7 per cent include miscellaneous abstracts, as mentioned above.

The frequency of publication varies from daily to monthly. The methods of printing employed include mimeograph, ditto, multilith, printing, and offset printing. The majority, 54 per cent, are mimeographed.

The percentage of time spent by the library staff preparing these bulletins is given in Table 2.

TABLE 2

Services	Per Cent of Libraries Replying	Average Total Library Time
Abstract Bulletin	62.5	28.7
Includes journal abstracts only	(40)	(19.5)
Includes journal and patent abstracts	(53)	(35.6)*
Includes report abstracts only	(7)	(40.0)

*One of the reporting companies does not prepare all the abstracts for its bulletin. If this library's report is excluded from the calculation, the average time for the bulletin which includes journal and patent abstracts is 45 per cent.

An average 28.7 per cent of total library time is required to prepare and publish an abstract bulletin.

Reading Lists

Approximately 33 per cent of the libraries prepare reading lists for their research staffs. However, only 8 per cent prepare such a list in lieu of an abstract bulletin. In one case the list consisted of a notice of new material received.

No attempt was made to obtain the library time required to prepare these lists.

Translations

About 29 per cent of the libraries

provide a translation service for the research staff. An average of eight languages is covered by the translators. In some groups, where this service is not offered, the librarians assist the research men, where possible, with the translations. The method of preparing these, in libraries where a translator is available, is either to dictate the translation directly to a stenographer (or to a recording device) or to write it long-hand. The average time required for this service is 11 per cent. The time varies, of course, between libraries which serve staffs working on fundamental research and those serving primarily technical service and management personnel.

Patent Files

Approximately 54 per cent of the libraries maintain a file of current patents, 32 per cent circulating these patents to the research staff. The average total library time for this service is 11.5 per cent. The distribution of the time spent in the various libraries varies from 1 to 32 per cent. Table 3 shows a breakdown of libraries which maintain a file and which give additional services.

TABLE 3

Service	Per Cent of Libraries Maintaining File (Approximate)	Per Cent Total Library Time (Approximate)
Maintain file only.....	8	2.0
Maintain file and circulate	32	4.0
Maintain file and index.....	15	4.5
Maintain file, circulate and index	15	8.5
Maintain file, abstract and index	15	9.5
Maintain file, circulate, abstract and index.....	15	11.5

It was not possible to obtain an accurate figure of the time required for each of the patent services because, in many instances, the estimated time was not given. However, based on the meager data, a rough breakdown was obtained and this is shown in Table 3. These values do not apply to patent

department libraries, but rather to those which use patent information as chemical literature.

Literature Searches

Ninety-six per cent of the libraries reporting do some sort of literature searching. This service varies from "spot" searches to long-term critical literature reviews. Table 4 summarizes the type of search carried out by those reporting and, where possible, the amount of library time involved. Here again, an accurate evaluation was not possible since an itemized breakdown of the time spent on the various combinations of searches carried out was not requested.

TABLE 4

Type of Search	Per Cent of Libraries Giving This Service	Per Cent of Total Library Time
Critical	16.6	19 approx.
Non-critical	83.3	9.3
"Spot"	96.0	
Critical, Non-critical and "Spot"	12.5	

The variation in total library time required for the variety of searches ranges from 3 to 35 per cent with an overall average of 11.1 per cent.

Eighty-seven and one-half per cent of the librarians replied to the question "Should the library staff make all the literature searches?" Eighty-six per cent of these librarians feel that the library should not make all searches. This reaction is further confirmed by Volwiler⁽⁸⁾, who states that literature searches by the library staff cannot fully anticipate the needs or desires of the research man.

Patent Searches

Thirty-eight per cent of all the libraries do some sort of patent searching. However, only 11 per cent felt that the library should make all patent searches.

The overall average of total library time required by the reporting libraries is 7.5 per cent. The spread in the time requirement was from one to 26 per cent.

Inter-Library Loans

As expected, all the libraries obtain reference data for their research staff on inter-library loan. Eighty-six per cent give this service to others. This function is so well recognized that further discussion is not necessary except to bring out that this service, just as any other, requires a certain amount of library time. The average total time is 3.8 per cent. The variation is from negligible to 10 per cent, and varies with the holdings of a library. It stands to reason that if a library has an extensive collection, the need of obtaining references on loan is greatly reduced.

Search File

Approximately 79 per cent of the libraries maintain a search file in their fields of interest. The contents vary from abstracts of journals and patents, and abstracts of intra-company reports to information contained in industrial brochures. Approximately 45 per cent of the files contain reports. The type of cards used also varies from typed, mimeographed and dittoed cards to McGee and I.B.M. punch cards. No attempt was made to determine the time required to maintain this file. One library, however, did indicate that 18 per cent of the library's time was required, while another showed 1 per cent of total time.

Miscellaneous Services

All libraries, large or small, carry out a variety of services which cannot readily be segregated. These include, to mention a few, such services as mailing reprints of papers prepared by the research staff, requesting reprints from authors for the staff, purchasing technical books for the research personnel, maintaining a file of industrialists' literature, preparing bibliographies, and giving assistance to management and the research staff. Table 5 summarizes the percentage of the libraries which offer these services.

TABLE 5
Miscellaneous Services

Services	Per Cent of Libraries Replying
Request and mail reprints.....	83
Purchase books for technical staff	67
Maintain industrial literature file	96
Prepare reproductions	38
Prepare bibliographies	100
Assist management	79
Assist research staff	100
Prepare technical meetings calendar	21

Other services assumed by some libraries are: maintaining a file of U. S. Government specifications, collecting speeches made by company personnel, ordering and handling all book purchases and subscriptions for the entire company, paying membership dues to technical societies, maintaining the files of research reports, cataloging and indexing, as well as other services.

The average time spent on these services is 27.4 per cent. The amount of time reported by the various libraries varied from one to about 65 per cent. The variation in time, of course, depends upon the number of these services which are performed.

Library Administration

The administration of a technical library requires time which cannot be allocated to a specific job. The smoothly operating and well co-ordinated group requires thought and scheduling of work. The amount of total time necessary to attain the objective, depends upon the staff and its functions. The variation ranges from 1 to 20 per cent, the average value being 6 per cent.

Personnel Ratios

In the questionnaire employed in this survey, there was a section devoted to personnel of the research and library staffs. The values reported have been used in determining the relative number of persons engaged in library services. Two different relationships have been computed: (1) the number of persons engaged in technical research versus the number of technical people on the library staff, and (2) the num-

ber on the technical research staff versus the total number of library personnel. The terms "technical research" and "technical library" require definition to make clear the application of the ratios. "Technical research" is applied to those who have formal technical training, while "technical library" is applied to those who have had either or both formal scientific and library training.

The average ratio of technical research to technical library personnel is 59:1. The spread is 7.5:1, to 164:1.

When the technical research staff is compared to the total library personnel, the average is 37:1. The spread is 5.5:1, to 90:1.

Comparison of the two ratios show that the average number of non-technical to technical library personnel is six-tenths to one. This value is increased to nine-tenths to one in cases where the library gives the maximum number of services discussed above.

The activity of a given library has a very definite effect upon these personnel ratios. For libraries publishing a bulletin, the ratio of technical research to technical library is 49:1, while the technical research to total library is 32:1. On the other hand, if a bulletin is not published, the ratios become respectively 74:1 and 48:1.

Discussion

A review of the various services of 24 petroleum libraries shows a wide variation in the time and personnel ratios required to carry out these activities. Table 6 presents a summary of the findings of the survey. The services rendered and the average time required for each are included. No attempt has been made to equate to 100 per cent the library time required for the services given because of insufficient data. In most cases the time necessary for the library functions of classifying, indexing, filing, etc., were not included in the values reported by co-operating libraries. Thus, to arrive at the average values presented for each service, only

the figures supplied by those libraries rendering that service were used.

These data do have value in the estimation of the time required if a new service is to be added. For example, if a patent file is to be started and it is desired to estimate how much additional time would be required to circulate the patents only, or to circulate, abstract, and index them, the "average" value found for this service can be used. From the section on the patent file it is possible to say that an increase in library time of 2 per cent will be required to maintain the file. If, in addition, the patents are to be abstracted, indexed, and circulated, the total library time would be increased by approximately 11.5 per cent. Conversely, if the patent file and all the services connected with it are discontinued, then the saving in library time can be estimated. The values presented can also be employed in a comparison of the time spent on a service by a particular library with the average figure.

The ratios of personnel requirement can be used to advantage. If the ratio is extremely low, for example, (ten technical research to one total library) it is possible that the activities of the library are over-emphasized. However, if the ratio is high, 90:1 or higher, it is probable that there is insufficient manpower to give adequate services and that the library and the research staff are unable to obtain the maximum benefits from published information.

Summary

Petroleum libraries are truly service organizations, and they carry out a wide variety of duties with the minimum of manpower. The personnel requirements vary with the number and type of services. This report presents some average values which can be used to evaluate library services and to estimate the effect the addition or subtraction of a function will have on such a group. It is indicated that the minimum personnel for libraries which give the maximum services is one in the library for

every 37 technical men. The ratio of clerical (non-technical) library staff to the technical library personnel averages 1:1.7.

Acknowledgment

The author is indebted to the California Research Corporation for permission to publish this survey. The assistance of the librarians who have cooperated in answering the questionnaire and the courtesy of the companies involved in the release of this information are also greatly appreciated.

TABLE 6

Summary of Results

Relative Number of Persons on Staff		
Staffs		Ratio
Technical research to technical library.....		59:1
Technical research to total library.....		37:1
Services Offered		
	Per Cent of Libraries Replying	Average Per Cent of Time Required
Circulation of journals.....	100.0	12.9
Obtain multiple copies.....	83.0	
Retain non-circulating copy	42.0	
Abstract bulletins	62.5	28.7
Include journal abstracts only	40.0	(19.5)
Include journal and patent abstracts	53.0	(35.6)
Include reports	7.0	
Reading Lists	33.0	
Publish in lieu of abstract bulletin	8.3	
Translations	29.0	11.0
Patent files	54.0	11.5
Circulate only	31	
Maintain only	8	
Index only	15	
Circulate and index.....	15	
Abstract and index.....	15	
Circulate, abstract and index	15	
Literature searches	96.0	11.1
Make all types	12.5	
Make critical searches only	16.6	
Make non-critical searches only	83.3	
Patent searches	37.6	7.5
Make preliminary searches	37.6	
Make complete searches.....	20.8	
Inter-library loans.....	100.0	3.8
Make loans available to other libraries	86	
Search file	79.3	
Include company reports.....	45.5	

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Specifications Issued by the Federal Government

Miss Bowman is Library Consultant, Division of Public Documents, Government Printing Office, Washington, D. C.

TODAY LIBRARIANS are faced with a growing demand for United States Government specifications which has created an acquisition problem because of the many and varied types and the absence of any central source for all specifications. Unfortunately considerable misinformation is in circulation concerning sources for specifications, and since time is nearly always a critical factor, delays are often of serious consequence.

In an effort to clarify this situation, the following information concerning the various specifications issued by United States Government agencies has been compiled for use in the Division of Public Documents. No claim is made that the data presented is all-inclusive in this field, but an effort has been made to include specifications most often requested, with the belief that the information may prove of value to libraries.

AGRICULTURAL DEPARTMENT *Specifications* which cover surveying equipment, laboratories, etc., are promulgated in and distributed from the Office of Budget and Finance, Procurement and Supply Management, Agriculture Department, Washington 25, D. C.

CIVIL AERONAUTICS ADMINISTRATION issues *Specifications* relative to commercial aircraft, construction of airports, etc., which are distributed free to those who can establish a reasonable need for same. Application should be made in writing to the Civil Aeronautics Administration, Washington 25, D. C., Attention: Aviation Information Office.

CIVIL SERVICE COMMISSION promulgates *Class Specifications* and statements of allocation

standards for positions subject to the Classification Act of 1923, as amended; these are sold by the Superintendent of Documents, subscription price \$3.50 a year; single copies vary in price. (Catalog No. CS 1.39:)

COAST GUARD publishes *Marine engineering regulations and material specifications* in which is contained specifications and requirements for materials; for information relating to this publication and copies of specifications promulgated by any one of the five engineering divisions of the Coast Guard make application to Engineer in Chief, United States Coast Guard, 1300 E Street, N.W., Washington 25, D. C.

DEFENSE DEPARTMENT:

Air Force Specifications—An index of all specifications, etc., currently approved for United States Air Force procurement, is issued twice yearly, January 1 and July 1, with cumulative supplements issued in intervening months. Requests for the index and for copies of specifications should be addressed to the Commanding General, Air Materiel Command, Wright-Patterson Air Force Base, Dayton, Ohio, Attention: MCREXU-61.

Army Specifications—Requests for United States Army Specifications and Military Specifications (MIL and JAN used by the Army) should be made to the Chief, Army Publications Service Branch, Pentagon Building, Washington 25, D. C.; the *Army Index of Specifications* is sold by the Superintendent of Documents, subscription price \$1.50, including 12 monthly supplements. (Catalog No. D 101.27:)

Navy Specifications—Copies of Navy Department Specifications including the Military (JAN or MIL used by the Navy), also the *Index of Specifications* used by the Navy Department, may be obtained upon application to the Navy Purchasing Office, Bureau of Supplies and Accounts, Room 2128, Main Navy Building, 17th and Constitution Avenue, Washington 25, D. C. Copies of confidential and restricted specifications may be obtained only upon written application and proper

authorization to the sponsoring bureau or office, stating the purpose for which requested.

DISTRICT OF COLUMBIA GOVERNMENT Specifications for construction, commodities purchased, etc., may be obtained by applying to the Purchasing Division, Room 4003, East Administration Building, 300 Indiana Avenue, N.W., Washington, D. C., Attention: Mr. R. M. Brennan.

FEDERAL SPECIFICATIONS. Copies of *Federal Specifications* may be obtained by non-governmental activities upon application, accompanied by postal note, money order, coupon or cash, to the Superintendent of Documents, Government Printing Office, Washington 25, D. C.; no charge is made for amendments. The *Federal Specifications Index*, which lists the specifications alphabetically by title and also alphabetically-numerically by specification symbol (with price), is also sold by the Superintendent of Documents. (Catalog No. GS2.8/2:)

Distribution of *Federal Specifications* to Government activities will be made by the Federal agency concerned, and all field activities should make requests for copies upon the agency concerned and not upon the Standards Division; nor should requests for the sale of Federal specifications to any Federal agency be made to the Superintendent of Documents. For those Federal agencies which have no representative one should apply to the Standards Division, Federal Supply Service, General Services Administration, Washington 25, D. C.

FOREST SERVICE Specifications may be obtained by making request to the Procurement and Supply Section, Forest Service, 4209 South Agriculture Building, Washington 25, D. C.

INTERSTATE COMMERCE COMMISSION. For *Specifications* issued by the I.C.C., requests should be made to Communications, Homer C. King, Director, Bureau of Service, Interstate Commerce Commission, Washington 25, D. C.; or for telephone inquiry, Interstate Commerce Commission, Code 166, Ext. 431.

NATIONAL BUREAU OF STANDARDS publishes the *National Directory of Commodity Specifications* with classified and alphabetical lists and brief descriptions of national recognition as well as standards and specifications of several departments and establishments of the Federal Government. It gives names and addresses of standardizing agencies whose specifications are listed in the *Directory*—also instructions for obtaining copies of the specifications. With the exception of the Defense Department there has been no change in the list of names and addresses of standardizing agencies in the

Directory issued in 1945 with supplement issued in 1947. This *Directory* is sold by the Superintendent of Documents for \$6.25 (including supplement). (Catalog No. C13.10: 178)

NATIONAL PARK SERVICE Specifications promulgated in the Office of National Capital Parks for construction, playgrounds, and other recreational activities may be obtained upon application to the National Capital Parks, National Park Service, Room 2218, South Interior Building, 18th and C Streets, N.W., Washington 25, D. C., Attention: Mr. R. C. Horne, Chief, Engineering Division.

PANAMA CANAL Specifications prepared in and used by the Panama Canal should be requested from the Specifications Section, The Panama Canal, Washington 25, D. C.

PATENT OFFICE copies of specifications of patents, trade-marks, and design for the convenience of inventors and prospective manufacturers are reproduced for sale; the price for the specifications including drawings is 25¢, trade-marks and designs 10¢. Application should be made to the Commissioner of Patents, Washington 25, D. C.

POST OFFICE DEPARTMENT Specifications issued by the Post Office Department may be obtained by applying to the Office of Purchasing Agent, Post Office Department, Washington 25, D. C.

RECLAMATION BUREAU Specifications for construction of major structures and for the purchase of materials are prepared by the Design and Construction Branch, and issued in a numbered series; these specifications usually include invitation for bids, schedule and drawings and are for sale by the Bureau of Reclamation, Denver Federal Center, Denver, Colorado, Attention: 841.

RECONSTRUCTION FINANCE CORPORATION Specifications may be obtained by giving the name of the person who is going to use the specification to the Office of Rubber Reserve, Production Division, Room 679, Washington 25, D. C., Attention: Mr. M. H. Whitlock.

RURAL ELECTRIFICATION ADMINISTRATION. *Distribution Line Construction Contract: Specifications for Labor and Material* REA Form DS-7R2 (Catalog No. A68.2:C76/949) and Labor only REA Form DS-70R4 (Catalog No. A68.2:C76/3/949) are sold by the Superintendent of Documents for \$2.00 a copy for each; *Specifications for Farmstead Wiring* (revised in accordance with 1947 *National Electrical Code*) Form AL-23R is distributed by the Rural Electrification Administration through companies that have secured a loan from REA.

VETERANS' ADMINISTRATION Specifications are issued from twelve commodity groups in

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New Sources of Agricultural Literature

Mr. Brown is Agriculture Librarian, University of Illinois, Urbana, Illinois.

PROFOUND CHANGES in world agriculture which have been developing during the past decade are creating new sources of agricultural literature. Probably the most significant influence on current publication is the continuing lag in agricultural production as compared with industrial production. Increasing concern over rapidly growing populations and simultaneously declining areas of arable land is reflected in much of the new literature.

As it becomes increasingly evident that agricultural problems of the mid-twentieth century are too complex to be attacked successfully on national fronts alone, more international organizations are being formed. Research sponsored by these organizations is being reported in new groups of publications.

One of the most important changes in the publication of agricultural literature has resulted from the absorption of the International Institute of Agriculture into the recently formed Food and Agriculture Organization of the United Nations. The International Institute, founded at Rome in 1905, was a principal source of statistical, technical and economic information relating to agriculture.

At the FAO conference in Quebec in 1945, a resolution was adopted recommending that the duties and assets of the International Institute of Agriculture and the International Forestry Center be taken over by FAO. The final transfer of functions and assets

was completed July 1, 1946, and the old Institute thus became a part of the United Nations organization. Temporary headquarters was established in Washington, D. C., with a European regional office in Rome, pending selection of the organization's permanent headquarters.

From Rome, FAO began publishing *Food and Agriculture* in September 1947. A bimonthly publication devoted primarily to European problems, it contains informative articles of a technical nature, legislative notes, and some bibliographical material. It lists regularly new European agricultural periodicals by countries of origin. *International Law Journal*, successor to *International Bulletin of Agricultural Law*, also is issued by the Rome office.

From the Washington office, *Food and Agricultural Statistics* began publication in July 1948. It is trilingual, English, French, and Spanish. Published monthly, it is concerned with world production, trade and prices of major agricultural commodities. Occasional statistical tables on such subjects as food rations and rural population are found in some issues. News notes on crops, trade agreements and international meetings appear frequently.

A fourth journal, *Unasylva*, is also published from Washington by the FAO's division of Forestry and Forest Products. This publication, which began in July 1947, compares forestry methods used in different countries, and presents opinions and suggestions of experts in the various fields of for-

estry. Each issue carries a world news survey and a current bibliography.

FAO is also continuing the *International Yearbook of Agricultural Statistics* which was originated by the International Institute. Yearbooks for forestry statistics and fishery statistics are issued separately. A second international census of agriculture is planned for 1950, the Institute's 1940 census plans having been abandoned because of the war.

In addition to numerous separate reports and bulletins, FAO is publishing three important numbered bulletin series, *Agricultural Studies*, *Nutritional Studies*, and the *Commodity Series*. News organs include *FAO Bulletin* and a press release service of mimeographed bulletins. In the words of Sir John Boyd Orr, the first Director General of FAO, "an extensive program of publications concerned with the science, economics and statistics of food, agriculture, forestry, and fisheries is one important part of the work." The publication program is being expanded continually.

An organization established at about the same time as FAO, and largely as a result of its founding, is the International Federation of Agricultural Producers. In addition to its official reports, IFAP publishes the *IFAP Monthly Bulletin*. This organization represents seventeen nations and is backed by the "Big Four" of agriculture in the United States: the National Grange, American Farm Bureau Federation, National Farmers Union, and the National Council of Farmer Cooperatives. IFAP was founded as the result of a conference at London in 1946. Headquarters are temporarily in Washington, D. C., pending the establishment of a permanent FAO headquarters. The Federation is regarded as a sort of watchdog organization of farm groups established to see that FAO does not formulate policies opposed by farm producers of the various United Nations.

Not much information is available concerning another international organi-

zation recently established in Prague, the Institute for International Collaboration in Agriculture and Forestry. A part of the Czechoslovak Ministry of Agriculture, its major function appears to be to inform the world "on the new agricultural policy of the Slav countries and the new democracies." Its *Bulletin IAI* began publication in 1948. Copies received in this country are English summaries of agricultural articles appearing principally in central European and Russian periodicals. Less than five per cent of the space is devoted to British and American journals. The bulletin is valuable because it makes available in English translation some of the agricultural literature of central and eastern Europe.

The Czechoslovak Academy of Agriculture, meanwhile, has announced an extensive new publishing program which will include a *Great Encyclopedia of Agriculture*. The title of the first volume is to be *Nutrition and Manuring of Cultivated Crops*.

The past ten years have seen a tremendous increase in agricultural research and publication in Latin America. The United States and other governments, the Pan American Union, and various business interests have sponsored much of this work, and have supported the publication programs to a large extent.

To encourage economic cooperation in the Caribbean area and to avoid duplication of agricultural research in that part of the world, the governments of the United States and the United Kingdom formed in 1942 the Anglo-American Caribbean Commission. When France and the Netherlands agreed to cooperate, the name was changed to Caribbean Commission Research Council, with a Committee on Agriculture, Nutrition, Fisheries and Forestry. The four governments are cooperating in a series of inquiries covering the various branches of field crops and animal husbandry in the Caribbean. Publications known as the *Crop Inquiry Series* have

been appearing since 1946, on such subjects as livestock, sugar, grasses and root crops. About twenty substantial volumes are presently planned.

Originally organized under the Coordinator of Inter-American Affairs in 1942, the Institute of Inter-American Affairs has been operating under the U. S. Department of State since 1947. Its Food Supply Division is a source of agricultural publications, including many reports of field investigations in Latin American countries on such subjects as animal diseases, fruits, vegetables, field crops and forestry work in individual countries. Allied with the institute is SCIPA, or Servicio Cooperativo Inter-Americano de Producción de Alimentos, created in 1943 to carry out the cooperative food production program authorized by the Peruvian and United States governments. SCIPA has prepared several series of reports in Spanish covering the most important fields of its activities. Some of these bulletins are being translated into English for release by the Food Supply Division.

Another Inter-American agency which should soon be publishing considerable material is the Inter-American Institute of Agricultural Sciences. Established at Turrialba, Costa Rica, in 1943, the Institute is concerned primarily with investigations and research into tropical agriculture. The Institute operates within the framework of the Pan American Union, and considering its small budget has made surprising progress within a short time. Its serial publications include *Information Bulletins*, *Technical Publications*, and *Cacao Information Bulletins*.

Increasing interest in ecology is evidenced in the formation of the American Institute of Crop Ecology, a research organization devoted to problems of plant adaptation and introduction. Its headquarters are in Washington, D. C., with an advisory board composed of representatives from the U. S. Department of Agriculture and state

experiment stations, and from several universities. The Institute is publishing a series of twenty-two studies, the *International Agro-Climatological Series*, dealing with characteristics of physical and plant geography of various countries of Europe, Asia and Africa. The purpose is to provide a physiographic description of various areas within each country and to indicate their closest North American counterparts.

Within the United States, an upsurge of interest in agricultural conservation has resulted from the formation of several new organizations which publish material. Some of these organizations undoubtedly developed as a result of the governmental land conservation programs of the 1930's. Most notable and influential of these groups is known as Friends of the Land. From a membership of about sixty in 1940, Friends of the Land has grown in nine years to about 10,000 members, and its roster reads like a "who's who" of the agricultural sciences. The Friends are sufficiently influential to attract audiences of 80,000 persons to witness their remarkable farm "re-building" demonstrations, one-day affairs during which eroded fields are re-formed, trees planted, ponds built, and barns are constructed. The organization's quarterly publication is *The Land*, splendidly edited and beautifully printed, certainly the most literary of all agricultural periodicals. An annual proceedings called *Soil, Food and Health* is also published. A history of the organization is presently in preparation.

More specialized and technical but somewhat similar to the above organization is the Soil Conservation Society of America, founded in 1945. The Society's *Journal of Soil and Water Conservation* began publication in July 1946, the editors stating that they would present "the latest and most authoritative information about the science of soil and water conservation and the principles of sound land use."

To serve as a central medium of in-

formation on national and international agricultural policies and programs, *Farm Policy Forum* began publication from the Iowa State College Press in January 1948. The *Forum* is supported by an advisory council made up of representatives from universities, government agencies and business agencies as well as working farmers. Issued quarterly, the *Forum* contains both original and reprint material.

From Cornell University, the World Poultry Science Association began publication in 1945 of *World's Poultry Science Journal*, a quarterly dealing with practical, semi-technical and technical problems pertaining to every branch of the poultry industry, including production, marketing and consumption problems.

As an indication of increasing interest in dairy science and technology throughout the world, at least five substantial new journals have recently begun publication in this field. They are: (1) *The Journal of the Society of Dairy Technology*, issued from London; (2) *Australian Journal of Dairy Technology*, Melbourne; (3) *Indian Journal of Dairy Science*, Bangalore; (4) *Die Milchwissenschaft*, Nürnberg; (5) *Netherlands Milk and Dairy Journal*, Amsterdam.

From abroad, several other outstanding periodicals of interest to agricultural workers have appeared since the war. Worthy of note are *Plant and Soil*, issued under the auspices of the Netherlands Society of Agricultural Science; *British Journal of Nutrition* published by Cambridge University Press for the Nutrition Society; *Tierra*, published at Montevideo by the Asociación de Funcionarios del Ministerio de Ganadería y Agricultura; *Agrotecnia*, official organ of the Colegio Nacional de Ingenieros Agrónomos y Azucareros, Habana, Cuba; *Journal of the British*

Grassland Society published from Aberystwyth, Wales; *Journal of the Institute of Corn and Agricultural Merchants* of London; *Journal of Soil Science* published by Oxford University Press.

Field Crop Abstracts is a 1948 addition to the long list of bibliographical serials published by the Commonwealth Agricultural Bureaux. And from the Royal Swedish Academy of Agriculture in Stockholm has come a new journal, *Acta Agriculturae Suecana*, all articles published in English, French or German, but mostly in English.

A revival of basic agricultural research publication is evident in Italy, with such new journals as *Zooteona e Veterinaria la Fecondazione Artificiale*, Milano; *Annali della Sperimentazione Agraria*, Rome; and *Rivista di Economia Agraria*, Rome.

Most of the new German agricultural periodicals have been disappointing in quality. In fields related to agriculture, however, the new ventures are more promising. Certainly *Zeitschrift für Vitamin-, Hormon- und Fermentforschung* and *Archiv für die Gesamte Virusforschung*, both published in Vienna, prove that post-war Austria is contributing to the broadening biological sciences. Some of the better German agricultural journals halted by the war will soon resume publishing.

One of the most interesting new titles from Austria is *Das Schrifttum der Bodenkultur*, sponsored by the Wiener Hochschule für Bodenkultur, and edited by Dr. Sigmund von Fraendorfer, formerly of the International Institute of Agriculture. It fills a definite need in agricultural literature, and if its scope and frequency of publication could be increased, the *Schrifttum* might become one of the world's basic agricultural serials.

The Selected Reading List: A Means of Improving the Use of Periodical Literature¹

Mr. Herner is Librarian, Applied Physics Laboratory, The Johns Hopkins University, Silver Spring, Maryland.

IN RECENT YEARS, there has been an unparalleled expansion in the horizons of the pure and applied sciences. No comparable period in recorded history has been as fruitful as the past generation in the promulgation of new concepts and in the application of accepted laws of science. Much of the progress made is attributable to the war, and to the frenzied preparations of the peoples of the world to wage war successfully. Much can also be attributed to the more satisfying fact that happy circumstance has opened great new doors to many of our scientific and industrial investigators.

Consider, for instance, the field of nuclear physics, whose first product was the atomic bomb. Since World War II, the knowledge acquired through the production of the bomb has given rise to the important field of *nucleonics*, which is concerned with power applications of atomic energy. Another by-product is the radioactive isotope which, as a tool of laboratory research, is rapidly extending the available knowledge in the physical and biological sciences.

Ordinarily, one would imagine that, as more knowledge is created in a given field, the task of adapting this knowledge to useful functions becomes in-

creasingly simple. From the long range viewpoint this is essentially true. However, there is one complicating factor that is becoming ever more apparent in the operation of modern scientific and industrial endeavors: how to effect a dependable means of communication among workers in the sciences, and between those of science and industry.

Function of Disseminating Knowledge

The function of disseminating knowledge as it comes into being is shared by the scientific, technical and industrial societies, by industrial publishers, and by various privately-endowed and governmental research organizations. These agencies of communication are producing an abundance of printed information which closely parallels the broadening of science and technology. As a consequence, the library, being an organized depository for printed information, is becoming an increasingly vital part of any large-scale operation involving basic research or the application of the results of basic research.

The existence of a well-organized library manned by an alert staff is, in itself, a reasonable guarantee of having necessary sources of published information in a set place where they can be consulted when they are needed. This is the basic purpose of the library. Indeed, in a small scientific or industrial organization this is the *only* reason for the existence of the library. However, with an increase in the size of the organization and the personnel that it serves, the library's function of making

¹ Work supported by United States Navy Bureau of Ordnance.

printed information available is complicated.

There is, presumably, a limit on the amount of space available to any special library regardless of the size of the organization it serves. This means that shelving areas and seating areas must be limited, and that the shelves must be used for only the most important and essential printed materials. There is also a limit to the amount of money allotted for the operation of the average special library. This means that, in the light of the activities of the organization it serves, the library must select its acquisitions with the greatest possible care, and that it must devise and utilize carefully considered means for making these acquisitions broadly accessible.

The problem of making available the static (or non-periodical) sources of information such as reference textbooks is not generally critical in the special library. Persons involved in long-range projects of specialized research usually manage to come by permanently any classical works in the field or fields common to their work. Similarly, once a worker is apprised by the library or some other agency of the existence of a book or pamphlet containing information which is vital to his work, he is likely to acquire it for his personal collection.

Treatment of Periodical Literature

The treatment of periodical literature is, on the other hand, both vital and critical. The technical periodical is the major source of current information. It is the "life blood" of the library serving a scientific or technical clientele. Unfortunately, however, the problem of keeping abreast of the periodical literature of science and industry is becoming more difficult every day.

The sheer enormity of the task of keeping up with the published developments of science and technology is indicated by the fact that among the three major abstracting services of the physical sciences, *Chemical Abstracts*,

Science Abstracts (Sections A and B), and the *Engineering Index*, there are listed articles and papers from over 6000 technical publications. Granted that there is a good deal of duplication among these abstracting services, there is, nevertheless, an unfathomable amount of published material being produced, and we are faced with the seemingly insoluble problem of making this known and available to the busy researcher.

In the case of the special library, some relief is derived from the fact that the scientific fields explored are generally of a rather narrow nature. Thus, only a small percentage of the total scientific literature is likely to be pertinent to the technical problems at hand. However, even this small percentage may be a challenge.

The library of the Johns Hopkins University Applied Physics Laboratory subscribes to some 200 scientific and technical periodicals. These include the principal journals of physics, chemistry, electrical engineering and aeronautics. The Laboratory, which is concerned with research and development in guided-missiles and related subjects, employs several hundred scientists and engineers who are scattered over a fairly wide geographical area. It is physically impossible for all but a small percentage of the total staff to visit the library regularly.

The problem of helping the technical staff of the Laboratory to keep up with the literature is partially solved by the fact that many of the individuals involved personally subscribe to at least the major journals in their fields. It is also solved in part by the fact that many of the journals received by the library are routed regularly to persons requesting them after they have been on the library shelves for a set period of time. However, it was recognized that both of these methods solve in part, but not *in toto*, the overall problem. In the case of routing it was also found there were often cross-complaints

from persons wishing to see routed periodicals in the library, and from persons on routing lists who were annoyed by the fact that considerable time often elapsed before their turn to see a given routed periodical was reached. The only satisfactory solution to this problem appears to be to maintain multiple subscriptions to routed periodicals. This can strain the library budget severely.

The mere fact that they subscribe to a few journals and see a few more through routing does not mean that the working scientists will have an opportunity to see *all* of the pertinent material published in any given week, month or year. They do not have sufficient time to examine or peruse every publication which may contain information of interest to them.

Recognizing this situation, the library of the Applied Physics Laboratory instituted a selected reading list which cites each week, under their proper subject headings, all articles that have bearing upon the activities of the Laboratory. The subject headings are "slanted" wherever possible, to conform to the specific activities of the Laboratory and its staff. The citations include titles, authors, periodical-titles, volume numbers, pages and dates. Some thought was given to the advisability of furnishing abstracts along with the citations. However, a thorough sampling indicated that the titles of most of the articles cited are descriptive enough to make abstracts unnecessary. Besides, technical personnel are likely to place a good deal more trust in their own abstracting abilities than they are in those of even the most highly trained librarian.

The job of analyzing periodicals as they are received by the library is performed by the librarian, who is trained in the basic physical sciences. The operation, which includes the typing of a multilithograph mat for duplication, consumes approximately ten hours of the librarian's and seven hours of a typist's time.

The subject headings are arranged alphabetically. At present they number approximately 70, although they are subject to expansion and revision from week to week, as the exact reading needs and interests of the Laboratory personnel become apparent.

Advantages of a Selected Reading List

The advantages of the selected reading list are manifold. First, it places the function of selecting helpful published materials in the hands of the librarian, who is, as a rule, versed in technical bibliographic practice, and who "lives" with the literature during his working hours. Second, it makes possible more efficient, less time-consuming use of the literature by persons who are involved in laboratory research. An interesting example of this improved use of the literature is indicated by the fact that articles in a recent single issue of *Chemical Engineering News* were cited under some ten unrelated subject headings of the selected reading list. This means that readership of many of the library's scientific and technical journals is broadened, through the selected reading list, from a specialized few, in the field directly treated by a given journal, to an increasing number of workers in *related* fields. A third advantage of the selected reading list is that it places the library and its staff in a vital role in the research activities of the organization it serves (This is no small consideration when one considers the fact that the true value of libraries in most organizations is generally discounted).

Aside from the existence of a need for it, the initiation of a selective reading list presupposes several important factors. The first is that the librarian has some degree of formal training in the field treated by his organization, or that physical proximity to the work of his organization has furnished him at least a working vocabulary and knowledge of the field or fields treated.

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Research and the Science Library

Mr. Wenger is Librarian, New York Quartermaster Procurement Agency, U. S. Army, New York 3, New York.

THE SPECIAL LIBRARY is a storehouse of facts and owes its value, unlike the general library, not so much to its general educational and inspirational qualities as to its prompt presentation of the facts required in each specific instance at the proper moment and in the form most ready for use. It is not a browsing place for the idle-minded nor an enticement away from either the sorrows or sins of life; it is a place where researchers go to acquire definite information.

The science library is not complete within itself. The librarian should be sufficiently conversant to know the possibilities of adjacent scientific libraries. The efficient librarian constantly reviews the periodicals received daily. If their number is too great for this, the library is too large to be called a special library and should be subdivided according to subject in order to bring its department back into the category where special library methods may apply. From such daily service all items of possible interest to the clientele of the library should be noted and not only referred to the persons concerned but also recorded in the library's subject index.

It is the librarian's task to receive questions, and answer them promptly from the best material in the library, or with exact information as to better sources of information. The sources of information available to the librarian for this purpose are: general handbooks and textbooks of the general subject;

special monographs on the special subject; review articles of the special field; articles appearing in current journals. Of these, the latter are by far the most valuable because of their currency. They also serve as guides to earlier sources of information on the same subject. The latest monographs should be considered next because they present a comprehensive survey of present knowledge on a chosen topic. The bibliography is an important feature. However all sources should be gleaned until the question is answered.

The researcher enters a special library with a certain subject in mind, with a desire to get at the subject directly and with the hope of finding it concentrated within a reasonable amount of space. He will see no reason why chemical journals cannot be kept together; why the *Journal of the American Medical Associations* falls under *A* when the *Journal of Biological Chemistry* falls under *J*. The reasons are perfectly satisfactory to a librarian but they do not appeal to the logic of the average researcher of scientific knowledge. He may perceive the manner of operation of the librarian's mind but it will not have his endorsement.

For efficiency, the methods of a special library must be flexible and capable of adjustment to circumstance and of expansion to meet new needs. Its director must not only be ready to supply facts but also to receive ideas from the day's experience and to apply them to the advancement of the service. Service may frequently rise far superior in value to the material equipment through such means.

Function of the Science Library

It is the function of a science library to collect and make available books, pamphlets, broadsides, manuscripts, and other material needed for teaching, public service, and the research program of the university. The teaching and research program is not to be too narrowly conceived. A university library may legitimately collect material whose value is demonstrable and which at some subsequent date may be used in either the teaching or the research program. This concern for the future use may be matched with a concern for the needs of the scholars or a region or a nation. A great university library usually serves more than a limited group of students or faculty members officially connected with the university of which it is a part. In spite of this broad conception of the library function, materials are acquired by university libraries which cannot be justified in terms of function.

1. The library is not a museum for storage or exhibition of library monuments and curios, but an institution which furthers teaching and research.
2. Scarcity should be eliminated as a measure of value of a book.
3. Generally the most recent edition of a book is preferable even to a first edition.
4. Autographs and association books are not the concern of a research library.

Service between the science librarian and the research worker should be reciprocal—the research worker helping the librarian to understand the situation in every possible way. Thorough and conscientious reference work is a first requisite of the librarian. Common sense is a necessary trait and, in addition, the ability “to separate the wheat from the chaff” when searching for material on a specific subject. The special librarian should have a knowledge of library methods, and should have training in the special field in which he is working. A reading knowledge of French and German is desirable so that the librarian may become well acquainted with the foreign journals and be able to abstract material from them, as well as

from the American and English journals. There should be close cooperation between the librarian and the research worker. The latter should spend a few minutes each week with the librarian discussing the problems being investigated.

Preliminary Surveys

Checking existing literature to avoid duplication of effort in any problem of investigation cannot be stressed too often. The librarian in every research organization should feel it his duty to remind staff members that preliminary surveys are important and that library facilities are available for abstracting services and the compilation of bibliographies and reading lists. There is nothing new under the sun; no topic is so recent as to obviate preliminary investigations.

To do effective research, it is necessary to know the sources likely to contain the information required, such as publications containing new material, and secondary sources, such as abstracting journals, indexes, bibliographies and general works of references. Periodicals are the most important source of new material since their contents ordinarily constitute the latest published information. In the secondary group, indexes, especially relative indexes, bibliographies and catalogs are all important reference tools but may be found difficult to use. Abstracts may be misleading as often they are not made by the author and do not contain the information the original article was intended to convey. These various sources of information will only be open to the research worker if he is fully acquainted with the facilities of the library. His knowledge is governed by the frequency of his visits, his acquaintance with the nature of the available publications, the provisions afforded for making the library useful, independent research on his chosen subject, and his acquaintance with workers in the fields of his investigations.

Division Highlights

At the suggestion of the Executive Board of SLA this column will contain once a year a list of the paid bulletins of the various Divisions. Do not send orders and checks to Headquarters; these should be directed to the person indicated in each case.

1) *What's New* (Advertising Division)

Frequency—10 issues a year
Price—\$3.00 a year to SLA members
\$5.00 a year to non-members
Subscriptions—Katherine Dodge
McCann-Erickson,
50 Rockefeller Plaza
New York 20, N. Y.

2) *Round Table in Print* (Business Division)

Frequency—4 issues a year
Price—\$1.00 a year
Subscriptions—Agnes O. Hanson
Business Information
Bureau
Cleveland Public Library
Cleveland 14, Ohio

3) *Insurance Book Reviews* (Insurance Division)

Frequency—10 issues a year
Price—\$2.00 a year
Subscriptions—Hazel Kirk Levins
Mutual Benefit Life Insurance Company
Box 359
Newark, New Jersey

4) *Financial Division Bulletin* (Financial Division)

Frequency—4 issues a year
Price—\$2.00 a year
Subscriptions—Marion E. Lucius
Price, Waterhouse and
Company
56 Pine Street
New York 5, N. Y.

5) *Newspaper Division Bulletin* (Newspaper Division)

Frequency—10 issues a year
Price—\$2.00 per year
Subscriptions—Agnes Henebry
Decatur, Herald & Review Library
Decatur, Ill.

6) *Sci-Tech News* (Science-Technology Division)

Frequency—Quarterly
Price—\$2.00 a year
Subscriptions—William J. Vitali
Western Cartridge Co.
East Alton, Ill.

7) *Unlisted Drugs* (Pharmaceutical Section of Science-Technology Division)

Frequency—Monthly
Price—\$5.00 a year
Subscriptions—Helen Martha Wright
Service Library
Smith, Kline and
French Laboratories
1530 Spring Garden
Philadelphia 1, Pa.

At the Atlantic City Convention a survey of the salaries of Science-Technology members attending was conducted by Margaret Firth and Valeria Elersich. The survey was made at the request of the Science-Technology chairman because of requests received by her during the past two years. The officers of the Division decided not to have the survey published but to make it available to SLA members on a loan basis. It may be obtained by writing to the secretary of the Division, Margaret Rocq, Standard Oil Co. of California and enclosing 15 cents in stamps to cover the cost of handling.

The Public Utilities Section of the S-T Division planned a library exhibit at the American Gas Association Convention in Atlantic City, N. J., October 2-5, 1950. Mary Agee, librarian, AGA, was chairman of the exhibit and was assisted by Josephine Greenwood, chairman of the Public Utilities Section, and librarian, Consolidated Edison Company of New York, Inc.; Catherine R. McQuade, assistant librarian, Consolidated Edison Company of New York, Inc.; Alma C. Mitchill, librarian, Public Service Electric and Gas Company, New Jersey; Esther Brown, assistant librarian, Public Service Electric and Gas Company, New Jersey; Anna Irene Marten, librarian, Union Electric Company of Missouri; and Richard D. Green, librarian, National Association of Electric Companies, Washington, D. C.

SARA M. PRICE,
Division Liaison Officer.

Off the Press¹

The fourth edition of **MANUAL OF CATALOGING AND CLASSIFICATION FOR SMALL SCHOOL AND PUBLIC LIBRARIES** by Margaret Fullerton Johnson and Dorothy E. Cook, has just been issued by the H. W. Wilson Company.

The **MANUAL** is an explicit, step-by-step guide to the making of simple catalog cards suitable for the needs of school and other small libraries. There are approximately fifty illustrations of details of cataloging style and instructions given concerning the accession book, inventory, filing, and the mechanical preparation of books.

The first edition was written by Mrs. Johnson for use as a text when she was teaching cataloging at Wayne University, Detroit. Subsequent editions have been prepared by Miss Cook, in consultation with the original author.

The fourth edition has been revised in accordance with the new **A.L.A. RULES FOR AUTHOR AND TITLE ENTRIES**, and the new **LIBRARY OF CONGRESS RULES FOR DESCRIPTIVE CATALOGING** and the practices incorporated in the Standard Catalog Series and the Wilson printed cards since the publication of the third edition in 1939. The bibliography has been brought up to date.

* * *

The first ten numbers in the series of publications entitled **LIBRARY OF CONGRESS DEPARTMENTAL & DIVISIONAL MANUALS** are now available. These parts represent those manuals published to date; others are in process of publication or editorial preparation. It is planned eventually to include in the series a manual for every unit in the Library.

In their present form, they are intended primarily for staff use. The decision to prepare the present series was made in 1941 and the **MANUAL FOR THE STACK AND READER DIVISION**, No. 1 in the series, was issued in 1946.

The wide interest expressed in the first **MANUAL** resulted in the Library's decision to make the publication of this series one of the highlights of its publications program for 1950, the Library of Congress sesquicentennial year. The first **MANUAL** is being revised and will be issued for general distribution in the near future. The nine other **MANUALS** are all publications of the current year.

They may be purchased from the Card Division, Library of Congress, Washington 25, D. C., at the following prices per copy: No. 1,

to be available shortly; No. 2, 40 cents; No. 3, 40 cents; No. 4, 25 cents; No. 5, 25 cents; No. 6, 25 cents; No. 7, 30 cents; No. 8, 60 cents; No. 9, 25 cents; and No. 10, 50 cents. The **MANUALS** are also available on loan from SLA Headquarters.

* * *

MAN THE MAKER: A HISTORY OF TECHNOLOGY AND ENGINEERING, by R. J. Forbes, is a compact history of man's scientific progress written for the general reader. It covers a span from the Stone Age through the jet plane and television, and describes the combined experiments and discoveries of hundreds of generations in all parts of the world. The author explains the development of modern technical achievements as an aspect of the broader history of civilization and culture. Dr. Forbes is professor of History of Science and Technology at the Amsterdam Municipal University. (New York 21, N. Y., Henry Schuman, Inc., Publishers, 1950. 355pp. \$4)

* * *

SALES PROMOTION by Alfred Gross and Dale Houghton describes and analyzes the areas and techniques of sales promotion. The book should prove suitable as a text for courses in sales promotion and as supplementary reading for courses in marketing campaigns, salesmanship, sales management and advertising. It is also intended to serve as a practical working guide for marketing executives. The authors have made a special effort to provide material which is suitable for practical application. (New York, N. Y., Ronald Press Company, 1950 434pp \$5)

* * *

PERSONNEL ADMINISTRATION AND LABOR RELATIONS IN DEPARTMENT STORES, AN ANALYSIS OF DEVELOPMENTS AND PRACTICES is a report of a study conducted by the Industrial Relations Section, Princeton University. The report, *Personnel Programs in Department Stores*, published by the Industrial Relations Section in 1935, summarized personnel activities found in the fifty stores cooperating in the study. One important object of the 1949 survey, the findings of which are reported in this present volume, was to bring the former study up to date and to make available a needed summary of current personnel policies and practices in leading department stores. (Princeton, New Jersey, Princeton University. Industrial Relations Section, 1950. 144pp. Cloth, \$3; paper, \$2.50)

* * *

THE BRITISH T.P.I. LIST is a checklist on the title pages and indexes to 733 British periodicals. The pamphlet is designed to fa-

¹ Where it is possible the editor has given prices for publications noted in this section. The omission of a price does not necessarily indicate that the publication is free.

cilitate the collation and preparation of volumes for binding. The data contained therein was gathered by the London office of Stechert-Hafner, Inc., and is the latest available. Since this publication is in the nature of an experiment, the publishers invite all librarians using the list to send to them any additions, corrections or comments they may care to make. Should the LIST prove its utility, it is planned to extend the service to include periodicals of other countries as well. (New York 3, N. Y., Stechert-Hafner, Inc., 1950. \$1)

* * *

The joint undertaking, begun in the fall of 1945, on the cataloguing of the Woodrow Wilson Memorial Library's non-sale documentation of the League of Nations is about completed. Through the generosity of the Rockefeller Foundation, and in cooperation with the Library of Congress, a staff of six librarians has recorded thousands of rare and restricted documents not generally available to the public outside the foreign offices of member governments. Through the efforts of this special staff, and those assigned to the project at the Library of Congress, there are now available printed cards which provide a key to this important historical documentation.

The final report of this project prepared for the Rockefeller Foundation by Harriet Van Wyck, Librarian, is now available on request from the Library, 45 East 65th Street, New York 21.

* * *

While culling periodicals for possible items of interest to our readers, we came upon the following statement in the "Concentrates" section of *Chemical and Engineering News* for September 11: "A large chemical company in the Detroit area spends 4 percent of its research and development outlay for maintenance of its library. A company spokesman calls the library the focal point of the organization."

* * *

THE CATALOGUING, ARRANGEMENT & FILING OF SPECIAL MATERIAL IN SPECIAL LIBRARIES by Robert L. Collison is the second in the series of library manuals published by Aslib. Mr. Collison has collected in one manual information on the treatment of the most important of the new media for the dissemination and storage of knowledge, such as photographs, films, sound records and microfilms. This book should be of great value to anyone establishing a new library, or setting up, in an existing library, a routine for dealing with the new materials, and to the staff of small libraries which do not possess special departments for taking care of these new media. (London W.8 England, Aslib, 4 Palace Gate, 1950. 76pp. 9s. 6d.)

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* * *

The Association of American Railroads frequently receives requests for maps showing railroad lines or inquiries asking where such maps may be purchased. While the Association does not publish maps for distribution, it has canvassed the publishing field and compiled a list of more than a hundred items, with addresses of publishers, as an aid to educators and others interested in this type of railroad information. The LIST OF MAPS SHOWING RAILWAY LINES is now available gratis from the Association's Public Relations Department, Transportation Building, Washington 6, D. C.

LEADING AND MANAGING MEN by Douglas C. Lynch deals with the most important element of any group activity. The book's objective is to explore and develop the know-how of successful man-management, and to point up the results that can be obtained by using effective systems and practices in this profitable field. The philosophy, psychology and techniques of every-day management are reviewed and analyzed here with specific reference to the men whom the manager must lead and direct. (New York, N. Y., Ronald Press, 1950. 166pp. \$3)

* * *

THE UNITED NATIONS: ITS RECORD AND ITS PROSPECTS is a 64-page booklet recently published by the Carnegie Endowment for International Peace. Though it bears the stamp of authoritative research, it is written in a simple, readable style and gives a clear, comprehensive picture of the United Nations over the past five years—its achievements despite the difficulties arising from the cold war, its role in the Korean crisis, and the hope the United Nations alone can offer for avoiding a third world conflict. (New York, N. Y., Carnegie Endowment for International Peace, 405 West 117th Street, 1950. Single Copies: 20 cents; special quantity rates for groups and organizations.)

"THE LAW OF TRANSPORTATION IN ITS RELATION TO TRANSPORTATION INSURANCE," by Max J. Gwertzman, member of the New York Bar, published by The Macade Press, P. O. Box 45, Larchmont, New York \$5.00

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SUBJECT INDEX TO PERIODICALS is a recent publication of The Library Association. This work indexes all the foremost English periodicals of a general nature, and, in addition, a great many transactions and proceedings of societies interested in local history, genealogy, natural history, etc., which are not covered by any other index. (London W.C. 1, England, The Library Association, Chaucer House, Malet Place, £5. 5s.)

* * *

NEW TECHNIQUES IN CHEMICAL LITERATURE is a reprint from the August 1950 issue of *Industrial and Engineering Chemistry* and contains the papers presented before the Division of Chemical Literature at the 116th meeting of the American Chemical Society, September 1949, at Atlantic City, New Jersey. Available on loan from SLA Headquarters.

* * *

The second cumulation of the AIR UNIVERSITY PERIODICAL INDEX continues the publication begun with the quarterly cumulation covering the period October-December 1949. Because of unavoidable delays in publication, the indexing for the first two quarters of 1950 has been combined in this issue. There is some uncertainty about the continuance of the INDEX during the present emergency but an effort will be made to complete the indexing through 1950, if circumstances permit. (Serials Section, Air University Library, Maxwell Air Force Base, Alabama.)

* * *

In the fall of 1948, the Trustees of the Ford Foundation authorized the appointment of a Study Committee to serve as independent consultants to the Foundation, whose purpose was to block out in general terms those critical areas where problems were most serious and where the Foundation might make the most significant contributions to human welfare. More than one thousand persons were directly interviewed by the Committee and the Staff. Over seven man-years went into the Study exclusive of the time devoted to it by advisors and conferees who were acting without compensation. Materials prepared and accumulated run into many thousands of pages. The conclusions and recommendations of the Committee were influenced by and responsive to the best American judgment of our times. The REPORT OF THE TRUSTEES OF THE FORD FOUNDATION is based on the General Report of the Study Committee of the Foundation and constitutes the first public announcement of the areas in which the Foundation will seek, in accordance with its charter, to contribute to the advancement of human welfare. This Report may be borrowed from SLA Headquarters.

Bibliographies:

ABSTRACTING AND INDEXING SERVICES OF PHYSICS INTEREST. Compiled by Dwight E. Gray and Robert S. Bray of the American Institute of Physics. (Washington 25, D. C., Office of Technical Services, U. S. Department of Commerce, No. PB-99951, 1950) 75 cents.

CHINA. Notes on selected Japanese acquisitions. (New York 27, New York, Columbia University Libraries, East Asiatic Library, 1950) Available on request.

KOREA is a classified list of titles of materials on Korea in the Chinese, Japanese and Korean languages. (New York 27, New York, Columbia University Libraries, East Asiatic Library, 1950) Gratis.

MICROFILMS AND MICROCARDS: THEIR USE IN RESEARCH was compiled by Blanch Prichard McCrum and published by the General Reference and Bibliography Division of The Library of Congress. (Washington 25, D. C., Card Division, The Library of Congress, 1950. 81pp. 55 cents) Purchase of this publication may be charged against accounts of subscribers to the card service; others should include a check or money order made payable to the Librarian of Congress, with order.

MOST CITED PERIODICALS IN GEOGRAPHY. This list is of value in measuring the appropriateness of a current subscription list in the

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Creation & Development of an Insurance Library. Revised Edition. 1949 \$2.00

Employers' Evaluation of Training for the Special Librarian. 1948 \$1.00

Fakes & Forgeries in the Fine Arts. 1950 \$1.75

Handbook of Commercial, Financial and Information Services. 1944 \$3.00

List of Subject Headings for Chemistry Libraries. 1945 \$1.50

Numerical Index to the Bibliography of Scientific and Industrial Reports, Vols. 1-10. 1949 \$10.00

Social Welfare: A List of Subject Headings in Social Work and Public Welfare. 1937 \$1.00

Source List of Selected Labor Statistics. Rev. Ed. 1950 \$1.75

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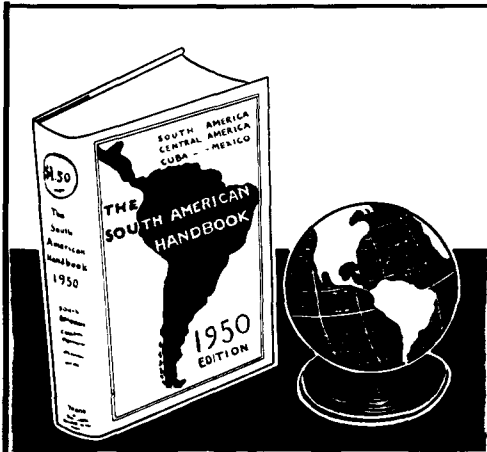
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field of geography to the geographer. Available free of charge from Clark University Library, Worcester 3, Massachusetts.

NON-METALLIC BEARINGS is an annotated bibliography of 101 selected references to the literature of the past twelve years and covering all aspects of non-metallic bearings. This "ESL Bibliography No. 6" may be purchased from the Engineering Societies Library, 29 West 39th Street, New York 18, New York. \$2.

PERIODICALS OF PHYSICS INTEREST was compiled by Robert S. Bray and reproduced and distributed by the Office of Technical Services, U. S. Department of Commerce. The preparation of this list constituted one phase of the *Study of Physics Abstracting* conducted by the American Institute of Physics and of which, Mr. Bray was librarian. (Washington 25, D. C., Office of Technical Services, U. S. Department of Commerce, 1950.) 50 cents. Mimeo.

PRESIDENTIAL INAUGURATIONS: A Selected List of References. (Washington 25, D. C., Library of Congress, 1949) 456 titles. 40¢

SOCIAL INSURANCE, PENSIONS AND OTHER "FRINGE BENEFITS" is the title of a recent issue of *Business Information Sources* which contains references on how to set up a pension plan, the cost of a pension plan, collective bargaining procedures in pension planning and other phases of the subject. Copies are available from the Business Information Bureau, Cleveland Public Library, 325 Superior Avenue, Cleveland 14, Ohio, at 10¢ each to cover mailing and handling charges.

Have you heard....

Ethel M. Fair Leaves for Cairo

Ethel M. Fair, professor emeritus of library service, New Jersey College for Women, has received a Fulbright Award for study and research abroad. She will serve as lecturer in library service at the American University at Cairo, be responsible for its library and for relating the program of the library to the educational program of the University. Miss Fair will also advise the University on library procedures, library buildings, and the establishment of courses in professional library education.

An authority on library education, Miss Fair is the author of *Countrywide Library Service* and numerous articles. She was director of the Library School at New Jersey College for Women from 1930 to 1950 and is a past president of the Association of American Library Schools, of the New Jersey Library

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Association, and has served frequently on national library committees. Her home address is 3025 N. Second Street, Harrisburg, Pa.

Obituary

Spencer C. Stanford

Spencer C. Stanford, technical librarian of the Brookhaven National Laboratory of Upton, Long Island, New York, died August 11 at the Mather Memorial Hospital at Port Jefferson after a brief illness. Prior to his appointment as technical librarian at Brookhaven National Laboratory in 1947, Dr. Stanford was technical librarian of Monsanto Chemical Company.

He served as chairman of the New York Chapter of the Science-Technology Group of SLA in 1949.

Dr. Stanford was co-discover with Dr. Walter Gordy of a type of hydrogen "bond" in which atoms are held together in a molecule.

The Selected Reading List

(Continued from page 326)

The second is that the librarian is in a position to know at all times the bibliographic needs of his organization. To foster this knowledge, he should query

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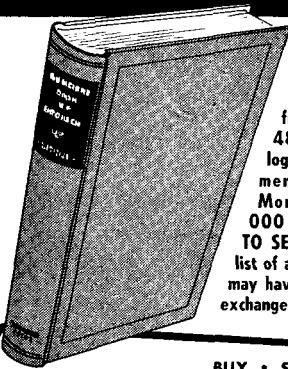
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regularly the personnel of his organization to ascertain the subjects they would want covered in literature analyses and selected reading lists. This is best done via questionnaires. He should also attend, whenever possible, technical planning meetings to apprise himself, at first hand, of the present and future activities of his organization. Finally, the initiation of a successful and effective selected reading list hinges upon the library's regularly receiving and maintaining a complete file of pertinent periodicals. Weighing these factors, it is clear that the institution of a selected reading list is well within the scope of the average special library and special librarian.

Services in Petroleum Libraries

(Continued from page 317)

Miscellaneous services	100.0	27.4
Mail and order reprints.....	83.3	
Purchase books for personal libraries	66.7	
Maintain file of industrialists' literature	95.6	
Prepare reproductions	37.5	
Prepare bibliographies.....	100.0	
Assist management	79.3	
Assist research staff.....	100.0	
Prepare technical meetings calendar	20.8	
Library Administration	91.5	6.0

¹ Bloome, G., *SPECIAL LIBRARIES* 38, 46-50 (1948).

² Hewitt, W. F., Jr., *Journal of Chemical Education*, 26, 191-192 (1949).

³ Hill, N. C., Casey, R. S., and Perry, J. W., *Chemical and Engineering News*, 25, 970, (1947).

⁴ Joint Symposium, "Preparation of Literature and Patent Surveys and Petroleum Service," Division of Petroleum Chemistry and Chemical Literature Group, Division Chemical Education, American Chemical Society, April 14-18, 1947.

⁵ Shorb, Lura and Beck, L. W., *Journal of Chemical Education*, 21, 316, (1944).

⁶ Smith, J. F., *Chemical and Engineering News*, 27, 80-82 (1949).

⁷ Steelman, John R., *Science and Public Policy, Man-Power for Research*, 4, 31 (1947).

⁸ Volwiler, E. H., *Chemical and Engineering News*, 25, 1326-30 (1947).

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(Continued from page 319)

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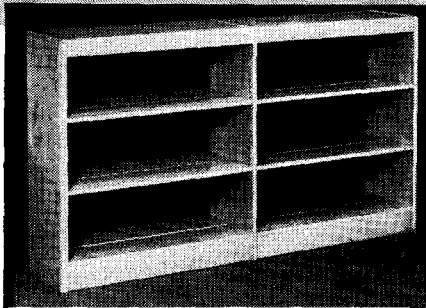
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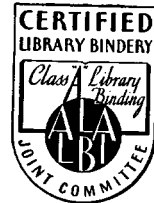
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