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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 45

NOVEMBER 1954

NUMBER 9

Administrative Policies for the Special Library

Earl C. Graham

Services Available from Large Libraries

Esther M. Schlundt

Aslib's Annual Conference

Robert L. Collison

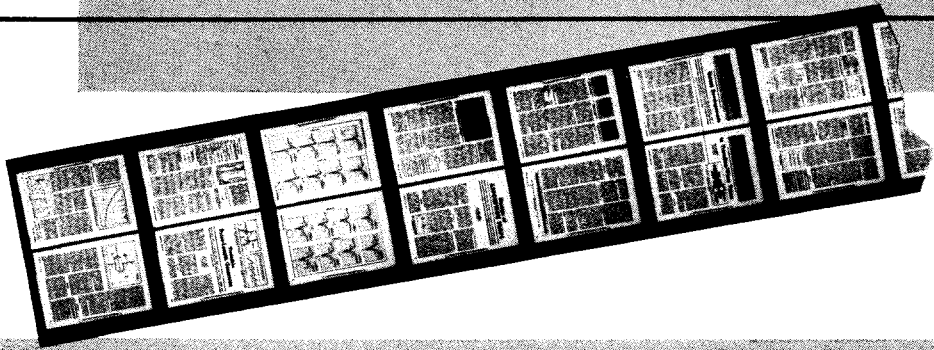
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G. E. Randall

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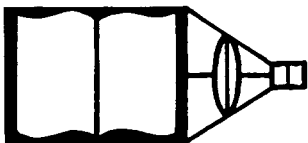
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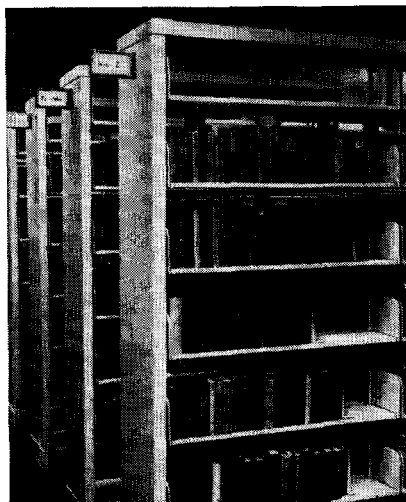


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Administrative Policies for the Special Library*

An Inventory

EARL C. GRAHAM

*Librarian, National Society for Crippled Children and Adults,
Chicago, Illinois*

WHETHER THE SPECIAL LIBRARIAN works alone or supervises a staff, he must supply to the persons served by the library essential information in a readily useful form. The decisions that are made by the librarian in seeing that satisfactory service is rendered, are conditioned by the circumstances under which the staff works. By being aware of these factors, the librarian, as administrator, can develop administrative policies that are dynamic and effective. These policies form the framework supporting the staff's daily activities.

In this article I should like to suggest the factors that determine library policies and to list in a kind of inventory a series of questions, the answers to which will form a statement of policy consistent with the library's proper function.

In a general library, the librarian's job primarily is to make the collection accessible to the patron, and the key is the card catalog. In a special library, the collection is used primarily by the librarian to obtain information that has been requested or to select and assemble sources of information.

In the special library, it is the librarian who is the key, that is, "the X factor in the success of the library."¹ The budget of the typical special library reflects the fact that the special library is three-fourths librarian and one-fourth publications, 75 per cent or more being earmarked for staff salaries.

* Based upon a talk given December 9, 1952, as part of a refresher course on "Administration and Management Relations" conducted by the SLA Illinois Chapter in its educational program for 1952-1953.

It is generally recognized that the special library "functions as a service unit, its activities being the centralization and presentation of facts, ideas, opinions as they are available in printed or other sources, and the supplying of these facts and ideas at the appropriate time to the appropriate person . . . The vital function is good service at the right time; all else is secondary and should be subordinated to it."²

The administrative approach is pragmatic: That policy which contributes to good service is good, that which does not is bad. Since the results of a library cannot be measured in dollars and cents, the effectiveness of its services is under constant scrutiny by management. The librarian does well, therefore, to maintain a continuous audit of the library functions so as to streamline and improve services in any way possible. Alertness and flexibility are characteristic qualities of the successful special library administrator.

Factors Determining Policies

Since the library is a service maintained by the parent organization to help accomplish its own objectives, the library must be so administered as to effect those goals. The following may be considered as factors that determine the administrative policies of any library.

1. *The parent organization and its characteristics.* In speaking of industrial libraries, Mrs. Strieby states that "special libraries are no more alike than the firms they serve, which may be manufacturing, merchandising, or service corporations. Manufacturing companies vary from small units, making one spe-

cific item, to large ones, decentralized by type of product. Service and merchandising organizations may also be small, operating entirely within one location, or they may be large and broken down by geographical area . . .”³

The librarian must know and must arrange to see that he is kept informed of the scope of activities and interests of the parent organizations, its organizational structure, and its personnel.

2. *The place of the library in the organization.* Although there is much discussion as to the exact place for the library on the organizational chart, there is general agreement that the library should be close to top management or to the executive head of the department which the library serves. Its proper place will guarantee it recognition, an adequate budget, and less red tape and more freedom in shaping its own destiny.

The following principles will help to locate the library on the organization chart:

a. The library should serve all departments with equal effectiveness.

b. The librarian should have personal access to heads and personnel in all departments. He should represent the library at inter-departmental meetings, and should be in a position to know the operation and functions of all departments and their personnel.

c. Personnel should have direct access to library services and facilities. Use of the library and requests for library services should not ordinarily have to follow administrative channels.

3. *Management's concept of the library function.* Not only will management's general policies affect the library, but management's attitude in regard to the library itself will determine the scope of its services and the working conditions for its staff.

4. *The personnel using the library.* The number of employees and their location in relation to the library will affect library policies. In spite of the telephone and interoffice mail, the use of the library by any one person is too fre-

quently in reverse proportion to the linear distance the person is from the library: that is, the farther he is from the library, the less he will tend to use the library. This may be true organizationally: the use of the library is relative to the distance from the library on the organization chart. The library therefore, must be administered to compensate for any existing disadvantageous situation.

The types of professional and clerical personnel also affect library policies. Needs differ among research scientists, statistical analysts, executives, and stenographers. Since their abilities to use the library will differ, different types of assistance must be rendered them.

5. *Library facilities, staff, and budget.* Existing conditions in regard to reading and workroom space, adequacy of the collection, size and qualifications of the staff, budget, and access to other library and informational resources—all are conditioning factors.

Management

In addition to the circumstances listed above, management may arbitrarily place other duties and responsibilities on the library, many of which may be beyond the normal range of library work but which for the convenience of the organization are assumed by the library. Although management may rightly claim the loyalty and support of the librarian, it is still the librarian's responsibility to assist management to understand the functions that the library may best perform for the benefit of the organization.

The librarian as administrator can utilize his position and his association with management in efforts to change conditions wherever such changes may improve the library's services. The librarian should be alert to the current status of (a) the effectiveness of the library's services; (b) the conditions under which the library staff works; and (c) conditions that should be changed, or if not, adjustments in library service that can be made to compensate for such conditions.

In his continuous inventory of the library's services, the special librarian should remain aware of all areas in which his administrative responsibilities lie. By a constant search for improvement the alert administrator is ready and capable of making changes whenever opportunity arises. He must know the scope of the library's functions, and especially, he must understand management's concept of those functions. His knowledge and understanding will be reflected in the policies under which he administers the library. Although management and other members of the organization may be aware of these policies only in general terms, members of the library staff will perform their duties intelligently if they have a sympathetic understanding of those policies.

An Inventory of Policy Questions

The following questions are of the kind that should be considered by the librarian in the preparation of a library policy statement or in the interpretation of those policies in the library procedures manual.

1. *The library physical plant and equipment.*

- a. Is the library located in the best available place? In what ways does the location affect the library's services? What special adjustments or arrangements can be made to improve the location or the services in that location?
- b. Analyzing library space and layout in the same way, what can be done to remedy any inadequacy?
- c. How adequate are the furnishings and equipment of the library, especially the shelving and vertical file cases? In what ways do they affect the services of the library, and what must be done to remedy any inadequacy?

2. *The library collection.*

- a. How adequate is the library collection for the services you do or should render? What are the limitations on size and coverage that are determined by budget, space, etc.?
- b. How much, if any, materials of historical value only do you have and

should retain? Are you, or should you be, responsible for any part of the organization's archives? If so, are they being administered properly?

- c. What is your discard policy, and what determines it?
- d. What is your binding policy, and what determines it?
- e. Are you fully utilizing existing resources for gifts and exchanges so as to acquire useful materials and to discard unwanted materials?
- f. Are you utilizing existing resources that will extend and supplement your collection, e.g., interlibrary loan services, photoduplication techniques, etc.?

3. *Policies relating to the library's services.*

- a. Are requests for services from organization personnel being received by the proper library staff member and are they receiving appropriate attention? What types of requests are considered routine, and which require special consideration, or are beyond the scope of the library? How should they be handled?
- b. Do you and your library staff know the occasion when facts and figures are to be supplied to answer a request and the occasion when to make available reference sources where the questioner himself seeks the information?

Is there a satisfactory understanding with the organization's research staff as to their use of the library and the kind of help the library will extend to them, specifically in the conduct of literature searches and the compilation of special bibliographies?

- c. What is your procedure in obtaining information from some other library or organization? Under what circumstances does the library or the person desiring the information make the outside contacts?
- d. What measures do you take to encourage organization personnel to seek the services of the library? How effectively are you keeping them informed of the library's facilities?
- e. What is your policy in serving outside organizations and persons?

f. How well do you anticipate the needs and requests of your organization? What can be done to improve the library's awareness of trends and new interests?

g. Is the amount and kind of library cataloging satisfactory and appropriate for the services to be rendered? What can be done to improve the library's indexing and bibliographic services? Are you making proper use of published indexing and abstracting services?

4. *Library staff.*

a. Is the staff, as to size and qualifications, capable of performing satisfactorily the services the library should perform?

b. Are staff duties clearly defined and are they understood by the entire staff? What are the areas of conflict or of potential conflict?

c. What provisions are there for in-service training and for staff development? Is there a policy of rotation of duties and of upgrading qualified staff members? Is adequate recognition in status, salary, etc., given to all members, professional and nonprofessional?

d. Are the organization's personnel policies utilized to the best interests of the library and its staff?

e. How active are you and your staff in activities of library associations? What provisions are there to encourage staff participation? Do you and your staff have ready access to the professional literature that should be read?

5. *Reporting and record keeping.* How adequate are the provisions for such

administrative responsibilities as:

a. Proper and adequate reporting and publicizing of library activities?

b. Library budget control?

c. Library administrative records and files?

6. *Extra-library activities.*

a. Within the organization, are the extra duties performed by the library staff (e.g., reception of visitors and visitor tours, official assignments to departmental committees, contributions to organization publications, etc.) consistent with the responsibilities of the library? What is your attitude in accepting such organizational duties?

b. What is your attitude in regard to participation in unofficial or semi-official activities (e.g., employee educational and social activities)? In what ways are they of advantage or disadvantage to the work of the library?

Conclusion

In the way these questions are answered, the librarian has formed the policies under which the library functions.

References

¹ Holland, Joan. Research Library—cadaver or catalyst. *Special Libraries*. July-Aug. 1944, 35:343-346.

² Parsons, Mary Alice T. The company library: a personnel approach. *Special Libraries*. Mar. 1945, 36:85-90.

³ Strieby, Irene M. Organizational relations of special librarians. *Library Trends*. Oct. 1952, 1:169-255.

SLA PROFESSIONAL AWARD

In accordance with the established awards program of Special Libraries Association, SLA members are invited to submit names, with supporting information, for consideration as candidates for the SLA Professional Award of 1955.

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JOURNAL ROUTING

Greater Efficiency at Lower Cost

G. E. RANDALL

Manager, Technical Information Branch, ARO, INC., Tullahoma, Tennessee

THE LIBRARIAN who may consider whether or not to route his journals is fortunate. He can decide not to and save himself a lot of manhours, missing journals and availability headaches. But the decision does not always rest with the librarian and journal circulation may be mandatory. This is particularly true in industrial libraries with a dispersed clientele and a subscription list heavy with its current-information journal titles.

The AEDC library is in the latter category. Journal routing is a must. A recent change in technique provided an opportunity to make a study which disclosed some time and cost figures that may be of interest to other librarians.

The Arnold Engineering Development Center is a U. S. Air Force Air Research and Development Command Center for the testing of aircraft, propulsion systems, missiles, and aircraft components under simulated operating conditions at supersonic and transonic speeds.

The Center, located near Tullahoma, Tennessee, is operated by a contractor, ARO, INC., with approximately 1,400 employees; the AEDC Headquarters consists of 250 Air Force military and civilian employees. Because the Center is still under construction, the Corps of Engineers has a detachment of 200 people stationed there.

The AEDC library, an organizational component of ARO, INC., provides library service to all three groups which are dispersed throughout the area. The personnel in the testing facilities are approximately a mile from the library.

During the first two years of the library's existence, every possibility to increase the use of the library's exist-

ence and the library's resources was exploited.

As soon as subscriptions were placed in October 1952, a system of automatic journal routing was established. A year later there were 1050 names on the distribution list, and journal work occupied the major portion of the time of the trained librarian who provided the published literature library service.

In November of 1953 the list of journals was circulated for the purpose of compiling a new routing list and the response provoked a typical problem for a new and growing industrial library. The returns doubled the number of names on the routing list; this implied that sixty hours a week rather than thirty would be required for servicing. If the library users had returned their issues promptly and asked only for the titles which were required in their work, the old system would probably have been continued. Unfortunately, this was not the case.

A review of the charge out records indicated that journals were retained for an average of four days by each borrower. It was suspected that the distribution list included a number of names of people who were merely curious or felt that they had to see each issue just to make certain that it contained no information of value. This suspicion was increased when the new list of routing requests was reviewed.

An opportunity to change the system was created when the Printing and Reproduction Section obtained Xerox equipment. The contents page of each new issue was photographed on a multi-lith plate, reproduced in quantity, and simultaneously distributed to all names on the routing list. The journal was

then sent to those who found an article of interest and called the library to request it.

There were, of course, a number of quick and very loud reactions—most of them unfavorable. This was to be expected. But when it was admitted by the library personnel that the new system was known to be inadequate for some uses and that compromises would be worked out just as soon as enough experience was obtained to formulate the changes, all callers without exception agreed to give the new system a month's trial and then, in co-operation with the librarian, work out any changes which the experience indicated would be desirable.

During the first month of the system, an average of 970 contents pages were distributed each week. All people on the routing list were notified by the library of the information available to them in current journals within two days of receipt.

Under the routing system, the users were aware of the journal contents only as they saw the journal, and it frequently took three months for a publication to complete its circuit.

It did mean, however, that the library was distributing three and a half times as many items as it had under the old system when an average of 275 journal issues were routed each week.

The sharp decline in journal routing which had been expected did not materialize. In a moment of optimism it was assumed that the major work load would be the distribution of the contents pages because the routing would drop to 50 or 75 issues a week. Instead, the routing averaged about 250 issues a week during the first month.

This indicated that about half of the people on the routing list were requesting the journals since there were twice as many people on the routing list for the contents pages while the number of the journals routed remained roughly the same. The charge out records were checked to verify the conclusion and disclosed that only 26 per cent of

The accompanying article by Mr. G. E. Randall describes a method for alerting library users to the information available in current journals through the circulation of automatically reproduced contents pages.

Form letters were sent to publishers requesting permission to reproduce the contents page of each journal issue as received at the Technical Information Branch of ARO, Inc. Mr. Randall, the Branch manager, states that nearly all publishers granted the permission.

Two replies were received indicating that publishers planned to add descriptive notes for each article on the contents pages in place of the usual author title listing. Another added date and issue number.

Not all of the replies were favorable. The publisher is interested in obtaining the largest possible circulation for his journal; the librarian attempts to get the largest possible use out of each single issue he receives.

One publisher, assuming that the contents page was photostated in quantity, thought it would be cheaper to subscribe to twenty-five copies of the journal.

The conclusions drawn in the article indicate a more extended and efficient use of current periodicals through the preliminary distribution of contents pages.

the recipients of the contents pages were requesting the journals.

This apparent discrepancy in data caused a recheck of the figures and the charge out records. The conflict was resolved when the charge out records showed that the length of loan had been reduced from four days to two days by the new system and that journals were being routed twice as fast.

The fact that only 26 per cent of the people on the routing list of the contents pages requested that the journal issue be sent to them indicated that three-fourths of the recipients either

used the contents page to verify that the journal issued contained no useful information, or that their request to be added to the routing list was a mistake in the first place.

Because neither the number of journals nor the readers had changed appreciably, it was assumed that with the automatic routing system under which the library was circulating 275 issues per week, benefit was obtained from only 71 of the routings. These 71 loans per week could be assumed to be valid loans, the remaining 204 were wasted effort on the part of the library and the recipients. On the other hand, all 250 routings under the current system could be considered to be valid.

Comparing the costs for journal routing on a basis of valid loans, the cost dropped from 84 cents to 41 cents per routing, which includes the cost of the distribution of the contents pages. This cost is estimated to be two cents per copy. The data on which these conclusions are based are shown below.

Cost of Journal Routing System

Items Considered	Old System	New System
Number of names on routing list for all journals	1050	2100
Automatic routing	275 ¹	970 ²
Time spent with journals..	30 hrs. ³	60 hrs. ⁴
Hourly cost of work ⁵	\$2.00	\$1.75
Number of valid loans.....	71	253
Time per valid loan.....	25 min.	14 min.
Labor cost per valid loan	84 cents	41 cents
Labor cost per contents page distributed	2.1 cents

Explanation

- (1) Journals.
 - (2) Contents pages.
 - (3) Includes checking in journals, establishing loan record, removing loan charges, and filing returned journals.
 - (4) Includes items recorded in (3) above, plus preparation of journals for reproduction, Xeroxing, printing and distributing contents pages, receiving and recording each request for a journal loan, and recalling overdue loans. Time allotment is estimated as follows:
- | | |
|---|----------|
| Contents page reproduction and distribution | 12 hours |
| Journal circulation | 30 hours |
| Receiving requests for journal loans | 10 hours |

- Recalling overdue loans 8 hours
- (5) Hourly cost differential based on fact that previously all journal routing was done by a librarian; now it is split equally between the librarian and a clerical assistant.

From the library's point of view, the new system offers many advantages. It provides a prompt and simultaneous notification of the contents of new journals to all library users. The system permits the user to determine the order of the routing; presumably the man who wants the information in the journal will call or notify the library promptly and the library issues the journals on a "first come, first served" basis. Only needed loans are made, and library users receive only those issues in which they are interested. The loan time has been reduced as has been the unit cost of valid loans.

The library is a service institution and the library's point of view ranks second to that of the library user. A system which satisfies the library administration but is anathema to its users should never be adopted. Therefore, all people whose names were on the distribution list were circularized with a form letter requesting their comments on the system six weeks after it was put into effect. Although a number of the replies carried suggestions for minor changes in the system, with only one exception the replies were definitely favorable.

As a result of the experience with the contents page distribution and to satisfy several comments received in response to the questionnaire, a few journals will be routed automatically to a limited number of offices. Personnel in the Electrical Branch never fail to request *Electrical Engineering*; the design engineers in each of the testing facilities have valid interest in the equipment offered in the advertisements in certain journals.

Contents pages will be distributed as at present and after the requests received for the issues have been satisfied, a small number of journals will be routed automatically.

Literature Chemists Meet in New York

A report on the 126th meeting of the Division of Chemical Literature, American Chemical Society, September 12-17, 1954, in New York City

FOREIGN LANGUAGES are assuming more importance to chemists, as the number of countries engaged in scientific research increases. The Division of Chemical Literature's symposium, given in conjunction with the Modern Language Association, brought out differing views.

Teresa G. Labov of Sinclair Refining Company mentioned that the chemist's three linguistic problems are: need to be able to read foreign languages; finding a way to use a limited knowledge of a foreign language; and the use of mechanical translation.

Benn E. Clouser and Herman Skolnik of Hercules Powder Company described their system for quick and accurate identification of forty languages by characteristic diacritical marks, high frequency words and words commonly used in titles.

Mr. W. N. Locke of Massachusetts Institute of Technology stated that more must be known about the structure of language before we can mechanize translation extensively. James W. Perry of Battelle Memorial Institute and Anthony Oettinger of Harvard University pointed out that too much enthusiasm for use of automatic equipment might lead to diminishing return. Mr. L. E. Dostert of Georgetown University described the Georgetown-IBM experiment that he claims eliminates pre- and post-editing and gives a true translation.

Theodore C. Browne of Dewey & Almy Chemical Company described the work of a patent attorney in a small industrial company and how the department becomes a repository for all types of technical information. Charles F. Chisholm, New York patent attorney, explained that there is no money in a patent but only in the invention patented, and that owning a patent

does not necessarily solve any problems. Saul Herner and DeWitt Myatt of Atlantic Research Corporation recommended that a library be geared to the needs of the scientists using it, rather than be governed by idealism.

Mr. C. A. Stokes and Randolph Antonson of Godfrey L. Cabot, Inc., brought out a new concept in report planning, stating that the value of such a report lies in its ability to influence the decision-making process of the reader. Executives depend on those who can summarize quickly and adequately.

Edward E. Thorp stated that reports to non-technical executives should be in their own language and have few technical terms. Herman Skolnik of Hercules believes that reports form the basis for a good technical communications system.

The large, government and industrial scientific research field in France was described by Pierre Donzelot, Cultural Counselor of the French Embassy. M. Donzelot also outlined the types of French scientific information that may be obtained in this country.

A symposium by the Divisions of Industrial and Engineering Chemistry, Chemical Literature, and Chemical Marketing covered the subject of "Technical Information in Action." Warren C. Lothrop of Arthur D. Little, Inc., stated that major scientific research information is based on the fact that no machine is a substitute for the human intellect and that man can correlate more complex information faster than any machine. James M. Crowe, American Chemical Society executive editor, showed that the enlightened and progressive publications policies in the chemical world had resulted in accumulating a vast storehouse of scientific knowledge.

EDWARD E. THORP

Services Available from Large Libraries

A Review*

ESTHER M. SCHLUNDT

Head, Readers Division, Purdue University Libraries, Lafayette, Indiana

IF YOU WORK in a company which has a special library or a collection of books, it will undoubtedly have the basic books and magazines of science and technology but, by necessity, its resources will be limited and there will be many references you will need from related fields of literature which are not readily available. The questions then arise: "Where can I get this material?" and "What is the quickest and simplest method of procuring it?"

It is natural to turn to libraries and other institutions which have built up and maintain large collections in science and technology. These for the most part are the large public and university libraries. However, there are also a number of special libraries such as the Engineering Societies Library and the Chemists' Club in New York which have excellent and extensive collections in specific fields.

A brief summary of the services available from a number of key libraries is presented here in tabular form for ready reference. This is only a sampling of the many libraries over the country but there is enough variety here to show the kinds of services available.

Generally speaking, requests for materials should be made from libraries in one's own vicinity as this is usually less expensive in both time and money, and it is easier to know the holdings and personnel of the libraries in one's own area. However, if the materials are not available nearby or the service is

inadequate, other libraries should be tried.

Before too long it may be possible for libraries to transmit by facsimile reproduction . . . any article wanted just as the news services now send their reports and pictures; but at the present time and probably for some time to come one must either borrow the original volume or order a photocopy or microfilm of the article desired. For books of any length, to borrow by interlibrary loan is the most satisfactory. For periodical articles and short reports a copy is often more practical and many times just as reasonable. With this method one may keep the article for future reference, there is no pressure to return it by a certain date, the cost of transportation is considerably less and the original periodical gets much less wear and tear. Usually it is a good policy to order photostats or other forms of photocopy for articles up to ten pages, and microfilms, if one has access to a reading machine, for longer articles.

The tables show that most large libraries offer both photostat and microfilm services. Photocopies are usually obtainable within 24 to 72 hours and microfilms within a week's time.

The U. S. Department of Agriculture in Washington maintains a Bibliofilm Service which is very reasonable and gives fairly prompt service. Here photostats may be obtained 7 pages for \$1.00. Handy coupons valued at \$1.00 each may be ordered in any quantity.

The Armed Forces Medical Library has a similar service charging 50 cents for 5 pages of photostats and 50 cents for 50 consecutive pages of microfilm.

* Paper presented at the National Metals Congress in Cleveland, Ohio, October 22, 1953, before the Metals Division and Section of the Special Libraries Association.

Both of these services have convenient forms which make ordering very simple.

The American Chemical Society has a special arrangement with the Bibliofilm Service of the USDA whereby its members and subscribers to *Chemical Abstracts* can secure copies of nearly any journal located in Washington, D. C., or listed in *Chemical Abstracts*. Coupons at \$1.10 or 10 for \$11.00 may be purchased from the Secretary of the American Chemical Society at 1155 16th Street, N.W., Washington 6, D. C., or from the editor of *Chemical Abstracts*, Ohio State University, Columbus 10, Ohio. Each coupon is good for a photoprint up to 7 pages or a microfilm copy up to 50 pages in length from one issue of a journal.

In all of these photocopying services the applicant for the copy assumes the responsibility for any questions of copyright and the library or photoduplicating service acts merely as a copying agent.

Translations

Many of the engineers in our country are not linguists but they are still anxious to know about the research done in foreign countries, and there is an ever growing demand for translating services and for better methods of finding out what materials have already been translated. Many public, special, and university libraries maintain translating services for their patrons. There are also a number of agencies which collect translations and make them available.

Special Libraries Association maintains a translations pool at the John Crerar Library in Chicago and photostatic copies of translations are now available or paper copies may be borrowed for a service fee of \$1.50.

[EDITOR'S NOTE: The holdings in the SLA Translation Pool appeared in the 73-page *SLA List of Translations, October 1953*.

A *Supplement* is now available at one dollar a copy. Orders with payment enclosed may be sent to: SLA Transla-

tion Pool, John Crerar Library, 86 East Randolph Street, Chicago 1, Illinois.]

The Foreign Documents Branch of the Documents Service Center of the Armed Services Technical Information Agency in Dayton has a large collection of translations as does the Research Library of the Brookhaven National Laboratory at Upton, New York.

Information about existing translations can also be obtained from the Central Catalog of Slavic Translations at the Union Catalog Division of the Library of Congress, from the Information Office of Aslib in London and the Scientific Liaison Office, National Research Council in Ottawa.

A Scientific Translations Center has been established in the Science Division of the Library of Congress. It is sponsored by the National Science Foundation in collaboration with the U. S. Atomic Energy Commission. Initial emphasis has been placed on translations from Russian scientific journals. Listings of translations received appear monthly in *Bibliography of Translations from Russian Scientific and Technical Literature*. This list also includes notices of translations available by direct purchase from commercial and other translation services. All translations sent to the Center for deposit or on a loan basis are microfilmed so that photostats, enlarged microprints, or duplicate microfilms of the individual items may be purchased at a reasonable price.

The National Science Foundation through a contract with the Slavic Languages Department of Columbia University is having a series of Russian research reports in physics translated. These are being printed by the Atomic Energy Commission and are currently being made available in their NSF-tr (National Science Foundation. Translations) Series and are obtainable from any of the Atomic Energy Commission's depository libraries, as well as from the Office of Technical Services. This same department last year undertook the compilation of the Rus-

sian terms used in metallurgy in preparation of a glossary.

The American Mathematical Society has prepared for the Office of Naval Research a series of translations of selected mathematical papers published in Russian or related languages. There are 116 translations published or in the process of being prepared. These must be ordered in advance as each group is announced, but will be found available in most libraries having scientific and technical collections.

All of this translation information activity is being watched by university and research libraries and they will do their best to make the results known and available to you.

At Purdue, for instance, the library is collecting translations made by graduate students as a part of the requirement for an advanced degree. These are typed on Ozalid paper and so can be quickly reproduced. Lists of these translations are sent to the principal translation collections and are thus made available to others outside the university. This is just one example of the kind of organization and communication of knowledge that university libraries aim to accomplish.

Research Information Services

As individuals and companies come up against new problems or new kinds of work they immediately want and need to know what has been done that is new to them, where materials may be obtained and which companies already have the necessary know-how at their command. This is the time to turn to the research information services made available by a number of libraries to individuals, government agencies, and companies. This work has been going on for some time to a limited extent.

Recently John Crerar Library has expanded its research information services and is building up a staff of specialists who are prepared to do extensive library searches in various fields. The cost

of this service is borne by the users at either an hourly rate or on a contract basis.

The John Crerar Library has been given a grant from the National Science Foundation to study the functions and the organization of information services in scientific libraries. The problem of the dissemination of scientific knowledge in our country today is indeed a very real one.

The Battelle Memorial Institute also does this type of research on even a larger scale as the Institute has scientists and engineers who do original research for industry as well as literature searches.

The U. S. Office of Technical Services, ASTIA, the National Science Foundation and a number of other agencies are attempting to give us some control of the vast amount of scientific literature emanating from industry, government agencies, and educational institutions, but exchange of scientific knowledge is still sometimes slow and cumbersome.

The charts published here offer some help in knowing where to ask for assistance. The list of libraries is only a sampling and could be extended at considerable length. Not included in the tabular listing, for instance, is the California Institute of Technology in Pasadena. The collection contains 90,000 volumes and some 3,000 serials are received currently. The holdings are strong in the basic sciences and there are special collections in aeronautics and industrial relations. Interlibrary loan service is available although the collection is primarily for reference use by the students, faculty and the research staff. Special library privileges are granted to representatives of Industrial Associates. There is no translation service. Photocopies and microfilm copies are available at standard prices. Orders require approximately two weeks to fill.

In making any request be sure to give the technical aspects of the whole problem as well as the specific need.

LIBRARY	RESOURCES	TYPE AND USE	RESEARCH SERVICE
Battelle Memorial Institute Library, 505 King Ave., Columbus 1, Ohio	Technical library of over 30,000 volumes, 100,000 patents. Receives over 950 technical journals.	Library to serve endowed institute for conducting research on non-profit basis. Open to the public but books are not loaned. Interlibrary loan.	Assists company staffs in reviewing methods in use and in planning new systems of organizing technical information and files. Will supply technical information by means of bibliographies, literature surveys, abstracts (including foreign language articles) and regular library service for companies without libraries. Above furnished on contract or cost-incurred, non-profit basis, done by staff of expert scientists, engineers and librarians.
Technology Department, Carnegie Library of Pittsburgh, 1400 Forbes St., Pittsburgh 13, Pennsylvania	Technology Department contains over 142,000 reference books and 37,000 circulating books. Special emphasis on materials relating to the iron and steel industry and chemical technology. Collection has been aided by donations from Assoc. of Iron and Steel Engineers and Pittsburgh section of Amer. Chem. Society. Receives 1,300 periodicals and 800 continuations. Has complete set of U. S. patent specifications and drawings and British patent specifications. 25,000 trade catalogs and 500 house organs.	Open to the public. Large part of collection is for reference use and not loaned from the library. 37,000 volumes available for home use. Interlibrary loan.	Does not undertake extensive literature searches but offers assistance to readers in use of the collection, indexes, abstracting journals, etc.
Chemists' Club Library, 52 East 41st St., New York 17, New York	Contains 55,000 volumes and pamphlets. Journals in the field of chemistry constitute 75% of entire library. Receives all journals abstracted in <i>Chemical Abstracts</i> and subscribes to 200 additional ones.	Reference use only. Open to the public but books must be used in the library. Interlibrary loan.	Literature searches supplied at cost.
Applied Science and Technology Dept., Chicago Public Library, Michigan and Washington, Chicago, Illinois	Opened as a separate department October 15, 1953. Circulating book collection of over 20,000 volumes arranged on open shelves. Also a comprehensive collection of reference books. Over 200 journals and periodicals. Very complete patent collection. Trade catalog collection.	Open to the public. Two to four week loans of non-reference books. Special company library cards issued in company's name may be used by all authorized members of the organization. Interlibrary loan.	Staff assistance in securing materials or in any phase of reference work.
Science and Technology Division, Cleveland Public Library, 25 Superior Avenue, Cleveland, 14 Ohio	Contains 192,000 volumes. Receives 1,200 periodicals and house organs. Collection especially strong in metals and metallurgy. Complete file of U. S. patent specifications and drawings. Abridged specifications for Great Britain, Canada, France, and Germany.	Open to the public. Part of the collection available for home use lending. Interlibrary loan.	Does not undertake to prepare extensive bibliographies but staff gives assistance in use of collection and materials.

TRANSLATIONS	PHOTODUPLICATION SERVICE		
	PHOTOPRINTS	MICROFILMS	PAYMENT
Translations service is maintained only for its own technical staff to service research contract projects.	Photostats: Negatives, per page, 40¢. Positives, per page, 80¢. Xerocopies, per page, 25¢.	Microfilms made only by special arrangement.	By check upon delivery of photocopies.
Does not have a translations service. Maintains a collection of translations from Henry Brutcher, Iron and Steel Institute, Consultants Bureau, National Science Foundation; Columbia University project, etc. May be used in library. Photostats not available.	Photostats: Negatives, 14 in. x 18 in., 35¢. (Two facing pages can usually be reproduced on one print.) Positives, 70¢. Postage, 10¢ or more. 24 hour service.		Payment in advance. Credit extended to firms and individuals requiring frequent work and bills rendered periodically.
Translations from practically all languages can be arranged. Prices vary with language. Estimates usually submitted to reader in advance.	Photostats vary in cost with size of page. 8 in. x 11 in., 30¢ per shot. Postage and sales tax extra. Minimum charge \$1.00.	Microfilms made only for members of the Chemists' Club.	
	Photostats: 24 hour service.		
Does not have a translations service but keeps a file of local translators to whom inquirers are referred. Some members of the staff do translating on fee basis.	Photostats: 10 in. x 18 in. Negatives, 45¢. Dup. prints, 35¢. Positives, 80¢. Dup. prints, 40¢. Photostats: 18 in. x 22 in. Negatives, 65¢. Dup. prints, 55¢. Positives, \$1.20. Dup. prints, 55¢. Mailing and handling fee.	Negative microfilm, 5¢ per exposure (one or two pages depending on size). Positives, 8 frames to the ft., 10¢ per ft. Service charge per volume, 25¢. Min. charge for each order, 50¢.	Payment in advance. Companies and institutions may have charge or deposit accounts. Some send purchase orders with request and are billed at end of month.

LIBRARY	RESOURCES	TYPE AND USE	RESEARCH SERVICE
<p>Colorado School of Mines, Golden, Colorado</p>	<p>Collection contains 70,000 volumes fairly evenly divided between mining, metallurgy and geology, with supporting collections in mathematics, physics, chemistry, etc. Over 900 periodicals and serials currently received.</p>	<p>Open to the public but primarily for faculty, students and staff. Facilities available and much used by engineers and research scholars. Interlibrary loan.</p>	<p>Resources made available to industry whenever possible through interlibrary loan, brief reference service, and photocopying service.</p>
<p>John Crerar Library, 86 East Randolph Street, Chicago, Illinois</p>	<p>Comprehensive coverage of the world literature on metals, metallurgy, metal manufacture, and related fields. 750,000 volumes on science, technology and medicine.</p>	<p>Endowed public reference library. Reference use only. Books not lent for home use. Interlibrary loan. Borrower pays postage or express charges.</p>	<p>Research Information Service established in 1947 available to individuals, government, business and industry. Compiles bibliographies, conducts limited or comprehensive surveys of the literature of any scientific subject. Conducts prior art searches relative to patents. Charges on non-profit fee basis normally at \$6.00 per hour for professional service, less for clerical.</p>
<p>Engineering Societies Library, 29 W. 39th Street, New York, New York <i>Founder Societies:</i> ASCE ASME AIMME AIEE</p>	<p>Technical library of 170,000 volumes covering all branches of engineering — civil, electrical, mechanical, mining and metallurgical. 1,400 periodicals received from all parts of the world. Strong collection of metals, books and periodicals.</p>	<p>Open to the public for reference use. Loan of books to any member of one of the Founder Societies at 50¢ per volume plus return postage and insurance. Interlibrary loan.</p>	<p>Searches are undertaken to meet needs of inquirer and range from recommendation of a few titles to comprehensive annotated bibliographies. Literature searches are also made for patent purposes. Charge for searching and research is \$5.00 per hour (less 20% to members of Founder Societies). Estimates of cost of search on request.</p>
<p>Library of Congress, Washington 25, D. C.</p>	<p>Largest library in U. S. containing over 10,000,000 volumes plus many special items, such as music, maps, manuscripts, photographs, etc.</p>	<p>A general reference library for public use, borrowing of books restricted to official borrowers, or loans to government agencies and other libraries. Interlibrary loan limited to books unavailable from other sources and not required in library. Will loan for research purposes only.</p>	<p>Does not in general undertake extensive research for individuals, nor compile bibliographies in response to individual requests. Will provide aid in special bibliographical problems not available to inquirers elsewhere. Technical Information Division thru ASTIA supplies rapid demand and comprehensive bibliographies to the Department of Defense contractors.</p>
<p>Linda Hall Library, 5109 Cherry St., Kansas City 10, Missouri</p>	<p>Collection of 150,000 volumes in science and technology. Receives 4,500 serials in these fields. Purchased the collection of the American Academy of Arts and Sciences in Boston in 1946, containing some 63,000 volumes. In 1947 all books and serials of the University of Kansas City were transferred to the Linda Hall Library.</p>	<p>Endowed library established in 1941. Reference library only. Open to the public but books must be used in the library. Interlibrary loan.</p>	

TRANSLATIONS	PHOTODUPLICATION SERVICE		
	PHOTOPRINTS	MICROFILMS	PAYMENT
	Photocopies made with Contoura camera and developed by Autostat process, 15¢ per page.		
Translations made. Price per 100 words varies with language group. Estimates made in advance. Custodian of Special Libraries Assoc. Translations Pool. Paper copies loaned for service fee of \$1.50. Photocopies available at photoduplication rates plus \$1.00 service charge.	Photostats: 10 pages or fraction thereof from one article or book (negative), \$1.40. Positive print of above in addition to cost of negative, \$1.40. Oversize: Paper larger than 11½ in., extra charge per article, \$1.40. Special search for inaccurate reference, 70¢. Shipment made in 72 hours.	Microfilms of 50 pages or fraction thereof from one article or book, \$1.40. Positive of above, in addition to cost of negative, \$1.40. Shipment made within one week.	In advance by coupon. <i>Coupon A</i> . Left on deposit. <i>Coupon B</i> Held by purchaser. Price range of coupons from 10 for \$13.50; to 100 for \$120.00.
Rates per 100 words for English translations of technical articles: German, French, Italian, Spanish—\$1.50. Russian, Dutch, Portuguese, Danish, Swedish, \$2.00. Quotations on other languages on request (less 20 per cent to members of Founder Societies.)	Photostats: Negatives, 40¢ (35¢ to members), \$1.00 minimum charge per order. (Any two facing pages measuring not more than 11 in. x 14 in. can be taken as one print.) Positive prints, an additional 40¢ each. Mailed within three days.	Microfilm of any one article from a single volume of a periodical in the library, \$1.50 regardless of length. Mailed within one week.	Accepts orders on letterhead or purchase order of companies. Invoices sent when work is completed. Requests from members of Founder Societies handled the same way. All others, payment in advance.
Scientific Translations Center recently established in Science Division by National Science Foundation and U. S. Atomic Energy Commission. Initial emphasis on Russian translations. List published monthly and includes titles from commercial and other translations services.	Photostats: Negatives up to 11½ in. x 17½ in., 45¢. Positives, not including cost of negative, 45¢. Negatives up to 17½ in. x 23½ in., 75¢. Positives, not including cost of negatives, 75¢. Minimum charge, \$1.00.	Microfilm negative film, first 1,000 exposures, 4¢. Over 1,000 exposures on same order, 3¢. Minimum charge, \$1.00. Positive film per foot, 7¢. Minimum for any strip, \$1.00.	In advance by check or money order to "Librarian of Congress". Postage stamps not accepted.
Keeps a list of translators and refers inquiries to them. No translations done by the library at present.	Photocopies, 35¢ per page. Additional copies, 15¢ per page. 50¢ handling charge. Postage free. Minimum order \$1.25.	Microfilms, 3¢ per double frame. 50¢ charge for handling. Postage free. Minimum order, \$1.25.	Invoice sent on all photoduplication orders. Prepayment not required.

LIBRARY	RESOURCES	TYPE AND USE	RESEARCH SERVICE
<p><i>Technical Department,</i> Minneapolis Public Library, Hennepin Ave. at Tenth, Minneapolis 3, Minnesota</p>	<p>Technical Department has extensive collection on mining and metallurgy. Contains over 50,000 volumes and a trade catalog collection of over 7,500 volumes.</p>	<p>Open to the public. Part of the collection available for home use loan. Interlibrary loan limited to non-reference collection.</p>	<p>For research for non-residents, a charge of \$1.00 an hour is made.</p>
<p><i>Science and Technology Division,</i> New York Public Library, Fifth Avenue and 42nd Street, New York 18, New York</p>	<p>The Science and Technology Division contains some 300,000 volumes and has access to the Reference Department's 3,500,000 volumes. Comprehensive collection in mining and metallurgy. 15,000 scientific and technical journals represented. Patent and trade mark publications of 35 nations.</p>	<p>Open to the public. Collection is for reference use only and books are not loaned outside the building. Interlibrary loan.</p>	<p>Does not undertake extensive literature searches or compile long bibliographies. Assistance is given readers in use of the collection.</p>
<p><i>Mineral Industries Library</i> Pennsylvania State College State College, Pennsylvania</p>	<p>Collections of 17,000 volumes used in connection with the curriculum which stresses the earth sciences, mineral engineering and mineral technology.</p>	<p>Open to the public for reference use. State supported and primarily for use of faculty, students and research staff. Books are loaned for home use. Interlibrary loan.</p>	<p>Reference service to students, faculty and research staff. Assistance also given to outsiders who come to use the library.</p>
<p>Purdue University Libraries, Lafayette, Indiana</p>	<p>Collection of 360,000 volumes and 5,000 current periodicals. Collection especially strong in engineering. A departmental library of 2,000 volumes in chemical and metallurgical engineering recently opened.</p>	<p>Open to the public for reference use, but primarily for faculty, students and research staff. State supported. Books loaned for home use. Interlibrary loan.</p>	<p>Service to industry limited to brief literature searches, identification of research literature and lending of requested publications.</p>
<p>Rensselaer Polytechnic Institute Library, Troy, New York</p>	<p>Collection of over 60,000 volumes, over 550 current periodicals currently received. Metallurgical collection is particularly strong in welding, powder metallurgy, and physical metallurgy.</p>	<p>Open to the public but primarily for use of faculty, students and staff. Interlibrary loan.</p>	<p>Industrial research service currently limited to identification of research literature, answering of "spot questions" and the procurement and lending of requested publications. As staff facilities are increased service will be expanded to literature searches.</p>
<p><i>Science and Engineering Division,</i> Stanford University Libraries, Stanford, California</p>	<p>Science and Engineering Div., in a library containing 2,250,000 volumes.</p>	<p>Open to the public but primarily for faculty, students and staff. Interlibrary loan.</p>	

TRANSLATIONS	PHOTODUPLICATION SERVICE		
	PHOTOPRINTS	MICROFILMS	PAYMENT
Does some translating but assumes no responsibility for accuracy of technical or legal terms. Fee of \$1.50 charged for translations involving typist's time. Readers' adviser does short translations. File of translators in city is maintained.	Photostats: Cost plus small handling charge.		
Translation service not available.	Photoduplicates: Negatives on bromide paper (dull mat finish), text up to 11½ in. x 14 in. per sheet, 25¢; 14 in. x 18 in. per sheet, 50¢; 18 in. x 24 in. per sheet, \$1.00. Illustrations, 25¢ more per sheet. Negatives on gelatin paper (glossy finish), text up to 11½ in. x 14 in. per sheet, 50¢. Positives same as negatives in addition to negative. Service charge for each book, 25¢. 24 hour service.	Negative microfilm, 4¢ per frame. Extra frames over 1000 on same order, 3¢. Manuscripts, loose sheets, etc., 5¢ per frame. Positives, microfilm per foot, 10¢; in quantity 8¢ per foot. Minimum charge per order of each type, \$1.00. Minimum per volume or item handled, \$1.	Payment in advance. Deposit account system available to those who wish to order by telephone or mail.
	Photostats supplied at a reasonable fee.	Microfilms: limited service.	
Translation service for students and faculty. List of translators kept and translators are paid 75¢ per 100 words. Library pays 25¢ and patron 50¢. Library also keeps translations done by graduate students for language requirement for advanced degree.	Photostats: 8½ in. x 11 in., 20¢. 11 in. x 18 in., 30¢. 14 in. x 18 in., 50¢. 18 in. x 14 in., 50¢. Positives including negatives double the above amounts. Minimum charge 50¢.	Negative microfilms 7½¢ a frame.	Bill sent when work is completed.
	Positive facsimile contact prints: 5½ in. x 8½ in., 12¢. 6 in. x 9 in., 13¢. 8½ in. x 11 in., 14¢. 9 in. x 12 in., 17¢.		
Individual faculty members willing to provide translations of technical literature in French, Spanish, German, and Russian. Division assists in getting requests to proper faculty member.	Photoduplication available through Interlibrary Loan Department.	Microfilm service available through Interlibrary Loan Department.	

Survey of Study Facilities for Foreign Library School Students in the U. S.

SUPPLEMENT

GWENDOLYN LLOYD

Industrial Relations Librarian, University of California, Berkeley, California

THE BASIC REPORT to which this article is a supplement was published in *SPECIAL LIBRARIES*, January 1954. In June 1954 a request was made to all the library schools for data on revisions in their program since the original survey was made. Nine schools reported changes. In addition, a new questionnaire and explanatory letter was sent to each of the four library schools which had reported previously that waivers of admission requirements were not grant-

ed to foreign students. Since these schools were not included in the tabulations in the earlier article, the information received concerning their provisions for foreign students and their programs is summarized in this supplementary article. Although the data was collected originally in order to provide information for foreign students on library school facilities, the information should be of interest for other prospective library school students as well.



Revisions and Additions to Library School Programs Reported Previously

Library School

UNIVERSITY OF ILLINOIS

A new subject field course in agricultural literature and bibliography has been added. Illinois has developed a strong special library program calling for basic training plus specialized bibliographical training. According to information supplied by the various schools for the original article and this supplementary article, Illinois offers more special bibliographical courses than any other single library school.

Department of Library Science

UNIVERSITY OF MICHIGAN

Michigan reported no changes in regular session courses, but listed three new courses for special librarians offered for the summer session 1954: *Special Libraries, with emphasis on industrial libraries; Bibliography of Science; Workshop on the Logic of Mechanizing Information for Research.*

School of Library Science

UNIVERSITY OF NORTH CAROLINA

North Carolina no longer offers a special scholarship for Latin American students. LUCILE KELLING is the new Dean, replacing Miss Akers who retired as of August 31, 1954.

Library School

GEORGE PEABODY COLLEGE FOR TEACHERS

Peabody offers three courses, *Special Prob-*

lems in Librarianship, A, B, and C. Students through these courses can do special work in connection with Peabody Division of Music, Vanderbilt University School of Religion, and Vanderbilt University Medical School Library to prepare for library positions in those subject fields.

Department of Library Science

ROSARY COLLEGE

The course in *Theological Seminary Library Administration* has been dropped from the 1954-55 catalog.

Department of Library Science

COLLEGE OF ST. CATHERINE

St. Catherine now offers a fifth year program leading to the M.A. (L.S.) degree, replacing the former B.S. in L.S. degree program. Requests for information and applications for admission should now be sent to Sister Marie Cecilia, director of the department, instead of to the college president.

The course in *Special Libraries* has been dropped, and the following courses added to the program: *Literature of the Humanities; Literature of the Social Sciences; Literature of Sciences and Technology; Science and Technology Reference Service; County and Regional Library Service.*

**Graduate School of Library Science
UNIVERSITY OF TEXAS**

Beginning in the fall, 1954, Texas is offering a course in Special Libraries which will probably emphasize scientific and technical libraries. The following subject field courses are offered in addition to those listed in the previous report: Humanities and Social Sciences; Science and Technology.

**School of Library Science
WESTERN RESERVE UNIVERSITY**

Two new courses in special fields have been added: Chemical Literature, and Documentation.

**Library School
WISCONSIN UNIVERSITY**

Wisconsin no longer offers a course in Chemical Literature and Bibliography.



Library School Programs Not Reported Previously

Of the four schools in this group, California, Florida and Oklahoma report that general university scholarships and fellowships are open to foreign students as well as to American students on a competitive basis. Our Lady of the Lake College has only work scholarships. In all cases, students admitted as special students on waiver

of regular requirements are not eligible for a degree unless the deficiencies are removed. If the library school program is not completed for the degree, California will give upon request a statement of work completed; Florida grants a certificate for the completion of twelve semester hours or thirty semester hours of the program specified in its catalog.



**School of Librarianship
UNIVERSITY OF CALIFORNIA
Berkeley 4, California**

Degrees offered: B.L.S.; M.L.S.

Write: J. PERIAM DANTON, *Dean*

California reports that foreign students are admitted to the School of Librarianship if their level of education and of academic performance (evaluated on an individual basis) appears to be comparable to that required from American applicants. Any course in the second year curriculum is open to any graduate student in the University who satisfies the instructor of his ability and preparation to undertake the work, even though he is not a candidate for the M.L.S. degree and does not intend to qualify for it.

Special subject bibliography courses offered are: Bibliography of Science and Technology; Medical History and Bibliography; Fundamentals of Music Bibliography. A course in Municipal and County Library Administration is also offered. The School catalog lists in addition a number of related courses in other departments of the University which may be taken to secure subject specialization in various fields.

**Library School
FLORIDA STATE UNIVERSITY
Tallahassee, Florida**

Degrees offered: M.A.

Write: LOUIS SHORES, *Dean*

Florida will admit as special students foreign students who do not meet all regular university admission requirements. The Li-

brary School offers a course in Special Library Service and special subject bibliography and reference courses in the fields of Humanities, Social Sciences, and the Natural Sciences. Directed individual study courses are also available for specialized subject fields.

**School of Library Science
UNIVERSITY OF OKLAHOMA
Norman, Oklahoma**

Degrees offered: M.A. in L.S.; M.L.S. Also B.A. with major in Library Science.

Write: ARTHUR MCANALLY, *Director*

Foreign students who do not meet all admission requirements may be admitted as special unclassified students. Bibliography or reference courses in the following special subject fields are offered: Chemistry, English, Humanities and Social Sciences, Sciences, Zoology. Courses in Historical Method—Bibliography and Criticism, History of Science, History of Geology, as well as other related courses in various departments of the university, may be taken for credit.

**School of Library Science
OUR LADY OF THE LAKE COLLEGE
San Antonio 7, Texas**

Degrees offered: M.S. in L.S.

Write: SISTER FRANCES CLARE, *Director*

In a few cases admission requirements might be waived for foreign students who would be admitted as special students. Reference and bibliography courses in the following subject fields are offered: Humanities; Social Sciences.

Documentation at Westminster

A report on the 29th annual Conference of the
Association of Special Libraries and Information Bureaux

ROBERT L. COLLISON*

Vice-Chairman of the Aslib Council, London, England

EACH CONFERENCE of the Association of Special Libraries and Information Bureaux (Aslib) has its own atmosphere, and the announcement that London would be the 1954 meeting place made many habitués anxious for the success of a conference to be held amid so many other distractions. Their fears were groundless: the beautiful setting of the Church House within the Westminster Abbey precincts was at least the equivalent of the fine country houses of previous conferences. And the Hoare Memorial Hall, scene of wartime sessions of the House of Commons, added to the dignity of the occasion.

Moreover London proved a popular choice, for nearly 400 delegates attended, including representatives from the Sudan, the Netherlands, Sweden, Norway, and the United States. Agnes O. Hanson of the Business Information Bureau, Cleveland Public Library, was the official representative of Special Libraries Association. Another SLA member, Robert Sale of United Aircraft Corporation, East Hartford, was among those who presented papers.

A single and important theme ran through practically every paper: the problem of communication. The president, Dr. Barbara Wootton, introduced the subject in her opening address with a powerful analysis of "Further Problems of Communication," a sequel to her paper presented at last year's conference. Dr. Wootton is a remarkable woman who combines university research work, a British Broadcasting

Corporation Governorship, and supervision of London's juvenile courts, along with marriage and all the activities of private life.

Her witty speech on the current terminology of the social sciences stressed the need for precision and practical application to common experience. The librarian's Socratic oath was, she said, "Thou shalt not classify critically." She pointed out that authors in the social sciences often used the same terms with very different meanings and that this practise compared unfavorably with work in the natural sciences.

The Scientist's Viewpoint

The second day of the conference was devoted to the "Scientist as Information Officer" with Mr. F. O. Morell of British Telecommunications Research as chairman. Mr. Uvarov of Courtauld's, the great textile firm, presented the scientist's viewpoint, based on a recent questionnaire. He showed that information offered a satisfying career to science graduates and that men (many of them with higher degrees) outnumbered women in this field.

Emphasizing that their work is predominantly regarded as an application of their scientific training rather than as a specialized branch of librarianship, the speaker said that salaries and status matched those of their graduate colleagues in other employment to at least a certain level, but that government service generally paid rather better than industry.

Dr. Lodge of British Nylon Spinners in discussing the "Needs of the Employers," returned to the main theme by saying that the obstacles to the use of information derive mainly from the

* Mr. Collison is reference librarian of the Central Reference Library in Westminster, England, and the author of "Indexes & Indexing" published by John de Graff (New York, 1953).

way in which information is presented and arranged. The Research Department thus had two great problems: to keep a proper balance between bench research and library research and to keep current in specific subject fields instead of being completely preoccupied with the general field.

The chairman steered the audience away from the temptation to discuss equal pay for both sexes, giving Mr. Sewell of the United Steel Companies an opportunity to say that he kept in touch with current developments by studying his technical committees' minutes. On the other hand, Mrs. Wright of Allied Bakeries Research Laboratories, complained that information was not passed on and that research workers always left their inquiries to the last moment.

It was Dr. Urquhart of Britain's Department of Scientific and Industrial Research who reminded the meeting that only a small fraction of United Kingdom firms have even one graduate on their staffs, and that this position was unlikely to improve owing to the shortage of scientists.

Mr. Hanson of the British Scientific Instrument Research Association declared that probably only ten per cent of inquiries came within an information officer's personal experience, his ordinary work being to give a satisfactory answer to the man who knew fifty times more about the subject.

Aslib's staff held the floor when the assistant director described new developments in special library equipment, his talk being illustrated by a well-planned exhibition in which the emphasis was on documentary reproduction. This was a very lively meeting, the audience tending to devote the entire discussion to microfiche, but yielding to the skillful chairmanship of Mr. Chibnall of Shell Film Unit who insisted that time also be given to other materials.

In answer to a question as to how more items could be squeezed into less

space, it was cogently argued that the necessity for immediate accessibility is even more important. Again, Dr. Schultze of Kodak stated that there is no panacea for reproducing all kinds of documents, the choice being dependent on individual circumstances and requirements.

Human Problems

As the Sunday bells of the Abbey pealed, members heard Mr. Fairthorne of Britain's Royal Aircraft Establishment analyze the "Theory of Communication." His preprint had proved sufficiently learned to baffle almost everyone, but his spoken comments were highly entertaining and threw much light on the more human problems of the Information Department. The speaker's observation that people rarely asked for exactly what they wanted but rather for what they believed to be the inclusive subject, drew prolonged applause from his fellow sufferers.

The President, as chairman, said that the present problem is the lack of a real technical language, so that information is impeded by the extreme wastefulness of linguistic communication. Miss Kyle, Aslib's honorary secre-



British Information Services

Aslib notables enjoy a brief respite during the 29th annual conference of the Association of Special Libraries and Information Bureaux held in London recently. Reading left to right: Miss Barbara Kyle, honorary secretary; Mr. B. Agard Evans, chairman; and Dr. Barbara Wootton, president.

DIVISION SUBSCRIPTION BULLETINS

Division	Bulletin	Editor	Coverage	Format	Frequency	Price	Pd. Circ.	Sub. Available from
ADVERTISING	<i>What's New in Advertising and Marketing</i>	Isabel M. Cubberley Knappen-Tipetts-Abbett-McCarthy 62 West 47th Street New York 36, N. Y.	Subject bibliography of new books, pamphlets, free and inexpensive materials	9-page mimeographed	10 issues a year	\$3.50 to members; \$5.00 to others		Mrs. Marion E. Mulford Kelly-Smith Company, 420 Lexington Ave., New York 17, N. Y.
BUSINESS	<i>Bulletin of the Business Division</i>	Paul W. Riley College of Business Administration Boston College Boston, Mass.	Division news, articles, bibliographies	8-10 page multilith	4 issues a year	\$1.00	97	Editor
FINANCIAL	<i>Financial Division Bulletin</i>	Eleanor Lyons First National Bank of Boston 67 Milk Street Boston, Mass.	Division news, articles, bibliographies, book reviews	8-10 page multilith	4 issues a year	\$2.00	108	Catharyn Suydom Chase National Bank 18 Pine Street New York 5, N. Y.
GEOGRAPHY AND MAP	<i>Bulletin of the Geography and Map Division</i>	Mrs. Marie C. Goodman Map Division Library of Congress Washington 25, D. C.	Division news, list of new maps, atlases, and publications, reviews, articles, membership lists	12-16 page multilith	4 issues a year	\$1.00 to non-division members	app. 200	Editor
INSURANCE	<i>Insurance Book Reviews</i>	Mrs. Angelica Blomshield N. Y. Life Insurance Co. 51 Madison Ave. New York 10, N. Y.	Bibliography of insurance literature	multilith	10 issues a year	\$3.50; 2-year, \$6.00	168	Mrs. Hazel Levins Bottom Mutual Benefit Life Insurance Co. P. O. Box 359 Newark, N. J.
MUSEUM	<i>Museum Division Bulletin</i>	Ruth E. Schoeneman Art Institute of Chicago Chicago 3, Ill.	Division news, membership directory, project reports	6-page multilith	2 issues a year	50 cents to non-division members		Editor
NEWSPAPER	<i>Bulletin</i>	William D. Chase Flint Journal Flint, Mich.	Division news	mimeographed	quarterly	\$2.00	app. 40	Robert A. Deihl Reference Department Detroit News 615 West Lafayette St. Detroit 31, Mich.
PICTURE	<i>Picturescope</i>	Mrs. Minna H. Breuer 2 Williams Court Albany 3, New York	Division news, articles, biographies, book reviews	8-10 page multilith	quarterly	\$1.00 to members; \$2.00 to others		Mrs. Helen Faye, Picture Editor Harcourt Brace & Co. 383 Madison Ave., New York 17, N. Y.
SCIENCE TECHNOLOGY	<i>Sci-Tech News</i>	Lois W. Brock The General Tire & Rubber Co. Akron 9, Ohio	Division news, articles, selected abstracts, project and survey reports	16-page multilith	4 issues a year	\$2.00		Mrs. Cornelia Rosmini B. F. Goodrich Chem. Co. 324 Rose Bldg., Cleveland 15, Ohio
S-T PHARMACEUTICAL SECTION	<i>Unlisted Drugs</i>	Winifred Sewell Olin Mathieson Chemical Corp. Georges Road New Brunswick, N. J.	Pertinent information on drugs unlisted in standard sources	16-page multilith	12 issues a year; indexed	\$6.00	app. 350	Frances Stratton Lederle Labs Division American Cyanamid Co. Pearl River, N. Y.
S-T PHARMACEUTICAL SECTION	<i>COPNIP List</i>	Mrs. Katharine Owen Winthrop-Stearns, Inc. 1450 Broadway New York 18, N. Y.	Non-serial industrial publications in the pharmaceutical, medical, and veterinary fields	mimeographed	quarterly; annual index	\$3.00		Mrs. Evelyn W. Armstrong Sharp & Dohme Division of Merck & Co., Inc. West Point, Pa.

tary, made the telling point that librarians are never quite sure whether the tools they are creating are for the use of the reader or the staff. Mr. Fairthorne reminded his listeners that however keen they might be on any coding device, not only the cost of coding but also the cost of transcription must be met, and it was generally agreed that much needed to be done in testing the degree of success of existing procedures if any substantial progress was to be achieved in the future.

Need for Clarity

In the last session, Mr. Sale of the United Aircraft Corporation examined the "Function of the Library in Preparing and Producing Technical Papers," claiming that their preparation and distribution were justifiable functions of the special library. While he felt that the validity of the special library's responsibility for their preparation and writing (apart from secondary publications), was open to question, their pro-

duction and distribution were undoubtedly its province. The ensuing discussion mainly centered on the need for clarity and conciseness in technical reporting.

Mr. Wilson, Aslib's able young director, delivered a highly interesting report on the remarkable progress of the Association whose work has more than doubled in the postwar years. Not the least of its achievements was this carefully planned, well-run conference.

As Mr. Agard Evans, chairman of Aslib's Council, and a Birmingham and McGill graduate, said at the opening session: "We are devoted to a peculiar job of astonishing complexity," and his listeners' evident appreciation of the truth of his remark and their full participation in each session were clear evidence of the important part which Aslib is playing in the profession.

Already, as delegates left the conference there was talk of the next conference at Blackpool, on England's north-west coast.



SLA DIVISION BULLETINS

SHIRLEY F. HARPER
Division Liaison Officer

This year's table of information on subscription bulletins was compiled by Lorraine Ciboch of the Division Relations Committee.

One new title has been added, making a total of eleven. The new subscription bulletin is *Picturescope*, which has established a price of \$1.00 to members and \$2.00 to nonmembers of the Division, beginning with Vol. II, No. 1. In addition to full reports on Division news, projects, and plans, this bulletin carries reports of local group meetings, a series of biographies called "Picture Pioneers," articles, and notes on new publications and developments in the picture field.

Insurance Book Reviews and *Unlisted Drugs* have changed to new formats during the past year. In the latter, legibility has been improved by the use of a new reproduction method, and an attractive cover carrying the SLA slogan, "Putting Knowledge to Work," has been added. The *Bulletin* of the Geography and Map Division is considering a new format and also hopes to have some advertising this year. The subscription prices for this bulletin and for several others have been increased.

Costs continue to be the major problem for the bulletin editors. Divisions which charge a subscription price to members as well as to nonmembers, and which have no other means of division communication, are concerned about reaching those members who do not subscribe. Some are considering a mandatory membership fee to help bulletin costs. They need the income from members' subscriptions, as well as the assurance that all members are being reached. Advertising is also being considered as a source of revenue. Although several chapter bulletins carry advertising, only one division bulletin does so at the present time.

The copies of news bulletins which must be sent to Association officers constitute a major item of expense for most bulletins, and some editors are seeking other means of financing this distribution.

The revision of *Subject Headings for Financial Libraries*, prepared by a Financial Division committee headed by Janet Bogardus, is now available from Headquarters at \$5.00.

Newark's Business Library

Fifty Years of Service

ALMA C. MITCHILL

Librarian, Public Service Electric and Gas Company, Newark, New Jersey

OCTOBER OF THIS YEAR marks a half century in the establishment of the world's first business library. In 1904, John Cotton Dana, that far-seeing librarian, perceived the future needs of the business man and organized in downtown Newark a library which would not only serve business in Newark but which would influence the establishing of similar libraries the world over. Mr. Dana believed that "business is of the deepest interest and of the most fundamental importance to all mankind and to libraries falls the duty of serving business."

The library's first librarian was Sara Ball and upon her shoulders fell the task of organizing and collecting essential business information. In those early days there were not the business services, books and magazines which we have today. Miss Ball started with a small collection of directories, but before long these were augmented with maps, business books, pamphlets and periodicals. She had an uncanny knack of tracing down material not listed in ordinary channels and having it on hand when needed. The first edition of *1600 Business Books* was her compilation. This volume was later revised by Linda Morley under the caption *2400 Business Books*, followed by a supplement *Business Books, 1920-1926*.

Miss Ball remained the head of the Business Branch until 1917 when she left to organize the library of the U. S. Rubber Company in New York.

The Business Branch was more than fortunate in having as its second librarian, Linda Morley, and as her assistant, Adelaide Kight. Miss Morley had an extraordinary perception for analysis and organization and under her regime the already well-established collection

not only grew in value but her arrangement and indexing of this material has stood the test of changes in business conditions and in the business man's vocabulary.

Like Miss Ball, Miss Morley and Miss Kight succumbed to the call of the "special" library field and in 1926 became librarian and assistant librarian of the Industrial Relations Counselors, Inc., in New York.

Marian Manley, the branch's third librarian, brought with her a tireless energy and a flair for promotion. She literally wooed the business man. Under her leadership the library has become known far and wide for its excellent service. Companies such as the Public Service Electric and Gas Company, Prudential Insurance Company, Mutual Benefit Life Insurance Company, New Jersey Bell Telephone Company, which have their own libraries, use the Business Library to supplement their own collection and frequently send their executives and employees there for economic and business information not readily available within their own files. The Business Library is closely allied to the Rutgers Annual Business Conference, the Committee for Economic Development, and many other prominent organizations. Its *Business Literature*, first published during 1930, brings to business men and women a monthly guide to business information.

Special Libraries Association was itself the result of John Cotton Dana's far-reaching insight into the future growth of the library movement in industry. In 1909 he organized SLA and in 1959 it will celebrate its half-century of "Knowledge is Power".

Miss Ball, Miss Morley, Miss Kight, and Miss Manley have all played an

Qualifications for Special Library Work

A review of a recent article by A. G. Kay in "The Engineer"

FRED J. HARSAGHY, JR.

The Reviews Editor, Institute of the Aeronautical Sciences, Inc., New York

A GOOD DEAL OF DISCUSSION, and even some controversy, has been generated among special librarians on the great need for well-qualified personnel with background other than that of a public librarian to fill the "special" special-library positions. Truly, much already has been said about the "special" character of these positions, how they differ from those in the public libraries and, consequently, how essential it is to develop through logically planned training courses, the necessary skills for special librarianship.

Professional Considerations

No one can deny that such prime considerations rightfully should be discussed by special librarians. Likewise, they should be, and are being, discussed by other professional library groups, schools of library service, educators, and interested persons in related fields.

Most logically, we must discuss our own issues. But when these issues are discussed by "outsiders" we are surprised, for we still are not fully appreciative of the universality of professional interests, particularly when they are our own. We tend to view our problems of special librarianship as peculiar to our own calling and peculiar to the particular organization which we serve. It is quite natural that many of us tend to feel, therefore, that our position is uniquely our own.

Consequently, I recommend that special librarians everywhere take time to read Mr. A. G. Kay's excellent article, "Qualifications for Special Library

Work," in the July 23, 1954 issue (page 130) of *The Engineer* (British).

Mr. Kay is a "patents and intelligence officer" of a large industrial concern. He is particularly critical of the British Library Association's professional standards for personnel working in special libraries. He cites sound reasons why, in his opinion, these standards are well suited to qualify librarians for public library jobs, but are completely unrealistic for the special library field.

Despite an understandable bias arising from his position, Mr. Kay's salient points are presented most effectively. He discusses basic requirements in preparing for such work, the importance and the value of practical experience, the existing and potential relationships to other areas of librarianship and to other allied interests, and he reviews other important factors affecting special library work.

Conclusion

The stimulating relevance of his remarks may be better appreciated by reading the letters which were published in the subsequent issue of *The Engineer* (July 30, 1954) on pages 164 and 165. The immediate and intelligent response from thoughtful individuals to Mr. Kay's article and the fact that it was given prominence and valuable space in a technical journal dedicated to the advancement of the engineering sciences and not to librarianship *per se* may be considered as evidence of the ever-growing interest in "our" problems among "outsiders."

important role in SLA's development.

At the close of October, ending a month's celebration in honor of the Business Library, Marian Manley retired. Hers has been an unusual and interesting career. She leaves to her

successors a challenge to continue to bring to the business world and to the library profession the same alertness and understanding she has displayed during her years of leadership.

Chapter Highlights

Chapter Publications

A list of all chapter publications *available for purchase* will be published in an early issue of **SPECIAL LIBRARIES**.

A checklist of the items that may be purchased will be useful to SLA members and others interested in obtaining the material, even when the purchasers may not be associated with the specific chapters.

Every chapter is urged to prepare a list of its publications, giving in addition to the title, the list price, (and any additional charge if postage is not included), the source from which the item may be procured with the name and address of the individual who will fill the order, the method of payment (with the order, on receipt of bill, if check — to whom payable, etc.)

Please send all information by December 31, 1954 to:

Miss Rowena Phillips, Librarian
The Manufacturers Life Insurance Co.
200 Bloor Street, East
Toronto 5, Ontario, Canada

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Joint Meeting in California

A joint luncheon meeting of the San Francisco Bay Region and the Southern California Chapters was held on Saturday, October 16 at the Hotel Lafayette, Long Beach, California. The meeting was held in conjunction with the California Library Association's four-day meeting, October 13 to 16, 1954.

Principal speakers at the joint chapter meeting were Isabella M. Frost and Mrs. Nell Steinmetz, second vice-president and director respectively of Special Libraries Association.

Hope Smalley, president of the Southern California Chapter, presided at the meeting.

ALBERT P. BRADLEY

* * *

Joint New England Meeting

A joint meeting of the SLA Boston and Connecticut Chapters with the New England Library Association in Swampscott, Massachusetts, October 18, featured Gretchen D. Little, SLA president, as speaker. Miss Little was a guest of honor at the dinner which followed the meeting.

* * *

New Jersey

A series of six workshops on the "Preparation of a Library Manual" is now under way, with Rose Boots, librarian of the McGraw-Hill Publishing Company, serving as leader.

The purpose of this clinic is to provide interested members with expert guidance in the compilation of a useful tool for efficient library management.

The meetings are scheduled for six successive weeks. The fee is \$10.00 for the series or \$2.00 for a single session. Each member is to complete a manual by the end of the course.

* * *

Philadelphia

Gretchen D. Little, SLA president, was the guest of honor at a reception and dinner, October 8, 1954, marking the occasion of the first SLA Executive Board and Advisory Council Meeting in Philadelphia. Out-of-town visitors taking part in the three-day discussion of Association business at the Benjamin Franklin Hotel were guests of the Special Libraries Council of Philadelphia and Vicinity.

Robert T. Lentz, president of the Philadelphia Council, extended the official greetings of the Council and was ably supported by the entire Council membership in dispensing cordial hospitality to its many guests.

* * *

Washington, D. C.

A reception honoring the new Librarian of Congress, Lawrence Quincy Mumford, and Mrs. Mumford, was sponsored jointly by the Washington Chapter of SLA, the District of Columbia Library Association, and the Columbus Memorial Library of the Pan American Union. Five hundred people attended the reception in the Hall of the Americas, Pan American Union, October 2, 1954.

The 1954 *Directory of the Washington, D. C. Chapter* is now in preparation under the direction of Barton Bledsoe. The *Directory* will include a brief history of the Chapter, its constitution and by-laws, a list of Chapter presidents, members of the Executive Board, group officers and Chapter committees, a directory of members (1954), and pertinent Federal Government information.

The Chapter has discontinued its former practice of issuing membership cards. This decision was made in the interest of saving time, effort and expense entailed in preparation and distribution of the cards.

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SL Classified Ads

Beginning with the December 1954 issue, **SPECIAL LIBRARIES** will carry classified advertising for **POSITIONS OPEN** and **POSITIONS WANTED**. Copy must be received at Headquarters by the 5th day of the month preceding the month of issue. Ads for January 1955 must be received by December 5, 1954. Rates are 50 cents a line with a minimum charge of \$1.50. Box ads on the same page will be inserted at the regular rates. Rate card will be sent upon request. Send copy to Executive Secretary, Special Libraries Association, 31 E. 10th Street, New York 3, N. Y.



Ira Haupt, president of the Association of Specialists, "sells" a block of stock to another "member" of the New York Stock Exchange when 350 members of the New York Chapter of the Special Libraries Association visit the trading floor of the Exchange to conduct a simulated trading session. Mrs. Ruth Hermann, president of the SLA New York Chapter, and Ruddick C. Lawrence, Exchange vice-president, look on.

N. Y. Chapter Visits Stock Exchange

For the first time in its one hundred and sixty-two year history, the New York Stock Exchange held "ladies night" on October 26, honoring the distaff members of the New York Chapter of Special Libraries Association. Chapter members and their guests took over the floor and operated the Big Board in a simulated session conducted with the help of fifteen Exchange member Specialists who served as both hosts and instructors to the 350 visitors.

Ruddick C. Lawrence, Exchange vice-president, and Ira Haupt, president of the Association of Specialists, greeted the librarians. Mrs. Ruth Hermann, Chapter president, voiced the appreciation of the visitors for the rare privilege accorded them.

A dinner meeting in the financial district preceded the visit to the Exchange trading floor. Mr. Lawrence spoke of the Exchange's "new look" which, he said, includes more face-to-face talk and discussion with groups for the purpose of broadening share ownership in American business.

"Wider ownership is a means of creating more jobs, increasing the production of goods and services, and strengthening free enterprise for its continuing battle against the 'isms,'" Mr. Lawrence said.

Mr. Lawrence announced that three major surveys are currently under way to help measure the progress being made in the direction of the Exchange's goal. "For the first time," he added, "we are conducting a motivational study of the investment preferences and financial objectives of securities owners in the high income groups."

One of the surveys, Mr. Lawrence stated, will reveal the extent of public knowledge and acceptance of the new pay-as-you-go Monthly Investment Plan being offered by members and member firms of the Exchange. "I am pleased to report tonight that after only nine months, there are nearly 25,000 Plans in force," he said. "Purchases to date total more than \$7,000,000, and when the Plans now in force are completed they will represent a total investment of nearly \$60,000,000," Mr. Lawrence said.

Highlight of the evening for the majority of librarians was their visit to the Exchange trading floor where, Mr. Lawrence told them, "You are making a bit of Wall Street history, tonight. To the best of our knowledge," he said, "We have never before had so large a group of visitors, not to mention one composed of so many ladies, gather around the horseshoe trading posts."

With the expert assistance of the Specialists, who trade daily on the floor, the librarians donned coats and badges of Exchange personnel and went through all the motions of conducting an actual trading session. Buy and sell orders were executed and the flapping wings of the annunciator board called "floor members" to their booths in close approximation of the real thing.

Both the librarians and their Exchange hosts expressed the opinion that it had been a most informative and enlightening as well as an extremely pleasant and interesting evening.

SLA Authors in Print

BAER, KARL A.: Bibliographic tools for selection of published materials in pharmacy. *The American Journal of Pharmaceutical Education*, vol. 18, no. 3, July 1954, p. 373-381.

* * *

LINDENMEYER, HAROLD F.: What does the Patent Office have to offer the chemist? *Journal of the Patent Office Society*, vol. 36, no. 7, July 1954, p. 463-481.

* * *

LITTLE, GRETCHEN D.: Conservation in a special library. *The Library Binder*, vol. 2, no. 4, September 1954, p. 4-5.

* * *

NORWOOD, ALICE M., comp.: Congressional hearings, reports, and documents relating to TVA. Tennessee Valley Authority, Knoxville, Tennessee. 79p.

* * *

SHAW, RALPH R.: The future of the serious book. *Libri*, vol. 4, no. 2, 1954, p. 97-102.

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SHOEMAKER, RALPH J.: The President's words. Volume I, June 1952-May 1954. An Index. Published by the author.

* * *

SIMONS, CORINNE MILLER: A Librarian's pledge to patrons. *The National Eclectic Medical Quarterly*, vol. 65, no. 4, June 1954, p. 14.

* * *

SMOOKLER, IDAIR: Compilation of federal and state law provisions penalizing the destruction, removal, alteration and defacement of survey monuments. Library, U. S. Coast and Geodetic Survey, March 22, 1954. 6p.

* * *

TAUBER, MAURICE F.: Management improvements in libraries: surveys by librarians. *College and Research Libraries*, vol. 15, no. 2, April 1954, p. 188-196.

* * *

TEMPLE, PHILLIPS: Federal services to libraries. *Library Journal*, vol. 79, no. 18, October 15, 1954, p. 1855-1860.

* * *

VORMELKER, ROSE L. and HANSON, AGNES O.: Business books: 1953-54. *Library Journal*, vol. 79, no. 10, May 15, 1954, p. 904-910.

* * *

WALLACE, ISABELLA BROKAW: Great Lakes Carbon Corporation research and development division library. *Illinois Libraries*, vol. 36, no. 5, May 1954, p. 199.

* * *

WOODS, BILL M.: Maps on the campus. *Illinois Libraries*, vol. 36, no. 4, April 1954, p. 159-161.

FROM FOREIGN JOURNALS



KARL A. BAER



Some eighty years ago, Melvil Dewey said that "Classification, like the poor, will always be with us." A glance at today's journals bears him out. Geoffrey Whitmore, chief librarian of the 10,000-volume library of the *Manchester Guardian*, in an article, "Juggling with Dewey," outlines certain departures from the arrangement of the 300 and 900 groups. They include the grouping of broad economic and political aspects of a country under the country heading, and the bringing together of all aspects of major industries (*The Librarian*, 1954, 43; 61-65) . . . Bernard Bruch, on the other hand, deprives DC of its decimal character by suggesting use of three-digit numbers with catchword subdivisions rather than decimal ones. His ideas are difficult to evaluate because Herr Bruch, while briefly discussing some practical applications, does not present actual examples (*Zentralblatt für Bibliothekswesen*, 1954, 68:128-140) . . . The classification of Harvard's Baker Library forms the basis of a scheme evolved for the Library of the Chartered Insurance Institute of Great Britain. Numbers are used as notation; the banality of Cutter numbers as well as the philosophical esotericism of Ranganathan's five fundamental categories (space, time, energy, matter, personality) serve the cause of further organization (A. RISK INSURED AGAINST = ENERGY, B. INSURANCE OF PERSONS = PERSONALITY (*Library Association Record*, 1954, 56:205-208) . . . Speaking of insurance: John M. Hiron indicates important points to be observed. Records, especially the catalog, are evaluated on the basis of material cost *plus labor to re-establish*, which usually yields very high figures. The damage sustained by loss of books is higher than their replacement value; catalog revision and recataloging costs must be added. Discussion also includes books of special value, loss of part of a set of books, sprinkler leakage, transit risks, etc. (*Aslib Proceedings*, 1954, 6:88-93).

Books for Gift Giving

Books listed here have been selected from publications received recently. Check the titles for Christmas gift giving.

- THE ART AND ANTIQUE RESTORERS' HANDBOOK.** A Dictionary of Materials and Processes Used in the Restoration and Preservation of All Kinds of Works of Art. By *George Savage*. New York: Philosophical Library, 1954. 140p. \$4.75.
- THE ARTS AT MID-CENTURY.** Edited by *Robert Richman*. New York: Horizon Press, 1954. 306p. \$5.
Essays on the contemporary arts in the United States and Western Europe by outstanding critics and scholars.
- BEST SPORTS STORIES 1954.** A Panorama of the 1953 Sports Year. Edited by *Irving T. Marsh* and *Edward Ehre*. New York: Dutton, 1954. 328p. \$3.50.
The tenth in this annual volume which includes a review of the sports year and lists the 1953 champions of all sports. Illustrated.
- THE DRAMATIC EVENT.** An American Chronicle. By *Eric Bentley*. New York: Horizon Press, 1954. 278p. \$3.50.
A critical account of the contemporary American stage written with humor and originality.
- THE FLEMISH MASTERS.** By *Horace Shipp*. New York: Philosophical Library, 1954. 128p. \$6.
A highly readable introductory volume combining historical background and critical appraisal of the Flemish Masters. Illustrated.
- FOLK PARTY FUN.** By *Dorothy Gladys Spicer*. New York: Association Press, 1954. 299p. \$3.95.
Twenty-five self-contained parties drawn from various folk cultures provide complete suggestions for program, decorations, food, etc.
- FOLK SONGS OF CANADA.** By *Edith F. Fowke* and *Richard Johnston*. Waterloo, Ontario, Canada: Waterloo Music Co., 1954. 198p. \$4.95.
Informative notes accompany each of the seventy-seven folk songs in this collection.
- FRESHWATER AND SALT-WATER AQUARIA.** By *Francis G. W. Knowles*. New York: British Book Centre, 1953. 174p. \$2.75.
Basic information on assembling and maintaining an aquarium.
- HELPING YOUR HEART.** By *Emanuel Goldberger*. New York: Longmans, Green, 1953. 240p. \$3.75.
Practical information on heart disease written by a heart specialist for the layman.
- HOW TO HELP THE SHUT-IN CHILD.** By *Margery D. McMullin*. New York: Dutton, 1954. 192p. \$2.75.
Over 300 hints for homebound children.
- JESUS AND HIS TIMES.** By *Daniel-Rops*. New York: Dutton, 1954. 615p. \$5.
A devout account of the life of Jesus by a French Catholic.
- MAKING CLOTHES FOR YOUR LITTLE GIRL.** By *Helen Nicol Tanous*. Peoria, Illinois: Chas. A. Bennett, 1954. 255p. \$2.95.
Detail drawings based on a simple pattern provide many practical suggestions for greater economy and variety in a girl's wardrobe.
- MASTERS OF THE DRAMA.** By *John Gassner*. 3rd ed. rev. New York: Dover, 1954. 890p. \$5.95.
An up-to-date, comprehensive and critical study of the drama. Detailed information on the important playwrights. Contains an extensive bibliography. Indexed by subject and playwright.
- THE PHILOSOPHY OF MODERN ART.** By *Herbert Read*. New York: Horizon Press, 1953. 278p. \$4.50.
A broad survey of the developments of modern art with analyses of representative artists.
- READINGS IN THE PHILOSOPHY OF RELIGION.** By *John A. Mourant*. New York: Thos. Y. Crowell, 1954. 500p. \$2.95.
Selections from a wide range of philosophical outlooks and religious traditions.
- THE REAL ENJOYMENT OF LIVING.** By *Hyman Judah Schachtel*. New York: Dutton, 1954. 192p. \$2.75.
The author is Chief Rabbi of the Congregation Beth Israel in Houston, Texas.
- SIAMESE CAT BOOK.** By *Vera M. Nelson*. 2nd ed. rev. Fond du Lac, Wisconsin: All-Pets Books, 1953. 103p. \$2.
Detailed information on the care, breeding and showing of the Siamese cat by a successful breeder. Numerous photographs.
- SIGNS & SYMBOLS IN CHRISTIAN ART.** By *George Ferguson*. New York: Oxford University Press, 1954. 346p. \$10.
The sources and meanings of signs and symbols in Christian art is beautifully presented in this volume. Over one hundred stunning reproductions of Renaissance artists and many more marginal line drawings illustrate a simple and well-written text. Signs and symbols are indexed for quick reference.

Off the Press . . .

Directories and Yearbooks

THE BRITISH JOURNAL PHOTOGRAPHIC ALMANAC AND PHOTOGRAPHER'S DAILY COMPANION. The Year Book of Photography and Amateurs' Guide and the Photographic Annual 1954. Edited by *Arthur J. Dalladay*. New York: British Book Centre, 1954. 620p. \$2.50.

A comprehensive reference volume including articles and selected abstracts on techniques, apparatus and materials. Lists tables and formulae. Illustrated. Includes glossary and index.

COLLIER'S 1954 YEAR BOOK. Edited by *William T. Couch*. New York: P. F. Collier & Son, 1954. 680p. \$10.

Covers national and international events of 1953. Day-by-day chronology and statistical information on all nations and the 48 states.

DIRECTORY OF ORGANIZATIONS AND INDIVIDUALS PROFESSIONALLY ENGAGED IN GOVERNMENTAL RESEARCH AND RELATED ACTIVITIES 1954-1955. New York: Governmental Research Association (684 Park Avenue) 1954. 59p. Paper, \$5.

Includes local, state and national agencies. Index of organizations and individuals.

GRAPHIS ANNUAL. International Advertising Art 1954-55. Edited by *Walter Herdeg* and *Charles Rosner*. Zurich: Amstutz & Hardeg (Hastings House, New York) 1954. 206p. \$12.50.

Over 700 illustrations and commentary, this handsome volume highlights the introduction of art into advertising.

THE GUN DIGEST 1955: Edited by *John T. Amber*. 9th ed. Chicago: The Gun Digest Co. (227 W. Washington St.) 1954. 228p. Paper, \$2.

Annual guide book for sportsmen and collectors. Technical and purchasing information given and latest prices listed. Profusely illustrated.

THE INTERNATIONAL WHO'S WHO 1954. 18th ed. London: Europa Publications, 1954. 1062p. \$17.50.

Authoritative source of biographical information about the world's most prominent people.

LIST OF OVERSEAS DIRECTORIES, WHO'S WHO, PRESS GUIDES AND YEAR BOOKS. Edited by *H. R. Vaughan*. London: H. R. Vaughan (167 Strand) 1954. 16p. Paper, 35 cents.

A compact listing of publications throughout the world providing information in all fields on trade, industry, commerce, organizations, statistics, etc.

THE 1954 AB BOOKMAN'S YEARBOOK. Edited by *Sol. M. Malkin*. Newark, N. J.: Antiquarian Bookman, 1954. 306p. Paper, \$2.

Issued for the first time as a separate reference number including information on special subject fields as well as traditional coverage of out-of-print and rare books.

1953 ANNUAL REVIEW OF UNITED NATIONS AFFAIRS. Edited by *Clyde Eagleton* and *Richard N. Swift*. New York: New York University Press (available from Oceana Publications, 43 W. 16th St., N. Y.) 1954. 213p. \$4.50.

Records the talks and discussion at the 1953 Institute for Annual Review of U.N. Affairs held at New York University.

OVERSEAS NEWSPAPERS AND PERIODICALS. Edited by *H. R. Vaughan*. London: Publishing & Distributing Co. (167 Strand) 1954. 54p. Paper, 35 cents.

Advertising rates via London, mechanical details, circulation and subscription rates noted in a compact listing of world publications not including Canada and the U. S. A.

PUBLIC ADMINISTRATION ORGANIZATIONS. A Directory of Unofficial Organizations in the Field of Public Administration in the United States and Canada. 1954. Edited by *Frank B. Cliffe*. 7th ed. Chicago: Public Administration Clearing House, 1954. 150p. \$2.50.

Reference

AMA CORPORATE TAX SUMMARY OF THE 1954 INTERNAL REVENUE CODE. By *William M. Kunstler*. New York: American Management Association (330 W. 42nd St.) 1954. 45p. Paper, \$2.75.

Designed for executives who are not tax experts. Published in a special format to permit rapid comparisons of the old and new law.

CIVIL AIR REGULATIONS AND REFERENCE GUIDE FOR A & E MECHANICS. 12th ed. 1954. Los Angeles: Aero Publishers (2162 Sunset Blvd.) 1954. 120p. Paper, \$2.

CORRADO'S HANDBOOK OF LIQUOR MARKETING 1954. By *Benjamin W. Corrado*. New York: B. W. Corrado (11 W. 42nd St.) 1954. 200p. \$10.

Marketing data on the industry. Analyses, charts, glossary.

ENGLISH BOOKS WITH COLOURED PLATES. From 1790-1860. By *R. V. Tooley*. London: Batsford, Ltd., 1954. App. \$23.

Covers the most important books illustrated

by English artists in colour aquatint and colour lithography. Includes bibliographical details, and listing of plates.

A GUIDE TO FILM SERVICES OF NATIONAL ASSOCIATIONS. (Film Counselor Series No. 2) Evanston, Illinois: Film Council of America (600 Davis St.) 1954. 146p. Paper, \$2.

General information on the 16 mm. film activities of national groups.

FRESH-WATER INVERTEBRATES OF THE UNITED STATES. By *Robert W. Pennak*. New York: Ronald Press, 1953. 769p. \$14.

Material organized for ready reference. Profusely illustrated.

MASTER'S THESES IN SCIENCE 1952. Edited by *Barton Bledsoe*. Washington, D. C.: Biblio Press, 1954. 252p. \$7.

First of a proposed annual list which includes over 5,000 entries from 138 institutions.

MERCHANT STEAM VESSELS OF THE UNITED STATES 1807-1868. The Lytle List. (Publication No. 6) Compiled by *William M. Lytle*. Edited by *Forrest R. Holdcamper*. Mystic, Conn.: The Steamship Historical Society of America, 1952. 294p. \$5.

QUICK REFERENCE ATLAS OF THE WORLD. Rev. ed. Indianapolis, Indiana: George F. Cram Co., (730 E. Washington Street) 1954. 36p. \$1.

Features new 18 x 12-inch map of the world with 18 x 12 maps of the United States and all continents.

SEARS LIST OF SUBJECT HEADINGS. By *Bertha Margaret Frick*. 7th ed. New York: H. W. Wilson, 1954. 589p. \$4.

With practical suggestions for the beginner in subject heading work, by *Minnie Earl Sears*.

SHIP RECOGNITION: MERCHANT SHIPS. (Ross Ship Series) By *Laurence Dunn*. 2nd ed. London: Adlard Coles (John de Graff, New York) 1953. 128p. \$2.50.

Photographs and illustrations present a technique for ship recognition.

SHIP RECOGNITION: WARSHIPS, NATO Powers and Other Important Ships. (Ross Ship Series) By *Laurence Dunn*. London: Adlard Coles: (John de Graff, New York) 1953. 159p. \$2.50.

THE SUBJECT INDEX TO PERIODICALS 1953. Edited by *T. Rowland Powel*. London: The Library Association, 1954. 574p. App. \$20. About 400 British periodicals of interest to the general reader are indexed. Excludes U. S. and Canadian publications. Appears in three quarterly issues with annual cumulation.

UNION CATALOGUE OF LEARNED PERIODICAL PUBLICATIONS IN SOUTH ASIA. Vol. 1:

Physical and Biological Sciences. Edited by *S. R. Ranganathan* and others. London: G. Blunt (available from Hafner Publishing Co., New York) 1953. 390p. \$9.00.

Lists the holdings of 249 libraries in India, Indonesia, Malaya, Burma and Ceylon.

UNION CATALOGUE OF THE SCIENTIFIC AND TECHNICAL PERIODICALS IN THE LIBRARIES OF AUSTRALIA. 2nd ed. Supplement: New Titles 1946-1952. Edited by *Ernest R. Pitt*. Melbourne: Commonwealth Scientific and Industrial Research Organization (available from Tait Book Co., 349 Collins Street, Melbourne) 1954. 111p. App. \$2.50.

Includes nearly 2,000 new titles in the holdings of 193 Australian libraries. Indicates changes in the names of institutional and government organizations.

WHO KNOWS — AND WHAT: Among Authorities — Experts — and the Specially Informed. Rev. ed. Chicago: A. N. Marquis Co., 1954. 800p. \$18.60.

A practical reference tool listing over 18,000 authorities. Includes a *locator index*.

THE YEAR'S WORK IN LIBRARIANSHIP. Vol. XVII. 1950. Edited by *W. A. Mumford*. London: The Library Association, 1954. 270p. \$6.

The final volume in this series. Includes a chapter reviewing activities and developments in the special library field.

Miscellaneous

A FORMS MANUAL. By *Wesley S. Cadmus*. Unionville, Conn.: Wesley S. Cadmus, 1953. 68p. Paper, \$7.50.

Basic information on forms standardization and design by the author of the U. S. Navy Forms Manual. Covers preparation, production and purchasing of forms. Ten-day examination privilege.

A GUIDE TO TECHNICAL WRITING. By *W. George Crouch* and *Robert L. Zetler*. 2nd ed. New York: Ronald Press, 1954. 440p. \$5.

A HISTORY OF MECHANICAL INVENTIONS. By *Abbott Payson Usher*. 2nd ed. rev. Cambridge: Harvard University Press, 1954. 450p. \$9.

A broad survey of the development of technology.

HOME REPAIRS AND IMPROVEMENTS. (Everyday Hand-Book Series) By *Emanuele Stieri*. New York: Barnes & Noble, 1954. 375p. Paper, \$1.50.

OUTLINE OF EXECUTIVE DEVELOPMENT (no. 23) Compiled by *Lee Stockford*. Pasadena, Calif.: California Institute of Technology (Industrial Relations Section) 1953. 46p. Paper, \$2.

Selection, training, development and appraisal of executive personnel.

CALENDAR

NOVEMBER 15

SLA Washington Chapter. Signal Corps Auditorium, The Pentagon.

NOVEMBER 16

SLA Connecticut Valley Chapter. Hartford. Statler Hotel. Mr. J. Harold Preston, Remington Rand, Inc., speaker. "Work Simplification — Its Place in the Special Library."

NOVEMBER 17

SLA Michigan Chapter. Detroit. Women's City Club. Dinner and Business Meeting.

NOVEMBER 17

SLA Pittsburgh Chapter. Jones & Laughlin Steel Company.

NOVEMBER 28

Council of National Library Associations. New York City. Association of the Bar of the City of New York, 42 W. 44th Street.

NOVEMBER 30

SLA Indiana Chapter. Indianapolis. Essex House. Dinner Meeting honoring President Little.

DECEMBER 1

SLA Illinois Chapter. Chicago. Western Society of Engineers. Meeting honoring President Little.

DECEMBER 2

SLA New Jersey Chapter. Orange. Savoy-Plaza Hotel. Dinner Meeting.

DECEMBER 3

SLA Cincinnati Chapter. Cincinnati. U. S. Public Health Service. Dinner Meeting honoring President Little.

DECEMBER 27-29

Modern Language Association of America. New York City. Hotel Statler. 69th Annual Convention.

JANUARY 7, 1955

SLA Philadelphia Council. 30th Street Station Building, Penna. R.R. Mr. J. K. Murphy, manager of Community Relations, Penna. R.R., speaker. "The New Look in Public Relations."

JANUARY 12, 1955

SLA Connecticut Valley Chapter. Hartford. Marian E. Lucius, executive secretary, SLA, speaker.

JANUARY 30 - FEBRUARY 5, 1955

American Library Association. Chicago. Edgewater Beach Hotel. Midwinter Meeting.

FEBRUARY 21

SLA Pittsburgh Chapter. Royal York Apartment. James C. Smith, Postmaster, Pittsburgh, speaker. "Postal Rates, Regulations and Problems of Special Libraries."

MARCH 3-5

SLA Executive Board and Advisory Council Meeting. New Orleans. Jung Hotel.

MASTER'S THESES IN SCIENCE 1952

A list of 5,588 titles of M. A. and M. S. theses in pure and applied science accepted in calendar 1952 by American colleges and universities. Arranged alphabetically by title in 52 subject fields from *Agriculture* and its subdivisions through *Zoology*. Edited by Barton Bledsoe, Bibliographic Branch, Department of the Army Library.

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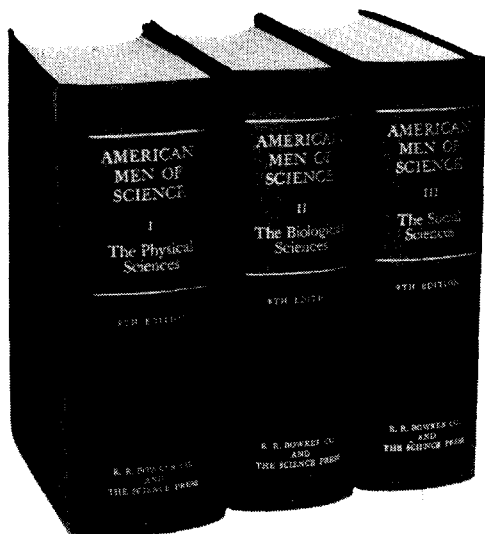
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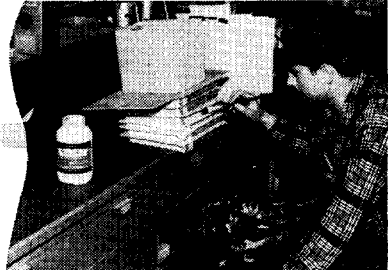
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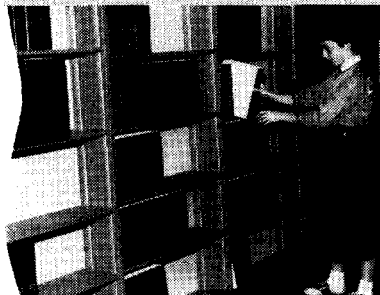
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