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# SPECIAL LIBRARIES

*Official Journal of the Special Libraries Association*

VOLUME 34

December 1943

NUMBER 10

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**Role of a Librarian in a State Planning Agency**  
*Mrs. Dorothy G. Hubbard*

**Functional Approach to the Preparation of a Library Staff Manual**  
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**Report to S. L. A. Members on the Executive Board and  
Advisory Council Meetings**  
*Eleanor S. Cavanaugh*

**Nominating Committee Report**

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SPECIAL LIBRARIES ASSOCIATION

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## THE STAFF

ALMA CLARVOE MITCHILL  
80 Park Place, Newark 1, N. J.  
*Editor*

JEAN MACALISTER

*Associate Editors*

BETTINA PETERSON

KATHLEEN BROWN STEBBINS  
*Advertising Manager*

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# THE ROLE OF A LIBRARIAN IN A STATE PLANNING AGENCY

By MRS. DOROTHY G. HUBBARD

Research Librarian, New Hampshire State Planning and Development Commission,  
Concord, New Hampshire

**P**LANNING organizations are very much in the news nowadays, because of the nation-wide interest in postwar planning. State planning agencies have been in existence for some time, some of them dating back to the very early thirties, when they were developed under federal funds to aid in the general emergency works program of that period. Later they became part of the state governmental set-up, receiving funds for operation direct from the various state legislatures. At the present time many of them are undergoing a general over-hauling and face-lifting process, which will no doubt result in many changes in organization and methods.

As Librarian for the past few years for the New Hampshire State Planning and Development Commission, I am interested in what these changes will be. I am particularly interested in what the attitude of future planning executives will be toward planning board libraries. Like any organization which deals largely in research and the accumulation of factual information, a state planning board makes extensive use of reference data. But no definite policy of dealing with this data has apparently ever been agreed upon among the various planning boards, most of them working out their own salvation as best they could.

Quite early in its progress, the New Hampshire Commission organized a reference library and hired a full-time librarian to supervise it. The Commission

was organized in 1933 as the New Hampshire State Planning Board, with funds provided by the C. W. A. During the first few months of its existence it had a staff of nearly eighty persons, the majority of whom were engaged in some type of research along at least 13 different lines. In addition to the research section, there was a clerical and a drafting section, but no provision was made in the original set-up for a library or files section. A few months after its organization, the board was subjected to observation and investigation by a planning expert, who was apparently not too favorably impressed. Among other suggestions, he indicated that the size of the research staff ought to be reduced, and a new section established, to be known as the Library and Files Division. He further recommended that it was "an imperative and immediate need of the State Planning Board to secure the services of a trained librarian or an expert file clerk." The Board was very fortunate in securing the services of Mrs. Sophia Hall Glidden, who is well known for the work she has done on the classification of public administration library material. Through her efforts a classification system was evolved and order was made out of what must have been chaos, considering the number of research workers! The State Planning Board eventually merged with the State Development Commission to form the State Planning and Development Commission whose Research and Planning

Division now includes only four regular research workers. The reference library has been continued, with a full-time librarian in charge.

For some time I have wondered how other state planning boards handled the matter of reference material, since I was fairly certain that New Hampshire's setup, of a library and full-time librarian, was rather in the minority. Since nothing had apparently been published on the subject, I undertook to secure the information direct from the state planning boards themselves and was rewarded with an encouraging number of replies and much interesting information. Out of a total of 27 agencies contacted, only four reported an organized library, under the supervision of a full-time librarian. Even in these four cases, "full-time" did not always mean that the librarian gave all her time to library duties. It simply meant that whatever attention the library received was given it by the librarian. Often other duties of a non-library nature absorbed a much larger per cent of her time. Eight planning boards reported a library in charge of a member of the clerical, or in one case, the drafting staff. Four agencies reported a library with no one in particular in charge; six reported no library at all; while two indicated that they were in the process of setting up a library filing system, or planned to in the near future. Of those reporting a library in charge of a member of the clerical staff, two reported that they had had a trained librarian in the beginning to set up a filing system. One executive said that his department occasionally employed a librarian to "bring the library out of chaos into useful condition" but then "very promptly let it slip back into bad shape". Reasons given for not hiring a librarian were lack of funds, (suggesting that a librarian was an unnecessary ex-

pense as compared with the research, drafting and clerical personnel), the nearness of the state library reference service, or the small size of the staff. Some agencies expressed the hope that they might be able, in the near future, to add a librarian to their staff, one planning director stating that, in his opinion, a "well-organized and complete library—is an asset to any research or planning agency and should be given adequate support, and a trained librarian should be available, at least on a part-time basis, to keep it in proper condition."

We feel that our library here does make a definite contribution to facilitating the work of the organization. In the April 1943 issue of *SPECIAL LIBRARIES* there appeared an article by Miss Lucy Lewton, on "Publicity for the Special Library." In a sense, that is one purpose of this article—to publicize the work of our Library. We have been developing our Library policies and techniques somewhat by the trial and error method over a period of about nine years. They are far from perfected. However, making them public may accomplish at least three things: 1. They may offer something in the way of helpful suggestions to the planning executives who are setting up library systems for the first time or for those who are reorganizing old ones; 2. Planning officials may be moved to cease regarding their reference files as necessary evils and delegate to them the place of importance they deserve. They may, also consider adding to their staffs a librarian, who will serve in just as important a capacity as any member of the drafting, research or clerical staff; 3. Librarians already serving in state planning boards and those hired in the future may be stimulated to definite effort to cooperate with each other in the exchange of ideas, methods and techniques. They

may also make an effort to establish themselves as specialized personnel, rather than maids-of-all-work who tend the library in their spare time, but otherwise do any other job that no one else has time to do.

I am not trying to stir up a revolution. In a small organization, where the staff is limited, "doubling up" is inevitable, and certainly no member of the staff would ever object to helping out in an emergency job, even if it is entirely out of his field. But I am referring particularly to the librarian who regularly performs tasks which by no stretch of the imagination could be classified as "library" work. For example, the librarian of one state planning board reported that among her regular duties was that of requisitioning all supplies, payment of bills, bookkeeping, preparation of financial statements and budgets, and preparation of payrolls. Stenographic work, other than that connected with her own work, is another activity often wished on to the librarian. From our experience here and from the information supplied by other agencies, I am firmly convinced that there is a definite place on a planning board staff for a librarian as a librarian. The following discussion of our activities will, I hope, be some measure of proof that this is so.

#### RELATION BETWEEN LIBRARY AND RESEARCH STAFF

Any special librarian knows that the closer her library is, in actual physical location, to the people who are going to use it, the more they will use it. It is the nature of man to make the greatest use of those facilities which are available with the least effort on his part. A few years ago the New Hampshire State Planning and Development Commission was fortunate in having the opportunity to move into entirely new quarters, which were

planned as nearly as possible to meet our needs and desires. As a result, the Library is actually an alcove off the research room. The Librarian's desk is placed at the front of the alcove, facing the desks of the research men. The room is small enough so that any member of the staff can make a request for information or reference material from his own desk. The arrangement is an ideal one, from the point of view of insuring maximum use of the Library and close cooperation between Librarian and research staff. There is no excuse for not knowing what projects are being studied and by whom. I eavesdrop quite shamelessly as the men discuss their work with each other. I can thus keep an eye out for any new material that would be pertinent to their field of work. They, in turn, inform me of what information is lacking, or let me know if they come across anything which would be a valuable addition to our files. It is extremely important that this close working relationship between the librarian and research staff be maintained, and this arrangement insures it as nothing else could.

#### ROUTINE DUTIES OF THE LIBRARIAN

*Mail.* All incoming correspondence of the Research and Planning Division, as well as all published material (except that which is addressed specifically to the Executive Director) is opened and read by the Librarian. This allows her to immediately record and stamp all new publications. Moreover, since much valuable information comes into the office by way of correspondence, the Librarian has the opportunity to note such information and make a mental record of it for possible future use. (At one time all incoming first-class mail was recorded as to source and content, but this practice was abandoned as entailing more time than the use of the final record warranted.) All outgoing mail (except letters written by



the Executive Director) is also read by the Librarian before it leaves the office. Although this system originated as a means of providing a final check on such factors as typographical errors, enclosures, etc., it serves also to keep the Librarian informed as to what staff members are doing, and helps to avoid duplication in the giving out of information or in requests for information. Often material is requested which is already in the files, or information is sought which can be more easily and quickly secured from a source with which the Librarian is familiar. In this way, the Library serves as a sort of central clearing house for the office.

*Accumulation and Circulation of New Material.* It is the Librarian's responsibility to secure all reference material and data needed by members of the staff. Requests are made directly to her. The purchasing of expensive publications is subject to the approval of the Executive Director, who, however, rarely disapproves of the Librarian's selections. Fortunately, state and public libraries and other agencies through which loans can be made, make it unnecessary to purchase expensive publications which will receive only a limited or temporary use. Especially close cooperation is maintained with the State Library, which often agrees to purchase and make available to us books which are needed by our staff for only temporary use. These are never books which are of such specialized character that they would not be of interest to the general public. The arrangement is a useful one in that it aids the State Library in building up its collection of books on planning which, in turn, are made available to the public.

It is the Librarian's responsibility to check continuously sources of new material for anything which will be of use

to the Commission. Most planning periodicals carry lists of new publications and these are always checked carefully. Members of the staff cooperate by calling to my attention any new titles which they come across in their reading or in their contacts with other state departments.

All new material coming into the office is circulated among the staff members immediately, being returned later to the Library for cataloging and filing. An informal system of circulation is used, each staff member passing along the material as he finishes with it. Newspaper clippings are likewise circulated among the staff. Newspapers are read by a member of the research staff and items marked for the attention of the person who would be interested. They are clipped by a member of the clerical staff, and, after being circulated, are returned to the library for filing. The Librarian regularly reads and marks the State's two larger newspapers.

*Cataloging and Filing.* Judging from the letters I received from other planning boards, classifying reference material is a planning librarian's bugbear. One librarian stated that she hadn't yet seen a classification system suited for planning collections. The following are some examples of what systems were being used: A straight Dewey-Decimal system, a combination of the Harvard City Planning Classification and Dewey, a variation of Dewey based on the organization issuing the publication rather than subject-matter, a simple subject matter index, a system devised by Arthur C. Comey and Katherine McNamara, which is an adaptation of the Harvard Classification Scheme, and a specially devised subject-decimal system. We are using the Comey-McNamara system, and as one librarian remarked about her use of Dewey, we

are "doing considerable violence to it." The field of Classification is a specialized one, and I do not pretend to know very much about it. I am sure, however, that one of the classification systems devised especially for planning collections is better suited to such a collection than any of the general classification schemes. The simpler the scheme is, the better, especially where the librarian has not had specialized library training. An inexperienced planning librarian ought to take time to explore the field of classification systems quite thoroughly before she decides on the one which will best suit her needs. There is no changing it without a great deal of extra work, once the scheme has been in effect for even a short time.

We file our shelf and vertical file material under the same classification system. Some librarians or file clerks reported that they found it easier to file vertical file material alphabetically. We find that it is easier to file and easier to locate material if we use the same system for both pamphlet and bound material. There is also greater continuity and uniformity in our files.

The only material filed alphabetically is the following: General reports of the various state planning boards are filed alphabetically by state under the number allotted in the Classification system to "State planning"; periodicals are placed on lower shelves in alphabetical order by title; photographs are filed in a large-size file alphabetically by location; newspaper clippings are filed alphabetically by subject. A word about news clippings. They are no doubt among the Librarian's biggest headaches. Yet their value as sources of up-to-date information about localities in the State is so great that we have never been able to bring ourselves to give up keeping clippings entirely, although we certainly have been tempted to do so

many times. At one time an attempt was made to mount all clippings on separate sheets, on which was written the name of the newspaper and the date. This practice has been abandoned as being too time-consuming. Clippings are now filed in manila folders without mounting and the number of clippings kept has been cut down considerably. We do not keep scrap books except where a particular project is concerned, when clippings serve to give a complete history which will have value in future years. Scrap books are cumbersome and require time and labor all out of proportion to their usefulness.

#### NON-ROUTINE ACTIVITIES OF THE LIBRARIAN

*Reference and Research.* The official title of the Commission Librarian is Research Librarian, and reference and research comprise a large percentage of the work here. In addition to published data, card files are maintained giving information on names of members of various state and other agencies and organizations. Reference questions vary from those involving simply the name or address of a person or agency to those requiring more extensive research, such as: compilations of bibliographies or other reference data, including material available in state or city library files; compilations of legislation on planning or allied subjects; compilations of lists of persons or organizations. Such requests often come from outside the office as well as from office personnel. Besides the libraries, the resources of other state departments and organizations are used, so that it is necessary to have an idea of the fields covered by each, and to know what persons to contact for a particular type of information.

*Special Research Projects.* Although the major function of the Planning Commission is the formulation of long-term

plans on the basis of factual data which is continually being accumulated in many different fields, a large part of the work of the Research Staff involves special studies or surveys requested by the Legislature or the Governor and Council. Occasionally these projects are assigned to the Librarian. For the most part, those assigned to her are jobs which do not require any "field work", so that it is not necessary for her to be absent from her desk for any length of time. They are projects which can be carried on by means of telephone, correspondence or the use of available reference data. The following are samples of such projects:

1. Investigation of the advisability of erecting an exhibition and convention building within the state for the use of various state organizations and agencies.
2. A survey of prison industries in the various states to discover possible new industries for the New Hampshire State Prison, whose normal activities have been curtailed by the War.
3. Participation in a survey, now being conducted by the Commission, of one of the Regions of the State. Committees made up of people in the Region have been set up to study such topics as Transportation, Industry, Recreation, Education, and others. A member of the Commission staff has been assigned to each committee as technical consultant, and the Librarian has been assigned in this capacity to two of the committees.

*Editing and Proof-reading.* The Commission publishes a biennial report of its activities and various miscellaneous reports of surveys and studies. These publications are nearly always made up of contributions from several different members of the staff or from people outside the department working on advisory committees. To insure uniformity of style, to coordinate the various parts and to insure correctness of form as regards footnotes, bibliographies, etc., a certain amount of editing and reorganization of

material is nearly always necessary. Part of this work is delegated to the Librarian. Proof-reading of reports is likewise done by the Librarian, although final responsibility for material to be published has never been specifically delegated to her. I believe that this could logically be delegated to the Librarian as a regular function, so that final responsibility will rest with one person to see that last minute corrections by various contributors are correctly incorporated and the final proof is as nearly as possible in the form in which the report is to be published. In one state planning board, a person is maintained on the staff with the title of "Journalist" to handle all the work connected with reports, from assembling data to final distribution, including arrangements for printing. Here in New Hampshire printing arrangements come under general office management, while the distribution of reports is handled by a member of the clerical staff. The latter activity was once included in the duties of the Librarian, but the large amount of clerical work involved made it necessary to turn the work over to a stenographer. However, the Librarian is frequently consulted concerning the sending out of Commission publications.

#### QUALIFICATIONS OF A PLANNING LIBRARIAN

New Hampshire has just completed a Classification Plan for N. H. State employees, which includes definitions of the duties and qualifications of a Research Librarian in the Planning and Development Commission. Briefly, according to the Plan, minimum qualifications for Research Librarian include such experience and training as will enable the Librarian to perform library research and aid in the preparation of staff reports. Other states have defined the qualifications for librarians of state departments in general,

which would, of course, include a planning librarian if such existed. One state defines the minimum qualifications for the librarian of a "state department, school, or similar unit" as being:

*"Experience* such as may have been gained through employment in a responsible capacity in a governmental or circulating library;

*Training* such as may have been gained through graduation from a college of recognized standing with specialization in library science;

*Or, any combination of experience and training that shall have resulted in a thorough knowledge of technical library procedures and skill in the application thereof; the ability to make research studies and compile comprehensive reports from books and other publications; and related capacities and abilities."*

For a *Planning Board* librarian (and I know this is heresy) I should be inclined to place less emphasis on a knowledge of library science and more on a general college background, with courses in Planning (such as are being offered now in many colleges and universities), in English, and, if possible, Journalism. I men-

tion this latter because the ability to aid in the preparation of technical reports is certainly one accomplishment which would recommend a librarian to a planning executive. Editing, proof-reading, re-writing and reorganizing material to be published is a time-consuming, wearisome job, which I think any executive would be profoundly glad to turn over to a competent person on his staff. Moreover this is a job which should be right "up the alley" of a person who is sufficiently interested in books to become a librarian. I do not mean to minimize the value of familiarity with the more fundamental library techniques, such as filing, cataloging, etc. But a planning board librarian is not fundamentally a filer or cataloger, but a research worker.

As for traits of character and personality, which a planning librarian should possess, the New Hampshire Plan fails to define them. Certainly they should include traits desirable for a librarian serving in any unit—the ability to get along well with others, tactfulness, initiative and the ability to work with care and accuracy.

## A FUNCTIONAL APPROACH TO THE PREPARATION OF A LIBRARY STAFF MANUAL<sup>1</sup>

By DAVID KESSLER

Librarian, U. S. Railroad Retirement Board, Chicago, Illinois

THE so-called *Staff Manual* of the United States Railroad Retirement Board Library did not come about as a result of a conscious effort on the part of the Librarian or the staff

to prepare such a volume. It was rather a patchwork or series of publications evolved over a period of a year and a half as a result of an administrative situation which existed at the time of my taking office.

At that time the staff consisted, as it does now, of some eight people, besides

<sup>1</sup> Paper presented before the Illinois Chapter of Special Libraries Association at a meeting held March 30, 1943.

the Librarian, namely: a Legal and Legislative Reference Librarian, who also serves in the capacity of Assistant Librarian; a Reference Librarian; a Cataloger; an Assistant Cataloger; a Circulation Desk Assistant; a Secretary and Order-Desk Assistant; a Minor Library Assistant or Messenger; and a part-time Typist. The following situation then existed in respect to staff administration: an organization chart of the staff had been drawn up; there were position descriptions which either omitted activities or indicated overlapping of activities carried on by the members of the staff; there was no clear-cut procedure, either in written or verbal form, as to how to perform any of the activities. As a result, a given activity was rarely performed the same way twice by the person doing it and with a resultant lack of uniformity in time and production of effort. There was a definite and immediate need for a procedure of activities to be outlined. However, I felt that three things had to be done first in order to provide a necessary foundation for any procedure of activities. These were an understanding of the background, organization and purpose of our agency, a clarification as to just what purpose the Library served in relationship to it and the activities performed by the members of the Library staff in achieving this purpose.

The first objective was taken care of by the fact that at that time our agency had instituted a policy of giving orientation courses to all members of its staff, both old and new. These classes, sponsored by the Training Section of our Division of Personnel, imparted an understanding of the legislative history and background, organizational structure and purposes of the agency as a whole. To arrive at the purpose or objectives of the Library in relationship to our agency was a natural

concomitant to these general orientation courses. It was a relatively simple matter to achieve this purpose at a staff meeting where five general objectives of the Library were discussed. These objectives were typed on an 8x10½-inch sheet of bond paper and inserted, next to the Library's chart of organization, in a loose-leaf volume. We pasted a label on this volume and entitled it *General Library Memorandums*. We still call it that.

#### ANALYSES OF ACTIVITIES

The listing of the exact activities carried on by the Library in achieving these general objectives was the next natural step. The usual method of indicating activities or functions to be performed is to have the Librarian and the staff members write the description of their positions. The inherent difficulty of this method, to my mind, is that duplications and omissions of functions result. It also places false emphasis on the positions in the Library rather than on the activities, around which, in the final analysis, the job or position evolves. The major objection I had to this method of approach was that it did not afford a coordinated, functional picture of all the activities performed by the Library. By consultation with the staff as a whole and then with members of the staff involved in a given activity, we literally analyzed every activity or function carried on by the Library. This activity analysis was obtained by following through and writing down in three columns each step in the process of any activity. The first column was headed "Activities of the Library", the second, "Positions of Person Performing Activities" and third, "Responsibilities of Person Performing Activities." Under Column 1, "Activities of the Library," were listed in functional, step-by-step procedure, all the Library activities. In Column 2, "Positions of Person Per-

forming Activities," appeared the names of every position involved in that particular activity—not the name of the department or section of the Library—but the name of the specific position in that department or section which performed that activity. In Column 3, "Responsibilities of Person Performing Activities," was a description of the exact relation of each position to the activity involved. The verbs used in this description gave an indication of the authority attached to each position. When all of the activities had been thus analyzed we had a *Library Activities Manual*. This was inserted in typewritten form, in our loose-leaf volume next to the section "General Objectives of the Library."

In writing an activity analysis the tendency is to make the mistake of including a statement of method. Method is a different consideration and belongs to a procedure manual. I have spent quite a bit of time discussing the preparation of an *Activities Manual* because to me it is just as important as a *Procedure Manual* and is essential before a *Procedure Manual* can be prepared. Let us look at the completed *Activities Manual* and see exactly what it shows the Librarian, as administrator, and the individual members of the staff. The *Activities Manual* gives us, at a glance, a functional, step-by-step, approach to the processes of all of the activities carried on by the Library. It contributes to a completed pattern, a leitmotif: the staff has already acquired a knowledge of the organization and workings of our agency through the orientation courses and of the general objectives of the Library in relationship to the agency it serves. It shows each member of the staff exactly how his activities coordinate with those of the other members of the staff and provides a natural stepping-stone to the last phase of our

picture, as to how shall these activities best be done—the *Procedure Manual*. The *Activities Manual* serves a most useful function whenever a revision in procedure is to be made. Let us suppose that a change of procedure was necessary in the method of entering material in our Pamphlet Collection. By looking at the activity analysis sheet, I can see at a glance that the positions involved in that activity are the Reference Librarian and the Minor Library Assistant. I then consult with or inform them accordingly. Without such a guide, a supervisor often forgets to notify someone on the staff of a change in procedure. From this *Manual of Activities* can be compiled very easily a position description of every job in the Library. I had my secretary go through the manual and copy out each activity which applied to a given position. These were then inserted in the loose-leaf volume after the *Activities Manual*.

#### PROCEDURE OF ACTIVITIES

After the *Activities Manual* was completed, we turned our attention to the problem of how to perform each of the activities listed, doing what we considered the more important activities first. After an activity was selected for a procedure treatment, the Librarian consulted with the people occupying the positions involved in that particular activity. A step-by-step procedure of performing that particular function was evolved, each step being noted as we went along. After the complete procedure was outlined, it was typewritten on 8x10½-inch sheets of bond paper, with carbon copies being made for all of the positions. The date, when the procedure was set up, was indicated on the upper right-hand corner of the first sheet. The original typewritten copy was then placed in the loose-leaf volume, behind the Organization Chart, Activities Manual, General Objectives of

the Library and Position Description Sheets, properly labeled by the name of the activity. The carbon typewritten copies were given to those staff members responsible for that particular activity, as a convenience, for his or her use. All of the forms involved in the given activity, duly filled out, were pasted on 8x10½-inch sheets of bond paper and inserted opposite the page outlining the procedure concerning it. Copies of these forms were also inserted in the copies kept by these people. Whenever there was any possibility of misinterpretation of any phase of the written procedure, the Librarian would go over the procedure in actual practice with them. Suggestions were also solicited for improvement of the procedure. There is no justification in the statement that a procedure of activity stultifies the individual initiative of the person performing that given activity. If each member of the staff is made fully cognizant of the purpose of this organization as a whole and the place that he, as a member of the Library, occupies in relationship to the parent organization, the fulfilling of that purpose or objective becomes a vital and living part of his job. One very strong word of warning should be given concerning the matter of suggestions: a staff member should never be made to feel that a rejection of his or her suggestion is personal in any way, but is to be construed from the point of view of what is best for the Library. One of the stringent regulations we have set up concerning procedures is that no deviation, no matter how minute, is to be made without consultation with and approval of the Librarian. The reason for this is obvious: there is no sense in setting up a procedure if it is not going to be fol-

lowed. After consultation, if the new procedure is approved, it is typed, in the desired number of copies, entitled "Addenda to such and such activity" or "Revision of such and such activity," the date of adoption of the new procedure being put on the upper right-hand corner of the first sheet. The Librarian looks over the copy, writes on the sheet: "Approved," the date of approval and his signature. It is then filed by date after the original procedure for the activity in our loose-leaf volume. If the procedure involves a revision, a statement is included in the original procedure, alongside of the phase of activity affected, to the effect "Revised by procedure adopted on such and such a date." My cataloger also often includes addenda and revisions in the *Weekly Report of Activities in the Catalog Section* which she submits to me.

We have not as yet completed a procedure for all the activities. As of this date, a procedure has been drawn up for the following activities: Cataloging and classifying of books and pamphlets; Acquisition of Library material; Preparing periodicals for circulation; Circulation of periodicals; Circulation of books and pamphlets; and Preparation of the Library's Weekly Accession List. Also as of this date, our *Library Staff Manual* may be said to consist of a loose-leaf volume with the following content: a chart of organization, a statement of the general objectives of the Library, an activities manual or analyses sheet, a position description, an incomplete manual of activities procedure; supplemented by typewritten minutes of staff meetings, involving such phases of administration as general regulations pertaining to the staff, use of the Library, et cetera.

# LLOYD LIBRARY AND MUSEUM

## A HISTORY OF ITS RESOURCES

By MRS. CORINNE MILLER SIMONS

Assistant Librarian, Lloyd Library and Museum, Cincinnati, Ohio

THE year 1944 is one of especial interest to Lloyd Library and Museum. It not only marks the eightieth anniversary of the founding of Lloyd Library, but the ninety-fifth anniversary of the birth of John Uri Lloyd and the eighty-fifth anniversary of the birthday of his brother, Curtis Gates Lloyd. In honor of the founders of the Library, various preliminary exhibits were displayed. Local exhibit space was also granted by other institutions. The Cincinnati College of Pharmacy held Open-House and one entire room was given to the portraits and the writings of the founders and the publications of Lloyd Library. The Public Library of Cincinnati also offered one of their street windows for exhibit purposes. It is needless to say that Lloyd Library and Museum was extremely grateful for the many opportunities to present its history and its resources to the public. Other exhibits are planned for 1944.

### FOUNDERS OF LLOYD LIBRARY

Many years ago Curtis Gates Lloyd wrote on the flyleaf of Wood's *Classbook of Botany* the inscription, "This volume is worthy of a prominent place in the Lloyd Library. It is the original volume that was sent to me when I was a boy at Crittenden, Kentucky, by my brother, John Uri Lloyd, and was the means of interesting me in the study of Botany." From this modest beginning evolves a fascinating history that is typically American of the founding and growth of a great scientific library, known

throughout the world. It is in reality the story of three brothers, the vision, sagacity and generosity of John Uri Lloyd, Nelson Ashley Lloyd and Curtis Gates Lloyd.

When John Uri Lloyd was a young boy he roamed the woods and fields of Kentucky, thus becoming imbued with the love of nature. When he was fourteen his parents apprenticed him to Mr. W. J. Gordon, a pharmacist. He soon became expert in his work and learned to fill prescriptions. At that period in Cincinnati the German population was dominant and John Uri found it necessary also to learn the German prescription business. He thereby apprenticed himself to a German pharmacist. He learned the United States Dispensatory by memory and received a Certificate of Proficiency. During this period he attended the lectures on Chemistry in the Ohio Medical College. He also matriculated at the Cincinnati College of Pharmacy and attended classes at the Miami Medical College, as well.

The years followed in which he was engaged in several pursuits but in 1868 he returned to the Gordon Pharmacy where his brother, Ashley, joined him. At this time, Dr. John King led John Uri into the systematic study of Eclectic Materia Medica and American Medicinal Plants. He developed various pharmaceutical preparations useful to Dr. King, who proposed that he take up the study for the Eclectic Physicians. After careful consideration, John Uri united his efforts with the Eclectics and became the chief chemist of the



H. M. Merrell Company located at Court and Plum Streets, later the site of the famous Lloyd Brothers Pharmacists, Inc.

Eventually Curtis Gates Lloyd joined his two brothers and during his spare time he devoted himself assiduously to the collection of flowering plants. He made a herbarium of the specimens he found in the woods in back of Newport, Kentucky. Curtis used his small salary to exchange specimens with botanists all over the country. The collection grew to 32,000 sheets and he soon acquired a reputation for identification of unusual species. He also became a registered pharmacist having passed the examination of the Cincinnati Board of Pharmacy. One day he received a specimen which he identified as *Penthorum sedoides*. Dr. Scudder published the description of it in the *Eclectic Medical Journal* in 1879. This was Curtis's first appearance in print. His second was a tentative classification of the genus *Berberidaceae* published jointly by him and his brother.

The brothers found it necessary for their work, to accumulate certain complete sets of books on the subject of plant chemistry and pharmacy, materia medica and allied sciences. Various sets were advertised for in the *Eclectic Medical Journal*; a bookcase was purchased by John Uri Lloyd and Parrish's *Pharmacy*, Fownes' *Chemistry* and Attfield's *Chemistry*, placed upon its shelves. These were the first books in the library and the beginning of the library's collection of over 105,000 books and 65,000 pamphlets. This bookcase is now in the Library with some of the first items acquired and contains considerable Lloydiana.

#### EARLY GROWTH OF LIBRARY AND MUSEUM

Nelson Ashley and John bought out the firm of Merrell Company and through various business mergers the firm became in 1877, Merrell, Thorpe and Lloyd Phar-

macy and in 1885, Lloyd Bros. Pharmacists, Manufacturing chemists of "Specific Medicines." In 1886 Curtis Gates Lloyd was invited to join his brothers. Each was given a one-third interest in the business. Nelson Ashley occupied himself with the business part of the organization while the other two brothers devoted themselves to scientific research in pharmacy and botany. Other than study for the Lloyd brothers, there was no definite plan or object in the purchase of the first volumes, nor was there any anticipation of a future library of importance. However, the collection grew and the residence at 224 West Court Street became known as the Lloyd Library. The second floor was used for the pharmacy collection and the third floor for the botanical collection. The library began to exert a beneficent influence and pharmacists and professional men in other fields came to appreciate its scope. Sets of periodicals were advertised for and donated by associations and physicians. The first periodical completed was the *American Journal of Pharmacy*, followed by the *Druggists Circular*, the *Eclectic Medical Journal* and *Justs' Jahresberichte*.

The two Lloyds pooled their books and with gifts added frequently by such professional men as Dr. John King who gave his entire library to the Lloyds in 1893, the collection assumed importance. Professor John M. Scudder gave from his collection all that the library needed and which he had not already donated to the Library of Congress. Dr. S. B. Munn of Waterbury, Connecticut, Dr. Henry Wohlgemuth of Springfield, Illinois, Dr. V. A. Baker of Adrian, Michigan, Professor H. T. Webster of Oakland, California, Professor Harvey Wickes Felter, the Eclectic Historian, Dr. Roedoker, Dr. H. L. Smith, Doctors Maisch, Remington, Bedford and many others gave large

collections of books and journals. Every printed book or pamphlet to be had on the subjects of plant medicines was acquired. Curtis Gates Lloyd searched the book dealers establishments of the world in order to complete certain sets of scientific transactions, etc., and in fact purchased every printed book available in any language on the subject of botany and its allied sciences. Through a visit to Professor A. P. Morgan of Preston, Ohio, Curtis Gates early became interested in mycology, and turned all his energies in that direction. He spent a great portion of his time in the Museums of Kew, Paris, London, Berlin and Scandinavia. He checked innumerable lists of booksellers from all over the world, and soon the library carried the most complete collection of American Botanical History, Mycology and American Materia Medica in existence. Steps were taken whereby the collection became dedicated to the scientific world. The original building was remodeled in 1903. In five years it became necessary for another building to house part of the collection and a new library was erected. In 1908 the old building was left to contain the mycology collection and herbarium of Curtis Gates Lloyd along with his books on mycology. It was estimated that the mycology collection of specimens outnumbered by ten times the combined collections of the world on fungi. The original building now became the Lloyd Museum.

The new Lloyd Library building then housed the rest of the collection. An annex was erected in 1912. The name of Lloyd Library just grew. It was so designated by the Lloyds as well as by Edward S. Wayne, the most renowned chemist of the Middle West, as well as by Dr. Charles Rice and Dr. Edward Kremers, who also recognized its importance. It soon became necessary to restrict the Li-

brary to books in its chosen fields. In this connection it may be stated that the great Library of the former Surgeon-General of England, James Pattison Walker, who donated his entire collection in 1893, was necessarily declined because of conditions in his will, which prevented the rearrangement and classification of his collection as well as the exclusion of the books not in the scope of the Library. However, his manuscript collection of about 400 volumes was accepted. This was the most valuable part of his collection and its usefulness is enhanced by its being thoroughly indexed. The value of his gift lies in the recognition of the empirical method of eclectic diagnoses and the usefulness of the Lloyd Library as a scientific center. A fund of \$30,000 went with the complete gift, the income of which was to be distributed as "prizes" for published papers on eclecticism. The Walker library was composed of heterogeneous works, not all of which could be used here. General Walker foresaw America as the one depository for the learned world and so stated his views in his will.

#### LIBRARY COLLECTIONS

The Library contains complete sets of the *Gardener's Chronicle*, *Planta*, *Zeitschrift für Botanik*, Hill's *Vegetable System*, Duhamel's *Traite des Arbes et Arbustes*, Lawson's *Pinetum* and the Atlas of Sargent's *Report on the Trees of the United States*, the Juettner collection used in Dr. Juettner's writing of the history of *Daniel Drake and His Followers*. Among the volumes of special interest are the collection of Pharmacopoeias and Commentaries on them, from the vest-pocket edition of *St. Bartholomew's Hospital in 1861*, and the tiny vellum bound and brass clasped *Pharmacopoeia of London of 1680* to the huge volumes of today. Johannes Zwelfer's *Commentary of*

1693, a Latin translation of a Persian Pharmacopoeia of 1681, a German one printed at Augsburg in 1581, a Dutch one of 1636 and the current ones of the modern countries line the shelves. In the Botanical field there are such rare items, as Charas' *Histoire Naturelle des Animaux, des Plantes, et des Mineraux*, 1687, Paris, several editions of Dodonaeus, 1618, 1644, etc. and of Matthiolus 1598, 1630, and 1655; and a special treatise on *Rhubard* 1679 by Tillingius, and an Aldine edition of Dioscorides 1518. The oldest volumes in the Library is one of 1493 Meseu's *Vulgare*, the first book of importance ever written on Pharmacy. Two copies of Aristotle are of extreme interest. A Greek edition printed in 1584 and another of 1607 by Pacius arranged in two columns in Greek and Latin. A bibliographical rarity is the *Historia Plantarum* by Pinaeus of 1561. It appears to have been the first attempt at colored botanical plates. Spanish, Italian, Portuguese, Swedish, Bohemian, Russian and Asiatic authors are represented on the shelves. There is a complete collection of the works of Linnaeus, the father of the Binominal System of Botanical nomenclature. An extremely unique book is Dr. Josselyn's *New England Rarities*. The works of John Clayton termed Claytonius and the works of John Frederick Gronovius contribute to the *Flora of Virginia*. *The Indian Doctor's Dispensatory*, by Peter Smith is extremely rare; we have the original. Two venerable works are those of Mattioli, an Italian who wrote in 1586, and Levinus Lemnius, who wrote in 1628 *De Miraculis Qunitis Naturae*. Tournefort, the father of modern systematic Botany contributes *Histoire des Plantes*, Paris, 1698. One of the most noted books in the collection is by a German scholar, Dr. David Schoepf, on

*Materia Medica*. A copy was borrowed from Erlangen, Germany, and written in longhand, since that was the only known copy. Years later Dr. Charles Rice found an original in an old book store in Italy and sent the volume to Dr. John Uri Lloyd. The works of Jonathan Carver, of the Provincial troops of America 1796 and of Manassah Cutler 1785 as well as Barton's *Collection Toward a Materia Medica*, 1798, are also on the shelves. We have the original Herbarium of John Riddell, the first botanist in this region. This Herbarium was given to Daniel Gano who early settled in the Northwest Territory. Likewise we have the first colored botanical plates ever brought to Ohio. These were brought from Germany by Gano's gardener in 1820.

A collection on Entomology was added by Dr. John Thomas Lloyd, professor of that subject at Cornell University for many years. He is the only son of John Uri Lloyd. It is interesting to note here that Wytzman's *Genera Insectorum* is being completed as issued. A collection of hand colored mycology slides made in England for Curtis Gates Lloyd is priceless. Space does not permit me to discuss any more of our rarities, incunabula and post incunabula. I have mentioned but a few to give a brief glimpse into the treasures of the library. Numerous seventeenth and eighteenth century and out-of-print items, most of them associational copies, are present. A letter of Thomas Jefferson was found in a first edition of Michaux, the French Botanist's works. Letters of John Burroughs, Daniel Gano, Rafinesque and other famous personalities appear bound in the volumes presented to the Library. "A library unfolds the history of the human race." A book is more than a composition of paper and print, when one can trace the history of its ownership and discover the names

of great men who gained inspiration from its pages, and whose names later are prized in volumes of later publications.

The most recent large gift presented to the Library and one of exceeding importance was the entire collection of the former Eclectic Medical College of Cincinnati. This collection comprises over 5,000 volumes and adds to the library's already large collection on the subject, thus making it one of the largest collections in the country. It includes some unique items, not only on eclecticism but on chemistry, pharmacy and on general medicine.

A few brief words about the classification system used by the Library may be in order. The Library of Congress and the Dewey Decimal were found not to be expansive enough to include all the subdivisions of subjects collected. Therefore, Curtis Gates Lloyd with Captain William Holden and Miss Edith Wycoff, former Librarians, devised the Lloyd System of Classification. Two alphabets are used. The black letter tags permit of 26 subdivisions with innumerable secondary divisions in the field of Botany. A similar arrangement but of red letters was developed for the books on chemistry and pharmacy.

#### PUBLICATIONS OF LIBRARY AND MUSEUM

Over 250 separate titles have been published by the Lloyd Library and Museum. Most of these were issued in order to participate in the International Exchange Service as well as provide reproduction of rare volumes unavailable heretofore. The first publication was issued by both the brothers and entitled *Drugs and Medicines of North America*. It appeared from 1884-1887, and reached Volume 2, Part 5, when Curtis Gates Lloyd left it for the study of mycology. There appeared 35 bulletins divided into several series, Reproduction, Botany, Entomol-

ogy, Mycology and Pharmacy, three volumes of *Bibliographical Contributions* by William Holden and Edith Wycoff and *Bibliography of Botany*, by Edith Wycoff. In 1928 the collection of mycology specimens was sent to the Smithsonian Institution at Washington, D. C. The Herbarium of North American Flora is on an inter-library loan to the University of Cincinnati, where the specimens are being remounted. In 1939 the University of Cincinnati loaned us a number of volumes of *Protoplasma* to be used here.

#### REORGANIZATION OF LIBRARY

In 1907 the Lloyd Library and Museum was incorporated by Curtis Gates Lloyd, who endowed it and left it almost his entire estate. The Library has often been compared to the Botanical Libraries of Kew Gardens and the British Museum in England. They alone are the only two in the world with which it ranks in value and size of collection. Curtis Gates Lloyd himself said in 1916 that the Lloyd Library had more botanical items than either of these two famous depositories.

In 1938 the library was reorganized and in keeping with the traditions and aims of the Founders began the publication of a new periodical, *Lloydia*, a quarterly journal of Biological Science. It is devoted especially to Botany, Mycology and the allied sciences of Natural History. Dr. Theodor Karl Just, Head of the Botany Department of the University of Notre Dame, is its editor. Dr. John Hobart Hoskins, Head of the Botany Department of the University of Cincinnati, is the Associate Editor. During the reorganization new records were inculcated and formed, the old records rearranged, an inventory taken and an international exchange system revised containing almost a thousand names. Serials and various periodicals from all over

the world and in all languages are received in exchange for *Lloydia*. The Library is open to the public daily for free consultation of its volumes, for the advancement of scientific research and as an aid to those interested in science.

The ultimate value of science is fourfold, as Dr. John C. Merriam, President of Carnegie Institution of Washington in 1934, so aptly stated: "First, our use of resources in nature; second, the range

and value of materials and knowledge resulting from human effort; third, the extent to which our capacity to understand and to accomplish has been bettered, and fourth, the possibilities of influence upon our desires or interests or attitudes of mind." Thus the influence of science upon possibilities for betterment of conditions in the world is evident. A scientific library therefore is a living memorial for all time to all mankind.

## EVALUATING LIBRARY PROCEDURES AND SERVICES

[This is the second article in the series planned by the S. L. A. Methods Committee on techniques, policies or aspects of library procedure. We should like to have you read this paper with a critical mind and we shall appreciate your comments, especially if you have discovered another system to be preferable to the one described in the article. These comments should be received by the Editor before the 15th of the next month for publication in the following issue.—Ed.]

### II—METHODS OF PRESENTING INFORMATION

By BETTY JOY COLE

Librarian, Calco Chemical Division, American Cyanamid Company,  
Bound Brook, New Jersey

**E**VERYONE realizes the need of information, especially in the chaotic conditions of the present when changes in regulations, taxes and news occur overnight. Everyone knows the importance of reading papers and of listening to news broadcasts, which are two methods of presenting information. Back of these stories and reports are hours of library work to ascertain, to check and recheck, the facts before presenting them to the public. Everyone, whether aware of it or not, is demanding, and receiving, library service.

Now, more than ever, special librarians have an excellent opportunity to show that the commodity with which they deal is information; that they are dispensers, not hoarders, of wares of interest to all. Be-

cause we are special librarians, we must be selective and from the great amount of material which pours onto our desks, we must choose that which is important to the clientele we serve. We are the ones on whom lies the responsibility of sorting the significant from the trivial, and of bringing the most important items to the attention of the proper individual.

To be able to do this with reasonable accuracy and speed, there are two things it is our concern to know—the general interests of our company and the specific interests of the individuals in it. Getting current information into the hands of the right man promptly is part of our job. This may be done verbally, by a written note or by sending the publication itself.

The verbal message is prompt and the

most simple. The librarian telephones and informs Mr. Jones that an article in which he would be interested is in the current issue of a certain journal, giving him the subject and the author. If Mr. Jones is interested, the librarian sees to it that the publication reaches him immediately. This method expedites matters provided Mr. Jones is in his office when called and has time to review the article during the day. Otherwise, Mr. Jones may not receive the message for a day or two, or the journal may be laid to one side and forgotten for several days. On the other hand if a note is sent, the procedure is generally along these lines: When looking over the publications which come to her desk, the librarian has a pad and pencil within reach. As she comes across an article which may be of value to Mr. Jones she takes down the reference with a notation as to whether the article is of a general nature or deals with a specific phase of the subject. There may be one or several such items. She also states in her note that the publication referred to will be sent if and when desired. With this method the information is a bit longer in reaching Mr. Jones but he can choose which item he would like to see first. If he is busy or away at the time, the note serves to remind him that there is certain information available on the subject of his particular interest.

The third method is to send the periodical directly to Mr. Jones with no previous notification. If Mr. Jones is accustomed to receiving the journal as a matter of routine, it may be sufficient to route the publication to him in the regular way. However, if Mr. Jones does not receive that particular journal regularly, or if he is apt to send on the publication without examining it, an attached note will call Mr. Jones' attention to the particular item he should read.

These methods apply to printed or mimeographed material in any form—journal, reprint, patent or pamphlet. Each method has its advantages and disadvantages. Whether or not one of them is to be used exclusively will depend upon the size of the organization and the wishes of the clientele. Probably the most satisfactory way is to use all three, choosing the one best suited at the moment.

In addition to the above methods for the dissemination of current material, supplemental ones have proven satisfactory. One of these is the circulation of publications (each librarian has her pet system for that); another is the issuance of a bulletin in which articles pertinent to the company's interest are abstracted. This serves a threefold purpose—it calls attention to articles of interest outside of the rather narrow limits of Mr. Jones' own field; it reminds him of the article he intended to read but had been "too busy to look at"; reaches those men who are not on journal circulation lists.

Last, but by no means least, are the literature search reports. These reports are usually prepared at the request of one of the men doing research work and cover a specific subject. They form an important part of the company's files and their preparation should be given due thought and consideration. There should be a definite form set up and followed so that all reports will be uniform as to format. In addition to the main body of the report, there are six items which should be included; namely, date of writing the report, the name of the person preparing it, the title, the object of the report, a brief abstract and the literature searched. All of these add to its value as they enable the person looking for information to judge quickly its worth to him. He will know from the date the report was written, if more work has been done

recently and whether or not it will be necessary to have a supplemental search made. He can judge from the name of the writer if the same individual can bring the report up to date or, if no longer in the employ of the company, whether it will be necessary to ask someone else to do it. The title shows at a glance whether or not the report is on the particular subject needed. The object will give the purpose for which the report was written. The abstract will indicate the results of the research and the literature searched

will supply the period of time covered by the report.

Each of these methods for getting information into the hands of the men the library serves, has its own place and its own value. None can be used alone, none should be discarded. The best method for a specific purpose must be chosen by the librarian. Her function is to secure information and send it in whatever manner will prove to be the most valuable. She must never forget that she is a dispenser, not a keeper, of knowledge.

## REPORT TO S. L. A. MEMBERS ON THE EXECUTIVE BOARD AND ADVISORY COUNCIL MEETINGS IN NEW YORK NOVEMBER 5 AND 6, 1943

**I**T was gratifying that so many Board and Council members attended the meetings on November 5 and 6. Much was accomplished both at the meeting of the Executive Board on Friday and at the Council meeting on Saturday. The Saturday meeting proved to be a stimulating one and there were many constructive suggestions.

### HIGHLIGHTS OF MEETINGS

The Report of the Secretary and Advertising Manager stated that since June 1943, there had been 140 notices of positions open for librarians received at Headquarters office. Of these, 72 had been filled to date. Since June, 214 interviews had been conducted, 211 incoming telephone calls regarding employment received, 138 outgoing calls made and 995 letters about employment written.

As Advertising Manager, Mrs. Stebins reported that from January through November 1943 advertising for SPECIAL LIBRARIES amounted to \$3,263 as com-

pared with \$2,419 for the same period in 1942; and for the first time, yearly revenue from advertising in SPECIAL LIBRARIES would completely finance the publication.

The Treasurer reported a balance of \$23,950 in the bank as of November 1, 1943.

Walter Hausdorfer and his Finance Committee have done a splendid job on making a five year study of S. L. A. income and expenses and based on this study have set up an accounting schedule which will show on a quarterly basis our complete and true financial status.

No decision was made by the Board regarding a 1944 convention, action on this being postponed until after the first of the year.

The Board authorized the purchase of \$1,300 in Government bonds to be placed in the reserve fund. The money used for purchase of these bonds came from the

1943 Convention profit and dues from Life memberships.

As of January 1, 1944 the *Duplicate Exchange Service* will be discontinued. Since there are but 88 paid subscribers the list has always been published at a financial loss, as well as being an editorial burden. The Chapters, however, are urged to continue their local duplicate exchange lists.

According to our new by-laws, the Board appointed a Committee on Elections to take care of the voting by mail for 1944-1945 officers. The members of this Committee are published elsewhere in this issue. The personnel of the entire Committee is from New York, as it will be necessary for the members to work at the Headquarters office.

From the results of a questionnaire to the members of the Commerce Group and of the Public Business Librarians Group, it was found that there was practically no interest in the Commerce Group and the Board voted its discontinuance. However, the Public Business Librarians Group will be continued with Marian Manley as Chairman.

The Board also voted to enlarge its survey on budget practices of special libraries and to publish the results.

The *Patent Index to Chemical Abstracts*, 1906-1936, is being published by Edwards Brothers at \$12.50 a volume. Advance orders in hand cover the cost of publication. This is a Science-Technology project, and the Group is to be congratulated on its completion. This Group has also finished its work on indexing and abstracting chemical patents for the Alien Property Custodian. These lists will be published by the Alien Property Custodian some time in January as a series of about 33 pamphlets.

Miss Ruth Leonard as Chairman of the Training and Professional Activities

Committee reported that her Committee had planned a long range program with immediate emphasis on recruiting. The Board has approved the writing and publication of a new pamphlet for this purpose. Plans are also under way to send S. L. A. representatives to colleges to speak to college students on the special library profession. Miss Leonard and her Committee also plan to work with members of personnel associations.

Miss Janet Saunders as Chairman of the International Relations Committee outlined tentative plans for aid to libraries in devastated areas. In this connection the Board approved the suggestion from the Council of National Library Associations that S. L. A. participate in a joint committee to conduct a nation wide campaign for collection of books for devastated libraries. A meeting of these joint representatives was held in New York on November 18 and a committee of three was appointed to explore this idea. Your President is a member of this Committee.

Miss Isabel Towner, with the assistance of S. L. A. experts in various fields, is re-vamping and evaluating the existing classification schemes on file at Headquarters. She has plans for developing and enlarging this file thus making it a better service to those needing it.

The American Library Association is holding a *1944 Convention-in-Print* on "Library Planning" and your President has been asked to contribute an article.

The S. L. A. Manpower Survey is authorized to proceed and all members are urged to cooperate in this effort. Everyone will receive details after January first.

Although this is a long report, it does not cover entirely all the news of the meetings. Mrs. Stebbins has copies of all reports presented and will be glad to supply additional information.

ELEANOR S. CAVANAUGH, *President*.



# THE NOMINATING COMMITTEE REPORT

**I**N accordance with the amended SLA By-Law IX, Section 2, the names of the candidates for the next election with their written acceptances were presented to the Executive Board at its fall meeting, November 5, 1943. The names of these candidates are as follows:

## **President**

WALTER HAUSDORFER, Librarian  
School of Business  
Columbia University, New York, N. Y.

## **First Vice-President** *(President-Elect)*

HERMAN H. HENKLE, Director  
Processing Department  
The Library of Congress  
Washington, D. C.

## **Second Vice-President**

JEAN NORCROSS, Librarian  
Dun and Bradstreet  
290 Broadway, New York, N. Y.

MRS. MABELLE M. RUNNER  
Carnegie Institute of Technology Library  
Schenley Park, Pittsburgh, Pa.

## **Treasurer**

MARIE LUGSCHEIDER, Librarian  
Ranger Aircraft Engines  
Engineering Department  
Farmingdale, Long Island, N. Y.

MARY PIERSON McLEAN, Librarian  
The American Bankers Association  
22 East Fortieth Street, New York, N. Y.

## **Director for Three Years**

DR. MARY DUNCAN CARTER, Director  
School of Library Service  
University of Southern California  
University Park, Los Angeles, Cal.

LEAH E. SMITH, Librarian  
The Technical Library  
Bell Telephone Laboratories, Inc.  
463 West Street, New York, N. Y.

The Directors whose terms have not expired are Betty Joy Cole, Librarian, Calco Chemical Division, American Cyanamid Company, Bound Brook, New Jersey, who retires in 1945, and Ford M. Pettit, Librarian, The Detroit News, Detroit, Michigan, who retires in 1946.

As the last retiring President, Eleanor S. Cavanaugh continues to be a member of the Executive Board.

Section 3 of By-Law IX states that further nominations may be made upon written petition of 10 voting members in good standing. Such petitions, accompanied by written acceptances of the nominees, must be filed with the Secretary of Special Libraries Association at SLA Headquarters not later than March 1st.

EMMA G. QUIGLEY

JOLAN M. FERTIG

MARY GIBLIN

EMILY C. COATES

FRANCIS E. FITZGERALD, *Chairman.*

## EVENTS and PUBLICATIONS

FOOD RESOURCES OF AFRICA (1934. 105p. \$1.50), by T. S. Githens and C. E. Wood, Jr., is the third book in the African Handbooks Series issued by the Committee on African Studies of the University of Pennsylvania, established at the University Museum. Forthcoming volumes of this series are No. 4, Languages and Press of Africa; No. 5, Colonial Policies in Africa; No. 6, African Labor Problems; No. 7, Government of British West Africa; No. 8, Government of French Equatorial Africa.

\* \* \*

MARINE NEWS DIRECTORY is published annually by Marine News, 26 Water Street, New York, New York. Naval architects and engineers and the personnel of government agencies, shipbuilding yards and steamship lines are listed in the 1943 edition (896p.). There is also an extensive index to steamship and waterway lines in the United States and Canada and a classified index to advertisers' products. Price?

\* \* \*

If you have not read "Passing the Book", which appeared in the September issue of *Mademoiselle*, beg, borrow or steal a copy and do so at once. It is the finest article on librarianship to be written in some time. No phase of library work has been overlooked and many of our outstanding libraries are mentioned.

\* \* \*

The new 1944 PLASTICS CATALOG (\$5) is to be published at the end of December 1943. Because of the limited number of copies, orders should be sent immediately to Plastics Catalog, 122 East 42nd St., New York 17, N. Y.

\* \* \*

The Academic Press, Inc., New York 10, N. Y., is publishing a LABORATORY MANUAL OF SPOT TESTS (276p. \$3.90), by Dr. Fritz Feigl, translated from the German manuscript by R. E. Oesper; also SEMIMICRO QUANTITATIVE ORGANIC ANALYSIS (134p. \$2.50), by E. P. Clark.

\* \* \*

J. K. Lasser's new 1944 edition of YOUR INCOME TAX (New York, N. Y., Simon and Schuster, 1943. 152p. \$1) is now ready for consultation in preparing 1943 tax returns.

The Marchbanks Press, 114 East 13th St., New York, N. Y., will publish on a subscription basis sometime before Christmas a book by Hellmut Lehmann-Haupt about Gustave Doré, the great 19th century French illustrator. THE TERRIBLE GUSTAVE DORÉ is to be a biographical sketch and is the first book to be written about him for over 50 years in England or the United States (\$2.50).

\* \* \*

The French classic of altitude physiology, BAROMETRIC PRESSURE (Columbus, Ohio, College Book Co., 1943. 1055p. \$12), by Paul Bert, has been translated into English by Professor and Mrs. F. A. Hitchcock. The author's findings and experiments, made years before an air war was ever dreamed of, have become the cornerstone of modern aviation physiology.

\* \* \*

W. S. Woytinsky has prepared for the Committee on Social Security of the Social Science Research Council a report entitled, EARNINGS AND SOCIAL SECURITY IN THE UNITED STATES (Washington, D. C., Social Science Research Council, 1943. 260p. \$2.50). This study is the concluding volume of a series on social security problems and is designed primarily as an examination of the interrelations of social security and national income trends.

\* \* \*

ABBREVS. (A DICTIONARY OF ABBREVIATIONS), compiled by H. J. Stephenson, is a recent Macmillan publication (1943, 126p. \$1.75). Following the general list, there are special lists of abbreviations.

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A study by Harry E. Stocker entitled, *TRANSPORTATION AND THE PUBLIC WELFARE IN WAR AND IN PEACE* (National Press Building, Washington, D. C., National Highway Users Conference, 1943. 51p.) is an effort to plan for postwar transportation by analyzing the economics of continuing transport problems.

\* \* \*

U. S. Department of Commerce, Industrial Series No. 5, *ADVERTISING AND ITS ROLE IN WAR AND PEACE* (Washington, D. C., Government Printing Office, 1943. 92p.), by Corrie Cloyes, is a compilation of attitudes toward advertising as expressed by various officials in speeches, letters and articles.

\* \* \*

*METALS AND ALLOYS DATA BOOK* (New York, N. Y., Reinhold, 1943. 350p. \$4.75), by Samuel L. Hoyt, contains 340 tables of critically evaluated data on metals and alloys. The book is expressly designed for the needs of materials engineers, metallurgists and others engaged in establishing designs for automotive equipment and general construction work, in determining safe service conditions and in predicting performance.

\* \* \*

Volume 5 of the *BOOK OF THE STATES* (Chicago, Ill., The Council of State Governments, 1943. 508p. \$4) for 1943-44 provides an important reference book in the field of state government and for those struggling in the public document field. The 1943-44 edition has been divided into 18 parts; whereas its predecessor was composed of 3 parts. The new arrangement of volume 5 has greatly increased its value as a reference aid, making it in every sense a manual of the 48 states under one cover, and a tool which becomes more useful with the appearance of each new edition.

\* \* \*

Food dehydration is becoming one of the most critical problems of the day. H. W. von Loesbeck and Dr. R. S. Hollingshead, in the *DRYING AND DEHYDRATION OF FOODS* (New York, N. Y., Reinhold, 1943. 304p. \$4.25), present all the facts necessary for successful operation of dehydration projects, both large and small.

\* \* \*

Rand McNally *AIR-AGE MAP OF THE WORLD* (Chicago, Ill., Rand McNally, 1943. 75¢) shows important air routes and includes on its reverse side, information on map projections and comparative distances.

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EXPLOSION HAZARDS OF COMBUSTIBLE ANESTHETICS, U. S. Bureau of Mines, Technical Paper 653 (Washington, D. C., Government Printing Office, 1943. 47p. 15¢) is a report representing the results of work done under a cooperative agreement between the Bureau of Mines, Department of the Interior, the St. Francis Hospital, Pittsburgh, Pennsylvania, and a committee under the direction of the Department of Anesthesia and Industrial Hygiene, School of Medicine, University of Pittsburgh.

\* \* \*

ESAR'S COMIC DICTIONARY (New York, N. Y., Harvest House, 1943. \$2), compiled and edited by Evan Esar, is a genuine dictionary, profusely cross-referenced and containing all the shorter forms of wit and humor, comic definitions, puns, comic proverbs, epigrams, boners, wisecracks, etc. The entries give humorous definitions and illustrative sentences of thousands of different types of people, places and things.

\* \* \*

The wealth of information about jobs and job opportunities now available in print has been supplemented by Chase Going Woodhouse's new book on department store work. *THE BIG STORE* (New York, N. Y., Funk & Wagnalls, 1943. 195p. \$1.50) is a complete study of the modern department store field. The material was gathered in interviews with executives and others in 105 department stores from coast to coast; therefore, the comprehensiveness and authenticity are of a very high degree.

\* \* \*

A handbook to the various relationships between the soldier and the civilian and between military law and the common law entitled, *THE ARMY AND THE LAW* (New York, N. Y., Columbia University Press, 1943. 203p. \$2.75), by Garrard Glenn, treats these problems as they arise both in time of peace and in time of war.

\* \* \*

REGISTERED TRADE NAMES APPLICABLE TO THE FINISHING OF COTTON TEXTILES (New Orleans, La., U. S. Department of Agriculture, Agricultural Research Administration, Southern Regional Research Laboratory, 1943. Mimeo. 97p.), by Ruby Worner and Walter Scott, includes in addition to trade names, an index to manufacturers or agents and subject indexes to finished textiles and finishing compounds.

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The system described in *UNIT MEDICAL RECORDS* (New York, N. Y., Columbia University Press, 1943. 110p. \$2), by Dorothy L. Kurtz, has come to be accepted as the ideal method of keeping the hospital and clinic records of patients. It makes all data about each patient available each time he is under treatment and it preserves all of it together for research.

\* \* \*

Public Affairs Pamphlet No. 84, *JOBS AND SECURITY FOR TOMORROW* (New York, N. Y., Public Affairs Committee, 1943. 30p. 10¢), by Maxwell S. Stewart, is a summary of the findings and recommendations of the National Resources Planning Board on postwar jobs and social security.

\* \* \*

*PLACE OF THE UNITED STATES IN THE POSTWAR ECONOMY* (New York, N. Y., Economic Policy Commission, American Bankers Association, September 1943. 31p. gratis) is a preliminary survey of practical objectives for the postwar economic world and this country's place in it.

\* \* \*

*Bibliographies:*

*BIBLIOGRAFIA ANTROPOLOGICA ABORIGEN DE COSTA RICA.* Compiled by Jorge A. Lines. Universidad de Costa Rica—Facultad de letras y filosofia. (San José, Costa Rica, 1943, 263p.)

*ECONOMICS OF SYNTHETIC RUBBER.* Compiled by Idair Smookler. (Washington, D. C., Office of Emergency Management Library, 1943, 65p.) Annotated.

*EFFECT OF GERMAN SUBMARINE WARFARE ON SHIPPING DURING THE FIRST WORLD WAR.* Compiled by Idair Smookler. (Washington, D. C., Office of Emergency Management Library, 1943, 3p.)

*EFFECT OF THE WAR ON SMALL BUSINESS IN GREAT BRITAIN.* Compiled by Anita Maltz. (Washington, D. C., Office of Emergency Management Library, 1943, 8p.) Annotated.

*GEOGRAPHY OF THE WAR.* (*In Booklist*, part 2, September 1943.)

*INFLATION—THE ENEMY ON THE HOME FRONT.* Mimeographed Bulletin No. 17. (Cleveland, Ohio, War and Information Center, Cleveland Public Library, 1943, 8p. 3¢.)

*POSTWAR EDUCATION IN GREAT BRITAIN.* Compiled by Anita Maltz. (Washington, D. C., Office of Emergency Management Library, 1943, 20p.) Annotated.

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POSTWAR PLANNING INFORMATION. (*In American Builder*, October 1943, p.118.) Annotated.

RATIONING—THE PEOPLE'S PROTECTION. Mimeographed Bulletin No. 16. (Cleveland, Ohio, War and Information Center, Cleveland Public Library, 1943, 8p. 3¢.)

SELECTED BIBLIOGRAPHY ON INTERGOVERNMENTAL FISCAL RELATIONS. Compiled by Mabel Newcomer. Sen. Doc. No. 69. (Washington, D. C., Committee on Intergovernmental Fiscal Relations, 1943, 83p.)

SUBSIDIES IN PRICE CONTROL. Compiled by Iclair Smookler. (Washington, D. C., Office of Emergency Management Library, 1943, 5p.) Annotated.

(A) TRADE UNION LIBRARY 1943. Bibliographical Series No. 73. Compiled by Hazel C. Benjamin. (Princeton, N. J., Industrial Relations Section, Princeton University, 1943, 42p.)

WAR AND THE LIBRARY. Compiled by Beatrice B. Rakestraw. (*In Wilson Library Bulletin*, November 1943, pp. 257-267; 272.) Annotated.

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## Announcements

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### University of Washington, Bureau of Research Library

The San Francisco Bay Region *Bulletin* for November 1943 contains an interesting item on the work of the Bureau of Research Library at the University of Washington. Miss Alice Blackburn, who is its librarian, says, "The Bureau of Business Research is a part of the College of Economics and Business of the University of Washington. The Bureau Library is primarily a collection of documentary and pamphlet materials concerning business and economics in the Pacific Northwest. Special phases of this field are developed as the demand arises. At present, the emphasis is upon industrial development for the war effort and planning for the postwar period to follow. In connection with this work the Bureau is carrying on an extensive survey of the development of the aluminum industry in the Northwest and the possibility of a postwar market. The Library has a large collection of materials on aluminum and an extensive bibliography of references concerning the raw materials, manufacture, marketing and uses of this metal. The Bureau

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is participating with the Washington State Planning Council in its postwar planning activities, and the Library contains both published materials on planning and a growing bibliography of references to other postwar items. Besides these special interests, the Bureau answers requests from local business men, Chambers of Commerce and governmental organizations for business statistics and help with their particular economic problems.

"Of special interest to Librarians may be the Bureau's publication, *Northwest Industry*, which presents articles concerning Northwest business, economics and industrial development. A bibliography of references to the Northwestern states and British Columbia is included in each issue."

#### SLA Members Take Part in Binding Session

Among the speakers taking part in the Joint Session of librarians and library binders held in Cleveland, Ohio, on November 5, 1943, were the following SLA members: Alta B. Clafin, Librarian, Federal Reserve Bank of Cleveland; Helen Hefling, President, Cleveland Chapter, S. L. A.; John B. Nicholson, Jr., Fenn College Library and Lesley Newton, Lakewood Public Library, all of Cleveland.

#### SLA to Assist Yale University

SLA has been approached by Yale University to assist in its Engineering, Science and Management War Training Program by cooperating with it in the preparation of a bibliography of reference material to be found in the vicinity of the University. This bibliography will be of value to the Institute for the Development of Directors and Coordinators of Industrial Training which Yale University is planning to conduct. The project will be carried out by the Connecticut Chapter.

#### Committee on Elections

In accordance with amended By-Law X, Section 1, the President with the approval of the Executive Board appointed the following members to serve on the new SLA Committee on Elections:

AINA EBBESEN  
MRS. PAULINE WICHTER GARBER  
ROBERTA HERRIOTT  
LUCY O. LEWTON  
CHARLES STOLBERG  
RUTH SAVORD, *Chairman*

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### SLA Science Technology Group

Miss Eleanor Wright, Librarian, Engineering Library, Chrysler Corporation, Detroit, Michigan, has accepted the Chairmanship of the Science Technology Group's Engineering-Aeronautic Section for 1943-1944.

### Katharine L. Sharp Scholarship

The Katharine L. Sharp scholarship, which carries a stipend of \$300 and exemption from tuition, will be awarded by the faculty of the University of Illinois Library School in March 1944. The award is made for the second year of study in Library Science. Application should be filed with the Director of the School, Mr. R. B. Downs, Urbana, Illinois, before March 1, 1944. Application blanks may be secured upon request.

For admission to graduate courses in Library Science at the University of Illinois, applicants must have had four years of academic study plus one year in Library Science, all with superior scholarship records. They should present a reading knowledge of two modern foreign languages, one of which must be French or German, and should have had desirable experience, as well as being adequately matured to profit from graduate study. They should also have a thesis topic in mind.

### Western Reserve University School of Library Science

The School of Library Science, Western Reserve University, Cleveland, Ohio, offers eight half-tuition scholarships for the academic year 1944-45. The scholarships will be awarded upon a competitive basis with consideration of personal qualifications and college standing. Applicants who wish to be considered should apply to the Dean of the School of Library Science before April 15, 1944. Awards will be announced May 1, 1944.

The School of Library Science, Western Reserve University, plans to offer two courses of interest to library school graduates during the second semester 1943-44. An outline course in Hospital Library book selection and administration will be given. This work is to be supplemented by field experience in the hospitals of the Cleveland area. An enlarged course in Special Libraries, under the direction of Miss Rose L. Vormelker, Business Research Librarian of the Cleveland Public Library, is offered. There will also be some opportunity for refresher courses in reference materials.

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## SLA Sub-Committee on Latin America

It has come to the attention of the Sub-Committee on Cooperation with Special Libraries in Latin America that, in a number of cases, our members receive requests for information or assistance from special libraries in Latin America. It would be of assistance in the work of the Sub-Committee if it could be informed regarding such requests—a carbon of the answer would be most desirable. The Sub-Committee would also be very glad to take the responsibility for answering any requests that members wish to pass on to it.

RUTH SAVORD, *Chairman,*  
Council on Foreign Relations, Inc.,  
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## SLA Classification Committee

Requests have come to the Headquarters Office for Classifications on Chemistry, Physics and City Planning. The loan file needs up-to-date material on these subjects, and would welcome any and all additions. SLA members, who have compiled classification schemes, are urgently requested to send copies to Headquarters, 31 East Tenth Street, New York 3, N. Y.

ISABEL L. TOWNER, *Chairman.*

## Editor's Note

The column "Forecasts of Forthcoming Books" has of necessity been omitted from this issue of *SPECIAL LIBRARIES*. Publishers' catalogs and other information pertinent to the compilation of this list arrived too late for publication. However, mention of a few forthcoming December books will be found in the "Events and Publications" column.

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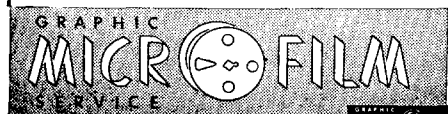
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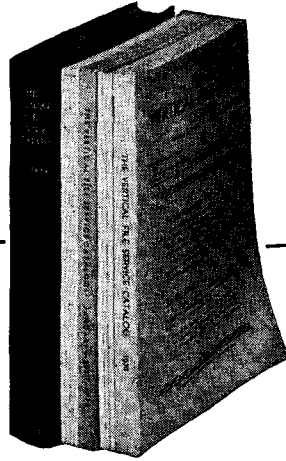
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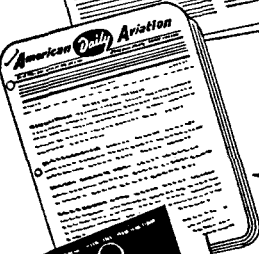
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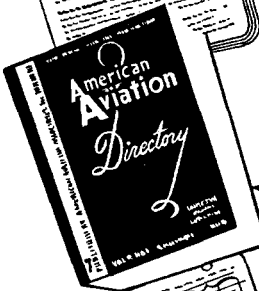
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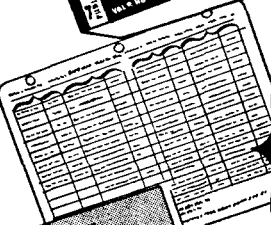
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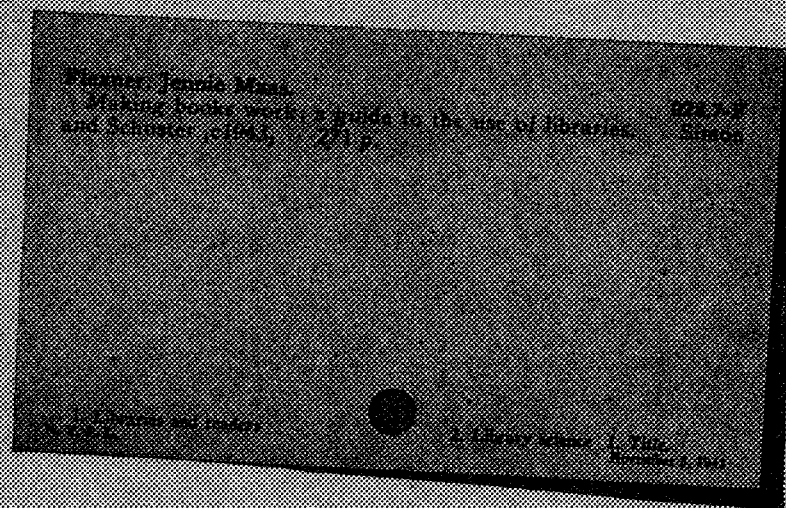
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