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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 35

December 1944

NUMBER 10

Activities of the U. S. Government Printing Office
Alton P. Tisdell

A Management Library in the Federal Government
Ruth Fine

The Picture Collection of Look Magazine
W. J. Burke

S. L. A. and C. E. D.
Marian C. Manley

Our Own Quiz

S. L. A. International Relations
Janet F. Saunders

Municipal Reference Collection University of Illinois Library
Nelle Signor

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ACTIVITIES OF THE U. S. GOVERNMENT PRINTING OFFICE

By ALTON P. TISDEL

Superintendent of Documents, Government Printing Office, Washington, D. C.

THE United States Government Printing Office in Washington, D. C., is the largest printing establishment in the world. Its importance in the present war period has increased far beyond the responsibility for the printing necessary in connection with the usual affairs of Government. Every soldier, sailor, plane and ship needs printed material, such as technical manuals, code books, charts and report forms. Every civilian must be supplied with ration books. Priority and ration boards need instructions and forms.

The Government established its own printing plant on March 4, 1861. At that time, the Government Printing Office consisted of a force of 350 employees. Today, under the Hon. A. E. Giegenack, Public Printer, it comprises an establishment of over 8,000 employees housed in four buildings with a total floor space of thirty-three acres in Washington and warehouses in New York, Chicago, San Francisco, Dallas and Atlanta. Even a plant of this size cannot do all of the printing which the Government now needs. It handles approximately 100,000 printing jobs a year and it is necessary to engage the services of hundreds of printing plants in the United States to meet current requirements. For example, the printing of War Ration Book 4 was done in eight printing plants in different parts of the United States. On this contract printing the Government Printing Office is as responsible for the job as if it were actually done in its own establishment.

It is not uncommon for 10,000 to 15,000 jobs ranging from blank forms to large cloth-bound books with illustrations, to be in some stage of planning or production at one time. The War Department alone averages over 600 requisitions a month. Seven million copies of the *Soldier's Handbook*, which is the foundation of each enlisted man's training, have been printed in the last twelve months. It contains 264 pages and required 3,592,726 pounds of paper.

The Government Printing Office is a part of the legislative branch, not of the executive branch as are most Government units. It is responsible directly to Congress instead of the President, and the Joint Committee on Printing, which acts for both the House and the Senate, constitutes the "Board of Directors". It receives an appropriation from Congress only to cover the printing done for Congress itself. The printing of other Government agencies is paid for from the agencies' own printing appropriations.

Government departments and independent establishments order printing from the Government Printing Office by requisition. This office fills their orders and bills them for the actual cost of production. It is responsible for estimates, billing and seeing that agencies do not exceed the amount in their appropriations for printing and binding, consequently, its accounting unit is important.

The Government Printing Office receives no special consideration from other governmental agencies on such matters as priorities for paper, machinery or

personnel. It must make requests for materials on which there are priorities, just as any commercial printing plant. Employees are released to the military services when drafted or when they themselves wish to join. At present 2,058 men and women employees are in the uniformed services and ten men have paid the supreme sacrifice.

The Government Printing Office is responsible not only for the production of printed material but for its distribution, since by the law of 1912 the distribution of Government publications is centralized under the Public Printer. Much printing, such as ration books, Army manuals, instructions sheets and printed forms, is delivered directly to the issuing offices for use in connection with their programs. However, almost all publications, such as reports, research papers, technical studies, manuals and periodicals, unless restricted or confidential in character, are made available for purchase by the public. Their sale is handled through the Office of the Superintendent of Documents of the Government Printing Office.

The Superintendent of Documents is responsible for ordering, storing and distributing all publications which are available for sale. At present the sales stock totals more than 24,000,000 copies of over 65,000 different titles. The subjects range from practical information for use in the home or on the farm to treatises on technical and scientific subjects.

Since the establishment of the Office of the Superintendent of Documents in 1895, there has been a steady increase in the sale of Government publications. This growth has occurred in spite of the fact that there continues to be a generous free distribution of their publications by most departments. The aim of the Documents Office has always been to further a realization that printing is of little value un-

less accompanied by wide distribution. Some governmental units have been reluctant to curtail free distribution because they feel that it best meets the provision of the law under which they operate for them to disseminate information. However, an increasing number of agencies are meeting this requirement by publicizing their books and periodicals in order to promote their sale. Some issue price lists or bibliographies of their publications and suggest that persons interested in securing any of the items listed send their orders to the Office of the Superintendent of Documents.

The extent of sales distribution is shown by the fact that sales for the fiscal year 1943 amounted to \$2,366,897, which is \$654,358 more than sales for the preceding year. The number of publications sold was 46,428,048, or 9,935,689 more than the previous year. Of the amount received from sales, \$1,501,683 was paid to the Public Printer for the purchase of sales stock, leaving a balance of \$865,543 for deposit in the Treasury as miscellaneous receipts, an increase of \$189,790 over the previous year. This amount would have been much greater if publishing had not been curtailed by the Inter-Agency Publications Committee of the Office of War Information as a wartime measure. This committee, by an order issued September 25, 1942, directed Government agencies to decrease their output of published material for the duration of the war.

In connection with sales distribution, the Office of the Superintendent of Documents issues a free semi-monthly *List of Selected United States Government Publications* and free Price Lists of publications in certain special fields, such as political science, finance and post-war planning. It also issues a *Monthly Catalog* which lists not only the printed pub-

lications which are offered for sale, but processed publications which the Government units issue and distribute themselves. A subscription to this catalog costs two dollars a year. The Library of the Office of the Superintendent of Documents compiles the *Monthly Catalog*, and also a *Document Catalog* for the period of each Congress which provides a permanent record of the publishing activities of Government agencies.

The Library receives each month an average of over 3,000 separate items, including maps and processed material, in spite of wartime curtailment of publishing activities. It now has approximately 1,085,000 items which constitute the world's largest and most complete collection of publications of the United States Government. The classification scheme of the Library, as shown in the entries for publications in the *Monthly Catalog*, supplies order numbers for sales stock. It is also used by many libraries throughout the country for classifying Government publications in their collections.

The Documents Office requires a large reference section in connection with filling sales orders since order numbers are often not given and even titles may be incorrect. Most of the sales of the Documents Office result through mail orders which are more difficult to fill than those received by mercantile establishments in the mail order business. Such companies require that order numbers be shown, but orders received by the Documents Office may show only the title or may ask for a publication on some subject, such as infant care, the eradication of mosquitos or growing soybeans. On approximately ten percent of the orders which are received, reference work is required to determine the proper publication to send. During the past year over half a million letters were received requesting

information, such as whether anything has been published on a subject in which the writer is interested, the price of publications or a list of publications on some subject.

The sales record of the Office of the Superintendent of Documents during the past year was made in spite of limited facilities, an inadequate force and rapid turnover in personnel in these war times. What this office has accomplished in effecting the distribution of Government publications offers a strong argument for putting the distribution of all of these publications on a sales basis. The nominal price charged for a Government publication to meet the cost of its production does not impose a burden upon anyone who is really interested in the information which it contains. Furthermore, it is only human nature to place more value upon a publication for which something has been paid, even if only five or ten cents, than upon a publication which has been obtained without cost.

The extensive free distribution of Government publications has been of great public benefit as a means of informing the public of the activities of their Government. However, this distribution has been at great expense and is very wasteful. One of the appropriate ways of effecting a reduction in governmental expenses, which is necessary in these times of emergency, would appear to be the placing of public printing on a sound basis by sales instead of free distribution.

Large users of Government publications find it a convenience and economy to consolidate their orders and address them to the Office of the Superintendent of Documents instead of sending separate requests to many Government units. Only this office can have a comprehensive, over-all knowledge of the publica-

tions which are prepared by all of the different departments on some subject, such as cooperative enterprises, upon which a number of agencies have issued publications. Large users of Government publications find it a convenience to maintain a deposit against which the cost of their orders can be charged as filled.

Government publications constitute a valuable national resource, because they present the knowledge which governmental bodies have assembled in the course of their activities in a way to make it available for public use and benefit. They might be termed a neglected national resource to the extent that they are not being fully used by every person, who might benefit from the knowledge which they contain. No legal provisions have been made for special programs to publicize this material other than by the catalogs and lists which the Office of the Superintendent of Documents and the various agencies themselves issue. However, the marked copies of reviews of Government publications appearing from time to time in non-Government periodicals, received in the Office of the Superintendent of Documents, show a growing interest in this material.

Libraries have a special and growing interest in Government-published mate-

rial. The titles of Government publications as shown in any list can give only a slight indication of the wealth of material which they contain and its value. Many of the publications, such as periodicals, reports and studies, contain groups of articles or research papers. Some scientific, technical and research libraries materially increase their resources by making a separate catalog card or group of cards for each item in such composite Government publications in the field of their special interest, in order to make them readily available to users.

Government publications should be of special interest to every special library. Many now use them extensively. A glance through any issue of the *Monthly Catalog* shows technical as well as popular publications in such special fields as mines and minerals, labor relations, education, public health, safety in industry, dairying, research in diseases, commercial standards, inter-American relations—in fact, almost every field of public interest. An up-to-date and comprehensive reference which consists solely of Government publications can be assembled at a little cost. It is a duty of the Government Printing Office to print these publications and the Office of the Superintendent of Documents to supply them.

A MANAGEMENT LIBRARY IN THE FEDERAL GOVERNMENT

By RUTH FINE

Librarian, U. S. Bureau of the Budget, Washington, D. C.

WHEN Harold D. Smith, the present Director of the Bureau of the Budget, came to Washington in 1939 he brought with him a

dynamic concept of the budget function. He considered budgeting an essential instrument of management and the purpose of the Bureau of the Budget, he empha-

sized, was not to serve merely as a "watchdog of the treasury" but rather "to serve as an agent of the President" in his job of managing the government's business. To implement this concept and to provide the machinery necessary for the performance of the functions of the Bureau as redefined under the President's Reorganization Plan I, the Director immediately set about reorganizing and perfecting the internal structure of the Bureau. As part of this program, the Bureau Library was reorganized and its personnel was strengthened.

Up to this time the Bureau had maintained no library in any real sense of the word. There was a central book collection, but it was primarily a depository for books not currently needed in the Bureau offices. The clerk in charge of files was merely responsible for keeping the collection intact. Books were circulated but there was no attempt at providing reference service. The Director's experience with libraries in State and local government had convinced him of their importance as research tools of management. He recognized that such agencies as the Joint Reference Library in Chicago, the Municipal Reference Library in New York and the libraries of various bureaus of government throughout the country had given substantial aid to administrators. The Federal government had lagged in providing its administrative officers with research facilities in the field of public management. It was this condition that the reorganized Bureau of the Budget Library undertook to correct, not only to meet the needs of the Bureau staff, but also as a service to other management planning officers throughout the government.

The basic book collection available to the Bureau in 1939 was an amalgamation of three separate working collec-

tions. Although these collections had been acquired at different times and by different agencies, they all dealt with government-wide programs and provided basic historical materials of considerable value. The amalgamation brought together the libraries of the General Counsel's office of the old Bureau of the Budget, the Bureau of Efficiency and the Central Statistical Board. When in 1921 the Bureau's General Counsel began accumulating law books for his office, he had no notion that these books would some day form the nucleus of a library on public administration. From his office library, complete files of the Statutes at Large, the Supreme Court decisions, the Comptroller General's decisions and other basic legal reference tools were available. Other offices within the Bureau maintained files of Appropriation Committee hearings, annual reports of government agencies and a miscellany of old documents, all of which eventually found their way into the central collection.

The first important addition to these holdings came in 1933 when the Bureau of Efficiency was abolished and its files and books were transferred to the Bureau of the Budget. The work of the Bureau of Efficiency dated back to 1913 when it was first created as a division of the Civil Service Commission. Its original purpose was to formulate a system of efficiency ratings for the classified service of the Federal departments. As the work progressed it became apparent that efficiency depended to a large extent upon administrative methods and that before standards could be established, it was necessary to improve the organization and operations of the executive departments. The reports issued by the Bureau of Efficiency and the research materials gathered in the course of its studies provide invaluable back-

ground materials for the study of government organizational problems.

A more extensive collection was added in 1939 when the Central Statistical Board became a part of the Bureau of the Budget. The Board had been created in 1933 "to plan and promote the improvement, development and coordination of federal and other public and private statistical services." Its responsibility for coordination and review of the statistics gathered by the Federal government drew it into a wide range of subject fields and the working library which it had developed included extensive files not only of statistical publications but also basic materials on economic and social problems. A small but valuable part of this collection were the reports and memoranda of the Committee on Government Statistics and Information Services. This Committee had been organized in June 1933, "on the basis of an understanding with the secretaries of the Federal departments concerned, the American Statistical Association and the Social Science Research Council." Its purpose was "to furnish immediate assistance and advice in the reorganization and improvement of the statistical and informational services of the Federal government." Over a period of eighteen months it examined into the statistical work of the Departments of Agriculture, Labor, Commerce and Interior. Its reports were never printed and only a limited number were mimeographed for distribution. A complete file of these was turned over to the Central Statistical Board at the termination of the Committee's work.

With these various book resources as a foundation we have been building toward a strong collection of materials on public management, emphasizing especially administrative practices at the Fed-

eral level. We have brought together available literature on operations in the Federal departments and discussions of their administrative organization. Published material in this field are still not extensive, but recently more publications dealing with the executive departments of the national government have appeared. Welcome additions to the literature are such studies as: *Administrative Planning Agencies in the Federal Government*, prepared by the Civilian Personnel Division of the Office of the Secretary of War, The Social Science Research Council's *Case Reports in Public Administration*, and the *Manual for Control Officers*, prepared by the Army Service Forces.

We have also directed our attention to the acquisition of materials in the field of industrial management because this area provides invaluable experience applicable to government. The contribution of business administration to public administration was clearly stated by the Director of the Bureau of the Budget when he pointed out that "Government administrators . . . have found adaptable to their needs many of the scientific management principles which have been used and accepted in business for a considerable period of time."

The Bureau of the Budget in its relations with other governmental agencies is making important contributions to the thinking on Federal business management. The reports and memoranda prepared by the Bureau in the course of its daily operations provide invaluable source materials not elsewhere available. When these current working papers can be made accessible, they will provide a unique body of official information on governmental structure both in peace and war time.

The Bureau has recently issued its first

management bulletin, *An Agency Management Program: A Guide for Self Appraisal in Planning Economy in Operations*. In this pamphlet fifty-five questions, addressed to Federal administrators, form a checklist for measuring agency efficiency. This publication marks a practical contribution to the efforts for improving government management. With the cooperation of the Federal departments other bulletins dealing with administrative practices will be published by the bureau. It is hoped that this pooling of experience will promote efficiency and economy in the government.

One of the primary tasks of the Bureau Library is to direct attention to significant new publications of interest to administrators. To this end it publishes and distributes a monthly list of library accessions and compiles bibliographies on timely aspects of public administration. Lists such as: *Field Service Relationships*, *Budgetary Administration in the Federal Government*, *Disposition of Surplus War Materials: World War I*, have been in extensive demand both by non-governmental and governmental agencies.

Within recent months the Library has been strengthened by the transfer to it

of the National Resources Planning Board Library collection. Administrators have long recognized that planning is an essential part of the management function. For this reason it was logical that, with the liquidation of the Planning Board, custody of its library was given to the Bureau of the Budget. The Planning Board Library was built up over a period of 10 years and contains outstanding publications in the fields of economic and social planning. Of special importance is the complete file of both printed and processed publications of the Board which are part of the collection. These together with the file of State Planning Board reports provide basic materials of inestimable value for post-war planning.

With this background, the Bureau of the Budget Library moves toward its goal. It realizes that the Federal government has a large investment in administrative talent; that libraries and library services can underwrite this investment by making available the recorded cumulative experience and advice of experts. It is this contribution that the Bureau Library proposes to make in the field of Federal management.

THE PICTURE COLLECTION OF LOOK MAGAZINE¹

By W. J. BURKE

Director of Editorial Research, Look Magazine, New York, N. Y.

WHEN I came to *Look* in 1943 the first major problem which I faced was the reclassification of close to a million photographic

negatives and prints. As picture collections have a habit of doing, the collection had outgrown itself and it was obvious that new methods of handling the material would have to be found. A rapidly expanding magazine, which traces its

¹ Since this article was written the name of Look, Inc., has been expanded to Cowles Magazines, Inc.

success to the growing public desire to look at pictures, had suddenly found itself confronted with an amorphous giant in the form of filing case after filing case bursting with pictures taken over a period of years by *Look's* own staff photographers; thousands more gratuitously dumped upon the picture editor's desk by organizations and individuals seeking publicity; and an equally large quantity purchased from picture agencies. I was stunned by the magnitude of the task, but I recalled the story of David and Goliath.

We have not killed the giant by any means, but we have been hacking away at him, and it is my desire to pass along some of our experiences in the hope that special librarians with similar jobs may profit by them. I regret that I cannot present a scientific report on the subject of picture classification. As far as I can discover it has no exact science; each picture collection presents its own peculiar problems, and picture librarians, far from agreeing on a set of basic principles, are more likely to disagree on every phase of the work. Some advocate a straight alphabetical arrangement of pictures, others a regional breakdown; some contend that any numerical system is fatal, still others that a picture collection should be self-indexing, thus doing away with all card files. A few librarians insist on mounting each photograph; others discard this method as too tedious and costly. Take your choice, but remember one thing—somebody has to pay. Do not go in for refinements and experiments you cannot afford. To paraphrase a time-worn precept, let your budget be your guide.

Harlan Logan, editor of *Look*, a man of vision whose creative ideas converted the early *Look* of garish pictures into a family magazine of unquestioned respect-

ability and national importance, was keenly aware of the potential value of pictures properly filed for quick reference. At his suggestion I visited the OWI library in Washington and studied the picture classification scheme worked out by Paul Vanderbilt. A philosopher at heart, Mr. Vanderbilt takes the long-term view of picture filing. He is an archivist who feels duty bound to preserve for posterity the finest pictorial documentation of our contemporary civilization. Consequently he deems it worthwhile to mount his pictures on heavy cardboard and to type catalog cards for each picture, with full bibliographical details. Obviously a picture magazine cannot adapt such methods, but the OWI library gave me the basic classification scheme upon which *Look's* picture collection is being rebuilt, and I am deeply indebted to Paul Vanderbilt.

CLASSIFICATION OF A PICTURE COLLECTION

At *Look* we have tried to keep our pictures in the smallest possible number of important groups. We also want each picture to bear a specific identification number which will enable the library staff to find it quickly, and to file it again in the same folder, no matter who takes it out or who puts it away. A picture classification has but one basic aim: to enable the user to find the picture wanted, to find it quickly, to find it always in the same place. Elementary, isn't it? But just try your scheme on a collection containing a million items! We envy the librarian who simply classified his pictures "G" and "NG"—"good" and "no good".

We divided our collection into nine major categories. Our original aim was to make our system evolutionary, hence logical, progressive; i. e., progress from the simple to the complex, from the general to the particular. We started with

nature in the raw, with God's handiwork, to give it a poetical turn, the land, sky and sea before man appeared on the scene; then came primitive man, man in organized communal units, civilized man, complex society, etc. Here is our basic system, reduced to its simplest outline:

1. NATURE
2. MAN—Physical
3. MAN—Economic
4. MAN—Social
5. MAN—Political
6. MAN—Intellectual and Spiritual
7. RECREATION
8. WAR
9. MISCELLANEOUS

Our categories from 1 to 6 are logical enough, easy to follow. When we came to category 7 we were forced to deviate from our pattern, for *Look* has such a huge quantity of pictures on recreation of all kinds that it became necessary to give it a separate classification. This proves our point that every picture classification has to adapt itself to the needs and circumstances of the particular organization it serves. Originally we left category 8 unassigned just in case some unforeseen major subject should arise. It was fortunate that we provided for this contingency, for *Look* has acquired such a tremendous quantity of war pictures that this group, like Recreation, cried out for special treatment. It was our plan to put Recreation in category 4 and War in category 5, where they properly belong, all things being equal, but it soon became apparent that categories 4 and 5 would become lop-sided if we held to our arbitrary classification scheme, worked out along abstract lines in defiance of actuality. Category 9, or Miscellaneous, we reserved for work in progress, unidentified pictures, etc. This category turned out to be a godsend, for it serves as a catch-all and takes care of pictures which might otherwise clutter up the

desks of the classifiers. I recommend a "work in progress" category to every picture magazine librarian.

After we had established our nine categories we tackled the problem of subdivisions. In NATURE we began with 1.1, followed by 1.2, etc. With MAN-Physical we used the numbers 2.1, 2.2, 2.3, 2.4, etc. MAN-Economic began with the figures 3.1, 3.2, etc. Thus we know that when a picture has a number beginning with 1, standing for the general category, NATURE, followed by a period and another number, standing for the specific, that the subject of the picture is some phase of NATURE. For instance, 1.50 is the number for NATURE-Animals. We may have a thousand pictures with the same number 1.50, but in each instance the number would read 1.50 DOG or 1.50 LION or 1.50 ZEBRA, etc. Our folders in this group are arranged alphabetically by the name of the animal. The same plan is followed with BIRDS, etc.

We leave ten or more unused numbers between subjects in order to provide for expansion and normal growth. If we use 1.500 for one folder, we may assign the number 1.510 to the next folder. What if all the intervening numbers should be taken up eventually? We have provided for this situation by adding another decimal point, or period, as we prefer to call it, for our scheme is not a decimal system in any strict sense of the word. For instance, if a new subject comes between 1.45 and 1.46, we can create the new number 1.45.1; or 1.45.2, 1.45.3, etc. You can see that there is no limit to this flexible arrangement.

Pictures of World War II present a headache to any picture librarian. We lumped this material in category 8, and to facilitate the use of the pictures we made some improvisations in our classification scheme. We continued with our

numerical system, 8.1, 8.2, 8.3, etc., but we interposed key letters before and after the numbers in order to achieve a more minute breakdown. Consider aerial warfare with all its complicated phases, different types of planes, etc. At *Look* a picture request is always specific—someone wants a certain type of bomber in a specific engagement over a definite spot. If we filed indiscriminately our pictures of bombers, we would be forced to go through folder after folder until we found the particular picture desired. We hit upon the scheme of assigning key letters. The number for bombers is 8.1050, and 8.US 1050 IT stands for United States bombers over Italy; 8.GER 1050 ENG stands for German bombers over England; 8.ALL 1050 GER stands for Allied bombers over Germany. The prefix always stands for the active agent, the country initiating the action, the suffix always stands for the thing acted upon, the scene of action. We file our pictures of bombers alphabetically by type of plane, alphabetically by the country initiating the action, and alphabetically by the scene of the action. This three-fold alphabetizing enables us to pick out any specific aerial engagement in any given country. We follow the same plan with naval engagements, invasions, campaigns, infantry, engineers, nurses, jeeps, prisoners, trucks, tanks or any other subject breakdown in our war files. We find that this system works for us, that once the main idea is grasped it is easy to follow, that it does help to break down big subjects that might otherwise get out of hand. However, there are overlapping subjects. One cannot avoid this. We minimize any confusion which may arise from overlapping by typing cross reference cards by the score. We cannot make a card for every picture in our file, but we do catalog every important subject,

every place name, every important personality. A good card file is the key to any picture collection. On each card we give the folder number or numbers. The folder number is also put on the back of every single picture in the file. This means that any given picture always gets back into the same folder.

Nothing should be left to whim or chance, or to the snap judgment of any particular library clerk. Filing by imagination or memory is very unorthodox and dangerous. Any picture filing system which depends on the memory of one person for its effectiveness is a bad system. It may work up to a certain point, when the collection is numbered in the hundreds, but it breaks down when the pictures reach the thousands. If you wish to know why dozens of special librarians are frantically reclassifying their picture collections, that is the answer. Someone neglected to plan for expansion.

Libraries with little money to spend, and with a small staff, should not attempt to build up a big picture collection. A picture library is an expensive project that consumes man hours, supplies and physical space. Magazines such as *Look*, *Life*, *Time*, and *Newsweek* depend a great deal on pictorial impact, and a file of used and unused pictures has to be maintained at all cost. That being the case, it becomes the duty of the picture magazine librarian to see to it that pictures are filed, classified and preserved in a manner calculated to save time, space and money.

When a *Look* photographer is assigned to a story he takes dozens of pictures. Only a few actually reach the pages of *Look*. Unused negatives pour into *Look's* library by the hundreds. These are given a serial number and filed. Contact prints are made of all the pictures

the editors feel are likely to be used in the preparation of a story. In addition, 8x10 prints are made of the better ones. All eventually come to the library for filing—negatives, contact prints and 8x10 enlargements. The negatives and prints are kept together in the file, and 8x10 prints can be distributed as the picture classifier sees fit. Negatives and contacts actually used in a *Look* story are nearly always kept in the same folder, for a year later some editor may wish to see all the pictures used in that particular story, and if they were scattered in dozens of places it would be difficult to reassemble them. Now and then *Look* blows up some of the better pictures to sizes too large to fit into ordinary steel filing cases. These are the bane of the librarian's existence. They do not fit into anything. *Look* has built some special cabinets to hold some of these oversize pictures, cover illustrations, etc. This eased the filing situation, but did not solve it. Oversize pictures are likely to wind up in the storage room. Wherever they go they should be carefully cataloged, for they are usually the most valuable pictures in the collection, having high artistic or other merit. The photo-mural has given oversized photographs an added significance. Their popularity will increase rather than decrease.

WEEDING OF A PICTURE COLLECTION

How about weeding? There are two schools of thought on this subject. Some librarians feel that every photograph has a historical value, thus becoming a document. To throw pictures away is a form of iconoclasm or sabotage. Other librarians take a realistic view and keep their files weeded at all times. Space limitations frequently dictate this policy. Personally, I have a collector's zeal and

side with the historians. It hurts me to throw away perfectly good pictures. I do favor the elimination of duplicates, pictures which are damaged and will not reproduce well, those which are faded, etc. However, rare pictures, specimens of early photography, etc., should be kept, even if they are faded and poorly done. The librarian's instinct for the historically valuable should govern the weeding policy.

Now and then someone asks us why we do not send duplicates and rejected material to small libraries which would welcome such items. We would like to do this, but *Look* still obtains many pictures by purchase with the understanding that they are not to be used by any other publication. Once they get out of our hands we do not know to what use they may be put. To turn some of them over to the public would be violation of an agreement. Many other similar factors enter in, and it is far better to destroy pictures than to run the risk of litigation and other bothersome eventualities. Generally speaking, the pictures we destroy through a weeding process are not valuable and would not be a notable addition to any other library's collection.

Two pieces of equipment are indispensable in a picture library, a large paper cutter and a typewriter with large or "jumbo" type. Subject headings on the folders, guide cards, etc., should be typed in jumbo type in order to be easily read. Labels in jumbo type should also be pasted on the front of each filing case.

Look, following an OWI practice, uses a large, stiff cardboard guide card in front of each important subject heading in the filing cases. Upon this card is pasted a sheet of paper bearing these words:

"MORE PHOTOGRAPHS DEALING DIRECTLY OR INDIRECTLY WITH THIS SUBJECT WILL BE FOUND UNDER THE FOLLOWING CLASSIFICATIONS"

On this sheet are typed the various related subject headings with their corresponding numbers. This enables the user to go from filing case to filing case and find related material without trips to the catalog. New subject headings may be jotted down on these sheets in pencil from time to time.

To reclassify a large collection of pictures means that for months the librarian

has to struggle with two separate files, the old and the new. There is no way to surmount this very discouraging problem, and it should never be undertaken unless the future needs of an expanding organization make it imperative. Once started it has to be carried through to completion, regardless of difficulties. To drop it means chaos. The new system may have its faults, but the old system has to be liquidated once and for all, for as long as a vestige of it remains it saps the efficiency of the new. Two filing systems in conflict violate every law of library economy.

S. L. A. and C. E. D. An Opportunity for Broad, Constructive Cooperation

By MARIAN C. MANLEY

Librarian, Business Branch, Newark Public Library, Newark, N. J.

THE library world is accustomed to significant initials and in the C. E. D., librarians, both public and special, are finding an effective agency for emphasizing the value of the use of printed resources as well as an opportunity to themselves for taking positive action that may lead to the community's welfare. The scope of C. E. D., or the Committee for Economic Development, is clearly presented in its own statements:

"The Committee for Economic Development is an independent, non-political corporation organized by American businessmen for a single purpose. That purpose is:

"To promote the attainment and maintenance of high levels of employment and production by private business enterprise after the war.

* * *

"The Committee for Economic Development came into being in August 1942. During

the first year of operations, the Committee, under the direction of its Board of Trustees, has evolved a double-barreled program of action.

1. The Field Development Program
2. The Research Program

"*The objective of the Field Development program* is to stimulate and assist the nation's businessmen—as many as possible of the 2 million employers—to do bold and intelligent planning for the postwar period.

"Obviously, such a program can only be accomplished by a grass-roots approach. The Committee has undertaken, therefore, to organize local C. E. D. groups in all communities down to the 10,000 population level.

"*The objective of the research program* is to discover with the aid of research, by a group of the nation's leading economists, the effects of various national policies on production and employment.

"By widespread dissemination of its research findings, the Committee hopes to assist in creating a more favorable "climate" for private enterprise and for the fostering of individual initiative.

"The Committee does not seek to impose a program on American business. On the contrary, it seeks to bring forth the greatest possible degree of community activity and individual company planning.

"The Committee does not undertake to guarantee full employment by business. It does undertake to stimulate the energies of business to make the maximum contribution that is possible on a business basis to high levels of employment and production."

Instead of acting as a national group formulating policies, C. E. D. has provided the framework by which interest, experience and action may be carried through community, state and regional, to national levels and in this flow stimulate thought based on ascertained fact. In its organization it provides for intensive study of local problems by local people who know conditions. To stimulate this study, it has developed formulas for the analysis of industrial employment problems. Its belief, both in cooperation and in the use of printed information, is demonstrated in this quotation:

"In addition to its organizational work, the Field Development Division has prepared and issued a number of instructional guides for intelligent postwar planning. These include a handbook for community chairmen, a handbook for industrial employers, case studies of postwar planning by actual companies, and a monthly news bulletin.

"The Field Development Division also reprinted and distributed a challenging study prepared by the Department of Commerce under the title *Markets After the War*.

"A series of Action and Advisory Committees have been established to assist this Division in the preparation of material which will be helpful to businessmen in formulating their postwar plans. These Committees are composed of many of the country's leading experts in the various special fields of business, who serve without compensation."

In C. E. D., the ground swell in greater understanding of the value of print in the development of business has come to expression. In all of C. E. D.'s activities, print is a major tool. Its publications in-

dicating methods for reaching conclusions, but do not define results. They stimulate analysis and study.

Cooperation between libraries and C. E. D. is an obvious development. In many cities the librarians have been intimately associated with the work of the local Committee from the start. In others, special conditions have delayed the contact. A definite program for national cooperation first took form when the S. L. A. Public Business Librarians Group, at the Philadelphia Conference in June of this year, adopted a resolution recommending to the Committee for Economic Development that an Action and Advisory Committee for Library Service be created to afford a channel for cooperation. This was done and that committee is now functioning.

Committee members are drawn from both library and lay-fields. Judd Payne, Vice-President of Magazine Division of F. W. Dodge Corporation, New York City, was one of the members of the Business Information Study Committee and has been keenly interested in the promotion of business use of printed information. Russell I. Whyte, Industrial Editor, Publications Unit, U. S. Bureau of Foreign and Domestic Commerce, Washington, D. C., another member, has also been editor of the Business Information Service for the U. S. Bureau of Domestic Commerce. Because of his effort to bring related government publications to the attention of business, his experience is of special value. Douglas G. Woolf, both as editor of *Textile World* and as Vice-President of the Textile Research Institute of New York City, has been active in fostering business research. Albert Haring, both as professor of Marketing at Lehigh and Indiana Universities and as active member

of the American Association of Marketing, has worked continually in this field. Charles K. Feinberg in his years of residence in Newark, N. J., because of his extensive use of its resources, was always a constructive adviser to the Newark Business Branch.

Among the professional members, Walter Hausdorfer, from his college experience, Rose L. Vormelker, from her special and public library experience, Helene H. Rogers, from her state library work and Mrs. Irene M. Strieby from her association with a research organization, all have had practical experience in discovering and meeting needs in the use of business information. Emma G. Quigley and Helen E. Vogleson, not only know these problems, but have made conspicuous contributions to the program of the Committee for Economic Development in California. Miss Vogleson, in her letter in the June 1 *Library Journal*, and Miss Quigley in her memorandum to the S. L. A. Executive Board, ably presented the possibilities in the Committee for Economic Development's program.

The creation of this Committee offers a national agency for the promotion of active cooperation between libraries and business. Articles on the possibilities in the public library field have appeared in the *ALA Bulletin* for November and the *Library Journal* for November 15. As another result, the American Library Association at its Council meeting in October passed the following resolution:

"That, recognizing its part in the effort toward economic security in the postwar world, The American Library Association take *positive* action to meet this obligation; that a committee be appointed to focus at-

ention on the ways in which existing committees, board, chapters and divisions may cooperate toward this end, and to work with the Committee for Economic Development, and other groups. That the library's part in the attainment of economic security be made the theme of a public relations program, that through the Association's publications, through regional meetings, forums, exhibits, that phase of community service be clearly presented until in our own minds and in the minds of every citizen there is complete understanding of the library's relations to the economic life of the country."

Where then does S. L. A. fit into this program? Like C. E. D., S. L. A. goes to the "grass roots" and in the local Chapters has a clear path for cooperation. In pooling postwar planning studies, in cooperating in exhibits of library service, in stimulating discussion of postwar production problems, the Chapters have many opportunities for effective service. With the local C. E. D. and the public library, the Chapters might well develop a series of local forums for the discussion of postwar economic problems.

In all of C. E. D. activities the underlying factor is the promotion of study and investigation, so that action will be based on facts. Its purpose is to secure study and analysis of broad economic conditions, leading to the development of the climate best suited to sound business. These are principles, universal in acceptance. S. L. A.'s purpose "putting knowledge to work" is based on a similar philosophy. Freedom for the pursuit of knowledge is implicit in C. E. D.'s program. The stronger the cooperation given by all forms of library service, the greater the opportunity for "putting knowledge to work."

OUR OWN QUIZ

- Q. What is this Manpower Survey about which S. L. A. members have been talking for over six months?
- A. It is the Association's first attempt to record the skills and abilities represented in its membership.
- Q. What good will it do me?
- A. **It will help you if and when you want to change your job.** You don't want to change? But supposing Headquarters, on the basis of your returned questionnaire offered you, unsolicited, a much better and more interesting job? Wouldn't you be tempted?
- It will help to increase and equalize salaries,** providing a sufficient number of members report either their exact salaries or within a \$500 range. With this information, we shall have exact data for different types of positions in libraries of different sizes, in different parts of the country and in different subject fields. This would be of great assistance to the National Secretary when she is called upon to give advice regarding salaries for new libraries. When you ask for an increase wouldn't you like to quote figures of others in similar positions?
- Q. What good will it do the profession?
- A. It will help to raise standards. It will be ammunition for recruiting the best types of recruits, for advertising the skills and abilities offered in our ranks, thus gaining for us much deserved recognition. It will also be useful in the drive for more special libraries. If we don't know ourselves, how can we expect the world to recognize us as a factor in the postwar world?
- Q. How many members have completed their questionnaires?
- A. 643 out of a membership of 3,343. Where are the other 2,700! We need a much larger percentage or the picture presented will be distorted by preponderance of returns in one field, in one locality, in one age range or in size of library. We need a relative return for all factors.
- Q. Did those who have completed the questionnaire answer all the questions? Some of the questions seem so personal and I don't want everyone in the Association to know all these details.
- A. At least 98 per cent have answered all the questions knowing that no one is to have access to these records except the Secretary and the professional statistician who is to be employed to analyze them.
- Q. Do I have to give my salary?
- A. It will help you and the profession if you give either your exact salary or at least within the \$500 range. If your organization has a rule against publishing salaries, explain the purpose of the survey and ask permission to report within the \$500 range. If it is **absolutely impossible** to obtain this permission, fill out the rest of the questionnaire and leave this item blank. But at least **ask** for permission.
- Q. If I've been in only one job in my special library career, should I fill out the questionnaire?
- A. Of course! One year or 25—it all helps to round out the picture of our resources.
- Q. What should I do if I've lost my copy?
- A. Write to Headquarters and we'll try to provide a duplicate. However, search your desk first, for these questionnaires were expensive to print and the supply on hand is very meager. If too many request duplicates we may have to reprint.
- Q. Where shall I go if I need help in answering the questions?
- A. To your Chapter President or to whomever the President may designate.
- Q. How long will it take to complete?
- A. We admit it can't be done in five minutes. It may take from 30 to 60 minutes. But surely you're sufficiently interested in your profession to spend that length of time. 643 members have proved their interest. Are you going to let them down?

P. S. MAIL THOSE QUESTIONNAIRES TODAY!

S. L. A. INTERNATIONAL RELATIONS

By JANET F. SAUNDERS

Chairman, S. L. A. International Relations Committee
Assistant Librarian, International Labour Office Library, Montreal, Canada

NOT very many years ago, international relations were thought of as affairs which affected ordinary people not at all. Indeed they were a matter of indifference. From time to time, a particular question would excite interest throughout the country, but such interest would quickly die. Foreign countries were interesting for vacations, but they were foreign and queer, and no concern of ours.

I have a tendency to exaggerate this lack of sympathy with foreigners. I am influenced by the memory of seventeen years in Switzerland, when I learned to know and love the people of that land. My colleagues were from many countries and I regarded them as just people, no better, no worse, no queerer than I. By contrast, are memories of people who came to Switzerland on holiday, or for more serious visits, and who looked on all those odd foreigners as if they were specimens in the zoo, or else frightfully interesting. Because they did not think as the visitors did they could not feel at ease with them. The visitors never realized that the foreigners shared their opinion, but inversely! I have memories too, of vacations spent on this side of the Atlantic, when, after a day or two I stopped trying to talk of things foreign or international, simply because no one was interested.

Times have changed. We have become increasingly aware that we cannot live to our selves alone, not only as individuals but as nations. Since the beginning

of the present war, this truth has been forced upon us. As individuals, its application is relatively simple and obvious. We know that whether we wish to or not, we cannot help influencing others for good or ill, negatively or positively. In our professional life as librarians our influence is greater than that of most people. We appreciate its extent within our own community, even within our own nation. But can we, or do we try, to see its wider influence, indirect in most cases, but still an influence, beyond the borders of our own country? We librarians work through other people, and in proportion to the number of people with whom our work brings us into contact, and in proportion to their contacts in the world outside, so is the depth of our responsibility. In these days, when the barriers between nations are being lowered, and the world is growing smaller, it is very great.

This, I think, must be the basis and the *raison d'être* of the International Relations Committee of S. L. A. It must try always to keep alive in the minds of all our members an interest in our colleagues in other lands and a sense of genuine neighborliness towards them; reciprocal give and take, making ourselves familiar with their needs and culture as we do with those of our colleagues in our own land, with no feeling of superiority or desire to impose our systems of library administration or our own culture on them any more than they do on us. It must try to find practical

means of collaborating with special libraries in other countries, and direct without rigidly controlling the contacts between members of S. L. A. and their colleagues abroad. Lastly, it must act as a clearing house for information concerning foreign libraries, and as liaison with other library associations here and in foreign countries.

The Committee is now a little over a year old. Before that time, international relations in general were in the hands of the S. L. A. Executive Board with a special committee, now three years in operation, dealing with Latin American relations. However, the Executive Board now feels that the matter could be better handled by a Committee concentrating on that particular aspect of the Association's interests. With the growth of the Association and the increasing importance of special libraries, it is indeed a matter requiring serious consideration.

I suggested a moment ago that the Committee should act as a center of information about foreign libraries, in so far as their affairs affect us, or ours affect them. We have regular sources of information and scouts here and there among our members who report anything which comes to their attention. I should like each member of S. L. A. who has contacts with foreign libraries to feel that these are of importance not only to his library but to the Association as a whole, and should be carried on with that in mind. If only he would see it as a corollary that the International Relations Committee should be made aware of what these contacts are, how much it would help! I am not thinking of holdings of foreign publications, but of direct contact, exchange of information with foreign librarians, inter-library loan with foreign libraries, appeals for help in or-

ganizing, classifying, obtaining translations of foreign books into English or of books written in English into some foreign language. This would help the Committee enormously in formulating its policies and forming a basis for the development of our foreign relations. The Committee, on the other hand, would often be able to help the individual librarian. Its wider knowledge of the problem likely to arise and its greater resources for handling it would solve many a difficulty puzzling to someone who has not had much to do with foreign work.

The time is approaching when the International Federation of Library Associations will be able to resume its activities as the chief medium of cooperation among library associations the world over. Before the war, it was making some progress in the standardization of library statistics, of professional education and of other matters. During the war its activities have been limited to participation in efforts to provide books for prisoners of war. It used to have a membership of thirty-five associations in twenty-nine countries. S. L. A. is not a member, but when the Federation again is able to function, we should at once show our sympathy with its aims by applying for membership.

At present, so far as the United States and Canada are concerned, the State Department of the United States and the American Library Association are leading the way in international library affairs. The State Department with the close collaboration of A. L. A., has established and is establishing information centers in many foreign countries, and has many plans afoot to help foreign libraries and to make the United States better known abroad. The A. L. A. International Re-

lations Board has several subcommittees dealing with Latin American Libraries, libraries in Africa and the Near East, Aid to Libraries in War Areas, etc., and has considerable funds at its disposal for carrying out its various projects. Its Committee on Aid to Libraries in War Areas is administering two grants from the Rockefeller Foundation, one of \$100,000 for the purchase of outstanding works by American authors of the last few years; the other, for the purchase of U. S. scientific and learned periodicals for the war years. Both books and periodicals are to be presented to certain libraries in war areas to assist in building up their collections on the United States. In addition, the Committee is sponsoring a campaign of gifts of periodicals to supplement its purchases.

S. L. A. has accepted an invitation to collaborate in the projects of this Committee, and the Chairman of its International Relations Committee is a member of it. An appeal was sent to all S. L. A. Chapters last winter asking for their active cooperation in the matter of contributions of volumes of periodicals listed by the Committee as desirable. The Executive Assistant of the Committee tells me that S. L. A.'s response was very small in proportion to the whole number received. May I again urge S. L. A. members who are also members of A. L. A. to state when answering appeals of this sort that they are members of S. L. A. I hope that there will be a greater response this winter.

Plans as regards books are less well advanced than those for periodicals. A committee of the Council of National Library Associations is working on them, however, and has made considerable progress. Perhaps before these lines are

printed, it will have made public an organized campaign, in which S. L. A. has promised to take part. Already we may look forward to and prepare for the distribution of the material collected. However, primary necessities come first in the matter of relief, and many months will pass before reconstruction of libraries and cultural institutions can be undertaken.

Interest in Latin American libraries is growing constantly. The library movement in Latin America has hardly begun, and special libraries there are scarcely conscious of themselves as such. A. L. A. and the State Department are working out extensive plans for U. S. Information Centers in different cities and are doing a great deal to aid and encourage Latin American libraries. S. L. A. is unable to take action of this sort, but holds itself ready to cooperate with and assist special libraries there when and where it finds them. Some members of S. L. A. have made contacts while on visits to South America, others who have occasion to meet exchange-librarians or others here on visits, profit by telling them about S. L. A. and its various activities. Latin American library associations have also been contacted by our Subcommittee on Relations with Latin American Libraries. This is a small beginning, but it shows promising possibilities. Another possibility is that as trade relations increase, as they will after the war, it is possible that U. S. firms will establish libraries in their branch offices along the lines of those at home, and these offspring of S. L. A. will have an opportunity to promote the movement down there.

In closing, let me sum up the suggestions made for the share of individuals in our international relations. One: if

you or your library has direct contacts with foreign libraries, let your International Relations Committee know about them. Two: if you receive a request for information or assistance from a foreign library which you are unable to answer, pass it on to the Committee which undertakes to find the person best qualified to handle that particular problem. Three: study the lists of periodicals issued by the A. L. A. International Relations Office in Washington, and see if you cannot supply any volumes of the titles requested from among your duplicates, or try to enlist the sympathy and generosity

of institutions or societies in your city to donate as gifts sets of their publications. Four: set aside from among your duplicates, volumes which in your estimation would be valuable to send to devastated libraries when a general book campaign is launched. Five: remembering how small the world has become, try to take as lively an interest in libraries in your field in other countries as you do in your next door neighbor or in a sister library in the same town. Six: pass on your interest to your reading public. Seven: bear in mind that lack of interest is active harm to the cause of international peace.

MUNICIPAL REFERENCE COLLECTION UNIVERSITY OF ILLINOIS LIBRARY

By NELLE SIGNOR

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THE Municipal Reference Collection of the University of Illinois Library is probably the largest in the Middle West and one of the largest in the United States, numbering about 45,000 charters, ordinances, reports and other publications of approximately 3,000 American and 350 foreign municipalities, as well as publications of national and state governments and public and private organizations on local government. In addition to these the library has many thousand partially catalogued pamphlets and files of about 135 periodicals.

The collection originated in 1910 with a few documents assembled as a part of the General Library Collection. In January 1917 the collection consisted of 8,000 volumes and 12,000 pamphlets or,

excluding school and library publications, about 6,000 volumes and 6,000 pamphlets, received from 1,050 municipalities in the United States and 196 foreign cities.¹

In view of the importance of the community in postwar planning, special attention should be given to making municipal material more available to persons investigating problems in local government. Municipalities will be much concerned with the solution of the postwar unemployment problem. Local planning boards will be confronted with such questions as: revision of zoning ordinances to care for rehabilitation of blighted areas, the creation of off-street parking spaces to relieve increased street congestion, establishment of playgrounds in residential sections; revision of building codes for use of new materials resulting from war conditions.

¹ Conant, Mabel, and Marian Leatherman. *Municipal documents and other publications on municipal government in University of Illinois Library*. p. 8.

The University of Illinois Library is making special efforts to secure all available material on municipal government from all cities and counties in Illinois and from the more important local governments in other states. For several years special attention has been given to the building up of the collection of municipal codes, charters and ordinances of cities of the United States both for cur-

rent years and for past years. This collection includes approximately 2,500 documents from 400 cities and towns in the United States. A mimeographed list of the municipal codes, charters and ordinances in the University of Illinois Library as of April 1944, may be secured by writing Miss Nelle Signor, Librarian, History and Political Science Reading Room, University of Illinois.

EVENTS and PUBLICATIONS

Postwar employment prospects in 16 occupations are described in 16 different six-page Occupational Abstracts just revised and published by Occupational Index, Inc., New York University, New York 3, N. Y., at 25¢ each. Each abstract summarizes available information on the nature of the work, abilities and training required, earnings, number and distribution of workers, advantages, disadvantages and postwar prospects.

* * *

When you are considering the postwar era, do not overlook *NEW ARCHITECTURE AND CITY PLANNING* (New York, N. Y., Philosophical Library, 1944. 694p. \$10), a symposium edited by Paul Zucker, containing contributions from progressive authorities in the fields of architecture, city and regional planning, housing, building materials, monuments and education.

* * *

In Volume I of *FOOD REGULATION AND HOW TO COMPLY WITH IT* (New York, N. Y., Revere Pub. Co., 1944. 646p. \$10), Arthur D. Herick discusses and interprets our food laws and explains how to comply with regulations for labeling and advertising, packaging, grades and containers. Volume II, to be published in 1945, will deal with such other aspects of food regulation as adulteration, imports, color-tar colors, product inspection, enforcement procedures, etc.

* * *

The Brookings Institution has recently published Volume II of the series, *America Faces the Air Age*. J. Parker Van Zandt in this volume, *CIVIL AVIATION AND PEACE* (Washing-

ton, D. C., 1944. 157p. \$1) analyzes the international conflict over civil aviation and recommends a policy which will be mutually beneficial to all participating nations.

* * *

EVENINGS WITH MUSIC (New York, N. Y., Dutton, 1944, 382p. \$3), by Syd Skolsky, is really a lecture course in music appreciation. There are 27 "evenings" or chapters, each one including an outline of the material covered, a list of records used, diagrams and musical themes.

* * *

John J. Floherty has added another to his list of readable, informing and absorbing stories. *BEHIND THE MICROPHONE* (New York, N. Y., Lippincott, 1944. 207p. \$2) is a practical introduction to the operation and vocational opportunities of radio. There are many fine photographs.

* * *

The Cleveland Public Library Workers Association (325 Superior Avenue, N. E., Cleveland 14, Ohio) has published an 84-page calendar with 16 full-page photographs to commemorate the 75th anniversary of the Cleveland Public Library.

* * *

HISTORICAL SOCIETIES IN THE UNITED STATES AND CANADA (Washington, D. C., American Association for State and Local History, 1944. 261p.), compiled and edited by Christopher Crittenden and Doris Godard, is a geographically arranged descriptive list of societies with an alphabetical index. (Price?)

In the July 1944 issue of *The Medical Woman's Journal* there appeared an article entitled, the "Desaturation Value (Iodine number) of Blood-Fat as a Possible Aid in the Study of Obesity and Leanness." Its author, Clara S. Shapiro, is a S. L. A. New York Chapter member and abstractor of medical literature for the *Chemical Abstracts Journal*.

* * *

The Association of Consulting Management Engineers has prepared for the Committee for Economic Development (285 Madison Ave., New York, N. Y.) a Handbook for Wholesalers and Retailers, entitled, **PLANNING THE FUTURE OF YOUR BUSINESS** (1944. 34p.). Constructive suggestions are outlined step by step.

* * *

The Postwar Information Exchange, Inc., 8 West 40th Street, New York 18, N. Y., is a non-profit clearing house for members of research and educational organizations in the field of national and international affairs. In its *Postwar Information Bulletin* (monthly. 4p. \$1 for year) its members list the current books, films, recordings and broadcasts most valuable for popular education and assist in planning programs to stimulate interest in postwar problems and their solution.

* * *

The revision of the Federal tax structure has been studied by the Research Committee of the Committee for Economic Development and the conclusions are published in a 47-page pamphlet entitled, a **POSTWAR FEDERAL TAX PLAN FOR HIGH EMPLOYMENT** (285 Madison Ave., New York, N. Y., C. E. D., 1944. Price?).

* * *

The application of the seniority principle is discussed by Frederick H. Harbison in **SENIORITY PROBLEMS DURING DEMOBILIZATION AND RECONVERSION**, Research Report Series No. 70 (Princeton, N. J., Industrial Relations Section, Princeton University, 1944. 31p. \$1).

* * *

DIRECT-CURRENT CIRCUITS (New York, N. Y., Harper, 1944. 387p. \$3.25), by Earle M. Morecock, is a basic and elementary text (Rochester Technical Series) designed to be preparatory for a vocational sequel with care taken by the author to meet the needs of the self-study purchaser. Capacitance phenomena under unidirectional excitation are given in more detail and prominence than is customary, thus better paving the transition to a. c. circuits and apparatus. A companion volume,

ALTERNATING-CURRENT CIRCUITS, by the same author, is included in this series.

* * *

THE PRODUCTION CREDIT SYSTEM FOR FARMERS (New York, N. Y., The Brookings Institution, 1944. 104p. \$1), by Earl L. Butz, is a study which examines the agricultural financing being done by this agency. It also analyzes the current financial position and operating efficiency of the present system, looks into the amount and effect of the federal subsidy, and outlines a broad policy for future action.

* * *

"Government and private enterprise will have to work together to do the job of providing the millions of houses that America will need in the years following the war," Thomas R. Carskadon declares in a 32-page pamphlet, **HOUSES FOR TOMORROW**, published by the Public Affairs Committee, Inc., New York, N. Y. 10¢.

* * *

WARSHIPS OF THE WORLD (New York 11, N. Y., Cornell Maritime Press, 1944. 1038p. \$15), by Roger Kafka and Roy L. Pepperburg, presents the latest data on all the world's warships including authoritative descriptions of 52 navies of the world and over 900 stories of naval actions in World War II.

* * *

Important among new groups of books being planned by McGraw-Hill is the Industrial Organization and Management Series. The Consulting Editor is L. C. Morrow, editor of *Factory Management and Maintenance*. The series will constitute an authoritative and balanced industrial management library, with particular emphasis upon the new influences bearing upon the American economy. The first book in the new series is L. L. Bethel, F. S. Atwater, G. H. E. Smith and H. A. Stackman's **INDUSTRIAL ORGANIZATION AND MANAGEMENT**, scheduled for publication late this year. (Price?)

* * *

The **DICTIONARY OF SOCIOLOGY** (New York, N. Y., Philosophical Library, 1944. \$6), edited by Dr. Henry P. Fairchild, contains approximately 3,600 terms, thus consolidating and standardizing the usage of the best writers and scholars in this field.

* * *

The Illinois State Library has published in *Illinois Libraries*, (October 1944, pp. 343-432) a local supplement to Gregory's *Union List of Serials* entitled, "List of Periodicals in the Special Libraries in the Chicago Area."

Time does not permit the highly trained historian to write local histories. To encourage and help others to do this work Donald D. Parker has written *LOCAL HISTORY; HOW TO GATHER IT, WRITE IT AND PUBLISH IT*. This 189-page pamphlet has been revised and edited by Bertha E. Josephson for the Committee on Guide Study of Local History of The Social Science Research Council, 230 Park Avenue, New York, N. Y. Price \$1.

* * *

WHAT AMERICA THINKS (New York, N. Y., Crowell, 1944. 167p. \$2.50), by William A. Lydgate, is an analysis of the major trends of American public opinion during the past 8 years. The author is Editor for the American Institute of Public Opinion.

* * *

From information furnished by librarians across Canada, the Canadian Library Council has prepared an article entitled, the "Special Library in Canada," published in the November 1944 issue of *Wilson Library Bulletin*, pages 195-197.

* * *

TODAY'S HANDBOOK FOR LIBRARIANS (Chicago, Ill., American Library Association, 1944. 100p. Planographed, 75¢), by Mary A. Sweeney, Director of Occupational Guidance Service, St. Paul (Minn.) Public Library, gives information and sources of information about regulations and practices affecting vocational training, employment, manpower, rehabilitation, etc. Various agencies, governmental and private, are listed with statements of what they are prepared to do and of the kind of help each gives. A 35-page bibliography, divided according to the various topics covered in the pamphlet, is appended.

* * *

The official *REPORT OF THE DIRECTOR GENERAL* (Herbert R. Lehman) *TO THE SECOND SESSION OF UNRRA COUNCIL*, meeting at Montreal September 15, will be of great value to those desiring to acquaint themselves with the first eight months of UNRRA's development. This 140-page Report covers the period from organization at the first Conference in 1943 to the middle of July 1944, and outlines the problems confronting UNRRA during the coming months. Free copies are available from the United Nations Relief and Rehabilitation Administration, 1344 Connecticut Ave., Washington, D. C.

So many families of servicemen are coming to their company libraries asking for books on how to start a small business, that we think many special librarians will be interested in two articles in the November 1944 issue of *Domestic Commerce* published by the U. S. Bureau of Foreign & Domestic Commerce, Washington, D. C. One of them, "Factors in a G I's Business Success", tells of the series of books on establishing and operating small businesses and shops which the Bureau is preparing for the War Department. These will be distributed to service personnel of the Army and copies for Naval Personnel will be available when completed through the Educational Services Section, Training Division, Bureau of Naval Personnel, Navy Dept., Washington 25, D. C. The other article is entitled "Small Business Ventures of Blind."

Apropos of these requests the Reader's Advisor at the New York Public Library also recommended the following books: *SO YOU WANT TO OPEN A SHOP* (New York, N. Y., McGraw-Hill, 1939. 216p. \$2), by A. Keir; *START YOUR OWN BUSINESS* (New York, N. Y., Hillman-Curl, 1937. 128p. \$1.50), by H. Kahm; *INTRODUCTION TO MODERN RETAILING* (New York, N. Y., Prentice-Hall, 1942. 341p. \$2), by N. A. Brisco; *BETTER RETAILING; A HANDBOOK FOR MERCHANTS*, a pamphlet by the National Cash Register Company; and the Domestic Commerce Series: No. 57, *DRUG STORE ARRANGEMENT*; No. 71, *AIDS TO RETAIL GROCERY PROFITS*; No. 81, *SURVEY OF RETAIL MANAGEMENT PRACTICES* and No. 104, *STORE MANAGEMENT PRINCIPLES*.

* * *

Eddie Rickenbacker says that *MAN'S FIGHT TO FLY* (New York, N. Y., Funk & Wagnalls, 1944. 366p. \$6), by J. P. V. Heinmuller, records "historical facts that should be read by every man, woman and child in America." Besides a chronology of aviation, the book includes over 200 documentary photos of world's air records.

* * *

TECHNOLOGISTS' STAKE IN THE WAGNER ACT (Chicago 3, Ill., American Association of Engineers, 1944. 260p. \$2), by M. E. McIver, H. A. Wagner and M. P. McGirr, has been published for the purpose of achieving unity in the engineering profession. It discusses the National Labor Relations Act in operation as it affects engineers, chemists and architects.

The SCHOLAR AND THE FUTURE OF THE RESEARCH LIBRARY (New York, N. Y., Hadham Press, 1944. 236p. \$4), by Fremont Rider, is a most interesting and thought-provoking book. Mr. Rider, who is known to many librarians as a former editor of both the *Library Journal* and *Publishers' Weekly* and who for the past twelve years has been librarian of Wesleyan University, proposes an entirely new kind of "library." If university libraries continue to grow at the rate most of them are now growing, how will their contents be housed in the coming years, to say nothing of the volume of cataloguing to be done? Mr. Rider not only fully discusses this problem, but also proposes a simple solution which involves the use of micro-cards.

* * *

A new report, DEVELOPING SAFE EMPLOYEES, based on accident-prevention activities of a number of industrial organizations, has been issued by the Safety Bureau of the Metropolitan Life Insurance Company (1 Madison Ave., New York, N. Y.) as an aid in fostering such activities. An excellent opportunity to acquaint the new employee with the safety policies of the company is presented through the initial interview and induction procedure. Proper placement or job assignment is another important step in developing the safe employee. Several of the tests and studies made to enable the placement department to give consideration to individual cases are described. Copies are available upon request.

* * *

Captain Burr Leyson, in PLASTICS IN THE WORLD OF TOMORROW (New York, N. Y., Dutton, 1944. 184p. \$2.50), gives an overall view of the industry, presenting in non-technical manner the various plastics and enumerating their present uses.

* * *

SOCIAL SECURITY IN THE UNITED STATES (Washington, D. C., U. S. Chamber of Commerce, 1944. 26p.), contains the official declarations of policy of the Chamber of Commerce of the United States for the postwar and the Chamber's Social Security Committee Report drafted, after a year's study, by a broad cross section of representative business men from manufacturing, retailing, insurance and other fields.

This Bulletin is available on the following terms: Single copies, free; additional copies, 5¢ each.

Bibliographies:

CHRONIC ILLNESS. Compiled by Committee on Medical Care (1313 E. 60th St., Chicago, 37, Ill., American Public Welfare Association, 1944). 8p. 10¢.

COLLECTIVE BARGAINING AS IT APPLIES TO ENGINEERING ETHICS. Compiled by Z. G. Deutsch. (In *Chemical and Metallurgical Engineering*, August 1944, p. 99.)

CONSERVATION OF OIL AND GAS AND PRORATION. Petroleum Bibliography No. 18 (Tulsa, Okla., Tulsa Public Library Technical Department, 1944), 61p.

CRIMINOLOGY-PENOLOGY AND ALLIED SUBJECTS. Compiled by H. K. Spector (Rikers Island, Bronx 54, N. Y., Dept. of Correction, Penitentiary of the City of New York, 1944). 192p. 25¢.

ELECTRON MICROSCOPY II. Compiled by C. Marton and S. Sass. (In *Journal of Applied Physics*, August 1944, pp. 575-579.)

EMPLOYMENT OF DISABLED VETERANS. Mimeographed Bulletin No. 19 (Cleveland, Ohio, Cleveland Public Library, War and Defense Information Center, 1944). 2p.

ENAMEL BIBLIOGRAPHY AND ABSTRACTS. Compiled by E. H. McClelland (Columbus, Ohio, American Ceramic Society, 1944). 352p. \$5.

ENGLISH TRANSLATIONS FROM SPANISH, A BIBLIOGRAPHY. Compiled by R. V. Pane (New Brunswick, N. J., Rutgers University Press, 1944).

HEAT PUMP. (In *Electrical World*, September 30, 1944. pp. 74-77.)

INDUSTRIAL ENGINEERING AND MANAGEMENT LITERATURE. Compiled by R. M. Barnes and N. A. Englert (Iowa City, Iowa, College of Engineering, University of Iowa, 1944). 80p. \$1.50.

INTERNATIONAL POLICE. Compiled by H. Scanlon (Washington, D. C., Carnegie Endowment for International Peace Library, 1944). 18p.

FROZEN FOODS. Compiled by F. S. Erdman. (In *Refrigerating Engineering*, November 1944, pp. 374-80; 414-30.)

1940-X; POSTWAR ECONOMY AND ITS EFFECT ON THE MARKETING OF CONSUMER DURABLE GOODS. Compiled by I. Smookler (Washington, D. C., Office of Emergency Management Library, 1944). 58p.

NORTH AMERICAN GEOLOGY 1929-39. Compiled by E. M. Thom (Washington, D. C., Supt. of Docs., 1944). 1546p. \$2.50.

- ONE THOUSAND BOOKS FOR HOSPITAL LIBRARIES. Compiled by P. Jones. (Minneapolis, Minn., University of Minnesota Press, 1944). 58p. 50¢. Annotated.
- OUTSTANDING U. S. GOVERNMENT PUBLICATIONS OF 1943. Compiled by C. H. Melinat. (In *Wilson Library Bulletin*, June 1944, pp. 748-53.)
- POSTWAR PLANNING OF SPECIAL INTEREST TO ELECTRIC UTILITIES. Compiled by Potomac Electric Power Company, 10th and E. Sts., N. W., Washington 4, D. C., 1944. 16p. Annotated.
- PROBLEMS AND POLICIES IN INDUSTRIAL RELATIONS IN A WAR ECONOMY. Bibliographical Series Nos. 60-69 (Princeton, N. J., Princeton University, Industrial Relations Section, 1940-42). 134p. including Supplements. Gratis.
- RUSSIAN DICTIONARIES PUBLISHED IN U. S. S. R. 1917-42. A preliminary check list. Compiled by G. A. Novossitzeff (Washington, D. C., The Library of Congress, 1944). 143p.
- SCIENTIFIC AND TECHNICAL DICTIONARIES OF THE SPANISH AND ENGLISH LANGUAGES. Compiled by J. Sáchez and S. Baig. (In *New York Public Library Bulletin*, July 1944.)
- SENIORITY IN INDUSTRIAL RELATIONS. Compiled by L. A. Thompson (Washington, D. C., U. S. Dept. of Labor Library, 1944). 21p. Annotated.
- SMALL BUSINESS AFTER THE WAR. Compiled by Business and Labor Service (Akron, Ohio, Akron Public Library, 1944). 1p.
- SWISS PATENTS ON GAS TURBINE PLANTS 1925-42. Compiled by Research and Standards Section (Washington, D. C., U. S. Bureau of Ships, 1944). 83p.
- WARTIME DEVELOPMENT OF ORGANIZATIONS TO DEAL WITH INTERNATIONAL ECONOMIC OPERATIONS AND PROBLEMS. Compiled by Division of Research and Publication (Washington, D. C., Dept. of State, 1944). 20p.
- WOMAN'S COLLECTION; Material Pertaining to Women's Interests. Compiled by M. M. Hussey and R. Hudson (Chapel Hill, N. C., Library, The Woman's College of the University of North Carolina, 1944). 121p. Annotated.
- WOMEN AS PHYSICIANS IN THE UNITED STATES, 1850-1900. Compiled by I. J. Draeger. (In *Bulletin of the History of Medicine*, June 1944, pp. 72-81). Reprints gratis from Library of The Woman's Medical College of Pennsylvania, Philadelphia 29, Pa.

DECEMBER FORECASTS OF Forthcoming Books

(Where the publisher has supplied the price and a brief description of the book, these have been included. All prices quoted are subject to change.)

- AIRCRAFT VIBRATION AND FLUTTER, by C. R. Freberg and E. N. Kemler. Wiley. \$3. "For a basic understanding of vibration and flutter, without the use of advanced mathematics. Covers soundproofing, engine isolation, simplified flutter methods and discussion and vibration of rotating wing aircraft."
- ANALYSIS OF FOODS, by A. L. Winton and K. B. Winton. Wiley. \$12.50. "More than a thousand methods and modifications are included, many of them only recently developed in recognized laboratories and described in accredited journals."
- CANE SUGAR HANDBOOK, by G. L. Spencer and G. P. Mead. Wiley. \$8. 8th edition. "Provides selected analytical procedures and reference tables for the chemist; explains and compares methods and chemical control; affords a concise survey of the manufacturing and refining processes."
- CHEMISTRY OF COAL UTILIZATION, by H. H. Lowry. 2 vols. Wiley. \$20. "A digest of the literature on the scientific and practical aspects of coal utilization. Written by 35 authors, each an authority in his field, the book offers authentic material on the present knowledge of coal and its utilization."
- CREATIVE HANDS, by D. Cox and B. Weismann. Wiley. \$3.75. "A book on simple crafts. It offers condensed and simplified procedures in a variety of crafts, with an explanation of the principles of design and their applications to craft techniques. Primarily designed for adults with little or no pre-training."
- DIRECTORY OF SOCIAL AGENCIES OF THE CITY OF NEW YORK, 1944-45. Prepared under the direction of the Committee on Information Services of the Welfare Council. Columbia University Press. \$4. 45th edition. "A complete classification of the social agencies in the City of New York, covering almost 1,200 organizations."
- ENGINEERING FOR DAMS, by W. P. Creager, J. D. Justin and J. Hinds. Wiley. Vol. 1, \$4; vols. 2 and 3, \$5. "The first volume deals

with general design, the second with concrete dams, the third with earth, rock fill, steel and timber dams."

FOOD SERVICE IN INSTITUTIONS, by B. B. West and LeV. Wood. Wiley. \$5.50. 2nd edition. "In this edition an effort has been made to give larger emphasis to methods employed in the preparation of food in quantities. The first section is designed to meet the needs of classes in Quantity Food Preparation; section two, Organization and Management of Institutions; and section three, Equipment for Institutions."

HANDBOOK OF MINERAL DRESSINGS, by A. F. Taggart. Wiley. \$15. "A reference book for engineers practicing or investigating ore dressings processes. Technical material in this second edition is greatly expanded; flotation and gravity concentration are completely revised and flowsheets presented in a new form."

HISTORY OF PHOTOGRAPHY, by J. M. Eder. Columbia University Press. \$10. "As a reference work for technical data it will be invaluable to librarians, photographic laboratories and both professional and amateur photographers."

INTRODUCTION TO ELECTRONICS, by R. G. Hudson. Macmillan. \$2.75. "This book explains the science of electronics and its modern applications in terms the layman can understand."

INTRODUCTION TO PRACTICAL RADIO, by D. J. Tucker. Macmillan. \$3. "This book provides a complete basis for radio engineering or for any technical or specialized work in radio communications."

MECHANICAL AND ELECTRICAL EQUIPMENT FOR BUILDINGS, by C. M. Gay and C. deV. Fawcett. Wiley. \$5. 2nd edition. "Includes new data on such subjects as heat losses, steam and hot water heating, air conditioning, etc."

SCIENTIFIC SOCIETIES IN THE UNITED STATES, by R. S. Bates. Wiley. \$3.50. "A Massachusetts Institute of Technology Press book, offering a full-scale account of the evolution of American scientific organizations, including the main national scientific societies and the state, specialized and technological societies."

THEORY OF X-RAY DIFFRACTION IN CRYSTALS, by W. H. Zachariasen. Wiley. \$4. "A complete and logical presentation of the principles and underlying theory of crystal structure."

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BOOKLIST

Listings

The following books have been listed in "The Booklist." They will prove to be popular and valuable additions to your technical collection. We suggest you order now. Write for our latest catalog.

Aircraft Sheet Metal Work: Le Master.....	\$3.75
Diesel Locomotives—Mechanical Equipment: Draney	4.00
Diesel Locomotives—Electrical Equipment: Draney	3.75
Slide Rule Simplified (without rule): Harris..	2.50
Plastics: DuBois	3.75
Plane Trigonometry Made Plain: Carson.....	2.75
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Metallurgy: Johnson	2.50
How To Read Electrical Blueprints: Heine- Dunlap	3.00
How to Plan a House: Townsend-Dalzell.....	4.50
Flight—Aviation Engines: Kuns	3.25
Flight—Meteorology and Aircraft Instruments: Wright-Martin-Dyer	3.25
Fundamentals of Machines: Hobbs-Kuns- Morrison	2.00
Fundamental Shop Training: Shuman-Monroe- Wright	2.00
How to Design and Install Plumbing: Mat- thias, Jr.	3.00
Tool Design: Cole	4.50

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UNION POLICY AND INCENTIVE WAGE METHODS, by Van Dusen Kennedy. Columbia University Press. \$3.25. "Includes first-hand case studies of collective bargaining relations in a number of our principal manufacturing industries and throws light on the crucial relationship between unionism and industrial efficiency."

Announcements

M. I. T. Creates New Post

Professor John E. Burchard, Director of the Bemis Foundation, has been appointed Director of Libraries at the Massachusetts Institute of Technology, a new post recently created at the Institute. As Director of Libraries, Professor Burchard will assume administrative direction of the Institute Library and Museum. One of his major duties will be to plan a broadened program of library service and thus develop the Institute libraries into a great technical library service center for the eastern section of the country.

**S. L. A. Cleveland Chapter Plans Two War
Projects for Year**

The War Activities Committee of the S. L. A. Cleveland Chapter is planning two very interesting projects for this season. One is helping to establish a WAVES library at the Allerton House in Cleveland and the other is assisting in cataloguing the books at Crile Hospital.

**Changes in the Municipal Reference Library,
New York, N. Y.**

Miss M. Margaret Kehl, formerly Reference Librarian at the Municipal Reference Library, New York, N. Y., has been appointed Assistant Librarian, replacing Mr. Ralph E. Gossage, who retired in October.

Miss Kehl, who is a graduate of the Drexel Institute Library School, has compiled many well annotated bibliographies on special subjects. Her most recent contribution, "Statistics of New York City," appeared in the October 1944 issue of the *Journal of Social Forces*.

Miss Frieda Bogin, formerly of the Reference Department of the New York Public Library, has been appointed to the reference staff of the Municipal Reference Library. She is a graduate of the University of Michigan and Columbia University School of Library Service.

Please Mention Special Libraries When Answering Advertisements

"Send Your Books to War" Campaign

The *Bulletin* of the S. L. A. San Francisco Bay Region Chapter for October 1944 contains a very interesting account of the Chapter's activities in the "Send Your Books to War" Campaign conducted by the California Library Association for the Ninth Service Command Library Depot. Of the books collected, 1,923 came from special libraries in California as direct donations.

Emergency Binding Committee Progress Report

The Committee reports that the most critical aspect of the emergency in binding is that of buckram. The outlook is darker than it was a few months ago.

Not only have existing supplies of the fabric used in making buckram been frozen, but no more will be allowed to be made. If present stocks are released, the supply may possibly last until the end of the year. Beyond that, there is no more in sight, even when the war ends. The most critical material now needed by the Army and Navy is for tenting and similar uses and every loom which can possibly make such fabrics is required to do so. The whole cotton goods industry has been organized by this emergency.

Naturally the manufacturers of buckram for binding are not trying to get any fabric needed by the armed services. They are working closely with the Library Binding Institute in trying to find fabrics which could be used for buckram.

Your representative has had a number of interviews with the proper divisions of the War Production Board and the Office of Civilian Requirements. To date these have not been fruitful. We have been very frankly told that these agencies do not recognize the needs of libraries as being any more important than those of other fields such as sportswear.

The efforts of this Committee will be continued along lines developed in cooperation with the Library Binding Institute and the buckram manufacturers. We feel that the very minor needs of library binding could be easily taken care of without the slightest effect on supplies needed by the armed forces, if the agencies in control recognized in any degree the significance of the work which libraries do.

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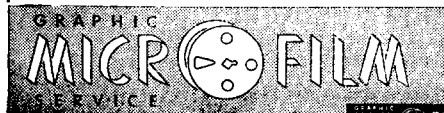
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University of Chicago Fellowships and Scholarships

The Graduate Library School of the University of Chicago has announced several fellowships and scholarships for the 1945-46 academic year.

Three fellowships of \$1,000 each are offered for advanced study leading to the M. A. and Ph. D. degrees. The following attainments are required of applicants for fellowships.

- (a) Possession of a four-year Bachelor's degree equivalent to that conferred by leading colleges and universities.
- (b) Completion of at least one year in an accredited library school.
- (c) At least one year of library experience under approved conditions.

Special consideration will be given to publications and manuscripts showing ability to conduct original studies.

Two full-tuition (\$300) and two half-tuition (\$150) scholarships are offered for professional study leading to the Bachelor of Library Science degree. Application for scholarships may be made by persons with four years of successful college work in accredited institutions, who are eligible for a one-year program of study. Application may also be made by persons with two years of successful college work, who are eligible for a three-year program combining study in general college subjects and librarianship.

Applicants for fellowships and scholarships should write to the Graduate Library School, The University of Chicago, Chicago 37, Illinois. Fellowship applications must be in the hands of the Dean of the Graduate Library School by March 10, 1945, and scholarship applications by June 1, 1945.

University of Illinois Library School Scholarships and Assistantships, 1945-46

The new graduate curriculum at the University of Illinois Library School offers many unusual opportunities to special librarians. Its flexibility allows for a minor in a special subject field and considerable time for individual research. Special librarians can, therefore, develop a program of study combining advanced training in librarianship with emphasis on special library administration and advanced training in a subject field.

Several scholarships and assistantships will be available for graduate students for the academic year 1945-46. Candidates must hold an

Please Mention Special Libraries When Answering Advertisements

A. B. degree from an accredited college and a degree or certificate for the first year of professional study in librarianship from an accredited library school. Applications should be addressed to R. B. Downs, Director, University of Illinois Library School, Urbana, Illinois.

The Katharine L. Sharp Scholarship, maintained from the income of an endowment fund established by the Alumni Association, provides a stipend of \$300 for the year and exemption from tuition fees. Applications for this scholarship should be filed no later than February 15, 1945. Announcement of the award will be made on April 1.

University scholarships carry a stipend of \$350 and exemption from the payment of the usual tuition. They are open only to candidates who are not over thirty years of age at the time when the appointment is to be made. Applications must be filed no later than February 1, 1945. Successful candidates will be notified on April 1.

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Correction

Please change Miss Ruth Savord's zone number from New York 23 to New York 21 where it appears in the List of Committee Chairmen on page 420 of SPECIAL LIBRARIES for October 1944.

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