The A. E. S. Library Takes the Plunge

Clayton C. Campbell

Subject Headings in Special Libraries

Agnes O. Hanson

Public Affairs Abstracts

Eilene Galloway

A Study of Reviewing Mediums for Technical Books

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Please Mention Special Libraries When Answering Advertisements
THE A. E. S. LIBRARY TAKES THE PLUNGE

By CLAYTON C. CAMPBELL

Librarian, Agricultural Experiment Station Library, Purdue University, Lafayette, Indiana

NE of the truest tests of the value of a library to the community it serves lies in the quantity and the quality of that service. The community may be a city, an organization, a university or a government department. In every case there are calls for information, questions to answer and opportunities to guide the cultural development of the group concerned. It is imperative, therefore, that the assets of the library whether they be in the form of books, pamphlets, maps, films, posters or photostats be easily accessible to the prospective user. This is more than ever true if the collection be a large one or if the staff, as is usually the case, be inadequate to serve each patron personally.

This accessibility includes convenient shelving, proper lighting and most of all adequate classification. We shall concern ourselves in this paper with the latter requisite, that of classification. The Agricultural Experiment Station Library, being by its nature a technical and research library, serves a select group usually composed of the research staff of the station and the current crop of graduate students. Some libraries of this type likewise serve the undergraduates as well. At present the Indiana Station Library confines its main efforts to the research men and those graduate students working in any related field of agriculture. Our undergraduates are served by the regular University library.

To select the most efficient system of classification for a special collection is indeed a weighty matter. In many cases where special classes are greatly amplified and others as consistently minimized much study is usually required to arrive at a system of classification that will arrange the library material in the most efficient manner for the library staff and be most accessible to the regular user. Then, too, the usual approach to a reference problem used by the average library user should be studied. Does he always know the book he wishes to see? Has the author's name been included in his reference; or does he just come in and start looking for all available information on a specific subject such as Poland China hogs or the best way to build a chicken house? Experience has shown that the subject approach, particularly to research problems, is the one most frequently used. To meet such a need, then, such an approach must be made possible through the system of classification used in arranging the library collection.

This paper concerns itself with what happened in the Indiana Agricultural Experiment Station Library when an effort was made by the writer and his staff to solve the problem of proper classification of the collection. The library organization is made up of the central Station Library, two branch libraries of about 3,000 volumes each and seven smaller collections housed in the various buildings on the agriculture campus. The total holdings of the libraries runs close to 25,000 volumes. One point however, must be clearly understood. Even though the Indiana Station Library is located on the Purdue University campus it is distinctly separate from the regular Purdue Library organization. This fact is of the utmost importance when the matter of a proper classification scheme presents itself. The Purdue Library uses the regular Dewey system. The writer was not bound to accept that sys-
A word about the state of the catalog at the time the writer took over this library might be appropriate here. There was a card catalog, so-called, in existence. Author and title cards were made and analytics of the publications of the United States Department of Agriculture were inter-filed willy-nilly. To say that the system was inefficient, is to put it mildly. Obviously, no subject approach to a scientific subject or problem was possible with such an arrangement. Since there was no numbering system the collection was shelved under such rubrics as Agronomy and Agricultural Economics. Government bulletins were shelved numerically and State A.E.S. and Extension publications stood in alphabetic order according to State. Residua not coming under any of these groups reposed sadly in that glorified catch-all named "Miscellaneous." It was to meet this awkward situation that a new catalog was found to be necessary and the writer set about to locate a system that would bring the needed good features that had to be included if the library was to pay its way and was to furnish the service that the station staff and graduate students had every right to expect.

After much consideration of systems and methods it was decided to use the classification scheme now in use by and developed for the Library of the Department of Agriculture. This system was originally set up in 1889 by W. I. Fletcher, who was at that time Librarian of Amherst College. There was then no system designed for an agriculture collection. It originally had 230 classes which have since that time been expanded to something over 2,200. It is a modification of the Dewey system and has been found to be of excellent value for the large collection it was first designed to serve. Surely, reasoned the writer who had formerly been a member of the staff of the Agriculture Library, if this system would work so well for a large agriculture collection, it should also work efficiently for a smaller collection much of which was a part of the larger one.

The local administration having agreed to our proposal, the writer was dispatched to Washington to secure the call numbers for such of our material as was in the larger collection. As a result almost 80 per cent of our holdings were identified. The balance, of course, had to be cataloged locally. Our local holdings were typed on 3 x 5 cards, three copies being made. The first went to Washington for the call number, the second was sent to the Library of Congress for cards and the third copy remained in the local library as a control set or as a replacement if either of the above sets were lost or misplaced.

At last we were ready to start the actual conversion. It was decided to begin with the smaller collections and the two branch libraries before tackling the large collection of the Station Library. We felt that any complicating problems that might arise as the work progressed could best be handled on the smaller organization. And there were problems! We discovered, for instance, that materials had accumulated on the shelves of some of the smaller collections which had not been listed in the main library; items such as gifts and personal copies that had at one time or another been donated to the smaller collection and no report of these had been made to the librarian.

It had been discovered sometime before that no physical inventory of the library holdings was on record. Statistics had been only estimated in the past and no actual inventory could be found. This was our chance to secure this record. As each book was classified and each pamphlet and bulletin was listed, we built up an actual inventory that can be the factual basis for any statistics that need to be secured in the future. But there are numerous other benefits that have accrued as a result of this plunge into classification. We now have in the Purdue University Library a
catalog of all Station holdings making our collections available to all on the campus. Since we have many items that can not be found elsewhere on the campus this benefits the entire University. It was done simply by ordering a duplicate set of Library of Congress cards when we ordered our own.

When this improvement was planned we estimated it would probably take about two years time to complete it. The Library of Congress cards were received and processed. Catalog cards were typed for those holdings for which L.C. cards could not be secured and this posed quite a task. All of the branch libraries and smaller collections have been numbered, re-shelved and individual catalog files have been set up. There still remain some government documents to be classified and some state publications such as reports of state organizations, proceedings and transactions of state groups and societies but these are rapidly being completed. The new catalog is slowly being merged with the analytics of the old one and already is providing easier approaches to reference questions. A complete shelf list of all books as well as a shelf list of all serial and periodical holdings have been set up. Previously no shelf list was in existence for either.

The cost of this undertaking has indeed been modest. Here is an estimate of our expenses for the project:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library of Congress catalog cards</td>
<td>$1,000</td>
</tr>
<tr>
<td>Librarian's expenses in Washington for 5 weeks for securing call numbers</td>
<td>250</td>
</tr>
<tr>
<td>Extra clerical personnel (employed at 45 cents an hour)</td>
<td>750</td>
</tr>
<tr>
<td>Incidental supplies and expenses</td>
<td>500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,500</strong></td>
</tr>
</tbody>
</table>

This is a liberal estimate. If we had employed a professional cataloger to reclassify these collections the cost would have been far greater than it has shown itself to be under the plan we followed. We feel that we have saved the University and the State of Indiana at least $5,000. We know that the re-vamped system is paying high dividends in needed library service to the constituency we serve.

SUBJECT HEADINGS IN SPECIAL LIBRARIES

By AGNES O. HANSON

Research Assistant, Business Information Bureau, Cleveland Public Library, Cleveland, Ohio

SUBJECT headings might perhaps be called the meat and potatoes part of our menu. Everyday fare, one might say, and yet it need not be stodgy or uninteresting. We can season with foresight and flavor with imagination this very substantial job of constructing keys to information needed by our specialized clientele.

One of these keys is classification. To classify is to group like with like, to differentiate between classes and within classes, and its purpose in a library is to bring all books on a subject together because readers much prefer examining the books to consulting a printed list or catalog. The more complex and specialized the field, the greater the need for classification. Similar materials are assigned similar classification numbers or letters to keep them together.

There are a number of schemes of classification: Dewey Decimal, Brussels, Library of Congress, Harvard Business School and many special schemes for all types of special libraries. The special li-
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[December

brarian will wish to consider carefully relative values of the schemes of classification from her own point of view. Subjects covered must be consulted in the schedules of each scheme, while the notation (that is, figures or letters), revision and method of publication are additional considerations. So, too, must the subject heading policy be planned to fit the needs of the future. A permanent collection of classification schemes is owned by S.L.A. Headquarters and consists of classifications in a wide variety of subjects. These may be borrowed by S.L.A. members.

The subject heading is a word or phrase used to describe the subject matter in a book or other publication. If one subject heading will not adequately cover the contents two or more subject headings are used. The purpose of subject headings is to show just what materials or books the library has on a given subject. They are the key to the catalog and may, indeed, be used as an alternative to classification. This is true in certain situations where the librarian lacks the time or the training to apply a classification scheme. In that case one would arrange the collection alphabetically by author (bank, economics, law and medical libraries would lend themselves best to this alternative) depending on subject headings alone to produce the desired information, until such a time as it is possible to classify the collection. This requires a strong catalog, with adequate subheadings and many cross references to indicate related classes.

Sources of subject headings include the indexes put out by The H. W. Wilson Company, e.g., Industrial Arts Index, Art Index, Education Index; the Library of Congress Subject Heading List; technical dictionaries; special lists, such as the S.L.A. Financial Group's Banking and Financial Subject Headings, 1940 ($4; to members $3); and many others.

Let us now consider how subject headings are made:

1. Determine the real subject of the book
   Examine table of contents
   Read preface

Examine text of book carefully; read parts if necessary; when in doubt consult reference aids, dictionaries and encyclopedias, technical handbooks, foreign language dictionaries or specialists in one's own organization. Many of the discrepancies in scientific subject headings come from the cataloger's having only the vaguest idea of many of the terms and not stopping to investigate them.

2. Find the subject heading best fitting subject of the book by using subject heading list decided upon or subject authority file on cards. The latter is a card file of headings used in your catalog, together with cross references, source of heading, definitions where needed, classification number corresponding to this heading, when distinctive, and any other needed data.

3. Enter the book under the most specific term which accurately fits it, for example, a book about Gunpowder under Gunpowder and not under the general heading Explosives.

4. Use plural rather than singular terms, e.g., Plastic materials rather than Plastic material.

If the term has two or more meanings it is necessary to include as part of the caption the word or phrase which defines the term, e.g., Impressionism (Art); Impressionism (Music).

5. Use a popular, or common, rather than a scientific, or technical name when there is a choice. However, in the technical library the more exactly scientific the term chosen, the more likely it is to be satisfactory. Thus, in a medical library Poliomyelitis is preferable to Infantile Paralysis.

6. Define terms when necessary. For example, under Electric machinery, Massachusetts Institute of Technology has in its subject authority file this note which would also be inserted in the card catalog:

   Electric machinery

   Under this heading will be found discussions of more than one class or kind of machine as distinct from books dealing with Electric generators and Electric motors separately.

   For works treating of the smaller machines, devices and instruments see Electric apparatus and appliances; see also various kinds and classes of machines as: Alternating current machinery; Condensers (electricity); Converters, Electric, etc.

   Noteworthy for the clarity of its definitions and the adequacy of its cross references is the list Subject Headings in Physics, by M. J. Voigt. (A.L.A. 1944.
$3.25) As a typical example one might use his definition of

Diffraction—X-rays: The theory of the diffraction of X-rays and experimental methods of X-ray diffraction by crystals. The study of crystal structure by X-ray diffraction is entered under Crystallography—X-ray studies. Refer from X-rays—Diffraction.

This Subject Headings in Physics list is based on the Library of Congress subject heading list, additions being made from Industrial Arts Index and other sources for terms not fully covered in the L. C. list.

The List of Subject Headings for Chemistry Libraries; compiled by a committee of the Chemistry Section, Science-Technology Group of S.L.A. (1945. $1.50) is also in form like the L. C. subject heading list. Terminology and practice of Chemical Abstracts are followed as much as possible. For indexing of periodicals the Committee advocates using the annual indexes of Chemical Abstracts.

Among other subject heading lists are Quarterly Cumulative Index Medicus (American Medical Association); Subject Headings with Cross References for Housing Libraries (Citizen's Housing Council of New York. 1940. $1.00); Subject Headings in Education, by Clyde Pettus (Wilson. 1938. $2.75) which includes headings such as Student load and Hazing; Subject Index of the Library of Industrial Relations Section (Princeton University; revised edition. 1945. $.75). The many ramifications provided for in this list may be illustrated by this reference: Life insurance, see Death benefits; Financial institutions of organized labor, Insurance; Insurance, Group life; Insurance, Individual, Promotion of; Insurance, Industrial.

Extent of subdivision of headings is particularly meaningful in a special library where accumulating entries under broad headings would be highly unsatisfactory. One may subdivide when this need manifests itself, going back to collect the old titles and bringing them into line with the new headings, but it would seem more efficient to be specific at the start.

Certain data may be divided by date of publication, e.g., under Physics, using the subdivisions, before 1800; 1801-1900; 1901-1920; 1921-. Treatment of subject subdivision in a very specialized library may be illustrated by this example from Subject Headings for the Aeronautical Index, by N. H. Randers-Pehrson and A. G. Renstrom (Division of Aeronautics, Library of Congress, in cooperation with the Institute of Aeronautical Sciences. 1940). A few heading subdivisions follow:

- Airplanes—Cost
  - Cost of operation
  - Field of view, see Field of view
  - Manufacture, see Manufacture
  - Mooring, see Mooring, etc.

Illustrative of inverted headings:
- Airplanes, All-wing
- Airplanes, Ambulance
- Airplanes, Amphibians, see Amphibians

This practice of minute subdivision of headings applies itself well to a collection of research reports, where scores of reports may deal with a certain part, such as carburetors, or a certain process of manufacture or method of analysis. The report catalog of the General Motors Corporation Research Laboratories Library is constructed along these lines. It contains, too, definitions of headings, which are repeated from the subject authority file on cards. These definitions were compiled from data found in handbooks but even more frequently from the illuminating explanations made by the research engineers in the reports themselves. For books, in this same library, the Library of Congress headings are used and Library of Congress cards ordered for all titles for which it is possible to obtain them. This is a great boon, a time and money saver.

As a final illustration, showing how a specialized collection may fit in with materials of a more general coverage, and we all have this to face as our collections are rounded out with supplementary materials, there is A List of Subject Headings for Books by and about the Negro, by F. L. Yocum of Fisk University Li-
library (Wilson, 1940. $1.00). Since the cards are in the regular catalog of the library this publication follows L. C. basic practice for headings, at the same time prefixing or appending Negro and Negroes in headings to bring out this comprehensive material, thus,

Negroes—Aeronautics
   —Agriculture, see Land tenure, Negro; Negro farms; Negro laborers (Agriculture); Share cropping
   —Education
   —Education of adults, etc.

In assigning headings there is a temptation to "roll one's own." The danger in this, however, is that the term we invent may be one no one else would think of looking under and even we ourselves may think in terms of Pottery today, Ceramics tomorrow, and Porcelain day before yesterday. Hence the need for adopting the recognized term, making references to it from the others.

Headings for newly developed subjects can be made tentative until use is established making a see reference from the new heading. But as soon as the new heading has come into common use, the old heading must be changed and references made from it, and all materials formerly entered under the old heading must then be caught and changed. Current periodical indices are helpful for new terminology.

There are times, however, when one might better be bold, or shall we say sensible. When an event or term is on the tip of every tongue and in the press, as in the case of the Beveridge report, it seemed expedient immediately to put this heading into the file, with see also references from Insurance, Social and from Social security, rather than burying it under these general headings. White collar workers is another term we have adopted in the Business Information Bureau which is not used in the periodical indexes. Another of our pets is our Market analysis file with geographical subdivision, for economic data by locality (these being pamphlets), clippings and brochures arranged by subject instead of classification number. This arrangement is particularly effective in a business library where information must cut across so many lines—economic, industrial, technical, historical or even fine arts aspects of a problem—and arrangement must be responsive to use. One must also connect topics with their ramifications. This is done by see also references.

See also references refer from one subject on which we have material to another related subject on which we have material. The extent to which we can do this for subjects that are on a par depends on the time we have to put on it and too elaborate a framework should not be attempted unless we can keep it up. See also, however, are indispensable in referring from a general subject to a specific subject, e. g., U. S.—Foreign population, see also Japanese in the U. S.

See references, which refer from a term not used to the form of subject which has been adopted, e. g., Ceramics, see Pottery, have been called the "open sesame" to the contents of the catalog and should be made freely. The see and see also references are inserted both in the catalog and in the subject authority file.

Like the world of materials with which they deal, subject headings are in a continuous process of change. New terms have a way of changing their meanings or of being dropped in favor of still newer terms, e. g., World war, 1939-1945 used to be under European war, 1939-1945. It is a matter of trial and error. When too busy to change out-moded headings and all material under them, one can resort to a cross reference, e. g., for material after this date see— with corresponding reference from the new heading to the older material.

Besides the general headings covering a publication, we sometimes analyze parts of works, e. g., a book on industries might have valuable chapters on specific industries, such as, Packing-house products; Calico printing; Music instruments—Makers. If these are brought out in our catalog through analytics they may some-
time save the day when such data is requested. The nature and number of analytics depend on the special point of view and range of interests of the library clientele, e. g., ferreting out a table of statistics that may contain valuable and rare information. Monographs in series and contributions in Transactions of associations, learned societies and other organizations are also fit subject matter for analytics. Checking first to see if the publication is indexed in available periodical indices, such as *Industrial Arts* and *Engineering Index*, however, can save duplication of effort.

Indexes supplement the guidance to reference material furnished by the catalog. Some periodicals have their own index to a volume, with occasional cumulated indices, e. g., *Journal of the American Statistical Association*, *Harvard Business Review*. Then there are the commercial or organization indexes, e. g., *Engineering Index*; The H. W. Wilson publications: *Costume index, Public Affairs Information Service*. As examples of special indexes compiled by individual libraries there are the following:

- American Geographical Society indexes of all maps in every book and pamphlet which it files
- Harvard conspectus of the complete works of Bach
- Eli Lilly patent medicines index
- American Potash Institute indexes on Fertilizers and Potash in agriculture

In the Cleveland Public Library, the subject divisions of the Main Library maintain their own special indexes. To name a few that may be of special interest to special librarians:

- Sociology Division indexes criminal trials and new (slip) laws; its Education Section has extensive indexes on Vocations, Schools (Cleveland and other), Courses of study
- Fine Arts Division indexes costume, theatre, games, movie stills, phonograph recordings, instrumental music, pictures (much used by commercial artists) and other data
- Popular Library Division maintains a subject index to fiction
- Literature Division has an unusually fine index of plays by subject, royalty or non-royalty, number of actors, etc.

General Reference has a necrology index, and an index to city and telephone directories

Brett Hall, General Periodical Division, maintains a current index, similar to that of a newspaper library, and bases its subject headings on *Readers' Guide*

History, Biography and Travel Division has many indexes, among them, coats of arms, seals, genealogy, maps, parish registers, rosters of all the wars

Technology Division maintains special indexes on cookery, handicrafts, models, nurses and nursing, mathematical tables, microphotography, photography and a history file for subjects of technological and scientific interest

Business Information Bureau indexes trade directories, consumers' goods information, trade catalogs, graphic arts data, accounting systems for specific trades or industries, periodicals of business interest in the Cleveland Public Library.

Most of the divisions also keep an index to miscellaneous reference "finds."

 Ideally, as many special references as possible should be in the public catalog to centralize all possible sources of information. Colored cards could distinguish such data. In a company library the Research Section, for instance, may index and keep its own studies instead of turning them over to the library. In such a case duplicate colored cards should be made for the library card catalog. Although, if the studies are confidential, the index would better be segregated. The library should pass on all such headings to insure uniformity with library headings. A contact file also should be kept of persons or firms who are sources of authoritative information, indexed by subject in which they specialize.

Subject heading work is usually recognized as being the most difficult part of cataloging as well as perhaps the most important, particularly in a special library. Most special librarians deal with a clientele well versed in these specialized materials and consciously or unconsciously accustomed to the art of differentiation. The more intimately these individuals work with the contents of the library the more critical or appreciative they will grow of the librarian's skill in making the
contents of books and the sources of information available. This job should obviously be undertaken only by one trained in cataloging, with a background of knowledge and experience in use of the subject matter involved. It is important to know the rules and the reasons for them in order to break them intelligently, as one sometimes needs to do, or to adapt them to our own needs.

Besides special subject heading lists to fit one's specialized needs, of which we have mentioned a few, the following are indispensable guides in any special library:

- L. C. Printed Cards: How to Order and Use Them is obtainable, free, from the Librarian of Congress, Washington, D. C.
- Introduction to Cataloging and Classification of Books, by Margaret Mann; 2d ed. A. L. A. 1943. $3.25. Contains two chapters on subject headings.

PUBLIC AFFAIRS ABSTRACTS

By EILENE GALLOWAY

Public Affairs Abstracts, a special project of the Legislative Reference Service in the Library of Congress, can best be described as the Congressman's Reader's Digest. This service is designed to keep Members of Congress abreast of significant publications which relate to issues pending before the Congress. To save the time of Congressmen who want information on questions about which they will have to vote yes or no, the most important books, pamphlets, documents, and magazine articles are selected for abstracting. The abstracts are issued in special sets which deal with such subjects as Full Employment, Atomic Energy, Compulsory Military Training, Small Business, Valley Authorities and the United Nations Organization. In addition to questions of public policy which are being considered by the Congress, the subject matter of the abstracts covers the flow of material on economic and political conditions throughout the world, resulting in some sets which are purely informational in character. Abstracts have been issued on conditions in Japan, occupied Germany, and the relations of the United States and the U.S.S.R. A coverage is made of regional areas, Latin America, the Far East, western and eastern Europe, and the cumulation of these abstracts, which is issued as significant material is available, affords a method of keeping up to date on current events.

Approximately 400 Members of Congress have requested this service, many of them placing multiple orders. The abstracts are used as a timesaving device, as background material for speeches and as answers to inquiries from constituents who may ask for material on the International Bank, health insurance, housing or education. There were 2,000 requests for the abstracts on the Dumbarton Oaks Proposals.

In addition to the Congressional mailing list, there is a non-Congressional list of about 450, consisting of a limited number of policy-making officials of the Government, depository libraries, government
libraries, the United Nations Governments and institutions having a legitimate need for the abstracts. During the war, the abstracts which were then called The Abstracts of Postwar Literature, were sent by the Office of War Information to London, Melbourne, Sidney, Wellington, Johannesburg, Cairo, Capetown, Manila and Bombay. Information offices which were opened in newly occupied territories also received the abstracts. They were used by our foreign representatives as a quick method of keeping abreast of current developments. The Department of State has continued this use of the material, receiving 40 copies of each issue. The War Department used the abstracts in its Information and Education Division.

A number of techniques have been devised for the recording and abstracting of materials which are pertinent to the Public Affairs Abstracts. The project is under the direction of an editor who is assisted by a bibliographer, a secretary and members of the professional staff of the Legislative Reference Service. Every day an avalanche of material comes into the various ports of entry of the Library of Congress. This material is examined by a bibliographer who prepares typed cards for those items which deal significantly with public affairs. Selection is based upon consideration of what is likely to be of interest to Members of Congress in their policy-making function and in their desire to keep up to date on the variety of problems facing our law-makers. The selection of material is made without reference to any particular political or economic point of view, but an effort is made to present all points of view on which published material is available. Books are examined in the Copyright Office and marked with a "Hasten" slip which insures quick cataloging and delivery to the editor’s desk. Government documents and pamphlets are examined in the Acquisitions Department, while periodicals are covered in the Information Section of the Legislative Reference Service.

This preliminary sifting is followed by the editor's final selection of material to be abstracted. The editor then assigns the various publications to members of the professional staff of the Legislative Reference Service according to their specific fields of competence. For instance, staff experts on international relations, education, economics, taxation and labor problems write the abstracts for material falling within their fields. Thus, in addition to helping Congressmen, the Staff members are also enabled to keep up to date. The editor also writes abstracts. After the abstracts are handed in, they are edited, numbered consecutively, and issued weekly in mimeographed form with a covering note to Members of Congress. The subject headings at the end of each abstract make it possible to file the material according to the various subjects covered. Cumulative subject and author indexes, a title page, foreword and list of contributors are prepared for bound volumes. These volumes usually contain approximately 300 abstracts. The abstracts are also filed in subject folders which contain the Postwar Abstracts and The Abstracts of Postwar Literature, two earlier series which preceeded the Public Affairs Abstracts. The folders are available for research purposes only in the Legislative Reference Service.

Limitations of staff condition the number of abstracts that can be written. In general, there are approximately 40 to 50 abstracts issued each month. Pertinent material which is not selected for abstracting is nevertheless given special handling. The typed bibliographical cards, arranged in a file by subject and geographical subdivision, constitute a valuable supplement to the abstracts. For example, there are 25 abstracts available on Atomic Energy, but approximately 100 additional references to the subject may be found in the bibliographical card file. The fact that certain items have not been abstracted does not mean that they are unimportant. For instance, in the card file there are numerous and valuable references on housing in
Great Britain, a subject which, in detail, is not of primary interest to the majority of the Members of Congress. Furthermore, there is more material that can be handled, for example, on the subjects of Industrial Planning in the United States and Aviation. In such cases items involving substantial duplication of earlier material are not abstracted.

The abstract service is a partial answer to the problem we have so often discussed at the Library of Congress: what are we going to do about the great amount of material which is published? The problem is one of selection and then of reducing large volumes to a small size. We have clear guides to the problem of selection—we know for what group the abstracts are intended, and we know approximately the interests of this group. We are guided by scheduled Hearings of the various Congressional Committees and by the discernible trend of events in current affairs. Some selection at the source seems necessary if the written material is to be encompassed in such time as to enable the policy makers to reach the stage of decision on urgent questions. The abstracts are intended to be of assistance at the study and research level of this process.

**A STUDY OF REVIEWING MEDIUMS FOR TECHNICAL BOOKS**

By MARGARET M. FIELD

Engineering Librarian, Oregon State College, Corvallis, Oregon

**S**ELECTION, or the choice of books for purchase in any library, is one of the major functions of the library staff. It is not a simple matter at any time, but when there is a limited budget to be spent on books, or limited housing space, the problem assumes additional importance.

In most of the subject fields there are certain so-called “aids to book selection” developed by authorities in the subject field, which may be consulted both for information as to what is available on a specific topic and for critical evaluations of individual books. Since most libraries are located far from the centers of book production, they have to depend for information about new books upon the “book selection aids” and reviews of current books, occurring in many of the technical publications.

During the past few months an extensive study of the current technical publications has been made at Oregon State College Library to learn which ones could be depended upon to provide good information about the current new books in the various engineering fields. It is disappointing to find that, though a goodly number of the technical magazines carry information about new books in some form or another, very few of them have any consistent or adequate program for providing this important information.

Technical books are expensive. The library or the individual wishing to purchase such a book wants to know: (1) Does this book contain material or a method of development of subject matter that adds to the information already available? (2) Is the book adequate and reliable in its information? Altogether too few of the engineering magazines studied in this survey make any attempt to provide this essential information.

*The Technical Book Review Index*, published by Special Libraries Association, is one of the most useful aids. It is
issued monthly, and summarizes reviews of new technical and scientific books which have appeared a short time before. It is highly selective, but aims to cover a wide range of subject matter and to list reviews from many sources. It is very helpful for locating reviews of many books, but its scope is limited and it often lists reviews taken from unknown and unavailable publications.

This Index is the only indexing service of book reviews which covers more than just a smattering of technical or scientific books. Therefore, a check list of titles of publications from which reviews were noted in TBRI was made, and the number of reviews from each magazine was tallied. In order to keep the records within reasonable bounds, only those magazine titles which were received in the Engineering Reading Room of Oregon State College Library were checked, and the period was limited to the first six months of 1943. Of the 62 periodicals received in the Engineering Room, the number of reviews noted for each periodical varied from one review to 68. The following table shows the frequency and number of magazines reviewed:

<table>
<thead>
<tr>
<th>No. of reviews</th>
<th>in</th>
<th>6 month period</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7-10</th>
<th>11-15</th>
<th>16-20</th>
<th>over</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of periodicals</td>
<td>20</td>
<td>7</td>
<td>3</td>
<td>5</td>
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<td>7</td>
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<td>8</td>
<td>7</td>
<td>2</td>
</tr>
</tbody>
</table>

After noting the titles of periodicals with book reviews indexed in TBRI, recent issues of the magazines themselves were checked to ascertain the number and value of the reviews carried by each. The following questions pertaining to the book notes were asked: (1) What is the average number of book reviews in each issue? (2) Are the book reviews signed by the reviewer? (3) Is complete bibliographic information provided? (4) Is the review critical or evaluative? (5) Are there shorter or annotated book notes? (6) Does the periodical carry lists of trade literature other than books? (7) How well are the book notes indexed in the current and annual bound volumes?

A great deal of variation in the way different publications provide the above information was found. In the first place, it is often difficult to locate the New Book Section, if there is one. It is not always carried in every issue; sometimes it is not listed in the table of contents of the magazine, and sometimes the title of the section is not clear. The Section may be labeled, "Beyond the Fly Leaf," "Assets to an Engineer's Book Shelf," or "Keep Posted," in addition to more obvious titles. Bibliographic data, necessary for ordering a book, is not always complete. Date of issue is often omitted, and frequently the name of the publisher is not supplied. In the case of listing bulletin or pamphlet material, which is frequently of great value, bulletin number, title of series and date of issue should, of course, be given for complete identification of the publication.

Very often the shorter book notes, known to librarians as annotations, are inadequate. They are frequently no more than selections from the author's preface or publisher's advertising.

Of the 62 periodicals examined, only 12 to 14 consistently gave really satisfactory book reviews. Of these, four were in the field of chemical engineering, six were in electrical engineering and radio and two were English publications. There were several more general ones. Considering all desirable features of a Book Review Section for technical books, the fields of chemical engineering and electrical engineering seem to be covered most adequately and consistently.

Some of the best book reviewing sections are found in the publications issued by engineering or scientific societies. Chemical and Engineering News sponsored by the American Chemical Society, the Proceedings of the Institute of Radio Engineers, the Franklin Institute Journal,
Mechanical Engineering by the American Society of Mechanical Engineers, and Aeronautical Engineering Review by the Institute of Aeronautical Sciences provide good reviews of technical books. Civil Engineering published by the American Society of Civil Engineers regularly includes lists of new books, given by the publishers to the Engineering Societies Library. These are annotated briefly by the staff of the Society or of the library. Civil Engineering carries no signed evaluating reviews.

Several of the technical trade publications carry very good reviews, though occasionally they are quite short, and often are unsigned. Among the best of these are: Chemical and Metallurgical Engineering, Chemical Industries, Electrical West, Electronics, Engineering News-record, Machine Design, Power Plant Engineering, Rayon Textile Monthly, Heating, Piping and Air-Conditioning.

A number of technical subjects seem to be poorly covered for the reviews of new literature. Among these are mining, railway and automotive engineering, textiles, the petroleum industry and lighting. Because of its great importance in modern business, aeronautics could be covered more extensively.

The annual output of American new books in the technical field runs between 300 and 500 new titles, with well over 100 new or revised editions of older publications. Wartime conditions seem to have stimulated the demand for technical books rather than to have reduced production. A check of statistics of American book production, published by Publisher's Weekly each year, reveals the following figures for technical book production:

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<td>319</td>
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<td>454</td>
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<td>1939</td>
<td>336</td>
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<td>470</td>
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<td>611</td>
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<tr>
<td>1941</td>
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<td>1943</td>
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<td>136</td>
<td>685</td>
<td>634</td>
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<tr>
<td>1944</td>
<td>418</td>
<td>123</td>
<td>541</td>
<td>732</td>
</tr>
<tr>
<td>1945</td>
<td>275</td>
<td>101</td>
<td>376</td>
<td>466</td>
</tr>
</tbody>
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* Statistics for four years cover technical and military books, also British production.

It would seem that, with such a vast amount of literature published annually in the field of technology alone, those interested in keeping up with this literature should have a fairly reliable source of information concerning it. The trade and professional journals which go regularly to the members of a profession, might well be the medium for distributing that information. No doubt the editors of those publications would gladly provide a good book news department if they realized their subscribers desired it. Such a department should occur regularly—if not in every issue, certainly at some regular interval. It should contain several rather detailed signed reviews by someone who is an authority in the field. The book should be read and evaluated by the reviewer, who would point out the purpose and scope of the book, indicate any particularly noteworthy feature, or any omissions or errors. It might be compared with some other well known title in the field. A listing of other books of interest to the profession, with short annotated notes, would also be valuable. Complete bibliographic information is important for one who may want to purchase the book, or later to identify it for reference. Book reviews should be indexed in the annual volume index of the periodical.

Research is the department of a business which gives to the management the substance on which it grows.

—Henry P. Kendall
THE W. A. T. A. LIBRARY

By KATHARINE G. MULLEN

Librarian, Wisconsin Anti-Tuberculosis Association, Milwaukee, Wisconsin

In a building which, for over 70 years, "Under different auspices, has been a spiritual and educational headquarters for Wisconsin citizens who have come voluntarily to it to find a larger fulfillment for their lives," the Library of the Wisconsin Anti-Tuberculosis Association is housed.

The Wisconsin Anti-Tuberculosis Association, organized in 1908, was still young when the thought of a library was born. Purchase of the old Ethical Culture Society Building at 1018 North Jefferson Street, in 1919, provided physical facilities. But lack of funds and personnel in those early years prevented the parent organization from nurturing this youngster as it felt it should be nurtured. Gradually, through the years, it grew, and about 1934, additional effort was put forth to increase its stature.

With the growth of many other tuberculosis control services, lack of space in our Health Service Building now prevents our concentrating all available material in one room. Therefore, it is necessary for us to have "branch libraries" in some of our departments, all of which are the responsibility of the librarian.

Daily, our mail bag contains numerous publications from the National Tuberculosis Association and its affiliated state associations, as well as from public health nursing, medical social service, general public health, statistical research and hospital fields. These are scanned, routed to interested staff members and, if important, clipped or card-indexed on reference cards. We bind only *The American Review of Tuberculosis*, the official scientific publication in the field of tuberculosis.

While the W. A. T. A.'s collection of books on tuberculosis is by no means encyclopedic, it is probably the best collection of its kind in the state, and is being increased as rapidly as our budget permits.

The W. A. T. A. Library is available not only to our own staff, but to all Wisconsin citizens, and is consulted constantly by physicians, nurses, social workers, educators, public and private health and welfare agency workers and many lay persons. Some of the material is circulated and bibliographies are furnished upon request.

The facilities of the Library are made possible through the annual sale of penny Christmas Seals.

S. L. A. EXECUTIVE BOARD AND ADVISORY COUNCIL MEETINGS

OCTOBER 25-26, 1946

One of the highlights of the Board and Council meetings held on October 25-26 at the Hotel Pennsylvania, New York, was the report of the Committee of Three and the discussion following it. The report, based on a study made by the Committee members, Elma Evans, Melvin J. Voigt and Irene M. Strieby, Chairman, was most comprehensive in its presentation. It covered (1) Organization of Groups and Chapters; (2) Inter-Chapter and inter-Group
relations; (3) Intra-Chapter and intra-Group relations; and (4) Relation of both Groups and Chapters to the national organization. Questionnaires on Chapter and Group structures will be mailed to a sampling of S. L. A. membership chosen in accordance with formulas set up by the Committee and approved by the Board. These questionnaires will be accompanied by a detailed statement of the problems and objectives being studied by the Committee and the results will be used in making further recommendations to the Executive Board at its March meeting.

As usual the National Secretary, Mrs. Stebbins, gave a very full and interesting report of her work and of that of the Executive Office. Among her activities was her attendance at a dinner given by the Oxford University Press at the Waldorf-Astoria on September 27, 1946 in honor of Mr. Geoffrey Cumberlege, Publisher to the University of Oxford, and in honor of their fiftieth anniversary. She was also present at the unveiling of the bust of Sidney Lanier at New York University Hall of Fame on October 3. On October 16, the Secretary was one of three speakers on the library field as a career for college women at New Jersey College for Women before some 200 vocational guidance counselors of New Jersey high schools.

During the past four months the Secretary has been consulted by Dr. Pierre Bourgeois, Director of the Swiss National Library; Miss Lisa Cappelin, Asst. Librarian of the Helsingborg Library, Sweden; Mlle. Gaston Cherau of the Bibliothèque Nationale in Paris; and Mr. F. Donker Duyvis of the International Federation of Documentation in the Hague. Special Libraries and Technical Book Review Index from 1940 to 1946 were sent as a gift to Mr. Duyvis and copies of Classification Schemes and Subject Headings Lists Loan Collection, SLA given to all the visitors from abroad. Copies of the two S. L. A. journals from the first issues to 1946 were also sent as a gift to the Scientific Library of the Dept. of Agriculture and Commerce in Manila.

Mrs. Stebbins also reported that the healthy state of finances is due to cash sales of Special Library Resources Volumes 2-4, even though Volumes 3 and 4 will not be delivered until February 1947. Almost $2000 was received in sales of Special Library Resources Volumes 2-4 as the result of publicity mailed early in June while $61 was received from the half-price sale of publications published prior to 1945. The recent Publications Statement issued September 30, 1946 shows a profit of $6,215.31 from all S. L. A. publications now in print. The membership statistics for September 30 gives a total of 4,187 members—an increase of 351 since the same period in 1945.

The Placement Service has been very active this summer with 279 interviews since the June meeting and a total of 243 openings either through the Executive Office or from Chapter Employment Chairmen. Cleveland reported 1 opening, Philadelphia 1, Michigan 6, Puget Sound 1, Indiana 7, Washington, D. C. 25, Southern California 9, Minnesota 1, Boston 13 and Illinois 19. One hundred and twenty positions were filled during this time with 1 by Cleveland Chapter, 2 by Michigan, 1 by Puget Sound, 1 by Philadelphia, 12 by Washington, D. C., 5 by Southern California, 8 by Illinois, 4 by Boston, 1 by Minnesota, and 4 by Indiana. Fifty-six new Active members joined the Association because of the Placement Service in this period, 7 changed from Associate to Active, 6 became Associate members and 1 a Student and 1 an Institutional member.

The Public Relations Committee has coordinated a number of phases of public relations work with the following result: The Chairman, Mr. Robert Christ, is responsible for exhibits and publicity releases; Mr. Donald Wasson will carry on a campaign similar to that undertaken by the Science-Technology Group for the last two or three years by arranging for papers in various trade journals by librarians and people who use libraries;
and Miss Josephine Greenwood, Chairman of the sub-committee on Development of Advisory Service to Business and Industry, will handle correspondence concerning library consultants and service to business. (In connection with her sub-committee activities, Miss Greenwood attended on November 12 a meeting on “Library Service to Small Business” in Chicago, Illinois, which had been called by A. L. A.).

Space will not permit a resumé of other reports presented at the Board and Council meetings. Of particular interest were those given by Walter Hausdorfer, Chairman, Finance Committee; Eleanor Cavannaugh, Chairman, International Relations Committee; and Lura Shorb, Chairman, Publications Governing Committee. These reports and others were indicative of S. L. A.’s healthy financial state and its continued progress in library affairs.

THE NOMINATING COMMITTEE REPORT

In accordance with the amended S. L. A. By-Law IX, Section 2, the names of the candidates for the next election with their written acceptances were presented to the Executive Board as follows:

**President**
IRENE M. STRIEBY
The Lilly Research Laboratories
Eli Lilly and Company
Indianapolis, Indiana

**First Vice-President (President-Elect)**
ROSE L. VORMELKER
Business Information Bureau
Cleveland Public Library
Cleveland, Ohio

**Second Vice-President**
RUTH H. HOOKER
Naval Research Laboratory,
Anacostia Station
Washington, D. C.

**Treasurer**
ANNE P. MENDEL
Bank of Manhattan
New York, New York

**Director**
WINNIFRED JONES
University of Washington
Seattle, Washington

DONALD T. CLARK
Baker Library,
School of Business Administration
Harvard University
Boston, Massachusetts

The Directors whose terms have not expired are Melvin J. Voigt, Carnegie Institute of Technology, Pittsburgh, Pennsylvania, who retires in 1948 and Elma T. Evans, Cornell Aeronautical Laboratory, Buffalo, New York, who retires in 1949.

Betty Joy Cole will continue on the Executive Board as Immediate Past-President.

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

EMILY C. COATES
MARY JANE HENDERSON
JOSEPHINE E. HOLLINGSWORTH
DR. ELSE L. SCHULZE
MARION G. EATON, Chairman.
S. L. A. CONVENTION  
JUNE 10-13, 1947  
MAKE RESERVATIONS NOW!

Due to very crowded hotel conditions in Chicago, it is vitally important that all persons planning to attend the 1947 convention, to be held June 10-13, 1947, make their reservations now.

The Drake Hotel will be the Headquarters but will only be able to accommodate approximately 350 persons (most of whom will have to share a room). The Knickerbocker Hotel, directly opposite the Drake on Walton Place, will accommodate 100 persons, and the Hotel Continental (a ten minute walk or a five minute bus ride from the Drake) will accommodate about 225 persons. It has been decided to turn over the rooms at the Continental to the members of the Science-Technology Group as it will be necessary for the Group to hold its breakfast and luncheon meetings there. It can be considered their Auxiliary Headquarters. All other meetings will be held in the Drake.

All reservations will be cleared through the Convention Committee, Miss Marion E. Wells, Chairman, The First National Bank of Chicago, Box A, Chicago 90, Illinois. Please send a tentative reservation by January 15th, giving your first and second choices of hotel, whether single or double room, first and second choices of roommate, and your primary group interest. Please indicate day you expect to arrive. The Convention Committee regrets that it can provide so few single rooms and that it will be necessary to ask S. L. A. members to double up, but the need is urgent. The Committee will do its best to give each member the accommodations he desires and asks the cooperation of all those planning to attend.

No reservations will be accepted later than May first!

RATES

DRAKE HOTEL

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CONTINENTAL HOTEL

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KNICKERBOCKER HOTEL

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<tr>
<td>(Twin beds)</td>
<td>$7.00</td>
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<tr>
<td></td>
<td>$8.00</td>
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</tbody>
</table>

The above quoted prices are subject to a proportionate adjustment necessary to meet current economic conditions.

Marion E. Wells, Chairman, Convention Committee

EVENTS and PUBLICATIONS

Has any special librarian discovered that for five cents she may purchase from the Superintendent of Documents, U. S. Government Printing Office, a copy of The Arrangement of Public Administration Materials? It bears an imprint date, 1945, but only came to our attention in July 1946. It contains a classification scheme and a list of subject headings for books and materials on Public Personnel Administration, compiled by The Library of the United States Civil Service Commission.

The Classification Scheme includes public administration, administrative management, fiscal management, civil service and personnel administration and has been formulated for this one Library in order "to coordinate and arrange..."
in a properly weighted relationship and in logical sequence the entire body of material in personnel administration and subjects or phases of subjects which contribute to it."

The notation for the Classification Scheme is similar to the Library of Congress; the letter "I" was chosen to designate the whole subject and sub-divisions are given a second letter in lower case to distinguish it from the Library of Congress Scheme. For example, "Ib" is used for Administrative Management and further subdivisions numbered so that work simplification has a notation "Ib131". Generous blocks of unused numbers have been made available for insertion of new materials in any section of the classification.

The term, Public Administration, is used in a much more restricted sense in this Classification than in the Glidden Library Classification as published by Public Administration Service in 1942. Neither in the classification nor in the list of subject headings are definition of terms given. Nevertheless, both may be most useful to other libraries, similar to U. S. Civil Service Commission. It is a notable contribution by a special library. The Municipal Reference Library of New York is making use of it at once, finding it most suggestive.

REBECCA B. RANKIN, Librarian, Municipal Reference Library, New York
* * *

Recognizing that the return of competitive selling will be followed by renewed interest in and demand for dealer cooperative advertising, the Association of National Advertisers has completed an 80-page report digesting the available facts and opinions on the subject in order to set up guideposts which will be helpful to advertisers. The report, which contains the most complete summary ever published of the advantages and disadvantages of cooperative advertising, is entitled VERTICAL COOPERATIVE ADVERTISING and was prepared by the A. N. A. Cooperative Advertising Committee. Available from: Association of National Advertisers, 285 Madison Avenue, New York 17, N. Y. $7.50 a copy.

* * *

A CHRONOLOGICAL HISTORY OF ELECTRICAL DEVELOPMENT (N. Y., National Electrical Manufacturers Association, 1946. 106p. plus Appendix. $2.00) is a story, by dates, of electricity and the vast assortment of devices and equipment created by the electrical manufacturing industry to utilize it. Designed as a reference book for editors, writers, commentators, libraries and schools, as well as for industry, the chronology begins with the discovery of electricity in 600 B. C. Its accent is on the early-day men of science and the steps they took to make electrical living possible. Records electrical expositions and congresses, the
birth of electrical publications, engineering and trade associations, societies, foundations and institutes.

* * *

A Small Trilogy on Forest Resources. One of the plagues of war-torn Europe is the shortage of forest products. In Germany and elsewhere this extends from fuelwood to construction timber. Part of the problem is production; but the basic wood resource has been hard hit in many of the warring countries. Even England, partly through sacrifice of its forests for war uses and to some extent because its forests were damaged by enemy bombs, faces a forest resource problem approaching a need for complete restoration.

Students, researchers, economists, industrialists are scanning our forest resource with concern. Things have happened and things are happening which arouse new curiosity about a material which our whole history has taught us to take for granted. Sociologists and welfare groups are wondering to what extent a diminished wood resource will affect employment and social standards in communities or industries importantly dependent upon the production, transportation and finishing of wood in its raw, semi-manufactured or ultimate products state. Industrialists are concerned about supplies of semi-finished wood products. The construction and building industries are experiencing current shortages of lumber and timber. Economists are giving much thought to the wood resource.

To give some understanding of the present and prospective condition of the basic resource, the Forest Service, U. S. Department of Agriculture, has published three booklets, factual, but for popular reading, discussing the subject from three reader interest angles. Some Plain Facts About the Forests, (U. S. D. A. Miscellaneous Publication No. 543, 21 pages) approaches the subject from the student's and the sociologist's angle; the researcher and the economist will get a factual basis in What Are We Aiming At—A Forest Conservation Program, (U. S. D. A. Agricultural Information Series No. 10, 11 pages); Don't Kill the Forest Goose, (U. S. D. A. Agricultural Information Series No. 13, 11 pages) is written for popular reading.

GAS TURBINES & JET PROPULSION FOR AIRCRAFT, by G. Geoffrey Smith, Editorial Director of Flight and Aircraft Production, with a foreword by Sir Geoffrey de Havilland, 4th ed. (London, Flight Publishing Co., Ltd., 1946. 246p. 12/6d net) meets the requirements for concise and comprehensive information on the epoch-making change in propulsion technique. Descriptions of existing British, American and German units and aircraft are supplemented with details of projected future types.

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DIRECTORY OF LIBRARIES AND INFORMATIONAL SOURCES in Philadelphia and Vicinity

7th EDITION 1947

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Rebecca K. Bonner, Secretary, Special Libraries Council of Philadelphia and Vicinity


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The Veterans Information Bureau has issued a bulletin on **Opportunities for Veterans**, a guide to authoritative sources of information on employment aid, career guidance, education, etc. Available from: American Council on Public Affairs, 2153 Florida Ave., Washington 8, D. C.

**Rehabilitation**: Materials on Today's Problems for Veterans and Civilians, by Mary A. Sweeney, Director of Occupational Guidance Service, St. Paul Public Library (Chicago, Ill., American Library Association, 1946. 132p. $1.25) replaces Today's Handbook for Librarians. It is a collection of parts each provided by a specialist in the field, and brings up to date the aids necessary to the librarian when confronted with guidance, readjustment, employment and allied problems. Contains a 50-page bibliography.

**The Veterans Information Directory** (Washington, D. C., Public Affairs Press, 1946. 131p. $2.00) is a guide to national, state and local agencies through which ex-servicemen can obtain government benefits and private aid in the fields of business, employment, education, agriculture, social service, rehabilitation, etc.


**Insurance of Libraries; A Manual for Librarians**, by Dorothea M. Singer (Chicago, Ill., American Library Association, 1946. 96p. $1.50) is based on wide experience supplemented by information on library insurance practice recently gathered from libraries of all types, distributed geographically. Discusses attitude toward library insurance, preparation for placing insurance, basic insurance principles, risks, various types of coverage, determination of values, valuable papers and fine arts policies, how to effect savings, etc. Appendices, glossary, bibliography, index.

**The Chemistry of Heterocyclic Compounds**, by Avery A. Morton, Professor of Organic Chemistry, M. I. T. (N. Y., McGraw-Hill Co., Inc., 1946. 549p. $6.00) covers the methods of formation of the various heterocyclic rings, the chemical behavior of each system with particular reference to the similarity which that system bears to aliphatic and aromatic chemistry, and the compounds of major importance which have made heterocyclic chemistry so interesting.
DIRECTORY OF MICROFILM SERVICES

Compiled by
Jurgen G. Raymond, Tech. Ln.
Sinclair Oil Corp., New York

The revised edition of the popular "Directory of Microfilm Sources" first issued in 1941, has just been published. The Geographical List of Services includes 38 states plus Hawaii and Canada. Included also are a Geographical List of Commercial Services and valuable information about ordering Microfilms and their costs. Other Chapters cover The Copyright Question, Explanation of Terms, and How to Use This Directory.

The Directory is compiled primarily for libraries and similar institutions but is equally valuable to the research worker, writer, and business man. Public, college, university, and special libraries will find the new edition an invaluable tool.

Planographed. 52pp. October, 1946
Price: $1.50.

Special Libraries Association
31 EAST TENTH STREET,
NEW YORK 3, N. Y.

Bibliographies:
American Minority Peoples During World War II. Basic readings for Americans concerned about race relations. Comp. by Edminia W. Grant. (N. Y., American Missionary Assn., 1946) 14p. Single copies free, $3.00 for 100.


Money and Banking, a selected list of references, comp. by Helen F. Conover (Washington, D. C., Library of Congress, General Reference and Bibliography Division, 1941) 14p.


Public Administration, by Catheryn Seckler-Hudson, is an annotated list of some 300 titles, including about 50 periodicals that contain numerous articles and literature on administration. Published by American University, School of Social Sciences and Public Affairs, 1901 F Street, N. W., Washington 6, D. C.


Announcements

A Memorial Book Fund

A memorial book fund in honor of Carnegie Tech's war dead has been established by Carnegie Institute of Technology as part of its program of honoring its students who lost their lives in the war. Through this fund, it will be possible for alumni and friends and relatives of Carnegie men and women who died in World War II to cooperate in a lasting, individual and useful memorial available to future generations of Carnegie students.

Under the Memorial Book plan, money has been appropriated by Carnegie Tech to purchase books in memory of the war dead as a group. Through contributions to this fund by alumni and others, additional books of lasting value will be purchased in honor of individual men and women of Carnegie Tech who lost their lives in the war. These books will be marked with a distinctive bookplate mentioning the person memorialized and the donor. A second bookplate commemorating the entire group will be used for books purchased by the appropriation from Carnegie Tech and when the donor does not wish to single out an individual to be memorialized.

Contributions to the Memorial Book Fund may be made either through the Alumni office or the Library of Carnegie Institute of Technology. The Library will have the responsibility of selecting the memorial books and informing the donor of the specific books purchased.
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Library Publicity

The front cover of The Home Office, a publication of the Metropolitan Life Insurance Company, New York, is a very attractive picture of the Company’s library. The picture, which is entitled, “New Metropolitanites Discover the Company’s City of Books,” shows the Librarian, Miss Florence Bradley, and one of her assistants dispensing books at a large charging desk and gathered around it are a number of new employees.

Miss Clara M. Herbert Honored

On the fortieth anniversary of Clara W. Herbert’s original appointment to the staff of the Free Public Library of the District of Columbia, a joint testimonial dinner was held on December 12, 1946, in Washington at the Hotel Statler, marking the retirement of Miss Herbert as Librarian of the District of Columbia.

Washington D. C. Chapter, S.L.A., and the District of Columbia Library Association were joint sponsors of the celebration. Dr. Luther Harris Evans, Librarian of Congress, was toastmaster and the Committee in charge of arrangements included Mrs. Ruth Hooker, Miss Miriam Vance, Miss Jane Brewer, Mrs. Helen Steinbarger, Mr. David J. Haykin and Mr. Robert Scudder, all members of both Associations.

Civil Service Positions Open

An examination to fill high-grade Librarian positions in Washington, D. C., and vicinity, has been announced by the Civil Service Commission. The salaries range from $7,102 to $9,975 a year for a 40-hour workweek. Persons appointed to these positions will perform duties of a highly technical nature such as assuming complete charge of a large library containing a broad general collection and research collections in specialized fields; organizing and directing the activities of a division in a large library; serving as consulting specialist to persons concerned with college, public, research, or school libraries, etc.

No written test is required; applicants will be rated on the basis of the training and experience described in their applications, this experience must have been of a progressively responsible nature and must have earned for them outstanding recognition as leaders in the library field.

Applications will be accepted by the Civil Service Commission until further notice. Certain positions, which are listed in the circular, will be filled immediately. Persons interested in such positions should apply at once. Information and application forms may be obtained from most first- and second-class post offices, from Civil Service regional offices, and from the U. S. Civil Service Commission, Washington 25, D. C.

Please Mention Special Libraries When Answering Advertisements
Rebecca B. Rankin to Give Special Libraries Course

The Pratt Institute Library School, 215 Ryerson Street, Brooklyn 5, N. Y., announces an elective in Special Libraries, to be offered in the third quarter, which begins March 17, 1947. The instruction will be given by Miss Rebecca B. Rankin, Librarian of the Municipal Reference Library, New York, N. Y.

Miss Rankin is a leader in the Special Libraries field, and is known to other librarians through her extensive lecturing in library schools, but not so well known, perhaps, is the fact that she has had much to do in formulating curricula in special libraries in many schools. Her instruction will stress the application of general library methods to the problems of the special library field.

A limited number may elect this course which will give supervised experience in special libraries in fields for which the students show aptitude, and in which they have suitable subject backgrounds.

Errata

In the paper on the "Review of Metal Literature" by Emory C. Skarskaug, appearing in the November 1946 issue of Special Libraries, the Engineering Index is listed as being published in the November 1946 issue of Special Libraries, whereas it is published by The Engineering Index, Inc. The address, however, is correct as stated in the article.

An S.O.S.

S. L. A. Headquarters is desirous of receiving extra copies of T.B.R.I. from January 1939 to date, and of Special Libraries for February, April and May-June, 1946. Anyone having copies of any or all of these issues which he can spare, will he please send them to Mrs. Kathleen B. Stebbins, Executive Secretary, Special Libraries Association, 31 East Tenth Street, New York 3, New York.

A Must Book for Your Library

I Love Books

by J. D. Snider

This volume is addressed to all booklovers—embryonic or mature—but primarily to those readers who have yet to discover that a book is only one half of an equation, of which the other half is the individual who is reading it. The author's informal comments run through its pages like a bubbling springtime brook, delightfully combining literary charm with practical suggestions that make books more alive and more interesting.

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