

12-1-1949

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### Recommended Citation

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# SPECIAL LIBRARIES

*Official Journal of the Special Libraries Association*

VOLUME 40

December 1949

NUMBER 10

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*Links in the Chain*  
*Ruth Savord*

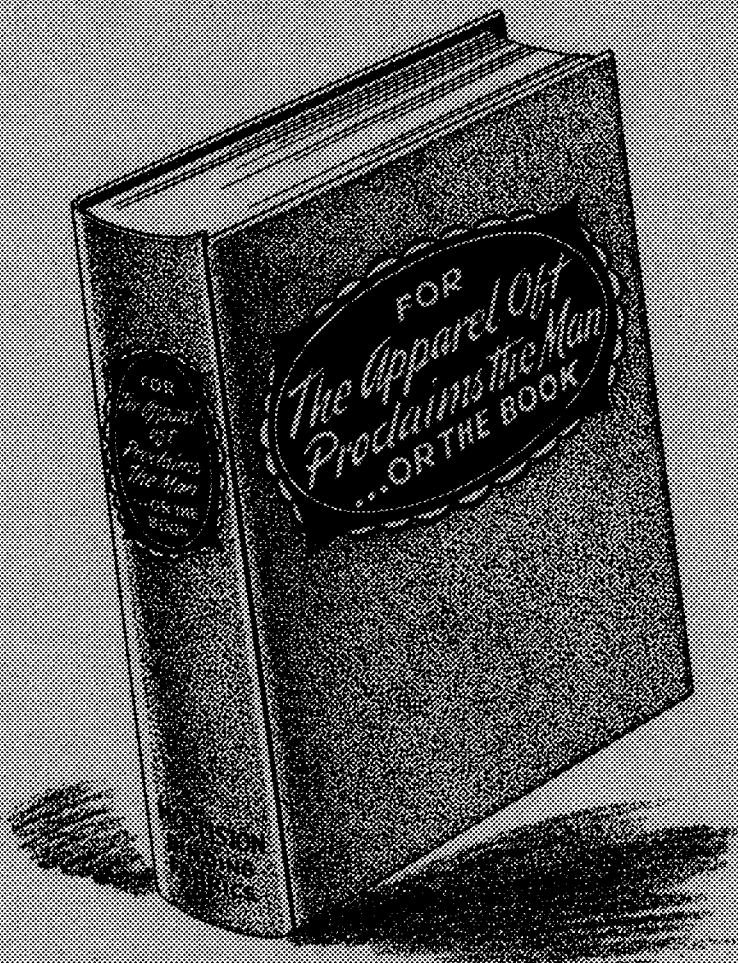
*Special Librarianship Today: Blue Prints for Action*  
*Ross Varmalker*

*Publications Sponsored by the Association*  
*Lura Shorb*

*Development of Special Libraries in Australia*  
*Belle Robertson*

*New Guides and Aids to Public Documents Use, 1945-1948*  
*Jerome K. Wilcox*

*Published by*  
SPECIAL LIBRARIES ASSOCIATION



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# Special Libraries

VOLUME 40 . . . . . *Established 1910* . . . . . NUMBER 10

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*Indexed in Industrial Arts Index, Public Affairs Information Service, and  
Library Literature*

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SPECIAL LIBRARIES published monthly September to April, with bi-monthly issues May to August, by The Special Libraries Association. Publication Office, Rea Building, 704 Second Ave., Pittsburgh 19, Pa. Address all communications for publication to editorial offices at 31 East Tenth Street, New York 3, N. Y. Subscription price: \$7.00 a year; foreign \$7.50; single copies, 75 cents. Entered as second-class matter February 5, 1947, at the Post Office at Pittsburgh, Pennsylvania, under the Act of March 3, 1879. Acceptance for mailing at special rate of postage provided for in the Act of February 28, 1925, authorized February 5, 1947.

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# NOTES FROM THE PRESIDENT'S DESK

A Few Highlights from the Advisory Council and Executive Board Meetings

**B**Y a vote of the Executive Board on November 5, in accordance with the expressed wishes of the Advisory Council on November 4, the abstracted minutes of the meetings of the Advisory Council and of the Executive Board automatically will be distributed to members of the Advisory Council. I believe that this is an important step in reaching and informing all members of actions, contemplated or taken, and of the thoughts behind such actions. The latter, i.e., the reason for the action, is often of great importance in preventing misunderstandings. I wish to stress the responsibility that this places on the members of the Advisory Council to pass on the information so obtained to other members of Chapters, Groups and Committees. I think it is especially incumbent on Chapter presidents to see that information so gleaned is made known to their Chapter members.

One of the important items discussed at the Executive Board meeting was that of adopting a policy for increasing, safeguarding and using our reserve fund. The Board, together with the Finance Committee, hopes to work out what seems to be the best policy and to present it at the Business Meeting next June for final ratification by the members. It is hoped that the proposal, as approved by the Board, will be available to the members before that time so that it may be considered by an informed membership.

Miss Ruth Savord, Chairman of the Constitution Committee, presided at the afternoon session of the Advisory Council during the discussion on the proposed revision of the Constitution. In as much as several changes have been made since the first proposed revision was distributed, our Headquarters office is having the changes mimeographed and will send each Council member copies of the proposed revisions.

The most important change from the present Constitution is that of membership qualifications. It is proposed that only professional librarians actively engaged in special libraries may be active members. For this purpose special library work is defined as not only work in special libraries but also work in special subject departments of public and university libraries, the administration of special libraries and the teaching of courses in special librarianship. The revision also provides for another class of membership for professional librarians not engaged in special library work and for sub-professional librarians. Members in this class would be permitted to affiliate with the nearest Chapter, but not to vote, hold office nor belong to a Group.

Another proposed change which we should seriously consider concerns our fiscal and administrative year. We now pay dues on the calendar year and manage our finances and administration on a July to June year. The proposal is to shift all of the Association business to a September 1 to August 31 period. As a matter of fact, our activity is now on that basis. It might be well to recognize it by paying our dues on that basis and by setting up our finances and having our officers serve for that period. It would give a little more flexibility to the time of conventions and provide an interim period for the newly-elected officers to become familiar with duties about to be assumed.

The Toronto Chapter asked the Association to consider adopting a policy of determining the place for a convention at least two years in advance because of the long-range commitments made by hotels. The 1951 Convention most probably will be held in St. Paul, although there was a slight majority at the Council who were in favor of holding it in Toronto. The Toronto Chapter later found that it would need more

time in which to secure hotel space for a probable 1000 to 1500 conventioners. The Association appreciates the gracious invitations extended by both the Toronto and Minnesota Chapters and

for the delightful way in which the advantages of each were presented to the Advisory Council.

RUTH H. HOOKER,  
*President.*

## LINKS IN THE CHAIN

By RUTH SAVORD<sup>1</sup>

Chairman, SLA Constitution Committee

LAST month, I presented the proposed qualifications for membership together with the privileges to be accorded to each class. The Association is the sum total of its members. If we restrict working membership to those actively engaged in special libraries, we take the first steps toward a really professional organization, membership in which will be a distinction.

The over-all strength of the Association in the past has come from the maintenance of the interests of its members through two-way division—Chapters and Groups—operating continuously between the annual conferences at which the interests of all are pooled.

### CHAPTERS

Many members may not know, and others have forgotten, that while the Association was organized in 1909, the Chapters were entirely distinct and autonomous local organizations until 1927. Membership in the Chapters was entirely separate from membership in the Association itself.

When the national Headquarters was established in 1927, all local organizations voluntarily became part of the Association by affiliation, thereby giving up their complete autonomy. This is one of the reasons why Chapter allotments have been automatic as opposed to Group allotments which have been made on application. I will go into more detail on this point in a later article discussing finances.

With the growth in membership and

the greater concentration of special librarians in the same geographical division, it is proposed that a petition for a new Chapter will require signatures of fifty or more members holding Active or Life memberships, or representatives of Institutional members, all of whom must reside in the territory within which the Chapter is to be established. It has also been suggested that such proposed Chapters shall be considered as provisional organizations for at least one or two years until they have proved their value and need in the particular area.

Since the proposal for the increase from 10 to 50 names on the petition was first made, it has been pointed out that often a few vitally interested members may form the nucleus of a new Chapter. Once it is established, others in the area become interested and join while it might be difficult to interest these same people *before* the Chapter is established. Therefore, the question arises—would it be better to require a minimum of 25?

The second proposed change affecting Chapters is that of affiliation. It is suggested that members automatically be affiliated with the Chapter nearest to their place of employment. If this is adopted, it would be necessary for the Association to define officially the territorial limits of each Chapter. In my opinion this would be a salutary action and would prevent incursion of one Chapter on another's territory. In the few cases where this might cause personal hardship, special action might be taken by the Membership Committee.

Members not living within fifty miles

<sup>1</sup> Librarian, Council on Foreign Relations, Inc., 58 East 68th Street, New York 21, N. Y.

of an organized Chapter would be considered unaffiliated members. Upon written request to the chairman of the Membership Committee, an unaffiliated member might affiliate with a Chapter of his choice.

While Chapters have always been allowed to have so-called "local" members if they chose, these members have been allowed to take part only in Chapter activities but not in affairs of the Association. It will, henceforth, be definitely stated that such local members may not be officers of the Chapter since the Chapter, as such, is an official part of the Association and since such local members are not recognized by the Association, they cannot hold office. It will be recalled that both our present Constitution and By-Laws and the proposed revision contain provision that "Chapters may adopt a Constitution or By-Laws, or both, . . . *not inconsistent with the Constitution and By-Laws of the Association.*" If Chapter Constitutions and By-Laws allow local members to hold office, that is inconsistent with the Association's Constitution and By-Laws.

The questions, then, regarding Chapters on which we need advice are:

1. Shall we require 25 or 50 Active or Life members, or representatives of Institutional members to sign a petition for a new Chapter?

2. Shall affiliation be determined by choice of the member or shall we require affiliation with the Chapter nearest to place of employment?

#### GROUPS OR DIVISIONS

From the earliest days of the Association, its plan for Group activities has been one of the most vital factors in bringing new members into the Association, in giving them professional help and stimulating contacts, and in producing useful professional tools. Groups offered members the opportunity to consult others with the same problems and to work with others in the same field. Professional tools were produced because of a real need and members gladly cooperated in this volunteer activity.

The rapid growth in total membership and the privilege of affiliating with more than one Group without further payment brought the membership in most Groups to such unwieldy proportions that volunteer officers found difficulty in keeping such large memberships informed, in welding the Group into a workable organization, and in being informed regarding the abilities of members. This growth has also been responsible for an increase in the number of Groups without due consideration of overlapping fields of interest. True, the small closely-knit Group makes it possible for officers to know all members and their abilities and to keep in close contact with the membership. Yet every new Group adds to the cost of Association management and care must be taken to justify the organization of small Groups. We want to and we should support any Group that fulfills a real purpose in promoting the professional welfare of members but we do not want to waste our substance in Groups for the sake of Groups.

As a matter of fact, our Group structure has just grown like Topsy without any over-all plan. Over a year ago, I made an urgent plea for a total re-organization into a few large Groups representing over-all interests with division into Sections according to more specific fields. For instance, we now have a Business Group which is the over-all interest of our Advertising, Financial and Insurance Groups. This has been proved at several Conferences when these Groups have held joint sessions showing their similarity of interest. Wouldn't union make for strength? Now that the Constitution and By-Laws are undergoing revision is an appropriate time for consideration of such a union. I would like to recommend the appointment of a special committee, which would be charged with the task of suggesting possible reorganization, to study our whole Group structure.

The cooperation of company and or-



ganization officials in allowing their librarians to use office time for work on SLA problems has been a large factor in Group accomplishment. However, the word, *Group*, seems to carry with it a connotation of a small number of maybe 10 or 15 members working on a joint problem. Surprise is often expressed when these officials find that the Science-Technology Group represents the interests of over 1800 members. Therefore, it is proposed to change this designation to "Division" with the provision that new Divisions may only be established if they represent *interests distinct from those of existing Divisions*, upon written petition of fifty or more members (10 is the present requirement) and with the further provision that the petitioning members have functioned as a Round Table for at least one year. These Divisions will be autonomous with the privilege of electing their own officers and drafting rules for their own government. They shall also have the privilege of further sub-division into Sections when expedient.

If the new provisions for membership privileges, as discussed last month, are adopted, each Active and Life member and each representative of Institutional members will be allowed affiliation with only one Division but with the privilege of further affiliation upon payment of 20 per cent of annual dues for Active membership for each such affiliation. This will automatically cut Division membership lists as each member, having only one affiliation, will choose that of his primary interest and there will be fewer classes of membership allowed even one affiliation. Thus Divisions will be strengthened since their membership will represent those actually working in the field of interest and such members will be concerned and experienced through their daily work with similar problems.

The Round Tables, mentioned above, would be a test grouping to prove the need of members for a new Division.

They might be authorized by the Executive Board upon written petition of a specified number of members less than fifty, but the Association would not be responsible for any financial support. Such Round Tables would be authorized to charge dues or otherwise solicit financial support for their work. They would be responsible for keeping all membership and other records during this trial period.

While finances of Groups will be discussed in a separate article dealing with the whole subject of Association finances, one question has been raised by the Science-Technology Group that belongs in this discussion.

The members of the Science-Technology Group at the Annual Business Meeting in Los Angeles on June 13, 1949, passed a formal resolution recommending that Groups be permitted to charge a fee for affiliating with a Group. While the resolution does not specifically state that no affiliation be allowed as a privilege of membership, I believe this was the intention. Such a practice would, of course, give the Groups an assured income provided members felt that the Group was of sufficient help to them to justify such payment. On the other hand, this takes away one of the privileges which the Association offers.

Here are the points on which the Executive Board and the Committee on Constitution and By-Laws ask your consideration and opinion:

1. Shall there be a re-organization of Groups by over-all interests?
2. Shall Groups be known in the future as Divisions?
3. Shall a petition of 50 members be required to organize a new Group?
4. Is a year a sufficiently long trial-period for Round Tables to function?
5. Shall we withdraw the privilege of affiliation with a Group without further payment and, instead, require a fee for all such affiliations?

Both the Board and the Committee need the help of all members in order to draft revisions which will result in a strengthened Association.

# SPECIAL LIBRARIANSHIP TODAY: BLUE PRINTS FOR ACTION<sup>1</sup>

By ROSE L. VORMELKER, *President*  
Special Libraries Association, 1948-1949

AT no time in our history has the number of special librarians, as judged by membership in SLA, been so large. Nor has there been so much discussion as to what constitutes a special librarian, what the status of special librarianship is today, what training for special librarianship is needed and what the future of special librarianship may be. Throughout our forty years of history many attempts to define special librarianship have been made. These definitions range all the way from a telegraphic sentence using the word "special" as an adjective in as many positions as possible but saying very little (for instance, "A special librarian is a librarian working in a special field and in a special way") to long discussions wherein the differences between special and public librarians are presented as though one might define the one by contrast with some general impressions—many wholly wrong—of the other. A perusal of the file of SPECIAL LIBRARIES will quickly reveal some of these, notable among which are those of a charter member, one-time President, Guy Marion<sup>2</sup>; and those of other "giants" of those days, John A. Lapp<sup>3</sup> and John Cotton Dana<sup>4</sup>; and present-day members, Ruth Savord<sup>5</sup>, Rebecca Rankin<sup>6</sup> and Linda Morley<sup>7</sup>.

Some times it is called a profession, at other times a skill. And again it is

referred to as an art and also as a science. How does special librarianship, as we think of it, measure up to these interpretations of what it is. What is to be found in print on the subject?

Justice Brandeis<sup>8</sup>, in defining a profession, said: "First, a profession is an occupation for which the necessary preliminary training is intellectual in character, involving knowledge and to some extent learning, as distinguished from mere skill; Second, it is an occupation which is pursued largely for others and not merely for one's self; Third, it is an occupation in which the amount of financial return is not the accepted measure of success." The Oxford Dictionary puts it much the same way: "A profession is a vocation in which a professed knowledge of some department of learning or science is used in its application to the affairs of others or in the practice of an art founded upon it."

Skill has been defined as an art through which one becomes capable of accomplishing something with precision and certainty because of knowledge attained and combined with ability to put it to practical use. Dictionaries tell us that art is skill in doing anything as a result of knowledge and practice, while science is defined as a branch of study concerned either with a connected body of demonstrated truths or with observed facts systematically classified and more or less colligated by being brought under general laws, which provide trustworthy methods for the discovery of new truth within its own domain.

However, words by and of themselves avail little and the time is now for the Special Libraries Association to come forth with a definition which will make

<sup>1</sup> Paper presented at the First General Session of the 1949 SLA Convention in Los Angeles, California, June 13.

<sup>2</sup> SPECIAL LIBRARIES, vol. 10, p.155, 1919.

<sup>3</sup> SPECIAL LIBRARIES, vol. 9, p.157, 1918.

<sup>4</sup> SPECIAL LIBRARIES, vol. 6, p.158, 1915.

<sup>5</sup> *Special Librarianship as a Career*. Revised edition. 1948.

<sup>6</sup> SPECIAL LIBRARIES, vol. 14, p.76, 1923.

<sup>7</sup> SPECIAL LIBRARIES, vol. 28, p.372, 1937.

<sup>8</sup> SPECIAL LIBRARIES, vol. 18, p.46, 1927.

it possible for the world to understand the interpretation we, as an Association, put on the term.

Our Professional Activities Committee has been at work on this problem and the following is an excerpt of a definition presented by Beatrice Simon, member of that committee. "In every profession there has been a transitional period, after the setting up of standards of qualification, when there is a remainder group of able people practicing without having had formal training. This transition period is over as far as general librarians are concerned. A.L.A. has set up its standards and has also made provision for qualifying the residue of "unqualified" workers from the old days. The special libraries group can do one of two things: it can find itself another title, an occupational title, e.g., "Information Specialists," or it can begin to build up standards and requirements in professional education for special librarianship. Experience and subject classification could then become part of the post-professional training of a general librarian, just as hospital internship and specialized experience and training are required for advancement of general medical practitioners to the status of specialist in any of the special fields of medicine. You must be a medical doctor before you can be a specialist in the fields of pediatrics or ophthalmology. You should have to be a librarian (basic training) before you can become a specialist in industrial chemistry librarianship, or medical or legal librarianship.

"Therefore, my definition of what a *special librarian* should be is: 'A professionally-trained practitioner of the art of librarianship who has further qualified for specialization by additional, advanced study in the bibliography of a special field, plus practical experience in an accredited, in-service training library in that field.'

"Then, as a body, we should strive to spread the gospel of professionalism. It is entirely up to us whether we shall

become a body of professional specialists or remain a group of non-professional workers working at the occupation of supplying answers to questions, but we cannot much longer continue to call both groups librarians. Non-professional workers are no longer librarians, no matter how excellent their performance in the field. The work of A.L.A. in raising and fixing the standards for qualification for posts in publicly-supported libraries has brought this condition into actual being. So-called *special librarians* must develop their professionalism within this framework or set themselves up as a trade."

Now this does not mean that professional work is limited to those holding a library school degree. It must be to the everlasting embarrassment of library schools that many of their graduates fail in the practical application of the learning to which they have been exposed! Nor does it mean that training in other fields—chemistry, law, medicine, business administration—to name but a few, may not frequently offset lack of training in a library school if courses on sources of information in such and other fields have been included.

Many special librarians without degrees are discharging their duties in a far more efficient way than some who have them, but they can do so only because of the many years they have devoted to conscientious study on their own as well as to their years of experience which actually qualifies them.

By the same token, far too many so-called special librarians are in reality good telephone operators or clerks who manage, on occasion, to get the information they need from some intermediate body with little or no effort or ability on their part. Such librarians can hold their own only when there are too few librarians qualified and available for such positions. Invariably they lower the standards of expected performance and too often ruin a service which others have striven hard to de-

velop. It is they who are responsible for many a wrong impression of what special librarianship is and does—an impression which, unfortunately, cannot be corrected over night.

#### WHAT SPECIAL LIBRARIANS DO

We have, at various times, enumerated the services of special librarians as follows:

1. Collect information on any one subject or subjects pertinent to the organization's work or "assemble a stock," including such tools as exist for putting these data to use.
2. Classify and catalog same for use; in other words, organize them for use.
3. Index materials not indexed elsewhere: not in the sense of alphabetizing but rather of assigning subject headings (a distinction which clarifies what is professional about indexing and what is clerical skill).
4. Clip and file data of various kinds (newspapers, periodicals, documents, films, wire recordings, pictures, etc.).
5. Suggest sources of information often not even in print. (Can be done only as a result of contacts and experience).
6. Prepare reading lists as needed or on demand.
7. Make literature searches which are basic to any research.
8. Answer reference questions which may range all the way from "What are the rates on air freight?" to profound matters in the fields of science, engineering, economics, art criticism and all the other fields represented in our far-flung organization.
9. Prepare abstracts and reports.
10. Prepare translations.
11. Take part in conferences.
12. Plan and execute public relations program necessary to keep and develop special library service.

These are all necessary and essential and no library worthy of the name could omit any one of them. Furthermore, most of these are functions more or less accepted as essential in research laboratories. Directors of research laboratories in industry long since have learned that bibliography is its basic "sine qua non." As a result some of our best special libraries are in technical research laboratories. Often they are identified only as "part of the research laboratory" and other departments in the organization may not even be aware that here is a library whose facilities could be made

useful outside the research laboratory.

It is in explaining special library service to management that we need to translate it into terms of its ultimate use in words management can understand. An executive may understand in some measure that the library is the place where information is assembled and organized though more often he may think of it only as the place where "we keep books." If on occasion he has used its services, he may even admit its services are satisfactory, or even excellent, but does he translate it to use—either in his own mind or to his associates in industry and elsewhere?

Not long ago the librarian of a large manufacturing plant was called to the president's office for a conference. She had been delayed and in explaining this delay said, "Sorry to be late, but when your call came, I was verifying the Export Department's contention that the rear axle of a competing manufacturer's product had some engineering defects." "How in the world can you do that in the library?" asked the amazed president. "I knew you had books and information files up there but nothing as vital as that! Perhaps we've overlooked what the real value of our company library is." We need to present our department in terms of what it means to the work of the organization rather than in terms of statistics. Only in this way will the special library be "sold" to management.

So long as it is possible for any organization to replace its librarian with a non-librarian and expect him to perform as a librarian, just so long have we failed to make our profession recognized. Other professions are not thrust about as is the library profession. No organization would think it could turn its legal work over to a "nice, bright girl in the office" who had no legal training. Nor would management call a school of medicine to say "We are thinking of adding a medical service to our employe relations department and we have a

'very apt young man' to put in charge of it. Could he take a course or two in medicine in your school to give him a few of the fundamentals?" That, however, is still paralleled for the special librarian. Too often not even that concession is made to the basic training needed for special librarianship. No doubt many librarians have been invited to give the benefit of their experience to make of a promising office worker a real special librarian in anything from "fifteen minutes to an hour or so." No firm would consider it had employed a physician when it had employed someone who could take an employe's temperature. Yet just the other day a large firm, whose librarian had performed most commendably, suddenly and without warning replaced him by a man who was neither a specialist in the subject field nor a librarian. The only justification for making this change was to provide a job for someone to whom the firm felt indebted. Is it possible to imagine a parallel situation affecting a chemist, dentist or an attorney in the firm's employ?

One of the most laudatory comments ever received from management about special library service concerned a matter which was related to the business of the company only in a public relations way. The vice-president needed an item to use as an illustration in a talk on perseverance he was scheduled to give before a service club in his city. He remembered having seen on some college campus an inscription on a memorial to a former student—a plodder type—who became an officer in World War I and was killed in action. The inscription read, "He Played Four Years on Scrub. He Never Quit." He was vague as to whether it was Chicago, Northwestern, or Cornell—but thought Chicago, and wanted exact wording of the inscription as well as the man's name. It was run down within fifteen minutes by an examination of alumni bulletins and probably did more to sell that management

on its special library than any other specific incident.

Another instance of special service which impressed management with the value of the company library is the following incident. The president of a large firm, on business in England, cabled his secretary to get some "phandoras" in the States and send to England because much better ones were made here than there. Stumped as to what "phandoras" were, she called on her special library where the problem was readily solved. (Should you want to know, you can buy them on Fifth Avenue in New York.)

Many readers can recall similar stories. They are always fascinating. Incidentally, both of these problems were solved by the special subject departments of public libraries, which are indeed special libraries. I have related them for two reasons. First, to show that incidental bits of information produced when needed by management will do more to sell the the special librarian and library to management than will long reports of statistics or verbiage about techniques of library science, which will forever be a mystery to most of them. Physicians and surgeons do not present their profession to the world in terms of scalpels or fluroscopes but rather in the very broad terms of their knowledge and skill gained through basic studies and years of experience. Nor does a dentist talk about scalers in prophylaxis but rather about prevention of decay. And second, to emphasize that one cannot today define a special librarian by contrasting him with a public librarian, as such. Many a so-called special librarian would fail dismally were it not for the help found through special departments of public libraries which, as has been said before, are indeed highly specialized libraries whose workers must be subject specialists as well as librarians.

Our need, as special librarians, is to develop a vocabulary of the spirit which

will give wing to our words and leave no doubt in the minds of management what special librarianship means.

This will require specific "blueprints for action" in that this story must be presented where those who control management will hear it, pass it on, and act upon it. It means contact with and representation on programs or conferences attended by top executives in any field. It means more and better articles written for the magazines and other documents read by these executives; preparation of more and better brochures about special librarianship; seeing to it that these are widely distributed to vocational counsellors as well as to students. It means contact with employment managers and employment agencies to see to it that they, too, understand what kind of person is needed when a request for a special librarian crosses their desks. It means working with library schools in order that training for special librarianship, which is, after all, only a short-cut for experience, may be introduced effectively.

In keeping with the spirit of inquiry so characteristic of the age in which we live, many questions have arisen as to what constitutes the best training for special librarians. The increased demand for these workers has made library school directors aware—as has nothing else—that it is a field which merits their consideration and for which provision in their curricula is essential. On the other hand, our professional journals are replete with arguments on subject knowledge versus adaptation of library and office techniques for special fields. If we accept the former, how can training opportunities be made available in

such a way as to meet this unprecedented demand for special librarians?

A time-honored method for developing a course of training in any new field is to learn from those whose only degree is from the school of experience. Inquiry reveals the fact that proficiency seemingly remote from their specialties has been the background for many successful special librarians. A children's librarian becomes a special librarian in the field of insurance or aeronautics; an organizer of a medical library finds the organization of a business library can be built on the same foundation; experience as the general reference librarian in a public library has been the basis for success in advertising agencies and motion picture studios. Is there a common denominator? The subject demands genuine thought and definite contributions.

A newspaper man once said to me, "I just can't get any real idea about special libraries or special librarians. It is said that they deal with all sorts of information. Well, there's no story in that. What kind of information? Why was it asked of a special librarian—why not a newspaper or a bank? What was it wanted for? What would have happened if no special librarian had been available?"

So not only must we keep management in mind in developing the story of our work but also those who write for management to read, and those who have the responsibility of training our future workers.

Finally, it means perseverance on the part of everyone of us, for wherever we go, and whatever we do, we represent special librarianship to the world.



# PUBLICATIONS SPONSORED BY THE ASSOCIATION<sup>1</sup>

By LURA SHORB

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Wilmington 99, Delaware

**T**HE Special Libraries Association has a great need for a continuous flow of publications to make the largest possible contribution to better librarianship, and to maintain the stature of SLA as a professional association.

The Publications Committee, formerly the Publications Governing Committee, was created some years ago to achieve these purposes. Its main functions are: to evaluate ideas for publication in the early stages and to select those which appear to have permanent worth for the whole Association and sales value; to evaluate the content of the manuscripts and to edit them; to make recommendations for publication to the Executive Board; and to suggest that publications be undertaken. The Committee does *not* approve publications. It *recommends* and the Executive Board takes action, for the Board alone is empowered to authorize expenditures, and approval of a publication means money out of the treasury.

In evaluating ideas for publication, one of the first questions to decide is how to differentiate between a Group or Chapter publication and one to be published by the Association. Using the yardstick of widespread worth and sales value as a criterion for an SLA publication, automatically puts Chapter and Group directories, membership lists, local holdings lists, and other publications of local or limited interest among those which should be issued by the Group or Chapter concerned. Though such publications are published and sold by the

individual Group or Chapter, the chairman of the Publications Committee should be notified when the project is started and when the publication is issued. Often Group projects have resulted in publications of general interest. Hence, if the chairman of the Publications Committee is informed about each publication in the early stages, those which appear to have wider than local interest can be selected from the start for consideration as an Association publication.

The Group or Chapter should develop certain information before undertaking a project which is apt to result in a publication sponsored by SLA. The first consideration is: Will the publication be of interest to a sufficient number of members and other purchasers to warrant its undertaking? Second: Will the cost of publication, distribution and promotion allow selling prices to be such that SLA can make a small profit or at least cover expenses? If these answers are in the affirmative, a tentative plan should be submitted to the Publications Committee who decides whether or not to recommend the project to the Executive Board for approval.

The tentative plan should include approximate size, that is, number of pages, time required for preparing the copy, when the final manuscript will be submitted to the Publications Committee, an estimate of how many copies can be sold and the cost. The last item is most important and should include tabulation, typing, extra postage and a rough estimate of publication costs secured from a local printer. Ample time for preparing the manuscript should be allowed (some estimates have erred by

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<sup>1</sup> Paper presented at the Group and Chapter Relations Meeting on Projects and Publications, at the 1949 SLA Convention in Los Angeles, California, June 14, 1949.

years) and sales realistically evaluated. A post card survey to determine possible interest has been successful in some instances.

Frequently our members have done editorial work and contributed typing time and thus saved SLA hundreds of dollars; however, the cost of tabulating or typing the manuscript should be included if they are not done by volunteers. An advance may be necessary for this purpose, and the Executive Board will not grant an appropriation for pre-publication expenses until it is convinced that the new publication is worthwhile and relatively certain to be completed.

After a manuscript has been acted upon favorably by the Publications Committee, the chairman, together with Headquarters staff, secures estimates for printing or for reproducing by other means and determines the sale price. All of this information is gathered together in a brief report, and a recommendation to publish the book or pamphlet is given to the Executive Board. From this it is evident how important it is that each author or group of compilers give the Publications Committee full and accurate information. Unless the committee chairman has it, he cannot present an effective story to the Board.

Once a publication is authorized, the manuscript is returned to the Publications Committee chairman for final editing if needed. Or the chairman of the committee which carried out the project may help with this and also be consulted in regard to binding, type for printing, photo-offset or other processes of reproducing for which estimates have been received.

The editorial assistant at Headquarters takes over the final editing, putting the manuscript through the press, and does the proofreading. The Secretary sends out press releases and review copies, and also handles advertising. The latter is done in conjunction with the Publications Committee chairman

and the project chairman who should furnish a list for circularization.

In the past, each annual budget has provided a sum for special publications. Publication costs were taken from the treasury and charged against this amount, and revenue from sales went directly into the treasury. It was not a satisfactory method of bookkeeping because publications costs are usually paid in one or two payments over a short period of time while receipts from sales come in slowly.

This was brought forcibly to our attention recently. Each year prior to 1948, we published one or more books and pamphlets. These were usually timely professional publications and found ready sale; however, the editions were small, oftentimes only 1000 copies. Simultaneously with greatly increased printing costs, we had a year with only one new title for sale and that was a membership directory which was sold at cost. This year *Aviation Subject Headings*, *Subject Headings for Aeronautical-Engineering Libraries*, the *Creation and Development of an Insurance Library* and *A Brief for Corporation Libraries* have been issued, and the *Numerical Index to the Bibliography of Scientific and Industrial Reports* is just off the press. The costs of these publications, even if no others are authorized, will far exceed the budget estimate for 1949.

A survey made by Walter Hausdorfer has shown that "over 85 percent of the sales of a publication is made within three years of its publication date, and about 49 percent is made within a year".

The result of all this is high expenses in 1949 and little income, for the supplies of older, wanted titles are exhausted and titles in press bring in no revenue.

In view of these and other factors, the Executive Board at the March 1949 meeting adopted a number of recommendations submitted by the Finance Committee. The most important features excerpted from them are:

1. Revenue from present and future sales



of individual publications shall be placed in the Reserve Fund and earmarked for such publications.

2. Since this amount may not be adequate to finance new publications, advances from the Reserve Fund shall be made temporarily, the advance to be a sum supplementary to the amount designated in No. 1 above. Withdrawals are to be made only as needed to pay current bills that exceed the amount in the Publications Reserve Account.

3. Publications should be scheduled so that at least one or two major ones are issued within a year. If this is impossible or not feasible, then reissue of previous, popular publications should be made. The size of the re-issue edition should be geared to the market. Revision of older, popular titles also should be carefully studied by the Publications Committee, with the counsel of Headquarters staff as to inquiries and possible sales.

4. Since there is a definite pattern in the financing of publications, a budgetary forecast should be made. This may be based on the relation of estimated sales to cost. Since there is a fairly constant relation between the two, as apparent in the analysis of our experience from 1931-1947, the following procedure should be followed:

- (a) The cost of a new publication, once approved, should be estimated accurately. Outside or generous estimates may be used only with caution. Otherwise, estimated sales will exceed actual sales by too great a margin.
- (b) Since the relation of cost to sales may be determined with a fair degree of accuracy, the equation  $Y = 1.529X + \$126$  should be applied. Y is probable dollar sales volume; X is cost. Thus, a publication costing \$3000 should have a sales volume of 1.529 times \$3000 plus \$126, or \$4713. Approximately 49 percent, or \$2300 of the sales, would be made within a year of the publication date and an additional 28 percent, or \$1300, in the second year, or a total income of about \$3600 in two years.

6. A report of data for the principal, actively-selling titles and totals, both of expenditures for new publications and of sales of all general publications during the year, shall be made in the March issue of **SPECIAL LIBRARIES**.

7. Since sales publications will be separately budgeted, all nonsales publications shall be charged against appropriate funds in the annual operating budget of the Association. Thus, promotion literature shall be charged against Public Relations Committee

allotments, and recruiting literature against Professional Activities Committee funds.

8. The individual or sales publications account shall not include serials issued in whole or in part on a subscription or free distribution basis.

I do not know how most Chapters finance their publications but the Philadelphia Council has a revolving fund called the Helen Mar Rankin Publication Fund, which was put into effect some years ago. Though the details of operation differ somewhat from the new Association plan, the underlying principle is the same. The Rankin Fund did make possible the publication of our *Directory* in 1947 without so great a strain on the treasury as the earlier edition had been.

A formula is used to figure the selling price of a publication based on the cost, free copies to Institutional members, and probable sales, as was mentioned earlier. According to the Constitution, Institutional members get free copies of all SLA Publications except those which the Executive Board designates as self-sustaining. In recent years only three have been classed as self-sustaining. They are in order of publication, *Classification and Cataloging of Maps and Atlases*, *Special Library Resources*, volumes 2-4, and *Numerical Index to the Bibliography of Scientific and Industrial Reports*. The former, however, was sold to Institutional members at half price. Other special publications have been priced, for example, with an edition of 1000 copies, to permit us to give away approximately 500 copies to Institutional members, to pay the total publication costs on the sale of 250-300 copies, and to make a profit on the remainder.

An individual's reaction to the high costs of most SLA publications resulting from this method of pricing plus high printing rates depends on his work in the Association. If he is a Board or Publications Committee member and responsible for the finances of the Association, he wants income to keep the

Association solvent. If he is a Membership Committee member and soliciting Institutional members on the basis of free publications, he wants the members to get them.

There are two opposite philosophies in most of our thinking. One, rarely heard, is that the Institutional membership (known as sustaining memberships in many associations) should be supported by organizations in part at least for the benefits their employes receive from the Association, because it brings people with like interests together, and through its meetings and periodicals fosters professional fellowship.

The other viewpoint, by far the most popular one, is that Institutional members pay higher dues on the basis of free publications and are entitled to a dollar return. In thinking of this, one should keep in mind the fact that our special publications are all library tools, not textbooks a librarian would buy for his home library. Hence libraries which do not have Institutional memberships are the ones which pay the total cost of a publication plus any profit. Perhaps

every library should be an Institutional member and receive free publications; and those individuals who do not want these publications should be Active or Associate members. Another suggestion has been to allow a 50 percent discount on publications to Institutional members and a small discount to other members. Give these ideas serious thought and let your officers and Miss Savord know what you want. Changes in the Constitution affecting membership will come up for your consideration at the 1950 Convention next June.

The main problem facing all of us, *all*, not just the officers and Publications Committee, is how to get more and better publications, also how to space them to avoid another 1948-1949 drought followed by a deluge. The solution will have to come from the membership. The ideas are there, the ability to compile and write is there, but how can we get the many to work? That is what we need to keep SLA vigorous and alive. The final decision rests with *you*—not with the Publications Committee or the Board!

## DEVELOPMENT OF SPECIAL LIBRARIES IN AUSTRALIA

By BELLE ROBERTSON

Secretary, Association of Special Libraries and Information Services, Australia

**I**N comparison with the United States, the number and size of special libraries in Australia is not very impressive. However, when we consider that Australia, with an area almost as large as that of the United States, has a population of less than New York City, it will be seen that the development of special libraries and of all other types of libraries can not be on a comparable scale, since the industrial development, which decides the expenditure on special libraries, is also on a much smaller scale. As every librarian knows, running a library costs money, and a request for

an increased library grant is apt to make the management look very hard at the overhead. It took the war, and the resultant upheaval in the economic life of the community to waken a sense of the value of an efficient library service as an aid to technical and other organizations.

Prior to the war, we might say the special libraries were in their infancy. Only the largest firms and a few government departments had any organized library service; in fact, in most cases, workers relied on their own literature researches in the public and university

libraries to obtain any information they required. Although these libraries are not being considered here, it must be said that the abstracting journals held by them have been a godsend to the technical staff of all organizations.

Of the firms which maintained pre-war libraries, the following might be mentioned: Electrolytic Zinc Company in Tasmania; Australian Paper Manufacturers, Pty. Ltd., and Imperial Chemical Industries in Victoria; Commonwealth Sugar Refineries in New South Wales; and General Motors-Holdens Ltd. in South Australia.

The main government departmental libraries were mostly in federal departments. Australia has a Federal Government with its official location in Canberra, Australian Capital Territory, and six State Governments, somewhat similar to the system in the United States. As may be expected, certain departments, while purchasing large numbers of books and periodicals, did not have a trained librarian in charge; in fact, there were only about six people officially designated as librarians in the list of Federal employes, which does not include the Council for Scientific and Industrial Research. The principal libraries were maintained by the Council for Scientific and Industrial Research; Department of Munitions, Post Master General's Department (described in *SPECIAL LIBRARIES* of March 1943), Commonwealth Serum Laboratories, Weather Bureau, Department of Civil Aviation and others.

#### DEVELOPMENT OF SPECIAL LIBRARIES ACCELERATED BY WAR

When war broke out, industry in particular was faced with a number of problems which previously had never been considered. Many firms were allied with large combines overseas and were more in the nature of an assembly plant than a manufacturing plant, and the problems encountered in such work are not at all like those in actual manufacturing. The result was that a flood of

enquiries was received for information on manufacturing processes; on substitutes for materials hitherto imported, and on available local materials. Many firms found that a special library did a little more than just increase the overhead and that an intelligent librarian could and did render valuable aid to their technical staff. This new attitude of mind is illustrated by the fact that our Association has recently completed a list of technical, and some not so technical, periodicals in Victorian libraries. This list covers some 80 libraries and there is enthusiastic support for an annual supplement to keep the list up to date. Further, arrangements have been made with one of the local copying services to supply interstate orders for copies of wanted material thus extending the usefulness of the Victorian list to other States. Similar lists are in the process of compilation for other States, and the amount of interest in the material available has proved ample reward for their compilation.

There is one recent development in Australian information work which is in line with English rather than U. S. practice, and this is the setting up of special Information Services apart from the library staff to answer enquiries and to supply technical information. U. S. practice is rather to consider this as part of the duties of some member of the library staff, but the two main services set up here during the war are independent of the library, although working parallel with the library staff. Their creation was a direct outcome of the many problems encountered by industry as a result of the change-over to war-time conditions. These two services are operated by the Council for Scientific and Industrial Research (now reconstituted as the Commonwealth Scientific and Industrial Research Organization) and the Department of Munitions in the Technical Information Section of the Defence Research Laboratories. Each organization has made available

to the public the services of a team of technical experts to answer technical enquiries from all sections of the community and from all over Australia. Subjects range from blackberry and rabbit extermination to button manufacture, paint and metallurgy problems, etc. The fields covered by each are sharply defined, metallurgy and paint and related matters being the responsibility of D.R.L.; the other possible enquiries are C.S.I.R.O.'s responsibility. This setup has been most successful, and the steadily increasing number of enquiries handled each week by both services is a tribute to its success. Prior to this, people wishing to obtain technical information had to rely on the sales personnel of the larger firms and their technical literature or on their own efforts in the public or university libraries, although the Sydney and Adelaide public libraries operated Research Services which compiled bibliographies on request and gave some technical advice.

The idea of having a technical staff full time on information work is now becoming an accepted practice and is being adopted by other of the larger Government Departments, such as Labour and National Service, Post Master General's Department, and others.

#### PRESENT STATUS OF SPECIAL LIBRARY MOVEMENT IN AUSTRALIA

Space permitting, a brief account of some of the larger library setups and of the more common methods used in them may be of interest and show the present status of the special library movement in Australia. Largest of all is the library of the Commonwealth Scientific and Industrial Research Organization<sup>1</sup>, which consists of a main library located in Melbourne, and has some 30 branch libraries throughout Australia. As C.S.I.R.O. is divided into Divisions, each of which is responsible

for research into some specific subject: Entomology, Plant Industry, Industrial Chemistry, Building Research, etc., this library is really a collection of very highly specialized libraries, with a union catalog in the main library.

Next in size and importance comes the Department of Supply and Development, formerly the Department of Munitions, the main library of which is under the control of the Defence Research Laboratories. From a single library, specializing mainly in metallurgical and paint problems, with a strong leaning to defence matters, it has expanded greatly owing to the natural emphasis on munitions during the war. Since the cessation of hostilities, it has been reorganized, taking over the libraries belonging to the Directorate such as Ordnance Production, and also assuming some responsibility for the libraries in the other departments or sections transferred to Supply and Development. By now, it must be evident that the problems besetting catalogers in other countries where postwar reorganization made a clean sweep of all existing departments, or altered names with what a cataloger would describe as reckless abandon, have also confronted Australian catalogers.

Most other Federal departments follow the plan of one main library, with State branches, maintaining a union catalog in the main library. State departments, being on a somewhat smaller scale than the Federal departments, mostly have one library, located in Melbourne.

Other interstate organizations which may be mentioned are the medical organizations, the British Medical Association and the College of Surgeons, and the Standards Association, while some of the larger firms maintain libraries in different States. Among these we might mention the Broken Hill Companies, Imperial Chemical Industries, Australian Paper Manufacturers and Australian Consolidated Industries.

<sup>1</sup> See SPECIAL LIBRARIES, July-August 1949, p.203-07.

### SPECIAL LIBRARY METHODS

As regards the methods used in these libraries, they do not vary in essentials from standard practice overseas. Most of the firms and the larger departments employing technical staff publish monthly or bi-monthly accession lists, and many abstract bulletins, listing items of interest to staff in current journals, which in many cases are used as the basis of a reference system for periodicals. Cataloging rules are those laid down and universally accepted, but the recent tendency is to adopt the Universal Decimal Classification to a greater extent as there are draft translations of the French and German tables now more readily available. This is a matter of interest to A.S.L.I.S. which is working closely with the British Standards Association and has accepted responsibility for translation of certain sections to be used as a basis for the proposed English edition. In addition, special classes in the use of the U.D.C. have been held over the last five years by A.S.L.I.S., and these have been well attended by personnel in the libraries using U.D.C. or considering its adoption. Organized instruction in other fields has been given by the library

school of the Sydney Public Library, the library school in Canberra, and in the newly organized library school of the Melbourne Public Library. Australian special librarians have been looking to special librarians overseas for some guidance as to the best methods of training to be adopted for training librarians and also for information staff, as the same controversies as have been reported from abroad are raging out here.

### CONCLUSION

There is one matter in which all Australian special librarians are agreed, and this is the necessity for keeping in touch with other special librarians overseas, and exchanging views on all aspects of their work. Although A.S.L.I.S. has been in existence for only a few years, we are proud of producing the first journal devoted to library matters in Australia, and have arranged a number of exchanges with other countries to enable our members to keep abreast of more important developments overseas. We are also building up a splendid library on topics of interest to special librarians. As A.S.L.I.S. grows, we hope that our contribution to the pool of knowledge will be worthy of the best traditions of the profession.

## NEW GUIDES AND AIDS TO PUBLIC DOCUMENTS USE, 1945-1948

By JEROME K. WILCOX

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(Continued from November SPECIAL LIBRARIES)

### MUNICIPAL PUBLICATIONS

76. U. S. Bureau of the Census. Governments division. Municipal reference service.

*Checklist of basic municipal documents* . . . [prepared by Louise H. Clickner.] Washington, D. C., 1948. 92p. (State and local government special studies no. 27) (processed)

Contents: Introduction. — Listing by cities. — Listing by subject.

Includes primarily notations of the current periodical reports and serial publications of 92 cities having a population over 100,000 in 1940, and their overlying school districts and special districts. Also

includes charters, general codes of ordinances, special codes and manuals. In general, the list excludes reports not issued since 1946. The date of the close of the fiscal year of the city (shown in parentheses) and the 1940 population, as enumerated by the Census Bureau, appear in the heading for each city.

77. U. S. Bureau of the Census. Governments division. Municipal reference service.

*City periodic financial reports*, prepared . . . by Louise H. Clickner. Washington, D. C., 1945. 28p. (City documents no. 1, January 1945) (processed)

A checklist of the collection in the Municipal reference service of the Bureau of the Census for cities having populations over 25,000.

#### FOREIGN PUBLICATIONS

78. Brazil. Departamento Administrativo do Serviço Publico.

*Catalogo de publicações do D.A.S.P., seguido de uma lista de títulos de obras editadas pelo D.A.S.P. de 1933 a 1946.* Rio de Janeiro, Impr. Nacional, 1947. 82p.

79. Brazil. Departamento Administrativo do Serviço Publico.

*Indicador do Organização Administrativa do Executivo Federal e sua legislação . . . 1940—* Rio de Janeiro, Imprensa nacional, 1940—

80. *Bibliographie der schweizerischen Amtsdrukschriften.* (Berne. Schweizerische landesbibliothek) bd. 1— 1946— Berne, 1947—

First volume of an annual bibliography of Swiss official publications including the confederation, cantons, municipalities and bishoprics.

81. British Columbia. Provincial Library.

*Royal commissions and commissions of inquiry under the "Public Inquiries Act" in British Columbia, 1872-1942.* A checklist by Marjorie C. Holmes. Victoria, 1945. 68p.

Includes 133 items with index of names of commissioners and subjects in one alphabet.

82. Centre National D'information Economique (France)

*Guide periodique de l'administration française.* Edition 6, April 1, 1946. Paris, 1946. 150p?

A current directory of the executive branch of the French Government.

83. Great Britain Colonial Office, Information department. Reference section.

*Monthly list of official publications, no. 1—* June 1948— London, 1948— (mim)

Since August 1948, issued in two parts: Part I, General; Part II, Government gazettes.

Part I is a list of publications of the colonies, arranged alphabetically by name of colony.

84. The Hague. Koninklijke Bibliotheek. Ruilbureau.

*Nederlandsche Overheidsuitgaven, 1942-46.* The Hague, 1948? 247p.

First volume covered the year 1929. The last previous volume covered 1940 and 1941. p. 185-202 list the official publications of the Netherlands government in exile.

85. Horrocks, Sidney.

*The state as publisher.* A guide to the presentation and publication of official documents (In *Manchester Review*, published quarterly by the Libraries Committee, v. 5, Summer issue, 1948, p. 65-74)

Abridged from a thesis accepted in fulfillment of the requirements for the diploma of Fellowship of the Library Association.

Concerns Parliamentary and Non-parliamentary publications of Great Britain.

86. Inter-American Statistical Institute.

*Bibliography of selected statistical sources of the American nations . . . 1st ed. . .* May 1947. Washington, D. C., 1947. 689p.

Supersedes the preliminary working edition issued in May 1945.

"A guide to the principal statistical materials of the 22 American nations, including data, analyses, methodology, and laws and organization of statistical agencies."

Includes approximately 2500 titles of official government and unofficial non-government sources, of which about 10 percent are articles from periodicals.

"This Bibliography consists of (1) a main list in which the publications are fully identified [and are arranged in three groups: International, national, alphabetically by name of country; non-geographic]; (2) an alphabetical index; (3) a subject index; and (4) an appendix, in English and in Spanish, showing the subject classification scheme according to which the material of the volume has been classified."

87. Inter-American Statistical Institute.

*Directory of statistical personnel in the American nations . . .* with biographical information . . . Second edition . . . May, 1944. Washington, D. C., 1944. 101p.

88. Mexico. Secretaria de Bienes Nacionales e Inspección Administrativa.

*Directorio del gobierno federal de los Estados Unidos Mexicanos.* Mexico City, 1947. lxxi, 536p.

89. *Prontuario Administrativo de Chile según la nueva estructura de los servicios fiscales y semifiscales año 1945.* (Santiago, Empresa Editora Atlas) 110p.

90. Saskatchewan. Legislative Library.

*Publications of the governments of the Northwest territories and the province of Saskatchewan, 1877-1947,* prepared by Christine MacDonald. Regina, 1948. 84p. (mim) A preliminary checklist.

91. South African Library.

*Quarterly bulletin,* v. 1, no. 1— Sep-

tember 1946— Capetown, 1946—

Contains list of government publications.

92. U. S. Library of Congress.

*A guide to the official publications of the other American republics. I-XIX.* Washington, D. C., 1945-1949?

19v. (Latin American series no. 9, —, 35, 17, 33, 24, —, 25, 31, 19, 30, 23, 29, 27, 22, 15, 36, 37, 34)

1945—July 1946, James B. Childs, general editor; August 1946-1949?, Henry V. Besso, general editor.

Contents:

- I. Argentina, 1945. 124p.
- II. Bolivia, In press.
- III. Brazil, comp. by John De Noia. 1948 (1949) 223p.
- IV. Chile, comp. by Otto Neuberger. 1947. 94p.
- V. Columbia, [comp. by] James B. Childs 1948. 89p.
- VI. Costa Rica, comp. by Henry V. Besso 1947. 92p.
- VII. Cuba, In press.
- VIII. Dominican Republic, comp. by John De Noia. 1947. 40p.
- IX. Ecuador, comp. by John De Noia. 1947. 56p.
- X. El Salvador, comp. by John DeNoia. 1947. 64p.
- XI. Guatemala, comp. by Henry V. Besso. 1947. 88p.
- XII. Haiti. 1947. 25p.
- XIII. Honduras. 1947. 31p.
- XIV. Nicaragua, comp. by John De Noia. 1947. 33p.
- XV. Panama, comp. by John De Noia. 1947. 34p.
- XVI. Paraguay, [comp. by] James B. Childs. 1947. 61p.
- XVII. Peru, comp. by John DeNoia. 1948 (1949) 90p.
- XVIII. Uruguay, comp. by John De Noia and Glenda Crevenna. 1948 (1949) 91p.
- XIX. Venezuela, comp. by Otto Neuberger. 1948 (1949) 59p.

A comprehensive guide initiated in the fiscal year 1941 as part of the program of the Department of State for cooperation with the other American republics. Each is a guide to the governmental structure of the country as well as to its system of governmental reporting and publishing. Each guide informs about general publications and then those of the Legislative, Executive and Judicial branches. General publications include rather complete historical accounts of its official gazette, session laws and codes, and constitution.

93. U. S. Library of Congress. Acquisitions department.

*European imprints for the war years received in the Library of Congress and other federal libraries.*

Part 1. Italian imprints, 1940-45. Washington, D. C., 1946. 345p. (processed)

Reproduced and distributed for the Library of Congress in the public interest by G. E. Stechert and Co.

Italian government publications, p. 133-181, 337-41.

Part 2, German imprints, 1940-45. Washington, D. C., 1946. 315p.

Reproduced and distributed for the Library of Congress in the public interest by J. W. Edwards, publisher. Lithographed by Edwards Brothers, Inc., Ann Arbor, Mich.

German government publications p. 76-84, 299.

Part 3, French imprints, 1940-45. Washington, D. C., 1946. 284p.

French government publications, p. 89-94.

94. U. S. Library of Congress. Reference department. Census library project.

*National censuses and vital statistics in Europe, 1918-1939.* An annotated bibliography, prepared by Henry J. Dubester. Washington, D. C., 1948. 215p.

Issued in cooperation with the U. S. Bureau of the Census.

95. U. S. Library of Congress. Reference department. Census library project.

*National censuses and vital statistics in Europe, 1940-48. Supplement.* An annotated bibliography, prepared by Henry J. Dubester. Washington, D. C., 1948. 48p. (processed)

Issued in cooperation with U. S. Bureau of the Census.

**INTERNATIONAL ORGANIZATIONS**

96. Bureau International du Travail. Bibliothèque.

*Catalogue-dictionnaire des publications en langue française du Bureau international travail, 1919-1948.* Genève, 1949. 312p. (Contributions bibliographiques, no. 1) (mim)

A checklist of ILO documents in French.

97. Food and Agriculture Organizations of the United Nations.

*Catalogue of publications . . .* December 1948. Washington, D. C., 1948.

28, [2] p.

Catalogue of printed publications with titles in three languages, English, French and Spanish with prices.

Supplemented by a monthly, "Publications of the Food and Agricultural Organization of the United Nations issued Janu-

- ary-February 1949—" processed. January-February issued together.
98. Food and Agricultural Organization of the United Nations.  
 FAO publications (Printed or photo-offset) 1 May 1947. Washington, D. C., 1947. Mimeographed.  
 — p. (I/Misc./13)
99. Food and Agriculture Organization of the United Nations.  
 . . . *FAO publications* (Printed or photo-offset) . . . September 4, 1947. Mimeographed. Washington, D. C. 1947.  
 8 p. (I/Misc./26)
100. Food and Agricultural Organization of the United Nations.  
*FAO publications* (Printed or photo-offset) February 16, 1948. Mimeographed. Washington, D. C., 1948.  
 — p. (I/Misc./37)
101. International Civil Aviation Organization.  
*Consolidated list of documents issued for the 2nd Assembly of ICAO held in Geneva.* Montreal, 1948. 20 p. (DOC 6201, 14-10-48) (processed)  
 Each document gives document number and date, title and languages.
102. International Civil Aviation Organization.  
*Index of ICAO documents, April 1947 to April 1948*— Montreal, 1949— Processed.  
 Volume 1 (114 p.) issued without volume notation covered the material formerly published in card form for the period April 1947 to April 1948. Volume 2, issued in three parts dated September, October and November, 1948, respectively. A cumulative edition, April 1947 to December 1948, (166 p.) was issued dated January 1949 replacing all previous issues.  
 Beginning with the January 1949 issue, to be issued in 10 monthly issues with two semi-annual cumulations in June and December.  
 ICAO also publishes a card index to the documents, cards being dispatched monthly to subscribers.  
 "Documents indexed include those of the Assembly and the Council, reports of technical and administrative committees and regional and divisional meetings."
103. International Civil Aviation Organization.  
*Library index of PICAQ documents August 1945— April 1947.* Montreal, 1947. Processed.  
 37 p.
104. International Civil Aviation Organization.  
*List of documents issued from March 17th to May 10th, 1947*— Montreal, 1947— Weekly.  
 (Its Doc. —, —, 4435, 4449, 4480, 4491, 4509, 4516, 4527, 4533, etc.) (processed)  
 This checklist begins with no. 4001 of the new general series of Documents of ICAO.
105. International Civil Aviation Organization.  
*New ICAO publications* (In its ICAO monthly bulletin, June, 1947— Montreal, 1947—
106. International Refugee Organization. Preparatory commission.  
*Documents issued during the first part to the fourth part of the first session.* Cumulative list. Geneva, Lausanne, 1947-1948.  
 4 nos. (Document PREP 28, March 18, 1948; PREP 89, May 30, 1947; PREP 127, July 29, 1947; PREP 157, November 8, 1947)
107. Lloyd, Gwendolyn.  
*Are you stymied by U. N. documents?* *Library Journal*, v. 72, nos. 17-19, October 1, 1947 - November 1, 1947, p. 1337, 1350-51, 1453, 1460-61, 1529-31)
108. Meyer, José  
*Publications of the United Nations. College and Research Libraries*, v. VII, no. 4, October 1946, p. 311-18)
109. Provisional International Civil Aviation Organization.  
*List of documents issued by PICAQ up to and including August 23, [1945]— from June 19th to June 23rd, 1947.* Montreal, 1945-47. (processed) Weekly.  
 (Its Doc. 37, 59, 87, etc.)  
 Lists Docs. 1-3125, inclusive.
110. Signor, Nelle.  
*The San Francisco conference— its structure and documentation.* (SPECIAL LIBRARIES, v. 37, no. 1, January 1946, p. 3-6)
111. United Nations. Archives section.  
*Reference guide no. 1*— Lake Success, N. Y., 1947—  
 Contents: No. 1, Index to the documents of the United Nations Preparatory Commission, 1945-1946. December 1947. 37p. — no. 2, Index to the documents of the Executive Committee of the United Nations Preparatory Commission, 1945. March 1948. 85p. — no. 3, Subject guide to United Nations documents symbols, August 1945-April 1948. [April 1948] —p. — no. 4, Union list of U.N.R.R.A. film. Preliminary guide to motion picture footage pertaining to the activities of the United Nations Relief and Rehabilitation Administration, 1944-1947. October 1948. —p. — no. 5, Union list of U.N.R.R.A. film. A guide to motion picture records



- produced by agencies throughout the world on the activities of the United Nations Relief and Rehabilitation Administration 1943-1947. March 1949. 21p. printed. — no. 6, Subject guide to United Nations documents symbols, 1945-1948, April 1949. —p. — no. 7, Checklist of records of the war crimes trials held in Nurnberg, Germany, 1945-1948. April 14, 1949. 2p. Dittoed. — no. 8, Subject guide to United Nations documents symbols, August 1945-May 1949. June 1949. 46p. mim. Supersedes no. 6.
- Nos. 3 and 6 op.; no. 4, a preliminary edition of no. 5.
112. United Nations. Department of Economic Affairs.  
*Directory of economic and statistical projects.* A classified list of work completed, in progress or planned by United Nations and specialized agencies, no. 1. January 1948. Lake Success, N. Y., 1948. 130 p. (United Nations publications. Sales no.: 1948. II. D. 1) \$1.00
113. United Nations. Department of Economic Affairs.  
*Catalogue of economic and social projects; an annotated list of works planned, in progress or completed by United Nations and specialized agencies, no. 1.* March 1949. vii, 271 p. (United Nations publications. Sales no.: 1949. II. D. 1) \$2.00  
Issued in cooperation with the Department of Social Affairs.  
Covers broader scope and replaces the "Directory of economic and statistical projects" (Items no. 93)
114. United Nations, Department of Public Information.  
*Publications, 1945-1948.* [June 1949] Lake Success, N. Y., 1949. 69p.  
Supersedes United Nations Publications *Catalogue*, no. 1 and Supplement no. 1 issued during 1947. Lists the titles and prices of all United Nations publications issued during the years 1945-1948. Gives sales numbers of the documents throughout.
115. United Nations. Department of Public Information. Library services.  
*Indexes and checklists of United Nations and specialized agency documents and publications.* Preliminary list for criticism, prepared by the Library services, April 1949. Lake Success, N. Y., 1949. 56 p. (CO-ORD/Library/2, 13 April 1949) Mimeographed.  
Although the introduction states this list to be incomplete it is the most complete list of indexes, checklists, dispositions of agenda, items, index notes and other official listing of documents of the United Nations and its specialized agencies thus far issued to date.  
Contents: Introduction. — Part I. 1, United Nations conferences on international organization, San Francisco, 1945. 2, Preparatory commission of the United Nations, 1945. — Part II, United Nations. — Part III, Specialized agencies. — Annexes. — Alphabetical index.
116. United Nations. Department of Public Information. Library services. Documents index unit.  
*Check list of United Nations documents. Part 1—* Lake Success, N. Y., 1949—  
Contents: Part 1, General assembly (and subsidiary organs)  
Part 2, Security council (and subsidiary organs)  
Part 3, Atomic energy commission.  
Part 4; no. 1, Trusteeship council, 1947/48, first and second sessions, 1949. XXI, 59 p. (United Nations publications. Sales no.: 1949. I. 2) \$1.50  
Part 4: no. 2, Trusteeship council, 1948. Third session. 1949. xiii, 39 p. (United Nations publications. Sales no.: 1949. I. 5)  
Part 5: no. 1, Economic and social council, 1946-1947, First to fifth session. 1949. Lii, 230 p. (United Nations publications. Sales no.: 1949. I. 4) \$5.00  
Part 6A, Economic and employment commission.  
Part 6B, Transport and communications commission.  
Part 6C, Statistical commission.  
Part 6D, Commission on human rights.  
Part 6E, Social commission.  
Part 6F, Commission on the status of women.  
Part 6G, Commission on narcotic drugs.  
Part 6H: no. 1, Fiscal commission, 1947-1948, First session. 1949. viii, 11 p. (United Nations publications. Sales no.: 1949. I. 6) \$0.50  
Part 6J, Population commission.  
Part 7A, Economic commission for Europe.  
Part 7B, Economic commission for Asia and the Far East.  
Part 7C, Economic commission for Latin America.  
Part 8, Other bodies.  
Part 9, Conferences.  
Part 10, Narcotic drugs reports.  
Part 11, International court of justice.  
Part 12, Secretariat.

117. United Nations. Department of Public Information. Library services. Documents index unit.  
*Index note no. 1*—Lake Success, N. Y., 1949—(processed)  
 Contents: No. 1, rev. 1, Rules of procedure in current effect, as of 1 April 1948. April 14, 1948. 2 p. — No. 2, Rev. Collected resolutions of the principle organs, as of 25 April 1948. May 2, 1948. 2 p. — No. 3, Rev. 3, List of Security Council Official Records published, as of 1 September 1948. September 3, 1948. 7 p. — No. 4, List of General Assembly Official Records, published as of 1 September 1948. September 8, 1948. 5 p. — No. 5, Rev. 1, List of Atomic energy commission Official records published as of 1 June 1948. June 9, 1948. 2 p. — No. 6, Rev. 2, List of Economic and social council Official records published as of 1 October 1948. 3 p. — No. 7, List of Trusteeship Council Official Records published as of 1 April 1948. April 12, 1948. 1 p. — No. 8, Rev. 1, Sales agents of United Nations publications. May 24, 1948. 2 p. — No. 9, List of journals. February 24, 1948. 2 p. — No. 10, Rev. 1, United Nations publications sales numbers. A. Explanation of system. April 12, 1948. 2 p. — No. 11, United Nations publications sales numbers. B. List of publications bearing 1947 sales numbers, distributed to 20 April 1948. May 2, 1948. 8 p. — No. 12, United Nations publications sales numbers. C. List of publications bearing 1948 sales numbers, distributed to 15 June 1948. June 28, 1948. 3 p. — No. 13, Index to selected documents on the Palestine question, to 20 April 1948. May 5, 1948. 21 p. — No. 14, Cumulative index to the resolutions of the Economic and Social Council, first to sixth sessions inclusive, 1946-1948. June 4, 1948. 61 p. Supersedes Document E/INF/20, 18 February 1948. — No. 15, Cumulative index to the resolutions of the General assembly, first regular session through the second special session, 1946-1948. August 25, 1948. 52 p. — No. 16, Cumulative index to the resolutions of the Security council to 30 August 1948 (meetings 1 through 356) September 8, 1948. 18 p. — No. 17, Cumulative index to the resolutions of the Trusteeship Council, first regular session through the third regular session, 1947-1948. September 13, 1948. 7 p. — No. 18, Subjects—index and list of Secretary-General's bulletins, administrative instructions and information circulars currently in effect, as of 19 June 1948 and subject—index to codification of staff rules. June 23, 1948. 38 p. — No. 19, Checklist of reports to the Economic and Social Council and its subsidiary organs, as of 30 June 1948. July 1, 1948. 42 p.
118. United Nations. Department of Public Information. Library services.  
 Documents index unit. *Weekly index to documents and publications of the United Nations and the Specialized agencies received at Lake Success from 1 to 11 January 1949— v. 1, no. 1*— (Experimental issue) 14 January 1949— Lake Success, N. Y., 1949—  
 v. 1, no. 1, printed, v. 1, no. 2— mimeographed.  
 A "trial run for purposes of critical appraisal" was also issued covering the period 4 to 10 December 1948.  
 Temporarily discontinued with v. 1, no. 2.
119. United Nations. Department of Public Information. Specialized agencies section.  
*Checklist. Publications of specialized agencies, no. 1— 4.* Lake Success, 1947-1948. Mimeographed.  
 4 nos. (no. 1, 5 June 1947; no. 2, 5 August 1947; no. 3, 1 March 1948; no. 3, Add. 1, 10 June 1948; no. 4, 1 December 1948)
120. United Nations. Department of Public Information. Research section.  
*Check list of papers issued by the Research section.* May 15, 1948. Lake Success, N. Y., 1948. 4 p. (processed)  
 First issued September 15, 1947 as "Check list of publications" (2 p). Plan to issue these lists quarterly.
121. United Nations. Documents Index Unit.  
*Preliminary cumulative list of documents in unrestricted series issued by the General assembly, Security council, Atomic energy commission, Economic and social council and its commissions, International health conference to 31 July 1946.* August 27, 1946. Lake Success, N. Y., 1947. 1,81, 1 p. (processed)
122. United Nations. Special Committee on the Balkans.  
*Index (1948-1949) to documents of the Special Committee.* August 17, 1949. 1949.  
 v, 99 p. (A/AC. 16/813, 17 August 1949) (mim)  
 Index of UNSCOB Documents [1947-1948] issued as A/AC.16/236, April 27, 1948 with addenda 1-15, May 3, 1948-January 27, 1949. (mim) Restricted.
123. United Nations Conference on International Organization, San Francisco.  
*Cumulative list of documents issued*

- during the United Nations conference on international organization, San Francisco, 1945.  
101 p. (Doc. 1184 (English) G/125 June 27, 1945) (mim)  
A numerical listing of Documents 1-1216 inclusive.
124. United Nations Conference on International Organization, San Francisco.  
*List of documents issued by Delegation chairmen [Steering Committee, Executive Committee, Commissions, etc.]* San Francisco, 1945.  
110 p. (Doc. 1216 (English) G/134, June 28, 1945) (mim)
125. United Nations Educational, Scientific and Cultural Organization.  
*Bibliographical list of documents received by the Archives unit, 15 February-15 March 1949—* Paris, 1949— (UNESCO/CAS/ARC/List/1—) (mim)  
List 2 covers 16 March-30 April 1949.
126. United Nations Educational, Scientific and Cultural Organization.  
*List of documents issued during the month of —, Paris, 1947—* (Doc List 1— February 22, 1947—) Doc List 2— monthly. (mim)  
Title varies slightly.  
Doc List 1 is List of documents relating to the Preparatory commission.
127. United Nations Educational, Scientific and Cultural Organization.  
*UNESCO literature: a bibliography.* Paris, 1948.  
— p. (UNESCO publication 216)
128. United Nations Educational Scientific and Cultural Organization.  
*UNESCO publications: List no. B.* Paris, 1948.  
— p. (UNESCO document ETPU/4)
129. United Nations. World Health Organization.  
*First World health assembly. Final list of documents.* —, 1948.  
27 p. (A/99, 24 July 1948) (mim)
130. Winton, Harry N. M.  
*Documents and publications of the United Nations (College and Research Libraries, v. IX, no. 1, January 1948, p. 6-14)*
131. World Peace Foundation.  
*Documents of international organizations. A selected bibliography, v. 1, no. 1—* November 1947— Boston, 1947— Quarterly.  
Includes the printed and processed documents of the United Nations, the specialized agencies, the League of Nations, the regional organizations, the war and transitional organizations, and the other functional organizations.

## SLA CHAPTER HIGHLIGHTS

To state that the fall Executive Board and Advisory Council met at the Statler Hotel in New York, November 3-5, is one thing; to try to express the amount of thought and preparation that went into these meetings is another.

Fifteen of the twenty-five Chapters were represented at the Council meeting—clearly a majority if not a true geographical representation. During the morning session of the Executive Board and Advisory Council held November 4, committee reports were read and discussed. The entire afternoon session was given over to the consideration of Constitutional revisions. Ruth Savord, chairman of the Constitution Committee, presided. In themselves, committee reports were scholarly and well written, but over and above this they were a cross-section of what the membership is accomplishing. Here is the pulse and the heart-beat itself of the Special Libraries Association. Here is the evidence of accomplishments—from the original conception of an idea, often by a single member, through the stages of development, enlargement, translation into action and final production into actuality.

A current example of this is the *PB Numer-*

*ical Index* to the first ten volumes of the *Bibliography of Scientific and Industrial Reports*. This SLA publication is a project of the Science-Technology Group and many individuals shared in its successful completion. The initiative, drive, cooperation, planning and working of these members have produced an indispensable tool.

Accomplishments such as this are made possible because of the framework and mechanics provided by the Special Libraries Association, the safeguarding and management of which we, as members, place in the trust of the Executive Board. It is the privilege of the Chapter Liaison Officer to sit in on Executive Board meetings. From observing the Board in session comes the confidence that this trust is not taken lightly. It is also a compliment to the Association that it has chosen its officers wisely. The Chapter Liaison Officer sat in on approximately sixteen hours of Executive Board meetings, and, in addition, approximately eight hours of Council meetings between November 3 and November 5. Practically no mathematics is involved to conclude that the Board was participating in, if not enjoying, midnight

sessions. Consider now the time that must be spent by committees to prepare reports for the Board, by the Board to organize material for discussion, etc., and we can appreciate that the honor the Association bestows upon individuals by electing them to executive offices is not all pleasure.

Have you read the *Proceedings* issue containing the Fortieth Annual Convention Reports (SPECIAL LIBRARIES, October 1949)? Here you can see how many individuals are contributing to and participating in Special Libraries Association. Your comments and recommendations as individuals or Chapters are solicited by your President.

Chapter bulletins have been arriving for some time now and to read them offers further evidence that SLA is endowed with a unique amount of enthusiasm and energy. Betty Lou Otte, Librarian for Minnesota Mining and Manufacturing Company and Secretary-Treasurer of the MINNESOTA CHAPTER, is, for example, "learning to play an organ and to bowl—to keep out of the book worm class." From a recent bulletin of the MICHIGAN CHAPTER we learn that President Hooker was guest speaker at the second meeting of the MICHIGAN CHAPTER on November 15, and spoke on "What's New in SLA and How it Affects You."

Congratulations to the SAN FRANCISCO BAY REGION CHAPTER which is celebrating its

twenty-fifth anniversary this month. In 1921, a group of special librarians in that area organized. Margaret Hatch of the Standard Oil Company, and presently one of SLA's Directors, attended that first meeting. In October 1924, a group of thirty-six members voted to affiliate with the Association. Membership now stands at well over two hundred.

Opening the 1949-1950 season, the NEW YORK CHAPTER welcomed its new members at a tea on September 29. Ten charter members signed a petition for a TEXAS CHAPTER on May 7 and by August, eighteen names were on the roster. Mrs. Elizabeth Owens, President-elect, represented President Ruth Hooker at the installation of the TEXAS CHAPTER in October. Texas-wise, publicity hit sixteen newspapers.

Someone in the WESTERN NEW YORK CHAPTER was really up early one morning, for we see that the "Work Simplification" exhibit from the Los Angeles Convention was on display there. This exhibit was part of the Insurance, Business, and Financial Groups' Work Simplification Clinic—the high spot of the Convention, according to many. We've heard of other displays going on tour, but certainly the potential possibilities of this idea have not yet been touched.

MARGARET P. HILLIGAN

*Chapter Liaison Officer and Chairman,  
Chapter Relations Committee.*

## SLA GROUP HIGHLIGHTS

Inadvertently the bulletin of the NEWSPAPER GROUP was omitted from the list of subscription Group bulletins appearing in the November issue of SPECIAL LIBRARIES. Information concerning it is given below.

NEWSPAPER GROUP BULLETIN

Frequency—10 issues a year.

Price—\$2.00 per year

Subscriptions: Mr. Milton Prensky

*Pathfinder*

1323 M Street, N. W.

Washington, D. C.

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An informal luncheon was held by the Group chairmen at the Café Rouge in the Hotel Statler, New York, on November 4. At this meeting it was reported that many of the Groups had their 1950 Convention plans well under way.

The SCIENCE-TECHNOLOGY and SOCIAL SCIENCE GROUPS have started the new Association year with the announcement of two publications. *The PB Index*, edited by Anne Nicholson, made its long-awaited appearance at the SLA Advisory Council meeting held in New York in November; whereas the newly-revised

*Source List of Selected Labor Statistics* sponsored by the SOCIAL SCIENCE GROUP, was approved for publication by the Executive Board.

The ADVERTISING GROUP reports that a questionnaire was sent to all subscribers of *What's New* in order to poll them on some points of editorial policy. This successful publication is now in its fourth year.

Final arrangements for the publication of a revised edition of *Sources of Investment Information* have been completed. In accordance with the agreement, the FINANCIAL GROUP will prepare the material and the Investment Bankers Association will pay the costs of publication. Laura Marquis, Librarian of the Mellon National Bank and Trust Company, is chairman of the committee to revise this publication.

The HOSPITAL AND NURSING GROUP reports that it is conducting a membership drive by mailing 2400 return postal cards to directors of hospitals having 125 beds or over. The purpose of this mailing is to secure information on the number and types of libraries serving each hospital and the number and professional standing of the librarians em-

ployed. The data collected, in addition to serving as a basis for a membership drive, will be published as a statistical report on the status of hospital libraries in this country and in Canada.

A new publicity committee has been appointed by the INSURANCE GROUP to publicize *Insurance Book Reviews* outside the Association.

The NEW YORK CHAPTER PUBLISHING GROUP is conducting a survey to ascertain the basic reference books and periodicals used in special libraries. The results of the survey will appear in a forthcoming issue of *Sales Management*.

SARA M. PRICE,  
Group Liaison Officer and Chairman,  
Group Relations Committee.

## 1950 CONVENTION NOTES

Convention Committee chairmen and Group Convention representatives have been appointed and for your information are listed below:

### CONVENTION COMMITTEE CHAIRMEN

#### **Executive**

Hazel Levins  
Mutual Benefit Life Insurance Company  
300 Broadway, Newark 1, N. J.

Betty Joy Cole  
Calco Chemical Division  
American Cyanamid Company  
Bound Brook, N. J.

Louise Griepenstroh  
New Jersey Bell Telephone Company  
540 Broad Street, Newark, N. J.

#### **Exhibits**

Paul Sutherland  
Standard Oil Company of New Jersey  
Linden, N. J.

#### **Hospitality**

Adelaide Hammargren  
Ciba Pharmaceutical Products, Inc.  
Medical Research Department  
Lafayette Park, Summit, N. J.

#### **Information**

Clara Rademaekers  
95 Washington Street, Apt. 3R  
East Orange, N. J.

#### **Group Luncheons**

Mrs. Beatrice Noren  
U. S. Testing Company  
1415 Park Avenue, Hoboken, N. J.

#### **Public Relations**

Katharine Kinder  
Johns-Manville Research Laboratory  
Library Department, Manville, N. J.

#### **Radio**

Marian C. Manley  
Business Library  
34 Commerce Street, Newark, N. J.

#### **Reception**

Hazel Levins  
Mutual Benefit Life Insurance Company  
300 Broadway, Newark 1, N. J.

#### **Registration**

Catherine Rankin  
Nopco Chemical Company, Inc.  
First and Essex Streets  
Harrison, N. J.

#### **Treasurer**

Florence E. Carlton  
Public Service Electric and Gas Company  
80 Park Place, Newark 1, N. J.

### GROUP REPRESENTATIVES

#### **Advertising**

Mrs. A. J. O'Leary  
Benton & Bowles, Inc.  
444 Madison Avenue  
New York 22, N. Y.

#### **Biological Sciences**

Marie Murphy  
New Jersey College of Pharmacy  
Rutgers University  
1 Lincoln Avenue, Newark, N. J.

#### **Business**

Helen Buzzell  
Business Library  
34 Commerce Street, Newark, N. J.

#### **Financial**

Mildred Ketola  
National City Bank of New York  
55 Wall Street, New York 15, N. Y.

**Geography and Map**

Ruth Crawford  
American Broadcasting Company  
30 Rockefeller Plaza, New York, N. Y.

**Insurance**

Marguerite Rummell  
Prudential Life Insurance Company of America  
Management Library, Newark, N. J.

**Museum**

Michele Wilson  
Newark Museum, Newark, N. J.

**Newspaper**

Robert Grayson  
New York Herald Tribune  
230 West 41st Street, New York 18, N. Y.

**Publishing**

Lavina G. Dobler  
Editorial Department  
Scholastic Magazine  
7 East 12th Street, New York 3, N. Y.

**Science-Technology**

Genevieve Ford  
Titanium Division  
National Lead Company, Inc.  
South Amboy, N. J.

Helen Baierle  
Nuodex Products Company, Inc.  
830 Magnolia Avenue  
Elizabeth F, N. J.

**Social Sciences**

Donald Wasson  
Council on Foreign Relations, Inc.  
58 East 68th Street, New York, N. Y.

**Transportation**

Edith Stone  
Simmons-Boardman Publishing Corporation  
30 Church Street, New York, N. Y.

**University and College**

H. Roth Newpher, Chief of Research Division  
and Library, U. S. Dept. of State  
250 West 57th Street, New York 19, N. Y.

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Room rates for the Chalfonte-Haddon Hall Hotel, 1950 SLA Convention Headquarters, June 12-16, are quoted below:

	Rooms with Bath	Haddon Hall	Chalfonte
Single .....	For One Person	\$7; \$8; \$10	\$6; \$7; \$9
Double (Twin Beds) without ocean view .....	For Two Persons	\$10; \$12	\$8; \$10
Double (Twin Beds) side ocean view .....	For Two Persons	\$14	\$12
Double (Twin Beds) ocean front....	For Two Persons	\$16; \$18	\$14; \$16

Two-room suites are available at \$20 per day and up, depending upon location.

For American Plan (meals included), add \$6 per day per person to the rates listed above. (Breakfast: \$1.00; Luncheon: \$2.00; Dinner: \$3.00). For Group Breakfasts, Luncheons and Dinners, there is an additional charge of \$1.00 for each meal. The cost of meals does not include tips.

ALMA C. MITCHILL  
1950 Convention Chairman

## EVENTS and PUBLICATIONS<sup>1</sup>

THE BRITISH NATIONAL BIBLIOGRAPHY, a central cataloging service through the British Museum, will start in January 1950. The project is sponsored by the most influential asso-

ciations in all fields of literature and published by and under the control of a Council dominated by those bodies. Preparation will be in the hands of a fully qualified staff of librarians who will work in the British Museum and in conjunction with the Copyright Receipt Office of the Museum, where copies of every book published in England must be deposited under the Copyright Act.

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

The **BIBLIOGRAPHY** will comprise a weekly book list, classified under Dewey headings, printed on one side of the leaf only to facilitate the cutting out and pasting of entries on library catalog cards if desired. A monthly author index will appear with each fourth week's issue to simplify reference.

The weekly lists will be cumulated to form an annual volume at the end of each year. This volume will be in classified order, and will have a cumulated author index. Orders should be addressed to J. Whitaker & Sons, Ltd., 13 Bedford Square, London, W.C.1, England.

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**THE OUTLOOK FOR WOMEN IN OCCUPATIONS RELATED TO SCIENCE**, which is Bulletin No. 223-8 published by the U. S. Department of Labor, devotes an entire chapter to technological librarians. The library manual described on page 8-3 of the Bulletin is the work of Miss Helen Basil, Librarian of the Crane Company in Chicago, and a member of the Illinois Chapter of SLA. The Bulletin may be borrowed from SLA Headquarters or purchased for 25 cents from the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C.

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The May 1949 issue of *Personnel Administration* carried an article written by Mrs. Mary Virginia Wenzel, Librarian of the U. S. Civil Service Commission Library in Washington, D. C. In her article, "Library Services and the Personnel Administrator," Mrs. Wenzel describes the many bibliographic services rendered by the Commission Library. Another SLA member, Ruth Canavan, was represented in the columns of print when her article explaining the economy of the use of microfilms in the library of Metcalf and Eddy, Boston, Mass., appeared in the September 15, 1949, issue of *Engineering News-Record*.

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*The Institute of Gas Technology News Letter* is sent free of charge to any company, library or individual requesting it. The Institute is affiliated with the Illinois Institute of Technology. (Chicago 16, Illinois, 3300 Federal Street) The Institute also publishes *Gas Abstracts*, a monthly. (Subscription price, \$15 per year)

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As a service to American industry, the U. S. Department of Commerce has inaugurated a monthly *Technical Reports Newsletter* calling attention to significant business opportunities arising from federal and other non-confidential research.

Each *Newsletter* issue generally includes items of importance to every major field of industrial technology such as the chemical, tex-

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The Department of Commerce will cooperate with any trade organization that wishes to convey this information to its members or business firms in its area. A sample quantity of *Newsletter* copies (for any one issue) is available without charge. These may be distributed directly, or used as part of a regular mailing. Requests for up to 100 copies can usually be filled immediately; larger amounts may require 30-day notice.

A regular supply of *Newsletter* copies may be ordered each month. Bulk-copy discounts are available. The *Newsletter* is not copyrighted, and use of any of its items for institutional magazines, house organs, etc., is welcomed. For further information, write the Office of Technical Services, Department of Commerce, Washington 25, D. C.

\* \* \*

**A DICTIONARY OF ECONOMICS** includes terms in common use in both elementary and advanced economics courses and in practical and business economics. The authors, Harold S. Sloan and Arnold J. Zurcher, have made an effort to identify the newer economic vocabulary that has developed as a consequence of the contemporary relation of the state to economic life. A noteworthy feature of the **DICTIONARY** is its system of cross references, which enables the reader to assemble practically all the material in the volume that pertains directly to the topic he may be investigating. (New York, N. Y., Barnes & Noble, Inc., 1949. 268pp. \$3)

\* \* \*

An analytical and selective guide to the more important newspapers and periodicals of 25 European countries has just been issued by the Library of Congress. Entitled **THE EUROPEAN PRESS TODAY**, the study was prepared by Harry J. Krould, Chief of the Library's European Affairs Division.

The countries covered in the work are Albania, Austria, Belgium, Bulgaria, Czechoslovakia, Denmark, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, the Netherlands, Norway, Poland, Portugal, Rumania, Spain, Sweden, Switzerland, the United Kingdom, the U. S. S. R. and Yugoslavia. Introductory statements on the condition of the press in each country where freedom is curtailed are presented, and the newspapers and periodicals are listed. (Washington, D. C., Library of Congress, Card Division, 1949. 152pp. Multilith. \$1)

\* \* \*

Docket No. 5695, issued by the Federal Trade Commission on August 24, 1949, declares that the American Council on Public Affairs, located in Washington, D. C., is

operating in violation of the Federal Trade Commission Act. The Docket lists six publications offered for sale by the Council under titles implying that these publications are new and original. Actually, they are U. S. Government publications and available to libraries under the usual conditions. For copies of Docket No. 5695, address Federal Trade Commission, Washington 25, D. C.

\* \* \*

The August 1949 issue of *Aslib Proceedings* is entirely devoted to papers presented at the 23rd Annual Conference, held at Ashorne Hill, near Leamington Spa, Warwickshire, England, September 17-20, 1948, and to matters arising therefrom. Readers of SPECIAL LIBRARIES will recall Ruth Jacobs' lively account of the Conference which appeared in the February 1949 issue of the magazine. The *Aslib Proceedings* issue is available on loan from SLA headquarters.

\* \* \*

LABOR-MANAGEMENT RELATIONS, A Research Planning Memorandum, was prepared by John G. Turnbull and is a publication of the Social Science Research Council. Research interests, projects and publications in the field of labor-management relations have increased markedly in recent years. This memorandum considers briefly the present situation and its development, and then explores in some detail a research approach which may have certain values for future investigations. (New York, N. Y., Social Science Research Council, 230 Park Avenue, 1949. 112pp. \$1.25)

\* \* \*

BUYING AND ADMINISTERING CORPORATE INSURANCE is a report of the American Management Association. Characterized by the Association as the first analysis of corporate insurance management practices, the study is based on a questionnaire survey of 226 representative companies, case studies, and interviews with leading insurance buyers, brokers and carriers. The report was prepared by Russell B. Gallagher, AMA insurance vice-president and manager of Philco Corporation's Insurance Department, and covers methods of determining policy on insurance matters, organization of company insurance departments and their position in the corporate structure, and the procedures used in determining day-to-day insurance matters including losses. (New York, N. Y., American Management Association, 1949. 122pp. \$3.75)

\* \* \*

The second edition of *THE ADMINISTRATION OF THE COLLEGE LIBRARY*, by Guy R. Lyle and others, has been painstakingly revised both in style and in the organization of the material, and numerous additions and deletions have

been made to bring the work up to date. The most important writings on college libraries since 1944 have been analyzed and their contribution is recorded in the text, footnotes and chapter bibliographies. Among other important changes, the treatment of library buildings and of the teaching function of the library has been amplified in the light of recent developments. (New York, N. Y., H. W. Wilson Company, 1949. 608p. \$5)

\* \* \*

OFFICIAL DIRECTORY, AMERICAN ILLUSTRATORS AND ADVERTISING ARTISTS, VTDI is sponsored by the Society of Illustrators, Inc., the Art Directors Club of New York, and the Artists Guild of New York. It is published by the American Federation of Arts in cooperation with the Joint Ethics Committee of the three organizations. Its object is to simplify contact between buyer and artist. It lists 718 individual artists and 43 artists' representatives, studios and art services in 37 states. (Washington 6, D. C., 1262 New Hampshire Avenue, N.W. \$6)

\* \* \*

106 SUCCESS OPPORTUNITIES is an exploration of the best careers available today. Presented in highly readable style, it takes up the duties of the career, how to get a start, what is needed, who should and who should not take up the work, where the work is located, earnings, outlook, how to secure help in starting and where training is obtainable. (New York, N. Y., Arco Publishing Company. 1949. 391pp. \$2.50)

\* \* \*

More than 400 sources of information on radio and television are listed in a new *Radio and Television Bibliography* issued by the Office of Education, Federal Security Agency.

This guide was prepared by Gertrude C. Broderick, Specialist in Radio Education, under the direction of Franklin Dunham, Chief, Educational Uses of Radio, Office of Education.

Sources of general information and an alphabetical index to the bibliography's 417 entries conclude the Office of Education publication. Copies are available from the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C., at 15 cents each.

\* \* \*

A SURVEY OF SCIENTIFIC ABSTRACTING AND INDEXING SERVICES by Dr. W. W. Varosieau is publication No. 236 of the International Federation for Documentation, The Hague 6, Willem Witsenplein. This survey was prepared on behalf of the Committee for the Co-ordination of Abstracting Services of the International Federation for Documentation for the International Conference on Science Abstracting, UNESCO House, Paris, June 20-25,



# NUMERICAL INDEX

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1949, convened by the United Nations Educational, Scientific and Cultural Organization. This publication is available on loan from SLA Headquarters.

\* \* \*

STEDMAN'S MEDICAL DICTIONARY, seventeenth edition, is an indispensable tool for anyone having to do with medicine. This edition, edited by Norman Burke Taylor and Allen Ellsworth Taylor, has been as thoroughly revised as previous editions, with proper attention given to deleting obsolete words and revising old definitions, as well as to adding new material. No trade names have been added in this revision, and most of those in the last have been taken out. The derivations have been carefully examined and revised where necessary. The short biographical sketches of the principal figures in the history of medicine are a new feature. (Baltimore, Maryland, Williams & Wilkins Company, 1949. 1361pp. \$8.50)

\* \* \*

### Obituary

#### Stephen A. Greene

Stephen A. Greene, Chief Librarian of the News Library of the *Providence Journal-Bulletin* since 1931, died at the Jane Brown Hospital in Providence, R. I., on December 3, 1949.

Mr. Greene was a native Rhode Islander and veteran Providence newspaperman. He started his career with *The Providence Journal* in 1910 and for many years covered the State House as a legislative and political reporter. From 1920 to 1931 he headed the legislative staff of the two newspapers.

After he took over the news library, he made a number of changes including micro-filming of old files of the papers. In addition one of his important duties was organization of the machinery used by the papers for tabulating Rhode Island election returns, and at the 1948 general election, more than 300 persons in addition to the regular staff members of the papers were used to rush that project through.

A member of SLA since 1932, Mr. Greene was named Chairman of the Newspaper Group at the 1941 SLA Conference in Hartford, Conn. Surviving are his second wife, Mrs. Miriam Winton Lyne Greene, former staff member of *The Detroit News*, whom he married in 1945, and a step-daughter, Mrs. Frank E. Barrett.

## Announcements

### Helen K. Starr Retires; Russell Barnes Appointed Librarian of James Jerome Hill Reference Library

Word has just been received of the retirement of Helen K. Starr, librarian of the James Jerome Hill Reference Library, St. Paul, Minnesota. Miss Starr first joined the staff of the Hill Library in 1918 and served in the capacity of chief cataloger and assistant librarian until 1930, when she was appointed librarian. A charter member of the Minnesota Chapter, SLA, Miss Starr has been an Active member of the Association since 1938.

Russell Barnes, Librarian of the Minnesota Historical Society, has been appointed to succeed Miss Starr as librarian of the Hill Library. Mr. Barnes served as president of the Minnesota Chapter, SLA, during 1948-1949.

### Honorary Consultants Urge New Army Medical Library Building

A resolution asking for construction of a new building for the Army Medical Library highlighted the Sixth Annual Meeting of the Association of Honorary Consultants to the Army Medical Library, held in Washington, October 21, 1949.

Major Frank B. Rogers, MC, former assistant director, assumed his new post as Director of the Library, succeeding Colonel Joseph H. McNinch, MC, who was reassigned to the Office of the Surgeon General. Colonel McNinch will continue as Chief of the Historical Division, where he is supervising the preparation of the history of the Army Medical Department in World War II.

### Georgetown University Receives Wagner Papers

The private and public papers of former Senator Robert F. Wagner, sponsor of the Wagner Labor Relations Act, were presented recently to Georgetown University. Some 300 vertical files and 30 bound volumes of manuscripts and correspondence, as well as memoranda and reports, will be cataloged, making available to scholars a major source for research in the field of labor economics.

### SLA Members Participate in Special Libraries Radio Program

Four SLA members described the functions of special libraries in a round table discussion broadcast over station WDEL Wednesday evening, November 9, 1949, at 7:30 o'clock. Those taking part in the program were

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Mrs. Marie S. Goff, librarian of the technical library of the DuPont Company; Gretchen D. Little, technical librarian of the Atlas Powder Company Library; Lura Shorb, librarian of the Hercules Experiment Station Library, and Agnes Brite, subject specialist of the business and technical service of the Wilmington Institute Free Library.

The moderator for the program was William Brown. Sponsored by the public relations committee of the Delaware Library Association, the program was planned by Mrs. Anne Wolf of the Atlas Powder Company Library, a former SLA member.

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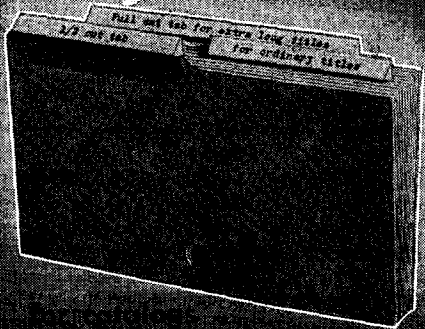
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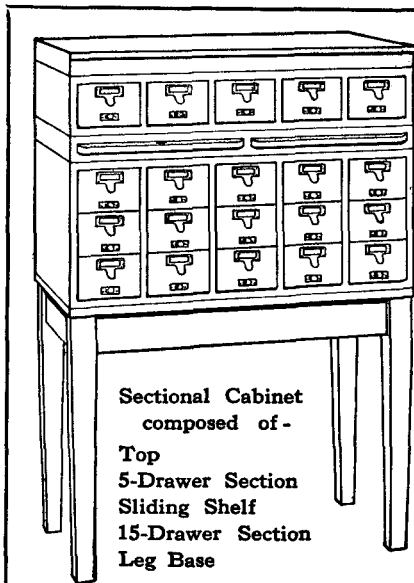


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