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SPECIAL LIBRARIES
Official Journal of the Special Libraries Association

VOLUME 40

October 1949

NUMBER 5

PROCEEDINGS
Fortieth Annual Convention
Reports
Special Libraries Association
1909-1949

HOTEL BILTMORE
LOS ANGELES, CALIF.
June 11-18, 1949

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

ALMA CLARVOR MITCHELL
Editor

KATHLEEN BROWN STEBBINS
Advertising Manager

The articles which appear in SPECIAL LIBRARIES express the views of the authors, and do not necessarily represent the opinion or the policy of the editorial staff and publisher.

SLA OFFICERS, 1949-1950

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MRS. ELIZABETH W. OWENS, First Vice-President and President-Elect
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○ OCTOBER ○

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Please Mention Special Libraries When Answering Advertisements
THE annual business meeting of Special Libraries Association was held at the Los Angeles Public Library, Los Angeles, California, on June 17, 1949, at 9:10 A.M., with the President, Rose L. Vormelker, presiding. After presentation of reports of the President, Secretary and chairman of the Committee on Constitution and By-Laws, Eleanor Cavanaugh read Ruth Savord's recommendation that the wording of By-Law VII, Section 5, Dues in Arrears, be changed to read: “Members whose dues are unpaid on March 1 of each year, and who shall continue such delinquency for one month after notice has been sent, shall be dropped.” After suggestion by Melvin Voigt that the present wording of this section of the By-Laws be amended by changing six months to two months, it was so voted, with one member present dissenting.

The next topic of discussion concerned the fiscal year. Miss Vormelker reminded those present that the fiscal year was changed last June to coincide with the Association year, July 1-June 30. Dues were still paid on the calendar year, however. A list of the advantages and disadvantages of changing the billing year to coincide with the fiscal and Association year, and Jurgen Raymond's suggestion of changing the fiscal and Association years to the calendar year, were included in the president's News Letter recently issued to all members. Mrs. Ruth Hooker, president-elect, reported that of those replying, 19 favored all operations on the calendar year, 4 voted to continue a mixed operation, and 66 wanted to change the billing to coincide with the fiscal and Association years.

It was pointed out that if the billing were changed to the fiscal year, members would have to be billed either for six months or one and a half years. The fiscal year was changed last June in order that Groups and Committees could have all their appropriations during one term of office, rather than two chairmen having to split the funds. Mr. Raymond stated that he believed changing all operations to the calendar year would be the simplest and best for the Association. He felt strongly, however, that the matter has not been considered sufficiently and that no real study has been made of the advantages and disadvantages of the calendar year method of operation vs. the July 1 to June 30 year of operation. Mr. Raymond reported that the main objection to changing all methods of operation to the calendar year seemed to be that the officers were elected in June but would not take office until January. He thought this no disadvantage as very little was accomplished in the summer. Conventions could be held in the fall, if preferred. The California Library Association had changed successfully to the calendar year basis and found that this allowed incoming officers time or opportunity at conventions to arrange committees and finish accumulated business.

The Secretary reported that it would be almost impossible to handle the billing of members and subscribers in the summer with the present staff. This would bring the peak business of Headquarters in the summer, with both the convention and billing necessitating hiring extra temporary assistants and would mean very little work during the winter months. She explained that the entire membership records must be changed whenever a billing occurs as some firms must be billed in duplicate or triplicate, many with certified copies. Others have made partial payments or paid in advance while others have extra Group affiliations for which they must be billed. It now takes the bookkeeper and an assistant four months to complete the billing and then handle the daily deposits of dues which must be itemized and accounted for. The auditor believed that more consideration should be given to the matter before another change was made.
It was, therefore, voted that the matter of the fiscal, Association and billing year be deferred for final decision until the next annual meeting and that a committee be appointed to study carefully the advantages and disadvantages of the change so that the matter could be voted upon intelligently.

The following resolution of the San Francisco Bay Region Chapter, which was passed unanimously at the Chapter meeting on May 19, 1949, was then read, recommending that Article VII, Sections 1 and 3, of the Constitution, be amended: Section 1. Constitution: This Constitution may be amended or repealed on the basis of two-thirds majority of the returned written ballots sent to the entire voting membership; provided, however, that written or printed notice containing the text of all proposed amendments shall have been given to each voting member, or published in the journal, at least thirty days prior to the mailing of the ballot. Section 3. By-Laws: By-Laws may be adopted or amended on the basis of two-thirds majority of the returned written ballots sent to the entire voting membership; provided, however, that written or printed notice containing the text of all proposed amendments shall have been given to each voting member, or published in the journal, at least thirty days prior to the mailing of the ballot.

It was voted that this resolution be referred to the Constitution and By-Laws Committee. The Treasurer then presented his report which was followed by the report of the Chairman of the Finance Committee.

Telegrams were read by Miss Vormelker conveying greetings to the Convention from Dr. Luther Evans, Librarian of Congress, and Helen Mary Pyle, president of the Philadelphia Council. (Telegrams from Betty Joy Cole, John Cory, executive secretary of the American Library Association, and E. W. McDiarmid, president of the ALA, had been read at the first General Session).

Mrs. Irene Strieby next presented the report of the chairman of the Awards Committee. A check for $100 was presented by Mrs. Strieby to Edwin T. Coman, Jr., recipient of the first SLA Award to an individual for an outstanding achievement.

The President reported that the annual Gavel Award for the greatest increase in percentage of paid-up membership dues based on Active membership units went to Cincinnati Chapter with an increase of 22.5%; Southern California was second with 21.6% and Indiana Chapter third with 20.7%. Eugene Jackson, president of Cincinnati Chapter, who received the Gavel, said that the increase was due to 34 Student members from George Peabody Library School in Nashville, Tenn., and was secured without effort on the part of Cincinnati Chapter. He, therefore, felt that the claim to the award was based on unrealistic factors and surrendered the award with thanks and appreciation. Miss Vormelker stated that Southern California Chapter would be considered the winner of the Gavel. She then presented it to Constance Martois, Chapter president, stating that the award meant recognition of a great deal of work in addition to the responsibility of arranging the Convention.

Mrs. Elizabeth Owens, Chapter Liaison Officer, next read the petition signed by 10 Active and Institutional members asking for the organization of a Texas Chapter of SLA. This petition was favorably voted upon at the Board meeting on June 12.

The report of the Resolutions Committee was then presented and accepted. It was voted at this time to send a telegram to Margaret Reynolds, past-president of SLA, for her many services to the Association.

Mrs. Stebbins read the following report of the Elections Committee: Mrs. Ruth H. Hooker, president; Mrs. Elizabeth W. Owens, 1st vice-president and
president-elect; Beatrice Simon, 2nd vice-president; David Kessler, treasurer; Estelle Brodman, director for three years; Paul Gay, director for one year in place of Donald Clark, resigned. Margaret Hatch continues as director for two years. Rose Vormelker continues to be a member of the Board as immediate past-president. Miss Vormelker thereupon introduced the new president, Mrs. Hooker.

It was voted to accept the report of the Elections Committee.

Discussion followed concerning the Placement Service. Gretchen Little asked whether or not New York and New Jersey Chapters had Employment Chairmen since the Secretary's report did not include these Chapters. She noted that the report did include 426 interviews by the Secretary for the past year which she thought took a great deal of the Secretary's time. She therefore made and later withdrew a motion that the Placement Service not be given from Headquarters but that each Institutional member be allowed one free advertisement a year in Special Libraries with the privilege of paying for additional advertisements.

Eleanor Cavanaugh stated that she was against the motion that the Placement Service not be given from Headquarters, in any form which it might take, as it would be a detriment to the members. It was a great boon to the Association to have the Placement Service carried on by the Secretary and she saw no object in destroying such an excellent service as now maintained. Mrs. Stebbins then explained that Headquarters acted as a clearing-house for all placement work in the U. S. and Canada. She interviewed members and saw employers from all quarters of the globe. New York has been the center of special libraries with more job opportunities than elsewhere and most members try to visit New York when interested in changing positions. The correspondence from members outside of New York and New Jersey is heavy and takes considerable time. The Secretary stated that the Placement Service is the one benefit which the average member wants from his Association and that it would be a great loss to SLA if it were abolished.

It was, therefore, voted that the Executive Board appoint a committee to study placement problems, with the amendment made by Miss Hollingsworth that the committee be composed of members representing various parts of the U. S. and Canada. It was voted also that the report of this committee be referred to the Association as a whole and that a copy of the report appear in Special Libraries before the Convention. All present voted in favor of mail ballots in this regard.

Miss Vormelker then called upon Mrs. Hooker to take the gavel and inaugurate the year 1949-1950. Whereupon Mrs. Hooker took the chair and announced that the 1950 Convention would be held June 12-16, 1950, in Atlantic City, New Jersey.

Kathleen B. Stebbins, Secretary.

LAST CALL FOR SLA TRANSACTIONS ORDERS!

Unless additional orders are received by November 5, 1949, publication in one volume of the papers presented at the 1949 Los Angeles Convention will not be possible. Please send your order today to 31 East Tenth Street, New York 3, N. Y. For further information, see Special Libraries, July-August, 1949, page 235.
OUR ASSOCIATION
By ROSE L. VORMELKER

ACCORDING to custom the President of this Association is called upon to present an annual report on the Association's affairs and status and to make recommendations for future development. His function is primarily that of coordinator of activities. The real work of the Association—that which makes it significant among professional organizations—is carried on voluntarily by the members, individually and through their Committees, Groups and Chapters under policies developed by your elected Board and assisted by a paid headquarters staff.

However, when an association grows as rapidly as has SLA in the last ten years, it goes without saying that adjustments in the framework under which it operates are inevitable; and any period of adjustment brings with it vexing problems. This has been a year of great introspection, and in some respects, of frustration, both, no doubt, concomitant aftermaths of the war. These are the result of past and present criticism for which we should be grateful, for so long as an association is criticized by its members we may be sure it is not dead. Only when its members become apathetic to its welfare is it in danger. "Criticism," as was pointed out editorially in a recent magazine, "is more valuable than the fair-weather back-slap or the conscientious compliment. More progress can come from a word of criticism than from a page of praise. Criticism will develop inventory of ourselves and lead to improvement, regardless of the position of the belt when the blow strikes."1

Let us look at our Association. Because detailed reports from Chapter and Group Liaison Officers appear elsewhere in this issue, only the barest highlights of their activities belong here.

1 Southern Pharmaceutical Journal, January 1949.

CHAPTERS
Our Chapters are the grass roots and pride of the Association. They offer the widest possible membership participation. They are twenty-five in number including a new one just authorized by the Executive Board. Public relations, in-service training, publication of excellent local membership directories, recruiting, union lists, job clinics, institutes, and just plain get-togethers, have been their programs in the past year.

GROUPS
Our fourteen Groups have given themselves to a conscientious study of their structure because here, too, rapid growth has presented genuine problems. Some have grown unwieldy in size, others have ceased to function actively as Groups and are looking into methods of dissolution or reorganization.

Many have issued outstandingly helpful publications. Among these are What's New—issued by the Advertising Group, whose policy is now taking shape to make this a self-sustaining publication.

The reorganized Business Group has issued several worthwhile bulletins with bibliographies which have attracted considerable attention. The bulletin of the Financial Group continues to be of tremendous interest outside the Group membership as well as within. The Insurance Group's Insurance Book Reviews, begun as a Group bulletin, now boasts a paid subscription list of over two hundred and fifty.

The Science-Technology Group has been one of the most active in the Association. It, too, has its serial publication in Sci-Tech News, and a Section publication, Unlisted Drugs, issued by its Pharmaceutical Section.

COMMITTEES
Our committees are asked to consider, investigate, or take action on certain specified matters or subjects and this past year members were at work on
thirteen standing committees, six special annual committees, and two special assignment committees. Nine SLA'ers were representatives on committees operating jointly with other associations such as the Joint Committee on Library Work as a Career. Six members were SLA representatives in other associations with our members serving as presidents of two of these associations.

Much committee work necessarily must go on from year to year before any definite accomplishments can be seen. We can, however, mention a number for this year.

Archives
Working practically alone, Emma Boyer, chairman of this committee, compiled a chronology of the highlights of SLA's forty-year history. In a special conference held in Cleveland, Ohio, with our editor, Alma Mitchill, this report was used to prepare the article on SLA's history in the Anniversary issue (April 1949) of SPECIAL LIBRARIES. (Copies of the more detailed chronology are available upon request to Miss Boyer, National City Bank, Cleveland 14, Ohio.)

Classification
Our Classification Committee has revised the List of Classifications Available for Loan from SLA Headquarters and it may now be purchased for $1.25.

Constitution Revision
We have said before, but reiterate again, that our rapid growth has not adjusted itself to the framework which served a smaller and more concentrated organization very well. Last year President Strieby recorded a number of instances which indicated the need for some revision in our Constitution. Accordingly a Constitution Revision Committee was named and a revised Constitution has been drawn up. Because it is essential that changes in our Constitution be understood and approved by as great a number of our members as possible, it was decided by your Executive Board not to attempt to rush it through at this Convention. Rather it is suggested that it be made the subject of a year's study based on a series of articles to appear in SPECIAL LIBRARIES and the actual revision thereof will be on the agenda of the next annual Convention's Business Meeting, scheduled for Atlantic City in 1950.

Finance
Perhaps the one subject of equal interest to each and every member is that of the Association's finances. The latest report available covering the first nine months of our fiscal year, namely, July 1, 1948, through March 31, 1949, shows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Income</td>
<td>$56,764.26</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$48,473.65</td>
</tr>
<tr>
<td>Excess of income over expenditures</td>
<td>$8,290.51</td>
</tr>
<tr>
<td>Cash (checking accounts, petty cash and postage stamps)</td>
<td>$25,752.25</td>
</tr>
<tr>
<td>Reserve Fund</td>
<td>42,739.56</td>
</tr>
<tr>
<td>Student Loan Fund</td>
<td>1,404.70</td>
</tr>
<tr>
<td>Total Reserves</td>
<td>$44,144.26</td>
</tr>
<tr>
<td>Total Cash and Investments</td>
<td>$69,896.51</td>
</tr>
</tbody>
</table>

International Relations
Activities in the field of international relations, for which the blue prints are now being drawn, include a possible Special Libraries Institute to be held in 1950 for special librarians in libraries outside the United States.

Meanwhile, this committee keeps the world SLA-minded and SLA-internationally-minded. One direct result of its work is the July-August 1949 issue of SPECIAL LIBRARIES with papers by librarians of libraries outside the United States. One member of this committee has accepted an invitation to write an article for publication in a journal of documentation published in Brussels.

Membership
There were doubts in the minds of some that our necessarily increased dues would result in some loss of mem-
bership. The dues were not increased until it became a matter of decreased service or increased dues and you voted for the latter.

Credit belongs to our very active Membership Committee for making sure that new candidates for SLA membership be informed of their privileges and that all members be made to realize anew the Association’s need for them and their need of the Association. The results may be seen from these figures:

<table>
<thead>
<tr>
<th>Category</th>
<th>May 1948</th>
<th>May 1949</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Members</td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td>Institutional</td>
<td>648</td>
<td>678</td>
</tr>
<tr>
<td>Members Sustaining</td>
<td>630</td>
<td>649</td>
</tr>
<tr>
<td>Active Members</td>
<td>3402</td>
<td>3444</td>
</tr>
<tr>
<td>Associate Members</td>
<td>1236</td>
<td>1167</td>
</tr>
<tr>
<td>Student Members</td>
<td>62</td>
<td>119</td>
</tr>
<tr>
<td>Total</td>
<td>5379</td>
<td>5443</td>
</tr>
</tbody>
</table>

In revenue we gained a net amount of $13,923 from membership dues.

Publications

Four publications have been issued this year. They are:

Aviation Subject Headings
The Aeronautical Engineering Subject Heading List
The Creation and Development of an Insurance Library (Third edition)
A Brief for Corporation Libraries
(the first of a series of manuals on special library organization and management.)

Three others are in preparation and are expected to be off the press before the end of 1949, namely, the P B Index, the Newspaper Library Manual, and the new edition of Linda Morley's Contributions Toward a Special Library Glossary.

SPECIAL LIBRARIES

Our unique journal under the editorship of Alma Mitchill has continued to keep us informed about the many and various activities of the organization.

HEADQUARTERS

Our Headquarters office was moved in July 1948 from the cramped and totally inadequate quarters on the third floor of the Stechert Building to spacious, dignified and appropriate space on the eighth floor of that building.

BOARD AND ADVISORY COUNCIL

Four sessions of the Executive Board and Advisory Council were scheduled for this year. The first was held in Washington on June 12, 1948; the second in Cleveland, November 4-7, 1948; the third in New York, March 25-27, 1949; and the fourth in Los Angeles, June 12 and 14, 1949.

One special Board meeting to discuss budgets and finance was called for May 14, but it was necessary to change this to a special committee meeting held that day in Washington, D. C. Two other meetings of Board members as a Committee of the Whole were held on March 24, 1949, and on June 12, 1949.

It would be difficult to put into words adequate appreciation of the sincerity and diligence with which this Board entered upon its duties. Charged as it is with directing and formulating policies for Association management and administration, it discovered early in its term of office that much controversy and misunderstanding existed concerning matters of policy. This was true either because they had never been established, or were not recorded in such a manner as to bring them to light when needed, or they no longer served our needs.

To restate, revise or formulate these became this Board’s first obligation. The year’s end saw three such policy statements completed: those for placement service, public relations and publications. The travel policy was worked out and adopted by last year’s Board. The Training and Recruitment policy is still under study.

Although these are available at Headquarters for consultation by anyone, it is recommended that they be published in SPECIAL LIBRARIES, or in separate form with all other policy statements now extant, at the earliest possible moment for the information of all members. Members, individually, as well as Chapters and Groups, should find these of inestimable help in planning their
own work, and in knowing what their privileges and responsibilities as SLA members are.

CONVENTION
The high point of the year for our members is the annual Convention provided for in our Constitution. One of the problems that must be taken into consideration in selecting a place for this annual meeting is to select a locale where the Convention will make some genuine contribution locally, as well as be informative and inspirational to those attending. It is of considerable help in planning for a Convention to have invitations from our various Chapters; indeed it would not be feasible or practicable to hold a Convention in a community without such an invitation. Whenever consideration has been given to invitations from the West Coast there have always been misgivings about the numbers such a Convention could attract or whether the membership could support such a Convention. For some reason, the distance from the east to the west seems far greater than that from the west to the east. Why?

Our last West Coast Convention was held in 1930 in San Francisco. The invitation from the Southern California Chapter extended in 1941 for 1942 was accepted but as you all know a world shaking event on December 7, 1941, made it necessary to cancel that acceptance. This 1949 Convention has made up in quality what it may lack in numbers—though even the number registered, 475, is a source of pride as well as a tribute to our cooperative Convention Committee and its peerless chairman, Dr. Hazel Pulling.

In the matter of office records alone, this Convention marks a new high. It was only a matter of minutes before the Registration Desk could tell us: (1) Who had registered within the past hour (the chronological record); (2) Whether Mr. Brown had arrived (the alphabetical record); (3) How many Museum Group members were here (Group record); (4) How many were here from the Pharmaceutical Section of the Science-Technology Group (Section record); (5) How many had come from the Connecticut Valley Chapter (Chapter record). All this was made possible through the use of the multiple carbon slips with a different colored slip for each record. It is an application which might well serve some of the needs of our Headquarters office and it is recommended that consideration be given to this method of expediting record work.

Exhibits have always gone hand-in-hand with conventions and it was a source of great regret to our Convention Committee that the exhibits were cancelled this year. Here, too, it seems that it would make for better continuity from year to year to place responsibility for contracts with exhibitors with our Headquarters office. Its contacts with potential exhibitors might well be developed throughout the year and hold over from year to year. It is recommended that consideration be given to this suggestion at future Conventions.

PRESIDENTIAL VISITS
It has been the privilege of your President to visit and address eight Chapters this year: Minneapolis, Pittsburgh, Connecticut Valley, Illinois, Michigan, Toronto, Cincinnati and Montreal; to address also joint meetings of the Minneapolis Chapter and the Minneapolis Library Association; a joint meeting of the Pittsburgh Chapter and the Pittsburgh Library Association; the Library School of Ontario, College of Education, University of Toronto, as well as the School of Library Science, Western Reserve University.

Your President represented you at the second annual conference of UNESCO held in Cleveland, Ohio, April 30 and May 1, 1949.

There has been some discussion concerning the value of such visits. As we grow larger and larger, it will become
more and more difficult for any one person to visit all Chapters in a single year or to represent SLA at all the other meetings which might well add to our prestige. However, the value of such visits and representation can hardly be doubted if the written expressions of appreciation are examined or the heart-warming enthusiasm of our Chapters is once experienced. *It is recommended* that some definite programming be worked out between the CLO and the Executive Board in order that Chapter visits may be put on a definite policy basis in line with other policies which have been developed.

**SLA CONSTITUTION**

One huge piece of work is left on the doorstep of the next administration; namely, a revision of our Constitution in order that a pattern adapted to the needs of tomorrow may be effected. Constitutions have a way of being overlooked until it is discovered they are not working and even hamper progress. They constitute the blue print upon which activities are plotted and executed. They should command the most careful thought of which we are capable to combine in them the experience of the past, the wisdom of a Solomon, and the foresight of a prophet.

Constitutional changes should not be made lightly but neither should they be avoided because of inertia. John Cotton Dana, whose iconoclastic remarks made him at once a fascinating person to hear and one whose counsel had a timeless quality, used to say that when there is a standard and approved way of doing a thing, one which has been tried and followed over a period of years, it is safe to say it ought to be changed or at least that it is capable of being improved upon for it is no longer a matter of intelligence but of habit!

Our Constitution Revision Committee has prepared revisions which were distributed to the Advisory Council at its March 1949 meeting. Additional copies are available from our Headquarters office. It is requested that these be studied by Chapters and members throughout the coming year so that at next year’s Annual Business Meeting the revision may be voted upon by a thoroughly informed membership. To provide some discussion material, a series of articles on various points in the Constitution is being planned for SPECIAL LIBRARIES. When these appear, may I urge you not to turn the page—thinking you will leave that to the parliamentarians and Constitution Committee—but read them word for word. Judge their applicability to your needs as members and to the Association as representing our profession. We are entering our fifth decade and it is essential that an informed membership know the basis upon which we plan to meet the challenge of the next ten years.

**MINUTES OF BOARD MEETINGS**

Early in the year, the Board was made aware of keen member interest in Board transactions—a situation unique among professional associations where, too often, Board meetings are considered bored meetings. Not so our SLA! Accordingly the Board authorized making available to all members of the Advisory Council copies of the complete minutes of each Board meeting with the request that they be circulated as widely as possible to members interested. Furthermore they were to be made available for consultation at Headquarters at any time the office was open. This adds little to the expense, being mostly a matter of additional paper and postage, but returns in member information and interest more than offset this. *It is recommended* that this effort to keep members informed be followed so long as it serves a constructive purpose.

**MEASURING UP**

The late General Leonard P. Ayres, world famous economist, used to make an annual forecast of business conditions and economic events as he saw them. Before proceeding with the year
ahead it was his custom to take his last year's predictions one by one and see how accurately they had measured up to the actual occurrences. Taking a leaf from his book I should like to recall for you the ten specific recommendations our indefatigable president of 1947-1948, Mrs. Irene M. Strieby, made at last year's Convention to see how we have measured up to them. Those of us who have been privileged to work with her appreciate her extraordinary vision for seeing what SLA can mean to its members, its profession and the world it may serve.

Her first recommendation concerned that ever-recurring demand of our members for publication of our complete proceedings. She gave a detailed explanation of the costs involved since our present Constitution states that a copy of the Proceedings issue of the journal shall be distributed to each Associate member as well as to Active members. She recommended that this constitutional provision be eliminated and study be given to the possibility of issuing the Proceedings through advance orders. This has been referred to the Constitution Revision Committee. Through a show of hands at the spring Advisory Council meeting it was evident that members were eager to obtain a copy of the Proceedings and willing to pay a modest amount for a separate volume, but the showing was not sufficient to assure its paying its own way. However, another attempt will be made to make possible the preservation and availability of the papers and reports presented at this conference.

The second recommendation was to consider a resort hotel for a future convention and more work methods for program material. It was pointed out that conventions in large cities, where it is natural to want to combine library visits with attendance at, or participation in, programs leads to a feeling of frustration at times. Often we have left conventions with a feeling that more time spent discussing practical problems and new developments affecting special librarians would have sent us back to our libraries with "more specific help than has been the case." Frequently we have had totally inadequate time and attendance to enact Association business. A handful of members at an annual business meeting means that tremendous responsibility is put on your Executive Board to make decisions which truly will reflect the wishes and opinions of the membership-at-large, and then we hear "When did they do that? I don't approve" or "Well, it's about time that was done!" This also holds true of business meetings for Groups.

It has been pointed out that new members have little opportunity to learn what SLA is and does except at conventions. This was another reason for suggesting a spot with less distraction on the outside and more concentration on working problems in our programs. This, however, does not apply to this year's Convention.

Our Convention Committee has presented us with a complete package in offering ample opportunity for getting acquainted in an informal and congenial atmosphere, resort hotel attractions and as for program—any executive studying it would surely declare it to be a "working convention".

The third recommendation concerned costs of conventions. It was said that conventions should pay for themselves and it was recommended that, if there were a convention surplus at any time, it be set aside to subsidize a project approved by the members. This has been approved by the present Executive Board but will need more formal action to assure its becoming a definite Association policy.

Recommendation four discussed reasons for enlarging our Executive Board. "Why not share among more members the responsibility for making decisions of the type that normally do not go to
the entire membership for consideration? Why not gain for the Association the advantages of securing a wider base of opinion to guide decisions?” These were our past president’s questions which came as a result of problems she had faced. The Chapter Liaison Officer and the Group Liaison Officer were suggested as two whose experience would be a great asset to any Board. This recommendation has been taken into consideration in the draft of the revised Constitution.

Recommendation five was to double the required minimum of signatures making it 20 instead of 10 for Group and Chapter creations and that these units be in existence at least one year before formal recognition is granted. This, too, is considered in the draft of the revised Constitution to be voted on at the 1950 Convention in Atlantic City.

The sixth recommendation called for preparation of a history of the Association to be published not later than 1959, when we celebrate our Golden Anniversary. For a prelude to this, Emma Boyer was called upon to compile a Chronology of Events in SLA, 1909-1949. Miss Boyer worked many hours on her own time digging through files of Board minutes and SPECIAL LIBRARIES to compile this chronology and to her we owe a debt of deep gratitude for assembling this outline from which a definitive history may be written.

Recommendation seven called for a manual in which the policies and decisions of the Executive Board be collected and made available to those having occasion to use them, with the further recommendation that consideration be given to printing those affecting the entire membership, such as our Placement policy, International Relations policy and others. In reality this recommendation called for two manuals—one for Executive Board guidance and one for those policies affecting the entire membership. The Secretary was asked to assemble Board policies and a beginning of such was brought to the March Board meeting. It is far from complete, however. Committee policies have been matters of study this year and several mentioned above are now “in the record”.

In order that the Association’s problems and privileges be brought closer to our members, the eighth recommendation was to hold at least one of the two Advisory Council and Board meetings, usually planned for New York City, in such cities as Cincinnati, Pittsburgh, Milwaukee or St. Louis. This year the fall Board and Council meetings were held in Cleveland with an excellent and representative attendance.

The ninth recommendation concerned our records at Headquarters and the great need for decreasing the load of clerical work there, particularly as it concerned membership records for Headquarters, Groups, and Chapters. To quote, “I recommend that the next administration take immediate steps to devise a method of processing membership which will reduce the needed records. First consideration should be given to the multiple continuous carbon forms which can be made in one operation from a single form designed to produce the necessary information.” This has not been effected. A demonstration of short cuts in this respect was presented by the Standard Register Company and Addressograph Company in a nearly all-day session of the Executive Board, Membership Committee Chairman, Secretary and addressograph operator at the November meeting. The Headquarters staff members felt none of the suggestions offered were applicable and a return to the old membership blank was authorized.

In her tenth and last recommendation, Mrs. Strieby stressed the importance of sharpening the picture of special libraries for the benefit of library schools, for recruitment, and even for ourselves, and recommended immediate steps be taken to encourage considera-
tion of topics upon which we need more information, not only for ourselves but for those who contemplate the inauguration of courses aimed at training future special librarians. A special assignment committee working with our Professional Activities Committee was appointed to work out a syllabus for this purpose. Until last week we had great hopes such a syllabus could be made available by the fall of 1949. These hopes have not been realized.

We cannot point to any one great project accomplished this year unless it be the reexamination of objectives; recoordination of activities; making available to any member on request the minutes of Executive Board proceedings; planning the tools needed to expedite the uses of our increasing load of printed and other resources and including in these a consideration of mechanical equipment as well as a pooling of our human resources. In other words, we have tried to clear away some debris and build the foundation for a new structure to meet the needs of a new age.

This has been our fortieth anniversary and since the excellent chronology of historical highlights already referred to is in print and since it is hoped a definitive history of our Association will be written in time for a fiftieth anniversary celebration, I have refrained from sharing with you many of the items a perusal of the Anniversary issue of SPECIAL LIBRARIES made tempting. It was a coincidence, totally unplanned, that Sarah Ball, at one time a member of John Cotton Dana's staff and who was on the committee which sent out the invitations for the first conference of special librarians in Bretton Woods in 1909, came to Los Angeles during this Convention. Unfortunately she could not stay to give her greetings at any session of the conference but she regaled a few of us late one evening with some interesting tid-bits of the early days of SLA and left for our archives what may well be the first "document" of Association history.

CONCLUSION

The vigor, vitality, and enthusiasm of SLA will always comprise the basis of its strength. The ability of its members is unquestioned. Their interest in Association affairs is heartening. Their demands upon the President constitute a liberal education! Indeed I wish it were possible for every member to be, at some time, president of SLA. It provides a school of experience like none other.

In closing, may I express my sincerest thanks to each and every member of the Headquarters staff, to the Executive Board, to the Chapter Liaison Officer, to the Group Liaison Officer, to the Editor of SPECIAL LIBRARIES, to every Chapter President, Group Chairman and Committee Chairman, and to the many members who have responded with spirit to every call for help and who have made this a very lively year.

REPORTS OF SECRETARY, TREASURER AND EDITOR

SECRETARY

Despite predictions to the contrary, Special Libraries Association on May 20 showed a continued upward trend in membership as has been evidenced over the past nine years when the present Secretary took office. The total membership count of 5,443 on May 20 compares favorably with 5,379 at the same period in 1948. That the increase in membership dues, which become operative January 1, has had an unfavorable effect in prompt payment of dues is seen by the fact that there were 979 unpaid members on May 20, 1949, as compared with 647 in 1948 on that same date.

It would be of great assistance to Chapter
presidents, Group chairmen and to Headquarters, and would effect a considerable saving to the Association as well, if members who plan to drop their memberships would notify the Executive Office of their intent after the first billing in December or January. Thus the expense of mailing SPECIAL LIBRARIES, Chapter and Group bulletins and other literature would be saved and only those members who are actually interested in SLA activities would be kept on the roles.

A slight decrease has been noted in subscriptions to Technical Book Review Index and SPECIAL LIBRARIES since last year, due in large part to the cancellation of subscriptions formerly sent to inactivated Army, Navy, and V.A. libraries. The March 31 count showed 498 subscriptions to SPECIAL LIBRARIES (a decrease of 30 over the same period in 1948) and 1168 subscriptions to Technical Book Review Index (a decrease of 31). A total of 41 new subscriptions to TBRI resulted from the special offer of $5.50 to new subscribers in the USA and $6 outside of the USA, which was in effect from January 1-March 31, 1949.

A revised and expanded edition of the mimeographed list of classification schemes and subject headings available in SLA's loan collection has just been mimeographed through the courtesy of Sara Price, chairman of the Classification Committee, who prepared the stencils, and Isabel Towner, former chairman, who assembled the list. The 40-page list, (6 pages larger than the 1945 edition) contains 225 headings and 466 schemes and will sell for the same low price of $1.25. It should stimulate the loan of additional schemes from Headquarters and make the collection better known. Two hundred and thirty-one schemes were loaned to members during the past Association year (an increase of 34 over the preceding year) while the entire collection of manuals was borrowed by the New York Chapter of SLA for the session devoted to a discussion of staff manuals at the 1949 Spring Institute.

Inventory of publications on hand prior to 1949 shows very little stock for sale other than the 1949 publication, Aviation Subject Headings. The half-price sale for publications published prior to 1948 in effect October 1-December 31, 1948, netted $489.35, considerably more than previous years. With three new publications: A Brief for Corporation Libraries, Creation and Development of an Insurance Library, 3rd revised edition, and Aeronautic Engineering Subject Headings, the ordering of 300 additional copies of the 1947 Union List of Technical Periodicals, now out of print, plus other publications scheduled for 1949, receipts from this source should increase during the last six months of the year.

U. S. Government Bonds in the amount of $999 were purchased in December, covering seven Life memberships, not previously invested in bonds, and interest on present bonds for 1948-1949.

Two new members joined the Headquarters staff in the fall of 1948, Bessie Sugarman, assistant to the bookkeeper, and Mrs. Doris Schofied, assistant to the addressograph operator and stenographer. Mrs. Winifred Forwood, rejoined the Headquarters staff as Editorial and Publications Assistant, January 1. The position of Jeanne Rankin, clerk-typst, who resigned in January, has not been filled. At present there is no mail boy, reducing the staff to five persons in addition to the Secretary. During the summer months when vacations are in effect, it will be difficult to schedule any additional work besides routine duties but the Secretary and the staff will do everything possible to serve the members.

Equipment purchased during the past Association year included: two four-drawer files, an L. C. Smith typewriter, one electromatic typewriter, an addressograph cabinet and extra drawers, and a keyboard graphotype machine. Equipment sold included a second-hand typewriter, an hush-a-phone, and second-hand graphotype wheel machine. The comfortable and attractive Headquarters now occupied by SLA on the eighth floor at 31 East 10th Street, New York, continues to attract members, guests and employers. Many Chapter, Group and national officers make it a point to visit the Executive Office while attending meetings of the Executive Board and Advisory Council in New York City. An open house was held at Headquarters, October 21, 1948, preceding the first New York Chapter meeting of the season at which the Secretary was the speaker. A cordial invitation is extended to all members to visit the Headquarters office when in New York.

Due in large part to the active correspondence of the International Relations Committee, the following visitors from overseas have visited SLA Headquarters: Dr. Herbert Coblenz, Librarian, University of Natal, South Africa, who attended the meeting of the Executive Board and Advisory Council, March 25, 1949, in New York; Helga Neilsen of Denmark; Engineer-Captain A. B. Blake, a member of Aslib; Evelyn Campbell, Librarian of the Nova Scotia Research Foundation and a member of Aslib; Evelyn Campbell, Librarian of the Nova Scotia Research Foundation and a new Institutional member of SLA; Edith Sims, Technical Education Branch Library, New South Wales, Australia; Barbara Johnston, Division of Food Preservation, Council of Scientific and Industrial Research Library, Melbourne, Australia; Dr. Karl-Emerik Olsoni, Director, Publication and Library Department, Finnish State Institute for Technical Re-
search, Helsinki, Finland, and an Active SLA member; Dr. Stumvold, Acting Librarian of the Austrian National Library in Vienna; Lucien Montreuil, School of Commerce Library, Quebec; and Palle Birkeland, Assistant Librarian of the Royal Library, Copenhagen, Denmark, a new Student member of SLA who is studying in the United States on a UNESCO fellowship and who is at this conference.

Mrs. Stebbins attended the meetings of the New York Library Association at Saranac Inn on October 2, 1948, and again in Syracuse, May 22, appearing on both programs. She attended meetings for the planning of the Library Clerical Course, instituted by the Ballard School of the YWCA in New York this spring, and entertained members of both classes at Headquarters, May 9, when she told the students about the activities of Special Libraries Association and the services carried on by Headquarters. The Secretary attended several meetings of the seminar for newspaper libraries sponsored by the American Press Institute at Columbia University School of Journalism, December 6-10, 1948, and assisted in securing speakers. She was also present at the tea at Columbia University School of Library Science on February 24, 1949. She attended the tea given by the New York Herald Tribune December 9; the tea given by the Australian Government Trade Commission on November 19; the open house of the City College Midtown Business Library on January 25; the meeting of the New Jersey Chapter in Newark on February 2; the Library Public Relations Council dinner on March 1; she addressed the students of the library school of St. John's University, Brooklyn, N. Y., on February 8 and Professor Ray Trautman's class at Columbia University School of Library Science on April 6, 1949. Mrs. Stebbins, with the editor, Alma Mitchell, was present at a tea on May 4 at Batsford's on the occasion of the opening of the New York office and attended the installation of Francis St. John as Librarian of the Brooklyn Public Library on May 24, 1949. She attended various Committee, Chapter and Group meetings in the area and attended the dinner meeting of the Philadelphia Council of SLA on April 1, 1949. She was also present at a committee meeting of the Executive Board called in Washington, D. C., on May 14 by President Rose L. Vormelker.

In order to carry on the duties involved as Secretary of SLA in charge of SLA's office, Mrs. Stebbins has just completed a course in Personnel Management at New York City College. Since not enough persons joined the SLA 40th Anniversary Tour to permit the New York Central Railroad to send a representative further than Chicago, the Secretary had charge of travel arrangements for the remainder of the trip.

The Placement Service continues to be one of the most valuable of the services rendered to members as is shown by the fact that 526 notices of vacancies were received either at Headquarters or by the Chapters during the past Association year. Of this number 240 positions were filled. This is a decrease from the preceding Association year when 62 more vacancies were listed and 27 more positions filled. The Secretary personally interviewed 426 members or prospective members for positions and talked with many employers or persons surveying libraries about salaries and library positions. The report presented by the various Chapter Employment Chairmen for the Association year from July 1, 1948, to date is as follows:

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Positions Open</th>
<th>Positions Filled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boston</td>
<td>26</td>
<td>11</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Cleveland</td>
<td>9</td>
<td>8</td>
</tr>
<tr>
<td>Connecticut Valley</td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td>Greater St. Louis</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>Illinois</td>
<td>33</td>
<td>16</td>
</tr>
<tr>
<td>Indiana</td>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>Louisiana</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Milwaukee</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Minnesota</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Philadelphia</td>
<td>19</td>
<td>5</td>
</tr>
<tr>
<td>Pittsburgh</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Puget Sound</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>San Francisco</td>
<td>44</td>
<td>16</td>
</tr>
<tr>
<td>Southern California</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Toronto</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Washington, D. C.</td>
<td>37</td>
<td>36</td>
</tr>
<tr>
<td>Western New York</td>
<td>14</td>
<td>5</td>
</tr>
</tbody>
</table>

At the request of the Executive Board, the Secretary investigated the procedure that it would be necessary to follow under New York State laws if a registration or placement fee were required. Not only would records have to be kept of all interviews, where each applicant was sent and the result, but a license and a bond would have to be procured. Each volunteer chairman in each state would have to comply with his own state laws in this regard unless the Placement Service was carried on at Headquarters only. Because of the many ramifications, it was decided to continue the Placement Service as formerly.

There are more candidates available for positions than during the war years while, conversely, there are fewer opportunities in the higher salaried positions. It is heartening, however, that a member was placed recently in a special library at the highest salary for a woman ever to have come to the Secretary's attention in the past eight years. Recent library school graduates are still starting at the
A.L.A. recommended minimum of $2800 or better as there are more positions for beginners than candidates.

Advertising in SPECIAL LIBRARIES has continued to increase in each issue even though there has been considerable retrenchment in the amount of advertising now placed by publishers. A total of $8,041 for advertising in 1948 has been received or billed—an increase of $791 over the preceding year. A total of $8,290 has been received or billed for the Association year 1948-1949—an increase of $875 as compared with the same period in 1947-1948. The revenue by issues for the past Association year is as follows:

<table>
<thead>
<tr>
<th>Month</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>July-August 1948</td>
<td>$896</td>
</tr>
<tr>
<td>September</td>
<td>806</td>
</tr>
<tr>
<td>October</td>
<td>886</td>
</tr>
<tr>
<td>November</td>
<td>836</td>
</tr>
<tr>
<td>December</td>
<td>806</td>
</tr>
<tr>
<td>January 1949</td>
<td>658</td>
</tr>
<tr>
<td>February</td>
<td>728</td>
</tr>
<tr>
<td>March</td>
<td>806</td>
</tr>
<tr>
<td>April</td>
<td>785</td>
</tr>
<tr>
<td>May-June</td>
<td>983</td>
</tr>
</tbody>
</table>

The popular Special Directory Section continues to be published twice a year, in the July-August and February issues of SPECIAL LIBRARIES. A total of five new advertisers for a page advertisement each were secured during the past year; eight for a half page each; six for a quarter page each; and five new advertisers appeared in the Special Directory Section. Thus the backbone of advertising in SPECIAL LIBRARIES is still the repeat advertiser and particularly the advertisers who take ten-time contracts with their advertisements appearing in each issue through the year. It will be greatly appreciated if members will mention SPECIAL LIBRARIES when patronizing advertisers as it is very difficult for these organizations to learn whether or not their advertising pays. The Secretary will also appreciate any suggestions of additional firms to contact as prospective advertisers.

In closing, the Secretary wishes to express her appreciation to the officers, members of the Association and the staff at Headquarters, without whose cooperation the work of SLA could not continue.

KATHLEEN B. STEBBINS.

TREASURER

The Treasurer's report of the Income and Expenditures operations of the Association for the period July 1, 1948, through March 31, 1949, inclusive, is based on the figures appearing in the financial Interim Operating Statement of the Association for this period. Figures for the Cash and Investments Statement, as of April 30, 1949, are based on the Treasurer's Reconciliation Statement of the Association's Checking Account Balance in the National City Bank of New York and figures supplied by the SLA Headquarters.

OPERATING STATEMENT
(July 1, 1948 - March 31, 1949)

As all undoubtedly know, there were two changes made last year, effective July 1, 1948, in the Association's finances, namely, the shifting of the fiscal year from January 1-December 31 to July 1-June 30 and the change of the Association's accounts from an accrual to a cash basis. The first change accounts for the reason why this report covers the period July 1, 1948, through March 31, 1949. For those who are interested, copies of the Treasurer's report for the calendar year 1948, presented at the Executive Board and Advisory Council meeting in New York on March 25 of this year, are available on loan from SLA Headquarters.

The income of the Association from all sources for the period July 1, 1948, through March 31, 1949, inclusive, amounted to $56,764.26. This income was derived from the following sources: Dues, $35,646.39; Publications (including SPECIAL LIBRARIES and Technical Book Review Index), $17,026.07; Convention, $3,229.03; Other Income (including interest from the Reserve and Student Loan Funds and miscellaneous income), $862.77. Total expenditures for this same period came to $48,473.65. The expenditures involved the following: Chapter, Group, and Committee Allotments, $6,875.39; General Expenses (including Ren't, General Operations, Salaries and Taxes, Accounting, Porter Service, Pension Trust, Moving and Equipment, Miscellaneous Expenses, and the annual Unemployment Insurance tax of the United States government), $25,396.21; Membership in other organizations, $2; Management Consultant Fee, $500; Travel, $526.94; President's Administrative Fund, $60.31; Publications (including SPECIAL LIBRARIES, Technical Book Review Index), $13,784.40; Convention, $1,228.40; Foreign Fellowship, $100. The excess of income over expenditures came to $8,290.61.

CASH AND INVESTMENTS
(as of April 30, 1949)

The total Cash and Investments of the Association, as of April 30, 1949, amounted to $69,896.51. Of this total, $25,752.25 was in Cash and $44,144.26 was in the Reserve and Student Loan Fund accounts. The Cash was divided as follows: Operating Bank Balance in the National City Bank of New York, $25,516.27; Petty Cash, $75; Postage Stamps on Hand, $160.98. The amounts deposited in the Reserve Fund Account were as follows: Central Savings Bank, $5,534.47; West Side Savings Bank, $5,341.06; United States Government Securities, $32,064.03. The Student Loan Fund Account, deposited in the Central Savings Bank, came to $1,404.70.
RESERVE FUND

The theory behind the setting up of a Reserve Fund by the Association is to provide an adequate buffer to a possible depression period when great losses in income might be encountered. The present amount of the Association's Reserve Fund is $42,739.56. This amount is still $7,260.44 short of the $50,000 goal recommended by the Committee on Finance and the Treasurer of the Association in October 1947.

I should like to take this occasion again to express my sincere thanks and appreciation for the assistance and many courtesies extended to me, as Treasurer, by the Headquarters' staff. I should like particularly to commend the excellent services provided to me by Mrs. Kathleen B. Stebbins, Secretary, and Mrs. Emily B. Shoemaker, Bookkeeper.

DAVID KESSLER.

EDITOR OF SPECIAL LIBRARIES

1949 being the fortieth anniversary of the organization of SLA, plans were early underway for the preparation of a special Anniversary issue of SPECIAL LIBRARIES. Mrs. Strieby during her administration had appointed Emma Boyer, Librarian, National City Bank of Cleveland, Ohio, chairman of a committee to compile a chronology of SLA's history from 1909 to date. The result is an excellent account of SLA's outstanding accomplishments, outlined by administrations. April was chosen for the publication of this Anniversary issue of SPECIAL LIBRARIES in which this chronology would appear. Since the chronology in its original form was too long to print in the magazine, your editor spent three days in Cleveland during February with Miss Vormelker and Miss Boyer picking out SLA "firsts" as well as the highlights of each administration. The final result appeared in the Anniversary number together with reminiscences from many of the earlier presidents as well as from the later ones. Chapter and Group affiliation dates were given and a list of SLA publications. I am sure that many an SLAer, who, like myself, has seen SLA grow in strength year by year, visualized certain events as he read them and recalled the controversial discussions which ensued when they were proposed. Today they are accepted as if they had always been part of our organization.

The problems which now confront us and which cause us so much anxiety will in their turn help to mold the SLA of the future. It will be interesting to note what our fiftieth anniversary number will print of our present growing pains.

As for the other issues published during the year, the one for September contained several controversial articles such as the one by Adrian Paradis, Ruth Savord and a resume of the Fountain report. The October issue published, as usual, the annual reports presented at the Washington Convention by the national Officers, Committee and Group Chairmen, Chapter Presidents and SLA Special Representatives. The November issue was devoted to articles on training for special librarianship. Those for January and February 1949 were both "special" issues. The one for January contained papers on publicizing the library and the one for February, articles on religious libraries. The May-June issue, to which the editor points with pride as being ready for distribution before May 15, three full weeks before the Convention, contained the preliminary convention program.

The papers appearing in all the issues from September 1948-March 1949, with the exception of the one for February, were either originals or those presented at the Washington Convention. If the time ever comes again when we can afford either a complete Proceedings issue or the Proceedings as a separate volume, we will then be able to publish many more of the excellent papers sent us by members for inclusion in SPECIAL LIBRARIES. As it now is, they often cannot be published until several months after their receipt, if at all.

The January 1949 issue saw the first of the monthly contributions by the Chapter and Group Liaison Officers as well as the publishing on the contents page of the magazine the names and addresses of our national officers.

As always the editor is more than appreciative of the assistance rendered her by the Headquarters' office, by those members who write her of their reaction to certain articles and who send in contributions to the magazine and, last but not least, to our president, Rose Vormelker, for her understanding and friendship.

ALMA C. MITCHELL.
REPORTS OF CHAPTERS, GROUPS, COMMITTEES AND SPECIAL REPRESENTATIVES

CHAPTERS
CHAPTER Liaison Officer

AND

CHAPTER RELATIONS CHAIRMAN

That SLA is a wide-awake, prosperous, growing organization is testified by the annual reports of its twenty-four Chapters. The activities of the Chapters vary from the smaller Chapters which held three or four meetings during the year to the larger ones like New York and Washington, each of which had four general meetings as well as meetings of the Executive Board, Advisory Council and Groups. It is gratifying to note that SLA Chapters have participated in regional meetings with other library associations. Many have taken part in State library association meetings and a number of Chapters have held very profitable meetings with neighboring SLA Chapters.

Although many prophecies were made that membership would fall off greatly because of increased dues, only four Chapters mentioned a decrease in numbers. This last was attributed not to increase in dues but to the closing of some special libraries, especially those in the aircraft and motion picture industries; one Chapter suffered a loss when public librarians dropped out, while some of the smaller, younger Chapters find it is difficult to keep members interested when distances to the central meeting place are very great. Most Chapters reported better attendance this year than in any previous year.

Chapter bulletins have been issued regularly by all Chapters except one. Several have added new mastheads which have contributed much to their attractiveness. Some are considering the inclusion of advertising while one is thinking of dropping its advertising program.

All of the Chapters report being in excellent financial condition with only one showing a deficit. However, this Chapter expected to clear up its deficit as soon as money from the sale of their directory was turned over to the treasury.

The programs varied from purely social to the ever-popular methods meetings. Meeting places were a problem to the large Chapters. A solution may be found in securing a more or less permanent meeting place for most of the meetings. Kansas City is fortunate in having such a meeting place at Linda Hall Library.

SLA publicity ran the gamut from almost nothing to publication of everything that was sent by the publicity chairman. In some cities it seems impossible to secure any publicity even though the newspapers have librarians who are members of SLA; while in other localities every media of publicity was used successfully—newspapers, magazines, radio and television. This wide variation in publicity is difficult to understand and often discouraging to publicity chairmen.

The Chapters have been very active with publications. Many are publishing union lists of serials and services, Chapter manuals and directories. The Pacific Coast Chapters have published jointly an excellent regional directory as well as a Pacific Coast duplicate exchange list.

Recruiting activities have been carried on by twenty Chapters with members speaking before high school, college and professional groups, as well as participating in radio and television shows, to promote an interest in librarianship as a career. Several institutes were held; lecturers were supplied for courses in special librarianship; one Chapter gave a course on library services and techniques, and another a course on library training.

Some suggestions made by Chapter presidents were:

(1) A double slate of officers elected by secret ballot.
(2) A realignment of membership classification.
(3) Routine management in the hands of the Executive Secretary.
(4) Shorter time period before dropping delinquent members.
(5) Increase in the membership of the Executive Board.

That Chapters have run smoothly and have carried on many activities is evidenced by their reports. The Chapter Manual, so ably compiled by Ruth Leonard and members of her committee, is responsible, no doubt, for the smoother functioning of the Chapters this year. It is the recommendation of the Chapter Relations Committee that this Manual be revised from time to time so that it will continue to be the most valuable tool of all the Chapters.

During the year, the Chapter Relations Committee has attempted to work as closely as possible with the Chapters. Early in the year, names of presidents and bulletin editors were compiled and distributed to members of the Executive Board, Chapter presidents and

1 Reports not appearing in this issue were received by the Editor too late for publication.
bulletin editors. One issue of the Town Crier was published which carried a resumé of the Chapter Relations meeting at the Convention in Washington. At the Executive Board meeting in October, which Catherine Mack, of the Chapter Relations Committee, and the chairman attended, it was decided to discontinue the Town Crier and use space allotted in SPECIAL LIBRARIES for "Chapter Highlights" so that the membership at large would be informed of news of other Chapters. At the spring meeting in New York, Olive Kennedy, the third member of the committee, Mrs. Mack and the chairman attended an informal luncheon with fourteen Chapter presidents. This was so successful that a luncheon-meeting of Chapter presidents and bulletin editors was planned for June 14 in Los Angeles.

The committee recommends that:

1. All Chapters call Executive Board meetings in the summer so as to plan the year's schedule.
2. Chapters announce, if possible, meetings well in advance of the date. Some have announced the entire year's tentative schedule in their first bulletin.
3. New Chapters with scattered membership try at least one week-end meeting in order to give those in isolated places an opportunity to attend a regular SLA meeting.
4. There be closer coordination between president and bulletin editor. One Chapter attempts to appoint a bulletin editor in the same organization with the president when possible. Some one very close geographically to the president is desirable so that they may share and discuss all incoming and outgoing material relative to Chapter business.
5. Chapters with surplus funds consider making contributions to the National Student Loan Fund which has as its goal $5,000.
6. Chapter presidents check with all committee chairmen to maintain accurate Chapter records. Accurate and complete records must be sent to Headquarters if SLA is to function efficiently and economically.

The members of the Chapter Relations Committee wish to express their appreciation to Miss Vormelker, Mrs. Stebbins, to the Chapter presidents, bulletin editors and to Miss Leonard for help in making the work of this committee unusually pleasant.

ELIZABETH W. OWENS,
Chapter Liaison Officer

and

Public Relations Chairman

Baltimore

Ten meetings were held from September through June. Especially interesting were the visits to the libraries of the Baltimore Sun and the Baltimore and Ohio Railway Company. The Chapter planned its meetings to coincide with the anniversary celebrations of the B&O and of the Medical and Chirurgical Faculty Libraries.

The total membership of the Chapter is 62, including 6 Institutional and 20 new members. News Notes, published bi-monthly, has been featuring a who's who of members which has proved to be a popular item.

The Employment Committee recommended three members and one non-member for positions in local special libraries.

The major project of the year was the Union List of Periodical Holdings in Baltimore Libraries, which will be continued next year. Rev. Edmond FX Ivers, S.J., represented the Chapter at the Spring Institute held in New York, March 25 and 26.

MARGARET L. JACOBS, President

Boston

The year 1948-1949 has been for the Boston Chapter one of active interest and participation by the members with an increasing awareness of the Association's purposes and problems.

Attendance at the eight Chapter meetings has been unusually high. The Program Committee planned meetings of considerable variety, and all have been excellent. The outstanding one was that held at Harvard's new Lamont Library with Rose L. Vormelker, national president, as the featured speaker. Such approval was given to our so-called "methods" meeting on punched card systems that it would seem wise to have more purely professional meetings arranged in the future.

The Executive Board held four meetings during the year. One meeting was devoted entirely to national affairs when Donald Clark, SLA director, joined us for the evening. Reports of the national Executive Board and Advisory Council meetings have been circularized to all Board members, and reports on such meetings inserted in the Bulletin whenever possible.

The Board's concern for Chapter problems can be seen from the recommendations made at the March 16 meeting, which were presented to the Chapter at the annual business meeting on May 23. These recommendations are as follows:

It is recommended that a Constitution Committee be appointed early in the year to revise the constitution as necessary, noting particularly the following proposals:

1. The officers to include a secretary and a
treasurer, instead of the present secretary-treasurer and assistant secretary-treasurer.
2. The appointment of a circulation manager of the Bulletin, whose chief duty would be the mailing of the Bulletin, now handled by the assistant secretary-treasurer.
3. The appointment of a long-term Finance Committee consisting of five members for long-range planning of Chapter funds, each member to serve five years, with overlapping terms.
4. The appointment of a three-member Placement Committee for continuity of work and records, each member to serve three years, with overlapping terms.

The Board also recommends:
1. That there be a revision of the structure and format of the Bulletin.
2. That a Chapter manual for use of officers and committee chairman be compiled. Each officer and committee chairman has been asked this year to write up his duties in detail as a basis for possible compilation of this manual.

The seventy-eight page printed Directory of Special Libraries in Boston, Vicinity and Member Libraries in New England came off the press in March. It is a classified list of libraries with alphabetical library, subject and personnel indices. A considerable amount of advertising was secured. The sale price is one dollar. It is a publication of which we are justly proud. Bradford Hill was chairman of the Directory Committee.

The Chapter conducted a course on “Acquisition Techniques” with Myrtle Moody, Head, Acquisition Department, Harvard Law School Library, as instructor. Twenty-six people registered. The course apparently filled a definite need, as have all Chapter-sponsored courses held in the past few years.

Placement Committee work is a recurrent Chapter problem unless exactly the right person is chosen to handle the work. The time consumed, especially during library hours, seems almost too much to impose on any one person. Brenda Newton resigned as our Placement Chairman in November 1948, because of the pressure of library duties, and it was difficult to find a replacement for her. However, Mary Howard undertook the work and has been doing a most enthusiastic job.

The Chapter acquired 86 new members during the year, making a total membership of 488, a steady progress in total membership over the past few years.

The Executive Board decided not to undertake any active recruiting campaign this year, but did appoint Frank Keough recruiting representative. Mr. Keough wrote an article entitled “The Recruiting Problem” for the February Bulletin.

The Chapter lost by death during the year three of its oldest and most active members, all of whom had been instrumental in the founding of Special Libraries Association. These were the Reverend Frederick T. Persons, George Winthrop Lee and Daniel Nash Handy.

For the first time, our treasurer is reporting a deficit. This is due to large printing expenses for the Directory. We hope that sales of the publication will more than reimburse us for the expenditure. This situation, to be announced at the annual business meeting, will possibly point out to the membership the real need for a Finance Committee as recommended by the Executive Board.

NATALIE NICHOLSON, President
CINCINNATI

One of the outstanding events of the year was the Chapter’s addition of 33 Student members through the efforts of Dr. Fitzgerald of George Peabody Library School, Nashville, Tennessee. The addition of this fine group of young members emphasized a situation that has caused the president grave concern all year: namely, that there are sizeable groups of SLA members affiliated with the Cincinnati Chapter who reside in Lexington, Kentucky, and Oak Ridge and Nashville, Tennessee, who actually receive no “service” from the Cincinnati Chapter, if one excludes the Chapter Bulletin. Geographic distances of up to 300 miles, rather than lack of interest in those members, is the cause of this. It seems possible that either the members will grow weary of being slighted and lose interest in the Association, or else they will form a Chapter of their own. The formation of an Oak Ridge Library Club including several SLA members in its membership would perhaps seem to be an evidence that Cincinnati Chapter is not meeting Oak Ridge’s professional library needs.

The Chapter Bulletin mentioned previously attempted to include news of the outlying members, as well as those in Cincinnati itself. The Bulletin appeared four times during the year and is to have a fifth issue shortly. Features included directories of members in the September and March issues. Its editor was Mildred Oelke, Air Materiel Command, who arranged to have it mimeographed at no expense to the Chapter.

The Chapter’s first meeting was held in conjunction with the annual meeting of the Ohio Library Association in Dayton on October 22, 1948. In the afternoon, Col. H. M. McCoy, Chief of Intelligence, Air Material Command, Wright Field, spoke on “History and Mission of Central Air Documents Office, Navy
Air Force" and a question period followed. In the evening a dinner was held at Salem Manor, Dayton, following which, Col. A. A. Arnheim, Chief, Central Air Documents Office, Wright Field, spoke informally on "The Standard Aeronautical Indexing System" being prepared under Government contract by the Institute of the Aeronautical Sciences.

The secretary of the Chapter served as hostess for the second Chapter meeting held in December 1948, at which William F. Hopkins, noted Cincinnati criminal lawyer, spoke on "Behind the Scenes in Criminal Cases."

In February 1949, the campus of the University of Cincinnati was the scene of the third Chapter meeting. Virginius Hall, director of the Library of the Historical and Philosophical Society of Ohio, spoke very entertainingly on "Escapades in the Library." At this meeting, the resignation of Mrs. MacLean as secretary was regretfully accepted. Mrs. Alice Falo Hook, Historical and Philosophical Society of Ohio, was designated to serve as secretary for the remainder of the Chapter year.

In April, the fourth Chapter meeting was held at the Roselawn Tavern, Cincinnati, when the Chapter was privileged to have the national president, Rose L. Vormelker, as its guest. Miss Vormelker spoke on the Association generally, touching upon its past, Constitution revision and possibilities for the Association's future. She proved once again that there is nothing like the visit of the national president to stimulate enthusiasm among the Chapter members.

EUGENE B. JACKSON, President

CLEVELAND

Cleveland Chapter of the Special Libraries Association is bringing to a close the 1948-1949 season with a record of nine meetings held. As the home Chapter of the 1948-1949 national president, Cleveland played host to the Board and Advisory Council meetings in November. Chapter members attended the Council meetings and were hosts at a dinner at the Hotel Hollenden on Friday evening, November 5.

The first meeting of the year was a business meeting held at the Sorosis Club on October 13. Plans for the year were discussed. Mr. J. B. Nicholson, of Kent State University, broached a plan for cooperative recruiting which was also discussed. In January, Case Institute of Technology was host to the Chapter in their new Tomlinson Hall. Mr. R. L. Whaley, of the Department of Commerce, talked about the business information materials published by the Department. Meldrum and Fewsmit Advertising entertained the Chapter in March at which time Mr. Ray Simmons, vice-president and general manager of Meldrum and Fewsmit, talked on "The Role of the Library in an Advertising Agency". This speech will be published in a forthcoming issue of The Advertising Agency (formerly Advertising and Selling). The fifth program meeting of the year was held under the auspices of Advertising and Selling. Chapter on May 26 and was a dinner meeting with a non-library speaker.

The methods meetings, which alternated with the program meetings, were planned after a survey was made of what subjects were of greatest interest to the members. This survey was made in the form of a printed questionnaire early in September 1948 by the Education Committee. With the results of this survey to guide them, the committee planned a series of meetings, the first of which was a panel discussion on "The Adaptation of General Library Techniques to Special Library Service". This meeting was held in December in the Treasure Room of the Cleveland Public Library. The February meeting, at which the law firm of Baker, Hostetler and Patterson entertained, was a group discussion by a special librarian, a non-librarian, who uses a special library, and a non-librarian, who uses the special resources of a public library, on the value of special library service. The April meeting, at the U. S. Army Medical Library, was on the subject of "Hand Binding of Rare Books". This series of educational meetings was most successful and well-attended.

Eight bulletins were issued. The Chapter is especially proud of the 1948-1949 bulletins which were multigraphed by the National Carbon Co., with mastheads prepared by the Art Department of McCann Erickson Advertising Agency. The March issue, which tied in with the Meldrum and Fewsmit meeting, was a symposium of articles on advertising libraries written by four of Cleveland's agency librarians. An interesting new feature was a monthly column called "Salmagundi" written by one of the Editorial Committee. An alphabetical roster was issued with the September bulletin and a membership list by firm name was sent to members in January. Both of these lists were compiled by the Membership Committee and reproduced by the Lamp Development Department of the General Electric Company.

During the summer of 1948 the Chapter entertained two distinguished guests at Luncheons. Gretchen D. Little, chairman of the Science-Technology Group, was in Cleveland on August 19, and Gunver Hannisdahl, of the Oslo, Norway, Public Library, was the guest on August 26.

Routine committee work has been carried on with gratifying cooperation from all members. The newspapers have given the Chapter...
exceptionally fine publicity with special space for the Executive Board and Council meetings. A Constitution Committee has started preliminary work on a new constitution and the Placement Committee has worked long and hard to fit the right person to the right job. A section in each bulletin was devoted to help-wanted and jobs-wanted news items.

MARY EVA LYN CROOKSTON, President

CONNECTICUT VALLEY
The Connecticut Valley Chapter has held seven Executive Board meetings and six Chapter meetings during the year.

Since it is not large enough to have separate Group meetings, programs are planned to suit the different interests. Most meetings include a speaker and a business meeting. We try each year to include a tour of an industrial plant or special library, a forum meeting, and a meeting at which the national SLA president or her representative speaks, and the annual business meeting.

Six Chapter bulletins, under the editorship of Helen Enright, were issued, one preceding each Chapter meeting. In addition, a letter from the president was sent out to Chapter members on January 14, 1949.

A "who's who" type of directory of Connecticut Valley Chapter members has been compiled this year under the chairmanship of Jean Meyer and is now ready for distribution. The Union List of Serials, compiled last year under Lois Ward, is being edited by the new chairman, Beverly Brott, and should be ready for publication within the next few months.

The Membership chairman reports 1 Sustaining member, 18 Institutional members, 56 Active members, and 29 Associate members, bringing the total to 104. This is a gain of 15 members during the year. Two of the original members of the Chapter died during this year—Laura A. Eales, first president of the Chapter, and Mrs. Leslie French Morrison.

The Employment chairman received four requests from individuals for positions and two requests from libraries for librarians. Two new members joined the Chapter because of the employment service.

There has been excellent publicity in the local papers on all Chapter meetings and on attendance of members at national Advisory Council meetings.

Since there is no formal Science-Technology Group in this Chapter, the duties of the Science-Technology Group representative consisted in reporting news items of persons and Chapter activities of interest to the S-T Group Liaison Committee chairman and to the Sci-Tech News editor.

Katherine Wead represented the Connecticut State Department of Education and the Chapter of SLA at a meeting of the Connecticut Adult Education Council on January 7, 1949. She gave a report on the problem of libraries taking a more vigorous part in adult education, and the need of leadership in communities under 10,000 population, in order to help the citizens to understand the vital issues of the day. She attended another meeting of the Council on May 20 and again acted as the Chapter's representative.

On November 10, 1948, our constitution was amended to change the name of the Chapter from "Connecticut Chapter" to "Connecticut Valley Chapter".

Although the Connecticut Valley Chapter has not increased greatly in membership, there has been a much higher attendance at the meetings. This is partly due to increased ease in transportation but mostly to interesting programs announced well ahead of time, general increase in cooperation, personal interest among the individual members, the labors of an excellent Executive Board, and the hard-working chairmen of committees.

We have cooperated with other Connecticut organizations by participating in the Connecticut Library Institute in November and by being represented on the Connecticut Adult Education Council.

HELEN G. DIKEMAN, President

GREATER ST. LOUIS
Five dinner meetings were held during the past year and three meetings of the Executive Board. Lydia Pazos, Librarian of the University of Havana Medical School, a Medical Library Association fellowship student, was guest of honor at one meeting. Five issues of the Slate were published.

A new directory of the Chapter, edited by Audrey Kargus, was issued through the courtesy of the Western Cartridge Company.

An active recruiting campaign, including letters and speeches to high schools, a quiz program radio broadcast with the Kansas City Chapter, and a cover contest for the Slate, were carried out under the direction of Constance Pfaff, chairman of the Recruiting Committee.

A group of Chapter members participated in the course on "Special Libraries" given at Washington University.

MARION A. MURPHY, President

ILLINOIS
In addition to two meetings of the Executive Board, eight dinner meetings of the Illinois Chapter were held during the year with an average attendance of 75 members.

The following committees were appointed by the Executive Board and functioned throughout the year:

The Dinner Arrangements Committee arranged for the eight meetings, sent return
postcard notices, collected for the dinners and paid the restaurant bills.

The Duplicate Exchange Committee had an active year. Offers and requests for approximately 800 items were listed in the Informat, with exchanges of business and science-technology materials occurring most frequently.

The Employment Committee reported 44 applicants in the active file; 33 requests for librarians; 16 positions filled; 11 positions still open; and 11 new members obtained through the employment services.

The Exhibits Committee has carried through two projects. The first exhibit was prepared for the National Chemical Exposition, October 12-16, 1948. The theme, "How Chemical Libraries are Serving Industry," was illustrated by pictures of libraries and examples of methods and services received from twenty-eight libraries throughout the country. The expenses for this exhibit amounted to $83.71.

The second exhibit, held at the Chicago Production Show, March 14-17, 1949, featured a special library in miniature. It was sponsored by the Crane Company Technological Library, Helen Basil, Librarian. Because the Crane Company assumed the costs for transportation, lighting, draperies and pictures, the expense of the committee amounted to only $8.06. The space for both exhibits was free and Chapter members cooperated generously with the committee in manning the booths.

Five issues of the Informat, the Chapter bulletin, were planographed and distributed to members of the Chapter, to presidents and editors of other SLA Chapters, to advertisers and to prospective members. Five hundred copies of each issue were printed. All space for advertising in the Informat was sold for $45 for five issues, or $10 for one issue for a quarter-page advertisement. A total of $346 was realized from the advertising revenue.

The membership count now stands at 361, of which 240 are Active; 52 are Institutional; 60, Associate; 3, Sustaining; 5, Student; and 1, Life. Forty-seven new members were added during the year.

The Publications Committee reported five projects in preparation and a sixth has been proposed by the Chapter:

2. Union List of Services of the Special Libraries of the Chicago Area. Also scheduled for publication in the fall of 1949.
3. Chapter Manual of Procedure, which will be ready for use by summer 1949.
4. Chapter Membership Directory, which will be published before September 1949.
5. Basic Business Reference List. A selected list of business reference books, periodicals, directories and services for various sized libraries, keyed to their budget limitations. This List will probably not be published before 1950.
6. The Publications Committee is investigating the possibility of re-issuing in one booklet the thirty-five articles which have appeared about special libraries in Illinois Libraries. The booklet would be used in recruiting for special librarianship since the thirty-five libraries described in the articles are a diversified and representative group.

The Public Relations Committee arranged for the publication of articles about five special libraries in the Chicago area in Illinois Libraries. Publication of articles from three additional libraries has been arranged.

A selected list of high school librarians of the Chicago public schools and the officers of their library student assistant groups were invited to visit selected special libraries in December 1948, and again in April 1949. Forty-five student assistants and their librarians accepted the first invitation to visit the libraries of the Curtis Publishing Company, the Chicago Tribune, the Northwestern University Dental School, the U. S. Railway Retirement Board and the World Book Encyclopedia. Only eleven student assistants and three accompanying librarians accepted the second invitation to visit the libraries of the Pure Oil Company, the American Life Convention, the Chicago Board of Education and the World Book Encyclopedia.

A reply postcard was sent to the entire Chapter membership asking for volunteers as speakers, writers or counselors. As a result, a list of speakers and counselors was compiled and mailed to all vocational counselors in the Chicago high schools, and to the president of the P.T.A. A writers' bureau was organized through which the need for articles on recruiting can be met.

During the past year, the Biological Sciences Group held three meetings, the Advertising Group held one meeting, as did the Science-Technology Group. Group interest is not high in the Chapter and with the exception of urging the present Groups to hold at least one meeting a year, nothing has been done by the Executive Board to stimulate interest and activity.

The Illinois Chapter recommends that the system of bookkeeping for the Chapter treasurer be reduced to the very simplest terms. As it now stands, only a person with training in accounting can be a competent treasurer.
Unfortunately, few (if any) librarians have such training and members are understandably reticent about assuming the duties of treasurer.

The Illinois Chapter also recommends that the national Exhibit Committee have a basic exhibit built with facilities for adequate lighting for the use of Chapters throughout the country. Such an exhibit should be made available particularly for conventions on a national scale such as the two shows for which the Chapter managed the exhibits this year.

Marguerite Giezentanner, President

INDIANA

An excellent and varied program of meetings, arranged by Lucille J. Dickmann, Program chairman; a membership campaign, both intensive and extensive, ably and enthusiastically conducted by Alice E. Carter, Membership chairman, and her committee; and a Chapter Manual, badly needed by Chapter officers and Committee chairmen, prepared by Mrs. Irene M. Strieby and her committee and edited by Mrs. Margery Jester, are the outstanding points in the activities of the Indiana Chapter during the year 1948-1949.

The experience of the Membership Committee brought to the attention of the Chapter the inaccuracy of its membership files, and at the last meeting of the year the first steps were taken toward working out a better system of membership forms and procedures.

The new Chapter Manual, which has been presented to the Executive Board and to committee chairmen for criticisms and suggestions, will fill a long felt need; and I wish especially to thank Mrs. Strieby and her committee, Mrs. Elizabeth Burton and Helen Rogers, for the time and thought which they devoted to it. Special recognition is due Mrs. Margery Jester, who edited the Manual, for the long hours spent in checking and comparing the Association constitution and Chapter Manual, other Chapter manuals, and the constitution of the Indiana Chapter. It is the thought of the Executive Board and of the committee which prepared the Manual, that in the light of experience, it will need to be revised in many details.

At the last meeting of the year, a group of twelve hospital librarians presented a petition to form a Group within the Indiana Chapter. This petition was acted upon favorably, and thus the first special Group to be formed within the Chapter came into existence.

Judith K. Sollenberger, President

KANSAS CITY

The Kansas City Chapter held nine meetings during the year of 1948-1949.

At the September meeting, the constitution, which had been published in the summer issue of the News-Letter, was presented to the group and voted on. The new constitution calls for the election of officers in May to correspond with the national organization. The Chapter voted to retain the officers then serving until the next May election. The Executive Board filled two vacancies which had occurred during the summer.

The Directory Committee has worked diligently during the winter and at the May meeting presented the Chapter with the completed Directory.

The Union List Committee is still compiling answers to questionnaires sent out to libraries in the area.

The Membership chairman reports a total membership of 54 with 45 paid, a substantial increase over the ten necessary to start the new Chapter in January 1948. Three states, Missouri, Kansas and Oklahoma are represented, with many out-of-state members attending meetings held on week-ends.

Since the organization of the Chapter the News Letter has been published monthly except in the summer when only one issue was released.

The Publicity chairman has been successful several times in having the meetings mentioned in the Kansas City Star. As the Star is the only paper in town, it is a difficult task to secure publicity.

In February, the Kansas City Chapter was invited by the St. Louis Chapter to take part in the radio program, "The Quiz of Two Cities", as a part of the recruiting program.

As most of the available libraries had been visited during the past year, the Linda Hall Library was offered as a semi-permanent meeting place. The Chapter accepted the generous offer. Hereafter, the meetings will be held at Linda Hall Library unless the Chapter is invited to meet some other place.

Idris Smith, President

LOUISIANA

The year 1948-1949 has been, on the whole, a successful year for the Louisiana Chapter.

In March 1948, the Chapter had 69 members; it now has 64. The changes have been much greater than these figures would indicate; there have been considerable losses, and of course some compensating gains of new members. Four out of eight committees now have different chairmen from those who began the year last February.

It should be noted that the Louisiana Chapter has a peculiar problem in regard to membership. Not only are its members scattered throughout the State (with a majority in southern Louisiana), but as the only southern Chapter it includes members from many other States. At present we have: 9 members in Texas 3 in Alabama
2 each in Georgia, Florida, and Mississippi
1 each in Arkansas, Oklahoma, and Tennessee
or a total of 21 out-of-state members compared to 43 Louisiana members. It is obvious that this creates problems; for example, obtaining a quorum at business meetings, a quorum being, according to the constitution, 30 percent of the total membership at the time of the vote. Another problem is that of developing a feeling of solidarity among the members, since most of them are not personally acquainted; and of course a third problem is how the Chapter can best be of service to a varied group. The whole problem of membership should be considered afresh, both from the point of view of how we can serve our members best and how we can, as a Chapter, strengthen the national SLA.

The president has followed the custom during the past year of extending a personal welcome to each new Chapter member either by letter or by telephone, sending him at the same time a copy of the constitution and by-laws and referring him to the secretary for a list of Chapter members.

As the chairman of the Program Committee has reported, the Chapter has met twice during the year—once in connection with the convention of the Louisiana Library Association and again with the biennial meeting of the Southwestern Library Association.

As everyone knows, the national dues were raised last year, and as a result the Chapter has profited by an increase in its allotment. The Chapter has operated well within its budget and is financially in good condition.

For the first time this year there have been four issues of the Chapter Bulletin instead of three, as in the past. The March 1948 Bulletin contained a complete membership directory and the practice of issuing an up-to-date list at least once a year is recommended.

The president was invited to represent the Louisiana Chapter at a panel discussion at the Washington meeting last June but was unable to accept. However, the Chapter was well represented at the meeting, with four of its members in attendance.

A project of increasing importance is the recruiting of librarians. At the suggestion of the national committee chairman, a Chapter representative was appointed for recruiting activities, and progress is being made in this field. Last year a committee of Chapter members in Baton Rouge wrote a 15-minute radio script on special library work, to be included in a series of six such scripts prepared by the Louisiana Library Association and the Baton Rouge Library Club. This series will soon be available for distribution both as transcriptions and in booklet form, and has already attracted favorable comment.

VIRGINIA PARKER, President

MICHIGAN

SLA celebrated its fortieth anniversary this year in Los Angeles along with California's 49ers. The Michigan Chapter had an important anniversary too—its twentieth. Although the Chapter was organized in 1926, it was not until March 14, 1929, that it became officially affiliated with the national organization.

1948-1949 has been a good year, living up to the Chapter's tradition of close fellowship among all members, interesting programs and definite efforts to advance the welfare of the Special Libraries Association and the profession of special librarianship.

Early in August of 1948, the Executive Board met and appointed chairmen and members to serve on the various standing committees. As a result, six dinner meetings, combining professional interests and varied entertainment, were held during the year.

The Michigan Chapter has three active separate Groups, the Advertising, Biological Sciences and Science-Technology. Each Group held two meetings during the year. The Science-Technology Group is well embarked on its project of bringing up to date the Union List of Serials in the Libraries of Metropolitan Detroit. These special Groups are quite small in the Michigan Chapter, and, it has been thought, perhaps unnecessary, but this year renewed interest has developed and their worth seems to be firmly established, primarily due to the good work and enthusiasm of the various Group leaders.

The Membership Committee has been especially active. According to the records of its chairman, the Michigan Chapter now numbers 182. A few persons have dropped their memberships but 41 have been added. Of this figure, 27 are new members and 14 have been transferred to Michigan from other Chapters. The special librarians of the Toledo, Ohio, area petitioned Headquarters for affiliation with the Michigan Chapter, and were most heartily welcomed.

A total of 289 members attended the first five meetings of the year, making an average per meeting of about 58.

In December, a four-day program was planned for Edith Sims, Librarian, Technical Education Branch, Department of Education, Sydney, Australia. She was enabled to meet many special and public librarians during her stay, and to visit libraries in Detroit, Dearborn and Ann Arbor. It was a pleasure to have her, and we believe we learned quite as much about library problems in the "Land Down Under" as she learned of our methods.
Six issues of the Chapter Bulletin were published and newspaper items appeared featuring the visits of Miss Vormelker from Cleveland and Mr. Keally from New York. The Detroit also carried short announcements concerning Chapter activities. A new directory was compiled and issued in January through the courtesy of Ross Roy, Inc.

ELEANOR V. WRIGHT, President

MILWAUKEE

The Executive Board of the Milwaukee Chapter met during the summer of 1948 to consider committee personnel, tentative program plans, etc., and five regular meetings were held during the year. The first meeting, in October 1948, was a luncheon meeting in Madison, Wisconsin, during the Wisconsin Library Association Convention. One of the highlights of the year was the January 1949 meeting at which Mrs. Esther Purdy Potter, of the Dewey Decimal Classification, was our guest. Mrs. Potter gave a very enlightening talk on the revision and the history of the Classification. Members of a newly-organized association, the Milwaukee Filing Association, were invited to the meeting.

The Chapter met jointly with the Wisconsin Library Association when it convened in Milwaukee in June.

The Membership Committee reported that approximately twenty-five letters were written and it is hoped that the addition of several new members will result.

Due to the efforts of Alice Schramm, Bulletin editor, the Chapter roster is practically ready for final printing and distribution.

It was voted at the spring meeting to organize a Science-Technology Group within the Chapter. This will be one of the projects of the coming year.

The revision of the Union List of Serials is progressing.

At the request of our Honorable Mayor, Mr. E. C. Koerper, Chairman of the Library Committee of the Engineers' Society of Milwaukee, chose a group from his own Society and allied organizations, and from the Chapter to constitute a committee whose function is to serve more or less as an advisory or guidance committee for the Science and Industry Committee of the Milwaukee Public Library. Milton Drescher, a Chapter member and chief of this department of the public library, is preparing lists of the department's holdings to be distributed for study and later comment. SLA's contribution to this project is the compilation of the Combined List of Serials. The ESM Committee is vitally interested in this project and has indicated a willingness to extend moral and material support.

KATHARINE MULLEN, President

MINNESOTA

The Minnesota Chapter of SLA held five very successful meetings.

Miss Vormelker attended the October meeting which was held in conjunction with the State convention of librarians. She spoke as president of SLA on the same program with Dr. McDiarmid of the Minnesota Library Association. She also spoke at a Chapter dinner meeting that evening.

The high point of the year's activity was the all-day trip on May 7 to Rochester, Minnesota, to the world-famed Mayo Clinic. Sixty-five members made the 70-mile journey each way in two chartered buses. Thomas Keys, librarian at the Mayo Clinic, was the host for the day. Dr. Donald C. Balfour, Director Emeritus of the Mayo Foundation, delivered an address. Following the address, a moving picture about the medical library was shown. A short business meeting was held at which it was voted to invite SLA to hold its national convention in St. Paul in 1951 or 1952.

During the course of the year five issues of the Chapter bulletin, News Notes, were published. The Program Committee prepared a Directory of our membership.

The Employment Committee reported three positions filled as the result of its activities. The chairman of the Membership Committee reported sixteen new members.

RUSSELL F. BARNES, President

MONTREAL

This Chapter has had a very busy year and the national president's visit at the beginning of May made an enjoyable closing to the season.

Meetings have been well attended during the year and the total number of members of M.S.L.A. is now 111, of which 31 are out of town. Sixteen new members have joined during the 1948-1949 season. A letter enclosing membership forms and Association literature was mailed to 25 prospective members, as well as to McGill Library School students. Once again, Miss Costello has acted as representative of the Membership chairman in Ottawa.

There have been eleven executive meetings and five general meetings during the year not including the joint meeting with the Quebec Library Association and the meeting when Miss Vormelker was the guest of the Chapter.

In October, the second regional conference with the Toronto and Western New York Chapters was held in Rochester. The proceedings of the conference were printed by the Western New York Chapter and appreciated by all. Plans are under way now to hold the third regional conference in Montreal on September 23 and 24, 1949, with Kath-
erine Spinney as the Convention chairman.

The Bulletin has kept up the high standard set in previous years. As is the custom, it has contained summarized minutes of meetings, papers presented at meetings, as well as notes and news of members. Exchange arrangements with other Chapter bulletins have been carried out during the year.

There was no education program this year, but a circular was sent out to the membership asking them for suggestions. The report which the Education Committee will make on this will determine the program for next year.

Our meetings have been publicized in the Gazette, the Star and over radio station CJAD.

The Directory Committee has compiled a new list of special libraries and collections in Montreal and this soon will be available.

The List of Serials in Montreal Libraries, on which we are cooperating with the Quebec Library Association, has now reached the point where plans are being made to have it typed.

This year the members, who were interested in industrial relations, had dinner together once a month at which they carried on an informal discussion.

As has been the usual policy of M.S.L.A., it has done its utmost to cooperate with other library associations. It is now working with the Quebec Library Association on the Serials List. The Chapter held one joint meeting with this Association and members have taken an active part in the Canadian Library Association. Mary Jane Henderson and Paul Houde are members of the Constitution Committee of C.L.A. and the Chapter president is a member of the Inter-Library Association Liaison Committee.

GWENDOLYN C. HAZLETT, President

NEW JERSEY

The year, 1948-1949, has been a busy one for the New Jersey Chapter. Eight meetings were held with an average attendance of forty at each meeting. Two of these were outstanding. At the April meeting, the members were guests of the Standard Oil Development Company in its new Esso Research Center, where Mr. D. F. Brown is librarian; at the May meeting, the Chapter met on a Saturday in Princeton where they had lunch at the Princeton Inn and visited the new Harvey S. Firestone Memorial Library. A Public Service bus was chartered to convey those members who did not go by car.

A Directory of Members in two parts has been compiled by the Membership Committee, Hazel Levins, chairman. Part I consists of a straight alphabetical list of the members with their company affiliations; and Part II gives a description of each library.

Helen Buzzell, chairman of the Education Committee, arranged a series of Lecture-Discussions during the months of February and March. These were held at the Business Library. The technique of the presentation added much to the value of these Lecture-Discussions. Following the hour's lecture, a discussion leader, with a planned outline, led the members into active participation. Individual problems and methods of handling them in different organizations brought the course to a very practical level.

The topics of the lectures, chosen by the members themselves, and the lecturers, selected for their familiarity and authority on these subjects, were:

ADMINISTRATION—Emma Baldwin, Library Consultant; Hazel Levins, Discussion Leader.

DISSEMINATION OF INFORMATION—Alma C. Mitchill, Librarian, Public Service Electric and Gas Company; Marguerite Rum- mell, Discussion Leader.

SURVEY OF CURRENT PUBLICATIONS—Linda H. Morley, formerly Associate in Library Service at Columbia University; Miriam Price, Discussion Leader.

EDITING AND PREPARATION OF LIBRARY BULLETINS—William S. Weier, Director of Advertising and Publications, Prudential Insurance Company; Helen Baierle, Discussion Leader.

Approximately twenty business librarians attended these lectures, representing industrial companies in Hoboken, Jersey City, Hillside, Elizabeth, Manville, Harrison, West Orange and Newark. The price of the lectures was $7 for the entire series of four, or $2 for separate subjects.

Publicity for the meetings and for the Lecture-Discussions was excellent. Mary Hunt, chairman of the Publicity Committee, arranged for notices of each meeting and lecture to appear in the Newark Evening News and in other local papers.

The New York Chapter has invited the New Jersey Chapter to cooperate with it in a joint project with the Metropolitan Area Chapter of the American Statistical Association for the development of an inventory or finding list of statistical sources, basic economic studies and related materials for the tri-state metropolitan area.

Another project, approved by the Chapter during the year, was the compilation of a Union List of Magazines and Services in Chapter membership libraries. Marguerite Rum- mell is chairman of the committee to supervise this work.

Eight Bulletins were issued during the year with E. Marie Murphy as editor. The Chapter is indebted to the Prudential Insurance Com-
pany for the mimeographing and mailing of these *Bulletins*. Marguerite Rummell and her staff have given the Chapter devoted service in this respect for the past two years.

Membership in the Chapter totals 116 with 2 Life members; 30 Institutional members; 63 Active members; and 24 Associate members. This is a decrease from last year but many of those, who either resigned or were dropped because of non-payment of dues, were public librarians; others were transferred to other Chapters due to change in position.

The year 1949-1950 will be an important one for the Chapter since it will be the host for the 1950 SLA Convention at Atlantic City. Already plans are underway to make this next convention another highlight in the Association's roster of successful conventions.

ALMA C. MITCHELL, President

NEW YORK

The New York Chapter theme for the year's work might well have been "How to do it." The method followed was that of endeavoring to bring meaning and vitality to the theme through the adoption of timely overall projects and the development of constructive meetings.

Measured merely by bare statistics, the scope of the Chapter's activity included four general meetings with attendance averaging 200 persons; six meetings of the Executive Board; three meetings of the Advisory Council; 47 Group meetings; monthly luncheon meetings of the Midtown, Columbus Circle and Downtown groups; to say nothing of the seemingly innumerable committee gatherings.

Experience has shown that general membership interest depends to a large extent upon the thoroughness with which Association news is disseminated. With this in mind, a consistent and intensive effort was made to keep the membership as a whole currently informed about all significant national and Chapter activities through the meetings and *Chapter News*.

Projects

A. A. Paradis, director of the New York Chapter, acted as coordinator of the special projects, of which there were three.

First, was the training class for sub-professionals at the Ballard School. Elizabeth Ferguson and her excellent committee are to be congratulated on the proficiency and thoroughness with which they approached their problem and their happy selection of Florence Bradley to teach the course.

Second, was the two-day Spring Institute of the New York Chapter to which Ruth Crawford and Mr. Paradis gave unspiringly of their time and energy. The results well warrant a vote of sincere thanks by the membership.

The third project, involving a complicated statistical survey with wide ramifications, is proceeding under the chairmanship of Josephine Greenwood following the resignation of Mary Anglemeyer.

Committees

The Advisory Council, composed of committee and Group chairmen, met three times with the Executive Board to discuss the problems of the Chapter and of the individual Groups. The meetings were helpful in orienting the chairmen and in explaining the work of the Chapter as a whole, as well as indicating to the Board what the chairmen were planning.

The Archives Committee chairman, Dorothy C. Barck of the New York Historical Society, reported that the official records of the Chapter from 1915 to date are in good condition in storage at SLA Headquarters. It appears that there is room for storing the archives of any Chapter in that office.

The Constitution and By-Laws Committee, of which Ruth Savord is chairman, recommended several changes in the Chapter constitution. The proposed changes included making the first vice-president the president-elect, making the assistant secretary an elected officer and electing two directors in place of only one. The directors would serve for two-year terms, elected in alternate years. Provision is included to make the Advisory Council official. Meetings would have to be held on request of 25 members and 100 voting members would constitute a quorum. Standing committees would be Auditing, Constitution and By-Laws, Finance and Student Loan.

The Duplicate Exchange Committee, James Katsaros, chairman, reported 58 subscribers to the service in September 1948, which was increased to 62 by May 1949, and promise of a further increase in 1949-1950. As a clear indication of the importance and usefulness of New York Chapter's Duplicate Exchange Service, there are now subscribers all over the country, from Maine to California. The total cost of reproducing and distributing the four lists was $39.25 and the total revenue $124, thus yielding a profit of $84.75 to the Chapter.

A total of 1,406 items were listed under 50 lots. Of these individual items, 804 were distributed. In some instances there were as many as a dozen requests for a single item. The policy of filling requests on a first-come, first-served basis has proved satisfactory.

The Hospitality Committee, Mrs. Yoland B. McKnight, chairman, reported that the Chapter's fourth annual tea of welcome to new members was held at the Architectural League of New York on October 25. Officers, Group chairmen and Committee members wel-
commed about 100 guests. Members of the committee greeted those attending Group and Chapter meetings.

The chairman recommends that letters now being sent to new members by both the Hospitality Committee and the Membership Committee be combined in order to save time and postage.

The Membership Committee report by Sara M. Price, chairman, shows that as of March 31, 1949, there were 1,284 members in the following classifications:

- Life ........................................ 2
- Institutional .............................. 184
- Sustaining .................................. 5
- Active ...................................... 891
- Associate ................................... 183
- Student ..................................... 19

Acting on the suggestion of the previous chairman, no definite representatives from each Group were named to aid in the work of the committee. The chairman enlisted the aid of her library staff to persuade delinquent members to pay their dues. Postal cards and telephone calls were used for follow-up. Based on this experience, the chairman recommends that when three months grace has been allowed, only one month of delinquency be permitted before withdrawing a name from the rolls. In place of written notices of delinquency to which members rarely respond, telephone calls are recommended.

The Publicity Committee, Regina Marrus, chairman, shows notably effective representation of special libraries and their work in virtually all of the important media of publicity—magazines, newspapers, radio and television.

The Recruiting Committee, Mary L. Kent, chairman, states that the major accomplishment of the year was the excellent work done by Miss Ferguson and her committee in establishing the training course at the Ballard School. The announcement of this course has done much to stimulate interest in library work among high school students. Contact has been made with the New York City Board of Education so that next year interested high school students may visit special libraries.

The Student Loan Fund made two loans during the year, according to Elizabeth D. Knapp, chairman. Each loan was for $150 of which $30 has been repaid. The unpaid balance of $34 on a 1940 loan has now passed the statutory period for debts, so will no longer be considered as outstanding. There is now a balance of $289.28 in the Fund.

Groups

Of the 47 Group meetings, the president of the Chapter attended 40 and so can attest to the lively and constructive interest displayed by members present.

The Chapter was fortunate in having the Transportation and Newspaper Groups active after a lapse of several years. No new Groups were formed.

Several chairmen followed an Advisory Council recommendation to cut down mailing lists. A form was sent to members asking for an indication of active interest in the Group and of the desire to receive individual notices of meetings. When no reply was received, the name was removed from the mailing list. In this way one Group alone cut in half its postage expense. Chapter News and a monthly postal card informed the membership of all meetings.

Chapter News

Six issues of the New York Chapter News, according to Sheila Gleeson, editor, had a circulation list of approximately 1,500. The cost of printing averaged 12.76 cents per copy for the first five issues. This was an increase over last year as each issue contained 16 pages. In turn, more pages were necessitated by much advertising.

Finances

The Chapter is in a sound financial position. As of May 19, 1949, the checking account amounted to $1300, the War Bonds account to $1,184, and the Student Loan Fund to $559.28. Of this latter figure, $300 is out on loan to two students. Final figures will not be available until the end of the Chapter fiscal year.

Recommendations to National Board

The New York Chapter sent detailed recommendations to the national Board regarding the adoption of the Fountain Report and Ruth Savord's plan for Group affiliations. The most important suggestions considered were: (1) a double slate of officers elected by secret ballot; (2) a realignment of membership classifications; (3) routine management in the hands of the Executive Secretary; (4) a shorter time period before dropping delinquent members; (5) examination of all standing committees; and (6) an increase in the membership of the Executive Board.

It was also suggested that space be used on the membership billhead for possible change of address, in order to simplify handling the records.

To keep the members at large informed, it was recommended that the national president's column in SPECIAL LIBRARIES contain the pros and cons of Association problems while they are still problems. It is felt that too little is known until decisions have been made.

Recommendations for New York Chapter

The Executive Board wishes to make five recommendations for the Chapter:

The New York Chapter could perform a great service not only to itself but to the whole Association were it to undertake a
serious, intensive and intelligent study of the public relations problems in New York and relate it to SLA as a whole. This could well be a major project.

Provision should be made to pay from the Chapter treasury the travel expenses of the president, or his or her representative, to and from national Advisory Council meetings held outside of New York. A professional organization such as this should not have to depend upon the generosity of the president’s employer.

For the same reason, it is recommended that the Chapter president be allotted an expense account adequate to cover the charges of such Group dinners as may be attended.

So that there may be no delay in the work of any Group in case the chairman resigns, it is thought advisable to have a vice-chairman for each Group.

Thought should be given to the need for revising the New York Chapter membership directory, now out-dated.

GERTRUDE L. LOW, President

PHILADELPHIA COUNCIL

Although no new projects were undertaken by Philadelphia Council during 1948-1949, considerable ground work has been laid for future progress. It is significant that reports from a number of officers and committees include definite recommendations for improvements or modifications in their own activities. In several cases they stress the close cooperation with other officers or committees.

A considerable amount of time and thought was involved in the experimental open Board meeting in January. Elliott Morse did a masterly job in presiding at that meeting and presented an excellent summary in the March Bulletin. As far as the board is concerned, the meeting provided a real stimulus toward planning for next year.

Much discussion on the national level has been devoted to qualifications of membership. This is a serious problem for an organization such as ours, and it behooves each and every member to consider it carefully, discuss it, read about it and be prepared to vote on it at the 1950 Convention in Atlantic City.

The secretary sees a need for a division of duties among the secretary and an appointed committee of two people. One of these appointees would serve as liaison between the secretary and the Membership chairman, the other between the secretary and the Program chairman, each to assume the duties relating to these activities.

The treasurer put into operation the bookkeeping recommended in the Chapter Manual of SLA. She reports that it is quite satisfactory and understandable. Following action of the Board and the recommendation of the Rankin Publication Fund Committee, the Publication Fund was separated from the General Fund and deposited in the Philadelphia Savings Fund Society.

The Budget Committee prepared an operating budget based on an estimated income of $329. It is not possible to make an exact comparison of estimated and actual expenses at this time, but it will be carefully considered when planning for next year’s activities.

The Bulletin has appeared more irregularly this year than is desirable and the editor cites the definite need for an assistant editor.

Because of the poor response to the Duplicate Exchange Lists, together with the extremely high expenditure of time and space, Eleanor Campion makes some specific recommendations, namely, (1) consolidation of SLC and Bibliographic Center mailing lists into one list, with SLC members to express a desire to receive the Lists and to pay 10 cents per item involved; and (2) no periodical material to be handled at the Center, but a list of duplicates available in SLC libraries to be issued by the Center periodically.

The Employment Committee reports having handled 44 requests for librarians since May 1948, with only 13 positions being filled.

The Hospitality Committee concentrated on reaching new members prior to the meetings and welcoming them at the meetings. The committee recommends some form of public announcement of new members present at meetings, such as was tried this year.

Membership activities included not only the pleasant task of sending information and application forms to prospective members but also the unhappy one of reminding delinquent members that their dues had been too long unpaid. Last year our Chapter ranked second in the contest for the Membership Gavel Award, based on the percentage of increase in membership. This year we hope to do even better. Following is a brief summary of membership statistics:

<table>
<thead>
<tr>
<th>Type</th>
<th>Increase (1948-1949)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional</td>
<td></td>
</tr>
<tr>
<td>Active</td>
<td>161</td>
</tr>
<tr>
<td>Associate</td>
<td>83</td>
</tr>
<tr>
<td>Student</td>
<td>8</td>
</tr>
<tr>
<td>Total</td>
<td>361</td>
</tr>
<tr>
<td>Local</td>
<td>67</td>
</tr>
<tr>
<td>Total</td>
<td>428</td>
</tr>
<tr>
<td>Institutional</td>
<td></td>
</tr>
<tr>
<td>Increase of</td>
<td>2</td>
</tr>
<tr>
<td>Active</td>
<td>11</td>
</tr>
<tr>
<td>Associate</td>
<td>4</td>
</tr>
<tr>
<td>Student</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>16</td>
</tr>
<tr>
<td>Local</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td>31</td>
</tr>
</tbody>
</table>

- Institutional—Increase of 2
- Active—Increase of 11
- Associate—Loss of 4
- Student—Increase of 1

Local—Increase of 15

...
The Program Committee reports eight meetings held with the average attendance about 80. Several meetings were preceded by dinners.

It is recommended by the Program chairman and the secretary that details of the forthcoming meeting should reach the secretary by the 10th of the preceding month instead of by the 15th and that details should also be sent to the Publicity chairman at the same time.

The Helen Mar Rankin Publication Fund Committee reports a total of $345.79 now in the Fund. No new projects were started during the year, but it is hoped that members will supply some practical ideas for future activities.

The Publicity Committee comments sadly on the difficulty of getting releases into print in the Philadelphia papers but recommends that the effort be continued. Close cooperation with the Program Committee is demonstrated as a "must" in obtaining information on coming programs as early as possible.

Groups within the Chapter report the following activities:

The Science-Technology Group held four meetings, with discussion devoted to microcards, explosives, subject headings and punchcards. This Group's outstanding achievement is its work on the cumulative numerical index to volumes 1-10 of the so-called P-B reports, Bibliography of Scientific and Technical Reports, approved by SLA for publication as a self-sustaining publication. Membership in the Group is 56.

The Social Science Group held three meetings, with discussions on planning advertisements, special library techniques and a company's eyeview of its library. Group membership is 38.

The University and College Group met once when Mr. N. Orwin Rush, Executive Secretary of the Association of College and Reference Libraries, spoke on "What Makes a Good Professional Association."

HELEN MARY PYLE, President

PITTSBURGH

The Executive Board of the Pittsburgh Chapter met only three times, since much of the behind-the-scene-work was carried on by telephone and correspondence. The first meeting was held in June 1948, to confirm appointments and plan for the coming year. The September 1948 meeting was an Executive Board and Advisory Council meeting. This meeting endeavored to show the new members how the Chapters serve as links in the larger chain of SLA.

The Chapter had meetings approximately every other month, and the Groups met during the intervening months.

The first Chapter meeting of the year, held in October 1948, was a joint luncheon meeting with the Pennsylvania Library Association, which met in Pittsburgh, October 21-23. Rose L. Vormelker, national SLA president, was a guest speaker.

The December meeting included a panel discussion on "Special Library Methods" with Ross C. Cibella as chairman.

The Science-Technology Group meetings numbered three, the first of which was a joint meeting with the Division of Chemical Education of the American Chemical Society, and the High School Physics and Chemistry Teachers' Club. The University and College Group likewise held three meetings.

Bulletin

The Bulletin for 1948-1949 was again printed at St. Joseph's Protectory Printing Department at an increased cost of $3 per issue. Four issues were published, each six pages, at a cost of $10 per page.

Between 275 and 300 copies of each bulletin were distributed. The addressographing was done by H. J. Heinz Company, and the mailing by U. S. Steel Corporation of Delaware.

The work of the editor, Rosemary Markey, was considerably lightened this year due to the fact that Dorothy M. Hopkins acted as an assistant to gather and type the news. Mrs. Dorothea R. Neilson continued as managing editor.

Duplicate Exchange

List No. 15 is in preparation by the chairman, Mrs. Julia S. Staniland. Lists Nos. 13 and 14 already have been distributed. These contained a total of 411 titles "offered" and 162 titles on the "want list," about four times that of any previous year.

Since the lists are sent to every Chapter in the Association, much interest outside the city has been evidenced. Approximately 600 pounds of books were sent to Finland, for use by the State Technical Research Institute of Helsinki. San Quentin prison in California has also been the recipient of considerable material. Requests have been received from Canada, Louisiana and from as far west as California and Washington.

One Chapter requested the stencils of the list, as they were considering duplicating it.

Education

A two-hour class on Special Library Administration met on five successive Wednesday evenings, starting February 16, 1949, and included:


"Budgets", Adaline Bernstein, Assistant to the Director, Carnegie Library of Pittsburgh.
“Personnel Procedures”, Ross C. Cibella, Librarian, Hall Laboratories, Inc.

The final class was a seminar conducted by Marion L. Hatch, Librarian, U. S. Bureau of Mines.

Five dollars was charged for the entire course and thirty-five persons attended all lectures. The committee plans to have the lectures mimeographed and distributed to those taking the course, and to sell copies to other interested persons.

Employment

There were eleven openings during the year, including those for clerical assistants. Ten applicants were interviewed by the chairman, Edith Portman. Two positions were filled and three are still open (April 1949). Two new members were obtained through this service. The chairman communicated with the Coby Employment Agency to ascertain the possibilities of cooperating when library or bibliographic personnel is needed.

Hospitality

Alma M. Trainor, chairman, received replies from members attending Chapter meetings. A triplicate list was compiled from the replies, one for the president, one for the secretary-treasurer, and one retained by the chairman, who reminded members of meetings if cards were not returned. Badges were distributed at the meetings.

Manual Revision

This committee, with Melvin J. Voigt, chairman, has surveyed the present Chapter Manual and drafted a tentative and incomplete revised manual. The project should be continued into the coming year.

Membership

Gretchen Mitchell, chairman, contacted 28 prospective members during 1948-1949. The results were: 1 new Life member, 2 Institutional, 8 Active, 5 Associate, 2 Student, and 5 by transfer, making a total of 23 new members for the Chapter.

Publicity

The Publicity Chairman, Elizabeth B. Fry, served as SLA representative on the P.L.A. Conference Publicity Committee. In addition to the overall conference publicity issued by P.L.A., special notices were sent to the Pittsburgh daily papers covering the SLA luncheon. Letters of invitation and conference programs were sent to the presidents of SLA Chapters in Western New York, Cleveland, Cincinnati, Baltimore and Philadelphia.

In connection with the P.L.A. Conference, a wire recording was made for WWSW on special libraries. The participants were Rose L. Vormelker, national SLA president, Melvin J. Voigt, director, and Virginia L. Garland, the Chapter president.

Releases were sent to the Pittsburgh daily papers for all Chapter and Group meetings. Marion Leslie, feature writer of the Pittsburgh Sun-Telegraph plans to prepare a series of articles on the special libraries in Pittsburgh.

Records Committee

Esther Stewart, chairman, placed a notice in the Chapter Bulletin concerning inactive Chapter files and a fair response was realized from it. Mellon Institute Library, where the archives are stored, has been placed on the mailing list to receive a copy of SPECIAL LIBRARIES for the Chapter's bound file. A request for missing issues of SPECIAL LIBRARIES was made, and has been partially filled.

Union List of Periodicals

Many changes have been made in the committee for the promotion of the Union List of Periodicals. At the present time, with Ross C. Cibella as chairman, the committee has sent approximately 400 letters and return-cards to ascertain the market for the List.

VIRGINIA L. GARLAND, President

Puget Sound

By the end of the present year, the Puget Sound Chapter will have had six meetings. These were announced in the Sunday edition of the Seattle Times, preceding the Thursday meeting, and the Bremerton meeting was announced in the Bremerton Sun as well. The highlights of the year were the lecture of the Norwegian Foreign Office librarian, Hedvig Schaaning, at the November meeting; and the visit to the new, very attractive and modern medical library at the Medical Center of the University of Washington, in March. There have been three Executive Board meetings.

The president attended the regional conference of West Coast Chapters at the California Library Association in Santa Barbara in October, where plans for the annual convention were discussed. The Puget Sound Chapter will cooperate with the California Chapters at the convention. The three Chapters have issued a joint duplicate exchange list, and are publishing a West Coast directory.

The present membership totals are: Active, 55; Associate, 18; and Institutional, 10.

Three special libraries, employing six librarians, have closed this year. The Pacific Northwest Library Association, which antedated the Puget Sound Chapter by thirty-five years, has a Division of Specialized Services (special librarians), which gives the Chapter quite a bit of competition, and accounts partially for the fact that our membership is not large.

Five Puget Sound Specialists have been issued. Bernard Lane, chairman of the com-
committee on the manual of *Short Cuts and Gadgets*, has not had enough contribution for a book of any size, but suggests that a few be published in *Special Libraries* each month as a feature column.

Barbara Johnston, librarian of the C.S.I.R., Sydney, Australia, visited libraries in Seattle in January. A dinner was given for her, and she was entertained at luncheon and tea, as well as taken to visit several libraries at the University of Washington, and the Fish and Wild Life Service.

**Ellen Lundeen, President**

**San Francisco Bay Region**

Activities of the San Francisco Bay Region Chapter were for the most part centered around plans for SLA's first convention on the West Coast in nineteen years. In addition, several other noteworthy Chapter projects were accomplished.

Eight general meetings were held during the year. Four libraries in the Chapter were featured at three of these meetings; a symposium was held on inter-library loan policies; a speech on "Submerged Source Material" was given by Nathan van Patten, which later appeared in the May issue of *Special Libraries*; and a dinner meeting highlighted Convention plans and Association business. A festive dinner climaxed the year's activities and post-conventioneers on tour were the Chapter's guests.

An informative three-meeting Institute on "Techniques and Applications of Report Writing", presented by the Methods Committee, proved to be a successful departure from the usual monthly methods meeting. The Institute was well attended with a registration of 44 members.

Regional and Chapter planning for the fortieth Convention in Los Angeles ranked high in membership activity. At a joint meeting with Southern California Chapter, at Santa Barbara in October, plans were laid for two regional projects, the *Pacific Coast Membership Directory* and the *Pacific Coast Duplicate Exchange List*, as well as other activities carried out by this Chapter for the Convention. The joint meeting, historic in that Puget Sound Chapter was represented by their president, was well attended by San Francisco members. Two committees of the Chapter, Publications and Duplicate Exchange List, handled the coordination and publication of the directory and exchange list respectively, although valuable assistance was received from our neighboring Chapters. Chapter plans for the Convention and two day post-Convention tour to San Francisco were managed by a capable Conventions Committee appointed early in the year.

The Union List Committee began editing information submitted for a revised edition of the *Union List of Serials of the San Francisco Bay Region*, and it is expected that the publication date will be some time in 1950. A Chapter membership directory was distributed without charge and an autumn *Duplicate Exchange List* was issued, this being in addition to the Pacific Coast project previously mentioned.

Publicity on the Chapter's multifarious activities was achieved through newsworthy releases regularly submitted to ten local papers by the Public Relations Committee. Activities of the Association in promoting the development of business libraries were brought to the attention of industrial and business fields at an exhibit at the Bay Area Industrial Exposition, held in San Francisco in July. The booth was manned by Chapter personnel, and several verbal and written inquiries were received for information on special libraries and the field of special librarianship.

Relevant to training activities, the Chapter worked closely with the School of Librarianship, University of California: members from the Chapter spoke to the special libraries class on various phases of special library work; over thirty libraries in the area were visited by members of the class, and the entire class attended a Chapter general meeting and the last meeting of the Methods Institute. The Chapter was asked to assist in organization of the course on special libraries, which Mrs. Margaret Uridge gave this year.

A two-fold program was carried out by the Membership and Hospitality Committees in interesting new members in the Association and integrating those that joined into Chapter activities. Membership increased from 192 in May 1948, to 247 in May 1949. An effort was made through a form letter to advise Associate members of the advantages of active status, and it is believed that the action resulted in some changes. The value, both to the individual and to the Association, in belonging to the correct national Groups was stressed throughout the year, and resulted in many changes in Group affiliations. The Hospitality Committee was active in encouraging inactive members to attend meetings, in introducing guests and members at monthly meetings, and in providing the membership with attractive name badges.

To keep our membership informed on Chapter and Association affairs, nine issues of the *Bulletin* were published. In keeping with the Convention spirit, an attractive masthead was adopted depicting points of interest in San Francisco. Advertising was included in the Chapter organ for the first time, thus adding to the Chapter's treasury.
Employment services were offered to an increased number of members and an alarming number of non-members. Of the 78 applications received—29 were out of state—69 applicants were interviewed. The Employment Committee filled 16 out of the 44 openings.

PHYLLIS JANE ANDERSON, President

SOUTHERN CALIFORNIA

The theme set for this year by the Executive Board was “Know Your Southern California” for the purpose of acquainting the membership with more of the special collections in this area so that each member would be able to act as a guide for the guests of the national convention.

Dorothy Wells, vice-president and program chairman, was responsible for an interesting year. Eight meetings were held and all were well attended.

The total membership for the year 1948-1949 stands at 210, a net gain of 21 over last year, with 45 new members and 24 dropped. The majority of the dropped members were from the fields of aviation and motion pictures, both of which have reduced staffs due to recession of business. The new members include 11 transfers from other Chapters, or unaffiliated, and 7 members who were reinstated. We have gained 3 Institutional members and 39 Active members, achieving a ratio of 60 per cent Active—the highest in many years, if not for all time.

Although 60 per cent of our members live in Los Angeles, 10 per cent are represented by groups in Inyokern and San Diego, both between 100 and 200 miles distant. In addition, we have outposts in the Central Valley from Bakersfield to Sacramento, and, farthest of all, two members in Honolulu.

For the first time, the Chapter is participating in a regional membership roster with the San Francisco Bay Area and Puget Sound Chapters.

In addition to sponsoring the February meeting, the Biological Sciences Group has continued work on the compilation of the Union List of Medical and Biological Periodicals in Southern California. The List, which includes approximately 1200 entries, representing fifteen libraries, will be available at between $3 and $5.

The Science-Technology Group sponsored the April meeting at Inyokern. The chairman, Ruth Hoff, has compiled an emergency tentative list of science-technology libraries for the SLA national Convention, and it is hoped that a complete and accurate list will result later.

The Archives Committee has sorted and filed reports, correspondence and bulletins as submitted by the officers and committees. The lists of past officers and committee chairmen have been brought up to date and copies furnished to the Nominating Committee.

The Employment Committee reports 36 personal interviews during the year, many of which were by telephone. Six new members were obtained through the employment service.

Press releases were sent to the eight principal newspapers in this area prior to each of the regular Chapter meetings. Articles have appeared from time to time in the Daily News, Times and Mirror.

EVA LOUISE ROBERTSON, President

TORONTO

Six regular monthly dinner meetings and the annual dinner meeting were held, as well as five executive meetings. Chapter members provided the program at three meetings, the highlight of which was a methods meeting in the form of a skit “Reference Work Can Be Beautiful”. Outside speakers were the centre of interest at the other meetings, the most illustrious of these being our national president, Rose L. Vormelker.

The Toronto Chapter joined with Western New York and Montreal in the second regional conference held in Rochester in October. Twenty-seven Chapter members attended.

The paid-up membership is 81 with an average attendance at meetings of 47. The scope of the Chapter was enlarged this year by the addition of two new committees—the Recruiting and Promotional Committee and the Exhibits Committee.

Two issues of the Bulletin appeared during the year.

AUDREY BULL, President

WASHINGTON, D. C.

In retrospect, the year following the very active Convention-in-Washington year was a comparatively busy one notwithstanding the prophecy that there would be a slump in membership and attendance. Membership as of May 10, 1949, was 742, a net loss of 13. Even though 85 members were lost by transfer, resignation and death, the Chapter gained 72.

Victor Schaefer was able to serve as Chapter president for only a brief time, due to leaving town to accept a new position. He was succeeded in September by the vice-president (president-elect).

The calendar of activities was carefully coordinated, under the direction of the vice-president, resulting only once in the meeting of two Groups on the same night, which was necessary in order to accommodate one of the speakers. Such coordination is a requisite in a Chapter having four Chapter meetings, four or five Executive Board and Advisory Council meetings and at least four meetings of each of the nine subject Groups, not to
mention the get-togethers of the standing and special committees. While the Groups planned and carried out their separate programs, experience indicates that it may be worthwhile to further coordinate the subject matter and speakers, so an attempt, in this direction, will be made next year.

Among the most successful events were the Chapter Christmas party, a purely social innovation; a panel discussion on "Work Measurement Applied to Libraries"; and a tour of the beautiful new library at the Naval Ordnance Laboratory, White Oaks, Maryland.

For the first time since the Scholarship Fund has been available, there were two applicants for loans. The committee in charge is continuing work on the indexing of the *Quarter master Journal* and plans an additional money-making project for the summer. Income is also expected from the indexing of the American Institution of Cooperation Yearbooks and the *Journal of the American Economic Association*. Another source of revenue was the subscription card party sponsored by the Community Services Committee.

An achievement of which we are proud is the establishment of courses in library services and techniques. Under sponsorship of the Professional Activities Committee, whose members spent over a year in conferences and negotiations, the U.S. Department of Agriculture Graduate School offered fall and spring semester courses which were very well attended. Mary Devereaux and Eleanor Hastings, both Chapter members, were the instructors.

The Professional Activities Committee also cooperated with the U.S. Civil Service Commission in preparing an illustrated recruiting bulletin, *The Librarian in the Federal Service*.

Two other continuing activities considered to be helpful are (1) the employment and placement project which involved 155 interviews and 36 placements; and (2) purchase of books and periodicals from a local distributor at a discount which saved a total of about $300 for members who participated.

MILDRED BENTON, President

WESTERN NEW YORK

The year 1948-1949 started under the leadership of Mrs. Mabel Olney, who was elected president in March 1948. She gave unstintingly of her time and efforts to promote an excellent regional meeting in Rochester on October 8 and 9, when the Chapter met again with its friends in Toronto and Montreal. This was the second meeting of this kind. In all, about 80 people attended. The high spots were trips to Ward's Natural Science Museum and to the University of Rochester Library.

The recruitment program gained a strong impetus from the meeting on March 19 in Syracuse. Father Bouwhis and the Syracuse group presented a practical program for recruiting and Wharton Miller gave the viewpoint of the library school.

Membership has increased. The total as of May 10, 1949, was 184. This represents a gain of 8 members. No attempt was made to enlarge the membership, but rather to keep the present group interested and to have the members become better acquainted.

This year there was established a definite and rather binding program on bulletins. Thanks to the *Bulletin* editor, bulletins have appeared on time and were both informative and newsy. Of special interest was the extra issue containing the *Proceedings* of the Regional Meeting.

The Chapter is proud of its recruitment activities and the committee has made an excellent contribution to the general program. One of the members has been addressing groups of students and taking them on library tours. She also plans a radio program. Three members participated in a radio broadcast on April 28, 1949, over station WGY, Schenectady. Another member has spoken before a university class. The chairman of the committee has prepared a paper called, "Contacting High School Students" which is in great demand.

Mrs. Olney retired from the presidency because of many extenuating circumstances. Her retirement was greatly regretted by all. She retired as of January 1949 and the incumbent took the presidency — being president-elect.

ALICE V. NEIL, President

GROUPS

THE GROUP RELATIONS COMMITTEE AND THE GROUP LIASON OFFICER

(Including Composite Reports of the Groups)

President Vormelker has referred to the past year as one of introspection in SLA. This has certainly extended to the Groups, since nearly every one has made examination or review of its structure and organization, its aims and methods of work. The general dissatisfaction earlier expressed about Group members, who have only secondary or even tertiary interest in some of their Group affiliations, are this year clear and proven. Groups must have members with qualifications for membership who are willing to participate in at least a minimum amount of the Group's activities and responsibilities. Elimination of secondary and tertiary Group affiliations without the payment of membership fees has been suggested. A membership fee for all Group affiliations has been advanced as a method for cutting down inactive roles as well as gaining Group revenue. Qualifications for membership have been proposed. Any of these solutions would involve constitutional change, and the
qualifications for membership would mean even further-reaching changes as it would scarcely be logical for the Groups to require qualifications for membership when the Association itself does not. However, present developments and trends seem to indicate that qualifications for membership are in the not-too-far-distant future.

**Group Place in the Association**

In the early part of the Association's history, the Chapters formed the most essential framework to its organization and continuity. Hence the main emphasis was on Chapter structure, with the Groups active at Conventions and spasmodically during the year, depending on their project collaboration. But in the earlier years special libraries were mainly found centered in urban or industrial areas, making their union in Chapters easy and logical; today special libraries have developed throughout the length and breadth of the continent and across the globe. At the same time there has been increasing specialization of either subject or form of special libraries, which is only the library manifestation of the increasing specialization of the age we live in. Taking these factors into consideration, it seems that the inter-relation of libraries, which is the ultimate purpose of all professional associations, becomes just as important through Group organization as through Chapter organization. To achieve, then, the greater pre-eminance of Groups in Association structure and activity, two developments are necessary. The Association framework must give greater latitude to Group organization and needs, and the Groups themselves must become solid, thoroughly dependable, and continuing bodies in the organization. The former point is being considered in constitutional revision, while the latter falls to the responsibility of the Groups themselves, and this committee believes the Groups are doing a magnificent job of attacking their problem.

**Internal Group Study**

This committee has long foreseen the need for stronger Group organization. The *Group Manual* was revised in order to provide guidelines for the Groups. Definitions of Groups, structure study, and review of Group processes have been urged. Much progress has been made, and in presently reviewing the records of the various Groups, it is the judgment of the Group Liaison Officer that the Groups are much stronger, more unified as parts of the Association, and maintaining more uniform practices than has been the case for several years.

Some of the Groups had previously begun self-study and reorganization. All Groups in June 1948 faced five questions posed by Ruth Savord, featured speaker in the Conven-

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**Need for Group Constitutions**

Despite the various Groups' proven willingness to study themselves and instigate more orderly practices, there has been some general reluctance or resistance toward setting up Group constitutions. The very fact that Group constitutions have not in the past been common seems to be the main point against them. Yet one of the loudest complaints among Groups is inadequate financing. Hence attention of all members should be directed toward a comment from page two of the Finance Committee Budget Statement of October 1948. This is one of the strongest arguments we have seen for stronger Group organization:

“One of the difficulties of the Board and the Finance Committee in their relation to Groups has been the lack of definitions of the powers and responsibilities of Groups. They are not autonomous as Chapters, though they elect chairmen, for they have no charters or constitutions, but are granted merely permission by the Board to organize. Their accountability for funds, in the absence of responsible treasurers, has been held the same as that of committees; money is disbursed by the Association only upon evidence of debt incurred on behalf of the Association. There still is no accounting for subscriptions and sectional fees, although in fairness to all members of the
Association there should be adequate accounting”.

**Inter-Group Relations**

Despite the emphasis on specific Groups, we do have many members whose interests are not met by any one or even two Groups, yet there are insufficient total numbers or related members to justify Group formation. This problem is being increasingly met through section formation. A related development is that right along with our increasing specialization which brings about a high degree of Group importance to members of SLA, a great deal of cross-over interests and cooperative activity is being developed among various Groups. Projects or programs initiated and developed by one are frequently participated in by members of other Groups. Many of the Groups in their Convention bulletins have noted other Group programs. The work simplification clinic brings together members of many different Groups to discuss common problems in their various specialties.

A great deal of interest has been manifested in the Evaluation of Services project planned and in process of being carried out by the Business Group. Many members of other Groups are interested in obtaining evaluations of services and are willing to participate in the project to the extent of their abilities. Over and above the immediate value of this project, there is the large issue of the evaluative factor incumbent upon an organization of professional librarians and upon each individual librarian. As there are various criteria, methods and problems inherent in any evaluative work, it seems that a general program on evaluation might profitably be held during the 1950 Conference. Whether such a program should be instigated by the Business Group or by the Group Relations Committee is a matter for future consideration.

There has also been a number of projects or less formal relationships undertaken between Groups and professional or other associations related to their subject or form fields. As the functions and aims of these usually overlap public relations, reporting will be left to the Public Relations Committee.

**Inter-Group — The Translation Pool**

The Translation Pool, long a very valuable project of the Science-Technology Group, has been granted authorization by the Executive Board for extension into an Association committee. One of the major difficulties in so extending a Group project is the danger that its operation will be expected to fall to headquarters staff, an expedient which would be impractical in costs of operation and the necessity for its conduct by qualified librarians. This has been taken care of in The Translation Pool project in that its operation will be continued through volunteer service.

In order to bring members of other Groups into cooperation, advice is requested from each Group as to the interest in use and participation which they have and whether any one in the Group would be sufficiently interested to make it advisable to appoint him to the committee. The new Translation Committee is described thus:

“There are two parts to the Translation Committee. The oldest is that of a pool or union list to which contributors either send a copy of the translation or card telling of its existence and where it can be obtained. Often companies will obliterate the source and allow a copy to be contributed when they would not want it known that they were interested in the subject. In other cases, particularly translating firms are glad to have it advertised that the translation can be obtained for a given price.

“The second part is a registry of translators. This will be a list of qualified translators recorded by language and subject facility. This section is new and just getting underway. This is similar to a registry maintained by Aslib.”

**Chapter Groups**

There seems to be increasing concern for Group activities in Chapters. The University and College Group, which finds its total organization exceedingly rusty, reports intense activity in various of the Chapters. Several of the Groups in the larger Chapters have carried out active programs, many of them conducting project work worthwhile not only to their own members but to related members of the whole Association. The success of such Chapter Groups as the University and College Librarians shows the advisability for permitting and encouraging local Group activity outside the framework of an Association Group. Such Chapter Groups, as the Fine Arts Librarians in Washington, D. C., prove that Chapter Groups are not necessarily formed along the same lines of those of the Association. The value of Chapter Groups’ work to related members of the whole Association and the very direct relationship of some Chapter Group work to the parent Group (such as the Advertising Group of the New York Chapter) demonstrate the need for better clarifying the relationship of Chapter Groups to the Association Groups.

The Science-Technology Group has initiated relationships with a representative in all but one of the Chapters, in order better to obtain a complete picture of S-T activities and problems. This sets a precedent which other Groups might well consider following, and establishes a pattern which should be explored by the Group Relations Committee.
Membership Gains

This is one year during which few laudatory remarks can or should be made for increases in Group membership, as our aims have been toward better integration of Group membership which we already have. Most of the Groups show nominal gain which is a normal sign of healthy continuation. The Science-Technology Group reports a gain of 192 members, which, though large in actual numbers, is not a high proportionate gain in relation to its size, and actually reflects the continued increasing importance of the Science-Technology fields in special librarianship. The Business Group reports the largest proportionate gain, demonstrating the increasing strength to normal expectation of this Group which in its present re-activation is only three years old.

Bulletins

All but three of the Groups have issued Group bulletins in one form or another during the year. There is a definite trend toward making Group bulletins subscription and self-supporting, thus producing a better bulletin with articles and notes not only of Association Group membership interest but useful to every working librarian who pays the price of the subscription. The Science-Technology Group has been the leader in converting its old free bulletin to a better bulletin mailed only to paid-up subscribers. Those Groups which continue to issue a free bulletin are tending toward less frequent issuance, decreasing to two or even one bulletin a year, containing only such basic information as annual or convention reports, slates of nominees, and convention programs. The Museum Group suggests an enlarged bulletin on a subscription basis in order to provide a more effective tool of Group activity.

The Newspaper Group began publication of a new subscription bulletin this year. Its format is unique in its utilization of newspaper devices, and its content includes helpful notes and pertinent articles.

Among the Groups making progress with their bulletins during the past year the Business Group is most to be commended. Its unpretentious mimeographed 4-issue Bulletin contains an amazing amount of general information, abstracts of lengthier material, original articles, bibliographies and other material. Though this bulletin has been issued on a free basis, a shift to subscription is under consideration.

The Financial Group Bulletin, one of the long-time models of excellence, continues to maintain its usual record. Most librarians, whether or not Group members would find either the Financial Group or the Business Group Bulletin well worth a subscription price.

Problem—Accounting Change

The change-over of the Association's accounting system from a calendar year to an Association year basis has caused confusion among the Groups, just as among other units of the Association. The new method of accounting has definite advantages to the Groups in that two administrations will not have to share the same budget. But this committee begs to point out definite disadvantages in that Group chairmen are expected to make up budgets for the use of their successors in office, and as budgets must be made prior to the Convention and the Groups' business meetings, they cannot be predicated on a realistic picture of Group program plans for the year they cover.

Group Dissolution

When we say that Groups should be continuous it is not meant that they should necessarily be perpetual. Changing emphasis or degree of activity may shift both membership and activity of an active Group. The Association has had in the past several Groups which have been very active, then, when they had served their purpose, decreased their activity and membership until the Group itself was dissolved. At least one Group, instead of dissolving, reorganized with a new title, definition of membership and aims, and during the short period of its organization has grown to be one of the strongest Groups in the Association.

Today the Association has the problem of two Groups which have been comparatively inactive over a period of time. As the mechanics of Group dissolution are not too well defined, both Groups continue. The time seems to have arrived for the Association itself to consider what should be done about these two Groups. The Biological Sciences Group has been comparatively inactive for several years. No major projects have been undertaken or any bulletins issued. Though the Group has conducted meetings during Conventions, it is impossible to gauge with any degree of accuracy its activity, as no report has been submitted for at least two years. Short of this Group itself reorganizing and instituting a sound program, it seems that the Executive Board should take under consideration the question of its continuance. The status of the University and College Group should likewise be considered.

The University and College Group, which is made up of 994 members, continues to explore the question of whether or not it shall continue as a Group. Apparently, its members, with the possible exception of administrative or supervisory personnel, have primary interest in a subject group. Actual experience shows less than 20 per cent of the Group
demonstrating any degree of activity. However, local Groups of the University and College Groups function very actively and successfully.

The Group Relations Committee
The Group Relations Committee has worked throughout the year to help clear confusions, to aid the Groups in building stronger structures and better processes, and to better integrate Group structure and activity with those of the Association. Although we have not been too active throughout the year, a review shows the impact of consistent and surprisingly rapid progress toward the goals set forth. The work of the committee has consisted mainly of correspondence with Association and Group officers. A great deal of direct work and common planning has been done with the Chapter Liaison Officer. The committee was unrepresented at the fall meeting of the Executive Board and Advisory Council, but was represented at the spring meeting by Geraldine Anderson. No formal meetings of Group officers were feasible at either meeting.

The Convention program plans of the year have been centered in the Chapter-Group Relations meeting, planned in conjunction with the Chapter Relations Committee.

The Group Relations Committee sees no reason for not re-endorsing its recommendation of June 9, 1949, continuing action on those items on which progress has already been made. In addition it recommends:

Working toward the establishment of standards qualifying individuals for Group membership;

Review of the Groups in their inter-relations with a view toward clearer delineation of Groups and establishment of liaison committees or other devices for inter-Group relationships and cooperative endeavor;

Strengthening of Group structure and activity to justify recognition of Groups as autonomous bodies of the Association;

Constitutional revision to permit Groups to become autonomous bodies, at the same time providing some such device as round table organization for those loosely-knit Groups whose activity is either spasmodic or confined to Convention programs.

The Group Relations Committee members will review the Group Manual, rewriting at least the section on Public Relations. This will be done as soon as the Association policy statement on public relations has final approval.

As numerous requests from various Groups show a need for additional copies of the Group Manual or reprints of various pertinent sections for Group officers other than the chairman, who has the one Group copy, ways and means as well as financial aspects of meeting this need should be considered.

HELEN ROGERS
Chairman, Group Relations Committee, and Group Liaison Officer.

ADVERTISING
The membership of the Advertising Group is comprised of:

Institutional Members .................. 111
Active Members ....................... 212
Associate Members ................... 33
Student Members ...................... 2

Total .................................. 358

An increase of 33 since March 31, 1948.

Five bulletins have been mailed to the entire Group as part of their membership. The June 1948 issue announced publication terms for What's New for the coming year; the September issue contained news on the progress of What's New and an attached list of Advertising Group members who attended the SLA Convention in Washington, D. C.; the December issue carried requests for (1) the Convention program, and (2) opinions for making What's New a Publications Committee project, with an attached copy of the letter for SLA Awards; the March 1949 issue printed SLA Convention plans; and the April 1949 issue contained the Advertising Group Convention program.

Isabel Cubberly, City College of New York, Midtown Center, volunteered to mimeograph and mail the March 1949 issue. The other bulletins were done by Foote, Cone & Belding, New York.

What's New, the compilation of current advertising materials, was published on a slightly different schedule this year. The Advertising Group voted at its Convention Business Meeting, June 11, 1948, to continue its publication with ten issues for $2 a year. An Editorial Committee was appointed by the chairman to establish a more definite policy for contents and scope of the publication. One meeting was held in July 1948 to discuss and establish a policy. Progress has been made but there is still much to be done to make this a self-sustaining publication.

Subscribers to What's New now total 106. Several letters of commendation have been received. A few members have been added to SLA through this medium. Some sources of items listed, upon hearing of the publication, have become subscribers and occasional contributors of their new studies. However, Hearst Magazines, Inc., and The New York Journal-American are two sources who object to their studies being included.

Thus far, eight issues of What's New have been published: July-August, September, October, November and December, 1948; Janu-
During the year, 134 new members were welcomed into the Business Group, bringing the total to 502. These membership gains reflect the promotion done by last year’s Membership chairman and distribution of this year’s Bulletin to prospective members, national Officers, Committee and Group chairmen and Chapter presidents. Geographic distribution of Group members and their type of membership were tabulated and reported in the May Bulletin. A membership card record, which was prepared in duplicate and checked against Headquarters records, will permit further study and analysis by next year’s officers. A procedure manual written by the secretary will aid in maintaining current membership changes.

Although no new projects were undertaken, careful study was made of several suggested ones. These include evaluations of business, commercial and financial services and reviews of outstanding business books. Both projects could appear as features in the Bulletin.

The revised Group Manual has proved a valuable guide for determining policy and operating procedures and the Group’s relationship to other parts of the Association. We recommend that either (1) additional copies of the Manual or (2) reprints of the sections which outline the duties of each Group officer be made available. The Group commands the inclusion in SPECIAL LIBRARIES of regular reports by the Group Relations Committee on Group Bulletins and projects. It is hoped that next year all Groups will provide the extra mailings of their Bulletins, requested by the Group Relations Committee.

The chairman recommends that a definite program be set up to enlist active participation by members whose primary affiliation is with the Business Group and to insure continuity in Group policy and activities over a period of years. This might be accomplished by:

Analyzing the membership to determine types of organizations represented and those whose primary affiliation is with this Group; appointing certain committee officers for a two-year term to provide continuity in Group activities; appointing a bulletin editor with an editorial committee of four members, the editor to be responsible for feature articles, over-all planning, lay-out, duplicating and mailing. Each committee member to be responsible for one of the following: fall and spring Executive Board and Advisory Council meeting reports; bibliographies on business subjects; book reviews and listing of new business publications; evaluations of services; considering the advisability of placing the Bulletin on a subscription basis; appointing a committee to draft a Group constitution, patterned after the model Group constitution and in line
with the proposed Association constitutional changes; fostering the development of local Group meetings within Chapters where membership and interest warrant.  

ISABELLA M. FROST, Chairman  

FINANCIAL  

Judged by the reports of previous years, the Financial Group has not had as profitable a year as some others; nor has it accomplished as much as the chairman had hoped for in the way of projects. It has made progress in certain directions, namely, in the excellent quality of the articles and the professional appearance of the Bulletin. The survey of our membership by the Committee to Define and Study the Purpose of the Financial Group is an outstanding piece of work.  

Membership as of the end of May 1949 was 492 members, an increase over last October of 20 members.  

The Financial Group is honored by having one of its members, Mrs. Elizabeth Owens, past chairman of the Financial Group, nominated as first vice-president and president-elect of the Special Libraries Association.  

Marion Wells wrote an excellent article for the April 1949 issue of the Bankers Monthly entitled “Your Bank May Have the Services of a Trained Librarian.” We understand that the editor has discussed with Miss Wells, the possibility of having a series of articles or a monthly column on new books by various Financial Group members in future issues.  

Through the generosity of the Board of Governors of the Federal Reserve System which contributed paper and labor for the Bulletin this year, our finances are in excellent condition. The treasurer reports a balance on May 23, 1949, of $473.85, an increase of $85.65 over the balance of $388.20 on June 30, 1948.  

There have been no major new projects undertaken this year. Marion Lucius, chairman of the Committee for the Manual for Financial Libraries, reports that as of May 20, 1949, the Manual was in the hands of the printer. The publication title will be A Brief for Corporation Libraries. This project originated with Roberta Herriot's Manual for a Bank Library in 1944 and was later adopted by the Association.  

One of the projects recommended at the annual business meeting last year was a study of classification schemes for a financial library. Personnel to man a committee for this study was not available this year. This is still a worthwhile undertaking and certainly the new chairman would welcome volunteers to serve on a committee to undertake this task next year. The second suggestion was partially carried out in the list of bank libraries, arranged geographically, by Marion Wells from a list made up by Miss Cavanaugh's committee in connection with their study of the membership of the Financial Group.  

The Educational Director of the Investment Bankers Association has written asking whether the Financial Group would be interested in revising the Sources of Investment Information which was published in 1937.  

There is still a demand for an up-to-date list of books for the financial library. Six requests were received for the Bank Library published in 1937 and the Supplement, issued in 1940. One was from the treasurer of Puerto Rico, another from A. Rangel, vice president of the Trust Company of Cuba, and a third from the National Bank of Commerce, Seattle, Washington. Mary McLean had planned to revise this list during 1947-1948 but was prevented from doing so due to illness. Alvern Sutherland agreed last year to accept the chairmanship of a committee of three to revise this publication; the other members found it necessary to resign from the committee. Miss Sutherland was unable to carry the full responsibility in addition to her duties as editor of the Bulletin. I recommend that the Group consider undertaking and completing this as a project for next year. Such a list would contribute much to good public relations between SLA and financial corporation libraries. It would also benefit us as individuals for the Financial Group to be recognized as a group of professional experts on the literature in the financial and economic fields.  

During 1948-1949, the quarterly publication of the Financial Group Bulletin under the editorship of Alvern Sutherland was continued. We owe her a vote of thanks for the interesting articles which she has secured for publication and we can be truly proud of both its professional appearance and high standard. Excellent lists appeared on “Serial Publications of Foreign Central Banks,” and “Bank Letters in the United States,” while the bibliography on financial libraries will prove most useful. The article, “Sources of Information Relating to Industrial Mobilization,” by Gustav Seidler, brought requests from outsiders.  

In spite of this excellent record and a special postal card reminder, our subscriptions only totaled 133.  

It has been the custom to mail the Convention Proceedings issue of the Bulletin to all members, whether they are subscribers or not. This, with the number of complimentary copies, usually runs close to 500 copies. The Nominating Committee reported that this is quite a large hurdle to jump in securing a person to serve as vice-chairman and editor. Some of our best-qualified members are prevented from accepting the vice-chairmanship.
because of the necessity of finding a company who will provide at least the labor and in some cases the supplies which go into the Bulletin. I recommend that a committee be appointed to ascertain the wishes of the Group concerning continuing the Bulletin and if continued, to decide whether the price of the Bulletin should be increased to cover the cost of issuing, and also to assist the editor in soliciting subscriptions.

Mary McLean did an excellent job on the publicity for the Washington Convention but unfortunately due to the pressure of her graduate work, resigned as chairman in October 1948. Efforts to secure another chairman were to no avail until Ethel Klahr of the Federal Reserve Bank of Cleveland, kindly consented on May 1 to cover the Convention in Los Angeles and report on the election of the new officers. She sent advance notices of the preliminary Convention program to eleven papers and trade journals.

LAURA MARQUIS, Chairman

GEOGRAPHY AND MAP

There are approximately 194 members in the Geography and Map Group, with the majority divided between two subdivisions: the larger in Washington, D. C., with slightly over 100 members, and the other in New York with about 45 members. The remainder are scattered throughout the country. Efforts are still being made to form a Group in Chicago.

The Group is interested in two projects. Under the chairmanship of Muriel Parry, a committee is investigating Section 7 of the preliminary edition of the Rules of Descriptive Cataloging of the Library of Congress. There is urgent need of standard rules for map cataloging. The other project concerns a special issue or supplement to the Library Journal, on maps, to contain about sixteen articles by experts on all phases of map care and classification, essential reference tools and other map problems.

Two Bulletins were issued during the year, in November and May: the first under the aegis of the Washington Group, the second by the New York Group.

The chairman attended several meetings of the Executive Council and organized the Group program for the 1949 SLA Convention in Los Angeles.

Each of the two divisions of the Geography and Map Group held four meetings during the year, in Washington and in New York.

ENA L. YONGE, Chairman

HOSPITAL AND NURSING LIBRARIANS

The membership of the Hospital and Nursing Librarians Group on May 1, 1949, is as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>254</td>
</tr>
<tr>
<td>Associate</td>
<td>33</td>
</tr>
<tr>
<td>Institutional</td>
<td>25</td>
</tr>
<tr>
<td>Student</td>
<td>6</td>
</tr>
<tr>
<td>Total</td>
<td>318</td>
</tr>
</tbody>
</table>

The one local Group of Hospital and Nursing Librarians in New York held several meetings throughout the year. Of particular interest at the March meeting was the Group discussion on “Objectives and Standards,” led by Mrs. Doris Bolef.

The Committee on the Definition of the Group, with Catherine Heinz as chairman, has completed its work. It is hoped that from this beginning plans will be made to prepare a constitution and by-laws for the Group.

There has been no recent progress report from the Committee on Bibliography of Hospital Library Literature. The work of this committee will carry over next year.

The survey of hospital libraries, the project of the Membership Committees is underway. Questionnaires have been sent to all hospitals with more than 125 beds and the committee will tabulate replies as soon as they are returned. This work also will continue through next year.

Continued progress is being made by the joint committee working on the revision of the Standards for Patients' Libraries and the preparation of Standards for Medical and Nursing School Libraries. After the standards were not approved by the Group last June, it was voted at the meeting of the Hospital Libraries Division of A.L.A. to enlarge the committee, including members from SLA, M.L.A., Army, Navy, Veterans and Civilian hospitals. Marion Wells is the M.L.A. chairman, and Mrs. Muriel DePopolo the chairman for A.L.A. New revisions were prepared last fall and then presented at the business meeting of the Hospital Division during A.L.A.'s Mid-Winter Conference in January. There was considerable discussion at this meeting, and the standards, again, were not approved. It was agreed that the 1949 revision would be reproduced and sent out to the complete membership of the Hospital Division. They are then to be returned to the committee and the comments obtained from the membership will be incorporated in the new revision. This revision is expected to be available for presentation at the regional meetings of A.L.A. in the fall. On March 25, at the meeting of the Hospital and Nursing Group of New York, a discussion of the standards was held, with Mrs. Doris Bolef as moderator. Rough drafts of standards for medical and nursing school libraries were presented and many stimulating and constructive suggestions were offered.
Claire Hirschfield represented M.L.A. and Mary Kent represented A.L.A. at this meeting.

Mrs. LaIva B. Davis was appointed as the Special Libraries Association representative on the Committee on the Nursing School Library of the National League of Nursing Education.

Charlotte Studer, Chairman

INSURANCE

Members of the Insurance Group put in an immense amount of time and labor on two major projects during the year:

Mrs. Angelica Blomshold was in charge of preparing a third and completely revised edition of the Creation and Development of an Insurance Library. It was completed in time for display at the June Convention and is available from SLA Headquarters for $2. Since many new company libraries are under consideration at the present time, a guide such as this is badly needed. The bibliographies which comprise a large part of the book will be helpful to all libraries in the field of insurance since most existing ones are incomplete or out of date.

Hazel Levens, as editor of Insurance Book Reviews, has completed the second year of publication on the basis of 10 issues a year. By using a multilith process instead of printing and with much production help from her company, the Mutual Benefit Life Insurance Company, she has managed to keep her accounts "in the black." There are 261 regular subscribers—librarians from all types of libraries and individuals in the insurance business. The goal of this project is to become well enough established so that it may be eventually a regular, self-sustaining SLA publication.

Members of the Group took an active part in many projects involving other SLA Groups and organizations. They advised on the titles included in a selected list of life insurance books which the Institute of Life Insurance and the National Association of Life Underwriters are jointly recommending as worthwhile gifts to public libraries by local insurance groups. They made extensive contributions to the institutes held by the Connecticut, Boston and New York Chapters and had a part in organizing the class for library clerical workers at the Ballard School in New York.

Excellent reports of the libraries and library service at the New York Insurance Company, the Mutual Benefit Life Insurance Company and the New England Mutual Life Insurance Company appeared as publications of the respective companies.

Elizabeth Ferguson, Chairman

MUSEUM GROUP

A major part of the activity and effort of the West Coast Museum Group members was devoted to planning a program for the SLA Convention. The New York Chapter Museum Group held four meetings during the year.

The new masthead on the Bulletin is the work of Helen Gershel, and represents most effectively the varied interests of the Group. The April Bulletin reprinted a letter written to the chairman from Eleanor Mitchell who is now in Paris working for UNESCO as Program Specialist for the Cultural Activities Department. Miss Mitchell's description of her work and of her visits to Portugal, Denmark, Sweden and the Riviera made fascinating reading for the stay-at-homes.

Another Group member who was also in Europe during the past year is Nordis Felland, Librarian of the American Geographical Society. Miss Felland flew to Lisbon to attend the International Geographical Congress, April 8-15, 1949. The Congress was preceded and followed by excursions in Portugal, Spain and Italy.

The April issue of the Bulletin also carried an interesting description of the use of color in classifying lantern slides which has been worked out at Western Reserve University Library.

In December 1948, the Salary Survey Committee of the Museum Group of the New York Chapter distributed 26 questionnaires to member institutions in the metropolitan area, and to a few related organizations, not members of the Group. Twenty-two replies, covering approximately 90 per cent of the personnel under survey, were sent anonymously to a statistician who found 17 valid for tabulation. The results revealed the following maximum, median and minimum salaries for positions as indicated: Librarian, $7220, 4820, 2820; Assistant Librarian: $4820, 3220, 2420; Division Head: $4220, 3420, 2970; General Assistant: $3520, 2620, 1820; Clerical: $3620, 2020, 1820.

In addition, it was found that libraries with the largest staffs do not pay the highest salaries, that the majority of the libraries questioned do not have promotion schemes or regular increment schedules, that they do not recognize seniority, nor do they have examination requirements, but that they do have retirement plans.

The opinion survey based on replies of the officials answering the questionnaire showed that it was the belief of the majority that salaries are not keeping pace with the cost of living, but that they reflect professional levels within the institutions, and that they are at least equal to remuneration received by comparable departments. It was not the consensus that the staff should assume the initiative in making requests for salary adjustments.
Although by no means a perfect survey, the cooperation and interest manifested, as well as the results themselves, are providing incentive for further investigations. Further details about the questionnaire and its results may be secured by writing Bernard Karpel or Hannah Muller at the Museum of Modern Art, New York, N. Y.

BERNARD KARPEL, Chairman

NEWSPAPER

The Newspaper Group of SLA had two main projects during the year: The Newspaper Library Handbook and the new Newspaper Group Bulletin.

Stephen Greene, Providence Journal, and his wife, the former Miriam Lyne, worked long and hard to edit the manuscript of the Handbook which is made up of chapters written by Group members. Fannie Simon, SLA Publications Committee Chairman, presented the manuscript to the SLA Board at the March meeting in New York for consideration for publication. Because of length and cost of publishing, it was agreed that Mrs. Winifred Forwood, of SLA headquarters, do some final editing and add new editions of books, before submitting the manuscript to a publisher. It is hoped the Handbook may be published this year. The Group committee, in addition to other members who have worked on this project for the past few years, is composed of Ford Pettit, Detroit News, Chairman, Maurice Symonds, New York Daily News, and Stephen Greene.

The Newspaper Group has felt the need of a bulletin for some time and this project was discussed at the Washington meeting. After correspondence with Group officers and representative members, it was decided to inaugurate the Bulletin this year, to bridge the gap in a year when not all members could attend the Convention. Milton Preisky, Pathfinder Librarian, consented to be editor, and has, with the help of the Group staff and contributors, produced a fine bulletin. A $2 subscription fee was charged to cover cost of paper, stenographic service and postage. SLA gave $25 toward the issue sent to all Group members. The Bulletin now has 106 subscribers, one-half of them Group members. With the aid of voluntary work, the Bulletin is self-supporting. It is hoped that with this start, a definite policy can be established for the Bulletin and that it may soon be printed instead of mimeographed.

During the year the Group has had the opportunity to be of assistance to other librarians. Through Mrs. Stebbins, a communication was received from H. Godfrey Greene, Melbourne, Australia, asking for suggestions for a survey of newspaper libraries to be conducted in 83 countries. The Group replied with the E & P librarian list with our members checked, and sent copies of our Bulletin.

The University of Oklahoma requested suggestions in making a survey of newspaper library administration and methods in the U. S.

During the year assistance was given to small or beginning libraries. Individual members also welcomed librarians who visited their libraries seeking information. The Group and SLA cooperated in an effort to secure employment for two experienced newspaper librarians.

The Newspaper Group has 343 members at last count. During the year there were 20 members dropped, 49 new members, and 55 substitutions.

AGNES HENEBRY, Chairman

PUBLISHING

The past year has seen a most encouraging growth in the newly-formed Publishing Group. The membership has reached a total of 150, against 88 at the same time last year. As might be expected, New York leads the entire membership; approximately 85 per cent of the total membership is concentrated in New York City and vicinity. Washington, D. C., ranks second, with Chicago third. The rest is divided over the country, with one member from The Hague.

Two bulletins have been issued pertaining to the Group’s activities and meetings. Four well-attended meetings were held during the year and enthusiastic interest was evidenced by all present.

WILLIAM DOWNEY, Chairman

SCIENCE-TECHNOLOGY

The Science-Technology Group has approximately 1900 members. Of this number, over 550 belong to Sections:

<table>
<thead>
<tr>
<th>Section</th>
<th>Members</th>
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<tbody>
<tr>
<td>Chemistry</td>
<td>279</td>
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<tr>
<td>Engineering Aeronautics</td>
<td>139</td>
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<tr>
<td>Petroleum</td>
<td>114</td>
</tr>
<tr>
<td>Public Utilities</td>
<td>38</td>
</tr>
<tr>
<td>Pharmaceutical</td>
<td>18</td>
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</table>

Since September 1948, there was an increase of 192 members: 128 Active; 25 Institutional; 27 Associate; and 12 Students. However, there was a decrease of 179 members. Of this number, 136 were dropped, 36 resigned and 7 were deceased.

In September the chairman asked each Chapter president to appoint an S-T representative if there was no local S-T Group. All but one Chapter complied. As a result, the Executive Committee, comprising the chairman, vice-chairman, secretary, and two immediate past chairmen, was enabled to receive a complete picture of S-T activities and problems. Also an Advisory Board was appointed comprising the Executive Committee, Section
chairmen, local Group chairmen, Chapter representatives and chairmen of all committees. This Board consists of 40 members.

During the year, the Executive Committee held a meeting in Wilmington, Delaware; and the Advisory Board held two meetings, one in the fall and one in March. The minutes of these meetings were sent to each member of the national Executive Board.

The Group estimated budget for the year 1949 was $657. This included bulletin subscriptions amounting to $387. The estimated budget for the year, excluding the Sci-Tech News, was $270.

On January 5, 1949, the chairman was advised by the Finance Committee that the Group's appropriation for the six months period January-June would be $140. This is approximately 7½ cents per member for the six months period.

Expenses during the year include long distance telephone calls, secretary's postage, and other expenses such as Convention meals for speakers, etc.

Sections
The Chemistry, Engineering-Aeronautics, Petroleum and Pharmaceutical Sections all planned and conducted meetings at the Convention in June. The new Metals Section, which was officially recognized this year also had its own Convention program which included papers on foreign literature. Two members of this Section, Meredith Wright and Robert Kollar, are representing the S-T Group on the already internationally-recognized Committee to Study Metallurgical Classification Schemes Suitable for Punch Cards sponsored by the American Society for Metals.

The Engineering-Aeronautics Section project, Subject Headings for Aeronautical-Engineering Libraries, was completed this year and is now on sale.

The new Pharmaceutical Section has already set an enviable record. Its project of issuing a bulletin of Unlisted Drugs has met with much success in the pharmaceutical field and it is now planning to compile a Union List of Periodicals in Pharmaceutical Libraries.

The Public Utilities Section has again become active as is evidenced by the three projects in preparation: (1) Subject headings list for public utility libraries; (2) A classification scheme for a public utility library; and (3) A survey of publicity methods used in public utility libraries. This Section also held a Convention meeting.

Projects
One meeting of the Advisory Committee was held to discuss the S-T Manual. Several chapters had to be rewritten or revised, but it is now hoped that by having a monthly report submitted by the editor, Lucille Jackson, the project will be completed within a year.

The PB Numerical Index will probably be ready for publication in the late fall.

The Bibliography Pool now has 90 bibliographies, an increase of 31 over 1948. Over 400 requests for bibliography lists were received and 390 bibliographies loaned.

At the end of six months there were about 86 users of the translations in the Translation Pool (Union Card Index of Translations).

The Directory of Translators which is patterned after the Aslib Directory, contains approximately 80 names and a range of about 20 languages. It will be a master file, indexed by individual, language and subject matter.

Group Bulletin: Allen Ring, editor of the Group bulletin, assumed his duties in January. The December issue of the bulletin, Ye Alchemical Libraries Almanack, was circulated to the entire Group membership. The former editor, Gertrude Schutze, having resigned, this issue was edited and circulated by the secretary and chairman with the aid of the Philadelphia S-T Group. All officers, chairman, etc., were listed in this issue.

The present bulletin with a few less than 300 subscriptions is now called Sci-Tech News. Subscription on the calendar year is $1.50.

All records with the exception of those for 1946-1947 are in the hands of the Archives Committee. These are being culled and records to be saved will be stored at SLA Headquarters.

Local Groups
Three meetings were held by the Philadelphia Group: one on the microcard reader, another on subject-headings and the third, a visit to Socony-Vacuum Research Laboratory Library, where the Group heard a discussion of the use of IBM punch cards.

The Pittsburgh Group held three meetings. The first was a meeting with the Division of Chemical Education of the American Chemical Society and the High School Physics and Chemistry Teachers' Club. "The Industrial Library — Why?" was the topic.

GRETCHEN D. LITTLE, Chairman

SOCIAL SCIENCE
The New York Chapter Social Science Group held five meetings during the year. The five major interests set up at the last annual Convention were used in an education-interest meeting at Columbia University School of Library Service; an industrial relations-interest visit to the International Ladies Garment Workers' Union Research Department; an international relations-interest meeting at the American Russian Institute; social welfare was covered at the Community Chests and Councils of America library, and finally public administration-interests were met by a tour of the Municipal Reference Library.
Hazel C. Benjamin reports that the Source List of Labor Statistics will be submitted to the Publications Governing Board in the fall.

M. Margaret Kehl, Chairman

TRANSPORTATION

The Transportation Group's first publication, Aviation Subject Headings, compiled by Agnes Gautreaux and Mary Lally, was completed and published in January 1949. Work continues on the other project, Source List of Transportation Statistics. Some discussions have been held, mainly in the Washington local Group meetings concerning the preparation of a Railroad Subject Headings list.

The Washington local Group continues active. This is still a small Group, but the local members want to continue it. Plans for the coming year are progressing, including possible participation in the Washington Sesquicentennial celebration in 1950. The New York Chapter Group was reactivated with Maurice Smith as chairman; interesting meetings with good attendance marked its business year.

Three bulletins were issued during the year.

Agnes A. Gautreaux, Chairman

UNIVERSITY AND COLLEGE

The University and College Group has not undertaken any serious projects during the year. There were two issues of the Bulletin, one in March 1949, and a second in May 1949. The first Bulletin of the year contained a résumé of the history of the Group and included a questionnaire designed to obtain a positive body of opinion concerning the future of the Group. Between the first and second Bulletins of the year, 174 of these questionnaires were returned, and a summary of the information contained in them was made the body of the second Bulletin. The May Bulletin also included the Convention program in full, as well as a draft resolution to the Executive Board for discussion at the Los Angeles meeting.

In the course of the year, the chairman had news of three meetings of the Pittsburgh Group and two of the Philadelphia Group. No other local meetings were reported. The chairman, with the cooperation of the secretary, has devoted his time this year to reviewing the past history of the organization and to editing the two issues of the Bulletin with a view to reaching positive conclusions. It is to be noted that a number of studies and recommendations concerning the problem of the continued existence of the University and College Group have been made in the past without obtaining any real definitive action. The present chairman believes that for the best interest of SLA and for the membership of the University and College Group, he cannot urge too strongly upon the Executive Board a definite action on the proposal which will reach it under the new chairman at the Los Angeles meeting.

Jerrold Orne, Chairman

COMMITTEES

AWARDS

The Awards Committee has not had an easy task this year to decide who should be the recipient of SLA's first award. The committee has been faced with a number of problems which have arisen partly from misunderstanding of the purpose of the award and partly from the desire of the committee to establish only such precedent as is in keeping with the meaning of the award. For these reasons, the committee is submitting this lengthy report hoping it will serve as a guide to both the Association members and future committees.

1. Purpose of Award

As stated in the report of the original Awards Committee, "the award should be given for notable professional achievement . . . either through an individual effort . . . for leadership in Group¹ activities: or for . . . a decisive part in a noteworthy professional contribution." This committee has interpreted this to mean that the recipient's accomplishment should be over and above his regular work and his Association duties.

2. Eligibility for Award

All members of SLA are eligible. Before proposing a nominee, the committee would suggest that the sponsor give careful consideration to the value of the work. It should be more than a job well done in line of Association work. What is still harder, the committee urges every sponsor to be objective in his thinking. The award is given for the caliber of the completed work and its value to librarianship; it is the work, not the individual, which is to be judged.

3. Form of Accomplishment

It was evident that the majority of sponsors were thinking of publication in some form as the sole basis for the award. This, of course, is concrete evidence of what has been accomplished but there are other things which also have value and are well worth consideration. Someone might do an outstanding job of organizing a library within a comparatively

¹ According to the interpretation received from the original Awards Committee, the connotation of Group should be any group of members working together and does not specifically refer to the constituent Groups within the Association. This word, therefore, should not have been spelled with a capital G in the copy of the final report which appeared in the 1948 Proceedings issue of Special Libraries.
short time; someone may develop the “perfect” curriculum for special library students; new techniques or tools may be worked out; someone might initiate a new type of service; another may be the instigator of a consolidated library for small business firms. These are some of the non-publishing items which would be worth consideration and which the committee hopes will receive awards in the future.

4. Runner-up

The committee firmly believes that when several nominees have been given consideration, not only the recipient of the award but the runner-up should be named. This gives a chance for public recognition of work which otherwise might remain unknown to the membership as a whole.

5. Dead Line

The committee strongly urges that the deadline for receiving names of nominees and information regarding the accomplishment be March first of the year in which the award is to be made. The committee is scattered, its work is carried on mostly by mail, and it must have time to evaluate, compare and judge. Little can be done until all information has been disseminated among the committee members. Three months is none too long to come to a just decision.

6. No Award Given

The committee feels that there may be times when the award is not justified. In such a case, this committee believes any future committee should not hesitate to withhold the award. To give the award real significance, the standards should be set and kept high.

We now come to that section of the report for which you have been waiting. After a great deal of correspondence and long discussion at the time of the March Board meeting, followed by further correspondence, the committee reached a decision.

Because of her noteworthy accomplishment in a time-consuming and painstaking task; because of its value to scholars of history and of biography as well as its worth to librarians in the same fields, the committee considers the runner-up to be Miss Laura Shearer Turnbull, Curator of the Woodrow Wilson Collection, Princeton University Library, for her Woodrow Wilson, a Selected Bibliography of his Published Writings, Addresses and Public Papers.

Because of his successful completion of a reference tool which has widespread usage; because of filling “a real need” for business men, librarians, teachers of library courses and students, the committee is pleased to present the 1949 Special Libraries Association Award to Edwin T. Coman, Jr., Director of the Library, Graduate School of Business, Stanford University, for his book, Sources of Business Information.

Betty Joy Cole, Chairman

ADDENDUM TO REPORT OF AWARDS COMMITTEE

Since the report was written, there has been a request that one vote be changed to “No award for 1949.”

The reasons given for this change are pertinent and indicative that possibly the present basis for the award is not too satisfactory. So that you may know the thinking which brought about the change in vote, excerpts from the letter received are quoted:

“No one makes any appreciable contribution to the profession in a single year. Of course it may culminate in some year but if it is of any real value it will cover many years and . . . the greatest contributions are those made . . . over a period of years. Sustained interest and activity are the most worthy and long lasting contribution . . . Because I think that this basis is not properly set forth to honor the member most worthy . . . and because the prestige accruing to the Association for making an award for something not obviously outstanding is lacking, I should like to change my vote . . .”

Classification

The complete revision of the List of Subject Headings and Classification Schemes at Headquarters has been the major activity of the Classification Committee this year.

The committee held one meeting in January at which time it was recommended by Mrs. Stebbins that a new complete List be made available, as all copies of the 1945 List had been sold.

Isabel Towner, former chairman of the committee, again kindly consented to give her time in compiling this new List. In order to keep the cost of production as low as possible the committee did the stenciling. Copies are now on sale at Headquarters at $1.25 each, which was the price of the original List published in 1945.

The chairman wishes to thank Mrs. Stebbins for her cooperation, Miss Towner for her continued interest and loyalty in the work of the committee and the members of the committee for their support.

Sara M. Price, Chairman

Constitution and By-Laws

Only one recommendation was submitted to the committee during the year. This was a request from the Committee on Headquarters Policies and Duties for amendments needed to make effective certain proposals. After some study, the committee recommended that
the request be submitted to the Constitution Revision Committee, and this was done.

The chairman attended the Advisory Council meetings in Cleveland and New York. Lack of time prevented the submission to the entire committee of the recommended changes in the Constitution but the chairman studied the proposals and sent his comments to Ruth Savord, chairman of the Constitution Revision Committee.

FORD M. PETITT, Chairman
FINANCE

As fourth chairman of the Finance Committee during its thirteen years of existence, I may be permitted to review its history. Its development follows the trend of so many offices of the Association that it seems worth while recounting. Early in the history of the organization the first officers felt the necessity of a control and financial planning agency, but the earliest note found on the personnel of a committee—the "Auditing Committee"—is the name of Lewis Armistead, 1922-1923. Subsequent chairmen or members included Gertrude D. Peterkin (1926-1927), Elizabeth Baxter (1931-1932), and Angus Fletcher (1935-1936). Under the last chairman of this committee, Fletcher, a new and broader interpretation than that of auditing and routine procedures was expressed. The committee made recommendations concerning the whole financial problem of Special Libraries Association. This followed perhaps the deliberations and explorations of the special committee, the Ways and Means Committee, 1929-1930; 1933-1934, composed first of Eleanor S. Cavanaugh, chairman, Else L. Schulze, Elizabeth O. Cullen, Daniel N. Handy and Herbert O. Brigham, and later headed by Dorsey W. Hyde, Fred A. Robertson and Ruth Savord. Although it deliberated five years on "ways and means of securing financial assistance," it faced a discouraging task in those depression years.

Prior to the creation of the Finance Committee, the Auditing Committee apparently examined the accounts without benefit of C. P. A. The budgets were prepared for some time by the secretary, Rebecca Rankin, and, upon her resignation and the appointment of Elizabeth Lois Clarke in 1934, by the treasurer, Laura A. Woodward.

With the establishment of a headquarters, the centralization of records was possible. The distribution of central office duties among committees of members scattered over the country results in discontinuous and inadequate records and the loss of valuable data.

The Finance Committee, created by By-Law IV, Section 1, of the Constitution of June 19, 1936, was instructed by the November 1936 Executive Board "to make a study of the finances of the Association, to make budgetary recommendations, and to work out a long-range program of activities for Special Libraries Association." Duties of the former Auditing Committee were assigned to the new committee. William Berg, C. P. A., was engaged to make an audit as of December 31, 1936, and allocations to Chapters, Groups and Committees were to be made by this new committee.

In accord with the mandate of investigation and control, the committee has carried on various surveys and has made recommendations which, for the most part, have been approved by the Board. In 1944, a study of financing general publications produced a pricing formula which was officially adopted and has been applied by the Publications Committee. Another study was made of SPECIAL LIBRARIES, on the basis of which the Proceedings issue was charged in part to convention expenses, and a change in printers was made. The report on the financing of Technical Book Review Index showed that the loss in previous years had been cancelled and that the $3000 grant had also been regained in subsequent profits, hence a reserve was earmarked in current accounts for the years when the existence of the Index was threatened. Analysis of relative costs, or what members get for their dues, made in 1945-1946, showed that an active member received $8.42; an Associate, $6.47; Life (amortized over 20 years), $8.42; Institutional, $6.94; and Sustaining, $8.42, in publications and services. In the same year, an analysis was made of the services and duties of the Headquarters staff. In 1946-1947, a study was presented on per capita income from dues in the 23 Chapters, showing how disproportionate numbers of Associate members in a Chapter increased costs but added little to income. It was pointed out at that time also that what confusion or dissatisfaction existed regarding the allocations to Chapters, Groups and Committees was due to failure to understand the method set up by the Board years before, and the confused relations of these bodies with the higher and lower levels of administration.

In 1947-1948, at the request of the Committee on Reorganization (Committee of Five), the Finance Committee made a study of Chapter and Group finances, which revealed in Chapters two weaknesses: lack of continuous financial policy or plan, and too little attention to the quality of membership. The large percentage of Associate members who "cost" the Chapters as much as Active or Institutional members but who return on the basis of the 20 percent allocation only $40 per capita to the Chapter. Under the new
rates of membership and with the reduced percentage, 16 percent, the return is only $.64 per capita. As a result of the studies, sections on finance were written for insertion in the Chapter and Group manuals.

In this same period the committee recommended an incentive plan for Chapters and Groups, based on a modified National Association of Cost Accountants Stevenson Trophy Awards, but this received brief consideration of the Board.

During the current year, 1948-1949, the Finance Committee made its Second Report on Publications, showing that by the very nature of their long-term issue and sale, individual publications (non-serial) call for budgeting over a period longer than the fiscal year. Recommendations on the method of estimating sales on the basis of cost, and on proper financial arrangements to realize the long-term financing necessary were approved by the Board at the March 1949 meeting.

Control of Expenditures
When the present chairman took office in 1942, it was apparent upon examination of central records that the single-entry bookkeeping system then in use was inadequate for presenting a true picture of Association business. As a result, Mr. Berg, later, Lybrand, Ross Bros. and Montgomery, and Earl R. Edmonds, worked out a system that is increasingly better adapted to our purposes.

The chairman also in consultation with the secretary eliminated the cumbersome and costly voucher system devised in 1940, and substituted classified expense accounts. The appropriate account number, instead of voucher number, is placed on each check. This eliminated a great deal of paper and paper work. To clarify the picture of Association finances, an analysis of income and expenditures for a period of years was undertaken. It was found that by reducing the different categories of income and expense to percentages of income, a general pattern of Association finance could be established, which was useful not only for control of expenditures, but also for estimating income for the annual budget. Quarterly, cumulative percentage tables were worked out to serve as an interim control device. Since the income and expenditures of the Association are highly seasonal, and revenue periods are not proportionately concurrent with periods of expenditure, this control device has worked very well. With intelligent adjustments for annual variation it is reasonably accurate. The total budgetary figures for a given year can be estimated so that expenditures will always remain below income: 95 percent to 98 percent of income. It has proved a marked improvement over the static and wholly unrealistic "balanced" budget. With revenue accounting on an accrual basis, no fixed budget could be even reasonably within balance.

Although the Association had operating statements, the facts were not sufficiently coordinated to give a clear picture of Association finances. In 1943, the form and content of the statement was revised to include an interim balance sheet, and a comprehensive income and expenditure operating statement. In 1948, the interim balance sheet was discontinued, since it was felt that the highly seasonal operations of the Association tended to give a false picture of the situation. At the same time, a summary of cash position based on the end-of-month bank statement was added. This shows the cash in the bank on a given day, but does not, of course, show deferred income or deferred charges. The publications (individual) account has been removed from the current operations, and placed in a separate reserve account. The troublesome items of fund and equipment reserves, when the new Reserve Fund regulations are approved, will be removed from the quarterly statement, and will appear only in the annual financial statement.

Another factor of control was instituted with the inventory of equipment and stocks in 1943-1944. Copies of the inventory are on file at Headquarters and in the Finance Committee archives. A running inventory of stocks of publications is now maintained through lot tags. Regarding furniture and equipment, it is recommended that depreciation (including obsolescence) reserves be set up so that future replacements will be possible without making large and unexpected appropriations from current income. Now that we have purchased most of our major equipment, we are in a better position to estimate probable life and to allow for replacement. The rates given in the Internal Revenue Bulletin F are perhaps more conservative than many businesses now apply, but special allowance is made in this bulletin for obsolescence. If the recommendations in the Second Report on Publications as adopted by the Board are followed, we should have fewer surplus copies of general publications that must be offered at half-price or sold for waste paper.

Since there has been some criticism and perhaps misunderstanding of the change from our previous cash-accrual to cash basis of measuring income, a word of explanation seems desirable. The accrual method assumes that income accrues daily, even hourly, but is not actually received until the end of the term during which it is earned. Thus dues would not be fully earned until the end of the calendar year for which they are paid.
Periodical subscriptions are *earned as issues of the periodical and mailed to subscribers*. Actually, therefore, dues and subscriptions, and other types of pre-payments are really deferred income, since they are paid in advance of the period in which services or other intangible benefits, or issues of periodicals, are supplied. In business organizations manufacturing and selling products, the accrual basis is desirable, because current costs and income can be allocated to the manufacture and sale of those immediate products. Income accrues as products are sold, and costs accrue as products are manufactured. This basis as-of a membership cannot be accurately measured and cannot be charged wholly against dues. There is no stable temporal relationship between income and costs. The cost of *Special Libraries* cannot be charged against subscriptions because about 90 percent of the issues are given to members. Also the allocation of costs, such as that of new memberships taken out in the last quarter of the year, is very difficult. The complexity of trying to set up an adequate system of revenue accounting on an accrual basis is apparent in the following table. The simplicity of the cash basis also is clear:

**ACCUAL BASIS**

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<thead>
<tr>
<th>Current annual income equals:</th>
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<tbody>
<tr>
<td>Deferred income&lt;br&gt;Dues and subscriptions paid in advance.&lt;br&gt;Advertising paid in advance.</td>
<td>Accrued income&lt;br&gt;Subscriptions carried until payments are made.&lt;br&gt;Publications sold.&lt;br&gt;Dues not paid for 7 months.&lt;br&gt;Interest, etc.</td>
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<table>
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<tr>
<th>Current annual expenses equal:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred charges&lt;br&gt;Insurance prepaid.&lt;br&gt;Rent.&lt;br&gt;Bonding (½ year).&lt;br&gt;Chapter allocations.</td>
<td>Accrued charges&lt;br&gt;Cost of supplies.&lt;br&gt;Cost of printing.&lt;br&gt;Maintenance of equipment.&lt;br&gt;Cleaning.&lt;br&gt;Salaries and wages&lt;br&gt;Taxes.&lt;br&gt;Group and Committee expenses.&lt;br&gt;Memberships assumed in last quarter of year.</td>
</tr>
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</table>

**CASH BASIS**

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<thead>
<tr>
<th>Income for year equals:</th>
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<tbody>
<tr>
<td>Cash received.</td>
<td></td>
</tr>
<tr>
<td>Expenditures for year equal:</td>
<td></td>
</tr>
<tr>
<td>Cash payments made.</td>
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</table>

As to which gives the truer picture of financial condition depends on how accurately expenditures and income can be allocated to the periods to which they may apply, if the accrual basis is adopted. It must be clear even to a layman that a great deal of estimating and just plain guessing must be done to maintain such a system. It must be clear also that the cost of such a system honestly and adequately carried through is prohibitive for a small organization such as ours. Another difficulty with the accrual basis lies in
trying to relate operating accounts to cash in the bank. The fallacy, for example, of relating prepayments or deferred income to a year-end bank balance is apparent: the former is a derived and approximate figure, subject to qualified interpretation; the latter is the arithmetic result of additions and subtractions up to a given day. The accrual basis may have value for the investor in industry, as Guthman points out, since in financial accounting (quite different from ours) it is useful to estimate stockholder’s equity. It is only in the balance sheet that justification of the two records mentioned above can be attained.

**Reserves**

Various efforts were made in the 1930’s to build a reserve, but substantial development of a fund was not begun until 1944, when the recommendation of the Finance Committee and that of the treasurer, Jean Norcross, was adopted by the Board. An accumulated surplus of $20,000 was withdrawn from the checking account, where it drew no interest and was costing us besides, and one-half of it put into savings accounts, and the other half used to purchase U. S. Government bonds. Since that time, Life memberships, operating surpluses and other sums have brought the fund to over $40,000. A tabulation of bonds by series, denomination and number is on file in the safety deposit box, at Headquarters, and in the papers of the chairman of the Finance Committee.

Recommendations for the set-up and regulation of the Reserve Fund were made at the fall 1948 Board meeting. These have been reviewed, criticised and revised for representation at the June meeting. Recommendations are intended to provide for (1) building up and maintaining the fund to at least the announced goal of $50,000; (2) providing proper check on the use of these funds through the Finance Committee; (3) providing for the separation of this primary reserve from special reserves for (a) Student loans, (b) General publications, and (c) Equipment and furniture depreciation and obsolescence.

**General Considerations**

By removing this year two sources of revenue: convention and individual publications, the Association has reduced the possibility of cushioning losses in revenue from other sources. There now remain only dues, which must account for from 60 percent to 64 percent of the total; SPECIAL LIBRARIES subscriptions and advertising, which were hardly adequate to cover costs in 1948; and Technical Book Review Index, which is still producing surplus revenue.

Because of this situation, and because of the period of “dis-inflation” in which we operate, the device of the flexible budget for control seems more than ever useful. As to the accuracy of this method it may be pointed out that for 1948 there was a net difference of -.5 percent between actual percentages of income received from various sources, and estimated percentages. The range of difference was from -.7 to +.2. For expenditures there was a net difference in total of +.6. However, variations in estimating expenditures were greater because of prepayments in setting up the pension plan, and higher costs of Special Libraries and T. B. R. I., somewhat offset in total publications expenditures by less than anticipated use of funds for individual publications. Unfortunately, the two changes on July 1 from the calendar to the Association year, and from cash-accrual to cash basis, complicated the picture at the end of the year, but the data, on which these percentages are based, are derived from reasonably accurate financial (operating) statements.

**Publications: SPECIAL LIBRARIES and Technical Book Review Index:**

Both of these publications have shown increase in income. T. B. R. I. declined in 1946 and 1947 but levelled off again in 1948 to a total higher than the previous peak year of 1945. Since 1945, Special Libraries has risen something over $4,300 and T. B. R. I. around $544, to December 31, 1948. General or individual publications have contributed erratically from 1943-1948, from 5.9 percent to 13.3 percent of total income.

**Convention:**

Another item taken from current accounts has been erratic in contributing to income but in the last three years has counted for from 4.7 percent to 6.3 percent of total income. It is perhaps just as well that it has been removed by action of the March 1949 Board to Reserve, as its use in recent years has brought considerable criticism on the heads of our officers.

**Miscellaneous:**

This is also an uncertain source of revenue and seems to derive mostly from interest on Reserve Fund investments. This should properly be returned to the Fund.

**EXPENDITURES**

**Budgets:**

Chapter, Group and Committee budgets have risen about $2000 since 1945, the largest increase, $1,563, being for Chapters, and the next for Groups, $643. Committee costs jumped about $500 in 1948. It is interesting to note that although Group chairman asked for $1,050 in 1948, they used only $883.

**General Operations:**

Much criticism and little careful analysis have been made of the increasing costs of Headquarters. One obvious confusion is that of identifying the cost of general operations
with that of Headquarters. True analysis would inquire what is the cost of carrying on business of the Association apart from Headquarters. Omitting salaries and rent, the 1948 cost would still be around $12,000 plus what it would cost to have done outside Headquarters all the record-keeping, addressing and mimeographing that need to be done. The method of parcelling out duties among members, if members would stand for it, has produced such a confusion in and loss of records in the past that order has not yet been completely restored. We need but to look at the state of records voluntarily maintained in Chapters, Groups, and Committees to realize what could happen to national records. The actual increase in salary cost per member from 1937 to 1948 was $1.92, whereas the total increase in cost per member was $3.05. Comparison of service given members in 1937 and that given in 1948 should convince anyone inclined to reflect that the value added represents a manifold return on our small investment.

**INCOME AND EXPENSES**

**Dues:**

Membership seems to increase although dues were increased in January 1949. How much effect the increase in dues will have on different classes of membership will most likely not be known until the September 1949 count. There are some indications, however, of the trend, variation from which may or may not be ascribable to the rise. The differences between December and March paid and unpaid dues are:

**Differences in Memberships Between December of Year and the Following March.**

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Sustaining</td>
<td>— 1</td>
<td>—</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Institutional</td>
<td>— 20</td>
<td>— 31</td>
<td>1</td>
<td>36</td>
</tr>
<tr>
<td>Active</td>
<td>— 331</td>
<td>— 500</td>
<td>621</td>
<td>737</td>
</tr>
<tr>
<td>Associate</td>
<td>— 228</td>
<td>— 244</td>
<td>286</td>
<td>386</td>
</tr>
<tr>
<td>Student</td>
<td>+ 1</td>
<td>+ 1</td>
<td>— 4</td>
<td>+ 10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>— 579*</td>
<td>— 753*</td>
<td>— 911</td>
<td>—1152</td>
</tr>
<tr>
<td><strong>Unpaid</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sustaining</td>
<td>+ 1</td>
<td>+</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Institutional</td>
<td>+ 38</td>
<td>+ 49</td>
<td>+ 35</td>
<td>+ 41</td>
</tr>
<tr>
<td>Active</td>
<td>+ 547</td>
<td>+ 606</td>
<td>+ 795</td>
<td>+ 903</td>
</tr>
<tr>
<td>Associate</td>
<td>+ 278</td>
<td>+ 306</td>
<td>+ 313</td>
<td>+ 415</td>
</tr>
<tr>
<td>Student</td>
<td>+ 4</td>
<td>+ 8</td>
<td>+ 9</td>
<td>+ 28</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>+ 868</td>
<td>+1059</td>
<td>+1155</td>
<td>+1390</td>
</tr>
</tbody>
</table>

**Total Membership, Paid and Unpaid**

|                  | + 301                 | + 306                | + 244                | + 138                |

**Annual Increase For**

<table>
<thead>
<tr>
<th></th>
<th>1946</th>
<th>1947</th>
<th>1948</th>
<th>(Mar.) 1949</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>582</td>
<td>473</td>
<td>296</td>
<td>138</td>
</tr>
</tbody>
</table>

The above shows that although there has been a growing decrease from year to year of paid members during the first quarter, and an increase in unpaid dues for the same period, there still has been an increase in total memberships. The rate of annual increase has fallen off, but in spite of this decline, the income from dues has risen from $20,226.63 in 1945 to $35,646.39 in March 1949. Most of the income is derived from Institutional and Active membership dues.
Publications:
Costs of production have increased so rapidly that for SPECIAL LIBRARIES they are now over three times what they were in 1937: $3,766 against $12,006. T. B. R. I. has similarly increased: from $2,673 to $4,859. This is certainly no time to contemplate other serial publications unless subscription rates are well beyond what we now charge, and certainly no time to expand SPECIAL LIBRARIES, unless again we increase the subscription rate and advertising rates.

Other Expenses:
In this miscellaneous group of items the most phenomenal increase has been for travel: from $186 in 1937 to $984 in 1948. Members may seriously and rightly question the expenditure of nearly a thousand dollars for this doubtful benefit when the opportunity to meet all officers and other members at Convention is possible. Nor should busy presidents be asked to visit all Chapters in the course of their year. They, too, have their breaking points. To some members of the Board, all this is not quite clear, as by special act they increased the amount to $1500 and made it another fixed charge.

CONCLUSION
Since I have been chairman of the committee from 1942-1943 to 1943-1944, and from 1945-1946 to 1948-1949, I should like to add a special word of tribute to the former committee members, to the presidents and their Boards, and to the Secretary and her staff, all of whom have helped to make the work of the Finance Committee effective.

WALTER HAUSDÖRFER, Chairman

INTERNATIONAL RELATIONS
Since the work of the International Relations Committee of SLA for 1949 was reported in detail at the October and March meetings of the Board and Council, this report will only summarize and highlight the net results since our last annual conference.

The outstanding accomplishment of the past year, after almost five years of intensive spade work, is the establishment of actual working contacts with our foreign special librarians. In Europe, in Australasia, in Central Europe, in Asia and in Africa, Special Libraries Association and its activities and aims are well known. We have evidence of this by the heavy correspondence asking our help and advice, and by the many visits to Headquarters office and to the chairman made by librarians from overseas who are either studying in or visiting this country. It has been our privilege and our pleasure to receive these visitors, to help plan their itineraries and to write letters introducing them to our Chapter presidents, Group chairmen and individual librarians.

Our conversations and correspondence indicate a lively interest in our techniques, our library literature, our training for librarianship, our Association organization and, particularly, in our SLA publications. We have arranged during the year for exchanges of professional journals, conference reports and curricula of schools of library service.

The Bulletin, published and distributed once a year by the International Relations Committee, has been especially well received. The last issue brought forth many letters for further details of trends mentioned, and as it contained a list of SLA’s new and proposed publications, it has resulted in a considerable number of orders for these publications.

The July-August issue of SPECIAL LIBRARIES was an “international number” and contained articles by foreign librarians about overseas libraries or special library trends in various countries. Since all the papers received could not be published in this one issue they will appear in subsequent ones.

The chairman was gratified to receive a request for an article on our Association for publication in the journal Cahiers de la Documentation in Brussels. Kate Ornsen of the International Relations Committee is preparing this article.

Lastly, the proposed Special Library Institute, tentatively planned to be held in 1950, has drawn overwhelming interest from abroad. The names of many working librarians who desire to be invited to attend are in the hands of the chairman. The United States State Department is most interested in this project and will lend its support insofar as it can. The American committee in charge of plans for the IFLA meeting is also interested and probably will cooperate. The most hopeful sign since we have been working on the Institute plan is the very real interest of UNESCO. A discussion with a UNESCO representative, who was in the United States recently, gives us reason to believe that they are ready to be co-sponsors of this effort, and have tentatively hinted that they may be able to provide some funds for such an Institute. It seems that UNESCO had planned to hold a school for librarians in this country in 1950 and at the time when your chairman had discussions with the UNESCO representative, the impression was given that they might cooperate with our proposed Institute instead of organizing their own school.

While SLA considers it important that we go ahead with our plans for this Institute, the actual decision must be postponed until such time as we may be assured that funds to cover
it are available. The SLA treasury cannot support such an Institute, and unless a foundation considers the project worthy of financial support, plans for the project will have to be abandoned.

The chairman wishes to thank all those SLA members who have been so helpful in making our foreign visitors welcome and in planning their visits to libraries, to Mrs. Stebbins at Headquarters, to the Board for its cooperation and encouragement and, especially, does the chairman extend her appreciation to the members of the International Relations Committee.

ELEANOR S. CAVANAUGH, Chairman

MEMBERSHIP

The 1948-1949 Membership campaign closed with a total of 5443 members. This is an increase of 64 members over the 1948 figure. It does not mean, however, that only 64 new members were enrolled during the year. Due to the increase in dues a number of members did not renew their membership this year, possibly because their lack of interest or of participation in the work of special libraries did not warrant additional outlay of funds. As a result, thirteen Chapters showed a decrease in membership, totalling 219.8 units, and against an increase of eleven Chapters with 119.2 units, one unit equaling one Active membership. At this point, I would like to quote from an article in Chemical and Engineering News, April 11, 1949, on estimates of income of the American Chemical Society for 1950, which also has increased its dues: "These estimates take into consideration an expected decrease in membership, based upon past experience with dues increases." It has had similar experience in the past, as have other professional societies, so, as it is a normal occurrence in the process of increasing dues, I think we need not be too concerned.

The interesting bulletins from the various Groups which reached my desk showed real interest and enthusiasm in the various programs they planned and carried out. The Bulletin of the Business Group was a splendid example of whole-hearted cooperation of the entire Group. The chairman would like to suggest that if the bulletins of all Groups were sent to her, it would be an excellent way for her to keep abreast of Group activities.

The individual Chapter chairmen have responded splendidly to my requests for accounts of their activities. The Chapters have arranged annual membership meetings; offered worthwhile programs throughout the year to cover the interests of the various Groups within the Chapter, and have paid particular attention to contacting all delinquent members in an effort to have them retain their memberships. Perhaps the most satisfying aspect of the reports was the interest shown in the Membership Committee and its workings, and by the constructive criticism and suggestions offered by the individual chairmen. During the coming year the chairman, with the help of her committee, will endeavor to solve these problems and will welcome further suggestions for the improvement of membership work.

Two new Life Memberships have been reported this year, one from the Western New York Chapter and the other from Pittsburgh.

The chairman is very happy to be able to report a petition for authorization of a new Chapter in Texas to be presented to the Executive Board at the Convention. The group has drawn up their Constitution and By-Laws and elected their officers as follows: Louise T. Jackson, Geophysics Research Library, Humble Oil & Refining Company, Houston, president; Mary Herren, Pan-American Refining Company, Texas City, vice-president; Mary Hensarling, Houston Chamber of Commerce, secretary; and Robert E. Betts, Texas Engineers Library, College Station, treasurer. The need for a Chapter in the South has long been apparent and it is a source of great satisfaction to the chairman that it came into being during her term of office. The group of librarians in North Carolina interested in forming a Chapter did not vote to organize "because of the state of uncertainty as to what form of reorganization may take place in ALA and the Southeastern Library Association. Considerable interest, however, was shown by the approximately 25 persons who attended the meeting." Charlotte F. Chesnut, Oak Ridge, Tennessee, reports a petition has been signed by 12 members for a Chapter of SLA there, but the Constitution has not been drawn up. She will try this fall to complete the work.

The chairman wishes to thank Mrs. Stebbins and the staff at Headquarters for their assistance during the year, and for the excellent letters sent to a large list of prospective members.

The support and cooperation of the Executive Board, with special mention of the patience and understanding shown by Mrs. Strieby when appealed to for advice, smoothed the path of the chairman immeasurably.

Last but not least, I wish to thank the vice-chairmen, individual Chapter chairmen and members-at-large for their splendid cooperation throughout the year, which made the work of national chairman a pleasure, rather than a task.

HAZEL IZZO, Chairman

PROFESSIONAL ACTIVITIES

The chairman of the Professional Activities
Committee is reporting as Interim Chairman for the period covering the time between the resignation of Mr. Kessler and the assumption of this assignment by the new chairman, Virginia Garland, as of Friday, June 17, 1949.

The chairman's duties consist (a) of coordinating and assisting in planning the work of four subcommittees; and (b) of acting as a clearing house for the chairman informing them of activities pertinent to the interests of the other subcommittee chairmen.

Gertrude Minsk is the new chairman of the Subcommittee on Standards. There is no report of this committee. Hazel Conway was unable to carry out the survey of task analyses projected for the Chicago area due to the fact that she was transferred to the New York City office of her organization.

Ruth Leonard has found it necessary to resign from her assignment to prepare a syllabus for use in teaching special library courses. It was expected that a foundation grant would be secured for this purpose. Word of favorable action on the application has not been received to date, thus making it impossible for Miss Leonard to proceed this summer in accordance with previous plans. As an alternative, Miss Leonard has offered: "The School of Library Science, Simmons College, is eager to make whatever contribution it can to the end that a syllabus of a course in special libraries be made available to other schools and teachers of special library courses." Miss Leonard proposes to enlarge her course outlines to full syllabic form during the summer months and first semester of next year. The School will then have it mimeographed, bound, and made available for distribution. This would, necessarily, be a school publication, rather than an SLA publication. Limitation of time and a number of other factors would mean that the work would be considered preliminary and subject to enlargement and revision. It is hoped, however, that it could act as a substitute contribution, at least for the present. It would be possible for SLA to make use of the syllabus thus prepared and do any further work on it which the Association may wish for publication as an SLA-sponsored work." The Executive Board has accepted this offer with deep appreciation.

Your chairman made the recommendation at a meeting of the Executive Board on March 27, 1949, that the scope of the present classification collection at SLA Headquarters be enlarged to include:

- Annual reports
- Staff manuals
- Library handbooks
- Budgets
- Policy statements
- Library committee functions

Outline of local agreement to develop and maintain union catalogs
Outline of local agreement for other types of cooperation such as book acquisition
Statement of library rules and regulations
Other professional literature
Floor plans
Library survey reports
Organization charts
Library publicity
Position classification
Job description

It was recognized that there is a nucleus of this type of material at Headquarters for which the secretary reports a constant demand.

Reports of the subcommittees on Recruitment and Library Education follow.

IRENE M. STRIEBY, Interim Chairman

SUBCOMMITTEE ON LIBRARY EDUCATION

The present chairman took over direction of the work of the subcommittee from Dr. Hazel Pulling last November when she was forced to resign because of the pressure of work as Convention Chairman. At that time the committee had on hand, as a project, the survey of plans and developments in library schools for training in special librarianship. In connection with this, questionnaires had been sent out and the replies were turned over to the present chairman for analysis and tabulation. The following is a summary.

Survey of Plans and Developments in Library Schools

1. Thirty of the schools replied to the letter.
2. A considerable number protested against yet another questionnaire and referred to the answers already submitted in response to Miss Morley’s survey.
3. All thirty said definitely whether or not specific courses were being given or supplied relevant information as follows:
   (a) Eleven reported a specific course or courses.
   (b) Ten offer no courses at all designed to be of use to students wishing to enter the field of special library work, but four of these explain that they are especially interested in the training of school librarians.
   (c) One school is studying the situation.
   (d) Two report a program designed to train students for work in only one specific field.
   (e) Four report a substantial number of lectures devoted to the study of special libraries and their problems, in a general course on library administration.
   (f) One offers increasing opportunity for subject specialization but has no
course specifically devoted to Special Library Administration.

(g) One school announced its own demise.

4. Of the schools with planned courses, only four submitted outlines, so no attempt has been made to make an analysis of these.

5. The question relating to curricular provision for subject training, drew a response from only six schools:
(a) One is "hoping" to do something in this area.
(b) One is making a start in this direction.
(c) One school deliberately tries to attract to the school, students who have an Honors degree in some subject (in Canada this means four years of specialization).
(d) Two report that students may take subject courses in other faculties as electives.
(e) Only one announced a complete new program of opportunity for subject specialization. (It is known, however, that one other school which did not answer the letter has adopted a similar plan.)

6. Very unsatisfactory answers were received to the question about practice work, and these do not lend themselves to tabulation. Not all schools now require a period of practice work. In general, however, those schools which provide courses on special libraries, include in their program opportunities for observation of such libraries in action, either through the medium of visits or through practice periods of varying lengths.

7. The answers to the question concerning enrollment of students in special library courses in 1947-1948, and the number of graduates placed in special library positions were uneven but a tabulation of sorts has been possible.

In connection with this survey, a list of some 347 colleges and schools, offering any type of library courses was prepared by Miss Focke with the idea of circularizing these in the same way. It was decided, however, to proceed no further with this project for the time being.

Conference on Library Education

The chairman of the Subcommittee on Library Education was fortunate to have the opportunity of attending the Conference on Library Education held at Princeton, December 11-12, 1948, under the sponsorship of the Council of National Library Associations.

The conference was called together to explore certain areas in the field of library education which seemed to have received insufficient attention, and the following topics were placed on the program for discussion:

1. Organization of interest in library education: Areas of responsibilities of various professional bodies.
2. Recruiting for librarianship.
3. Accreditation of library schools.
4. Educating librarians for several types of library work.
5. Classification and certification of librarians.
6. Placement of professional and non-professional library workers.

During the course of the discussion, four points of great significance to special librarians became apparent to this observer:

1. Special librarians, as a group, are less concerned about appropriate tags than any other group. Academic librarians seem to be competing more and more with other academic groups, and are almost completely preoccupied with devices for bringing higher academic tags within their reach. Public librarians, on the other hand, are caught up in the civil service atmosphere and are interested in classification and accreditation. The "closed shop" atmosphere is growing in both these groups. The special librarians, on the other hand, seem to be more interested in trying to discover their real training needs and in providing for meeting these in some realistic way.

2. The fact that something like ninety percent of public library jobs are of the one-man type was brought up several times but failed to draw any discussion. This is also one of the main problems of the special library field and yet almost all the new training programs seem to indicate a trend away from the production of what in the terminology of medicine used to be known as a "general practitioner". In library work, as in medicine, it will be found that specialization can only function to the best advantage in a profession where there is a good background of general practice. It was interesting to note that this preponderant need for the "all purpose" librarian was referred to only by some of the "elderly statesmen" present.

3. In all the welter of discussion about three-level degree programs of professional education, one very important point seems to be lost sight of and that is that the bulk of work in any library is of a non-academic nature. Industry wants the subject specialist; educational institutions want a teacher's diploma or a Ph.D. degree; public libraries cry for psychologists and public relations experts;
but no one seems to remember that work at this level accounts for only a very small percentage of what has to be done in order that these experts may function in the area of their expertness. And yet no provision is being made in schools for the training of people to do the routine work. Libraries either continue to hire graduates of library schools and then wonder why they are so unhappy doing the "Jo" jobs or else they are forced to hire clerical workers and do their own training. In the Williamson report on library education of 1923, and again in the Wheeler report of 1946, attention is called to the need for organized instruction at this level. Chapters and Groups of the Special Libraries Association go on trying to do something about it by providing institutes and courses, but when the subject rears its ugly head at a conference on library education everyone looks the other way.

4. Finally, in all discussions of recruitment, there is too much stress on quantity and not enough definition of quality. The only attempts to control the undergraduate program of the prospective librarian are being made within the framework of the library training program itself by pushing it down into the undergraduate level. One of the most intelligent suggestions for recruitment made at the conference came from a university librarian who suggested that the place to begin recruiting was right in the undergraduate program by making training in the use of books and libraries a part of the general education of all undergraduates. This would not only be beneficial to the students but would create a group which would know what library work is. Here and there are to be found schools and colleges where such training is available, but surely the time has come when it should be regarded as basic to general education as training in the communication of ideas. Could not our professional organization do something to call attention to this fact?

As a result of the deliberations of the Conference, nine recommendations were adopted by the delegates. Of these five have significance for special librarians:

1. It is recommended that there be established a joint committee on education for librarianship for mutual exchange of information between library schools and various professional groups.

2. The Conference recognizes that recruitment is a profession-wide responsibility. It endorses the efforts of the Joint Committee on Library Work as a Career to obtain funds for a long-range program of recruiting for librarianship.

3. It is recommended that the Board of Education for Librarianship serve as the official accrediting body for library educational institutions of all types and at all levels, and that it take into consideration the interests of specialized library groups by adding suitable consultants to its membership.

4. It is recommended that the Board of Education for Librarianship assume positive leadership, particularly during the present period, when extensive library school curricular revisions are taking place and new schools are being established to advise and guide in programs of training, and to insure sound educational development.

5. It is recommended that if and when a joint committee on education for librarianship is appointed, a thorough survey be made by the committee to determine the most desirable educational preparation for special librarians to serve as a guide to library schools in developing programs of training.

The first of these recommendations has already been acted upon and a Joint Committee on Education for Librarianship has been set up consisting of twelve members, of whom five are special librarians. It is to be hoped that, with the formation of this committee, some direction will be given to the scattered and sporadic attempts to get at the true facts of a more than confused situation.

Survey of Institutes and Courses

In his report to the Executive Board dated February 13, 1948, David Kessler, chairman of the Professional Activities Committee at that time, submitted a program on behalf of the Subcommittee on Education. The fifth item read as follows:

"Make a study of all literature survey courses being sponsored by SLA Groups and Chapters for their membership, i.e., similar to the literature survey courses being sponsored by the Advertising, Finance, and Insurance Groups of the SLA New York Chapter, and evaluate the relative worth of such courses in the education and training for special librarianship."

During the past few months, work has been started on this survey. Helen Focke has combed the issues of SPECIAL LIBRARIES for announcements of all such courses and institutes. A preliminary survey of these shows that the basic library techniques are the official courses most frequently offered.

Proposed Activities

The following program of short and long term projects for this committee is proposed:

1. Complete the tabulation of statistics relating to the proportion of students registered in courses on special library administration and the number of graduates placed. This would give us very interesting and useful fac-
tual information on which further activities of the committee might be based.

2. Carry on the survey of institutes and libraries. The analysis of the information gained in this survey should make a substantial contribution to the definition of what our training needs really are.

I should like at this time to express my thanks to Helen Focke for her assistance on these projects and to Mrs. Strieby and Mr. Kessler for their encouragement and assistance.

BEATRICE V. SIMON, Chairman

SUB-COMMITTEE ON RECRUITING

Last year, when I spoke about recruiting at the Convention in Washington, D. C., I said, "There has been much more talking about recruiting as a Chapter activity than actual doing." This year, I am happy to report that the situation is reversed. During the past year, SLA Chapters have been busily engaged in actually doing recruiting work rather than just talking about it.

With a theme of "Every Librarian A Recruiter," the CINCINNATI CHAPTER divided its program into two parts: in-group activities and outside group activities. In-group activities include writing articles on recruiting for subsequent issues of the Chapter bulletin. Outside group activities are: work with the vocational directors of the schools. In this work, recruiting pamphlets are distributed, libraries made available for student to visit, and speakers offered to discuss librarianship.

The WASHINGTON, D. C. CHAPTER established jointly with the Library of Congress courses for sub-professional library assistants given by the U. S. Department of Agriculture Graduate School (In-service training and recruiting). The Chapter also cooperated with the U. S. Civil Service Commission in writing an illustrated booklet, *The Librarian in the Federal Civil Service*. Another project sponsored by this group with the Department of Library Science, Catholic University of America, was a panel discussion "Presenting Librarianship as a Career." A three-page mimeographed statement on *Library Careers in the Washington, D. C. Area* was prepared and distributed.

A joint meeting with the Education Committee of the American Chemical Society was held by the PITTSBURGH CHAPTER. Edith Portman lectured on "Librarianship" at the Pennsylvania College for Women.

The ILLINOIS CHAPTER invited the high school librarians of Chicago and the officers of their assistant groups to participate in a tour of five special libraries. Members of the recruiting committee acted as guides. There was evidence of so much enthusiasm that the project was repeated during the spring semester. The Chapter is establishing a speakers' and writers' bureau and plans to contact the vocational advisers in the area.

The GREATER ST. LOUIS CHAPTER started its program by sending letters telling about special libraries to the high schools and colleges in the area. Recruiting pamphlets were enclosed in the letter. Representatives of the KANSAS CITY and GREATER ST. LOUIS CHAPTERS participated in the CBS program "The Quiz of Two Cities" on KMOX. Members of the GREATER ST. LOUIS CHAPTER spoke to the following groups: College Club of St. Louis, Maplewood-Richmond Heights High School, Mothers' Club of Washington University, Cleveland High School Senior Class, Sub-Deb Group at Stix, Bauer & Fuller's Department Store, and Kinlock High School.

The LOUISIANA CHAPTER is working with the Louisiana Library Association. The committee has prepared an exhibit of recruiting material which includes books and pamphlets on librarianship, pictures of librarians at work, and attractive posters. The exhibit is available for use. The committee plans to cooperate with "Career Day" programs of the schools in the state. A brochure, *Be a Librarian*, has been well received and circulated throughout the United States. Films are also used, particularly *Librarian*, available from the Film Libraries at Southwestern Louisiana College and Northwestern State College, and *Books and People—the Wealth Within*, available from the Louisiana State Library.

Through the efforts of the PHILADELPHIA COUNCIL, the Pennsylvania Association of Deans of Women requested SLA material to display at their convention.

The WESTERN NEW YORK CHAPTER has prepared an excellent outline for "Contacting High School Students," written by Father A. L. Bowhius.

The SAN FRANCISCO BAY REGION CHAPTER concentrated its efforts on promoting new libraries. In addition to an exhibit at the Bay Area Industrial Exposition, the group has worked closely with the School of Librarianship of the University of California in revamping its course on Special Libraries. The course is taught by one of the Chapter members.

In September, the national Recruiting Committee sent letters to Chapter presidents asking them to appoint a local chairman for recruiting. An organized program was suggested to stimulate interest and to secure results. In January, letters were sent to the Chapter recruiting chairmen and Chapter presidents, where a chairman had not been appointed. A report of the Chapter's recruiting plans was requested. Of the twenty-four Chapters, twenty reported to the Recruiting Committee on their activities.
The committee will send a copy of this report to Chapter presidents and Chapter recruiting chairmen.

Two suggestions that might be considered to further effective recruiting activities are:

1. A recruiting manual to assist the Chapters in formulating their recruiting programs. This manual could contain the experiences of others, prepared speeches, and suggestions for projects. The existence of such a manual would provide for uniform approach to the problem, modified, of course, to meet the local situation.

2. The Recruiting Committee should keep Chapters informed of new recruiting literature and projects. Likewise Chapters should keep the committee informed.

At this time, I should like to thank Winifred J. Barnstead, Director of the Library School of Ontario College of Education, for serving on this committee, David Kessler, and Mrs. Irene Strieby for their guidance, and the members of SLA for their active recruiting work.

**ANNA IRENE MARTEN, Chairman**

**PUBLIC RELATIONS**

The Public Relations Committee, appointed late in the year, was able to hold only one meeting in New York at the time of the spring Advisory Council meetings. The work of the committee has followed the plan developed last year, emphasizing the advisory service to small business, articles on special libraries in non-library journals, and news service for the general public. New projects, in the planning stage, are not ready for announcement.

About twenty-five different general press releases were distributed during the year to newspapers and journals in the various subject fields covered by the interests of the Association plus numerous spot releases during the Los Angeles convention. Sherry Taylor, librarian of the Prudential Insurance Company in Los Angeles, handled most of the convention publicity and merits the gratitude of the Association for her efficient work. The A.P. carried several of our stories, and the list of individual papers and journals using SLA news is too long for inclusion here.

The action of the Executive Board in establishing a public relations policy for the Association is a major achievement of the year, and will aid the work of this committee in the future.

The interest and assistance of the officers, the secretary, and the Headquarters staff has greatly facilitated the work of the committee.

**ROBERT W. CHRIST, Chairman**

**PUBLICATIONS**

Many of the publications which have been pending are now in the hands of the printers. In addition to the *Aviation Subject Headings List*, which was printed early in 1949, the following were ready for display at the Los Angeles Convention in June:

- Aeronautical Engineering Subject Headings List
- Creation and Development of an Insurance Library
- A Brief for Corporation Libraries

The *P.B. Index* is also at the printer, and will be ready for distribution later in the year. The order for reprints of the *Union List of Technical Periodicals* has been placed. The *Newspaper Manual* is being edited at SLA Headquarters but no date for publication can be given at this time.

There has been no report since March on the progress of the *Source List of Selected Labor Statistics*. Linda Morley is revising *Contributions Toward a Special Library Glossary* which she expects to have finished by early fall.

If sales of these publications come up to expectations, our publication fund should be in good shape next year.

The Publications Committee recommends that each year Group chairmen be advised that all new national publications should be reviewed by the committee before being launched.

**FANNIE SIMON, Chairman**

**RESOLUTIONS**

The Resolutions Committee offers the following report:

- **Special Resolutions**

  It has come to the attention of the Committee that ADELAIDE R. HASSE has recently met with a serious accident.

  Miss Hasse’s splendid achievements in the field of state and federal documents have earned for her the admiration and gratitude of the entire library profession. She is generally recognized as one of the ablest of American bibliographers.

  We extend to her our sympathy and sincere wishes for a speedy recovery. (The Executive Secretary was instructed to convey this message in the form of a telegram to be sent her upon the conclusion of the Business Meeting in Los Angeles.)

  * * *

  **MARIA CLARK BRACE** within the past year has retired as head of the Business and Economics Department of the Enoch Pratt Free Library of Baltimore.

  Miss Brace was for many years a member of the Baltimore Chapter and served at one time as its president. As chairman of the Committee on Indexes to Sources of Statistical Information, she made distinct contributions
in this field. Working unstintingly to further the publication of Association projects she has placed the Association much in her debt. As Group Liaison Officer she promoted the interest of Group cooperation.

We wish to extend to her the appreciation of the Special Libraries Association for her work in its behalf and for her invaluable contribution of time and effort. (The Executive Secretary was instructed to convey this message in the form of a telegram to be sent upon the conclusion of the Business Meeting in Los Angeles.)

 Whereas, ELLWOOD H. McCLELLAND, Technology Librarian of the Carnegie Library of Pittsburgh, has retired from active service after having rounded out forty-five years of loyal service to science and technology; and,

Whereas, Ellwood H. McClelland, has fostered many bibliographical services of benefit to special librarianship including the Technical Book Review Index, which publication he has directed and guided continuously since the beginning of volume six in the year nineteen hundred and forty; therefore,

Be It Resolved, by the Board of Directors of the Special Libraries Association that the members of the Association be apprised of the meritorious service of this distinguished librarian and that a vote of thanks on behalf of the entire membership of the Special Libraries Association be tendered to him for a job well done in disseminating technology information; and,

Be It Further Resolved, that this resolution be inscribed in the records of the Special Libraries Association and that a copy signed by the President of the Association be forwarded to Mr. McClelland as a mark of esteem, together with copies to Mr. Ralph Munn and the Board of Directors of the Carnegie Library of Pittsburgh, in token appreciation for what he has accomplished for librarianship.

Whereas, the members of the Special Libraries Association in conference assembled have solemnly recorded the death on January 2, 1949, of LAURA A. EALES, first president of the Connecticut Chapter of the Special Libraries Association, and an Active member of the Association from 1934; and,

Whereas, Laura A. Eales, was loved and highly esteemed among the members of the profession of librarianship; therefore,

Be It Resolved, that the Special Libraries Association in Conference assembled hereby give formal expression of its loss in the death of Laura A. Eales, a loyal and a true library pioneer; and,

Be It Further Resolved, that a copy of this resolution duly inscribed, signed by the President of the Association be forwarded to the next of kin, Mrs. Guy L. La Bar, 298 Lindwood Avenue, Bridgeport 4, Connecticut.

Whereas, by the death of DANIEL N. HANDY in October 1948, the Special Libraries Association has lost a member distinguished for devotion to the cause of librarianship, and for nobility of character, and

Whereas, the Special Libraries Association, having had the benefit of his guidance and counsel for almost forty years and his services as president through four terms of office, is indeed, called upon to deplore his loss, and to perpetuate his memory on its records and to keep him in remembrance as a loved memory worthy of emulation; therefore,

Be It Resolved, that his memorial be inscribed in the records of the Special Libraries Association; and,

Be It Further Resolved, that a copy of this tribute and token of esteem signed by the President of the Association be forwarded to Mrs. Handy, and to express to her our gratitude for having had the help and guidance of a wise and gentle counselor.

We have learned with deep sorrow of the recent death of GEORGE WINTHROP LEE, a charter member of the Special Libraries Association.

Mr. Lee was librarian of the firm of Stone and Webster for thirty years.

He was a speaker at the first SLA convention held in New York and served as the first chairman of the Public Utilities Committee. His brilliant conception of the objectives of the Association and his practical approach to the details of their realization have revealed him as a founding member of widespread influence in the affairs of the Association. He early established a clearinghouse of information in Boston. He strongly urged the preparation of library tools by joint effort and continually focused attention on the need to "strengthen the specialist in his specialties."

A copy of this resolution shall be spread upon the minutes of this meeting and published in the Proceedings issue of Special Libraries.

In behalf of the entire membership of the Special Libraries Association we pay tribute to the memory of our late fellow-members:  

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<tr>
<th>Name</th>
<th>Chapter</th>
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<tr>
<td>Rev. Walter J. Coleman</td>
<td>New York</td>
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<tr>
<td>Miss Julia V. Dwyer</td>
<td>Philadelphia</td>
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<tr>
<td>Miss Laura A. Eales</td>
<td>Connecticut Valley</td>
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<tr>
<td>Mr. John James Gaul</td>
<td>Philadelphia</td>
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<tr>
<td>Mr. Daniel N. Handy</td>
<td>Boston</td>
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Resolution on Fortieth Annual Convention of the Special Libraries Association, June 11-18, 1949

Whereas, the Fortieth Annual Convention of the Special Libraries Association meeting in Los Angeles, June 11-18, has resulted in a greater understanding of our mutual problems and given a renewed inspiration for cooperation in the future; therefore,

Be It Resolved, that this Association express its grateful appreciation to the officers and all participants in the program, and especially to:

President Rose L. Vormelker for her service and untiring efforts in our behalf;
The members of the Executive Board for their leadership and direction of our affairs for another year;
The officers and various committees of the Association for their efficient management and wise planning during the past year; and,

Whereas, assistance has been so readily and generously given by Los Angeles organizations to the convention committee; and,

Whereas, the members of Special Libraries Association have been so cordially entertained throughout the week; and,

Whereas, the speakers at our meetings have presented practical and challenging ideas; therefore,

Be It Further Resolved, that this Association extend to them its appreciation; and,

Be It Further Resolved, that a sincere vote of thanks be extended to:
The Los Angeles City and County Officials who authorized the use of public buildings, radio facilities, films and educational programs;
The Los Angeles Chamber of Commerce;
The Los Angeles Public Library and other educational institutions and business firms which have generously made available meeting rooms, exhibit space, duplicating facilities and transportation, and have graciously extended their hospitality to members of the Association;
The members who have contributed time and skill in the preparation of exhibits and dissemination of information;
The press and radio whose members have cooperated in reporting meetings and events; and,

Whereas, the convention committees and others who have worked long and efficiently to provide this excellent convention; therefore,

Be It Further Resolved, that a sincere vote of appreciation be extended to:
Hazel Pulling, Convention Chairman
Thelma Jackman, Convention Treasurer
The Advisory Committee, Subcommittee Chairmen, and the following Convention Committees: Tickets, Duplicating, Entertainment, Exhibits, Hospitality; Local Arrangements, Printed Programs, Publicity, Reservations, Transportation; and,

Be It Finally Resolved, that this Resolution be spread upon the minutes of this meeting and letters of appreciation be sent to those herein named.

HARRY C. BAUER, Chairman
JOSEPHINE HOLLINGSWORTH
ISABELLA M. FROST

STUDENT LOAN FUND

The balance in the Student Loan Fund, as of May 31, 1949, was $1,404.70. The Michigan Chapter has made a splendid donation of $61.25 in the name of Marion Kappes. A loan of $400 was made to a member of Washington, D. C. Chapter to attend the Library School of George Peabody College.

The essential parts of the Student Loan Fund Policy Statement were printed in SPECIAL LIBRARIES, September 1948. Plans have been made for the Chapter Liaison Officer to publicize use of the Fund and encourage Chapter donations to it.

The Policy Statement was revised to include loans to members to carry on graduate work in a field of subject specialization. The amount of the loan was changed from "shall not exceed $500" to "shall be based on current rates of tuition at schools of librarianship or graduate schools." These changes were approved by action of the Board on June 12, 1948. The following statement expresses the policy of this committee.

MARGARET M. ROCQ, Chairman

STUDENT LOAN FUND POLICY

There shall be a Student Loan Fund, to be called the Special Libraries Association Student Loan Fund, to provide financial assistance to those members who wish to carry on professional study in librarianship or subject specialization at university level. Appropriations to this Fund shall be made by the Executive Board, as funds permit, by the different
Chapters, and by donations, bequests and grants. A separate account shall be set up and maintained for this Fund. In order that the money may be readily available for loan, it shall be deposited in a savings bank.

There shall be a Student Loan Fund Committee, consisting of three members, who shall be appointed by the president with the approval of the Executive Board, and the chairman of the Professional Activities Committee, the Secretary of the Association, and the chairman of Chapter Student Loan Fund Committees as ex-officio members. The appointed members shall be persons familiar with the problems of education for librarianship and preferably persons who are not associated with schools of librarianship.

Applicants for assistance from the Fund must have been members of the Special Libraries Association for at least one year prior to the date of application and such applicants must maintain their membership throughout the duration of the loan. Applicants shall bear the endorsement of the local Chapter president unless the member be from a section without Chapter development. Preference shall be given to persons employed in a special library or persons with satisfactory experience in a special library who wish to carry on professional study in librarianship or who wish to take a year's work in a field of subject specialization, who show promise of accomplishment, and who are judged capable of making specific contributions to the library profession. Each applicant must file with the committee a statement of provisional admission to the school which he proposes to attend.

Applications shall be received by the committee until two months before the beginning of an academic session. Not later than one month before the beginning of an academic session, the committee shall report to the Executive Board upon the eligibility of all candidates and recommend the amount of loans to be granted. Unsuccessful applications in one year will not preclude consideration in another year.

The loan shall be made for one year's study in librarianship or subject specialization, except in unusual circumstances when loans may be made for longer or shorter periods at the recommendation of the committee, and a single grant shall be based on the current rate of tuition at the school which the applicant will attend. If the total amount of the loan is repaid within a year of the date of the completion of the course, no interest will be charged. If payment is extended beyond a year, interest will be charged on the balance at the rate of three percent per annum. This interest shall accrue to the account of the Student Loan Fund. Loans shall be secured by a promissory note signed by the applicant and two witnesses and collateral in the form of a life insurance policy shall be required.

On the recommendation of the committee, loans for $50 or less may be made to employed librarians who desire to take courses in librarianship or subject study at university level. The same provisions apply to such loans except that they need not be secured by collateral and that interest will be charged on the balance if the loan is not repaid within three months of the date of completion of the course.

If the member applying for a loan is a member of a Chapter which has a Chapter Loan Fund, whenever possible the loan shall be made from the Chapter Loan Fund. Study shall not be restricted to a particular institution.

SPECIAL REPRESENTATIVES

A.L.A. Joint Committee on Importations

As the report for the Joint Committee on Importations indicated last year, the committee is in a state of quiescence, and its purpose at the moment is merely one of being on hand to care for eventualities should other agencies, now adequately serving the interests of the Joint Committee, need guidance, stimulation or help. Since such agencies are performing adequately, the Joint Committee has had no business during the past year.

Kenneth R. Shaffer, Representative

Library Education

The Princeton Conference on Library Education, sponsored by C.N.L.A., and financed by the Carnegie Corporation of New York, was held December 11 and 12, 1948. Beatrice Simon, chairman of the Professional Activities Subcommittee on Library Education, and one of the thirty-six conferees selected, has reported this meeting. Complete published reports of the conference are available.

The first recommendation unanimously adopted was: "It is recommended that there be established a joint committee on education for librarianship for mutual exchange of information between library schools and various professional groups." The president of C.N.L.A. appointed Miss Simon a member-at-large of this committee. The undersigned was also named to the committee in January 1949 by the president of C.N.L.A. At the first meeting of the Joint Committee on Library Education on January 21, 1949, it was decided that each national association member of the Council be invited to name a delegate to the committee if the member organization has one or more standing bodies dealing with the problems of library education; and if any of the present appointive members is also satis-
factory to any association as its delegate, such member be named to represent it in order to limit total membership of the committee to a workable size.

A second meeting was held in New York on May 27, 1949, when Kenneth Shaffer, temporary chairman, summarized the committee's purpose thus: "an assignment to stimulate leadership in the developing of standards and directions of education for librarianship." The sixth recommendation of the Princeton Conference was concerned with a thorough survey "to determine the most desirable educational preparation for special librarians to serve as a guide to library schools in developing programs of training." This was placed on the agenda for the second meeting.

Discussions of the committee point clearly to the fact that its function should be policymaking rather than operative. Its principal concern will probably be with the Board of Education for Librarianship, the Division of Library Education of the A.L.A., the Association of American Library Schools, and the library education interests of SLA. Decision was made that minutes of Joint Committee meetings will be confidential but that releases will be made to the Bulletin of the Association of American Library Schools and to other library publications. A third meeting is under consideration for Atlantic City, October 3-6, 1949, at the Ambassador Hotel.

IRENE M. STRIEBY, Representative

MICROCARD

During the year, your representative has attended two meetings of the Microcard Committee: one held at Atlantic City in June 1948 and the other at the mid-winter meeting of the American Library Association in Chicago in January. Machines were demonstrated at both of these meetings.

At the January meeting, several new publication programs were announced: the New York Law Journal, the Louisville Courier-Journal, a number of single items to be published by Peter Smith, and an extensive project in the field of physical education to be published by Springfield College. Considerable progress has been made on all four programs. The balance of the meeting was given to plans to cut costs. Among the items already announced for publication in the Microcard Bulletin No. 2, September 1948, several have now been completed.

Your representative attended the Advisory Council meetings in Cleveland in November and New York in March. In addition, she demonstrated the microcard machines at the Pennsylvania State Library Association meeting in Pittsburgh in October, the South East Library Association in Louisville in October, and the Illinois Library Association in November. She sent a substitute to the Northern Illinois Regional meeting in May. She published an article "Microcards and the Special Library" in the March 1949 issue of Special Libraries, which will serve the membership as a report of progress.

One of the most interesting single developments has been the enthusiastic acceptance of microcards by the Louisville Public Library who purchased fifty machines and plunged into a publication program including Sabin's Bibliotheca Americana; A Dictionary of Books Relating to America, the Louisville Courier-Journal, and a number of items of Kentuckyana.

Many further plans of the committee are in process of development but are still too embryonic for reporting.

MARJORIE C. KEENLEYSIDE, Representative

NURSING SCHOOL LIBRARY OF THE NLNE

Three of the eleven members of the NLNE Committee on the Nursing School Library, held an unofficial luncheon meeting the last day of the League Convention.

During this meeting, letters sent to the chairman from several committee members offering suggestions for this group's action, were reviewed and the following items discussed:

1. To offer ways of meeting their needs;
2. To suggest methods of improving standards;
3. To contact the directors of nurses as well as the nursing school librarians;
4. To give the committee an understanding of the existing physical conditions and library services being offered to students at the present time through questionnaires sent to proper authorities.

2. It was decided that the majority of this group's work could be successfully carried on by mail.

By 1950, through the above activities we hope to accomplish the raising of standards and to improve the efficient and economical management of nursing school libraries.

LAIVA B. DAVIS, Representative

STANDARD AERONAUTICAL INDEXING SYSTEM

The project to develop a classification system for aeronautical literature is nearing completion and I understand the contract will not be renewed when it expires in August. This system is being actively used by the Central Air Documents Office in the preparation and distribution of the Air Technical Index at Wright-Patterson Air Force base and in the annual Aeronautical Index at the Institute of the Aeronautical Sciences.
During the past two years the representative has made three trips to Dayton for conferences on the S.A.I.S. Members of SLA attending these conferences have been of valuable assistance in this project.

The formal reports on the project are being forwarded to SLA Headquarters for the archives.

ELMA T. EVANS, Representative

UNION LIST OF SERIALS

ALA JOINT COMMITTEE ON IMPARTATIONS

On February 24, 1949, the Joint Committee on the Union List of Serials met at the Library of Congress to discuss the forthcoming second Supplement to the second edition and proposed third edition.

The morning session, at which representatives of the H. W. Wilson Company were present, was given over to the supplement. It was decided that new titles and revivals should be included with lists of holdings but that changes of titles and deaths of serials be reported without holdings. Film reproduction of a title not in the Union List should be reported with a note of the location of the master copy. Chinese and Japanese titles are to be listed separately at the end of the main list. Printing of the Supplement is scheduled for sometime between October 1950 and April 1951.

In the afternoon, the discussion centered around the use of punch cards for records for the Union List. By the use of master cards suitably coded and containing complete information, complete or partial union lists could be run off as demand justified. Ways of simplifying the listing of holdings by libraries and estimated costs for punch card operation of union list records prepared by the Library of Congress were among points considered.

BETTY JOY COLE, Representative

UNITED STATES BOOK EXCHANGE, INCORPORATED

The U.S.B.E. was incorporated on February 26, 1948, and the first annual meeting was held on June 24, 1949. It succeeded the American Book Center for War Devastated Libraries and, with the aid of a three-year grant of $90,000 from the Rockefeller Foundation, started its program on January 1, 1949. It is a non-governmental organization functioning with the cooperation of 190 libraries in the United States, several branches of the U. S. Government and UNESCO.

The program of the U.S.B.E. is an ambitious one, extending far beyond the aid to war-damaged libraries, the chief function of the earlier body. Primarily it will act as the national exchange bureau within this country for the international exchange of publications. Any library, association or other institution can participate in the activities if it has material to offer in exchange.

Specific information for participants is available from the Headquarters. Checklists of available periodicals, as well as statements of the status of their exchange accounts, have been sent to participating domestic libraries. Four issues of the U.S.B.E. Newsletter have been mailed. The first number of the foreign edition of the Newsletter was mailed in May, preceded by individual notifications to a list of 1800 foreign libraries expressing interest in the plans.

U.S.B.E. will carry on certain of the rehabilitation services of the American Book Center and will add to the store of information already gathered by that body on subjects such as book campaigns now in progress; methods of collection, packing, and shipping; kinds of items needed; and areas of need in war-devastated countries.

The office staff of the corporation invites librarians to visit the office in Washington. Headquarters are in Room 324, Library of Congress. This institution has generously provided shelf space for the project. In May 1949, this occupied a total space three miles in length with more space being added from day to day.

IRENE M. STRIEBY, Representative

EVENTS and PUBLICATIONS

THE TASK AND TRAINING OF LIBRARIANS is by Ernest J. Reece, Professor Emeritus, Library Service, Columbia University, and describes the results of an inquiry into education for library service submitted to nearly 100 persons experienced in the field. Suggestions for the improvement of library training range from a broadening of general academic education for librarians through more thorough training in special branches of librarianship made necessary by the increased specialization of learning and the products of research. This informal report should be of
interest to all those in the field of library training, focusing light as it does upon many questions now under consideration. (New York, N. Y., King's Crown Press. 1949. 92pp. $1.75)

LENGTH OF LIFE by Dr. Louis I. Dublin, Second Vice-President and Statistician of the Metropolitan Life Insurance Company, Dr. Alfred J. Lotka and Mortimer Spiegelman, Assistant Statisticians, is a completely rewritten and enlarged edition of the authors' earlier work on the same subject. The new volume, which will be of great value not only to those in the insurance field but also to medical, public-health and social workers, brings together information on the duration of human life and what affects it. The relations between longevity and sex, age, marital status, body build, physical condition, medical history, occupation and family history are all discussed. The book surveys the improvements in longevity and public health from ancient times to the present and has a new chapter on forecasts for the future. In the appendix are life tables for all of the 48 states and most of the countries of the world and a long bibliography. (New York 10, N. Y., The Ronald Press, 1949. 363pp. $7)

A GREAT AMERICAN CHEMICAL LIBRARY by D. H. Killeffer, Consultant, is a description of the library of the Chemists' Club of New York which is kept as a repository of complete information on chemical and allied subjects for the use of all who are interested. Approximately 55,000 books, journals and pamphlets are available for reference. (Chemical and Engineering News, August 15, 1949, pp. 2322-2326)

Announcements

1949 SLA Award

Many suggestions have reached the Awards Committee such as naming the Award and changing its form. Several feel that the basis should be one of unusual and cumulative service to the Association rather than for notable professional achievement in any one year. Others have suggested retaining the present basis but adding an SLA Distinguished Service Roll. It is without the scope of the committee's duties to alter the terms of the Award or to provide an additional honor. Proposed changes can be considered and made by a majority vote of the Association. The 1949 Awards Committee will proceed under the terms set forth in the original report (SPECIAL

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NEW and IMPORTANT McGRAW-HILL BOOKS FOR THE SPECIAL LIBRARY

STATISTICAL TECHNIQUES IN MARKET RESEARCH
by Robert Ferber
542 pp., 6 x 9, 43 illus., $6.00
A manual for sales executives, research directors, and statisticians describing the use of statistical methods in market analysis.

VITALIZING THE FOREMAN'S ROLE IN MANAGEMENT
by Glenn and Robert L. Gardiner
266 pp., 6 x 9, $3.50
Shows how to achieve foreman participation in policy making, in settling grievances, etc. and gives eleven practical programs which promote foreman participation in management.

TROLLEY CONVEYORS
by Sidney Reibel
265 pp., 6 x 9, illus., $4.00
A practical reference for anyone interested in the study, design, building, purchase, use or operation of overhead trolley conveyors.

COST ACCOUNTING
by James H. March
558 pp., 6 x 9, 75 illus., $5.00
An introductory manual, describing factory cost accounting as an integral part of industrial management, with major emphasis on cost control.

THE FOREMAN'S HANDBOOK
by Carl Heyel
Second Edition
463 pp., 4¼ x 7¼, illus., $4.50.
Discusses everything the foreman must know and do to perform his duties more efficiently and to prepare himself for advancement. Covers work simplification in detail.

MAKING CONFERENCE PROGRAMS WORK
by M. F. Stigers
253 pp., 6 x 9, $3.50
A practical guide for understanding the finer techniques of conference leadership and the setting up of conference programs.

PROCESS ENGINEERING
by William H. Schutt
308 pp., 58 blueprints, 18 charts, $4.00
Provides scientific methods for determining, directly from the blueprint, the material and production costs of any article manufactured in a machine shop.

Obituary
Frances J. Wallace
Frances J. Wallace died in New York the latter part of August 1949. Miss Wallace, who was formerly assistant editor of the Wilson Library Bulletin, had been an Associate member of SLA since 1946.

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