

5-1-1939

## Special Libraries, May-June 1939

Special Libraries Association

Follow this and additional works at: [http://scholarworks.sjsu.edu/sla\\_sl\\_1939](http://scholarworks.sjsu.edu/sla_sl_1939)

 Part of the [Cataloging and Metadata Commons](#), [Collection Development and Management Commons](#), [Information Literacy Commons](#), and the [Scholarly Communication Commons](#)

---

### Recommended Citation

Special Libraries Association, "Special Libraries, May-June 1939" (1939). *Special Libraries, 1939*. Book 5.  
[http://scholarworks.sjsu.edu/sla\\_sl\\_1939/5](http://scholarworks.sjsu.edu/sla_sl_1939/5)

This Book is brought to you for free and open access by the Special Libraries, 1930s at SJSU ScholarWorks. It has been accepted for inclusion in Special Libraries, 1939 by an authorized administrator of SJSU ScholarWorks. For more information, please contact [scholarworks@sjsu.edu](mailto:scholarworks@sjsu.edu).

Official Organ of the Special Libraries Association

# Special Libraries

"Putting Knowledge to Work"



Subject Headings in a Special Library . . . . .	<i>Anvor Barstad</i>	147
Professional School and Departmental Libraries (To be Continued)	<i>Walter Hausdorfer</i>	150
S.L.A. 1929-1939 — A Decade of Transition . . . . .	<i>Marian C. Manley</i>	156
The Filing and Cataloging of Microfilms . . . . .	<i>Ross C. Cibella</i>	160
Filing and Preserving Microfilm . . . . .	<i>Florence Jakes</i>	163
Tools for Library Cooperation in the United States (Concluded)	<i>Linda H. Morley</i>	165
Conference News . . . . .		168
S.L.A. Pioneers to Help Celebrate Thirtieth Anniversary; S.L.A. — On the Air!; Conference Exhibits.		
Additions to 1939 Conference Program . . . . .		170
Making Up the Magazine . . . . .	<i>Marian C. Manley</i>	172
V. And, in Conclusion		
We Do This . . . . .	<i>Virginia L. Garland</i>	173
Regional Pamphlet Material — <i>Dorothy H. Martin</i> ; Form for Inter-library Loan — <i>Edith Joannes</i> ; Cement and Lacquer — <i>Edith Portman</i> ; Routing Periodicals — <i>Helen Basil</i> .		
Letters to the Editor . . . . .		174
The Employment Question! — <i>A New York Member</i> ; Library Invitation — <i>Herbert L. Howe</i> ; A Statement Questioned — <i>Mary     Lee Hall</i> ; A Misinterpretation Corrected — <i>William P. Tucker</i> .		
News Notes . . . . .		176

*Indexed in Industrial Arts Index and Public Affairs Information Service*

**MAY-JUNE 1939**

VOLUME 30

NUMBER 5

# SPECIAL LIBRARIES

MARIAN C. MANLEY, *Editor*

Vol. 30, No. 5

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.

May-June, 1939

## Subject Headings in a Special Library

*By Anvor Barstad, Head, Cataloging Department*

Teachers College Library, Columbia University, New York

IT IS generally agreed that Library of Congress subject headings are the most economical and practical for a general library. With their printed supplements and revisions, and with occasional variations and additions by individual libraries, the Library of Congress subject headings answer the basic needs of most public and college libraries.

There are several reasons, however, why the Library of Congress subject headings cannot be used to advantage in a special library. Of necessity, the Library of Congress must show caution in changing its terms and introducing new terms, until such changes are justified by general usage in the majority of the subscribing libraries. In a special library, on the other hand, it is desirable to speak in the specialist's own language, and to reflect in the catalog the terminology used in research, in publications and in the classrooms of the institutions as a whole.

In a special library it is often necessary to use more specific headings than those used by the Library of Congress. One such specific heading usually takes the place of three or four Library of Congress headings. The specific headings for which Library of Congress has no provision are not, in the field of education at least, as numerous as might be expected. Often it is merely a matter of breaking up and subdividing Library of Congress headings.

Historical material is very likely to present problems in a specific library. Terms multiply and change, but they also take on new meaning. Sloyd and manual training schools, for example, which culminated in industrial arts education, have little similarity with industrial arts education as we know it today. The general student is usually interested in recent up-to-date material on his subject; the person who is doing an historical study likes to find the historical aspects brought out. To what extent old material should be moved along under modern terms or be left under its individual heading becomes a matter for the cataloger's attention. To meet the need for recent material on a subject many libraries favor chronological subdivision by date of publication, especially for broad subject headings which lend themselves well to such division.

Foreign material presents its own problems. It does not always seem satisfactory from the specialist's point of view to group foreign material under terms provided for the American aspect of a given subject, which may correspond only approximately to the material in hand. Or, a movement may originate in another country, and there will be no corresponding term in English to cover the subject. A student of comparative education who is looking up *Heimathunde*, for example, will have little success if the material is lost under a broad heading such as *Ger-*

many — *Education*. In such cases the cataloger seems to have the choice between a catchword title, which lacks the benefit of cross references, and a subject heading in a foreign language, which may not look homogeneous and may cause confusion.

A special library rarely has a ready-made printed list of subject headings available to work from. The cataloger usually must work out her own headings from sources such as indexes in books, subject bibliographies, periodical indexes, the Library of Congress list and consultation with specialists in the field. To work out subject headings effectively a thorough knowledge of one's subject matter and its terminology is necessary. When a new heading is introduced it should be carefully defined, in many cases also to the users of the catalog. It may be of advantage to use the new subject heading experimentally for a period of time to find out if it is actually justified and if the term chosen is the best; a search should be made for material on the same subject already in the library, and the new heading should be used consistently and substituted for the headings indicated on the Library of Congress card.

The subject authority list obviously becomes an essential tool in the special library. The subject authority card should preferably indicate the source and the definition of the term chosen, the classification number most commonly used and complete tracing of cross references as they are worked out. Geographic subdivisions, form subdivisions and other subdivisions, as type of school for educational headings, should be definitely decided on for each heading and indicated clearly in the subject authority list.

Perhaps no other part of a cataloger's work is apt to consume quite as much time or seem at times quite as hopeless a task as working out subject headings which will answer adequately the needs

of all types of readers. In the field of education two handicaps have been the lack of well defined and consistently used terminology and the lack of adequate tools. It is a pleasant surprise, therefore, to read the announcement of plans for the much-needed revision of Monroe's *Cyclopedia of Education*, and for the launching by the American Educational Research Association of a dictionary of educational terms.<sup>1</sup> Simultaneously a list of educational subject headings, by Clyde Pettus has been published by the H. W. Wilson Company.<sup>2</sup>

Miss Pettus has provided the cataloger with a classified list of educational subject headings for use in a dictionary catalog; 1,190 subject headings are divided logically into 42 groups and arranged alphabetically within the group. Subdivisions are indented under the broader headings, so that the user can see at a glance the relationships within the group. The headings are well chosen, concise and generally up-to-date; numerous synonymous terms considered and not chosen as headings are added in a parallel column as cross references. With the exception of a few historical and British terms, the list is limited to current aspects of American education, but within these limits the inclusion seems excellent. Few headings were found which are not warranted in a special educational library, and as the author explains in the introduction, they have been included to define the scope of a subject.

The most important feature of the book is perhaps the inclusion of carefully worked out definitions for each heading. The definitions are adapted or quoted from authorities in various fields of education. Since educational terminology varies in different parts of the country and from one institution to another it is

<sup>1</sup> *Wilson Bulletin*, 12: 386, February, 1938.

<sup>2</sup> Clyde Pettus, *Subject Headings in Education*, New York. The H. W. Wilson Company, 1938.

most helpful to find the authority for each definition indicated. This feature of the book will make it a most useful tool for reference work.

Naturally no printed list can provide for all the needs of each individual library. Some of the headings needed at Teachers College, Columbia University, which are not included in the Pettus list or merely indicated as "see" references are: *Adult elementary education*; *Students — Social and economic backgrounds*; *Group discussions*; *Partially sighted children*. We should have liked to see more recent terms used for headings covering Education of the handicapped, and would have preferred the American definition of *Farm schools* rather than the British one, *Field work* used in broader sense than limited to library schools and *Libraries — Advisory service* as a heading under *Libraries* rather than a cross reference under *Books and reading*.

Theoretically the topical arrangement is ideal. Subject headings are best revised in groups, and it is very helpful to see at a glance the relationship between the headings in a certain field. But which two people would agree on dividing the inter-related fields of education into groups? A cataloger revising her subject headings in Administration, for example, would certainly wish to consider *Consolidation* (The physical combination of small rural schools into large units) and *Centralization* (the centralizing tendencies of state departments of education for certification, curriculum, teacher training, etc.). Considering the fact that the efforts for consolidation have moved very slowly and that half of the farm children of the nation still attend one-teacher schools,<sup>3</sup> the heading *Consolidated schools* in the group *Schools* seems hardly logical. In the Pettus list *School law*, a subject also

generally discussed by administrators, is found in the Pettus list under *Sociology, Educational*. At Teachers College Education of the handicapped is definitely considered an aspect of education. In checking our recently revised headings for this group with those used in the Pettus list, we found headings, which to us seemed closely related, scattered in the following groups: *Children, Exceptional*; *Sociology, Educational*; *Special education* and *Schools*.

Probably use and time will tell if the arrangement provided by Miss Pettus will prove more satisfactory than the traditional alphabetical arrangement. It seems to the present reviewer, however, that more "see also" references from one section to another and a better alphabetical index printed in larger type and with the headings actually used brought out in heavy type, are needed to eliminate continuous searching back and forth. Perhaps these features might be included in a later edition.

Two other subject heading lists have appeared lately. One is a list of masonic subject headings,<sup>4</sup> compiled for the Library of the Grand Lodge A. F. & A. M. of Massachusetts and the other is a list of subject headings in Social work and public welfare, prepared by the Social Science Group of the Special Libraries Association.<sup>5</sup> The masonic list is intended for a card catalog as well as a "clipping bureau"; where the material in the "clipping bureau" calls for a different arrangement from the card catalog, this is clearly explained. The list contains many explanatory notes, and cross references and subdivisions are clearly indicated. Its good arrangement and the fact that the headings have actually been tested on a collection of books, should make it a reliable tool in libraries

<sup>3</sup> Frank W. Cyr, "Needed Research in the Reorganization of School Districts in Rural Areas," *Teachers College Record*, 38: 293, January, 1937.

<sup>4</sup> J. Hugo Tatsch and Muriel A. Davis, *List of Masonic Subject Headings*, Boston, Masonic Temple, 1937.

<sup>5</sup> *Social Welfare; A List of Subject Headings in Social Work and Public Welfare*, Special Libraries Association, 1937.



In individual cases these percentages also are affected by the nature and amount of expenses borne by the general library or some other department. Where salaries absorb 80 to 90 per cent of the total budget, it seems likely that books, pamphlets, periodicals and binding are paid for principally out of other funds. In lieu of an average based on figures which would include amounts derived from the university library or other budget, one must take into account all of the main factors presented by Miss McCrum<sup>17</sup> and Randall and Goodrich<sup>18</sup> and adjust them to the actual situation in a given library. By that means one may arrive at some standard.

Difficulty arises from the same source in attempting to establish costs, for allocation of expense would be so complicated and time consuming that it would not pay. This does not mean, however, that the resulting data would not be valuable, especially in presenting arguments for an increased budget, but that the instrument of costing, devised for a production organization, needs a far more careful adaption to non-profit service enterprises than has been apparent in recent studies.<sup>18</sup>

Although one need not install such an elaborate system of accounting as costing implies, he can use a simple method, and thus have a degree of control over the funds that are in his

care. Such method should, of course, be built on the one in use in the university, so that there may be a basis for checking the results of one against the other. It is certainly desirable to have some records that will furnish information on the state of the funds, and on the proportions of expenditures for different purposes.

VII

ACQUISITION

However advantageous it may be to have members of the faculty show their interest in the collection by recommending the acquisition of new materials, such arrangement cannot be depended upon to keep the library abreast of the times. As previously mentioned, the process of watching for and acquiring new materials takes about one-tenth of the staff time per week, a fact that shows how much of the task devolves on the library. The faculty, moreover, usually have too many additional calls on their time to take on what they consider rightly the function of librarians. Before going into the problem of methods it may be well to examine the nature of the collections and the rate of accretion. Some notion of the character of the stock in different groups may be seen in the rough percentage distributions within the pairs of categories:

Categories	Art	Bus.	Law	Med.	Soc.	Sci. and Tech.
Readable.....	55	30	1	13	25	30
Reference .....	45	70	99	87	75	70
Current.....	20	75	..	66	63	38
Historical.....	80	25	..	34	37	62
Facts and figures.....	13	60	..	15	57	70
Theory.....	87	40	..	85	43	30
Elementary.....	18	25	..	6	2	10
Technical.....	82	75	..	94	98	90

<sup>17</sup> Blanche Prichard McCrum, "An estimate of standards for a college library," Rev. ed. Lexington, Va., Washington and Lee University, Journalism Laboratory Press, 1937.

<sup>18</sup> See the articles of F. Rider, "Library cost accounting" (*Library quarterly*, October, 1936, vol. 6, p. 331-381), and Robert A. Miller, "Cost accounting for libraries; acquisition and cataloging." (*Library quarterly*, October, 1937, vol. 7, p. 511-536.)

In spite of the fact that there is a great variety in the interpretation of terms, hence of percentages assigned by different librarians, the ratios appear to represent the general opinion. The extent of the stock and the rate of increase per month may be seen in the table following:





Gifts come in largely without asking from users of the library, or as a result of a previous mailing list request, though a fair number of desirable items require an individual letter. Another effective method is that of typed or printed post cards. Least used are printed or mimeographed letters, and the telephone.

For material on exchange there are several kinds of publications used: theses or dissertations; duplicates, publications of staff members, or the university, or of affiliated organizations.

The extent to which records are kept of requested material depends apparently on who makes the request: the departmental or the university library. Since over 60 per cent of the ordering is done centrally, records kept in the order department are considered in many cases sufficient. About a third of the libraries, nevertheless, keep a duplicate order card or slip as a check against the main library; others keep the carbon copies of letters, and still others make lists. For serials, however, the department usually keeps a check card, as the information supplied thereon is useful in reference as well as in order work. The departments, at any rate, usually follow up their own continuations regularly, except where in the smaller one-man libraries that task is taken over by the central library.

Having accumulated great quantities of material of both temporary and permanent value, do the librarians follow any definite plan or schedule in discarding? Most of them do not. Rather, about once a year, during the comparatively quiet intersessional period, the librarian goes about the task of weeding out shelves and files. The principal bases of selection appear to be whether or not the particular item has been superseded, and how live or currently useful it may be. To a certain extent the disposal of clippings and pamphlets is automatic: the age of clippings is checked by the date or by the different colors of the mounting paper (changed each year); later editions of pamphlets, when they arrive, replace those in the files. Even here, however, a degree of caution needs to be used, because in the university library the historical value of an item must be weighed carefully, for historical study and research are often as much a part of the educational program as the examination of con-

temporary matters. Duplicate textbooks, no longer used on reserved book shelves, or replaced by later editions, are as a rule discarded. Whatever ingenious systems may be devised for weeding out materials, the final determinant is the judgment of the person responsible for the task. At best the estimate of future value is a guess which time will pronounce either good or bad. Such a guess may, nevertheless, have a basis in the knowledge of previous use made, or of demands created by what and how certain courses are taught.

A major problem in this activity of book selection and ordering is the background and judgment of the librarian. Much of the criticism aimed at librarians by college presidents and professors is that they are not qualified by subject knowledge to choose what is important; hence these investigations, mentioned above, of libraries by associations of colleges and university professors.

As Professor Fay has said:

Until professional assistants on college and university staffs . . . are interested enough to become subject literature specialists, we shall continue to be regarded as incompetent to give the service essential to faculty and students in the mutual process of education.<sup>11</sup>

## VIII

### PREPARATORY PROCESSES ORGANIZATION

Fundamental to the organization of any group of aids, such as catalogs and indexes, is the realization that their function is to make not only the existence of certain books and periodicals in different fields known but also to make the information they contain more accessible. To regard the catalog as a printed or manuscript bibliography rather than as a living and changing guide to new facts and ideas is to give it a false value and to deny it its true place in the library. All the processes and details, therefore, should be governed by that purpose.

Such questions, for example, as the degree to which material in a library is cataloged have no meaning unless one considers what other methods are possible or better for certain groups. Thus the variations in percentages of material cataloged must be related to types of material that are self-indexing, and to possibilities of geographical, corporation, or numeri-

cal arrangement. Deviations from the general average for material cataloged of 82 per cent are considerable: percentage cataloged in Art libraries, 83; in Business, 80; in Journalism, 70; in Law, 92; in Medical and Dental, 91; in

Sociology and Education, 76; in Scientific and Technical, 88. Of the 43 libraries reporting uncataloged material, 30 have it arranged so as to be self-indexing; 4, not; and 2, partially. Material arranged by units follows:

<i>Types</i>	<i>No. of Libraries Having Such Units</i>
1. Documents . . . . .	19
2. Periodicals . . . . .	6
3. Clippings and pamphlets . . . . .	14
4. Corporation material . . . . .	6
5. Theses and dissertations . . . . .	5
6. College catalogs . . . . .	5
7. Trade catalogs . . . . .	4
8. Directories . . . . .	1
9. House organs . . . . .	4
10. Maps . . . . .	2
11. Society publications and transactions . . . . .	6
12. University publications . . . . .	1
13. Press releases . . . . .	3
14. Syllabi; courses of study . . . . .	3
15. League of Nations publications . . . . .	1
16. International Labor Office publications . . . . .	1
17. Trade union material . . . . .	1
18. Business services . . . . .	2

Methods of arrangement principally used are the corporation, geographical, and numerical. Libraries having groups of material filed by company or organization name and those that have not are about evenly divided. Of the above types, No. 4, Corporation material, accounts for the largest group, with a total of 6, and No. 11, Society publications, with 4. Also represented are No. 1, 3, 7, 10 and 17. Geographical order, used in 19 and not used in 17 libraries, likewise includes No. 1, Government documents (7 libraries), and No. 10, Maps, together with numerous other miscellaneous types, such as folk songs, guide books, directories (No. 8), biographical dictionaries, market surveys, foreign law, statistical data, and slides and plates. Publication number is used by 20 (of a total of 36): in 6, for arranging No. 11, Society publications; in 6, for No. 1, Government documents, as well as for Nos. 12, 13 and 15. The above examples show the possible methods of treating certain types of material without cataloging, and with the object of increasing their accessibility by some other means.

The time thus freed by eliminating cataloging can be used for the creation of special indexes that serve to analyze contents more

completely. That such practice is fairly common may be seen from responses to the question of card records other than the catalog, for of 43 libraries, 31 have indexes to special materials; 13 have special indexes; 6, a quick reference file; 1, a contact file for companies; and 3, sources for borrowing. Other records include a continuations file (15), order file (6), accession (23), books recommended file (1), shelf list (16), and subject and name authority lists (7).

Since the catalog is, however, the tool most widely known by the public, its importance in making materials available ranks high. Some appreciation of this point has been shown by catalogers themselves.<sup>19</sup> All of the libraries report having a catalog separate from that of the main library. In spite of the fact that in 28 cases the cataloging is done by the general library, as against 18 by departmental, the difference between the two records is considerable. In the first place, in 7 libraries the departmental collection is not listed in the general catalog; in 11, only in part, the degree ranging from a few entries to all except special

<sup>19</sup> See the article of Grace O. Kelley, "Subject approach to books: an adventure in curriculum." (*Catalogers' and classifiers' yearbook*, no. 2, 1930, p. 9-23.)

material. For the most part, fullest information is given in the departmental unit, as additional subject and author entries, and cards for special collections are present only in the departmental. Because the catalog is used more by the clientele than by the staff, the type, classed or dictionary, must be chosen that is most comprehensible to the first group; hence the prevalence of the dictionary arrangement. Estimates of the number of times it is used by different groups for every ten times consulted support that contention:

<i>Used by</i>	<i>For Every 10 Times Used</i>
Library staff . . . . .	3.8
Clientele . . . . .	6.2
Faculty . . . . .	.9
Research workers . . . . .	1.5
Students . . . . .	2.8
Others . . . . .	1.0

Considering the process of cataloging, as mentioned above, except for books, and to a certain extent for pamphlets, about as much cataloging is done by the departmental or collegiate as by the general library. Where formal codes are used, the A.L.A. is most generally employed, namely, in 16 libraries, though the Library of Congress is almost as common, in 14. Less frequent are those individually compiled, 5; library school rules, 4; Fellows, 2; Cutter, 2. Variations to codes, covering points not treated therein, are made by 10 libraries, and not made by 12. Such differences are apparently not extensive enough to justify the compilation of a special code for this group, as 22 are against, and only 8 in favor.

Of the principal schemes of classification, the Dewey is most often used (31 libraries), the Library of Congress next (11), and Brunsells, least (2). Other libraries used special systems, or the Dewey so modified as to change the grouping radically. Considerable dissatisfaction, expressed and implied, with existing schemes, is shown by the fact that 22 libraries (against 12 that have not) have modified or expanded classes pertinent to their collections; 14 have found it desirable to develop special classifications, though 24 have not; and many of the problems mentioned relate to revision and expansion, as well as to the inelasticity and lack of provision for new developments.

Besides books, in 15 libraries vertical file material is classified, and in 8 others, pictures, sheet music, lantern slides, colored reproductions and photographs are so treated. For most groups the same scheme is used throughout, though in 12 libraries it is not. In classification, as in the field of subject headings, the principal difficulty seems to be the inadequacy of existing standard schemes and lists for the specialized material of departmental and collegiate libraries.

Since in the dictionary catalog subject headings play an important rôle in acquainting readers with types of material available on specific subjects, they must be very carefully worked out. Here again, as noted above, the standard lists and entries are not satisfactory. While it is true that 15 libraries use Library of Congress headings, and 8 others use a list based on L. C., 20 have found it necessary to compile their own, a rather expensive and troublesome process. Varying degrees of completeness are apparent in such lists, as 22 use "see"; 21, "see also" references; 9, "refer from"; and 10 include definitions. On the whole, for material in special fields of the library narrow headings are used, narrower than those of the Library of Congress, and in a few cases, even narrower than those of "Public Affairs Information Service." For the compilation of special lists some 31 different indexes and bibliographies are mentioned, most of them limited in scope to the particular field of interest. Use of the same group of headings throughout the library is common to 24 libraries, whereas in 12, the exceptions are for pictures, music, and vertical file material. Since the maintenance of individual lists is rather costly, the suggestions made in connection with cooperative cataloging regarding cooperatively compiled and maintained lists is worth considering.

In spite of the fact that much of the material is uncommon to general university and public libraries, Library of Congress cards are obtainable and can be used (with modifications) for about 85 per cent of it. These are as a rule ordered through the central cataloging department. For books, for which L. C. cards are not printed, besides the usual typed, the mimeographed, carbon copy, and photostated cards are made. The number of cards per book

averages between 5 and 6, and for pamphlets, between 3 and 4. Deviations from the usual practices include omission of author card, in a few libraries, the inclusion of more and fuller notes on both author and subject cards, the disuse of the title card, inclusion of analytics for bibliographies in magazines or in the vertical file, the use of the serial check card with author card, and brief cataloging and the omission of collation for such material as press releases.

If, with all the carefully worked out catalog, books cannot be found on the shelves, the system breaks down. The inventory, therefore, has a place in giving service through the catalog, for missing books can be discovered and

replaced, errors in classification can be corrected, the physical condition of the collection can be checked, old material can be weeded out, and mis-shelving can be straightened out. The average frequency of inventory is once a year, though variations run from the continuous to five year periods. Correspondingly the length of time it takes varies from 8 to 300 hours, the mean time being about 50 hours.

The two points that are repeatedly stressed by librarians in the survey are the simplification of processes for time saving by both the staff and the public, and the provision, in whatever schemes that may be devised, for future growth.

(To be Continued)

## S.L.A. 1929-1939 — A Decade of Transition

By Marian C. Manley \*

*S.L.A. an organization of informed members*

TEN years ago S.L.A. met in Washington. Group contacts were strong, individual relations to the Association were not marked. Now S.L.A. meets in Baltimore to discuss projects and problems of interest to the whole Association and to which the individual consideration of members lends vitality and strength.

What is the element in S.L.A. that has led to this new spirit? First, and foremost, undoubtedly, is the growing realization that members are not only Chapter or Group members, but are individuals in a national association with personal responsibilities and opportunities in connection with the policies and the practices of that national association. This trend is one that has become more

marked in the latter half of the decade, and the creative contributions from individuals, the freedom of comment by individuals, the direct contact with the officers by individuals throughout the country, all reflect this growing sense of responsibility. No longer can it be said that a few carry the work of the Association when the records of the past few years are examined and the range in age, interest and location of various constructive workers is given due thought. That this major shift in organization feeling is responsible for the progressive growth of S.L.A. can hardly be questioned, when the individual reactions of its members are contrasted with the reactions of individuals in other associations.

What have been some of the features of the past ten years that have indicated this growing development of the Association as a combination of professional, nationally-minded individuals rather than a federation of marked divisions united only in casual contacts? Probably one of the strongest is the active work of committees of the national association in which group and chapter interests are

\* Vice-Chairman Commercial-Technical Group 1929-1930, Chairman Commercial-Technical Group 1930-1931, Chairman Committee on Cooperation in Business Library Service 1930-1932, Chairman Membership Committee 1932-1934, Editor SPECIAL LIBRARIES 1934-1939, President New Jersey Chapter 1937-1939, Chairman Committee on Training and Recruiting 1937-1939.

merged in work toward a common goal and the committee members from different sections and with different interests unite for a better understanding of each others' problems and stronger coöperative effort. This freedom from direct group or chapter identification in connection with such activities as *SPECIAL LIBRARIES*, the Training and Recruiting Committee, the Duplicate Exchange Committee, and, in work toward a common goal, as shown in the Membership and the Employment Committees, has done much to develop a feeling of unity.

A step in organization administration that has created general understanding of Association projects and policies has been the close interweaving of the activities of Committees, Groups and Chapters in the deliberations of the Executive Board. This has developed through the definite practice of regular meetings of the Advisory Council with the Executive Board so that these chairmen of the Groups, Chapters and Committees may report progress and receive advice and consideration for their problems. Such widespread consideration and discussion of Association problems has produced thoughtful attention by a large number of members. This has, on one hand, developed informed support for Association activities and, on the other, delayed or arrested suggested projects for which the time is not yet ripe or which are not in accordance with fundamental Association policies. The regular reporting of Association activities to all the members, either through the various publications or by direct correspondence, has done much to build up such informed support and a widespread feeling of direct responsibility for progress and policies.

*S.L.A. and its training for Association management*

As in other associations, the officers of S.L.A. have tried to develop plans

for drawing new blood into the activities of the Association so as to distribute labor and increase interest. As stressed in these last ten years, the system of organization through Group and Chapter divisions provides a training ground for officers and committee chairmen. Membership in various committees introduces members to the problems arising in development of Association projects. Opportunity to attend meetings of the Executive Board and Advisory Council provides for better understanding of the relations of one type of activity to another, and open discussion of problems and policies acts as liberal education for all.

Since for S.L.A. the Conference is only one event, albeit a major one, in a year of many activities, opportunities for professional contact and growth are widespread. The regular Chapter meetings permit individual contributions that indicate either ability to go far or possible effervescence that cannot carry sustained effort. Group activities provide another field in which capacity to maintain constructive contacts, to develop coöperative activity, to prepare well rounded programs may all be demonstrated.

Group and Chapter pursuits, as well as the freedom for individual expression offered through *SPECIAL LIBRARIES*, and through contacts with many officers, combine to give the alert constructive member opportunities to contribute to Association progress. In coöperative effort such contributions bear fruit. In few other organizations are the comments of novice and veteran as eagerly welcomed. It is because of this freedom that S.L.A. has profited so greatly in recent years by the contributions of those who have been members for only a short time but whose creative ability and dynamic qualities have earned prompt recognition for leadership that will redound to the Association's credit.

*Personnel problems and S.L.A.*

The last five years have seen a marked increase in the attention given problems affecting the development of the individual. Through national committees and through chapter subcommittees concentrated effort has gone into constructive programs. Increasing opportunities for professional training directly related to special library work have been sought through contacts with library school administrators and with group and committees closely allied to this work. Experiments in in-service training, internship, special courses have been tried under many conditions. Intensive studies in certain aspects of professional preparation, surveys along allied lines, articles based on the assembled data, studies of opportunities in special fields all have enriched the collection of material available for consideration. The work of the last few years has been notable for achievements in relation to this phase of personnel activity and as a result distinct progress in professional training can be expected in the near future.

The same spirit has animated placement activities. In many sections continuous and carefully planned programs for establishing contacts with possible employers and for constructive efforts in placing librarians have been developed. Salary surveys have been made. Articles showing the strategic place for library service in progressive organizations have appeared. The definite practice of stressing the need for adequate salaries and appropriate administrative recognition has become more than ever a feature of the work of those to whom questions of this type are frequently referred. Much education along this line must follow but at least the references now available strengthen the stand of those working for recognition for the special library profession.

*S.L.A. as an agency for service publications*

To a remarkable degree the experience gained by S.L.A. members in their libraries has borne fruit in publications planned to meet specific needs. From its early days the Association has demonstrated a progressive vigorous attitude in its publication program and these ten years have shown substantial gains along this line. Publications have fallen into four general classes, — handbooks of specific types of information such as the Directory, the various bibliographies and the major production, *Technical Book Review Index*; special studies such as the survey "Professional School and Departmental Libraries" and "Business Profits and the Use of Published Information"; manuals such as "Creation and Development of an Insurance Library"; and "Trade Catalog Collection, a Manual with Source Lists"; and library tools such as "Social Welfare, a list of subject headings in social work and public welfare." The columns of SPECIAL LIBRARIES have been used for similar specific information including the series of articles on phases of special library administration edited and condensed for the pamphlet "Special Library in Business" and the surveys of special fields re-published as the bound volume "The Special Library Profession and What It Offers."

*S.L.A. and its periodical publications*

In the past ten years S.L.A. found that its needs for periodical publications fell into four groups. The first, the need for a journal for discussion of professional problems and a formal record of Association growth is met by SPECIAL LIBRARIES. The second, for an informal but stimulating news sheet to draw Associate members into closer contact with Association activities, is answered by the *Associate Members Bulletin*. Again the demand for

a medium for consideration of administrative problems of Chapters, too informal or detailed for SPECIAL LIBRARIES but essential for sound consideration of many steps, received constructive treatment through the development of the *Chapter Town Crier*. The last need, a medium for booklists and reviews, was met in two ways: first, through reorganization of the treatment of such material in SPECIAL LIBRARIES and second, through the development of the *Technical Book Review Index*, one of the landmarks in S.L.A.'s growth. The *Technical Book Review Index* is S.L.A.'s outstanding development as an aid to research of great value to all workers in a specific field. The recognition of its importance given by public and university libraries here and abroad adds to the renown of the Association and gives prestige that will increase as understanding of its potential uses and its essential place as a record of technical literature becomes even more widespread.

It is in this last decade that the need for differentiation in publication fields has grown most marked. The separation of Association comment and consideration has left each publication free to develop the style and content most successful in meeting the respective interests of its readers. Each publication has benefited by the existence of the others and all have added their quota to the progressive growth so conspicuous in the Association's record.

*S.L.A. and its work for broader understanding*

The realization of the need for more consistent effort towards promoting recognition of the value of special libraries in a program of "Putting Knowledge to Work" has led to a marked increase in cooperative activities. At national conferences and at chapter meetings notable strides have been made toward effective

contacts with business executives, trade and technical publication editors, research directors, faculty members for graduate schools, and professional workers in many different fields. Mutual discussion of common problems has done a great deal both to create interest in library development as an essential tool and to help librarians to better understanding of related problems. Useful publicity has been a part of this program with one of the most conspicuous tools, the development of radio broadcasts. These have become an essential feature of conference publicity and have in many sections proved an important means of bringing special library service to the attention of the community as a whole.

In recent years articles by leaders in the profession have appeared more frequently in the general trade and technical press, as well as in the various library periodicals. Marked progress is shown in the number of individuals and the variety of the fields represented by the contributors.

Through these various ways of establishing contacts, S.L.A. is taking steps to broaden the general understanding of the possibilities for constructive action offered through its program. Not alone to the layman have these contacts been offered. Through closer cooperation with other national and local library associations has come a better understanding of their joint needs and interdependence. Through these professional contacts and through even broader efforts S.L.A.'s program will continue to be one of enlightened activity tending more than ever to maintaining its standard of "Putting Knowledge to Work." Even as in its first twenty years, the last decade has shown S.L.A.'s capacity for constructive progress. The next two will bring the Association to its half century mark. What will be the record for the coming twenty years?

## The Filing and Cataloging of Microfilms

By *Ross C. Cibella, Librarian*

Hall Laboratories, Inc., Pittsburgh, Pa.

SEVERAL methods for the filing and cataloging of microfilms have been suggested. No one method has taken into consideration the special librarian. Usually, the microfilm library of a corporation consists essentially of short strips of film (reproductions of articles, papers, etc.), which should be kept for future reference. Since microfilms offer an economical method of duplication, both from the standpoint of original cost and in the amount of storage space saved, the problem of filing and cataloging should be solved at an early stage — before that dread disease “discouragementosis” sets in.

The methods proposed in the literature (see references) offered a pattern which we at Hall Laboratories have modeled to fit our own needs. Since a special library is “Special” we know that this method will not do for all libraries; however, we suggest this method for a chemical research library. Perhaps this article will be the foot (12 inches) in the yardstick of tomorrow.

This proposed method for a special library is arranged in chronological steps. The procedure as used in the Hall Laboratories, Inc., follows:

### PROCEDURE

As soon as a microphotograph of a magazine article, part of a book or a manuscript is received, the dust (which accumulates in handling and in transportation) is removed from the film with lens paper. (This paper, used for cleaning lens and delicate surfaces, can be purchased from any chemical or laboratory supply house.) Dust will scratch the film and may even scratch the film gate of the

reading machine. The film is inserted in the reading machine, our order verified and checked, and a complete catalog card made.

### *The Catalog Card*

The unit card (3" x 5") is first made, noting the author, title, reference (the same as would be done in bibliographic work), the width of the film (16 mm., 35 mm. or in rare instances 70 mm.), placement (see glossary), and whether the film is positive or negative. Notes are added to facilitate the making of subject headings. A temporary classification number is placed at the upper left hand corner in pencil and the card stamped across the front “Microfilm.” The stamp is placed on the diagonal, reading from left to right. Subject cards are then made and each film is filed separately in a small tin or aluminum can (1½" high and 1½" in diameter). The label on the top of the can bears the temporary classification number.

Since most of the scholastic type of microfilm which is being made by the American Documentation Institute and other institutions is of the standard 35 mm. width, and since practically all of these films are negative, this information is not included on our catalog card. Only deviations from standard practice are noted.

The completed cards are filed in the regular catalog. (“Microfilm” stamped across the cards in red ink immediately identifies the format of the material.)

### *Classification*

The classification of microfilms is divided into two classes: temporary and



permanent. Although our numerical scheme is not strictly a classification system, we shall call it that for want of a better term.

For the sake of brevity and simplicity the microfilms are classified temporarily by numerical accession number. We have approximately 100 of these small cans (sometimes called "pill-boxes"), one article in each can, labeled merely with the numbers running from 1 to 100. The film is placed in one of these cans and the number on that can is written with pencil (or other temporary method of identification) on the upper left hand corner of the card. This method of filing is only temporary, until we have accumulated enough strips of film on one specific subject or general subject to be spliced (see glossary) together onto one spool. The permanent filing of film in cans would not take advantage of the compactness of microfilm. While waiting for an accumulation of film (75 to 100 feet) the cards are filed in the new accession card catalog drawer. Any demand for the article in question can be easily filled by locating the number of the can through the catalog card. It is true that the film will be a bit more difficult to read in some types of reading machines, but this inconvenience will be overcome when the film is spliced and rolled onto a spool.

When approximately 50 to 100 feet of microfilm on a specific subject has been accumulated (the subject headings will bring most of these articles together), the cards are taken out of the new accession drawer and the author cards filed alphabetically by author. The strips of film are then spliced together in alphabetical order (according to author), so that the letter A or the forepart of the alphabet will be near the outer edge of the spool. (Spools can be purchased from camera supply houses.) Where the subject may extend into several spools, the alphabet can be divided. When the strips of film

have been carefully spliced and rolled onto the spool, the spool can then be given a permanent classification number. Any subject classification such as (L. C. or D. C.) can be used; however, we find it much simpler to give the spools the letter "M" (for Microfilm) with an accession number for that spool. For instance, the first 100 feet of film spliced onto a spool would have the number M-1, the tenth spool would have the number M-10. Since 100 feet of 35 mm. film will hold approximately 1,500 standard book-size pages (2 pages per exposure), the number could run into the thousands before becoming bulky. (1,000 spools would hold approximately 1,000,000 pages, including leaders and blank film between each article.) The permanent classification number is then typed in the upper left hand corner of the catalog cards. The catalog cards can then be interfiled in the regular catalog or kept separate; however, we find it saves much time in locating a reference if all our catalog cards are filed in one alphabet.

It is important at this stage to check the splicing to see that all the strips of film were joined together properly; in other words, to see that the film is so joined to the next piece that you do not have to change the position of the spools when turning from one article to the other.

We recommend a blank space of film (leader) between each two articles. This blank space will flash on the reading screen, when looking for a specific article in a reel, showing that a new title page is about to come up. This will save much time in approximating the part of the reel which will contain, for instance, the authors' names beginning with the letter "P." We label each reel (on both sides) with the classification number by means of a paper sticker. For further protection, should the labels come off, we have the classification number inscribed with a

sharp edged point in the metal of the spool.

#### STORAGE

Several manufacturers of filing equipment have been on their toes and have designed and are manufacturing several types of filing cabinets for microfilms. One manufacturer has so designed a cabinet that it will house both the 35 mm. and 16 mm. spools; it even has a drawer which will house the small cans (mentioned in the temporary filing arrangement).

While filing equipment becomes essential in a large collection of microfilms, the small library should not be afraid of the expenses involved. Prices for these cabinets are approximately \$35.00 and up. However, under ordinary conditions of temperature and humidity, several hundred feet of film can be filed in a desk drawer without much danger of its becoming brittle or scratched. Small fiber cartons are on sale (\$.04 each) for the housing of the individual 100-foot reels. These cartons ( $3\frac{3}{4}'' \times 3\frac{3}{4}'' \times 1\frac{1}{2}''$ ) will further protect the film from dust and also facilitate filing since the boxes will stand on any edge.

One manufacturer has designed a

small fabric covered box ( $10\frac{1}{2}'' \times 4\frac{1}{2}'' \times 4\frac{1}{2}''$ ) that looks like a card catalog drawer with a cover. This box opens from either the top or the right-hand side. The cartons or the reels themselves can be filed in this box. Six 35 mm. cartons fit snugly in this box, or nine 16 mm. cartons. Several of these boxes can be shelved one on top of the other or arranged side by side on a shelf.

#### CONCLUSION

Microfilms offer an economical and space-saving method for the reproduction of printed material. Microfilms are here to stay. The usefulness of microfilms in a library has been proven. Film and equipment are being standardized. Microphotography has become an industry.

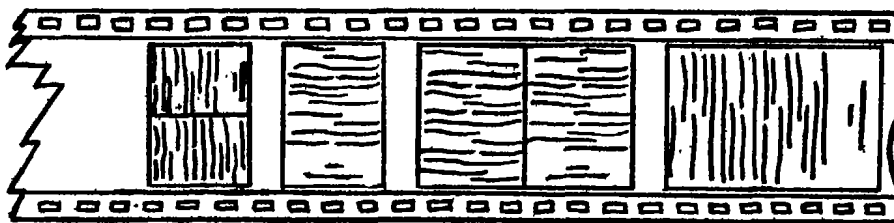
It is in the libraries that methods for the filing and cataloging of microfilms need standardization. Like books—a standard method should be adopted which can be enlarged or modified to fit the needs of the individual library. Perhaps, the summer school course on microphotography at Columbia University may provide us with enough ammunition to start the ball rolling toward official methods. Such a development cannot come too soon.

#### GLOSSARY

**Placement**—The position of the image in relation to the dimensions of the film itself. In microfilming a book the following standards have been unofficially adopted:

**Negative film**—Having the lights and shades in approximate inverse order to those of the original subject. (White print on dark background.)

#### Placement



(Adopted from drawings of R. C. Binkley and from a private communication of V. D. Tate)

Positive film — Lights and shadows in same order as the original subject. (Black print on a light background.)  
 Reel — A flanged spool on which a photographic film is wound, usually referring to a full spool.  
 Splicing — The joining together of two lengths of film.  
 Spool — A cylinder on which photographic film is wound.

## REFERENCES

- BINKLEY, ROBERT C.  
 Manual on methods of reproducing research materials. Ann Arbor, Mich. Edwards Brothers, Inc. c1936. 207 p. illus.
- BRUNCKEN, HERBERT  
 Indexing and filming newspapers. *Library Journal* 63: 211 (1938).
- DICE, LEE R.  
 A simple method for filing miniature negatives and microfilm records in strips. *Science* 69: 39-40 (1939).
- GEROULD, ALBERT C.  
 Cataloging of microfilms at Stanford. *Library Journal* 62: 682-683 (1937).
- METCALF, KEYES D.  
 Care and cataloging of microfilms. *American Library Association Bulletin* 31: 72-74 (1937).
- Memorandum on the Filing of Microfilms. Document 214 of Science Service, Documentation Division (Oct. 16, 1936), 1 page.
- PAGE, B. S.; SAYCE, L. A.; PATTERSON, E. F.  
 Microphotography: Standards in "Format," storage and cataloging. *Library Association Record* 40: 212-216 (1938).
- SEIDELL, ATHERTON  
 The utilization of microfilms in scientific research. *Science* 89: 32-34 (1939).
- WRIGHT, WYLLIS, E.  
 Cataloging of microfilm. *Library Journal* 63: 530-532 (1938).

## Filing and Preserving Microfilm

By Florence Jakes, Librarian

Chemical Research Department, Armour and Company, Chicago

THE use of microfilms is becoming more and more widespread. The problem has now arisen of keeping short strips of film in a place of easy access. Many of the suggestions offered thus far have been rather impractical for the filing of small rolls of film, especially since precautions must be taken to prevent the films from becoming brittle, deteriorating and being scratched. Acetate films must be kept at a relative humidity of 50 per cent, at a temperature of 70-80° F. and away from dust. According to tests made by the National Bureau of Standards,<sup>1, 2</sup> acetate films can be reconditioned, after they have been heated and dried out, by exposure to a medium degree of humidity. Nitrate films, on the contrary, lose their flexibility permanently when dried even though they are placed in a humidior afterwards. The Society of Motion Picture Engineers

Committee on Preservation of Motion Picture Films recommends that nitrate films be stored at a relative humidity of 50 per cent and at a temperature of not over 50° F. It is claimed that the climate in New York City is sufficiently damp to keep films flexible.<sup>3</sup> In New York City, therefore, or any place else having a similar climate, acetate films may be kept on reels in cans made for that purpose. These cans are dust-proof but not airtight. If a number of short films are to be wound on the reel they must first be spliced together with a machine made for that purpose. It has been suggested that Scotch tape be used to splice the films together, but this has not proved very satisfactory since the tape becomes sticky after a short time. The tape is not recommended for accession numbers, either, for the same reason. This method of filing is obviously not very convenient

for short articles that must be referred to frequently.

For temporary storage the mailing boxes used by Science Service are sometimes convenient in the case of small rolls of film. The boxes must, of course, be kept away from dust as much as possible and the surroundings should meet the requirements of temperature and humidity. A label bearing the title, author and source of the article may be attached to each roll of film and a list of all articles contained in the box affixed to the outside. If such a collection were to be kept permanently, the boxes might be numbered and stored in an air-tight cabinet, humidified by means of a sponge moistened with glycerine and water or rose water.

In some libraries the films are cut into short strips of suitable length and are placed in envelopes to be filed in vertical files. No provision, however, is made to maintain the proper conditions of temperature and humidity, but the dust hazard is removed.

A canning company finds it convenient to keep about 25 rolls of film in a friction top can, each roll having a label to denote the name of the article, etc. The idea of storing films in an air-tight can appealed to us, and we decided to adapt the idea to our needs. We wanted to arrange the films, which have from 3 to 50 frames, in some sort of order. For this purpose we have wooden spools made  $\frac{3}{4}$  inch in diameter and a little over 7 inches in length, with a flange at the bottom or a disk slightly larger in diameter nailed on at right angles. The spool thus has a base on which to stand upright, and the rolls of film do not slide off. Each strip of film is rolled to an inside diameter of  $\frac{3}{4}$  inch, placed inside a cylindrical strip of paper bearing the title, etc., of the article, and five such rolls are placed on a spool. Twenty spools are stood in a friction top can of about

6 inches in diameter and 8 inches in height. Each spool is numbered on the top for cataloging purposes. To maintain the proper degree of humidity, one of the spools may be soaked in water and returned to the can, or a sponge may be fastened to the lid and moistened occasionally. A simple test with a hygrometer will show how much moisture to apply. The cans are kept at room temperature which rarely varies from the temperature range of 70-80° F., the ideal temperature for acetate film, of which most microfilms are made. If nitrate films are used and they are stored in a cooler place, it is advisable to permit them to stand at room temperature for a while before putting them in the reading apparatus so that moisture will not collect on the films when they are exposed to the warm atmosphere. Films are easily and safely cleaned with cotton dipped in carbon tetrachloride. When properly preserved, film has a life expectancy the same as that of 100 per cent rag or  $\alpha$ -cellulose paper.<sup>1</sup>

It is not feasible to keep microfilm on open shelves and, therefore, it does not seem necessary to arrange them according to subject material. Since they are stored in groups in some sort of container, it is much simpler to add new items to the collection at the end than it is to interfile them. A card catalog with subject index is quite satisfactory, if such information is given as the title, author, source, number of pages, location of original, etc.<sup>4</sup> The cards are filed along with the general library cards but indicate by a letter or some notation that the article is on a microfilm.

We find that this system of keeping our microfilms meets our needs quite efficiently as well as economically, and we can recommend it to any library having a large number of short films to file. It is simple, effective and has stood the test of use.

## References

1. Microphotography for libraries; papers presented at the microphotography symposium at the 1936 Conference of the American Library Association. M. L. Raney, ed. 138 p. American Library Association.
2. Care of filmstrips and motion picture films in libraries. C. G. Weber and J. R. Hill. Research paper RP 942, *Journal of Research*, National Bureau of Standards 17: 753-769, Nov. 1936.
3. Films for folios. Louis H. Fox. *Library Journal* 62: 361-364, May 1, 1937.
4. Cataloging of microfilm at Stanford. Albert C. Gerould. *Library Journal* 62: 682-3, Sept. 15, 1937.

## Tools for Library Coöperation in the United States

By Linda H. Morley, Librarian

Industrial Relations Counselors, Inc., New York

(Continued)

### TOOLS FOR COÖPERATIVE DISTRIBUTION OF KNOWLEDGE

In addition to the several kinds of tools for promoting library coöperation that have been described, there are in the United States certain types of directories and guides, which, although not designed to assist coöperation, specifically between libraries, do aid greatly in the coöperative assembling and distribution of knowledge between the several forms of information gathering and research organizations. These tools extend the ability of the special library or information bureau to act as a clearing house of information, and should, therefore, receive mention in any discussion of the tools of coöperation in the United States.

When special libraries seek information that cannot be found within their own libraries or organizations it is natural to turn first to other libraries. Often, however, the desired information is so specific in character, or so recently discovered or released, that it has not yet found its way into print. It is especially when there is little or nothing in print that will help in the

solution of a specific problem or furnish certain definite facts that we turn to such general sources as associations, museums, foundations, research and service organizations, and to such individuals as editors, government officials, research workers and other specialists in the pertinent field.

While the guides to such sources of information are far from adequate there are many directories and classified or indexed lists of organizations and individuals that make information from authorities in certain fields reasonably accessible. It would be impossible in this paper to describe all or even the more important of such directories but a brief description of some of the sources with citations for a few typical directories may be acceptable.

*Associations* carry on many functions that make them potential sources of information. Trade associations frequently have statistical, research, legislative, industrial relations, marketing and other departments, and the heads of these departments are usually rather well informed in their special fields. Operating information, prevailing policies and practices, and sta-

tistics are often assembled from members on a confidential basis. No information about an individual member is given out, but total figures, ratios, and averages, as well as surveys of prevailing practice are obtainable through such association action when they cannot be discovered otherwise. Most association officers, especially those whose membership is active in business, science, technology and the social sciences, know who are authorities in the several aspects of their subjects and who are doing pioneer work, as well as what research projects and investigations are in process.

While there is no one guide to all kinds of associations, there is a great variety of directories or lists of associations in specific fields. Obviously the tools of this type that give, in addition to name, address, and officers, a summary statement of activities carried on by each association, and have a subject index, are of the greatest value in determining which organization to apply to for assistance on a specific problem. Some of these directories give a list of the associations' publications, the journals they sponsor, and a brief history of their undertakings. A few state whether a library is maintained. An excellent example of such a directory in the scientific and technical field has been published by the National Research Council and has been through several editions.<sup>1</sup> The Public Administration Clearing House<sup>2</sup> issues an annual directory for its field which has a broad coverage. Another annual in this group is published by the Russell Sage Foundation.<sup>3</sup> Most trade directories list the associations in their industries, and the Trade Association Bureau of the Special Libraries Association has compiled and

published a finding list of trade association directories.<sup>4</sup> Professional directories likewise report on the associations active in the fields they cover and many yearbooks supply similar facts on the coöperative and organizational activities of the groups they represent.

*Museums* are important sources of information on certain subjects because they have staff experts in many sciences, the fine arts, and occasionally in other subjects. The American Association of Museums has compiled and published a handbook<sup>5</sup> which serves as a guide to the interests of each museum.

*Foundations*, through their research programs, in which both permanent and special staff members participate, not only contribute to the results of coöperative research which could not be financed otherwise, but willingly coöperate with libraries in supplying information which they have assembled in connection with their research activities but have not yet published. The standard source of factual data on the foundations in the United States, now in its third edition, is prepared by the Russell Sage Foundation.<sup>6</sup>

"Service" organizations are used especially by business corporations to obtain, as quickly as may be, current information that is subject to frequent and irregular change, or to obtain advice on certain complex problems. These organizations must of necessity assemble much information from widely scattered sources and employ specialists to organize and interpret it for the benefit of their clients or subscribers. As this type of organization is the subject of another paper at this conference it is not necessary to comment on it further, except to mention the several directories of services published by the Special Li-

<sup>1</sup> C. Hull, *Handbook of Scientific and Technical Societies and Institutions in the United States and Canada*, Washington, D. C., 3d ed., National Research Council, 1937, 283 p.

<sup>2</sup> *Organizations in the Field of Public Administration; a Directory*, Chicago, Ill., Annual.

<sup>3</sup> *Social Work Year Book*, New York: Russell Sage Foundation, Annual, Part II, "Directories of Agencies."

<sup>4</sup> *Trade Associations in the United States*, New York, 1934, 20 p.

<sup>5</sup> *Handbook of American Museums*, Washington, D. C., 1932, 77 p.

<sup>6</sup> *American Foundations*, New York: Russell Sage Foundation, 1938, 66 p.

braries Association in 1924<sup>7</sup> and 1931,<sup>8</sup> and the third edition now in process of compilation. One tool directly aiding library coöperation in this field is the *Union List of Services in Thirty-four Libraries in Manhattan*,<sup>9</sup> which lists for each of 118 well known services the libraries subscribing to it in the Manhattan section or Borough of New York City where the greatest number of special libraries is concentrated.

*Government officials* are important sources of specialized information as individuals as well as authors. The vast amount of data assembled as a by-product of regulatory activities of governments can be tapped, if the proper official is discovered. In addition, there is much more information assembled in federal, state and municipal offices than ever finds its way into print, and even the bulk of knowledge that is eventually printed has been available in the office assembling it for many months, or in some cases several years, before publication. There is a great variety of directories listing officials carrying on different activities, and there are also some more general guides. The most valuable of these are listed in the several publications by J. K. Wilcox.<sup>10</sup> The United States Central Statistical Board's *Directory of Federal Statistical Agencies*,<sup>11</sup> and currently the *Journal of the American Statistical Association*<sup>12</sup> in its "Notes" on new research projects are other valuable guides.

*Doctoral dissertations and research projects* similarly may not be published until long after work on them is under

way, and all too often are not published at all. Moreover, during the period of investigation, the authors may have assembled data which would be invaluable to the clientele of special libraries and which they would gladly release to aid in the solution of problems of importance, if asked. The annual list compiled by D. B. Gilchrist<sup>13</sup> for the past four years is a welcome addition to many other partial lists, by university and by subject, of dissertations in progress. Lists of these are printed regularly by certain of the more scholarly journals, notably the *American Economic Review*,<sup>14</sup> *Journal of Education Research*,<sup>15</sup> the *American Journal of Sociology*<sup>16</sup> and the *Journal of Chemical Education*,<sup>17</sup> to mention a few of those carrying such lists over a period of years. Additional sources for lists of dissertations are given by Palfrey in his valuable bibliography.<sup>18</sup>

*Staff specialists* in research organizations and corporations and members of university faculties are sometimes consulted on nonconfidential subjects for answers to questions that are not found in print and can be obtained only from the specialist or authority who is able to draw reliable conclusions or make positive statement from a wealth of knowledge or experience in a particular field. In tracing individuals who are so qualified in particular subjects, membership lists and year-books of the appropriate professional, trade, or other associations, may be found in *Association Membership Lists*.<sup>19</sup> The directory of *Industrial Research Laboratories of the United States*<sup>20</sup> and directories of specific trades, which exist in

<sup>7</sup> *Handbook of Commercial Information Services*, Washington, D. C., 1924, 96 p.

<sup>8</sup> *Handbook of Commercial and Financial Services*, Providence, R. I., 1931, 95 p.; *First Supplement*, New York, 1932, 17 p.

<sup>9</sup> M. M. Kehl, comp., New York: Special Libraries Association, 1934, 12 p., mimeographed.

<sup>10</sup> *United States Reference Publications*, Boston: Faxon, 1931, 96 p.; and *1932 Supplement*; "Recent Aids to Public Document Use," *SPECIAL LIBRARIES*, Vol. 29, No. 6-7, July-August, and September, 1938.

<sup>11</sup> Washington, D. C., 1935, 85 p.

<sup>12</sup> Washington, D. C., Quarterly.

<sup>13</sup> *Doctoral Dissertation Accepted by American Universities*, New York: Wilson, Annual.

<sup>14</sup> Menasha, Wis., Quarterly.

<sup>15</sup> Bloomington, Ill., Monthly.

<sup>16</sup> Chicago, Ill., Bi-monthly.

<sup>17</sup> Eaton, Pa., Monthly.

<sup>18</sup> Thomas R. Palfrey and Henry E. Coleman, Jr., *Guide to Bibliographies of Theses, United States and Canada*, American Library Association, Chicago, 1936, 48 p.

<sup>19</sup> Mary E. Jameson, New York: Special Libraries Association, 1934, 39 p.

<sup>20</sup> C. J. West and C. Hull, Washington, D. C.: National Research Council Bulletin No. 91, 1933, 233 p.

great numbers, are also useful. The most recent list of such directories was published by the Special Libraries Association.<sup>21</sup> University handbooks and faculty lists that give titles of publications written and research carried on by members of the faculty serve as tools in finding academic authorities.

#### SOURCES CONSULTED IN PREPARATION OF THIS PAPER

- AMERICAN LIBRARY ASSOCIATION. Committee on Resources of American Libraries. *Resources of American libraries*. Chicago, 1935. 32 p. mimeographed.
- BISHOP, W. W. "Union catalog." *Library Quarterly*, Vol. 7, p. 36-49. Jan. 1937.
- BROWN, KARL. "Lists—union, bibliography." (In Ulrich, C. F., *Periodicals directory*, 1932, p. 278-279.)
- CANNONS, H. G. T. *Bibliography of library economy, 1876-1920*. Chicago, American Library Association, 1927. 680 p.
- HASKELL, D. C. "Bibliography of union lists of serials." (In *Union list of serials in libraries of the United States and Canada*,

<sup>21</sup> Laura A. Eales, comp., *Directories for the Business Man*, New York, 1938, 66 p.

- edited by Winifred Gregory, 1927, p. 1581-1588.)
- JOSEPHSON, A. G. S. *Bibliography of union lists of serials*. Chicago, John Crerar Library, 1906. 28 p.
- Library literature*, 1937, 450 p.; 1936, 322 p.; 1933-35, New York, Wilson. 435 p., 1936-1938.
- Library literature*, 1921-1932, Chicago, American Library Association, 1934. 420 p.
- MUDGE, I. G. *Guide to reference books*. Chicago, American Library Association, 1936. 504 p.
- Public affairs information service*. New York, Annual, 1915-1937.
- Special Libraries: index*. New York, Special Libraries Association, 1910-1937.
- WINCHELL, C. M. *Locating books for inter-library loan*. New York, Wilson, 1930. 170 p.

AUTHOR'S NOTE. — Since the preparation of this paper the valuable list of "Union Card Catalogs in The United States," by John Van-Male (Denver, 1938) has been published. This gives data on twenty-one union card catalogs not mentioned in any other sources consulted for this paper. In addition information is supplied about twenty-five libraries which maintain consolidated files of cards printed by several libraries.

## Conference News

### S.L.A. Pioneers to Help Celebrate Thirtieth Anniversary

ON July 2, 1939, Special Libraries Association will be thirty years old and to help celebrate the occasion the Baltimore Chapter has planned a "home-coming" for the Charter Members.

Invitations were mailed to these members only a few days before this article was written, but several have already told us that they would attend and we hope that a large number will be able to join us.

We feel sure that each and every member of S.L.A. will welcome the opportunity to meet personally some of those farsighted men and women who, thirty years ago, met at Bretton Woods, New Hampshire, and in New York City later that year, and formed Special Libraries Association.

A Charter Members' breakfast is to be given on Wednesday morning, at which those present will be the guests of the Baltimore Chapter.

Dr. Horace E. Flack, Director, Legislative Reference Library, and one of Baltimore's Charter Members, will be host to this group.



## S.L.A. — On the Air!

A series of three broadcasts will be presented by Special Libraries Association over WFBR during the forthcoming Conference in Baltimore. The directing committee consists of William F. Jacob, chairman, and Rebecca B. Rankin, Caroline I. Ferris, T. V. Mounteer, and Laura A. Woodward.

On Monday evening, May 22, a dramatic skit written by Caroline I. Ferris, Librarian, Insurance Society of Philadelphia, will be presented.

A panel discussion, with Florence Bradley, Marguerite Burnett, "Bill" Jacob and Ross Cibella participating, will be given on Tuesday evening following the trip to Annapolis. The final presentation will be that of "We — the Special Librarians." Rebecca B. Rankin will act as interlocutor and twelve or fifteen other special librarians will participate in the program, which will be given on Thursday evening after returning from Washington.

All broadcasts will be given from the WFBR Studio in the Lord Baltimore Hotel. The hour is not definite, but it is expected that we will go "on the air" at 10 o'clock, Eastern Standard Time.

We hope that you will be in Baltimore to personally attend these broadcasts. If you are not so fortunate, tune in and then let us know how you enjoyed hearing us.

## Conference Exhibits

The largest and most striking portion of the exhibits at the thirty-first Annual Conference will be home-grown. This year the Association will exhibit itself.

The amount of material being sent in by the Chairmen of the Chapters, Groups and Committees, has exceeded all our expectations and every bit of it is tremendously worth showing — much of it quite ingenious and clever. We have received a large collection of publications, such as directories, bulletins, bibliographies, forms, periodical lists, publicity clippings, etc., from many units of S.L.A. A number, like the Employment Committee, the Financial Group, the New York and New Jersey Chapters, the

Public Business Librarians' Group, and the Student Loan Fund Committee are giving us most interesting chart material. The Biological Sciences Group will present an especially colorful exhibit, consisting of two large panels mounted with covers of twenty representative journals, illustrating the twenty types of libraries within the Group. The whole will have a laced, quilt-like appearance. The Montreal librarians are sending a beautiful large book telling the story of their Chapter. From Southern California we are getting both a large book and a state map. From Cleveland has just come a very tricky map of the special libraries within the district, with colored pennants indicating type of library, and an accompanying classification chart.

The Illinois Chapter has sent us excellent photographs of some of their libraries and two nicely mounted posters of forms. From the Milwaukee Chapter has come a large state highway map showing locations and names of all S.L.A. members and decorated with Chapter programs and favors, a most striking exhibit. A mounted sky-line photograph of Detroit is coming from the Michigan Chapter. Space does not permit even a single description of other fine material we have received.

The Exhibit Committee has also arranged for a number of commercial and technical exhibits. To date, one month from the Conference, ten local industries and institutions have accepted our invitation to provide displays. The theme we are trying to emphasize in these is research.

The third portion of our exhibits is a working special library in miniature. One unit of it will be devoted to a technical subject; the other, to a business subject, thus touching upon two vital aspects of Baltimore's economic activity. The library will naturally not be complete, being intended principally as a suggestive nucleus around which one could build a comprehensive, well-rounded collection.

With these plans in hand, the Committee feels sure that it will be able to provide a most stimulating and worthwhile series of exhibits.

For those of us who unwrap the packages as they come in, every day is Christmas.

ELSA VON HOHENHOFF, *Chairman,*  
*Exhibits Committee.*

## Additions to 1939 Conference Program

(For Tentative Program, see April issue, p. 123-126)

**Tuesday, May 23, 1939**

**8:00 a.m.**

NEWSPAPER GROUP — Informal breakfast.

**12:00 noon**

"Get Acquainted Luncheon." Responses: (1) Mary Jane Henderson, Investment Librarian, Sun Life Assurance Company of Canada, Montreal; (2) George Winthrop Lee, Concord, Massachusetts (Charter Member).

**Wednesday, May 24, 1939**

**8:00 a.m.**

CHARTER MEMBERS — Breakfast — Guests of the Baltimore Chapter. Horace E. Flack, host.

NEWSPAPER GROUP — Informal breakfast.

PROFESSIONAL STANDARDS COMMITTEE — Breakfast — Mary P. McLean, Chairman, presiding.

**9:30 a.m.**

PROBLEMS CLINIC — Lucile L. Keck, First Vice-President, Special Libraries Association and Librarian, Joint Reference Library, Chicago, presiding. (a) "Dynamics of Cataloging," by Marianna Thurber, Librarian, Employers' Mutual Liability Insurance Company, Wausau, Wisconsin; Discussion: Virginia H. Meredith, Librarian, National Association of Manufacturers, New York City. (b) "Classification Schemes for Business and Public Administration," by Sophia Hall Glidden, Compiler, Public Administration Classification, Leonia, New Jersey; Discussion: Mary Jane Henderson, Investment Librarian, Sun Life Assurance Company of Canada, Montreal. (c) "Slants on Subject Headings," by Hazel E. Ohman, Librarian, New York State Division of Placement and Unemployment Insurance, New York City; Discussion: Marguerite Burnett, Librarian, Federal Reserve Bank of New York. (d) "To Clip and How to Clip," by Caroline Faltermayer, Librarian, *Philadelphia Record*, Philadelphia; Discussion: Ruth Parks, Reference Librarian, National Safety Council, Chicago. (e) "Building Basic Source Lists: a Challenge to S.L.A. Groups," by Rose L.

Vormelker, Librarian, Business Information Bureau, Cleveland Public Library, Cleveland.

Thirty minutes of: "We Do This," a Free-for-all from the floor.

**12:00 noon**

Chapter Presidents' Luncheon — Edith Portman, Chapter Liaison Officer, presiding. (a) "Arousing Community Interest"; (b) "Union Lists of Periodicals."

INSURANCE GROUP — Luncheon — Emily C. Coates, Chairman, presiding. Business meeting. Round table discussion.

NEWSPAPER GROUP — Luncheon — Guests of the *Baltimore News-Post*. Speaker, Louis Azrael. Visit to the *News-Post* Library.

SCIENCE-TECHNOLOGY GROUP — Luncheon — Katherine Lloyd, Chairman, presiding. "Phases of Public Documents of Interest to Scientific and Technical Librarians," by Adelaide R. Hasse, Consultant, Works Progress Administration, Washington.

**2:30 p.m.**

BIOLOGICAL SCIENCES GROUP — Estelle Brodman, Medical Librarian, Columbia University, New York City, presiding. (a) "Selected Reading an Aid to the Patient's Recovery," by Elizabeth Pomeroy, Librarian, Medical and Hospital Service, U. S. Veterans' Administration, Washington; (b) "Hospital Library Internship," by Mary R. Morrissey, Librarian, Sheppard-Pratt Hospital, Baltimore; (c) "The Patients' Library, Johns Hopkins Hospital," by M. Theodosia Chapman, Librarian, Baltimore.

COMMERCE GROUP — Josephine I. Greenwood, Chairman, presiding. (a) "Sources and Significance of Car Loading Statistics," by W. C. Kendall, Chairman, Car Service Division, Association of American Railroads, Washington; (b) "Reciprocal Trade Agreements Program of the United States," by Granville Woodard, Economic Analyst, Division of Trade Agreements, Department of State, Washington.

**INSURANCE GROUP** — Emily C. Coates, Chairman, presiding. (a) "How Can a Research Library Help in the Vast Movement of Conservation of Life and Prevention of Death?" by Julien H. Harvey, General Manager, National Conservation Bureau, New York City; (b) "Occupational Diseases — Their Control and Prevention," by Dr. Wilmer H. Schulze, Director, Bureau of Environmental Hygiene, Baltimore City Health Department.

**MUSEUM GROUP** — Visits to Museums — Margaret Fife, Acting Chairman.

**NEWSPAPER GROUP** — Frances E. Curtiss, Chairman, presiding. (a) "Backstage in Washington," by Blair Moody, Washington Correspondent for the *Detroit News*.

**SCIENCE-TECHNOLOGY GROUP** — Katherine Lloyd, Chairman, presiding. (a) "Why Index?" by Vivian J. MacDonald, Librarian, Aluminum Company of America, New Kensington, Pennsylvania; (b) "Patent Searches," by Ernest W. Chapin, Librarian, Scientific Library, Patent Office, Washington; (c) "Preprints and Reprints from the Publishers and Printers' Viewpoint," by Edward M. Passano, Vice-President, Waverly Press, Inc., Baltimore; (d) "Search Reports," by Elizabeth Joy Cole, Librarian, Calco Chemical Company, Bound Brook, New Jersey; (e) "Food, Drug and Cosmetic Law," by Frederic P. Lee, Washington.

#### 4:30 p.m.

Visits to libraries. See map at Information Desk (shows distances from the Lord Baltimore Hotel).

#### 7:00 p.m.

Thirtieth Anniversary Banquet — Toastmaster, Christopher Billopp, *The Evening Sun*, Baltimore. Guest speaker, Sir Willmott Lewis, Washington Correspondent for the *London Times*, "Phases of Democracy."

### Thursday, May 25, 1939

#### WASHINGTON DAY

F. Stirling Wilson, Chairman

#### 8:30 a.m.

Special buses leave Hanover Street entrance of the hotel for Washington. The Transportation Committee will arrange for one or more buses

to go direct to the Department of Commerce; others will be dispatched to other parts of the city in accordance with the individual preferences as expressed on the Washington Day Questionnaire.

#### 10:00 a.m.

Arrive in Washington. (Morning to be devoted to visiting an exhibit of governmental and non-governmental publications, libraries or sight-seeing.)

#### 1:00 p.m.

Luncheon, Hotel Washington — Toastmaster, Ralph Thompson, President, District of Columbia Library Association. Guest speaker to be announced.

#### 2:30 p.m.

Buses leave Hotel Washington for sight-seeing trip around the city or for Arlington and Mount Vernon. Those who prefer may visit libraries or the exhibit.

#### 6:00 p.m.

First buses start for Baltimore. Those who wish may remain in Washington for the evening and visit the Library of Congress or other libraries that are open. The Department of Commerce Auditorium will be kept open until 10:00 P.M. so that anyone wishing to visit the exhibit during the evening may do so.

#### 10:00 p.m.

Buses will leave Library of Congress and Department of Commerce for Baltimore.

### Friday, May 26, 1939

#### 8:00 a.m.

**NEWSPAPER GROUP** — Informal breakfast.

**PUBLIC BUSINESS LIBRARIANS GROUP** — Breakfast — Adra M. Fay, Chairman, presiding. "The Education of a Librarian — The Survey," by Edith Varney, First Assistant, Applied Science Department, St. Louis Public Library.

#### 8:45 a.m.

**NEWSPAPER GROUP** — Frances E. Curtiss, Chairman, presiding. "What the Newspaper Libraries in the West Are Doing," by Laura McArdle, Librarian, *Fresno (California) Bee*.

**9:30 a.m.**

SECOND GENERAL SESSION — Alma C. Mitchell, President, presiding. (e) Chapter Reports (Abstracted) and Reports on the Chapter Town Crier and Associate Members' Bulletin, Edith Portman, Chapter Liaison Bulletin. "Looking Backward and Forward — An Appraisal," by Dorsey W. Hyde, Jr., Director, Archival Service, National Archives of the United States.

**12:00 noon**

SOCIAL SCIENCE GROUP — Luncheon — Isabel L. Towner, Chairman, presiding. "Mobilization of Facts in a Federal Bureau," by Mary V. Robinson, Director of Public Relations, U. S. Women's Bureau, Washington.

**2:30 p.m.**

SCIENCE-TECHNOLOGY GROUP — Katherine Lloyd, Chairman, presiding. Business meeting. Committee reports: (a) "Committee on the Need for a Central Depository for Scientific Publications," by Sarah Bradley Pruden, Chairman; (b) "Trade Name Index," by Ross C. Cibella, Chairman; (c) "Committee on Publishers' Notices and Indices," by Henrietta Kornhauser, Chairman; (d) Nominating Committee, by Elizabeth Joy Cole, Chairman.

**8:00 p.m.**

BEGINNERS' CLINIC — Katherine Peoples, Librarian, Carnegie-Illinois Steel Corporation, Pittsburgh, Chairman, presiding. (a) "Putting Knowledge to Work — The Function of the Librarian," Jean Norcross, Librarian,

Tamblyn & Brown, Inc., New York City and Beatrice M. Howell, Librarian, Institute of Montreal, Montreal. Consultants: Mary Louise Alexander, New York City and Dr. Jolan M. Fertig, Librarian, Westinghouse Electric & Manufacturing Company, East Pittsburgh. (b) "How Do We Know What We Are Worth? — Salaries," by Margaret C. Lloyd, Librarian, Credit Company, Inc., Atlanta. Consultant: Ruth Savord, Librarian, Council on Foreign Relations, Inc., New York City. (c) "Shall We Have a Yardstick? — Standards," by Betty Barrett, Librarian, Editorial Department, *Hartford Courant*, Hartford. Consultant: Florence Fuller, Librarian, American Standards Association, New York City. (d) "Should a Special Library Count Its Pennies? — Budgets," by Elizabeth B. Beach, Librarian, Household Finance Corporation, Chicago. Consultant: Geraldine Rammer, Librarian, Hardware Mutual Casualty Company, Stevens Point, Wisconsin.

**Saturday, May 27, 1939****8:00 a.m.**

INSURANCE GROUP — Breakfast — Emily C. Coates, Chairman, presiding. (a) "Sources of Printed Material," by Mariana Thurber, Librarian, Employers' Mutual Liability Insurance Company, Wausau, Wisconsin; (b) "Legal Material — State and Federal," by Miriam Fitts, Librarian, National Life Insurance Company, Montpelier, Vermont. Business meeting.

**8:45 a.m.**

NEWSPAPER GROUP — Frances E. Curtiss, Chairman, presiding. Business meeting.

## Making Up the Magazine

### V. And, in Conclusion

WITH this issue of the magazine, the Editor concludes her five years of intimate contact with the problems involved in editing an association journal. These problems and the procedure that has developed in their solution have been indicated in this series, "Making Up the Magazine," beginning in the January

issue and ending with this number. The earlier articles have dealt with specific features. In this, the final one of the series, the psychology involved in the relationship of Editor, journal and Association membership in turn receives attention.

In an Association such as ours, with

many varied interests, strong personalities and greater or less degrees of professional understanding, an Editor, to carry out a constructive program, must have perspective, a sense of relative values, responsiveness to progressive trends, an impersonal, objective attitude toward pertinent criticism, and indifference to any other form. To enable her to carry out a successful program, the Executive Board must provide freedom, encouragement and support. To complete the effective circle, the readers should be receptive and responsive, awake to professional opportunity, and eager to participate in creative activities. Given full development of these elements, much can be expected of a journalistic program.

Have the Editor, the Executive Board and the readers worked together as a harmonious unit in these past five years? The Editor feels that she can give an unqualified "Yes" to this question. Interesting differences of opinion have developed. Occasional minor episodes of misunderstanding, or short-sightedness, have added a spark of variety to the general plan of work. But in the broad record of this period, the Editor can take only pleasure in the responsiveness and cooperation shown by both readers and the Board.

What have the past five years brought to the magazine, and through it, to the Association? Perhaps the biggest change has been the shift from group emphasis to emphasis on the individual's relation-

ship to the national Association. Through "Letters to the Editor," through symposiums, through contacts for contributions, the members have grown to feel a closer tie to their Association journal and to take a more direct share in its growth. Discussion of the magazine's policies, definite information on costs of features, pros and cons for development along certain lines—all have contributed to this sense of direct responsibility and all have increased the Editor's confidence in the readiness of the membership to respond to opportunities for progressive activity.

What is the future for the magazine? What new editorial policies shall be developed? How best can the Association meet its needs for a magazine acting as a record of constructive activities and a stimulus to further progress? These are questions awaiting solution, and to find the wisest answers will take serious thought. But it is with the certain knowledge that from the membership of S.L.A. can come loyal and understanding support for progressive action that the Editor relinquishes her task. Each of these fifty issues has meant for her increasing knowledge of the potentialities for constructive action inherent in the membership. Only these qualities, combined with the generosity and understanding of the Librarian and Trustees of the Newark Public Library, and the loyalty and cooperation of her own staff, could have made such volunteer work possible.

M. C. M.

## We Do This

*Notes Gathered By Virginia L. Garland, Chairman*

Methods Committee Special Libraries Association

### *Regional Pamphlet Material*

**I**N BINDING pamphlets or unbound books, we use colors to signify the nature of the subject matter. For example, we use the

color orange for anything pertaining to California.

DOROTHY H. MARTIN,  
*Library of the Los Angeles Museum, Exposition Park, Los Angeles, Calif.*

*Form for Inter-library Loan*

Journal . . . . .	Volume . . . . .	Page . . . . .	Year . . . . .
Author . . . . .	Title . . . . .		
Source . . . . .	Requested by . . . . .		
From . . . . .	Received . . . . .	Value . . . . .	
Sending charges . . . . .	Returned . . . . .	Parcel Post . . . . .	Express . . . . .

"This form gives the entire history of the loan and is kept to compile an annual record of material borrowed from other libraries.

"The Librarian also keeps a one-year file of all letters requesting references or information. This file is a great time-saver for the library and the professional staff when several people request the same reference months apart. The first person who requested it may have an abstract or notes containing all the information needed by the second inquirer."

EDITH JOANNES, *Librarian,*  
*Abbott Laboratories Library, Chicago, Ill.*

*Cement and Lacquer*

"Taylor (*The Chemist-Analyst*, Vol. 20, No. 4, p. 10, 1931) finds that an excellent label lacquer and general utility cement may be prepared from the pyroxylin handles of discarded tooth brushes. The bristled end is broken off and the handle dissolved in enough of a solvent such as butyl acetate, acetone, or ether-alcohol to give a glycerine-like consistency. About 300 cc. of solution usually results. The color of the original handle is unimportant since even the darkest ones give an almost colorless film. The lacquer so prepared is not only useful for protecting labels, but has

been used successfully for sealing leaks in apparatus, notably vacuum distillation, and sealing bottles against moisture. It is a *good library paste since it does not wrinkle paper*, and it may be also used to cement pieces of glass together." — From Lange's *Handbook of Chemistry*, 1937, p. 1422.

EDITH PORTMAN,  
*Mellon Institute Library, Pittsburgh, Pa.*

*Routing Periodicals*

"At the request of the librarian each department has chosen one of its employees to be responsible for the circulation of periodicals. The representative keeps a record of when the periodicals are received, sends them to members of the department, and has them ready to be returned at the end of a week.

"Before periodicals are routed, the librarian has photostats made of articles which will be of interest to several members of the staff and notes the fact on the periodical. Prints are then sent to any of the staff who requests them. Other articles are photostated on the request of readers."

HELEN BASIL, *Librarian,*  
*Research Laboratories of The Crane Co.,*  
*Chicago, Ill.*

## Letters to the Editor

### The Employment Question!

**O**BSERVERS who keep informed on the rise and fall of opportunities in jobs have lately reported a brighter outlook in library work. Numerous special libraries are being improved constantly in the offices of business corporations and other private institutions, and trained special librarians have fewer difficulties in finding work than do the more generally equipped workers in the field. One experience cited is that of a college graduate trained in chemistry who was successful in drawing 100 replies to an inquiry for a library post sent to 200 companies.

By comparison with this abstract from an

editorial of the *New York Sun* (issue of March 17th) the annual report of the Employment Committee for 1937-38 is far less heartening. The Professional Unit of the New York State Employment Service had fifty openings for library positions during the whole year, of which they filled only twenty-eight, and there remained two hundred and eighty-three hopeful applicants seeking employment.

When the Association selected the state organization to act as the clearing-house for library positions, the members heard encouraging reports of the wider opportunities which would be open to them through the continuous efforts of field

workers of the Bureau. These workers would be endeavoring to educate more executives to the needs and advantages of library organizations through their contacts with numerous corporations and private organizations not represented in the membership of the Special Libraries Association.

Isn't it about time we remove the rose-colored glasses and admit that the employment situation is not being adequately met under the present arrangement? In many cases our own members have not chosen to list their openings with the state organization. Occasionally such positions have been filled through personal contacts, but at other times the commercial agencies have been called upon. Through personal inquiries I have ascertained that a considerable number of business organizations are not willing to call upon the Professional Unit because of previous unsatisfactory relations with other divisions of the employment organization.

I am aware that the office has been through a period of reorganization (with rumors of still another reorganization soon to be started) which has hindered its efficiency. In some instances, however, the situations which have occurred cannot be blamed on that and yet are of the sort to cause annoyance that will eliminate persons from the list of potential employers. The commercial agencies have become particularly adept at weeding out for the employer all applicants who do not meet the basic requirements specified. They have also acquainted themselves with the name of the person to be contacted, the salary and other pertinent facts about the position which will be useful to the applicant. Through efficiency in these two aspects the chances of offending an employer or of causing needless embarrassment to an applicant are practically eliminated.

Perhaps I am wrong in my opinions, but I do feel that with the conclusion this June of three years under this present arrangement, the members should be asked whether it has been satisfactory, a credit and advantage to the Association, or if it should be discontinued. My own answer would be better no affiliation than an unsatisfactory one.

A NEW YORK MEMBER.

#### Library Invitation

**L**IBRARIANS attending the Annual Conference of the Special Libraries Association in Baltimore are cordially invited to visit the Baltimore dispatch office of the American Merchant Marine Library Association, which is located in the basement of the Enoch Pratt Free Library.

Mr. Jesse E. Powers, our Baltimore Port Representative, will welcome librarians and will be happy to tell them about the work of the library and some of the very special problems which it involves.

The American Merchant Marine Library has placed approximately 3,800,000 books on American Merchant ships during the 18 years of its existence. Crew libraries are exchanged and kept up-to-date on more than 1,200 American ships by dispatch offices in New York, Boston, Baltimore, Philadelphia, New Orleans, Seattle and Sault Ste. Marie. Each of these dispatch offices maintains a library from which individual seamen may borrow books for use on shore or aboard ship. A technical library is maintained in each of the port offices, the largest collection being in the headquarters office in New York. Many of the officers of the American Merchant Marine have obtained their license through the study of nautical books made available to them through this Association, and our files are replete with letters from seamen in ports all over the world expressing their appreciation of the service.

If special librarians, who spend a large portion of their time cataloging and indexing their resources, would like to see how a very large library functions and performs a remarkable service, without even cataloging its books, they have the opportunity to do so while they are in Baltimore.

HERBERT L. HOWE, *Librarian,*  
*The American Merchant Marine Library*  
*Association.*

#### A Statement Questioned

**S**PECIAL LIBRARIES, February 1939, p. 44, contains the following statement:

"Libraries in which unions are now functioning include: University of Washington, Washington State Library, Butte, Chicago, Milwaukee, Cleveland, and the Library of Congress."

There is no union functioning in the Washington State Library, nor has there ever been.

If the other statements made in the article from which the above given quotation is taken are no more accurate than that pertaining to the Washington State Library, the whole article is of considerably less value than the paper on which it is printed.

MARY LEE HALL,  
*Washington State Library.*

#### A Misinterpretation Corrected

**I**T SEEMS that some readers of SPECIAL LIBRARIES have misinterpreted the following sentence from my article on page 44 of the February issue: "Libraries in which unions are now

functioning include: University of Washington, Washington State Library, Butte, Chicago, Milwaukee, Cleveland, and the Library of Congress."

I feel that the misinterpretation is probably in connection with the term "functioning in." It was not intended that this should indicate that all or a majority of the employees in each of the libraries named are organized in unions devoted entirely to library matters. I used that phrase to indicate that in each of the libraries mentioned there is a greater or lesser number of professional and non-professional employees who are members of a union, the interests of which are identified

wholly or partly with library work. For example: During the past year, from a third to a half of staff (full-time employees) in the State Library have been members of local 48, American Federation of Teachers. This local is composed of members of the State Department of Education, under the jurisdiction of which comes the State Library. Similarly, some members of the University of Washington Library staff belong to the campus local of the A. F. of T. In some other libraries, the entire membership of the local is composed of library employees.

WILLIAM P. TUCKER,  
*State Librarian, Olympia, Wash.*

## News Notes

*San Francisco's Fine Record.* . . . Through some bad luck the bulletins of the San Francisco Chapter did not reach the Editor of SPECIAL LIBRARIES until March 1939, so there has been no opportunity to refer to the well-edited publication and the enlivening meetings of the Chapter, and the stimulating comment in these monthly, printed, four-page leaflets. Meetings in San Francisco have varied from those on methods to San Francisco's World's Fair and the progress of the A.L.A. The bulletin has had interesting news of activities of members and has shown a constructive attitude toward related activities in the vicinity. San Francisco can be congratulated both on the quality of its bulletin and the work of the Chapter as indicated in that publication.

*Chapters.* . . . The Chapters are all busy. Connecticut had a meeting for non-member librarians and business heads from surrounding towns and cities in conjunction with Chapter members at the Hotel Elton in Waterbury on April 19th. The speakers were Dr. Donald Cable, technical librarian, U. S. Rubber Company, who discussed "Digested Information as an Aid to Workers in the Rubber Industry"; Julian A. Sohon of the Bridgeport Public Library, on "The Technology Department of a Public Library and Its Relation to a Business Community"; and Miss Chloe Morse, of Chloe Morse, Inc., on "Is It Your THINK or Your KNOW?" . . . The Albany Chapter had an open membership and business meeting, March 6th, at which they heard an inter-

esting talk by Miss Cecelia M. Houghton on her visit to Mexico.

New York's big occasion for April was the Benefit Party, where everybody had a swell time with games of all sorts, riotous floor show, and general gaiety. The party was an overwhelming success from the standpoint of a good time, and did a lot for the Student Loan Fund.

The last regular meeting of the season for the Pittsburgh Chapter took place April 27th at the Mine Safety Appliances Company Library, Rosemary Hanlon acting as hostess. Besides election of officers for the coming year, the meeting included talks by Edith Portman on "Patent Sources," and by Ross C. Cibella on "What the National Science Technology Group Is Doing."

New Jersey followed Connecticut in moving its attention from the present to the past. The April meeting dealt with "Aviation, What It May Mean to Industry," with representatives from the Wright Aeronautical Corporation, the Burden Library of Aeronautics, and the Newark Airport as speakers. In May the Chapter visited the National Historical Park at Morristown and historical places in the neighborhood, and heard talks on the relation of Revolutionary activities to Morristown, and through that to the present day. . . . The New Jersey Chapter joined in another historical event when it took part in the program of the New Jersey Library Association, celebrating its fiftieth anniversary at the meeting in Atlantic City on April 22nd.

April found the Connecticut and Boston



Chapters holding a joint meeting at the Worcester Historical Society, where Captain George I. Cross, executive director, gave an informal talk on the city's history and the collections of the Society. Worcester is particularly fortunate in its historical collections, between the Worcester Historical Society and the American Antiquarian Society, a nationally known institution particularly rich in American imprints before 1820 and early American newspapers and manuscripts.

Southern California took "The Origin and Use of Rubber" as the subject of its April meeting, with a session at the Firestone Tire and Rubber Company. Through the courtesy of the management, the members had an opportunity to make a tour of the factory. This should have been particularly interesting to many of the members who had had a chance to read "Industrial Valley." . . . The Montreal Special Libraries' Association and the Quebec Library Association had their annual joint dinner, April 27th, at the Queen's Hotel. The guest speaker of the evening was Mr. Robert George, whose address was "This is a poet — Emily Dickinson."

*Here and There in Print.* . . . The April issue of *Fortune* had an interesting article on the development of the Dixie Business Book Shop. The many special librarians who have found Robert Smitley a help in time of need and a friend at all times will enjoy this appreciative note and be glad to hear that a new supply of his "Selection for a Business Library" is available on request. . . . *The Publishers' Weekly* for April 1, 1939, in an article on "Technical Book Sales Triple Gross Volume," has a pleasing comment on the *Technical Book Review Index*. . . . In *Sanitarian*, a magazine started last fall by the National Association of Sanitariums, a section on library notes is headed "Bibliographies or source materials, which are prepared by the Special Libraries Association, Southern California Chapter, Biological Sciences Group, Prudence Winterrowd, Editor." *The Clevelander* for April 1939 carried an illustrated article, "Business Information, Please," on the work of the Business Information Bureau of the Cleveland Public Library.

*Disaster.* . . . The annex of the Commonwealth College Library, Mena, Arkansas, was destroyed by fire caused by lightning, April 16th. The equivalent of about four hundred

volumes of periodical files, the original cards for a long bibliography on economics and labor problems, and a collection of several hundred sample copies of contemporary American labor papers were lost. The library proper and the office and workroom, both in separate buildings, were not damaged.

The loss consists largely of older files of trade-union and other labor periodicals, some of them quite scarce, which had been stored pending the building of additional shelf space. The destruction of this material will not seriously interfere with the current program or projects for the immediate future though, of course, will later be a serious handicap for research and bibliographical work.

The building was not covered by insurance, being located in a rural area under conditions where it is practically impossible to secure fire insurance.

Those who know of the scholarly and original bibliographical work done by Henry Black can appreciate the extent of the loss of these records.

*Getting Around.* . . . During the week of May 28-June 3, 1939, Georgetown University is celebrating its 150th anniversary, and the Riggs Memorial Library is taking a prominent part in the program through its exhibits. The history of the Library begins at the small school at Calverton Manor, in southern Maryland, conducted by a Jesuit Brother from 1640 to 1659. Its collection of some 250 books was moved to Georgetown, and formed the nucleus of a collection which now numbers 200,000 volumes. Strong in rare Americana, the Riggs Memorial Library has on its shelves more than half of the items listed in the Rev. Wilfrid Parsons' recent and definitive "Early Catholic Americana: A list of books and other works by Catholic authors in the United States, 1729-1830."

*Loss to the Museum World.* . . . Miss Chie Hirano, fellow for research in Chinese and Japanese art and librarian in the Asiatic Department of the Boston Museum of Fine Arts, died April 4th in Japan, of pneumonia. Miss Hirano was educated at the Peeresses School, the High Normal School for Women in Tokio and Tsuda College. She taught for a time at the latter institution. Also, she had studied librarianship at Simmons College. She returned to Japan recently after publication of

her work, "Kiyonaga, a Study of His Life and Works." Her will bequeathed all her American dresses to relatives in Japan and all her Japanese dresses to friends in this country.

*Broadcasting Again.* . . . Through the courtesy of Rebecca B. Rankin of the Municipal Reference Library, and Station WNYC, the New York Chapter is giving two radio broadcasts on special libraries: one the night before SLA World's Fair Day (Tuesday, May 16th, at 8 p.m.) and the other actually at the Fair (Wednesday, May 17th, at 6 p.m.). Cordial invitations are extended to all members to see the actual broadcasts, both at the Fair and in the WNYC studios.

*People Here and There.* . . . Mr. E. Lorne Tracey has been appointed to the administration of the Montreal Board of Trade Library, succeeding Dorothy Humphreys, who recently retired. . . . Janet Agnew, former instructor in Book Selection and Reference in the McGill Library School and a member of the Montreal Special Libraries' Association, has gone to

Louisiana State University to take up her new duties in the Library School. Miss Agnew, appointed to this position in the fall of 1938, was unable to assume her duties at that time, due to illness.

From Pittsburgh comes word that Kathryn Peoples became Mrs. John Stutsman on March 31st. . . . The engagement of Henrietta Kornhauser to Dr. Oscar F. Hedenburg has been announced. . . . Miss Charlotte Ley will be first assistant to Miss Portman at the Mellon Institute Library beginning April 17th. Miss Ley is at present in the Catalogue Department, Carnegie Library.

*World's Fair Day.* . . . Special Libraries Association Day is May 17th at the World's Fair. The New York Chapter is planning to have a dinner there, with a nationally known speaker and time for all sorts of sight-seeing. . . . The Municipal Reference Library is the only special library on the grounds, and will have an exhibit and will man the Information Desk at the City Exhibit Building.

Pages 179-184 deleted, advertising.