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# Special Libraries, September 1944

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# SPECIAL LIBRARIES

*Official Journal of the Special Libraries Association*

VOLUME 35

September 1944

NUMBER 7

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**Library Service to the Community**  
*Mary Louise Alexander*

**Locating Difficult Periodical References**  
*Gretchen D. Little*

**Library of Original Fashion Sketches**  
*Mary S. Dornard*

**Special Libraries Association Constitution and By-Laws**

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# Special Libraries

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## CONTENTS FOR SEPTEMBER 1944

Library Service to the Community . . . . .	MARY LOUISE ALEXANDER	367
Locating Difficult Periodical References . . . . .	GRETCHEN D. LITTLE	373
Library of Original Fashion Sketches . . . . .	MARY S. DORWARD	379
Special Libraries Association Constitution and By-Laws . . . . .		383
Addenda to the Handbook of Commercial, Financial and Information Services		390
Announcements . . . . .		391

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

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# LIBRARY SERVICE TO THE COMMUNITY<sup>1</sup>

By MARY LOUISE ALEXANDER

Librarian, The Ferguson Library, Stamford, Connecticut

THE subject assigned to me has been much discussed and the phrase is a well-worn one. I cannot hope to bring much that is new to it, except perhaps my special library background with its many years of experience in a big business library, which is now being applied to public library work in a typical community. I say typical because even though Stamford is a small town it contains most of the elements found in any large city. Although it has certain suburban characteristics, it is also a self-supporting industrial community and a marketing area. It is located 35 miles from New York City and its population is approaching the 70,000 mark. There are some 60 important industrial plants in Stamford, all of which are now engaged in war industry, but ours is not termed a critical area. To my regret there are few special libraries in our town, although Yale and Towne and American Cyanamid have long-established libraries and one or two others have been organized recently or are rumored. Lacking any institutions of higher learning or special cultural facilities, Stamford's Public Library has an exciting opportunity to become a true community center.

The Library, which I took over about a year and a half ago, is located in the center of town, has some 100,000 volumes, a total staff of 30 persons and a budget this year of \$65,000. We have no branch buildings but do have a very good Book-

mobile serving the countryside. We also have branches in seven elementary schools to which we render full library service on certain days each week. Our business and technical room is the nearest approach to a special library and the only special collections we can claim are those covering Stamford and New England history and perhaps genealogy. We are well equipped in the fields of art, biography and current non-fiction. It is a matter of pride with us that many persons who really know libraries feel that ours is an unusually good, well-rounded collection for one of its size. Stamford's Library has been a busy circulating library without having made any special effort to develop outside contacts or promote its service. Steps in those directions are now being taken and meeting with real success.

A Chief Librarian's job in such an organization as ours is like running a small business. One has all of the problems of administration, financial operations, housekeeping, personnel work, public relations and, of course, book selection and full library service to the community. After a year and a half in this field I have acquired several convictions. One is, as I compare public with special library work, that there are too many rules in public libraries. Real service to the public is too often hampered because something has "never been done that way." We are making a serious effort to revise our rules to square with the times in which we are living and to keep them flexible. Another conviction is that small public libraries are far too preoccupied

<sup>1</sup> Notes from a talk given before the Second General Session of the Thirty-sixth Annual Convention of Special Libraries Association held in Philadelphia, Pa., June 20, 1944.

with the circulation of books. In this statement I underscore both "circulation" and "books." Books are underscored because public libraries seem to me so backward in their acceptance of pamphlets and other ephemeral materials. Many have not learned to acquire pamphlets quickly nor make them easily accessible to the public. Special librarians have much to teach public librarians in that field. I emphasize the word "circulation" first because it bothers me to find so much importance attached to the number of books borrowed and, secondly, because a public library is apt to feel its duty done when it has bought and cataloged a book and offered it for circulation. A special library's responsibility does not end until its books and information are put to work. I have never had greater respect for special library techniques than now and am convinced that every public library needs specialists on its staff if it is to be more than a circulating library. The average public library is weak in its information service as special librarians know that term. There is really no substitute for knowing a subject and the literature of that subject, both for the proper selection of books and for giving information service.

#### THE AVERAGE COMMUNITY

Since my topic is service to the community I have tried to analyze the groups within a community which should concern the library. Incidentally, the average person has little knowledge of the different types of librarians and the terms used in our profession—special librarian, college librarian or public librarian—mean nothing to the general public. Therefore, when a librarian fails to do a good job for a person, all library service suffers and conversely when any library renders good service we all benefit. I believe that special librarians are today playing an in-

creasingly important part in educating the world on good library service. Special librarians might, however, do more to promote a broader service than they themselves are equipped to render. For instance, when I administered a business library I had scant interest in the recreational needs of the people who used my library, yet I should have been far more familiar with other library resources and have publicized them. In many localities special librarians could tell the public library about the interests and hobbies of the people they serve and work out a continuing cooperative program with them.

War activities have greatly strengthened community life everywhere. Citizens are working together as never before and volunteers are doing much of the serious work of the community. While formerly we might never know our nearest neighbor, we now work on the same salvage team or in the air raid service with him; women meet regularly at the Red Cross, the O. P. A. or some other community organization. All of these organizations have needs which libraries can fill, and through war work, librarians are making individual contacts never before possible.

Let us, then, take a quick look at the groups libraries serve in a typical community. First there are the children, and from the library point of view they are probably less of a problem than any other group. They are good readers and although they represent less than half of the registration in our Library, they account for considerably more than half of the circulation. The teen-age group is in almost the same class although more serious problems are now facing libraries in connection with service to young people. Boys are going off to war and those who are left are working in factories or stores. Juvenile delinquency is increasing everywhere and public librarians have a real

responsibility to help in that field. However, it is with the adult that most of our service problems arise. In my own mind I divide our adult population into such groups as these: the women borrowers and others who might almost be called "book addicts." They read continuously and not too well. They come often to the library and expect to go out with three or four brand new novels, or when it's a man, with detective and western stories. Some of the surveys of reading habits show that two-thirds of all the fiction circulated by the average public library is to women. Stated another way, figures show that three-fourths of all the books borrowed by women are novels. To groups such as these the library does not have to promote its service to any degree, it must simply keep them supplied with new, and as good books as they will accept. Then there are the scholars, the intellectuals, who turn to the library naturally and come to us regularly because of the work they are doing, or because it is their habit to keep in touch with the world by reading good books and discussing them. This group is a joy to any public library staff; it keeps us on our toes in book selection and spurs on our efforts to let people with special interests know of new additions in their field.

Finally, and to me this is the most interesting group, there are the people in the community who need information. Too seldom these people think of their public library as the best source and we still have a fast promotion job to do. Recently I heard Mr. Ordway Tead of New York, who is well known to special librarians and a good friend of ours, speak on some of the problems in public library service to a community. He made the point that although librarians frequently complain that their resources are not used to the full, he feels our material will be

used only when there is a definite *need* or *desire* for it on the part of the public. He poses these questions: Do librarians understand the needs of the public? Are they capable of interpreting what the library has to satisfy those needs? Are libraries creating a desire for printed information? These are also problems in special library work and I imagine no special librarian ever considers his collection is being used up to the hilt. Each of us has his own individual answer to Mr. Tead's questions and his own special alibi. But the problems of evaluation, interpretation and promotion of library materials are so vast and urgent that they need the best efforts of the entire profession.

Most of us feel that the library profession as a whole is failing to supply complete library service to an individual. A special library usually covers one field of interest only and neglects other practical needs, such as recreation and hobby interests. On the other hand, the public library supplies largely recreational material and falls down on the informational needs. Somehow a program of cooperation must be worked out between public and special libraries. I wish I knew the ideal program but at the moment it seems to me that perhaps one of the greatest contributions that S. L. A. could make would be in the evaluation of source materials. Public librarians badly need comparative information on books and advice in their purchasing. With such limited budgets as we all have it is a pity to waste money on a second rate book. Yet only experts can properly judge the relative worth of most of the non-fiction that is published. I am sometimes appalled at the unscientific way in which public libraries spend their money. A typical example is the librarian in an industrial town, whose own personal interest was



art, who had for years been stocking beautiful art books which remained completely unused on the shelves, while that same library was offering nothing to the busy industrial life of the town. Similar crimes are committed by many small town public libraries in the name of genealogy. The recent very splendid memorandum by Carl Vitz on "Demobilization and the Library" makes a plea for the preparation of better buying guides, book lists, etc. The suggestion was made that the American Library Association institute a new type of service, with Foundation money of some sort. Is not the Special Library Association ideally fitted to render a service in this field? It has expert librarians in many subjects who can call on specialists within their organization if need be. It should be possible for the Association to offer comparative book information quickly enough to be of some use to public librarians before they spend their money.

One more suggestion I should like to make here although it is not directly related to library service to a community. It is that S. L. A. employ a trained publicity agent to interpret special librarianship to the world. Every speaker at this convention has stressed the fact that librarians need to "sell their service." Most of us have recognized this for many years. Is it not time that we employ someone to do this job who knows how, so that we may play our rightful part in the postwar world?

#### CONTACTS THROUGH ORGANIZED GROUPS

Meanwhile the best way to promote library service to a community is probably through local clubs and associations. America is a nation of "joiners" and life in a small town revolves around the organizations to which people belong. Our Library has recently been making a study of the groups in Stamford in preparing

a community calendar of events. We find, for instance, that church groups are by far the most numerous and active. It is heart warming to find how much activity centers around the churches in a small town; not only in their programs for children, but for the young married peoples' groups, women's and men's clubs. Second in point of numbers are the fraternal groups, lodges, women's auxiliaries, etc. Next probably come the social agencies, the character building and the recreational groups such as the YMCA and YWCA, the Scouts, the Family and Children centers, Visiting Nurse and others. Labor groups are undoubtedly vital in the life of the community but the average library has yet to know and deal with them. Our professional literature frequently points out that libraries are frightened of the problem of cooperation with labor and are avoiding its solution, but we cannot ignore this much longer. At the present time the greatest activity in any community centers, of course, around the war organizations, the Red Cross, civilian defense, war bond committees, price control and rationing. Their importance will continue long after the war ends.

Finally, and most vital to the library in its information service, are the business and professional organizations. Almost every city, no matter how small, has a local chapter of some banking group or real estate, cost accounting, insurance or other business and professional interest. It seems to me that these are probably our best channels for library promotion because we can tell our story at their regular meetings or through their published bulletins. In those cities which lack numerous individual special libraries, a cooperative library program with an entire industry or profession can be offered through its trade association. Recently

without any solicitation on our part, our Library has had gifts of money from two professional associations to build a better collection in their particular fields and to render library service to their members. This will bring in people who have never before known our Library and will automatically give us good publicity as we announce new additions to their special shelf in their monthly bulletin.

Librarians must learn to take a more active part in organized groups if they are to serve their communities properly. Members of every library staff hold individual membership in many organizations and it would be possible for each one to inject library service and material at almost every meeting. I make it a point to take pamphlets to nearly every committee meeting I attend, and often stimulate interest in the Library on the part of people there who would not otherwise have thought to ask the Library for information. As more and more public libraries begin to offer their buildings for meetings of community groups there will be chances to display related materials or prepare informal bibliographies. Later those groups should be notified of new accessions in the library on the subjects of interest to them.

#### WAR LIBRARY SERVICE

Strange as it may seem, the war is greatly helping the cause of books, reading and research. When I was first asked to speak at this meeting I was assigned the topic of *Libraries in Uniform* but I did not feel that I knew enough about library service to the armed forces to cover that subject. However, I do want to touch on it very briefly because it is a thrilling story, with important implications for librarians. It has been said that the largest library system in the history of the world has been created for our armed services. This service is being ren-

dered chiefly by the Army, Navy and the American Merchant Marine but it has also meant a large increase in government libraries here and abroad. Statistics seldom mean a great deal but these culled from various sources give some idea of the scope of the service. The Army had only 147 libraries with perhaps a half a million books when the war broke out; there are now in this country alone some 2,000 organized, functioning libraries owning about 15 million bound books. I visited the New York office of the Special Services Division of the U. S. Army and talked with Colonel Trautman who has charge of the Army book service. His is a busy, interesting office where one may see the standard kits of books for overseas use, each packed in a special box which becomes a ready-to-serve "book bar" abroad. There are two standard kits of the kind of books we know, one of 100 and another of 500 books. Then there are the new paper books, the small overseas editions that represent such a revolutionary development in publishing. Few people in this country have seen these armed-services books since none are distributed here. Some 32 titles a month are being issued, to the number of more than two million copies. They are reprints of good, current, best selling books, both fiction and non-fiction. Copies are free to soldiers and are expendable after they have been exchanged within their immediate groups. The books to be reprinted are chosen by The Council on Books in Wartime; the details concerning their production are interesting although there is no time to discuss them here. In addition to the paper books some 28 different magazines are now being issued in reduced size for the men abroad. More than one million copies are shipped weekly and included in the list are such magazines as *The Saturday Evening Post*,

*Life, Time, Esquire*, some of the pulps and, to my great interest, the *Science News Letter* and a digest from technical magazines issued by McGraw Hill Company.

The book service to the Navy follows the Army pattern and is equally fine. They, too, have kits, 150 volumes being the standard for a submarine, 2,000 for large ships and some 30,000 volumes allowed to the large Navy libraries on shore or in hospitals. These contain both fiction and non-fiction, the latter including technical works on navigation, strategy, engineering, etc. Professional librarians are in charge of Army and Navy libraries, each having civil service status. On shipboard, however, the Chaplain or the Navigator is usually the librarian. Librarians have long been familiar with the American Merchant Marine library service established way back in 1921 to supply books to our merchant vessels. This is supported largely by volunteer contribution but the Association still solicits good books and certain magazines that libraries may be discarding.

I know very little about the government libraries being established abroad but the one in London is a pioneer and probably well known to all Philadelphians since Dr. Richard Heindel of the University of Pennsylvania is in charge. I believe that similar official libraries containing information on our country are to be established in Africa, Australia and certain liberated countries. No special librarian can fail to be thrilled by the amazing research that has gone into war operations, planning of invasions and the countries involved in the war. This research cannot but help the cause of special librarianship just as the mass production of good books will eventually help public libraries. More people have been exposed to good literature through

the small paper books than ever before. It will be a great challenge to librarians to capitalize on this and hold the interest of the new readers in the armed services.

#### POSTWAR PLANNING

No one seems able to make a speech these days without including some reference to the postwar world and I am no exception. Postwar is an overworked term and really a misnomer because we are already in the early postwar period and should be using these days to develop and test our techniques for the time when the war really ends. I have been a member of the Postwar Planning Council in Stamford since its organization and find business men recognizing the role that librarians can play and welcoming the current information which we can supply for their planning. Each library's first postwar concern will naturally be for the returned service men and women, and the needs will differ for those who are well and those who are disabled. Secondly, we must be ready to help the displaced war workers. As to the specific subjects on which we must build good collections quickly, vocational information undoubtedly will head the list. Adult education will be on a scale heretofore unknown and the library should share in the local programs being developed. Inter-racial problems are coming to the front and every library should be ready. The list is endless. Equally important, libraries should be developing an interest in new materials and techniques. Visual aids must be available and phonograph records will be a natural part of a public library collection. Interest in community forums will grow and they will deal with local, national and international problems. I, for one, doubt that libraries will become the official information and service centers for the returned soldiers in very many cities. Some public libraries have already established

these centers, but such an agency will more likely be connected with the Selective Service or U. S. Employment Service office in each city since the returning boys are required to report there when they are mustered out.

In closing I want to stress only a few points. We have heard much at this convention about our changing world. Libraries, too, are facing changes and adjustments and are being offered vast new opportunities for service. By and large that service will be expressed in our own community. It is our duty, therefore, to know the community, its clubs and associations, since they seem our best channel for contacts and promotion. We should know all the local library facilities and integrate them as far as possible. There is so much to be done that duplication of effort is criminal waste. I am still convinced that library service to an area should be a cooperative venture. Philadelphia has pioneered in this field and I am proud to have had even a small part in its cooperative planning. But big, long-range plans often frighten people, so that in the average community, I believe a pro-

gram of cooperation must start on a small scale. It probably will not start with joint cataloging or purchasing; there will probably not be a Union Library Catalog since these are expensive to organize now that there is no WPA labor and fewer foundation grants. It is more likely that there will be joint efforts to broaden the use of library materials, cooperation in the preparation of source lists and in applying the information that libraries have to specific community problems. Public libraries have a larger field of service than special libraries because there are more of them and their market is broader but they must adopt special library techniques, must be more familiar with special fields and literatures. There should be lots of jobs for special librarians in public libraries after the war.

Let us, then, as individual librarians get together and show what we can do. If we take an active part in our community, are really alert to its problems and are ingenious about adapting our methods and applying our materials, we shall come to play an increasingly important role in the brave new world.

## LOCATING DIFFICULT PERIODICAL REFERENCES<sup>1</sup>

By GRETCHEN D. LITTLE

Literature Research Division, Atlas Powder Company, Wilmington, Delaware

**B**Y way of describing how a particular journal is located let us take the hypothetical case of Journal X. Does Dr. Crane list this in *Chemical Abstracts*? Volume 30 (1936) will tell us.

After looking in this volume and, let us say, not finding it listed, what is the next step to take? There is always the journal in which the reference appeared. We could write and ask the author of the article where he obtained it. This procedure, however, is not always satisfactory. If your library has any Union Lists avail-

<sup>1</sup> Paper presented before the Science-Technology Group at the Thirty-sixth Annual Convention of Special Libraries Association held in Philadelphia, Pa., June 19, 1944.

able, these, of course, will also be consulted. But the journal still eludes us. Now begins the tedious, persevering part of our work.

#### SOURCES USED IN LOCATING A REFERENCE

If in the vicinity of Philadelphia, Wilmington or surrounding sections, we call the Philadelphia Bibliographical Center where an assistant consults its many entry cards. From this search we either find that this particular number can be secured from, let's say, Centralia College, or it cannot be located. However, if the latter is the case the assistant promises to search further.

Mr. Hirsch has been kind enough to let us exhibit the book *Union Catalogs in the United States, 1942*, by R. B. Downs. Part five is a directory of union catalogs, by A. B. Berthold. This volume, I believe, would be of assistance to all who are not near any of the most active bibliographical centers. These centers, by the way, are in Seattle, Denver and Philadelphia.

If the Philadelphia Bibliographical Center is to continue the search, here are examples of what will be done:

An interesting case, as submitted to me by Mr. Hirsch, is the request of the Welch Medical Library at Johns Hopkins. The location of two obscure medical items which could not be found in the Library of Congress Union Catalogs, the Surgeon General's Catalogue, nor the New York Academy of Medicine was wanted. There were no Philadelphia locations either, so the Center undertook to contact Cleveland, Denver and Pacific Northwest Centers, the John Crerar Library and the Boston Medical Library, with the result that one of the items was finally located at John Crerar and the unlocated one turned over to the Library of Congress Union Catalogs for inclusion in its weekly search list.

Another example, a little out of the Science-Technology held, yet illustrating the excellent work the Centers are doing, is the request which came from a Midwest College. A German book on Nazi philosophy was desired. No copies appeared in Philadelphia, but the Center circularized the item to the Union Catalogs of the Library of Congress and to 14 cooperating libraries outside the Philadelphia area. The Library of Congress reported that the only copy (unfortunately non-circulating) known to them was in the New York Public Library. However, the circular to the cooperating libraries produced the information that an English translation of the item had been published by an obscure propaganda agency and a copy was available at Princeton University.

Let us now return to the very beginning of our hunt. Journal X, let us say, was cited in the abstract we found in the *Chemical Abstract Journal*. However, the abbreviation *Chem. Zentr.* was also cited. In these times Dr. Crane does not always know where the journal can be located, since he lifted the abstract from *Chem. Zentr.*

In reviewing our hunt, we find that we have used the listing in *Chemical Abstracts*, Union Lists available in our own library and a Bibliographical Center.

The Library of Congress, as we all know from the recent article in SPECIAL LIBRARIES, is "first of all, both by creation and primary responsibility, as well as in name, the library of the elected representatives of the United States." We also know of its many services. The one in which we are most interested at the moment is the check list of periodicals under the direction of the Union Catalog. This is a Union List of periodicals received in the United States during the war, 1939 to date, which includes entries

in over 360 libraries. Many of you are probably familiar with the form which indicates what library has the January, February, etc., issue. This service is very helpful *except* that only the number or month is given, and not the paging of the periodicals. Many times the number of the journal is not known. *Chemical Abstracts* rarely includes the number of the periodical, merely giving volume, pagination and year. To illustrate: one library wanted page 320 of the 1942 *Melliand Textilberichte*. The Mellon Institute had on file numbers 1-6 but page 320 just happened to be in number 7. There was no way to determine this beforehand.

Another service of the Library of Congress, given by the Director of the Union Catalogs, is information on the location of books and periodicals in various libraries of the United States. If unable to give this assistance, lists are circulated to other libraries for items which are hard to locate. This procedure, however, is only carried out by special request.

At the present time official reference research for foreign periodicals, serials and newspapers, centers largely in the War Agencies Collection. This collection is *not* open to general use; but research workers attached to other Government agencies, when properly endorsed, have the privilege of using the files. A card catalog of these files is maintained at the Library of Congress.

While speaking of the Library of Congress, it might be well to include the information, for those who are interested, that the Association of Research Libraries is now engaged in issuing in book form a catalog of Library of Congress printed cards. About 78 volumes are completed so far, taking one through the name Karl. If you are ever going to use

it for more than five minutes be sure not only to wear your glasses, but also to take a reading glass along. Most of the depository libraries receiving the catalog cards will also receive these volumes.

Another source which might be used is the Army Medical Library. I do not know if it has issued any recent list of periodical holdings, but it does have journals covering other than medical subjects. It is making microfilms of the periodical literature *without charge* as a war emergency measure; priority being given, of course, to Armed Forces. Orders must be sent *in duplicate* (the duplicate is very important) to the Photoduplication Service, Army Medical Library, Washington 25, D. C. As long as the privilege is not abused, we shall be able to secure a few of the hard-to-find from them.

One library had much difficulty locating a Russian journal. They used the S. L. A. service as well as other sources and had quite a volume of correspondence. Finally the article was located in California. How can special librarians overcome such difficulties when our task is to locate a reference quickly? Perhaps the answer is cooperation.

Before going on to ways in which we might more fully cooperate with each other, let me tell you about Mr. Shaw's wonderful new publication *Bibliography of Agriculture*. It has a definite place in technical literature. This monthly publication lists printed information received at the Department of Agriculture Library. Titles of journal articles are included and in case a title is misleading, there is a word or two telling of the contents. There are no abstracts, it is purely bibliographical. However, there is a subject and author index and a table of contents as well as the call numbers for all listings.

This government library also issued a list of periodical holdings in 1936, Miscellaneous publication No. 245, titled *A List of Periodicals Currently Received in the Library of the United States Department of Agriculture, June 1, 1936*. A mimeographed supplement appeared December 31, 1940. *A Preliminary List of Latin American Periodicals and Serials* was issued as Library List No. 5 in August, 1943. You all know that Bibliofilm Service is care of U. S. Department of Agriculture. It is to this service that Dr. Crane usually refers one. All in all, the Department of Agriculture Library is doing a stupendous job and deserves our vote of thanks.

Just how *Chemical Abstracts* is able to obtain its abstracts might be of interest to most of you present and will probably give you an idea why some of the original references taken from this journal are so difficult to obtain. Quoting from a letter of Dr. Crane's, "There is no satisfactory general answer as to how one can obtain original articles corresponding to abstracts. We are getting our information in a variety of ways and do not always see the original paper here.

"Some abstracts we have had made overseas, as in Switzerland, Sweden or England, and the corresponding journals were not, at the time at least, available in this country insofar as we could learn.

"Some abstracts have been made through other abstract journals. In these instances we have managed to gain access to the abstract journal, but not to the original journal." (For instance, *Chem. Zentr.* as previously explained.)

When questioning some of the larger libraries, it was found that the John Crerar Library lends about 4,000 volumes a year by way of interlibrary loan, but borrows but a dozen or two items from any other library in the course of a year.

It is in close touch with the bibliographical centers and maintains a union catalog of institutions all over the country.

The New York Public Library has a list of its holdings recorded in the *Union List of Serials*, but has not published, nor does it plan to do so, any separate list of them. However, it does endeavor to answer letters within a week stating if it has the specific issues of periodicals in question. In Wilmington we usually receive a photostat copy of an article requested or else a reply that it is not available within two or three days from the time we originally wrote. The New York Public Library has summed up in a few words what one can do in case local resources fail. It is suggested that one write promptly to a large library in the region, or if there is no such library near, write to the New York Public Library or to the Library of Congress. Of course, any libraries making inquiries should send fullest information possible about the material they desire.

#### FOREIGN PATENTS AND REFERENCES

A word about foreign patents. Of course, the Patent Office can supply one with specifications of most foreign patents prior to the war. Its service though is a little slow; hence, one might be interested in obtaining them from the New York Public Library which has issued a summary of patents and trade marks on file in its patent division. I am quite sure all of you who order foreign specifications would like to have a copy of this small pamphlet. Countries listed include Argentine Republic, Australia, Austria, Belgium, Bolivia, Canada, Chile, Cuba, Czecho-slovakia, Denmark, Finland, France, Germany, Great Britain, Hungary, India, International Union, Irish Free State, Italy, Japan, Mexico, Netherlands, New Zealand, Norway, Peru, Poland, Portugal, Russia-U. S. S. R.,

South Australia, Sweden, Switzerland, United States, Venezuela, Victoria and Yugoslavia.

As yet I have said nothing about Russian references. One can use the usual channels, of course, but often there are difficulties, for the periodicals sometimes received by universities are gifts, and the files may be incomplete.

As for the status of the S. L. A. project on *Holdings of Russian Magazines*, there are about 7,000 cards filed alphabetically by title, about half of which have been checked for completeness, correctness of titles and discrepancies in bibliographic information. In addition there are about 700 titles edited out of the Gregory *Union List of Serials*.

The American Russian Institute, 56 W. 45th St., New York, N. Y., founded in 1926 might be of some assistance, though I know very little about it except through a brochure received. The Institute claims it can give service to students, scholars and professional people who need material for their special fields of study. The fields of information include government and economy of the country, science, education and art, history, geography and the people.

Other associations or institutes whose libraries might be of value to us include the Chemist's Club which has recently received a gift of about 2,000 doctoral dissertations, a great many of them in German and French. Dr. Marston T. Bogert was the generous donor.

The Detroit Chapter is undoubtedly familiar with the recent acquisition made by Wayne University. I speak of the Hooker Scientific Library. For you who are not acquainted with this Library, it will interest you to know that this collection was at one time the most complete chemical library in the world. However, in the past few years, it has lost this

claim. But now, once again, Hooker Library will be able to regain its reputation. Two hundred thousand dollars has been raised to purchase this library, bring it up to date and add to it. It will now be called the Kresge-Hooker Library.

Information thus far has been directed mainly to those who are in the chemical field. This, I suppose, is natural because my primary interest is chemistry. However, for those with interests in aeronautical sciences, let me suggest that you take out a membership to the Paul Kollsman Library of the Institute of the Aeronautical Science, whose purpose it is to loan aeronautical books by mail to persons interested in aeronautical progress. For obtaining periodical material, there is Microfilms, Inc., whose service is similar to Bibliofilm, located at Ann Arbor, Michigan. Frequently 1940-1941 journals can be secured from it. Library of Congress Division of Aeronautics, Institute of Aeronautical Science, National Advisory Committee for Aeronautics, Massachusetts Institute of Technology and California Institute of Technology are other sources that might be used.

For periodicals in the field of mathematics, one might first try Brown University Library since they publish *Mathematical Reviews*.

Mention might be made of our own United States publications. Paper is scarce and there are limited editions. If a journal is copyrighted, it might be difficult to obtain a photostat or microfilm of the reference desired. However, as Mr. Shaw has aptly said, "On the basis of the 'gentlemen's agreement' between the Joint Committee on Materials for Research and the Board of Directors of the National Association of Publishers, which is printed in *Library Journal* 60: 763-764, October 1, 1935, there seems to be nothing to prevent a library or an in-



investigator from acquiring a photographic copy of an article from a copyrighted periodical, if the copy is provided 'in lieu of loan or in place of manual transcription and solely for purposes of research.'" Library of Congress will make a copy only if you have the author's permission.

#### COOPERATION BETWEEN LIBRARIES

There are several ways we can cooperate in order to promote research. One is through the American Documentation Institute. Some 60 leading scientific and scholarly societies, councils and institutions have formed this organization. Its services are varied but all with the view of the ultimate goal of developing all phases of documentation. One project in which we can be of assistance is the new service of acting as a technical translation clearing house. If anyone has translated materials from foreign scientific journals or periodicals published since the beginning of 1940, he is asked to deposit a copy of it with this organization. Later translations will be supplied upon order at the standard copying cost, i. e., 1 cent a page in microfilm, and 10 cents a page in photoprint, with a minimum charge of 50 cents. Certainly we can all go through our files and pick out our translations. Of course, a good copy is needed.

Another thing we can do to help is to have our people deposit a copy of their scientific writings, particularly when the paper is not to be published. The Society of Rheology is undertaking a fine project. When a paper is to be presented before their Society, it will at once be given an RI number. The author will send a copy of his paper ready for publication to the Editor, who will send it to the ADI. In turn, anyone desiring to secure the paper in microfilm can do so.

Papers for submission to the ADI must be typed with a fresh black ribbon,

double-spaced, on 8½x11 inch white paper.

Then there is the Oriental Science Literature Service of the ADI. This service was established in April 1941 because of the need of obtaining access to literature of the Far East not otherwise accessible. Its bulletin lists abstracts of scientific papers published only in Japanese and members have the privilege of ordering translations as they need them at considerably less than the usual cost of such translations.

For the Library of Congress Union List of Periodicals, we should make a point of sending in the little slips. However, perhaps we can have pagination included on these slips. I am quite sure this would be of assistance to every one concerned and would certainly cut down on correspondence as well as save paper.

Mr. Hirsch of the Bibliographical Center suggests that we use abbreviations sparingly. Those who are trying to find the material for us are not always familiar with the abbreviations used. Then too it might be a good idea to indicate what steps had already been taken before contacting them. When we do not indicate whom we have already asked, very often, there is needless duplication. If the abbreviations are used, indicate the source from which they are taken (e. g. *Chem. Abst.*)

There are a couple of suggestions I should like to make and probably have some kind of action taken by this group. The first is to have the author index continued in the individual issues of *Chemical Abstracts*. If this is absolutely impossible, then perhaps the page could at least be noted in the cross references which appear in the various sections, i. e. between the periodical and patent divisions. The second, which would probably be utopia, but perhaps could be done to a certain

extent is to have some sort of symbol used after abstracts to designate where the original can be located.

In closing I want to express my gratitude to the many special librarians who have given me information for this paper; also to Dr. Crane of *Chemical Abstracts*; Mr. Hirsch of the Philadelphia Bibliographical Center; Mr. Shaw, Department of Agriculture Library; and to those from the Library of Congress who have been so kind.

#### JOURNALS TO BE LOCATED<sup>1</sup>

1. *Arbeitsphysiologie* 11, 436-52 (1941).
2. *Kleipzig's Textile-Zeitschrift* 41, 1226-28 (1941).

<sup>1</sup> If any one knows where any of these journals is located will he please communicate with Miss Little.

3. *Kazett* 30, 254-60, 271-74, 286-91 (1941).
4. *Przemysl Chemiczny* 12, 240-49 (1928).
5. *Zeit. Oel-u. Fett-Ind.* 25, 233-34 (1932).
6. *Handbuch der inneren Medizin*. Begr. V. L. Mohr u. R. Staehelin. Bd. 6 Tl. 1. Glatzel, H.; Fettsucht und Mager-sucht. pp. 477-632. Berlin: Springer 1941.
7. *J. of the Institute of Fuel*—February 1943.
8. *Rendiconti reale istituto lombardo di scienze e lettere* 73, No. 11 (1939-40).
9. *Zeitschrift fur die Zuckerindustrie der czechoslovakischen Republik*. 64, 241-2 (1941).

## LIBRARY OF ORIGINAL FASHION SKETCHES

By MARY S. DORWARD

Assistant Librarian, Brooklyn Museum Library, Brooklyn, N. Y.

FROM August 11 to October 29, 1944, the Brooklyn Museum is having an exhibition of original sketches by contemporary American fashion designers. At this time, a small but representative group of drawings will be chosen from the permanent collection which is part of the Museum's Reference Library. For the past two years, the Library has been building this collection. Now for the first time the general public will see its scope.

This collection was formed when it was evident to us that standard art reference books, costume plates and contemporary fashion magazines were not sufficient for the students of today. They wanted to know how the well-known designer got his start, what subjects studied proved most useful, how his sketches were done

(because many wholesale houses buy designs from sketches), what advice he would give to them as beginners. The Brooklyn Museum Library seemed particularly well fitted to gather this information together in one place in the New York area, because of our long established contacts with designers and the Museum's tradition of willingness to help both the student and the established artist.

#### THE MUSEUM'S ROLE

It is no news to us in Brooklyn that fashion is an art—especially American fashion. We have long realized that we could be of extensive service by putting our collections and cooperation of the staff at the disposal of one of America's biggest industries, the garment trade, situated here in New York City. Many

years ago, a young designer was shown the beautiful textiles of the East by Stewart Culin, then Curator of Ethnology. Today, that designer, Jessie Franklin Turner, one of the great names of American fashion, is well known for her use of unusual fabrics and sculptural line. M. D. C. Crawford in his book *Ways of Fashion* quotes her, "I owe much to museums in this City. But I owe more to Stewart Culin than to any other man I ever knew. He taught me the basic silhouettes of the Orient, and the nature and scope of ornament and color. Often when I am designing, I find myself doing some unusual and beautiful thing and suddenly remember that he had called it to my attention in some treasure in the Brooklyn Museum". Today the Museum is one of the most modern in the City, our resources are greatly expanded and our staff alert to the problems of the fashion world. Exhibition after exhibition has been put on view with this group in mind. Some of them since 1940 include "Nothing to Wear", "2,500 Years' Search for Suitable Dress", "Shawls, Caps and Lappets", "Hats Unlimited", "Peruvian Textiles", "American Uniforms" and many others. In all of these exhibitions, the Library has played its part. Designers using the Museum's collections become well acquainted with our books and plates. The Museum's program has been an enormous success and well justifies our belief that culture and business work together for the benefit of all. Again I quote Mr. Crawford in *Ways of Fashion*: "The ready-to-wear industry of New York City has come to recognize the Brooklyn Museum as a vital part in its design planning. I do not believe that anywhere else on earth has a more rational or more fruitful relationship between a vast industry and a great museum been established."

#### ORGANIZATION AND CARE

We set to work in the spring of 1942. A questionnaire was sent to 75 designers requesting the information the students had asked us along with a few sketches which could be considered representative of their work. The plan was given publicity in the trade magazine, *Women's Wear Daily*. Through personal interviews with the designers, Mrs. Grace Banker, the Librarian, was able to explain fully the need and importance of having such a permanent collection available to all here in New York. They were quick to see the value of the scheme and generously cooperated in every way.

A card file is kept with all designers' names and addresses, and the record of all contact with them; when they received their first letter and questionnaire; whether it was filled out and returned to us; when their sketches arrived and any additional requests for sketches. Listed also on the cards is the bibliography on the designer which includes not only material in this Library, but also articles in the general periodicals found in any public library. In one drawer of the vertical file there is a folder for each person containing the filled-out questionnaire with any additional information such as clippings, photographs or publicity which they have sent us or that we have found elsewhere. Sketches small enough to fit into the folder are kept there also. Since most designers sent us their finished drawings, often measuring 26"x18", it is necessary to keep them elsewhere. For these there is a specially built cabinet of 26 drawers, 3' 6" high, 4½' long and 3' 6" deep. There the sketches are filed alphabetically by the designer's name. Part of the collection is matted and when materials are plentiful again, the rest will be.

#### SPECIAL COLLECTIONS

The Library has been very fortunate

in securing two valuable collections. Elizabeth Hawes has given her entire group of sketches covering the years 1929-1940 when she was one of New York's most famous couturiers. These are kept in 22 large portfolios, and, for the most part, there is a description and a swatch of the goods used in the costume on each plate. She has an amusing method of naming her dresses. Her spring and summer line of 1939 was named for newspapers, another in 1940 for popular songs. Wearing not "just a dress", but something exciting called "Lady be Good" or "Blue Skies" could give a girl a decided lift. The line named for books is fun, too. *The Dance of Life*, *Look Homeward*, *Angel* and the *Descent of Man* are, of course, lovely dance frocks.

The other collection comprises the French fashion sketches of Henri Bendel, Inc. This is a magnificent record of every dress imported by the company from 1910-1940. It is a unique and extremely important record because it is so complete. The sketches are kept in portfolios, dated, not only by the year, but also by the seasons. The name of the designer is on each sketch. All the important French couturiers are represented and one can study the rise of Chanel, Vionnet, Patou, Alix and many others. In sharp contrast to the chic mode illustrated by these designers are the highly amusing and naïve tennis gowns and bathing suits typical of the period of the last war. The theatrical and musical world are also here. Fantastic and lovely costumes were created for such stars as Geraldine Farrar, Fay Bainter, Elsie Ferguson, Hope Hampton and Jane Cowl. The collection, which numbers altogether about 7,500 sketches is on loan from the Bendel company. The Bendel and Hawes collections together number 109 portfolios. Two cabinets with adjustable shelves were

made to hold these, and it is an easy matter to locate the volumes as they are filed chronologically.

#### USE OF THE COLLECTION

Until the collection went on exhibition this summer, no general publicity was released with the exception of the notice in *Women's Wear Daily*. There were no special announcements to the trade or to the schools, but from its beginning, the collection has been in use. The designers were responsible for this by sending just the material the student needed. Sketches began arriving soon after the questionnaires were received. In a very short time, we had a small collection for the student with which to work. The schools in the immediate vicinity were the first to use it extensively; there are three large high schools for girls within a five-minute walk of the Museum. Soon afterwards students were coming from all over the metropolitan district.

The reference room of the Library is a large pleasant place seating forty people, so we encourage whole classes to come. (Our other readers can be conveniently cared for in the study room next to the Library). Here the instructor can discuss with the pupils the reason for a designer's success. She can show them Claire McCardell's clean-cut line, Hattie Carnegie's soignée and elegant creations for the Duchess of Windsor, Bernard Newman's exquisite gowns for Mrs. Cary Grant's trousseau, Tina Leser's spritely adaption of native themes such as the Hawaiian or the Guatemalan done in a chic and far from peasant manner. The students love it and they prove their interest by coming back on their own free time to study the sketches. Young New Yorkers are realists, knowing full well that they must be more than good, far better than average, to make a place in today's fashion world. Each sketch is

studied; the line, the use of color and cut noted, and in this way, they learn what it takes to make a fashion a hit. The embryo designers are grateful for the time and energy spent in getting such a practical collection together and are careful to note the advice given them. Mark Mooring says, "Acquire a historic background". Then they see our plates on medieval costume and a Mooring dress that has a faintly moyen-âge line though admirably suited for today's life. Claire McCardell reminds them "it's a long road to the top" and to design anything and everything that comes their way. She herself started out painting lampshades. Lilly Daché advises them "to respect creative talent", and all designers stress that it's work, hard work, but worth it.

The worldly clothes designed by Irene of Metro-Goldwyn-Mayer for our glamorous movie stars and the beautiful costumes for Ginger Rogers in *Lady in the Dark* by Edith Head of Paramount are exciting for the students. Theatrical designs are fine examples of the adaptation of historic costume. In other ways, too, they see how historic costume can be put to use. When war made necessary the W. P. B. restrictions on the use of fabrics, they found out how the designers successfully met the challenge by drawing on their background of dress in other eras. It was brought home to the students how radically world events can change their trade and how necessary it is for them to be adaptable. Our books and plates on costume of ancient Greece, China, the Empire period and even the despised Twenties, were studied with great earnestness.

The collection is invaluable to the designers of clothes, but it is equally important from the point of view of another group, the future fashion illustrators. They work with the same eagerness, learning how velvet, tweed, lace,

chiffon, etc. can be shown, how much to put in a sketch in the way of background. Scanty though it usually is, the background must be smart, elegant, and our magazines on decoration and architecture are constantly used. When the students come in small groups, they are allowed to work with paints. The sketches are protected in large cellophane envelopes and placed on lecterns out of reach of any possible accident.

#### FUTURE OF THE COLLECTION

There are now 108 of America's leading designers represented in the collection by sketches and biographical information. Some have sent in as many as 75 sketches and daily the total increases for the designers keep it up to date by sending in their most recent work. Many classes come to the Library every week, and students and young designers come individually in great numbers.

There have been many requests from art and fashion schools throughout the country. They want to know if some of the material might not be available to them. A group of sketches was loaned to the Drexel Institute in Philadelphia and to the Rhode Island School of Design in Providence. As this proved very successful, a travelling exhibition of sketches will be assembled during the autumn and will be available for exhibition to any out-of-town school.

In years to come, the collection will be a magnificent record of American costume which, for the most part, has been a sadly neglected art. The Brooklyn Museum Library, now the repository of fashion sketches, is open to everyone who wishes to study this art. As soon as possible, the collection of original sketches will be international in scope, contact having been made already with the British designers. It has been a satisfac-

(Continued on page 393)

# SPECIAL LIBRARIES ASSOCIATION

## Constitution and By-Laws

(As Adopted June 19, 1936. As Amended June 18, 1937, June 6, 1940,  
June 24, 1943, June 21, 1944)

### Constitution

#### Article I

##### *Name and Object*

SECTION 1. Name: The name of this Association shall be Special Libraries Association.

SECTION 2. Object: The object of this Association shall be to encourage and promote the collection, organization and dissemination of information, to develop the usefulness and efficiency of special libraries and other research organizations and to encourage the professional welfare of its members.

#### Article II

##### *Membership*

SECTION 1. Types: There shall be seven types of national membership: Active, Associate, Student, Institutional, Sustaining, Honorary and Life.

SECTION 2. Active: Active members shall be individuals who are actively engaged in library, statistical or research work, or who were formerly so engaged. They shall be entitled to receive the Journal free, to affiliate with not more than two Groups without further payment, to affiliate with the Chapter of their choice, to vote at all meetings of the Association, and to hold office.

SECTION 3. Associate: Associate members shall be individuals who are actively engaged in library, statistical or research work, or who were formerly so engaged. They shall be entitled to receive the *Proceedings* issue of the Journal, to affiliate with not more than one Group without further payment, to affiliate with the Chapter of their choice, and to vote at all

meetings of the Association.

SECTION 4. Student: Student members shall be individuals who are enrolled in classes in library, statistical or research work. They shall be entitled to receive the *Proceedings* issue of the Journal, to affiliate with one Group without further payment, and to affiliate with the Chapter of their choice.

SECTION 5. Institutional: Institutional members shall be individuals, libraries, firms or other organizations maintaining a library, statistical or research department. In addition to all privileges of Active membership, the designated representative of an Institutional member shall be entitled to affiliate with not more than three Groups without further payment, and to receive all publications of the Association free during the term of membership, except those that the Executive Board may designate as self-sustaining.

SECTION 6. Sustaining: Sustaining members shall be individuals, firms or other organizations not actively engaged in library, statistical or research work but interested in supporting the Association. They shall be entitled to receive the Journal free and to affiliate with the Chapter of their choice but they shall not have the power of voting or of holding office.

SECTION 7. Honorary: Honorary members shall be individuals whom the Association desires to honor. Nominations may be proposed by the Executive Board at any meeting of the Association. Honorary members shall enjoy all the rights and privileges of Active members

except the power of voting and holding office.

SECTION 8. *Life*: Anyone eligible to Active membership may become a Life member upon the payment at one time, and without further obligation, of the sum determined by the Executive Board in accordance with provisions of the By-Laws. They shall enjoy all the rights and privileges of Active members. All who are *Life members* at the time of the adoption of this Section shall enjoy the same privileges.

### Article III

#### *Officers*

SECTION 1. *Enumeration*: The officers of the Association shall be a President, a First Vice President (President Elect), a Second Vice President, a Secretary, a Treasurer and three Directors.

SECTION 2. *Election*: The President, Vice Presidents and Treasurer shall be nominated and elected in accordance with provisions of the By-Laws. They shall serve for one year or until their successors are elected or appointed and assume their duties.

SECTION 3. *Directors*: One Director shall be nominated and elected in accordance with provisions of the By-Laws to succeed the Director whose term next expires. He shall serve for three years, or until his successor is elected or appointed, and assumes his duties.

SECTION 4. *Secretary*: The Secretary shall be appointed annually by the Executive Board.

### Article IV

#### *Executive Board*

SECTION 1. *Composition*: The Executive Board shall be composed of the President, Vice Presidents, Treasurer, Directors and the last retiring President. The Board shall have and exercise such

powers and duties as the By-Laws may provide, or as the Association may direct.

SECTION 2. *Vacancies*: Any vacancy occurring in the Executive Board by reason of resignation or death may be filled by a majority vote of the remaining members of the Board, the appointee to serve until the next annual election.

### Article V

#### *Advisory Council*

SECTION 1. *Composition*: There shall be an Advisory Council consisting of the executive officer of each Committee, Group and Chapter. In case of inability of the executive officer to attend meetings of the Executive Board, he may designate a member of his Committee, Group or Chapter to represent him. He may also send a written report to the President or Secretary which may be presented at said meeting. The Council shall perform such duties as the By-Laws may provide.

### Article VI

#### *Meetings*

SECTION 1. *Annual*: The annual meeting of the Association shall be held at the time and place determined by the Executive Board.

SECTION 2. *Quorum*: Sixty voting members in good standing shall constitute a quorum for the transaction of business at all meetings of the Association.

SECTION 3. *Rules*: Robert's *Rules of Order*, latest edition, shall govern all deliberations of the Association, Executive Board and Committees, when not inconsistent with the Constitution and By-Laws.

### Article VII

#### *Amendments*

SECTION 1. *Constitution*: This Constitution may be amended or repealed by a three-fourths vote of the members pres-

ent and voting at any annual meeting; provided, however, that written or printed notice containing the text of all proposed amendments shall have been given to each voting member, or published in the Journal, at least thirty days prior to such meeting.

SECTION 2. Proposals: Amendments to the Constitution may be proposed in writing by the Executive Board, by the

Committee on Constitution and By-Laws or by any twenty-five voting members of the Association, except that proposals originating in the aforesaid Committee shall be reported first to the Executive Board.

SECTION 3. By-Laws: By-Laws may be adopted or amended by a majority vote of the members present and voting, at any meeting of the Association.

## By-Laws

### By-Law I

#### *Duties of Officers*

SECTION 1. President: The President shall be the chief executive officer of the Association, and, subject to the Executive Board, shall have general supervision and control over its affairs. He shall preside at all meetings of the Association and of the Executive Board, and shall sign all orders drawn upon the treasury for the payment of funds, unless he otherwise designates. Together with the Secretary he shall sign all contracts and other legal documents, when authorized by the Executive Board to do so. He shall see that the Constitution and By-Laws of the Association and the orders of the Executive Board are faithfully executed, and shall recommend to the Board such measures as he may deem necessary for the best interests of the Association.

SECTION 2. Vice Presidents: In the absence or withdrawal of the President, the Vice Presidents, in their respective order, shall have and perform all the duties and obligations of the President. The Vice Presidents shall perform such other duties as the President or Executive Board may request.

SECTION 3. Secretary: The Secretary shall keep a record of all meetings of the

Association and of the Executive Board. He shall have the right to speak on any question before the Executive Board, but not the right to vote. He shall have charge of the headquarters office; he shall keep a record of the names and addresses of members, designated by classes; he shall issue all bills and collect all money due the Association; he shall draw all orders upon the treasury for the payment of funds; he shall be responsible for all work in connection with the publication of the Journal, except such as is assigned to the Editor; he shall, with the President, sign all contracts and other legal documents, and shall perform such other duties as may be requested by the Executive Board. His services may be terminated after thirty days' written notice by either party.

SECTION 4. Treasurer: The Treasurer shall have the custody of all funds of the Association, and shall render a true account of the same to the Association at each annual meeting. He shall keep a record of, and disburse such funds in accordance with the mandates of the Executive Board, upon orders drawn by the Secretary and approved by the President. He shall, upon request, submit to the Executive Board a statement of all funds in his custody.



## By-Law II

*Executive Board*

SECTION 1. Authority: The Executive Board shall have and exercise power and authority to manage and conduct the business of the Association, subject to authorization of the Association. Custody of all property of the Association shall be vested in the Executive Board, which shall have power to manage the same for the best interests of the Association.

SECTION 2. Meetings: The Executive Board shall meet at the call of the President. Upon the written request of any three members of the Board to the President, he shall call a meeting of the Executive Board. All meetings of the Executive Board shall be open to members of the Advisory Council; provided, however, the Executive Board shall, in its discretion, have the right to meet in executive session.

SECTION 3. Quorum: Five members of the Executive Board shall constitute a quorum for the transaction of business.

## By-Law III

*Advisory Council*

SECTION 1. Meetings: Members of the Advisory Council shall meet at least once with the Executive Board during the annual meeting. The members of said Council shall be privileged to attend all meetings of the Executive Board, except executive sessions, and shall have the right to speak on any question, but not the right to vote.

SECTION 2. Duties: Members of the Advisory Council shall submit reports on the activities of their respective Committees, Groups or Chapters, together with such recommendations as they deem advisable or necessary, to the Executive Board.

SECTION 3. Organization: The Advisory Council may organize by the election

of a chairman and a clerk, both of whom shall be members of the Council, and may hold such meetings for the proper performance of its duties as the Chairman or Council may designate.

## By-Law IV

*Committees*

SECTION 1. Standing: Standing Committees shall be appointed to consider matters of the Association which require some continuity of attention and members. Members of all Standing Committees shall be appointed for overlapping terms of two years each, and may be reappointed for a second or third consecutive term but not for a fourth. On the first appointments following the adoption of this By-Law, the Executive Board shall designate the length of the terms of appointments, so that the terms of half the members of each Committee, as nearly as may be, shall expire each year.

SECTION 2. Special: The Executive Board may authorize such Special Committees as it deems necessary, to perform such duties as the Board may assign to such committees. The term of appointment for members of all Special Committees shall end with the Association year, but members may be reappointed.

SECTION 3. Appointments: The President, with the approval of the Executive Board, shall appoint the chairmen of all such Committees which shall be responsible to the Executive Board. When so directed by the Executive Board, the President shall appoint the entire Committee.

## By-Law V

*Groups*

SECTION 1. Creation: The Executive Board may authorize the establishment of Groups relating to definite interests of special librarians which are actively represented in the Association, upon the writ-

ten petition of ten or more members engaged in the work of the proposed Group.

SECTION 2. Membership: Members may affiliate with one, two or three Groups according to the privileges granted for their respective types of membership. Members may affiliate with an additional Group or Groups upon the payment of fifty cents (50c) annually for each affiliation.

SECTION 3. Discontinuance: The Executive Board may, in its discretion, recommend the discontinuance of a Group when, in its opinion, the usefulness of that Group has ceased. The Board shall submit such recommendation to the next annual meeting of the Association, and, if the recommendation shall be adopted by a majority vote of the members present and voting, such Group shall thereupon be dissolved.

#### By-Law VI *Chapters*

SECTION 1. Creation: Chapters shall be established only by authorization of the Executive Board, upon the written petition of ten or more Active or Institutional members of the Association, residing in the territory within which the Chapter is desired.

SECTION 2. Government: Chapters may adopt a Constitution or By-Laws, or both, to govern their activities, not inconsistent with the Constitution and By-Laws of the Association.

SECTION 3. Membership: Every member of the Association shall automatically be a member of the nearest Chapter within fifty miles of his residence, unless he requests otherwise. Members not living within fifty miles of a Chapter shall be considered unaffiliated members, unless they request a definite affiliation.

SECTION 4. Discontinuance: The Executive Board may, in its discretion,

recommend the discontinuance of a Chapter when, in its opinion, the usefulness of such Chapter has ceased. The Board shall submit such recommendation to the next annual meeting of the Association, and if the recommendation shall be adopted by a majority vote of the members present and voting, such Chapter shall thereupon be dissolved.

#### By-Law VII *Finances*

SECTION 1. Source of Funds: Funds of the Association shall include income from membership dues, subscriptions, advertising, sale of publications and such other sources as the Executive Board shall approve.

SECTION 2. Fiscal Year: The fiscal year shall be the calendar year.

SECTION 3. Dues: Dues shall be determined by the Executive Board, subject to ratification by a two-thirds vote of the members present and voting at any annual meeting of the Association; and provided, further, that written or printed notice of the proposed change shall be given to all voting members at least sixty days in advance of the meeting at which such action is to be considered.

SECTION 4. Dues Payable: All dues shall be payable annually in advance. The initial dues of new members shall be assessed and collected on a quarterly pro rata basis.

SECTION 5. Dues in Arrears: The membership of any person, firm or organization whose dues shall be six months in arrears, and who shall continue such delinquency for one month after notification of the same, shall automatically cease.

SECTION 6. Reinstatement: Reinstatement may be made on payment of dues for the current year.

SECTION 7. Committee and Group Expenses: Funds for the support of Com-

mittee and Group activities shall be paid by the Treasurer upon authorization by the Executive Board, upon application by the Committee or Group. Said application shall set forth in such detail as the Executive Board may require, the purposes for which such funds are requested, together with an approximate budget of expenses.

SECTION 8. Chapter Expenses: Expenses of Chapters shall be met by the appropriation of a percentage of membership dues paid by Chapter members, the percentage and amount of the appropriation to be determined and authorized annually by the Executive Board. Payments to Chapters shall be made semi-annually and automatically in advance. For cause shown, the Executive Board may grant additional funds, or it may grant loans to a Chapter in its discretion. Each Chapter which shall make application for such additional funds or loans shall submit an estimated budget of expenses, in such detail as the Executive Board may require.

#### By-Law VIII

##### *Meetings*

SECTION 1. Annual: Notice of the annual meeting, in writing or printed in the Journal or otherwise, shall be sent to each voting member at least thirty days prior to the date of such meeting.

SECTION 2. Special: The Executive Board shall have power to call such special meetings of the Association as said Board may deem necessary. Notice of special meetings, in writing, or printed in the Journal or otherwise, shall be sent to each voting member at least thirty days prior to the date of such meetings. Such notice shall clearly specify the business to be transacted, and no business other than that stated in said notice shall be considered.

#### By-Law IX

##### *Nominations*

SECTION 1. Committee: Not later than two months after the annual election, the President, with the approval of the Executive Board, shall appoint a Nominating Committee of five members, no one of whom shall be a member of the Executive Board, to nominate candidates for the elective positions of President, 1st Vice President (President Elect), 2nd Vice President, Treasurer and one Director. Two candidates for the offices of 2nd Vice President, Treasurer and Director shall be presented.

SECTION 2. Candidates: Names of candidates, together with their written acceptances, shall be presented by the Nominating Committee to the Executive Board at its Fall meeting. The Board shall cause these nominations to be printed in the first issue of the Journal following this meeting and make suitable provision for informing members who do not receive the Journal.

SECTION 3. Other Nominations: Further nominations may be made upon written petition of ten voting members in good standing. Such petitions, accompanied by written acceptances of the nominees, must be filed with the Secretary of Special Libraries Association at Association Headquarters not later than March first.

SECTION 4. Ballot: The Nominating Committee shall prepare an Official Ballot, including nominations by petition, if any. The professional position and business address of each nominee shall appear on this Ballot.

#### By-Law X

##### *Elections*

SECTION 1. Committee: The President, with the approval of the Executive

Board, shall appoint a Committee on Elections which shall have charge of the conduct of the annual election and the counting and tabulation of all votes cast.

SECTION 2. Mailing: At least six weeks prior to the annual election the Secretary shall mail a copy of the Ballot to each member of the Association. Ballots shall be marked and returned to the Secretary in sealed envelopes bearing on the outside the name and address of the member voting, together with the words, "Official Ballot". The Secretary shall check on a list of members the names of all members whose votes are received.

SECTION 3. Elections: The candidates receiving the largest number of votes shall be declared elected and shall be so reported at the business session of the annual meeting by the Committee on Elections. In case of a tie vote, the successful candidate shall be determined by majority vote of members present and voting in annual meeting, if in session, otherwise by lot conducted by the Committee on Elections. In case there is no annual meeting, the report of the Committee on Elections shall be printed in the Journal.

By-Law XI

*Publications*

SECTION 1. Publications: The Association shall publish an official organ, which may be referred to as the Journal, and such other publications as the Executive Board may authorize. Control of all

publications shall be vested in the Executive Board, with power to fix advertising rates, and subscription rates, if any.

SECTION 2. Editors: The Editors shall be appointed annually by the Executive Board. They shall have charge of their respective publications subject to the editorial policies approved by the Board. The Editor of SPECIAL LIBRARIES shall attend the meetings of the Executive Board, and shall have the right to speak on any question before the Board, but not the right to vote. The service of any Editor may be terminated after thirty days' written notice by either party.

By-Law XII

*Headquarters*

SECTION 1. Location: The headquarters of the Association shall be at such place as the Executive Board may determine.

By-Law XIII

*Affiliation*

SECTION 1. Societies: The Executive Board may by vote affiliate with the Association any national society having purposes similar to those of Special Libraries Association, or may in like manner cause the Association to be affiliated with any national society having similar purposes. The Executive Board may by vote cancel an affiliation when, in its opinion, such affiliation is undesirable, but such vote to be effective shall be approved by the Association.

*Men well governed should seek after no other liberty,  
for there can be no greater liberty than a good government.*

SIR WALTER RALEIGH.

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Divisions of the service range in price from \$7 to \$60 a year. The annual volume containing all references in the daily card service is \$50 a copy.

## **National Institute for Human Relations**

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## **Printers' Ink Publishing Co., Inc.**

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**Brad-Vern's Reports**, a continuing study of business paper advertising schedules, is issued in the fall, and shows quarterly, for the year ending June 30th, who advertised in 461 business papers and how much space they used. It reconstructs schedules of approximately 25,000 advertisers in business papers. Special

studies, utilizing files of some 400 business papers, will be undertaken upon special order at the rate \$2.50 an hour; or the subscriber may utilize library facilities of this company himself free of charge. \$12 a year.

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**Thomas' Register**, an annual directory of products and manufacturers, contains three sections: an alphabetical list of products, with names of manufacturers and capital or size rating for each; an alphabetical list of manufacturers, with branches, successors, etc.; and an alphabetical list of more than 50,000 popular trade names, with manufacturers of such trade named articles. \$15 a copy.

**Thomas' Wholesale Grocery and Kindred Trades Register**, an annual directory of the food trades, including about 6,000 wholesale grocers, 3,500 brokers, over 750 chains (with number of stores operated), over 400 voluntary groups, with a number of operators in allied lines and manufacturers and jobbers. \$10 a copy.

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**The Verner Ottawa Letter**, weekly, mailed each Saturday, reports and comments on Canadian economic and national affairs, covering such fields as finance, banking, distribution, transportation, national income, production, war effort, government finance and taxation, social and political tendencies affecting business. Established in August 1940, and edited by Robert B. Verner. Each issue consists of 4 or 5 pages, with occasional special supplements. Binders supplied for \$2. \$50 a year. Back files may be obtained at \$10 a year.

**National Wages Orders and Decisions**, loose-leaf, with new and revision sheets as data become available or explanations and analyses required, consists of a full consolidation of the Canadian Wartime Wages Control Order, 1943, PC9384, with amendments, and decisions of the National War Labour Board operating under this order. \$36 a year.

## Announcements

### Editor's Note

The sections devoted to "Events and Publications" and "Forecasts of Forthcoming Books" which have been omitted from this issue will appear as usual in October.

### Copies of 1944 Proceedings Issue Wanted

Mrs. Kathleen B. Stebbins, National Secretary, will appreciate having returned to her any copies of the July-August 1944 (*Proceedings*) issue of *SPECIAL LIBRARIES* which are not in use. They are needed to supply requests from outside sources.

### S. L. A. Hospital Library Group Formed

The Special Libraries Association formed a new national Group for hospital and nurses' librarians within its organization at its recent Annual Conference, held in Philadelphia, as a result of a petition submitted by hospital librarians from Chicago, New York, Minneapolis and St. Paul. Miss Ruth Tews, Head of the Hospital Library Service of the St. Paul Public Library, was appointed Chairman by the S. L. A. Executive Board.

This new Group will give all librarians working in hospitals an opportunity for active participation in the national development of their work, in the determining of standards, in the consideration of publications and in general extension of their services.

Will all who are interested in receiving the first *News Letter* from this newly formed Group, please notify Miss Ruth M. Tews, Hospital Service, St. Paul Public Library, St. Paul 2, Minnesota.

### Two Assistantships Open at University of Illinois

The University of Illinois has available two assistantships open to candidates for the Master's degree in library science. The appointees will be assigned to the Journalism Library and to the Ricker Library of Architecture and Fine Arts.

Each assistant will work thirty hours a week. The salary will be \$107.50 per month, in addition to the waiving of university fees. Those interested should write immediately to Dr. R. B. Downs, Director of the Library, University of Illinois, Urbana, Illinois. Appointments will be made by October 10.

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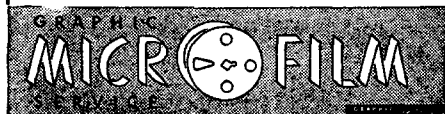
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ETHEL M. FAIR, *Director*  
Library School, N. J. C.

(Reprinted from *Bulletin*, New Jersey Chapter, S. L. A.)

## Library of Soviet Union Ball-Bearing Plant Wins Prize

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(Continued from page 382)

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