


4-1-1944

Special Libraries, April 1944

Special Libraries Association

Follow this and additional works at: http://scholarworks.sjsu.edu/sla_sl_1944

 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, April 1944" (1944). *Special Libraries, 1944*. Book 4.
http://scholarworks.sjsu.edu/sla_sl_1944/4

This Magazine is brought to you for free and open access by the Special Libraries, 1940s at SJSU ScholarWorks. It has been accepted for inclusion in Special Libraries, 1944 by an authorized administrator of SJSU ScholarWorks. For more information, please contact scholarworks@sjsu.edu.

SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 35

April 1944

NUMBER 4

Reclassification of Special Collections in College and University Libraries
Using the Library of Congress Classification
Maurice P. Tauber

A Classification for State, County and Municipal Documents
Raynard Swank

Library School Preparation for Special Subject Librarians:
An Answer to Mr. Floyd Orton
Isobel Nichol

Manpower! Special Skills! Buried Talents! Where Are They?
Ruth Savard

Highlights of S. L. A. Executive Board and Advisory Council Meetings
Eleanor S. Cavanaugh

36th Annual S. L. A. Conference, Philadelphia—June 19-21, 1944
William J. Haas

S. L. A. Constitution and By-Laws, Proposed Changes

Published by

SPECIAL LIBRARIES ASSOCIATION

Blakiston Books

● INTERNATIONAL TRADE AND THE NATIONAL INCOME MULTIPLIER—*Fritz Machlup*

This book develops in a clear, interesting manner certain aspects of the theory of international trade and capital movements using the technique of the money income multiplier. Step-by-step analysis is employed and the effects of a given increase in disbursements are traced through successive income periods until a new permanent level of income is reached. 237 Pages. \$3.50 (1943)

● MONETARY THEORY—*George N. Halm*

All the major problems of monetary analysis and policy are presented in a clear, intelligible way in this volume. 247 Pages. \$3.50 (1942)

● THE SHIFTING AND INCIDENCE OF TAXATION—*Otto von Mering*

This book covers an impressively wide range of problems utilizing analyses gathered from specialized works both here and abroad. 262 Pages. \$3.25 (1942)

● AIR TRANSPORTATION—*Claude E. Puffer*

This book presents the fruitful results of the author's investigation of the economic and legal characteristics of the air transportation industry. 675 Pages. \$3.75 (1941)

● WARTIME GOVERNMENT IN OPERATION—

William H. Nicholls and John A. Vieg

Sponsored by The American Council on Public Affairs

This is a constructive analytical study of our governmental wartime policies with major emphasis on the food program and labor policies.

109 Pages. Appendix. Tables. \$1.50 (1943)

● READINGS IN THE SOCIAL CONTROL OF INDUSTRY

Volume I of the Blakiston Series of Republished Articles on Economics Selected by a Committee of the American Economic Association.

This volume presents a selection of fifteen outstanding articles which bring into clear focus the leading issues in the public policy of controlling competitive and monopolistic industrial practices.

494 Pages. \$2.75 (1942)

Volume II: Readings in Business Cycle Theory.

This second volume in the Blakiston Series of Republished Articles on Economics presents an over-all survey of the Business Cycle Theory written by a group of cosmopolitan authors. Probable Price \$3.75 (1944)

THE BLAKISTON COMPANY

Philadelphia 5, Pa.

Please Mention Special Libraries When Answering Advertisements

Special Libraries

VOLUME 35 *Established 1910* NUMBER 4

CONTENTS FOR APRIL 1944

Reclassification of Special Collections in College and University Libraries Using the Library of Congress Classification . . . MAURICE F. TAUBER	111
A Classification for State, County and Municipal Documents RAYNARD SWANK	116
Library School Preparation for Special Subject Librarians: An Answer to Mr. Floyd Orton ISOBEL NICHOL	120
Manpower! Special Skills! Buried Talents! Where Are They? RUTH SAVORD	125
Highlights of S. L. A. Executive Board and Advisory Council Meetings ELEANOR S. CAVANAUGH	126
36th Annual S. L. A. Conference, Philadelphia—June 19-21, 1944 WILLIAM J. HAAS	129
S. L. A. Constitution and By-Laws, Proposed Changes	130
Events and Publications	132
April Forecasts of Forthcoming Books	135
Announcements	136

Indexed in Industrial Arts Index and Public Affairs Information Service

THE STAFF

ALMA CLARVOE MITCHILL
80 Park Place, Newark 1, N. J.
Editor

JEAN MACALISTER

Associate Editors

BETTINA PETERSON

KATHLEEN BROWN STEBBINS
Advertising Manager

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

SPECIAL LIBRARIES published monthly September to April, with bi-monthly issues May to August, by The Special Libraries Association. Publication Office, 71 Clinton Street, Newark 5, N. J. Address all communications for publication to editorial offices at 31 East Tenth Street, New York 3, N. Y. Subscription price: \$5.00 a year; foreign \$5.50; single copies, 50 cents. *Entered as second-class matter at the Post Office at Newark, N. J., under the Act of March 3, 1879, and at the special rate of postage as provided for in the Act of February 28, 1925.*

HARPER BOOKS for SPECIAL LIBRARIES

• April •

ORGANIZED LABOR AND THE NEGRO

By HERBERT R. NORTHRUP, *Deputy Director, Tool and Die Commission of the War Labor Board, Detroit*

The critical manpower situation in the country has brought the problem of the Negro and the unions to the forefront and this book provides the first comprehensive, factual analysis of policies toward Negro workers all the way from absolute exclusion to full acceptance. In the author's examination of the circumstances that condition the attitudes and policies of unions toward Negroes and how and why they developed in different areas there is firsthand material of utmost importance. \$3.50

BUREAUCRACY: A CHALLENGE TO BETTER MANAGEMENT

By J. M. JURAN, *Assistant Administrator, Office of Lend-Lease Administration*

Why do inefficiencies occur in the Federal government? Why is the Federal payroll so large, its paper work so elaborate and complicated? U. S. Senator HARRY F. BYRD says: "It presents a new approach to the problem of more efficient management in the Federal Government." U. S. Representative ROBERT RAMSPECK (*Chairman, House Committee on the Civil Service*), says: "A thought-provoking statement of the conditions surrounding the government service in Washington. They are certainly worth the most careful study and consideration." President PAUL F. DOUGLASS, *The American University* (Washington, D. C.), says: "You have written a volume which is a *must* reading for every citizen who is seriously concerned with the practical mechanism by which the collective needs of our people are administered. You have written us a criticism of modern government in action." \$2.00

TVA: DEMOCRACY ON THE MARCH

By DAVID E. LILIENTHAL, *Chairman, Tennessee Valley Authority*

A full-scale heartening interpretation of one of the most significant experiments in democratic practice any nation has ever tried . . . a discussion of the philosophy, operation and results of the TVA by a man uniquely qualified to interpret both. "Of all the books I have read in the past twelve months, this is the most exciting."—HENRY A. WALLACE. "The book has a long range importance and will be read by students all over the world for years to come."—STUART CHASE. "A truly great achievement still in the process of healthy development."—LOUIS BROMFIELD. Illustrated with photographs. \$2.50

HOW TO EDIT AN EMPLOYEE PUBLICATION

By GARTH BENTLEY, *Director of Employee Relations, The Seng Co., Chicago.*

"It is high time someone wrote a how-to-do-it book on employee publications. Garth Bentley presents the subject interestingly, authoritatively and with a conciseness that makes it a good working manual."—R. E. BARNES, *Director of Publications, United Parcel Service.* The author brings together the basic information needed both by experienced and untrained editors of employee papers whose job it is to inform, instruct and entertain employees for the over-all improvement of morale, loyalty, and the building of company good will. \$2.50

Order these books from your bookstore or direct from

HARPER & BROTHERS • 49 East 33rd Street • New York 16, N. Y.

Please Mention Special Libraries When Answering Advertisements

RECLASSIFICATION OF SPECIAL COLLECTIONS IN COLLEGE AND UNIVERSITY LIBRARIES USING THE LIBRARY OF CONGRESS CLASSIFICATION¹

By MAURICE F. TAUBER

Chief, Preparations Department, University of Chicago Libraries, Chicago, Illinois

DESPITE the satisfactory application of the Library of Congress classification to most classes of materials in college and university libraries adopting the L. C. system, it has been found necessary in a number of institutions to devise special schemes to handle certain types of collections. As may be observed in Table 1, thirty-nine classifications for sixteen types of collections have been prepared in twenty-three institutions. These collections may conveniently be divided into three categories: (1) classes of materials for which no Library of Congress schedules are available, such as Law and Russian Literature; (2) classes of materials which some librarians claim are handled inadequately by the existing Library of Congress schedules; and (3) local collections—those collections relating to the archives of a college or university—and other special collections which present troublesome problems because they are not absorbed satisfactorily by the special tables of the Library of Congress schedules. The purpose of this paper is to indicate the various methods which have been used to integrate these three types of collections in sixty college and university libraries

in the United States and Canada² which have been reclassified either wholly or partially by the Library of Congress system.

I. NO LIBRARY OF CONGRESS SCHEDULES AVAILABLE

Law.—What problems have been presented to librarians engaged in reclassification and recataloging by the existence of reasonably large law collections? At one time law librarians were practically unanimous in their contention that subject cataloging and classification are superfluous in making the contents of their collections available to the users. Usually the law collections were not very extensive, and the librarians were able to supplement and complement the users' knowledge of the volumes with information obtainable from various indexes to legal literature. No catalogs or indexes were necessary to locate statutes, session laws or digests which were arranged on the shelves by state and volume or serial numbers. Treatises and general works on legal topics could be arranged alphabetically by author; periodicals, by title.

But with the growth of law libraries or law collections in academic libraries, and the increasing reliance upon legal materials by social scientists, and upon social science materials by students and researchers in law, such devices as catalogs and classifications in the library sense

¹ For a consideration of the general problem of reclassification, see Maurice F. Tauber, *Reclassification and Recataloging in College and University Libraries* (Unpublished doctoral dissertation, Graduate Library School, University of Chicago, 1941).
² (See end of article.)

TABLE 1
BOOK COLLECTIONS WITH SPECIAL OR MODIFIED CLASSIFICATIONS IN LIBRARIES
ARRANGED BY THE LIBRARY OF CONGRESS SYSTEM

COLLECTIONS	Acadia	Chicago	Colby	East C.S.T.C.	Hamilton	Haverford	Indiana	Kalamazoo	Kings	Luther	Michigan	N. Y. S.C.A.	New York University	Ohio State	Pomona	Rochester	Rutgers	St. Benedict's	St. Joseph's	Temple	Virginia	Wilmington	Yale	Total
	Baptist church.....	x																						
Bookkeeping.....												x												1
Canadian history.....	x																							1
Canadian literature....	x																							1
Entomology.....												x												1
Hegel.....													x											1
Law.....		x		x	x		x	x			x	x	x		x		x	x	x	x	x		x	13
Local collections (institutional).....		x	x									x												3
Medicine.....											x													1
New Jerseyana.....																	x							1
Norwegiana.....										x														1
Optics.....																					x			1
Quakeriana.....						x																		1
Russian language and literature.....						x	x		x						x				x	x		x	x	8
Religion and theology.....																		x						1
Theses collections.....		x												x						x				3
TOTAL.....	3	3	1	1	1	2	2	1	1	1	2	2	3	1	1	1	1	2	2	3	2	1	2	39

are being recognized as having some practical value to users. The law library is no longer an isolated collection of numbered volumes used by a handful of law students.

Libraries engaged in reclassification by the Library of Congress schedules have pursued different methods in handling their law collections. Small libraries with a minimum of titles in legal literature either have kept the few books in a separate unclassified file, or left them in their old call numbers, or forced them into classes of the Library of Congress classification. Among the large university libraries, several procedures have been followed. Since no Library of Congress K (Law) schedules have appeared, individual systems, sometimes based upon the rough subject classification of the Library of Congress legal literature, plus headings

and terminology of the Dewey tables, have been devised. The procedures of librarians in handling law materials during reclassification are listed in Table 2.

TABLE 2
METHODS FOR HANDLING LAW COLLECTIONS
DURING RECLASSIFICATIONS
(59 LIBRARIES)

Method	Number Libraries Using	Per Cent
Retained in old classification	17	28.8
Devised special system.....	11	18.5
Notation K+ Cutter numbers	8	13.6
Classed in other parts of L. C.	7	11.9
Notation K+ alphabetically by author	7	11.9
Unclassified	3	5.1
Notation K+ Dewey nota- tion	2	3.4
JK (special nos.).....	1	1.7
No answer	3	5.1
Total	59	100.0

It will be noted that the most common procedure for libraries in handling law collections has been to retain these volumes in the classification that was being discarded for practically all other classes of material. Half of the libraries, however, classify materials in other classes when possible. Rather than segregate legal literature, the Library of Congress practice of placing Educational Law in LB, International Law in JK, or Commercial Law in HF, is followed. Another common procedure is to assign all law books to the K class, and then arrange them either by individual Cutter numbers, or alphabetically by author.

Because the Library of Congress has not printed a schedule for law nor has it given any indication that this will be done in the near future,¹ a practical solution to the problem seems to be to borrow one of the systems devised by libraries having fairly large law collections. The law schedules devised in the general libraries of the University of Rochester, the University of Chicago, New York University and Temple University are complete and inclusive enough to handle a collection that many reach proportions of about 10,000 volumes or more. The published Yale Law Classification,² which can be adapted to Library of Congress notation, is ample for absorbing much larger collections. The Yale University Library, like many libraries reclassifying legal materials, used the JX schedules of the Library of Congress as a basis for the arrangement of materials on International Law.

Russian language and literature.—Another problem raised by the lack of Library of Congress schedules was the

handling of materials in the Russian language and literature.³ Procedures similar to those followed in the case of law have been introduced, although in this particular case it was possible for some libraries to borrow the manuscript schedules of the Library of Congress and reproduce them by typing. The methods used by librarians in arranging materials dealing with the Russian language and literature during reclassification are shown in Table 3.

TABLE 3
METHODS FOR HANDLING RUSSIAN
LANGUAGE AND LITERATURE COLLECTIONS
DURING RECLASSIFICATION
(60 LIBRARIES)

Method	Number Libraries Using	Per Cent
Retained in old classification	18	30.0
Borrowed schedules from		
L. C.	9	15.0
Devised special system.....	8	13.3
PG + Cutter numbers	5	8.3
Unclassified	4	6.7
Classed in other parts of		
L. C. schedules.....	2	3.3
Numbers assigned by L. C.		
cards in depository	2	3.3
PG + Dewey notation	1	1.7
Not answered	11	18.4
Total	60	100.0

Borrowing of Library of Congress manuscript schedules in order to reproduce them for reference and classification purposes has occurred not only in the case of Russian language and literature, but for other classes as well. While this procedure has given librarians an advantage in accelerating reclassification, there is an important disadvantage which some administrators have failed to recognize. Since the Library of Congress constantly revised schedules and tables until they were ready for printing, libraries using them in unpublished form frequently adopted arrangements which later were changed. Some of the larger libraries which started reclassifying their

¹ Letter to the writer from Dr. Cecil K. Jones, former head of the Classification Division, Library of Congress, June 20, 1939.

² Frederick C. Hicks, *Yale Law Classification* (New Haven: Published for the Yale Law Library by the Yale University Press, 1939).

³ Russian language schedules appeared in 1933; literature schedules are in preparation.

collections in 1910 or slightly after found it desirable to borrow several of the unprinted Library of Congress schedules. As a result, the arrangements of materials on the shelves in these libraries often deviate markedly from the arrangements advised in the final printed forms. There is reason to believe that considerable inefficiency results when librarians are not able to take advantage of the Library of Congress current class number assignments in various classes.

Other subjects.—In general, libraries having large collections of Epigraphy, Byzantine and Modern Greek, Medieval and Modern Latin Literature, and Dutch and Scandinavian Literature retained them in the old classifications. The recent publication of schedules for these classes of materials will make it possible for those librarians to reclassify systematically.¹ In a few instances, libraries have reclassified such materials after borrowing and reproducing manuscript Library of Congress schedules.

II. INADEQUACIES IN EXISTING LIBRARY OF CONGRESS SCHEDULES

Reclassification of libraries to eliminate deficiencies of the Dewey or some other system is successful only in so far as it has made it unnecessary for librarians to carry out extensive revisions of the classification selected. Subjects which one or more librarians singled out as inadequately treated by the Library of Congress schedules include Bookkeeping, Chemistry, Entomology, English literature, Germanics, Physics and Theology. Generally, the presence of very large or unusual collections made alterations of the Library of Congress schedules necessary.

III. LOCAL AND SPECIAL COLLECTIONS

Local Collections.—Three types of local collections have created problems for librarians in their reclassification projects. The first is the local collection dealing with the geographical area in which the library is located; the second is the local collection of material dealing with the college or university of which the library is a part; and the third, which is sometimes considered a part of the second type, is the collection of local theses and dissertations.

In several of the college and university libraries attempts have been made to maintain collections of materials relating to the region, state, county or community in which they are located (See Table 1). Some of these collections are very extensive and special classifications have been devised to handle them. In a few libraries, the classifications were created years before the incumbent librarians were appointed or before reclassifications were instituted. In these libraries, it was decided that the character of the collections warranted the continued use of special classifications. Whether or not this is the best procedure depends upon the collection and the library. It may be suggested, however, that any variation from L. C. classification in a fast growing collection for which Library of Congress printed cards are available for the majority of the titles is likely to increase the cost of the technical processes. If the collection contains such materials for which the library must prepare most of the cards and assign the class numbers, the choice of a classification might not necessarily be a decisive factor. The use of several classifications in a library is not entirely without points to recommend it.

Preservation and systematic arrangement of college and university archival

¹ U. S. Library of Congress, *Outline of the Library of Congress Classification*. Washington, 1942, p. 22.

materials are comparatively recent functions in many libraries, although some institutions have long maintained local archival collections. At least twenty of the libraries included in the present study maintain and foster collections of local history materials, which consist of printed and manuscript items bearing some relation to the institutions. It is difficult for one library to utilize the classification of another library for local history collections when these contain abundant manuscript and unique records, but it may be stated that under ordinary conditions the "LD" section of the Library of Congress Education schedule, modified to meet local conditions, might form a basis for almost any college or university archival classification. It might also be suggested that the publication of one or two classifications for local collections might be useful to librarians who have had difficulty organizing such records.

Another type of local collection is represented by the mass of masters' theses and doctoral dissertations which have accumulated in university libraries. Three dominant practices have been followed in libraries in handling these collections. First, they have been placed in the stacks along with the books and other materials on the particular subjects with which they deal; second, they have been given notations which throw them into the local historical collections; and, third, they have been arranged in a special collection. Experience has shown that such materials are used primarily by students engaged in similar research, and groupings by subjects may be the most satisfactory method of arrangement from the point of view of the users. For example, the University of Chicago Libraries places dissertations at the end of a subject with which they deal. Library Science dissertations are given the notation Z10999;

Psychology dissertations, BF1999; etc.

Other Collections.—A final group of special subject collections merits brief attention. Through gifts or the enterprise of faculty members or librarians some libraries have built up extensive collections of various kinds. But the librarian must decide, when faced with the prospect of reclassification, whether such collections will be segregated by a special classification, or whether they will be run together with the general collection. It seems that the important point at issue is whether they are dormant or active collections. If they are dormant, and the arrangement is satisfactory for efficient service, it becomes apparent that rearrangement is unnecessary. On the other hand, if the collections are constantly being expanded, and their arrangements are no more satisfactory than other portions of the book collection, reclassification along with the general collection seems in order. In some libraries, unnecessary activity has been applied to dormant collections when considered from the standpoint of actual use.

IV. SUMMARY

Most college and university libraries have special collections which present difficulties during the reclassification process. The basis for not reclassifying these along with the materials in the general collections has been faulty in some cases. Whether or not the collection is active should be the primary basis in the decision to reclassify. It should be remembered that it is cheaper and more efficient to reclassify and recatalog a collection during a general reorganization than it is to procrastinate and decide to change certain sections at a later time when special provisions for technical operations will have to be re-installed.

(Continued on page 139)

A CLASSIFICATION FOR STATE, COUNTY, AND MUNICIPAL DOCUMENTS

By RAYNARD SWANK

Graduate Library School, University of Chicago, Chicago, Illinois

SEVERAL years ago the University of Colorado Libraries ceased cataloging government publications. On the one hand, it had become necessary to develop extensively the document collections in order to serve the research and educational needs of the university; and on the other hand, the library was financially unable to process those enlarged collections in the traditional manner. The decision was therefore reached to segregate all government publications in a Documents Division, to reclassify them by issuing office, and to depend upon the available printed catalogs, indexes and bibliographies for access to the collections.

The Documents Office classification scheme was adopted for federal documents, since classification numbers are already given in the catalogs issued by that office. For state and local documents, however, no equivalent scheme was available. A survey of special schemes already used by libraries throughout the country produced only classifications devised for handling the documents of one or several states or in limited subject fields. The Colorado program required a more general scheme capable of handling all publications of all state and local governments. Moreover, since call numbers could not be obtained from printed tools, the classification needed to be so constructed that any person familiar with the general arrangement could find specified

publications directly on the shelves or in a shelf-list.

A summary of the classification developed by the author to meet these needs is presented below. In its basic arrangement, this scheme places our continental states and territories first and our outlying possessions last. There are two reasons for not interfiling them. First, the outlying possessions bear little geographical relation to the rest of the United States; and second, whereas our continental states form a relatively fixed political unit, our territories are subject to considerable change, owing to loss or acquisition of outlying possessions. Gaps of three numbers are therefore left between the territory numbers. The numbers 100 to 999 are used for foreign government publications, according to an arrangement of countries similar to that found in class J of the Library of Congress scheme.

In the scheme of notation, Arabic numbers are used where least expansion is needed and Cutter numbers where most is needed. Thus the states, being a relatively constant factor, are indicated by Arabic numbers. Cutter numbers are then used to indicate departments and special commissions. The use of Arabic numbers, arbitrarily assigned to an alphabetical list of departments, as in the Documents Office scheme, was especially avoided, since no predetermined list can make allowance for all new departments and commissions which will inevitably arise.

This classification, if viewed as a set of filing rules with notations added, is not unlike the alphabetical arrangement of government authors in the dictionary card catalog. The shelf-list therefore doubles as an author catalog and, insofar as government agencies deal with well-defined subject fields, also as a subject catalog. The shelf-list also functions as a serial control, with unnumbered publications entered on separate cards interfiled with the series cards. Thus only one card record is necessary for servicing the collection.

All processing, being of a purely technical nature, was done by WPA workers. The average processing cost, including the wages of the WPA workers, was estimated at eight cents per item. This figure applied to individual issues of serial publications as well as to non-serial publications, since all acquisitions, regardless of their physical nature, are separately classified and shelf-listed in a uniform manner before they reach the shelves.

Although document holdings are no longer shown in the dictionary card catalog, references are made from government authors to the Documents Division. A few author and title references have been made for important series and reference tools. No subject references are at present contemplated. For state material, the *Monthly Check-list of State Publications* is used as a guide. The lack of equivalent guides to municipal and county material is, of course, a serious objection to the inclusion of that material in the uncataloged collection. Our experience, however, tends to support the theory that most requests for local documents, as well as for state documents, can be defined in terms of the work of some specific agency in a specific locality, in which case the classification alone is adequate.

SUMMARY OF CLASSIFICATION

I. STATES, TERRITORIES, COLONIES, ETC.

States are indicated by their numbers in the alphabetical list, e. g. Alabama is 1, Colorado is 5, New York is 30, and Wyoming is 48. The District of Columbia is 49.

Territories, provinces and colonies which have been succeeded by states bearing the same names are arranged after those states by adding the capital letter A to the state symbols, e. g. Colorado Territory is 5A, and Connecticut Colony is 6A.

Territories which have been succeeded by states bearing other names are assigned to the following numbers:

- 51 Dakota Territory
- 52 Indian Territory
- 53 Jefferson Territory
- 54 Northwest Territory
- 55 Orleans Territory

Confederate States of America is assigned as follows:

- 58 Provisional Government
- 59 Confederate Government

Publications of the seceded states are arranged with those states.

Outlying possessions are assigned as follows:

- 65 Alaska
- 69 Canal Zone
- 73 Guam
- 77 Hawaii
- 81 Philippines
- 85 Puerto Rico
- 89 Samoa
- 93 Virgin Islands

II. CONSTITUTIONAL CONVENTIONS

are indicated by the symbol A2, e. g. 30-A2. On the second line of the call number, the publications are indicated first by date of the convention, second by series, and third by volume, e. g.

- 30-A2
- 938:2-5

III. LEGISLATURES. Both houses, taken jointly, are indicated by A3, the lower house by A4, and the upper house by A5, e. g. 30-A3, 30-A4, and 30-A5.

Legislative series are numbered by the following tables:

Joint houses, under A3

- 1: Documents
- 2: Bills (House and Senate bound together)
- 3: Legislative digests
- 4: Journals (House and Senate bound together)
- 5: Session laws, general or public
- 6: Session laws, local or private
- 7: Revised statutes and codes
- 8:
- 9: Unnumbered publications

Lower house, under A4

- 1: Documents
- 2: Bills
- 4: Journals
- 9: Unnumbered publications

Upper house, under A5

- 1: Documents
- 2: Bills
- 4: Journals
- 9: Unnumbered publications

Other series are assigned as needed from number 10 on.

Individual issues of legislative series, except revised statutes, are indicated by session number, if any, instead of date. Superior numbers are used to indicate extra sessions. Thus a Journal of a 64th regular session would be 4:64. A Journal of a second extra session of a 64th assembly would be 4:64². A Bill, number 53, of a 19th assembly would be 2:19-53. A Bill, number 53, of a first extra session of a 19th assembly would be 2:19¹-53. If no session number is given, then the date is used to indicate sessions, e. g. 5:937, and 2:914-53. Revised statutes and codes are always arranged by date, e. g. 7:877.

IV. LEGISLATIVE COMMITTEES are indicated by adding one capital letter to the legislature symbols. Thus a Joint Committee on Ways and Means would be A3W, e. g. 5-A3W; a House Committee on Appropriations would be A4A, e. g. 5-A4A; and a Senate Committee on Indian Affairs would be A5I, e. g. 5-A5I. Series are assigned as needed.

V. COLLECTED DOCUMENTS, or collected departmental reports, are arranged

under the symbol A9, e. g. 30-A9.

Bound sets are arranged first by date and second by volume under the series number 1, e. g.

30-A9
1:936-2

Separate reports bearing a public document number are arranged first by number and second by date under the series number 2, e. g.

30-A9
2:59-915

VI. DEPARTMENTS, INDEPENDENT COMMISSIONS, AND SPECIAL COMMITTEES OR COMMISSIONS APPOINTED BY THE GOVERNOR OR LEGISLATURE are indicated by Cutter numbers. Thus the Kentucky State Department of Education is 15-Ed8; the New York State Department of Correction is 30-C81, and the Colorado Survey Committee of State Affairs is 5-Su7.

Cutter numbers are taken from the first word in the actual name of the department or commission, excepting articles, prepositions, and such words as the following: board, bureau, commission, committee, department, division, office, public, and state (except in Department of State).

A *master file* of Cutter numbers is kept in order to maintain the consistent use of each number for departments having the same name and function throughout the country. This file also indicates all states and territories under which any particular Cutter number has been used.

Series are indicated by arbitrary numbers similar to those employed by the Superintendent of Documents. The numbers 1, 2, 3, and 9 are reserved for fiscal reports, bulletins, circulars, and unnumbered publications respectively. Other series are assigned as needed to numbers 4 to 8 and from number 10 on. All publications, except fiscal reports, are retained in the series to which they were originally assigned by the publishing offices.

Fiscal reports of an office to its superior office are always classified under the series number 1, never as an issue of a bulletin, circular, or other series. All

other reports, monthly, quarterly, semi-annual, annual, etc., if they comprise separate series, are assigned to series numbers from number 4 on, like any other series.

Annual reports, if they cover a calendar year, are indicated by that year, e. g. 1:938. *Biennial reports* covering two calendar years are indicated by the second year. Annual and biennial reports for periods which close within the year are indicated by the year in which the period closes.

Order of preference for selecting a method of indicating individual issues of any series, except annual and biennial series, is as follows, using 7 as a hypothetical series number.

- Whole series7:49
- Volume and number.7:2-8
- Year and quarter,
month or week.....7:937-3
- Cutter by title.....7:B76

Indexes to volumes are indicated merely by the numbers of the volumes, i. e. the numbers which the volumes would take if they were bound. Thus each index files at the beginning of the unbound volume.

Unnumbered publications are Cuttered by title, e. g. 9:M28.

Certain groups of related, unnumbered material, especially laws and courses of study, are brought together under the publishing office by assigning a series number to each group and Cuttering the titles, e. g. 6:C45, 6:H34, and 6:M76. Preference is always given to any series numbering already provided.

Editions are distinguished when necessary by adding the date to the otherwise complete call number. Thus a Bulletin, number 87, which appears annually by the same number, would be 2:87-924, etc. Taking 5 as a "law" number, Election laws for 1937 would be 5:E12-937.

Superior numbers are used only to distinguish parts of, or supplements to, a volume or report, e. g. 1:935².

VII. BUREAUS, DIVISIONS, ETC., of departments are indicated by adding one

capital letter to the department symbol. Thus the Motor Fuel Tax Division of the Colorado Department of Finance and Taxation is 5-F49M.

Publications are handled in the same manner as those of the departments. But if a publication appears in a series which includes publications of the main department, or of other bureaus, then it is placed with the general series under the main department.

Institutions are never treated as bureaus or divisions, but are always Cuttered as separate departments.

VIII. MUNICIPALITIES AND COUNTIES are interfiled at the end of each state by adding their Cutter numbers to the state symbol. Thus Boulder, Colorado, is 5B66; and Buffalo, New York, is 30B86. The capital letter C is added to the county numbers to distinguish them from the municipal numbers. Thus Boulder County, Colorado, is 5B66C.

Publications of municipal and county departments and bureaus are handled in the same manner as those of the state governments. Thus the Annual Report of the City Auditor of Colorado Springs, Colorado, is
5C71-Au2
1:date

Under municipalities, the numbers A2, A3, A4, and A5 are reserved for Council, Mayor, Commission, and City Manager respectively. Collected municipal documents are placed under A9.

IX. SUMMARY OF GENERAL ARRANGEMENT, with 45 as the state number:

- Constitutional conventions...45-A2
- Legislature, both houses.....45-A3
- Lower house45-A4
- Upper house45-A5
- Collected documents45-A9
- Departments, bureaus, spe-
cial commissions45-Ag8
- 45-B22
- 45-C63
- 45-H34
- 45-H34M
- 45-H34S
- 45-P69
- 45-P69W
- etc.

Territory, province, or colony	45A-	16-C76	Louisiana. Department of conservation. <i>The bird life of Louisiana.</i> (Bulletin 28, 1938)
Municipalities and counties....	45Ab6-	2:28-938	Michigan. Secretary of state. <i>Laws relating to elections . . . Revision of 1936.</i>
	45B48-	20-St2	Michigan. Secretary of state. <i>Laws relating to juveniles . . . 1936.</i>
	45Id1-	6:E12-936	New York (State) <i>Legislative documents</i> , 161st session, 1938, vol. 20, nos. 80 to 91 incl.
	45Se1-	20-St2	New York (State) Court of claims. <i>Annual report for the year ending Dec. 31, 1937.</i> (Legislative document, 1938, no. 80.)
	45T17C-	6:J98-936	Ohio. Constitutional convention, 1912. <i>Proceedings and debates . . . vol. 1.</i>
	45Up5-	30-A9	Ohio. Constitutional convention, 1912. <i>Journal . . . (Complete in one volume.)</i>
	45Up5C-	1:938-20	Ohio. State department of education. <i>Study of local school units . . . 1937.</i>
	etc.	30-A9	Pennsylvania. Department of internal affairs. Bureau of statistics. <i>Ninth industrial directory . . . 1938.</i>
		2:80-938	Hawaii (Ter.) Adjutant general. <i>Annual report . . . July 1, 1937, to June 30, 1938.</i>
X. EXAMPLES			
5-A3	Colorado. Legislature. <i>Revised statutes of Colorado</i> , 1908.	33-A2	
7:908		912:3-1	
5-A4	Colorado. Legislature. House. <i>House journal of the third extraordinary session of the thirtieth legislature . . .</i>	33-A2	
4:30 ³		912:4	
5-A5	Colorado. Legislature. Senate. <i>Senate journal of the thirty-first legislature . . .</i>	33-Ed8	
4:31		9:St9-937	
5-H34	Colorado. State board of health. <i>Annual report . . . for the year 1937.</i>	36-In8S	
1:937		8:938	
5-H34	Colorado. State board of health. <i>Bulletin</i> , vol. 2, no. 8, May, 1939.	77-Ad4	
2:2-8		1:938	
5D43-P75	Denver, Colo. Police department. <i>Annual report . . . 1938.</i>		
1:938			
10G61C-Au2	Gooding county, Idaho. County auditor. <i>Annual financial report . . . year 1936 . . .</i>		
1:936			

LIBRARY SCHOOL PREPARATION FOR SPECIAL SUBJECT LIBRARIANS:

AN ANSWER TO MR. FLOYD ORTON

By ISOBEL NICHOL

Assistant Professor, University of Denver School of Librarianship, Denver, Colorado

MR. FLOYD ORTON in his article in the January 1944 issue of *SPECIAL LIBRARIES*, *A Preparatory Program for Science and Technology Librarians*, quoted from an article written over a decade ago by Harriet E. Howe, Director of the University of Denver School of Librarianship, in which

she showed "how specialization begun in college can without too much risk in regard to placement be carried over into professional courses in librarianship."¹ While the University of Denver School of Librarianship from the first has admit-

¹ Harriet E. Howe, "The Library School and the Special Librarian," *Special Libraries*, Vol. 23, No. 5 (June 1933), 107-11.

ted students who were interested in special types of library work and planned courses to meet their needs, Mr. Orton's article has given a faculty member the needed incentive to prepare a statement of some present methods by which the school prepares students for special subject libraries.

However, this paper, while in part an answer to Mr. Orton, is broader in concept, concerned as it is with the entire field termed special subject libraries. It is assumed that Mr. Orton's three recommendations mentioned as "minimum preparation" for the candidate for a position in a science and/or technology library are applicable as well to all special subject library work:

1. A bachelor's degree with the equivalent of a major, preferably, in the field most closely related to the material in the library.
2. At least a year's work in an accredited library school with special facilities to meet the needs of the special student.
3. Provision for practice work in a special library in the field of the student's specialty.

From the time the student enters the University of Denver as a Freshman, looking ahead to his library school training upon the completion of his four years of undergraduate work or as his senior year, he is in touch with the faculty of the School of Librarianship. Further, if his interests are clearly defined, he is advised to take specific courses which will build on his understanding of the field of his subject interest. The quotation below from *The Bulletin* of the School of Librarianship will, perhaps, best illustrate the aid given to students in undergraduate preparation:

"He . . . (who) wants to go to Latin or South America for his library position is advised to choose the following courses in his undergraduate work: Spanish for Latin America; Intermediate Spanish; Literature of Latin

America; Latin-American Bibliography; Survey of Latin American History; Latin American Art; Spanish Literature in Translation."

Thus when the University of Denver student is ready for entrance to library school, he satisfies the first point mentioned in Mr. Orton's minimum requirements for preparation: a major in the field of his library interest.

A CASE STUDY

This paper will be concerned primarily with point number two—the training the student receives during his library school year. This may best be shown through a case study of a student in the 1944 class at the University of Denver School of Librarianship who already possessed the degree of Bachelor of Science in Business Administration. The records showed that during college years practical experience as well as theoretical knowledge was acquired by serving as assistant to a professor of accounting. The student had definitely decided to be a librarian of a business library.

How has this subject knowledge been augmented during the year of library school? How has this preparation to meet the demands of a special library's clientele been increased? A few examples will show the application throughout of this student to the special interest of business administration in the *Book Arts* course, one of the three basic courses of the curriculum. It might be wise to mention here that the two constituent parts of this course are book selection and reference work, traditionally taught as separate courses in library schools in the past.

The term problem for the first quarter in the *Book Arts* is a study of the actual and potential patrons of a library in the individual field of interest. Obviously, this student chose a commercial library for the survey, specifically the Library of the University of Denver School of Commerce. As a background for this study,

it was necessary to read about and to compare the patronage of other commercial libraries. Through an analysis and evaluation of objective surveys was acquired an increasing knowledge of libraries in the field as well as a familiarity with professional literature. In addition, this particular student had additional practical help during the quarter. In the Social Science unit the Head of the City Planning Commission discussed his problems and the literature to help meet them.

The second quarter's term paper in the *Book Arts* usually is concerned with study of a book collection in the student's chosen field. Through a sampling of the shelf list of such a collection the respects in which the library materials do or do not fulfill the objectives of the library in question are discovered. The strength and weaknesses of the collection are made clear and recommendations are then in order for changes in the policy of the library. In this instance, however, the student departed from the usual procedure to do a practical piece of work for the head of the City Planning Commission who had previously lectured to the School. Incidentally this illustration is but one of many cases where students diverge from the accustomed pattern to solve a practical problem which is in need of attention. A series of bibliographies was compiled for use in an extension class given by the city official. One was on urban rehabilitation, another on the re-development of farms, a third on post-war planning in Britain, followed by other lists devoted to additional trends in regional and national planning. These lists covered all kinds of material from newspaper articles to government documents, necessitating a knowledge of reference books and aids.

Still following through the *Book Arts* course, this potential commercial librarian

had many opportunities for hypothetical orders of library materials, both basic and current. During the Literature unit were considered books useful to the special subject library although concerned primarily with another field. To illustrate, it was decided that the *Oxford Companion to English Literature* would contain much information valuable to users of the commercial library, whereas Roget's *Thesaurus* would be needed by the writer, whether his essay was concerned with the humanities or useful arts. In the field of biography it was found that there are numerous individual and collective lives of leaders in the business world, such as the story of the House of Morgan, the careers of Filene and Wanamaker. In addition to these imaginary orders, current choices are based on advance book information in both the *Publisher's Weekly* and the *Retail Bookseller*.

The subject of book selection leads, in turn, to the reading and the reviewing of books. In late years the class has been prone to depart from stereotyped book reviews, substituting in their place symposiums and panel discussions before outside groups as well as in the classroom. The commercial student with a background of subject knowledge provides an ideal leader for a discussion of the news geography before a PTA group; the member of a symposium on Lewis Mumford's the *Culture of Cities* and kindred titles.

Likewise, this student has, as Mr. Orton suggests, a definite contribution to make to the school in the unit devoted to business administration. New books and their particular uses can be stressed, the classics can be identified, misconceptions can be clarified and, in great part, a similar function to that of the "subject specialist" called in from another faculty on the campus, can be performed. It

must be remembered, however, that in class this student listens to book reviews for all types of libraries; hears discussed a survey, for example, of a metropolitan library, another of a college library; participates in the preparation of radio reviews for a local paper to be tied-up with exhibits of books at the public library; and, many times, departs from the commercial field to inspect both reference and circulating books useful in diverse libraries.

Through this short case study of one student in one course, it is hoped that some of the opportunities which present themselves for specialization in every segment of the curriculum have been shown. A variety of other instances might be added from other courses.

DIFFERENT PHASES OF A LIBRARY SCHOOL YEAR

The remainder of this paper will be devoted to the discussion of a few of Mr. Orton's remarks on different phases of the professional library school year. It will be remembered that in point number two of his recommendations for the "minimum preparation" of the science librarian he specified a year's work in an accredited library school *with special facilities to meet the needs of the special student*. In accordance with Mr. Orton's suggestion, the University of Denver School of Librarianship frequently calls on faculty members in other departments to come to the regular class sessions to talk on the literature of the particular subject under discussion. Such talks by subject specialists serve to make clearer both preceding and later class work in the unit as illustrated earlier in this article when reference was made to the contribution of the Head of the City Planning Commission to the Social Science unit.

A course in statistics is part of the curriculum of the library school during the

first quarter. This course holds an immediate application in that it assists students in preparing graphs, charts and tables for term problems. Later it is hoped that the student will find this statistical knowledge of practical use in the profession. The course is offered by a professor at the School of Commerce, a subject specialist. While the course in statistics is part and parcel of the library school curriculum, other courses in the literature of a number of subjects are given on the University Park campus in other departments and are suggested as electives to the students. Examples are the course in *Latin-American Bibliography* mentioned previously and *French for Librarians*, the latter an attempt to acquaint the library school student with the important reference books and aids in a number of fields in the French language.

PROVISION FOR PRACTICE WORK

And now to turn to Mr. Orton's third and last point in his minimum preparation for the candidate of a special subject library, namely, provision for practice work in a special library in the field of the student's specialty. At the University of Denver each student is assigned to a library in his field of interest for two weeks between the winter and spring quarters, in addition to at least two months of practical experience advised before entrance. Mr. Orton advocates further practical experience through internship. A variation of this was attempted in June of 1943 when the School of Librarianship, in the realization of the continuing shortage of professional librarians, formulated a cooperative plan. To quote:

"Under this proposed plan, each student is paired with another student of equal ability who alternates with him in library and school. Thus the cooperating library has one position filled throughout the year by students who change

places each quarter, that is, each ten or eleven weeks. This means that the length of time for the degree is approximately twelve months rather than the usual nine, but the tuition and fees will be the same as for the nine months, and the student will be paid while in the library."

This scheme as outlined has possibilities of operation in a variety of ways through special libraries. First, if a library had two assistants who wanted to attend library school, they could alternate between job and school; second, the School could send to a library alternately two of its students, matched as evenly as possible for the type of position to be filled; third, one of the library staff might be paired with a student enrolled at the school. In this manner either school or library could indicate its needs for students in special fields of work.

The School of Librarianship numbers many graduates in special library work including those in mining libraries, the Studebaker Corporation Library, the Boeing Airplane Company, an experiment station library of the Hercules Powder Company, the U. S. Department of Agriculture, the occupational therapy department of a state hospital library (several graduates are in hospital and medical libraries) and a graduate with a master's degree in Latin-American history who has recently gone as Director to the Biblioteca Americana in Managua, Nicaragua. In addition, several graduates are in special subject departments of university and public libraries.

It is true, as Mr. Orton says, that the majority of library school faculty members and students have a background in the humanities. This is as it should be, probably, but it is worthy of note that an

increasing number of students is specializing in other fields. In a study of *Higher Degrees and the Alumni*, covering the years 1932-43, it was found that "of the 442 living graduates, 1 held a Ph.D. degree in chemistry on entrance, 3 are studying toward the Ph.D. degree, 1 has earned a Ph.D. degree since graduation; 22 held a Master's degree on entrance, 24 are studying toward the Master's degree, and 33 have earned a Master's degree since graduation." Graduate majors included are: Church history, Commerce, Education, English literature, Forestry, French, History, Library science, Political science, Romance languages, Science, Social science, Speech.

The trend toward subject departmentalization in both university and public libraries may have served as an incentive to the shift away from the humanities as indicated above; or it may be a forward look on the part of alert young people to an expected increase in special libraries following the war. It is interesting to note that there were two students who came to the School of Librarianship in the first six years with majors in "commerce," whereas there are two students in the 1944 class alone, interested in this field.

Education, whatever its type, is never static and the progressive library schools along with other institutions of higher learning are formulating blue-prints for postwar education. These plans must provide for differences in the curriculum for individual students which, in turn, are based on the differing reading interests of patrons and potential patrons of libraries of all types.

MANPOWER! SPECIAL SKILLS! BURIED TALENTS! WHERE ARE THEY?

THE National Roster of Scientific and Specialized Personnel says: "Of all our scarce resources special training is the most important. Specialists can overcome almost any other known scarcity."

The Special Libraries Association represents a roster of some 3,000 specialists but we do not know our own strength. We have no detailed record of the education, experience or special skills of our members, so that in this emergency expansion we all too often fail to make proper contact between the right man or woman and the right job. Too many talents are buried.

To remedy this situation and assist in the proper procurement, evaluation and assignment of personnel, your Executive Board is mailing to each member two questionnaires which are based on those used by the National Roster.

At first glance, these questionnaires may seem to you to be very detailed and very complicated. You may even take one glance and say to yourself: "That's too much trouble. They do not apply to me. I have no special skills. And anyhow I like my job." Those statements may or may not be true but won't you take a second or even a third glance before following such a defeatist attitude and consider your responsibility to the profession and to yourself? Right now the Placement Service is scraping the bottom of the barrel. Our registration lists fail to locate applicants properly qualified and trained to fill the positions now avail-

able in the higher salary brackets. You may be satisfied with your present job but if one offering greater opportunities were brought to your attention, as it could be on the basis of these returns, you might be tempted to change.

Every question included has been carefully weighed to bring out some important aspect of the problem. The *Personnel Record* is basic information; the *Experience Record* is an analytical and functional breakdown of the various types of work done in special libraries maintained by different types of organizations and dealing with various subjects. Administration, cataloging, reference work and other duties in a business library often differ materially from these same duties in an association library. Therefore, you are asked to show both the types of organizations maintaining the library in which you have had such experience and the subject field of that library.

A thorough study of the *Instructions and Explanations*, which include a hypothetical case, should make it relatively easy for each one to answer both questionnaires fully and completely.

The Headquarters Office is having constant calls for assistants, head librarians and research assistants and we foresee an increasing number of such calls. Neither the Secretary nor any other one individual has, or can be expected to have, personal knowledge of the qualifications of more than a handful of our members. Therefore, if we are to do an intelligent

job in suggesting to prospective employers the person best qualified to meet his needs we must have on file the record of *every* individual on the Association roster. Each one who fails to answer leaves a blind spot in our record of special skills and that special skill may well be the very one for which we are searching.

While the placement angle looms large at the moment, the information culled from these questionnaires can be of inestimable value to the Association in a dozen other ways, as a clue to prospective officers, chairmen of committees, etc.; as a peg on which to hang publicity by making known to the world at large the many specializations represented by our

membership; and, if they yield sufficient data on salaries, as a means of raising the salary standard.

Do you take pride in your profession and in your standing in that profession? If so, to answer immediately is *your* responsibility. If you fail to do so, you do a harm to the profession to which we all want to bring deserved recognition and you do greater harm to your own professional career.

This is a personal appeal to *you* and *you* and *you* to help to bring to light those buried talents. Nothing less than 100% return will accomplish our purpose!

RUTH SAVORD, *Chairman*,
S. L. A. Manpower Survey
Committee.

Highlights of S. L. A. Executive Board and Advisory Council Meetings

Held on March 24 and 25, 1944

at the Hotel Pennsylvania, New York, N. Y.

A GRATIFYING number of Advisory Council members assembled for the meeting on March 25, indicating the continuing enthusiasm and interest of S. L. A. members in the activities of the Association.

CONVENTION

The Executive Board in deference to the vote of a majority of the Chapters and Groups, accepted the invitation of the Philadelphia Council of S. L. A. to hold a wartime conference in Philadelphia. The Convention hotel will be the Benjamin Franklin and the dates, June 19, 20, 21, 1944.

PRESIDENT'S ACTIVITIES

The President reported that since the last Executive Board and Advisory Coun-

cil meeting she had visited the Baltimore, Washington, D. C., Montreal, Toronto and Michigan Chapters and had found much activity and enthusiasm in these Chapters. The Washington and Michigan Chapters' new members are entering wholeheartedly in Chapter and National activities. On April 21 the President has been asked to participate in the Library Institute in Pittsburgh, Pa., of which Pittsburgh Chapter is a joint sponsor. After the Pittsburgh visit she will speak before the Illinois Chapter and will also visit Minnesota, where S. L. A.'s newest Chapter is located.

MEMBERSHIP CAMPAIGN

The Membership Campaign carried on during February resulted in 88 new mem-

berships of which 7 were Institutional. One Active and one Institutional membership came from Lima, Peru. The Washington, D. C., Chapter won the campaign award with a total of 13 new members. Illinois Chapter came in second and San Francisco Bay Region Chapter, third in the membership drive.

REPORT OF THE SECRETARY AND
ADVERTISING MANAGER

The Secretary reported that a major part of her work is given over to the Placement Service. During 1943 the Placement Service had knowledge of 413 vacancies in library positions, of which 241 were filled. Many vacancies could not be filled because of a shortage of qualified candidates, especially in the younger age and low salary groups.

From November 1, 1943 to March 25, 1944 there were 185 openings for library positions reported to the Placement Service, of which 100 were filled. These included those filled by Chapter Employment Chairmen: Boston, 7; Cleveland, 3; Illinois, 12; Michigan, 2; Minnesota, 5; Philadelphia, 5; San Francisco Bay Region, 5; Southern California, 2; Washington, D. C., 1.

Since the last Board and Council Meeting in November, the National Secretary has spoken before the Pratt Institute Library School in Brooklyn, N. Y., the Catholic University Library School in Washington, D. C. and the New Jersey College for Women Library School. She will shortly address the students of the Special Library Class at Columbia University School of Library Service. On April 25 she has been invited to speak before the Boston Chapter, as well as before Simmons College School of Library Science. While in Washington she was the main speaker before the Washington, D. C. Chapter.

As Advertising Manager the Secretary

reported that advertising in SPECIAL LIBRARIES reached a new high last year as recorded in the statement as of December 1943, showing a total revenue of \$3,362.65, exceeding the budget by \$1,112.65. Thus for the first time advertising revenue covered the entire cost of printing SPECIAL LIBRARIES. Income for the first four months of 1944 was \$1,384. This figure was more than twice the budget for this period.

COMMITTEE ON CONSTITUTION
AND BY-LAWS

The report of the Committee on Constitution and By-Laws was accepted by the Executive Board at its meeting on Friday, March 24, 1944 and presented to the Advisory Council at the Saturday morning Session. The Committee had revised its previously presented amendments, deleting the amendments rejected as undesirable by S. L. A. members. A copy of the proposed changes in the Constitution and By-Laws as accepted by the Executive Board is printed on page 130 of this issue. This is in accordance with the Constitution, which states that proposed changes must be presented to voting members at least 30 days before the Annual Business Meeting.

PUBLICATIONS GOVERNING COMMITTEE

This Committee reported that all 1943 publications had moved rapidly—some having gone into a second printing to supply the demand—and that the new and revised edition of *Handbook of Commercial, Financial and Information Services*, sponsored by the Financial Group and compiled by Walter Hausdorfer, was now in page proof and would be placed on sale shortly at \$3.00 per copy.

The Executive Board approved on March 24 the Committee's request for immediate publication of a *Source List of Selected Labor Statistics*, compiled by Hazel C. Benjamin, of the Social Science

Group. The Committee also received Executive Board approval to accept for future publication a *Manual on Classification for Maps and Atlases*, prepared by Mr. S. W. Boggs and Mrs. Dorothy C. Lewis, Geographer and Map Librarian, respectively, of the U. S. Department of State. Practically a textbook on the subject, this is a scholarly piece of work and its publication will add considerable prestige to S. L. A.

The Editor of *Special Libraries Resources* Vol. II-IV reported progress and a speeding up of this voluminous compilation. The delay caused by shortage of editorial help is being overcome and it is possible that volume II may be distributed in June.

The Committee also reported a request for a revision of the *Directory of Microfilm Sources*, but before asking for Executive Board approval, wish to wait until advice had been received from the Microfilm and Documentation Committee, which the Committee felt should be consulted as to the feasibility of the revision.

CHAPTER AND GROUP ACTIVITIES

Due to lack of time, reports of Chapters and Groups were not formally presented at the Executive Board and Advisory Council meeting, but a summary of reports filed was given by the President. These showed amazing and continuous activities. Many of the Chapters

reported vital contributions to the war effort and nearly all Chapter programs were built around various phases of war and postwar problems. Space here does not permit a detailed report on individual Chapters and Groups, but they are to be congratulated on their excellent programs and achievements.

TRAINING AND PROFESSIONAL COMMITTEE ACTIVITIES

This Committee reported results from its recruiting campaign as announced at the November 1943 meeting. A form letter sent to 1,100 deans of colleges, personnel officers and vocational counselors, including a copy of the new recruiting pamphlet *Something Special*, resulted in requests for further information from some 60 colleges. Six colleges expressed a desire to have special librarians speak before their students on special librarianship. Miss Leonard, Chairman, also reported that over 2,500 copies of *Something Special*, 500 copies of the reprint of *Mademoiselle's* article, "Passing the Book" and approximately 500 copies of *Special Librarianship as a Career* have been distributed during the 30 days since the first letter was mailed. These inquiries indicate a genuine interest and desire to know more about special librarianship, its opportunities in the postwar period and the preparation required.

ELEANOR S. CAVANAUGH,
President.

Discussion should be one of the most important things in the world, for it is almost our only arena of thinking. It is here that all the jumble of ideas and impressions that we get from reading and watching are dramatically placed in conflict. Here only is there a genuine challenge to put them into some sort of order. Without discussion intellectual experience is only an exercise in a private gymnasium.

RANDOLPH BOURNE.

36TH ANNUAL S. L. A. CONFERENCE

PHILADELPHIA — JUNE 19-21, 1944

AFTER carefully considering all factors, the S. L. A. Executive Board voted at its meeting on March 24, 1944 to hold a War Conference again this year and the invitation of the Philadelphia Council was accepted. Although it is not possible to give full program details at this time, the Chairman hopes what follows will make many vow at once to attend.

The problems facing us today and those which will come with the war's end, are not to be taken lightly. Opportunity is needed to formulate plans now, for only through discussion can we, as an Association, hope for coordinated and definite action. Therefore, groups will be given at the conference all possible time to hold their meetings, and General Sessions planned with an eye towards facilitating informal discussion of problems and exchange of ideas.

No banquet will be held but there will be Group luncheons and breakfasts. Entertainment will be just enough to ease the pressure of the business at hand. In a word, we shall "IN TIME OF WAR PREPARE FOR PEACE."

Two General Sessions will be held in addition to the Annual Business Meeting. Perhaps, one of these will be in the evening. Speakers will *not* exceed three for any General Session. The First Session will be devoted to over-all postwar planning when positive activities of industry

as a whole, the definite plans of a large industrial organization and the layman's point of view in the composite picture will be discussed. The Second General Session will delve into specific postwar problems: employment, demobilization, etc., focusing attention on current problems and the part libraries can and must play in them.

At the Business Session the proposed S. L. A. Constitutional changes regarding types of membership, group affiliations, as well as other matters pertaining directly to the Association as a whole, will be discussed and voted upon.

All in all it is a Conference you cannot afford to miss. Besides the interesting and informative Sessions there is Philadelphia itself. Historically, the facts about this city of Brotherly Love are well known. Its many libraries extend welcome to all and the hotel accommodations are adequate and comfortable. Plan now to attend the 1944 S. L. A. Wartime Conference on June 19, 20, 21, 1944.

The rates at the Benjamin Franklin Hotel, 9th and Chestnut Streets, Philadelphia 5, Pa., are from \$4 for a single room; from \$6 for a room with double bed, 2 persons; and from \$7 for a room with twin beds, 2 persons. All rooms include bath and shower.

WILLIAM J. HAAS,
Convention Chairman,
Free Library of Philadelphia,
Philadelphia 3, Pennsylvania.

S. L. A. CONSTITUTION AND BY-LAWS

PROPOSED CHANGES

[The Committee on Constitution and By-Laws presents, for the consideration of members at the forthcoming Annual Convention, the following suggested changes which have been approved by the Executive Board at its meeting on March 24, 1944.]

Constitution

Strike out Article II and substitute following:

Article II

Membership

SECTION 1. Types: There shall be six types of national membership: Active, 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. 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 4. 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 5. 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 re-

ceive 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 6. 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 7. 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.

Strike out Article III and substitute following:

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 V

Advisory Council

Amend to read (bold face indicates changes):

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 VII

Amendments

Strike out first two sections and substitute:

SECTION 1. Constitution: 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. Proposals originating in the Committee on Constitution and By-Laws or with members shall be reported first to the Executive Board. The text of all proposed amendments must be sent to each voting member at least thirty days prior to the meeting at which they are to be submitted. All amendments shall be submitted at an annual meeting and any member not present thereat may file his vote thereon with the Secretary and the same shall be counted as though he were present and voting at such meeting. If three-fourths of the votes of members present and voting at such meeting and of the votes filed as above provided be in favor of such amendment, it shall stand adopted.

SECTION 3. By-Laws to be renumbered Section 2.

By-Laws

By-Law I

Duties of Officers

SECTION 3. Secretary: Delete "and bulletin" after "journal." Change "Editors" to "Editor."

By-Law IV

(Revised last year)

Change last sentence in Section 2 to read:

SECTION 2. Special: * * * The term of appointment for members of all Special Committees shall end with the Association year, but members may be reappointed.

By-Law V

Groups

Change Section 2 to Section 3 and insert new Section 2 as follows:

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.

By-Law IX

Nominations

Change first sentence in Section 1 to read:

SECTION 1. Committee: Not later than two months after the Annual *Election* (instead of "Annual Meeting") * * *.

By-Law X

Elections

Change first sentence in Section 2 to read:

SECTION 2. Mailing: At least six weeks prior to the Annual *Election* (instead of "Annual Meeting") * * *.

Add following to Section 3:

In case there is no Annual Meeting, the report of the Committee on Elections shall be printed in the journal.

SIDNEY B. HILL

MARY P. McLEAN

RUTH SAVORD, *Chairman*.

NOTE: Members are reminded that these changes, if voted, will not affect paid up 1944 membership.

EVENTS and PUBLICATIONS

Bibliographic Research in the Future

The expanding recognition given fact-finding and bibliographic research in plans for business or industrial development is currently demonstrated over and over again in special memoranda, in magazine articles, in newly organized research programs, in developing special libraries. For several years Mr. Paul Mandeville has pursued a vigorous campaign to promote a more systematic use by industry of the bibliographic resources of the country. In the pamphlet *GROWTH AND OPPORTUNITY*; on the better use of one another's knowledge and its beneficial affect on normal employment (Champaign, Ill., Library Research Council, 1944, 122p), he presents his conclusions in a program for organized use of the almost unlimited published information sources of vital significance to industry. In his many references to libraries, public and special, in this country and abroad, Mr. Mandeville gives a picture of the growth of organized information use that in its breadth of knowledge of such movements will be a revelation to many librarians. His bold conception of what bibliographic service can mean far outdistances others held by those who, in contending with current pressures, have not the same free outlook. For that reason, the opportunity to profit by his study and vision should be seized where any library program is planned on a long range basis. No matter to what extent Mr. Mandeville's ideas may find agreement, they are provocative and must be given serious consideration. His submission of his theories for consideration through the publication of this brochure offers an opportunity for participation in the constructive development of a future program for bibliographic organization and research. This cannot lightly be passed over by special librarians who are building for the future. His ideas and those recently presented in several English publications must be given due thought.

MARIAN C. MANLEY.

* * *

An article, "Special Librarianship," written by Jane Brewer, National Membership Chairman, S. L. A., appears in the February 1944 issue of *Women's Work and Education*. This article is one of a series planned by the S. L. A. Committee on Training and Professional Activities.

"The Battle of Books", an address delivered by Carl White, Director of Libraries, Columbia University, at a joint meeting of the Special Libraries Council of Philadelphia and the Philadelphia Metropolitan Library Council on February 4, 1944 appears in *Vital Speeches* for March 1, 1944.

* * *

"What Do You Want to Know?," by Thomas M. Iiams, is a description of the Colgate University Library, Hamilton, New York, appearing in *Colgate-Navy Banter*, February 1944, pages 14-15 and 22.

* * *

"A Technical Librarian in Industry" is the title of the newest article, in the series on business libraries, which has been appearing over a period of years in *Executives Service Bulletin* of the Policyholders Service Bureau, Metropolitan Life Insurance Company, 1 Madison Avenue, New York, N. Y. Written by Lucy Lewton, of Freeport Sulphur Company, in the February 1944 issue of the *Bulletin*, the article describes her work as research librarian and chief statistician in very crisp style that shows the newer concept of technical library service for a large research staff. This article might be read in connection with another published last August in *Chemical Industries* by Maude E. Elwood, of Dow Chemical Co., Midland, Michigan. They give an excellent picture of what the library profession is contributing to industries geared to war production.

* * *

An article on page six of the February 28th issue of the *Program-Magazine* of the City Center of Music and Drama (New York) explains how the Municipal Reference Library through its fact-finding research contributes to the municipality's officials the up-to-the-minute facts which enable them to keep the City of New York the cultural and municipal center that it is today.

* * *

The discussion method of attacking current problems is becoming more and more popular. *CONDUCTING GROUP DISCUSSION* (Springfield, Ill., Illinois State Library, 1943. 16p.), by D. E. Lindstrom, may be used as a guide to the successful organization of group discussions.

The recent report to J. F. Byrnes, Director of the Office of War Mobilization, prepared by Bernard Baruch and John Hancock and dated February 15, 1944, on WAR AND POST-WAR ADJUSTMENT POLICIES has been printed in an 108-page pamphlet by the U. S. Government Printing Office, Washington, D. C. This report makes interesting reading.

* * *

An agreement has been reached for regional library specialization in the Pacific Northwest and machinery for future specialization has been set up under the auspices of the Pacific Northwest Bibliographic Center, University of Washington Library, Seattle, Washington. This agreement is recorded as part of the November 1943 Conference Proceedings, which are printed in the January 1944 issue of the Pacific Northwest Library Association *Quarterly*.

* * *

Poor's REGISTER OF DIRECTORS AND EXECUTIVES for 1944 has just been published. It is a national roster of executive personnel, listing individuals alphabetically and geographically, by name and by company. The REGISTER costs \$60 and can be examined without obligation by writing to Poor's Register of Directors and Executives, 345 Hudson Street, New York 14, N. Y.

* * *

A most provocative article which should be read by every librarian is "Of the Librarian's Education," by W. Stanley Hoole, appearing in the Winter 1943-44 issue of the *American Scholar*. In this article Mr. Hoole, who is Librarian and Director of the Department of Library Service, North Texas State Teachers College, Denton, Texas, makes the condemning accusation that most librarians do not read. He blames the reason for this statement on the fact that in library schools too much emphasis is laid upon training the student in library techniques, with little or no time devoted to acquainting him with what lies inside the books he will have to live with when he is appointed to a library position and through his superior knowledge will be called upon to assume civic and social leadership. "He has learned that books are but physical things and the librarian is but their checker."

* * *

In this column for February it was stated that the publishers, Brock and Wallston, of MANAGERIAL CONTROL THROUGH INTERNAL AUDITING, by Victor Z. Brink, were located in

When they ask for **MARINE BOOKS** ... have CORNELL Books on hand!

Cornell Maritime Press, the only company in America to publish maritime books exclusively, offers books written by men who are foremost in their field.

Subjects Covered:

Seamanship	Naval Architecture
Meteorology	Ship Construction
Officer's Handbooks	Shipbuilding Costs
Navigation & Piloting	Ship Outfitting
Ship's Business	Ship Wiring
Lifeboat Handling	Piping
Cargo Handling	Ship Welding
Signaling	Blueprint Reading
Engineering	Repair and Alteration
Refrigeration	Maritime Labor
Electricity	Coast Guard Law
Star Finder	Naval Reserve Guide
Knots & Rope Work	Plant Protection
Medicine & First Aid	Teacher's Manual
Ship Model Building	Ship's Cook & Baker
Steward's Manual	Marine Storekeeping

Send For Free Catalogue Listing All Titles



CORNELL
MARITIME PRESS

241 W. 23rd St. New York 11, N. Y.

Your readers will be eager to use

This New, Practical
SPANISH-ENGLISH
ENGLISH-SPANISH

ENGINEERS' **DICTIONARY**

Compiled by Louis A. Robb
Member of The American Society
of Civil Engineers, and
Vice-President of
Ambursen Engineering Corp.

A complete technical vocabulary of more than 44,000 current Spanish and American engineering terms, including many local equivalents in dialects used in the 18 Spanish-speaking countries of South and Central America.

Covers civil engineering terms used in plans, specifications, reports, contracts—many mechanical and electrical terms, expressions from geology, chemistry, and allied sciences. Of inestimable value to architects, engineers, or contractors engaged in working with Spanish-speaking people.

423 Pages Flexible Cover \$6.00

JOHN WILEY & SONS, Inc.

440 Fourth Ave. New York 16, N. Y.

Please Mention Special Libraries When Answering Advertisements

AN AERONAUTICAL REFERENCE LIBRARY

edited by

Willard K. Dennis, *Librarian*
Parks Air College, East St. Louis, Ill.

A basic list of approximately 800 titles for an aeronautical reference library at a cost of \$2,600. The list is the result of the cooperative effort of eighteen librarians engaged in this special field. It includes name and address of publisher and price of each volume, as a buying guide.

Of primary importance to all technical and aeronautical libraries, as well as to college, university, public, school, and special libraries with any technical collections. Of great value to air corps libraries and government training centers and to all persons interested in this most rapidly expanding field.

May, 1943 32 pages Price: \$1.00, plus postage

Order from

SPECIAL LIBRARIES ASSOCIATION
31 East Tenth Street, New York 3, New York

WANTED TO PURCHASE

Andre Chapelon
"La Locomotive a Vapeur"

Stodola
"Steam and Gas Turbines"
2 volumes, English

"Locomotive Encyclopedia of
American Practice"

THELMA R. REINBERG, Librarian
Battelle Memorial Institute
Columbus, 1, Ohio

Expert Service on Magazine Subscriptions for Special Libraries

Write for a free copy of Faxon's
Librarians' Guide.

Also odd numbers of magazines,
volumes, or complete sets.

F. W. FAXON COMPANY
83-91 Francis Street
Back Bay, Boston, Massachusetts

New York, N. Y., instead of in Stamford, Connecticut. The Editor regrets any inconvenience this error may have caused.

* * *

Bibliographies:

BEST BOOKS OF 1943 ON OCCUPATIONAL INFORMATION AND GUIDANCE. Compiled by R. Hoppock, K. Prendergast, E. Rose and S. Spiegler. (New York, N. Y., Occupational Index, Inc., New York University, 1944, 25¢.)

BIBLIOGRAFIA DE FRANCISCO GONZALEZ DEL VALLE. (Apartado 572, La Havana, Cuba, Anuario Bibliográfico Cubano, 1943, 19p.)

ECONOMICS OF RECLAIMED RUBBER. Compiled by Idair Smookler. (Washington, D. C., Office of Emergency Management Library, 1943, 36p.)

FIRST SELECTION OF ENGINEERING WORKS. *In Library Journal*, November 15, 1943, pp. 932-933. (New York, N. Y., R. R. Bowker Company, 25¢.)

GOLD STAR LIST OF AMERICAN FICTION, 1923-1944. (Syracuse, New York, Syracuse Public Library, 1944, 40p., 40¢.)

GOODLY HERITAGE. *The Booklist*, Part 2, December 1, 1943. (Chicago, Ill., American Library Association, 1943, 25¢.)

GREECE. Compiled by A. D. Brown and H. D. Jones. (Washington, D. C., Library of Congress, 1943, 101p.)

HISTORIES OF BUSINESS COMPANIES. *In Business Literature*, March 1944. (Newark, New Jersey, Public Library of Newark, Business Branch, 1944, 4p.)

HISTORY OF SCIENCE, SECOND SUPPLEMENT, PART III ASTRONOMY. Compiled by R. B. Gordon. (Chicago, Ill., John Crerar Library, 1944, 9p.)

INTRODUCTORY GUIDE TO READING ON POSTWAR PROBLEMS. Compiled by S. C. May. (Berkeley, Cal., University of California, Bureau of Public Administration, 1944, 18p.)

RESEARCH AND POSTWAR PLANNING, BIBLIOGRAPHY XII. (610 Fifth Ave., New York, N. Y., United Nations Information Office, 1943, 56p. \$1.)

STATISTICS AND MAPS FOR NATIONAL MARKET ANALYSIS. (500 Fifth Ave., New York, N. Y., U. S. Dept. of Commerce Field Service.)

TECHNIQUES OF DISCUSSION GROUPS. *In Conducting Group Discussion*, pp. 13-16. (Springfield, Ill., Illinois State Library, 1943.)

WOMAN POWER. Compiled by Idair Smookler. (Washington, D. C., Office of Emergency Management Library, 1944, 13p.)

Please Mention Special Libraries When Answering Advertisements

APRIL FORECASTS OF Forthcoming Books

(Where the publisher has supplied the price and a brief description of the book, these have been included.)

ADVANCES IN ENZYMOLOGY AND RELATED SUBJECTS, v. 4, edited by F. F. Nord and C. W. Werkman. Interscience Publishers. "A review of important developments in the field of enzymes, hormones and general topics of biochemistry related to enzymology. It contains 8 articles written by experts who have personally contributed to the field which they have surveyed."

CITIZEN'S WAR ATLAS, by the Office of War Information. Simon and Schuster. \$2.50. "Over 80 maps in two colors with accompanying text. Size 11½ x 14¾."

COMPASS OF THE WORLD, edited by H. Weigert and V. Stefansson. Macmillan. \$4. "This book, written by leading authorities, seeks to make clear just what is happening and what the consequences will be."

GLOBAL GEOGRAPHY, by G. Renner and others. Crowell. \$5. "An introduction to the new concept of geography by specialists in the field."

IDEA OF NATIONALISM, by H. Kohn. Macmillan. \$7.50. "The book is indispensable to the scholar and student in history, political science, the humanities or philosophy, and also of immediate interest to the general reader."

MAYO CLINIC, by L. Wilder. Harcourt, Brace. Probable price \$1.75. "This sixth revised edition brings the story of the famous medical center in Rochester, Minnesota, completely up to date, and it includes a complete list of the present staff. There are map end papers and many charming drawings by Ruth Barney."

MIRACLES AHEAD, by N. V. Carlisle and F. B. Latham. Macmillan. \$2.75. "This book gives the first full picture of postwar living as it will be for the average citizen in an age of aviation, electronics and chemical wonders."

OFFICIAL GUIDE TO THE U. S. ARMY AIR FORCES. Simon and Schuster. \$1.50. "The first official manual. Complete records, tables and charts on planes, plane production, biographies, historical data. Illustrated."

GRAPHIC MICROFILM SERVICE, INC.

OUR organization has had the privilege of serving a number of America's great libraries, institutions and industries in the past years.

We manufacture a complete line of microfilm equipment which includes cameras, reading machines, positive printers and enlargers, which equipment can be delivered on reasonable priorities.

Should your organization require work done on a service basis, each of our offices has some camera time which can be devoted to such work. And as a result of the increase of our facilities and volume of business prices for service operations to libraries are now lower than ever. We invite your further interest.

Graphic Microfilm Services, Inc.

Executive Office: 7 Dey Street
New York, 7, N. Y.

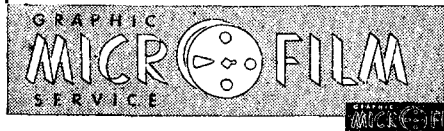
Regional Offices:

New England: Waltham, Mass.

Midwest: Chicago, Ill.

West Coast:

Los Angeles, Cal., San Francisco, Cal.



Please Mention Special Libraries When Answering Advertisements

THREE LOOSE-LEAF ABSTRACT SERVICES

RESINS, RUBBERS, PLASTICS

Edited by H. Mark and E. S. Proskauer

Inaugurated January 1st, 1942

Subscription price for 1944: \$45.00
for 12 monthly issues

Binder: \$3.50

Ask for folder giving full details.

NATURAL AND SYNTHETIC FIBERS

Edited by Milton Harris and H. Mark

Abstracts of the scientific and patent
literature

Patent Part: *Edited by Paul Wengraf*

Inaugurated January 1st, 1944

Subscription price: \$60.00 for 12
monthly issues

Binder: \$3.00

Ask for folder giving full details.

FATS, OILS, DETERGENTS

Inaugurated January 1st, 1944

Subscription price: \$36.00 for 12
monthly issues

Binder: \$3.00

Ask for folder giving full details.



**INTERSCIENCE
PUBLISHERS, Inc.**

215 FOURTH AVENUE
NEW YORK 3, N. Y.

POSTWAR AVIATION, by S. P. Johnston. Duell, Sloan & Pearce. \$2. "This book sizes up the chances for taking a rocket to the moon, an airliner to London, a helicopter to town. For those who seek jobs in postwar aviation it gives some clues to the competition they face."

Announcements

Notice of Annual Meeting

AS REQUIRED by BY-LAW VIII, Section I, notice is hereby given that the annual business meeting of Special Libraries Association will be held Wednesday, June 21, 1944, in the Benjamin Franklin Hotel, Philadelphia, Pennsylvania, in connection with the annual convention of the Association.

ELEANOR S. CAVANAUGH, *President.*

KATHLEEN B. STEBBINS, *Secretary.*

Watch for Your Ballot!

The Committee on Elections of which Miss Ruth Savord is Chairman, will mail shortly a ballot on which appears the names of candidates to be voted upon for S. L. A.'s 1943-44 officers. These ballots must be received back at S. L. A. Executive Office, 31 East Tenth Street, New York 3, N. Y., by 9 A. M., June 1, 1944 to be counted.

Here is your opportunity to have a vote in choosing your officers for next year, whether or not it is possible for you to attend the June Conference.

Demobilization and the Library

The A. L. A. *Bulletin* for April will print a manifesto on demobilization and readjustment which should be "read, marked and digested" by all librarians whether public or special. The role librarians will play in the postwar world will be a most important one especially in the service they can render in participation in the processes of demobilization and readjustment. This is a serious subject and one which should be given careful planning and consideration.

American Seamen Want Books

A call has come from the American Merchant Marine Library Association, 43 Broadway, New York 6, N. Y., that 500,000 books are needed for 1944. Anyone wishing to donate books for this purpose may mail them, Book Rate, 3 cents

Please Mention Special Libraries When Answering Advertisements

per pound (up to 70 pounds), to the office nearest him: Municipal Recreation Pier, Foot of Broadway, Baltimore 31, Md.; 408 Atlantic Avenue, Boston 10, Mass.; Dock Board Tool House, Poydras and River Streets, New Orleans 13, La.; 406 Plume Street, Norfolk 10, Va.; Pier 4, South, Foot of Chestnut Street, Philadelphia 7, Pa.; 105 Embarcadero, San Francisco 11, Cal.; Old Weather Bureau Building, Sault Ste. Marie, Mich.

It's "Captain" Lloyd Now

Margaret Clair Lloyd, formerly Librarian of the Retail Credit Company, Atlanta, Georgia, and, at the time this country entered World War II, Head of that company's Personnel Department, has recently been promoted to the rank of Captain in the United States Marine Corp Women's Reserve. Captain Lloyd, who enlisted in February 1943, is at present commanding officer of the Women's Battalion, Marine Barracks, Quantico, Virginia.

A Gift to the *Chicago Tribune* Library

Dr. Irving S. Cutter, Health Editor of the *Chicago Tribune* and Dean Emeritus of the Northwestern University Medical School, has given to the *Tribune* Library his library of 3,000 volumes pertaining to the history of the American Western States.

The books which will be housed in a separate room of the *Tribune's* Library will join the notable collection left by James O'Donnell Bennett, who died in 1940. Robert M. Lee, former Managing Editor, also left his library for the use of the *Tribune* staff.

Wanted—The January 1944 Issue of SPECIAL LIBRARIES

The supply of the January 1944 issue of SPECIAL LIBRARIES is exhausted at S. L. A. Executive Office. If anyone has any copies to spare will he please send them to Mrs. Kathleen B. Stebbins, National Secretary.

House Organs Wanted

Mrs. Kathleen B. Stebbins, National Secretary, wishes to have the name of the S. L. A. Executive Office, 31 East Tenth Street, New York 3, N. Y., added to the mailing list of those companies which issue house organs. From time to time excellent articles on company libraries appear in these magazines and it is desired to have such descriptions on file at S. L. A. Headquarters.

WAR SUBJECT HEADINGS

For Information Files

Revised and Enlarged Edition

By popular demand a new and enlarged edition of subject headings for information files dealing with the present world conflict is now ready.

New lists from Cleveland War Information Center and Standard and Poor's Corporation are added. Subject headings of Council on Foreign Relations, Inc. and Time Inc. as included in the first edition.

You will need these headings to supplement the earlier publication. Order your copy today—limited number available. Orders filled in order received.

April, 1943 Printed 72 pages

Price: \$2.10, including postage

SPECIAL LIBRARIES ASSOCIATION
31 East Tenth Street, New York

School of Library Science Drexel Institute of Technology

offers

1. A one-year course for college graduates.
2. A two-year in-service course which provides for earning while learning.
3. Late afternoon courses for those actively engaged in library work.



*All courses lead to degree of Bachelor
of Science in Library Science*



For information address:

**Dean of the School of Library
Science**

Drexel Institute of Technology
Philadelphia, Penna.

Please Mention Special Libraries When Answering Advertisements

DOCTORAL DISSERTATIONS

Accepted by
American Universities

1942-1943

These lists represent the only single key to some of the country's most valuable research that is continuously going forward in our larger universities.

Only one-half of the dissertations accepted annually are published. The lists save the remainder from being lost. They are available, since it is the almost universal practice for manuscript theses to be filed in duplicate for the purpose of inter-library loan.

The annual lists all follow the same general arrangement of seven main divisions: Philosophy, Religion, Earth Sciences, Biological Sciences, Social Sciences, Literature and Art, Subject Index and an Author Index.

...Number 1, 1933-1934.	xvi,88p.	2620
Dissertations.	pa.	\$1
...Number 2, 1934-1935.	xii,102p.	2649
Dissertations.	pa.	\$1
...Number 3, 1935-1936.	xiv,102p.	2683
Dissertations.	pa.	\$2
...Number 4, 1936-1937.	xiv,105p.	2709
Dissertations.	pa.	\$2
...The above four in one order,	\$4; or	
bound in one volume (cloth)		\$5
...Number 5, 1937-1938.	xiv,98p.	2768
Dissertations.	pa.	\$2
...Number 6, 1938-1939.	xiii,113p.	2928
Dissertations.	pa.	\$2
...Number 7, 1939-1940.	xv,126p.	3088
Dissertations.	pa.	\$2
...The above three in one volume (cloth)		\$5.50
...Number 8, 1940-1941.	xiv,142p.	3526
Dissertations.	cl.	\$2.50
...Number 9, 1941-1942.	xv,128p.	3243
Dissertations.	cl.	\$2.50
...Number 10, 1942-1943.	116p.	2689 Dis-
sertations.	cl.	\$2.50

THE H. W. WILSON CO.
950 UNIVERSITY AVE., NEW YORK

Map Catalogs Wanted

Mrs. Clara Egli Le Gear, Chairman, Geography and Map Group, S. L. A. Washington, D. C., Chapter and Assistant Chief, Division of Maps, Library of Congress, would like to have sent her any old map catalogs printed by foreign or domestic publishers when discarded by S. L. A. members.

Special Libraries in Mexico

Miss Jennie Greenbaum, Librarian of the Michael Reese Hospital, in Chicago, Illinois, is taking a busman's holiday in Mexico, since she is spending part of her vacation making a survey of special libraries in Mexico City for S. L. A.

To our surprise and pleasure Miss Greenbaum has smoked out some 22 libraries definitely in special fields and has visited about half of these, selling them the S. L. A. idea. As a matter of fact these libraries were for the most part surprised to learn that they were "special libraries." The libraries cover the fields of banking, insurance, medicine, hospitals, public utilities, university departmental libraries, fine arts, music and education.

The librarians of the libraries visited are all especially interested in securing American publications and discovering American source material to supplement their own collection. S. L. A. is more than grateful to Miss Greenbaum for this excellent beginning in making contacts in the international field, thus winning the first round in our proposed plans for co-operation with foreign special libraries. Her visits also prove that personal contact is much more valuable in "good neighbor" gestures than long distance correspondence. Orchids to Miss Greenbaum. More details of this Mexican "vacation" (?) later. E. S. C.

Drexel Institute Offers Special Library Course

Drexel Institute School of Library Science, Philadelphia, Pa., has decided to offer as part of its one year curriculum, training for special library work. It is offering to applicants for this course, two scholarships, each one of which will carry full tuition in the amount of \$260. The course will be conducted by Miss Dorothy Bemis, Librarian of the Lippincott Library, Wharton School, University of Pennsylvania. Lecturers in subject fields such as engineering, physics, chemistry, bio-chemistry, etc., will be drawn from the faculty of Drexel Institute of Technology. Detailed information is available

Please Mention Special Libraries When Answering Advertisements

from the Drexel Institute School of Library Science.

Reclassification

(Continued from page 115)

LIST OF COLLEGES AND UNIVERSITIES SUPPLYING DATA:

Acadia University (Canada), Alma College, American University, Brown University, Bucknell University, University of California, University of California at Los Angeles, Canisius College, Catholic University, University of Chicago, University of Cincinnati, Clemson College, Colby College, College of St. Catherine, College of the Pacific, Columbia University (Avery Library), Cornell University, Dayton University, D'Youville College, East Central State Teachers College (Ada, Okla.), Emory University, George Washington University, Hamilton College, Haverford College, Indiana University, Iowa State College, Johns Hopkins University, Kalamazoo College, Kings College (Canada), Luther College, University of Michigan, New Mexico Agricultural and Mechanical College, New York College of Agriculture, New York University, North Carolina State College of Agriculture (Raleigh), Northwestern University (Schaffner Library), University of Notre Dame, Ohio State University, University of Omaha, Oregon State College, University of Pittsburgh, Pomona College, Presbyterian Theological Seminary (Chicago), Princeton University, Queens University (Canada), Regina College (Canada), University of Rochester, Rosary College, Rutgers University, St. Benedict's College, St. Olaf College, University of Saskatchewan (Canada), Swarthmore College, Temple University, Tufts College, University of Virginia, University of Western Ontario (Canada), Wilmington College, Wittenberg College, Yale University.

America's most complete, authoritative manual, recording domestic and foreign events and interpreting their bearing on American affairs.

The 1944 Printing of the AMERICAN YEAR BOOK

Editor

WILLIAM M. SCHUYLER

Comprehensive, authentic, accurate—this great reference volume contains a full record of events of 1943, relates and interprets war and other issues in America, and appraises foreign developments bearing on American affairs. The contents of THE AMERICAN YEAR BOOK—1,000 pages of vital, up-to-the-minute facts and information—are arranged in seven parts:

- PART ONE—
Historical
- PART TWO—
American Government
- PART THREE—
Governmental Functions
- PART FOUR—
Economics and Business
- PART FIVE—
Social Conditions and Aims
- PART SIX—
Science—Principles and Application
- PART SEVEN—
The Humanities

This survey of 1943 gives a graphic picture of America's participation in the war. \$12.00

Order now for May delivery

Thomas Nelson & Sons

385 MADISON AVE. NEW YORK 17

Please Mention Special Libraries When Answering Advertisements

*The Stoutest Shelving was needed, so
GAYLORD made it of MAPLE...*

★ Because of the unusual weight of the volumes to be stored, original plans for the Recorder of Deeds

Building in Washington called for steel counters and shelves. With steel unavailable, the District Specification Department consulted Gaylord Bros. We suggested maple, with very satisfactory results. Our strict standards of construction assure long service, without sagging or warping despite the great weight. The warm luster of maple makes the rooms more restful and inviting.

If you have a library problem, whether it concerns shelving, furniture or supplies, Gaylord Bros. gladly offer you their experience and resources. Consultations involve no obligation.

GAYLORD BROS., INC. SYRACUSE, N. Y. STOCKTON, CALIF.
Est. 1896
Originators and Makers of Better
Library Furniture and Supplies

SANFORD'S

Library Paste
Permanent Clean

Cream the Paste with the brush. Spread thin. Card pockets, book plates, and even bindings will be inseparably held.

A 2 oz. sample sent on request of any librarian

SANFORD INK CO.
Chicago New York



No. 533 8 oz.
No. 534 5 oz.

VACANCIES — LIBRARIANS

We secure better positions for Librarians—better Librarians for Libraries.

Where you learn of ONE vacancy, we learn of HUNDREDS. 30th Year.

Send for enrollment blank S.

AMERICAN LIBRARIANS' AGENCY

535 Fifth Ave. (Office 1113) New York City

LIBRARY COSTS and BUDGETS

by

EMMA V. BALDWIN

and

WILLIAM E. MARCUS

A summary and interpretation of findings of a study of cost accounting in thirty-seven libraries.

For librarians, students, instructors, city managers, taxpayers, appropriating bodies.

224 Pages CLOTH \$3.00

R. R. BOWKER CO.

62 W. 45th St. New York 19

Please Mention Special Libraries When Answering Advertisements

Rademaekers

LIBRARY BINDERS AND BOOKSELLERS

NEWARK, NEW JERSEY
74 Oraton Street

Branch Office:
580 Fifth Avenue, New York
Hempstead, L. I., New York

RADEMAEKERS LIBRARY AND SCHOOL BINDINGS have won universal recognition because of durability and attractive appearance.

THE BINDERY IS OLD: the binding methods are NEW, uptodate, practical. Prompt service is a specialty.

Prices, samples, trained representatives, await the summons of the librarians.

SPECIAL SERVICE for Special Libraries

We are prepared to supply our trade with almost any back numbered issue of Technical Magazines or Trade Journals.

Send us your magazines for binding and let us worry about your missing issues.



A. C. PANDICK
MANAGER

LAW AND COMMERCIAL PRINTING CORPORATE · FINANCIAL

NEW YORK OFFICE
PANDICK PRESS, INC.
22 THAMES STREET
NEW YORK, N. Y.

NEW JERSEY DIVISION
ARTHUR W. CROSS, INC.
71-73 CLINTON STREET
NEWARK, N. J.

TELEPHONES { NEW YORK—RECTOR 2-3477
NEWARK—MARKET 3-4994



This book printed by Arthur W. Cross, Inc.

Please Mention Special Libraries When Answering Advertisements

BOOKS FOR THE *Special Library*

LEND-LEASE WEAPON FOR VICTORY

By Edward R. Stettinius, Jr.

"This book is a chronicle, for Congress and the nation, answering questions, settling doubts, and telling the plain, factual and tremendous story of what lend-lease aid, and reverse lend-lease, mean."—*The New Republic*. "Readably absorbing . . . indispensable."—*Philadelphia Record*. \$3.00

The author has presented all royalty earnings on this book to an internationally known charitable organization.

CHINA HANDBOOK 1937 - 1943

Compiled by the Chinese Ministry of Information

The first complete official reference book on wartime China. "A gold mine of facts relating to China in all its interests, and a useful reference book both for now and after the war."—*Current History*. 1,000 pages, including charts, index, and a large three-color map of China. \$5.00

SPHEROGRAPHICAL NAVIGATION

By Brouwer, Keator, and McMillen
Foreword by Captain P. V. H. Weems

This authoritative book gives the complete explanation necessary for the understanding and use of a revolutionary new system of celestial navigation, by which the navigator can find his position quickly without recourse to mathematics and complicated formulas. \$5.00

A MODERN FOREIGN POLICY for the United States

By Joseph M. Jones

The author of this timely book re-examines the relation of foreign policy to U. S. democratic processes in the light of the recent broadening of foreign affairs. He outlines four essential requirements of a modern policy, and discusses the basic principles on which Americans should be able to agree above partisan debate. \$1.35

Abbrevs.

(A Dictionary of Abbreviations)

By H. J. S.

(Herbert John Stephenson)

Never before have there been compiled within a single volume the many abbreviations which business people, writers, scholars, and laymen need to be able to use correctly. This indispensable reference book contains an alphabetical listing of every conceivable sort of abbreviation: legal, medical, theatrical, mathematical, religious, military, naval, aeronautical, scientific, political, and many others. \$1.75

THE MACMILLAN CO., 60 Fifth Avenue, New York 11, N. Y.

Please Mention Special Libraries When Answering Advertisements

THE DUDEN PICTORIAL ENCYCLOPEDIA IN FIVE LANGUAGES

English - French - German - Italian - Spanish

Completely indexed in all five languages

2,600 pages

size 6½" x 10"

PRICE \$20.00

Handsomely bound in red Buckram

HERE is a new and basically different kind of dictionary, containing pictures of more than 30,000 objects and actions, grouping them by subject, and translating them into English, French, German, Italian, and Spanish.

The average dictionary illustrates an occasional term, but the DUDEN ENCYCLOPEDIA stands alone in giving pictorial support to *every* word listed.

Many words in this five-language DUDEN PICTORIAL ENCYCLOPEDIA are not to be found in the largest bilingual nor in the most complete single-language dictionaries. For every one of the 30,000 expressions there is an explanatory illustration, and, what is still more important, the illustration is found in its direct relationship to the general subject. The word "spotlight" for example is one of the 127 numbered topics in the illustration of Film and Motion Pictures.

An indispensable reference source, the DUDEN PICTORIAL

ENCYCLOPEDIA is easy to use, and a valuable addition to any library—Technical, Scientific, Public, or Private—it is a veritable treasure-chest of knowledge for any one interested in more than one language.

The DUDEN PICTORIAL ENCYCLOPEDIA covers the Arts, Sciences, Commerce, Technology, Industry and any other field of human endeavor. The main divisions include:

Man, Family, Home. Trades and Vocations. Leisure Time. Learning, Research. Art. Religions. The State. The Community. Trade and Transport. The Past. Countries and their Peoples. Animals and Plants. The Earth and the Universe.

SEND ORDERS TO:

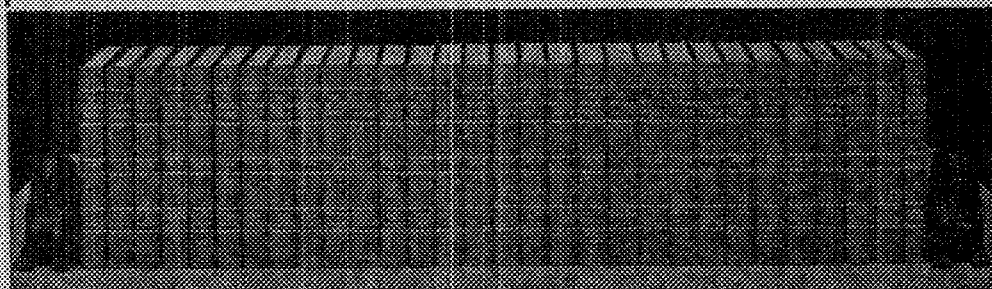
G. E. STECHERT & CO.

31 East 10th Street

New York 3, N. Y.

Please Mention Special Libraries When Answering Advertisements

THE ENCYCLOPEDIA AMERICANA



A STANDARD REFERENCE WORK FOR LIBRARIES AND SCHOOLS *—for More Than a Century!*

Since 1829, when work was first started on the Encyclopedia Americana, it has been an indispensable reference work in libraries, schools, colleges, offices and homes. Each year more libraries add it to their shelves.

Extensively revised to include the cataclysmic changes of the past decade, the Americana is equipped to fulfill the urgent reference needs of today. Authoritative, reliable and easy to use.

The Encyclopedia Americana is a dependable library of information and includes such vital subjects as: Military and Naval Science, Latin America, Chemical Industries, Banking and Finance, Education, Nutrition, Medical Science, Mineral Supplies and many other subjects.

- 30 VOLUMES of Convenient Size for easy handling
- Written in readable style by eminent authorities in every field
- Generously illustrated by 16,000 black and white photographs, diagrams, charts and 100 maps. 88,000 articles
- Priced with consideration for library and school budgets.

In order to keep abreast of latest developments and events in this fast moving world, the AMERICANA ANNUAL is issued to all subscribers at a nominal cost. 800 pages of illustrated articles by leading authorities in almost every field of human endeavor.

Write for free 36-page booklet "America's Reference Work" describing the Encyclopedia Americana

AMERICANA CORPORATION • 2 W. 45th St., N. Y. C.

Please Mention Special Libraries When Answering Advertisements

American Reprints of Foreign Scientific Books by License of the Alien Property Custodian

The 96 titles licensed to us since January 1944 will be reprinted in order of demand—20 will be reproduced from unique copies in the country. Importation of these works will be illegal for five years.

If interested in any of the following, please order them now.

GEOMETRY, DIFFERENTIAL

Blaschke, Wilhelm. *Geometrie der Gewebe. Topologische Fragen der Differentialgeometrie.* Springer, 1938. viii, 339 p.
(Orig. price \$11.90) Our price \$9.25

RADIO—ANTENNAS

Bruckmann, Helmut. *Antennen: ihre Theorie und Technik.* Hirzel, 1939. xiv, 339 p.
(Orig. price \$8.80) Our price \$8.40

GLASS MANUFACTURE

Eitel, Wilhelm, ed. *Glastechnische Tabellen. Physikalische und chemische Konstanten der Gläser.* Springer, 1932. xi, 714 p.
(Orig. price \$60.00) Our price \$24.00

HYDRODYNAMICS; PROBABILITIES

Gebelien, Hans. *Turbulenz. Physikalische Statistik und Hydrodynamik.* Springer, 1935. viii, 177 p.
(Orig. price \$5.60) Our price \$4.00

EGGS

Grossfeld, Johannes. *Handbuch der Eierkunde.* Springer, 1938. vii, 375 p.
(Orig. price \$11.40) Our price \$10.50

CUTTING TOOLS

Hilbert, Heinrich. *Stanzertechnik. 2. ergänzte Aufl.* Hanser, 1943. vol. 1: *Schnittdende Werkzeuge.* 312 p.
(Orig. price unknown) Our price \$7.15

CALCULUS

Joos, Georg, and Theodor Kaluza. *Höhere Mathematik für den Praktiker. 2. verb. Aufl.* Barth, 1940. xii, 368 p.
(Orig. price \$9.50) Our price \$7.50

STRAINS AND STRESSES

Neuber, Heinz. *Kerbspannungslehre.* Springer, 1937. vii, 160 p.
(Orig. price \$6.00) Our price \$4.00

Complete catalogs will be sent on request.

J. W. Edwards and Edwards Brothers, Inc., Publishers
Ann Arbor, Michigan

Please Mention Special Libraries When Answering Advertisements