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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 13

October 1942

NUMBER 5

Proceedings Issue III

The Librarian's Responsibility

Rose L. Formelker

The Special Librarian in Wartime

Mrs. Irene M. Strick

Frozen Assets

Byron A. Soule

The Librarian's Equity in a New Drug Application

Carl Pfeiffer

**The Development of the International
Labour Office Library**

Janet F. Saunders

Washington Libraries and the War

A Panel Discussion

Published by

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Special Libraries

VOLUME 33



. NUMBER 8

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Indexed in Industrial Arts Index and Public Affairs Information Service

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◀ October 1942 ▶

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The Librarian's Responsibility¹

By ROSE L. VORMELKER

Head, Business Information Bureau, Cleveland Public Library, Cleveland, Ohio

WE DO not need to be reminded that the war has affected the librarian's work. It goes without saying that in a world in which planning for evil purposes has been going on for years the "power houses of information" to be used in planning for constructive purposes have an unprecedented challenge and responsibility thrust upon them. Whether they rise to meet it depends upon the individual librarian. It will take more than knowledge. It will require imagination and vision to give form and meaning to the slogan of our Association, *Putting Knowledge to Work*. It will take more than training. It will require ability to carry out the fruits of training with speed and accuracy. It will require a healthy curiosity on the part of the librarian into the plans and hopes of business, industry, labor and government to be able to fit the librarian's job into its proper and significant niche. It will take what Eileen Thornton has so aptly called "tonic simplified routines and techniques." The special librarian has for years performed his work with perhaps all of these qualities and attitudes. Why, then, assume that anything new has been added? In the first place it is quite possible that there has been a change in the personnel using the library. Workers have gone into the service of their country either in the armed forces or into one of the other war agencies. Their places have been taken by

those who may not know of the information service available in their organization or at the end of their telephones. Librarians are likely to have an entirely new market and therefore might well assume that no one knows of their resources nor of the services they are qualified to render.

Recently a new profession has arisen—new only to the world which has not known of the Special Libraries Association—namely, that of the *Information Specialist*. In their obvious need for facts and figures, executives have said, "We need someone who knows *sources of information*. Let's employ an *Information Specialist*." Isn't it something to give us pause that they have created a new name for the service which we in this Association particularly, indeed, which the entire profession of librarianship represent? Hasn't the time come to do something drastic about the popular idea that librarians are more or less nice people who "keep track of the books and magazines, and occasionally find one when you ask for it," and that libraries are places in which to find popular fiction? This misunderstanding may lie in the librarians themselves. They should place more emphasis on their ability to produce *information* needed for a very specific and practical purpose, and to guard against letting anyone dismiss them with a shrug as the representative of a profession which stamps "date due" on books.

Someone said recently that the great saboteur of our times is *ignorance*. The information we use is not enough when

¹ Paper presented before the First General Session of the Thirty-Fourth Annual Convention of Special Libraries Association, held in Detroit, Michigan, June 18, 1942.

we consider the vast stores which exist, but which are not discovered at the psychological moment. What group can be the key to these sources of knowledge to better advantage than librarians, especially special librarians? The extent to which this fact is known is equivalent to that of a drop of water in a mighty ocean. There are a number of reasons for this. In the first place, there is not sufficient recognition of the library school as a training ground for library workers. Recently an employment manager, when referred to a library school for a candidate for his industrial library, exclaimed, "Mercy me! Do they have *schools* for librarians?" And as for associations of librarians, as S.L.A., A.L.A., state and local groups, that seemed too preposterous to him, and he commented, "Why that's like a profession, almost like physicians or attorneys!" Furthermore, too few library schools attempt to include courses which would equip their graduates with a knowledge of sources of information. Emphasis is still placed on the technical aspects of library work, i.e., cataloguing, classification, administration, all subjects which require great adaptation when applied to special library work. This emphasis, however, is far less important to the *information specialist* than is familiarity with *sources of information* in various fields of knowledge. A second reason is the natural result of this lack in library schools, i.e., many librarians themselves for so long a time have taken more pride in a beautiful catalogue and long, exhaustive compilations of references with the idea that these were the acme of professional perfection, apparently not realizing that only a professional librarian appreciates these achievements. That to put them to greatest use for any client requires interpretation on the part of the librarian.

A third reason is that many executives in high places have a frightful carry-over from some unfortunate childhood experi-

ence in a library. Quite recently one such executive said that he made a point of avoiding libraries and librarians. A little "joshing" revealed that he had grown up in a small town where the librarian was the deserving spinster daughter of one of the town's civic and cultural leaders. His mother was on the library board and insisted that he, a boy of ten or twelve, take the lady home every night. And said he, "I was more afraid of the dark than she could possibly have been." Also, many librarians have had the importance of cataloguing so impressed upon them that it has become synonymous with chaining the material to a wall. In a recent conference with a Government official in which it was my duty to secure copies of a special report for libraries, the executive said, "Now what would a librarian do with this? You know he would merely catalogue it and put it on a shelf."

Our world today, and the only world we can accept tomorrow, needs the utmost which planning and research can offer it. Think of the devastated areas that will need re-building! Think what the opportunities are in a unified American hemisphere! Think of the substitute materials we need to develop! Think of the armies of workers to be employed! When you have done this you will realize the tremendous need which exists to make the experience of others, now in print, available in time to be of use to win the war and cushion the shock of post war conditions. Why not be recognized as *Information Specialists* when you know that sooner or later you will be called upon to produce this information?

It is interesting to note in passing that British librarians are thinking along these same lines. In a recent issue of the *Library Review*² is this excerpt:

"The capabilities of librarians have

² From the "Library of the Future," by William B. Paton, in *Library Review*, No. 61, September 1942, p. 165.

recently been demonstrated throughout the country in wartime spheres of activity not directly akin to their normal work. One of the most important of such duties is the post of Information Officer, which many librarians in raided towns have filled with distinction. The answering of queries and the dissemination of information have, of course, always been part of the librarian's work, though to what limited extent the public is aware of this was strikingly demonstrated to a colleague when, at a recent conference of Citizens' Advice Bureaux workers, his outline of this aspect of our normal work was received with

great surprise by the meeting. The extent and minuteness of the Information Service, particularly in respect of local affairs, has been greatly heightened by the conditions of war, and the added responsibilities thus assumed as a result of abnormal need should be carried into the years of peace. A Citizens' Advice Bureau, fully provided with detailed information on local activities and national affairs and regularly staffed with intelligent and sympathetic personnel, is as valuable in peace as it is in war and should form part of the post-war library. . . ."

The Special Librarian in Wartime¹

By MRS. IRENE M. STRIEBY

Librarian, Lilly Research Laboratories, Eli Lilly and Company, Indianapolis, Indiana

ONE year ago the Sword of Damocles was hanging over us; we did not know exactly what we were going to do about it. It is true we were concerned with preparations that seemed necessary but still not real enough to take precedence over immediate problems. More than likely we were more engrossed at the moment with following the progress of the installation of an electron microscope and how it might aid in virus research; we have always been at war with the infinitely small. The realization that we are special librarians in wartime came to us suddenly when September 1941 found us back from our vacations, meeting in the halls strange new faces, above white

uniforms, whose owners wheeled trucks of test tubes filled with blood of donors living as far away as Detroit and St. Louis. More realistic still were occasional glimpses caught of other technicians as they emerged from chill rooms, clothed in cumbersome leather-lined-with-sheepskin suits. The equipment for our blood bank had been installed and placed in operation in a minimum amount of time.

There is no one who has not had many minor problems with which to contend, such as when our page told us that we were out of label varnish and the shops could not furnish another pint. We then decided to substitute lacquer, only to be told it could not be bought without a priority order. So with an A 10, we settled for a gallon. After that is gone we must substitute, improvise, adapt. A telephone call from the bindery informed us they were out of blue buckram #536. Would we be willing to substitute #636? We

¹ Paper given at the First General Session of the Thirty-Fourth Annual Convention of Special Libraries Association, held in Detroit, Michigan, June 18, 1942, and repeated at the Indiana Library Association meeting, Lincoln Hotel, Indianapolis, Indiana, October 9, 1942.

laid aside all ideas of color harmony for the periodical sets upon the shelves and answered that we would. Now we have a powder blue volume of *Science* sitting next to one in a sky blue jacket. But we are lucky to be able to secure buckram of any kind or color now!

Everyone has some pet ways of conducting his work. One of ours is to cut old rubber tire tubes in horizontal strips to use as bands around volume cumulations of current periodicals of which we expect to dispose. The Purchasing Department told us it could not even buy a punctured one and we had made the rounds of the tire shops before we realized it might be wrong to hoard. Needless to say we had to cut around the holes in order to use what few we did secure.

There is the worry, too, of incomplete volumes of foreign periodicals, awaiting a missing index or an issue that, by this time, must be in Davy Jones' locker for longer than the duration. In anticipation of finding the extra copy before 1952, we must be optimistic enough to bind the periodical anyway, leaving a stub, in order not to lose the circulating unbound copies. Take the problem of messenger service and the curtailment thereof. We had scheduled two trips daily to other libraries and special service available when necessary. Now we must resort to using a commercial service and limiting the trips to one each day. To avoid the special trips and, at the same time, to coordinate our interlibrary loan needs, has been like playing a game. Then, as a last straw at the end of an already harrasing day in which one has been attempting to get things done day before yesterday, comes an air raid alarm whereupon we put aside our work, turn off the lights, and file quietly to our stations. We come back wondering if Indianapolis is No. 3 or No. 4 on the list of cities likely to be bombed. So much for the little things that

plague us now. There is not one of us, however, who has not had some very real problems to work out—some of them like others, only more of them; others may be different from anything that has come within the scope of our experience heretofore.

Our reference questions from outside sources are changing because there is a change of emphasis in therapeutics. Surgery is calling for new technics, antiseptics and anesthetics. Chemical warfare demands newer modes of treatment, especially for burns. Tropical medicine is receiving more attention. Information on shock and its attendant neuroses; nutrition, including intravenous feeding; and the comparatively undeveloped field of aviation medicine must be made available. From another angle comes a hard-to-find question—data on packaging and shipping problems arising from supplying medicinals to our troops who are stationed in humid climates where little or no storage facilities exist at present. Paper containers draw moisture; the glue does not hold and the package may look as if it is ready for a fire sale.

Personnel problems are bound to come to all of us; good stenographers are hard to find. We decided all of them must have been absorbed by the emergency when we tried to replace our chemical secretary who was transferred to laboratory work for which she had prepared herself. Professional librarians will be still more difficult to find with many going into service and others into camp libraries and defense plants.

Our interlibrary loans have doubled since last fall due to three factors—increase in staff, non receipt of foreign periodicals and new interests brought about by the emergency. It is difficult, too, to locate libraries that are receiving current foreign material. Sometimes we content ourselves with a micro-film. In another six months we may become reconciled to the gaps on

our own shelves and be glad to use the Argus reader that has been gathering dust. It is surprising, too, to discover that some material, heretofore regarded relatively insignificant, has a real use elsewhere. For instance we were pleased to loan a directory of physicians in the Federated Malay States to a government agency in Washington because it was thought to be the only one in existence in this country.

All of us have become used to questionnaires. One that promises to be the basis of real service is the plan of the Medical Library Association for regional division of medical libraries looking toward making available library service to the officers of the various medical units in the nine corps areas. This service is being organized on a nation-wide basis under the direction of the Army Medical Library.

Constant additions to and changes in plant personnel have brought problems that destroy any well laid plans for routine work. Our periodical route lists and abstracters are in a constant state of revision. At least one thousand changes in route slips have been made preparatory to printing the supply for the coming year and, no sooner will they be delivered, than there will be other changes to make. If and when one doctor leaves for the army, we must assign new abstracters to perhaps ten journals and change as many as twenty route slips. Multiply that by ten and look at the answer to where time may go. But enough of our own headaches; what are yours? In Indianapolis we have a radio program called *The Inquiring Reporter*. When I came to Detroit this morning I decided to play the part and ask several special librarians to tell me what was happening in their libraries that had never happened before. This is what I heard:

"One of our science-technology librarians, with an organization that made safety appliances for miners and now con-

verted to supplying the armies with gas masks, stressed the point that it was necessary to use substitute materials, each of which brings its own health hazards that must be studied. She said: 'Then, too, we are exceedingly conscious of price control, cost of living statistics, plant protection, women in industry, multiple shift, absenteeism, and, most of all, priorities—all new problems created by the present emergency.'

"An insurance librarian told me how they had had to furnish information on workmen's compensation laws in many islands of the Pacific and the surprising amount of data made necessary regarding shipping risks and losses. She said they receive the most startling questions about protection of property and life; one policy holder wrote in asking how to protect his pedigreed pets!

"An advertising librarian reminded me that appropriations had been cut; million dollar accounts were being closed in a day. This, of necessity, caused constant changes in the budget and she was carrying on with one less staff member than last year and by December there might be just a staff of one. She added: 'Perhaps the most interesting shift in reference work is the emphasis placed on pictures, particularly those of war matériel, tanks, guns, and planes, with the result that we have a rapidly expanding and interesting picture collection.'

"The librarian of our largest midwest art museum explained that they had to depart from their traditional policy of never loaning their file material in order to cooperate with the Mayor's Council of Defense for which they made an extensive collection of pamphlets, articles and pictures on camouflage painting and camouflage planting. It was also necessary to plan for storage of valuable art treasures and rare books in case of attack.

(continued on page 315)

Frozen Assets¹

By BYRON A. SOULE

Resident Fellow of the Library of Congress, Washington, D. C., and Assistant Professor of Chemistry, University of Michigan, Ann Arbor, Michigan.

THE ideas in books: i.e., the suggestions, hints, data, etc., are frozen assets if they cannot be located when required. A mind may be ever so fertile and receptive but without food for thought it cannot be productive. Scientific progress is best promoted, therefore, by making needed information available to the research worker. This is the most important work of the staff in a reference library and it immediately raises the question "Just where do the librarian's duties start and stop?"

The establishment of a library embraces three basic problems: quarters, books and staff. The first is beyond the scope of this article. In technical fields accessioning involves the present and future needs of readers, the tremendous amount of valuable material appearing only in journals, the high cost of reference aids and the rapid obsolescence of scientific books. While a reference librarian should not be bothered with routine phases of this work he must necessarily have a major share in the selection of his tools. As regards the staff, general library school training is not enough. It must be preceded by a good foundation in the field of specialization, e.g., a primary requisite for reference work in chemistry is a knowledge of chemistry. This does not mean that every staff should be composed entirely of specialists.

¹ Paper presented before the joint meeting of the Biological Sciences and Science-Technology Groups at the Thirty-Fourth Annual Convention of Special Libraries Association held at Detroit, Michigan, June 20, 1942.

PREPARATION FOR REFERENCE SERVICE

The accessibility of any collection of books implies some sort of classification. Within limits the details are of minor importance as long as any particular volume is available when wanted. It really makes very little difference whether books on microchemistry are shelved with those on natural history (L.C. Scheme, QH 221) or on analytical chemistry. The essential point to know is that modern microchemistry is concerned with the analysis of small samples, not necessarily with the use of a microscope. It is the duty of the librarian, not the reader, to be familiar with the idiosyncracies of the system in use, to know where material on any subject has been filed even though the shelves are open to patrons.

Two of the most serious problems of classification as carried on today are its rigidity and the personal equation. The schemes now in general use are many years behind the present frontiers of science in subdivisions and terminology. Yet any attempt at modernization is bound to meet with serious reclassification problems. Once a policy is established and a book placed, the battle is over. A library cannot revise its decisions every day. Furthermore, while it must be admitted that libraries differ in purpose, classifiers are occasionally inconsistent with themselves. Decisions that can be explained as due chiefly to the coincidence of some minor problem may cost the library technologist much valuable time if the search

to discover hidden data is his responsibility. Of course, no objection can be raised to these features if it is fully realized that they are intramural and must be kept there. The reader like a railroad passenger is interested in reaching his destination and not in the troubles of some station along the line.

Cataloging is the next step in processing a book. The standard author and title entries are sufficient from an inventory and bibliographical standpoint but maximum utility is obtained chiefly from well-chosen subject entries. While, in most cases, a whole book may be considered the satisfactory unit or classification, in the catalog a laboratory scientist needs guidance to smaller divisions. Consequently two or three subject cards may be ample for some books, whereas, two or three hundred are none too many for others. Incidentally, adequate analytics cannot be prepared by anyone unfamiliar with the subject involved. A good example would be the failure to enter the recently published *Anhydrous Aluminum Chloride in Organic Chemistry* under the subject heading "Friedel-Crafts reaction." Ignorance of technical terminology can cause trouble for both the reference librarian and the chemist since the book may, as a consequence, become a hidden asset. Also the new edition of the A.L.A. *Catalog Rules*, undoubtedly an excellent piece of work, is just too detailed and complicated for anyone except a librarian. Additional proof is to be found in the publications of Miss Harriet W. Pierson, Miss Mary W. MacNair and Mr. James B. Childs.

Thus far the discussion has been directed to the preparation for reference service. The real test of efficiency comes when readers request assistance. In spite of the frequently heard admonition "The policy of the staff should be ultimately to transfer as much of the effort as possible to the

inquirer himself" (Ranganathan), the specialist should not be a crusader bent on making a catalog expert of every patron. In any search beyond the purely obvious the card catalog is too complicated a tool for anyone but a trained searcher. An attempt to make it appear otherwise is pure abracadabra.

Generally speaking the cost of a search by a reference expert is much less than when made by a laboratory technician. False notions on this point merely result in fostering a delusion of economy and misplacement of charges. Suppose that due to poor library work an item of information is not found and the laboratory expenditure for securing the knowledge is one thousand dollars. Should that sum appear on the books as a debit against the laboratory? No! The library account is the logical place for it. Of course, the reverse procedure is equally justified. If, due to good bibliographical work, the library staff saves the laboratory a thousand dollars the library should be credited accordingly. This procedure should be fair and reasonable when the staff and holdings are adequate. A poor library, poorly manned, is more of a liability than an asset. In a way it is a positive irritation since anyone stopping there with the expectation of assistance is probably wasting his time. Every reader who enters the library with a problem should leave with a satisfactory answer. Otherwise the library has failed in its function no matter what the excuse. Of course a perfect record is impossible but that should be the aim. The value of a reference service rests on and varies in proportion to its ability to produce reliable information. If the library does not have what the reader requires, it fails of its mission. Most inexcusable is the inability to find what actually is in the collection when needed.

Let there be no misunderstanding. Librarians have done and are doing excel-

lent work. This does not mean that it is perfect, that there is no room for improvement. The real dangers are inadequate training in the special subjects that they are trying to handle and an overwhelming deluge of printed matter under which library machinery is breaking down. Necessity is demanding radical changes which, although they may be delayed by the war, are inevitable. If librarians do not produce them, outsiders will.

SUGGESTIONS FOR MORE EFFICIENT LIBRARY SERVICE

This is a mechanical age yet, comparatively speaking, there is very little machinery in a library. At least two possibilities are worth dreaming about. The first is a new type of card catalog set up in such a way that cards on any subject

can be automatically withdrawn, photographed and returned to their proper places. Shortly thereafter the bibliography so prepared is delivered to the reader who can then, just as when telephoning, dial the number of any desired book. By means of an electrical selecting system the book will be removed from the shelf, put on a conveyor and delivered to the charging desk. Anyone else wanting the same book while it is "out" gets a "busy" signal just the same as after dialing a telephone while it is in use.

No librarian should fear that these or other improvements will eliminate his position. On the contrary they will afford opportunities to attend to the most essential work of devising better catalog entries and giving more adequate reference service.

The Librarian's Equity in a New Drug Application¹

By CARL PFEIFFER, Ph.D., M.D.

Chief Pharmacologist, Parke, Davis & Co., Detroit, Michigan

WITH the research scientists and their collaborators entering the armed services of our Country, greater responsibility and duties will befall the cooperating staff of each research institution. Depending on the ability and training of the librarian and the time available for literature searches, the librarian may perhaps be consulted

when a new drug is but a gleam in the chemist's glasses or a smudge inside his reflux column.

The theory behind the drug may initiate the library study where the question of newness of the drug may be answered in many instances by consulting *Beilstein* after the chemist has written out all of the possible chemical names of the possible new compounds. Adrenalin or epinephrin is an example of this type of confusion in the older literature.

After a search through *Beilstein* the compound is traced in a routine fashion through *Chemical Abstracts* and perhaps the

¹Paper presented before the joint meeting of the Biological Sciences and Science-Technology Groups at the Thirty-Fourth Annual Convention of Special Libraries Association held at Detroit, Michigan, June 20, 1942.

This paper was illustrated by lantern slides.

Chemisches Zentralblatt. Fränkel, *Die Arzneimittel Synthesen*, may give some of the previous pharmacological studies on the compound. The introduction to each decennial subject index of *Chemical Abstracts* summarizes the principles of organic chemical nomenclature and gives a glossary of chemical radicals and terms, and volume 55 of the *Journal of the American Chemical Society*, page 3905 (1933) gives the latest revision.

The pharmacologist may next consult the librarian for a literature search on methods of testing the compound. Also the pharmacologist may consult with the librarian when the time comes to summarize the data for a Food and Drug Administration or National Institute of Health report. In general when dealing with biological products and chemicals such as the arsphenamines which require bio-assay, the new drug application is made to the National Institute of Health. All other new drugs for human use come under the jurisdiction of the Food and Drug Administration. Drugs to be used in veterinary medicine or in the meat packing industry come under the jurisdiction of the Bureau of Animal Industry. The new Food and Drug Act requires that a license be obtained to market in Interstate Commerce any cosmetic, food, drug or therapeutic appliance and provides for the proper labelling and packaging of the product. The application for such a license should include valid statistical data on the pharmacological, toxicological and pathological effect of the drug in several species of animals in order to avoid species variation.

A tentative outline might be:

1. Data of unquestioned statistical significance.
2. Complete pharmacological studies.
 - Comparison and validation by control drugs of methods used.
3. Drug excretion.
4. Blood studies in chronic toxicity experiments.
5. Blood and tissue levels of drugs.
6. Exact comparison with competitive product.
 - Without this the data are difficult to interpret.
7. Photographs of animals, charts and graphs.
8. Diagrammatic explanations.
 - Clotting of blood diagrams.
9. Adequate clinical data on a suitable number of patients.

The librarian can help by checking the references of all manuscripts and ascertaining that no inconsistencies appear in the data. Licenses for some new drugs may be made entirely from data already in the literature. Many vitamin products may come under this classification. For instance, choline has been found to be an important vitamin needed for the metabolism of fat. However, it is also one of the older drugs familiar to pharmacologists since it is the relatively inactive breakdown product of acetyl choline. Since it has been given to animals and humans before by all routes and since it occurs in amounts up to 1 gm./kgm. in certain edible foods, the drug application for its oral use can consist mainly of the pertinent literature citations. This could all be prepared by the capable librarian.

The librarian should always be on the lookout for possible omissions or inadequacies in the data. The elixir of sulfanilamide was probably based on a literature survey which showed that in acute animal toxicity experiments, the solvent diethylene glycol was no more toxic than ethyl alcohol. However, when used as a vehicle for sulfanilamide the patient ingested the solvent for an extended period of time. This obviously different use for the solvent invariably results in toxic swelling of the kidney cells as was later shown by chronic toxicity experiments in animals.

A year ago there was marketed a solution for producing a cold permanent wave. This product was a chemical combination of ammonia gas and hydrogen sulfide gas called "ammonium hydrogen sulfide". While it is known that H₂S is very poisonous if inhaled, it was not known that it

could also be absorbed through the skin and that the combination with NH_3 greatly facilitated the skin absorption, particularly if the skin were abraded or if an infection was present. This resulted in the death of a beauty parlor customer before the preparation was investigated. Mr. John H. Draize of the Food and Drug Administration has now shown that cutaneous application is quickly lethal to most animals.

The proof of lack of toxicity and presence of therapeutic activity is enough of a problem to completely tax the ingenuity of the research teams which comprise our modern research laboratories. In this quest for useful truth, the librarian can be of inestimable value and as more of the research staff are taken into the practical aspects of War, the librarian's share or equity in a new drug application will undoubtedly increase greatly.

The Development of the International Labour Office Library¹

By JANET F. SAUNDERS

Assistant Librarian, International Labour Office, Montreal, Canada

LAST year, when I attended my first S. L. A. conference, I felt rather apologetic about the International Labour Office Library. It still was like a refugee, cut off from its past glories, uncomfortable in the present, uncertain as to the future. A couple of thousand heterogeneous volumes, not even a complete set of our own Office publications, hardly a reference book, not even one encyclopaedia. Compared to the Geneva library which we had left behind us, it seemed an act of faith to call this a library at all. Now, however, after nearly two years in its new home, it has earned the name. It is fair to call it a library; small, yes, but a living functioning library, bearing all the unique characteristics of the I. L. O. collection. Even if very little of its material dates back before 1940, it at least has the current material to a surprising degree, consider-

ing the difficulties of wartime communications, and to a surprising degree it responds to the demands made on it—it delivers the goods.

FUNCTION OF THE INTERNATIONAL LABOUR ORGANIZATION

I do not need to tell a group of special librarians, especially those of the Social Sciences group, what the International Labour Organization is. You all know that it was established by the treaties of 1919-1920 as part of the League of Nations, yet an autonomous institution. You are doubtless familiar with its tripartite organization which gives representation not only to governments but to employers and employees as well, and also with the annual conferences where conventions on labour legislation are drawn up after discussion and agreement of the three elements concerned. You know, too, of the International Labour Office in Geneva with its staff of four or five hundred people representing some forty or fifty nationalities.

¹ Paper presented before the Social Science Group at the Thirty-Fourth Annual Convention of Special Libraries Association held at Detroit, Michigan, June 19, 1942.

The function of the Office, according to its constitution, "includes the collection and distribution of information on all subjects relating to the international adjustment of industrial life and labour"; the preparation of the agenda of the Conference; and the conducting of special investigations at the request of the Conference. You are familiar with the I. L. O. publications:—the *International Labour Review*, *Industrial and Labour Information*, now incorporated in the *Review*, the *Industrial Safety Survey*, the *Studies and Reports*, the *Proceedings of the Conferences*, the *Legislative Series*, etc. Last November, a special conference of the Organization was held in New York, attended by delegates from thirty-three countries. By a resolution presented by the United States delegation, the I. L. O. was entrusted with the task of implementing the social clauses of the Atlantic Charter, and when, in April of this year, at a meeting in London of the Emergency Committee which replaces the Governing Body for the time being, this resolution was confirmed, the I. L. O. found itself constituted as one of the most important bodies in existence for the preparation of post-war reconstruction.

It is the task of the I. L. O. Library to provide the documentary material needed by our officials, not itself doing much research for that is done by the experts in the Office, but providing the wherewithal to do that research. How does it fulfil this task? In Geneva it had amassed a great wealth of material. In the early days it bought up the library of the old International Labour Office in Basle, thus acquiring a nucleus of about 150,000 volumes. To this were added the publications of labour organisations from all over the world, government documents on questions covered by the Office, books sent by publishers and authors for review in or on exchange for Office publications, and, though these formed only a small part of

the collection, books acquired by purchase. Among the subjects covered were labour legislation, industrial arbitration, minimum wage, hours of labour, industrial safety including prevention of accidents, industrial hygiene, factory inspection, co-operation, child labour, unemployment compensation, social insurance, etc. Problems of native labour in backward countries were included; questions relating to the welfare of seamen were of major interest; documentation for the comparative study of agricultural labour all over the world was needed. The I. L. O. Library came to have a unique and remarkable documentation on all questions of industrial life and labour. It was supplemented by, and in its turn supplemented, the other great international library in Geneva, that of the League of Nations.

By 1940 it had a collection of nearly half a million volumes (books and pamphlets) and was receiving regularly over 3,500 periodicals. But in the summer of that year, the staff of the Office was almost wholly disbanded, and a little group of chosen officials went away to a land across the sea to begin their work again. The key was turned in the Library door. Of all that great collection we have now in Montreal only 161 volumes, plus a set of I. L. O. publications, not quite complete even now. Part of this set was sent to Montreal many months after our arrival there, but part was acquired by the generosity of friends on this side.

REMOVAL OF LIBRARY TO MONTREAL

The first weeks in Montreal were pretty hectic. The staff, set down before a row of desks in a chapel used as temporary offices with a sheet of plain white paper as their only equipment to carry on their work, could expect little help from a librarian who in his turn had only a plain white sheet of paper as his entire documentation. After a few days, the first book arrived, to be given a place of honour on

the chapel harmonium. Then a few more drifted in, and for lack of shelves they were placed in a row on one of the pews set away against the walls. The librarian's chief duties were writing letters to obtain more books, making the acquaintance of the libraries of Montreal and soothing the complaints of his colleagues. The Montreal libraries did their best, but they were more than weak in material on countries other than Canada, Great Britain and the United States. Even the University, since it had no industrial relations department, could not help as much as we had hoped. We sought out the consulates; we borrowed from government departments in Ottawa; we appealed to industrial firms whether they had libraries or not. Everyone was most kind and eager to help, but after all if one has no use for material on industrial problems in Africa, Asia, Europe and the islands of the Pacific and the South Seas, why have it? And Montreal did not have it.

Gradually, however, material began to come in, first from Washington and Ottawa, and institutions on this side of the Atlantic, then from other quarters. The I. L. O. has very special sources of material. The governments of the states which are members are under obligation to supply the information necessary for its work, and on the other hand, Office reports must be based on authoritative statistics and information. Consequently, about 60 per cent. of the Library consists of government documents. As I mentioned before, employers' associations and trade organisations send their publications, and many books are received for review or by exchange. The Office maintains correspondents or branch offices in a great many countries. Even now in wartime there are four branch offices: in Washington, London, Chungking and New Delhi, in addition to the offices in Geneva and Montreal, and fifteen correspondents in different countries. These correspondents send in

regular reports on social questions and labour developments in their countries; they also keep on the watch for printed matter relevant to the work of the Office and send it along. They also act as agents between the Library and the local book-sellers. The Geneva Office, where there still remains a handful of officials, has played a very special part. It acts as a clearing house for publications from continental Europe needed by the Montreal Office, and obtains material for us from practically every country in Europe, occupied or free. Most of this material consists of periodicals or daily newspapers, but from time to time we receive special reports and monographs either at our own request or on the initiative of the Geneva Office. We are at present receiving regularly about 180 periodicals from Europe, including 28 from Germany, 22 from Switzerland, 16 each from Sweden and Italy, 12 from Denmark, and from 2 to 8 from Belgium, Netherlands, France, Czechoslovakia, Finland, Norway, Turkey, Bulgaria, Rumania, Spain, Portugal, Hungary, Iceland and Russia. This seems a pitifully meager number compared to the pre-war score, when we had 205 from Germany, 490 from France, 135 from Belgium, 211 from Italy and so on.

So far as official gazettes and collections of laws are concerned, we are receiving rather more in Montreal than we did while in Europe, for though some no longer reach us, this loss is compensated by the fact that occupied countries now produce one or two collections issued by the occupying authorities, and one issued by the government in exile as well. Through these official gazettes and through periodicals such as the *Reichsarbeitsblatt*, *Deutsche Volkswirtschaft*, *Wirtschaftskurve*, *Jahrbücher für Nationalökonomie und Statistik*, *Deutsche Bergwerks-Zeitung*, *Wirtschaftsdienst*, etc., we are able to form a fairly complete picture of what is going on in Europe, and how industry and labour in

the enemy occupied countries are affected by wartime conditions. In connection with this we have been able to render an outstanding service to government libraries in Washington. For the past twelve months, even the Library of Congress itself has been unable to get periodicals from Germany. Our packages from Geneva are transmitted through our Washington branch. Lately, requests from the Library of Congress, the Department of Labour, the Social Security Board, the Board of Economic Warfare (Intelligence Division), the War Production Board and others have become so numerous that the Montreal Office has consented to having the documents delayed in Washington in order that the Government libraries may consult them before they are sent on to us. Our Washington Branch has undertaken to compile and circulate to interested agencies lists of all material received. Requests for documents are then centralized in the Division of Documents of the Library of Congress, which photostats or microfilms the parts required.

The Library now receives regularly over 1,200 periodicals, exclusive of annual reports or items of less frequent publication. These include 50 or 60 daily newspapers, from all corners of the world. There are, for instance, 3 Turkish newspapers, which come fairly regularly but latterly with five or six months' delay. Apart from the periodicals, we have now over 6,000 books and pamphlets, and our stock is increasing at the rate of about 400 pieces monthly. In addition, we have an almost complete set of the I. L. O. publication in French, English and Spanish, and are receiving all the League of Nations publications, not only those placed on sale and sent to depository libraries, but everything that is issued.

LIBRARY ACTIVITIES

The activities of the Library are chiefly confined to collecting and cataloguing

material on all questions relevant to the work of the Office, and circulating it to the officials interested. We issue a weekly list of new acquisitions, which groups government publications and independent publications separately. Periodicals hitherto have not been included, but in the future new titles will be listed once a month. This list is primarily for internal circulation, but a few other libraries have asked to be put on our mailing list, notably the League of Nations Economic, Financial and Transit Department at Princeton and the Library of Congress. We also carry on exchange of duplicates with two or three Montreal libraries, the League of Nations branch library at Princeton and three or four others especially interested in industrial relations.

One special service which nominally does not form part of the Library is the legislative reference service. As many of you know, the Office publishes, in its *Legislative Series*, the texts of laws relating to labour of all the countries in the world. The Service responsible checks official gazettes, collections of laws and other official publications containing laws, and indexes them on cards. All law texts received in the Library are shelved in the legislative reference service, and all questions concerning laws are referred by the Library to the Service.

You all will, I am sure, want to know what is being done about the Library in Geneva, and what is being done in Montreal to maintain continuity with the Geneva collection and to plan for the future co-ordination of the two units. Alas, very little! There are many contributing factors. In the first place we are completely cut off from the Geneva records. It is impossible to transport the catalogue over here, and the staff over there is inadequate to give us much assistance. It is true they gather periodicals for us, but I am afraid many packages have been sent to Geneva by

people unaware of the change of address and these remain in the Geneva library with not even the string untied.

Another obvious factor is the difficulty of communications. A still more serious one is the lack of space and staff in Montreal. That is a cry familiar to librarians, but consider what it means to us. One room upstairs in the old house used as I. L. O. headquarters, one storage room, not too large, in the basement, a few shelves in the legislative reference service and in another room occupied by stenographers. In all the upstairs rooms, the floor is unsafe for much heavy shelving. This is the whole Library quarters, to accommodate not only books, but staff and readers as well. Already this space is strained to the utmost with 6,000 volumes. There is a long row of books, for instance, shelved of necessity at the back of a very deep mantelpiece. It is a daily occurrence for some one to walk up and down on the long table in front of the fireplace to try and reach them. What should we do if stock were increasing at double, triple the rate? A staff of three, only one of whom is professional, would not be able to handle adequately a stream of acquisitions amounting to ten thousand or more volumes per year. The staff has lately been increased to four, a number which we hope to maintain and augment.

The I. L. O. Library has never been blessed with an endowment like the League of Nations Library, and has always been very badly off for funds. Now, when there is a policy of strict economy everywhere, the Library suffers accordingly. Never a general library, it is now limited, even more strictly than in the past, to books needed for the work of the Office at the moment, with little thought of the future or of the past. With the limited means at our disposal, we do what we can, never forgetting that we are essentially a large library, though apparently insignifi-

cant at present. For lack of space we are obliged to discard much material which we should prefer to keep; we make small attempt to acquire publications not immediately useful but which are highly desirable for the great library to which we believe we shall be reunited; we have a minimum of funds for binding; we have been obliged to drop the decimal classification used in Geneva, and simply place the books in alphabetical order by author on the shelves. (Incidentally, since government publications would be classed primarily by government issuing in any case, and since such a large proportion of the library consists of government publications, this lack of numerical classification has less effect than would at first appear.)

Restricted as we are, we still feel that the present library forms a valuable link between past and future. The catalogue both as to bibliographical detail and as to subject and added entries is as complete as we can make it, and will form a good basis for the catalogue of the future, when in any case those of the Geneva collection will have to be revised and reorganised. We are making contacts in this country and in Canada which will be invaluable when we return, and are keeping in touch with reconstructive thought and activities here at a time when they are at full tide, whereas they are at their lowest ebb in our old home. We can honestly assert that the Library, like the Office, still maintains its international character, and though its current resources are small, they are sufficient to provide essential authentic information on all the fields within our scope. Through our correspondents in many lands we have the means of filling later on the gaps caused by our present limitations. In conclusion, I might say that though we are still conscious of being in exile, we are going forward with good courage to prepare for action in the battle to win the peace.

Washington Libraries and the War

A Panel Discussion

ONE of the most interesting as well as instructive meetings of the S.L.A. Convention in Detroit, Michigan, was that held jointly by the Commerce, Financial, Insurance, Public Business Librarians and Social Science Groups, Saturday afternoon, June 20. This session, presided over by Miss Rose L. Vormelker, Head, Business Information Bureau, Cleveland Public Library, Cleveland, Ohio, and arranged by Miss Martha R. Schmidt, Chairman of the Social Science Group and Librarian, Republican National Committee, Washington, D. C., was devoted to a discussion of "Washington Libraries and the War." The speakers

included David Mearns, Reference Librarian, Library of Congress; Hazel MacDonald, Librarian, Board of Economic Warfare; Mrs. Elinor Dodds, Office of War Information and Helen Scanlon, Librarian, Carnegie Endowment for International Peace.

In opening the discussion Miss Vormelker called particular attention to the many new agencies being created in Washington, D. C., and how these and the older ones are being constantly called upon more and more, to produce the vital information needed in the war effort. The role of the librarian in this performance is nothing short of amazing.

The Activities of the Library of Congress in Wartime

By DAVID MEARNNS

Reference Librarian, Library of Congress, Washington, D. C.

IF EVER you have occasion to look up the first appearance in print of the *Chambered Nautilus*, in the issue of the *Atlantic Monthly* for February 1858, you will be very likely to trip over another contribution, the *Librarian's Story*, by Frederick Beecher Perkins, and, if the title catches your eye, you will glance down the first column and discover for yourself the following horrendous statement:

"... The only bibliothecarian peculiarity . . . is a gift . . . to rootle up the most obscure and useless pieces of information; not, like Mr. Nadgett,

to work them into a chain of connected evidence for some actual purpose, but merely to know them, to possess a record of them . . . and to keep the record pickled away in some place where it will be as little likely as possible to be found or read by anybody else."

Mr. Perkins should have known better, himself a bibliothecarian, who was, in fact, shortly to become one of the most distinguished of the breed. I venture to quote him only because of the dissimilarity of his observations, and those which, somehow, I propose to make this afternoon.

For it has been my experience that no people more extroverted than librarians are anywhere to be found, and as for those who are associated with the operation of the more than two hundred libraries in wartime Washington I vehemently disown the soft impeachment of inwardness. Of course they are "rootling up" obscure bits of knowledge, but, unlike Mr. Perkins' strawman, their "rootling" is directed by a most definite object:—the supply of information harmful to the enemy. That is the ball on which their eyes are fixed, and truly remarkable are their eyes for simultaneously they are able to look backward for precedent and forward to victory. Some of them dwell in marble halls, others have been relegated to mean closets in the "temporaries"; some enjoy favored places in the hierarchy of their bureaus, others administratively are red-headed step-children; some have excellent basic collections supported by adequate reference tools, others carry on their work with a World Almanac and a desk-pad on which are scribbled the telephone numbers of other libraries; some are well trained and blessed with robust budgets and a corps of good assistants, others are solitary figures, mere borrowing officers responsible for books on loan. But despite the differences of their situations and the distinctions of their status, they possess in common certain recognizable characteristics. All of them work under the most extraordinary pressure and all of them are responding to it to the limit of their abilities. Devoted, intelligent, persistent, imaginative, they are getting their jobs done.

EXTRAMURAL CIRCULATION OF LIBRARY OF CONGRESS COLLECTIONS

"But what," someone will ask, "what have these generalizations to do with an account of the wartime services of a single

institution, the Library of Congress?" The answer simply stated is this—that our issue of books for the official use of government personnel is on an interlibrary loan basis. Orders for books and requests for information are, in ordinary course, funnelled through the bureau libraries. In other, more leisurely, and more tranquil times such orders and such requests were submitted in writing and by mail with the result that a relatively small staff at our end of the Avenue could respond to them, but under the urgencies of this, our present, a greatly accelerated service is necessary. Messengers on motorcycles or in station wagons drive up to the door, dash up the stairways, present their duly authenticated prescriptions, and with nervous impatience pace the floor while they are being filled. Telephones, with a complete disregard of signs invoking silence, convert the Reading Rooms into belfries; in the office of the Legislative Reference Service a teletype hammers hour after hour. Since the night of December 7th a partially blacked-out Library has operated government service twenty-four hours a day and seven days a week; the weekly hours of duty of each employee have been increased from 39 to 44; hundreds are cheerfully contributing overtime; and many have been diverted from their regular posts to perform tasks imposed by the emergency. "War," Mr. Lincoln once wrote, "does not admit of holidays." We're beginning to understand what he had in mind. Book and periodical circulation has doubled, while telephone calls to other agencies have sprung from 25,000 in the third quarter of 1941, to 45,000 in the first quarter of 1942. Daily the Library's trucks make five regular and innumerable special deliveries to government offices. On the desks of the Division of Special Information, papers from Mexico are placed within a day of their

printing; from Argentina, within three days; from England, within a week; from Europe and the Orient they come more slowly, but mysteriously, by boat or bomber or hip-pocket. (It would be an impropriety to look too closely into the means of conveyance but they are arriving, nevertheless.)

It is, of course, unnecessary to emphasize the fact that this is a desperately contemporary conflict, and that, because of it, retrospection has lost some of its usual importance in the scheme of things. In library terms this circumstance means that we must be able promptly to supply the government with the most recent information on every subject essential to the successful conduct of its business. Months before Pearl Harbor, the Library of Congress forsook the policy (adopted by some other institutions) of storing on the continent its European purchases rather than risk the hazards of the sea, and, not without some misgivings, directed its dealers to take the risk and ship. Events have justified the decision. In addition, standing orders have been placed in markets open to us for the current literature of every critical subject. In these ways the printed sinews of war have been developed.

To make them immediately available the locksmiths in the Processing Department have resorted to new methods; a well organized information unit traces the progress of material through the cataloging mill; books of obvious governmental concern are accorded preferential status and receive the most deft and tender and rapid ministrations, calculated to make them promptly, properly and thoroughly useful; in the public catalogs purple on pink temporary entries proclaim their existence; while in the Reference Department a War Service Section twice a week selects, compiles and distributes annotated

lists of important acquisitions. In these, and in other ways, the birth of material is announced, but because of the multiplicity of interests which, necessarily, are involved in the Government's war effort, many a publication possesses equal significance for many agencies. Faced with this problem (and, believe me, it is a serious problem, indeed) the Library has established a war agencies reading room where recent accessions are reserved and serviced for the benefit of all the offices during a period of two weeks. At the expiration of that period they are issued on loan to that bureau which has the best claim on them. On the other hand, we have had to withdraw some books from outside circulation altogether in order to satisfy continuing recourse to them on the part of several departments. Parenthetically I may say that the current best-seller in our records is an atlas of the colonial possessions of a one-time friendly European power. War makes fashions even in literature and the yearbooks, topographies and gazetteers of far-off places assume a vital popularity which they have never before known.

SERVICE RENDERED TO REPRESENTATIVES OF OTHER COUNTRIES

Thus far I have described the extramural circulation of the collections of the Library, but that is only a part of the service it seeks to render. At the present time nearly four hundred representatives of other government offices are detailed to conduct full or part-time research within the Library buildings, where they are assigned study rooms or reserved tables for their accommodation. They are accorded the privilege of access to the shelves and are assisted in the location of appropriate materials by the Library's reference personnel. In an alcove off the Main Reading Room there has been as-

sembled a collection of those writings which express the democratic ideals for which America wages this war; on the shelves of the Annex Reading Room have been brought together publications devoted to every aspect of civilian defense; the Social Sciences Reference Room has initiated a service of topical and opinion-forming pamphlets; in the vaults of the Rare Book Room are arranged the confidential documents of various sorts which only accredited officers of government may examine; in the Science and Technology Reading Room there is maintained a union list of current foreign periodical publications available in the other libraries of the District of Columbia.

ACTIVITIES OF SPECIAL DIVISIONS

Now let us turn to the activities of some of the special divisions. Since December 7th the Division of Bibliography has compiled lists of references on such a variety of subjects as "Books for a Library for the Adjutant General's School," "Electrostatic Precipitation," "Military Government," "General Douglas MacArthur," "Camouflage," "Madagascar," "Children at War," "Conservation of Natural Resources," "Steel and the Steel Industry," "Women's Part in World War II," "High Pressure, High Speed and Uniflow Engines," and "Compulsory Military Training and Service in Foreign Countries." These are only a few subjects selected at random but they indicate the pattern of the others. The Division of Wartime Communication is analyzing foreign propaganda and preparing reports on psychological warfare. The Division of Aeronautics maintains a complete index to aeronautical literature. The time of two members of the Union Catalog staff is devoted to the location of material for the government. From the cameras of the Photoduplication Service have come, since that Sunday in December, eight miles of

film prepared for twenty-six war agencies. Seventy per cent of the activities of the Hispanic Foundation are concentrated on government business. In the first ten months of the present fiscal year the work of the Division of Periodicals has increased by 124 per cent over the last preceding peace year. The Division of Music has assisted the War Department in the compilation and preparation of the *Army Song Book*, and is working in close cooperation with the Joint Army and Navy Committee on Welfare and Recreation. The Division of Orientalia is one of the principal sources for the supply of materials on the Far East to the Office of War Information and to the Board of Economic Warfare. Each day it is called upon to translate documents relating to the war and to prepare bibliographies on Chinese or Japanese subjects. The Director of the Indic Studies Unit is conducting a survey of materials in American libraries of possible use in connection with the war, the peace and future international relations. He reports that ninety per cent of all reference work performed by his staff is directly concerned with the problems of the war offices. The War Service Section of the Legislative Reference Service which issues the semi-weekly reports on important accessions has extended its value by making, on request, translations and abstracts of articles published in foreign sources, and by conducting research for use in short-wave broadcasts.

One could go on indefinitely and speak of the war map exhibits maintained by the Chief of the Division of Maps and Charts in the Speaker's Lobby of the Capitol; the documentary records produced by the Sound Laboratory; the uses of architectural plans and panoramic views and reproductions of foreign archives; the loan of assistants to organize special libraries and to set up special files; collaboration with the various commissions

which represent the United Nations in Washington and with our own diplomatic missions abroad, the Library's cultural activities which are a factor in international affairs; the loss of trained personnel to the armed forces and other government agencies; the maintenance of a peacetime service to scholarship; the streamlining of procedures; the measures taken for the protection of literary treasure—in short, the whole story of

shifting emphases, new projects, changed practices and the preservation of standards. All of these things have their place in perspective. Unfortunately, however, as a great American has said "Our age . . . is an age characterized by the tyranny of time." I have no alternative as an American but to resist tyranny, nor, as a librarian, but to insist that books may be tracer bullets which will light the way to a victory for free men.

The Board of Economic Warfare

By HAZEL MACDONALD

Librarian, Board of Economic Warfare, Washington, D. C.

ECONOMIC warfare involves a world struggle for materials which the United States must have to defeat the Axis powers, such as those needed to manufacture guns, tanks, ships, airplanes and explosives. Materials which cannot be found at home must be secured beyond our frontiers. Economic warfare means even more than this. The enemy must be deprived everywhere of those materials which go into the making of his guns or tanks. When Europe was attacked by Hitler, the race for strategic materials began. Belligerent nations and potential belligerents scoured the world for steel, manganese, chrome, chemicals and countless other materials required for the prosecution of military operations. The Board of Economic Warfare is the agency created to fight our battle for those materials.

Functionally, the Board of Economic Warfare is divided into three working groups or offices. These are Exports, Im-

ports and Economic Warfare Analysis. It is the duty of the first of these offices to keep our vital materials from reaching the hands of the enemy, and to aid the nations friendly to us by recommending allocations of the materials and goods they need to stabilize their civilian economy. The second, Imports, is charged with the tremendous task of building up our own supply of raw materials and finding new ones. Economic Warfare Analysis combs the enemy's economic structure for weaknesses that our armed forces may exploit.

The first phase of our Economic Warfare Program resulted from a heavy drain upon the resources of the United States during 1939 and 1940. The seriousness of this drain was such that, on July 2, 1940, Congress enacted legislation authorizing the President to control exports and an administrator of Export Control was appointed. The President immediately proclaimed forty commodities as materials essential to national defense. These could

not be shipped from the United States until the exporter had obtained a license. The licensing system effectively checked excessive outflow of our goods to other countries. Soon after the licensing system was adopted, it was found that considerable stocks of strategic materials were not being diverted to channels through which they could reach our war manufacturers. Large quantities of essential war materials, which could not be shipped when the war spread to western Europe, were found lying on our docks and in warehouses. Since Congress authorized the seizure of idle materials, with adequate and fair reimbursement for the owners, large quantities of steel, tin, aluminum and other essentials have been taken over and turned into the manufacture of the implements of war.

On July 30, 1941, with the control of exports already well underway, economic warfare entered upon a second phase. The Economic Defense Board was established by Executive order. At that time and on later occasions, it was delegated numerous duties and functions, among which was to take over the administration of export control. As originally constituted the Economic Defense Board consisted of the Vice-President as chairman, the Secretary of State, Secretary of the Treasury, Secretary of War; the Attorney-General, Secretary of the Navy, Secretary of Agriculture and the Secretary of Commerce. To this group have been added the Co-ordinator of Inter-American Affairs, Mr. Edward R. Stettinius and his Lend-Lease operations and Mr. Donald Nelson of the War Production Board.

The Economic Warfare Program was functioning when the attack on Pearl Harbor occurred. We entered the war and the time had come to intensify our efforts to produce the materials of war. Toward the end of 1941, the Board had received reports on the requirements for civilian

purposes of the twenty American Republics. Recommendations then were made to the office of Production Management, now the War Production Board, as to quantities of commodities needed by those countries. Among the most important commodities allocated for distribution by export are chemical products, farm equipment, iron, steel and copper. In return we are receiving from these South American Countries raw materials, products which go into the manufacture of tanks, planes, guns, ships and munitions. They are shipping us, in increasing quantities, rubber, copper, tin, lead, zinc, antimony, mercury, manganese, mica, quartz, crystal, bauxite and tungsten.

Under an Executive order issued by the President on April 13, 1942, the Board of Economic Warfare, under its new name, was authorized to broaden the scope of its activities with respect to obtaining materials and commodities required for the war production effort and civilian economy. Under this authority it will be possible to arrange for financing a complete project for the procurement of a strategic material and to provide for its transportation to United States mills and factories. The Board is enabled to send abroad technical, engineering and economic representatives who, in cooperation with the State Department and five procurement agencies of the government, will carry through such projects to completion. One of the most important phases of the Economic Warfare Program is the mapping of economic strategy useful in carrying the offensive to the enemy. At the request of the military authorities, recommendations are made by the Board of Economic Warfare which might lead to the bombing of important industrial objectives.

There have been, in the past, four different sources of information within the Board:—(1) The Information Division,

which provides a central information service for the several Offices of the Board and releases basic information to acquaint the general public with programs and activities of the Board; (2) The Intelligence Division, which analyzes the communiqués received and maintains a liaison between the Army and Navy; (3) The Legislative Reference Service, which is a part of the general counsel's office; (4) The Library, which brings to the members of the staff information constantly needed in their work.

The Librarian's job is challenging and almost overwhelming at times! It has meant quick decisions and action. Because of the urgency of our work, we could not wait to build up a collection. In the main, we have had to depend entirely on the collections of other libraries within Washington, and to borrow from coast to coast outside of Washington. The librarians have met the test and have been most cooperative. Without this assistance the Board would have been severely handicapped in carrying out its work.

Office of War Information

By MRS. ELINOR DODDS

Information Assistant, Service Division, Bureau of Public Inquiries, Office of War Information, Washington, D. C.

THE Service Branch of the Bureau of Public Inquiries of the Office of War Information (formerly United States Information Service) distributes monthly to approximately 6000 libraries a Loan Packet containing a number of publications relating to a specific phase of the government war program. It is hoped that from time to time suggestions will be received from the libraries regarding possible subjects to be covered in future packets. With each Library Loan Packet is included a poster relating to the subject matter of the packet publications. Additional copies of the poster may be obtained upon request.

Government posters are divided into four major groups: Production, Recruiting, Morale and Hush-Hush or Careless Talk Posters. Some of these are restricted as to distribution, but most of them are available to libraries. Production Posters, for example, are primarily for distribution in plants holding war contracts; Morale and

Careless Talk Posters are for general distribution; Recruiting Posters, as may be understood, are for posting where their objective may be attained. Many individuals and organizations wish to collect war posters. There is of course no objection to this, but it is hoped the posters will be displayed before they are put away in collections. They are sturdy and may be shown for some time without damage.

Last April the National Advisory Council on Government Posters was set up. This Council works closely with professional groups of artists, illustrators and government representatives. It is hoped some standardization of size of posters will be achieved. The consensus now is that the most successful sizes are 28½" x 40"; 14" x 20"; and 7" x 10", the medium size being the most popular. Recruiting posters usually are 40" x 30". The Council will welcome any suggestions as to posters at its office at 280 Madison Avenue, New York, New York. The best method for

submission of ideas, however, is through one of the professional societies. Suggestions for posters also may be submitted to Mr. Thomas D. Mabry, Office of War Information, Bureau of Publications and Graphics, Social Security Building, Washington, D. C., and to Mr. Sidney Mahan, War Savings Staff, Treasury Department, 707—12th Street, N.W., Washington, D. C.

Some criticism has been received concerning unsuccessful distribution of war posters. For this reason, there is being set up in the Office of War Information a section devoted to miscellaneous distribution of war posters. I have been assigned the task of organizing and conducting this section. Let us hope it will run smoothly. I shall appreciate any suggestions or ideas which may occur to you.

Another item distributed to libraries is navy communiqués. I have been asked to explain occasional delay in receipt of these communiqués. This has occurred because in many cases the supply of communiqués has been so quickly exhausted

that we have received only a stencil from which it has been necessary for us to produce mimeographed copies for transmission to our library list, with resultant delay.

There also is available to you a publication entitled, *Training within Industry, Abstraction for British Bulletins of the War Production Board*. Lend-lease reports also are sent to libraries. The mailing list of the daily *Information Digest* is open to you. This is a digest of the daily functions and operations of the government war program. It includes legislative decisions, war communiqués, appointments and digests of daily news releases. Some of this material is picked up by newspapers but in the digest it is virtually complete.

Corrections in the United States Government Manual have recently been issued in the form of a six-page mimeographed release. It includes a digest of the Executive Order reorganizing the information offices of the war agencies and setting up the Office of War Information. This publication is available upon request.

The Library of the Carnegie Endowment for International Peace in Wartime

By HELEN LAWRENCE SCANLON

Librarian, Carnegie Endowment for International Peace, Washington, D. C.

I AM sure that many of you are surprised to find the librarian of a peace organization participating in a discussion of library activity in the war effort. You may be of the opinion of Mr. Kiplinger, who, in his new book, *Washington is Like That*, says that in times of war the peace organizations crawl into

their shells and wait for the end of hostilities. Even if we wished to do this, we would not be permitted to do so. Libraries, organizations and individuals in and out of the government are constantly calling upon us for loans, reference assistance and often for guidance in research. A survey of our resources will indicate

how ours, a private library, is able to supplement and aid Washington's war effort.

The library of the Carnegie Endowment has approximately 66,000 volumes covering all phases of international relations. An important part of the library is the collection of some 4,000 volumes on World War I, which includes the Endowment's own series, the *Economic and Social History of the World War*. Supplementing this, we are rapidly building up a collection on the present war and on postwar organization. Another collection, works bearing on international law, is one of the best in Washington and as such is in constant demand. The professors of international law, who have been drafted for lectures in such schools as that established recently by the Judge Advocate General's Office, are using our material for the preparation of their lectures. We are also consulted frequently by the War Department and other Departments for information on special topics in international law. Recently our library was opened on Saturday afternoons and Sundays so that its international law material might be used in the preparation of an important report for the Department of Justice.

We have in the library one tool which is almost unique. This is a card-record of important international events, dating back to 1920. The information for this is culled from periodicals, newspapers and press releases as they are received. For each event we note the date, a brief descriptive sentence and references to the sources from which the information is obtained. In the case of multilateral agreements our entries often cover several cards, for we cite all signatures, ratifications, withdrawals or terminations. This index

enables us to quickly answer such questions as "Is Germany bound by the Geneva convention on prisoners of war?" Incidentally, the "Chronicle of International Events," which appears in each issue of the *American Journal of International Law*, is compiled from these cards. In the printed version we include only the more important events and we arrange them in chronological order.

Another service of the library which I believe is valuable is the prompt procurement and servicing of new books. We are not bound by the red tape of government procurement rules so we are often able to obtain a book much more quickly than can the federal libraries. Moreover, our schedule calls for new books to be on the shelves and listed by author in the catalog within twenty-four hours of their receipt. One factor, however, has prevented our giving complete cooperation in inter-library loans. This is our lack of duplicate copies, which has made it necessary for us to restrict or entirely deny loans on many books, pamphlets and periodicals. We do make any such restricted material available within the library but this is not always satisfactory.

Just a word about our library publications. The library has for many years compiled and distributed bibliographies. With the added demands of the last year, our staff has had to limit this work considerably, but we have prepared a few reading lists and one memorandum recently. The memorandum on the "organization, personnel and activities of the governments-in-exile" has been distributed widely in federal agencies and has been a convenient answer to our many requests for information about these governments.

A Presidential Message

THE last of August, I received, as President of S.L.A., a request from the Intelligence Division of the War Department for the names of librarians in special fields to whom it might refer for expert advice in a rush compilation needed in its work. A list of about fifty librarians definitely specialists in their fields was sent to the officer making the request. The War Department contacted these librarians individually and report excellent response. In addition we sent the request on to chapters and groups for supplemental information. The response has been overwhelming, gratifying and surprising, and the War Department is exceedingly grateful. There was undoubtedly much duplication, but because S.L.A. could not, at this point, set up machinery to turn out a finished job in a hurry, it seemed necessary to leave the matter of duplication to the Intelligence Division which would eventually do the editing and compiling for the War Department. Those of you who were contacted are familiar with the project, and as it really was more or less confidential we do not wish to aid the enemy by broadcasting the details.

No sooner had this request been acted

upon than another one from another division of the War Department was received involving a nation-wide survey of certain resources in the United States. Work on this survey has started, and we are particularly glad that so many questionnaires for *Special Library Resources* are in Miss Vormelker's hands, for we are certain that much of the needed data will be uncovered from this source.

Our thanks to all of our members who responded so quickly to these calls for help. It is indeed gratifying to know that we are being useful in the war effort. Reports such as these are good publicity for our Association and its members. I recommend that S.L.A. chapters which have not already done so appoint a "War Service" or "War Activities" Committee through which all such requests could be cleared. There will, no doubt, be more calls from the Government as time goes on.

I have not had time to thank all the members individually for their very welcome and constructive letters on reactions to association problems, duplicate exchange, group problems and convention. All of these comments are exceedingly helpful to the Executive Board.

ELEANOR S. CAVANAUGH

Total defense against the aggression of totalitarian governments calls for the most adequate use of all old, tested methods and the most effective new methods that can be devised. In the quick mobilization of the defense industries libraries, properly selected and closely related to the skills taught, are as important as the hand and machine tools by means of which the mechanical skills are developed.

WM. F. RASCHE

A Message from Elmer Davis to American Librarians

Elmer Davis of the Office of War Information is asking for the cooperation of all librarians and all library associations. In this call, Mr. Davis emphasizes the fact that the librarian's war job is important, immediate and critical. We ask that you read Mr. Davis' message carefully and cooperate to your fullest extent with the Office of War Information.—Ed. note.

ONE of the first acts of the Japanese in the Philippines was to destroy an American library. The policy of the Nazis and the fascists toward libraries, librarians, writers of books and readers of books has long been familiar to us. The Japanese by their act of barbarism adopted the Nazi policy for themselves.

But they did more than that. They brought directly home to Americans the menace of this war to American civilization, American culture and American books—as well as to those who use American books, produce American books and care for American books. Most of us have realized for a long time that we Americans were not immune. The fact is now made apparent to all of us.

The consequence is to underline emphatically the position of librarians in this war. They are combatants from this time on in all countries where free libraries and a free culture still exist. As combatants they have a right to know what their combatant duties are—in what ways they can fight back and what fronts are committed to their charge.

Library associations and meetings of librarians all over the country have been devoted for many months to the consideration of these problems. From my point of view as the Director of the Office of War Information, there is one front on which the services of librarians are urgently required. Librarians occupy a position in American life which enables them to see to it that the people of this country have the facts before them.

Teachers and writers can and do perform useful services on this front but neither writers nor teachers have at their disposition in their professional work the facilities which the librarian enjoys. The librarian has around him, or should have, the books in which the facts are presented—the books in which the problems are posed, the considerations are reviewed and the facts are made evident. Librarians in their professional duty are continually concerned with the problem of directing their readers to the materials which their readers require. In the present war as never before, this duty of librarians assumes a first and pressing importance and librarians in consequence carry a responsibility such as they have never carried in our history.

I have been gratified to note the concern of the various library associations with this problem. The Office of War Information would be happy indeed to be of service to these associations and to individual librarians in meeting the various problems which have presented themselves. A part—and one of the most important parts of the work of the Office of War Information—can only be successfully performed with the cooperation of American libraries and American librarians. I am profoundly grateful for the offers of cooperation which have come to me and I for my part should like to offer in return the fullest cooperation by my office and all its members. American librarians have already taken up the challenge with which this war has faced them. I should like to work beside them in the common cause.

Events and Publications

M. MARGARET KEHL, *Department Editor*

The National Institute of Municipal Law Officers, 730 Jackson Place, Washington, D. C. has a compilation on CHARITABLE, RELIGIOUS, PATRIOTIC AND PHILANTHROPIC SOLICITATIONS—CITY ORDINANCES AND COURT DECISIONS—MODEL ORDINANCE ANNOTATED (May, 1942. 6op. \$2. Report No. 84) which is a brief summary for sixty-seven cities. Most municipal law does not go into any detail, so that the model ordinance will be suggestive. It seems interesting that less than half of the cities charge a fee for a permit to solicit, whereas most of them carry a stiff penalty for violations.

* * *

With astounding regularity magazines and books still reach us from England. THE EMPIRE MUNICIPAL DIRECTORY AND YEAR BOOK, 1942-43 (London, England: Sanitary Publishing Co., Ltd. of Municipal Engineering, Sanitary Record and Municipal Motor, 8, Breams Bldg., E.C.4. 24op. 13s 1d) has not suspended publication due to the war. Now in its sixtieth year, it is the same as before except for the deletion of Overseas Councils. Considering the times, the detailed list of rural officials for England, Wales, Ireland and Scotland is little less than amazing. The review of the year 1941 and its municipal problems reflects the dogged perseverance of the English people. They label "1941, an eventful year".

* * *

RUNNING NASSAU COUNTY by Bernice Schultz (Hempstead Sentinel, Hempstead, N. Y., 1941. 48p. 30 cents) gives a brief history and a popular description of government there. The strong county organization set up in the charter of 1938 has centralized functions and eliminated much duplication. Town and village affairs are discussed, with questions on each chapter. There are several organization charts and a section on Nassau courts.

* * *

A WRITER'S HANDBOOK OF AMERICAN USAGE by Tom B. Haber (New York, N. Y.: Longmans, Green and Co., 1942. 152p. \$1.) is perhaps elementary, but excellent for brushing up on tricky words and grammar. Pronunciation, spelling, sentence structure and paragraph technique are amply reviewed with quotations and exercises.

* * *

Not new, but just examined here, are the handy booklets called WHERE TO EAT, SLEEP AND PLAY, EAST OF THE MISSISSIPPI (Garden City, N. Y. Garden

City Publishing Co., 1942. 336p. \$1.) and . . . WEST OF THE MISSISSIPPI (20op. Combined edition \$1.50). The 1942-43 editions are the unbiased, personal guides to good hotels, restaurants and tourist homes which the blurb claims. Each place has been tried and proved with a personal statement. Mrs. Hilda Robbins is President of the Travelers' Windfall Association editing the material. Recommended for its accuracy, calendar of annual events and attractive format.

* * *

SABOTAGE AND ITS PREVENTION by Dorothy Campbell Tompkins is Number 1 in a series of "War Bibliographies" from the Bureau of Public Administration, University of California (Berkeley, California. August, 1942. 24p. mime. no price given). The interest is stressed for civilian aspects of the problem. State laws are cited. Subheadings include various types of sabotage and protection. Others in this series will include transportation, rent and rationing.

* * *

Over fifty mimeographed studies of industries, prices, government control and the like during the last war have come from the United States Bureau of Labor Statistics since 1941. We don't find the series listed but one librarian says they give excellent background material for immediate problems. Much library research could have been avoided if wider publicity had been given to these historical summaries on food prices, commodities, machinery conversion and conservation of raw materials.

* * *

The most complete study of urban mortgages ever compiled has been published recently by the Federal Housing Administration. The paper-bound volume is titled, FHA HOMES IN METROPOLITAN DISTRICTS (238p. 50 cents), and is for sale through FHA or the Supt. of Documents, Government Printing Office, Washington, D. C. The book tabulates the characteristics of mortgages, homes and borrowers for the period 1934-41, and covers experience in 140 cities embracing 63,000,000 of our 102,000,000 non-farm population. This work offers invaluable statistical guideposts for future mortgage operations, based upon the broadest general experience ever brought into focus in one source.

* * *

A new report, prepared by the Policyholders Service Bureau, Metropolitan Life Insurance Company, is

SAFEGUARDING RECORDS FROM AIR RAIDS. It contains 40 pages and is available on request from the Bureau, One Madison Avenue, New York, N. Y. Selected record protection programs of a manufacturing company, on oil company, a bank, an insurance company and a public utility are included.

Another recent report of the Policyholders Service Bureau is **LUNCHROOMS FOR EMPLOYEES** (28 p.).

* * *

Recent reports in the Production Series of the American Management Association, 330 West 42nd Street, New York, N. Y., discuss **ORGANIZING THE COMPANY FOR WAR EXPANSION** (30 p.), **DEVELOPMENT AND OPERATION OF JOINT MANAGEMENT-LABOR COMMITTEES** (28 p.), **CASE STORIES IN EQUIPMENT CONSERVATION, PRODUCTION CONTROL CLINIC** (39 p.), and **SOLVING THE MANPOWER PROBLEM: UPGRADING, WOMEN WORKERS, OPTIMUM HOURS** (28 p.).

* * *

The **DIARY OF WORLD EVENTS**, compiled by J. A. H. Hopkins, Chairman, National Bureau of Information and Education, is a chronological record of World War II as reported day by day in American newspaper dispatches from September 1938 to the present time. It is composed entirely of photographic reproductions, numbering 11,000, actual news articles and includes news reports, official dispatches, maps, pictures, cartoons, anecdotes, editorial comments, speeches, messages, congressional acts and debates and many other interesting items (Baltimore, Maryland, Author, National Advertising Co., 3085 Hanover Street, 1942. 10v. \$18.75 per set). Supplemental volumes will be published from time to time at a cost of \$2.00 each.

* * *

THE DEFENSE BIBLIOGRAPHY, BASIC BOOKS FOR INDUSTRIAL TRAINING SUPPLEMENT which has been completed by Miss Laura A. Eales, Head of the Technology Department of the Bridgeport Public Library, is now ready for distribution. The **SUPPLEMENT**, which brings the bibliography up to date, was processed through the cooperation of Miss Anne Nicholson, Librarian at the Naugatuck Chemical Division of the United States Rubber Company, Naugatuck, Connecticut. Copies will be available on application to Miss Mary Alice Thoms, Phoenix Mutual Life Insurance Company, Hartford, Connecticut. Please send with your request ten cents to cover mailing costs.

LIST OF BOOKS SUGGESTED FOR LIBRARIES IN SCHOOLS OF NURSING, compiled by the Subcommittee on the Library of the Curriculum Committee of the National League of Nursing Education (New York, N. Y.: National League of Nursing Education, 1790 Broadway, 1942. 91p. 75 cents). This is a revised edition of the **BASIC BOOK LIST**. "It is intended to give a general idea of the range of books that need to be included for the use of students and also for the use of graduate nurses on the staff, especially the members of the nursing school faculty." Arrangement is by subject.

* * *

In April 1942, the Institute of Adult Education, Teachers College, Columbia University, appointed a body of 45 men and women experienced in varying fields of educational interest to serve on a Commission to study the problems of postwar adjustment. The **REPORT OF THE COMMISSION ON POST-WAR TRAINING AND ADJUSTMENT** bears the subtitle, a Statement of Principles Relating to the Educational Problems of Returning Soldiers, Sailors and Displaced War Industry Workers (New York, N. Y., Institute of Adult Education, Columbia University, 1942. 54 p.). The Report represents a cross-section of informed educational thought in this country on the complex problem presented. Such phases as Guidance and Placement, Training, Rehabilitation, Administration and Finance, as well as Special Problems are discussed with equal thoroughness.

* * *

WEBSTER'S DICTIONARY OF SYNONYMS (Springfield, Mass., G. & C. Merriam Co., 1942. 907 p. \$4.00 with thumb index, \$3.00 without) has been published to fill the widespread need for a modern book of synonyms in which words of like meaning are not only grouped together but are distinguished from each other by careful discriminations and illustrations of use. The use of each word discriminated is clarified by examples taken from well-known classics as well as from first-class contemporary writers and periodical literature. In addition to synonyms, this book contains antonyms and lists of analogous and contrasted words, thoroughly cross-referenced.

* * *

A complete basic course of instruction for private fire brigades in the methods and practices of the public fire department can be found in the **ORGANIZATION AND TRAINING OF INDUSTRIAL FIRE BRIGADES**, by Captain John C. Klinck. (Memphis, Tenn., S. C. Toof & Co., 1942. 119 p. paper covered, \$1.00²).

OCTOBER FORECASTS OF
Forthcoming Books

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

- AIR CONDITIONING ANALYSIS**, by W. Goodman. Macmillan Company, New York, N. Y. Probable price \$5.00. "One of the country's leading experts on air conditioning presents here, for the first time in English, a comprehensive discussion of the science of changing the condition of air. Practical air conditioning cycles with analyses of their features and the action of air in contact with water are included."
- ALTERNATING-CURRENT MACHINES**, by A. F. Puchstein and T. C. Lloyd. John Wiley & Sons, New York, N. Y. 2nd edition. Probable price \$5.50. "Basic information on A-C machines, of value to electrical engineers in industry. The new edition gives the latest methods of calculating alternator regulation and the concepts of direct and quadrature axis synchronous reactance, as well as other recent developments."
- ART AND FREEDOM**, by H. M. Kallen. Duell, Sloan & Pearce, Inc., New York, N. Y. Price \$5.00. "There is no other single volume in existence with the scope of this remarkable survey of the interaction of art, philosophy, and psychology. Here is an original account of the relations between the changing ideas of beauty, use and freedom in Western civilization from the time of the ancient Greeks to the present day."
- DEMOCRACY AGAINST UNEMPLOYMENT**, by W. H. Stead. Harper's, New York, N. Y. Probable price \$2.50. "Out of an unusual firsthand experience in dealing with unemployment problems in the United States Employment Service and the Labor Supply Division of the War Production Board, the author describes as the greatest enemy of democracy the problem of unemployment. He analyzes unemployment both in quantitative and qualitative terms."
- ECONOMICS OF 1960**, by C. Clark. Macmillan Company, New York, N. Y. Price \$2.00. "An extremely interesting and well supported estimate as to future populations, production capacities, relative wage levels, import and export tendencies, and so on for the countries of the world."
- FUTURE OF TELEVISION**, by O. E. Dunlap, Jr. Harper's, New York, N. Y. Probable price \$2.50. "This authoritative volume describes the present status of television, both scientifically and as a new industry, and considers how it can be put effectively to recreational, advertising and educational uses."
- HOW TO TRAIN WORKERS FOR WAR INDUSTRY**, edited by A. E. Dodd and J. O. Rice. Harper's, New York, N. Y. Probable price \$3.00. "Drawing upon the extensive experience of American industry as presented at recent meetings of the American Management Association, the editors are able to assemble a comprehensive collection of tested and effective methods of industrial relations with special stress upon training."
- PRINCIPLES OF PHOTOGRAPHIC REPRODUCTION**, by C. W. Miller. Macmillan Company, New York, N. Y. Probable price \$4.50. "This text provides a rigorous and systematic treatment of photographic principles and procedures. Throughout the book emphasis has been placed on basic concepts, quantitative methods, faithful reproduction of line, monochrome gradations and color."
- PSYCHOLOGY, RELIGION AND GROWTH**, by F. Kunkel. Scribner, New York, N. Y. Probable price \$2.50. "One purpose of this book is to explain why people act as they do. Psychology written in comparatively simple terms can offer insights into man's thoughts and actions."
- SCIENCE REMAKES OUR WORLD**, by J. Stokley. Ives Washburn, Inc., New York, N. Y. Price \$3.50. "This is the story of the present and the future of American scientific research—of the new processes, material and products being developed in the industrial laboratories of this country which will mean new ways of living for all of us, in peace or war."
- SOLUTIONS TO FUNDAMENTALS OF GOVERNMENTAL ACCOUNTING**, by Campbell, Morey and Hackett. John Wiley & Sons, New York, N. Y. 3rd edition.
- STRENGTH OF MATERIALS**, by Merriman and Hankin. John Wiley & Sons, New York, N. Y. 8th edition. Probable price \$1.75.
- WORLD OF YESTERDAY**, by S. Zweig. Viking Press, New York, N. Y. Price \$3.00. "The biographer of Marie Antoinette, the writer who has made live for us the Elizabethan Age, the French Revolution, the great era of voyages and discoveries, now writes the definite biography of the world that was his own."
- YOUR SERVANT, THE MOLECULE**, by W. S. Landis. Macmillan Company, New York, N. Y. Price \$3.00. "How chemistry serves the daily needs of mankind makes a fascinating story. Dr. Landis explains the fundamental principles of the science, the language of formulas which constitutes the chemist's shorthand, and shows how the wonders of practical chemistry are achieved. He also discusses the part played by chemists in the present war, making clear the problems of military and civilian supply."

Announcements

Binding Priority Ratings for Special Libraries

At last there appears to be some clarification of the rather confused status of special libraries in following priority and other regulations in ordering library binding.

Mr. Phillips Temple, Washington Representative, S. L. A. Emergency Binding Committee, in cooperation with Mr. Pelham Barr, Executive Director, Library Binding Institute, has in recent weeks been seeking official interpretations of the new Allocation Classification System as it applies to special libraries. The new system requires that all purchase orders (except those covering ordinary retail transactions) have written on them the proper allocation classification symbol. This is not a priority rating—it is, at present, simply a way of enabling W. P. B. to trace goods purchased to their "end-use". As these symbols may later be used by W. P. B. in developing allocations of available goods to the various classes of civilian users, it is important, Mr. Temple points out, that special libraries be properly recognized by the authorities.

At the time of writing, there have been two official instructions as to the symbols to be used by special libraries:

1. If the library is part of an educational institution, like a school, college or university, it should use the symbol DP17.20 on its binding orders.
2. Other libraries should use the symbol assigned to the organization or company with which they are connected. For example: the library of an electric light company would use DP9.10; that of a chemical manufacturing company would use DP8.20; that of a newspaper or magazine publisher, DP17.10.

The situation with regard to priority ratings to be used in buying binding is believed to be somewhat improved, if the precedent with respect to allocation classification symbols is followed. The priority rating generally available to libraries and educational institutions in buying binding is A-10, under Preference Rating Order P-100. This is definitely assigned to libraries connected with educational institutions or with governmental units (like public libraries). Up to now, this excluded most special libraries and therefore they were left without a priority rating. But if the precedent in allocation classification symbols is followed, the special library of a company engaged in war work could use the high priority rating of its company. While there does not seem to have been any official ruling to this effect, it is understood that some special libraries are following this procedure.

San Francisco Bay Region Chapter Union Lists

The San Francisco Bay Region Chapter is offering for sale its *Union List of Serials*, published in 1939 and its *Supplement*, published in 1942 and covering the years 1937-41. The *Union List of Serials*, which contains 283 pages, may be purchased for \$5.00 from the Stanford University Press, Stanford University, San Francisco, California. The *Supplement* may be obtained from Miss Avis Bryson, Fire Underwriters' Association of the Pacific, Merchants Exchange Building, Room 818, San Francisco, California, for \$1.50.

A Forward Step

Word comes from the San Francisco Bay Region Chapter that an encouraging forward step has been taken by the San Francisco, California, Chamber of Commerce, by the organization of a Technical Library Facilities Committee. Its purpose is to find ways and means of bringing information within easy reach of workers in varied industrial and research activities in the Bay area. There are many organizations without libraries but which receive technical trade journals usually not available from sources in the *Union List of Serials*. A central clearing house under the supervision of this Committee would render considerable service to technicians in search of information. This Committee, of which Dr. Dozier Finley of the Paraffine Companies, Inc., is chairman, includes many outstanding members from the San Francisco Bay Region Chapter.

A New Library

The San Francisco Branch of the United States Department of Agriculture Library was organized in July of this year, at 1028 Phelan Building. Its collection is derived from the U. S. Forest Service Library in San Francisco and the California Forest and Range Experiment Station, Bureau of Agricultural Economics, and Soil Conservation Service in Berkeley. Miss Signe R. Ottersen, formerly of Washington, D. C., is the librarian; Miss Edith Schofield is assistant librarian, and Miss Anne Avakian is reference librarian for Department of Agriculture workers in the East Bay. The Western Regional Research Laboratory maintains its separate collection as a sub-branch, with Mr. Lawrence Shaw as librarian.

Philadelphia Bibliographical Center

The Committee on Microphotography of the Philadelphia Bibliographical Center, Philadelphia, Pa. announces that editing of the first annual supplement of the *Union List of Microfilms* started as of September

15, 1942. Although the Committee decided on September 20th as the closing date for inclusion of new accessions, institutions which have not reported their holdings are urged to do so even at this late date. Depending upon the progress of editing, it might be possible to include items reported after the deadline. Publication of the first annual supplement is scheduled for January 1943.

POSITIONS WANTED

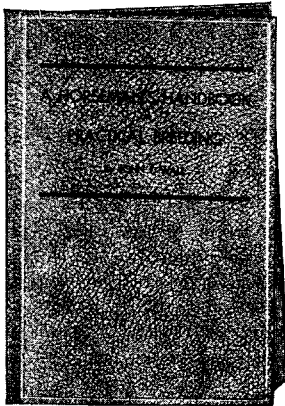
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War and Defense Notes

An Outline for an S. L. A. Chapter War Service Committee

If any Chapter is contemplating as part of its program for the coming season the formation of a special War Service Committee, the outline for work to be undertaken by it as proposed by the National Defense Committee of the Southern California Chapter and published in the Chapter *Bulletin* for August 1942 is well worth studying. The plan for this special committee grew out of a round table discussion by Chapter members on the topic "What Can We Librarians Do to Help in the Present Crisis", and is as follows:

Chairman

Coordinate work of sub-committees; advise sub-chairmen; develop programs.

Sub-Committee No. 1 (3-5 members)

Adopt one or more camp libraries; survey needs of local camp libraries in technical fields; locate books available locally; sponsor campaigns to raise funds to purchase needed technical books and magazines.

Sub-Committee No. 2 (unlimited number)

Clearing house of duplicate material. List all available duplicate material which would be available for distribution to camps and devastated libraries at present time, and for distribution to libraries here and abroad after the war.

Sub-Committee No. 3 (2-3 members)

Bibliography. Sponsor cooperative bibliographies on selected subjects. List foreign periodicals available in adjacent libraries.

Sub-Committee No. 4 (5 plus members)

Defense Information Center. Act as advisory committee to Center. Arrange for volunteers to help at the desk. Coordinate information on local resources and promote publicity on available services.

Sub-Committee No. 5 (2-3 members)

Preservation of collections. Work out plan to recommend to members for preservation and protection of collections in case of attack or evacuation.

Sub-Committee No. 6 (1-3 members)

Volunteer work. Investigate and coordinate volunteer work of members in Red Cross, U.S.O., Defense Council, and other types of individual effort.

San Francisco Bay Region Chapter Members in Service

Lieutenant Edwin T. Coman, Jr., formally Librarian, Graduate School of Business, Stanford University, California, left August 25 for Miami, Florida,

for initial training in the United States Army Air Corps. Miss K. Dorothy Ferguson, Librarian of the Bank of America, is serving as a member of the Committee on Research and Planning of the State Council of Defense. Miss Nell Gervais, Secretary-Librarian, Research Department, California Packing Corporation, San Francisco, California, is spending two nights a week as a volunteer worker cataloging publications for the Gas Division of the Office of Civilian Defense.

Our President Speaks at Connecticut Chapter Meeting

Miss Eleanor S. Cavanaugh, S.L.A. President, was the guest speaker at the first meeting of the Connecticut Chapter held Friday evening, September eighteenth. Miss Cavanaugh spoke on "S.L.A. and the War Effort." Representatives of the State Defense Council and of the Hartford Defense Council also attended. As a result of this meeting, a Special Services Section of the Committee on Public Information was formed.

S.L.A. Connecticut Chapter

The Committee on Public Information, Hartford, Connecticut, Defense Council, has accepted the offer of assistance from the S.L.A., Connecticut Chapter, to organize the "Special Services Section" of the Committee on Public Information. The chairman of the section will be appointed a member of the Public Information Committee. The functions of this section will either be outlined by the Committee on Public Information or devised by the section and approved by the chairman of the Committee. The immediate projects to be undertaken include:

1. To search out and publicize the truth to refute rumors which endanger the nation's war effort, and
2. To prepare a "source index" of published material important to those engaged in war activities: production, civilian defense, protection and post-war problems.

S.L.A. Members Act as Technical Consultants

Mrs. Vivian J. MacDonald of Aluminum Company of America, Miss Thelma Reinberg of the Battelle Memorial Institute, Dr. Julian Smith of American Gas Association and Miss Lucy O. Lewton of the International Nickel Company, Inc. have been called in by the War Metallurgy Advisory Committee to advise on a master subject index for its data. This Committee held its first meeting in Pittsburgh, September twenty-fourth.

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S. L. A. Members in WAVE Ranks

The first member of S. L. A. to receive a commission in the WAVES is Miss Virginia Allan of Port Chester, New York. Miss Allan was formally Librarian for the Rye School Board of Education.

Miss Miriam Fitts, formally Librarian of the National Life Insurance Company, Montpelier, Vermont, is another S. L. A. member who has joined the WAVES and is now in training at Northampton, Massachusetts.

Indiana Chapter Aids in Victory Book Campaign

Ethel Cleland, President of the Indiana Chapter, S. L. A., and head of Indiana's Victory Book Drive, has been working practically night and day along with Public and State librarians sorting and selecting V. B. C. books now in storage. The work accomplished by this group has done much to facilitate the shipping of books to the places where they are needed.

Defense Materials

A conference on the special problems of acquiring, organizing and using defense materials was conducted this spring by the Illinois Chapter. Civilian welfare, Business and Industrial, and General aspects were given full consideration. A six-page detailed outline of this conference has been mimeographed.

A Letter from a S.L.A. Member "Somewhere in Palestine"

[The following letter from Captain Harry C. Bauer to his brother and sister-in-law of Bethesda, Maryland, was sent to the Editor for inclusion in SPECIAL LIBRARIES. Captain Bauer was formerly Technical Librarian of the Tennessee Valley Authority and a Director of Special Libraries Association.]

August 30, 1942

Dear Philip and Ailene:

Your letter of July 20 has reached me safely over here. Thanks a lot. You cannot know what letters from home mean to a soldier in foreign service.

My military career continues to be a source of delight and pleasure to me even though it has now passed into the phase of less comfort. That is the phase of physical discomfort. I sleep in a large tent out in the open and like it. I bathe from an open pipe—outdoor shower of very cold water—and like it. I shave out in the morning sun. My toilet is a trifle better than a dog's. And still I enjoy the Army Air Corps.

My work assignment in my squadron is that for

which I trained. The Air Corps gave me excellent instruction in the two schools I attended. All this is coming in mighty handy just now. My eight years with the TVA have been invaluable. Many of the administrative devices I learned there have been applicable in the Air Corps. After all, the Army is another government agency where sensible procedures can be employed. Besides my regular assignment, I have had several very unusual side lines which have been lots of fun. Some of them require me to be armed to the teeth. I carry my pistol on me all the time now because I am in the combat zone.

Get some books from the library to find out about Palestine. Late in 1941 the *National Geographic Magazine* carried an article. Buy it. Mix up a batter of mud and water. Soak the article in this batter and then look at the pictures. That will give you a true idea of how filthy it is.

I may not tell you about the trip over or about the work we are doing because of censorship—self-imposed in the case of officers. Coming over I had a special assignment—job to you—which kept me busy and free from monotony. I will tell you of it when I see you. Follow the newspapers on the war in the Middle East to keep informed about what goes on here.

I live in a well constructed tent made of two layers with a large air chamber to keep out the heat. These tents are suitable living quarters with open windows and entrances for the breeze, mosquitos and flies to come in. At night we sleep under a mosquito netting or stay awake. The flies and mosquitos are the only things to torment me. They are awful. The food is not elegant but it is adequate. I am in excellent health and spirits, never felt better in all my life. I still find the Air Corps very efficient. But all armies cope with problems which human beings cannot surmount. Being attached to a Bombardment Squadron is the ultimate—like Mozart's B Major Concerto.

I have not seen any movies or listened to a radio in a long while. Last night I finally heard a "Spanish Symphonic Number" by Rimski-Korsakov. It was wonderful but filled me with "Gemutlichkeit," something akin to homesickness. Investigate it for it is worth buying on records. I do miss my phonograph records.

I have had several pleasant visits with the British Officers here. I enjoy them and am much in sympathy with the way they conduct the war effort. My colleagues—fellow officers—are fine "gentlemen by Act of Congress." The enlisted men are good sports and put up with conditions which would floor most anyone. But that is war and as our President says, "I know war and I hate war."

The Southern Cross is quite disappointing, not nearly so nice as any Northern Constellation. It was fun to cross the equator. You knew did you not that there is quite a bump as you pass over it?

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1943 Victory Book Campaign

An organization meeting for the 1943 Victory Book Campaign was called by the Chairman of the Victory Book Committee, Paul B. Badger, on September 29th. Special Libraries Association was represented by the national Secretary, Mrs. Kathleen B. Stebbins. Representatives of six State Victory Board Campaign Directors attended in addition to representatives from various organizations.

It was announced that a Committee of Three, including Franklin P. Adams, Edward L. Bernays and Norman Cousins, had been appointed to undertake the publicity work for the campaign. A discussion of its objectives and general strategy was followed by a decision to make January 5th-March 6th, 1943 the dates for the new campaign. The Committee hopes to launch the Victory Book Campaign in Washington, D. C. with the presentation of the first book in the new campaign and to receive as much publicity from the newsreel companies and newspapers as possible.

The groundwork will be conducted between November 1st and January 5th by each cooperating organization working in conjunction with other VBC agencies. It is planned to use one town as a test before the campaign starts to see in miniature how it will work out. The Committee hopes to make the book-reading public realize the importance of donating good books and not those which later will have to be discarded. It is proposed that a committee consisting of magazine circulation managers and direct mail executives be appointed to plan additional publicity.

It was most gratifying to have Miss Isabel DuBois, Director of Libraries of the Bureau of Navigation of the United States Navy Department, publicly express her appreciation for the gift of technical books to Pearl Harbor Library made by the New York Chapter of S. L. A. She said that the Navy was exceedingly grateful as it would not have received these needed books in any other way.

The cooperation of the twenty Chapters of Special Libraries Association is urged for this new drive and specific information about ways and means of assisting will be sent to Chapter Presidents shortly.

3

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Addenda

The following names were omitted from the List of Officers printed in the September issue of *SPECIAL LIBRARIES*. Please correct your List accordingly.

Publications Governing Board

- Rebecca B. Rankin, Librarian, Municipal Reference Library, New York, N. Y., *Chairman*
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 Edith C. Stone, Librarian, Simmons-Boardman Publishing Corporation, New York, N. Y.

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- Esther E. Fawcett, Assistant Librarian, College of Fine Arts, Carnegie Institute of Technology, Pittsburgh, Pa., *Chairman*

Special Libraries in Wartime

(Continued from page 285)

"You should have heard all of the newspaper librarians telling one another how they must rush to help their reporters meet the deadlines with a picture of the latest presidential appointee, to say nothing of the citizens who telephone expecting them to state the exact location of the local OPA office, what language is spoken in Madagascar, or the time limit on sugar ration coupon number five.

"One rubber librarian attempted to describe the terrific pressure under which she works, with herself at one end of the telephone, looking up the explosion point of a chemical while the operator waited at the other end, ready to turn a valve before the contents of the tank blew him into bits. For the past year she has been compiling a comprehensive bibliography of synthetic rubber and gathering together all of the patents, ready for the time when the signal came to go into large scale

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production and when engineering problems must be solved without taking time out for experimentation."

Before coming to Detroit, I questioned a few of our librarians and learned that the American Legion National Headquarters in Indianapolis maintains a unique collection of foreign and United States World War I posters. Artists can look these over for ideas. It has completed revising, correlating and indexing its material on war, national defense, international affairs and Americanism in order to streamline its reference questions which come from all corners of the country. Then, too, many new libraries are being organized in this area and employers send their librarians in to study the Legion's carefully set up information files.

The librarian of our state department of welfare explained that their interest had shifted from the destitute and homeless to the immigrant defense worker and the temporary trailer camp communities. Care of children is a problem when the father is in the army and the mother is employed in a defense industry. The rejected draftee creates a problem of rehabilitation in the community. The social implications of the whole front of postwar planning must be surveyed so that the minute peace is declared they can be ready with all available pertinent material and records of research on proposed activities.

So it seems that we must learn to take everything and anything in our stride, forgetting to complain, thus boosting our morale and that of others. No matter how acute our problems may become, we shall evolve a philosophical attitude toward the situation and work for the kind of world in which we want to live. We must develop our resourcefulness—the quality that stood our ancestors in such good stead. It will enable us to reopen our frontiers and to do our own pioneering in a Postwar World to which we must adapt our thinking, our libraries and ourselves.

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