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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 13

December 1942

NUMBER 10

**Subject, Method, Scholarship and the Library
Manual**

Matthew A. McKevitt

WIP Broadcast on Microfilm

Dorothy H. Litchfield

**Turwiler Collection of Southern History and
Literature**

Sarah A. Maxwell

**Air Raid Precautions in New York City
Libraries**

Estelle Brodman

Do's and Don't's for Blackouts and Dim-outs

Samuel G. Hibben

Published by

SPECIAL LIBRARIES ASSOCIATION

SPECIAL LIBRARY RESOURCES

VOLUME I

Edited by
ROSE L. VORMELKER
Cleveland Public Library

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Subject, Method, Scholarship and the Library Manual¹

By MATTHEW A. McKAVITT

Librarian, Department of Justice, Washington, D.C.

I FEEL very humble about discussing the Department of Justice *Library Manual* because I have just finished reading the life of that very wonderful person, Madame Marie Curie, the great radium scientist. When I consider what she accomplished, while wearing a black, thread-bare dress, then this *Library Manual*, although it might be considered a more or less progressive step, fades into insignificance.

THE LIBRARY MANUAL

As you probably know, this is the first library manual to be published by a law library in which the various processes are described in detail. As you also know, there are not many published library manuals, either in the general or special library field. This is deplorable but perhaps there are many reasons for such an omission. Of course, it is as easy to over-emphasize procedures as it is to over-emphasize subject. To over-emphasize one to the detriment of the other, is not ideal. However, few of us can be proud either of our comprehensive knowledge of subject matter, or of our knowledge of form. Certainly it is true that subject matter cannot be properly diffused for service unless that subject matter is administered with a view toward the objectives of the institution or agency which the library serves. It is just as absurd to have a horse

and not know how to ride it, or how to hitch it up to a wagon, as it is to have a collection of books and not know how to administer it.

When I became Librarian of the Department of Justice in 1937 I discovered that nearly 60,000 volumes lacked complete cataloging, that the loan and other necessary systems were antiquated and that a thing was rarely done twice in the same manner. So, while we were trying to launch special services and improve on old methods, we also took the time to make this *Library Manual*. I, personally, do not think that I should be given much credit for its creation other than the fact that I did have the original idea and did see the matter through. The *Library Manual* is entirely the result of cooperative effort, the Assistant Librarian and myself editing it, and the Assistant Librarian compiling the very fine index. The members of the staff also did their share in the work.

CLASSIFICATION OF LAW BOOKS

I do not claim to be an expert on any of the processes we use. I am kept quite busy on purely administrative matters and naturally cannot be expected to go very deeply into some of the problems connected with cataloging and classification, although naturally I am consulted on the general aspects. I have been very fortunate in having people on my staff who had a scholarly and a reasonable attitude, and if anybody would like to consult these experts I can assure you our doors are always

¹ An abridgement of a talk delivered before the S.L.A. Washington, D. C. Chapter, October 13, 1942.

open. For those people who have law libraries, and who may be wondering about the classification of law books, I should like to suggest that they consult our Tentative Law Classification Scheme which is really a "form" classification in that it is built on the manner in which the lawyers can more conveniently use the books rather than on a subject foundation. It is very difficult to set up a classification by subject for law. For instance, we have not found it wise to put all of the legislation in one location in the library. Such a procedure may be excellent for those libraries that specialize in legislation. The classification by subject of legal treatises involves problems which cannot be found in any other field of knowledge. As you know, there is no LC classification for law, that is "K", except a more or less skeletonized scheme which we used as a partial basis of our more detailed schedules. I mention classification because it is a subject which has long claimed the attention of law librarians but which has not received enough close attention, and which has more or less baffled the non-law librarians. Naturally we mention our classification scheme in the Catalog Section of the *Manual* and it is, perhaps, unfortunate that we did not add the Scheme to the *Manual*. However, we shall be very happy to give the Classification Scheme to anybody who will write us a letter requesting it.

LIBRARY PERSONNEL

There is a minimum amount of basic methods necessary in all libraries, regardless of subject, and it is a sad thing, indeed, to know that some of these most usual routines are lacking in many libraries, law and otherwise. Sometimes this is because there is an unenlightened administrator behind the scenes, or out in the open; sometimes it is because not enough care has been shown in the selection of that type of personnel which hon-

estly wants to examine the books containing these techniques and use them even in their most simplified forms; or sometimes it is because an enlightened administrator has not been able to obtain sufficient personnel to do the work. Perhaps one of the most glaring failures of administrators has been their complete lack of understanding of the purposes and value and powers of personnel. It seems that if you find employees who know the subject matter they do not know library methods, and if they know library methods they do not know the subject matter. You cannot sew with just a needle or just the thread. Both are necessary and I believe that the reason for the undervaluing, and, unappreciative attitude of some administrators toward librarians, can be laid to some extent at the door of the Library profession itself. I believe that librarians in the legal and other fields have not received the respect they might obtain because they have not had a scholarly attitude toward their subject, or toward the methods to be used in preventing materials from gathering dust on the shelf. The subject must be attractively presented. I do not mean that we should use colorful placards, although that might help, but I do believe that we should educate our readers to expect to find in the card catalog and other services, a recognized and workable medium between the materials and the reader. Special librarians are more fortunate than general librarians because the only educational function of the special librarian is to teach the library reader to use the card catalog and to present his materials in an interesting fashion by special services. The special librarian does not deal with what you could call inspiring subjects, i.e., subjects designed to elevate the soul of man such as poetry, metaphysics, religion, etc., nor does he, generally speaking, have to assist the school teachers or the women's clubs. The function of fact finding, or procuring in-

formation, is the primary one for the special librarian.

LACK OF SCHOLARSHIP AMONG LIBRARIANS

I have been reading recently a number of books on the history of Ireland and in doing so I learned that Ireland had a *Renaissance* in the year 700, several centuries before the European *Renaissance*. This made me realize that had I been a better scholar I would, no doubt, have known this fact a long time ago. I think that this lack of scholarship on the part of librarians, and I mean of course realistic scholarship, a scholarship that genuinely wants to serve, is lacking among many librarians. I say this humbly because I do not consider myself a scholar but I can see how a person without a philosophic or historical background, can learn to do many things passably well, as a lawyer can learn to use the law books without knowing a great deal about the history or jurisprudence of the law, and just as a person can drive an automobile without knowing much about electricity and ignition and mechanics. This failure to stop and consider underlying principles has prevented us from being scholarly librarians and has cost us the respect of the administrators and those who use the libraries. Time and time again, I have heard of people being placed in library positions because the administrator thought that the librarian's job was easy, that it ranked no higher than that of a custodian and that the librarian could spend a great part of his day sitting around reading up on the subject matter, or doing other less productive tasks.

It seems to me that if a librarian is honest with his institution or agency and with himself, he cannot permit himself to be called a "librarian" unless he has a real interest in both subject matter and procedures. You have seen the individual who proudly called himself "*The Librarian*" but who didn't know the difference

between a shelf-list and an accession record. Lawyers, medical men, dentists and engineers have lifted themselves in the estimation of most people and have become men not only of scholarly influence, but, quite often of affluence. One reason for this is the fact that their professional associations have demanded rather high qualifications before a man or woman could practice in a profession. *Why anybody should think that such qualifications should not be demanded of librarians is beyond my comprehension.* So, I believe that it is up to many librarians to place their own houses in order.

I do not want to be misunderstood. It is possible for a person to know both the subject and library procedures without having gone to professional schools, but certainly a person who has *not* gone to a library or other professional school should feel that it is a matter of conscience that he should learn enough from the books studied in these schools, and in the various professional publications, to enable him to grasp, at least generally, the principles behind subject and method—these are more vital to success than a bibliography, a library service publication or any other library tool designed to serve. Unless principles are understood, a library publication or any "home-made" library tool, is indeed an anemic curiosity. If the person who does not know his subject well will become a student of the subject, he will be less combative with a person who does know the subject, and the person who becomes a student of procedures will be less antagonistic toward those who have learned procedures, whether in library school, or out of library school. It is unimportant where or how we learn. It is important, of course, that we learn—and learn *well*. I fear some librarians have barely tasted the bread of "subject" or the wine of "procedure"—certainly few of us have eaten of the cake of excellence!

CONCLUSION

In conclusion, I would like to cite an excerpt from a letter I received recently from Dr. Ralph Munn, the Director of the Carnegie Library at Pittsburgh. I had been explaining the injustice of library salaries and was blaming the various library associations for the great difference between the salaries of librarians and their subordinates, and I asked him *when* he thought that librarians, generally, would be so respected that all classes of librarians, professional, sub-professional and clerical, would receive a decent living wage. He responded as follows:

"I wish of course that I knew the answer to the section of your letter dealing with the inadequacies of the library profession. *Librarians do not rate higher in the estimation of the world because so many libraries actually deserve no more respect than they receive. They are such poor things because of the lack of adequate financial support; support is inadequate because they are such poor things, seeming to deserve no better.* The entire problem thus appears to form a vicious circle. Some wedge must be driven into this cricle in order to secure a starting place for improvement. My own prescription is for librarians to focus whatever resources they now control on activities which will be recognized by the community as important to civil betterment. *In most cases this involves a shift from merely giving the public what it wants to a definite policy of emphasizing the informational and educational services of the library.*"

The salaries paid the general library worker are perhaps another reason for the failure to have well-organized libraries, because it is becoming more difficult to attract scholarly people to the library profession because of low salaries. In this

connection read the article "Recruits to the Library Profession" by Samuel Sass, in charge of the Physics Library of the University of Michigan, which appears in the October 1942 issue of the *Library Journal*. In this connection, also, I suggest that a committee composed of Federal librarians from the various library associations, both in Washington and in the field, study the library personnel classification and then present to the Civil Service Commission an appeal for a hearing regarding the allocation of the whole library series.

I do not wish to leave the impression that librarians are less scholarly than other professional people because all of us have seen lawyers, doctors, engineers, dentists, etc., who might have done humanity more good had they gone into less scholarly professions, but the fact remains that a certain knowledge of techniques was required before they were allowed to practice and that only *real study, where there are no personnel qualifications demanded*, can give a knowledge of the subject matter and techniques. Librarians, as a professional group, have always been considered rather highly in the estimation of the community but they have *not* wielded the influence now held by other professions, and, perhaps, this is because their knowledge was a jack-of-all-trades variety rather than a specialization type. I prefer the jack-of-all-trades who knows, in addition, his own subject and the methods of using it expertly, rather than the specialist who knows his own subject,—and not much of anything else.

In the broad and final sense all institutions are educational in that they operate to form the attitudes, dispositions, abilities and disabilities that constitute a concrete personality.

JOHN DEWEY

The Library Manual of the U. S. Department of Justice¹

Reviewed by LINDA H. MORLEY

School of Library Service, Columbia University, New York, New York

THE compilation of manuals has received much consideration throughout the whole library profession during the past half dozen years. The subject has been discussed informally at several S.L.A. meetings. On the initiative of the Financial Group a collection of manuals has been established at S.L.A. Executive Office and four special libraries have deposited their manuals with the Association. A recent survey of libraries in educational institutions² brought to light some fifty-three manuals of different types. In fact the terms "library manual" and "staff manual" are applied rather indiscriminately to a variety of publications.

Probably the library manual originated as an adaptation of similar manuals used in a number of business organizations. It has been the practice for many years among the larger corporations to distribute, to employees, booklets which were formerly called "rule books" and are now more diplomatically referred to as "employee handbooks" or "manuals." One of the essential factors stressed in the scientific management movement was the "standard practice instruction" developed for all manual and routine work. The Bodleian Library Staff Manual³ and the

series of manuals published by the Newark Public Library,⁴ probably the first printed manuals, quite possibly were inspired by the introduction of the scientific management movement in the first decade of the present century, since they were published shortly thereafter.

Some present day library manuals resemble the employee handbook and others the standard practice instruction manual, while some are a combination of the two types. The outline suggested for a college library manual by Lucy E. Fay,⁵ and the modified version of this recommended to special librarians by Rose Boots,⁶ provide for this double purpose manual. It might be desirable to distinguish between types by using the terms "procedure manual" and "staff manual." The first term would apply to a compilation designed and sufficiently detailed, to substitute for specific oral instruction of assistants taking over new duties, and as the official record for procedures and decisions, while the term "staff manual" would describe the more general publication intended to give the new assistant a background knowledge of the library, its policies, internal organization and clientele, and particularly to inform him of his privileges and responsibilities as a member of the staff. The

¹ U. S. Department of Justice, *Library Manual*, compiled under the direction of Matthew A. McKavitt, Librarian (Wash., D. C., The Dept., 1941) 102 pp.

² Louis R. Wilson and Maurice F. Tauber, "Staff Manuals in College and University Libraries," *College and research libraries*, I (Mar. 1941), 126.

³ Oxford University, Bodleian Library, *Staff manual*, (Oxford, England, 1913-38).

⁴ Modern American Library Economy Series, 1912-.

⁵ "The staff manual for the college library," *Bulletin of the American Library Association*, XXXI (Aug. 1937), 466-7.

⁶ "A suggested outline of content for a staff manual," *Special Libraries Association, Financial Group Bulletin*, IV (July 1941) 9-11.

special librarian is more often interested in the procedure type, because in many special libraries employee policies of the organization of which the library is a part apply also to the special library staff. In others the staff comes under civil service codes. The *Library Manual of the United States Department of Justice*, under review here, is essentially a procedure manual although it includes a brief history of the library and some general instructions applicable to all assistants.

Probably most special libraries with a staff of more than two or three persons have some of their routines in writing, but not many have a coordinated series of instructions in such form that they could be considered procedure manuals and fewer still have published such manuals. Mr. McKavitt and his staff are to be congratulated on the publication of this well organized document. Its comprehensiveness is evidenced by the fact that it covers all but a very few of the topics applicable to a procedure manual suggested by the two outlines⁷ already mentioned. Under most topics a careful balance is maintained between a generalized presentation and the inclusion of such minute details that continuous revision would be necessary. However, some additional instruction would probably be required before a new assistant could carry out a number of the processes. Rather limited treatment is given to the administrative department. Here the duties and responsibilities are indicated, but little in the way of procedure is offered, even though some of the activities mentioned obviously involve either specific methods or basic policies; such as, the "choice of literature," preparation of the *Justice Library Review*, and its distribution, and "maintenance of duplicate and want list."

In common with most special libraries, the Department of Justice Library undoubtedly carries on some publicity or

promotional activities and uses specific means to keep its clientele informed of current developments, in addition to the publication of its *Review*, but there are no sections of the publication devoted to these subjects. Even though such activities to a considerable degree transcend routine, there is much to be said for including them in any manual because they can be so easily postponed and neglected. Inclusion of these and other administrative activities in the manual also help the staff to think of routines in relation to the library's real objectives and its service function rather than thinking of routines as ends in themselves, a habit of mind easy to contract and somewhat encouraged by written procedures. In fact, there are executives who disapprove of formalizing procedures in this way, not only because of the drawback just cited, but also because written procedures have a tendency to inhibit thought, and thereby reduce evaluation and improvement of methods by the staff. Nevertheless, there are many advantages in the maintenance of a manual, as so adequately stated by Miss Fay⁸ and Miss Boots.⁸ Moreover, the present manual is published in looseleaf form which suggests revision.

Part I contains a functional chart of the library and a glossary. For a special library serving an organization, a chart of that organization as well as one of the library, would be useful, especially to new assistants. The glossary consists mostly of terms well understood by librarians with training or experience, although it would be useful to junior assistants. One looks in vain, however, for terms peculiar to this library, to government libraries or to law libraries, unless the phrases "pocket parts" or "visible continuation file" could be so considered. This is the more surprising because a fair number of terms are employed in the text for which a new assistant, trained or untrained, would

⁷ Op. cit.

⁸ Op. cit.

doubtless welcome clarification e.g. bid-sheet (p. 14), citator (p. 26), research consultant (p. 8), descriptive-word-index (p. 52), etc. even though the terms themselves are not unfamiliar.

Part II, "Departments," in its sections on Order and accession, Catalog, Circulation and main desk routine, and Preparation of books, presents carefully planned and coordinated procedures in considerable detail. These would be valuable to a librarian installing a new special library or reorganizing any of these processes, as a pattern or model on which to base his own procedure. The steps peculiar to the Department of Justice Library would suggest others peculiar to his needs.

The Reference section, like that on Administration, could be expanded to advantage, or so it seems to the reviewer. In a law library, as in many other kinds of special libraries, there are types of recurring requests for which procedures could undoubtedly be developed which would result in more thorough reference service and saving of time for client and library. Effective use of specialized reference books and the technique of handling reference inquiries from specialists cannot be given much consideration in library school and are not quickly acquired. Perhaps because the heterogenous character of reference work has become a tradition we have just

assumed that no part of it could be charted. Be that as it may, librarians all too often tend to let assistants struggle through the complexities of adequate reference service by the trial and error method, instead of conserving and capitalizing their own and the experience of others for the benefit of both assistants and clients. Such instructions as are here and in Part III are well worth study by other special librarians.

Part III provides a series of excellent "General instructions", many of which would be applicable in any special library.

The Appendix contains fifty-nine forms which are referred to by number throughout the text and make the procedures easier to understand.

There is a very adequate index which in general escapes the pitfall so common in indexes compiled by librarians. However, the cataloging use of the "see reference" is noted here and there, when repetition of the page numbers under both topics would actually have required less printing and saved work on the part of both compiler and user (p. 56, 62, 65).

The foregoing suggestions and criticisms are matters of minor importance. The manual as a whole is well organized, the text clearly expressed and informative. It is a noteworthy contribution to our professional literature and should stimulate the production of other manuals.

The Use of Slidefilms in Libraries

By FLORENCE MAPLE BROWN

Jam Handy Organization, Detroit, Michigan

AN EXPERIMENT is being conducted by the Detroit Public Library to determine the extent to which slidefilms (film strips) can be

used as study material in libraries. Projectors, together with slidefilms on technical subjects, such as basic aircraft metal skills, pre-flight aeronautics and machin-

ing, have been placed in the Technology Department of the Main Library and in three branches, the Mark Twain, Monteith and Conely.

Although the experiment is still in its very early stages, Miss Ethel Kellow, librarian at the Mark Twain Branch, believes that slidefilms lead to the use of books. One interesting example of this is the case of the young woman war worker who asked for something on riveting. "I have a riveting class tonight which I dislike," she explained. "The teacher talks about tools and material I've never even seen." She was shown one of the slidefilms consisting of more than forty pictures of the tools and techniques of riveting, and also instructed in the use of the projector. The pictures, with explanatory text, are projected on a folding screen 11¼" x 15" in size, suitable for use on a desk or table. After a morning spent studying the slidefilms, the student took with her two books for home study and said "Now I can really study, because I know what it is all about."

Printed forms are provided to be filled out either by the patron or the assistant

in charge. Information is sought as to the type of user, student or worker, and the purpose for which needed. In most cases the material has been used by adult workers for individual study to supplement training classes. The slidefilms on pre-flight aeronautics have been employed in a slightly different fashion. Most Detroit high schools are giving courses in the subject and there are also some evening classes of adults. One instructor brought two of his evening school classes to the library to use the slidefilms and several individuals in the classes have returned to study them. A picture 11¼" x 15" of an airplane part is obviously easier to study than one the size of the average book illustration.

It appears from results achieved so far that visual materials can be utilized successfully for individual study. They have already been employed in groups and the same advantages apply. It is quite evident, too, that they stimulate the use of books. It may be that before the close of the experiment new discoveries will be made about the advantages of visual aids in libraries.

W I P Broadcast on Microfilm

Script By DOROTHY HALE LITCHFIELD

Supervisor of Periodicals and Microfilms, Columbia University Libraries, New York, New York

(*Station W I P, Philadelphia, Sunday, October 25, 1942, 2:30 p.m.*)

Station Announcer: Station W I P is presenting the second of the programs in the series arranged by the Drexel Institute of Technology on "The College and the Community". The program today is sponsored by the School of Library Science at Drexel. One of the exciting technical developments of the last ten years is microfilm, now playing an important part in

many divisions of the government. Today we are happy to present Dr. Mary A. Bennett, who has charge of the Photograph Division in the libraries of Columbia University, New York, N. Y.

Interviewer: Dr. Bennett, will you describe microfilm for us?

Dr. Bennett: It is film either 16 millimeter wide similar to that used for home movies, or 35 millimeter like that used for the commercial movies. We photograph rare

books and other kinds of reading matter on it.

Interviewer: When you say rare books, do you mean old ones?

Dr. Bennett: Sometimes. But at Columbia, since the war began, many of our orders are from chemical firms which want films of articles published in the chemical journals within the last ten years. There are very few copies of the foreign chemical journals in this country and we cannot lend our copies widely because they are needed by the research workers in our own Chemistry Department.

Interviewer: What about the chemistry of microfilm: is it inflammable?

Dr. Bennett: No, it is slow-burning. When you touch it with a match there isn't any blaze. It just crumples up and when a lot of it is stored in one place, it doesn't generate an explosive gas like motion picture film. The fire insurance companies do not raise your insurance premiums if you happen to have a quantity of microfilm on hand.

Interviewer: I suppose a large library today owns a good deal of this microfilm.

Dr. Bennett: We have around 10,000 feet of film at Columbia. That is over 2,000 separate books and several years' file of daily papers. The newspaper publishers sell subscriptions on film that any library can buy. When one of our students needs a rare book that another library cannot lend us, we ask to have it filmed. Most research libraries in this country can make microfilm copies. Before the war, we used to buy films from libraries all over Europe.

Interviewer: The papers have had a great deal to say lately about sending the soldiers' mail to foreign countries by microfilm. I think it is called airgraphs or V-mail. Just how does that work?

Dr. Bennett: A printed form, gratis, is secured from the Post Office. After a letter is written on the form you mail it in the regular way. The Post Office Department films all the letters with a rotary camera

and sends the films to the Army post office abroad. There they are printed on paper and delivered to the soldiers. The paper print made from your letter is about 4 by 5 inches in size. That means that the writing is about one-half the size of the original, so unless you write clearly and with black ink the letter may be difficult to read.

Interviewer: It sounds as if the process took considerable time and money.

Dr. Bennett: The letters can be filmed at the rate of several thousand an hour. The important thing is that the film takes up much less room and weighs much less for shipping. When librarians want to show the difference in weight between paper and microfilm they generally use the *New York Times* as an example. A whole year's file of the *Times* weighs about 400 pounds, but on film it's only 25 pounds. A newspaper is 2 feet high, but on a roll of microfilm it's only 4 inches. If we sent all our soldier mail abroad on microfilm instead of writing letters, it would save tons of shipping space now needed for food and guns and medical supplies. Paper is so heavy that it has to go by boat, but microfilm can be carried by plane.

Interviewer: That should convince anyone, Dr. Bennett, that one of the things we could do to make our shipping problem easier in the war would be to send all the foreign soldier mail on microfilm. Is there any other way in which our government uses microfilm to save space?

Dr. Bennett: Yes, in filming records. It has been estimated that one-sixth of all the space now used in Washington by the government offices is taken up by records. Some of the government departments are filming their old inactive records. They also discard the original papers to save space. The Census Bureau filmed the entire index to the census of 1900—about 34 million cards. Since the beginning of the war, the Library of Congress has filmed its card catalog. If this Library is ever damaged by bombing or fire, the whole catalog

can be replaced from the negative microfilm.

Interviewer: What about these records that are destroyed to save space? Is the microfilm of a document as legal as the document itself?

Dr. Bennett: That is an important point, and there has been considerable discussion about it in Washington. So Congress passed the Elliott bill which authorizes any government department, under proper orders, to destroy its records after they have been filmed. The bill also guarantees that the Courts will recognize the films to be just as legal as the documents.

Interviewer: Now tell me, Dr. Bennett, does the government use microfilm for anything else besides saving space?

Dr. Bennett: Yes, it is used in teaching. The Coast Artillery School uses filmstrips to teach aircraft identification. The filmstrip is shown on a screen in the classroom. Other divisions of the Army also use film in teaching. For example, a movie camera may be set up in front of the instrument panel of an airplane and the movements of the instruments recorded while the plane is in flight. Then, instead of running off the film rapidly in a movie projector you use it as a microfilm and study each exposure separately.

Interviewer: I should not think anyone would be able to see at a distance the instruments very clearly on a big screen.

Dr. Bennett: No, they would not. A film like that would have to be read on a reading machine just as we read films of books. You put the film in the machine and turn a handle when you want to read the next page.

Interviewer: Are librarians responsible for all this use of microfilm?

Dr. Bennett: I wish we could claim the credit for it but as a matter of fact we owe the development of microfilm to a business man. About fifteen years ago an American banker learned that microfilm had been used to send messages in the Franco-Prussian war. From this he conceived the

idea of using this size film to take pictures of all the checks that passed through his bank. When he found it was feasible, he wrote an article for a bankers' magazine and all the other banks immediately followed his recommendation. The idea has now spread to business firms all over the country.

Interviewer: You mean that business firms film all their checks?

Dr. Bennett: Yes, and their records too. Some of the big department stores film their customers' bills. In Brooklyn, New York, there is a butchers' supply house that sharpens knives and meat choppers and they film the records of these transactions. In 1937 some of the railroads began to film their freight waybills. Even libraries are adopting business methods. The public libraries of Brooklyn, New York, and Gary, Indiana, charge books out by the microfilm method.

Interviewer: Since microfilm is used so extensively by the government, in business firms and in libraries, I'm wondering if there are enough people in the country to make all this film, and what they are called?

Dr. Bennett: They're called microphotographers. A great many of the men who have been doing microphotography in libraries have been drafted by the government departments or the armed services. There are not nearly enough people available to make all the microfilm that is needed and I do not know of anyone who can make microfilm who is unemployed.

Interviewer: Just how does one learn microphotography? Does he have to take a course in it?

Dr. Bennett: Up to three years ago there were not any courses. Now microfilming is taught in the library schools of two universities, Chicago and Columbia. It saves time if you study under a teacher and also saves raw material. Today the government asks all of those in photographic work not to waste either film or chemicals.

Interviewer: I am told at the Drexel Library School that you teach the course in making microfilm at Columbia. Is that so?

Dr. Bennett: Yes, I do.

Interviewer: I think if you are giving special training in a field that helps the war effort, we should know about it. You mentioned the fact a little while ago that the two courses in microphotography in this country are given in library schools. Does that mean that only librarians can study microfilming?

Dr. Bennett: The courses are intended primarily for librarians, but at Columbia we have admitted photographers in other fields. We built a special laboratory in the main library just for making microfilm and for teaching the process.

Interviewer: What is the difference between a laboratory for making ordinary pictures and one for making microfilm?

Dr. Bennett: One big difference is the camera. When you are taking pictures of anything as small as print you have to be careful that the camera is not jarred by vibrations. A truck driving along outside the building or even someone walking

across the floor may jar the camera. Then when the picture is developed, it will be blurred. So we have the camera fixed to the wall or to a heavy table.

Interviewer: But books are such different sizes. Suppose you were going to film a newspaper, wouldn't you have to move the camera further away from the page than you would for a book?

Dr. Bennett: Yes, you would. The camera is attached to a piece of hollow pipe set up on a table. The book is placed under the camera, which is moved up or down until the whole book is in the picture. The camera is then screwed in place; a button is pressed; the picture is taken; and the film moves forward in the camera. You turn a page of the book and press the button again.

Station Announcer: You have just heard a discussion on microfilm by Dr. Mary A. Bennett of the Columbia University Libraries in New York, N.Y. This program was the second in the series presented by Station W I P in conjunction with the Drexel Institute of Technology.

Tutwiler Collection of Southern History and Literature

By SARAH ALISON MAXWELL

Formerly with the Birmingham Public Library, Birmingham, Alabama

A CITY of the New South has accepted the challenge to preserve the records of the Old South. A spacious hall, 100 feet long, located in the Public Library, Birmingham, Alabama, houses the Tutwiler Collection of Southern History and Literature. This collection was made possible by a gift of \$50,000 in 1926 as a memorial by the family of the late Major Edward Magruder Tutwiler whose home once occupied the site of the

present library building. At one end of the hall hangs a portrait painting of Major Tutwiler, while on the opposite wall are portraits of two other men who played important roles in the development of Birmingham, Colonel James R. Powell, founder of the city and popularly known as the "Duke of Birmingham," and the late Dr. J. H. Phillips, superintendent of schools, who in 1886 organized the first library.

The recognition of the need to rewrite Southern history in the light of scientific research has long challenged libraries of the South to collect, index and make accessible all material dealing with the section. There are very excellent collections on Southern history in the libraries of the University of North Carolina, the University of Texas and the McClung collection in the Lawson-McGhee Library, Knoxville, Tennessee.

The Birmingham collection strives to be extensive first and then intensive. Although the Birmingham and Alabama material is outstanding, the library covers the South from Virginia to Texas, and "history" and "literature" is interpreted in its broadest sense to include every phase of Southern life, both old and new. Features in which the collection is especially strong are Alabama and Birmingham, the ante-bellum South, slavery, the Civil War, reconstruction, negroes, cotton and description and travel in Southern States. Among the travel books are a number of rare Americana. Also there are files of early bound magazines, such as the *Southern Literary Messenger*, *Southern Quarterly Review*, *Confederate Veteran* and *De Bow's Review*. From the Library of Congress representatives were sent here recently to microfilm 15 legislative journals of Alabama with which to complete the Congressional Library files. In no other library, it seems, could the November 1838 *Senate Journal* be obtained.

The library does not specialize in first editions as good copies serve the same purpose. The small volume shown open in the glass display case, *Summary Geography of Alabama, One of the United States*, by Ebenezer H. Cummins, A. M., printed in 1819, is a photostatic copy. A gracious collector, who bought the original from a New York dealer while the Alabama Department of Archives and History and the Birmingham Public Library were demurring because of the price of \$150 for

the 24-page pamphlet originally selling for 25 cents, presented both of these Alabama institutions with a photostatic copy.

When a photostatic copy of a rare publication is not available the library procures, if possible, a typewritten one, since from it may be gleaned valuable information. For instance, there were only two copies, as far as known, of the history of the town of Marion, Alabama, written by Samuel Townes and published in 1844. These were believed to be the first attempt at local history in Alabama. One of the precious volumes was safeguarded in the Department of Archives and History in Montgomery and the other locked in the president's office at Judson College, Marion. As neither book was allowed out of the building for photostating, a member of the Birmingham library staff went to Montgomery to typewrite a copy.

The library contains a wealth of material on religious history and the early churches. Certainly ample religious instruction was provided for all, to wit, an old book published in Savannah in 1842, entitled, *Religious Instruction of the Negroes in the United States*, and also *Catechism designed for Oral Instruction of Colored People*. One of the earliest books published in the state is the *History of the Baptists in Alabama*, printed in 1840. Aside from documents, the very first book publication was Henry Hitchcock's *Alabama Justices of Peace* published in Cahawba in 1822. However, Robert Beverley's *History of Virginia*, a small leather-bound volume with quaint illustrations, was published in 1722 and carries the earliest imprint of any book in the collection. Because of the recent Federal archeological project in Birmingham, Indian antiquities is a topic for which there is frequent call.

Life was all work and no play for children during the Civil War period, judging from the juvenile literature published then, limited as it was to textbooks. The nearest approach to a popular book was

the *Geographical Reader for the Dixie Children* published in Raleigh, North Carolina, in 1863.

Although the collection contains approximately 11,090 books, 8,739 pamphlets, several hundred maps, and 3,398 mounted pictures of historic buildings and ante-bellum homes, this summary by no means tells the story of its contents. There are old manuscripts, deeds, land grants, ledgers showing plantation records in the South, bills of sale of negro slaves and diaries written by soldiers in the War between the States. Among the mementoes are framed pictures of Birmingham's pioneer settlers, a lock of hair reputed to be that of Jefferson Davis, Confederate flags and money. Families of pioneer citizens are urged to donate to the collection mementoes of Birmingham's early days. One of the most recent contributions given by descendants of Robert H. Henley, Birmingham's first mayor, are programs of amateur and professional theatrical performances dating back to the early 1870's.

One of the first purchases was a complete set of the signed letters of the governors of the State. There is a collection too of autographed copies of the works of Southern authors and a number of original book manuscripts of Birmingham and Alabama writers. A collection of 148 scrapbooks are a feature of the collection, covering as it does a wide range from the convict leasing system in Alabama to Birmingham's Little Theater. A recent addition are 39 scrapbooks kept from 1899 up to the present administration by Birmingham's mayors and commission

presidents. The local district of the Alabama Federation of Women's Clubs and the Birmingham Music Study Clubs file scrapbooks in the collection every year. These are indeed useful as the library is often called upon for club programs several years back.

In building up the collection the book reviews in the State historical quarterlies are carefully checked. Useful also are the bibliographies contained in *The South in the Building of the Nation*. The best source material has been *A Selected Bibliography and Syllabus of the History of the South, 1584-1876*, compiled by Messrs. Brooks and Boyd and published by the University of Georgia. The library contains 95 per cent of these works.

Making the material accessible is no less important than collecting it. In charge of the library is Miss Jessie Ham who attests that a large amount of indexing is necessary. Sometimes magazine articles, chapters of books and much of the material in local newspapers is included in this indexing. Also a valuable source of information is a large newspaper clipping file. Extensive clippings are being made of the role of Birmingham and Alabama in World War II, such as citations of service men for heroism, personal narratives appearing in newspapers and the industrial activity of the section. The need that has arisen for such clippings covering World War I, with but few available, is believed a gauge of how valuable this material on the present conflict eventually will become. The idea is to incorporate the clippings later into classified scrap books.

Copies of SPECIAL LIBRARIES Wanted

If anyone has an extra copy of the November 1942 issue of SPECIAL LIBRARIES, will he please send it to Mrs. Kathleen Brown Stebbins, Secretary, Special Libraries Association, 31 East Tenth Street, New York, New York.

Air Raid Precautions In New York City Libraries

By ESTELLE BRODMAN

Reference Assistant, Columbia University Medical Library, New York, New York

NEW YORK City librarians have had a "Before Pearl Harbor" attitude about protecting their libraries from air raid attacks. Except for a few of the larger libraries, practically nothing has been done. The following outline of the steps taken by a few and the recommendations made to small libraries are intended as an aid to librarians just beginning to worry about the effect of air raids on libraries.

OUTLINE

1. Catalogs and shelf lists.

Libraries which have considered protecting these have either:

a. Microfilmed their shelf list [Kings County Medical Library is an example of this type. *See below*] or else

b. Kept copies of the catalog and shelf list at widely divergent spots in the library. For example, New York University has one copy of the Union Catalog at the Washington Square College Library and another at University Heights. The New York Academy of Medicine Library is keeping the safes containing the two halves of the shelf list as far from each other in the library building as is possible.

2. Rare books.

Precautions for these have generally taken precedence over any other single item in libraries.

a. The New York Public Library has stored its Gutenberg *Bible* and other extremely rare manuscripts in two bank vaults in different parts of the city. About 15,000 volumes have been sent out of the city. None of these are available for users.

b. Kings County Medical Library packed about 3,000 of its rarest items into wooden packing cases. The cases were lined with waterproof paper. Each book had its title-page and shelf

list card microfilmed, then wrapped in newspaper and packed into the carton. A list of the books in each case was compiled and stored. Two copies of the microfilm were made—one for reference purposes in the library and the other for safe-keeping in a bank vault. The books themselves are out of New York and are unobtainable for the duration.

c. Columbia University Medical Library has divided its rare books into three groups. The rarest ones (such as the first edition of Harvey's *De motu cordis*) have been put in the vault in the Dean's office. The largest section of the rare books was stored in wooden and cardboard packing cases in the storeroom. These two groups are not available for readers. The third group, archival material of the College of Physicians and Surgeons, was placed in shelf list order on steel shelves in the same storeroom. These are available for users. Of course each packing case was numbered and a list of all the material made and stored in another safe place.

d. New York University is in the process of deciding which volumes should be stored.

e. The New York Academy of Medicine has stored its rare volumes on shelves in the safest portion of the library building. This makes the Academy the only library where rare books and materials, though stored, are available.

3. Remaining collection.

Only the Kings County Library reported that anything has been done for the rest of the collection. The bulk of the working collection is housed in a fireproof stack room. Some volumes have been placed in steel cases outside of this room. The New York Academy of Medicine reported that it had marked the spines of all books printed after 1920, as it had been planned originally to keep only a working collection in New York and to store the other volumes in the country. However, this plan has not been adopted.

4. The Library building.

Some libraries are in buildings of other organi-

zations. Nursing libraries, for example, may be in school buildings, hospital buildings, nurses residences, etc. These libraries generally follow the air raid precautions of the larger units. Examples of this type are the New York University Library, the Columbia University Medical Library and the Frick Art Reference Library.

Other libraries are in their own buildings and have of necessity drawn up their own rules.

a. Columbia University-South Hall has made elaborate preparations for sending readers to safe parts of the building, for assigning staff members to posts, for fighting incendiary bombs, etc.

b. The New York Academy of Medicine has fitted up a small room with blackout curtains and has made plans to evacuate staff and readers to safe parts of the building.

Practically all places report putting sand, shovels, stirrup pumps and pails at strategic points throughout the building. Only the Morgan Library has allocated space for air-raid shelters for its staff and readers.

5. Changes due to war time situation.

No library reported changes in hours of opening and closing or in numbers of library staff, as opposed to changes in numbers of guard or janitorial staff. Some reported the strong probability of closing at night in the event of nightly blackouts. As noted above, the New York Academy of Medicine has provided blackout materials for one small reading room.

6. Procedures in the event of an air raid during library hours.

All libraries report that they will conduct readers to safe spots in the building. The method of accomplishing this varies from the simplest one (in use at the Columbia University Medical Library)—of announcing an air raid alert in the main reading room and having the staff lead the readers to the nearest safe spot—to the complicated method devised at South Hall, Columbia University, which has made maps of the building, printed instructions and frequent drills a necessity.

In between these two extremes are the plans of the Kings County Medical Library, where readers and staff go to an auditorium judged to be safe; and the New York Academy of Medicine where all readers and the staff not designated as

air raid wardens go to safe quarters within the building.

SUGGESTIONS FOR SMALL LIBRARIES

1. Survey your holdings briefly and decide what is most valuable. Do not forget all the material by and about your institution. Remember that no other department is collecting this material, so that if your collection is lost, the material is irreplaceable. Always include one set of your annual reports in any storage plan. Your rarest items may be safer in a vault or safe, rather than in boxes.
2. Obtain wooden packing cases from your purchasing department or from commercial dealers. Have hinges put on the cartons so they may be opened or closed easily at will. Line these cartons with paper and number each one. Make a list of everything placed in each carton, and keep this list in a safe place. Also, check with your insurance company to see if your insurance covers the material when stored.
3. Leave the rest of your collection intact. New York probably has many libraries like yours, and it is unlikely that all copies of your holdings will be lost.
4. Put your shelf list in the safest convenient place in the library. If you do get bombed, you can rebuild your library from your shelf list.
5. Work out a simple procedure to be followed in the event of an air raid. Remember that the calmest among us will be flustered then, and make the directions so simple that no one could possibly misunderstand them.
6. Protect your library building by the usual stirrup pumps, sand, pails, shovels, etc. Prepare one room for blacking out. If possible try to have this room near the catalog. If you have only one reading room, black it out completely or else plan to shut down the library at sundown in the event of nightly blackouts.
7. In the event of air raids in large cities, use the library as an information center. If Dr. X's office is bombed out and he moves to Office Y, the library should be informed of this and should pass the information on to questioners. This will take a great load of work off a very busy and harassed administration office staff. This system has been used to great advantage in British Libraries.



Do's and Dont's for Blackouts and Dim-outs

(The following condensed recommendations are taken from an address delivered by Samuel G. Hibben, Director of Applied Lighting, Westinghouse Lamp Division, Bloomfield, New Jersey, before a meeting of the New Jersey Chapter, S.L.A., November 4, 1942)

1—Do not forget that all of the wartime protective lighting measures are for the common good and must be a cooperative operation wherein neglect or careless ignorance of one individual may endanger lives and valuable structures at points quite remote from that person. Furthermore defense lighting measures are not evidences of weakness nor fear hysteria; rather they are prudent precautions against a possible enemy attack and are as logical as the fire extinguisher or the first aid cabinet on the wall that may seldom be used but are always ready for use. When protective lighting measures may be suddenly wanted it may then be too late to inaugurate them.

2—Almost any part of this country could be suddenly attacked by enemy airmen and we must consider ourselves vulnerable so long as foreign nations possess aeroplanes capable of flying at altitudes above some five miles or above the range of ground artillery and at speeds in excess of 300 miles per hour. Enemy aircraft detected 50 miles away may be only 10 minutes away and thus blackout measures must be capable of very quick application.

3—A cardinal principle is to maintain interior operations as usual, at least of important work areas, and hence rather than turn off all lights and perhaps encourage panics or accidents, prepare easily applied window screening or curtaining such as double layers of sateen curtains;

at least five thicknesses of ordinary newspaper; a double layer of dark colored window roller blinds; a single dark blind, plus a closed venetian shade; opaque craft paper, etc. Usually a blanket or the average rug will leak too much light to opaque a window of a well lighted room.

4—To protect valuable instruments, special books or documents, etc., and persons working near large glass areas, use common carpet lining material rolled up inside of the window but capable of being immediately dropped to stop splintering glass. A coat of honey-like transparent binder such as Garinol will help greatly but not necessarily prevent flying glass.

5—Approved blackout lamp bulbs and lighting devices can be used indoors that give about the equivalent of weak moonlight. Such sources might easily be visible at close range to a warden but nevertheless are permissible on the basis that they are not visible to the airmen at much greater distances outward and upward.

6—Don't forget the use of phosphorescent materials to mark pedestrians or guards or to disclose the presence of medical supplies or to indicate stairways, exits, light switches and danger spots.

7—Illumination of moonlight intensity discloses the terrain sufficiently for night bombing. The best obscurant is when outdoor illumination does not exceed some 3 or 4% of moonlight, i.e., not much more than five times starlight.

8—Remember that blue lamps are by no means as useful nor as satisfactory in concealment as dim red or yellow lights. Since the eye when dark adapted loses its ability to detect color there is no virtue in special colored paints.

9—Dim-outs generally have an entirely different objective than blackouts. Reducing the amount of light spilling to the sky will reduce the glow that is often seen above a city and which on moonless nights especially may form a luminous backdrop against which the enemy submarine may detect the hull of a vessel. Any reasonable

means of reducing sky brightness, therefore, adds to the safety of coastal shipping.

10—Do not neglect to give serious study to protective lighting because at best it is expensive and can be dangerous to us as well as to the enemy. It involves many talents and consists of very much more than simply turning off the switches. Defense lighting will probably continue indefinitely even after an armistice and will be part of the postwar developments of architecture of important structures, of methods of lighting and in principles of camouflage.

The Responsibility for S.L.A.'s Public Relations Program

By MARIAN C. MANLEY

Chairman, Special Libraries Association, National Public Relations Committee

THE INDIVIDUAL MEMBER'S SHARE

"PUBLIC relations" for S.L.A. are developed primarily by the individual member through her attitude toward her own organization and other agencies through which she cooperates. It is not by efforts to advertise the association but instead as effective service develops recognition, that a public relations program may succeed. Sound "public relations" implies the growth of an understanding and cooperative point of view.

Since "Cooperation for Victory" is the particular phase to be emphasized, each member may think of her service as it pertains to that effort. She has many opportunities to work toward this goal, primarily in her own day by day occupations. Librarians who are contributing to a special service for the Intelligence Division of the War Department are cooperating for victory and their work is an effective illus-

tration of good "public relations." The individuals who cooperate with other special and public libraries in making all information more readily available are carrying on a definite part of such a program. Constructive war effort may be fostered by S.L.A. by expediting information service. If this is made possible through library cooperation, again librarians are doing their part in "cooperation for victory."

In her work for her own organization the librarian might stress what the library is doing toward victory. Have the efforts along this line been noted in the house organs, the news sheets, the summaries of activities distributed throughout the organization? Such "advertising" is not to secure recognition for the library *per se* but to enable each member of the organization to realize how the library may be used to the full to facilitate his own contribution toward victory. Stressing the

libraries' service of this kind and discovering what more might be done may be effective in developing this public relations program within the organization, but the effort might well go further. Have librarians brought such features to the attention of their public relations department? This would be another demonstration that special librarians exist to serve. Disseminating this knowledge may mean extending research and more effective use of information already available.

A public relations program for S.L.A. members therefore begins at home and might be carried out through individual contacts, through inter-department publications and through institutional advertising in its various forms. Not only in this activity for her company does the librarian contribute to the public relations program. As she develops cooperative relations with other organizations and, through example, intensifies the understanding of the value of effective information service in expediting war effort, the public relations program is carried still further. Its effectiveness is illustrated, perhaps as much through calls for advice in developing such information service as in any other way. In many sections certain librarians act as consultants to other corporations developing libraries. Through various channels, such as S.L.A. Headquarters, group chairmen, chapter presidents, the personal knowledge of one corporation executive or another, the knowledge spreads that these librarians are authorities on the possibilities in the development of special libraries. Many respond to requests for advice recognizing that their active participation in such work is one more way to further the effectiveness of research. Although time consuming, it is time well spent in promoting an intelligent approach to current problems.

THE CHAPTER'S PLACE

In countless ways, S.L.A. Chapters serve as effective public relations agencies, not in seeking to advertise S.L.A., but by directing their efforts toward effective service through cooperation. In many chapters this means active cooperation with public libraries, with school and college libraries and with other organizations applying information to current needs. Cooperation for victory has intensified such efforts. In Chicago, special librarians have cooperated with the public library in developing and manning a war information center and with the Consumer Information Center in organizing its pamphlet files; in Hartford, four special librarians have been asked to form the "Special Service Section" of the Committee on Public Information; in Philadelphia, a special file of consultants in various fields has been organized in connection with a possible War Information Center; in Newark special librarians have endeavored through a War Council in cooperation with the public library, to make the information in the various special libraries accessible under certain restrictions. Related developments are carried on in other cities.

The chapters provide unlimited opportunities for demonstrating that special libraries are service agencies and the Special Libraries Association, the coordinating body that fosters widespread cooperation. This development through service has found expression in several places through the promotion of institutes for victory where groups of librarians have carried on an intensive program to explore all the possibilities for cooperation toward war effort and to inform all possible users of available resources. In some cases these institutes have provided opportunities for the various government groups active in the war effort to present

their program and their needs so that the librarians have a better understanding of what may be done in cooperation. Other groups have developed conferences of industrialists active in war service, of government agencies working in the same field and librarians seeking to expedite war service through applied information. Again intensive courses in special library methods have been advocated so that librarians might get a better understanding of the ways in which their own work may be improved.

Where chapters have been successful in developing newspaper stories, efforts of the chapter members to develop cooperation for victory have provided another demonstration of successful public relations. It is in stressing what we may do for the war effort and what we would be glad to do, that we may be effective at this time. Chapters provide the framework through which energies may be put to intelligent use for this important goal.

THE GROUPS PARTICIPATE

Group activities have always been conspicuous for development of the spirit of service on special lines and in unlimited areas. The Financial Group's cooperative efforts in helping the beginning librarian, in developing projects that facilitate better service for all, and by sponsoring magazine articles presenting sound library practice, have all been valuable in illustrating the place of special library service. Articles such as these and those sponsored by the Insurance Group in featuring the work of special libraries, are an important instrument in building up an understanding of time-saving machinery. In finance, in insurance, in the field of science and technology, in social service, in fact through all the groups, effective work has been done. As through these agencies librarians have testified to their faith in the use of such information so they have provided ways in which service may be more effec-

tively developed. Through articles and through inter-organization relations, group public relations may be most effectively developed. Whether many will find them possible under current conditions is a question. If there were an opportunity to develop an exhibit featuring cooperation for victory and showing in what way different organizations might cooperate and publications be applied, it could be an effective public relations project.

THE COMMITTEES AND PUBLIC RELATIONS

If "public relations" means a demonstration of service, frequently S.L.A. committees are in themselves public relations committees. The Publications Committee as an agency for issuing selective research tools is an outstanding illustration of effective public relations. The Training and Professional Activities Committee as it fosters an informed group of librarians and seeks ways in which shifts in emphasis are developed to meet war problems is making a contribution to the public relations program. The War Activities Committee again illustrates an effort to carry on a phase of public relations.

S.L.A.'s Public Relations Committee is well aware that S.L.A. itself is the public relations committee. The named committee members can act only as the coordinating agents through which the public relation work of the different groups, chapters and members may be recognized and fostered. To facilitate this development the Committee has divided responsibility among its members as follows: For groups, Mrs. Irene Strieby, Librarian, Lilly Research Laboratories, Indianapolis, Indiana; for Chapters, Miss Marion Wells, Librarian, The First National Bank of Chicago, Chicago, Illinois. The Chairman of the Committee will be responsible for Committees, carry on general correspondence and act as a general coordinator.

A New Membership Campaign

By ROSALIND H. MORRISON

Chairman, Special Libraries Association, National Membership Committee

A MEMBERSHIP Committee has been appointed, consisting of the National Chairman, twenty Chapter Membership Chairmen and six unaffiliated members in the states of Oklahoma, South Dakota, Tennessee, Texas, Georgia and Washington. An effort is being made to secure more unaffiliated members, so that eventually we may have Chapters in areas, where there is no Chapter at present. In addition, it is expected that each National Group Chairman will appoint a representative to assist on membership.

At the meeting of the Executive Board and Advisory Council in October, it was recommended to offer an Incentive Plan to the Chapter Membership Chairman who secures the most members for his or her Chapter. This plan was approved by the Executive Board. In other words, the Chairman who comes out on top in the number of memberships secured, will receive an \$18.75 War Bond. This plan is to be based on a percentage of the total number of members in each Chapter. New members affiliating with S.L.A. before the first of the year will be deducted from the total as of January 1, 1943, in order to figure the increase in new members. One LIFE member will be considered as the equivalent of twenty Active members; one INSTITUTIONAL, the equivalent of three Active; two and one half ASSOCIATES will be considered as one Active. In this way, the smallest Chapter has an equal opportunity with the largest Chapter of winning the War Bond.

Acquiring new members will be hard work this year and it seems to me that the Chapter Membership Chairman, who did the best job should be rewarded personally. Although it is to be given to an individual, the Chapter which this individual represents, should be proud of this accomplishment. It will receive publicity through SPECIAL LIBRARIES and at the Convention next year, if there is a Convention.

The Executive Board also approved my recommendation to offer an Incentive Plan to the representative in areas, outside of the Chapters, who secures the most members in his territory. The winner in this classification is to receive \$5.00 in War Stamps. The award will be given on the same basis as the War Bond for the Chapter Membership Chairman.

Although we are most anxious to secure as many new members by January 1, 1943 as is possible, the competition will continue until March 31, 1943.

In areas, where there is no Chapter, it is suggested that a luncheon or dinner meeting be arranged once a month, even though there are but three or four members in that area. In this way, the S.L.A. members will know each other better and as a new member is added he can affiliate with this group, until eventually a Chapter may be formed. Problems can be discussed. It is not necessary to worry about the size of the group, in order to get a start. We may also be able to secure some interesting news items from such groups. Prospective members may be invited to these gatherings, in order to sell the importance of contact with others.

The slogan for our Campaign is

America needs You . . . on the Facts Front!
Join Special Libraries Association . . . the
Facts Front.

Since we are at war, the importance of our Campaign should take on an added significance. It is our year to prove our strength and helpfulness in this struggle for democracy. Let us all get behind S.L.A. and our Membership Committee to show how well united we are in the task that confronts us.

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 Toronto, Ont., Canada

Washington, D. C.

Miss Marion Potts, Assistant Librarian
 Signal Corps Reference Library
 Pentagon Building
 Arlington, Virginia

(Continued on page 380)

EVENTS and PUBLICATIONS

The Biological Sciences Group of the Special Libraries Association has sponsored a **DIRECTORY OF BIOLOGICAL SCIENCES LIBRARIES IN THE SPECIAL LIBRARIES ASSOCIATION**. This survey was compiled by Grace Van Nostrand Raschke, Winnifred Jones and Estelle Brodman, and includes a description of each library, its special services and special collections. Obtainable from Miss Marion Kappes, 707 Fullerton Avenue, Chicago, Illinois. (Mimeographed, \$1.25.)

* * *

The **INDUSTRIAL GUARD'S MANUAL** is a new handbook by an outstanding authority (Harry Desmond Farren, author of *Sabotage—How to Guard Against It*). It constitutes an indispensable guide to every guard and special officer engaged in the protection of American life and property today. This manual can help your guards successfully police your plant, telling them what to do—how and when to do it—to save lives, prevent sabotage and espionage, forestall plant damage, cope with bombs, riots, crackpots and "haters." (Deep River, Conn., National Foremen's Institute, Inc., 1942. \$1.25.)

* * *

The material in the **INDUSTRIAL CAMOUFLAGE MANUAL**, prepared for the Industrial Camouflage Program at Pratt Institute, is intended for student use, but it embraces problems in the entire field of industrial camouflage. (New York, N. Y., Reinhold Publishing Co., 1942. 128p. Loose leaf, \$4.00.)

* * *

COMMODITY FUTURE STATISTICS, JULY 1941-JUNE 1942 is a digest of the more important commodity future statistics, summarized on a monthly basis covering the fiscal year ended June 1942. (Washington, D. C., U. S. Department of Agriculture, Agricultural Marketing Administration. September 1942. 33p. gratis.)

* * *

The entire Summer 1942 issue of *Law and Contemporary Problems* is given over to "Labor in Wartime," a symposium on the search for new controls over the employment process and relationship and the task of adapting old controls to wartime conditions. Legislative and administrative measures are reviewed and the problems of labor mobilization and machinery for conciliation are considered. (Durham, North Carolina, Duke University School of Law, 1942. \$1.00.)

A suggestion from the Illinois Chapter Minutes for October, 1942 impresses us as worthy of comment. The Swift and Company library is assisting the company in its program of reaching its employees serving in the war by writing letters and forwarding packages to them. Their service flag embraces over six thousand. Here is an idea, outside of regular routine perhaps, but certainly worth the effort. One wonders just how librarians will meet a change in demand or slump in service within the near future. If it isn't too much to admit that we may not be quite so busy waiting on our customers, how shall we justify our existence until the tide changes. Any new ventures should be brought to the attention of **SPECIAL LIBRARIES**. Apparently the last war left little or no marks in our journal. At least we forgot to write it up, so we have no precedent to go on. Perhaps many special libraries were too young to worry, or too occupied in organization matters. We know that the depression made a definite impression on our libraries. How shall we come out of this much greater dilemma?

* * *

The most compact compilation on all branches of the service, with qualifications necessary, pay and allowances, branches of the units and chances for advancement, and location of headquarters areas is modestly labelled **MILITARY SERVICE; ARMY, ARMY AIR FORCES, NAVY, MARINES, COAST GUARD, NURSES**, by Walter J. Greenleaf and Franklin R. Zeran (Office of Education, Vocational Div., Bull. #221. 48p. 10 cents from the U. S. Supt. of Documents, Washington, D. C.).

* * *

GOALS FOR AMERICA: A BUDGET OF OUR NEEDS AND RESOURCES, by Stuart Chase, is the second of six exploratory reports on postwar problems. (New York N. Y., Twentieth Century Fund, 1942. 134p. \$1.00.)

* * *

The World Citizens Association has published a document of timely interest, the **UNITED NATIONS ON THE WAY**, by Henri Bonnet. This study is based on the Treaties and Agreements which have been recently concluded by or between United Nations, Resolutions by official gatherings and Declarations by responsible leaders which indicate directions for the present and future. Here is a critical review of the policies which have been outlined by the United Nations, in matters of international relations, political, economic and social. (Chicago, Ill., 1942. 170p. 50 cents.)

LABOR ARBITRATION, PRINCIPLES AND PROCEDURES, by John A. Lapp, is a new and comprehensive guide to successful labor arbitration. (Deep River, Conn., National Foremen's Institute, Inc., 1942. 260p. \$3.50.)

* * *

For technical and scientific libraries, one of the most useful tools is the *ENGINEERING INDEX*. This Index is a veritable storehouse of information, as it gives not only the author, title and location of the material indexed, but also a brief summary of current articles in approximately 1,600 publications. These publications include American, English, European, Asiatic and Australian literature. Photostat copies of articles and translations in foreign languages can be readily procured through the Engineering Index Service. The cost for the annual Index is \$50.00, while that for the Card Service accompanying it depends upon the number of Subject Divisions to which a library wishes to subscribe. (New York, N. Y., Engineering Index Service, 29 East 39th Street.)

* * * *

A study of an over-all view of the history of labor relations in the railroad industry and the results to date are to be found in *WAGES AND LABOR RELATIONS IN THE RAILROAD INDUSTRY 1900-1941*, compiled and edited by Harry E. Jones, Executive Secretary for the Bureau of Information of the Eastern Railways (New York, N. Y. Eastern Railroad Presidents' Conference, Committee on Public Relations. 1942. 346p. gratis).

* * *

The United States Department of Agriculture, Bureau of Agricultural Economics has issued a handbook on the *PREPARATION OF STATISTICAL TABLES* (Washington, D. C. 1942. 39p. gratis). Although this handbook deals primarily with agriculture, the rules given for the preparation of statistical tables are applicable to other industries.

* * *

With the cooperation of the War Department, Navy Department and other government departments, Cleveland H. Smith and Gertrude R. Taylor have prepared *UNITED STATES SERVICE SYMBOLS*, a book which shows over 1,200 colored illustrations which portray the meaning of and the story behind all military insignia of the United States. (New York, N. Y., Eagle Books, Inc., 1942. 116p. \$1.50.)

* * *

Old stuff perhaps, but an excellent summary of accepted methods is in *STAIN REMOVAL FROM FABRICS; HOME METHODS* by Margaret S. Furry (Farmers' Bulletin # 1474. 1942. 30 p. 5 cents from the U. S. Supt. of Documents, Washington, D. C.) Everything from "Adhesive Tape" to "Wine stains."

SALVAGE AND SCRAP MATERIAL—A MANUAL FOR THE UTILITIES, prepared by the Utility Unit of the Industrial Salvage Section, Conservation Division of the War Production Board (Washington, D. C., 1942. loose-leaved, gratis) contains procedures furnished by several utility companies. It is divided into three parts: (1) an alphabetical listing of salvageable materials in the utilities with descriptions of rehabilitation procedures practiced by several different companies; (2) photographs of apparatus used in various salvaging operations; (3) scrap material specifications taken from various sources.

* * *

The War Information Center of the Cleveland Public Library, Cleveland, Ohio, is to be congratulated on the very fine Bulletins it is issuing. Those we have seen include an Accession List (#4) of "New Books, Pamphlets and Newspapers on War and Defense"; mimeographed bulletins on "War Costs Money," which gives specific facts on costs of war materials and sources of information on Defense Bonds and Stamps (Bulletin #7); "Scrap Material for War Needs," which shows the relationship between all types of scrap and urgently needed war materials (Bulletin #8); and a "List of Associations and Institutions Publishing Free and Inexpensive Pamphlets on War Problems" (Bulletin #9).

* * *

FOOD IN WARTIME is the title of a series of six pamphlets under the general editorship of J. M. Tinely, written by members of the faculty of the University of California who have conducted researches into the various phases of the subject. The history, the theory, the experiments of the various countries in World War I, the present effort, and the future necessities of food rationing, of transportation, of changing forms, of total needs, of price control and of farm production problems are all frankly discussed. Here is factual information which will make the wartime food situation intelligible to the layman. Here is also the knowledge which will build cooperation with the war purposes and objectives of the government. (Berkeley, Cal., University of California Press, 1942. 25 cents each.)

* * *

Much water has flowed over the dam (Atlantic, Midway, Coral Sea) since the Emergency Price Control Act became law on January 30, 1942. Its avowed purpose was to prevent inflation. Has it been successful? Is price control desirable? What should it include? All points of view are represented in *PERMANENT PRICE CONTROL POLICY* (New York, N. Y., H. W. Wilson Co., 1942. 113p. \$1.25). The book is a Reference Shelf compilation of what recognized authorities have written on the subject of price controls.

BIBLIOGRAPHIES

- BIBLIOGRAPHY OF AGRICULTURE**; Section A, Agricultural Economics and Rural Sociology. V.I, No. 3. (Washington, D. C., United States Department of Agriculture Library, September 1942, pp. 99-153). Annotated.
- BIBLIOGRAPHY OF BUREAU OF MINES INVESTIGATIONS OF COAL AND ITS PRODUCTS 1935 TO 1940**; Technical Paper #639. (Washington, D. C. Bureau of Mines, 1942, 43p. 10 cents).
- BIBLIOGRAPHY OF SOME ACHIEVEMENTS IN CHEMISTRY 1930-1941**. Compiled by Lloyd McKinley. (Published as Bulletin #11, University Studies, University of Wichita, Kansas, June 1942, 60p.).
- BIBLIOGRAPHY ON ELECTRICAL SAFETY 1930-1941**. Compiled by American Institute of Electrical Engineers, Committee on Safety. (New York, N. Y., The Institute, 1942, 14p. 50 cents. Members 25 cents).
- BOOKS FOR THE HOME FRONT**. Compiled by Lucy Kinloch and Helen Lyon. (Published in the *Publishers' Weekly*, September 26, 1942, pp. 1196-1199). Annotated.
- BUSINESS AND INDUSTRY IN A POST-WAR WORLD**. (Baltimore, Maryland, Enoch Pratt Free Library, 1942, 3p.). Annotated.
- DOLLARS FOR DEMOCRACY: HOW TO PAY FOR THE WAR**. (Baltimore, Maryland, Enoch Pratt Free Library, 1942, 3p.). Annotated.
- GOVERNMENT DOCUMENTS BIBLIOGRAPHY IN THE UNITED STATES AND ELSEWHERE**. Compiled by James B. Childs. (Washington, D. C., Government Printing Office, 1942, 78p. 20 cents).
- PLASTICS**; Basic Information Sources. Compiled by Constance E. Burke. (Washington, D. C., Bureau of Foreign and Domestic Commerce, Inquiry Reference Service, 1942, 20p. gratis). Annotated.
- PROBLEMS AND POLICIES IN INDUSTRIAL RELATIONS IN A WAR ECONOMY**; Selected References. Fifth Supplement; Bibliographical Series No. 69. Compiled by the Industrial Relations Section of the Department of Economics and Social Institutions of Princeton University. (Princeton, New Jersey, The University, 1942, 38p.). Annotated.
- SELECTED LIST OF BOOKS, THESES AND PAMPHLETS ON TVA**. Compiled by Bernard L. Foy. (Knoxville, Tenn., Tennessee Valley Authority, Technical Library, 1942, 12p. gratis). Annotated.
- SOURCES OF INFORMATION FOR THE STUDY OF NATIONAL DEFENSE AND THE WAR EFFORT**. Compiled by Dorothy C. Tompkins of the University of California. (Berkeley, Cal., Bureau of Public Administration, 1942, 49p. 35 cents).
- TWO GUIDES TO BRITISH GOVERNMENT PUBLICATIONS**. Prepared by H. M. Stationery Office. (New York, N. Y., British Information Services, 1942, 33p. gratis). Annotated.

(Continued from page 377)

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The Editor Apologizes

The Editor regrets that due to circumstances beyond her control the November and December issues of the magazine have been late in reaching its readers.

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- BABYLONIAN CHRONOLOGY, 626 B.C.-A.D. 45, by R. A. Parker and W. H. Dubberstein. University of Chicago Press, Chicago, Ill.
- CHICAGO PUBLIC LIBRARY: ORIGINS AND BACKGROUNDS, by G. Spencer. University of Chicago Press, Chicago, Ill. Probable price \$4.50. "This account of the movement which led to the establishment of the Chicago Public Library in 1872 represents an important first work in the history of the American public library."
- CHIEF MODERN POETS OF ENGLAND AND AMERICA, by G. D. Sanders. 3rd ed. Macmillan Company, New York, N. Y. Probable price \$3.00. "This anthology has long been noted for the unusually generous amount of the work of the major modern poets which it includes. A section of Kipling's poetry has been added."
- CHINESE CLASSICAL PHILOSOPHY, edited by E. R. Hughes. E. P. Dutton & Company, Inc., New York, N. Y. Price \$.95. "A representative collection of extracts from Chinese philosophy to be published in the world-famous 'Everyman's Library', which comes at a time when the English-speaking races are seeking knowledge and understanding of the ways of thought of China, their courageous ally."
- ECONOMY LOADING OF POWER PLANTS AND ELECTRIC SYSTEMS, by Steinberg and Smith. John Wiley & Sons, Inc., New York, N. Y. Probable price \$3.50. "Mathematical and non-mathematical treatment of the subject."
- FOREMANSHIP AND SAFETY, by MacMillan. John Wiley & Sons, Inc., New York, N. Y. Probable price \$1.00.
- FUNDAMENTALS OF GOVERNMENTAL ACCOUNTING, by Morcy and Hackett. John Wiley & Sons, Inc., New York, N. Y. Probable price \$4.00.

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HISTORICAL GEOLOGY OF EASTERN AND CENTRAL UNITED STATES, by Schuchert. John Wiley & Sons, Inc., New York, N. Y. Probable price \$15.00. "Discusses stratigraphic sequences in 30 states."

MASTERS OF ENGLISH LITERATURE, by P. S. Wood. Macmillan Company, New York, N. Y. Probable price \$3.25, per Volume. "This new two-volume work gives very substantial amounts of the work of 22 authors, and a section of popular ballads."

NETHERLANDS AMERICA—THE DUTCH COLONIES IN THE WEST, by P. H. Hiss. Duell, Sloan & Pearce, Inc., New York, N. Y. Price \$3.50. "A portrait of that little-known part of America which flies the flag of the Netherlands. Illustrated with 48 full-page photographs by the author, this book presents one of the least-publicized theatres of the war today."

ORGANIC CHEMISTRY, by Gilman. John Wiley & Sons, Inc., New York, N. Y. Volumes I & II.

PRINCIPLES OF ELECTRICAL ENGINEERING SERIES, Vol. III, by M.I.T., Department of Electrical Engineering Staff Members. John Wiley & Sons, Inc., New York, N. Y. Probable price \$6.50. "A first course in electronics, electron tubes and associated circuits."

SCHOOL STRUCTURE AND SCHOOL SYSTEM, by H. C. Morrison. University of Chicago Press, Chicago, Ill. Probable price \$3.00. "A stimulating book especially adapted to courses in school administration and courses in political science."

THE CAMBRIDGE PRESS, 1638-1692, by G. P. Winship. University of Pennsylvania Press, Philadelphia, Pa. "A detailed history of America's first printing plant, the book contains much new information and describes particularly 'The Bay Psalm Book' and the 'Eliot Indian Bible'."

S. O. LEVINSON, AND THE PACT OF PARIS: A Study in the Techniques of Influence, by J. E. Stoner. University of Chicago Press, Chicago, Ill. Price \$5.00. "A detailed report of the negotiations of Mr. Levinson both with the French government and with the United States government in giving form to and eventually obtaining the general ratification of the Pact of Paris."

TRANSIENTS IN LINEAR SYSTEMS, by Gardner and Barnes. John Wiley & Sons, Inc., New York, N. Y. Probable price \$5.00. "Systematic presentation of the method of setting up physical problems in mathematical form."

TROUT LORE, by M. F. Martin. Duell, Sloan & Pearce, Inc., New York, N. Y. Price \$5.00. "More than fifty magnificent full-page photographs in halftone by L. Madison are here linked with the skill of an expert angler and writer to mirror the inexhaustible pleasures of an ageless sport."

Announcements

S.L.A. War Activities Committee

Mr. Phillips Temple, Librarian, Riggs Memorial Library, Georgetown University, Washington, D. C., and Chairman of the S. L. A. War Activities Committee, requests that special and other interested librarians send to him information on such activities as preservation and protection of collections, bibliographies on selected subjects relating to the war, duplicate exchange projects, contacts with camp libraries and similar matters. An extensive Information File is being compiled by the Committee to handle inquiries from librarians, as well as to serve those officials of the Government who request information about libraries and their activities.

More S.L.A. WAVES

From the S.L.A. Washington, D. C. Chapter comes word that Miss Anna Haddow, formerly Chief of Educational Research Service, American Association of School Administration, and Miss Eloise S. Blake, formerly, Main Library, U. S. Department of Justice, have joined the WAVES.

Regular A.L.A. Mid-winter Conference Cancelled

At the A.L.A. Executive Board Meeting in Chicago on October 5-7, it was agreed that the regular Mid-winter Conference, in the form that has developed in recent years, should be given up because of transportation problems, and that in its place the Association should sponsor for a limited group an Institute dealing with Libraries and the War and Post War Problems. The Executive Board will meet as usual and there will be a one-session business meeting of the Council. The other groups that have been accustomed to get together are asked to give up their sessions except for business meetings of importance, dealing directly with the war effort. Dates: Jan. 30-Feb. 2, 1943.

The Institute is planned as a demonstration to be copied, as far as seems desirable, by approximately twenty regional institutes and a much larger number of local ones which the Committee on Libraries and the War and the Board on International Relations hope to arrange during the following months. Invitations to the Institute will be issued to those who will be asked to help with the regional meetings and enough others to make a representative gathering.

It was also agreed by the Executive Board that the regular annual Conference scheduled for Toronto should not be held in 1943. The Board at its December meeting will decide what kind of limited substitute meeting, if any, should be held in June.

Prize-winner:

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S.L.A. Members Participate in Boston, Mass. Book Fair Week

The Annual Book Fair Edition of the *Boston Herald*, October 19, 1942, contains two articles by members of the S.L.A. Boston Chapter. One is by Miss Natalie Nicholson on "Libraries Give Swift Access to Data on all Phases of War" and the other by Mildred R. Lasser discusses how "Technical Works and 'How to do it' Books Have Vital Importance in War Production."

Woodrow Wilson Memorial Library

The Woodrow Wilson Memorial Library of the Woodrow Wilson Foundation located at 8 West Fortieth Street, New York, N. Y., has assembled a large collection of books, pamphlets and periodicals dealing with the postwar problem. These are available to anyone working in the field of international affairs. In addition to this material, the Library contains *New York Times* clipping files carefully classified over a twenty-year period, bulletins and reports issued by the representatives of the United Nations and the governments-in-exile as well as those of our own Government Agencies.

Priorities and Allocations for Special Libraries

Since the subject of priorities was reported on in the October 1942 issue of *SPECIAL LIBRARIES* there has been a change in the requirements which should be followed by special libraries. According to a report by Mr. Phillips Temple, Washington Representative, S.L.A. Emergency Binding Committee, it will not hereafter be necessary to put any "allocation classification symbol" on purchase orders, as the classification system has been revoked. However, there has been no change in the priority ratings connected with buying binding. Special libraries should continue to follow the suggestions in the last paragraph of the article on page 309 of the October issue.

The ending of the Allocation Classification System would indicate that the W P B authorities are now making estimates of civilian requirements, before deciding on the allocation of available materials.

Mr. Temple urges every special librarian to have ready for quick reference if and when needed, a list of necessary supplies and materials regularly used by the library, and the quantity of each item used during the past year. Included in this should be binding, as the materials used by the bindery are considered a requirement of the library—the materials being used to maintain and repair the library's property. Mr. Pelham Barr, Executive Director, Library Binding Institute, suggests that in the case of binding, it will be sufficient if the librarian has a record showing the number of books, the number of periodicals and the number of pamphlets and other types of materials bound each year during the past few years.

Cranbrook Institute of Science Opens Hall of Michigan Plant Associations

Those of our members who either visited Cranbrook in Bloomfield Hills, Michigan, during their attendance at the S.L.A. Detroit Convention or read the article describing the Cranbrook Institute of Science in the May-June 1942 issue of *SPECIAL LIBRARIES* will be interested in the announcement of the opening of the Institute's Hall of Michigan Plant Associations. In this new museum typical examples of the three forest climaxes, evergreen, oak-hickory and black-maple, are authentically reproduced. With them are shown four other Michigan plant communities which are transitional and successful communities leading up to the three climaxes.

A Call from the Seamen of the British Merchant Navy

The seamen of the British Merchant Navy need books—used or new novels, non-fiction and illustrated magazines. If you have any to donate send them to the New York British Merchant Navy Committee, Seamen's Institute, 25 South Street, New York, N. Y. This Committee will distribute them to the sailors who man the Atlantic convoys.

Suggestions Wanted by S.L.A. Nominating Committee

The Nominating Committee would like suggestions from the S.L.A. membership-at-large as to next year's officers—President, First Vice President, Second Vice President, Treasurer and Director for Three Years. Please write or telephone any member of the Committee giving your ideas—and *do it soon!*

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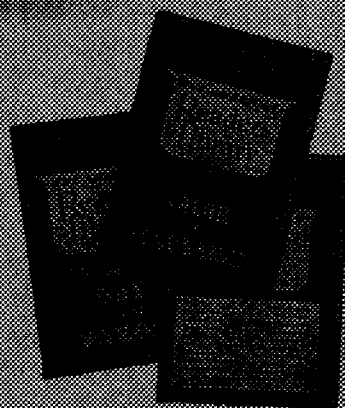
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