


5-1-1945

## Special Libraries, May-June 1945

Special Libraries Association

Follow this and additional works at: [http://scholarworks.sjsu.edu/sla\\_sl\\_1945](http://scholarworks.sjsu.edu/sla_sl_1945)

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

---

### Recommended Citation

Special Libraries Association, "Special Libraries, May-June 1945" (1945). *Special Libraries, 1945*. Book 5.  
[http://scholarworks.sjsu.edu/sla\\_sl\\_1945/5](http://scholarworks.sjsu.edu/sla_sl_1945/5)

This Magazine is brought to you for free and open access by the Special Libraries, 1940s at SJSU ScholarWorks. It has been accepted for inclusion in Special Libraries, 1945 by an authorized administrator of SJSU ScholarWorks. For more information, please contact [scholarworks@sjsu.edu](mailto:scholarworks@sjsu.edu).

# SPECIAL LIBRARIES

*Official Journal of the Special Libraries Association*

VOLUME 36

May-June 1945

NUMBER 5

---

Should Fiction be Encouraged in Special Libraries?  
*Allan McKenzie*

Reclassifying and Recataloging the Chemists Club Library  
*Karl A. Baer*

Periodical Indexing Service of the Pacific Aeronautical Library  
*Marion L. Stute*

Outline for a Military Reference Collection  
*Corporal D. A. Brown*

The Army Map Service Library—Map Cataloging  
*Mary Murphy*

Library of a Division of Placement and Unemployment Compensation  
*Madeline Schaefer Noonan*

Coming Trends in Army Library Service

*Published by*  
SPECIAL LIBRARIES ASSOCIATION

# **AERONAUTICAL BOOKS** *for* **SPECIAL LIBRARIES**

## **AVIATION DICTIONARY AND REFERENCE GUIDE**

**By Harold E. Baughman**

A standard authority on terms and an invaluable reference guide in aircraft manufacture, operation and maintenance. A book remarkable for not only the completeness of its aviation information but also for its accumulated aeronautical knowledge, illustrations, graphs and tables. Suited as a text on the multitude of subjects necessary to aeronautical training. 900 pages. 300 illustrations. Second edition. Price: \$6.50.

## **SOLUTION OF EQUATIONS**

**By Wayne A. McGowan and the Technical Staff of  
Aero Publishers.**

Price: \$3.50.

*The Aeronautical Engineering Review* of the Institute of the Aeronautical Sciences stated:

"Because many problems encountered in industry require a knowledge of several of the mathematical subjects, this text has been written to include, within a single volume, the fundamental principles of algebra, geometry, trigonometry, logarithms, and the analytical geometry of straight lines. The author is an aeronautical engineer. This second edition contains an appendix explaining the use of the slide rule and includes tables of trigonometric functions and the logarithms of numbers. Problems and answers to the problems are also included."

## **AIRCRAFT TEMPLATE DEVELOPMENT**

**Aero Publishers**

A complete manual, comprehensive in scope, proved, tested and directly planned, in which all technical applications and methods have been coordinated with all major aircraft factories to promote standard practices and methods of development. Step-by-step instructions necessary to the practical application of Template Development. Includes actual blueprints of aircraft parts. This book is doubly useful as a text for instruction. 312 pages, 268 illustrations, diagrams, charts and tables. Price: \$4.00.

Write us for information when in need of manuals on subjects relative to certification of aircraft pilots or mechanics by the **CIVIL AERONAUTICS ADMINISTRATION**.

*Order these books from*

**AERO PUBLISHERS, 2328 W. Seventh St., Los Angeles 5, Calif.**

*Please Mention Special Libraries When Answering Advertisements*

# Special Libraries

VOLUME 36 . . . . . Established 1910 . . . . . NUMBER 5

## CONTENTS FOR MAY-JUNE 1945

Should Fiction be Encouraged in Special Libraries? . .	ALLAN MCKENZIE	147
Reclassifying and Recataloging the Chemists Club Library .	KARL A. BAER	150
Periodical Indexing Service of the Pacific Aeronautical Library . . . . .	MARION L. STUTE	153
Outline for a Military Reference Collection . . .	CORPORAL D. A. BROWN	155
The Army Map Service Library—Map Cataloging . . .	MARY MURPHY	157
Library of a Division of Placement and Unemployment Compensation . . . . .	MADELINE SCHAEFER NOONAN	160
Coming Trends in Army Library Service . . . . .		162
From the Secretary's Desk . . . . .	KATHLEEN B. STEBBINS	163
New Institutional Members . . . . .		164
Events and Publications . . . . .		165
May-June Forecasts of Forthcoming Books . . . . .		168
Activities of Chapters and Groups . . . . .		170
Announcements . . . . .		172

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

## THE STAFF

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

JEAN MACALISTER

*Associate Editors*

BETTINA PETERSON

KATHLEEN BROWN STEBBINS  
*Advertising Manager*

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

---

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

# HARPER CHOSES MONTHLY

• May •

## SPECIAL BOOKS for SPECIAL LIBRARIES

### ● BIG GOVERNMENT: Can We Control It?

By **Merlo J. Pusey**, *Editorial Writer, Washington (D. C.) Post*  
Foreword by **Charles A. Beard**

From intimate, informed knowledge, Mr. Pusey shows how Congress can strengthen and streamline its operations in preparation for its postwar obligations. The problems of the BIGness of government, concentration of enormous war powers in the Executive, the unbusiness-like confusion over Agency responsibilities and authority here receive careful scrutiny and practical solutions are offered. "He has presented the most pressing domestic problem of our day in clear terms. It is bulwarked with a mass of well documented data and the result is one well worth the time of anyone."—*The Sunday Star (Washington, D. C.)* \$2.50

### ● THE LAW OF INTELLIGENT ACTION

#### Applied in Business Relations

By **William J. Reilly** . . . Foreword by **Nathaniel Waring Barnes**

What makes people act intelligently? Here is a definition of a new and immensely practical law, which every person responsible for the performance of fellow workers will welcome. It is a straight-thinking answer to the questions and problems of intelligent behavior and/or the lack of it. Personnel executives, business men, sales executives will find here a practical, simple key to human behavior that will deeply affect their policies and business relationships. ". . . especially helpful in our foremen's training program."—**NEAL R. ANDREWS**, *President Sales Affiliates, Inc.* "Any business man interested in selecting and training the right kind of manpower to run his business should read it."—**JOHN E. GABRIELSEN**, *General Manager, Hinze Ambrosia, Inc.* \$2.00

### ● ECONOMIC DEMOCRACY AND PRIVATE ENTERPRISE

By **Michael O'Shaughnessy**

Here a former business man analyzes our economic system with an eye on its promise of a high standard of living, free enterprise, reconversion and full employment. He shows how recent Papal Encyclicals support a more widely based system of controls and participation in policy-making by labor and consumers. His program and thesis will be of interest to all who wonder what "religion in business" can mean today. "You have done an unusually thoughtful job in defending the right of the common man to the American way of life. It seems to me that all believers in a long-lived capitalism should welcome your approach."—**HENRY A. WALLACE**, *Secretary of Commerce.* \$2.00

### ● MANAGEMENT OF INSPECTION AND QUALITY CONTROL

By **J. M. Juran**

Tell your factory heads about this unique "how to", money-saving book! Step by step instruction for improving inspection methods and cutting their cost,—assuring high quality out-put—is the information in this book. "Well written,—a valuable and stimulating contribution to the rapidly developing science and art of managing inspection and quality control operations in modern industry."—**W. A. SHEWHART**, *Bell Telephone Laboratories.* \$3.00

---

All these books available from your bookstore and from

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

*Please Mention Special Libraries When Answering Advertisements*

# SHOULD FICTION BE ENCOURAGED IN SPECIAL LIBRARIES?

By ALLAN McKENZIE

Formerly Archivist and Librarian, Canadian Bank of Commerce, Toronto, Canada

A discussion which started at a dinner meeting of the S. L. A. Toronto Chapter and which was reported upon briefly in a recent Toronto Chapter *Bulletin* aroused sufficient general interest to lead to the request for a more amplified treatment.

When the suggestion is raised to include fiction in the book stock of a special library a certain amount of opposition is to be expected. Some experienced and highly competent librarians will doubtless answer with a "No" so emphatic as to leave the impression that the mover of such a proposal is either jesting or is exhibiting incipient signs of insanity. Actually there is much to be said in favor of the adoption of such a course and the writer feels sufficiently convinced to give way to the urge to set out the main arguments in support of his views. In his temerity he may be compared to a character in one of H. G. Wells' earlier novels. This man who was fond of rummaging in curiosity shops came across Gabriel's trumpet and took it home. For months he examined his find with rising curiosity until finally he succumbed to the temptation. He blew the trumpet.

Admittedly a special library must justify its existence by supplying the latest and best works in its own particular field. The primary function of a life insurance librarian is to keep on hand full coverage on the subject of life insurance, just as the bank librarian must first of all cater to the requirements of those seeking information on banking and political economy. If, however, no attempt is made to extend the scope of special library facilities into broader realms of knowledge there is a danger that the librarian may

be falling short of his or her potential usefulness.

The field force of an insurance company and the branch officers of a bank meet the public every day and to do justice to themselves and the institutions they represent, their range of definite knowledge should be considerably broader than the technical studies ordinarily associated with their professions. For the man adequately trained for business and public service must, in addition to being familiar with the routine requirements of his calling, possess as well a mind clarified and reinforced by a general grasp of the natural sciences and the fine arts. Only then can he hope to pull his full weight in correcting economic misconceptions, refuting fallacious arguments and defending his own business against half-baked doctrinaires and malicious mudslingers.

If he is well read in history, biography, travel and psychology he is infinitely better equipped to give a good account of himself. If he also devotes a certain proportion of his leisure to the study of good fiction he will acquire a wider range of ideas, broader human sympathies and a better command of English, all of which will enable him to express himself more forcefully and logically. And, possibly most important of all, he will develop and enrich that elusive quality, imagination. For a man may possess a fine analytical mind, a strong affinity for facts and ability to make up his mind quickly, but what ties them all together and renders his decisions superlatively right is a touch of imagination.

Many progressive corporations have for years followed a policy of financing

all sorts of social and athletic activities for its own staff. Too often, however, generous appropriations are devoted to sports with all too little provision being made for the mentally refreshing hobby of recreational reading. It would appear that for every individual keenly interested in athletics at least ten would extract more enjoyment from general reading.

Frequently the employees of a large corporation are isolated for the entire working day from ordinary library facilities. Furthermore their evening hours of leisure are limited because of the time spent in traveling to and from the plant. They are consequently afforded but little opportunity of patronizing public libraries even if these are reasonably closely located to their homes. We can think of few more effective ways of knitting the various departments of a large corporation more closely together, of strengthening morale and of promoting appreciative loyalty among the employees than by expanding existing library facilities in the plant to include a selection of all categories of reading matter and especially better class fiction.

#### IMAGINATIVE WRITING A MENTAL REFRESHMENT

It can be reasonably argued that one of the greatest needs during the present trying times is the temporary relief from mental tensions to be found in imaginative writing. Books of this class act as a stimulus when the mental faculties are threatened with stagnation. They serve as a soporific when nerves become taut, and they divert the mind when times are troubled. One of the large life insurance companies of America in a constructive health campaign carried a few years ago full-page advertisements in several magazines prescribing congenial reading for an hour or so every day so as to promote physical health and vigor. Emphasis was placed on reading, not only as a delightfully fascinating hobby, but also as a relief from nagging worries, and a preven-

tive against mental depression which so often precedes physical deterioration.

We know that in recent years there has been a marked tendency among people of all classes to seek more and more the mental refreshment and quiet serenity to be found in good literature. Many who read very little in normal times outside the technical requirements of their own business are finding in this hobby an inexpensive and satisfying form of relaxation.

It is also noteworthy that present-day novel readers ask for something better than merely an exciting yarn. In selecting their fiction they require of an author that he must understand genuine human beings, must possess shrewd insight and a sound sense of permanent values. If a novel presents a false picture of life, if it contains characters that are lifeless or who behave illogically in the light of their background or the personal attributes with which they have been endowed by their creator, the reader's interest soon flags for his sense of fitness and proportion is offended.

One of the most insistent demands of the present day is for reading matter that touches on personal problems, enlarges experience and helps to clarify what has hitherto been obscure. Some people take pride in asserting that they never read novels, preferring to spend their spare time with non-fiction while others ask for nothing more from their reading than that it will enable them to do a little arm-chair adventuring. Both classes would be well advised to exchange books occasionally. The reading of a first-class novel may furnish thrills aplenty but all the experiences of the characters and their thoughts as expressed in dialogue are kept subservient to one main theme which cannot fail to leave a permanent imprint on the philosophy of the reader.

We readily admit that these views supporting the novel, ancient and modern, contain but little that is new. In fact among the readers of this publication

they may almost be regarded as commonplace. Nevertheless this recapitulation of the more obvious arguments in favor of fiction may help to maintain a proper perspective by broadening the field rather than by focusing on a specialty. It will also, we hope, serve to remind librarians of the terrible difficulties confronting the aspiring beginner who embarks without pilot or compass on the broad sea of general literature. Such an experience brings to mind Anatole France's despairing cry: "Books slay us, there are too many of them and too many kinds." And each generation sees the annual spate increasing. The situation facing the tyro in the world of books is consequently so confusing as to constitute a real challenge to the skilled librarian, who might by wise counsel and timely warning accomplish so much by diverting into useful channels a great deal of the earnest and valuable efforts that are now being wasted on haphazard reading of inconsequential literature.

Librarians in large corporations are in a preferred position when it comes to picking from the junior rank and file the most promising candidates for high executive office. The keenness of these rising young men and women for their work and the intelligence of their approach to its problems are clearly advertised in their reading habits. These are the members of the organization who warm the heart of the special librarian. But why, one is prompted to ask, should the librarian lose touch with these, the most promising material of all. For there are occasions, it must be admitted, when the studious junior feels he has exhausted the resources of the plant library or wishes to explore broader fields of culture. Unfortunately these are the very occasions when the ambitious student is most in need of wise personal guidance if he would wish to achieve the maximum of his possibilities.

If, on the other hand, the plant librarian expects to keep his most promising readers with their noses perpetually to the

grindstone in one narrow field of study he is likely to be grievously disappointed. Either the student turns stale and sour on his subject and sensibly tries to correct the situation by broadening his reading habits or he degenerates into an introverted book-worm. Samples of the latter class are to be found in many large organizations. Quiet and often taciturn, unassuming to the point of self-depreciation, capable in a restricted way but lacking in several of the qualities of leadership they seem doomed to labor in comparative obscurity. They may be perfect specialists but in some respects they are in the same category as another type of specialist encountered by H. V. Morton on his visits to Irish country fairs: "No one could know more about horses than these young men; no one could know less about everything else."

#### MAINTENANCE OF READER INTEREST

This would seem to be the strongest argument of all, the importance of maintaining the most desirable reader interest without a break. The librarian who has nothing to offer but purely technical volumes must soon become resigned to losing some of the support of the cream of the company's personnel. Once the connection which might have proved so helpful in the broader fields of learning is severed, there is a distinct danger that it may never be resumed. Thus most of the time and effort spent in building up circulation is to some extent lost.

There is always, of course, the menacing possibility that Gresham's law in economics might operate with respect to libraries; namely, that the lighter and less valuable books from the company's immediate viewpoint might tend to drive the heavier works out of circulation. As against this we would expect that by catering to the exhausted student in his off periods the special librarian would be likely to wean him back more quickly to his specialty when he would attack it with renewed vigor. The danger of turning the special library into a purely recreational



center should be met without much difficulty by purchasing fiction sparingly and with due discrimination so that the professional texts carried would at all times greatly exceed the number stocked in lighter categories.

It is not suggested that special librarians should add to their present classification in any haphazard fashion. It is expected rather that with their valuable training and cultural background they would display the same sound judgment in acquiring new works in biography, history, travel and top ranking fiction that they have exhibited in their special field. If they do so they are likely to have not only more readers but better readers. For there is truth in the old adage that a love for reading leads to a love for better reading, always assuming that adequate opportunities are afforded for expansion in the right directions.

It is not anticipated that the cost of this expansion would constitute a very serious item in the annual budget. By making gradual and comparatively small additions to existing equipment and personnel the advantages accruing in increased efficiency throughout the organization should more than compensate for the outlay.

It is not recommended that libraries that have heretofore dealt solely in texts of their own particular industry should contemplate opening up new sections in the near future. Obviously problems of adequate space and difficulties in obtaining trained assistants are governing factors which under existing conditions render any such immediate expansion out of the question. However, the proposal to incorporate fiction in the book stock of special libraries merits serious consideration when postwar plans come up for discussion.

## RECLASSIFYING AND RECATALOGING THE CHEMISTS CLUB LIBRARY \*

By KARL A. BAER

Head Cataloger, The Chemists Club Library, New York, N. Y.

**W**HATEVER the reason for this silence, we seldom hear about chemical libraries being subjected to the slow and difficult but never tedious procedure of reclassification and recataloging. As a matter of fact, a literature search located only one article on the topic<sup>1</sup> which, while still valuable, limits itself to the problems of reclassification of a much smaller collection of different character (departmental library in a university).

Nevertheless, it is true that the problems involved in the processing of the materials of science, especially chemis-

try, are complex and difficult; that, due to the continuous change of theory and the steady progress in its applications, the specter of reprocessing haunts the chemical cataloger more persistently and more threateningly than his colleague in the general library. We hope that a discussion of our problems and of the attempts at their solution may prove helpful to those for whom this specter has materialized—after due consideration of expenses and inconveniences involved.

### REORGANIZATION

The Chemists Club Library has a collection of 60,000 volumes; its scope is limited to pure and applied chemistry and allied subjects. In addition to general

\* Paper read on May 1, 1945, before the New York Chapter Science-Technology Group.

reference works, treatises and textbooks, the library has an unusually large number of periodicals and serial publications (ca. 75 per cent). The collection is housed in two stack tiers occupying the third floor of the Chemists' Building. It is for reference use only; open access to the shelves is granted to the general public during certain hours, to Club members at all times.

The library was originally arranged in 30 large classes, according to the classification used by *Chemical Abstracts*. While we do not know of any chemical library at present using this system as a basis for classification, we believe it quite satisfactory for the small library not anticipating unrestrained growth. The Chemists Club Library had outgrown this classification for some time when, in 1918, a reclassification of the then 28,000 volumes on the basis of the Library of Congress system was undertaken. Unfortunately, this reform was tied up with a system of fixed location which led to difficulties and confusion.

A survey made in 1942 showed the need for reorganization of the library which was to include reclassification and recataloging. To this end, the Cataloging Department as a separate unit was created in July 1943. It consists, at present, of two professional librarians and two clerical assistants. This numerical relation was necessitated by the unusual need for physical changes like rebinding, remarking, reshelving, pulling of cards, etc. . . .

First, an old-fashioned metal card cabinet without sliding shelves was replaced by a modern one, and a "Cardex" was acquired for the checking in of periodicals. Fluorescent lighting was installed over the catalog as well as in the cataloging department.

#### RECLASSIFICATION

The schedule for chemistry of the Brussels system<sup>2</sup> was closely examined

but rejected because it was found too complicated, particularly the notation, too unfamiliar and less satisfactorily organized for practical purposes than the Library of Congress classification; finally, the lack of an English translation of the schedules for applied science and other related fields proved decisive. Therefore, the reclassification was limited to a much needed revision of the Library of Congress numbers already assigned and an elimination of the fixed location numbers.

Also eliminated were Cutter book-numbers; their place on the spine of the book was taken by the publication date (inclusive dates for sets). This was done less to save the insignificant amount of time spent on assigning book-numbers than because first, the identity of class and call number seemed preferable for mnemonic reasons, and secondly, the reader who goes to the shelves rather than to the catalog, can thus readily discover the most recent material. We did not encounter any difficulties in shelving alphabetically even without Cutter numbers; in cases of possible doubt, the entry-word ruling the alphabetizing was underlined or added on the back of the book.

A special collection of some 800 books from all classes which has been brought together on the shelves at both sides of the entrance to form a special "R" collection of basic books for everyday use seemed to be the natural starting point, because it afforded the best opportunity to watch the patrons' reactions to changes. These were sometimes very illuminating: while the Library of Congress may be justified in classifying Watt's *Dictionary of Chemistry* in QD (pure chemistry) and Thorpe's *Dictionary of Applied Chemistry* in TP (applied chemistry), our readers are constantly using these books together, mainly for immediate industrial purposes. Consequently, both works were classed in TP.

<sup>1</sup> C. W. Mason, "The reclassification of a chemistry library, according to the Library of Congress system" (in *Journal of chemical education*. 7:1887-1894. August, 1930).

<sup>2</sup> International Federation for Documentation. "Universal decimal classification." English ed. v. 2, fasc. 2, no. 54. Chemistry. Brussels, London, 1939.

From the "R" collection, we went on to reprocess following the shelf-list, beginning with LC class Q. Only classes Q to T—Science, Medicine, Agriculture, Technology—are represented, a decision having been reached to eliminate Z—Bibliography—by placing bibliographies with their topics.

The old shelf-list cards are used as order slips in securing LC cards. Since the shelf-list proved to be incomplete, the shelves are gone over as soon as a section has been reprocessed to catch material which has not been shelf-listed before. The thorny problem of "vagabond cards"<sup>3</sup>, i.e. untraced cards that are overlooked only too easily and then remain in the catalog, much to the annoyance of everybody concerned, found a simple solution: The new catalog was established as a separate unit instead of the usual practice of interfiling the new clean cards with the old soiled ones. The temporary inconvenience of sometimes having to look for a title in two places seems minor compared to the permanent advantages gained.

Missing books constitute another problem, even though a main source of mistakes in this direction, non-cancellation of the old shelf-list for material already reprocessed, has been eliminated by the withdrawal of these cards for use as LC order slips. We arrange the cards covering missing books in an alphabetical file to be checked later against unprocessed material found in sections generally recataloged.

#### SUBJECT CATALOGING

The usefulness of subject catalogs in general has long been widely debated<sup>4</sup>. When, as in the Chemists Club Library, specialists and scholars are largely predominant among the patrons, the need for subject cards is a particularly moot ques-

tion. We reached our affirmative decision on the basis of the following considerations:

First, observation of the users of the catalog demonstrated that subject cards can be useful to the specialist if the headings are sufficiently specific, e.g. *Nephelometry*; *Lactic acid—Manufacture*; *X-ray crystallography*. While assigning such headings may not always be easy, satisfactory results may be achieved in many cases by contracting two of the more general LC headings into one (e.g. *Comey's Dictionary of solubilities*; LC headings *Chemistry—Dictionaries* and *Solubility* were contracted into *Solubility—Dictionaries*. Foster, *The Cleaning . . . of celanese and rayon*; LC headings *Silk, Artificial* and *Cleaning* were contracted into *Cleaning—Artificial silk*). Our selection of subject headings is based primarily on the Library of Congress list; we make, however, wide use of the *Indexes to Chemical Abstracts*, the *Industrial Arts Index*, and Hackh's *Chemical Dictionary*. The Library of Congress list, with additions and marginal notes, serves as authority file.

Secondly, by admitting the general public, the library has assumed the obligation for its proper guidance; and, according to the prevalent theory and practice, such guidance can be assured only by careful subject cataloging.

Thirdly, the possibility of a chronological arrangement of material by subdividing subject headings chronologically (in conformity with the practice of the Science and Technology Division of the New York Public Library) is a particularly time-saving factor due to the importance of the publication date for any scientific publication. Such subdivision is applied to all headings except the very few defying such procedure by their very nature, for example subdivisions *Periodicals*, *Societies*, etc. The subject cards are filed in reverse chronological order, i.e. the most recent one is found first in the catalog.

<sup>3</sup> W. W. Bishop. "Recataloging and reclassification in large libraries" (in *American Library Association Bulletin*. 28:14-20. Jan., 1934).

<sup>4</sup> Reynard Swank. "Subject catalogs, classifications or bibliographies? A review of critical discussions, 1876-1942" (in *Library Quarterly*. 14:316-322. Oct., 1944).

## VERTICAL DIVISION OF THE CATALOG

Since Cutter (1876), the recognition of the need for subject cataloging, and the dictionary arrangement of the catalog have been almost synonymous. With the growing size of libraries and the increased technical difficulties involved in their organization and use, some heretics lately have advocated vertical<sup>5</sup> or horizontal<sup>6</sup>, i.e. chronological division of the catalog.

In the absence of housing or financial problems, our decision to have two separate files, an author and title and a subject catalog, was arrived at solely on the basis of greatest usefulness and convenience to our patrons:

(a) The division makes for speedier use of the catalog; the person knowing author or title is not delayed by the one going over a subject tray. In this connection it becomes evident, too, that the division of the catalog corresponds—as to preferred use—to the division of its users into experts and general public. The division also does justice to the chasm existing in science more than any other field between practical and historical approach.

<sup>5</sup> V. J. Burch. "The divided catalog: Duke university library catalog faces the future" (in *College and Research Libraries*. 4:219-223. June, 1942); footnotes represent a useful bibliography.  
<sup>6</sup> W. E. Wright. "Horizontal division of the catalog" (in *Catalogers' and Classifiers' Yearbook*. 8:55-57. 1939).

(b) Filing difficulties are finding difficulties. In our case, the chronological subject and the alphabetical author and title arrangement would create additional problems that are eliminated by the separation of the two files.

(c) No longer need title entries be omitted for fear they might be taken for subjects and thereby mislead the user into overlooking related material.

(d) No self-respecting cataloger should even stop to consider the argument that some books require catchword-titles (not suitable in this system); if there actually is no "official subject", the solution is simple enough; establishment of a proper new heading.

(e) The system of two rather independent files necessitates some duplication of cards; while this may prove a slight added burden to the cataloger, it certainly is an advantage to the reader.

## CONCLUSION

Approximately 14,000 volumes, i.e. almost one-fourth of the collection, have been reprocessed according to the methods described. We hope to have the entire project completed by 1949. It is planned then to make the catalog generally available by having it printed or in some other form reproduced.

## PERIODICAL INDEXING SERVICE OF THE PACIFIC AERONAUTICAL LIBRARY

By MARION L. STUTE

Assistant Librarian, Pacific Aeronautical Library, Los Angeles, California

**T**HE Pacific Aeronautical Library was organized by the Institute of the Aeronautical Sciences and several of the large aircraft companies in the Los Angeles area for the benefit of those interested in the technical side of aeronautics. In the fall of 1942 the West

Coast Aircraft War Production Council, an organization composed of the presidents of the seven largest aircraft companies, took over the management of the library. Added impetus was given to the library as a central research agency and clearing house for the aircraft companies.

Aircraft librarians know that much timely and valuable material is in current periodicals. Anyone who has searched long and hard for specific material on "The fatigue life of a family of air-screws" or "The design and operation of nose wheel shimmy dampers" comes to realize the value of an index to periodical literature, made solely from their own subject point of view. In 1942 the Pacific Aeronautical Library undertook the indexing, on cards, of current aeronautical and related technical literature. The object of this project is to provide a *current* index, by author, subject and occasional title, to the aeronautical periodical literature that applies to engineering research, especially aeronautical research.

Approximately 150 magazines are indexed each month, entries being made for more than 500 articles, with cards issued 10 days after receipt of magazine.

The selection of articles to be indexed requires a background and a knowledge of the interests of aeronautical engineers. The cataloger must understand the field of the material and the point of view of the specialist. In some cases, articles with only a slight aeronautical application are not indexed if they appear in *Industrial Arts and Engineering Index*.

One of the greatest problems in the indexing is the selection of proper subject headings. The basic list used has been *Subject Headings for the Aeronautical Index*, by N. H. Randers-Pehrson and A. G. Renstrom. However, many processes of manufacture, parts, engineering terms and materials have been omitted in this list. New subjects constantly crop up in the literature, which have to be identified, defined and correlated with already established headings, so that the information may flow along the same channels. It is wise to talk with someone working in the field, when possible, to see how he is thinking, so that subject headings may be kept up to date. Often the cataloger must compromise with what she knows to be good cataloging practice and usefulness to

the man who is doing the work. Helpful suggestions for subjects are obtained from the *Industrial Arts Index*, *Engineering Index*, the aviation dictionaries, indexes to books on special topics and the trade catalogs.

The main entry is made under author. If there is no author, then it is made under title with the required subject headings. A brief abstract is given if the title is not clear as to the scope of the article. Quick identification of desired material is made possible by use of "see" and "see also" references.

The professional cataloger selects the articles to be indexed, indicates the subject headings and cross references on a waste slip, inserted in the magazine. The magazines then go to a typist who types the information in the proper form on cards, after which they come back to the cataloger for revision. The cards are then returned to the typist for stenciling. Many ways of reproducing the cards in quantity were tried before a successful one was found. They were first multi-graphed. This made a good looking card, but they were expensive. Various mimeographing and duplicating machines were next tried, but no method could be found for producing the cards in quantity quickly enough. The process we use now and which seems to be very satisfactory is one of cutting stencils on aluminum plates. Ten titles can be put on one plate and then sent to a printer who uses a lithographic process in printing the cards. The process is not too expensive and the cards can be reproduced quickly in quantity. After the cards are returned to the library, the sets are distributed to the various subscribing libraries.

We believe that this index has a distinct value as a tool of research in the aeronautical library since it supplies a quick answer to reference questions and furnishes a list of subject headings. Such a card index arranged by subject furnishes a complete bibliography at a moment's notice.

# OUTLINE FOR A MILITARY REFERENCE COLLECTION

By CORPORAL D. A. BROWN

Army War College Library, Washington, D. C.

**S** ELECTING the basic books for a military reference collection is no easier than selecting a basic collection for any other specialized subject. Yet it is surprising how many reference questions coming to a military library can be answered from a comparatively small number of books.

It is safe to say that 50 per cent of reference questions asked of the Army War College Library are historical in nature. Therefore any library with a good historical collection is half way toward the goal of a good military collection.

The "key" books of a military reference collection must necessarily include the publications of the War Department—the *Army Regulations, Circulars, General Orders, Technical and Field Manuals*, with all their accompanying indexes. *Selective Service Regulations* should be included also with this group. For the library which can not maintain these official series, an excellent one-volume substitute is Sczudlo's *Handbook to army regulations and other directives*.

From here it is but a step to the military "Who's who's," which include the following: *Official army register; Register of commissioned and warrant officers of the United States navy and marine corps; Register of commissioned officers, cadets, midshipmen and warrant officers of the U. S. naval reserve; Official National guard register; Army directory; Navy directory*.

To supplement the above and to provide biographical material about military leaders of the past, the collection will need Cullum's *Biographical register of officers and graduates of the U. S. military academy*, and Heitman's *Historical register and dictionary of the U. S. army*,

1789-1903. Incidentally, the latter contains much more than biographical material. It is a mine of military-historical chronologies, facts and statistics.

For outline histories of the army, the most recently published is Ganoe's new edition of *History of the U. S. army*. Rodenbough's classic *The army of the United States*, although out of date, is an excellent source for early records of famous regiments and of the various arms and services.

Information about military camps and stations can be found in Sullivan's *Army posts and towns; the Baedeker of the army*, and in the War Department's *Military reservations*.

One of the outstanding gaps in military literature at present is in the field of dictionaries and encyclopedias. Since the outbreak of war a number of compilations of army technical terms have been made, but none is up to the standard of the War Department's *Dictionary of U. S. army terms* (TM 2—205), which is far from being complete. The War Department also has found it necessary to compile dictionaries of foreign military terms to supplement those on the market. As for encyclopedias in English, Farrow's *Military encyclopedia* is the only work of recent times, and it went out of print about 1912! Later encyclopedias in French and German are not of great value to an American military reference library.

Statistics on World War II are incomplete or unavailable as yet, and those available from newspapers and periodicals quickly pass out of date. Therefore, the statistical records of World War I are still much in demand as measuring devices. Three essential publications are:

Great Britain War office's *Statistics of the military effort of the British Empire in the Great War*; Ayres' *War with Germany*; and Love's *War casualties*.

Insignia, decorations and uniforms are always active fields of inquiry. Absolutely indispensable is Wyllie's *Orders, decorations and insignia*. To supplement this authoritative work, the National Geographic Society's recently revised *Insignia and decorations of the U. S. armed forces* contains all the devices of the newly created units of this war. There are many good publications on American uniforms, most of which are out of print and few of which are complete. Possibly the best single volume, with color plates of uniforms from the Revolutionary War to date, is Kredel's *Soldiers of the American army, 1775-1941*.

Tactics and regulations of the various arms and services can be found in compact form in the series of R. O. T. C. manuals issued by Military Service Publishing Company. Popular information about some of the arms and services has also been assembled in a series issued by W. W. Norton & Company, *What you should know about the Army ground forces, etc.* Along with these titles should go the informative *Officer's Guide*, a book which is packed with many miscellaneous facts.

Military history source books should include Upton's *Military policy of the United States*; *American state papers—Military affairs*; *War of the Rebellion records*; Steele's *American campaigns*; *Order of battle of the U. S. land forces in the World War*; Hunt's *American military government in occupied Germany*. The *Final report of General John J. Pershing* is the official outline of the U. S. Army's record in World War I, just as General George Marshall's *Biennial report of the Chief of staff of the U. S. army* is an official outline of our military efforts in World War II, from July 1, 1941 to June 30, 1943.

The classics must also be included in

the reference collection, as there is no "Familiar Quotations" for military literature, and the military librarian must go to the sources for apt phrases. Outstanding are Napoleon's *Maxims*; Sun Tzu's *Art of war*; Clausewitz' *On war*; Saxe's *Reveries*; Vegetius' *Military instructions*; Frederick's *Instructions to his generals*. Adjoining this shelf is a good place for Earle's *Makers of modern strategy*; Fuller's *Decisive battles of the U. S. A.*; Creasy's *Fifteen decisive battles of the world*; Montross' *War through the ages*; De Weerd's *Great soldiers of two world wars* and *Great soldiers of World War II*.

The answers to many questions about the Navy can be found in *Jane's fighting ships*; Lovette's *Naval customs, traditions and usage*; Alden and Westcott's *The U. S. navy, a history*; Ageton's *Naval officer's guide*; *Navy yearbook*; *Reserve officer's manual*, U. S. Navy; *Blue jacket's manual*.

The special aviation shelf should include *Jane's all the world's aircraft*; *Official guide to the Army air forces*; Talbot-Booth's *Fighting planes of the world*; *Aircraft yearbook*; and *Aviation manual*.

Military law can be covered very well with three volumes: *Military laws of the U. S.*; *A Manual of courts-martial, U. S. Army*; and Tillotson's *Articles of war, annotated*.

For obvious reasons, not much has been published on weapons of this war, but as much as can be told can be found in such books as Johnson's *Rifles and machine guns of the world's armies*; Newman's *Tools of war*; Smith's *Manual of military small arms*; Johnson and Haven's *History of automatic arms*; Johnson and Haven's *Ammunition*; Johnson's *Automatic guns*; Zim's *Rockets and jets*; Ley's *Rockets*; Conger's *American tanks and tank destroyers*.

Useful at all times are the histories of divisions, regiments and other units of the armed services. Most of the popular unit histories of World War I are now out of print, but summaries of operations

of all combat divisions were issued in 1944 by the American Battle Monuments Commission through the Government Printing Office, and are still available. Popular outline histories of units in World War II are now beginning to appear, and the military librarian should be on the alert for this material, much of which is published privately or in limited editions.

One of the difficulties of the military library is making use of the vast amount of reference material which appears in periodicals. As there is no printed indexing service to military periodical literature, the Army War College Library has been engaged for a number of years in carding articles on military subjects in the service journals as well as in many leading general periodicals. Recently a selected list of these carded abstracts has been issued each month in mimeographed form to other libraries and to individuals for official use.

Periodicals which are essential for an American military collection are as fol-

lows: *Air force*, *Army & navy journal*, *Army & navy register*, *Army ordnance*, *Cavalry journal*, *Coast artillery journal*, *Infantry journal*, *Field artillery journal*, *Marine corps gazette*; *Military affairs*, *Military review*, *Military engineering*, *Quartermaster review*, *U. S. Naval institute proceedings*.

A point which should be kept in mind by the military reference librarian is the transiency of subject matter which is in demand. Not so long ago material pertaining to North Africa had to be kept within easy reach. But now Africa is in the background, and books on desert warfare must give way to such volumes as *Pacific Islands yearbook*; *China handbook* and *Japan yearbook*.

In conclusion, it should be emphasized that in addition to the above-mentioned material, the military reference collection needs nearly all the standard indexing tools which are found in good public libraries. Military science knows no bounds; all knowledge must be taken within its province in total war.

## THE ARMY MAP SERVICE LIBRARY— MAP CATALOGING

By MARY MURPHY

Assistant Librarian, Army Map Service, War Department, Washington, D. C.

THE Army Map Service, under the direction of the Corps of Engineers, was formed by merging the Engineer Reproduction Plant and the War Department Map Collection, both of which were located at the Army War College. The Map Service moved to its present location on MacArthur Boulevard in May 1942. The War Department Map Collection was the basis of the Library. Thousands of maps have been added to it in the last few years.

The purpose of the Army Map Library

is to provide a current file of maps for use primarily by the army, but also by certain other government agencies. The maps are used largely for compilation purposes. In general the most important feature of a map for the Map Library is the topography. However, other items such as communications often are also important. As recent maps are not always available on a strategic area, the map files are supplemented by documentary material containing latest information on roads, railroads, power lines, etc.



The card catalog consists of nine separate files of cards: Master cards, Geographic area, Scale, Date, Subject, Special number, Authority, Source and Old file number cards. The Master cards, from which the others are run off, are filed alphabetically by the area used in the call number. The Geographic area cards are filed geographically, forming a sort of shelf list. It is on the Geographic area cards that cross references are listed, and that the number of sheets in file for each call number is indicated.

The Scale cards are arranged geographically and then by scale. Date cards are geographical and then chronological, so the latest maps on any area can be quickly located. Subject cards are filed alphabetically by subject, and within each subject by area. The Special number cards are filed alphabetically by the initials of the issuing agency and then numerically. Many mapping agencies such as the Geographical Section of the General Staff of Great Britain identify their map series by number, and these special numbers are frequently used in locating a particular map. Authorities are arranged alphabetically by authority and then geographically. Sources are alphabetical and then geographical. Old file numbers, i.e. call numbers that are no longer current, whether the maps have been discarded or recataloged, are arranged geographically.

For cataloging, the maps are divided into three groups: Parts, Generals and Sets. A Part is a map which covers a part of one area, but more than any established division of that area. A General covers the whole of one area, whether city, state, country or continent. A Set is a series of two or more sheets, each of which can be reproduced independently, but which fit together to cover a larger area, are published by the same authority, and usually have the same scale.

Our maps are cataloged according to the Williams system, with some modifications. The call number of a map is made

up of five parts: 1. the geographic area; 2. the designation S, G or P for Set, General or Part; 3. the subject classification number; 4. the authority or the date; and 5. the scale.

The geographic area is written according to our official breakdown. Most large areas such as continents, countries, oceans and large islands are considered first position. First position areas are frequently divided into second position areas, and these in turn may be divided into third position areas. For example, the East Indies is a first position area. An individual island such as New Guinea is second position, and a division of the island such as Netherlands New Guinea is third position. When a second or third position area is used in the call number of a map, the first or first and second position areas must also be indicated. The first position areas are followed by initials representing the ocean or continent in which they are located.

The designation S, G or P in the second line of the call number is followed by the subject classification. The numbers from one to thirty indicate the large subject groups. Some of these are decimally divided to show more specific kinds of maps within a group. For example, 30 represents topographic maps at a scale of 1 to 1,000,000 or larger; 15 indicates small-scale topographic or physical maps; 26 is communications; 25 is aeronautical, 24 road, 23 railroad maps and so on. Under Aeronautical, for example, 25.5 indicates general information, 25.6 detailed information, 25.8 strip maps, etc.

For a part or general map the subject number is followed by the date (year only) of publication. For a set of maps the subject is followed by the initials of the authority. In either case the last part of the call number is the scale, with the last three digits omitted. Thus, 1 to 63,360 is written as 63, and 1 to 1,000,000 is written as 1000.

In making the catalog cards, a form card is used. It is typed from a data

sheet filled out by the cataloger. The data sheet includes the call number, exact location of the area, authority, old file number if any, date, scale, title, source, special number, language of the map if other than English, publisher if different from the authority, areas and subjects to be cross-referenced, a brief description of the map, and miscellaneous notes, such as references to texts filed as books or documents.

The name or number of the map sheet, its date and copy number are put on each sheet by the catalogers. The date used is the latest date on the sheet. It is preceded by a letter indicating the type of date. S equals surveyed, M is compiled, P is printed, R is reprinted, V is revised, C used in combination with one of the other letters is an approximate date, and a date in parentheses is a date of receipt.

For their own use the catalogers make index cards on which they list the names and numbers of set sheets, with dates, number of copies and other information needed in making additions to sets.

Graphic indices are made and kept up to date by the Indexing section. These are filed with the maps. They show the area and sheet lines of the whole set if known, and for the holdings of the library the dates and number of copies of each sheet. In some cases where a map index is not practical, a list index is kept; it, too, is filed with the maps.

In the Records section the maps are accessioned and the possession stamp and call number are added before the sheets are sent to the files.

The maps on display have been cataloged as follows:

1. GSGS 2957.

The call number is Eastern Hemisphere  
S15-GSGS-4000

This is a set of small-scale topographic maps covering parts of Europe, Asia, and Africa, published by the Geographic Section of the General Staff of Great Britain.

2. U. S. Geological Survey map of Washington and Vicinity.

The call number is District of Columbia  
G30-1944-31  
United States (NA)

This is a topographic map covering the whole district, published in 1944 at a scale of 1 to 31,680.

3. American Geographical Society. The Americas.

This series is in two parts.

The call numbers are Western Hemisphere  
S29-AGS-5000  
and  
Western Hemisphere  
S28-AGS-5000

They both cover Mexico, Central America and South America; both were published by the American Geographical Society at a scale of 1 to 5,000,000 but the first set shows general cultural information (29) while the second is political (28).

4. The National Geographic Society, Germany and its approaches.

The call number is Europe  
P28-1944-2000

This is a political map covering part of Europe, but more than Germany. It was published in 1944 at a scale of 1 to 2,000,000.

5. Army Map Service 1101.

The call number is World  
G15-1943-11,000

It is a small-scale topographic map of the world published in 1943. This map is in nine sheets, but it is considered a general rather than a set, because the sheets are not complete. There is a border only around the outside of the complete map; one part would not be revised independently of the others.

*The fifth freedom, the Freedom of Individual Enterprise, is the keystone of the arch on which the other Four Freedoms rest.*

NICHOLAS M. BUTLER

# LIBRARY OF A DIVISION OF PLACEMENT AND UNEMPLOYMENT COMPENSATION

By MADELINE SCHAEFER NOONAN

Librarian, Division of Placement and Unemployment Compensation,  
Department of Labor, Chicago, Illinois

THE State of Illinois can well be proud of the library facilities it has afforded its citizens. Not only has it given "top-notch" service on a state, regional and county basis, but it also has been instrumental in providing for the organization of a specialized library in the Division of Placement and Unemployment Compensation. Rather unique in its field, this Library is maintained to service the employes of the Division of Placement and Unemployment Compensation and of the War Manpower Commission. These two agencies include the personnel of the central administrative office and the employes of 56 local offices throughout the State. Of the 48 states which have Departments of Unemployment Compensation, only five have a complete organized library with a staff of professionally-trained librarians. New York State is outstanding in this service, having the assistance of five graduate librarians; Illinois has two. However, 25 state agencies have some type of a library with persons of varying classifications in charge.

The main scope of the subject matter in the Reference Library of the Illinois Division of Unemployment Compensation includes material on unemployment compensation, social security, labor, personnel and public administration, employment and unemployment, training, job analysis, labor relations, etc.

Approximately 1,000 books comprise the collection which is classified according to the Glidden and Marchus *A Library Classification for Public Administration Materials*. Cataloging has been quite de-

tailed in order to provide a good index for such specialized materials. The collection of books in the fields of unemployment compensation, social security and personnel is most inclusive, and provides a greater amount of material on these subjects than is available in most libraries in the Chicago area.

Inasmuch as the general field of social insurance has been one of rapid progress, the greatest source of information in this field is in ephemeral material. Therefore, the pamphlets, serials and government documents which are maintained in a subject vertical file arrangement are of great importance. Each pamphlet of significance is listed in the card catalog under author and subject. Each pamphlet is accessioned and the accession number is used to identify the item when it is charged out. A large number of government documents, association reports, statistical reviews and Federal and State laws have proved valuable in this file. In order to obtain new pamphlet material, the accession list of the Social Security Board, the bibliographies in the *Monthly Labor Review*, *Social Security Bulletin*, *Manpower Review*, *Civil Service Assembly News Letter* and in numerous personnel journals are checked regularly. All materials listed which are considered pertinent to our field are requested from the various issuing agencies, and in most cases, because the Library is in a Government agency, these pamphlets are sent free of charge.

The periodicals mentioned in the above paragraph are naturally those most important in the Library and number about

125. These include many state labor organization publications, trade journals and the most significant periodicals relating to Personnel Administration. Others of a more diversified interest include the *International Labor Review*, *Fortune*, *Business Week*, *Commerce*, *Occupations*, etc.

The current issues of the periodicals are routed to section and unit heads who have indicated that such a service would be of value to them. In the event that these supervisors note information of special interest in their field, they indicate on the route slip the paging of the articles which would be valuable if indexed, and when the periodicals are returned from routing, an index card is made for a special file.

The compiling of information in reply to reference questions received by the library is perhaps its most important service. Practically all questions must be answered within a specific time limit. A typical day may include these inquiries: "How many tool and die makers in class A and class B in Rockford, Moline and Chicago?" "What decisions or reports have other states made regarding the eligibility of entertainers, circus workers and vaudeville artists for unemployment compensation?" "How many unemployed persons were there in 1930, and what was the number of those who were regarded as having jobs but on leave without pay?" Another employee requests all the material on administrative problems in manpower allocation, stabilization and availability for work. The revisions of the Social Security Act have brought forth much discussion in the businessmen's circle, and all data obtained on this subject must be sent immediately to the Research Section. The Labor Dispute Unit must have *The Analytic Guide of Decisions Given by the Empire Respecting Claims for Benefits*, (even London was out of stock on this item, but the Library of Congress had a copy). The Handicapped Placement

Division desires the latest information on plans for rehabilitation and employment of handicapped workers and of veterans.

In addition to the usual tasks of compiling bibliographies and digesting reports, this Library maintains a regular inter-library loan service for employes who need information which is not in the Library collection. It is frequently necessary to request a large number of books on special subjects to supplement those already in the library whenever special training programs are being conducted in the Agency. For State and Civil Service examinations it is often necessary to add to the number of copies available in the Library, and the State Library willingly comes to the rescue.

For a period of two years, the Library maintained a rental library as an employe service. This gave employes the opportunity of reading current books at a very small fee of two cents a day, and also, by reason of auctioning off these books when they were no longer popular, the Library was able to build up a surplus fund. Sixty per cent of this fund was used to purchase reference books that could not be approved from budget funds and 40 per cent was used to purchase new books for the rental library. It was necessary to discontinue these services because of the increasing load of reference questions, and, inasmuch as it was impossible to obtain a third librarian, it was felt that this service should be sacrificed. However, because of its value to the Reference Library, it is a service which will probably be reintroduced at the first possible opportunity. Each month the Library issues an accession list, which informs employes of the most important publications received during that period.

A library committee of about six members representing the six major sections in the agencies meets regularly to discuss library book purchases and library equipment, and to serve as a link between employes, library personnel and the administrative staff.

## COMING TRENDS IN ARMY LIBRARY SERVICE<sup>1</sup>

THE coming trend in Army library service is to inform the GI Joe and Jane about the changes in civilian life both in living and employment so that they may more readily adapt themselves to this life when they receive their discharge. The librarian's most important place in this "switch-back" to normal life is to prepare the veteran and to help him adjust or advance himself in a livelihood.

Miss Elizabeth Jordan, Post Librarian, Camp Atterbury, Indiana, is trying to meet this need by putting at the fingertips of the soldiers all vocational, occupational and educational facilities. She has secured for the benefit of the GI Joe and Jane, Sgt. Sidney Ashley, a trained separation counselor, psychiatrist and psychiatric social worker who is on duty in the library four off-duty hours each day to aid in an advisory capacity for all military personnel on the Post who seek counseling or advice concerning their postwar problems. This consultant has both educational and practical background in civilian and military work.

It is her desire to secure information from all possible sources on all possible vocations, types of jobs and educational set-ups in which the veteran will be interested. A pamphlet on vocational and occupational information has been arranged according to subject field classification. An attempt has been made to make this information as attractive as possible by using "Sad Sack" as a soldier and "Sad Sack" in "zoot suit" as a civilian. The classification scheme of subject headings is a modification of the 73 basic classifications which are used in the vocational kit for counselors sent out by the Adjutant General's Department.

This index is prepared jointly for the counselor who will work with the soldiers for immediate discharge, or with the GIs in reconditioning centers, to supplement the material provided for him by the Government; and for the "veteran-to-be" in order that he may familiarize himself with the many fields in which he may be able to secure employment. The employer is also interested in this bibliography and is very willing to furnish material as it is to his advantage to have his employees return to him after discharge or to add to the present number of employees on his staff.

The most important limitation in this project is the time element. All the latest dated material must be available, because as this subject is constantly changing, all material must be up to date if it is to be of value to the GI or prospective employee. It is the duty of the social counselor to aid in maintaining and securing all up-to-date material as soon as possible after its publication. Sources of information are many and varied. They include universities, colleges, large industrial organizations, smaller plants, research bureaus, clinics, hospitals, numerous government agencies and USAFI.

The book material dealing with the switch of soldier to civilian is placed in an exhibit. Accompanying this display is an annotated bibliography entitled *Soldier to Civilian* which divides this type of book into three groups: 1. "I'm Home Again"; 2. "My Own Adjustment to Make"; 3. "What Job Can I Do?"

A third exhibit is concerned exclusively with USAFI material. The soldier counselor and librarian supply further facts and information and aid in the filling out of applications for the individual soldiers.

<sup>1</sup> Resumé of talk of Elizabeth Jordan, Post Librarian, Camp Atterbury, Indiana, given at a Post Librarians' Conference this winter.

## . . . FROM THE SECRETARY'S DESK

Salaries for librarians and assistant librarians in the special library field have risen so rapidly during the past twelve months due to the shortage of qualified personnel, particularly in technical fields, that the Secretary has been deluged with inquiries by telephone, mail and personal interviews, as to proper salaries in various industries and different localities. The Secretary has spent a vast amount of time in trying to raise salaries in the library profession as a whole, and in many instances has been successful, as the following will indicate.

An aircraft plant that only three years ago would not offer enough money to obtain a professional librarian is today paying a salary of over \$5,000, including overtime. Other technical firms are offering base salaries of \$4,000 to \$7,000 for librarians with sciences and languages. A new research library has set this salary range for a qualified librarian with industrial library experience to organize and maintain a technical library.

Assistant librarians are being placed at \$2,400 to \$3,600 base salary. A hospital librarian, just two years after graduation from library school, is earning approximately \$3,000 including meals. Another recent library school graduate with but little chemistry has been placed at \$4,000. Positions are also open in banks, financial and investment firms, advertising agencies, newspapers and social science organizations at salaries ranging from \$2,600 to \$4,000. Government agencies continue to offer many well-paying positions with openings for persons with extensive administrative experience at base salaries of \$4,600 plus overtime, with some positions having special language requirements for service overseas.

The Secretary is cooperating with the Office of War Information, the State Department and the Army in furnishing

names of candidates for foreign service. Only those persons who have filed personnel record cards or returned the Manpower Survey can be included in this foreign service roster. One S. L. A. member is ready to start for the Philippines, another for Cairo, where a member is now working, another is in England and still another will leave shortly for Germany. Executives from an industrial organization are interviewing prospective librarians for Hawaii and are offering a good salary.

The Secretary has had difficulty in finding candidates for army post libraries even though qualified persons may be sent abroad after six months of service in the United States. Realizing that the salaries offered were too low for the qualifications desired, the Secretary had an interview with Lt. Col. Ray Trautman, Chief of the Army Library Service, Special Services Division, Army Services Forces. This was followed by a letter suggesting that salaries for post librarians be raised from \$2,000 base to \$2,600 base and those of Service Command Librarians and others holding administrative positions from \$3,200 to \$4,000 base, so as to equal present salaries offered in other government libraries and in private industry.

The Secretary has raised the starting salary offered by a college library by \$200 a year; she has raised individual salaries by as much as \$2,400 annually. She has written dozens of letters for employers to present to the Treasury and the War Labor Board for salary increases thus enabling librarians and their assistants to receive substantial raises so they would not have to find new positions to secure better salaries.

Chapter Employment Chairmen and individual members can help by referring all questions on salaries currently paid, to the Executive Office and by pointing out

to their firms the salaries now being offered to librarians. Students graduating from library schools in 1945 are having their choice of positions at \$1,800-\$2,100 base, an increase in some cases of as much as \$600 offered beginners two years

ago. Let's all get together and see to it that library salaries are raised high enough and kept high enough to attract the proper persons to the library profession. Every one can help—we are counting on you!

KATHLEEN B. STEBBINS  
*Executive Secretary, S. L. A.*

## NEW INSTITUTIONAL MEMBERS

January 1, 1945 to May 12, 1945

American Gas Association  
Miss Hazel King, Librarian  
420 Lexington Avenue  
New York 17, N. Y.

American Society for Metals  
Book Department  
Mr. Chester L. Wells  
7301 Euclid Avenue  
Cleveland 3, Ohio

Anaconda Copper Mining Co.  
Miss Edna L. Trepanier, Librarian  
Industrial Research Dept.  
25 Broadway  
New York 4, N. Y.

Continental Aviation & Engineering Corp.  
Miss Margaret A. Downey, Librarian  
12801 East Jefferson Avenue  
Detroit 14, Michigan

Federal Reserve Bank of Kansas City  
Miss Mildred Lane, Librarian  
Research Department  
Kansas City 18, Missouri

General Drafting Company, Inc.  
Mr. Paul B. Lee, Director  
Editorial-Research Dept.  
21 West Street  
New York 6, N. Y.

Kanawha County Public Library  
Miss Isobel Lynch, Acting Librarian  
Charleston 1, West Virginia

Charles Lennig & Company  
Miss Ruth March, Librarian  
Research Department  
5000 Richmond Street  
Philadelphia 37, Pennsylvania

Meldrum & Feinsmith  
Mrs. Jane V. H. Landers, Librarian  
Republic Building  
Cleveland, Ohio

\*Mutual Life Insurance Company of New York  
Mrs. Helen Graves  
Executive Research Library  
34 Nassau Street  
New York 5, N. Y.

\*Pan American Airways, Inc.  
Miss Margaret R. Sinclair, Librarian  
P. O. Box 3311  
Miami 35, Florida

Raytheon Manufacturing Co.  
Mrs. H. C. Hennig, Librarian  
Foundry Avenue, Building G  
Waltham, Massachusetts

\*Roxalin Flexible Finishes, Inc.  
Miss Helen M. Baierle, Librarian  
800 Magnolia Avenue  
Elizabeth F, New Jersey

Simmonds Aerocessories Ltd.  
Mr. Paul A. White  
Industrial Library  
Great West Road, Brentford  
Middlesex, England

Mr. Noah Van Cleef  
Van Cleef Brothers  
Woodlawn Avenue at 77th Street  
Chicago, Illinois

Wachovia Bank & Trust Co.  
Personnel Department  
Miss Martha G. Bradfield, Librarian  
Winston-Salem, North Carolina

Winchester Repeating Arms Co.  
Miss Virginia R. Macri, Librarian  
Research Department  
P. O. Drawer 906  
New Haven 4, Connecticut

---

\* New Libraries.

## EVENTS and PUBLICATIONS

The DIRECTORY OF LIBRARIES IN THE CHICAGO AREA, which was mentioned in this column in the March issue may be secured from Miss Frances J. Carter, Chicago Library Club, 78 East Washington Street, Chicago 2, Illinois.

\* \* \*

In the interest of preserving our native folk songs and music the *Philadelphia Evening Bulletin* has published the *FOLK FESTIVAL HANDBOOK* (Philadelphia, Pa., Evening Bulletin Folk Festival Association, 1944. 64p. 50¢. This is a practical guide to assist local communities in planning folk festivals.

\* \* \*

To find out what happens in a prison library read "Books—Windows to the Future," by Carl Dahl, in the February 1945 issue of *Survey Monthly*, pages 41-43.

\* \* \*

In *READING DIFFICULTY AND PERSONALITY ORGANIZATION* (New York, N. Y., Columbia University Press, 1945. 152p. \$2), by Edith Gann, the author takes experimental groups of retarded readers and control groups of average and superior readers, all relatively alike in ability and schooling, and after administering various personality and interest tests upon them, analyzes the results.

\* \* \*

In *INJURY AND DEATH UNDER WORKMEN'S COMPENSATION LAWS* (Boston, Mass., Wright and Potter Printing Co., 1944. 518p. \$6), Samuel B. Horovitz outlines the fundamental principles as interpreted by the courts and compensation experts in all the compensation states, and in other jurisdictions, including the American territories and England. The book also covers allied subjects, such as railroad injuries, maritime injuries, subrogation cases, etc.

\* \* \*

The *AERONAUTICAL DICTIONARY* (New York, N. Y., Crowell, 1945. 484p. Price?), by Thomas A. Dickinson, is an alphabetical arrangement of over 6,000 terms with drawings and photographs to make the meanings clear. The appendix contains abbreviations, aircraft registration marks, symbols, mathematical and chemical charts and other valuable information.

\* \* \*

A *MILLION HOMES A YEAR* (New York, N. Y., Harcourt, Brace, 1945. 333p. \$3.50), by Dorothy Rosenman, deals with the practical factors which must be faced, adjusted and geared together in order to bring forth more perfect homes, neighborhoods, cities, towns and rural communities.

In *FASHION IS OUR BUSINESS* (Philadelphia Lippincott, 1945. 204p. \$2), by Beryl Williams, twelve famous American fashion designers discuss with the author their careers and the topic of clothes sense.

\* \* \*

Advance orders for two forthcoming S. L. A. publications may be sent to Special Libraries Association, 31 East 10th St., New York 3, N. Y. *CLASSIFICATION AND CATALOGING OF MAPS AND ATLASES*, by S. W. Boggs and D. C. Lewis, has been revised and enlarged and will be in print by July. *A LIST OF SUBJECT HEADINGS FOR CHEMISTRY LIBRARIES*, by the S. L. A. Science-Technology Group will be ready in July or August.

*CLASSIFICATION SCHEMES AND SUBJECT HEADINGS LISTS LOAN COLLECTION* of S. L. A. is for sale at S. L. A. Headquarters Office at \$1.25 a copy. This list is arranged by subject, with a brief description of each list in a given subject field.

\* \* \*

A set of *MECHANICAL AND ELECTRICAL ABSTRACTS* of alien owned United States patents seized by the Alien Property Custodian of the United States Government is published in 4 volumes. A set of *CHEMICAL ABSTRACTS* is in 33 sections. All together 45,000 patents are described. Each set sells for \$25 and may be obtained from the Office of Alien Property Custodian, 2035 Field Building, Chicago 3, Illinois.

\* \* \*

*JOB CLASSIFICATION AND JOB EVALUATION*; their value as a tool of management in wage negotiations (1944. 28p. Price?), by H. R. Gogay, Director of Research, is one of a series of industrial surveys conducted by the Douglas T. Sterling Company, Stamford, Connecticut. A list of pamphlets on the same subject appears on the last page.

\* \* \*

The *JOURNAL OF METEOROLOGY* is a quarterly publication established by the American Meteorological Society (Milton, 86, Mass.) to provide a means of dissemination for original papers in theoretical and applied meteorology. Annual subscription is \$6.

\* \* \*

The *SPICE HANDBOOK* (Brooklyn, N. Y., Chemical Publishing Company, 1945. 240p. \$6.50), by J. W. Parry, includes extracts from the *Pure Food Laws*; chapters on spices, aromatic seeds, herbs, spice formulae; a glossary and index.



In *Illinois Libraries* for March 1945, pages 172-175, "Objectives and Standards for Hospital Libraries and Librarians" are set forth by the Committee on Standards for Libraries and Librarians Hospital Libraries Round Table of the American Library Association.

\* \* \*

There is an excellent article in the April 1945 issue of *Hydro News*, by Phyllis Foreman, Librarian of the Hydro-Electric Power Commission of Ontario, entitled "Knowledge is Power." The author has included many well-chosen illustrations of her library.

\* \* \*

The article entitled "College Student and the Library—Strategic Approach," by Phillips Temple, appearing in the December 1944 issue of *S. L. A. University and College Group Bulletin* has been reprinted in *Catholic Library World*, April 1945, pages 211-213.

\* \* \*

A description of the "Library of Northwestern University Dental School," by Madelene Marshall, appears on pages 169-171 of *Illinois Libraries* for March 1945.

\* \* \*

The *Annals* of the American Academy of Political and Social Science for March 1945 is devoted to *POSTWAR JOBS FOR VETERANS* (Philadelphia, The Academy. 233p. non-members \$2, cloth \$2.50; members \$1, cloth \$1.50).

\* \* \*

The Social Science Research Council's Bulletin No. 53 entitled, *USE OF PERSONAL DOCUMENTS IN HISTORY, ANTHROPOLOGY AND SOCIOLOGY* (New York, N. Y., The Council, 1945. 243p. Price?) is a group of three critical essays written respectively by Louis Gottschalk, Clyde Kluckhohn and Robert Angell in response to invitations from the Council's Committee on Appraisal of Research.

\* \* \*

**COMMUNITY ADULT COUNSELING CENTERS—SOME ILLUSTRATIVE EXPERIENCES IN ORGANIZATION**, by Harry A. Jager and Franklin R. Zeran, was first published as pages 261-308, in *Occupations*, February 1945. Copies may be obtained from that periodical, 525 West 120 St., New York 27, N. Y., at 50¢ each. This pamphlet describes many local attempts to solve the problem of relocating in vocational life the citizens who are discharged from the Armed Forces or from war production jobs.

\* \* \*

Small quantities of three recruiting pamphlets are now available from Special Libraries Association Headquarters for free distribution: *SOMETHING SPECIAL, THIS MIGHT BE YOU* and *SPECIAL LIBRARIANSHIP AS A CAREER*, 1945 revision.

Mr. J. C. Capt, Director of the U. S. Bureau of the Census, announces new guides to the Department publications. They are as follows:

Part 1—Census Publications—Program for the year—Annual listing of the regular publications program—not yet available.

Part 2—Census Publications—List of Publications issued monthly—Jan. Feb. March, 1945 available.

Part 3—Census Publications—Subject Guide—monthly. January, 1945 available.

Anyone who finds these publications useful may receive them by sending a request to the Director, Bureau of the Census.

\* \* \*

Mr. E. H. McClelland, Technology Librarian, Carnegie Library, Pittsburgh, contributes to *Blast Furnace and Steel Plant* for February his 28th annual review of iron and steel literature, listing books and pamphlets.

\* \* \*

*HOW WE LIVE* (New York, Van Nostrand, 1944, 39p. \$1), by Fred G. Clark and Richard S. Rimanoczy, might be called a primer of economics. It is the result of five years of research by the American Economic Foundation and is written in simple language avoiding all the vague words that usually befog the subject and confuse the reader.

\* \* \*

Leave it to Mary Louise Alexander to prepare an unusual and unique annual report! This annual report, by the way, is the first report or promotional piece of literature ever issued by the Ferguson Library, Stamford, Connecticut, and it can safely be said it will not be the last. The report begins with the words "This is Your Library" and then takes one through the various departments. Even the format is different; it is a folder instead of a pamphlet.

\* \* \*

The "National Geographic Society Library" is described by Esther Ann Manion in the April 1945 issue of *Wilson Library Bulletin*, page 571.

\* \* \*

*YEARBOOK OF AMERICAN LABOR*, vol. 1, *War Labor Policies* (New York, Philosophical Library, 1945. 672p. \$7.50), an Institute of Labor Studies publication, covers problems, interrelations and reaction of labor, its contemporary status and trends caused by the war.

\* \* \*

*THE ENCYCLOPEDIA OF FRUITS, BERRIES AND NUTS AND HOW TO GROW THEM* (Philadelphia, Blakiston, 1945. 280p. 69¢), by Albert E. Wilkinson, is a guide for the home gardener.

SOCIAL SECURITY (1945. 57p.), is a statement prepared by the Social Security Committees of American Life Convention, Life Insurance Association of America and National Association of Life Underwriters, in which they have undertaken to explore and develop the best of present-day thought on this subject. Copies are available on request to any of the above-mentioned associations.

\* \* \*

The latest revision of PATTERNS FOR NEWSPAPER WRITING (New York Times, February 2, 1945. 29p. 25¢), presents current samples of stories. The wide application of newspaper writing makes this pamphlet useful in publicity and public relations. House organ editors and reporters as well as group organization publication of all kinds, libraries included, will find it of value as it not only describes the process of obtaining, assembling and putting news into public print, but also gives a foundation for good press relations.

\* \* \*

Mr. C. J. Judkins, Chief of the Trade Associations Unit, Bureau of Foreign and Domestic Commerce, U. S. Department of Commerce, has just completed FOREIGN TRADE ASSOCIATIONS IN THE UNITED STATES (Economic Series no. 43, 1945). In it are a number of references to availability of material in libraries and special mention is made of Ruth Savord's AMERICAN AGENCIES INTERESTED IN INTERNATIONAL AFFAIRS and of SPECIAL LIBRARY RESOURCES.

\* \* \*

A SYSTEM FOR CLASSIFYING CITY AND REGIONAL PLANNING MATERIALS (Philadelphia, University of Pennsylvania Institute of Local and State Government, 1944. 39p. Price?), was prepared for the City Planning Commission of Philadelphia and is a valuable addition to existing systems of classifying material in the field of planning.

\* \* \*

The Library of the Penitentiary of the City of New York, Rikers Island, Bronx 54, N. Y., has published CUMULATIVE ANALYTICAL INDEX TO THE PROCEEDINGS OF THE AMERICAN PRISON CONGRESSES COVERING THE YEARS 1935-1943 INCLUSIVE. Copies are available free of charge (except for 4¢ postage) to university, college, public libraries, and public welfare, correctional and penal institutions.

\* \* \*

BUILDING TODAY (New York, N. Y., Oxford, 1945. 112p. \$2), by Martin S. Briggs, supplies many suggestions for modern building of private homes, community houses, churches, commercial buildings, with a consideration of the problems involved.

VOLUME VIII, OFFICIAL WAR PUBLICATIONS (Berkeley, Cal., Bureau of Public Administration, University of California, 1944. 296p. \$2), by Jerome K. Wilcox, continues the indexing and listing of Federal, State and Canadian publications up to June 1, 1944, adding over 3,000 new items to the previous volumes. For the 4-year period now covered by volumes I-VIII, the total of itemized official defense and war publications is 16,397 items. This may be the last volume in the series to be issued.

\* \* \*

Two services of the U. S. Department of Commerce, discontinued in 1941, have now been resumed. The INDUSTRIAL REFERENCE SERVICE, covering important commodity and industrial developments in the United States and foreign countries is available at the rate of \$1.50 per part (foreign \$2) except part 2, which is \$2 (foreign \$2.75). Single copy price of all parts is generally 5¢. Subscriptions may be arranged through the New York Regional Office, U. S. Dept. of Commerce Field Service, 130 West 42nd St., New York 18, N. Y. The subscription rate for INTERNATIONAL REFERENCE SERVICE is \$2 a year (foreign \$2.75) and 5¢ a single copy for most issues.

\* \* \*

The Woodrow Wilson Foundation, 45 East 65th St., New York 21, N. Y., has published a 46-page pamphlet entitled the LOST PEACE (March 1945) in which Frank Barth has compiled a summary of the chronology of the peace making, 1918-1921. (Price?)

\* \* \*

A five-year project, sponsored by Interscience Encyclopedia, Inc., has been set up to publish in English an ENCYCLOPEDIA OF CHEMICAL TECHNOLOGY. The co-editors are Raymond E. Kirk and Donald F. Othmer. It is proposed that the new encyclopedia will be a 10- or 12-volume set, the first volume to appear in April 1946.

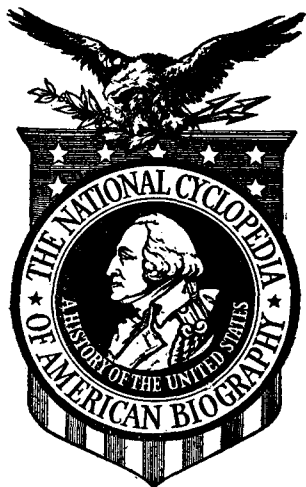
\* \* \*

Bulletin 429 of the Metropolitan Life Insurance Company, Policyholders Service Bureau entitled RE-EMPLOYMENT OF WAR VETERANS (36p. Price?) is a discussion of the programs of both management and the government.

\* \* \*

A revised READING LIST FOR JUNIOR ENGINEERS has been issued by the Junior Committee on Professional Training of the Engineers' Council for Professional Development and is now available for distribution. The list is a revision of the original 1936 list and covers all fields of knowledge. Copies may be secured from the Engineer's Council for Professional Development, 29 West 39th St., New York 18 or from the Engineering Institute of Canada, 2050 Mansfield St., Montreal 2. The price is 10¢ each, 5¢ each in lots of 50 or more.

# THE NATIONAL CYCLOPEDIA OF AMERICAN BIOGRAPHY



VOLUMES I-XXX

Permanent Series

•

CURRENT VOLUMES C, D, E, F

Living Series

•

INDEX VOLUME

•

CONSPECTUS VOLUME

*Write for further information, sample  
pages, and special price to libraries.*

**JAMES T. WHITE & COMPANY**

70 Fifth Avenue New York 11, N. Y.

## *Bibliographies:*

ADVANCES IN PLASTICS DURING 1944. Compiled by G. M. Kline. In *Mechanical Engineering*, April 1945, pp. 257-61.

ADVANCES IN RUBBER DURING 1944. Compiled by J. W. Liska. In *Mechanical Engineering*, April 1945, pp. 264-66.

AMERICA IN FICTION. Compiled by O. W. Coan and R. G. Lillard. (Cal., Stanford University Press, 1945). 168p. \$1.75.

ASLIB BOOK LIST. Quarterly recommendations of recently published scientific and technical books. (London, Association of Special Libraries and Information Bureaux, 1944). Price?

POSTWAR READJUSTMENT FOR SERVICE MEN AND WOMEN. Compiled in Service Command Librarian's Office, Special Services Division, Ninth Service Command. (Fort Douglas, Utah, Army Service Forces, 1944.) 49p. Price? First Supplement (November 1944, 41p.). Second Supplement (March 1945, 41p.).

UNITED NATIONS MONETARY AND FINANCIAL CONFERENCE. Compiled by T. W. Huntington. (Washington, D. C., Commission to Study the Organization of Peace, March 6, 1945.) 8p. Free to libraries.

---

## MAY-JUNE FORECASTS OF Forthcoming Books

---

*(Where the publisher has supplied the price and a brief description of the book, these have been included. All prices quoted are subject to change.)*

AERIAL NAVIGATION, by H. E. Benham. Wiley. \$3.50. "A practical book, stressing explanations rather than 'rules-of-thumb'." Included are problems by which the reader may apply the theory to actual cases. The latest techniques, such as the air-plot and the astro-compass, are explained.

AIR TRAFFIC CONTROL, by G. A. Gilbert. Ziff-Davis. \$5. "This book discusses future air traffic control problems, the existing system and its limitations, the operation of airport and airway control centers, foreign methods of traffic control, improvements now being planned and what they will mean in postwar air traffic control procedure."

AMERICAN AIR NAVIGATOR, by C. D. Mattingly. Ziff-Davis. \$6. "Presents air navigation as it is actually practiced today, as separated from the vast field of non-essential theory. Recognized as the best book obtainable on practical navigation."

*Please Mention Special Libraries When Answering Advertisements*

**CHARACTERIZATION OF ORGANIC COMPOUNDS**, by S. M. McElvain. Macmillan. \$2.75. "Prepared both for students and for research workers in organic chemistry, this book teaches the methods of identification and characterization of organic compounds and includes laboratory exercises."

**ELECTRONS IN ACTION**, by J. Stokley. Whittlesey House. \$2.50. "Starting with an account of what electrons are, where they come from, and how they are put to work in various electron tubes, the author explains how these tubes are employed in radio, television, sound recording, science, industry and medicine."

**FUNDAMENTALS OF ACCOUNTING**, by D. H. MacKenzie. Macmillan. \$4. "The point of view and methods of accounting emphasized in this text are those widely adopted today as particularly well suited to modern business."

**FUTURE OF AIR TRANSPORT**, by E. Warner. Princeton University Press. \$2.50. "A short and readable book presenting a vision of the future of air transport, and especially of relations between engineering and economics as they bear on what is undoubtedly the most exciting question of postwar commercial development."

**GUIDE TO SOUTHERN TREES**, by E. S. and J. G. Harrar. Whittlesey House. \$3.50. "While botanically accurate, the simple language of this book, together with its many illustrations make it especially valuable."

**MANUAL OF COPYRIGHT PRACTICE FOR WRITERS, PUBLISHERS AND AGENTS**, by M. Nicholson. Oxford. \$2.75. "This book has been written to fill the gulf between the Copyright Act, with its legalistically involved phrasing, and those of the world of books, who, being untrained legally, are at a loss when confronted with the procedure involved in obtaining proper and adequate protection for a work under the Copyright Act."

**PLANE AND SPHERICAL TRIGONOMETRY**, by H. A. Simmons and G. D. Gore. 2nd edition. Wiley. \$2.75. "This edition begins with the trigonometric function of the general angle, instead of the positive acute angle, and includes precisely the solid geometry needed for the study of spherical trigonometry. The book contains not only theoretical spherical trigonometry, but a large number of applications. There are chapters on Complex Numbers and the Slide Rule."

**PRINCIPLES OF RADIO**, by K. Henney. 5th ed. Wiley. \$3.50. "An elementary presentation of the principles of radio, revised to include material on such important topics as wave guides, velocity modulation tubes, frequency modulation, Klystrons, ultra high frequency techniques and apparatus."

## CLASSIFICATION AND CATALOGING OF MAPS AND ATLASES

By  
S. WHITTEMORE BOGGS  
Chief  
and

DOROTHY CORNWELL LEWIS  
Map Librarian

*Division of Geography and Cartography  
of the U. S. Department of State*

A manual of procedure for classification and cataloging of maps and atlases. Primarily concerned with practices needed for separate map collections but allows for adaptation to a consolidated book and map catalog. Includes information about map projections, prime meridians, centesimal system of latitude and longitude and other technical notes with illustrations.

An outline map of the world showing the classification numbers for geographical areas also included. Of outstanding importance to geographers, cartographers, scientists, political economists, researchers, and all librarians using maps and atlases.

Revised and enlarged edition. Printed.  
July, 1945. 180 pages. \$8.75.

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

*Please Mention Special Libraries When Answering Advertisements*

## THE PUBLIC LOSES

### *The Public Pays for Every Strike*

### *Eliminate Strikes by Compulsory Arbitration, then . . . Utopia*

#### **It isn't that simple**

In general both Capital and Labor oppose compulsory arbitration as an infringement of inalienable rights.

Those favoring such arbitration are for the most part men on the sidelines trying to balance the eternal triangle, Capital, Labor, the Public.

*You will find the most cogent of the arguments propounded by all three in:*

### **COMPULSORY ARBITRATION OF LABOR DISPUTES**

Johnsen 258p. \$1.25

The book is a Reference Shelf compilation of authoritative opinion. Section 1 presents the background, Section 2 is devoted to arguments opposed to compulsory arbitration, Section 3, to arguments in favor of it.

### **THE H. W. WILSON COMPANY**

950-72 University Avenue  
New York 52, N. Y.

PROPAGANDA, COMMUNICATION AND PUBLIC OPINION, by B. L. Smith and others. Princeton University Press. \$5. "Contains the most comprehensive bibliography yet published in the public opinion field. It is in part a continuation of the well known book *Propaganda and Promotional Activities* compiled in 1935 by the same authors. Annotations are very concise."

TELEVISION—TODAY AND TOMORROW, by Capt. W. C. Eddy. Prentice-Hall. \$2.75. "First survey of television that is both non-technical and authoritative."

THERMODYNAMIC PROPERTIES OF AIR, by J. H. Keenan and J. Kaye. Wiley. \$2.25. "Developed in the course of an extensive program of studies of power plants of various types. The tables presented enable the engineer concerned with heat and power to make computations with little or no interpolation. The need for such tables has increased in recent years with the growing interest in the gas turbine."

WOODROW WILSON: SELECTIONS FOR TODAY, edited by A. B. Tourtellot. Duell, Sloan & Pearce. \$2.75. "This volume is a selected collection of those public papers and presidential addresses of Wilson which have a direct bearing upon America and the world today."

## Activities of Chapters and Groups

### CHAPTERS

#### Cleveland

The series of methods meetings which began January 23 came to a close on April 24. Librarians from 28 special libraries in the Cleveland, Painesville, Elyria and Akron areas participated in the interesting discussions. Topics included acquisition and disposition of library materials, with special sessions on serials and patents, cataloging, classification and subject headings, files and filing, public relations administration of the special library.

On April 20 members of the Cleveland Chapter met jointly with the Junior Librarians of Cleveland and the Cleveland Library Club, at the Fenn College Library Forum. Keyes D. Metcalf, Director of the Harvard University Libraries, was the speaker of the evening.

Mr. Metcalf presented an over-view of the development of the use of film as a means of preserving research materials and discussed the possibilities which seem to be presenting them-

*Please Mention Special Libraries When Answering Advertisements*

selves as a result of the new technique of micro-print. He pointed out that micro-print has been given a great deal of publicity by Fremont Rider and went on to say that he was not at all sure that some of its current popularity as a panacea for all library ills was not ill-founded optimism. Micro-photography has made great advances in the last ten years with promises to make even greater ones in the future, but the technical processes involved in reproducing research materials in the manner which Rider suggests in his stimulating book, *The Scholar and the Future of the Research Library*, do not as yet warrant the adoption of micro-print on a large scale, as a means of preserving printed material.

### Illinois

The Science-Technology Group of the Illinois Chapter is compiling a bibliography of articles relating to science-technology libraries. This project was proposed by Irene Strieby, Public Relations Chairman of the Science-Technology Group, and approved by Eloise Requa, National Public Relations Chairman and the Directors of the Illinois Chapter. When completed the bibliography will be a valuable tool.

### New Jersey

The New Jersey Chapter celebrated its tenth birthday anniversary at its May third meeting. The speakers were the Chapter's four past Presidents, Alma C. Mitchell, Marian Manley, Betty Joy Cole and Marguerite Rummell.

### Pittsburgh

The success of the course in Job Instructor Training sponsored by the Education Committee of the Pittsburgh Chapter last year has led to a repetition of it this Spring. For those who took the course arrangements have been made for a follow-up course in Job Relations Training. Both courses are being given by instructors of the Training-Within-Industry Division of the War Manpower Commission.

### Washington

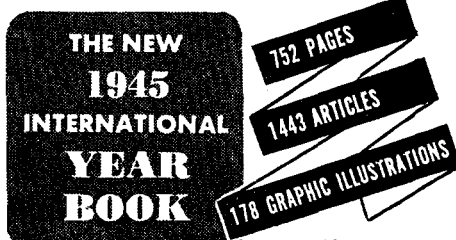
A new Biological Sciences Group has been formed in the Washington, D. C. Chapter with Mrs. Florence A. Cooksley, Librarian, Washington Institute of Medicine, 314 Randolph St., N. E., as Chairman.

## GROUPS

### Transportation

The March 1945 issue of the *Transportation Group Bulletin* is devoted entirely to Current Books on the subjects of Railroads, Air Carriers and Transportation in general.

**Every library must have this  
expertly compiled record of  
the momentous events  
of the year 1944**



**NOW READY!**

Indispensable encyclopedia of important world happenings in 1944 . . . Fact records saving hours of research.

Compiled by 200 specialists. A complete record reflecting the pulse beat of a world at war, latest developments in science, industry, medicine, politics, labor, social progress, literature, sports, drama, etc. Events in all countries.

Accurate . . . complete . . . numerous photographs, maps, charts, diagrams.

Limited edition, no reprinting. Order now.  
(Size 7 x 10.) Cloth, \$7.50; Buckram, \$8.50.

**FUNK & WAGNALLS CO., 354 4th Ave., N. Y. 10**

### WANTED TO PURCHASE

**Scientific Publications  
Books Periodicals  
Foreign-Domestic**

Complete sets, runs, odd volumes  
Please send me your List of Duplicate  
Journals

**WALTER J. JOHNSON**

125 East 23rd St., New York 10, N. Y.  
Orchard 4-3015

## FOOD REGULATION and COMPLIANCE

By Arthur D. Herrick

A practical guide to food labeling, packaging, advertising and grades. "An invaluable addition to every reference library." *AGRICULTURAL LEADERS DIGEST*. "A thorough, carefully prepared study . . . gives clear, precise explanations." *FOOD PREVIEW*. "The most readable and comprehensive text thus far published in this field." *THE TRADE-MARK REPORTER*. "Mr. Herrick has done a splendid job." *PACKAGING PARADE*. "Of especial interest to food advertisers." *PRINTERS' INK*.

**REVERE PUBLISHING COMPANY**  
32 Broadway, New York 4

*Please Mention Special Libraries When Answering Advertisements*

## NEW MCGRAW-HILL BOOKS

### BUSINESS EXECUTIVE'S GUIDE

By J. K. LASSER

Author of "Your Income Tax"

A wholly unique approach to the problems of the business executive, listing the necessary steps in many fundamental matters of organizing, financing, and managing a business. Here are check lists on many problems, from those involved in the setting-up, buying, or selling of a business, to the "what-to-do" of filing, buying printing, or collecting an account, all carefully compiled to relieve him of reliance on his memory or hunches. \$3.00.

### HOW TO SPEED UP SETTLEMENT OF YOUR TERMINATED WAR CONTRACT

By J. K. LASSER

Designed to tell the small and large plants what to do when their war orders are canceled or curtailed. A full guide is also included to tell subcontractors just how to proceed and how to get maximum protection. This book fills the great need of American businessmen for a simple, untechnical explanation of the way in which they can handle their plant operations, inventories, and settlements before and after they receive a termination notice. Mr. Lasser's clear, authoritative, and timely advice will be helpful to executives, lawyers, public accountants, and others who have so long relied upon his tax books. \$3.50.

### PROSPERITY: We Can Have It If We Want It

By MURRAY SHIELDS

Economist of the Irving Trust Company, and Donald B. Woodward, Research Assistant to the President, the Mutual Life Insurance Company of New York

The problem of transforming our present human, material, and technological resources into post-war prosperity and jobs is presented clearly and thoroughly in this book by two distinguished American economists. Out of their critical appraisal of the successes and mistakes of the past, the authors present a positive program for prosperity, one that is economically dependable, realistic in that it is possible of achievement. \$2.00.

**MCGRAW-HILL BOOK CO., Inc.**

330 West 42nd St.

New York 18

## Announcements

### S. L. A. Officers for 1945-1946

At the Executive Board and Advisory Council Meeting held on Saturday, June 9th, the Committee on Elections reported the following officers elected for the coming year: **PRESIDENT**, Herman Henkle; **FIRST VICE-PRESIDENT** and **PRESIDENT-ELECT**, Betty Joy Cole; **SECOND VICE-PRESIDENT**, Marion E. Wells; **TREASURER**, Paul Gay; **DIRECTOR** to serve for three years, Melvin J. Voigt. Ford Pettit and Mary D. Carter, whose terms expire in 1946 and 1947 respectively, remain on the Executive Board as does Walter Hausdorfer, Immediate Past-President.

A resumé of the Executive Board and Advisory Council Meetings in Chicago, June 8-10, will appear in the July-August issue of **SPECIAL LIBRARIES**.

### Convention-in-Print Committee

President Hausdorfer has appointed the following committee to be responsible for collecting and editing the papers for the Convention-in-Print issue, which will be the October 1945 issue of **SPECIAL LIBRARIES**.

MARGARET BONNELL

ALMA C. MITCHILL

ISABEL L. TOWNER

BETTY JOY COLE, *Chairman*

Calco Chemical Division

American Cyanamid Company

Bound Brook, New Jersey

### Officers of S. L. A.'s New Chapters

Following are the newly appointed officers of S. L. A.'s two new Chapters:

#### *Puget Sound*

**PRESIDENT**: Miss Gertrude G. Minsk, Science Reading Room, University of Washington Library, Seattle 5, Washington; **VICE-PRESIDENT**: Miss Marian G. Gallagher, University of Washington Law Library, Seattle 5, Washington; **SECRETARY-TREASURER**: Miss Edith Fry, Technology Department, Seattle Public Library, Fourth & Madison Streets, Seattle 4, Washington.

#### *Western New York*

**PRESIDENT**: Robert W. Christ, Head of Reference, Grosvenor Library, Buffalo, N. Y.; **VICE-PRESIDENT**: Mrs. Catherine D. Mack, Librarian, Development and Research Department, Corning Glass Works, Corning, N. Y.; **SECRETARY-TREASURER**: Miss Elizabeth Burke, Librarian, Electro Chemicals Department, E. I. du Pont de Nemours, Inc., Buffalo, N. Y.

*Please Mention Special Libraries When Answering Advertisements*

**SPECIAL LIBRARIES Needed**

If anyone has duplicate copies of SPECIAL LIBRARIES for January, February and April 1945, will he please send them to Mrs. Kathleen B. Stebbins, Secretary, Special Libraries Association, 31 East 10th St., New York 3, N. Y. S. L. A. Headquarter's supply of these issues is exhausted.

**"U. S. Patent Office Gazette" Offered**

Miss Dorothy Greenlick, Librarian, Plastics Division, of Celanese Corporation of America, Newark, New Jersey, is offering free of charge a set of *U. S. Patent Office Official Gazette* from 1874 to 1925, vols. 5-341. About one-third of the volumes are unbound. Expressage to be paid by the recipient.

**Aeronautical Library Catalogers**

The Aeronautical Library Catalogers of Southern California are compiling a list of subject headings on aeronautical engineering. The group, through its chairman, Miss Marion L. Stute, Assistant Librarian, Pacific Aeronautical Library of the Institute of the Aeronautical Sciences, 6715 Hollywood Blvd., Hollywood 28, California, would like to hear from other librarians interested in this project. There are no doubt many S. L. A. members who will welcome such a compilation.

**Law Librarians' Society Prepares List of Legislative Histories**

The Law Librarians' Society of Washington, D. C. is compiling a union list of the legislative histories in the various libraries of the Government and is seeking assistance from other libraries in its preparation.

The form to be used in sending in information is as follows:

Name of Agency reporting

Address

Telephone

Conditions under which compilation may be used

For each legislative history compilation it is desirable to include:

1. Title of Act or Short identifying description of contents
2. Chapter and Slip Law (Public) numbers
3. Statute citation
4. Bill number
5. Contents

A. Are *Congressional Record* excerpts included?

B. Specify special features

All information should be mailed to the Chairman, Mrs. Margaret H. James, Librarian, Claims Division, U. S. Dept. of Justice (Room 3348), Washington, D. C.

**PROFESSIONAL PROGRAM**

FOR

**SPECIAL LIBRARIANS**

ONE-YEAR PROGRAM FOR COLLEGE GRADUATES

Basic courses in Library Science in first semester.

SPECIALIZED INSTRUCTION in second semester for library positions in Business Corporations, Museums, Research Institutions, Associations, Societies, Government Agencies, Universities, and Professional Schools.

*Graduates are working in Medical, Law, Fine Arts, Historical, Public Administration, Business, Engineering, and Chemical Libraries.*

ADDRESS INQUIRIES TO:

**SIMMONS COLLEGE**

SCHOOL OF LIBRARY SCIENCE  
BOSTON 15, MASSACHUSETTS

**UNIQUE REFERENCE VOLUMES!****MAN'S FIGHT TO FLY**

by JOHN P. V. HEINMULLER

*President, Longines-Wittnauer Watch Co.  
Chief Timer, National Aeronautic Ass'n*

**EXCLUSIVE** eye-witness accounts of the great flights of Byrd, Lindbergh, Amelia Earhart, and others, plus complete chronology of aviation. Illustrated, with logs of flights, tables, photographs, air mail covers, etc. "A wonderful contribution to aviation."—*Richard E. Byrd*. \$6.00.

A new Addition to the Kitson Careers Series

**CAREERS IN SAFETY**

*Choosing a Vocation in the  
Field of Accident Prevention*

By HERBERT J. STACK, Ph.D.

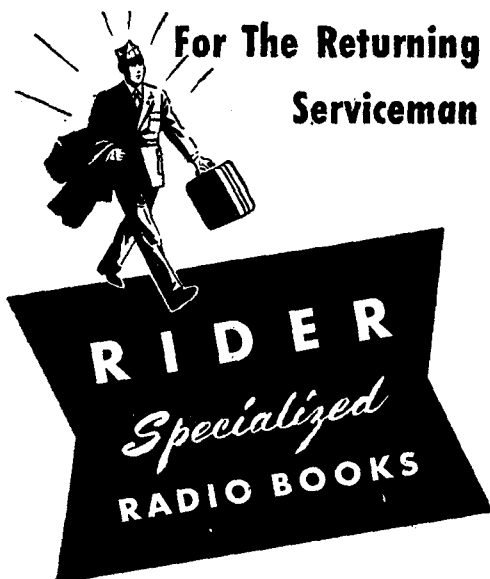
and Associate authors: Staff members of Center for Safety Education at New York University

The facts about a new and expanding vocational field—SAFETY: the many kinds of jobs, educational requirements, how and where to seek positions, probable pay. \$1.50.

**FUNK & WAGNALLS CO., 354 4th Ave., N. Y. 10**

*Please Mention Special Libraries When Answering Advertisements*





Hundreds of thousands of returning servicemen have been trained in radio and electronics and the servicing of such equipment. Many will seek specialized information that will establish them in civilian radio repair work. The books below were written for and are used by professional servicemen throughout the world. Check the list below and send for latest catalog on Rider Radio Books.

**THE CATHODE RAY TUBE AT WORK**

Accepted authority on subject. . . . . 338 pp.—\$4.00

**FREQUENCY MODULATION**

Gives principles of FM radio. . . . . 138 pp.— 2.00

**SERVICING BY SIGNAL TRACING**

Basic method of radio maintenance. English ed. 360 pp.—\$4.00 Spanish ed. 385 pp.— 4.00

**THE METER AT WORK**

An elementary text on meters. . . . . 152 pp.— 2.00

**THE OSCILLATOR AT WORK**

How to use, test and repair. . . . . 243 pp.— 2.50

**VACUUM TUBE VOLTMETERS**

Theoretical and practical. . . . . 179 pp.— 2.50

**AUTOMATIC FREQUENCY CONTROL SYSTEMS**

—also automatic tuning systems. . . . . 143 pp.— 1.75

**AN-HOUR-A-DAY-WITH-RIDER SERIES**

Provide foundation for advanced study, on "Alternating Currents in Radio Receivers," on "Resonance & Alignment," on "Automatic Volume Control," on "D-C Voltage Distribution." Hard bindings \$1.25 ea.

**A-C CALCULATION CHARTS**

Faster than a slide rule. . . . . 160 pp.—\$7.50

**ALSO RIDER MANUALS—NOW IN XIV VOLUMES**

Reference books giving circuit diagrams and data on Radio Receivers—used by professional radio servicemen in all parts of the world.

## Daniel N. Handy Retires

After a service covering more than 40 years with the Insurance Library Association of Boston, Daniel N. Handy has retired. He is succeeded by Miss Abbie G. Glover, who for 23 years served as Assistant Librarian.

Mr. Handy has made a name for himself as one of the most active and helpful special librarians in the country. He had already had several years' experience with the Insurance Library Association of Boston when the first Conference of Special Librarians in America was called at Bretton Woods in 1909. He was one of the small group who attended that Conference and three years later he was elected president and reelected. At the crucial Conference at Saratoga Springs in 1924, he was again called upon to serve as President and was again reelected. It was his statesmanship that brought the Association through that crisis. Mr. Handy is the only person to serve as many as four years as President of S. L. A. He was also a charter member of the S. L. A. Boston Chapter and on three occasions his library has been host to the Chapter, each time with distinct benefit to those who attended.

Mr. Handy was born at Prospect Harbor, Maine, seventy years ago. He attended Ohio Wesleyan and Boston Universities, served as reporter on the *Boston Transcript* and *Boston Post*, and in 1901 became librarian of the Insurance Library Association. In 1903 he resigned to become secretary-treasurer and librarian of the University of Porto Rico, where he remained for four years. He then returned to this country to take up his work again at the Insurance Library.

The Insurance Library has grown from a collection of 3117 bound volumes to a collection of more than 20,000 volumes and is one of the outstanding insurance libraries in existence.

Miss Glover is a graduate of Simmons College with a Bachelor of Science in Librarianship. She has served as Branch Assistant and School Librarian of the Somerville Public Library and as Assistant Librarian of the Women's Educational and Industrial Union. She has also served two terms as President of the Boston Chapter.

## Ruth Savord Goes to San Francisco

One of the most exciting bits of news which crossed the Editor's desk this month was the appointment of Ruth Savord to assist Mr. Paul Kruse of the Library of Congress in setting up a library for the delegates to the United Nations Conference in San Francisco.

Miss Savord left on Wednesday, April 18th, on the Pre-Convention Special and will remain for the duration of the Conference.

## JOHN F. RIDER, Publisher, Inc.

404 FOURTH AVENUE, NEW YORK 16, N. Y.

EXPORT DIV.: ROCKE-INTERNATIONAL ELEC. CORP.  
13 E. 40TH STREET, NEW YORK CITY. CABLE ARLAB

### University of Chicago Graduate Library School Scholarships

The University of Chicago Graduate Library School offers two scholarships equivalent to full tuition (\$300) and two scholarships equivalent to half tuition (\$150) for the academic year 1945-46 for students in its basic curriculum leading to the Bachelor of Library Science degree. Applications must be in the hands of the Dean of the Graduate Library School by June 15, 1945.

Applicants must have completed at least two years of college work. Persons with four years of college work may also apply, and if successful will receive the scholarship grant for the final year of professional study. Applicants should write to the Graduate Library School, University of Chicago, Chicago 37, Illinois.

### Summer Session, Simmons College School of Library Science June 25 - August 10, 1945

Students may complete the entire program of the Simmons School of Library Science in four consecutive summers, or by a combination of summer and term-time courses. An applicant must have completed a minimum equivalent of three full years of study in liberal arts and sciences in an approved college, or must present records of library experience in responsible positions. The tuition fee for each summer session is \$100. Accommodations are available for women in the college residence halls at the rate of \$87.50 for room, breakfast and dinner for seven weeks. Applications for admission should be made before June 11th on a special form which may be obtained from the Registrar, Simmons College, The Fenway, Boston 15, Mass., and should be accompanied by the required fee of \$10.

### Summer Session of Western Reserve Library School

The School of Library Science of Western Reserve University offers for its summer session, June 18 to August 3, the following courses:

Rose Vormelker, Business Research Librarian of the Cleveland Public Library, will offer her course in Special Libraries for the first time in a summer session.

Fern Long, Director, Department of Adult Education of the Cleveland Public Library, will give the course, The Public Library and Community Contacts, a survey course of the library and its group relationships.

Another feature of the session will be the courses in Young People's Library Service, offered by Jean C. Roos, Supervisor of Youth Department, of the Cleveland Public Library. Courses in Cataloging, Reference and Book Selection, leading to the degree in library science, will also be offered.

### Expert Service on Magazine Subscriptions for Special Libraries

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

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

### F. W. FAXON COMPANY

83-91 Francis Street  
Back Bay, Boston, Massachusetts

## SANFORD'S

### Library Paste Permanent Clean

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

*A 2-oz. sample sent on request  
of any librarian*

**SANFORD INK CO.**  
Chicago New York



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

## VACANCIES — LIBRARIANS

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

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

*Send for enrollment blank S.*

### AMERICAN LIBRARIANS' AGENCY

535 Fifth Ave. (Office 1113) New York City

### Out of Print

### Technical Publications

of the

### United States Government

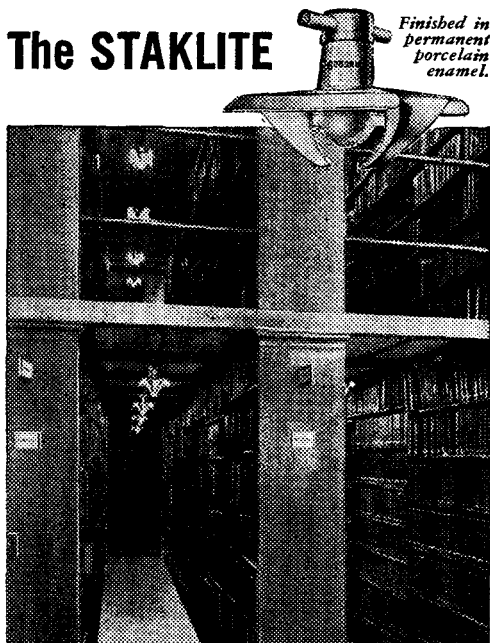
supplied by

### James C. Howgate Bookseller

128 So. Church St., Schenectady 5, N. Y.

*Please Mention Special Libraries When Answering Advertisements*

## The STAKLITE



*Finished in permanent porcelain enamel.*

### Illuminates Book Stacks—*top to bottom!*

By directing more light to the sides . . . shielding aisles from glare . . . building up intensities *where light is needed most* . . . the Goodrich Staklite does what no other fixture has ever done to provide proper book stack illumination! With the Staklite, troublesome shadows are eliminated. Locating titles is easier . . . mistakes are fewer. There's comfortable reading anywhere in the aisles.

#### "LIGHT INCREASED THREEFOLD"

"The light has increased threefold in addition to giving an ideal illumination without glare." This from Northwestern University. And from other big users of the Staklite: "Light is well distributed between the lamps and on the lower shelves" . . . "Our former equipment was by far more expensive and less efficient." Learn what Goodrich Staklite does to earn this unanimous praise! Write for Bulletin 92!

*Sold through electrical wholesalers*



### P. K. Yonge Library of Florida History Established

The P. K. Yonge Library of Florida is a collection of Floridiana brought together during the past forty years by Philip Keyes Yonge and his son, Julien C. Yonge, of Pensacola, Florida. The collection, comprising rare books, maps, manuscripts, newspaper files of the last century, documents and other records, all relating to Florida, is the most comprehensive and valuable in the State and has been presented to the University of Florida by Julien C. Yonge as a memorial to his father, who for more than two decades was chairman of the Board of Control of the Institutions of Higher Learning of Florida.

### Canadian Wartime Information Board

The Canadian Wartime Information Board, with offices at 1205—15th St., Washington, D. C. and 620 Fifth Ave., New York, acts in part as the official distribution center in the United States for informational materials about Canada and Canadian affairs. Maps, posters and pamphlets are distributed and a wide selection of photographs is available on loan. No charge is made for any services.

Some of the regular publications of this office are *Canada at War*, *Canadian Affairs*, *Canadian Affairs Pictorial*, *Postwar Planning Information* and *Reference Papers*.

### American Red Cross Needs Books

Recent "rush" cablegrams from Manila indicate that the fighting man, America's number one reader, will continue to require large quantities of books. Every six months the American Red Cross plans to send a minimum of 200 books each, of 2,000 titles, to this one of many combat areas abroad.

With an average of 250 books, Red Cross operates 69 club libraries on-post in the Southwest Pacific; 25 off-post club libraries average 500 books each in this region, while 30 club-mobiles carry libraries of 500 books each.

Red Cross workers point out that because of troops moving rapidly and serving at scattered locations, servicemen carry books with them and pass them around. This gives even larger circulation than is shown on records.

Pass along your books to the Red Cross when you are finished with them.

### Correction

Through a typographical error the April 1945 issue of *SPECIAL LIBRARIES* was numbered 5 instead of 4. Will subscribers to the magazine please make this change on the outside cover and title page. The Editor regrets any inconvenience this mistake has caused.

*Please Mention Special Libraries When Answering Advertisements*

# A NEW REFERENCE BOOK

## **PUBLIC RELATIONS DIRECTORY AND YEARBOOK**

lists the names of thousands of individuals, organizations, associations and institutions interested in the tides of public opinion. It helps them to disseminate information, to find tie-ups for publicity, to better time their campaigns and to locate sources of facts and figures.

### ★ **ARTICLES BY OUTSTANDING PRACTITIONERS ON VARIOUS PHASES OF OPINION MOLDING.**

Over forty experts have contributed to a comprehensive picture on what *planned public relations* can do for a business, for an institution, or for an individual. Whoever undertakes the task of informing the public will profit by this pool of knowledge and how-to-do advice.

### ★ **NAMES OF PUBLICITY AND PUBLIC RELATIONS PEOPLE.**

For the first time a list of men and women in publicity and public relations offers sources of available information and suggestions for publicity tie-ups. *Cooperative publicity*, the kind that reaches more people in a shorter time, will result from contacts made with the thousands of people and institutions listed.

### ★ **A CALENDAR OF EVENTS.**

The Public Relations Pre-Date Calendar of Events will suggest timely occasions for publicity and promotion. It will supply many ideas for advance planning of campaigns.

## **ORDER YOUR COPY NOW!**

## **PUBLIC RELATIONS DIRECTORY AND YEARBOOK**

### ***To Secure Your Copy Cut Out and Mail***

To PUBLIC RELATIONS DIRECTORY AND YEARBOOK, Inc.,  
82 Beaver Street, New York 5, New York.

Please send a copy of the PUBLIC RELATIONS DIRECTORY AND YEARBOOK 1945 (and Supplements) for 1945-46, at the Price of \$15.00.

To:

Name .....

Address .....

Enclosed find Check ☐

Mail C. O. D. ☐

***Please Mention Special Libraries When Answering Advertisements***

# Rademaekers

## LIBRARY BINDERS AND BOOKSELLERS

NEWARK, NEW JERSEY  
74 Oraton Street

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

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

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

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

### SPECIAL SERVICE for Special Libraries

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

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

# Financial Printing

MORTGAGES

BRIEFS - CASES

A. C. PANDICK  
Manager

*Pandick Press, Inc.*

*This book printed by Arthur W. Cross, Inc.*

### NEW YORK OFFICE

PANDICK PRESS, Inc.  
22 THAMES STREET  
NEW YORK 6 - - - N. Y.  
Telephone Rector 2-3447

### NEW JERSEY DIVISION

ARTHUR W. CROSS, Inc.  
71-73 CLINTON STREET  
NEWARK 5 - NEW JERSEY  
Telephone Market 3-4994

*Please Mention Special Libraries When Answering Advertisements*

# A "Checklist" of Scientific Books Essential to Your Library

## RUBBER, PLASTICS AND RESINS

- CHEMISTRY OF ACETYLENE—by Julius A. Nieuwland and Richard R. Vogt. A.C.S. Monograph \$4.00
- FORMALDEHYDE—by J. Frederic Walker. A.C.S. Monograph \$5.50
- POLYMERIZATION AND ITS APPLICATIONS IN THE FIELDS OF RUBBER, SYNTHETIC RESINS, AND PETROLEUM—by Robert E. Burk, Howard E. Thompson, Archie J. Weith and Ira Williams. A.C.S. Monograph \$7.50
- CHEMISTRY AND TECHNOLOGY OF RUBBER—by Carroll C. Davis and John T. Blake. A.C.S. Monograph \$15.00
- SCIENCE OF RUBBER—Edited by Prof. Dipl.—Ing K. Memmler—Translated by R. F. Dunbrook & V. N. Morris \$15.00
- CHEMISTRY OF SYNTHETIC RESINS—Two volumes in one binding—by Carleton Ellis \$20.00
- PLASTICS AND MOLDED ELECTRICAL INSULATION—by Emile Hemming \$6.00
- CASEIN AND ITS INDUSTRIAL APPLICATIONS—by Edwin Sutermeister and Frederick L. Browne. A.C.S. Monograph \$6.50

## PETROLEUM, FUEL AND LUBRICANTS

- THE AMAZING PETROLEUM INDUSTRY—by Vladimir A. Kalichevsky \$2.25
- ANHYDROUS ALUMINUM CHLORIDE IN ORGANIC CHEMISTRY—by Charles A. Thomas. A.C.S. Monograph \$15.00
- ISOMERIZATION OF PURE HYDROCARBONS—by Gustav Egloff, George Hulla, and V. I. Komarevsky. A.C.S. Monograph \$9.00
- CHEMICAL REFINING OF PETROLEUM—by Vladimir A. Kalichevsky and Bert Allen Stagner, Second Edition. A.C.S. Monograph \$7.50
- CHEMISTRY OF PETROLEUM DERIVATIVES—by Carleton Ellis Volume I \$18.00  
Volume II 20.00
- MODERN METHODS OF REFINING LUBRICATING OILS—by Vladimir A. Kalichevsky. A.C.S. Monograph \$6.00
- LUBRICATING GREASES: THEIR MANUFACTURE AND USE—E. N. Klemgard \$15.00
- CONVERSION OF PETROLEUM, PRODUCTION OF MOTOR FUELS—THERMAL & CATALYTIC PROCESSES—by A. N. Sachanen \$6.00
- MOTOR FUELS: THEIR PRODUCTION AND TECHNOLOGY—by Eugene H. Leslie \$6.00
- SHALE OIL—by Ralph H. McKee. A.C.S. Monograph \$4.50
- THE REACTIONS OF PURE HYDROCARBONS—by Gustav Egloff. A.C.S. Monograph \$16.75
- PHYSICAL CONSTANTS OF HYDROCARBONS—by Gustav Egloff. A.C.S. Monograph Volume I \$9.00  
Volume II 12.00
- CATALYSIS—INORGANIC AND ORGANIC—by Sophia Berkman, Jacque C. Morrell and Gustav Egloff \$18.00
- EMULSIONS AND FOAMS—by Sophia Berkman and Gustav Egloff \$8.50

## METALLURGY

- METALS AND ALLOYS DATA BOOK—by Samuel L. Hoyt \$4.75
- TUNGSTEN—ITS HISTORY, GEOLOGY, ORE-DRESSING, METALLURGY, CHEMISTRY, ANALYSIS, APPLICATIONS, AND ECONOMICS—by K. C. Li and Chung Yu Wang. A.C.S. Monograph \$7.00
- A COURSE IN POWDER METALLURGY—by Walter J. Bazza \$3.50
- TERNARY SYSTEMS—INTRODUCTION TO THE THEORY OF THREE COMPONENT SYSTEMS—by Georg Masing—Translated by B. A. Rogers \$4.50
- BERYLLIUM: ITS PRODUCTION AND APPLICATION—published by the Zentralstelle für Wissenschaftlich-Technische Forschungsarbeiten des Siemens-Konzerns—Translated by R. Rimbach and A. J. Michel \$10.00
- PROTECTIVE COATINGS FOR METALS—by R. M. Burns and A. E. Schuh. A.C.S. Monograph \$6.50
- SILVER IN INDUSTRY—Edited by Lawrence Addicks. Sponsored by the Silver Producers' Research Project with the active cooperation of the National Bureau of Standards and many universities and scientific organizations. \$10.00
- CORROSION RESISTANCE OF METALS AND ALLOYS—by Robert J. McKay and Robert Worthington. A.C.S. Monograph \$7.00
- TIN—ITS MINING, PRODUCTION, TECHNOLOGY AND APPLICATIONS—by C. L. Mantell. A.C.S. Monograph \$5.25
- SAMPLING AND ANALYSIS OF CARBON AND ALLOY STEELS—Prepared by The Chemists' Committee of the Subsidiary Companies of the U. S. Steel Corp. \$4.50
- TEXTBOOK OF METALLOGRAPHY, CHEMISTRY AND PHYSICS OF THE METALS AND THEIR ALLOYS—Gustav Tammann \$7.00
- TITANIUM, WITH SPECIAL REFERENCE TO THE ANALYSIS OF TITANIFEROUS SUBSTANCES—by William M. Thornton, Jr. A.C.S. Monograph \$3.75
- ZIRCONIUM AND ITS COMPOUNDS—by Francis P. Venable. A.C.S. Monograph \$3.00
- ARSENICAL AND ARGENTIFEROUS COPPER—by J. L. Gregg. A.C.S. Monograph \$4.00
- MOLYBDENUM, CERIUM AND RELATED ALLOY STEELS—by H. W. Gillett and E. L. Mack. A.C.S. Monograph \$4.25

## FOOD AND NUTRITION

- THE CONSTITUENTS OF WHEAT AND WHEAT PRODUCTS—by C. H. Bailey. A.C.S. Monograph \$6.50
- DRYING AND DEHYDRATION OF FOODS—by Harry W. von Loesecke \$4.25
- WE NEED VITAMINS—by Walter H. Eddy and G. G. Hawley \$1.50
- WHAT ARE THE VITAMINS?—by Walter H. Eddy \$2.50
- MINERALS IN NUTRITION—by Z. T. Wirtschafter \$1.75
- OUTLINES OF FOOD TECHNOLOGY—by H. W. von Loesecke \$7.00
- MINERAL METABOLISM—by A. T. Shohl. A.C.S. Monograph \$5.00
- MARINE PRODUCTS OF COMMERCE, THEIR ACQUISITION, HANDLING, BIOLOGICAL ASPECTS AND THE SCIENCE AND TECHNOLOGY OF THEIR PREPARATION AND PRESERVATION—by Donald K. Tressler \$12.00

Send for FREE 1945 Book Catalog—"Let's Look It Up"—(200 Titles)

**REINHOLD PUBLISHING CORP.** 330 West 42nd St., New York 18, N.Y.

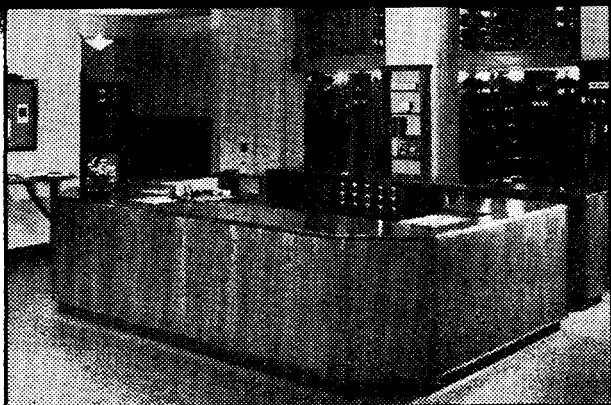
Also publishers of Chemical Engineering Catalog, Metal Industries Catalog, Metals and Alloys and Pencil Points

*Please Mention Special Libraries When Answering Advertisements*

Postwar Library Planning Starts with the

## *Gaylord* CHARGING DESK

Librarians know that the Charging Desk is the very center of smooth operation! Here, where contact is made with the patrons is the place to give quick, pleasant service. Of equal importance, here is the spot to untangle incipient snarls of records—before those snarls occur. Gaylords feel that libraries looking now to the postwar may well study this Charging Desk which was built for the Sheboygan, Wis., Public Library. Its mellow maple exterior with recessed toe space, its linoleum top with rounded corners—these bespeak lasting and efficient beauty. Tomorrow, after Victory, Gaylords will build for you such a desk—and it will in-



corporate exactly the features which your own experience proves necessary to the sleek efficiency of your postwar library!

**GAYLORD BROS., Inc.** SYRACUSE, N. Y.  
STOCKTON, CALIF.  
*Originators and Makers of Better Library Furniture and Supplies*

# BINDINGS FOR "ESSENTIAL" BOOKS

**A**LTHOUGH Library Buckram is scarce today, Holliston Mills will continue to make every effort to supply binding cloth for the books we all believe essential in our civilization. Consult our salesmen, they will be glad to help you with your binding problems.

**The  
HOLLISTON MILLS**

NORWOOD, MASS. • NEW YORK  
CHICAGO • PHILADELPHIA

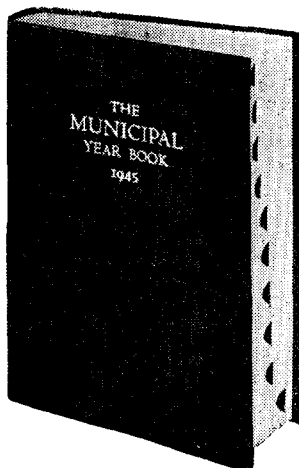
*Please Mention Special Libraries When Answering Advertisements*

**Now Available**

# THE MUNICIPAL YEAR BOOK 1945

TWELFTH ANNUAL EDITION

"It is inconceivable that any public official, teacher, or student of municipal affairs, or anyone who needs to find facts about cities should deprive himself of the convenience of having the MUNICIPAL YEAR BOOK. To duplicate it in any other form would require a library and filing system of considerable proportions."—*National Municipal Review*, December, 1943.



"We await each spring the MUNICIPAL YEAR BOOK. The minute the book arrived we were asked by telephone, 'Who is the Mayor of Utica?' which the Year Book answered. Equally useful are thousands of other items in this volume which is a standard reference work on activities and statistical data for American cities." *Municipal Reference Library Notes*, New York Public Library. June, 1941.

## TABLE OF CONTENTS (condensed)

### PART ONE

#### *Governmental Units*

Municipal Highlights of 1944  
Number of Governmental Units by States and Metropolitan Districts  
Economic Classification of Cities  
Type of Municipality, Rent Level, Employment Ratio, etc.  
Governmental Data for Cities over 5,000  
Classes of Cities and Forms of Government  
Federal-City Relations in 1944  
State Municipal Leagues in 1944

### PART TWO

#### *Municipal Personnel*

Developments in 1944  
Employment, Payroll, Retirement, Hours of Work, Overtime Pay, Employee Organizations, Civil Service, etc.—All Cities over 10,000

### PART THREE

#### *Municipal Finance*

Developments in Accounting, Budgeting, Assessments, Purchasing, etc.  
New Sources of Municipal Revenue in 1944  
Assessed Valuations, Tax Rates, Debt

### PART FOUR

#### *Municipal Activities*

Developments in 1944 in Each Field of Municipal Activity—Planning, Health, Housing, Public Works, Utilities, Fire, Police, Recreation, Libraries, etc.  
Tables Giving Individual City Data:  
Municipal Reporting in 1944  
City Planning Activities  
City-County Health Units  
Refuse Collection Charges  
Sewer Rentals  
Fire and Police Data  
Traffic Safety Data

### PART FIVE

#### *Directories of Officials*

Mayors, Clerks, Finance Officers, Purchasing Agents, Personnel Officers, Public Works Directors, Fire and Police Chiefs—All Cities over 10,000 by States  
Mayors and Clerks in Cities 5,000 to 10,000  
Council-Manager Cities and City Managers

### IN ADDITION FOR EACH MAJOR ACTIVITY:

New Books and Reports Issued in 1944  
Selected Model Municipal Ordinances  
Analysis of Court Decisions Affecting Cities

## The BOOK OF THE YEAR IN MUNICIPAL GOVERNMENT

603 pages. Cloth. No Advertising. Price \$8.50

THE INTERNATIONAL CITY MANAGERS' ASSOCIATION

1313 EAST 60 STREET, CHICAGO 37

*Please Mention Special Libraries When Answering Advertisements*



## *Books for the Special Library*

### THE PACIFIC ISLANDS HANDBOOK 1944

By R. W. Robson

This first North American edition of a standard reference book gives comprehensive information about the Pacific Islands, their history, people, communications, industry, health, labor, etc., and the events of war being waged among them. Maps, charts, and tables. \$4.00

### BRASSEY'S NAVAL ANNUAL 1944

Edited by H. G. Thursfield

A month-by-month history of naval action on the seven seas, and of naval theory and progress during the past year; articles on special subjects by naval authorities; a comprehensive reference section; and 120 pages of illustrations. This is the 55th edition. \$5.00

### INTRODUCTION TO PRACTICAL RADIO

By Durward J. Tucker

The complete basis for radio engineering, explained in clear simple language. This book covers the fundamental principles thoroughly, with numerous examples of practical applications. There are many problems with answers for self-checking, nearly 200 illustrations, and a full set of mathematical tables. \$3.00

THE MACMILLAN COMPANY

New York 11

*Please Mention Special Libraries When Answering Advertisements*

## ★ ★ ★ ART REFERENCE BOOKS ★ ★ ★

**Fielding's Dictionary of American Painters, Sculptors and Engravers.** By *Mantle Fielding*. The recognized reference work on early American artists, includes modern artists up to 1926. Contains information on nearly 8,000 American artists, alphabetically arranged, illustrated. Important for research in the fields of art and American history, invaluable for tracing and identifying American paintings and prints.

This famous work, originally published in 1926 for subscribers only, has been in constant demand and is now republished in a limited edition of 1,500 copies. \$20.00

**History in Glass. A Coronation Exhibition of Royal, Historical, Political and Social Glasses Commemorating Eighteenth and Nineteenth Century Events in English History.** By *Arthur Churchill*. 203 illus. on 44 plates, explanatory text. London 1937. \$6.00

*Attractive and Scholarly Catalogues with biographical and analytical text, bound in decorated wrappers*

### **Wildenstein Galleries**

**Manet 1832-1883.** By *Paul Jamot*. 37 full page illus. \$1.50

**The Serene World of Corot.** By *George Wildenstein*. 75 illus. \$1.50

### **(Boston) Institute of Modern Art**

**Eugene Berman.** By *J. T. Soby*. 40 full page illus. \$1.50

**Rouault.** By *L. Venturi*. 79 full page illus. \$1.50

### **Pennsylvania Museum of Art, etc.**

**German Art from the Fifteenth to the Twentieth Century.**

*Foreword by G. Dehio.* A comprehensive review of paintings and drawings by the Old Masters, through the ages, up to 1930. 125

full page illus., seven in color. Cloth bdg. \$3.00 wrappers. \$2.00

**Problems of Portraiture.** By *E. M. Benson*. 76 illus. \$1.50

**Early American Advertising Art.** By *Carl Drepperd*. A collection of 350 woodcut and stereotype illustrations used in American Newspaper, Almanac and Magazine Advertising 1750-1850.

\$1.50

**The New Poster.** Arranged by *A. Brodovitch*. Catalogue of an exhibition of American and foreign Modern Posters at the Franklin Institute, Philadelphia 1937. Still one of the best books on the subject. 60 illus.

\$1.00

*We specialize in current and out-of-print books on Fine and Applied Arts:*

*Painting, Drawing, Art Techniques, Anatomy, Sculpture, Theatre, Advertising Art, Layout, Lettering, Photography, Furniture, Architecture, Costume, Textile Design, etc.*

*Catalogues issued.*

*We shall be glad to put your name on our mailing list.*

*Inquiries solicited.*

**The Universal Penman.** By *George Bickham*. This monumental and most comprehensive work on the script letter and calligraphic flourishes and decorations now in a complete fine facsimile edition. The volume contains examples of penmanship done by the foremost writing masters and engraved by George Bickham. 212 plates, 9" x 13", limited edition in sturdy cloth binding. \$15.00

De Luxe edition, half morocco, in slip case. \$22.50

**The Beginnings of Halftone.** From the Notebooks of *Stephen H. Horgan*, "Dean of American Photoengravers," by *Lida Rose McCabe*. Revised from a monograph, originally printed in The Inland Printer of March and April 1924. Illustrated. \$2.00

**Codex Nuttall.** Facsimile of an Ancient Mexican Codex. Introduction by *Zelia Nuttall*. An important document of early Mexican culture, this Codex presents on 86 colored plates hundreds of fine and authentic Mexican motifs, of interest equally to the scholar and the industrial designer. Explanatory text in separate booklet. \$20.00

**PAUL A. STRUCK** *Publisher and Bookseller*  
415 LEXINGTON AVENUE, NEW YORK 17

*Please Mention Special Libraries When Answering Advertisements*

# An Encyclopedia of the News!

## FIRST AID TO BUSY PEOPLE:

PUBLIC OFFICIALS  
EXECUTIVES  
WRITERS

STUDENTS  
LAWYERS  
SPEAKERS

TEACHERS  
CLERGYMEN  
LIBRARIANS

To keep you well-informed and up-to-date, you need

## FACTS-ON-FILE

WORLD NEWS DIGEST  
AND INDEX

Would you like to condense 100 hours of weekly reading into 30 minutes, without missing a single important fact or event? Do you wish to have every major subject and news event at your fingertips—condensed, sorted, filed and indexed for ready reference? *FACTS-ON-FILE* does it for you by means of a weekly 8-page digest and cumulative index that covers world news in capsule form, stripped of verbiage, opinion and comment.

### Complete News Coverage

*FACTS-ON-FILE* saves you hours of reading time, improves your fund of knowledge, gives you all the news of the world—including:

- WORLD WAR II
- NATIONAL and FOREIGN AFFAIRS
- LATIN AMERICA
- FINANCE
- EDUCATION
- BUSINESS
- SCIENCE
- RELIGION
- SPORTS
- THE ARTS
- OBITUARIES

in handy reference form. Authoritative, concise, easy to read.

### Saves You Time

With *FACTS-ON-FILE* you can discard your clippings, notes, and stacks of magazines. Acclaimed a "MIRACLE OF CONDENSATION," *FACTS-ON-FILE* is endorsed by prominent leaders in all walks of life as invaluable for quickly locating facts, checking dates, figures, speeches and names. Busy executives, speakers, governments, schools, libraries, business firms, subscribe to *FACTS-ON-FILE* as the *ONLY publication of its kind* in America. Each weekly Digest comes to you

with a Cumulative Index that keeps *FACTS-ON-FILE* up-to-date automatically. Annual volumes available for each year since 1941.

### How To Subscribe

*FACTS-ON-FILE* is available in two ways. You can purchase Annual Yearbooks for each year since 1941. Each volume contains all the news of the world for the year—condensed, indexed, and cross-indexed—approximately 550 pages of news summaries and indexes, printed on fine book paper and handsomely bound in smart, durable silver-stamped buckram. Volumes are available for 1941-2-3-4 at \$20 each. Or, at \$25 a year, you may subscribe to the Weekly News Digests complete with Cumulative Indexes weekly, monthly, quarterly and annually. You also receive a handsome deluxe silver-stamped binder with the first issue (size 9½" x 11½"). Holds a year's supply of Digests and Indexes.

### Special Offer

The FULL SET of 4 Yearbooks, plus the Weekly Digest for one year is supplied at the total price of only \$97.50. If you wish to sample the Digest for 5 weeks send only ONE DOLLAR with your name and address, using the coupon below or copied on your letterhead. With your trial subscription we will include the complete Annual Index for 1944, *at no extra cost*... Valuable as a date-source for the year's news events.

Enter your subscription NOW as the supply is limited. Satisfaction is guaranteed or your money immediately refunded.

Edw. VanWesterborg, Pres.  
FACTS-ON-FILE, Inc., Dept. S.  
516 FIFTH AVENUE, New York 18, N. Y.

( ) Send me the complete service at the special price of \$97.50.

( ) I enclose \$1 for 5-weeks' trial service which entitles me to complete 1944 Annual Index.

Name \_\_\_\_\_

Address \_\_\_\_\_  
SL

*Please Mention Special Libraries When Answering Advertisements*

## Are You Succeeding in Getting Your Out-of-Print and Hard-to-Find Books?

---

Our efficient OUT-OF-PRINT BOOK DEPARTMENT is of great value to librarians in locating such material.

Don't miss the opportunity of consulting our large stock—many languages and a wide variety of subjects—of OUT-OF-PRINT and HARD-TO-FIND BOOKS.

Don't fail to have your list of wants included in our regularly issued SEARCH BULLETIN which is sent to hundreds of second-hand dealers both in the United States and abroad.

Take advantage today of the

### *STECHERT SERVICE*

*Economy—Accuracy—Dependability*

Send us your want list of domestic and foreign books and periodicals.

---

## G. E. STECHERT & COMPANY

(ALFRED HAFNER)

31 East Tenth Street      New York 3, N. Y.

*Founded in New York 1872*

*Please Mention Special Libraries When Answering Advertisements*

# **BASIC BOOKS FOR NEW RESEARCH AND INDUSTRIAL ORGANIZATIONS**

Available upon order

## **ENEMY-ORIGIN SCIENTIFIC AND TECHNICAL TITLES**

rigidly selected to cover the principal fields of  
Science and Technology

including to date reprints of

*141 Enemy-Origin Items Published in Germany  
Since 1941 and Otherwise*

*Not Available for Purchase in the United States*

Published under License from  
**THE U. S. OFFICE OF ALIEN PROPERTY CUSTODIAN**  
in the interests of  
American Scientific Research

CATALOG No. 5 (January 1945) a cumulated  
list of 500 titles offered to date, will be sent  
promptly upon request.

### **CONSULTING SERVICE**

If from the information given in our Catalog and other listings, you are unable to estimate the probable value, utility and coverage of any of the works offered, we are prepared to supply such information through our recently instituted CONSULTING SERVICE utilizing the advice of specialists in the various scientific fields covered by our catalog.

**J. W. EDWARDS, PUBLISHER  
EDWARDS BROTHERS, INC.**

**Ann Arbor, Michigan**

*"Publishers of Reprints of Basic Foreign  
Scientific Publications Otherwise Unobtainable"*

*Please Mention Special Libraries When Answering Advertisements*