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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 36

March 1945

NUMBER 3

The Roving Librarian
Lucy O. Lewton

Public Relations for Special Libraries
Paula M. Strain

The Library—Its Relation to Industrial Research
Alex. Stewart

The Company Library: A Personnel Approach
Mrs. Mary Alice T. Parsons

The Pacific Aeronautical Library as a Regional Library in Technology
Johanna E. Allerding

Let Library of Congress Set Up Pool of Business Information
Amy MacMaster

A Student Project Grows Up
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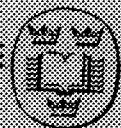
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THE ROVING LIBRARIAN¹

By LUCY O. LEWTON

Research Librarian and Chief Statistician, Freeport Sulphur Company,
New York, N. Y.

THIS title may be intriguing to you since librarianship is generally considered a sedentary occupation with the attending industrial hazard of a bulging waistline. However, I claim that the Special Librarian is essentially a reference librarian, and a reference librarian is a Roving Librarian who roams mentally (often physically, too) over all the fields of knowledge, and this is the antidote to our industrial hazard; a mind not necessarily bulging with facts, but certainly nimble in knowing where to find them quickly. In 1939, the N. Y. Chapter of S. L. A. participated in an "Information Please" radio program over WJZ against six noted authors. Needless to say who won!

A Freshman usually asks the Chemistry Professor "Shall I have to learn *all* the melting points of *all* the chemical compounds?" and invariably receives the reply "No, but I'll expect you to learn where to find them". Many years later, as an industrial chemist, he learns to go to the company reference librarian to find them; and she, reaching for Lange's *Handbook of Chemistry* with a flick of the wrist turns to exactly the right page and points to the right melting point. He is usually as impressed by this rapid production of information as on seeing a magician pull a rabbit out of a hat!

REFERENCE REQUESTS

Reference work is the productive side of library work; seldom are company libraries established to form a handsome collection of books and our clientele is not at all interested in the mysteries of the Dewey system; rather are we expected

to be information producing units, adjunct to creative research. It is we who call ourselves Special Librarians but the variety of our clients' requests hardly allows us to specialize or to departmentalize knowledge, much as, for the sake of Dewey, we'd like to do so. More and more the boundaries of knowledge, particularly in the sciences, are merging. There is now an economics of chemistry which even affects industrial research. Can we as technical librarians therefore ever say a request is outside our field? So, forced to choose all knowledge for our province, let us look at the tricks of legerdemain we must use in producing the magical rabbit of fact; the correct initial or address; the right constant, in short, the apt reference.

About 75 per cent of our requests require a rapid answer on the spot while only 25 per cent are long detailed searches, or develop into such. If we analyze the day to day requests for such spot information noted on our calendar (and I hope we all do that, since it helps us to judge our usefulness, foretell periodicity of activity and note changing trends in character of requests) we find they fall into several very simple categories: (1) What is it or what is in it? (2) What is it like? (its properties) (3) What is it for? (4) Who makes it? (5) How much does it cost? (6) How much is there of it? Still another group falls into: (1) Who is it? (2) What is he? (3) Where does he live or for whom does he work? (4) Who said it? Of course, every company library that has any right to the name, and even many who haven't, certainly somewhere own the necessary books to answer such questions.

¹ Paper presented before The Science-Technology Group of the New York Chapter, S. L. A., October 17, 1944.

Since you are probably conversant with directories, I shall attempt here to list only briefly and not at all completely some reference sources I have used for answering these simple and often quite pesky requests: (1) "What is it and what is in it?" (usually a trade name is given) is often answered through *Trade-names Index of S. L. A. 1941*, *Dictionary of Biochemistry*, by Malisoff, Trade Name Section of *Chemical Buyer's Guide of Chemical Industries* and same in Thomas' *Register*, Bennett's *Formulary* which now has a cumulative index to 6 volumes, *Engineering Alloys* by Woldmann & Dornblatt, Dana's *System of Mineralogy*, *Mining Glossary* (now not available), *Glossary of Physics* by Weld, Newmarks' *Illustrated Dictionary of Chemistry*, Van Nostrand and Hackh's *Dictionaries of Chemistry*, Society of Chemical Industries' *Dictionary of Dyes*, and your own catalog of trade names encountered in the trade literature; (2) "What is it like?" for its properties see handbooks such as the *Handbook of Physics and Chemistry*, Lange's *Handbook of Chemistry and Physics*, A. S. M. *Handbook*, O'Rourke's *General Engineering Handbook*, Mellon's *System of Inorganic Chemistry*, U. S. Bureau of Mines recent circular No. C447 on *Mechanical Properties of Metals & Alloys*, Brady's *Materials Handbook*, Hoyt's *Metals & Alloys Data Book*; (3) "What is it for?" try Thorpe's *Dictionary of Chemistry*, Snell's *Chemicals of Commerce*, Gregory's *Uses & Applications of Chemicals & Related Materials*; (4) "Who makes it" what about looking in the Green Book of *Oil, Paint & Drug Reporter*, *Chemical Engineering Catalog*, *Materials of Construction of Chemical Industry*, the reprint revised annually by *Chemical & Metallurgical Engineering*, *Chemical Buyer's Guide of Chemical Industries* magazine, *Standard Metal Directory*, Frasse's *Checklist of Stainless Steels*, Eimer & Amend *Catalog of Laboratory Equipment and Laboratory*

Chemicals, Fisher's *Catalog of Scientific Instruments*, Sweet's *Catalog*, Thomas' *Register* and all the specialized trade and business catalogs of which you have a bulky file, not to forget advertising sections of magazines in the field; (5) "How much does it cost?"—cf. price sections of *Oil, Paint & Drug Reporter* (best for fine chemicals), *Chemical Industries*, *Iron Age*, *Engineering & Mining Journal* for ores, Platt's *Oilgram* for fuel oil, and magazine *Diamond* for coal prices, *Survey of Current Business* for non-technical commodities of commerce, and *Statistical Abstract of U. S.* for annual values of products, as well as leading trade journals in the appropriate fields; (6) "How much is there of it?" (yes, we must often be statisticians, too) *Minerals Yearbooks*, *Minerals Industries*, by Roush, the *Biennial Census of Manufactures*, and *Decennial Census of Industries of U. S.*, as well as *Commodities Yearbook* and the Annual Review numbers of the magazines in the field and statistical and economics sections of magazines such as *Chemical and Metallurgical Engineering*, *Paper Trade Journal*, etc. will help us.

For the second group, "Who is it?" "What is he?" "Where is he?" or "For whom does he work?" there are the general Who's Who's like *Who's Who in Engineering*, *Who's Who in Commerce & Industry*, *Minerva* for the educational field, *American Dictionary of Biography*, *American Men of Science* and specialized directories such as Skinner's *Mining Handbook*, *Directory of Iron and Steel Industry of U. S. & Canada*, *Financial Post Register of Canadian Mines*, etc.; while for locating government people there is the current U. S. *Government Manual*, not forgetting membership lists of various clubs, such as the Mining Club, the Chemist's Club, the various engineering societies, a guide to which is National Research Council's publication, *Scientific and Technical Societies of America* and *Industrial Research Laboratories of U. S.*

For the few unclassifiable requests, quite far removed from the special field which come into every library, there are certain books which are "musts". First I list the "book of books", the *Holy Bible*. Someone has called it the richest reference tool of all. And how many quotations for addresses the Bible provides! Bartlett's *Dictionary of Quotations* is also a good source for this as are also special quotation compilations from Shakespeare. A Roget's *Thesaurus* is needed if there is a language purist on the staff, and one Secretary's Handbook for correct business letter phrasing, a *World Almanac*, which surprisingly can answer the greatest variety of questions, a large Webster's, either a Nelson *Loose Leaf* or an *Encyclopaedia Britannica* and a good atlas, either the Britannica or Hammond or Rand McNally, though we found the *Times Handy Atlas of London*, Bartholomew & Sons, 1941, best as it is of a desk size and equally as detailed as the others mentioned.

Our war economy and the maze of alphabetic agencies, each with their orders, allocations and directives, have given rise to another type of query "Is it legal today?" The *Economic Almanac* of the National Industrial Conference Board giving useful facts on business and labor relations of the government, and the Research Institute of America services are consulted for this, as are the older volumes of *Public Affairs Information Service*.

OUTSIDE SOURCES OF INFORMATION

The truly intelligent reference librarian calls upon outside resources for what she does not know, and she also knows whom to ask. One of our best sources is the telephone. It once took me on a 40-mile search in a few minutes. Library friendships formed through the S. L. A. are invaluable since what we do not have in our own files may be in those of our friends. The S. L. A. membership list reflects every kind of library and subject extant. The librarians of some of them,

like the American Banker's Association Library, the Library of the Council of Foreign Relations, and Standard Statistics have been most painstaking in helping out a fellow librarian over the telephone. *Special Libraries Resources* of S. L. A. is a handy volume to have for finding the libraries to ask. Then there are the various trade associations, the British Library of Information, the O. W. I., the F. H. A. and the various consular offices, which, if we turn on the charm, will come across with the most valuable data. And we all know Miss Meyer of the N. Y. Office of the Department of Commerce, a veritable encyclopedia on government publications who has played "angel" to many of us.

There are also the librarian's own tools: the *Union List of Serials*, good for consulting location of prewar periodicals (and if you wish to locate one published during or since the war call Dr. Fleming of Columbia University Medical Library who has the Library of Congress *Checklist of Certain Periodicals*, or write to Edwards Bros. of Ann Arbor). Useful is Mudge's *Guide to Reference Books*, 6th edition, published by the American Libraries Association, Wilson's *Technical Book Index*, Haskell's *Checklist of Cumulative Indexes*, Mellon's *Chemical Publications*, Crane and Patterson's *Guide to the Literature of Chemistry*, Soule's *Library Guide for Chemists* and Rimbach's reprint "A Metallurgical Library" and several others which are familiar.

These are the sources which help us to turn ourselves around quickly in answering the spot queries. When, in these days of overcrowded offices, or because of proximity to large library centers our company does not intend to expend money or space on a complete library plant of its own, we can form a nucleus library from the above reference works together with at least one complete set of the chief abstract journal in the field (and *Chemical Abstracts* is still the Bible of all index journals), some necessary indexes such as

Bureau of Mines *Index to Publications, Bibliography of North and South American Geology*, Bureau of Standards *Index*, cumulative index volumes of A. I. M. E. transactions and a file of annual indexes of the important trade journals, even if we do not own the journals themselves. Having such indexes at hand will help in preliminary digging in a detailed search.

KNOW THE INTERESTS OF YOUR CLIENTELE

But how to anticipate requests so as to be fore-armed? For this there is no formula except knowing the interests of your company and your clients and watching the trend of interests through requests received. Being in on research conferences attains the former, while a good subject card catalog of your own, noting meaty articles, general reviews or those carrying bibliographies are perhaps the very best tools enabling us at least to have a jumping-off place for a search.

Even when we have a complete company library, few of us can stretch one arm from the desk and literally put our fingers on an apt reference, because for detailed reference work, we must use libraries and collections other than our own. In fact many companies with research laboratories far from centers of great libraries employ research librarian specialists resident in these centers. Such librarians without libraries rove like those most useful of diplomats, the "ministers without portfolio," the difference being that the portfolio tucked under their arm contains all there is of their library. They sally forth to use the large libraries which make New York a veritable mecca for such work, i. e., the libraries of the Academy of Medicine, the Chemist's Club, the Engineering Societies, the American Geographical Society, the New York Public Library and Columbia University. To use these efficiently and quickly, to know their special collections, requires familiarity with their cataloging systems. The late Miss J. Flexner of the New York Public Library wrote a book

called *Making Books Work—A Guide to the Use of Libraries*, which is well worth reading. This summer I did the most entrancing roving myself in these libraries. Without ever leaving New York, I retraced via geological books the steps of a prospector who had physically travelled over many weary miles in a foreign country. He came back with observations of one man; I had the observations of twenty.

PRESENTATION OF INFORMATION

A word as to how we present the library product of reference requests. Busy clients often complain that librarians overwhelm them by giving too much or in a form difficult to assimilate, such as a folder of clippings from here and there, requiring them to abstract or copy the pertinent information. For spot requests, I deplore telephonic answers even though the request be by telephone. If it took any effort at all to locate the information, especially if the source were outside or unpublished, it is worth writing down in a brief memo which can be filed away lest the query come up again. This also prevents misunderstandings and errors in transmission and makes us be specific.

For detailed reference studies from our library, we make a practice of sending them out as typed bibliographies of abstracts, each one on a page, as it enables the client to reclassify the information according to his own break-down and to add his own notes and comments on the page if he reads the original data. An author index and a subject index to the bibliography is also furnished. This we have often been told stimulates the client to analyze the work into factors, and also shows the facets of the problem the librarian covered. A transmitting memo is also sent with such a bibliography, summarizing the chief information uncovered.

CONCLUSION

We must remember that our public's chief contact is with us as reference librarians, and so our whole profession

stands or falls by that impression. Whether we rove mentally or just physically, it is the adventure of the quest itself which holds fascination. Though our clients are not interested in our methods, there is no question that it is method which aids the result. I have listed the sources we use, but the contents and qualities of our minds are the best and last resort—surprising how often, perhaps from the subconscious, they bring up the deciding or only clue. Reference work demands persistence, resourcefulness, native curiosity, a well-furnished and retentive mind. To illustrate: a technical librarian was recently asked to find out if McClellan of Civil War fame, was, in fact, a general at the time he was nominated for the Presidency against Lincoln. A dictionary of Biography was not specific on the point, but our librarian was addicted to book reviews and recalled a book, *They Also Ran*, describing the unsuccessful presidential candidates. On consulting this, the information was produced.

I clearly remember my own first con-

tact with a reference librarian. As a youngster contributing to *St. Nicholas* magazine, I ventured into Room 315 of the New York Public Library and timidly asked a red-haired lady in pince-nez at the central desk, "Have you a book on what America owes to France?" It was she who initiated me into the mysteries of that wonderful card catalog, looking under Franco-American diplomatic relations: history; French culture; American-French settlements in the U. S., etc.; so, in a trice, she had analyzed my request into component subjects. Many years later, in the course of more adult researches, I have had occasion to consult her and to watch her rapid orientation on all kinds of subjects. Did I know her name, I certainly would mention it here as tribute for so often setting my feet upon the path to knowledge. May we in the course of our searches display the same quick, all encompassing, analytical understanding and helpfulness.

In concluding, for your own reference, I wish you, as the English say, "Good Hunting."

PUBLIC RELATIONS FOR SPECIAL LIBRARIES

By PAULA M. STRAIN¹

Librarian, Carnegie-Illinois Steel Corporation, Pittsburgh, Pennsylvania

THE existence of a special library is justified only by the value of the service it performs for the organization that created it. Though the service of one special library may vary in details from that of another, in general, it may be described as the performance of the custodial responsibility of acquiring, preparing and maintaining li-

brary resources, and the responsibility of promoting use of these resources. The value of any library's service to its organization lies in how well the latter responsibility is performed, since the professional training and habits of thought of librarians assure the skilled performance of the former responsibility.

The aim of a good library public relations program is to achieve a mutual relationship of good will between the

¹ Miss Strain is now on military leave of absence from the Carnegie-Illinois Steel Corporation.

special library and the organization it serves, and to create a habit of regular and intensive use of library resources by all members of the organization. This should begin in the library itself. Reference work, readers' assistance and the ordinary circulation of material are all forms of public relations. If the service is good, the customer will be more favorably inclined toward the library and its other promotional activities will, therefore, have a greater chance of succeeding. There is no profit in using public relations devices to sell poor service, but fortunately, no librarian deliberately gives poor service.

A favorable location for the library is essential. Newspaper libraries, despite their title of "morgue," are the liveliest departments in the plant, and their librarians have long known they must be accessible to all branches of the business. Librarians of other special libraries know that the departments closest to the library use it the most. Therefore, it is essential to put the library at the crossroads of the organization it serves.

A cordial atmosphere is important. A special library should never be so stuffy that a stenographer coming in for a book for her superior will think the library is meant only for executives. Librarians must make libraries inviting to everyone in the organization. If re-decoration is out of the question, remember the little brown vase on the librarian's desk in *A Tree Grows in Brooklyn*. Remember the librarian in the same story, too! A staff interested in its public and anxious to serve in a friendly manner will encourage the stenographer to come back to look up a rule of grammar for herself.

The essentials of a good library public relations program are simple and applicable to all libraries. As already stated, they are competent service, aided by a convenient location, a cordial atmosphere in the library and a staff interested in both its public and the library. Beyond these essentials, a promotional program

may be built on many other ways of publicizing library service, almost as many ways as there are libraries.

PUBLIC RELATIONS SERVICES IN PITTSBURGH LIBRARIES

A recent survey of the S. L. A. Pittsburgh Chapter revealed many typical public relations services.

Most common are the regular publications of the library: the abstracting services offered by many special libraries, the lists of new acquisitions, bibliographies on special topics, and other special publications issued by libraries for the use of their clientele. Attractiveness and neatness in the appearance of these publications, as well as the value of the contents, are important in building the good will of the library customer. Some librarians, just to measure how carefully these publications are read, occasionally include an error and wait for it to be pointed out. Other publications are self-checking, in that one can judge from the number of requests received how many people were reached.

Bulletin boards and displays are another common device for publicizing the library and its acquisitions. Bulletin boards have a reputation for never being read. This is true, if the material is allowed to grow yellow with age. However, there are ways of avoiding that reputation. Book jackets are frequently used to keep the board colorful. A medical library makes a feature of displaying portraits and historical material about medical personages on a board just outside the library. Another library keeps a large bulletin board in the corridor up to date with announcements of meetings, recent books, abstracts of articles of interest, letters from men and women in the armed forces and other items of interest to the members of the firm.

A few special libraries have the space for special displays of books, pictures or other material in their library. One library, lacking space in the library, but being located just off the lobby in which

the company maintains displays that are changed monthly, has been able to have the library and its resources mentioned in the display cards when applicable.

Practically all libraries display their new books on special shelves or racks; some also display the current periodicals. In addition, most libraries list new books in the employe magazine, if the organization publishes one. Some annotate the list; other libraries have the books reviewed by specialists in the company. One library, in whose company the employe paper is limited in distribution to employes in the city offices, but whose library bulletin is distributed throughout the corporation, uses a book column in the paper to discuss both new and old books available on a certain subject, such as developing executive ability, writing business letters and biographies of men famous in the history of the industry.

Use of the organization's house organ is not always limited to a book column. News stories are welcomed by the editor, either written by the librarian or told to a reporter. The library is always a source for feature stories based on interesting or rare books, reading trends in the organization, or a study of the library's oldest customer. Even a report on some of the peculiar questions the library answers, suitably altered to avoid betraying the customers' confidence, makes an interesting feature story: such an article can be a subtle encouragement to timid questioners who feel their inquiries might be considered trivial. One library ran a series of articles in the organization's paper on library resources and the use of them, discussing one type of material at a time, i. e., the catalog in one issue and house organs in another. Pictures of library displays or new employes, are usually welcomed by the editor and librarians will find they add to the public relations program.

Special announcements of new material are often sent to men who are interested. The librarian of an economic library

makes a habit of including in the daily mail-folders typed memos describing newly acquired material. When she finds a good review of a publication on the shelves, she clips and mounts it for circulation in the same way. Another industrial library maintains a special mailing list of executives to whom are sent letters announcing special acquisitions of interest to the industry, whether *Standard and Poor's Corporation Records* or the latest novel dealing with the industry. Occasionally a new magazine is so publicized. This same library also uses a "shot gun" method of announcing individual titles of general business interest. Mimeographed leaflets, frequently printed on colored paper and illustrated by cartoons, are distributed throughout the company by mail to advertise a new book on how to fill out one's income tax blank, or a new shelf of pamphlets and books on home canning.

Reaching the executives of one's company is the surest way of reaching all the company, since a suggestion to use the library from one's superior is the most certain method of removing the notion that the company library is only for executives. Some of the publicity methods mentioned above are aimed especially at the executives, but there are others. Reports of library activities are effective, particularly if enough interesting details are included to warrant the further repetition of that report. Word-of-mouth advertising is always the best. Listing of interesting reference questions helps; sometimes what seems a particularly simple question to the librarian will be of great interest to the executives. Most often included in these reports are accessions and activities. One scientific library includes suggestions and recommendations for the library which pave the way for purchases.

Annual reports, besides crystallizing for the librarian the accomplishments of the library and clarifying the trends developing during the year, are excellent

source material for explaining the library to executives. Business men prefer facts and figures to idealism and optimism in business matters, and the annual report furnishes facts in a succinct form. Very often the report can be worked into a news story for the organization paper or house organ.

Two libraries in the Pittsburgh area use Library Boards as a means for interesting executives in the activities of the library. One library presents all proposed purchases to the Board for approval. The other library does not, but discusses matters of policy and future programs with the Board instead. As a result, whole departments which had not been active library users have become regular customers through the influence of an executive serving upon the Library Board. The advice of the Board members upon policy is valuable, not only in giving advice but also in implementing promotional activities.

Another scientific library is represented at the semi-monthly technical meeting of the company. At this meeting all new projects or proposed projects are discussed. The library is thus kept well informed about company activities and is prepared to assist.

Special efforts to reach company employees vary from library to library. A medical library translates letters from foreign countries for its customers. A scientific library orders personal books for members of the company as a convenience to them. At least two industrial libraries in the Pittsburgh district ordered and displayed seed catalogs and gardening bulletins on the proper way to plant Victory gardens in the spring, and later continued the service by offering material on the preservation and storage of the crop.

Another industrial library has co-operated very closely with the administrators of graduate classes for employees in an effort to make library resources available to plant employees who attend

these evening classes. These employees had not had previous contact with the company library, but are now becoming regular library users. This same library has long encouraged plant supervisors to use the library by mail or telephone. Recently it has concentrated upon acquainting the supervisors and employees of its district sales offices with the availability of library resources by letters of explanation, wide distribution of library publications, and offering special books of current interest to the industry.

Another library insists that its staff members take an active part in employe activities, from bowling leagues to parties and picnics. Participation in such activities helps staff members become acquainted with fellow employees and is a potent force in persuading the employees to regard the library as a place in which they are welcome.

Library manuals for employees have just been approved by the administration of one industrial library as a further means of making employees feel it is their library. Colorful in makeup and a little frivolous in its explanation of library routines, the manual concludes with some suggested reading for employees. Other departments often may be persuaded to publicize the library in one way or another. The industrial relations department of one industrial concern has included library service in the induction film for office employees. This same department also regularly discusses the library and its use with new employees.

GOOD PUBLIC RELATIONS PROGRAM PAYS

To paraphrase a statement of Thomas Barbour, Director of the Harvard University Museums, "A satisfied librarian, like a finished library, is damned and done for." This is particularly true where public relations activities are concerned. No librarian can long rest on his laurels in publicity work. He must think up new angles of approach, and each new device must pass the test of

(Continued on page 105)

THE LIBRARY—ITS RELATION TO INDUSTRIAL RESEARCH¹

By ALEX. STEWART

Director of Research, National Lead Company, Brooklyn, New York

INDUSTRIAL research has played an important role—a major role—in the progress of civilization. We are always seeking new and better materials, more efficient equipment, more effective means of transportation and communication, greater comfort—in brief, a better way of living. In the early stages, industrial research, conducted by farsighted intelligent individuals, began to meet the demand, but it was not until research was accepted by industry as a part of its business, and well defined objectives were placed before the research worker, that industrial research gained its true impetus. At present, industrial research is acknowledged to be one of the greatest influences toward the betterment of all mankind.

The fields of chemistry, engineering and medicine, with their many ramifications, have opened broad avenues of development for the research worker. The further he travels, along any one of these principal highways, the wider becomes his vision, the more analytical his discernment, and the more numerous his opportunities.

Of utmost importance to the well equipped research worker are a well qualified library staff and well stocked library because all research, whether fundamental or industrial, begins in the library.

COMPETENT LIBRARY STAFF NECESSARY

All industry conducting research should have a competent library staff,

technically trained along the lines of its major interests, to assist not only the research staff, but also the commercial departments of the company, where necessary. The librarian should have adequate assistance, so that the research staff as a whole can accomplish its major objectives. The library should be prepared:

To provide inspiration for research work, both fundamental and applied.

To assist the technician to avoid duplication of effort.

To assist in correlating items of information derived from various sources.

To keep up-to-the-minute files of laboratory research reports, abstracts, articles, etc. to which the research worker can have access with no "searching".

To maintain suitable files of all patents granted in appliances or processes related in any way to the activities of the parent company.

To distribute information, such as technical articles for publication, special reports, etc. These objectives, so briefly mentioned, also include many special activities too numerous to mention here.

LIBRARY OF THE NATIONAL LEAD COMPANY

The Library of the National Lead Company Research Laboratories comprises three principal divisions. In this way, better concentration of effort can be achieved by each division on its particular phase of the library activities. The principal functions of the respective divisions are: (a) collection and distribution of technical journals and other publications, the preparation of bibliographies, etc.; (b) patent applications and related investigations; (c) preparation of technical publications and general distribution of information obtained through in-

¹ Paper presented before the N. J. Chapter, S. I. A. February 7, 1945.

vestigation conducted by the Research Laboratories' technical staff.

The Library must prepare carefully annotated bibliographies on all subjects falling within the scope of the laboratory activities. This is a task of considerable preparation because the Director of Research, the Research and Development Committee and perhaps a dozen or more individual investigators may call upon the Library for information on a wide variety of subjects. When a subject is selected in connection with possible research development of some new product, the Library staff must make a market survey and a statistical survey to enable the executive staff to determine whether or not the proposed investigation is warranted from the standpoint of the parent company.

As an adjunct to this preparation of bibliographies, the Librarian notifies the laboratory staff of technical society meetings and other activities of probable interest. This service in the National Lead Company Research Laboratories is a month by month proposition so that, well in advance of the date of any meeting, the technician or group of technicians interested in any particular subject may make arrangements to attend these sessions; programs of the meetings are obtained by the library staff when possible and these are made available to the interested individuals.

Another important activity of the Library is the filing and indexing of all laboratory reports on research projects and problems and also technical service problems. All research reports submitted by the Staff are abstracted by the Librarian and, every month, a complete report is issued to the entire research staff. Our purpose in following this procedure is to make all research findings promptly available to every key research worker. This is a very important consideration in a large research laboratory; it is of unquestioned value as a practical method of integrating research, and insures close

effective cooperation within the technical research group.

One of the most important duties of the librarian in industrial research is to assist in the prosecution of patent applications. This involves preparation of drafts of the applications, the rendering of assistance to the company's main patent department in preparing replies to the examiner's actions and in general provides complete cooperation in the protection of the company's interest when discoveries are made by its members. A very complete file of patents is maintained.

Among the various Library files, in our research laboratory, the research report file ranks first in importance. The patent files, previously mentioned, are a close second in importance. The third important file contains the specification group. Government agencies, states and municipalities frequently issue specifications that are of considerable importance. Every endeavor is made to obtain copies of all specifications involving products which are manufactured by the parent company. This file expedites appreciably the handling of customer inquiries concerning specifications. Nine times out of ten, the customer who is called upon to meet a certain specification, does not have that specification available and it is only natural that he consult the firm manufacturing the materials involved.

A very interesting and important function of the library in National Lead Research Laboratories is the conducting of technical group meetings of the entire technical staff. The Librarian is responsible for the program of these meetings, and acting upon the advice of the Director of Research and the Department Heads, he arranges to have technicians from our own laboratory or from other industries give brief lectures on technical subjects of current interest. The subjects are not limited to our own fields of research. On the contrary, the desire is to have them cover entirely different fields,

in order that all members of the technical group may benefit from an education standpoint. Informal discussions usually follow the talks and these discussions have definitely stimulated and broadened the interest of both the older and younger members of our staff in research as a profession. Furthermore, the Director of Research, because he becomes better acquainted with the capabilities of the younger members of his technical staff, frequently finds men after hearing their technical discussions, better fitted for other activities to the ultimate benefit of themselves as well as the company.

Another important duty of the Library is to keep a proper record of all publications issued by the members of the laboratory staff and of all talks or lectures given by its members. In every field of research, it is found that the interchanging of ideas, between different industries and between different professions is of unlimited benefit to all concerned. The interchanging of ideas cannot possibly be effected completely by personal contact. One effective medium for such an exchange of thought is through publications which can be sent to all interested individuals and which give them the opportunity to digest the knowledge at their own convenience. The information accumulated in a laboratory such as ours is of benefit not only to our technical staff as a whole but also to the advertis-

ing, sales and manufacturing departments of the company, the company executives and to the ultimate consumer of the company's products. The publication of all technical material is usually handled by the Librarian, assisted by other individuals who participate in the editing and actual publishing. This provides a well coordinated method of preparing and issuing publications in a complete and concise form. In a sense, the Library, through its publications, becomes "liaison officer" between the Research Laboratories' technical personnel and the executive departments of the company, as well as the production and sales departments. It is also the voice of a research laboratory to the ultimate consumer.

CONCLUSION

We are firm believers that knowledge is of no value unless it is properly promulgated. The acquisition of knowledge is important; however, the judicious dissemination of knowledge is infinitely more important.

The research laboratory may be prized for its research and respected as the seat of knowledge, but its true value can be appreciated only when its developments are recognized by the consuming public. In other words, the research laboratory, is important as the seat of knowledge but the library is unsurpassed in importance as the source of knowledge.

THE COMPANY LIBRARY: A PERSONNEL APPROACH

By MRS. MARY ALICE T. PARSONS

Formerly Librarian, Phoenix Mutual Life Insurance Company, Hartford, Connecticut

"DUST OFF THE BOOKS!" urges Mr. Walter Hausdorfer, Librarian, School of Business Library, Columbia University. "The Library is thought of too often as serving

a passive purpose, merely supplying materials and offering certain facilities to the active group . . . Actually the Library functions as a service unit, its activities being the centralization and presentation

of facts, ideas, opinions as they are available in printed or other sources, and the supplying of these facts and ideas at the appropriate time to the appropriate person . . . Therefore, concern with externals, or minor details, does not dignify the profession. The vital function is *good service at the right time*; all else is secondary and should be subordinated to it."

Let's repeat—*Good service at the right time!* The ivory tower ideal is outmoded in our modern conception of the library. Modern techniques are being developed solely for the purpose of bringing the library and its community more closely together, and we are beginning to see more and more expansion of specialized services, not only in special libraries, but in our public libraries as well. To get "the right book to the right person at the right time" in its fullest sense requires the services of librarians who are subject "specialists" in their fields. The word "specialist" in this connection may be a strong word—but must librarians necessarily be afraid of strong words?

Of course special libraries have always functioned as service units. Special librarians were pioneers by necessity. The library of any business organization, for instance, must correlate and coordinate if it is to survive. It must produce results. Circulation statistics alone are not enough to convince the business executive that his library is achieving concrete results.

THE QUESTION OF DEPARTMENTAL AFFILIATION

To produce most effective results the company library must be set up in as favorable a position as possible to reach out to its clientele. How is this to be accomplished? What is the most favorable position?

The library, if it is to serve all departments with equal effectiveness, should be set up in connection with a coordinating agency, preferably the personnel department since this is the centralized clearing agency for aiding all other departments

to carry out effectively their responsibilities in all personnel matters. The activities for which the personnel department is directly responsible will vary with the nature of the industry and the over-all organizational structure of the business. But it will be found that the activities and functions under the supervision of the personnel department usually include not only employment, remuneration and incentives, safety, financial aid, but also office management, employe-employer and community cooperation, all service activities (clubs, restaurants, educational activities not related to job training, etc.), and the formulation and direction of training programs in keeping with company objectives.

It is apparent, therefore, that a company library, operating as a part of the personnel department, or under its direct supervision, is in a particularly favorable position to know the company community and to bring its readers and its services together.

This library's first responsibility will no doubt be to the personnel department itself. It will give active and special assistance in the formulation and direction of training programs; it will cooperate with the service activities, including employe club activities and the "extra-curricular" educational interests of the employes themselves; it will further the employe-employer and community cooperative undertakings.

THE PHOENIX MUTUAL LIBRARY

An actual example of such a library is the Phoenix Mutual Life Insurance Company Library, Hartford, Connecticut. It will become apparent that this Library, while strictly *personnel*, is inherently capable of expansion and development should the need arise. The general plan is one which is readily adaptable to a small company, a large company, or a company which might be expected to expand into more and more departments. It is capable of intense specialization without losing its original organization

and structure.

When the Phoenix Mutual Library was organized in 1915 under the capable librarianship of Mrs. Grace Child Bevan, forward-looking, clear-thinking planners realized the wisdom of making it a part of the Planning and Personnel Department, under the direct supervision of the head personnel officer. Although the Library has indeed expanded and taken over new responsibilities, it has maintained the purposes which the original founders had in mind. These may be stated simply as follows: (1) the central housing of reading matter, reference books and educational material for the use of all home office and field personnel; (2) the active promotion of reading and study among all members of the company personnel. Thus the Library serves all departments of the company. But its first responsibility is to the Planning and Personnel Department, and the nature of this responsibility is fluid. A progressive company does not remain static; new methods and new programs are constantly being developed. The librarian is an integral part of an industry which is constantly moving forward, and she is prepared to adapt the services of the library to the changes taking place.

One well-defined and continuing responsibility of management, however, will always be the fostering of harmonious relations with employes and the developing of a spirit of cooperation. Employers today realize that the well-being and individual development of employes is an end in itself as well as a means to production and profits. Many intangible human factors are concerned in bringing about a cooperative attitude; one of the most important and yet most intangible results of the cooperation of men and management is the condition that is generally described as employe morale. Morale refers to the state of mind of the whole group of employes. The minds of the workers as well as their bodies must be considered in management for

the state of mind has much to do with the value of their services. A mutually satisfactory relationship between management and employes calls for such cooperative considerations as the introduction of safety measures, first aid, rest rooms, lunchrooms, nursing care, bulletin boards, rest pauses, suggestion systems, athletic and recreation programs, employes clubs, educational activities—and the company library.

EDUCATIONAL AND RECREATIONAL SERVICES

The services of the Phoenix Mutual Library are somewhat broader than those of libraries in many other companies. The Company has always been keenly interested in developing not only better trained but better satisfied men and women. The Library stimulates educational activities of every type. In addition, it has always been a policy to maintain a general reading and recreational library. An elastic and ample budget provides for the purchase of the best and most popular books and magazines. The Library has been fortunate, too, in being the beneficiary of two special funds set up by former officers of the company. The donors, Silas H. Cornwell and M. Clark Terrill, designated in particular that the proceeds were to be used to purchase books for the employes, not for educational reading, but specifically for "pleasure" reading.

Books are loaned to readers free of charge; a time limit is placed on the borrowing period, but no fines are imposed. Cooperation is expected and has always been received. New books of fiction and non-fiction are loaned for a shorter period of time in order to make them available to the largest number of people. It is interesting to note that although general fiction and detective stories stand high in popularity, other books which show large circulation figures include biography, history, travel, self-development, and, in season, books on gardening, photography and other hobbies. Current

magazines are eagerly sought after and several copies of the most popular ones are made available for circulation. At all times one copy of each of the most popular current magazines is kept on the Library tables for use there.

The Library is a cheerful spot, and a pleasant community center. It is prepared to welcome the early morning arrivals, and it opens its doors hospitably at the rest periods, during the lunch hour, and after office-hours in the afternoon. Company officers, supervisors and employes meet and mingle here at all times in a friendly, "family" atmosphere.

One bulletin board carries attractive announcements of the most recent book purchases. Tables display books and pamphlet material on such matters of current interest as gardening, vacations, civilian defense, etc. Promotional material and announcements of interest concerning local extension courses, plays, lectures, community projects, etc., are always prominently displayed. A Library publication which always proved to be very popular was a list of books currently received, with brief comment and circulated through all company departments. Library notes and comment are included in the Phoenix Mutual *Quill*, the home office employes' publication.

"EXTRA-CURRICULAR" WARTIME ACTIVITIES

In wartime, the Phoenix Mutual Library became not only a war information center, but a war activities center as well. The Librarian, serving as Chairman of the combined company and employes War Activities Committee, kept in close touch with employe activities. As requests for volunteer help came in from various community defense centers, reference was made to a file of names of all employes available—and interested—in doing volunteer work for the emergency period. Distribution of work on a large-scale typing project for the local Defense Council was made from the Library. Drives for the local Blood Bank were

organized; volunteers for the District Warning Center were lined up; assistants were enlisted to aid the sugar ration board; first aid classes were organized. Volunteers were scheduled to sell war stamps at various local theaters for the duration of the war; a "treasure hunt" for scrap metal was conducted; barrels of silk hosiery were collected and mailed to the Defense Supplies Corporation; substantial assistance was solicited for the preparation of surgical dressings for the local hospital; knitting was distributed for the Red Cross Chapter. A list of the addresses of company men and women in military service was kept in the Library and the cooperation of all employes was solicited in order to keep it "alive." "Pocket-books" were placed on sale for the purpose of encouraging their distribution to the armed forces; employes were asked to bring in the copies they purchased for personal use when they were through with them, and hundreds of these donated copies were sent to Phoenix Mutual men and women in service.

While activities of this nature may be considered "extra-curricular," it is surely apparent that a library working under and in direct cooperation with the personnel department is naturally in a position to take on such responsibilities. It is a community center more than any other one department in the company. And for a library to refuse to accept such a "challenge" in a national emergency period, perhaps on account of library "concern with externals, or minor details," might conceivably be characteristic of the old ivory tower conception of a library, but would surely not "dignify the profession!"

ESSENTIAL, CONTINUING SERVICES

We proudly deviated a moment from the essential services of the Library. The essential, and continuing functions, are, of course, the maintenance and servicing of a central reference bureau for all departments of the company: the medical,

accounting, actuarial, statistical, publicity, investment, agency, mortgage loan, underwriting, claims, legal and personnel. All books, periodicals and information tools are centralized in the Library. Quick access to this material is thus assured. It is understood that books, magazines, pamphlets, business services, reports, etc., which are needed, must be ordered through the Library, which attends to its own orders, supply and checking. The details characteristic of the procuring and checking of library materials are much more efficiently handled by people trained in these details than by the clerks in a supply department.

Department heads, officers and supervisors are notified of material of interest to them which comes to the attention of the Librarian. Periodicals, services and reports are routed daily to those who need them in connection with their work or want to keep in constant touch with what is going on in the world, and, more particularly, within the insurance industry. Careful indexing, cataloging and filing of material makes it easily accessible. Some books which are needed for constant reference, particularly in the legal department, are housed where they may be used daily. By telephoning the Library one may find out on a moment's notice where these may be consulted.

The Phoenix Mutual has always directed much attention to revitalizing educational and training programs. There has been a growing insistence within the whole life insurance industry that men and women, both in the sales and administrative division of insurance, know their business. The Actuarial Society of America took perhaps the first formal step in this direction. Down through the years, educational activities have grown until now they are carried on nationally not only by the Actuarial Society, but by the American Institute of Actuaries, the Insurance Institute of North America, the American College of Life Underwriters and the Life Office Management

Association. The educational programs of these associations include study courses and yearly examinations in subjects of particular importance to life insurance men and women. The Phoenix Mutual has promoted an interest in these courses, and has given encouragement and assistance to the employes who are interested in qualifying for one of the degrees which rewards those who pass the examinations.

The Company Library has a distinct place in these educational activities. It keeps the necessary reference books and information about courses on hand and easily accessible to the student; and the Librarian, in addition, makes it her responsibility to promote the courses among employes, both in the Home Office and in the agency offices.

LIBRARY AND AGENCY DEPARTMENT

Besides recognizing and promoting national educational programs, the Phoenix Mutual Agency Department has taken a lead in developing a comprehensive company training program for its salesmen. A definite plan was instituted as early as 1919, and has since been continuously carried forward, to raise the training levels for the individual salesman. By graded steps and under skilled guidance he is brought along, over a period of time, from the initial training stage to more specialized knowledge and more advanced methods.

The Library has a definite place in these activities of the Agency Department. It serves the salesmen and employes in the many agencies located all over the country by means of direct correspondence, a systematized book-mailing service and the regular distribution of a Library bulletin. A reading course is conducted each year in which salesmen, employes and managers actively participate. A part of the reading course plan is the Annual Reading Contest. The contest is outlined to cover the reading of books on life insurance, personal development, biography and one optional

subject. The men and women who participate in the contest send in reports on the books which they have read during the year, and awards are given at the end of the year to those who have done the most outstanding job. Agency awards are also given to the four agencies of comparable group size which show the largest enrollment of contestants during the year.

The automatic mailing system is maintained in order to make the use of library books as convenient as possible. Each salesman is urged to keep on file in the Library his own "reading plan" from which books are selected for him. With this list on hand the Librarian is able to send books to him automatically as he returns the ones he has finished reading. Thus, a salesman who starts his reading course is assured of a constant stimulus to keep it up, because his choice of books has to be made only once, and the books keep coming to him with-

out further effort on his part.

In order to keep all agency people informed of the books available to them, a comprehensive Library catalog is sent out to each man once a year. A catalog is also sent to each agency office to be kept on file there for constant reference. As new books are acquired they are brought to the readers' attention in the "Library Leaf," which is inserted regularly in the Phoenix Mutual *Field*, agency house organ. Books are listed and the most important ones briefly reviewed. The "Library Leaf" also contains other items and comments of interest to the field force in connection with their reading and study.

Thus the Phoenix Mutual Library has, in effect, specialized in the direction of the Agency Department. It might be said that an Agency Department Library operates within the Company Library. The same sort of specialization could be accomplished in other directions.

THE PACIFIC AERONAUTICAL LIBRARY AS A REGIONAL LIBRARY IN TECHNOLOGY ¹

By JOHANNA E. ALLERDING

Formerly Librarian of the Pacific Aeronautical Library, Hollywood, California

THE Pacific Aeronautical Library was opened in October 1941 through the cooperation of the Institute of the Aeronautical Sciences, a national scientific organization, and several of the large local aircraft companies. Its establishment was the direct result of agitation on the part of a group of special and public librarians who realized the need for a centralized research library for the aircraft industry in Southern California.

The Library started more or less as an experiment. The Institute donated a small collection of books and technical

reports, and the local aircraft companies contributed funds for salaries and operating costs. The half-day librarian spent most of his time soliciting donations of books and magazines, and stimulating interest among the aircraft companies. As the collection grew, the requests increased, and more companies decided to try the service. Gradually the library developed, although always rather restricted by limited funds. By the time two years had passed, it had a staff of eight, and approximately 2,000 books, 18,000 unbound periodicals and 5,000 serials and pamphlets. It served fifteen libraries located in Los Angeles County, as well as two libraries in San Diego.

¹ Paper presented before the annual meeting of the California Library Association, held at Los Angeles, California, October 18-21, 1944.

The Library was now under the active supervision of the Aircraft War Production Council, an organization composed of the presidents of the seven largest aircraft companies on the Pacific Coast. The manager of the Council was able to obtain a special appropriation whereby the Library could rent a station-wagon and messenger from a bonded messenger company. Every day, five days a week, the messenger covered a route of 150 miles. By having such a delivery service, we secured the generous cooperation of many libraries in this area. We leaned most heavily on the Science Department of the Los Angeles Public Library, and were able to borrow bound periodicals and reference books as well as regular circulating material. We also obtained considerable material from the University of Southern California, University of California at Los Angeles, California Institute of Technology, and the Los Angeles County Public Library. Unusual items were secured from various special libraries, such as the Southern California Edison Company, the Plastics Industries Technical Institute, the Academy of Motion Picture Arts and Sciences and others, and we even made use of individual private collections. Of course, we frequently borrowed material from one aircraft company library for another. In addition we often secured publications and photostats from the California State Library, University of California, Stanford University and a number of libraries in the east.

Not only could we borrow material not usually loaned, but we were also permitted to place our requests by telephone, thus saving even more time. Every day, at specified times, we telephoned the different libraries from which we wished to borrow, gave them the references and the names of the companies for which they were intended. The libraries then assembled the material, labeled the items with the company names, and placed them in boxes ready for our messenger to pick

up the next day. The material was then delivered directly to the companies, along with the loans from our own library.

Because we had the necessary bibliographies, indexes, union lists and reference tools, we were able to verify and locate the requests, often rather vague and indefinite, and coordinate them, so that the other libraries would be spared as much work as possible. Naturally we tried to meet some of the demand by purchasing necessary books and subscribing to over 200 periodicals, but as our resources and services grew, the engineers asked for increasingly varied information.

As a central library we were made a depository for special material. The first of these was a complete file of Library of Congress main entry cards for aeronautical books. Then we became a clearing house for duplicate magazines and publications sent to us by various libraries and other sources. We selected items to build up our own collection, and then prepared exchange lists which were sent not only to our aeronautical libraries, but to technical libraries all over the country. By this interchange we were able to add a great many useful publications to our files.

A year and a half ago the British Air Commission made the Pacific Aeronautical Library an official depository for a valuable series of translations of foreign technical articles, prepared by the British Ministry of Aircraft Production. At present these translations are sent regularly to only five libraries in the United States, and we are the only one on the West Coast. About fifty translations are received every month and the demand for them keeps our reserve file very full.

In addition to obtaining and delivering requested material and answering calls for information, we offer other useful services. The most involved of these is the indexing of current technical articles by author and specific subjects, with brief abstracts. Regular catalog cards are

duplicated and sent to nineteen libraries, including the Library of Congress Division of Aeronautics and the Institute of the Aeronautical Sciences in New York. We also index and distribute cards for the engineering reports which the various aircraft companies make available to each other for war production purposes.

As a special service and time-saver for company librarians, we prepare a semi-weekly list of current magazine articles and library accessions. This is mimeographed in quantity and distributed by the company librarians to key engineers, who are thereby saved the time and trouble of waiting for and going through the individual magazines. This Checklist has resulted in increased circulation in our own and the plant libraries, and has brought to the attention of the engineers

many new developments of which they would otherwise not be aware.

We have assembled a union list of the books and serials in the aeronautical libraries that we serve. However, it is not yet in perfect shape nor available for distribution, but it is a help to us in locating unusual publications.

One additional project sponsored by the Pacific Aeronautical Library is the development of a list of *Subject Headings for Aeronautical Libraries*. The catalogers of this region have formed a group called the Aeronautical Library Catalogers of Southern California. Monthly meetings are held to discuss common problems and work out uniform and consistent subject headings which can be followed by the different aeronautical libraries.

LET LIBRARY OF CONGRESS SET UP POOL OF BUSINESS INFORMATION ¹

By AMY MacMASTER

Economist, War Food Administration, former specialist in Agriculture and Food Industries in War Service Unit of The Library of Congress, Washington, D. C.

THE November 3rd issue of *Printers' Ink* tells about William Oseasohn's 12-year crusade for a federal research center in Washington, and his belief that the time has come for action. My response is: "The time is ripe now."

There never was a more propitious time for industry to ask Congress to authorize an industry reference service, as I would call it, to enable industry to get the gist of the vast body of business information that agencies of the government are digging; to bring together in one place the information that industries can give to one another; and—what is not

included in the November 3rd article—to make available to the government, particularly Congress, the vast body of industrial and business information that is being collected by industry's own research staffs. A "centralized pool of business information" would benefit business and might lead to more prompt and intelligent legislation. If this service were set up by or in the Department of Commerce, its scope would be greatly limited—unless Commerce took over many activities from other departments. As it is, information relating to food industries comes from the Department of Agriculture; relating to mines, from the Department of the Interior; relating to employment, cost of living and social security, from the

¹ Reprinted from *Printers' Ink*, December 8, 1944, page 21.

Department of Labor and the Federal Security Agency; and other sorts of information, from a dozen other offices and commissions.

LIBRARY IS THE PLACE

The proper medium for setting up an industry reference service, touching all government agencies and all industries of the country, seems to be the Library of Congress. It has the machinery, the tools and much of the material and method, as well as the space, for this task. And the Librarian of Congress, Archibald MacLeish, has a high sense of the obligation of the Library of Congress to serve the people of the nation and particularly to act as a reference center for the country. The Library Annex building, opened a few years ago, contains about two hundred furnished offices for assignment free on request to individuals and organizations engaged in serious research.

A long-established legislative reference service in the Library of Congress supplies Congressional committees and members of Congress with information on almost every subject known to man, assembles whatever statistics any Congressman may want to put into a speech, and even provides government agency releases to answer any question a school-boy puts up to his Congressman for help in a school debate. In 1941, Mr. MacLeish set up within the legislative reference service a war service unit, financed chiefly by the War Production Board to supply the War agencies with war information. The unit was liquidated in June 1943 when WPB stopped financing it. The war service unit, in the two years and a half of its existence, published 30 bibliographies on ten general subjects, covering some 30,000 items—more than half of them dealing with six general subjects of concern to industry: raw materials, agriculture and food, industry, labor, economics and post-war reconstruction. The pattern employed in administering this war service unit would pro-

vide the framework for setting up the industry reference service.

The industry reference service might function about as follows:

1. The Library of Congress would provide the space for the industry reference service and be entirely responsible for its administration.

2. The service would publish weekly or bi-weekly in mimeographed form classified annotated bibliographies of current articles, pamphlets and books on industry and business. Once a year it would publish more selective bibliographies. As the Library of Congress receives two copies of all copyrighted material and two copies of all government publications, it would examine each piece of literature entering all this material. Before it is catalogued for the Library it might be checked for all significant information for reference.

3. The industry reference service might supply one-page abstracts of significant articles or pamphlets or books dealing with post-war problems.

4. The industry reference service would prepare a special bibliography or brief report in answer to any inquiry submitted by an industry association. If the inquiry is a repetition of an earlier inquiry, the industry making the second inquiry would receive a carbon copy of the earlier answer, possibly with a supplement giving later information. Industries would make inquiries only through their industry associations. No confidential or secret information could be used by the industry reference service, and the name of the inquirer would not be divulged.

5. The industry reference service would prepare answers to inquiries routed from the legislative reference service. On specific request, all answers prepared for industries would be available to Congress and all answers prepared for Congress would be available to industry in answer to specific inquiries on the part of Congress or industries.

6. The industry reference service would maintain a clipping file for use of the specialists in preparing reports; and it should have access to the legislative reference service's 30-year-old clipping file.

7. There would be an industry reference service reading room in the Library of Congress, like the social science and other specialized reading rooms. There visiting representatives of industry wishing to make special studies would find individual desks for them and reserved book shelves.

NEED AMPLE FUNDS

Industry should ask from the start to have the industry reference service set up with ample funds to maintain it on a broad scale and assure success. The war service unit, accomplishing an amazing amount of work, was continually handicapped by inadequacy of funds. The in-

dustry reference service, with its nationwide contacts would need an initial appropriation of from one to five million dollars, a small amount as government appropriations go.

Does industry really want a service of this sort? If there is a genuine demand for it, probably an enabling Act could be passed by Congress early in the year—especially as the machinery for this service has already been in existence and the benefits to both Congress and industry are so obvious. I believe that all industry has to do *now* is open its mouth and ask for an industry reference service and Congress will speedily answer "Yes."

[Ed. Note: There is much food for thought in this article and it occurred to one of our members that S. L. A. members would welcome an opportunity to express their views on such a service. Isn't this a set-up which should be sponsored by S. L. A. should such a service be desired by industry?]

A STUDENT PROJECT GROWS UP

By CONSTANCE RINEHART

Assistant Cataloger, Goucher College Library, Baltimore, Maryland

WHEN it came time for our first-year class in reference work and bibliography at the University of Michigan to take up the study of the vertical file, we felt much like many a housewife starting in on the breakfast dishes. There is pleasure in doing even a routine task, and certainly there is pleasure in seeing it done well, but the prospect of spending several weeks busily collecting material for an information file, only to see it later destroyed and done over again, was not inspiring. But one morning our professor came to class with a new gleam in her eye.

The speech clinic of the University of Michigan has long been noted for its excellent work in helping persons of all ages with speech difficulties. Its staff has

recently added to its activities rehabilitation work among veterans of the present war. The clinic's library consists of a collection of books and periodicals in its special field, but no current pamphlet material. Clearly material of this type was badly needed, not only for the clinicians themselves but for parents of children who were being treated, for teachers, for doctors and for other workers in speech pathology and correction. Thus it was that when the clinicians heard that we were searching for someone for whom we might create a really useful file of current information, they welcomed us with enthusiasm.

Here suddenly was our opportunity to do work of real value, not just another practice problem. The aim of the project was twofold: we were to collect material

which would be vital to the work of the clinic; and we were to watch for important topics not covered by the available material, pointing out these gaps to the clinicians so that they might know what work needed to be done.

The first steps were obvious. We had to get a general idea of the subjects which would interest workers in speech pathology and of the kinds of material available in the field. This information was obtained from such sources as the *Bibliography of speech education* and recent issues of the *Bibliographic index*, *Education index*, *Public affairs information service* and the *Wilson Vertical file service*.

By now it seemed time for us to become acquainted with the people who had so trustingly placed themselves in our hands. We met one afternoon at the speech clinic and, over coffee and doughnuts—Michigan calls them fried cakes,—discussed our problems with the clinicians. The director of the clinic listed a number of topics in speech and in related fields on which the clinic would like to have material, and various members of the staff suggested possible sources for pamphlets. We also made a tour of the clinic, stopping to observe the different kinds of work being done. We noted the types of speech defect with which the clinicians dealt and were told of the probable causes of some of them. Material on the causes and prevention of speech defects is an important part of a specialized file of the kind we were to make, since it will be used by many who have no knowledge of the background of the difficulty.

For actual work on the project, the class divided into five committees: Speech pathology and correction, medicine, dentistry, psychology and mental hygiene, and child care. Each committee had charge of locating sources and collecting pamphlets in its particular division of the field. In this way we hoped to avoid duplication of effort and consequent

waste of time.

The next step was the formation of a union list of possible sources, made up from the lists of organizations given in the latest editions of the *Social work year book* and the *World almanac*. Copies of this union list were made for each committee by the staff of the University Extension Service. The Extension Service also took over the work of sending out requests for recent checklists of publications to the more than two hundred organizations listed as possible sources. Throughout the project we had the cooperation of the Extension Service and of the class in ephemeral material.

Each committee made a list of periodicals relating to its particular subject and searched issues of these periodicals from 1940 to the present for titles of pamphlets which might be useful to the clinic. To simplify the ordering, we tried to list all pamphlets from one source together. Each committee also listed those periodicals which it considered most useful and sent the list to the clinic. We believe these same periodicals will prove useful later in keeping the file up to date.

The Extension Service removed from its files all pamphlets on speech and related fields and sent them to us for examination. Many of these appeared to be valuable additions to the speech clinic's file and duplicates were ordered. Others were older or less pertinent but indicated that the publisher might have other material which would be useful; in such cases new checklists were requested from the organization publishing the pamphlet.

It soon became necessary to issue a "first supplement" to our original list of sources. By making the complete union lists available to each member of the class, we avoided duplication of requests for material.

In the meantime the requested checklists had been arriving. They were examined carefully by the different committees, and all suggested titles were

ordered by the clinic. Later, when the pamphlets began to come in, one member of the class sent acknowledgment and thanks to the organizations from which we had requested material.

Only one more search remained before we considered our order work finished—an examination of specially compiled checklists such as the *Pamphleteer monthly* and the Wilson *Vertical file service*. When this search had been completed, we felt that one part of our task was done, insofar as the collecting of material for a pamphlet file is ever done. A full list of sources furnishing material useful to this project will be placed in the library at the speech clinic, in order to simplify as much as possible the work of keeping the file current.

While waiting for the pamphlets to accumulate, we turned our attention to possible methods of housing them. We began by deciding upon the location which would be most convenient and useful to the clinic. After a member of the class measured the chosen space carefully, we decided what size would be most desirable for the filing cabinet. We chose a three-drawer cabinet, since it will be some time before the file outgrows this space. The convenient height of a three-drawer file makes it useful as a counter or table for

consulting the pamphlets. We planned to place near the cabinet a small bulletin board on which new or especially interesting pamphlets could be displayed. As a rule the type of material used by the clinic does not lend itself to large displays, but two large, well-placed bulletin boards, now used for announcements, posters and miscellaneous information, can be made available if at any time it seems desirable to put up a more extensive exhibit.

Just as we were ready to approach "Buildings and Grounds" with our plans, the clinicians themselves solved the problem by producing an unused steel cabinet, a thing we had not even hoped to find in wartime. This cabinet was placed in the library at the clinic, with the bulletin board attached to the side which faced the room.

On the question of subject headings for the pamphlets we again went into a huddle with the clinicians, for it is of primary importance to any vertical file that the headings under which material is placed be the ones that are most familiar to those who will use it. With the aid of the staff at the clinic, we made a tentative list of headings; after it had received final approval our task was soon completed.

EVENTS and PUBLICATIONS

Phillips Temple, Librarian of Riggs Memorial Library, Georgetown University, discusses the "College Student and the Library: a Strategic Approach" in the December 1, 1944 issue of *U. & C. Bulletin of S. L. A.*, published by the University and College Group, Sara M. Price, Chairman, Business Library of the Newark Public Library, 34 Commerce St., Newark 2, New Jersey.

* * *

The scope of *CURRENT ABBREVIATIONS* (New York, N. Y., H. W. Wilson, 1945. 207p. \$3), by G. E. Shankle, is better than anything previously attempted in the field. In an alphabet of abbreviations it lists government bureaus and administrative agencies; army, navy and marine

designations; civil, political and religious organizations; symbols for Greek letter fraternities; and the abbreviations more frequently encountered in music, medicine, chemistry and other fields of science and learning.

* * *

The fifth edition of *LIST OF SUBJECT HEADINGS FOR SMALL LIBRARIES* (New York, N. Y., H. W. Wilson, 1945. \$2.75), by M. E. Sears and I. S. Monro, contains over 200 new subjects, many of which relate to the second World War, and to political and economic questions arising in the past few years.

* * *

The *NINETEENTH CENTURY READERS' GUIDE TO PERIODICAL LITERATURE 1890-1899*, edited by

H. G. Cushing and A. V. Morris (New York, N. Y., H. W. Wilson, 1944. 2v.) is a thorough index to the important periodical literature of the period and also a direct source of valuable reference material concerning authors, illustrators, book reviews, dramas and poems of this decade in the history of American and English literature. Available on the service basis.

* * *

A three-volume reference library covering the field of marine electricity in handbook form is being published by McGraw-Hill. The author, J. M. Dodds, is field-application engineer of the General Electric Company at San Francisco. The first volume, *ELECTRICAL ESSENTIALS IN MARINE SERVICE*, covers essential principles of electricity and magnetism and the characteristics of electric circuits. The other two volumes are entitled, *ELECTRIC-POWER SOURCES IN MARINE SERVICE* and *ELECTRIC-POWER USES IN MARINE SERVICE*. The three volumes provide a well-organized treatment of every kind of electrical apparatus, except radio, to be found in ships and shipyards.

* * *

The *BUSINESSMAN'S BUREAU* is an 80-page booklet outlining the activities of the U. S. Bureau of Foreign and Domestic Commerce in the interest of American business, both domestic and foreign. It was prepared by Corrie Cloyes to provide a ready reference on what services the Bureau offers today's businessman. It is designed to acquaint private enterprise with the functions of its Businessman's Bureau and to point out some of the major results of its endeavors. It should shed light on hitherto little known available aids and services, both personal and published. Copies are available from the U. S. Dept. of Commerce Field Service, New York Regional Office, 130 West 42nd St., New York 18, N. Y.

* * *

The National Industrial Conference Board Studies in Business Policy, No. 4, is a discussion of *CARRY-BACK, CARRY-OVER AND REFUND PROVISIONS* (New York, N. Y., The Board, 1945. 12p.) in the federal taxation laws.

* * *

PATENT INDEX TO CHEMICAL ABSTRACTS, 1907-1936 (Ann Arbor, Mich., J. W. Edwards, 1944. 479p. \$12.50), compiled by the Science-Technology Group, Special Libraries Association, fills a long-felt need by users of *Chemical Abstracts*. It presents numerical lists by countries of all patents reviewed in the first 30 volumes of *Chemical Abstracts*. Anyone who uses *Chemical Abstracts* will realize the value of such a compilation. It is a volume that should be included in all technical collections.

FEDERAL TAX COURSE (New York, N. Y., Commerce Clearing House, 1945. \$10), 1944-45 edition, by George T. Altman, covers the internal revenue code, with a step by step discussion of the federal tax structure, background, principles and current law provisions to January 1, 1945, with special emphasis on income tax. The main text is in a ring binder.

* * *

In *ECONOMIC PROBLEMS OF LATIN AMERICA* (New York, N. Y., McGraw-Hill, 1945. 465p. \$4), edited by Seymour E. Harris, seventeen authorities discuss vital overall issues, such as low per capita income, advance of inflation, importance of exports. In addition there are special studies of ten individual countries.

* * *

CURRENT IDEAS IN STATE LEGISLATURES 1942-43, State Law Digest Report No. 7 (Washington, D. C., Library of Congress, 1945. 85p. 15¢) is a review of laws enacted by state legislatures during 1942 and 1943. Texts are not included, but the discussion brings out country-wide problems and their various solutions by the different states.

* * *

A listing identified as *BOOK REPUBLICATION PROGRAM LIST III CUMULATIVE* (Washington, D. C., Office of Alien Property Custodian, 1944. 102p. Price?) announces the foreign scientific titles licensed for republication by the Alien Property Custodian to date. Besides complete bibliographic information for each title, there is a subject index and list of names and addresses of licensed publishers.

* * *

Both principles and practice in the field of personnel relations are set forth by J. E. Walters in *PERSONNEL RELATIONS* (New York, N. Y., Ronald Press, 1945. 547p. \$4.50). The book includes in its scope the varying phases of personnel relations as they are determined and influenced by workers in labor unions, management, government, labor-management cooperation and individual employees.

* * *

DIRECTORY OF TRUST INSTITUTIONS OF AMERICA FOR 1945 (New York, N. Y., Trusts and Estates Magazine, 1945. \$3) is a continent-wide listing of active corporate fiduciaries of the United States, Canada and Mexico, by geographic area and by personnel, containing a directory of firms and services of special interest to executives and trustees.

* * *

A description of the "Quaker Collection in the Haverford College Library," by Anna B. Hewitt, appears in the January 1945 issue of the *Bulletin of the Special Libraries Council of Philadelphia and Vicinity*, pages 1-4.

Edith Portman describes the "Library of the Mellon Institute" in *Wilson Library Bulletin*, February, 1945, Section 1, page 417.

* * *

DEMOCRACY UNDER PRESSURE (New York, N. Y., Twentieth Century Fund, 1945. 154p. \$1) is the fourth title in the series, "When the War Ends," by Stuart Chase. In pointing out the effect of special interests upon the public welfare, the author tells the how and why of several economic and political pressure groups.

* * *

BUSINESS LEADERSHIP IN THE LARGE CORPORATION (Washington, D. C., Brookings Institution, 1944. 369p. \$3), by R. A. Gordon, is an analysis based on a detailed study of the organization and functioning of large-scale business. The leadership activities of executives, directors, stockholders, bankers, the government, labor and certain other affected groups are each considered.

* * *

In LABOUR'S POSTWAR WORLD, vol. 5, no. 1, "Behind the Headlines" Series (Toronto, Canadian Institute of International Affairs, 1945. 10¢) Paul Martin, Parliamentary Assistant to the Minister of Labour, presents his private interpretation of labor's position on the following points: the workers' ideas of good government and how it can be won to a higher degree; labor's attitudes on controls, employment, housing, immigration, the Constitution; labor throughout the world; labor's world responsibility and world dependence.

* * *

Cocina A. Ruch, Librarian of the Louis Livingston Library of Baking, describes the "Baking Industry's Library" in *Illinois Libraries*, January 1945, pages 20-21.

* * *

The Commerce Clearing House has completed a compilation of leading opinions of the U. S. Supreme Court entitled, STATE TAX CASES (New York, N. Y., Commerce Clearing House, 1945. \$5). These cases involve state and local taxation, other than death taxes, selected for their precedence value, rendered in years 1918-1944.

* * *

The DIRECTORY OF LIBRARIES OF THE CHICAGO AREA (Chicago, Ill., Chicago Library Club, 1945. \$1.25), 2nd edition, recently published by the Chicago Library Club, is jointly sponsored by the Illinois Chapter of Special Libraries Association. Besides information on each library listed, it also contains brief sketches of the professional library organizations in Chicago, as well as a subject index to outstanding collections. Much new material is included, with 833 entries as against 437 in

the first edition. There are also new features, among which are the section on elementary school libraries and descriptions of union catalogs in the Chicago area.

* * *

FINANCIAL SECURITY FOR YOURSELF AND YOUR DEPENDENTS (Indianapolis, Ind., The Research and Review Service, 1945. 34p. 25¢) is a financial guide with unusually effective solutions to the most pressing financial problems men face today. It gives direct and definite recommendations on how to use dollars to the best advantage in the period of high income taxes and low investment yields.

* * *

LIFE INSURANCE FROM THE BUYER'S POINT OF VIEW (Cambridge, Mass., American Institute of Economic Research, 1944. 166p. \$1), by E. C. Harwood and B. H. Francis, now in its 4th edition, is written for the average man contemplating purchasing life insurance, annuities, health and accident insurance. There is a discussion of various types of policies, group and industrial insurance and annuities, as well as many life tables and charts.

* * *

NOTES ON UTILITIES—POSTWAR, by John C. Parker, Vice-President of the Consolidated Edison Company of New York, Inc., and Chairman of the Public Utilities Division, Postwar Planning Committee, Commerce and Industry Association of New York, Inc., explains why progress should continue in the fields of electric and gas supply, telephone, telegraph, trolley and subway service, provided additional burdens are not placed upon these industries.

* * *

The TRAFFIC ENGINEERING HANDBOOK (New York, N. Y., Institute of Traffic Engineers and the National Conservation Bureau, 1945. 300p. \$3.25), co-edited by H. F. Hammond and L. J. Sorenson, is a comprehensive, technical treatment of traffic engineering and is intended to supply the traffic engineer and the student with an authoritative reference work.

* * *

Increased taxes and lowered investment yields made FINANCIAL SECURITY FOR YOURSELF AND YOUR DEPENDENTS (Indianapolis, Ind., Insurance Research and Review Service, 1944. 34p. \$2.25) particularly valuable in solving the financial problems that men face today. Direct and definite recommendations are made on how to use dollars to the best advantage in a period of high taxation.

Another study made by the Insurance Research and Review Service is entitled, the EFFECT OF TODAY'S TAX LAWS UPON YOUR ESTATE (1944. 16p. \$1).

The Engineering Library of Bendix Products Division has compiled a CATALOG OF BOOKS AND PERIODICALS in order to acquaint the employes with the information to be found in its library. Anyone organizing an engineering library or trying to locate books on technical subjects may be interested in obtaining a copy of this list gratis, while the supply lasts, from Mrs. Gladys J. Young, Engineering Library, Bendix Products Division, South Bend 20, Indiana.

* * *

For the 32nd year GREEN BOOK BUYERS DIRECTORY 1944-45 (New York, N. Y., Schnell Publishing Co., 1944. 1096p.) is available gratis with a 1-year subscription to *Oil, Paint and Drug Reporter*. This is a four-part convenient annual reference to suppliers of chemicals, drugs, oils, gums, waxes and related materials: Part I, Chemicals and related materials; part II, Equipment and operating supplies; part III, Services (technical and commercial); part IV, Alphabetical directory listing names and addresses of suppliers.

* * *

In African Handbooks No. 6, John A. Noon discusses, region by region, the LABOR PROBLEMS OF AFRICA (Philadelphia, Pa., University of Pennsylvania Press, 1944. 144p. Price?).

* * *

YOUR STAKE IN COMMUNITY PLANNING (New York, N. Y., National Committee on Housing, Inc., 1944. 27p. 35¢) is a popular version of the housing problem which should arouse wider interest and thinking on these important matters affecting every American community.

* * *

Bibliographies:

BOOKS FOR THE ADVERTISING MAN. Compiled by Bureau of Research and Education. (New York, N. Y., Advertising Federation of America, 1944.) 42p. \$1.

BUSINESS EDUCATION. Compiled by Teaching Aids Service of the College Library. (New Jersey, New Jersey State Teachers College, 1944.) 53p. 75¢.

EMPLOYMENT OF DISABLED VETERANS. Compiled by R. L. Vormelker. In *Wilson Library Bulletin*, Pt. 1, February 1, 1945, pp. 106-107. (New York, N. Y., R. R. Bowker Co., 1945.) 25¢.

EMPLOYMENT SERVICE AND RELATED SUBJECTS. (Washington, D. C., U. S. Manpower Commission.) 39p. Price?

ENEMY PROPERTY IN WORLD WAR I. Compiled by H. L. Scanlon. (Washington, D. C., Carnegie Endowment for International Peace Library, Dec. 1944.) 18p. Price?

INDUSTRIAL ENGINEERING AND MANAGEMENT LITERATURE. Compiled by R. M. Barnes and N. A. Englert. (Iowa City, University of Iowa, College of Engineering.) 80p. \$1.50.

POSTWAR PLANNING FOR INDUSTRY PART V: SMALL BUSINESS—NOW AND AFTER THE WAR. Compiled by Business Information Bureau. (Cleveland, Ohio, Cleveland Public Library, Dec. 1944.) 4p. 10¢.

REHABILITATION OF THE DISABLED SERVICEMEN. Compiled by Felicia Fuss. (New York 10, N. Y., Russell Sage Foundation Library, 1944.) 14p. 20¢.

UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION. Compiled by United Nations Information Office. (New York, N. Y., United Nations Information Office.) 9p. Price?

"WHITE PAPERS" AND OTHER IMPORTANT GOVERNMENT DOCUMENTS, September 1939-December 1944. (New York, N. Y., British Information Services, 1945.) 7p. Price?

WORLD ORGANIZATION. 4th ed. Compiled by H. Aufrecht. (New York 18, N. Y., Woodrow Wilson Memorial Library, 1945.) 16p. Price?

MARCH 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.)

ANNUAL FLOWERS, by D. H. Jenkins. M. Barrows & Co. \$2.75. "The how-to-grow-the-handbook for every lover of the seed catalog, complete with delightful, new suggestions for bouquets and window boxes, and the Calendar of Chores."

BRASSEY'S NAVAL ANNUAL, 1944, ed. by H. G. Thursfield. Macmillan. \$5. "A unique one-volume history of current naval action and progress. Fifty-fifth annual edition."

BUILDING OR BUYING A HOUSE, by B. K. Johnstone. Whittlesey House. \$2.75. "A complete guide to the acquisition of a home which will meet the particular needs of the individual family group."

DECLARATION OF INDEPENDENCE, by J. P. Boyd. Princeton University Press. \$3.50. "This book brings together for the first time reproductions of all the known drafts and copies of the Declaration in Jefferson's hand."

CATALYTIC CHEMISTRY, by H. W. Lohse. Chemical Publishing Co. \$8.50. "This book

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CHEMISTRY OF ELECTROPLATING, by C. B. F. Young. Chemical Publishing Co. \$4. "Written in a clear and simple language, this book accumulates from the immense realm of chemistry those theories and definitions which have a bearing on electroplating. Without assuming any previous knowledge of chemistry, it leads the electroplater step by step to the understanding of the principles of chemistry and the chemical phenomena arising in his work in the plant."

CITY DEVELOPMENT, by L. Mumford. Harcourt, Brace. \$2. "This book contains the most important essays by Mr. Mumford on the subject of city development and spans the period between 1922 and 1945."

ITALIAN DEMOCRACY IN THE MAKING, by A. W. Salomone. University of Pennsylvania Press. \$3. "A discussion of the Giolittian Era, 1900-14."

LAWN AND GARDEN WEEDS, by J. M. Fogg, Jr. University of Pennsylvania Press. \$1.50. "A handbook for the Eastern Temperate United States."

MANPOWER IN MARKETING, by E. J. Bengel. Harper. \$4. "A widely experienced consultant discusses the steps that will have to be taken in order to rebuild a strong sales organization after the war. Numerous practical tests are included covering the selection of salesmen; also specific programs for sales training and check-up of subsequent performance. A book of great practical value for sales managers and employers."

MINIATURE HISTORY OF THE WAR, by R. C. K. Ensor. Oxford. \$1.50. "The brief history of the Second World War is a masterpiece of compression. Rapidly, lucidly, the book moves through the period from September 1939 down to the liberation of Paris in August 1944."

MOSQUITOES OF NEW JERSEY AND THEIR CONTROL, by T. J. Headlee. Rutgers University Press. \$4. "The life work in field and laboratory of an outstanding scientific authority on mosquitoes and their control."

OUR TREES AND HOW TO KNOW THEM, by A. I. Emerson and C. M. Wood. Lippincott. \$3. "A new printing of one of the handsomest nature books ever offered for the delight of the forest rambler. Its purpose is to afford an opportunity for a more intelligent acquaintance with American trees, native and naturalized."

PACIFIC ISLANDS HANDBOOK, 1944, by R. W. Robson. Macmillan. \$4.50. "First North

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PERENNIALS PREFERRED, by H. V. Wilson. M. Barrows & Co. \$2.75. "Every gardener's complete guide to growing perennials with a minimum of effort through the entire year. Here are the simple ABC's of soil and fertilizing, mulch and pests, etc., and the Calendar of Chores which sums up the month-by-month tasks not to be neglected."

PLANNING TO BUILD, by T. H. Creighton. Doubleday, Doran. \$2.50. "This book is addressed to the average American who is dreaming of building a new home and who is wondering what miracles of construction are in store for him in the postwar era."

PRACTICAL APPLICATIONS OF DEMOCRACY, by G. deHuszar. Harper. \$2. "Here is a lively and penetrating account of what democracy in action means in such varied activities as local community groups, education, journalism and industry."

PRACTICAL MARINE ELECTRICITY, by S. N. LeCount and H. S. Dusenbery. Macmillan. \$3.50. "How to install, operate and maintain all electrical equipment found on merchant ships."

PRINCIPLES OF RADIO FOR OPERATORS, by R. Atherton. Macmillan. \$3.75. "Explains how each part of radio works, with many useful new teaching devices."

PUBLIC RELATIONS FOR CHURCHES, by S. Haral. Abingdon-Cokesbury. \$1. "An authoritative and invaluable guide in public relations, with step-by-step methods on how to make the most of every public contact, for ministers, promotion directors, etc."

R. C. A. F.: THE FIRST FOUR YEARS, Oxford. \$3. "This book, based on official records and interviews with airmen, has been prepared by the Historical Section of the Royal Canadian Air Force, men and women with practical air experience and a deep feeling for the Force."

TIME FOR PLANNING, by L. L. Lorwin. Harper. \$3. "An effective and concrete answer to those who say that planning is unnecessary or impossible. Philosophy and areas of planning are discussed by the founder of the National Planning Association."

Activities of Chapters

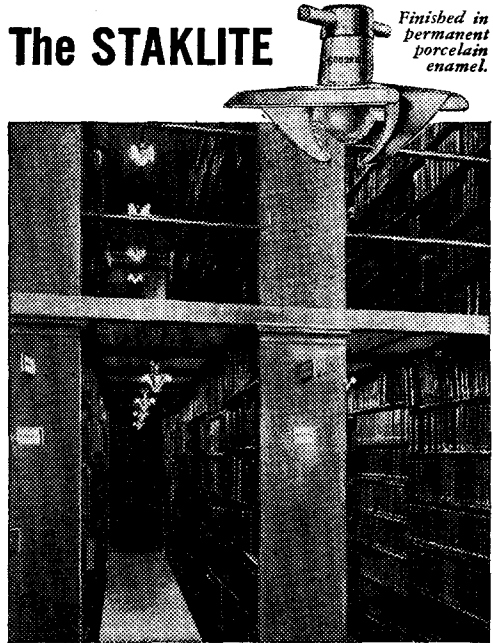
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31, 1945 to discuss "Postwar Information Needs." All the speakers stressed the importance of helping the war veteran adjust himself to the postwar era, and the need to have on hand information which will assist industrial leaders in the reconversion period immediately following the war.

Indiana

Methods and procedures were in the spotlight at the January meeting of the Indiana Chapter. Two members spoke on the acquisition, care and use of pamphlets; one on a popular collection of pamphlets in the central library of the Indianapolis Public Library system and the other on the pamphlet file of its Business Branch.

The Librarians of the Lukas-Harold Corporation, the Allison Division of General Motors and Eli Lilly and Company described the routing of periodicals in their libraries. Other topics discussed were the use and revision of routing slips, the substitution of photostats of the table of contents for the routing of some periodicals, length of the lending period, sending of overdue notices, use of binders to lengthen the circulation life of a periodical and abstracting periodicals.

The meeting ended with Miss Helen Winklepleck, Librarian of Wright Field, Dayton, Ohio, telling of the history of Wright Field and the development of library service there.

Montreal

At its February meeting the Montreal Chapter acted upon one of the suggestions submitted by the newly organized S. L. A. Public Relations Committee to contact non-library associations. Professor Howes of McGill University, representing the Scientific Workers Union, spoke on "Professional Organization."

New Jersey

The "Role of the Special Librarian in Company Standardization" was the subject of the talk given at the December 1944 meeting of the New Jersey Chapter. Dr. Gaillard of the American Standards Association, discussed the general philosophy of standardization, its application in the library field and in the field of industrial management. He defined standardization as the key to coordination, and the ultimate purpose of standardization as the attainment of harmony.

He also reviewed the history of standards, the organization of the American Standards Association and the International Standards Association, and the work of the A. S. A. Committee Z39 on library standardization. Copies of the approved standard *Reference Data and Arrangement of Periodicals* were displayed, as

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were also the library standards adopted in Germany. In conclusion, Dr. Gaillard stressed the importance of standardization in industrial management and showed how company librarians can be instrumental in starting the organization of standardization work.

San Francisco Bay Region

The San Francisco Bay Region Chapter has chosen for its theme this year "Special Libraries, Industry and the Community." In keeping with this program Mr. Francis Violich of the San Francisco City Planning Commission, at the Chapter's January meeting, spoke on "How Master Planning Works in San Francisco." He suggested that all special libraries keep informed on this subject by reading pertinent pamphlets and newspaper articles, visiting the Board of Supervisors' meetings, joining a citizen's organization, taking courses and keeping an eye on Congress.

Announcements

Conference on Books for Devastated Libraries

A Conference on Books for Devastated Libraries was called on Wednesday, February 28, 1945, by the U. S. Department of State to discuss the problem of devastated libraries in Europe and the responsibility of American libraries in helping to rebuild these destroyed collections so that Europe can regain its place as an economic, educational and cultural power.

One of the plans voted to carry out this objective was the establishment of an "American Book Center," where collections received would be sorted, classified, allocated and shipped.

Miss Eleanor Cavanaugh, who was the S. L. A. Representative to this Conference, is also a member of the Executive Committee of the Joint Committee of the Council of National Library Associations. It is this Committee which will be responsible for carrying out the program for aid to libraries in the devastated areas.

Further information regarding this project will appear in the April issue of *SPECIAL LIBRARIES*.

Graduate Work at Peabody

Starting with the summer quarter of 1945, courses leading to the M. S. in L. S. degree will be offered for the first time by the Peabody Library School. The complete program of courses will be offered during the regular year, beginning with the fall of this year. Entrance requirements include graduation from an approved four-year college or university with a

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**University of Chicago Graduate Library School
Summer Quarter Program**

The University of Chicago, Graduate Library School, is condensing its 1945 Summer Quarter courses to a period of nine weeks, from June 25 to August 25. During these two months students in either the advanced curriculum or the Bachelor of Library Science curriculum may enroll for three regular courses, or approximately one-third of the requirements for either program.

The needs and interests of college and university librarians, school librarians and public librarians are all well represented in the list of fourteen advanced courses scheduled for the Summer. These offerings include both basic courses for new students and also additional courses for former students continuing their programs of study.

In the B. L. S. curriculum, open to college graduates, a second group of courses in the three-summer cycle is scheduled. These courses are open both to former students and to beginners.

Tentative plans for the Tenth Annual Institute of the Graduate Library School have been made for the Summer of 1945. A program is under consideration on the principles and techniques of personnel administration, to be discussed by special lists from libraries, government and industry. The tentative dates are August 27 to September 1. Final decisions regarding the Institute will depend on transportation facilities available. Later announcements will be made if the Institute is to be held.

Correspondence regarding any phase of the School's program is invited and may be addressed to C. B. Joeckel, Dean, Graduate Library School, University of Chicago.

Training for Hospital Librarians

The School of Library Service at Columbia University will offer in the summer session of 1945, July 2-August 10, a program pertaining to work in hospital libraries. Enquiries and requests for application forms may be addressed to the School of Library Service, Columbia University, New York 27, N. Y.

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Files of *New York Times* Wanted

The *New York Times* is interested in procuring a complete run of its files for the years of 1880 through 1913, or odd volumes for the same period. Will anyone having any or all of these issues please communicate with Mr. Chester M. Lewis, *New York Times* Co., 229 West 43rd St., New York 18, N. Y.

South American Medical Publications Available for Exchange

The American Library Association has received from the Faculty of Medicine at Montevideo a collection of recent Uruguayan medical books and periodicals, comprising some 140 pieces, in exchange for books sent to the Faculty as part of the Books for Latin America Program. The director of the Library of the Faculty, Dr. Alejandro F. Sarachaga, is anxious to establish exchanges of the *Anales de la Facultad de Medicina* with medical publications of the United States, and will welcome correspondence to that effect.

Public Relations for Special Libraries

(Continued from page 82)

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