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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 36

April 1945

NUMBER 37

What's Wrong with Newspaper Libraries?

Jean H. Fentimore

In Defense of Newspaper Libraries

Ford M. Pettit

The Library of the Philadelphia Inquirer—A Model Newspaper Library

Paul P. Foster

Who's Who in the Armed Services

Stephen A. Greene

Still Pictures Library, Navy Department

Dorothy McKee Thomas

S. L. A. Executive Board and Advisory Council Meetings,

March 23 - 24, 1945

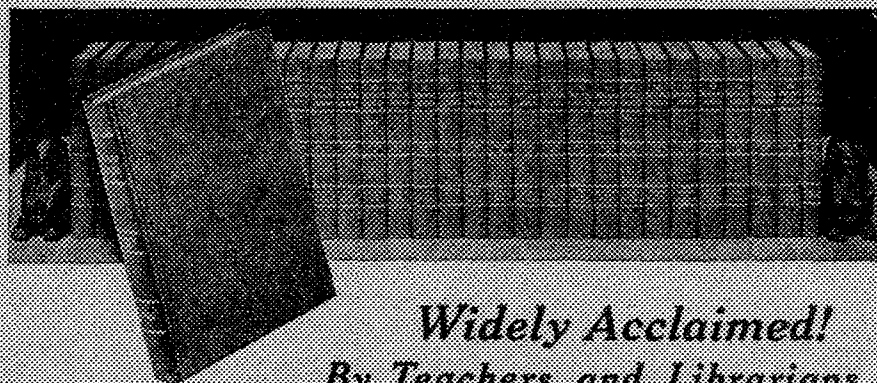
Walter Hausdorfer

S. L. A. Emergency Binding Committee Progress Report

Phillips Temple

Published by

SPECIAL LIBRARIES ASSOCIATION



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Indexed in Industrial Arts Index and Public Affairs Information Service

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WHAT'S WRONG WITH NEWSPAPER LIBRARIES?

By JEAN H. FENIMORE

Librarian, The Associated Press, Washington, D. C.

SOMEWHERE, somehow, newspaper libraries have been lost in the shuffle.

Communications have made great strides and newspapers perforce have kept pace with them. News agencies, wire services and the many syndicates in and outside the United States supply them with material and news within a few minutes of its occurrence. But deep within the organizations, in newspaper and news agency offices, are the unknown, unsung, unwept researchers who keep the archives. They work today with materials and methods used when the newspaper library was no more than a transfer case on marriages, births and deaths kept on the city editor's desk "just in case."

Three things, I think, contribute to this situation: (1) The attitude of the organization toward the library; (2) The attitude of the librarian toward the organization; (3) The lack, in the newspaper library field, of standardized methods and, most important, any central clearing house of methods, equipment, subjects and study plans.

Newspaper organizations have been urged more than once, and, as a newspaper librarian I must add my voice to the cry, to change their attitude toward the library. A newspaper library, ideally, is the storehouse of all facts needed by all divisions of the organization. These facts should be kept in such order that one, ten or a hundred of them can be given those who need them, quickly and accurately, at any time, under any circumstances. Further, it is the storehouse of background material needed by editorial and feature writers. This material

also should be kept in such order that a writer can ask for it, be supplied with it, use it and return it within a few hours. And last but not least, it is the storehouse of the newspaper's or news agency's own words on any given subject. It is the organization's archives, kept in such order and condition that an editorial, feature story or spot news story on any given subject, from the time of the organization's beginnings, can be supplied quickly and in good shape.

How many newspaper libraries can perform all these functions? Certainly not my own and none of those I have seen or consulted.

The news organization, if it is to have an efficiently and happily conducted library must recognize the necessity of the library. Its value is proven hundreds of times a day but forgotten as quickly as the ink dries on its newsprint. The library is hardly ever given a budget of its own. Its funds are doled out grudgingly, its needs left to the last. Carfare for the office boy is an admitted necessity. An extra copy of *The World Almanac* for the library is considered a luxury.

The average news organization sees researchers as mechanics with pencils and shears. A trained researcher has more than training. He has, as a rule, beyond his education in a given field, a lively curiosity about all matters. The satisfaction of that curiosity, by means of study and experience beyond the requirements for a college degree or his job, is of definite advantage to his organization. But the organization hardly ever recognizes the fact that the researcher, applying for a job which pays, let us say, \$30 a week,

has put much more than that into his education, and will continue to invest in himself and in his work by buying books and taking courses. The trained researcher, in other words, cannot afford to work for a newspaper.

The first result for the organization is mediocrity in the library. The second result is my second point.

The newspaper or news agency treats the librarian and his assistants, if he is lucky enough to have any, with ill-concealed contempt and bad humor. Nothing is where it should be, nothing can be found. The librarian is too busy catching up with last month's news to know what happened yesterday. He is rushed by demands of all kinds, more than often outside his own particular sphere. He comes to consider editors who do not know offhand how far it is from Los Angeles to San Francisco, or how to spell "hickenlooper," or how to find answers to these questions without assistance, complete fools and dolts in the bargain.

The librarian with a large staff and a reasonably smooth-running system is unwilling to have any of his material leave the library. Writers and editors are careless. They take material and never return it. If the librarian is lucky he finds his clips in a waste basket the next day. Thus he adopts a religious attitude toward his material. It becomes sacred, not to be touched by profane hands. Let me tell you what it says in the Encyclopedia, is his attitude. Let me go through those files. Don't take that way. All this becomes in the end the attitude of "I don't know," "We don't have it," and eventually "I don't care."

As for the third point, method, in a newspaper library as in any other, is of primary importance. But it is hopeless for one newspaper librarian to consult the files of another. Each has his own method, based on one of the two filing systems, often a combination of both, modified by the needs of the organization and the inventiveness of the librarian.

It seems to me ridiculous that, while I can go to any public, university or special library in the United States or Europe and know how to use the catalog and understand the symbols on the cards, I cannot go from my own newspaper library to another and understand the setup.

Why has there never been, among newspaper libraries, a central policy-making body performing functions similar to those of the Library of Congress in the general library field? With help from such a central clearing house the librarian's work would be made easier, his subjects, methods and equipment standardized, and his duties clearly defined. Further, it would be possible, under such a system, for a librarian, writer or editor from New York to consult a library in Chicago on a certain subject and know just where to look and what should be found in a certain category.

Why has no one ever considered the necessity, in the newspaper library field, of a union list of holdings?

Why has no one, news organization or librarian, seen the need of keeping, in permanent form, in microfilm or bound photostat, a record of the year's big news so that the organization's own words on these stories can be consulted long after clips or paste-boards have disintegrated?

Why have newspaper librarians never made publishers aware of the archivist nature of their work and why have they never sought permanence and uniformity in records, catalogs and material? Why this hit and miss method of discarding material after a certain undefined period of time? Why not a central storage place for news archives, supported by the newspapers and news agencies, staffed by able research representatives of the various organizations, where material might be kept in good order and permanent form, and from which any story, editorial or piece of background material could be furnished at any time?

The present system, manifestly unsatisfactory, should be changed. It can be changed mainly by an awakening to the situation on the part of librarians who should participate more actively in the Special Libraries Association.

That newspaper libraries are special libraries, I admit, but they are in a class by themselves. In the S. L. A. Chapter to which I belong I am one of a few newspaper librarians in a group devoted to business libraries. Newspaper libraries, I insist, are not business libraries. Their function is broader; demands on their capacities are greater; their scope worldwide in all subjects.

In my experiences with an S. L. A. Newspaper Group, I have met only one other librarian who has shown me anything, either in methods or equipment, superior to my own. In this Group, I have not met one person who sees the need of change in methods and only one who will share with me information and sources. This isolationism is not good. Sharing of material as well as ideas is essential. General libraries maintain in-

ter-library loan services. Why not newspaper libraries?

I should like to see a strong national newspaper library group in Special Libraries Association with greater opportunities for discussion, research and cooperation than now exist.

I should like to see some outstanding newspaper library lead the way in evolving standardized methods and subjects, in aiding in publication every two years or so of a union list of newspaper library holdings and in publishing quarterly lists of changes, additions and subtractions. I should like to see this library begin research and experimentation with microfilm as a permanent record of its material and cooperate in the making of cataloging rules and methods of storing for all newspaper libraries.

Mainly, I should like to have some foresighted publisher set aside funds for this research and thus lead the way among other publishers toward establishment of standardized, well-run, intelligently staffed newspaper libraries in the United States.

IN DEFENSE OF NEWSPAPER LIBRARIES

By FORD M. PETTIT

Director of Reference Work, The Detroit News, Detroit, Michigan

SO the newspaper library is mouldy, musty, sorely out of date, working with materials and methods of a dead and gone generation!

There are still some librarians who knew the newspaper library of those days. Mostly it consisted of a thumb worn dictionary, a last year's *World Almanac* and a dusty *Bible*. The clipping collection, if any, was a scrapbook of some methodical, painstaking reporter, filled with his own clippings. Cuts were tossed in utter disorder on a shelf in a corner. Only here and there, in the larger cities, were there any newspapers with even a pretense to

a morgue and it likely was managed by a superannuated reporter, or by some girl who understood only vaguely what it all was about.

And so newspaper libraries have made no progress, while other departments of the newspaper have swept past them!

What about those batteries of steel cabinets, labelled with a large type typewriter, the folders or envelopes of which are separated by guide cards and divided into many subject classifications. Are they a hangover from the dead generation?

How about those typewriters, mounted

on adding machine tables, with roller bearing wheels, so that filers can work from desks which travel up and down the aisles, wherever filing is to be done. Are they a heritage of the past?

And that card index which reveals at a glance when a story was published, along with the edition and page and column. Did they have that in Grandpa's day?

Then there are loose leaf scrapbooks, all indexed, covering subjects that are closed or persons whose voluminous printed record is to be kept permanently. Whose idea was that?

There is an index of all the newspaper art, which shows what happened to the photograph and the cut. At the end of the year it is bound into a book as a permanent record. Isn't that comparatively new?

In the clipping files there are colored envelopes to distinguish subject material from biographical. There also are colored stickers on some envelopes to designate material that is of a transitory nature. This facilitates weeding. This surely wasn't the oldtimers' idea.

Did any newspaper of the forgotten past ever print a special rag paper edition to be clipped for the files? Rag paper doesn't get yellow and brittle with age as pulp paper does.

Were questionnaires sent to prominent people in the old days to build up a biographical collection and obtain newer photographs? Did the old morgue ever have reporters assigned to the specific task of writing obituaries of home town people in advance of their use?

Some clippings are marked with colored pencils or inks to designate the edition, or the fact that they are from other newspapers. Surely that is an improvement over the black pencil marking of the old days, some of which left one in doubt as to the intentions of the marker. Clippings now have date, page, column and edition marked on them. Isn't that an improvement?

And the cuts of the old days! How in the world did they ever keep them straight? They were marked, perhaps with pencil, and the writing rubbed off with casual handling, or a caption was pasted on the back with mucilage, which dried out shortly and left the cut unidentified. A special ink for zinc puts the identification permanently on the engraving. And that idea isn't very old.

Then there is the slicer, invented by the late David G. Rogers, Librarian of the New York *Herald-Tribune*. It speeded up the task of cutting the paper and made the job less fatiguing, because it is so light and easy to manipulate.

There is also a daily or weekly check on borrowed material to make sure that it is all returned to the library. If there was any such system in the old days, there is no record of it.

Did anyone ever hear of the old time photographer permitting the librarian to organize the negative file and coordinate it with the photograph files? This is now done and for the first time the photographer can lay his hands on a negative when he wants it.

Did one ever hear of a newspaper in the old days selling photographs instead of loaning them or giving them away? It makes fewer enemies for the newspaper, reduces the number of prints and may provide enough income to pay the salary of a photographer. The war has stopped this practice, but it is still a good postwar project.

ADDITIONAL IMPROVEMENTS ADDED IN RECENT YEARS

Miscellaneous biographical clippings have been abolished and a separate folder or envelope is now provided for each individual. This speeds up service and lessens chances for error.

Microfilm copies of the newspaper are much used instead of the bound volumes. It is even possible to have a microfilm attachment mounted on a photostat machine so photostat copies can be made from microfilm. Incidentally, there has

been considerable research and experimentation with microfilm and the United States Bureau of Standards has reported, after tests, that microfilm on an acetate base has a life expectancy equal to the best grade of rag paper, which is more than 100 years. Damaged, lost or destroyed files are duplicable from the negative microfilm. As a substitute for the bound files it saves more than 95 per cent of the space. As a supplement, it permits remote storage of the cumbersome books.

Subject clippings are marked with an eye to the future. When the miscellaneous folder or envelope gets too fat, the filer can shuffle through the contents and remove clippings already marked with new subdivisions and place them in new envelopes. This makes the process more or less automatic.

There are cross references from the clipping files to the pamphlets and there is a card index for pamphlet sources.

Purely to save space, a divided folder is available for small pictures. This also serves as a guide card. The saving is 50 per cent.

A sorting device with alphabetical divisions up to 400 for arranging clippings and photographs in order for filing makes for speed, economy and accuracy.

A special typewriter is used for indexing. The type is minuscule Gothic, all capital letters but with smaller capital letters instead of lower case type. It is easy to read, does not clog up readily and types 13 lines to the inch.

New reference books are added whenever the librarian feels there is a definite need. Encyclopedias are kept up to date. The library no longer depends on book review copies for its new books. Even the Oxford dictionary is found in some libraries, and library school trained librarians administer the better newspaper book collections.

Magazines are clipped for factual material. Complete files of some are retained permanently, along with the *Read-*

er's Guide to Periodical Literature, the *Book Review Digest* and *Cumulative Index to Books Published in America*.

S. L. A. NEWSPAPER GROUP

Ideas are exchanged between librarians through the medium of the Special Libraries Association Newspaper Group. There is a cooperation to be found here that is really refreshing, despite the unfortunate experience related by Miss Fenimore. Many of the best ideas used in the Detroit *News* library are the result of experiences of other librarians and were given willingly and in the best spirit of cooperation. In turn, it has pleased the *News* to lend a helping hand to others struggling with similar problems.

If the attitude of the librarian toward the newspaper is wrong, probably it is his own fault. He must have respect for himself and his job before he can command respect of others. He should be familiar with all departments of newspaper work. He should know how his library can serve each department and then see that this service is provided, insofar as the means at his disposal make it possible.

Admittedly there has been a tendency to regard newspaper library workers as clerks who needn't have any special training or intelligence. That is unfortunate but can be and has been overcome in many instances. The librarian shouldn't hide his light under a bushel. When the library is giving the kind of service it is meant to give, there is bound to be a proper attitude from the management. It may be slow work, building the library up to the desired efficiency, but it is worth while and can be done.

A newspaper can have any kind of a library it wishes, if it is willing to pay for it. There are modern methods available and also librarians with the "know how."

It is true that the Newspaper Library, so far as clippings are concerned, has no Dewey system or Library of Congress classification of its own. Efforts have

been made at various times to devise such a scheme. This writer has been a member of several classification committees of the Newspaper Group. The difficulty has been that each librarian wanted to use his own classification as the committee's report. Librarians are much like farmers, when it comes to organization.

Whether it would be an advantage to have every newspaper library cut on the same pattern is questionable. Knowledge of the home town people and institutions are almost as important as technical training. Editorial policy and habits of users of the library determine the library's character, to a considerable extent. It would be impertinent to say that a universal classification plan for newspapers can not be evolved. If any one wants to try it, the field is wide open. In the meantime, if a visiting librarian wants

information, there is always someone at hand, glad to find what is sought and probably resentful of any effort of the visitor to help himself.

The Newspaper Group is a clearing house for library ideas. That is one of the main advantages of its conferences. Informal discussions of librarians, quite as much as the formal meetings on the program, amply repay the librarian for his time and expense. And if one wants to learn still more about newspaper libraries, how about selling the boss on the idea of a junket to a half dozen cities where there are good newspaper libraries?

But if newspaper libraries really are as bad as Miss Fenimore seems to think, a lot of us had better rustle up a war plant job before the War Manpower Commission catches up with us.

THE LIBRARY OF THE PHILADELPHIA INQUIRER—A MODEL NEWSPAPER LIBRARY

By PAUL P. FOSTER

Librarian, The Philadelphia Inquirer, Philadelphia, Pennsylvania

THE average person, even the average librarian, knows little about a modern newspaper library. Many have heard of a mysterious spot in the newspaper office called the morgue or the graveyard. They may have pictured it as a hole in a corner containing a lot of dusty files and out of town newspapers, where the writers of obituaries come to find the life stories and portraits of persons of national and local importance. But the public generally does not know that the shiftless days of the antiquated morgue are over. No longer do editors and reporters complain as at one time they did that they can never obtain what they want. The dusty morgue has

disappeared and the streamlined library has replaced it and delivers the goods, whether the demand is for clippings, photographs, maps or information from reference books and other sources. The well organized library has become an indispensable section of the editorial department of a metropolitan newspaper, the memory of the newspaper brain.

The word "library" is not an ideal description of this very essential department of a great newspaper. But morgue and graveyard are out of date; reference department is clumsy; intelligence department, used by the *London Times* and other British newspapers, too stilted; and so the word library, even if it is a mis-

nomer, has gradually become the accepted term.

PHILADELPHIA NOTABLE IN NEWSPAPER
LIBRARY HISTORY

Philadelphia is notable in newspaper library history. It was here that the late Joseph F. Kwapil, of the now defunct Public Ledger newspapers, created one of the largest and best known newspaper libraries in the country. Mr. Kwapil also founded the Newspaper Group of the Special Libraries Association which has been largely responsible for improving the status of all newspaper libraries.

Philadelphia now has three newspaper libraries, those of the *Evening Bulletin*, *The Inquirer* and *The Record*. Prior to 1925 the Library of the Philadelphia *Inquirer* was a small affair. In that year the late Col. James Elverson, Jr., erected the imposing building on North Broad Street, directly over the tracks of the Reading Railway. This glistening white structure with its lofty tower is a landmark on the Philadelphia skyline. It houses one of the largest and finest newspaper plants in the world. The management of *The Inquirer* realized that an adequate library would be essential and decided to spare no expense to ensure the best equipment and the right foundation for the great Library it is today.

For several years demands on the Library were relatively few. These years were employed in training an efficient staff, acquiring one of the best collections of reference books, developing an index and suitable classification methods. This period of comparative quiet came to an abrupt end when Mr. M. L. Annenberg purchased *The Inquirer* in 1936. Mr. Annenberg was determined to modernize the paper and to double its circulation. Since his death in 1942 his son, Walter Annenberg, has pursued the same policy with energy and success.

All this directly affected the Library. Demands for information and pictorial material, not only for the news columns, but for the Sunday magazine and roto-

gravure sections, increased enormously. New filing-cases and other equipment were added until it became necessary to move to the largest room in the building, the former auditorium. This is an immense room containing about 4500 sq. ft. with daylight from 18 large windows and space to expand for the next 20 years. No other newspaper library in the country can match these quarters for size and convenience. In *The Inquirer* Library everything is concentrated. Books and photographs are in the same vast room with the clippings, index, maps and microfiles. The captions on photos often provide information not found elsewhere, while it is a great convenience to have several thousand reference books so near at hand. These books are consulted constantly, not only for historical and biographical data, but for portraits, maps of European cities to be found in *Larousse*, *Brockhaus*, and in a complete collection of *Baedeker* and other guidebooks, and for many other purposes.

The feature that most impresses an intelligent visitor is the many massive rows of filing-cases which contain millions of clippings, photographs and cuts. There are at present 350 of these cases, 24 of them five drawers high. After the war many more filing-cases will be needed since war material and natural growth have begun to crowd the present lot. By replacing these with five drawer cases, as soon as available, it will be possible to gain the equivalent of 80 four drawer cases without using any additional floor space whatever.

PRIMARY FUNCTION OF
A NEWSPAPER LIBRARY

The primary function of a newspaper library is to supply immediate information on events and persons in the current news, as well as photographs, maps and cuts to illustrate such subjects. To do this a large staff marks, clips, classifies and files hundreds of articles and items daily so that they can be had without delay. At the same time the library re-

ceives a constant flow of news photographs, many of them by wire, which must be examined, captioned, cross-referenced and filed within a few hours after the events they picture occurred. *The Inquirer* Library receives an average of 1200 photographs each week from the various photo agencies, from staff photographers, social secretaries, dramatic, musical and motion picture promoters and other sources.

The Inquirer, too, is one of the few newspapers that maintains a comprehensive index of virtually every article, item, portrait and individual mentioned in each issue, minor sports and financial items excepted. The index serves a variety of purposes: to determine readily the date of an event, to give a quick chronological outline of any subject that has been described in the paper, and to locate a story in the rare cases where clippings have been mislaid or lost. All items are entered on a 5 x 8 card. Both sides are used and it is possible to list on a single card as many as 60 references to every article, item, portrait and individual mentioned in each issue.

Incidentally, the writer has many times suggested that librarians of public libraries maintain indexes of the worthwhile news in the newspapers of their communities. Such an index would record notable events, the history and progress of the community, the passing of landmarks, the erection of new buildings and obituaries of well known citizens. It would be a selective index and would require only a few daily entries. So far only one or two public libraries provide this invaluable service to students of local history.

War has greatly increased the demands on *The Inquirer's* index for it contains the names of thousands of men and women in the Armed Forces from Greater Philadelphia that have appeared in three other local newspapers besides *The Inquirer*. The city and news departments send long lists of casualties to the

Library daily. These have to be checked carefully in the index and in the clipping files for often a service man has been mentioned in a local newspaper before and it is possible to amplify the latest dispatch about him. Sometimes, too, a death may be reported more than once, by the family as well as later by the War Department. Careful checking prevents a duplication in the paper.

Since 1939 *The Inquirer* has used microfilm for the reproduction of its files. Newsprint rapidly becomes brittle with age and pages are easily torn. An average bound volume for a single month contains over 1600 pages and weighs about 28 pounds. Reproduced on microfilm the issues of an entire year occupy 1/5000 of the space required for 12 monthly volumes and can be stored in a single shallow drawer of a filing-case. Any number of positive prints can be made from the master negative. Several important libraries now receive and file these prints regularly. Among them are the Library of Congress, the New York Public Library, the State Library at Harrisburg, the Free Library of Philadelphia, the libraries of the University of Pennsylvania and of Temple and Duke Universities. *The Inquirer* is the only Philadelphia newspaper to adopt this modern method of preserving its files.

RESOURCES USED BY ALL DEPARTMENTS

While the main purpose of the Library is to supply information and material to the news departments, other important departments and staff writers of a great newspaper make constant use of its resources. These include editorial writers, sports and society writers, dramatic, music and motion picture editors, Sunday magazine, rotogravure and feature editors, and the promotion, radio and advertising departments. A daily average of 50 orders does not include the many requests for verification of names, dates, quotations, etc., which come to the Library in person or by telephone. Every member of the staff learns in time how

and where to find the information without delay. He seldom fails to recall its source or location, but in those rare cases a more experienced assistant can generally supply it.

Associated with the Library of *The Inquirer* is the information department with a staff of three young women. This department conducts a question and answer column which appears daily on the editorial page. The published answers represent only a fraction of the hundreds of inquiries received weekly by telephone or letter.

Until 1942 the Library personnel numbered 11 men, 10 under the age of 35. At present the staff numbers 14, ten men and four young women. The average age is 27. Seven of the original staff have joined the Armed Forces, their places being filled temporarily by substitutes. Most workers in a newspaper library take pride in their work and find it fascinating. It is true that the routine is exacting and never ending. The examination, filing and indexing of vast quantities of varied material and supplying it as needed consume the major portion of the time. Nevertheless the members of the staff realize that all this work is essential to the efficient preparation of the paper and ultimately for the benefit of its hundreds of thousands of readers.

ROLE OF THE LIBRARIAN

Walter Annenberg, young and progressive publisher and editor-in-chief of *The Inquirer*, recently inaugurated a monthly meeting of the heads of the many sections of the editorial department. These include among others the city editor, news editor, chief editorial writer, Sunday, feature, financial, sports and picture

editors and the librarian. This is the first acknowledgment by a metropolitan newspaper of the indispensability of the library to a well ordered editorial department. Librarians who recall the days when the library was struggling for a foothold will appreciate what a landmark this is in newspaper library history.

It is appropriate to quote here the concluding remarks of Robert C. McCabe, Editorial Assistant to the publisher of *The Philadelphia Inquirer*, at a luncheon given by that newspaper to visiting newspaper librarians during their twenty-second annual convention in Philadelphia, June 22, 1944. Mr. McCabe is a distinguished editor of long and varied experience in many cities. Few busy editors have taken such a friendly interest in newspaper libraries or done so much to improve their status:

"A newspaper is never the product of any one brain, no matter how great that brain may be. It is the result of the combined thought and work of many men, all of them striving as best they can for the great goal—complete and accurate coverage of the news of the day. That is the fundamental thing. And in this work the librarian and the library hold a most important post. The debt that the editorial department owes you librarians is very great, and perhaps may never be paid in full. So it gives me great pleasure to convey to you on behalf of the editorial staffs of all the newspapers with which I have been associated their hearty appreciation of your magnificent work."¹

¹ SPECIAL LIBRARIES, July-August 1944, p. 313. (Reprints of Mr. McCabe's article may be obtained by writing to Paul P. Foster, Librarian, The Philadelphia *Inquirer*).

The newspaper library is only a small part of a newspaper, but it holds the key to the record of what the newspaper has printed, and technic makes the information easily and readily available.

WILLIAM ALCOTT

WHO'S WHO IN THE ARMED SERVICES

By STEPHEN A. GREENE

Librarian, The Providence Journal-Bulletin, Providence, Rhode Island

WHO'S Who in the Armed Services of our country from your State or mine, is a very interesting and all absorbing question at the present time. The task of establishing and maintaining a military card index file which will tell you when Tom, Dick and Harry entered the Service, where and how, where they are now, what they have done, their outstanding exploits in this global war, how many decorations they have, and what for, whether they have paid the supreme sacrifice, have been wounded, or are missing, or are being held as prisoners of war, and by what country, and in what prison camp, is a monumental one in any language.

The chore of keeping such a file up to date is fraught with vexing problems which will convince you that war is all that Sherman said it was, and more, even though you may be sitting in a swivel chair with the only visible evidence of the conflict being a few bombing planes droning overhead. From training centers, graduate schools, hospitals, re-location camps, relatives and friends and from every theater of war comes news which must be assembled for recording.

This file is designed to provide a quick and accurate record of Rhode Island men in the Service. It will also serve as a permanent record of Rhode Island's contribution to the U. S. Armed Forces.

HOW RECORD IS CLASSIFIED

The cards, of which there are approximately 85,000, are broken down into 10 classifications. Different colored cards are used for different classifications. This makes it possible to determine easily and quickly how many persons are serving in any particular branch of the Service, such as the combat force, medical, nursing,

WACS, WAVES, Marine auxiliary, SPARS, or the number of casualties—dead, missing and prisoners.

Standard 3 x 5 index cards are used, plain or ruled, and not punched. The use of tierods materially slows up the work of operating the files. Each classification is filed alphabetically. The basic file, white cards only, includes all men in active service in the Army, Navy, Marine Corps, Coast Guard and Merchant Marine.

The record of all wounded personnel is carried on their record card in the basic file. The seriousness of the injuries is seldom known. Frequently men return to duty in a relatively short period of time. Their rapidly changing status would make it futile to attempt a separate file for casualties of this character. Consequently such a file would be dangerous from the standpoint of accuracy.

All deaths are recorded on blue cards, care being exercised to make the record clear as to whether death occurred in action or in line of duty. There is a definite distinction between the two. Doctors, dentists and nurses are carried on the same card grouping. A different colored card for nurses is desirable, but the colors were exhausted, due to wartime restrictions on such supplies. The use of colored cards for the different branches of the Service prevents, as far as possible, misfiling and facilitates the checking of casualty lists.

By arrangement with the Army, Navy and Marine Corps, Coast Guard and Merchant Marine recruiting and induction centers, a record of enlistments and inductions is obtained for the service file. Enlistments usually include addresses. In the case of inductions they are identified by draft board number.

A draft board area may include a ward in a city, a group of small towns or a complete county. This record is placed on the card which serves to give some fair idea of the locality from which the person entered the service. The induction record usually includes the camp, reception or training center assignment.

HOW INFORMATION IS SECURED

From this point on the records are compiled from material from many sources. Army and Navy official releases on decorations and promotions, Public Relations Offices here and overseas, training camps, re-location centers and hospitals are a prolific source of news. The girls and boys write back home, and usually the parents, friends and sweethearts see that you get the news. Columns are printed daily concerning the activities of persons in service. Additional data is obtained from stories on graduations, commissions, transfers, furloughs, marriage licenses, engagements, weddings, birth announcements, citations and discharges from the service.

Equally important is a careful check on all casualty stories and official casualty releases by the Army and Navy. All of this material is clipped, giving date and paper, page and column. Each item is typed on the military card in abstract form. This indicates what the story covered, with the date, paper, page and column for ready reference to the paper file when necessary for more detail.

If the story warrants, it is filed biographically as well as by subject, such as Army or Navy decorations, casualties—killed, missing persons or prisoners. In such cases the cards are crossed to the biographical clipping file. Usually, in case of casualties, the file will show a previous story to the effect that the person was killed, or reported as missing or a prisoner, in advance of the official casualty list. This information would come from the family, but the official casualty list is carded to complete the record.

Army and Navy official casualty lists are received daily, with advance release dates, allowing time to check the lists for necessary data to adequately present the story. These lists are checked with the military cards as the first step in preparing the story for publication. In most cases the cards give the latest address of the next of kin, from whom additional information, if necessary, may be obtained. In a very large percentage of cases, the card shows that the casualty has been previously published from information obtained from the family or friends, based on the Army or Navy official notification.

Prior to this year, official casualty lists were not available for weeks, and sometimes months, after the actual date of the casualty, and notification to the next of kin. Recently, however, improvements have been made in this system which will greatly expedite this service. It is a must rule, that in the publication of all official casualty lists, the notation "previously reported" must be used in every case where the casualty had been previously printed. The reason is obvious. Because of the lapse of time between the first notification of a casualty, and the final adjudication of the record, the next of kin might well be caused great anguish, if not more serious results, if it were not made clear that the report referred to the previous notification.

When a person is reported killed, missing or a prisoner of war, the white card is removed from the file and the record transferred to the proper colored card as the case requires. It sometimes develops that a missing person is later reported a prisoner, or is located and returns to duty. The same procedure is followed in re-carding to the proper classification.

This keeps the file free of obsolete records and avoids confusion and mistakes in news stories. Moreover, there is but one place to look for information if you know what you want. In each instance the card record is accumulative.

PRISONER OF WAR RECORDS

With the fast tempo of the Allied forces, both in the European Theatre of Operations and in the Southwest Pacific, it was deemed advisable to break down the prisoner of war cards into two groups, Asia and Germany. A recent check with the next of kin revealed the name and location of the camp where the prisoners were being held. It also revealed that both Germany and Japan, in recent months, have been moving American prisoners of war farther away from the rapidly onrushing Allied armies. As the Allied offensive rolls forward and captures certain areas where prison camps are known to have been located, it would be possible, in a matter of a very few minutes after the news was received from the wire services, to determine from the card file, the names of any Rhode Islanders who were last known to have been in prison camps in the liberated area. In fact, it may well be, that the names of such persons could be carried in the same edition as the story announcing that the territory had been conquered by the Allied invasion.

Many citizens from Rhode Island, in common with citizens from many other States in the Union, were trapped in the Philippines with the Jap sneak attack December 7, 1941. It was found advisable to establish a card file for Civilian Internees in that area, on the same general plan, although separate and entirely apart from the military file. This file, supplemented in many cases by the biographical clipping file, made it possible to keep pace with the lightning push of Gen. Douglas MacArthur's drive into Manila. As news dispatches told of the liberation of one place after another, it became possible to determine whether any Rhode Islanders were known to have been interned in those areas. In many instances such proved to be the case, and this file has well served its purpose.

I have had requests within the last 18 months for information as to the best

method of establishing a military card file. Frankly, I have had to admit I did not know. My experience with the project during the past three years, convinces me, that unless the work is undertaken at the very beginning, it becomes a hopeless task. The idea of establishing this file was conceived shortly after Pearl Harbor. The back log at that time was very small and could be retrieved without too much effort. I have made mistakes, and frankly admit it, but there have been times when I have felt that undertaking this file was my greatest mistake of all.

The day to day compilation of the record brings many complex problems. Frequently, names, dates and other data do not coincide with the facts at hand. Immediately you are confronted with the problem of correctly identifying the person named in the story, casualty list or other material, with the file card record. There may be a similarity, but it is not conclusive. Such discrepancies must be reconciled before a record is entered on the card. Otherwise irreparable injury may result, particularly in the case of casualties.

DIFFICULTIES INVOLVED

There are numerous reasons for discrepancies occurring in the records of military personnel and they are not due to errors of commission—but rather errors of omission. One of the greatest difficulties stems from the lack of addresses of persons when they entered the service. This is particularly true of inductees during the first two years of the conflict. A local draft board number is not sufficient to identify John Doe, whose parents live at a certain address, when he becomes a flying ace or is cited for meritorious achievement. True, the draft board number identifies a certain area of a city, or a group of towns, but John's parents no longer live there. Times have changed, and they have moved to a new locality. There is the similarity of names. Identical names, such as the Smiths, Browns, Jones, Murphys and Sullivans,

are frequently found in the same local board jurisdiction in the urban areas. Then there is the lad with an official record of having enlisted in the Army, and months later, turns up doing a whale of a job in the Navy and vice versa. It is a fact. Several instances of this have come to light. What we did not know was that this chap, for one of several reasons, left the Army or Navy, as the case might be, voluntarily or otherwise, and immediately entered the service in the other branch.

A constant vigilance must be maintained to guard against errors. If it cannot be positively determined that information at hand refers to a person for whom you have a card of the same name, but without a middle initial, or a different address of parents, and sometimes the names are identical, except for addresses, then the data should not be applied to that card. A card must be made for the data at hand. Eventually, you will learn, in most cases, that they were two different persons.

Probably the most peculiar twist of all is the fact that some parents do not know the names of their own children. There have been cases where young men were featured in the news for their heroic achievements and the parents' names were used in the story. Subsequently

the parents would contend that the name of their son was incorrectly used. But a check with the enlistment or induction record of this person showed that that was the name he used in signing his papers, and the name of his parents was given as it appeared in the stories. The reason for all this is, that when boys became active in school they dropped a name or initial, and the parents had entirely forgotten their christened names.

But with patience and perseverance, and it requires plenty, 99 per cent of these obstacles are overcome and all is forgiven. All of this may seem boring, but mention is made for the sole purpose of emphasizing the fact that nothing can be taken for granted. The file must contain only factual records, otherwise it is worthless and will perpetuate errors and confusion.

The file is not complete, and cannot be for some time after the world conflict is ended. When the final chapter is written, and the valiant men and women return home to take their places in civilian life, this record should prove invaluable as a reference to their achievements toward a lasting peace. If such proves to be the case, then all the time and effort expended by those who have labored long and conscientiously, in its preparation, will have been worth while.

STILL PICTURES LIBRARY, NAVY DEPARTMENT

By DOROTHY MCKEE THOMAS

Librarian, Still Pictures Library, Navy Department, Washington, D. C.

STILL Pictures Library, Photography Division, Bureau of Aeronautics, was designed as the official Navy Department Library for still pictures in 1941. This does not mean that there are no other collections of pictures, quite the contrary. Open almost any

file cabinet and you will find a picture collection. However, these are on special subjects and are primarily for the use of the section that acquired them. With certain exceptions, two prints and the negative of all Official Navy Photographs are to be sent to this library by

the originating unit.

Our collection is extremely varied in subject matter since it covers almost all phases of Naval activity and the Navy has wide interests indeed. It includes combat on land, on sea and in the air; shore installations both at home and at advance bases; identification pictures of ships, airplanes, airships, ours and the enemies'; geographical aerials, portraits of Naval personnel, personnel activity of all kinds and innumerable other subjects that turn up as a complete surprise for our subject heading list and classification scheme.

The sources of these pictures are: Ships, Naval Air Stations, Naval Operating Bases, Fleet Air Wings, Photographic Squadrons, Construction Battalions (Sea Bees), Blimp Squadrons, Aircraft Service Units, Combat Photographic Units, Naval District Public Relations Offices and numerous others.

At present we have about 300,000 prints and negatives and acquire an average of 2,500 a week. The negatives, for lack of space and the fire hazard, are filed by control number in the Photo Science Laboratory at Anacostia. The prints are dry-mounted on cardboard and filed according to a numerical classification system. When it is available the following information is typed on each mount, on the left hand side:

1. Designator and negative number assigned by originating unit
2. Name of unit
3. Date
4. Caption
5. Security classification — Released, Restricted, Confidential

The control number (number assigned by the Library to negative and corresponding print) is stamped on the mount above the picture and the classification number is written on the back of the mount.

There is a control card for each picture, filed numerically by control number, which carries the same information as that on the mount. In addition we have

a subject catalog which is a combination dictionary-classified file. These subject cards, besides the caption and the applicable control numbers, have the subject headings used for this caption in the lower left corner.

Our system consists of three parts, by one of which we hope to find any picture or important subject in the library: 1. The pictures filed by subject; 2. The control card catalog filed by control numbers; 3. The subject catalog which supplements the picture file.

FILING OF PICTURES

When the pictures are received in the Library each negative and corresponding print is stamped with a control (or accession) number under which the negative is filed. After pictures are numbered and before they are filed, requests for copies are received from various interested activities which need them immediately. To facilitate finding them in this intermediate stage the pictures are grouped under a job number and put in an envelope with a brief description of the contents on the outside and they remain in this envelope until they have passed through the various processes and are ready to file. A duplicate card record is kept by job number, control number and by name of originating unit with negative numbers and control numbers. This last remains as a permanent record to check for duplicate pictures and to answer requests which come in by originating unit negative number.

CATALOGING OF PICTURES

After being numbered the next step is editing which consists of writing the caption to appear on the mounted print, on the control cards and on the subject cards, and indicating the subject cards to be made under their proper headings. Editing is the most involved process and the one that takes the longest time. The original captions are often incomplete or inaccurate and it is up to the editors to correct any errors, spelling of place

names, names of people, mis-identification of ships and planes, and to supply, if possible, identification for objects not identified. This requires knowledge and experience which only time will supply.

Similar pictures are grouped under one caption, to cut down on subject cards, which entails writing captions sufficiently descriptive to be useful on the subject cards and still applicable to each individual picture. What to card for in a picture is another problem that has no completely satisfactory answer. There are certain definite rules such as place, name of unit which took the picture, all ships, names of all service personnel, but the indefinite subjects or new equipment become more complicated. As the collection grows, quality of the picture is important in the carding, and to judge that, a fairly thorough knowledge of the pictures already in the library is necessary. One is on the horns of a dilemma if everything shown in the pictures is carded, for the files would soon take up most of the Navy Department; on the other hand people want to see the strangest things: fork lift trucks, fuel tanks with 100 octane written on them, equipment made by specific companies, flood lights for an airfield, turkeys, things that are hard to find from the classification if the main point of the picture is different.

When the editing is completed the pictures go to the processing department where the information provided by the editors is typed on the mounts and the subject and control cards are made. We use a ditto machine on both mounts and cards when there are enough pictures with the same caption to make it time-saving. After this the control number, which is on the back of the picture, is stamped on the face of the mount and on the corresponding control card. Each subject card is also stamped with the control number or numbers to which the subject applies.

CLASSIFICATION SYSTEM

Before they are mounted the pictures

are classified. This provides an opportunity for a final revision; the classifier checks for typographical errors, complete information, correct control numbers and adequate subject carding in relation to classification.

The classification system is a simple decimal scheme without benefit of decimal points. Fortunately, in setting it up, Mr. Paul Vanderbilt provided for almost unlimited expansion. If a section grows out of all proportion the group can be broken down by simply extending the original number and filing the numbers decimally. For example, 721, 7212, 72121 would all be filed in front of 73. Sometimes we run into six numbers but that is better than having to reclassify whole sections.

The classification system is divided into nine major divisions as follows:

1. World War II—Combat pictures subdivided by specific actions or campaigns in chronological order.
2. Identification pictures of ships—U. S. Navy, Allied navies, Axis navies, Neutral navies, merchant ships.
3. Pictures pertaining to ships but not identification or personnel activity. This includes ship building, launching, repair and maintenance, parts of ships, ship damage, loading and unloading, fleet manoeuvres, ordnance.
4. Identification pictures of airplanes and other aircraft, including U. S. and foreign.
5. Pictures pertaining to airplanes, handling, servicing, fueling, repair, landings, take-offs, formation flying, carrier activities having to do with planes, crashes, airplane ordnance.
6. Shore installations, pictures of buildings, equipment on land, ordnance on land, photography, aerology.
7. Geographical aerials, U. S. and foreign.
8. Personnel and personnel activity where the personnel angle is more important than the activity. Award ceremonies, training, duties of Naval personnel, uniforms, visitors to ships and shore stations, etc.
9. Advance bases, construction of base, loading and unloading supplies, personnel activities indicative of advanced base life and conditions.

As can be seen, Sections 1 and 9 duplicate other parts of the classification to some extent. This causes certain diffi-

culties and inconsistencies as well as making more subject cards necessary. However, this was thought to be unavoidable because of the way the pictures are most frequently used while the war is going on, which, after all, is the point of primary consideration.

After the pictures are classified, the subject and control cards are filed and the pictures are mounted, then filed by classification number.

PICTURES—HOW USED

Our pictures are used by a great many different Naval activities, the requests coming by mail, by telephone and in person. Here are a few of the ways they are used. Pictures of ships and planes are used extensively to make slides for recognition training. Captured enemy equipment is studied to discover what to expect in the next invasion and guard against it. Officers going to advance bases want to find out what conditions they will meet, how various problems are worked out under combat or just plain primitive conditions. Pilots want to see the approaches of an airfield. Someone from BuMed wants pictures of stader splints and occupational therapy. Another officer would look only at fork lift trucks. A pretty WAVE wanted for a magazine cover a mine-sweeper sweeping photogenically. Public Relations wanted a formation of planes over ships of the fleet and they had to be flying from right

to left (toward Tokyo). Photographers come in from the field and want to see the pictures they have sent in. This is helpful because we frequently can fill in some missing links in the information originally supplied. Another photographic officer wants pictures of laboratories in the Aleutians and in the South Pacific. In the early days of the war a station wanted aerials of whales swimming because their over-anxious pilots were causing the mortality rate of these creatures to rise alarmingly. Someone else wanted wind streaks on the water—this caused a considerable scurrying about because we have lots of water in our pictures and no one had thought of carding for wind streaks.

Occasionally there is a letter from a mother of a son in the Navy who has seen a picture that may be her boy and she wants a copy.

Good pictures of enemy ships or planes, especially ones not previously photographed, are more sought after than rubies for the information that can be gleaned by experts.

It is exciting and stimulating work, this picture library, because there is such variety in the pictures and so very much to learn about and from them. The most satisfying thing about it is that one is directly concerned in the war, not only in seeing what has happened but in knowing that any new information supplied may be of great value in future operations.

S. L. A. EXECUTIVE BOARD AND ADVISORY COUNCIL MEETINGS

MARCH 23 - 24, 1945

AT the smoke-filled and lengthy sessions of the S. L. A. Executive Board, and at the shorter, though highly informative meeting of the Advisory Council, many matters of interest to members were considered. There was

discussion, for example, of how all the multiplying duties of the Executive Office, caused by increasing membership and added functions, could be handled by the present staff, but, upon the Secretary's request, action was deferred until June.

Advertising has not declined, Mrs. Stebins reported, in spite of increased rates. Employment likewise is still on the rise, with many more jobs to fill than applicants to fill them.

Miss Mitchell, the Editor, outlined action in encouraging representation in SPECIAL LIBRARIES of the various interests of the Association's members. Some of the resultant articles obtained will be useful in promotional work for the establishment of new libraries.

Because of the technical nature of the writing, and the care with which it has to be printed, Miss Cole, Chairman of the Publications Governing Committee, reported that the *Manual for the Cataloging and Classification of Maps* may not appear until late in spring. In the meantime the projected manuals of Groups are in various stages of development, but some should be completed this year. The *Chemistry Subject Headings List* is now in the hands of the Committee.

A Convention-in-Print has been approved by the Board, with the theme "Special Libraries—Today and Tomorrow," and a Committee on the Proceedings issue of SPECIAL LIBRARIES will be appointed shortly, whose function will be to receive and edit all material used in this issue. Groups will be requested to furnish "papers" for their sessions, as they have previously supplied copies of speeches. Chapter, Group and Committee Chairmen will be expected to send in their year-end reports. Although the issue will not appear until October, officers are urged to plan immediately for their contributions to this issue. In fact, reports are due before the Board and Council meetings in Chicago, June 8th-10th. It is up to the members to make this issue an excellent substitute for the annual assembly, which, as previously announced, cannot be held in 1945. Also as a result of cancelling the Convention, Group officers have been asked to serve for another year.

Miss Cavanaugh, our Representative

on the Joint Committee on Books for Devastated Libraries of the Council of National Library Associations, told of the highly significant meeting called by the State Department in Washington on February 28th.

After an account of the condition of these libraries was presented by the State Department, the Executive Committee of the Joint Committee was charged with carrying out the program for aid, and an American Book Center, as depositor for collections, was approved. Miss Cavanaugh made some very good suggestions also for a tangible means of informing special libraries and associations abroad of activities and publications.

Under the Chairmanship of Miss Eloise ReQua the Public Relations Committee has been outlining its organization and details of a campaign. Chapters and Groups are urged to send to Miss ReQua, Director, Library of International Relations, 84-86 E. Randolph Street, Chicago 1, Illinois, clippings of publicity in newspapers and magazines, to aid the Committee in the valuable service it is performing for the Association. Work done by this Committee nationally will supplement and support the work Chapters and Groups are doing. S. L. A. Headquarters has given valuable support.

Some progress has been made with work of the Postwar Planning Committee. Cooperation with C. E. D. through eastern and western representatives has been assured. Activities of the Association in this field have been described in the Activities Report of the Postwar Information Exchange, Inc., of which the Association is a member. Miss Cole, Mr. Henkle and the President are representatives. Selected chambers of commerce and trade associations have been circularized. Coordination of this Committee's work with that of Public Relations in aid to small business, and with that of the International Relations, on contact with foreign libraries will, of course, be developed.

The most exciting news of the sessions, however, was that of the formation of two new chapters, approved by the Board: the Western New York Chapter and one in Washington State with Headquarters at Seattle. This brings the total number of chapters to twenty-three. Members in those areas are to be congratulated on their initiative.

By dint of hard work Miss Isabel Towner, Classification Committee Chairman, has completed the cataloging of the classifications at Headquarters. A subject list of this material is being prepared.

The Manpower Survey still awaits returns. Whether or not members are interested in changing positions, they should fill in the questionnaires, because the information will be valuable in setting salary rates and in learning what wealth of personnel resources exists in our membership. If we are called upon to supply experts for special missions, governmental or private, we shall not otherwise know who has the desired qualifications. This is particularly true as, according to Miss Jane Brewer's Membership Committee report, our numbers are greatly increasing, and promise to rise well above even the present heights. The Committee is pursuing a vigorous campaign.

Progress is being made on the new microfilm directory, Mr. Raymond,

Chairman of the Microfilm Committee, announced. The questionnaire is now completed and the mailing list is being compiled. Dr. Mary A. Bennett, a member of the Committee, and special Representative for S. L. A. on the Microcard Committee, briefly outlined the plan and some of the problems encountered by her Committee in its work.

Renewed campaigns for recruits, survey of courses on special libraries in library schools and encouragement of Groups to formulate special library standards constitute the three-way program of the Training and Professional Activities Committee. Miss Ruth Leonard, the Chairman, announced publication of a new leaflet, written by Mrs. Charles, entitled *This might be you*, describing "careers" in four different types of libraries. The vigorous and continued activities of this Committee must in time produce excellent results.

It was gratifying to see the number, and to note the interest of members of the Council who attended the session. Here was an opportunity to learn what is going on in the Association. It is hoped that at the annual meeting in Chicago, June 8th-10th, a good representation of the Board and Council will be present.

WALTER HAUSDORFER
President

S. L. A. EMERGENCY BINDING COMMITTEE PROGRESS REPORT

THE two worst handicaps to normal library binding continue to be the shortages of labor and of buckram. Unless some unforeseen favorable turn develops, the coming summer season will be the worst in the history of the industry and no library may expect service as good even as the poor service of last

year. Some libraries may get practically no service; those libraries which did not have firm and regular relations with a bindery have been finding it increasingly difficult to secure any competent binder to undertake to do their work.

The buckram situation is continuing as expected. Existing stocks in the hands

of the binders are being depleted. The dealers have none. With the possible exception of one buckram manufacturer, no new buckram is being made, because they have no duck and the duck manufacturers are not permitted to use yarn for making any goods suitable for buckram.

The outlook for procuring any suitable substitute fabrics is becoming darker, according to present actions and attitudes in Washington. The Library Binding Institute has tested possible substitutes, but the buckram manufacturers are not allowed to buy them. Your representative has so far been unable to obtain the necessary consideration from the War Production Board and the Office of Civilian Requirements, although at his most recent conference with an official of the Office of Civilian Requirements he was given to understand that definite attention would be given to our case, and that in the near future. At the present writing, however, the difficulties outlined above still apply, even to fabrics rejected by the Government. In order to be permitted to try to buy rejects, a buckram manufacturer must have a priority at least as high as that under which the goods were first made. These priorities are, naturally, high, and the buckram manufacturer has no priority rating at all for the kind of fabric from which library buckram has been made (he has a priority—the lowest—for three fabrics which cannot be used for library buckram). The binder has none and the library has none. We are now trying to get help in obtaining some kind of priority which would enable buckram manufacturers to buy small occasional lots of substitute or reject material, but the prospects are not bright. The Library Binding Institute's tests show some of this material to be suitable.

On May 1, the situation is expected to become even more difficult, since new regulations will go into effect channelling a large proportion of the cotton still available into certain clothing for civilian use. For the next quarter, it is estimated that

the total supply of goods for civilians will be cut down. Of the total yardage of all kinds of cotton textiles which will be produced in the second quarter of this year only 8½ per cent will be even theoretically "free"—that is, available on the market without priorities. The competition for this will be tremendous and the available yardage will undoubtedly go to regular users of those particular non-priority fabrics. The buckram manufacturers will, of course, be left out. The Government procurement of all duck and duck-like materials is increasing rather than decreasing.

That we are not unreasonable in asking for relief is indicated by many facts, of which the following is one: There is right now in Government warehouses in New York City alone surplus textiles for sale at auction, in a quantity enough to last the whole binding industry for years. Unfortunately, the fabrics are so treated and finished as to be unusable for buckram. If we had had access to even a fraction of these fabrics before they were finished, as we had requested, there would now be no buckram shortage.

In the last few weeks, the American Library Association, through its Vice-President, Ralph A. Ulveling, has again become interested in the situation. Pelham Barr, of the Library Binding Institute, has prepared a new estimate of buckram needs and a brief, and these have been submitted to the O. C. R. by Mr. Dunbar of the U. S. Office of Education, and A. L. A.'s Federal Relations Committee Chairman, Paul Howard. Mr. Barr's figures include the requirements for binding for special libraries.

Your representative has conferred with Messrs. Dunbar and Howard; he has kept in touch with Mr. Barr continuously. It is believed that a concerted effort by all concerned should be made now.

The labor situation in library binderies has become increasingly critical. It is no longer a question of rising production

costs due to inexperienced help, labor turnover and rising wages. Costs are in many binderies completely out of control and it is a question of getting any kind of help. The new draft regulations, the threat of work-or-fight legislation, and the campaign to bring more women into war work have further depleted bindery staffs. Now, it is expected that a nationwide ceiling will be put on the number of people who may be employed in non-war work. This ceiling has already been

placed on library binderies in some areas. Each bindery will be given a quota by the local W. M. C. office and all employees above that quota will have to be released. Since libraries are not considered essential in Washington, binderies are non-essential. All that can be done is for the libraries to help their binderies in getting local consideration when employment ceilings are decided.

PHILLIPS TEMPLE
Washington Representative

EVENTS and PUBLICATIONS

The STORY OF PENICILLIN (Chicago, Ill., Ziff-Davis, 1945. 208p. \$2), by Boris Sokoloff, is a full account of Dr. Alexander Fleming's accidental discovery of penicillin told in language the general public can understand.

* * *

In BASIC PROBLEMS OF SALES MANAGEMENT (New York, N. Y., McGraw, 1945. 124p. \$1.25), Frank LaClave makes suggestions which will help sales executives cope with new and post-war trends in distribution. Illustrated with cartoons.

* * *

Ella B. Ratcliffe and Elsie J. Smith have edited Part 3 of EDUCATIONAL DIRECTORY, 1944-45 (Washington, D. C., Govt. Pr. Off., 1944. 118p. Price?). It covers colleges and universities, including all institutions of higher education, is paper-covered and may be obtained from the Superintendent of Documents.

* * *

A GLOSSARY OF FOREIGN WELDING TERMS has been published by the American Welding Society, 33 West 39th Street, New York 18, N. Y.

* * *

MANUAL OF SUGAR COMPANIES 1944 (New York, N. Y., Farr & Co., 1944. 22nd ed. 243p. \$1) is a reference manual containing a descriptive and historical presentation of the beet and cane sugar industries, as well as statistics of sugar companies and the industry covering production, yields, prices, consumption, etc.

* * *

The role played by libraries in the development of medicine has been described by Gertrude L. Annan in an article entitled, "Medical Libraries and Medical History," appearing in the *Bulletin* of the New York Academy of Medicine, March 1945, pages 163-7.

AMERICAN DRUGGIST MARKET DIRECTORY 1944-45 edition (New York, N. Y., American Druggist, 1944, 62p. \$2) lists wholesale drug houses, chain drug stores and manufacturers, and agents.

* * *

RESIDENTIAL AND COMMERCIAL BUILDING IN THE IMMEDIATE POSTWAR YEARS (New York, N. Y., American Builder, 1944. 20p. Price?) compares prospects for home-building by reviewing briefly conditions following World War I. Data on probable market in the first 3 years of peace are presented as is also material on manpower supplies, prefabrication, etc.

* * *

Operators of Fresh Fruit and Vegetable Grocery Departments will find in PRODUCE GUIDE (Chicago, Ill., National Association of Retail Grocers, 1944. 96p. 15¢) a history of various items of produce and their nutritional use. Methods of buying, handling, display and merchandising are also covered.

* * *

AMERICAN AVIATION DIRECTORY, FALL-WINTER 1944-45, vol. 5. no. 2 (Washington, D. C., American Aviation Associates, Inc., 1944. 715p. \$5) lists aviation officials and companies in the U. S., Canada and Latin America. It also lists air carriers of most of the world and foreign carrier offices in the United States; aircraft manufacturers, organizations, and state, national and foreign government offices concerned with aviation matters.

* * *

The 46th annual edition of THOMAS' WHOLESALE GROCERY AND KINDRED TRADES REGISTER 1944 (New York, N. Y., Thomas Publishing Co., 1944. 1576p. \$10) lists distributors, manufacturers of products and of machinery, services such as banks, hotels and associations.

A weekly service reporting on advances in technology entitled, *THE TECHNICAL SURVEY*, may be secured from Peter J. Gaylor, Room 1121 Kinney Bldg., 790 Broad Street, Newark 2, New Jersey. It includes new developments digested from current publications, patent abstracts, new trade marks and trade names. The original source is noted for each item. A subscription for one year is \$25; six months, \$15.

* * *

FIVE YEARS OF INDUSTRIAL RELATIONS, Bulletin of the California Institute of Technology, volume 53, number 3 (Pasadena, Cal., The Institute, 1944. 32p. Price?) is a report of activities during the period 1939-1944, and plans for the future of the Industrial Relations Section, California Institute of Technology.

* * *

The Department of Commerce has released a booklet entitled *FOREIGN TRADE ASSOCIATIONS IN THE UNITED STATES* bringing together for the first time basic data on 700 cooperative associations in this country having a special interest in international trade. Associations covered include 400 national and 300 local groups. They represent business, labor, agriculture and the professions. Data presented in the booklet is designed to assist in local, national and international liaison between cooperative organizations active in foreign affairs. Copies may be had on request from the U. S. Department of Commerce Field Service, New York Regional Office, 130 West 42nd Street, New York 18, N. Y.

* * *

SOCIAL SECURITY, PAST—PRESENT—FUTURE? (Washington, D. C., American Taxpayers Association, 1944. 116p. \$1) by Gerhard Hirschfeld, is a discussion of the methods by which social security can best be brought about in the United States. The book indicates some of the possible consequences of the various proposals for social security.

* * *

When conventions resume their normal place in the economic and social life of the country, a pamphlet like *CONVENTIONS, AN AMERICAN INSTITUTION* (Cincinnati, Ohio, International Association of Convention Bureaus, 1945. 34p. Price?) will be valuable in deciding matters of financing, management and location.

* * *

For a picture of the *DEVELOPMENT OF LIBRARY RESOURCES AND GRADUATE WORK IN THE COOPERATIVE UNIVERSITY CENTERS OF THE SOUTH* (Nashville, Tenn., Joint University Libraries, 1944. 81p. Price?) see the Proceedings of a conference on that subject, held for graduate deans and librarians at the Joint University Libraries, Nashville, Tennessee, on July 12-14, 1944.

MANUAL FOR BIBLIOGRAPHERS IN THE LIBRARY OF CONGRESS (Washington, D. C., Library of Congress, 1944. 28p. Price?), by Mortimer Taube and Helen F. Conover, is an explanation of rules and regulations recommended for the compilation and publication of bibliographies of various types. It is also designed to acquaint the bibliographer who is beginning work in the Library of Congress with some of the responsibilities, complexities and pitfalls of his work.

* * *

THE LIBRARY KEY (New York, N. Y., H. W. Wilson, 1945. 146p. 70¢), by Zadie Brown, now appears in its 6th edition. In this edition all bibliographical information has been brought up to date. The Appendix has been enlarged and indexed. The book may be used as a textbook for classes or for self-instruction by those wishing to increase their knowledge of library and classroom aids and the efficient use of libraries. The Appendix, "Short Cuts to Information," is a guide both to the standard library tools and to the special aids available in the various fields of knowledge.

* * *

The African Section, University Museum, University of Pennsylvania, Philadelphia 4, Pa., is issuing, as an experiment, a bi-monthly mimeographed publication entitled, *African Transcripts*. It is intended to present and, where possible, to evaluate current events and developments of Africa and to offer such comments and observations as African or European publications may make with respect to these events. Subscription for six issues, \$1.50; single issue, 35¢.

* * *

TELESCOPES AND ACCESSORIES (Philadelphia, Pa., Blakiston, 1945. 309p. \$2.50) by G. Z. Dimitroff and J. G. Baker is a brief and readily understood account of astronomical instruments and their uses. Amateurs will find complete specifications for the construction of fast photographic telescopes in the home workshop. Many illustrations.

* * *

The fifth edition of *DISCOVERY OF THE ELEMENTS* (Easton, Pa., Journal of Chemical Education, 1945. 578p. \$4) has been revised and enlarged by Mary E. Weeks, Research Associate in Scientific Literature at the Kresge-Hooker Scientific Library, Wayne University. The story of the disclosure of the chemical elements and the life stories of the discoverers are told as a connected narrative.

* * *

Correction

In the March issue of *SPECIAL LIBRARIES*, page 98, the price of *FINANCIAL SECURITY FOR YOURSELF AND YOUR DEPENDENTS* should have been listed as \$2.25, not 25¢.

Bibliographies:

- AERONAUTICS IN ALASKA.** Compiled by A. G. Renstrom. (Washington, D. C., Library of Congress, Division of Aeronautics, 1944.) 39p. Free to libraries.
- BIOGRAPHICAL SOURCES FOR FOREIGN COUNTRIES. I: GENERAL.** Compiled by H. D. Jones. (Washington, D. C., Library of Congress, General Reference and Bibliography Division, 1944.) 76p. Free to libraries.
- BIBLIOGRAPHY ON POSTWAR PLANNING OF SPECIAL INTEREST TO ELECTRIC UTILITIES, SUPPLEMENT I.** (10th and E. Sts., Washington, D. C., Potomac Electric Power Co., 1945.) 9p. Covers period between August and December 1944. (Requests should be directed to Irma A. Zink, Librarian, Potomac Electric Power Company.)
- BUREAU OF MINES INVESTIGATIONS ON THE PRODUCTION OF LIQUID FUELS FROM OIL SHALE, COAL, LIGNITE AND NATURAL GAS.** Information Circular 7304. Compiled by A. C. Fieldner and P. L. Fisher. (Washington, D. C., Bureau of Mines, 1945.) 18p.
- CARTELS, COMBINES AND TRUSTS.** Compiled by F. Cheney. (Washington, D. C., Library of Congress, General Reference and Bibliography Division, 1944.) 123p. Free to libraries.
- COLLECTIVE BARGAINING BY SUPERVISORY AND TECHNICAL PERSONNEL.** Compiled by Industrial Relations Section. In *Selected References*, no. 2. (Princeton, N. J., Princeton University, 1945.) 4p. Price?
- COUNSELING IN PERSONNEL WORK 1940-44.** Public Administration Service Publication No. 89. Compiled by P. S. Burnham. (Chicago, Ill., Public Administration Service, 1944.) 38p. \$1.
- GOLD STAR LIST OF AMERICAN FICTION** (Syracuse, N. Y., Syracuse Public Library, 1945.) 42p. 40¢.
- can engineers, methods and equipment are pre-eminent, and one which will not be affected by postwar readjustments."
- BIG BUSINESS IN A DEMOCRACY**, by J. T. Adams. Scribner. \$2.75. "Using the same method which made his earlier 'The American' such good reading, the author tells the story of American 'big business' from its beginning up to the present with its record of superb achievement in World War II."
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- GLASS INDUSTRY**, by J. Perry. Longmans. \$1.75. "The art use and the industrial use are nicely blended in this book."
- HOW TO SOLVE IT**, by G. Polya. Princeton University Press. \$2.50. "A disarmingly simple approach to mathematical procedure, by a famous research scientist."
- LABOR IN TOMORROW'S WORLD**, by G. B. Oxnam. Abingdon-Cokesbury. \$1.50. "An outstanding interpretation of the labor movement in relation to the world-wide mission of the Christian Church. Includes documented chapters in which labor speaks for itself, and a keen analysis by the author."
- MANAGEMENT OF INSPECTION AND QUALITY CONTROL**, by J. M. Juran. Harper. \$3.50. "A manual for the organization, control and conduct of the whole inspection process, including both top-management and departmental methods of control."
- MEANING OF RELATIVITY**, by A. Einstein. Princeton University Press. \$2. "A re-issue of a scientific classic, with an appendix on advances in the theory since 1921."
- PRINCIPLES OF INDUSTRIAL PROCESS CONTROL**, by D. P. Eckman. Wiley. \$3.50. "A thorough and comprehensive treatment of the principles governing automatic control. Subjects covered in the book include measuring characteristics of controllers, the effect of process load changes, the effect of valve characteristics, and correlated or multiple control systems."

APRIL 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.)

- ARTIFICIAL INSEMINATION OF FARM ANIMALS**, by E. J. Perry and others. Rutgers University Press. \$3.50. "A new technique that is revolutionizing livestock breeding throughout the world. The first complete book on the subject in the English language."
- AVIATION RADIO**, by H. W. Roberts. Morrow. \$5. "A complete, authoritative, up-to-date book in a vast new field, one in which Ameri-

SIMPLIFIED DESIGN OF STRUCTURAL STEEL, by H. Parker. Wiley. \$2.75. "An elementary book on the design of structural steel, using only simple mathematics."

Activities of Chapters and Groups

CHAPTERS

Illinois

The War Activities Committee of the Illinois Chapter is sponsoring a breakfast for service men at the U. S. O. in Chicago on May 20th.

A picture of Eloise Requa appears above the caption "International Lady" in the March 1945 issue of the *American Magazine*, page 137. Miss Requa not only heads the Library for International Relations, in Chicago, the only one of its kind in this country, but she also is the Chairman of the newly appointed S. L. A. Committee on Public Relations.

Michigan

Louise C. Grace, an active member in the Michigan Chapter, has been named Detroit's Woman of the Year. Miss Grace, who is Vice-President of Grace and Bement, Inc., won the award on the basis of her work during 1944 in organizing the Inter-Group Council of Women as Public Policy Makers.

Montreal

The Montreal Chapter is sponsoring a series of Round Table Discussions beginning April 5th, covering such subjects as Selection of Material; Purchasing; Subject Headings; Filing; Reference; and Cooperation. This latter topic will include inter-library loans, use of outside sources and service to the public.

Miss Josephine Sheffield, Technical Librarian of the Research Department of the Northern Electric Co., Ltd., gave a talk on January 31, 1945 before the Montreal Chapter of the Institute of Radio Engineers on "The Technical Library in Industry." Her paper is given in part in the February 1945 issue of the Montreal Chapter *Bulletin*.

A list of periodicals has been issued by Miss Louise Lefebvre, Librarian of the Pulp and Paper Research Institute of Canada. This list includes periodicals which have ceased publication and those to which subscriptions have been cancelled, as well as fifty-two received currently. Miss Lefebvre says that the list is available to libraries on application and that exchanges would be welcome.

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New York

The New York Chapter planned its March 23rd meeting during the two-day Film Conference conducted by the New York University Film Library. "The Film in Education's Future" was the topic presented by Dr. Alice V. Keliher, Associate Professor of Education and Chairman of the New York University Film Library Faculty Committee. Dr. Keliher's talk was followed by the showing of several new and outstanding films.

The New York Chapter's Advertising Group is conducting a series of ten lectures on Advertising Sources. These are held on Monday evenings from 5:30 to 7:00 P. M. A fee of five dollars is charged to cover postage, mimeographing of talks and a dinner for the speakers and students at the conclusion of the course.

A series of manuals outlining the duties of each of the seven members of the Chapter Executive Board together with a comprehensive guide for the Chairmen of its thirteen special Groups has just been completed. Manuals for the guidance of Committee Chairmen are in the process of preparation.

Pittsburgh

Library wires were kept hot on February 1, spreading the news of the marriage of Mabel Runner, from the Library of Carnegie Institute of Technology, and E. H. McClelland, Technology Librarian at Carnegie Library of Pittsburgh. The wedding ceremony took place at Winchester, Virginia, on January 31.

The Pittsburgh Chapter lost one of its "pillars" when Mrs. Carolyn Foote, Librarian of the Bureau of Mines, moved to New York with her husband, Dr. Foote, who was formerly a fellow at Mellon Institute.

Rose Demarest, Librarian of the Pennsylvania Room of Carnegie Library of Pittsburgh, has published a pamphlet entitled *Pittsburgh—a Brief History*. The booklet covers events from 1749, when Celeron de Bienville, a French explorer, was sent here to take possession of this region as French territory, to the establishment of the U. S. O. Canteen. Free copies may be had by writing Miss Demarest.

Chapter Town Crier

In addition to the Chapter news appearing in this column the *Chapter Town Crier* for February 1945 notes further activities of S. L. A. Chapters. In this issue is also an interesting account of the results obtained from a questionnaire sent to Chapter Presidents asking for information on Chapter Bulletins. This is a direct result of the Round Table discussion on Chapter Bulletins arranged by William Haas and Anthony F. Runté at the Philadelphia Conference last June.

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GROUPS

Biological Sciences

The Biological Sciences Group has been co-operating with S. L. A. national committees on many important projects. These include working with the Chairman of the Training and Professional Activities Committee in the formulation of tentative standards for librarians and libraries in the Biological Sciences Group, assisting in the preparation of a library manual sponsored by the Publications Committee and helping to carry out the various projects proposed by the Public Relations Committee.

Several of the Group members are breaking "into print." Miss Estelle Brodman of the Columbia University Medical Library, who recently received her master's degree from Columbia, had an article in the October 1944 issue of the *Bulletin* of the Medical Library Association. Miss L. Marguerite Prime, of the American College of Surgeons, Chicago, contributed a chapter on Cataloging in the excellent *Handbook of Medical Library Practice* compiled by a Committee of the Medical Library Association and re-edited by Miss Janet Doe. Miss Isabelle T. Anderson, of the Ramsey County Medical Society, St. Paul, has a chapter on Subject Headings in the same book. Mrs. Florence Roberts, formerly Librarian at the William R. Warner Company in New York, has become a member of the editorial staff of the *Journal of Living* in New York.

Financial

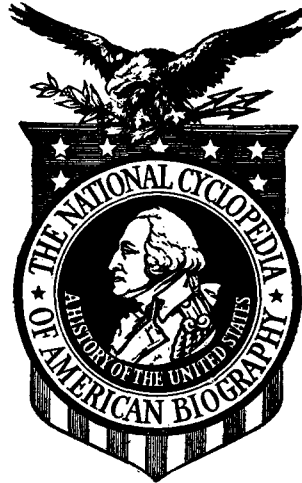
The Financial Group Bulletins are always full of "meat" and the one for February 1945 is no exception. In it will be found an article by Ann Spinney, Committee for Economic Development, on the "Business Libraries and the C. E. D."; a description of the "Mercantile-Commerce Bank and Trust Company Library" by its Librarian, Elizabeth W. Owens; and a notation of an important bibliography of "Published Documents in English Language Periodicals on the Postwar International Monetary and Investment Proposals" prepared by the Library of the Board of Governors of the Federal Reserve System, Washington, D. C.

Announcements

Western Reserve University Scholarships

The School of Library Science of Western Reserve University will offer for the academic year 1945-46 eight half-tuition scholarships. Graduates of approved colleges and universities who meet the general admission requirements of the school are eligible for these scholarships.

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Awards will be made upon the basis of academic record and personal qualifications for library work. Applications should be submitted not later than May 1. Awards will be announced May 15. Inquiries should be addressed to Thirza E. Grant, Dean, School of Library Science, Western Reserve University, Cleveland 6, Ohio.

Several additional small scholarship grants are also available.

**Army War College Library Celebrates
Anniversary**

The Army War College Library is celebrating its 150th anniversary this year, but because of pressure of wartime duties very little effort has been made to commemorate the occasion. However, as a salute to the unknown founders of the War Department's first book collection back in 1794, a small exhibit of some of the Library's most interesting volumes has been prepared in the foyer of the reading room floor. Relatively few officers of the Army and still fewer civilians, even in Washington, D. C., realize that in the Army War College Library the people of the United States have an institution whose history parallels that of the nation and which is not only of vital importance in national defense, but is rated among military historians and librarians of eminence as pre-eminent both here and abroad in the field of military history.

**Industry Uses the Library as Advertising
Medium**

Within the past few months a manufacturing company and a public utility have both used the library idea as a medium for advertising their companies.

Under the caption "Librarian Extraordinary" the General Electric Company, Schenectady 5, N. Y., tells the story of Alice V. Neil and of the work she is doing in the Library of the General Electric Research Laboratory. This advertisement will appear in the *American Girl*, the publication of the Girl Scouts, and is an excellent means of instilling in the minds of Scouts the idea of special librarianship as a career.

As one of a series of newspaper advertisements illustrating *Free Enterprise*, the Public Service Corporation of New Jersey depicted a library reading room under the caption "No Regimentation Here! Americans have the greatest library facilities of any people on the face of the earth."

Both these companies know from their own experience of the valuable assistance rendered them by their company libraries and have shown their appreciation in this unique manner.

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Copies of SPECIAL LIBRARIES and TBRI Wanted

Please send to Mrs. Kathleen Stebbins, Executive Secretary, Special Libraries Association, 31 East 10th Street, New York 3, N. Y., any duplicates you may have to TBRI for April 1943 and SPECIAL LIBRARIES for February-June, September-December 1910; February, April-August, December 1911; May, July, August, December 1912; All 1913; January-August 1914; July-November 1916; January, February 1919; March 1920; April, October 1932; February 1943; January 1945.

Election Ballots

Ballots will be mailed all S. L. A. members in good standing by April 10, 1945 and must be returned not later than 9 A. M., May 20, 1945, to be counted. This is in accordance with By-Law X, Section 2, MAILING: "At least six weeks prior to the annual election the Secretary shall mail a copy of the Ballot to each member of the Association. Ballots shall be marked and returned to the Secretary in sealed envelopes bearing on the outside the name and address of the member voting, together with the words, 'Official Ballot.' The Secretary shall check on a list of members the names of all members whose votes are received."

Announcement of the newly elected officers will be made at the Executive Board and Advisory Council Meeting in Chicago, June 9 and their names will appear in the May-June issue of SPECIAL LIBRARIES.

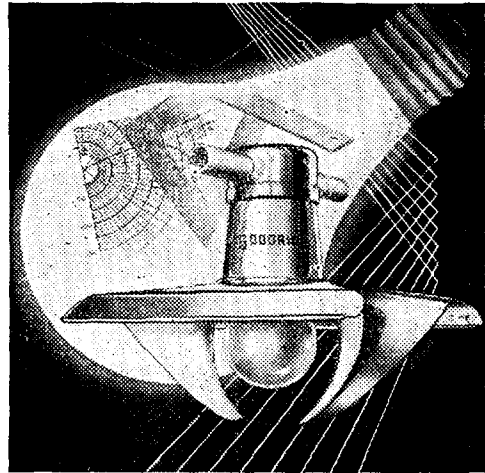
The Woodrow Wilson Library

The Woodrow Wilson Foundation and the Woodrow Wilson Library have moved to larger quarters at 45 E. 65th St., New York 21, N. Y.

The second floor of The Woodrow Wilson House is devoted to the Library's use, with one room set aside for its unique collection of League of Nations documents. The Postwar collection is arranged in a special alcove for easy reference. The main Library, consisting of books, pamphlets and current periodicals dealing with international affairs, is shelved in three rooms, thus providing additional space for visitors. The Library is maintained as a public reference center, with visiting hours daily from nine to six, and until one o'clock on Saturdays, except during July and August when the Library is closed on Saturdays.

Publications available on request from the Woodrow Wilson Foundation include the following:

- Crimea Conference Report.* February 12, 1945.
- How Can We Make the Victory Stick?* A series of thirteen radio broadcasts by Denna Frank Fleming. March 1945.

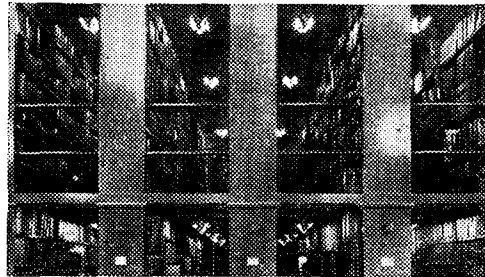


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- The Lost Peace. A Chronology: The U. S. Senate and the League of Nations, 1918-1921*, compiled by Frank Barth. March 1945.
- Official Documents Issued During the Two World Wars*—Texts of Woodrow Wilson's Fourteen Points; The Atlantic Charter's Eight Points; Declaration by the United Nations; Moscow Declaration; Fulbright Resolution; Connally Resolution; Cairo Declaration; Teheran Declaration. April 1944.
- Proposals for the Establishment of a General International Organization*, as submitted by the Dumbarton Oaks Conference. October 9, 1944.
- The Story of Woodrow Wilson*, by David Loth. May 1944.
- Today's War—Tomorrow's World*, by Sumner Welles. October 16, 1943.
- Twenty Questions on the League of Nations*, compiled by Mrs. Harrison Thomas. Revised edition. January 1944.
- Woodrow Wilson*—a commemorative pamphlet containing addresses by Field Marshal Smuts, Raymond Swing and Ray Stannard Baker. December 28, 1943.
- The Woodrow Wilson Foundation Annual Report, 1943-1944*. August 1944.
- World Organization: an Annotated Bibliography*, compiled by Hans Aufrecht. Fourth revised edition, January 1945.

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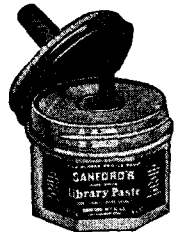
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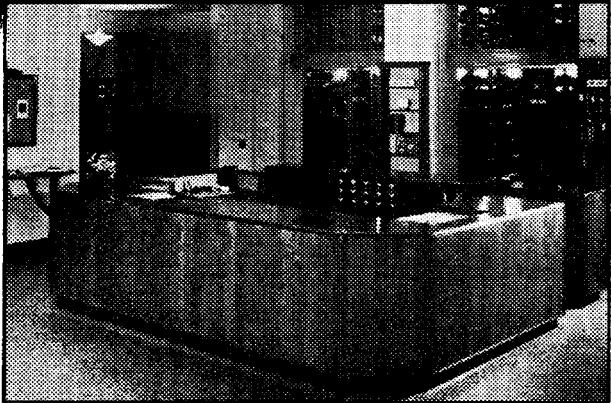
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