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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 37

September 1946

NUMBER 7

Library Division of the Office of the Publication Board
Jerrold Orne

Preparation of Specialists for University Libraries
Robert S. Downs

Special Library Services and Their Place in the Library Community
Lura Skorb

Operating Analysis Library Federal Home Loan Bank Administration
John Braxton McClurkin

President's Message
Betty Joy Cole

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LIBRARY DIVISION OF THE OFFICE OF THE PUBLICATION BOARD¹

By JERROLD ORNE

Chief, Library Division, Office of the Publication Board,
Department of Commerce, Washington, D. C.

THE Publication Board was established by President Truman, under the Director of War Mobilization and Reconversion, in Executive Order Number 9568, dated June 12, 1945. This order was later amended by Executive Order Number 9604, issued in August 1945, which made the dissemination of enemy technical and scientific information one of the specific tasks of the Office of the Publication Board.

Under the terms of these orders, the Board was authorized to obtain from all sources, and with as great speed as possible, information of a technical or scientific nature obtained as a direct result of Government programs of war research and of evaluation of enemy research. The President felt that this information was public property, and that it should be made available freely as a fair return on the public investment.

The Publication Board has the right to request copies of any report on research work done at Government expense, which is not "classified" (restricted, confidential or secret) for reasons of military security. It may also request that reports which are still "classified" be reconsidered by the military authorities, to determine whether they may not now safely be released to the public. The same powers apply to enemy intelligence which has fallen into our hands as a result of the war. Thus all German, Japanese and Italian research which has been seized by the Army, the Navy or other governmental units is also grist for our mill.

Although the Executive Orders were issued in June and August 1945, it was not until December that the preliminary organization of the Office of the Publication Board was completed and the work of releasing scientific and technical data to the public began. Basic outlines of this organization were drawn up by John C. Green, Acting Director of the National Inventors Council and Executive Secretary of the Publication Board, and by Ralph R. Shaw, the Librarian of the Department of Agriculture. Mr. Shaw gave part of his time to the operation of the Office of the Publication Board's Library Division, until a head of the Division was named.

DIVISION OF PUBLICATION BOARD

The organization these two men established was extremely simple, as is shown in the accompanying chart. It had an administrative unit and three operating sections. The first section was Acquisitions. Its task was to receive all incoming reports and documents, to initiate declassification of those which were still held secret, confidential or restricted, and to give every item received a preliminary processing which would identify it as a part of the Office of the Publication Board series.

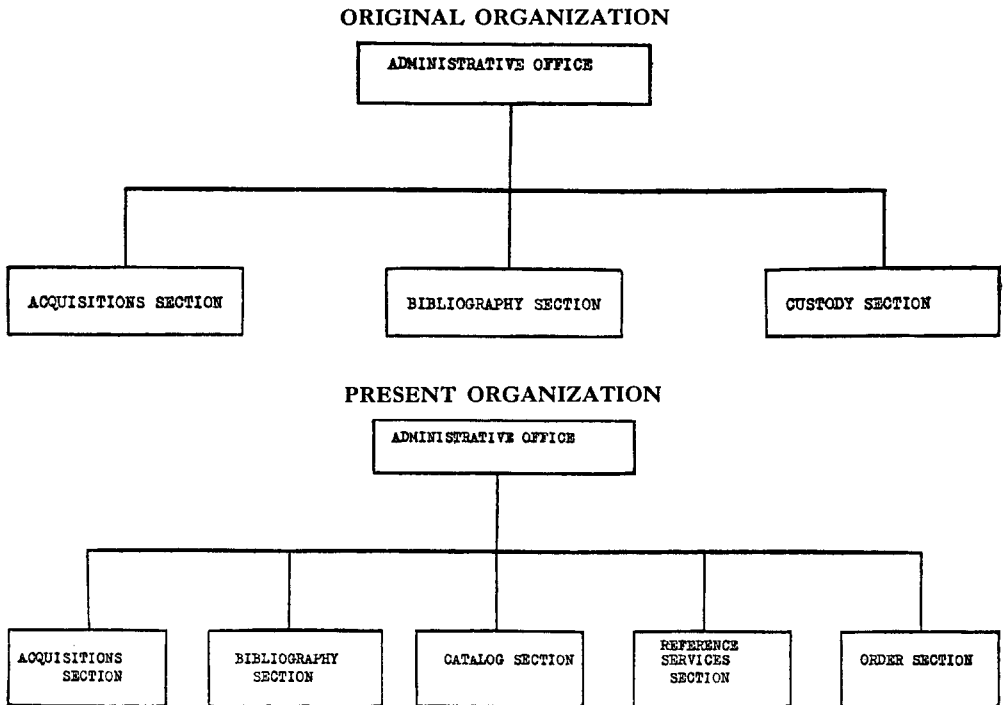
The second section was Bibliography. In this section abstracts of all reports and documents were prepared, and the editing and compiling of a weekly publication listing all available items was undertaken. The responsibility of this unit ceased when its abstracts were published in the weekly *Bibliography of Scientific and Industrial Reports*.

¹ Delivered before the Science-Technology Group, Washington, D. C. Chapter, May 28, 1946.

The third section was called Custody. Its function was to transmit all material to the depository libraries, and to establish a card index of the reports as they passed through its hands.

distribute abstracts of the items on postcards, one postcard for each abstract.

It was already obvious that different methods for handling the huge volume of material coming in and the orders for



LIBRARY DEPOSITORIES

The Department of Commerce was unable to handle either the storage or the reproduction of reports for the Office of the Publication Board, and this work was being done by three Government libraries designated as depositories: The Library of Congress, the Library of the Department of Agriculture and the Library of the Army Medical Corps.

This simple and seemingly efficient organization for the processing and distribution of formerly secret scientific material had by the end of December received approximately 1,000 reports. Four hundred of the most important of these documents were either multilithed or mimeographed, and a mimeographed catalog was issued. An attempt had been made to

copies of them would have to be worked out. The interest in the program, as evidenced by correspondence and inquiries in person and by telephone, was enormous. Early in 1946 the time had arrived to recast the program on a much larger scale.

By the middle of February, when I joined the staff of the Publication Board, the volume of work was far too great for the organization as it existed. The Library Division's staff was only 50, although the quota called for 100 people. About 2,000 reports a week were being received, but only 600 were being abstracted in the *Bibliography*, and less than 100 were being cataloged. Furthermore, orders for copies of reports were coming in at the rate of about 600 a week, and in many in-

stances these orders remained in our own shop for as much as six weeks before going to the depository libraries. The depositories, suddenly presented with a large increase in their work, were also, it must be confessed, many weeks behind in filling orders. In some instances over three months elapsed between receipt of an order and its completion. It was obvious that we had to establish a broader base for operations within the Library Division, if we were to handle the ever-increasing volume of reports and orders, so a thorough reorganization was undertaken.

The Acquisitions Section remained essentially as it was, with some functions added. The Bibliography Section was administratively reorganized and enlarged, retaining the same functions. The former Custody Section was divided into a Catalog Section and a Reference Services Section. A fifth unit was added when the Library took over from the administrative office the Order Section, which is responsible for the financial and clerical work involved in the sale of the Office of the Publication Board reports. Let me give you a brief survey of the work of these sections as they are at present operating.

ACQUISITIONS SECTION

Acquisitions processes all incoming material, and first divides it into two groups: materials which will be distributed by the Office of the Publication Board, and materials which will not. Ordinarily, any information which has previously been printed for general distribution either here or abroad is copyrighted, and cannot be freely distributed. Furthermore, it is judged to be generally available. Therefore such printed items are transferred, without recording, to the three depositories, in accordance with our previously established division of subject fields. All of the remaining material goes through the processing procedure. Duplicates are eliminated. New reports are bound, labelled, assigned a Publication Board number and given a preliminary descriptive cataloging. Each report then leaves the section with a

descriptive catalog card attached. A copy of this card goes at once to the Reference Services Section as an "In process" card.

BIBLIOGRAPHY SECTION

The Bibliography Section is divided into three units, the largest of which is concerned with abstracting the reports. Abstracters are organized in a number of primary subject groups, and each group has a reviser at its head. Abstracters are responsible for the preparation of a competent abstract of each report they handle. They also must indicate on their abstract card the subjects under which that particular report should be indexed in the subject catalog. However, since they are technicians, not librarians, they are not expected to know the exact form of a subject heading. Therefore, they are required only to provide information which may be recast in suitable form by another unit.

The second Bibliography unit is known as the subject heading group. It is composed of professional librarians. They are responsible for the formal consistency of the subject headings used and to a limited degree for the quality of subject analysis of each publication Board report.

The third group in Bibliography is the publishing group. These people are responsible for preparing final draft of abstract cards, and for organizing the pages of the weekly *Bibliography*.

When the work of these three sub-units is complete, the pages of the *Bibliography of Scientific and Industrial Reports* are ready to go to the printer, and the reports themselves go forward to the Catalog Section.

CATALOG SECTION

The Catalog Section also is divided into three units. There is a group of highly trained technical catalogers, who actually serve as catalog revisers. From the draft copies of the descriptive catalog and abstracters' cards, which come to them attached to the document, they establish a final card entry. This entry must be

complete and consistent both as to form and content.

When the catalog revision unit has completed its work, the documents are separated from the several cards. The cards go to the second group in the Catalog Section, known as the card production unit. This unit prepares mimeograph stencils of each catalog entry, in the form of a master card, on the bottom of which appear all of the cross-entries under which separate cards are to be filed for each report. The reports are sent to the Reference Services Section where they are temporarily housed pending shipment.

In the card production unit, mimeograph machine operators turn out multiple copies of each card, and other clerical workers perform the initial sorting and distribution work. A standard distribution has been established, so that today, in addition to the cards needed for the Central Subject Index a number of other cards are prepared. The initial set is for the Central Subject Index. One set goes to the Library of Congress, our largest depository, and one is being temporarily stored pending the establishment of an overseas office. Furthermore, single cards are provided to other sections of the Library Division as required, and to several other Government agencies.

One card of each run is attached to the original copy of the abstract. Cards and abstracts are then sent to the Information staff of the Office of the Publication Board, which performs all press and public relations work. The Information staff selects those items which seem to have wide industrial or general interest, and prepares press releases. These releases are widely distributed to technical and trade journals and to the general press and help to disseminate as widely as possible the results of scientific and technological research performed during the war.

The initial set of cards prepared for the Central Index finally goes to the third unit in the Catalog Division, the catalog

maintenance unit. This unit is composed of both professional and clerical personnel, who type the required subject headings on the duplicate cards, and then file them all in the constantly growing Central Index. This catalog maintenance unit is responsible for the complete physical management of the Central Index, no mean task in view of the enormous weekly accretion of cards, which has been estimated currently at around 10,000 cards a week.

When completed, this index will be the only exhaustive and scientifically arranged guide to wartime research, both American and enemy, to be found in the world. By the end of the first year of full scale activity, we estimate that this catalog will contain the index analysis of at least a hundred thousand reports. At five cards per report, this means half a million cards a year. If reports continue to roll in as we expect them to, however, this estimate may have to be changed, and at the end of our second year we may have as many as two million cards in the index.

REFERENCE SERVICES SECTION

The Reference Services Section is a compact unit of expert searchers. This unit answers personal inquiries, telephone calls and correspondence concerning the materials of the Office of the Publication Board. The quantity of their work is impressive. Personal visits are increasing daily, as the catalog grows. A reading room is provided for the use of these visitors. Furthermore, two telephones are kept constantly busy with incoming calls requesting particular information.

These public reference services require high competence in the field of governmental reports. The staff members of the Reference Services Section must know what federal units were responsible for what reports, what personalities were involved, what changes were made in organization, what titles were given to various series, and many other details which are not ordinarily required of general reference workers.

This section is further charged with the responsibility of advising the Catalog Unit as to the types of entry in the Index file which are needed to answer the inquiries being received. Finally, the Reference Services Section is responsible for the transmittal of all processed reports to the depository libraries, and for maintaining transmittal records. This function falls to their lot not because it is essentially a reference function, but actually because the Reference Services Section is at the end of the production line.

ORDER SECTION

The Order Section is a business office. Orders are received either across the counter or by mail. They are checked for accuracy; an order form is prepared in duplicate on cards; and the cards are forwarded to the correct depository library together with the check or money order covering the cost. Each mimeographed index card, incidentally, bears a symbol indicating to which depository library the report has been sent, so that it is a simple matter for the order clerks to locate any report that is ordered. The depository libraries then fill the order and send out the photocopies direct. When the order is filled, the duplicate order card is returned to our Order Section, where the initial order is cleared.

This is an approximate picture of the nature of our operations at the present time. Keeping the framework in mind, you can better appreciate some of the statistics of our office—particularly those which show how we have grown from the first phase of our development to the second.

PRODUCTION LEVELS

The Acquisitions Section, with Dr. Robert H. Muller as its Chief, appears to have been losing ground over the last six months, in terms of average weekly document receipts. What happened was this. When we first opened up for business, the Board received rather massive shipments of documents, which averaged for a while over 2,000 items a week. This rate con-

tinued until quite recently; but a few weeks ago, for quite obvious reasons, the volume of incoming material slacked off considerably. Most of the material coming to us must be cleared for security through military channels. Our receipts have recently been slashed, since the Army and the Navy are hesitant to release scientific and technological data which may endanger our national security.

Pressure for release of this data is growing. For example, we have obtained the technical order series of the Army Air Forces recently—but only after we had in our files over 100 orders for single or multiple copies of certain of these orders.

We have also recently acquired the Army-Navy aeronautical specifications, and the Naval Bureau of Aeronautics specifications are expected soon. Reports from the Office of Scientific Research and Development continue to come along rapidly, though many thousands are still held by the military in classified status. Even materials from enemy countries continue to pour in, although it is here particularly that important data are being withheld. Very recently, we acquired over 10,000 German patents which have never before been available outside the German Patent Office.

I could go on citing other types of material which are of interest and which are still coming in, though in reduced quantities. Actually, the acquisition problem is not entirely pessimistic, but it is not devoid of difficulties and problems. Censorship is still with us.

The Bibliography Section has recently been reorganized under the direction of Dr. Lawrence S. Thompson. As a result of the reorganization, the section is now ready to increase the amount of its work to a point where the Bibliography itself may soon include twice as many abstracts in each issue as it does now. The abstracting work is being constantly studied to improve its quality and accuracy, as well as the quantity of work done. If there are no complications, we hope to publish a weekly *Bibliography* of 150 pages or more

after July 1. Today the current issues contain 80 pages. Even these current issues are greatly improved over Volume I, Number 1, which was dated January 11, 1946. For one thing, the table of contents has been changed from an old census classification to a new and more logical subject grouping. The abstracts now appear in a new form, with the series number as the initial entry. Finally, much greater attention is now being paid to accurate description of content and to consistency in bibliographical entry.

Since the arrival of Miss Grace Swift as head of the Catalog Section we have made some really startling advances. Originally, an attempt was made to catalog reports by individually typing the multiple copies of each card needed for an adequate subject index. The mimeographing technique has, of course, greatly accelerated this work. Where the total production of a week's cataloging was formerly around 100 reports, it now consists of 1500 per week. Formerly, we had a backlog of several thousand reports not cataloged, but today we are able to analyze and catalog the reports currently.

Correspondence and telephone inquiries are increasing daily in the Reference Services Section, under Mrs. Dorothy Gordon. The Central Index is proving a very useful tool, and with it we propose to develop better and more thoroughgoing reference services. Currently, we are identifying specific reports and specific information in various reports. We are beginning to prepare short lists on specific topics, and we hope that in the near future we will be able to provide longer and much more detailed lists.

The flow of work of the Order Section is perhaps the most impressive of all. We are experiencing an ever-increasing rise in the quantities of reports ordered; indeed, the rate of increase has caused us real concern, since we have had cause to wonder whether we would be able to fill all the orders we have been receiving. Initially, as I mentioned before, we had

hoped to provide mimeographed or multilithed copies of all our reports. This hope was killed in infancy by the enormous quantity of the material being received. Then we turned to duplication by photostat or microfilm to speed up the work, and made copies only on order. In this way we hoped we could keep up with the flood. Now, however, it is becoming increasingly evident that we must find other means of supplying the demand for copies of our reports. What those means will be, we still cannot say.

STATISTICS SHOW AMOUNT OF WORK PERFORMED

Here are a few raw figures to give you an idea of the size of the operation performed by the Library Division. In the month of May the Publication Board received 4,464 reports. Of these, 679 were sent without processing to the depository libraries; 3,312 reports were processed. The Bibliography Section in the same period prepared five issues of the *Bibliography*, which contained abstracts of about 5000 reports. This section is now abstracting at the rate of approximately 1000 reports a week.

The Catalog Section has cataloged 6,166 reports in May, and 9,265 sets of cards have been produced and filed. The Central Index is now growing at the rate of about 2000 cards a day.

The Reference Services Section is answering in the neighborhood of 200 letters a week, and in the last month has answered 831 telephone requests for information, and has worked with 512 visitors.

The Order Section currently is receiving orders for nearly 1000 items a day. In the last month it has processed orders for 20,590 reports. 16,971 of these had to be photoduplicated; 3,619 were available in printed form. Orders vary in size from requests for single reports to requests for over 1000 items. The largest single order we have yet received was for over 2000 reports, at a cost of \$5,594.50. It is not unusual to receive orders amounting to over \$100.

As for the future, we are looking toward a continually increasing level of work in all sections of the Library Division. Methods have been established whereby we can process between 2000 and 4000 reports a week. By "process" I mean the whole production line of acquiring, abstracting, cataloging and making available on order all of these reports.

Such enormous production is possible only because we have streamlined standard library procedures. Our cataloging is abbreviated, but I believe it is sound. In our abstracting we have had to reduce detail to a minimum. Accuracy, rather than comprehensiveness is our goal here. Acquisition procedures have been rationalized until by now a minimum of handling is required. Each large unit of new material is taken as a specific problem, and appropriate methods for handling it are established individually.

Generally, the heads of each section have been given wide latitude for independent judgment in determining what methods shall be applied to individual reports, and in increasing the efficiency of their own operation. From the internal, mechanical point of view I feel that we are now well established. However, from the public point of view, we might do better. For example, we have been made

increasingly aware of the fact that the methods we now have to use in the photoduplication of copies of reports are unsatisfactory. They are costly, slow and often give poor results.

Elsewhere in the organization public service is also being greatly improved. The reference service is constantly strengthened by the Central Index, which now grows at the rate of better than a drawer a day. The Order Section is now getting out orders to the depositories in less than two days. And outside the Library itself, the Information Division of the Office of the Publication Board is steadily increasing its effectiveness. The publicity the more important reports receive through the efforts of this division is easily traceable in increased orders for these reports.

CONCLUSION

The Office of the Publication Board is attempting to perform the basic task outlined in the President's Executive Orders. It is not a simple or an easy function. It involves handling masses of material undreamed of in ordinary library processing terms. We have conquered some of the problems which this extraordinary job has brought with it, but others remain, and new ones appear from time to time. We attack them as they develop.

PREPARATION OF SPECIALISTS FOR UNIVERSITY LIBRARIES¹

By ROBERT B. DOWNS

Director, University of Illinois Library and Library School, Urbana, Illinois

THE subject of preparing specialists for University libraries can be approached from many directions. I propose to deal with several aspects, but

especially with the actual personnel needs of present-day university libraries. There are two fundamental questions being asked about library education today: first, how can we draw the ablest recruits into the profession; and second, after we have succeeded in attracting them, how

¹ Paper presented at open meeting of Western New York Chapter, on June 21, 1946 during A. L. A. Convention in Buffalo.

can we give them the best possible training for librarianship?

As Ernest Reece, Joseph Wheeler and other recent investigators have pointed out, library schools are still placing heavy emphasis on the narrowly technical, on methods and routines, rather than on basic principles looking toward developing the professional character of librarianship. In his book, *Programs for Library Schools*, Professor Reece shows, furthermore, that existing library school curricula are characterized by heterogeneous courses, containing many irrelevant elements, repetitious to a certain extent of each other, and omitting important matter fully deserving of a place in the program. On the record, it would appear that no type of professional school has been more conservative in its point of view or less willing to experiment than library schools.

A variety of reasons accounts for this attitude. At the root of the problem is a dilemma which has always confronted library schools. That is, the schools have been expected to give students a thorough grounding in technical processes, as well as a broad professional education, and to complete the whole task in the traditional one-year program. The difficulty of including all pertinent or even all essential material in a single crowded year is obvious to everyone who has studied the situation—yet relatively few students go further. If we are to continue to hold the program within the confines of one academic year, the library school courses should unquestionably be logically classified and arranged, avoiding duplication, eliminating non-essentials, and the curriculum restricted to fundamentals. I am increasingly doubtful, however, if two semesters or three quarters are adequate to produce the kind of librarian needed for the modern university and research library. What are some of the requirements of these libraries which our prevailing system of library education is failing to satisfy?

WEAKNESS OF PRESENT LIBRARY TRAINING PROGRAM

A major weakness in our present program of library training is the lack of specialization. The idea of specialization in research fields has, of course, been criticized, with such belittling definitions as "learning more and more about less and less." Nevertheless, specialization is the unmistakable trend in nearly all branches of human effort, including libraries, as I do not need to tell members of the Special Libraries Association. An outstanding scientist, Dean Fernandus Payne of Indiana University, recently expressed what has taken place in the field of his particular interest, zoology:

"Men who formerly thought of themselves as zoologists," stated Dean Payne, "now are embryologists, experimental embryologists, geneticists, cytologists, endocrinologists, protozoologists, mammalogists, ecologists, entomologists, morphologists, physiologists, general physiologists, cellular physiologists, taxonomists, conchologists, ornithologists, and so on *ad infinitum*."

Virtually every large research field has become infinitely divided, in this same fashion. The minute divisions of fields and extreme specialization of subjects have naturally created problems for libraries, both in the collecting and processing of materials and in the provision of trained personnel. Looking to the future, however, the probabilities are that we shall have fewer heterogeneous collections inclusive of all subjects, characteristic of the present period, and that there will be more libraries devoted to the intensive cultivation of a limited number of fields.

Those of us who have looked for librarians with a particular type of training to fill vacancies are aware of the scarcity of available talent. Not infrequently it is necessary to go outside the library profession to find properly qualified persons. Comparatively few librarians are subject experts, and there is particular difficulty in finding persons with

combination training, who are familiar with library techniques and who at the same time know the literature of a scientific or technical field, such as medicine, engineering, music, fine arts or law. Yet we have special departments in such fields in university libraries. A solution for the problem of finding specialists was adopted by one university librarian of my acquaintance. His method is to select from the graduate students in his institution the best prospects, for example, in biology or chemistry, and to persuade them to go to library school, promising them positions when they come out. He thus obtains exactly the kind of training wanted. This librarian reports, however, that he is handicapped in two particulars: first, library salaries are generally below those which these students would receive as biologists or chemists; and, second, most girls selected in this way marry and leave about the time their period of training is completed.

Another university librarian has decided opinions on this matter. Nathan Van Patten of Stanford University wrote: "I have come to the conclusion that an adequate personnel for large university libraries cannot be provided by attempting to convert general library workers into subject specialists. This is wasteful and the end results are disappointing. It does seem more likely that success would come from an attempt to convert subject specialists into library workers." Mr. Van Patten suggested special library school programs to care for such students, with careful control of admissions. "It would be undesirable," he goes on to say, "to encourage young biologists, engineers, lawyers and physicians to prepare for librarianship unless there was an assurance of suitable employment at proper salary levels. Hence, such training might well be restricted to candidates already selected for specific positions in particular libraries. Young medical men interested in librarianship can be found . . . The salary paid to a qualified

medical librarian must approximate the income which he could reasonably expect from the practice or teaching of medicine."

ADVANTAGE OF SUBJECT SPECIALISTS ON LIBRARY SCHOOL STAFFS

There is a strong feeling among many university faculty members and research workers that a considerable proportion of the teaching staff should be composed of subject specialists. For example, the teaching or research biologist should find a biologist librarian in the library, and the same sort of specialized service should be provided for lawyers, geologists, chemists, historians and other important subject fields. Of course this type of organization would only be possible in large libraries, but one or more specialists may be needed even in small institutions.

One recent development in university library architecture may have a profound effect on this question of subject specialists on the library staff. I refer to the divisional reading room system of organization. There is a distinct trend, in university library buildings which are being planned for construction during the next few years, toward large subject divisions, in which all materials—books, periodicals, documents, pamphlets—in a broad subject field are assembled. The librarians in charge of these divisions are expected to be trained both in the subject itself and in library techniques. Subject specialists, it is argued, will largely eliminate the need for the traditional general reference and circulation librarians. The divisional library is in essence, of course, an expansion of our old friend, the departmental library, with such added advantages as less duplication, less overlapping of fields, fewer gaps, more expert service and better administration. Divisional librarians would presumably require comprehensive rather than narrow specialization of training. For example, a librarian in charge of a fine arts division should have had prep-

aration not restricted to, say, architecture; a person heading a biological sciences library ought to have had courses in other sciences than entomology.

Returning to the problem of recruiting specialized personnel for the library, one method has been indicated: to send to library schools students or others who already possess the required background. An alternative would be to attempt to give students the essential knowledge as part of their library school training. Several schools have made definite efforts in this direction. Columbia, for example, offers courses in music bibliography and music library administration, law library administration, medical and engineering literature. Illinois has courses in biological, chemical and legal literature. California lists a course in scientific literature. The question arises, however: Is a single bibliographical or administrative course in the special field sufficient? It would appear superficial to the man who had devoted years of preparation to the subject. But certainly, we could not expect the librarian to spend a period in law school or engineering school equal in length to the time spent by the professional lawyer or engineer, and in any case it would hardly be necessary. A chemistry librarian does not need to have a doctorate in chemistry or be an expert research chemist to do effective reference work in chemistry.

One answer, it seems to me, in solving the problem of producing specialists for library service, is to arrange for closer relations with other professional schools. Virtually all our leading library schools are associated with universities. It should be possible to work out combination programs with such professional schools as commerce, engineering, law, agriculture, education, fine arts and journalism to permit library school students, who wish to specialize, to register for certain basic courses. The period of training would necessarily have to be extended, but the end result of such a program would be to produce librarians competent to take

charge of specialized collections and equipped to be of genuine assistance to the scholar and research worker. At the same time, librarians with the additional preparation would be entitled to increased compensation.

Difficulties in the way of specialization are admitted. One criticism is that the demand for subject experts in libraries is limited. There is no question, though that the demand is rapidly increasing. Another objection is that inadequate salaries do not justify long periods of training. Here it can be stated that salaries for specialists are advancing and will go higher as better trained personnel is available. Still another contrary argument is the lack of trained instructors in library schools. It is true that present library school instructors are generally not prepared to teach specialized subjects. The answer, in addition to the plan for close cooperation with other schools, would be to draw into the instructional staff special librarians and other experts familiar with the literature and problems of particular fields.

In preparing specialists for library service it would be a great advantage, of course, if library schools had more control over students' undergraduate or pre-professional education. One of the difficulties always confronting library schools is that the undergraduate educational preparation of students seldom furnishes an ideal basis for professional librarianship. Any control, under our traditional form of library school organization, is practicable, however, in relatively few cases. The new plan at the University of Chicago has this aim, but has not yet functioned long enough to demonstrate its success. Under the Chicago arrangement, the last two years of undergraduate work are directed by the library school, with the aim of giving students a proper basis for later professional library courses. A certain amount of specialization in a subject field is provided for, based upon the student's interests and future plans.

My own belief as to an ideal solution for the problem of supplying specialists for university library staffs, is that a system of internships is needed, taking a cue from the medical profession. This might be a three-pronged affair, carried on more or less simultaneously. One prong would be the library school curriculum; the second would be appropriate courses in other professional schools of the institution, as I suggested earlier; and the third would be employment as a salaried assistant in a departmental or special library, such as chemistry, engineering or law, devoted to the student's field of specialization. A program of this nature, spread over, say, a two-year period, would furnish an excellent foundation, both practical and theoretical, for appointment to a special librarianship in a university or elsewhere. In an internship, a student should follow a carefully developed program, of course, with his

work adequately supervised, and not limited to routine and clerical jobs. Otherwise, an internship is likely to deteriorate into the old "practice work" idea, which had some good features, but which on the whole contributed little toward producing librarians with a broad grasp and understanding of their profession. It would also be necessary to guard against having these students exploited or paid less for their services than would be received by other assistants doing similar work; that is, it should not be regarded by libraries, as Joseph Wheeler expressed it, "as a device to get themselves good help at a bargain."

I am convinced that a well-rounded plan of this kind, if properly administered, and with careful selection of personnel would go far toward supplying the sort of librarians needed in special types of libraries in universities, and would raise the standards of our profession.

SPECIAL LIBRARY SERVICES AND THEIR PLACE IN THE LIBRARY COMMUNITY¹

By LURA SHORB

Librarian, Hercules Powder Company, Wilmington, Delaware

ALL special libraries have two functions in common, although the collections may vary from clippings to reports. These are (1) giving the users what they want, and (2) giving the users what they need before they express a want. It is this second function wherein the special library differs from the reference department of a public or university library.

GIVING THE USERS WHAT THEY WANT

In giving the users what they want, a

librarian starts with or builds up a collection. It is usually small and limited to the immediate interests of the company, department or institution which the library serves. These libraries are reference libraries and include essential books, pamphlets, periodicals and indexes. Beyond that the collection varies according to the type of organization. A technical research library requires complete files of journals because original work is first published there and a chemist has need to delve in the past to avoid repeating work. It may have company reports, correspondence, patents, trade literature

¹ Paper presented at open meeting of Western New York Chapter, S. L. A., on June 21, 1946, during A. L. A. Convention in Buffalo.

and specifications. Advertising libraries have large files of clippings, newspaper libraries keep photographs, and business libraries gather statistics. These collections are almost as diverse in form as in subject matter.

One of the commonest methods the special librarian employs to fill the users' wants is the index or indexes he compiles. Like the collection these vary in form and scope. One librarian may pencil a reference on a card and drop it in a small file on his desk when he calls the attention of the personnel manager to an article on employe merit-rating plans. Another may issue a literature reference bulletin and then file the cards in the book catalog. Still others maintain indexes of patents, of trade names, of statistics, of photostats and microfilm, of company reports and manuscripts, and even of samples and equipment.

Like material is always put under the same heading—not "ethylcellulose" today and "cellulose ethyl ether", tomorrow. The best subject is chosen and ample "see" and "see also" references inserted. The same care is used for author and company indexes—DeBell is filed at D which he prefers, the German umlaut "u" at "ue" and RCA at Radio Corporation of America. These indexes are generally designed to be used by the entire clientele, and the librarian who compiles them frequently becomes the recognized authority in the organization on indexing, nomenclature and subject headings. And how these librarians do gripe about poor subject indexes like that of *Official Gazette* of the U. S. Patent Office!

In giving the users what they want, another matter to be decided is: what services can the library afford to render? Both personnel time and direct cash outlay have to be considered. In a one-man library, the users themselves may charge out the books "cafeteria style" or the clientele may do their own reference work and merely ask for help in locating

a document that is not in its regular place.

At the other extreme are elaborate indexes, and abstracting, translating, bibliographical and literature research services which are rendered by library staff members who are specialists in the subject and in literature sources. If accession lists and literature reference bulletins are issued, they may range from author and title entries to book reviews and abstracts of the articles. Library costs rise sharply when such bulletins include reviews and abstracts. The increased costs, however, may be offset by a saving in users' time. This is particularly true when the reader would be more profitably employed in the laboratory or when he is located at a distant plant or field office with no library facilities. In the latter case, such abstracts may eliminate the need of duplicate copies of books and periodicals.

In a special library it is not always a book or an article that is wanted but a *fact*. This requires the librarian's knowledge of the subject and an evaluation of sources of information in his own library, in nearby libraries and in the memories of fellow workers. If this fact has been published in a book and the book is in the library, the path is smooth. If it appeared in a periodical and a little later in a periodical index, it is relatively easy to find. But if it is buried in an obscure publication or in a company letter or report that is not indexed, or worst of all merely discussed at a conference, the search may be most difficult and time-consuming. Then there are also the facts which have to be developed. We remember the librarian¹ who sat down an hour before the evening whistle blew to figure out how many molecules of triethanolamine lauryl sulfate could be put on the point of a pin. A vice-president of her company needed the information for a

¹ Strieby, Irene M. and Cole, Betty Joy, "Finding Facts for a Chemical Clientele" *Chemical Industries*, 57, 1064-8 (1945).

talk he was to give that night. These library specialists usually get the facts they seek and rarely admit defeat.

GIVING THE USERS WHAT THEY NEED
BEFORE THEY EXPRESS A WANT

The best way of giving the users what they need before they are aware of a need is to anticipate their wants.

To anticipate needs in an industrial company it is necessary for the librarian to keep in touch with current manufacturing processes and new developments. This is done by reading reports, attending conferences, following operation data and watching announcements. It is also very important for the librarian to know who is who in the organization and who is interested in what. One doesn't mistake a clerk for a vice-president or send the latest figures on rosin production to the general manager of the explosives department.

With this knowledge of the interests of the organization and the personnel, the librarian follows publishers' lists and book reviews to select new books, and the *Monthly Catalog* and other government department lists to get government documents. He issues standing orders and has the name of the library added to mailing lists to insure prompt delivery of the items wanted regularly. He watches trade journals for articles of interest to the group he serves, for news of changes in his own and competitive companies, for the doings of important people of the field, for statistics on commodities, and for trade literature and price lists.

He must also discard old and inactive material. The special library should never become archives except, perhaps, for the organization's own records and unpublished documents. Thus by constantly being mindful of past, present and possible future activities, the librarian keeps the collection active and in balance.

Many special libraries issue periodic publications listing current journal articles and circulate these bulletins widely

in the organization and in some instances outside the organization as well. They are usually mimeographed and the sheets stapled together either with or without a special cover. Memorandums and telephone calls are also used in place of or to supplement the bulletins.

Evaluating books and recommending book purchases, keeping abreast of new journals, requesting trade literature as soon as it is announced, ordering patents each week and then circulating the new additions to interested persons, publishing accession lists and keeping in close personal contact with current and completed projects are ways in which most special librarians anticipate the needs of their clients.

How special libraries operate and render services have been shown briefly. The effectiveness of the operation depends to a great extent on cooperation with other libraries, special, public and university. Thus the book and periodical collection can be quite small if large libraries are nearby. One engineering library in Detroit has only the most essential books because the public library has an excellent technical department. The same is true of many organizations in New York because they can make their literature searches in the New York Public Library and in other large city libraries. The U. S. Department of Agriculture considered this factor and located its four regional laboratories near universities with good technical libraries. If one is not so fortunate as to have these large good-neighbor libraries next door, then greater use has to be made of photostats and microfilm.

On the other hand, special libraries can sometimes reciprocate by furnishing books on interlibrary loan, looking up information in their indexes, and making their collection available to university teachers, to graduate students, and also to persons who cannot obtain everything they need from the public library. Their special knowledge can be put to use by

other librarians. For instance, a technical library specialist might advise the librarian of the public library not to purchase an old book on cellulose acetate that a borrower wanted, since the public library already had a newer and better book on the subject. We have even answered a request of a secretary to a federal judge for a book on polymers and, over the telephone, given the judge himself a rapid survey of the field of

high polymers.

In this paper I have tried to show that the functions of a special library are mainly to have information always on tap, to anticipate needs, and to evaluate and condense current literature and feed it to the clientele. In doing this, the library specialist draws on all the resources in his organization and in other libraries, and in return he is always glad to reciprocate.

OPERATING ANALYSIS LIBRARY FEDERAL HOME LOAN BANK ADMINISTRATION

By JOHN BRAXTON McCLURKIN¹

Formerly Librarian, Operating Analysis Library, Federal Home Loan Bank Administration
Washington, D. C.

AS the one general library center of the entire Federal Home Loan Bank Administration, except for legal reference and materials, the Operating Analysis Library serves in a broad field of housing, mortgage finance and related real estate activities. Functions of the FHLB Administration include providing a credit reserve for thrift and home-financing institutions, protecting the savings of investors in such institutions, and discharging a major responsibility in the encouragement and safe-guarding of home ownership. The Library's collections and operations mirror these broad purposes, as well as reflecting more particularly the work of the Operating Analysis Division under which it is placed administratively. Statistical and commentary reports and current information (newspapers, magazines and clipping files) on savings and loan associations,

state and local data files, and reference materials on the general economics of finance, real estate, housing and related fields make up the larger part of the collection. In addition to its library functions, the Operating Analysis Library is the archives and distribution center for regular and special reports of the FHLB Administration and the Operating Analysis Division.

SAVINGS AND LOAN ASSOCIATIONS

The Federal Savings and Loan Insurance Corporation, a constituent unit of the FHLB Administration, was created to insure the safety of savings in thrift and home-financing institutions. To assist in the carrying out of its program, an important and complete collection relating to savings and loan associations in the United States has been assembled during the last decade. Material on both the historical developments of the movement and significant current activities is included. Files are maintained of annual reports of state savings and loans super-

¹ Mr. McClurkin's present address is International House, Chicago. He is completing requirements for the Ph. D. degree in the Graduate Library School, University of Chicago.

visors. These files cover the years 1930 to date and, until annual reports on operations are released, are segregated by FHLB System bank districts. Finally they are filed by states. Reports and statements of conditions of individual associations are received, as are bulletins, news releases and other periodic publications of state leagues of savings and loan associations, and the two national trade associations, the United States Savings and Loan League and the National Savings and Loan League.

STATE AND LOCAL DATA REFERENCE FILES

Information relating to housing markets is collected in the Library's state and local data files. This material is of both a continuing and non-continuing nature and efforts are made to obtain data on as many localities as possible. Operating records of state banking and insurance departments, reports and publications of housing authorities, and information relating to city, state and regional planning are among the types of material in these files. Regular series issued by U. S. Government agencies on a locality basis, such as the Census Bureau occupancy and vacancy surveys, are also included.

PUBLICATIONS DEPOSITORY AND DISTRIBUTION CENTER

The Library is a depository for the FHLB Administration's own publications. Each division of the Agency sends to the Library copies of its reports as issued. In the case of reports and releases by the Operating Analysis Division, the

Library acts as storage and distribution center after distribution is made to regular recipients.

RECOMMENDATIONS FOR EXPANSION

In an address on the postwar housing era John B. Blandford, Jr., predecessor to Wilson W. Wyatt as administrator of the National Housing Agency, declared:

"In any appraisal of the functioning of private enterprise in postwar housing, the home financing institution holds a central position. . . . There is no more important requirement for a successful peacetime housing effort than the existence of a sound system of home financing institutions which will channel the savings of our citizens into productive housing investments, and which will be responsive to the mutual interest in sound planning, sound construction and sound financing that is shared by builders, investors, home-owners and the community at large. . . . In terms of a potential new housing market at least double what we had before the war, it is clear that the progress made in past years should be broadened and deepened if the larger responsibilities now facing the home financing field are to be successfully performed."

In meeting this challenge the Operating Analysis Library will have a responsibility. Better housekeeping facilities are needed; the basic reference book collection must have additions; materials already in the Library should be more completely indexed and cataloged to make more accessible the experiences of this agency in the field of home financing. New sources should be tapped and means developed for wider use of reference materials to keep the staff informed of current developments in the fields of endeavor of the Agency.

PRESIDENT'S MESSAGE

SPECIAL Libraries Association has much to work for this year. After one postwar year, we can begin to pick up the threads of plans which were postponed because of the war and formu-

late new ones. We can think more of others and less of ourselves. It would seem that one of our opportunities is the cementing of more friendly relations with those who have not been as fortunate as

we. Many librarians from other countries are being sent to America to find out how library work is carried on and what new developments have taken place here. We, in the east, are fortunate in being able to meet these people personally, to discuss their problems with them and to give them such assistance as we can. But that does not mean the rest of you do not share in this. New York is not the only city to which they come. Whatever good will we are creating, we

are creating for our profession as a whole and for Special Libraries Association in particular. Those of us who are fortunate enough to meet and converse with these strangers find they are eager to learn from us and most willing to reciprocate to the best of their ability. Let us, by helping graciously, make the most of the opportunity offered us and thus build well for the future of Special Libraries.

BETTY JOY COLE,
President.

S. L. A. STANDING AND SPECIAL COMMITTEE CHAIRMEN AND SPECIAL REPRESENTATIVES¹

STANDING COMMITTEE CHAIRMEN

ARCHIVES

Mrs. Abigail Hausdorfer, 1945-47
c/o Sullivan Memorial Library
Temple University
Philadelphia 22, Pa.

CLASSIFICATION

Miss Ruth S. Leonard, 1945-47
Simmons College
300 The Fenway
Boston 15, Mass.

CONSTITUTION AND BY-LAWS

Mr. Ford M. Pettit, 1946-47
The Detroit News
Detroit, Mich.

CONVENTION

Miss Marion E. Wells, 1946-47
The First National Bank of Chicago
38 S. Dearborn Street
Chicago, Ill.

FINANCE

Mr. Walter Hausdorfer, 1945-47
Sullivan Memorial Library
Temple University
Philadelphia 22, Pa.

INTERNATIONAL RELATIONS

Miss Eleanor S. Cavanaugh, 1945-47
Standard & Poor's Corporation
345 Hudson Street
New York 14, N. Y.

MEMBERSHIP

Miss Jane Brewer, 1945-47
Real Property Survey Data Unit Library
Federal Housing Administration
Washington 25, D. C.

MICROFILM AND DOCUMENTATION

Mr. Gerritt E. Fielstra, 1946-48
N. Y. Public Library
New York, N. Y.

NOMINATING

Miss Marion G. Eaton, 1946-47
Federal Reserve Bank of Boston
30 Pearl Street
Boston, Mass.

PUBLIC RELATIONS

Mr. Robert W. Christ, 1946-48
The Grosvenor Library
Buffalo 2, N. Y.

PUBLICATIONS GOVERNING

Miss Lura Shorb, 1946-48
Hercules Powder Company
Experiment Station
Wilmington 99, Del.

¹ Mimeographed lists of names of Chapter Presidents and Group Chairmen may be obtained on request from S. L. A. Headquarters, 31 East 10th Street, New York 3, N. Y.

STATISTICS

Mr. Walter Hausdorfer, 1946-48
Sullivan Memorial Library
Temple University
Philadelphia 22, Pa.

STUDENT LOAN FUND

Miss Marion L. Hatch, 1945-47
Pittsburgh Experiment Station
U. S. Bureau of Mines
Pittsburgh, Pa.

TRAINING AND PROFESSIONAL ACTIVITIES

To be appointed.

SPECIAL COMMITTEE
CHAIRMENCOMMITTEE ON AFFILIATION WITH A.
L. A.

Mr. Herman H. Henkle, 1946-47
Processing Department
Library of Congress
Washington 25, D. C.

COMMITTEE OF THREE OF EXECUTIVE
BOARD

Mrs. Irene M. Strieby, 1946-47
Lilly Research Laboratory
Eli Lilly & Co.
Indianapolis 6, Ind.

SPECIAL REPRESENTATIVES

AMERICAN DOCUMENTATION INSTITUTE

Dr. Mary A. Bennett, 1944-47
Columbia University Libraries
New York 27, N. Y.

AMERICAN STANDARDS ASSOCIATION

Mrs. Ruth McG. Lane, 1945-47
Vail Librarian
Massachusetts Institute of Technology
Cambridge, Mass.

COUNCIL OF NATIONAL LIBRARY ASSO-
CIATIONS

Miss Betty Joy Cole, 1946-47
Calco Chemical Division
American Cyanamid Company
Bound Brook, N. J.

THE H. W. WILSON COMPANY

Miss Fannie Simon, 1946-47
McCall Corporation
230 Park Avenue
New York 17, N. Y.

LIBRARY BINDING INSTITUTE COMMIT-
TEE

Mr. Phillips Temple, 1946-47
Riggs Memorial Library
Georgetown University
Washington, D. C.

EVENTS and PUBLICATIONS

SUBJECT HEADINGS FOR THE INFORMATION FILE, compiled by Lois M. Wenman and Miriam Ogden Ball, Public Library, Newark, N. J. is the 6th edition of this list. It had been revised to include additional headings used in one library as a framework for a growing collection of material on the most outstanding problems of the day: labor-management relations, the United Nations organization and federal and local benefits for veterans. (N. Y., The H. W. Wilson Company, 1946. 112 p.) A copy of this is on loan at S. L. A. Headquarters.

CLASSIFICATION FOR MEDICAL LITERATURE, by Eileen R. Cunningham, Librarian, Vanderbilt University School of Medicine (Nashville, Tenn., Vanderbilt University Press, 1946. 3rd ed., rev. & enl. 160 p.) is designed to be of aid in bridging the gap in training and approach which exists between the highly specialized patrons of medical libraries and the librarian. A copy of this classification may be borrowed from S. L. A. Headquarters.

Indian Librarian, a library quarterly edited by Sant Ram Bhatia, is a new publication of

the P. O. Forman College, Lahore, India. It is planned to include in it articles of professional interest, digests of articles from foreign library journals, library topics, news, letters and discussions on current library problems, book selection guide, reviews and annotated notices of current literature. It aims to provide counsel, guidance and leadership in all matters pertaining to or affecting library development throughout India.

* * *

A BIBLIOGRAPHICAL CLASSIFICATION SYSTEM FOR LINGUISTICS AND LANGUAGES, by Dr. George L. Trager, is an excellent and most comprehensive study of the subject. It has been reprinted from *Studies in Linguistics*, 3.54-108 (1945), 4, 1-50 (1946). Available from: Dr. George L. Trager, 1703 Harvard St., N. W., Washington 9, D. C. Price \$1.00, postpaid.

* * *

Representatives of the "Big Five" on the Security Council of the United Nations have for the first time agreed on an interpretation of the United Nations as contained in THE UNITED NATIONS, A HANDBOOK ON THE NEW WORLD ORGANIZATION, by Louis Dolivet. Among the dele-

- Ohio, Cleveland Public Library, 1946) 50¢ a year.
- INTERVIEWING. A selected list of references. Comp. by the Library, U. S. Civil Service Commission, Washington, D. C., November 1945.
- JOURNALIST'S BOOKSHELF. An annotated and selected bibliography of United States journalism, by R. E. Wolsley. 4th ed. (Chicago, Ill., Quill and Scroll Foundation, 1946) 133p. looseleaf, \$1.50.
- NEW BUSINESS BOOKS AND REPORTS by Catherine M. Monen (In *Domestic Commerce*, v. 34, No. 1, Jan. 1946. pp. 50-52. 10¢.).
- PEOPLE OF THE BLACK LAND—EGYPT. Brooklyn Museum Reading lists, compiled by Elizabeth Riefstahl for students of Ancient History. Six leaflets in the series containing brief informative text, illustrated, with reading lists and suggested topics for special study. (Brooklyn, N. Y., The Museum, n. d.) Series 25¢, leaflets 5¢ each.
- PLANNING: CURRENT LITERATURE. Bibliographies compiled by the Library Staff from publications received in the Libraries of the Federal Works Administration (Washington, D. C., Federal Works Administration. Weekly).
- PUBLIC MANAGEMENT SOURCES. Bibliographies prepared by the Library Staff of the Bureau of the Budget (Washington, D. C., Bureau of the Budget. Weekly).
- RADIOACTIVE ELEMENTS IN MEDICINE, 1944-46. (College of Physicians and Surgeons, Columbia University Medical Library, New York, N. Y. July 19, 1946) 9 p.
- READING FOR DEMOCRACY, 1946: 39 important books that every American should read. Available gratis from: National Conference of Christians and Jews, 203 North Wabash Ave., Chicago 1, Ill.
- REGIONAL AUTHORITY DEVELOPMENTS. A selected list of references, including Legislative Bills introduced in Congress, 1933-1945. (Knoxville, Tenn., Tennessee Valley Authority, February 1, 1946.) 13p. Gratis.
- REMODELING AND MODERNIZATION OF URBAN DWELLINGS, 1942-1946; a selected list of periodical references, comp. by Ruth L. Mushabac. (Federal Housing Administration, Washington, D. C., March 1946) 12 p.
- SCIENCES: a selection of books on Astronomy, Magnetism, Mathematics, Medicine and Technology. (Heinrich Rosenthal, Haldenstrasse 9, Lucerne, Switzerland)
- SCIENTIFIC AND INDUSTRIAL REPORTS, grouped according to subject matter, giving serial no., price, length, title of each report, with brief report of contents (Washington, D. C., Supt. of Documents, Govt. Printing Office. Weekly).
- SELECTED LIST OF BOOKS ON PAINTING, MUSIC AND THE DANCE USEFUL TO THEATRE WORKERS. Prepared by the Committee on Research, American Educational Theatre Association. Mimeographed list, 14p. Apply to John W. Hulburt, Secretary, American Educational Theatre Association, Allegheny College, Meadsville, Pennsylvania, for information.
- SELECTED READING LIST OF WAGE INCENTIVES, prepared by E. P. Hollywood, February 1946. Available from: Industrial Relations Section, California Institute of Technology, Pasadena 4, Calif.
- SELECTED REFERENCES. Industrial Relations Section, Princeton University. No. 8, SENIORITY AND ABILITY IN PROMOTION AND LAYOFF. (Princeton, N. J., March 1946) 4p. 10¢.
- THE SOVIET UNION IN 100 BOOKS, comp. by Toby Cole. Available on request from: Library, American Russian Institute, 58 Park Ave., New York 16, N. Y.
- WORLD ORGANIZATION. 5th revised ed. Prepared by Hans Aufricht. (N. Y., Woodrow Wilson Memorial Library, January 1946) 20p.

Announcements

Course in Special Library Service at Drexel

The Drexel Institute School of Library Science will offer a course in Special Library Service for the training of business, technical and public administration librarians beginning September 23, 1946. The course will be conducted by Miss Margaret Kehl, former Assistant Librarian of the Municipal Reference Library of New York City, who has been appointed a member of the faculty of the Drexel Library School. The course is one year in length and will lead to the degree of B. S. in L. S.

The Drexel Library School Association will award a scholarship of \$200 for the course in Special Library Service for the year 1946-47. Application for the Scholarship should be made to the Dean of the Library School, Drexel Institute of Technology, School of Library Science, 32nd and Chestnut Streets, Philadelphia 4, Pa.

A Directory to Russian Collections in Special Libraries is Planned

Miss Toby Cole, Librarian of The American Russian Institute, 58 Park Avenue, New York 16, New York, is planning in the immediate future to prepare a directory to Russian Collections in American libraries. Miss Cole will appreciate hearing from librarians whose libraries contain Russian material.

Discussion of Miss Hoag's Article

Miss Mary Hoag in her informative article, "Indexing Union Contracts" (*SPECIAL LIBRARIES* 37:106-110, April 1946), referred to Keysort¹ punched cards as the foundation of the indexing work done by the Industrial Relations Section of the California Institute of Technology. She closed with this sentence: "Other libraries may find this method of indexing beneficial, and will be able to apply it successfully to their own particular materials."

I agree with her statement heartily, but feel that perhaps a review of present-day accomplishments with Keysort cards will be helpful to those who wish to investigate the possibilities of the method for their own uses, especially since the only reference given in her article is to Bulletin No. 3 by her Section, "Methods of Indexing Provisions of Collective Agreements." An inspection of both editions (1941 and 1945) of this Bulletin reveals some information which may puzzle a beginner in the use of Keysort cards. No statement is made that their cards are printed upon both sides in tumble form, nor that sorting should be attempted only from the front side of the card. No mention is made that there are two types of punching and sorting in addition to the direct coding type used almost exclusively on their cards.

Direct coding is accomplished by slotting out the hole when information assigned to that hole is found, or leaving it undisturbed if there is no information.

Sequence Sorting is based on the 7 4 2 1 field of four holes, by which any number from 1 through 14 can be slotted (as $1 = 1$, $2 = 2$, $2 + 1 = 3$, etc.). By sorting or needling the holes in order, 1, 2, 4 and 7, cards can be placed in numerical order from 1 to 14, or by using several fields as units, tens, hundreds, etc., groups of larger numbers can be placed in numerical order.

Selective Sorting is a refinement of the 7 4 2 1 field of Sequence Sorting, by adding two holes to make a six-hole field. The two extra holes are designated 0 (zero) and SF (single figure). Thus needling 7 and SF yields only cards slotted for 7, and not cards with numbers of which 7 is a part (as $7 + 2 = 9$). Selective Sorting can be also used to accomplish Sequence Sorting by disregarding the 0 and SF holes.

Arrangement of cards in numerical order is therefore achieved by four holes per field, and selection of certain cards from others is achieved by six holes per field, an increase of 50 percent in the number of holes needed. I have tried some experiments to place more than one number in several fields, as 4312, 6792, 7845 all punched

in four fields (either sequence or selective types) on one card, with some success. These experiments have had the object of increasing the indexing capacity of a card without increasing the number of holes necessary for the indexing. Further experiments should be conducted by anyone who contemplates the adoption of Keysort cards.

Even if such experiments prove unsuccessful, the adoption of a classification schedule adapted to Sequence and Selective Sorting will permit the indexing of many more significant items upon one card than are possible upon the cards Miss Hoag has described. Cards are also supplied with a double row of holes on the margins, further increasing the indexing possibilities remarkably.

These methods are adequately described in the following pamphlets:

McBee Company. *Manual of Operation for the Keysort Employee Record Card.* (Washington 5, D. C. 1945) 16 p.

McBee Company. *McBee Keysort Manual for Federal Housing Administration [for the underwriting summary card]* 30 p.

U. S. War Department. *Personnel Classification; Operation of the Marginal Punched Card Sorting System.* 1944. 98 p. (War Department Technical Manual TM 12-490)

The use of Keysort punched cards for statistical analysis is suggested in the first reference above and in *Visual Analysis—a Means of Exploration in Statistical Research*, in U. S. Bureau of the Census, 16th Census, 1940. . . . *Agriculture, handbook, descriptions and illustrations of the uses of agriculture census statistics in education, business, research . . .* Washington, Govt. Printing Office, 1943, pp. 225-245.

Their use in library circulation records at Harvard is described in Frederick G. Kilgour's article, "A New Punched Card for Circulation Records," in the *Library Journal* 64: 131-3, February 15, 1939. Other sample cards show that they are used in the Army Medical Library, the Brooklyn Public Library and the libraries of Pennsylvania State College and the University of Georgia as well, and in medical, dental and sociological surveys and records, in legal cases, and for indexing collections of photographs.

The most challenging article, however, is "Punch Cards for a Chemical Bibliography," by Gerald J. Cox¹, C. F. Bailey and Robert S. Casey², in *Chemical and Engineering News* 23:1623-1626, September 25, 1945. Citing 9 references which amply supplement those already given here, they have developed the use of the Keysort card to a new and high level in combining alphabetical, numerical, classified and

¹ Supplied by the McBee Company, Athens, Ohio or the Charles R. Hadley Company, Los Angeles, California.

¹ Corn Products Refining Company, Argo, Ill.

² Both of the W. A. Sheaffer Pen Company, Fort Madison, Iowa.

chronological indexing upon one card and yet leave room for some direct coding as well! Their development of the O I E C B field of five holes to permit alphabetic sequence sorting is a distinct contribution to the existing knowledge about these cards. They have further refined their alphabetic coding to include the common combination, Sch, in addition to the Macs as shown in their article. Further developments in these cards were presented before the Division of Chemical Education of the American Chemical Society at Atlantic City on April 9, 1946.

Selective Sorting from the 7 4 2 1 numerical field and from the O I E C B alphabetical field can be accomplished in this manner: To select the number 72, for example, from a group of cards containing any number from 1 to 99, needle the 2 hole in the units field and the 7 hole in the tens field. The cards which fall out are all punched with these numbers at least, but as fully punched they may represent another number actually, such as 82 or 95. Therefore, needle these cards at 7, 4 and 1 in the units field and at 4, 2 and 1 in the tens field. Reject the cards which fall free; the cards remaining on the needle at the last are all punched with 72 and with 72 only. Alphabetical selection can be done by following the same principles.

Messrs Cox, Bailey and Casey have set up guideposts for special librarians in their development of the use of these punched cards to provide detailed analysis to smaller collections with a minimum of preparation of the analytical records. Librarians are in debt to them for their work.

C. D. Gull, *Special Assistant to the Director*. Processing Dept., Library of Congress.

S. L. A. Director Becomes Librarian at Carnegie Institute of Technology

Mr. Melvin J. Voigt, Director of Library and Publications in the Research Department of General Mills, Inc., Minneapolis, Minn., has resigned to accept on September 1, 1946, the position of Librarian at Carnegie Institute of Technology in Pittsburgh, Pa. Mr. Voigt, who went to General Mills from the University of Michigan Libraries, is a Director of Special Libraries Association, a Past-President of the Minnesota Chapter of S. L. A., and has also served, during the past two years, as a member of the Advisory Board of the St. Paul Public Library.

Mr. A. D. Hyde, General Mills Director of Research, has announced that Mr. A. L. Champ-
lin, Jr., formerly of the *Iowa Farm Economist*, has been appointed as Director of Publications and that Miss Margaret Hilligan, formerly of the B. F. Goodrich Rubber Co., Akron, Ohio, has been appointed Librarian of the Research Library.

A Symposium on Technical Library Techniques Held

Symposium No. 4 on Technical Library Techniques was held on September 10, 1946 as part of the Chicago Meeting of the American Chemical Society. Mr. J. W. Perry, Chemistry Department, Massachusetts Institute of Technology, presided and the subjects discussed included: "Punched-Card Techniques and Their Application to Scientific Problems" by W. J. Eckert; "Coding and Sorting Chemical Compounds by Means of Punched-Cards" by J. A. Morgan and others; "Application of Punched-Card Methods to Some Problems in Thermodynamics, Statistics of High Polymers and Spectroscopy" by G. W. King; "Recent Developments in Keysort Cards" by G. J. Cox, Casey and C. F. Bailey; "Problems of Classifying Chemical Patents" by M. C. Rosa; "Patent Investigations" by G. Egloff and R. F. Davis; "Present Day Problems in Obtaining Foreign Scientific Publications" by V. W. Clapp; "Chemical Russian, Self-Taught" by J. W. Perry; and a Round Table Discussion on "Indexing and Classifying Results of Chemical Research in Relation to Punch-Card Techniques."

A paper on "Punched-Cards as a Tool in Handling Technical Literature" by Norman C. Hill, and J. W. Perry appears in *Chemical and Engineering News*, August 25. This article will discuss further the background and purposes of the Chicago Symposium.

Mr. Hausdorfer Accepts Position at Temple University

Mr. Walter Hausdorfer, Librarian of the School of Business Library, Columbia University, since 1930, has resigned his position to become Librarian of the Sullivan Memorial Library, Temple University, Philadelphia, Pa. Mr. Hausdorfer is a graduate of Temple University, with a M. S. degree from the School of Library Service, Columbia University. His activities in Special Libraries Association have been many and varied: President, N. Y. Chapter, 1933-34; Chairman, Committee on Survey of Professional School and Departmental Libraries, University and College Departmental Librarians Group, 1937-39; Member, Professional Standards Committee, and Sub-Committee on Definitions, 1939-40; Second Vice-President, 1942-43; First Vice-President, 1943-44; Chairman, Finance Committee, 1942-43; 1943-44, 1945- ; Member, Committee of Three, Executive Board, 1942-43; Chairman, Committee to revise the *Handbook of Commercial and Financial Services*, Financial Group, 1942-44; National President, 1944-45.

Mrs. Hausdorfer has likewise resigned her position as Librarian of the School of Library Service Library, Columbia University, as of

August 15, 1946. Also active in S. L. A., she was second Vice-President of the N. Y. Chapter in 1944-45, Editor of the *Chapter News*, and is now Chairman of the national Archives Committee.

**A Methods Series as Planned by the
Cleveland Chapter**

For several years the Cleveland Chapter of S. L. A. experimented with an educational program for its rapidly growing membership. This had taken the form of annual "methods meetings." The popularity of these meetings and the increasing number of requests for advice in practical library matters from some of its newer members led to the decision to plan a more elaborate program, under the auspices of the Education Committee, as a supplement to the more general meetings of the group.

The purpose of the program was to be both practical and inspirational. The aim was to present fundamental problems of special library administration in a very simple way, presupposing no special training on the part of those attending. Very practical problems in cataloging, in handling periodicals, patents, files, etc., were discussed and simple routines suggested. More general questions of proper administration and of good public relations were also discussed and their need and value in a small special library stressed.

The lectures and discussions were planned to open the eyes of untrained librarians, and through them perhaps their employers, to the fact that handling of a special library requires a skill and special technique as surely as does the handling of patients by a doctor, and that such skill comes only with thorough training. Meetings were planned to include material which would serve as "refresher" suggestions to trained librarians in service who were interested in new viewpoints and modern methods.

Meetings were held from 7:30-9:30 P. M. on alternate Tuesday evenings, during the winter and spring months of 1945, in the Committee Lunch Room of the Cleveland Public Library. Program topics were as follows:

The selection, care and use of periodicals, government and other serial publications;

Patents: their purchase, care, handling and filing; method of search, limitations and possibilities for one not trained in the field; organization of the Patent Office, etc.;

Cataloging, classification, subject heading and special indexes;

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Public relations;

Administration of a special library: the place of the library within the organization;

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Each meeting, which could be interrupted at any moment by members eager to ask a question or to offer a suggestion, was opened with an informal lecture by the leader. This gave the group the sense of active participation, not merely in the discussion period following the lecture, but throughout the evening, in a, literally, "round-table" exchange of ideas. Members were invited to bring sample forms and other helpful data. The leader brought, for the examination of the group, the best texts to use, guides to follow and other illustrative material on his topic.

The average attendance was 20 with 28 libraries represented. Among these were technical, engineering, school, business, advertising, public utility, bank, hospital, transportation, publishing, social service, natural history and real property libraries.

The reaction from the group was most responsive, and being so widely representative it naturally brought an exchange of viewpoints not only on methods of procedure but also in fields of interest. There have been a number of requests for a repeat program and also suggestions for more lengthy discussion for some of the topics.

Helen M. Focke, *Librarian*,
Case School of Applied
Science, Cleveland, O.

Agnes O. Hanson, *Reference
Asst.*, Business Information
Bureau, Cleveland
Public Library.

Library of Congress to Undertake Government Film Distribution

Establishment of a central clearing house of information on Government motion picture film and the necessary facilities for the distribution of such film is being undertaken by the Library of Congress. The film under consideration consists principally of 16mm motion pictures that have already served the original purpose for which they were created and that have been distributed administratively by the agencies of origin. It will consist also, but in a smaller degree, of film inherited from liquidated agencies or as the result of liquidated functions within continuing agencies. The distribution functions being assumed by the Library of Congress will broadly resemble those formerly performed by the Office of War Information.

Catalogs and listings of available film will be published by the Library of Congress as soon as possible and will be made available to film users throughout the country. Government agencies in Washington will be served directly by the Library, while distribution to schools, clubs,

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civic and industrial groups and the general public will be served through qualified film and book libraries.

In announcing the Library plans, Luther H. Evans, Librarian of Congress, stated, "Many Government agencies and educational and commercial associations worked together during the war to produce and distribute motion pictures as an aid to our war job. Many of these films have lasting educational and historical value. In order further to utilize them, the Library as a central film agency will perform the informational and distribution duties which have been discontinued by the former Office of War Information and the War Bond Division of the Treasury Department."

Dr. Evans emphasized that this proposed film program is in its formative stage and the new obligations it represents cannot be assumed until funds and personnel become available in July. He urged, therefore, that prospective film users withhold requests for such service pending a further announcement.

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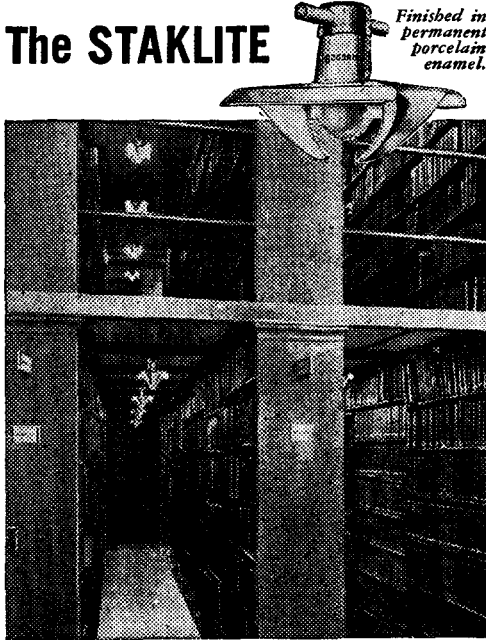
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