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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 17

November 1946

NUMBER 4

President's Address to the Western New York Chapter
Betty Joy Cole

Development and Use of a Classified Catalog for
Periodical Literature in Selected Subject Fields
Melvin J. Votet

Bibliography Compilation in Technical Fields
Ralph H. Hopp

Review of Metal Literature
Emory C. Starshanz

Published by
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- Thirdly:** It is intended to emphasize some of the trends in contemporary psychology which seem to have supplanted much of the traditional material.

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THE PRESIDENT'S ADDRESS TO THE WESTERN NEW YORK CHAPTER¹

DURING the years of the war, we worked longer hours and harder than we ever did before. More and more demands were made upon us. The armed forces took our staff members. We had to find others to replace them; we had to employ new people who were untrained in our requirements; we had to enlarge our library personnel to cope with our rapidly expanding services. We did volunteer work outside of our jobs to help the war effort; we did without many things; we got along with what we had; we added to our responsibilities and bore with a genial grumble whatever was placed upon our shoulders. We had little relaxation. As time went on, we became more aware of the tension under which we were living and working. Our nerves became jagged and we longed for the time when we could return to the easy days before the war.

There has been no return to those days. After a short period of exhilaration, we found ourselves hurled into a period of unrest and uncertainty. Everybody and everything seemed at cross purposes. There was no unity at home or abroad. Although there is a lessening of this in some cases, we have not as yet recovered. We meet distrust and destructive criticism on all sides.

Today, more than at any time, we need and must have cool, straight thinking. We must have respect for the opinions of others. We must listen impartially to the views of the other fellow, weigh them and sift the true from the false. We must have sound judgments and make calm decisions. This applies not only to our daily tasks but also to our work in S. L. A.

Those who attended the annual S. L. A. Convention in Boston this June or who have read the Proceedings issue of *SPECIAL LIBRARIES* are familiar with Herman Henkle's fine report on the "State of the Association." I want to discuss with you how we have arrived at this state and how we can maintain it.

Thirty-seven years ago a small group of librarians interested in special library work organized S. L. A. They were members of another association but they felt there was no place in the larger organization for those whose work was in special fields. They had the vision to see the potential power and future growth of an association whose members were interested in more highly specialized subjects than those of the general librarian. In addition to the vision, they had the courage to dare to break away from a large organization and form Special Libraries Association. They also had the ability to carry out their ideas, making them a reality and not just a pleasant day-dream. That their vision was a true one, that their courage was not betrayed and that their ability has passed on to others, is affirmed by the steady growth and broadening interests of our Association.

We have grown nationally. This is proved by our present membership and by the number of Chapters and Groups we now have. New applications for membership continue to arrive at S. L. A. Headquarters and we have by no means reached the saturation point. At present, a new Chapter is being formed in Louisiana—our first real Southern Chapter. Undoubtedly, other Southern chapters will follow. We have also grown internationally. We have a number of foreign members and two Chapters in Canada. There

¹ Address by Betty Joy Cole, S. L. A. President, given on September 28, 1946 at Buffalo, N. Y.

is a good possibility of future Chapters being organized in the Philippines and in Latin America—perhaps, too, in Europe.

Our broadening interests are shown by our cooperation with other organizations such as A. L. A., A. D. I., A. S. A., American Book Center and L. B. I. These are all connected with library interests but they spread in different directions like the spokes of a wheel radiating from the hub. We have extended our interests to include cooperation with associations in other countries, such as ASLIB; with individuals through our International Relations Committee by personal contacts with people who are in this country to learn what American libraries are doing, and by personal correspondence and exchange of material with those in library work abroad. Men connected with foreign consulates come to our Headquarters Office to learn what we are doing and how we can help in the exchange of ideas and information. Members of foreign scientific organizations visiting the United States contact our members and visit our libraries to learn how we do things and how we are of mutual benefit to one another. The eagerness shown by those coming from Europe to learn our methods and to seek cooperation from us, indicates that our reputation is a good one. This is a healthy condition and one which should be carefully nourished. With this opportunity to strengthen our international relations, it is up to every member to do his best. These contacts are excellent both for the individual and for the Association.

We have attained this growth and become strong in our 37 years of existence because there has been a unity of purpose among our members. There has been no dissension. We may not have agreed with every decision; we may have voted against certain actions, but when a course was decided upon, we have carried it through to a successful conclusion. We have been loyal and we have cooperated to the extent of our time and ability. It is this loyalty, this cooperation that makes an

association strong and active and keeps it that way. It is by the efforts of the individual members that S. L. A. has attained its present excellent position and reputation.

So much for our growth and present state. None of us wants S. L. A. to lose one iota of the prestige that it has. We want it to remain a strong, recognized organization in the special library field. How can this best be accomplished?

We must continue to coordinate the efforts of the members, Groups, Chapters and national Association. We must work not for our own advancement but for the good of the Association as a whole. We can bring benefit to ourselves by forwarding the organization. We should avoid duplication of effort as well as dissipation of power. If we become redundant in our efforts, we neglect other matters that should have our attention. If we spread out too thinly, we are lacking efficiency to carry out what we undertake. We must strike a balance between the two and maintain it.

We should consider suggested projects not so much from our personal viewpoint as from the thought of whether they will answer the needs of the majority of members. If it is a Chapter project we should give thought to how it will affect the entire Association. Is it something which other Chapters may want to copy or will it result in adverse criticism of S. L. A.? We should not start something we cannot finish. We should plan the work so that it can be carried out with the least amount of time and expenditure of effort. We must all do our part.

No association is perfect. Members are always criticising something or other whether it is a matter of commission or omission. This is a healthy attitude. It is indicative of interest in Association affairs. But don't criticize just because you enjoy tearing down. Offer something in the place of what you think is wrong. Perhaps your idea has not occurred to others. Perhaps it is not the right time to make a

change. It might even be that when your suggestion is discussed, the pros and cons weighed against the present system, it may not be as good as the current method. Neither you nor anyone else will ever know your attitude if you hug your complaints and suggestions to your own bosom, refusing to make them known. Growth and betterment come through constructive criticism and practical suggestions.

We should not make changes in policies without considering how such changes will affect the future of the Association. Something which might be expedient for the present may have a detrimental effect in the long run. A change in plans may seem to cause an unnecessary upheaval for the time being and yet be for the best in the years ahead. We are building for the future and so must build slowly, soundly and well.

We cannot be preemptory in our attitude toward our fellow members. We must not let our personal likes or dislikes influence us. We should live with S. L. A. just as we live with our jobs. We should relate our present activities to future needs. We should be as eager for the future of our organization as we are for our own future. Our Association work must be carried out with a willingness to hear all sides of a question, with an impartiality that bases decisions purely upon the merits of an idea, with an endeavor to cooperate the best we can, with a desire to work for the advancement of S. L. A., with an undivided loyalty, and with the sure knowledge that ours is the best Association of its kind. By these means, we shall continue to have an active, healthy, thriving organization and one of which we shall be proud to say, "I am a member."

THE DEVELOPMENT AND USE OF A CLASSIFIED CATALOG FOR PERIODICAL LITERATURE IN SELECTED SUBJECT FIELDS¹

By MELVIN J. VOIGT²

Research Department, General Mills, Inc., Minneapolis, Minnesota

THE relative merits of the classified catalog and the alphabetic subject catalog for use in adequately representing the book collections of both general and specialized libraries have been discussed in library literature for many years. Classified catalogs have been used in this country for listing periodical material in such libraries as the Engineering Societies Library and the Technical De-

partment of Carnegie Library of Pittsburgh, for example, but the aim has usually been to cover completely a selected list of periodicals rather than a selected list of subjects in all periodicals. The use of the classified catalog in covering selected subject fields is not entirely new, for the method has had fairly wide use in industrial research libraries as well as in connection with a number of commercial abstract services. Very little has been published however, on the methods of developing the classification and the use of the

¹ Paper No. 74, Journal Series, Research Department, General Mills, Inc.

² Present address: Carnegie Institute of Technology, Pittsburgh, Pa.

classified catalog for this purpose in the special library.

The use of a classified index for periodical material has been advocated and practised in Europe for some time. Many scientific journals assign classification numbers to each article to aid the user in compiling such an index. The impetus for this method has developed from the expansion and use of the Universal Decimal Classification, which has been used almost exclusively for this purpose. The application of the U. D. C. to subject indexes for periodical volumes has been described by Pollard and Bradford¹ and other writers. While many of the problems encountered in classified indexing are similar to those met in the use of a selected subject classification, the methods of developing a classification to fit special subject needs are of a different nature, and will be given special emphasis in this discussion.

The advantages and disadvantages of a classified catalog over an alphabetic subject arrangement in the fields of selected periodical literature are much the same as those usually cited for similar catalogs covering other printed materials. There is, therefore, no need to dwell on the relative merits of the two systems in general. As early as 1904, J. C. M. Hansen stated that ". . . the needs of the scholarly investigator will demand systematic classification in some form . . ."² Scientists readily accept and use a classified arrangement of literature, for systematic arrangement is the basis of scientific thinking. The reasons for the success of this method in the fields of the sciences are directly related to the existence of a systematic arrangement of the bodies of science as developed through the years, and the approach to these arrangements as taught in our schools and colleges.

DESCRIPTION OF METHODS USED

The aim of this article will be, therefore, to describe the methods used in developing a classification system for selected subject fields, capable of meeting changes in subject demand and changes within the subjects themselves, and to indicate methods of constructing and maintaining the catalog and integrating it with other materials and activities of the specialized research library. In the development of these items, reference will be made to the classified catalog now in use at the General Mills Research Library. This catalog is of necessity a device for a particular library and is intended to meet specialized needs; therefore the classification itself and the applications to related activities can not be applied directly to other libraries even though the subject matter covered is in a closely related field. The methods described may, however, have some applications for other libraries, particularly scientific libraries launching expanded programs of library service.

When a decision was reached in 1942 that an abstracting bulletin would be desirable as an aid to the General Mills research program, it was realized that some index to this bulletin would be necessary to aid in carrying out the ultimate objectives of the publication, and that, in addition, a subject index to patents, reprints, documents, photostats and microfilms in the collection would be essential. After weighing the advantages and disadvantages of the two possible methods it was decided to use a classified system and to develop a classification suited to the interests of the organization. Expansion of the classification was to take place slowly as needs developed and material included was to be limited strictly to the fields of research interest and the special interests of research personnel. Since the catalog was to serve as a quick finding list rather than as an exhaustive source of information, and since the number of cards going into the file (both author and subject)

¹ Pollard, A. F. C. and Bradford, S. C. "Systematic Subject Indexes to Periodical Volumes." Association of Special Libraries and Information Bureaux. *Proceedings* 9: 20-40 (1932)

² Hansen, J. C. M. "Subject Catalogs or Bibliographies for Large Libraries." *Library Journal* 29: 472-4 (1904)

would be several thousand per month, it was decided immediately that little revision of typing and filing would be necessary, for, in the few cases where errors might exist, other sources were available for more complete coverage. This policy had been thoroughly justified in the light of experience.

In preparing a classification, certain rules must be followed to allow for adequate flexibility. The most important of these is that the classification must allow for every conceivable type of expansion. Allowance must be made for the addition of new major classes, new minor classes and for expanding by subdivision any class, major or minor in, as nearly as possible, an unlimited manner. When expansion into a limited number of subdivisions is unavoidable, the division must be made into classes large enough to avoid crowding and broad enough to cover all possible needs of the major subject.

SYMBOLS USED IN CLASSIFICATIONS

Since the symbols used in classifications are usually limited to Arabic numerals and the letters of the alphabet, the practical limitations of expansion are determined by the notation. Thus for numerals, there is no limitation as long as numbers are used in arithmetic order. When they are used in a decimal arrangement the limit is ten subdivisions. For the English alphabet the limit is 26 single subdivisions. It is generally agreed that there is some advantage in using mixed symbols when possible. If the first subdivision is to consist of a large number of broad classes, letters or numerals (1 to 20, or more) may be used. Since the classification at General Mills would have at least 10 large classes, numbers were chosen for the major headings, e. g.

- 1—General methods and instruments
- 3—Individual foods and food products
- 5—Proteins
- 6—Fats and oils
- 9—High polymers and resins

So that the next subdivision would allow for a large number of divisions and to allow for a mnemonic feature in section

8, capital letters were used in the next subdivision, e. g.

- 1R—Paper and textile testing
- 3L—Soybeans
- 5A—Analysis of proteins and amino acids
- 6E—Processing of fats and oils
- 9F—Synthetic resins

So that the third subdivision would again allow for an unlimited number of classes, numbers in arithmetic sequence were again used, e. g.

- 1R5—Moisture resistance tests
- 3L10—Storage of soybeans
- 5A14—Microbiological determination of amino acids
- 6E11—Bleaching of fats and oils
- 9F22—Furfural resins

Many letters and numerals were left blank to allow for further systematic expansion in the second and third division. In cases where an alphabetical arrangement seemed advisable at this point, an alphabetical, numerical sequence in decimal form was initiated allowing either for further decimal breakdown or for subdivision by some other type of notation. For example, in 3W—Other food and plant products

- 3W1.16—Arrowroot
- 3W4.34—Coffee
- 3W7.94—Sumac

Beyond the third subdivision, decimals were used almost exclusively, necessitating a limitation to ten subdivisions.

- 2G7.3—Color of foods (General)
- 3D3.42—Halogenates as dough improvers
- 5K6.306—Protein requirements of pigs

While the advisability of following a single pattern is quite obvious, there is no reason for weakening the system by holding a strict control over the mechanical features. It seemed advantageous in this case to group together certain types of organic chemical compounds in some logical arrangement. This was done by using a general subdivision based on the Beilstein arrangement with further alphabetic subdivision by group of compound or specific compound according to interest. In this arrangement the alphabet was again used in the subdivision to indicate the first letter of the compound or group and the succeeding number or numbers were used

to complete the alphabetic arrangement, e. g.

- .92—Acyclic compounds
- .922—Hydroxyl compounds (Acyclic)
- .922B8—Butanol
- .922G6—Glycols
- .925—Carboxylic acids (Acyclic)
- .925C8—Crotonic acid
- .93—Isocyclic compounds
- .935 Carboxylic acids (Isocyclic)
- .935G2—Gallic acid
- .935H8—Hydroxamic acids
- .94—Heterocyclic compounds
- .946—Three or more cyclic nitrogens
- .946M3—Melamine

The extent of subdivision, as shown by the examples given thus far, will depend entirely on the amount of material included, its adaptability to subdivision, the needs of the library constituents served and the emphasis of interest. Thus, for the purposes of the library described, a heading 1B3, without subdivision, is sufficient for the small amount of material recorded on the general subject, Economics and Business. All other specialized material which might be attracted here in another library, is assigned to the specific related subject. Similarly 1B4 is used for Law, Statutes, Codes, etc., and 6M for Fat physiology, both without further subdivision.

Any of the examples cited above can be subdivided when desired as can any minor classification. With a classified system this can almost always be done by the addition of another symbol. In developing a new system it is wise to refrain from making subdivisions before the trends of literature and/or the interests of the constituents are fully realized. In the system described, one of the major classification groups was left completely unsubdivided until a few months ago. However when the subdivision of a minor group is decided upon it is well, in the interests of balance and economy, to make provision for all divisions likely to find eventual use as well as those already represented in the card file.

The use of repetition or other mnemonic features is desirable whenever they do not destroy the effectiveness of the system.

Common vitamin terminology was made to fit into the classification by using, e. g.

- 8A—Vitamin A
- 8C—Vitamin C
- 8E—Vitamin E

To allow for the large family of B vitamins the third numerical symbol was eliminated except under 8B. Here 8B1, 8B2 and 8B6 were assigned to the vitamins commonly known as vitamins B₁, B₂ and B₆ and the remainder of the B complex were given numbers relating to this classification system only. Since the subdivisions for the vitamins would be very similar, a single system was used even though each subdivision is not always applicable to each vitamin. Thus .12 is synthesis when under 8A, 8B4, or 8D; .3305 is for material on the requirements of cats for the vitamin in question; and .43 covers microbiological assay, for example, of thiamine under 8B1.43, or folic acid, 8B7.43.

A single subdivision system serves for the composition and chemistry of foods in general, major food items or minor food items. Thus .32 is used for sugar content; of foods in general, 2G1.32; of corn, 3F1.32; of dried milk, 3R6.132. The subdivision 1, .1 or .—1 being used under specific substances to denote composition and chemistry.

General form divisions find application in many ways. In some cases those used in existing classifications such as Dewey or Library of Congress may be adopted with no, or little, change. The Dewey geographical subdivision may be applied whenever a geographical subdivision seems desirable.

Existing classifications can be used extensively in building a specialized classification. While the Dewey and Library of Congress systems are of little value when extensive subdivision is needed, they are of real value for general fields and for suggestions on form divisions and methods of subdivision. Specialized classifications already in existence can often be adapted to sections of the classification. When the symbols used for expansion are

not applicable, the subject breakdown may be fitted into the pattern planned. The classifications developed by Interscience Publishers for their abstract services, Rubbers-Resins-Plastics, Fats-Oils-Detergents and Textile Fibers, are examples of classifications of this sort.

If the plan of the classification is flexible it should be possible to expand any subject in accordance with expanding interests or expanding subjects. Allowance should be made for the addition of major subjects in the classification not only in sections of special interest where a minute classification has been developed, but also in sections of secondary interest with little or no subdivision. It may be found advisable, as was the case in the General Mills Research Library, to classify the book collection using the same classification developed for periodical material. In this case sections will need to be added to take care of general dictionaries, handbooks and manuals and for reference books on subjects outside the scope of special interests as developed in the classification. It is not advisable to mix the cards representing the book collection with those for other materials especially if the book collection is small. The catalog for the book collection may, if desired, be a dictionary catalog with the shelf-list acting as a classed catalog or may also be a classed catalog. When the catalog cards for the book collection are mixed with the much larger group covering periodical material they will lose much of their value and significance. Analytic cards for review volumes and similar items may well be filed in the larger file, for their use is closely related to that of general review articles in periodical publications.

1C5.388—Physical properties
 (of cellulose)
 .3884—Molecular weight
 .3886—Solubility and solvents

Even if the best precautions are maintained to create a classification capable of meeting future developments, it is to be expected that some changes will have to be made. When changes are needed they should be made promptly. If the catalog is established on an informal utilitarian basis the task of making changes is relatively simple. One of the important advantages of the classed catalog over the alphabetic subject catalog is the ease with which additions (that is, further subdivision) or changes can be made.

PROCEDURE OF PREPARING CARDS FOR FILE

The routine of procedure in preparing the cards for the file, indicating location of material on the cards and correlating the file with abstract bulletins or other informational services will vary in different libraries. In some cases cards are reproduced from the copy used in producing the abstract bulletin and the abstract included on the card. In other libraries, a simple typed card is used with reference to the abstract, whether in the library's own publication or in commercial abstract services.

If a classified catalog is to be useful to anyone except those familiar with the classification, it is essential that the classification have an alphabetic index. Additions to the index should be made whenever material is recorded under a new number or whenever changing policy or nomenclature increases the scope of the classification. A record of the headings used in the index can be kept with the classification for convenience. A double column system has been utilized for this purpose, the index entries appearing in the right hand column, e. g. :

Cellulose—Physical properties;
 Cellulose—Colloidal properties
 Cellulose—Molecular weight
 Cellulose—Solubility; Cellulose—
 Solvents; Solvents (Cellulose)

It may be desirable to keep all or part of the record on cards, particularly when form divisions or repetitive features are included.

As has been indicated, the classified catalog can be used to correlate the various types of material utilized in the research library. This can be done without the necessity of keeping all materials in the same file or in the same type of arrangement. In the General Mills Research Library the classified catalog forms a complete subject index to the following types of materials: (1) patent specifications (filed numerically); (2) reprints (includes also photostats, pamphlets and translations; filed by classification); (3) documents (includes also all publications kept by series; filed by series); (4) catalogs (filed by company); (5) microfilms (filed by reels in order of accession); (6) articles or monographs appearing in review volumes; and (7) periodical articles and patents abstracted in the library bulletin, citing both the original reference and the issue of the library bulletin. Cards referring to any of the materials in the first five groups have stamped or typed on them the word patent, reprint, etc., no other indication of location being necessary.

In addition to the classified catalog and its alphabetic index, it may be necessary to maintain three additional files. The largest of these is the author file covering all or part of the materials listed above. It has been found satisfactory in the author file to use the authors' names as found in the reference to be recorded and to bring together the material of any one author in the file itself when it is found that a separation has occurred due to the interfiling of another name caused by the use of initials part of the time. The author cards bear the same markings as the subject cards and have recorded the classification number or numbers used.

A series file may be necessary for all material used in serial form, whether the material is kept in numerical order or not. In some cases a single card may be used

for the entire series with accessions recorded, in others individual cards will be required for each item.

The third supplementary file necessary when patent specifications are not kept in numerical order or when patents are distributed in several locations is a numerical file of patents.

CONCLUSION

In summarizing, the classified catalog as a tool for the technical research library appears to have some definite advantages and some disadvantages. It provides a method of indexing and logically arranging a large variety of printed materials. Preparation of cards and filing are relatively simple since a classification number is used instead of a subject heading. Scientific personnel appreciate the advantages of having related materials systematically arranged. Changes and additions to the classification and catalog may be made easily.

On the other hand, the occasional user may find the system complicated and will often depend on the librarian for the use of the file. The fact that those not in constant contact with the system must use both the index and the catalog itself is a disadvantage at least partially offset by the necessity of using all sections of the file for related materials in a subject arrangement. The necessity of constructing and maintaining a classification system may be a disadvantage to those not familiar with classification methods. Classifications, unlike subject headings lists, tend to be individualistic and since they often represent special interests of individual concerns they may not be available to other librarians who might make use of individual sections.

The classified catalog used as an example here was started by the author, partially as an experiment to prove the worth of the method. In this instance, it has proved successful and finds increasing usefulness as it continues to represent a larger portion of the world's scientific progress in the fields of General Mills research interests.

BIBLIOGRAPHY COMPILATION IN TECHNICAL FIELDS¹

By RALPH H. HOPP

Technical Librarian, Battelle Memorial Institute, Columbus, Ohio

THE compilation of a good bibliography in the technical field has two prerequisites: a thorough knowledge of the bibliographic tools to be used and a reasonably good knowledge of technical terms.

Many papers have been written on bibliographic technique and library schools include the subject in their curriculum. Therefore this article will not concern itself with the actual technique of the compilation, or the tools to be used, since it is assumed that librarians of special libraries know the key references in their respective fields. Also, the arrangement of the references, whether chronologically, alphabetically by author, etc., is left to each librarian's preference. For research purposes, however, the chronological arrangement, with annual separation, seems to be the most satisfactory, because it enables researchers to see at a glance how much work was done and published within any given period.

I would like to direct the discussion along two channels: (a) information wanted by the client, and (b) methods of handling the references.

Gregory Dexter (1)² in his article "The Library as an Engineering Tool", said, "Services of a librarian often are used in making searches for engineers. No disparagement of the value of such services is intended, yet this discussion will have failed of its purpose if engineers do not recognize how much better results could be obtained by an engineer instead of a librarian. The former appreciates all ramifications of the problem he is investi-

gating. He needs, of course, the facility a librarian has in knowing how to use a library. He needs persistence and imagination. Yet an engineer who knew his subject and had those qualities plus some knowledge of a library undoubtedly could do a better job of searching than a librarian. Merely glancing over an article would tell him whether it was worth abstracting or only listing in his bibliography".

Unfortunately too few engineers are capable of making a good bibliography. Until such time as engineering colleges make library methods a required course for their students, librarians will continue to be asked to compile bibliographies in order that a reasonably good survey of the literature can be made. In order that we may improve our standing in the eyes of technical people we might do well to follow some prescribed method of compilation so as to ensure the omission of worthless material and the inclusion of all pertinent references.

HOW TO COMPILE A BIBLIOGRAPHY

To compile a bibliography, one needs a good deal of information. Each minute spent with the person requesting a bibliography, at the time he requests it, can save many minutes during the compilation itself. Securing answers from the client to the following questions is suggested as an aid to this problem.

What is the specific subject?

Under what subject headings would the information likely appear?

What synonyms might be encountered?

What allied fields are apt to contain information?

Why is it wanted?

What are possible sources of the information?

What are the years to be covered by the search?

¹ Presented at the Cleveland Meeting of the Ohio Library Association, Special Libraries Section, April 6, 1946.

² Numbers scattered through text refer to Bibliography at end of paper.

I will now discuss these questions individually and see how answers to them will start us on the road to a good bibliography.

What is the specific subject? We all know that the volume of technical literature is so great that, unless our subject is very specific, the bibliography would become too voluminous. Strange as it first may seem, it is easier to compile a bibliography for a broad subject than it is for a specific one. For instance, compiling a bibliography of all the literature on refractories would be little more than a clerical job of typing the references appearing in the refractories section of several key sources such as *Chemical Abstracts* and *Ceramic Abstracts*. However, to glean all the references on refractories which have the properties to withstand molten steel, would require a scrutiny of the literature and a fairly good knowledge of the subject of refractories.

Under what subject headings would the information likely appear? Too often, after we have made a substantial coverage of our indexes, we are suddenly confronted with a new term under which we find pertinent material. This, of course, means going back through the sources we have covered, looking under our new subject heading for additional references.

What synonyms might be encountered? This is important, especially in the chemical literature. It certainly is necessary, for instance, to know that references on the insecticide DDT may also appear under the name of dichlorodiphenyltrichloroethane, especially since DDT is only a new term applied to a chemical that has been known for over 70 years.

What allied fields are apt to contain information? References on furnaces, for example, may be scattered throughout the fields of ceramics, metallurgy, fuels, as well as heating.

Why is it wanted? Whereas this question may at first sound a bit impertinent to the inquirer, its answer often indicates some of the details that must be known for a good survey.

What are possible sources of the information? Your client may often know that some research has been done on the subject. If so, try to obtain the names of the men, companies, laboratories, associations or societies, and the approximate dates of the researches. For example, university engineering experiment stations often have valuable publications which are not sufficiently indexed in bibliographic tools to be readily disclosed.

What are the years to be covered by the search? A direct answer to this question often eliminates or avoids the "I want everything on" type of request. Unless a man is particularly interested in early references for their historical interest, it is seldom necessary to search the literature as far back as 1900.

In short, procure all the information possible before you start. The more background you have on the subject, the better the bibliography. It might be advisable to make up a form, incorporating the above questions, so that anyone wanting a bibliography compiled could merely fill in the answers.

METHODS OF HANDLING REFERENCES

The second point of our discussion—methods of handling the references—is generally the technical man's problem. It is becoming increasingly more difficult for an individual to maintain his own collection of references on the subject of his interest, and we librarians are going to be called upon for advice on how to do it.

The usual methods of filing references are fast becoming inadequate. This is more readily understood when we consider that over 3,500 papers have been published on various phases of corrosion alone in the last ten years (2). Dr. E. J. Crane (3), editor of *Chemical Abstracts*, in a recent paper, gave an excellent picture of the increase in volume of technical literature appearing in the chemical field. Similar expansion has taken place in other subjects.

Some effort has been made to devise some system of handling these references.

A number of years ago Carl Ulmer of the Koppers Company in Pittsburgh, devised abstract forms to record quickly and maintain references more ably. Later these were modified by H. J. Rose (4) while at Mellon Institute, and they have since been almost universally adopted for use throughout the Institute. The forms are printed on five by eight-inch bond paper with punched holes suitable for use in the loose-leaf binders manufactured by John C. Moore Corporation, Rochester, N. Y. Spaces are allowed for the usual information on author, title and reference, as well as for indications of content, i.e., graphs, illustrations, discussions, references, etc. In addition they have adequate space for lengthy abstracts, as well as space to record where abstracts may be found.

One of the many unique features of these forms is the use of different colored paper for various types of literature. The white forms are designed for recording periodical references, pink are for books, blue for patents, and so on for eight different forms, each designed for a particular need. The one of most value to librarians is the bibliographic work sheet and record, which enables one to record quickly the items searched, when the search was made, how, the inclusive dates, and under what subject headings references were found.

In order to make the system work it is necessary to formulate a filing outline and insert tabbed sheets for each division of the outline. Suitable labeling on the backs of each volume of references makes them quickly available and suitable for filing.

Of more recent origin is the punch card system of keeping references. For this method, only one card is needed for each reference even though the article may be concerned with several subjects. The reference, with its abstract, is entered on a card in any chosen method. The card is then punched according to some previously determined code which assigns meanings to the series of holes appearing around the margin of the cards. By notching various code combinations, it is

possible to segregate cards quickly by authors, dates, subject or any other classification for which a code number has been assigned. Selection of the desired cards is accomplished by means of a sorting needle which is inserted into a given hole in a group of cards. The cards wanted drop out of the group as the rest are lifted.

Considerable interest was aroused by the recent papers by G. J. Cox, C. F. Bailey and R. S. Casey (5) (6) describing the techniques and applications of punch cards to technical literature, especially in the chemical field.

The American Chemical Society (7) has recently appointed a committee to investigate the possibility of maintaining a file of abstracts on punch cards.

Certainly some feasible method or system should stem from the library profession if we are to maintain a record of specialists capable of the keeping and dissemination of scientific information. Present methods are obsolete. We must revise our techniques.

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- (3) "Growth of Chemical Literature Contributions of Certain Nations and the Effects of War." E. J. Crane. *Chemical and Engineering News*, Vol. 22, September 10, 1944, p. 1478-1481, 1496.
- (4) "Technique of Abstracting on Printed Forms, and the Handling of Unit Ideas." H. J. Rose. Unpublished paper presented at the Cleveland Meeting of the American Chemical Society, April 4, 1944.
- (5) "Punch Cards for a Chemical Bibliography." G. J. Cox, C. F. Bailey, and R. S. Casey. *Chemical and Engineering News*, Vol. 23, September 25, 1945, p. 1623-1626.
- (6) "Punch Card Techniques and Applications." R. S. Casey, C. F. Bailey and G. J. Cox. *Journal of Chemical Education*, Vol. 23, October 1946, p. 495-499.
- (7) *Chemical and Engineering News*, Vol. 24, January 10, 1946, p. 10.

REVIEW OF METAL LITERATURE

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IN the *A.S.M. Review of Metal Literature*¹ (binder's title: *A.S.M. Metal Literature Review*) librarians, reference workers and especially research workers and special librarians in engineering and in the heavy industries have a new and useful reference tool. It is a classified bibliography of 27 main divisions "arranged primarily by process," together with a subject index in which "the emphasis . . . is placed on materials." As one can tell from its title-page and binding, it promises to be an annual.

As to its origin, its material is prepared at the Library of the Battelle Memorial Institute and sent to the American Society of Metals for inclusion in the latter's monthly *Metals Review*, which is distributed to A.S.M. members. The first installment of this service appeared in the February 1944 issue of *The Metals Review* together with introductory remarks. The favorable reception accorded this monthly service together with the increasing value placed upon it by A.S.M. members prompted A.S.M. to publish these installments in bound form as a permanent reference volume. Accordingly the present volume cumulates all the installments from February through December 1944. It is re-printed from the original plates used for *The Metals Review*.

As stated above, this is a classified bibliography of 27 "sections" plus a "Bibliography of Quality Evaluation," a list of "Addresses of Publications," an author index and a subject index.

The 27 sections cover the following

¹ *A. S. M. Review of Metal Literature; an Annotated Survey of Articles and Technical Papers Appearing in the Engineering, Scientific and Industrial Journals and Books Here and Abroad.* Volume 1, 1944. Prepared for the Members of the American Society for Metals by Thelma Reinberg, Librarian, Battelle Memorial Institute, Columbus, Ohio. Published by American Society for Metals, Cleveland 3, Ohio. 4 prelim. leaves, 699 pages.

subject fields: (1) Production of Metals; (2) Properties of Metals; (3) Properties of Alloys; (4) Structure; (5) Powder Metallurgy; (6) Corrosion; (7) Protection; (8) Electroplating; (9) Electrometallurgy; (10) Analysis; (11) Laboratory Apparatus, Instruments; (12) Testing, Inspection and Radiography; (13) Temperature Measurement and Control; (14) Foundry Practice and Appliances; (15) Salvage and Secondary Metals; (16) Furnaces and Fuels; (17) Refractories and Furnace Materials; (18) Heat Treatment; (19) Working; (20) Machining and Machine Tools; (21) Cleaning and Finishing; (22) Welding, Brazing and Flame Cutting; (23) Industrial Uses and Applications; (24) Design; (25) Miscellaneous; (26) Statistics; (27) Technical Books.

Within each section there is no particular scheme of arrangement; so far as this writer can tell, items are simply added to each section by accretion in the chronological sequence of their cataloging or indexing. Each item begins with title (in bold-face type) followed by authors when known, source of article, and finally, in a separate and indented paragraph with closely leaded lines, a brief annotation or abstract. Each item also is preceded by a compound index number consisting of the numeral (in bold-face) of the section followed by a hyphen and the number of the item within the section, i.e., 4-195 would indicate item No. 195 in section IV. This has a double advantage in indexing in that the index pins references down to specific items.

The "Bibliography of Quality Evaluation" compiled by John W. W. Sullivan (p. 598-605) consists of 141 items, entered by author and without annotations of any sort. This part of the book, for practical purposes, seems to be an anomaly

added as a supplementary portion. It is neither numbered as the regular sections are, nor is it included in either of the indexes except in a general way. As for type of material, the selection stresses the statistical approach to quality control. It includes both monographs and periodical items. While we favor its beginning each entry with author, we feel its usefulness is marred by a lack of bibliographical completeness as well as of consistency in form. To illustrate, under Fulweiler and others (p. 600) there is an entry located in "National Bureau of Standards, RP 920, v. 17, Sept. 1936"; under Logan and Ewing (p. 601) there is an entry located in "U. S. Bureau of Standards, v. 18, March 1937". Both of these items are "Research Papers" (RP) and appear in the *Journal of Research* of the National Bureau of Standards, though from the information given this is not clear. Both the lack of essential information as well as of consistency in form is amply evident in these two entries. It is unfortunate for the book as a whole that this part was not edited with greater care.

As stated earlier, there are two indexes, author and subject. The former needs no comment. The subject index is excellent. It has a conspicuous format in double columns with main captions, helpful notes and cross-references all in bold-face while subject subdivisions are in regular type and uniformly indented. As noted earlier, items in the bibliography are referred to by section number (in bold-face) and item number rather than by page. We also like the choice of headings, though there is some inconsistency here in the choice of materials over processes as the main captions. To illustrate, under *Welding, aluminum* we are referred to *Aluminum, welding* (and from there to *Aluminum alloys, welding*); whereas under *Aluminum, spot-welding*, we are referred to *Aluminum alloys, spot welding* and from there back to *Spot Welding, aluminum*. And there are others. While these minor inconsistencies are unfortunate from the point of view of indexing prac-

tice, they do not materially detract from the usefulness of the index, as there are ample cross-references to find whatever heading is wanted. Meanwhile, in succeeding editions, we can expect improvement in headings as well as in cross-references, both of which are a source of constant trouble in indexing.

The *Review* indexes about 170¹ journals and society publications. It does not include patents.

Of the journals indexed, seven are in German and one in Swedish; the rest are in English. This predominance of English-language journals has a decided advantage for the average metallurgist or technical man who either reads no foreign language or does so only with difficulty. Unfortunately, limiting a project or reference tool like this to a single language also limits its excellence and coverage for research; and obviously it neutralizes the overstatements by A.S.M. in the Preface which affirm that the *Review* "represents a complete survey of all of the metallurgical literature published during the period . . ." and "the reader can be assured that he is being referred to *all* [sic] the material published . . ." (Fortunately the Preface is written by A.S.M. and not by the compiler, who, we are sure, has a more modest opinion of the coverage of her work.)

In the selection of journals we incline to challenge the inclusion of *Business Week*, *Domestic Commerce*, *Fortune*, possibly *Industrial Marketing* and *Printing Equipment*, as these stress the commercial and distribution angle rather than the technical and production angle, which is the objective of A.S.M.

Of the journals indexed, *Metallurgical Abstracts* covers 150; *Engineering Index* 140; *Chemical Abstracts* 110; and *Industrial Arts Index* 63. Of the grand total there are only 12 journals not already indexed in one or more of these four major

¹ It is difficult to tell from the "Addresses of Publications" just how many publications are indexed, as it emphasizes addresses rather than titles indexed. As a consequence all of the figures quoted here are approximate.

indexing services; of these, some are new and no doubt will be incorporated in one or more of the services later on; others seem to be of obscure origin.

As is evident from the above figures, the journals indexed in the *Review* are already well covered by existing indexes and services of long standing and of enviable reputation. However, its strength for support comes from the fact that it is sponsored by A.S.M. and the Battelle Memorial Institute; that it is timely (monthly issues and annual cumulations); and, most significant, that it is priced within the buying range of the individual (\$3.00 pre-publication to members) and is designed to serve the metallurgist right in his very home or shop; he does not have to go to a research library of unlimited resources to consult it; in other words, it is within reach of the average individual and covers mainly material the average metallurgist is apt to use.

COMPETING INDEXING AND ABSTRACTING SERVICES

The *Review* competes with the following outstanding indexing and abstracting services:

(1) *Metallurgical Abstracts*, issued by the Institute of Metals, London. This has a classified arrangement of 25 sections, abstracts over 2000 journals, is issued monthly, has an annual subject index and author index with periodical cumulations of indexes from time to time. Of all the abstracting services in the field of metals this is the most thorough and comprehensive, being, for practical purposes, a digest of the world's literature in non-ferrous metals and metallurgy, and including an increasing amount of material in the ferrous field.

(2) *The Journal of the Iron and Steel Institute*, London. This publication has a separately paged "Section II", corresponding to the above. It abstracts the literature on the manufacture and properties of iron and steel and related subjects. It is neither as comprehensive nor as thorough in its field as the *Metallurgical Abstracts*. Though its abstracts are generally of greater length they are not as detailed. All the material published in this section is first issued in the Institute's monthly *Bulletin*.

(3) *Chemical Abstracts*, published by the American Chemical Society, Easton, Pa. This is one of the major abstracting services in the world and is one of the few such services that

is a financial success without a subsidy in some form or other and yet is reasonably priced. It has a classified arrangement of 31 sections with comprehensive annual author and subject indexes and decennial cumulative indexes. It has one section devoted to "Metallurgy and Metallography." At present it abstracts in the neighborhood of 4000 serials¹ and is one of the few services that abstracts patents.

(4) *Engineering Index*, published by the Engineering Societies Library, 29 West 39th St., New York, N. Y. This is an annual subject-abstracting index with an author index at the end of each volume. In addition it also issues, on cards, its "Engineering Index Service" which is arranged, and subscribed to, by subject. There are now 295 subjects to which one can place individual subscriptions. This service permits the permanent subject cumulation of all the indexing work of the *Engineering Index*. It abstracts some 2000 publications from 40 countries in 20 languages but selects only those articles which concern engineering in some way. Its abstracting and indexing is done by trained engineers. Its cost, however, is prohibitive for the average individual.

(5) *Industrial Arts Index*, published by the H. W. Wilson Company, New York. This index covers the fields of business, finance, science and technology. (It is unfortunate that it cannot be divided into two separate and independent indexes rather than continue in its present state.) This work is a subject index only in the strictest sense of the term. It has neither author index nor abstracts. Its major strength lies in the excellence of its subject headings and copious cross-references together with an ideal correlation of its parts. It indexes 232 journals and society publications. Its sale is only on a "service" basis.

(6) *Battelle Memorial Institute Library Review*, Columbus, Ohio. This work is issued in numbers at irregular intervals primarily for the use of the research staff of the Institute. In the past its make-up has varied almost from number to number. At the present time it is being issued in printed form and is neatly arranged by major subject captions and alphabetically by captions selected. For a while each number had a "Materials index" but that has been discontinued, and there is no cumulated annual index or list of contents of any sort. Its bibliographical forms and abstracts are identical with those used in the *A. S. M. Review*.

One naturally wonders what the relation is between this *Library Review* and the *A. S. M. Review*. Mr. Ralph H. Hopp, Librarian at Battelle Memorial Institute, explains² that the

¹ Information obtained by personal correspondence with the Editor.

² Personal correspondence, March 1, 1946.

Institutes' interests extend beyond the field of metals and consequently its *Library Review* also includes material on ceramics, chemistry, electronics, fuels, graphic arts and rubber. The material on metals is essentially the same in both publications except that the Institute's *Library Review* does not include "many items on machine tools and shop practice."

The Institute receives nearly 400 technical journals and magazines¹ that are analyzed regularly by the staff for its research workers and *Library Review*.

(7) *Foreign Engineering Data Service*, a newcomer in the field, is issued by the National Research Bureau, Inc., 152 West 42nd Street, New York 18, N. Y. It is on the order of the "Engineering Index Service". One subscribes to it by subject at \$6.00 per year for each subject. At present 144 subjects are being offered (compared with 295 subjects for "Engineering Index Service"). This service represents engineering publications issued in all parts of Europe in over 20 languages. The subject reports are multigraphed on sheets 8½ x 11" on one side only, in two columns, each 3½" wide. The sheets can be cut and filed as cards. This service will also provide microfilms, photostats and even English translations (for moderate service charges) of articles one may wish to see.

(8) Finally there are the abstracting services now being published by J. J. Berliner &

Staff, 212 Fifth Avenue, New York 10, N. Y. The following services are being offered on the subscription basis: (1) *New Bearings Developments* (\$50.00 per year) and (2) *New Dies and Die Casting Developments* (\$50.00 per year).

In addition to the above there are of course the comprehensive and all-inclusive German *Chemisches Zentralblatt*, the *British Chemical and Physiological Abstracts* and the French *Bulletin de la Société Chimique de France, Documentation Series*, all of which include metals and metallurgy.

From the above it is clearly evident that the *A.S.M. Review* has competition of the first order. However, it does serve a special clientele; it is timely; it comes within the reach of the average metallurgist. We feel it merits support and we wish it well.

In conclusion we wish to congratulate both the compiler and editor, Miss Thelma Reinberg, and the American Society for Metals, on their first volume of the *A.S.M. Review*. It is a welcome addition to the reference literature of the field. We hope future volumes will be forthcoming.

¹ Battelle Memorial Institute. *Research in action*. (n. d.) p. 9.

EVENTS and PUBLICATIONS

TECHNICAL LITERATURE SERVICE IN AN INDUSTRIAL LIBRARY (Asca, Ludvika Plant) written by Algoth Olsson as Paper No. 16 of the Society for Technical Literature (Norrkopinga Tidningars Aktisbolag, Norrkoping, 1944) and translated into English by John H. Adams, Hercules Powder Company, Experiment Station, Wilmington, Delaware, is an interesting and informative treatise on an industrial library serving research engineers. Not only is a very complete description given as to the function, collections and set-up of this library but photostat copies of forms used are included. There is also a comprehensive bibliography. This paper may be borrowed from S. L. A. Headquarters.

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The pamphlet, INDEXING & ALPHABETIZING SIMPLIFIED, by Vera Avery and Freida Kraines, has been reissued and is now available from The Pamphlet Distributing Co., 313 W. 35th Street, New York 18, N. Y. Price 50¢.

The July 1946 issue of THE LIBRARY ASSOCIATION RECORD, official magazine of The Library Association, Chaucer House, London, contains an article by T. E. Callander on "Punched Card Systems; Their Application to Library Technique." Available on loan from Headquarters.

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THE PUBLIC UTILITIES FRANCHISE, ITS FUNCTIONS AND TERMS UNDER STATE REGULATION, by John Bauer (Chicago, Ill., Public Administration Service, 1946. Publication No. 96. 17p. \$1.00) represents the modern franchise as one of the means that enters into the establishment of a comprehensive municipal utility program. Contains a selected bibliography.

* * *

MUSIC IN HOSPITALS, by Willem van de Wall (N. Y., Russell Sage Foundation, 1946. 86p. \$1.00) is a study of the systematic application of music as a means of occupational therapy and of recreation, particularly in hos-

pitals for mental and nervous diseases. It stresses the need for collaboration between the medical profession and musicians in developing a medically acceptable technique for using music in hospital treatment.

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The September 1946 issue of the *Kansas Citian* contained an interesting article, "Library Serves Businessmen", describing the creation and organization of the Business and Technical Department of the Kansas City Public Library and its service to the community.

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PROBLEMS IN THE EDUCATION AND TRAINING OF SCHOOL LIBRARIANS, by John R. McLure, Dean of the College of Education, U. of Alabama, is a 7-page reprint from *The Southern Association Quarterly*, February 1946. It discusses measures brought before the Library Planning Conference held in Atlanta, Ga., October 18-23, 1945, for the purpose of considering the need of revisions in existing standards for school libraries and for the training of school librarians.

* * *

LIBRARY AND REFERENCE FACILITIES IN THE AREA OF THE DISTRICT OF COLUMBIA. 2d edition, revised under the direction of Harold O. Thomen, Ass't. Chief of the Loan Division, Reference Dept., Library of Congress, contains an expansive subject index and a convenient name list. Describes 189 libraries, giving address, name of librarian, regulations and resources. (Washington, D. C., Library of Congress, 1946. 135p.)

* * *

PERSONNEL WORK, A SURVEY OF CURRENT TRENDS, prepared by Personnel Work Committee, Women's Division, Los Angeles, Committee for Economic Development (Pasadena, Cal., Western Personnel Service, 1946. 33p. 50¢) defines personnel work and discusses its function in industry, in government and in education.

* * *

UNIVERSITY AND RESEARCH LIBRARIES OF GREAT BRITAIN: THEIR POSTWAR DEVELOPMENT, is a 15-page pamphlet issued by the Library Association of Great Britain. Treats of the place of university and research libraries in the national system, national and local organizations of book resources for research, administration and finance, staffing, etc.

* * *

GETTING INTO FOREIGN TRADE, by Eugene Van Cleef, Professor of Geography and in charge of Foreign Trade Curriculum, Ohio State University (N. Y., Ronald Press, 1946. 169p. \$2.50) expounds the thesis that there is profit in foreign trade for any manufacturer, large or small, who has an exportable product;

and most any product that is sold nationally in the United States can be exported. It gives advice on establishing a foreign trade department in a small business; also advises young people of opportunities in foreign trade jobs or in training for foreign services of the United States government.

* * *

GOVERNMENT AND LABOR IN EARLY AMERICA by Richard B. Morris, Associate Professor of History, College of the City of N. Y. (N. Y., Columbia U. Press, 1946. 557p. \$6.75). This book is an analysis of the legal and social status of free and bound labor in colonial days and the pre-Civil War period of our history. It is based on a review of some 20,000 cases, largely unpublished. Although primarily a study in American history, this work will be of great value to those in the fields of labor, law and government.

* * *

The 24th Annual Report of the Motion Pictures Association of America, entitled *THE MOTION PICTURE ON THE THRESHOLD OF A DECISIVE DECADE*, marks the closing of a regime during which Will H. Hays led the Association as its president and the beginning of a new era under the leadership of Eric Johnston. The publication contains an interesting article by Mr. Johnston which covers such subjects as advances in the use of films as visual aids, expanding world horizons for the motion picture, the industry's labor relations problem, its need for scientific research and the problem of self-discipline in the industry. All phases of the work of the Motion Picture Association are described and illustrated with statistical tables that cover the greater part of the Hays regime. (N. Y., Motion Picture Association of America, Inc., March 1946. 54p.)

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Journal of Polymer Science is a bi-monthly publication devoted to the advancement of fundamental knowledge of the physics and chemistry of polymers. It offers to scientific workers in this field an opportunity to report experimental and theoretical contributions through a centralized medium. It is the editorial policy to encourage freedom of discussion and to provide prompt publication of original papers, review articles, brief communications to the Editor and book reviews. The new *Journal* is an outgrowth of, and a successor to the *Polymer Bulletin* which has ceased publication. Published jointly by Interscience Publishers, Inc. and Elsevier Publishing Co., Inc. Vol. I, January 1946. Send subscriptions to: Interscience Publishers, Inc., 215 Fourth Avenue, New York 3, N. Y. Price \$8.50 per year, foreign postage \$1.00, including Canada.

A very interesting article entitled "The Former Prussian State Library", by Richard S. Hill, Librarian, appeared in the September 1946 issue of *Notes*, Music Library Association, Library of Congress, p. 327-350. Although it deals primarily with a music library, the same fate during the war was shared by many others all over Europe, so that it is well worth reading if we are to understand the condition of libraries abroad today.

* * *

A copy of a *MANUAL OF PROCEDURES* of the Research and Development Laboratories Library, Crane Company, Chicago, Ill., prepared by Helen Basil, Librarian, has been received at Headquarters and is available on loan. This very comprehensive manual should be of interest to all Science-Technology librarians.

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The Educators Progress Service, Randolph, Wis., has issued the 6th annual edition of *EDUCATORS GUIDE TO FREE FILMS*, price \$4.00. Reprints of one of the articles entitled "Some Case Illustrations of the Use of Free Films", by Dr. John Guy Fowlkes, will be furnished free to any school or other official interested in visual education.

* * *

Biography Index (N. Y., The H. W. Wilson Co., 1946) is a new cumulative quarterly publication locating biographical material appearing in more than 1300 periodicals regularly indexed by The Wilson Company, plus selected law, medical and other professional journals, current books, prefaces and pamphlet material, pictures and obituaries. Priced on a subscription basis.

* * *

FLAGS OF ALL NATIONS, by Cleveland H. Smith and Gertrude R. Taylor (N. Y., Crowell, 1946. 152p. \$2.50) contains full-color picture and history of the flag of every sovereign nation and of the U. N., with historical and explanatory text. This is the first flag book of all nations to be published in the United States since 1898. The co-author, Miss Taylor, is head librarian of Compton Advertising, Inc., New York, N. Y.

* * *

The Library of Congress (Washington, D. C.) has recently issued the following Public Affairs Bulletins: No. 42—*MISSOURI VALLEY AUTHORITY*, giving its background and analysis of proposal (S555, 79th Congress); No. 43—*UNIVERSAL MILITARY TRAINING AND RELATED PROPOSALS*; No. 44—*ATOMIC POWER* issues before Congress; No. 45—*ECONOMIC RELATIONS BETWEEN THE UNITED STATES AND LATIN AMERICA*; No. 46—*FINANCING PUBLIC UTILITIES*; No. 47—*FORESTRY ACTIVITIES OF THE FEDERAL GOVERNMENT*.

In *Power Plant Engineering* for September 1946, there appears a very thought-provoking article by Charles R. Hammond, Librarian of the Naval Ordnance Laboratory, Washington, D. C. entitled "Is Science's Waterloo at the Library?"

* * *

On page 25 of *Dun's Review* for August 1946, there appears a very attractive picture of the Dun and Bradstreet Business Library together with a little write-up on the library and the type of service it renders.

* * *

A new quarterly magazine, *Progress thru Research*, published by the Research Laboratories of General Mills, Inc., made its first appearance in October 1946. Copies are available on request from: General Mills Research Laboratories, 2010 E. Hennepin Avenue, Minneapolis, Minn., free within the continental U. S.

* * *

HERE'S THE ANSWER, by The Answer Man, Albert Mitchell (N. Y., Miles-Emmett, 1946. 386p. \$2.50. Dist. by Dodd, Mead & Co., N. Y.) is a selection of more than 2000 answers to all sorts of questions, grouped by subject. It makes interesting, entertaining and educational reading and is the outgrowth of the radio program begun 10 years ago, called "The Answer Man". It has meant gathering a staff of experts in hundreds of different fields, building up a very specialized library of several thousands of volumes and creating a card index of some 20,000 authorities who can be consulted when the right answer eludes the normal search.

* * *

CREATIVE CRAFTS IN WOOD, by Michael C. Dank (Peoria, Ill., Manual Arts Press, 1946. 200p., illus. \$3.00) fills a definite need for books on handicraft. It is complete with designs and instructions both for making and for finishing useful articles.

* * *

LIFE INSURANCE AND LIBRARIANS ARE WORKING TOGETHER, by Elizabeth Ferguson, Librarian, Institute of Life Insurance, New York, N. Y., is a 4-page brochure of suggestions that were developed from the panel discussion, "How Libraries, Special and Public, Can Help Businessmen", conducted at the national Convention of S. L. A. in Boston, June 14, in which the writer participated. Its thesis is that cooperating with your local library is good public relations.

* * *

A sample issue of a new and unique editorial service, *Magazine Intelligence*, was issued in October. Regular issues, every two weeks, will abstract all the non-fiction contents of some 117 leading U. S., British and Canadian periodicals. In 50 to 100 word summaries the new publication gives the gist of each article. Intended

DIRECTORY OF MICROFILM SERVICES

Compiled by

Jurgen G. Raymond, Tech. Ln.
Sinclair Oil Corp., New York

The revised edition of the popular "Directory of Microfilm Sources" first issued in 1941, has just been published. The Geographical List of Services includes 38 states plus Hawaii and Canada. Included also are a Geographical List of Commercial Services and valuable information about ordering Microfilms and their costs. Other Chapters cover The Copyright Question, Explanation of Terms, and How to Use This Directory.

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Announcements

S-T Group Members Receive Important Appointments

Miss Helen Basil, Librarian, Research and Development Laboratories, Crane Company, Chicago, Ill., and Mrs. Maude Hinson, Chairman of the Science-Technology Group of the Illinois Chapter, S. L. A., have been asked to serve on the Library Committee of the Chicago Technical Societies Council. In the past only men have served on this Committee which represents various societies in the Council's membership. Mr. M. M. Piskur, Librarian, Chemistry Laboratory, Swift & Co., a S. L. A. member, is representing the A. C. S. on the Committee.

Bibliography Pool of S-T Group Transferred

The Bibliography Pool of the Science-Technology Group of S. L. A. has been transferred from the Lukens Steel Company Library to the Battelle Memorial Institute, and all future correspondence regarding the Pool should be addressed to Ralph H. Hopp, Technical Librarian, Battelle Memorial Institute, Columbus 1, Ohio.

The following bibliographies have recently been added to the Pool:

Australian Timbers and Other Forest Products
Welding and Fabrication of Clad Steels

The Illinois S-T Group Exhibit at the National Chemical Exposition

If the statement made by Dr. H. E. Robinson, Chairman for the National Chemical Exposition, that "The success of your exhibit depends upon how busy you are with visitors during the Exposition" can be taken as a criterion of the success of S. L. A.'s exhibit at the National Chemical Exposition, then members of the Illinois Chapter have accomplished a good job of public relations. The exhibit space of about 30' x 15' was filled many times to capacity and the two or three librarians in attendance at the booth could talk to but a small percentage of the visitors.

The exhibit was planned and presented by an Exhibit Committee from the Science-Technology Group of the Illinois Chapter, consisting of: Dr. Russell H. Anderson, Technical

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Supervisor, Museum of Science and Industry; Miss Lorena E. Keyl, Research Department of Continental Can Company; Mr. M. M. Piskur, Chemistry Research Laboratories, Swift and Company; Mr. William J. Soika, Peoples Gas, Light and Coke Company; Miss Eugenia P. Tenney, International Minerals and Chemical Corporation; Mrs. Isabella Brokaw, Wallace Chemical Research Library, Standard Oil Company, Indiana, and Mrs. Maude R. Hinson, Chairman.

The general layout of the exhibit included a membership map in center back showing location and number of members in each Chapter, designated by a dark blue star and flag. S. L. A. Headquarters was a red star giving total membership plus green and yellow flags showing total S-T and B-S Groups with a white flag for the total Institutional members in these two Groups. A colorful *National Geographic* map was attractively mounted in a natural wood frame as were the other poster size exhibits for S. L. A. publications. The national officers, Directors, Executive Board, Chapters, Groups and Committees were printed in burgundy color on light grey rectangular posterboards and displayed around the map. The Chapter Bulletins were exhibited on a 28" x 41" light grey posterboard at one side of the background while at the other side were S. L. A. publications on a similar board. At each end, extending out from the background 5 feet, were displayed Group publications.

Mr. Soika's library, the Peoples Gas, Light and Coke Company, made the large signs, SPECIAL LIBRARIES ASSOCIATION, PUTTING KNOWLEDGE TO WORK, plus the two side Group signs, which headed the exhibit and which could be seen from any point in the exposition hall. A 20-foot shield also made by Mr. Soika's library was placed in front of the burgundy background of velours and held those S. L. A. publications not mounted on the posterboard as well as various abstracting services, articles written by S. L. A. members and other material lent by cooperating libraries.

A microfilm strip loaned by Miss Lura Shorb, Librarian of Hercules Powder Company, Wilmington, Delaware, depicted the steps taken by the special librarian in answering the questions of the research personnel. It was shown on a Recordax loaned by the Institute of Gas Technology, Miss Ruth Emerson, Librarian.

It is impossible to acknowledge all assistance and contributions in the short space allowed for this report. However, there are a few special exhibits that should be accredited. The Crane Company furnished exhibits from their two libraries, Miss Helen Basil and Miss Hortense E. Wickard, Librarians. Miss Wickards' Index to their very efficient patents file was

The attention of Industrial Managers, Employers, and Librarian Directors of Political and Social Economic Intelligence is invited to this work which sets forth a new Scientific Concept and Practical Program of WORK and LEISURE designed to eliminate conditions that breed Communism, Fascism, Strikes and Breakdowns, Booms, Major Depressions and Mass Unemployment.

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novel as it was displayed on a rotating cylinder. Miss Basil's manual was studied many hours by persons seeking information on how to organize libraries. Miss Anne C. Tripp's article on the "Survey of Library Resources in the Chicago Area" and Mr. Robert C. Sale's paper on the "Physical Layout of a Special Library" were very popular. The copies of the article "Pesticus Librarius" by Elizabeth H. Burkey and Juliet H. Walton and the S-T Bulletin by Miss Lucy Lewton, "Ye Alchemical Libraries Almanack" had to be rationed each day as the supply was gone before the day was well started.

The monetary contributions from the S. L. A. Executive Board and from various individuals and companies were a necessary factor in the successful presentation of the exhibit.

Over 60 libraries and librarians cooperated. Thirty-six librarians from the Illinois Chapter met the time schedule in manning the booth, talked to visitors, answered questions about S. L. A., gave out literature in response to requests and registered those visitors who took time to come in and stay awhile. Below are a few comments and questions which illustrate the trend of thought.

"How do I start a new library? Do I buy one book or a 1,000?" "Can S. L. A. help me find some German publications?" "Do you have consulting librarians or do you do reference work?" (These questions came up many times) "Do you have representatives or agents out in the field to sell publications and memberships?" "Your exhibit is very attractive" or "It is highly educational," etc. It was revealed that many companies are planning new libraries, while some wanted only assistance in reorganizing the literature of the present library. Some chemists organizing libraries in the smaller companies where the personnel is not large enough to employ a trained librarian, were seeking information and help. Many librarians did not know of S. L. A. and took membership blanks. The merits of Sustaining and Institutional memberships were pointed out to those companies wishing to support their librarians in their Group projects.

Two transportation men who passed by noticed "Transportation" as one of our Groups and wanted to know what we had to do with transportation, as that was their business. After the Association and particularly the Transportation Group were explained to them, they said, "I get it. If we who haven't libraries support the research of the Transportation Group by a Sustaining membership, our business indirectly benefits by any survey or projects undertaken by that Group for the general up-building of the profession" and "It is Industry's participation and contribution to research."

Many visitors stayed all day copying infor-

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mation from the exhibits, reading manuals, articles, etc., which were displayed.

Three hundred and twenty-five guests registered in the guest book, among whom were three from London, four from Canada, one from Buenos Aires, one from Poland, one from China and several from India.

MRS. MAUDE R. HINSON, *Chairman*,
Exhibit Committee, S-T Group,
Illinois Chapter, S. L. A.

A Report on ASLIB's Conference For Special Librarianship

During my recent visit to England, Ireland and Scotland I was fortunate enough to be in London at the time of a Conference for Special Librarianship conducted by the Association of Libraries and Information Bureaux which had been arranged by Miss E. M. R. Ditmas, Director of ASLIB. The Conferences were planned on much the same lines as those held in New York by the Advertising Group and arranged by Miss Delphine Humphrey of McCann, Erickson Company. At the suggestion of Mrs. Stebbins, I attended several of the London meetings.

The first lecture by Mr. D. C. Henrick Jones, was on the subject of library equipment. The following morning I listened to Mr. R. F. George, whose subject of statistics was especially interesting to me. Mr. George, who is on the staff of *The Economist*, is a delightful speaker with a keen sense of humor. Another speaker during the Conference was Mr. D. W. King, Deputy Librarian of the War Office, who spoke on government libraries, with reference to their resources and availability to other libraries. After the question period arrived I could not refrain from raising my voice in praise of the British Information Services in New York, so much used by all the New York librarians, especially during the war. I told of the efficiency and courtesy with which BIS answered our inquiries concerning the British Commonwealth, lending material to those who required it, and of their accommodation in the sale of government documents.

The impressions I received from the meeting were the earnestness with which those attending approached the questions under discussion and their intelligent participation in them. Many of the questions were very reminiscent of our own problems. One under discussion for some time was the procedure for acquiring a new assistant and my mind immediately turned to our own Mrs. Stebbins and I could not help but wonder if her efficiency could not reach across the ocean to help these perplexed librarians. Another inquiry was for a book of simple cataloging rules for a small library. All the tools at hand seemed to apply entirely to large public libraries. There were in attendance 91

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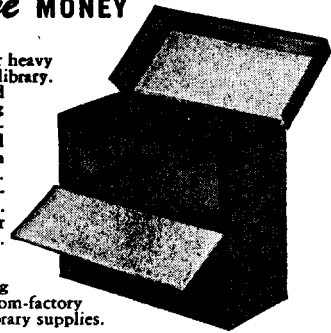
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students who came from all parts of the Kingdom, many from New Zealand and South Africa. There was also a representative from the United States.

To those of us who knew London well in prewar days, the present state of the city was heartbreaking. Evidences of the six years of bombing are apparent on every side. It is one thing to read about devastation and to look at pictures of destroyed buildings, but when one comes face to face with the physical results of the Blitz, it is a very different matter. The British Museum sustained a direct hit of a bomb in one of the central halls, losing thereby 200,000 books; and the region about St. Paul's Cathedral is a great waste. The Cathedral looks very majestic in the open space. Nature has done her best to obliterate the scars left on the face of the city by casting broadside the seeds of a wild flower which the British call Willow Flower and which we know as the fire weed, a lovely lavender spray.

The shortages which the British are suffering without a murmur are quite beyond the comprehension of people who have been deprived of meat for perhaps two months. The British, especially the Londoner, is subsisting chiefly on a diet of starches and fish. There is never a complaint of this except when a Londoner commiserates with the traveler who has come to Britain at this time of shortages.

The theatres are flourishing and the opera and ballet, well patronized. Probably this is the best means of taking one's mind off the 'hidden hunger' which exists.

MARY ETHEL JAMESON, *Librarian*
National Industrial Conference
Board, New York, N. Y.

Change in Subscription Rates

Beginning January 1947, the subscription rates for SPECIAL LIBRARIES will be increased from \$5.00 to \$7.00 a year in the United States, \$5.50 to \$7.50 outside the United States.

Newspaper Library Seminar at Columbia

Newspaper librarians participated in the deliberations of top news editors, city editors and managing editors in the American Press Institute seminar, devoted entirely to library-morgue problems and held at Columbia University on Thursday, October 17th. Mr. Floyd Taylor, Director of the Institute extended invitations to participate to Mr. Robert Grayson, Librarian of the *N. Y. Herald Tribune*, Mr. Maurice Symonds, Librarian of the *N. Y. Daily News* and Mr. Richard Giovine, Librarian of PM. The program will be repeated at future seminars of newspaper executives during the coming year.

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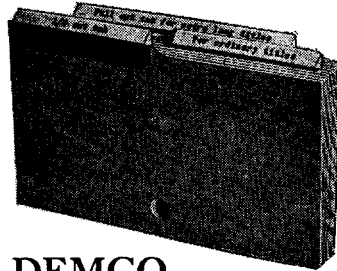
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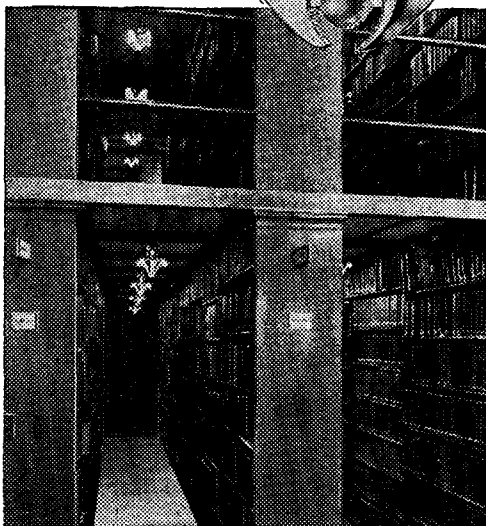
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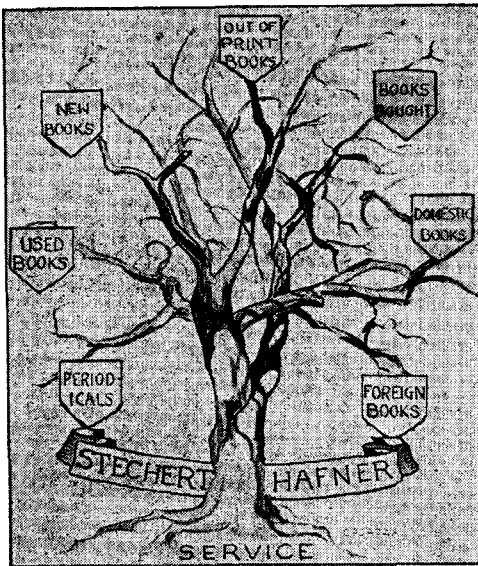
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