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Special Libraries, October 1946

Special Libraries Association

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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

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October 1946

NUMBER 8

PROCEEDINGS

Thirty-Seventh Annual Convention

Reports

Special Libraries
Association

1909 - 1946



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Special Libraries

VOLUME 37 Established 1910 NUMBER 8

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Indexed in Industrial Arts Index and Public Affairs Information Service

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• October •

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THE STATE OF THE ASSOCIATION¹

By HERMAN H. HENKLE

President, Special Libraries Association

THE DOMESTIC FRONT

SPECIAL Libraries Association was organized in 1909 by a few librarians who had become interested in the potentialities of library service to, as John Cotton Dana defined him, "the practical man of affairs." In the early months of 1946, after more than 35 years of steady growth, the Association membership numbers more than 4,300. It is quite possible that this growth in membership no more than parallels the increase in the number of libraries and librarians who, like their predecessors in 1909, concern themselves with the problem of mobilizing facts and sources of facts in the service of men who must be informed in order to conduct their daily affairs. The business man in whom John Cotton Dana and his fellow S.L.A. pioneers were interested, is as much the heart of the S.L.A. program of service now as in those first years.

The special librarians' concept of the scope of their service to business has kept pace also with the development of new businesses and industries. Each new developing industry has been paralleled by the development of special libraries designed to serve that industry. Whether the field of activity is commerce, finance or investments; insurance, glass or chemicals; journalism, radio or aviation, the special librarians have risen to the new demands of the special subject material and the special problems of their particular clientele. At the same time the special librarians have not neglected to take account of other areas not primarily financial or commercial or industrial, but in which specialized infor-

mational service is as significant as in the field of business and industry.

Contribution to the Tools of our Trade

Of prime importance in the program of Special Libraries Association over a period of years has been the cooperative efforts of Chapters and special Groups in the development of bibliographies, indexes, directories and other special tools designed to facilitate the services of special libraries. Within the past year a *List of Subject Headings for Chemistry Libraries*, a manual on *Cataloging and Classification of Maps and Atlases*, and a second volume of *Special Library Resources* have dignified the growing list of reference tools which the Association has made available not only for use of its own members, but for the use of librarians and research workers in general. *Special Library Resources* in particular has represented a publishing venture of large magnitude. While its planning has been deficient in some respects, the publication when complete will represent the most extensive guide to the special resources of libraries (both special and general) that is so far available.

Of some significance as a reflection of the health of the Association's activities is the fact that each of the publications of the Association, with the exception of Volume II of *Special Library Resources*, has returned to the Association treasury more money than was invested in its publication. The greatly increased editorial and publication costs of Volume II and of the anticipated Volumes III and IV may result in a deficit of considerable proportions. The peculiar appropriateness of this reference tool to

¹ Annual report of the President for the year 1945-1946.

Special Libraries Association, however, has convinced the Executive Board that the venture is one which should be underwritten by the Association.

Cooperative Activities

Special Libraries has shown itself ready on many occasions to cooperate with other library groups in the interest of common library ventures. The Association is represented on joint committees with other library associations in the interest of acquisition of government publications, the importation of foreign books during the course of the war, the investigation of the Rider proposal for the publication of microcards, and the collection and distribution of books for devastated libraries. The Association has cooperated with other organizations also through specially appointed representatives.

Services to Members

An outstanding characteristic of S.L.A. has been the extent to which its organization and program have been designed to serve the special and continuing needs of its members. One of the Association's greatest sources of strength is the fact that a large proportion of its members enjoy the privilege of frequent contact with members of similar interest through the Chapter and Group divisions of the Association. The Executive Board and Advisory Council of the Association might well examine the activities of the constituent Chapters and Groups for the purpose of evaluating the effectiveness with which they are planning and carrying out their special programs. If the Association is to remain unified and well balanced in its development, every Group interest must be considered in the Chapter programs as well as in the national program.

To a very real degree the publications of the Association represent a service to the members. However, a more systematically planned program of publication, directed at known lacks in the reference equipment of our libraries, would

strengthen the Association and make its program more vital to its Institutional members.

The interests of individual members of the Association are recognized in our placement program. The Association is particularly fortunate in the high quality of service which is rendered by the Executive Secretary in the assistance given both to individual members seeking positions and to Institutional members and other employers seeking additions to their staffs. Continued cooperation through Chapters and by individual members can maintain this excellent service.

Service to Business and Industry: A Proposal for a Program

S. L. A. was originally conceived as an organization to develop library service in the interest of businessmen. To a predominate degree that has been its motive through the years of the Association's development. The majority of the Association's publications have been directed toward facilitating the informational services of libraries serving business and industry. Through the national Headquarters and through the officers of Chapters and Groups, expert advice has been given to inquiring officers of private concerns on the organization of library facilities. But both in the field of publication and in the area of professional advice, our services have been fragmentary in comparison with the potential field for such service through the facilities of the Association. This is not to discount in any way the high quality of service rendered by the Association rather than by its individual members.

During Mr. Hausdorfer's administration as President last year a Public Relations Committee was established to develop a program for informing business and industry on the potentialities of special library service. This Committee's work has culminated in an effective brochure and in preliminary plans for distributing this to private corporations,

trade associations and Chambers of Commerce potentially interested in the establishment of special libraries.

At the March meeting of the Executive Board I proposed that a Committee be established to study the development of advisory service to business and industry, as a part of a formal program of Special Libraries Association. This Committee has begun work on its assignment and presented preliminary suggestions at the open meeting of the Executive Board and Advisory Council at this Conference. With the intent of soliciting your support for the work of this Committee, but without any desire to circumscribe the character of its ultimate recommendations, I venture the opinion that this Association has reached a stage in its development when it should undertake an active, well-rounded advisory service to business and industry on the organization and administration of expert informational service through the facilities of libraries. I purposely say "library" rather than "special library," because I believe it is not only appropriate but desirable that S. L. A. encourage the development of specialized informational service to business and industry through every possible library facility—libraries within the organization of the corporation served, libraries maintained by trade associations or Chambers of Commerce, and departmental libraries and subject specialists on the staffs of tax-supported libraries.

The service which I have in mind would involve the appointment of one or more specialists on our Headquarters staff whose responsibilities would include:

1. Consultation with visitors at the Headquarters Office and replies to correspondents seeking information relative to the establishment of special libraries;
2. Preliminary service of the informational needs of specific groups;
3. Development of detailed plans for the organization, equipment and staffing of new libraries, or advice on the selection of experts qualified to make such recommendations;
4. The review of the informational needs of all types of businesses and industries and the

review of available reference tools, to ascertain needed bibliographical aids and other reference publications which might be sponsored by S. L. A. in cooperation with other professional organizations;

5. The planning of and perhaps the preparation of special bibliographies of current materials and regularly scheduled columns in *SPECIAL LIBRARIES* and perhaps in the *Technical Book Review Index*;

6. The maintenance of a roster of specialists in informational service for all types of business and industrial organizations who might be available for making surveys and advising on the organization of any special libraries; and

7. The coordination of all these activities through S. L. A. Headquarters.

It is my belief that Special Libraries Association has reached a state of maturity which justifies the undertaking of a positive and perhaps extensive program for the development of library service to business and industry. This program of service may very well be organized on a self-sustaining basis. Corporations in need of the technical advice required in the development of a new library would hardly hesitate to reimburse the Association for such service. It is entirely possible that expert service of a high order would justify fees which would, in turn, aid in underwriting bibliographical and publication projects of service not only to the informational needs of the commercial world but also to independent research workers in non-profit institutions. As a professional group we know our strength, and we should be prepared to venture it for large objectives.

OUR FOREIGN RELATIONS

It sometimes comes about that presidents can report greater unanimity of opinion on foreign relations than on domestic problems. It is my impression that the reverse is true in my case. Because of certain ferment in the area of inter-association relationships, no report of a President of S. L. A. could be complete at this time without reference to the relationships of this Association to other associations. As a prelude to certain departing suggestions which I would like to make to S. L. A., it might be help-

ful to sketch briefly how we came to where we are.

Secession

In 1876 the libraries and the vocation of librarianship reached a stage of development which led to the organization of the American Library Association. The common interests and the common problems of librarians held the A. L. A. together in one professional group for more than three decades. In 1909 a small group of librarians attending a conference of the American Library Association conferred with one another about their interest in the problems of library service to businessmen. They believed that the special character of this library service called for the organization of a professional association devoted to the development of such a service. They acted on their belief, and the Special Libraries Association was founded. It is reasonable to assume, although I have not checked the accuracy of the assumption, that there was a high degree of common membership in A. L. A. and S. L. A. by those librarians interested in the development of this new field of library service.

State of Independence

In the years which have intervened, the S. L. A. has developed into a virile, autonomous association, a large proportion of whose members are in special libraries. Indeed, a very considerable proportion of the Association's membership is interested exclusively in special libraries, at least insofar as the professional interest of its members is represented by affiliation with other library associations. The Association has grown in stature, and it has waxed strong in its influence on the development of library service. In its own right, on its own initiative, and with its own resources, it is making extensive and important contributions to library service.

Foreign Entanglements

In spite of this state of independence, there has continued a sufficient body of

members of the Association who have been interested in affiliation with other library associations and, in particular, with the American Library Association, to have resulted in formal affiliation of S. L. A. with that association. With respect to this affiliation, however, there has not been unanimity of opinion. Within recent years there developed sufficient inclination toward dissociation from this affiliation to have led some members of this Association to initiate the organization of a new national library association, namely, the Council of National Library Associations. There was much to argue in favor of a new organization to take the place of the American Library Association as a unifying professional force to draw the now numerous associations together in the common support of common professional problems. But in spite of the cordial relationships which have been developed and maintained under the auspices of this new affiliation, there remains to be faced—and it should be faced in the open—the fact that the purposes of the American Library Association and the purposes of the Council of National Library Association overlap in a very great degree. To such extent as the interests and programs of individual associations overlap, and to such extent as the purposes and programs of the A. L. A. and the C. N. L. A. overlap, there cannot help but result a dissipation of the energies of individual librarians and the energies of all librarians, as represented in our formal professional organizations.

Imperialism?

Because of the common interest of our associations in the general development of library service in whatever areas service may be needed, the areas of operation of our several associations have come to overlap at many points. Unfortunately, suspicions have been voiced that some of our associations have not taken sufficient care in the planning of their fields of operation to avoid duplication of effort

and conflicts in fields of operation. It is my belief that the purposes of none of our associations are well served by a discussion of such matters in secret councils nor by an effort to ignore the existence of conflicting interests, either real or imagined. For this reason I call to your attention the substance of a letter which was addressed to me by a member of another association. The fact to which I have just made reference is pointedly illustrated by a quotation from this letter: "S. L. A. has expanded in the public library field, and the college and university field." In a subsequent letter the same writer stated: "I am much opposed to the A. L. A. going into the field of business libraries. I am also opposed to S. L. A. going into the field of college and university libraries."

I quote these statements because I believe that they reflect a feeling of distrust between some of our associations, which must not be ignored.

One World

Need we be reminded that librarians have a common field of interest which encompasses the problems of collection, organization and preservation of the documentary records of human experience; the establishing of bibliographical control over these records; the aiding of all comers from casual readers to serious researchers in the use of these materials; and, indeed, in great measure the actual analysis and interpretation of their con-

tents? There is one profession of librarianship, not many professions. We are too few in number, even were our forces united and coordinated, to dissipate our energies in conscious cultivation of our differences. Rather should we face the realities of the problem we must solve, that of working together toward common ends.

It is my earnest recommendation to this Association that it take the initiative in calling a conference or conferences between representatives of this Association and other associations to discuss this common problem.

May I close this statement, my last official communication as President of Special Libraries Association, with the assurance that I have not hesitated to speak openly and frankly about matters which are currently being discussed. I firmly believe that this Association has fields of service of very great importance to render to the entire profession of librarianship as well as the special clientele which it serves through its members in their individual libraries.

I conclude this report with the most cordial expression of appreciation of the honor which has been bestowed upon me by the opportunity to serve in the office of President of Special Libraries Association. I wish I might have made a contribution to the Association's work which would reflect the importance of this honor.

REPORTS OF SECRETARY, TREASURER AND EDITORS

SECRETARY

IT is indeed a pleasure for the Executive Secretary, for the first time in two years, to bring her report to the attention of S. L. A. members at an annual Convention. That this is to be one of the most successful meetings Special Libraries Association ever held is evidenced by the great interest shown

by the membership throughout the United States and Canada. Every one of S. L. A.'s 23 Chapters and 13 Groups is represented and there are also present many members from unaffiliated sections.

S. L. A. PLACEMENT SERVICE

The Secretary has continued to bend every effort toward making S. L. A.'s Placement

Service widely known and widely used. During the Association year of 1945-46, 315 positions were filled of the 509 listed. The most active placement outside of New York has been the Illinois Chapter with 28 positions filled and the Washington, D. C. Chapter with 27. Some placements have been made by almost all Employment Chairmen but with correspondingly less activity in the smaller Chapters.

The Secretary has found a most serious difficulty in trying to move librarians from one part of the United States to another or from Canada to the United States and vice versa when there has been no possibility of personal interviews. However, in such instances, there generally have been enough qualified local persons to fill the positions, since employers were either not willing to pay travel expenses for applicants living at a distance or refused to allow applicants to pay their own expenses for an interview, as they felt that this obligated them to some extent.

Great effort has been expended during the past year in raising the general level of all special library salaries both in positions open and for persons needing salary adjustment in their present work. Mrs. Stebbins wrote letters to at least 25 employers (at the request of the librarian or some company executive) quoting recent salaries in similar companies. She was successful in every instance in obtaining increases from \$5 to \$15 a week, as evidenced by a letter from a librarian in industry:

"Since our communication with your office, our Laboratory has made wage adjustments to compensate for the difference between the 48 and the 40 hour week . . . and you will note my own salary has taken a jump . . . I am certain a large share was due to your correspondence . . . because the management has suddenly become aware that what I have been preaching for the last year has a definite basis and plenty of statistics to back it. Thank you for the efforts you have already expended."

and from a member in a social science library:

"I am sure you will be gratified to know that your letter giving salaries for various job classifications was helpful to us in our efforts to raise salaries. The Chairman of the Library Budget Committee was delighted with it and used the figures you quoted in presenting the Library budget to the Executive Officers . . . We have been granted increases which bring our salaries more in line with the figures you quoted."

For the last two years the Secretary has been unable to fill any professional positions at less than \$2,000 starting salary while at the

present time there are very few persons available under \$2,200 to \$2,400. A salary survey of the membership was undertaken in January and the figures and conclusions were printed in the May-June issue of *SPECIAL LIBRARIES*. Reprints are available and will be used to carry on the campaign for proper salaries.

The Secretary is continuing to cooperate with the Department of State in securing librarians for the American Information Centers abroad, and with the U. S. Army in securing librarians for both Europe and the Far East. To date seven S. L. A. members are enroute to Japan, Korea and the Philippines, with new appointments expected. A special effort has been made to place returning veterans with library experience and/or training. So far five veterans have been placed at salaries of \$200 to \$1,500 a year better than those they had before entering the armed forces. That this service is appreciated is shown by the following note from a Navy Lieutenant:

"You were very nice to my wife when she was looking for a position in New York and now you more than went out of your way to assist me. We are very grateful to you and to the Special Libraries Association. I think special libraries has the brightest future of any branch of library service."

At present there seems to be no lessening in the need for trained librarians as there are very few qualified candidates available, particularly in the younger age groups. That the efforts to produce better opportunities for members as well as good candidates for openings are being appreciated is evidenced by the many letters pouring into the Headquarters Office daily. A college librarian writes:

"You have a reputation for producing good library assistants when no one else can do so, and I am accordingly running the risk of cluttering up your mail with another request."

The Personnel Department Head of a large industrial concern says:

"May I take this opportunity to thank you and the members of your staff for the splendid cooperation you have exhibited in helping us to fill this position. We received resumés and applications from several highly qualified persons through your organization, and—was employed only after an extensive study of the applications submitted."

A veteran writes:

"I have not forgotten your generous and unrelenting aid in getting me situated.

I want to thank you and tell you that I shall always give the best that is in me no matter where I work."

A returned WAVE said:

"A satisfied customer is happy to say that your efforts and interest have borne fruit and that, as of 15 April, she will be gainfully employed. Encouraging people seems to be a Special Libraries Association trait. Let me thank you . . . and your staff for your welcome and effective assistance."

A member in a government library wrote:

"You have done so much for salaries in placing librarians and I wish to add my appreciation for your spirit and drive in helping these levels. Let us hope for professional conviction to support the standards you have helped to raise. My admiration and thanks go to you with this letter."

A recent library school graduate speaks:

"I write at the suggestion of—Director of—University, who tells me 'there is no other library group so obliging, aggressive, progressive, friendly, genuinely helpful.' He thinks a lot of you, and I respect his opinion profoundly."

A college librarian states:

"I want you to know how much I, personally, appreciate your letter of March 13 recommending 15 people for the position of . . . you and your organizations are certainly to be congratulated on your efficiency and competence in your placement service. It was indeed heartening to receive such a fine list of people, at a time when I had almost despaired of finding anyone . . . after almost one year of searching. Why can't other . . . organizations do a better job of helping us find suitable people to fill our positions, in spite of the well-known scarcity of trained librarians? I am proud of membership in such a splendid organization as yours."

Although no Chairman of the Training and Professional Activities Committee was appointed for the year 1945-46, the Secretary continued to give as many career talks as possible, and to mail out hundreds of copies of the three career leaflets *This Might Be You*, *Something Special* and *Special Librarianship as a Career*, thus interesting school and college students in the special library field. Mrs. Stebbins spoke before the students of Columbia University School of Library Service on December 19, 1945, Smith College students on February 12, 1946 and Syracuse University Library School on April 16.

The Secretary visited Boston Chapter on January 28, Western New York on April 16, and members of the Albany Chapter on April 17, 1946. She also attended various Group and Chapter meetings in New York and meetings called by the Army on veterans, American Association of the United Nations, the Department of State and the Library Public Relations Council. The Secretary has also acted as consultant in setting up new libraries and reorganizing former ones, in addition to suggesting candidates for positions. She would like to spend a great deal more time in the field, meeting members who cannot visit the Executive Office, doing personnel work in other parts of the U. S. and Canada, as she feels that these activities are particularly important. That such work is needed is shown by the following:

"We thank you very much indeed for the interest you have shown in our new Division of Occupational Information and Guidance by your letter . . . and the material you sent us under separate cover. You have really sent us some material that is not only interesting but will be of definite help to us in our efforts to assist the youth of Nebraska to orient themselves."

The Secretary is cooperating with local Chambers of Commerce in finding qualified persons for regional business libraries or as specialists on small public library staffs to serve industry where individual organizations cannot support separate libraries. The publishing of the publicity brochure by the Public Relations Committee this month will undoubtedly act as an impetus in this field.

MATERIAL LOANED BY S. L. A. HEADQUARTERS

Three hundred and fifty-nine classifications and 25 manuals were loaned from the collection during the past Association year—an increase of 90 classifications over the same period a year ago. The mimeographed list of schemes available on loan has stimulated considerable interest in the collection and new material is being added whenever possible. Copies of this list have been donated to representatives of the Bibliotheque National in Paris, the International Federation of Documentation in Holland and to a Swedish librarian, all of whom visited the Executive Office during the past few weeks. Sixty-one books and 17 house organs were loaned from the professional literature library during the year just ended and several new publications were added by donation and purchase.

S. L. A. HEADQUARTERS OFFICE

New equipment added at Headquarters includes two typewriters, two typewriter desks, one typewriter chair, two steel file cabinets and two germicidal lamps. The office space occupied by S. L. A. is entirely inadequate

since a staff of eight now works in the space formerly occupied by two. There is no privacy for interviewing by the Secretary or by prospective employers who occasionally use the office for this purpose, and the noise made when the addressograph and graphotype machines are being operated makes it impossible to carry on a normal conversation. Absenteeism due to crowded quarters and poor ventilation rose to 8 full weeks during the winter just passed not including Mrs. Stebbins' own absence of six weeks due to pneumonia.

The work of the Headquarters Office was considerably handicapped during this period and it was not until April 1 that it was possible to complete the backlog. Considerable changes in personnel also took place during the year but it is hoped that the present members of the staff, all of whom are very competent, will continue. Mrs. Elsa Wagner Nugent was appointed September 17, 1945 as Managing Editor of SPECIAL LIBRARIES and Publications Assistant. Since this work does not require full time, she also assists the Secretary in interviewing and recommending candidates for positions.

The membership count in S. L. A. showed a tremendous jump during the past year with a total of 4,337 members on May 20 as compared to 3,916 a year ago—an increase of 421—an excellent showing. A membership list was distributed free of charge in January to all S. L. A. members receiving SPECIAL LIBRARIES.

In order to save time and money, S. L. A. purchased a graphotype machine in 1944 for cutting addressograph plates to keep the membership and subscription lists up to date. When this work was first undertaken, it required the half time of one person, now it is more than a full-time job and requires the assistance of another person. The Secretary would like to urge the cooperation of the members in keeping this work to a minimum. After every general mailing (bills, ballots, convention, etc.), the Office is swamped with changes of address, from office to home and vice versa, in room numbers, titles, street addresses and so on. Eleven different operations are required in order to notify Chapters and Groups of one single change of address, which costs, on the average, 75¢ in time and materials. Therefore, when an Associate member paying \$2 in dues, moves 7 times in one year, as has happened, the Association faces a serious loss.

Finances are still in very healthy condition, however, with the March 31, 1946 Statement showing expenses running under the budget in the amount of \$993.19 and income over the budget by \$47.38—a most welcome indication of a good year. The auditor's report for 1945 showed an excess of expenditure over income of \$1,133.57, caused by the high cost of printing

SPECIAL LIBRARIES and also because of the fact that expenses of *Special Library Resources*, Volumes 2-4, were being met out of current income before publication. Several recommendations of the auditor were adopted by the Executive Board: a special budget for S. L. R., v. 2-4 has been prepared; a number system of membership started in the summer of 1946; and Fire Insurance contracted to cover equipment, stock and supplies.

S. L. A. PUBLICATIONS

All publications in print show a healthy profit with the two 1945 publications, *Classification and Cataloging of Maps and Atlases* and *List of Subject Headings for Chemistry Libraries*, netting a profit to date of \$921.82 and \$524.09, respectively. *The Handbook of Commercial, Financial & Information Services* has just gone out of print after selling 1,008 copies for a profit of \$1,289.93. The Secretary recommends that since this publication is still in demand consideration be given to offsetting 500 additional copies. On May 31, 1946, a total of \$2,551.70 was outstanding in bills for Volumes 2-4 *Special Library Resources* and \$3,077.53 had been received in paid orders. With the publication of Volume 2 in May 1946, the amount in bills will be substantially reduced and new sales should be made as soon as the publicity material is issued. Volumes 3 and 4 will be ready for distribution in the fall of 1946, climaxing six years of work on this four-volume set.

The number of subscriptions to SPECIAL LIBRARIES is the highest ever with 444 subscriptions on March 31, 1946. Copies are now going to China, Egypt, 33 to England, France, Holland, India, 4 to New Zealand, Norway, Palestine, 7 to South Africa, 9 to South America, Sweden and 23 to Russia. Although there were 1,199 subscriptions to *Technical Book Review Index* on March 31st, approximately 200 are being cancelled due to closing of Army Air Force centers. Forty-six new subscriptions, however, were added through the special \$5.00 introductory offer given January 1—March 31, 1946 to new subscribers in educational institutions. Considerable interest is evidenced in TBRI abroad with copies now going to Australia, China, Egypt, Ireland, 11 to England, Holland, India, Italy, New Zealand, Norway, Portugal, Spain, 6 to South Africa, 11 to Sweden and 25 to Russia. S. L. A. has recently donated, gratis, copies of SPECIAL LIBRARIES to the Moscow State Institute for Library Science, to the Indian Library Association in Lahore, India, to the International Federation of Documentation in Holland and both SPECIAL LIBRARIES and TBRI to the Science Library, Bureau of Science, in Manila.

Advertising in SPECIAL LIBRARIES has continued to break all previous records with a

total of \$6,312 in advertisements paid or contracted in 1945-46 as compared with \$5,170 the previous year—an increase of \$1,142. The total advertising revenue for 1945 was \$5,318.17—\$40.17 over the extra high budget set for the year. The March 31 Statement shows \$1,806.65 received from advertising in the first three months of 1946—an excellent indication of another good year for SPECIAL LIBRARIES. Revenue by issues has been:

1945	
July-August	\$ 585
September	486
October	1,004
November	642
December	531
1946	
January	\$603
February	548
March	535
April	704
May-June	704

During the Association year just passed, ten-time contracts have been received from former advertisers for two 1-page ads, one ½ page, two ¼ pages, plus one three-time ad for a ¼ page, and ⅛ page ten times, amounting to \$825. New advertisers in SPECIAL LIBRARIES contracted for seven full pages, one ten-time contract for 1 page, one four-time contract, eight ½ pages, seven ¼ pages and one ⅛ page, for a total of \$1,817.

The Secretary finds that SPECIAL LIBRARIES is continually becoming better known as an excellent medium for advertising. She asks the cooperation of all members in suggesting the names of prospective advertisers and in giving information about unreliable and unethical firms from whom advertising should not be accepted. S. L. A. should be able to recommend any of its advertisers without qualifications and should not include any doubtful organizations. To date, every indication shows that the revenue from advertising in SPECIAL LIBRARIES in the next few months will continue at the same high level.

CONCLUSION

In closing, the Secretary wishes to express her appreciation of the cooperation received in carrying on the activities at the S. L. A. Executive Office from the members of the Office staff, the national President, Mr. Henkle, members of the Executive Board and from the membership at large, who are unflinching in their support of the work at Headquarters. She asks that the membership be even more vocal in their requests during the year to come so that the Executive Office may truly be of the greatest possible assistance to every S. L. A. member no matter where he or she may be located.

KATHLEEN B. STEBBINS

TREASURER

Part I of the Treasurer's Report represents the financial activities of the Association for the calendar year 1945, and Part II, the financial transactions of the Association for the Administrative year 1945-1946.

Since detailed information is available to any interested S. L. A. member at S. L. A. Headquarters, no attempt is made here to present a complete picture. This report gives only the high lights of financial transactions.

PART I
1945

INCOME: The income of the Association for the year 1945 was derived from the following sources:

Dues	\$20,226.63
Publications	21,798.28
Other income	630.91
	\$42,655.82

EXPENDITURES: The expenditures for the year 1945 consisted of the following:

Operating (Chapter, Group & Committee budgets, General operations, Travel and promotion, Publications, Convention)....	\$43,350.22
Reserve	2,312.50
Capital expenditures....	439.17
	\$46,101.89

RESUMÉ: Excess of Expenditures over Income 3,446.07
 Excess of Operating and Capital Expenditures over Income (\$3,446.07 less Reserve of \$2,312.50) 1,133.57

FUNDS: On December 31, 1945, the Special Funds of the Association consisted of the following:

I. RESERVE FUNDS:	
Bank accounts (2)	\$10,119.06
U. S. Govt. securities including accrued interest	20,045.54 \$30,164.60
II. STUDENT LOAN FUND	1,377.43 \$31,542.03

PART II

JUNE 1, 1945—MAY 31, 1946

INCOME: Balance on hand,	
June 1, 1945.....	\$14,294.94
Receipts, June 1, 1945	
—May 31, 1946.....	48,593.84
	\$62,888.78

EXPENDITURES: June 1, 1945—May 31, 1946.....	48,229.78
S. L. A. BANK BALANCE, May 31, 1946	14,659.00
	PAUL GAY

EDITOR OF SPECIAL LIBRARIES

At the meeting of the S. L. A. Executive Board in October 1945, the Editor suggested several changes in the editorial policy of *SPECIAL LIBRARIES* so that she could be relieved of her duties by January 1, 1946. After a discussion of her report, it was voted to change the policy of the magazine but to ask her to continue as Editor and to serve as Chairman of a newly appointed Sub-Committee on *SPECIAL LIBRARIES*, thus bringing *SPECIAL LIBRARIES* under the jurisdiction of the Publications Governing Committee, as would also be the TBRI Committee. The physical and managerial aspect of the magazine, i. e., dummies, proof-reading, dealings with the printer, etc., would be performed at S. L. A. Headquarters by Mrs. Elsa Wagner Nugent, newly appointed S. L. A. Editorial Assistant, and the Editor would be responsible for securing articles for publication and for editing all material, except advertisements, that appeared in the magazine. This new arrangement was described fully in the January 1946 issue of *SPECIAL LIBRARIES*, pages 25-26.

In accordance with this change, the Sub-Committee on *SPECIAL LIBRARIES* met at S. L. A. Headquarters on December 13, 1945, to discuss the future policies of the magazine. One of the suggestions made at this meeting was that each Committee member be responsible for submitting monthly to Mrs. Nugent at least four items for the "Events and Publications" Department, which would also include important references to forthcoming books, thus eliminating the "Forecast of Forthcoming Books" column. The column on "Activities of Chapters and Groups" was also to be discontinued and notes on unusual activities of these units would appear under "Announcements."

During the year certain issues have been devoted to definite subjects. In 1945 the one for July-August contained articles on Museum libraries; that for September, papers relating to Advertising; the one for November was of interest to Financial librarians. In 1946 the March issue was a memorial to Marion Kappes, at one time Chairman of the Biological Sciences Group, and included papers by members of that Group; the one for April was devoted to Social Science. Other issues were of a general nature and that for October 1945 was the Proceedings number.

Due to the fact that the cost of printing has risen considerably over the past year, it was decided for 1946, whenever possible, to cut the

pages from 36 to 32 so as to reduce the cost of the magazine. The Editor regrets the necessity for this cut, as frequently an article which was originally planned to be included in a certain issue has to be held over—this is particularly awkward if an issue is to be devoted to a special subject. However, with the present high prices, it seems to be the only remedy.

Before bringing this report to a close, I want to express my appreciation for the gracious assistance accorded me by Mrs. Stebbins and by Mrs. Nugent at S. L. A. Headquarters as well as by Jean Macalister and Bettina Peterson, Associate Editors. On January 1, 1946, Miss Peterson resigned her position to be married and one of my assistants, Esther Brown, who has been of inestimable help to me in editing the magazine, replaced her on the Editorial Staff.

ALMA C. MITCHILL

EDITOR OF "SPECIAL LIBRARIAN PAGE," IN *WILSON LIBRARY BULLETIN* AND S. L. A. REPRESENTATIVE TO THE H. W. WILSON COMPANY

During the past publishing year the following articles have appeared in the "Special Librarian Page" in the *Wilson Bulletin*: "Hospital Library Service by a Public Library," by Miss Margaret Wallace, Gary, Indiana, in October 1945; "The Library of the American-Russian Institute," by Miss Toby Cole, Librarian, in November 1945; and "The Music Library of the 58th St. Branch, N. Y. Public Library," by Miss Gladys E. Chamberlain, Librarian, in April 1946.

That two other articles, planned for and written, did not appear, must be laid at the door of the Editor of the "Page," and not to any lack of cooperation by the Editor of the *Wilson Bulletin*. Articles by Miss Elizabeth H. Burkey, on "Special Library Resources of Western New York" and by Miss Alta M. Grim on "Special Library Resources of the Puget Sound Region," were casualties not so much of pressure of more material nor of paper shortage, but of failure by the Editor of the "Page" to meet deadlines, because of the demands of overtime work and lack of typing facilities. These contributions were so cordially submitted by their authors and were such interesting introductions to our new Chapters that the Editor is very regretful that they have had to wait over until next year. They are now in Miss Loizeaux's hands and they will constitute a very worth-while bequest to next year's "Page" Editor.

Association with the *Wilson Bulletin's* editor, Miss Loizeaux, has been a very pleasant feature of this assignment, as were also meetings with Mr. Wilson, Miss Edith M. Phelps, the

Secretary, and other members of The Wilson Co. All have repeatedly and most cordially urged me to call again, and only distances and lack of time have prevented my repeating the visit. I definitely feel that it is valuable for S. L. A. to have a special representative to The H. W. Wilson Co., but since libraries are that Company's chief concern, it seems to me there remains little definite work for a representative to do. Perhaps a representative who would be free to make personal contacts between special librarians, who might have suggestions for changes in the Company's services for Mr. Wilson and Miss Phelps, could be of greater assistance in interpreting and presenting such ideas and wishes. Certainly Mr. Wilson and Miss Phelps are always open to suggestions and ex-

pressions of opinion about what special librarians want. At the time I visited them, we had just presented a survey of opinion among special librarians regarding the subject headings and coverage of the *Indexes*, begun and mostly carried out by Miss Mary McLean when she was Special Representative. This was most carefully considered by Miss Phelps and we trust it had some practical value to The Wilson Co. My recommendation is that the ideal Representative would be someone like Miss Towner, who is free from the involvements of day-by-day demands of a full-time library job. One of the Editorial Committee of SPECIAL LIBRARIES might be an excellent choice for Editor of our "Page" in the *Wilson Library Bulletin*.

MARGARET BONNELL.

REPORTS OF CHAPTERS, GROUPS, COMMITTEES AND SPECIAL REPRESENTATIVES

CHAPTERS

BALTIMORE

The Baltimore Chapter has been comparatively inactive during the past year with very poor attendance at meetings. The 1945-46 officers are being held over until the fall when it is hoped there will be a sufficient quorum to conduct a business meeting.

HOMER HALVORSON, *President*

BOSTON

The Boston Chapter held nine meetings in 1945-46 and issued nine Bulletins. The total membership, local and national, now stands at 405, the largest in the history of the Boston Chapter. The activities of the year were directed toward bringing oldtimers back into the Chapter and preparing for the 1946 S. L. A. Convention.

DONALD T. CLARK, *President*

CINCINNATI

The Cincinnati Chapter held five meetings during the year. With the end of World War II, and the consequent easing of transportation facilities, it was decided that the Chapter resume its pre-war practice of visiting various libraries in the Cincinnati area.

GERTRUDE BLOOMER, *President*

CLEVELAND

Three projects were undertaken this year by the Cleveland Chapter: (1) To develop region-

al awareness of special librarians through joint meetings and participation with other professional groups, (2) To plan a long term educational and recruiting program for special librarians, and (3) To issue a *Chapter Handbook and Membership List*.

The first project was accomplished: (1) by initiating a joint meeting with the Library Club of Cleveland and vicinity, to which the Michigan, Cincinnati and Pittsburgh Chapters of S. L. A. were invited, to hear Dr. Luther Evans, Librarian of the Library of Congress, (2) by providing the program for one session of a regional meeting of the Ohio Library Association, and (3) by conducting a Clinic on Special Library Technique at the state-wide meeting of the Ohio Library Association.

The second project was carried out as follows: A conference was held with the President of the local chapter of the National Vocational Guidance Association presenting the special library field and the need for developing workers for this field. As a result, an invitation to speak before a chapter meeting of the association was extended. This had three specific results: a request for a speaker at a vocational conference in one of the high schools, which was filled, and two requests for individual conferences with professional counsellors, which were granted.

The third project is now ready for publication.

ROSE VORMELKER, *President*

CONNECTICUT

With nearly a year having elapsed since the finish of the war, the Connecticut Chapter is beginning to find time once again for its peacetime projects. Better attendance at meetings has been noticeable, which denotes that people have more leisure and better transportation.

Four meetings were held during 1945-46 and four Chapter Bulletins were issued. Each meeting had excellent publicity in seven local newspapers. At the Chapter's third meeting, the members had as their guest speaker, Dr. Luther Evans, Librarian of The Library of Congress. An exhibit of S. L. A. publications was displayed at the Connecticut School Library Book Fair in May.

Five forms were filled out for the National S. L. A. Committee to bring up to date the records for the years 1941 to 1945-46. Although the Chapter President has obtained the permission for the Chapter to have its archives housed in the Connecticut State Library nothing more than the transferal of material has been attempted at the present time. The discarding and assembling of non-sorted files will have to be the work of the incoming archivist. Only a working file is to be held by each officer hereafter.

EVELYN BUTLER, *President*

GREATER ST. LOUIS

The Greater St. Louis Chapter held five meetings during the year, one of which was a joint meeting with the Missouri Library Association. Twenty-three new members were added.

A project, begun some time ago, *A Directory of Special Libraries in the St. Louis Area*, has been completed and the Chapter is very proud of the finished product and also of the resulting sales.

ANNA IRENE MARTEN, *President*

ILLINOIS

Eight monthly meetings were held by the Illinois Chapter and the Bulletin, financed largely by advertising, was issued five times. There was a net increase of 45 members.

In addition to its special program, the newly created Public Relations Committee secured articles about special libraries for monthly publication in *Illinois Libraries*, published by the Illinois State Library. The Postwar Service Committee's (formerly War Activities) main contribution was the sponsoring of a Sunday morning U.S.O. breakfast. Lists of duplicate exchange material were offered in the *Informant* and approximately 1500 items were exchanged, with 20 libraries contributing material which was distributed to 28 other libraries.

The Advertising Group was formed in June 1945. It has had several round table discussion meetings. Its main activity has been the compilation of a monthly list of new publications

of interest to its members. The list is called *What's New*. The Biological Sciences Group is receiving contributions for the S. L. A. Scholarship Loan Fund in memory of Miss Marion Kappes, who, until her death in December 1945, was one of its most enthusiastic members. The Science-Technology Group has started on an ambitious series of programs including visits to many of its member libraries. It is also sponsoring an educational exhibit in connection with the National Chemical Exposition to be held in the Coliseum in Chicago in September.

The Chapter has not begun any new projects this year, rather it has been "catching its breath" after finishing its *Union List of Periodicals* and its contributions to the *Directory of Libraries in the Chicago Area* last year.

WILMA TROXEL, *President*

INDIANA

The Indiana Chapter of Special Libraries Association held five meetings during the year with attendance ranging from 45 to 60 members at each meeting. The first meeting was a luncheon held at the time of the Indiana Library Association meeting in order that many out-of-town members who might be in Indianapolis could attend. Five issues of *SLAnt*, the Chapter's Bulletin, were issued.

One of the Chapter's policies is to put new members to work on some one of the committees which soon makes of them staunch supporters of the Association. Every attempt is made to spread the committee work of the Chapter throughout its entire membership, avoiding any concentration within a small group.

The Chapter fostered a recruiting for special libraries by devoting space in the Chapter's Bulletin and by providing literature available from the national Association.

The Chapter recommends that a brochure be issued by Headquarters on S. L. A. activities, stressing particularly its services and their advantages to members. This brochure would be particularly for distribution to new Chapter members.

GLENN R. MAYNARD, *President*

MICHIGAN

The Michigan Chapter held six meetings and issued seven numbers of its Bulletin. The total membership remained the same at 143. A Science-Technology Group and Medical Librarians Group have been formed and it is planned to revitalize the Advertising Group. The *Union List of Periodicals*, which has been underway for several years, will be sent to the printer in the fall.

Chapter members cooperated with the Michigan Library Association in holding a "Recruiting for Librarianship" meeting on March 14, 1946, for the vocational counselors in Metro-

politan Detroit schools. There were about 100 in attendance.

The Michigan Chapter enjoyed the hospitality of the Cleveland Chapter on two different occasions, one in October 1945 and again in April 1946 at joint meetings held in Cleveland.

LOUISE C. GRACE, *President*

MILWAUKEE

During the year the Milwaukee Chapter held four regular meetings and published its Bulletin twice. The first issue of the Bulletin contained the Chapter's Membership List.

In order to promote the organization of special libraries and to increase the interest of all Chapter members in the work of S. L. A. the Membership Committee sent circular letters and folders describing S. L. A. to various industrial organizations in this area.

The work on the *Union List of Periodicals for Milwaukee* is progressing slowly. Fifty libraries were invited to send lists of their holdings and 25 per cent of the cards have been returned. Many of the libraries are working on their lists but due to smaller staffs and additional duties the cards have not been completed.

CONSTANCE WEIRICK, *President*

MINNESOTA

The Minnesota Chapter has had a stimulating year of professional meetings, in addition to growth in membership which has increased from 88 on June 1, 1945, to 100 on May 7, 1946.

Five meetings were held during the year, including a joint meeting with the Twin City Library Club. Although the Chapter dispensed with feature speakers, it enjoyed short talks by the librarians of the special libraries visited, followed by a careful study of the libraries and their special services.

The Chapter's project, a *Union List of Current Periodical Accessions in Minnesota Libraries*, has about reached completion; and practical arrangements are now under way for its use as a master file on cards, to be kept up to date, and made easily accessible for quick reference through the courtesy of the Brown and Bigelow staff.

Feeling that this new Minnesota Chapter has now grown into adult organization, it has made several constitutional changes. The Vice-President becomes President-Elect, and his duties no longer include that of Bulletin Editor. The Editor and the Archivist will be Executive Board appointments.

The Chapter is most pleased to announce that through the courtesy of Mr. Lee Zimmerman, Director of the Library Division, State Department of Education, *Minnesota Libraries* will in the near future devote a special issue to the Minnesota Chapter, its libraries and their history.

RUTH M. JEDERMANN, *President*

MONTREAL

The year showed Montreal Chapter to be engaged in a very profitable and pleasurable program which stirred its membership to active participation. Six meetings were held and three numbers of the Bulletin issued. Eighteen new members were added, an increase of 27 per cent. An Executive Board meeting and three joint Executive Committee Chairmen meetings were held with a view of studying internal matters of the Chapter and possibilities to insure its growth and development.

As its opening activity the Chapter accepted an invitation to take part as guests in the Quebec Library Association Convention. A Reference Library Section, under the Chairmanship of the President of the Montreal Special Libraries Association, was held accordingly.

Other Chapter activities include: the revision of the *Current Periodicals in Montreal Libraries*, jointly sponsored by Q. L. A. and M. S. L. A.; and the publication in a pocket-size form of the Constitution of the M. S. L. A.; placement of fellow-librarians in numerous local and out-of-town libraries; cooperation with the Canadian Library Council in the preparation of a draft constitution for the purpose of forming a Canadian Library Association.

PAUL HOUDÉ, *President*

NEW JERSEY

During the season of 1945-46, the New Jersey Chapter has held eight meetings covering a wide range of programs, directed toward the various interests represented in the group. It has also issued a monthly Bulletin.

The high light of the year was the dinner meeting in May at which Dr. Luther H. Evans, Librarian of the Library of Congress, was guest speaker. This meeting was attended by over 100 librarians from 11 New Jersey counties.

Four projects were completed during the year: a Membership List; a Code of Procedure for Committee Chairmen; binding of the Chapter Bulletins for the first ten years; and a file of offices held by members. Plans are underway for an educational program next year.

HELEN G. BUZZELL, *President*

NEW YORK

This year the New York Chapter celebrated its 30th anniversary with a dinner at which there were 16 past-Chapter presidents. Four other Chapter meetings, with an average attendance of 175, were held. In addition, the 12 Groups each held three to four meetings.

The Advertising Group repeated its course in "Advertising Sources" which was given last year with so much success.

The Chapter is following the national plan regarding Group affiliations. Therefore, in order to advise all members of Group meetings, a monthly postal listing meetings for the ensuing

month is sent to the entire membership. This postcard supplements the *New York Chapter News* which is issued six times a year, October through June. Five issues announce meetings and the sixth covers advertising contracts. Although the advertising does not pay the cost of the *Chapter News*, it does help defray expenses.

The Chapter now has a membership of 1,132. Among the new libraries is that of the United Nations and Mr. Gerould, the Librarian, has been offered the facilities of libraries in the New York area.

Informal monthly luncheon meetings were held in three different sections of the city and in the fall, for the first time, the Chapter gave a tea for new members to meet the Chapter officers.

The duplicate exchange service has been continued and has a membership of 60 each paying \$2 for four lists. By having the clerical work done by Chapter members this service pays for itself.

In two instances the Executive Board has departed from regular Chapter activities. First when the New York City budget was being revised, telegrams were sent to key members of the City Council in an endeavor to have the salaries of city librarians raised and thus, it is hoped, raise all library salaries. The second was a circular letter asking all members to contribute \$1 for the purchase of food for the needy abroad. About 230 people contributed and \$485 was forwarded to the American Friends Service Committee, with the request that this be used for the purchase of food.

FANNIE SIMON, *President*

PHILADELPHIA COUNCIL

The Special Libraries Council of Philadelphia and Vicinity has the following high lights to report for the year 1945-46:

The Committee on World War II Documents made a survey to determine what Philadelphia libraries were doing and planning to do with their war documents; it defined "war documents" and formulated a plan for coordinating and centralizing these valuable materials. A complete account of the project has been published in the April 1946 issue of *The Pennsylvania Magazine of History and Biography*.

In addition to the report on the "World War II Documents in the Philadelphia Area," the Committee on Community Cooperation prepared an article on "Libraries in the War" for publication in the December 1945 issue of *Philadelphia*, the magazine of the Chamber of Commerce and Board of Trade of Philadelphia. Two other publication projects are well underway: a cook book containing the members' favorite recipes (this project was later dropped) and the seventh edition of the *Directory of Libraries and Information Sources*.

A new Committee formed this year was the Advisory Committee on Library Opportunities. It has functioned on an informal basis with the objective of acquainting those interested in library opportunities in the Philadelphia area with (1) types of service available, (2) personal professional affiliation open to those engaged in library service, (3) possible library contacts which might be investigated, and (4) prevailing conditions of librarianship in this vicinity. Since the objective of the Committee is to act in an advisory capacity rather than as a placement service, no personnel records were kept and all prospective employers and job seekers were referred to S. L. A. Headquarters.

The Liaison Committee of the Science-Technology Group made a film strip showing special library services in the Philadelphia area. Libraries represented in this film include industrial, government, public departmental, university departmental and non-profit institution libraries.

Four Institutional members have been added during the year. The membership of the Philadelphia Council on May 1 was national 230, local 56.

LURA SHORB, *President*

PITTSBURGH

The Pittsburgh Chapter held five general meetings during the year; the Science-Technology Group held three meetings and the University and College, two. Four issues of the Chapter Bulletin were published with expenses partly covered by advertising. Fifteen Active members and one Institutional member were added to the Chapter's membership.

The Chapter's Educational Program for the year 1945-46 was a course in Cataloging taught by Stella M. Vetter, Librarian, Mines Safety Appliances Company. Five weekly classes were held during October and November in the lecture rooms at Carnegie Library School and at Mellon Institute. There were 26 enrollments, representing 21 libraries. As the group consisted of trained and untrained librarians (over half of the group being library school graduates) the lectures were planned to serve as an introductory course as well as a refresher course. A tuition fee of \$5 was charged, the entire amount being turned over to the lecturer at the end of the course.

Eight large cartons of periodicals were forwarded to the American Book Center in care of the Library of Congress. The postage was paid for by the donors. A shipment was also made to the Netherlands Institute of Engineers and Technicians.

The Chapter's *Union List of Periodicals* is in process of preparation.

GERALDINE D. ANDERSON, *President*

PUGET SOUND

It seems appropriate to preface this first annual report of the Puget Sound Chapter with a brief history. In the fall of 1944 four members of the staff of the University of Washington, who were also members of S. L. A., agreed to look into the possibility of organizing a local chapter. Names of all S. L. A. members in the Pacific Northwest were secured from S. L. A. Headquarters and a mailing list of librarians who might be interested was prepared. A group of about 25 were loosely organized into a club which met twice during the winter. A Constitution and Organizing Committee went to work, and in the spring of 1945 the Chapter was officially recognized with 24 national and 17 local members. There are now 73 national members, four of which are Institutional. The Chapter includes members in Oregon, Washington and British Columbia.

Five dinner meetings were held and one annual business meeting, with an average attendance of 35. One "Want List" was published in the Bulletin which was issued twice, and other lists are being prepared. The Constitution and By-Laws were printed through the cooperation of the Washington State Printer. Future projects include a membership directory, survey of existing libraries and a study of business, banking and technical firms, which might be interested in establishing libraries.

GERTRUDE MINSK, *President*

SAN FRANCISCO BAY REGION

San Francisco Bay Region Chapter has shown steady growth during the war years. Membership now stands at 170 (9 Institutional, 1 Sustaining, 94 Active, 66 Associate). Thirty new members, including seven transfers from other Chapters, were added during the year. Eight dinner meetings were held with an overall attendance of 50.

Two Duplicate Exchange Lists have been issued and plans are now in progress whereby these lists will be prepared in cooperation with the Southern California Chapter.

A basic card file is being maintained for the Union List of Periodicals from which a revision or supplement can be compiled should the demand warrant it.

A joint meeting with the Southern California Chapter will be held in October 1946 in conjunction with Convention of the California Library Association.

MRS. ELIZABETH S. HINKEL, *President*

SOUTHERN CALIFORNIA

"Public Relations in Action" was chosen as the theme of the year for the Southern California Chapter. One of the Chapter's special programs emphasizing this theme was the All Bosses Night when there was a discussion of

the Union Catalog, the problems involved in putting out a new edition and the usefulness of such a project from a civic standpoint. There was a very good attendance and those present showed a great deal of interest.

The Biological Group made a survey of the holdings of the biological libraries in Southern California. This list is available for any one who wishes to use it. The Science—Technology Group worked diligently in preparing a *List of Subject Headings for Aircraft Libraries*. This is now in the stage of final revision and it is planned to reproduce the list in ditto and submit it to libraries nation-wide for suggestions before deciding on a permanent publication.

The In-Service Training Course for this year was on Parliamentary Procedure and fifteen minutes before each meeting was devoted to it.

The publication of a Chapter Manual is being considered as one of the projects for 1946-47.

Twenty-four new members were added to the Chapter during the year.

MRS. ELLA MOYERS, *President*

TORONTO

Seven dinner meetings were held during the year by the Toronto Chapter with an average attendance of 39. Four issues of the Bulletin were published.

The Chapter arranged a short course of five lectures in cataloging which was held during the winter months with an enrollment of fifteen.

The *Directory of Special Libraries in Toronto* with special mention of their resources is now being mimeographed and will be available next June.

MARION E. THOMPSON, *President*

WASHINGTON, D. C.

The Washington, D. C. Chapter has this past year followed the pattern of the national Association in two respects: one, in having the Executive Officers of the Groups and Committees form an Advisory Council to meet with the Executive Board; and, two, having the annual reports of the Chapter's business incorporated in a Report on the State of the Chapter, submitted by the Chapter President to the Chapter members.

Three general meetings were held from October to May and at the first meeting Dr. Luther Evans, Librarian of the Library of Congress, and Mr. Herman Henkle, S. L. A. President, were guests of honor. Five Group dinner meetings were also held and the Chapter Bulletin was issued monthly.

The Chapter co-sponsored two all day Library Institutes, one in January with the East and West Association and the several library associations in D. C., Maryland, Virginia, Pennsylvania and Delaware; and one in March

with the D. C. L. A. and the Inter-American Bibliographical and Library Association at the Pan American Union.

The Chapter supports eight Groups, six of which follow the national S. L. A. Group affiliations and two of which are unique, a Business Libraries Group and a Legislative Reference Group. Each of the eight Groups have representation on the standing Committees of the Chapter such as Membership, Publicity, Publications, Hospitality, and the Committee work is coordinated through the meetings of the Advisory Council which meets at least three times a year. Since September there have been only two weeks during which some event within the Chapter has not been scheduled and also during which time some mention of Special Libraries Association has not appeared in the local press.

The youngest Group, Biological Sciences, has had a banner year. At its closing meeting a chevron of merit was presented to it in the form of a check for \$100 by Dr. Kronberg, President of the Washington Institute of Medicine, in recognition of the cooperation given by the Group to his staff members at the Institute. The Social Science Group has continued as projects, the *Union List of Serials* and the *Collection of Library Forms*. The library forms are now in three volumes, indexed, and will soon need further expansion. The books are available for inspection by any S. L. A. members. The Constitution Committee is at present completing a study to revise the Chapter Constitution and By-Laws to bring in recommendations for a more flexible instrument.

One of the special Chapter services is the discount arrangement for books and periodicals purchased through the Chapter. Since the service started in October 1944, the purchasing officer has paid about \$1,000 to the Chapter's wholesale distributor. Since last June the records show \$406 paid for purchases listed at \$542, a discount saving of \$136 or an amount equal to 27 Active membership fees and half an Associate member! This service is available to Life, Sustaining, Institutional and Active members only.

For the second year, the Washington, D. C. Chapter has issued Chapter membership cards which have identified members at dinners where special rates were allowed to members, and at libraries where tours and visits were arranged after regular hours.

Two special Committees should be mentioned: the Personnel Classification Committee which has met with the representatives of the U. S. Civil Service Commission to discuss many of the personnel perplexities found in the assignment of duties and responsibilities of special library positions in the Federal Service; and the Professional Activities Committee. The latter Committee has been engaged in conduct-

ing a survey of local community needs with the Council of Social Agencies and members of the Committee have visited the several penal institutions, the public institutional services and other social centers in this city. A report is expected which will develop into further work for the Committee both in recommendations for additional library service and in recommendations for additional library staff positions.

The Scholarship Student Loan Fund of the Chapter was dormant during the war years, but now it is planned to increase it so that it can become more useful to members. The goal set is \$500 and many plans are under way to reach this amount.

The War Activities Committee so capably handled during the worst war years by Carol Wanner has been renamed the Community Services Committee and under that name will increase its functions and responsibilities. Support for the Chapter Volunteer Library at the United Nations Service Center is still needed and will be for as long as there are uniformed men and women in transit through Washington.

Over \$3,000 has changed hands this year in hospitality activities in the Washington, D. C. Chapter. We are beginning to think about having a Chapter House. When and if that should materialize all members of Special Libraries Association will be welcome to the facilities of the House and the use of the address when they are in Washington. In the meantime the members hope you will call on them for any services they can render—a needed document, a correct personnel title, an accurate address, even hotel reservations or special appointments with some office in Washington, D. C. Any or all of these services will be cheerfully accomplished for you if you will but ask.

MRS. RUTH HOOKER, *President*

WESTERN NEW YORK

The Western New York Chapter has had a busy and successful year in 1945-46, the first year of the Chapter's organization. As would be expected, the principal activity has been in becoming acquainted within the group and in interesting new members in S. L. A. and in the activities of the Chapter. In this latter respect, the Chapter points with pardonable pride to an increase in membership from 39 on May 20, 1945 to 75 at the present time. A preponderant number are from industrial research libraries, and we have an unusually high percentage of Institutional memberships. Even more satisfying is the fact that in spite of the wide area covered by the Chapter, attendance at meetings has run consistently more than 50 per cent of the membership.

A Constitution and By-laws have been adopted providing for the future management of the Chapter and defining the duties of Officers and

Committees. Four meetings were scheduled in various cities within the area. All have been on Saturdays with an afternoon session, a dinner and an evening program or speaker. A Bulletin is issued two weeks before each meeting.

The Chapter was invited to be an Exhibitor at the Niagara Frontier Book Fair in May and an interesting display of books representing the characteristic subject interests of member libraries was arranged by Miss Elizabeth Burkey. The now famous specimens of "Pesticus Librarius" were also on exhibition. These have been loaned for exhibition several times during the year and were also shown at the Grosvenor Library during the A. L. A. Conference week.

ROBERT W. CHRIST, *President*

CHAPTER BULLETINS ROUND TABLE

The first Round Table Discussion on Chapter Bulletin affairs met in 1944 at the Philadelphia S. L. A. Convention. This was the gratifying result of a survey on comparative phases of Bulletins in 1943 which was based on an expressed desire the previous year for an opportunity to exchange ideas.

A second meeting of the Round Table was conducted at the Boston Convention as a result of this wide interest. Discussion dwelt on matters of importance which were centered primarily on the topics covered by the following papers: "Our Own Operations Crossroad", by Anthony F. Runté; "Group and Chapter Bulletin Relations", by Elizabeth Weissinger; "The Round Table as an Association of Editors", by Paula M. Strain; "An Outline for a Manual for a Bulletin Editor", by Helen Hertell. (Copies of these papers are on file at S. L. A. Headquarters and may be borrowed.)

At this meeting it was recommended that the second Vice-President include as part of the duties of that office the sponsoring of a continuing program for Chapter Editors and that a discussion of these activities take place at annual Conventions.

ANTHONY F. RUNTÉ, *Chairman Pro-tem*

GROUPS

ADVERTISING

The Advertising Group has grown this year from 203 members to 256, with a little over half the membership in the New York Chapter. Ten new Institutional members were added during the year, making a total of 66. There are 163 Active and 27 Associate members.

No national projects have been undertaken. New York again gave a course in Advertising Sources, under the direction of Delphine Humphrey (McCann-Erickson) and the local Chairman, Anne West (Campbell-Ewald). The same instructors as last year volunteered to give the lectures in their own libraries, and 18 students

were enrolled. Tuition was \$5.00 and, as in the previous year, paid voluntarily by the employers of the students. Mimeographed copies of the lectures were given to the students and teachers. Sets are available for purchase from the national Group Chairman.

The Chicago Group issued a monthly cooperative list of new items received in the member libraries under the title of *What's New*. Coralie Schaefer (Foote, Cone & Belding) served as compiler and publisher. This is a project which might well be considered as a national undertaking.

Helen Moore (Curtis Publishing Company) of the Philadelphia Group has volunteered to work on the Classification Committee which is revising the Dewey Decimal Classification System.

The Advertising Group was responsible for the contributions to the September 1945 SPECIAL LIBRARIES, which Mr. Hausdorfer said, "Filled a serious gap in literature on the operation of different types [of libraries] and should be very useful in public relations."

Four issues of a Group Bulletin were issued, dealing mainly with the June Convention.

The Group Chairman wonders if there is any way in which primary and secondary interest in Groups might be indicated on the membership cards sent out by Headquarters, without adding materially to its already heavy load of work. It would give a much clearer picture of each Group and aid the Chairman in her plans.

EVA TRACHSEL, *Chairman*

BIOLOGICAL SCIENCES

The Group's participation in the national project for the formulation of tentative standards for libraries and librarians came to a halt in 1945. Miss Estelle Brodman advised the Group Chairman that she felt it was not feasible to set up standards for Biological Sciences libraries because of the lack of an accrediting agency with enough authority to enforce its decisions. Considerable work has already been done on this project by a sub-committee and included the preparation of a *Bibliography for Standards—Medical, Hospital and Nursing Libraries and Librarians, 1925-1945*, published in SPECIAL LIBRARIES, March 1946.

Tentative Chairmanship of a project for the preparation of a Library Manual was accepted by Jennie Greenbaum with Marion White as assistant.

The Public Relations Committee of the B. S. Group is represented by Miss Helen Pruitt, Librarian of the Bacon Library, American Hospital Association, as Chairman. Miss L. Margueriete Prime, Librarian of the American College of Surgeons, Chicago, is Chairman of the Advisory Committee for helping organizations and

fellow members in organizing libraries. Both have done their share to give publicity to the Group and have aided local libraries in regard to classifying.

Other Group activities were: preparation of papers for the Biological Sciences issue of *SPECIAL LIBRARIES*, and cooperation with the Science-Technology Group in the establishment of an unpublished bibliography pool.

Membership increased from 458 to 509 and three Group Bulletins were issued during the year.

ELIZABETH WEISSINGER, *Chairman*

SOUTHERN CALIFORNIA CHAPTER—B. S. GROUP

Many have undoubtedly read the fine report in *SPECIAL LIBRARIES* for March 1946, of the work of last year's Biological Sciences Group of the Southern California Chapter of S. L. A. by its president Mrs. Moyers and past president Miss Adams. This year's Group has continued with this program of surveying the biological libraries in this area. This has not been limited to S. L. A. membership, but an attempt was made to make the Survey as complete as possible by seeking all available sources. The Survey was conducted by mail—through letters of inquiry to 21 libraries, with 14 (of these, the information from two is still to be completed) libraries replying.

Several of the collections were reported in the *SPECIAL LIBRARIES* article. Of the additional libraries surveyed we find that the majority of the collections are medical, with frequent emphasis on a particular phase. These include college and government organizations.

The University of Southern California has as well as its College of Medicine Library, a library in the College of Dentistry, which is broad in its collection, including even child psychology, sociology and education, for the use of such related professions as that of dental hygienist. They also have a rare book collection which includes many early works in dentistry and medicine.

At the College of Medical Evangelists, Loma Linda, the medical collection emphasizes the pre-clinical, while the Los Angeles collection at the White Memorial Hospital emphasizes clinical. This has already been discussed in the *SPECIAL LIBRARIES* article, but they also have in their Department of Nervous Diseases in Los Angeles a fine collection dealing with neurology. Special efforts have been expended in obtaining historical material in the field and a number of the older foreign neurological journals are included in this collection.

The library of the Children's Hospital includes, of course, a large number of works on pediatrics, but it is not limited to this specialty, for as well as serving the staff and medical students, it is used by students from three col-

leges taking work there in occupational therapy, medical social service, physical education and dietetics.

The collections of the Los Angeles County General Hospital and the Santa Barbara County Medical Society deal with the general medical field and serve the medical profession, the staff and members respectively.

The small medical and public health collection of the Health Department of Kern County serves the Department employes, doctors and nurses.

The library of the Health Department of the County of Los Angeles encourages extensive use of its medical and public health collection. Daily loan service by messenger is maintained from the library to the fourteen major health centers throughout the county. Not only are physicians, dentists, social workers, sanitation inspectors, laboratory technicians and other personnel of the Health Department enabled to extend their knowledge in individual specialties and keep abreast of the current literature in preventive medicine, but restricted borrowing privileges are extended to the general public, and a generous collection of less technical matter maintained for the lay reader.

In addition to the library service offered to the patients and the cooperation with the Occupational Therapy Department, there has recently been started at the Camarillo State Hospital a medical collection dealing largely with psychiatry and the allied subjects of psychology and mental hygiene. Of particular note is a reprint collection on electric shock, group therapy and behavior disturbance in children.

A company collection is that of the Harrower Laboratory, Inc., of Glendale, where it has been attempted to amass all publications on endocrinology, including bound volumes, 120,000 clippings from foreign journals, as well as American and British, and all this with an extensive cross-reference file. Recently they have been expanding into the field of clinical medicine, adding material on vitamins, sulfas and amino acids. However this new material is by no means comprehensive, as is that on endocrinology.

Included in the biological field in Southern California are two unique collections: the California State Fisheries Laboratory at Terminal Island, and in Riverside, the Citrus Experiment Station Library. The former covers not only fish and fisheries, but also the field of oceanography. The latter is an agriculture reference library on horticulture, with special attention to citrus and other sub-tropical fruits, insect pests and their control. Included in the collection are the publications of the United States Department of Agriculture, the various state agriculture experiment stations and a rare book collection on horticulture, especially citrus

fruits. A probably little known file is that of the catalogs of California nurseries. Also worthy of special note is their card index to material on citrus fruit and another to publications of the United States Department of Agriculture.

In this report the specializations have been high lighted, leaving such details as staffs, housing and statistics on holdings, etc., to a later compilation of information when additional libraries have reported.

RUTH BATES, *Chairman*

FINANCIAL

The *Financial Group Bulletin*, edited by Miss Ethel Klahre, Librarian of the Federal Reserve Bank of Cleveland, was issued three times instead of the usual four. The charge of \$1.00 was provisionally suspended for the year and the first number of the *Bulletin* was mailed to all members of the Group. The latest numbers were sent only to those requesting them. With the February issue a new series of special field bibliographies was inaugurated and it is hoped to develop these into a major Group project. The first one on "Taxation" was done by Miss Vera Knox, Librarian of the Tax Foundation, and the second on "Federal Fiscal Policy," by Miss Ruth Fine, Librarian of the United States Bureau of the Budget.

The Financial Group has agreed to assist the American Book Center with rehabilitation of libraries in the devastated countries and your Chairman has been asked to head the program in the field of banking and finance. This was accepted with the understanding that the work would be carried on by the new Chairman and his successors as long as the project continues.

The Group archives are being brought together under the leadership of Miss Ella I. Chalfant, Librarian of the Peoples-Pittsburgh Trust Company.

MRS. ELIZABETH W. OWENS, *Chairman*

GEOGRAPHY AND MAP

Membership in the Geography and Map Group has increased from 82 to 128, due to the activities of both the Washington and the New York Groups. Meetings of special interest to cartographers were held by the Washington Group during the season 1945-46 under Mrs. Dorothy C. Lewis, Group Chairman, and during her enforced absence from Washington by Dr. Burton W. Adkinson, Program Chairman. The New York Group has also had a number of well attended meetings, and a steady increase in membership, under the leadership of Dr. Walter W. Ristow.

The *Manual for the Classification and Cataloging of Maps and Atlases*, by S. Whittemore Boggs and Dorothy C. Lewis, published by

Special Libraries Association late in 1945, has been enthusiastically received and favorably reviewed in a number of journals. Enough copies have been sold to more than offset publication costs.

Dr. Walter W. Ristow, Chief of the Map Division of the New York Public Library and until recently Chairman of the New York Group, has edited, with the cooperation of several Group Members, "A Survey of World Atlases", that is to be reprinted in *SPECIAL LIBRARIES*.

The Washington Group's new chairman, Dr. Burton W. Adkinson, has planned a survey of all the existing map collections in the United States with a view to issuing a handbook of the cartographic materials available in various American libraries and institutions.

Plans are well under way for the Group *News Bulletin* which was scheduled last year but failed to make its appearance.

CLARA EGLI LEGEAR, *Chairman*

HOSPITAL AND NURSING LIBRARIANS

The Hospital and Nursing Librarians Group, organized in 1944, has grown from an original membership of 10 to 201 and includes: Active, 157; Associate, 29; Institutional, 14; Student, 1. The largest membership is in the East; there is, however, a steady and growing gain in the Middle and far Western states.

Committees have been formed for the three projects sponsored by S. L. A. national committees. The Organization Chart project is completed and charts will be submitted to Headquarters in June 1946. A bibliography of material on hospital libraries, annotated and classified, some 1,000 items in length, will be ready in the fall of 1946. Work is progressing on the evaluation of standards and the preparation of a Manual. Work on the Reading Records project was postponed until after the Conference to give the membership an opportunity to discuss the various forms.

Two *News Letters* were sent to the membership during the year.

RUTH M. TEWS, *Chairman*

INSURANCE

Two issues of the Group's *Insurance Book Reviews* were issued during 1945-46. A total of \$61.44 is on hand in Group funds, including the amount budgeted to the Group at S. L. A. Headquarters.

Publicity about Insurance Group meetings to be held at the 1946 S. L. A. Convention was sent to 12 newspapers and trade papers and also to the Institute of Life Insurance for distribution to its members.

Two pre-Convention Bulletins were issued during the year.

PAT KLEIMAN, *Chairman*

MUSEUM

No new project was undertaken this year by the Museum Group. The Technical Advisor, Ella Tallman, continued to add bibliographies and indexes to her collection of classification schemes. Eleanor Mitchell, Group Liaison Officer, investigated the possibilities of reviving the back-indexing of the *Art Index* by separating editorial from printing costs. The Museum Group representative on the Classification Committee, which is working on the new edition of Dewey, is Margaret Rathbone. The representative on the Archives Committee is Margaret H. Beale. She has compiled from the Group archives a record of the officers, membership and achievements of the Group from 1941 to 1946.

One Bulletin was issued during the year. A Museum Group issue of *SPECIAL LIBRARIES* was published during the summer of 1945.

The New York Group held four meetings and the Washington Group, one meeting during the year.

RUTH NOBLE, *Chairman*

NEWSPAPER

The Newspaper Group has completed a fairly successful year and now has a membership of 344. The Membership Committee, under the Chairmanship of Mr. Richard Giovine, is drafting a report on ways and means of securing new members.

Mr. Lee White is making a review of the *Manual* and will submit his report at the Boston Convention.

During the year, the Group was saddened by the deaths of two of its most active members, Mr. Paul P. Foster of the Philadelphia *Inquirer*, former national Chairman, and Miss Anna T. Kottman of the *New York Times Index*, Chairman of the New York Group. We also mourn the loss of four more newspaper librarians, who passed away since our last Convention. They are Mr. John Goetz of the *New York Post*, the Rev. Raymond D. Holmes of the *Seattle Post-Intelligencer*, Mr. Herbert M. Sawyer, formerly of the *Worcester Telegram*, and Mrs. Jane Brown Reed, a member of the *Boston Globe* staff.

Newspaper libraries throughout the country, handicapped during the war by lack of equipment and personnel, are moving ahead again. Many postwar projects are rapidly becoming realities. 1946-47 should be a year of achievement for the Newspaper Group.

F. HEATON SHOEMAKER, *Chairman*

PUBLIC BUSINESS LIBRARIANS

The Public Business Librarians Group was organized in 1935. During this period several tools for business library work were developed, notably *Business and the Public Library*, written by 11 members of the Group; the *List of*

Business Directories, compiled by Laura Eales; and the *List of Statistical, Directory and Other Special Issues of Periodicals* based on the list maintained by the Business Information Bureau of the Cleveland Public Library. A survey on the use of business information was undertaken under the direction of Marian Manley. Public meetings have been held stressing the use of business information by the business community. To these, special invitations to business men in the community were extended during Marian Manley's Chairmanship at the Group meetings held during the New York and Philadelphia S. L. A. Conventions and also during Rose Vormelker's Chairmanship at the S. L. A. Indianapolis Convention.

During the past year much of the type of work previously conducted by the Public Business Librarians Group has been carried on under the American Library Association Committee on Cooperation with Business Groups. It, therefore, seemed that the time had come to review the place and function of this Group in Special Libraries Association. Those present at the annual meeting in Boston felt a broader consideration of business and commerce as a subject group in S. L. A. was desirable, and that limiting the Group to public business librarians duplicated present efforts in the American Library Association. Furthermore, it was pointed out, there is no place for active participation of those business librarians not in public libraries, e. g., business librarians in corporations and collegiate schools of business in Special Libraries Association. It was therefore decided to draw up a report embodying this discussion and to send it to the members of the Group, of whom too small a fraction were present in Boston to make any official recommendation to the S. L. A. Executive Board. The present Chairman was requested to remain in office until a decision on the recommendation was reached.

ROSE L. VORMELKER, *Chairman*

SCIENCE-TECHNOLOGY

Unfortunately the end of the war did not bring about the hoped-for decrease in the demands of individual jobs or of the work of the Chairman of this Group. While the duties and contacts connected with Science-Technology Group have been very enjoyable, your Chairman regrets that she has been unable to do a better job. Since the membership of the Group has grown to over 1,400 from about 900 in 1940, it has been absolutely impossible to maintain the individual contacts that are so desirable in any organization.

Several Committee and Section Chairmanships have remained unfilled, again because of the pressure of daily work. It is strongly recommended that a renewed effort be made to fill

these jobs, as well as to revive some of the Sections which have been dropped by the way-side or have never existed, e. g., Sections on Rubber, Foods, etc.

Two Bulletins have been issued this year covering the news and business of the Group. Again, it is regretted that time did not permit more frequent contacts and bulletins. Your Chairman and Secretary are recommending to the national Headquarters Office that this matter of Group Bulletins be given serious consideration as one of the services offered by that Office, in any expansion of services contemplated.

The only project resulting in a final publication during this year has been the *List of Subject Headings for Chemistry Libraries*. The *Union List of Russian Periodical Holdings*, while not in final form, is in the hands of the Publications Governing Committee for decision as to acceptability, format, editorial assistance, etc. The *Union List of Scientific and Periodical Holdings* is undergoing its final editing and should reach the Publications Governing Committee sometime this summer or early fall.

The materials and processes section of the *Subject Heading List for Aeronautics* has been completed; a decision as to separate publication or delay until the whole list is complete should be made soon.

The bibliographic pool has expanded until (May 15, 1946) there are 38 bibliographies deposited, with 28 requests for 61 bibliographies being received during a five month period. It is being recommended to the national Headquarters Office that if at all possible, the collection and distribution of these bibliographies be taken over by that Office.

The Public Relations Committee has sponsored the publication of the following papers: "Finding Facts for a Chemical Clientele," by Irene Stricby and Betty Joy Cole, in *Chemical Industries*, December 1945 and "Libraries, Advance Scouts for Research," by Lucy Lewton, in *Chemical and Metallurgical Engineering*, March 1946. (Others are in preparation for use in the near future). Reprints of these papers have been distributed to library schools, accredited schools of chemistry, etc. This Committee has also cooperated in obtaining letters of transmittal to be used with the S. L. A. brochure; letters have been written covering the petroleum and aeronautical fields; others are in preparation and should be available very shortly. It has also sponsored the preparation of an annotated bibliography of S-T methods, etc., which will be used as part of the S-T Manual as well as appearing in a preliminary edition for members of the Group if a satisfactory method of duplication can be decided upon.

The Illinois Chapter and the Public Relations Committee have been cooperating on plans for

an exhibit to be held in connection with the National Chemical Exposition in Chicago this fall.

As a result of a meeting of the Pittsburgh S-T Group, it has been recommended that S. L. A. undertake an evaluation of Commercial indexing and Abstracting services; action will be taken by the incoming Executive Board. Undoubtedly our Symposium will be used as part of the beginning material for such a survey.

ELMA T. EVANS, *Chairman*

SOCIAL SCIENCE

Three numbers in Volume VI of the *Social Science Bulletin* will have been issued by the middle of June. The *Bulletin* has continued to be edited by the Vice Chairman, Edith K. McMahon, to whom special credit is due for having assumed this responsibility for a second year and for keeping the publication going during the last few months in spite of her own prolonged illness.

The Social Science Group has been well represented in SPECIAL LIBRARIES during the past year, first through the four pages for our Group which were included in the *Proceedings* number in October 1945 and, again, by an additional five papers which appeared in a special Social Science number in April 1946.

We have at present nearly 900 members in the Group, and it is impossible that any officer could know the capabilities and interests, not to mention the availability, of more than a fraction of them. The Chairman believes that this handicap might be overcome and the effectiveness of the Group within Special Libraries Association increased if Group officers could have more information about individual members and if some means of coordination between the national officers and officers of the local Groups could be worked out.

HAZEL C. BENJAMIN, *Chairman*

TRANSPORTATION

The Transportation Group membership at present stands at 144, of which 30 are Institutional members, 103 Active and 11 Associate.

The Pacific Coast Chairman, Miss Emma Quigley, resigned during the year, and Miss Johanna Allarding, whom Miss Quigley suggested as her successor, has advised that there is very little interest or need for a Transportation Group in the Los Angeles area. She has recommended that the Group be considered inactive, at least for the present, and has suggested, that, since most of the interest in aviation centers around San Francisco, perhaps the West Coast activities should be centered there. Miss Allarding also reported that the answers to the questionnaire sent out by her and Miss Quigley to determine the need for Transportation librar-

ies or a Transportation Information Center in the Los Angeles area indicated no need for such a center. I would therefore recommend that this project be dropped.

Mr. W. Roy Holleman, Chief Librarian of the Boeing Airplane Company, Wichita, Kansas, has accepted the Chairmanship of the Committee to compile a Transportation Group Manual and work on the Manual is under way.

No book lists were issued during the year since a Chairman could not be found. However, there is still interest shown in the lists issued previously, and a few people have offered to help if lists are issued in the future. I would, therefore, recommend that this project be continued if a chairman can be found. The *Source List of Transportation Statistics* still remains to be completed, and it is hoped that it will be finished during the coming year.

The only local group is that in New York. This group held four meetings during the year, but attendance was so poor that discontinuance of the group has been under consideration.

Two Bulletins were issued during the year. In the February issue members were asked to express their opinions regarding the continuance of the Group since there had been so little interest shown in it. While the replies received were not voluminous, they did indicate interest in the Group and it is hoped that it will take a new lease on life now that the war is over and members can devote more time to Association activities.

EDITH C. STONE, *Chairman*

UNIVERSITY AND COLLEGE

The University and College Group devoted this year chiefly to a critical self-examination in an effort to meet frankly and honestly the question which has been asked about this Group more often, perhaps, than about any other Group in Special Libraries Association: "Why have this Group? Do universities and colleges have a place in S. L. A.?" The statement of the case may be found in the editorial in the December, 31, 1945 issue of the *University and College Group Bulletin*, and in the rather detailed answer, contributed as a letter from one of our readers, which appeared in the June 1, 1946 issue. The many points raised on both sides of the question make it inadvisable to close the issue at this time with a flat "Yes" or "No." The question requires further consideration.

The Committee on Professional Standards of the University and College Group is actively engaged in formulating standards to cover certain types of libraries not included in the *A. L. A. Classification and Pay Plan* (1943), specifically libraries in the professional schools of universities. The Chairman of this Committee, Sister Melania Grace, Librarian of Seton Hall

College, contributed a progress Report to the June 1, 1946 issue of the *University and College Bulletin*.

PHILLIPS TEMPLE, *Chairman*

COMMITTEES

AFFILIATION WITH A. L. A.

The time available to this Committee has not permitted the careful study of its assignment which the Committee believes it deserves; and accordingly, the Committee's report must be considered incomplete.

The Committee makes two recommendations on aspects of affiliation which may be described briefly. The Committee is unanimous in its opinion that the conditions of affiliation merit review in order to assure full value to both Associations. It is also agreed that some action should be taken now to reduce the excessive clerical work involved in payment of affiliation dues by S. L. A. to A. L. A., namely, "ten cents per capita for all members who are not members of the American Library Association." The Committee, therefore, recommends:

1. That the Executive Board continue this Committee, or appoint another, to review all aspects of affiliation of S. L. A. with A. L. A., with particular reference to ways and means of assuring full value of the affiliation to both Associations, and further, that the Committee be required to report to the Board by February 1, 1947, to allow for consideration of the report by the Board before its regular spring meeting.

2. That the Executive Board communicate to the Executive Board of A. L. A. the need for amendment of the A. L. A. By-law, Article I, Section 4, on payment of dues by Affiliated Societies, so as to simplify the payment of dues.

HERMAN H. HENKLE, *Chairman*

ARCHIVES

The Archives Committee has not completed the program proposed at the Council Meeting on December 1, 1945. This is due in part to the fact that the Committee requested was not appointed—there has been a Chairman only—and that only 12 of the 22 Chapters and five of the 13 Groups appointed archivists.

The material received from the former Chairman, Mr. George Pettengill, consisted of rosters and histories of Chapters and Groups, most of them ending with 1940-41 and in many cases compiled from secondary sources. There was similar material for the National, all of it from secondary sources.

Three projects have been undertaken, none of them completed. Copies of the form for annual reports worked out by the former Com-

mittee were mimeographed at Headquarters. One form was made out for each year for which we had incomplete information or information obtained from secondary sources for each Chapter and Group. On receipt of the names of the archivists these were mailed with a request that they be filled in and returned by May 15. Replies were received from six Chapters and three Groups, one Group Archivist writing that the material would be sent later.

No work has been done on verifying the material on the National. The Chairman has set up some simple rules for indexing the Executive Board and Council Meeting Minutes and has indexed, on cards, the Report of the Meeting of December 1, 1945. These have been submitted to Mrs. Stebbins for criticism and advice.

The members attending the Council Meeting on December 1 were unanimous in advocating the preparation of a Manual of procedures on the care and preservation of S. L. A. archives. As the Chairman felt that she was not qualified to undertake such a project, Mr. Henkle said that he would ask Mr. Pettengill to work on it.

Recommendations for next year are as follows:

1. That two other members be appointed to the Committee in addition to the Chairman, one representing the Chapters and one the Groups.
2. That these two members continue the work begun this year of bringing the material in the archives up to date and depositing it at Headquarters when completed.
3. That the work of indexing the Executive Board and Council Minutes be continued.
4. That the compilation of a Manual of procedures on the care and preservation of S. L. A. archives be continued.
5. That the whereabouts of the archives of the Albany Chapter and of discontinued Groups, such as Commerce, be investigated.

ABIGAIL HAUSDORFER, *Chairman*

CLASSIFICATION

During the year the Chairman has attempted to secure additional classification schemes and subject headings lists for the Loan Collection at Headquarters. Form letters were mailed to 25 librarians who had indicated on their questionnaire returns for *Special Library Resources* that they were using a special classification system not already in the collection. In addition, a form letter was sent to the Presidents of Chapters and Chairmen of Groups asking for their cooperation in urging members to contribute their special classification schemes. Some ten or more schemes have been added and considerable correspondence has ensued, some of which may eventually lead to the addition of special systems. Miss Isabel L. Towner, the former Chairman, has graciously consented to

classify and catalog the additional schemes as they are received.

The Chairman has been closely in touch with Mrs. Esther P. Potter, Director, Dewey Decimal Classification, in making plans for the cooperation of special librarians in the preparation of the Standard Edition of the D. C. Schedules have been distributed to nine special librarians who have consented to aid in criticizing that part of the D. C. which is in their special field. The Groups listed below are represented by the following special librarians:

Advertising—Helen Moore

Insurance—Emily Coates

Biological Sciences—Dr. William H. Mitchell

Financial—Katherine Uehlin

Museum—Margaret Rathbone

Social Science—Mrs. Constance B. Adams,
Marianne Yates

Transportation—Linnea Soderman

Public Business Librarians'—Rose Vormelker

Representatives for other Groups will be appointed shortly.

Many special librarians have already given Mrs. Potter valuable aid. However, this Committee hopes to be of further value in the particular areas of the D. C. represented by the different subject Groups in S. L. A. The work of this Committee is directed toward coordinating the activities of the special librarians who are helping in the revision and to act as a liaison between each Committee member and Mrs. Potter.

RUTH S. LEONARD, *Chairman*

CONSTITUTION AND BY-LAWS

This Committee exchanged views last fall and winter over suggestions that had accumulated in the files since the 1944 Conference. None of them seemed sufficiently urgent to require action this year and was so reported to the Executive Board and Advisory Council on March 23, 1946.

On April 1 agitation began looking toward some immediate changes. It was then too late to amend the Constitution, but after further correspondence the Committee decided to propose at the Annual Meeting of the Association on June 15th two amendments to the By-Laws. One relates to the returning of ballots through the mail and is designed to make the voting more secret. The other proposes a new method of adjusting the initial dues of all classes of new members which will make the financial auditing more efficient and will relieve the Executive Office of some of its burden.

Constructive suggestions are always welcome. The Committee recommends strongly, however, that any member wishing changes made at the 1947 Convention make his wishes known as early as January 1. The process of amending the Constitution is surrounded with certain

necessary safeguards that make hasty action impossible.

HOWARD L. STEBBINS, *Chairman*

DEVELOPMENT OF ADVISORY SERVICE TO BUSINESS AND INDUSTRY

This Committee feels that the time has come when S. L. A. must take a positive stand on the question of service to business and industry. It therefore makes the following suggestions:

1. That, since the promotion program of the Public Relations Committee has created a need for someone on S. L. A.'s staff who can act as a consultant on organization of new special libraries, and since there is a possibility that we may be asked for advice on reorganizing existing libraries, such a consultant be employed by S. L. A.; that the salary of this person, who should be the best available and well-experienced in special library work and activities, be covered by fees received for such a service;

2. That a manual be prepared giving general details on organizing a special library, i. e., Location, Staff, Equipment, Collections, Salaries, Financial arrangements (Budgets), General relation of library to administration of organization, and including information as to how existing libraries in outstanding organizations meet their problems;

3. That Groups compile or revise existing basic lists of reference books, periodicals and services;

4. That the consultant at Headquarters contact Chambers of Commerce, urging them to encourage their members to establish special libraries and to suggest to public libraries the addition of a special librarian on their staff to handle business reference service. If the public library budget is inadequate, the Chamber of Commerce, through its member firms, might underwrite the salary of the special librarian;

5. That trade associations compile a list of companies having no libraries and also encourage the organization of libraries for smaller members. S. L. A. speakers could be used on trade association convention programs;

6. That a survey be made as to the areas that need such extensive service by special libraries.

The above are only suggestions, not formal recommendations, but the Committee does urge S. L. A. to take some action along these lines.

MARION E. WELLS, *Chairman*

FINANCE

Where do we get our money, how is it spent, and what do we as members receive for what we pay? These are questions we should ask and have answered. The total income per

year over the last nine years ranges from \$17,290 in 1937 to \$42,656 in 1945. During these years from 44% to 51% of it came from members' dues, 34% to 51.1% from sales of publications. Sales include subscriptions to *SPECIAL LIBRARIES*, *Technical Book Review Index*, advertising and sales of individual publications. Conventions brought us 1% to 12%, and miscellaneous items, 4% to 11% of total income.

How was the money spent?

Carrying on the important work of Groups, Committees and Chapters takes from 10.3% to 12.6% of our income each year. Assisting in the work of all these divisions and handling the business of the national Association, the Executive Office requires 29.2% to 37.3% of annual income. Your magazines, *SPECIAL LIBRARIES* and *Technical Book Review Index*, and your individual publications cost your Association 34.3% to 53.6% of the amount received by the Association. Travel and Promotion represent only .3% to 2.8% of annual costs, and Conventions, .7% to 10.4%.

As our Association grows we spend a larger percentage of our money on certain activities. Chapters, Groups and Committees drew upon our income 3% more in 1945 than in 1942. The work of Headquarters became so heavy, salaries had to be raised, and costs of supplies increased to such an extent that we had to raise the percent for "General Operations" 6.6% above 1942. We need not be too disturbed, for in 1939, 44.6% of our income was spent in that way, against 37.3% in 1945. Of greater concern is the increased cost of publications. From the low of 11.6% for *SPECIAL LIBRARIES* in 1941 we reached a high of 23.2% last year. Our *Convention Proceedings* issue runs into large sums—last year over \$3,400 on that issue alone, or more than one-third the whole cost of the magazine for the year. Special or individual publications ran up to 16.2% of the total. *Special Library Resources* took the lion's share—about 50%. That publication now has a separate, long-term budget. Against increased costs measure increased revenues. The result appears in our Reserve Fund, \$29,640 in December 1945.

What does each of us receive for his dues?

We cannot gauge all benefits we enjoy as members in terms of dollars and cents. There are friendships and opportunities for personal development as well as a number of other advantages for which the existence of our Association offers the occasion. But this is a financial report. What it costs the Association to furnish us various services and the occasion above-mentioned, we can consider as returns. For each type of membership the Association spends per member the following amounts:

	Inst. \$	Act. \$	Assoc. \$	Student \$	Life \$	Sustaining \$
Chapters, Groups and Committees	1.36	1.36	1.36	1.36	1.36	1.36
General operations	3.50	3.50	3.50	3.50	3.50	3.50
Travel and promotion.....	.25	.25	.25	.25	.25	.25
SPECIAL LIBRARIES	2.81	2.81	.86	1.00	2.81	2.81
Individual publications52					
Conventions50	.50	.50	.50	.50	.50
TOTALS	8.94	8.42	6.47	6.61	8.42	8.42

Thus an Active member receives \$3.42 more than he pays in dues; the Associate, \$4.47; the Student, \$5.61; the Life (amortized on the basis of twenty years), \$3.42. Both Institutional and Sustaining contribute \$6.06 and \$16.58 more than dues. This makes up in part the difference between what the Association receives from other types of members. The remainder comes from sales of publications and from subscriptions.

Growth in size—and services

Contrast 1936 with 1946. Our membership reached 2,009 in 1936; in March 1946 it was 4,195. Our income in 1936 was \$14,615; in 1945, \$42,656. This means 108% increase in membership and 192% increase in income. We are as pleased with growth of membership and income as we may be disturbed by mounting costs. But measure costs in terms of return. We need not dwell on the value of our publications. That has proved itself in sales, reprintings and more sales. We know the good work of Chapters, Groups and Committees, for many of us take part in their activities. By participating in them we benefit by experience and benefit one another. So the rise in 1945 to three times the cost in 1937 is more than balanced by returns. Next to publications the highest cost is operation of Headquarters. That has more than tripled since 1937. Demands on the staff for more services by a larger membership have increased expenses.

Mrs. Stebbins, our Secretary, has received a great deal of praise, and rightly so, from many people, but we feel that her highest praise is the efficient functioning of the Executive Office. We come to depend on her more and more, for we know we always receive the help we need.

Summarizing the situation, we find that although our income and expenses increase, the amounts we spend on various operations, in percent of income, have declined since 1939.

PROBLEMS

During the year we had to revise Budget estimates made last fall because of large expenditures for *Special Library Resources* which could not be balanced by sales for the same period. Separate budgets were set up for that publication: one long-term, the other for this

year's cash requirements. From the Reserve Fund \$5,000 was loaned to the project, to be returned as sales from the sets are made. This arrangement was approved by Executive Board action on March 22, 1946.

At that time also the whole question of financing publications was discussed. It was and is recommended that separate budgets be made for future individual publications, or other long-term provisions be devised. As noted in this Committee's Report on Publications of March 24, 1944, sales of a publication may continue over as long as a ten-year period, whereas expenditures may occur in one or two years. The exception, of course, is S. L. R. Although no definite scheme is proposed at this time, it seems that separate publications should be financed as self-liquidating projects, excess of income over expenses to be added to current income.

The Committee further recommends a change in the By-Laws to eliminate fractional payment of membership dues; payment of the full amount should be made and allocated to the year in which membership is taken, except where the period is near the end of the calendar or fiscal year. If membership is taken in November or December, it should apply to the following year, with rights and benefits beginning at the time payment is made.

The Committee has ruled that under the present system of membership, Life, Active and Associate memberships can be held only by individuals, and hence are not transferable.

The Committee approves the recommendations of the Accountant that a numerical system of membership records be introduced for better control of membership accounts.

The Committee requests that an itemized record of all securities, including serial numbers of bonds or certificates, be made for the files of the Chairman.

The Committee wishes to thank members of the Executive Board and the Secretary for their cooperation.

WALTER HAUSDORFER, *Chairman*

INTERNATIONAL RELATIONS

During the year the Chairman of the International Relations Committee has been, through correspondence, in contact with libraries, librarians, library associations and ministers of

education in Russia, Sweden, France, Holland, United Kingdom, India, West Africa, Belgium and South America. In all, well over 100 letters have been written to foreign countries in regard to special library activities. Your Chairman also has had personal contact with librarians who were visiting in this country from England, France and Sweden. In discussing library situations with these librarians it was interesting to note that many of their problems were identical with our own.

The State Department has cooperated with the Committee by keeping it informed as to the Department's activities with libraries in the international field. The Committee has also been designated by the State Department as an official depository for complete UN documents.

Your Chairman has represented S. L. A. on the American Book Center for War Devastated Libraries, Inc., and is now serving that body as Treasurer.

A seven page bulletin prepared by your Chairman and commenting on trends in the special library field as well as activities of S. L. A. was prepared and mailed to some 300 representatives of special libraries and others in foreign countries.

Correspondence with libraries in foreign countries points to a very keen interest in the activities of S. L. A. with the thought that this Association may serve as a pattern and guide to wider establishment of special libraries in foreign countries. Many requests, particularly from South America, indicate an immediate interest in placing courses in special librarianship on the curricula of existing schools of library service.

Mrs. Stebbins has cooperated with your Chairman in the work of the International Relations Committee and has sent much information and many S. L. A. publications abroad in response to requests for such material.

Your Chairman forseees a much closer working contact in the foreign field of special libraries and recommends that the Committee be continued and enlarged, and that S. L. A. members in foreign countries be requested to accept appointments on it for the year 1946-47.

ELEANOR S. CAVANAUGH, *Chairman*

MEMBERSHIP

This Committee has the least difficult assignment of any on the Advisory Council of the Association. The function of the Committee is to sell more lines of personal communication through membership in Special Libraries Association and that is not difficult because the product is good and sells itself.

The work of the Chairman is made lighter by the cooperation of the other members of the Advisory Council. The national Secretary assists in every way possible, the Editor of SPECIAL

LIBRARIES cooperates with the membership program by giving space to the Committee and by always issuing a journal worthy of professional attention, the Finance Committee advises us of the expenses involved in the different classes of membership and the Public Relations Committee is of material help in keeping the name of the Association before prospective members.

It is gratifying to report that we now have a higher percentage of Active members. Five years ago, nearly 50 per cent of our membership was in the Associate class, today less than one-fourth of our members are in the Associate or Student class. We hope that this Committee will continue to encourage Active memberships because any lesser membership is of very little value either to the member or to the Association.

Forty-two states and several foreign nations reported new members during this past year. Without exception, each of the active Chapters enrolled new members. The total number, 4,337, as of May 20, 1946, shows a net gain of 421 members over the membership enrolled in May 1945.

The philosophy of the Membership Committee has been to provide a medium for overcoming certain inertias which exist in our profession. Individually, we may be a voice lost in the bookstacks, but collectively through our Association we can be a strong, forceful group.

Before the Convention has closed we shall add another Chapter to our list and I should like to pay particular tribute at this time to the work of three Committee members for making this possible: Miss Mildred Benton, Mrs. Dorothy Skau and Mrs. Irene Strieby.

The Membership Committee through the local Chapter Chairmen has attempted to assist with the collection of delinquent dues, as the Committee feels that a delinquent member is not a credit to the Association. The Chairman is not satisfied with a record that shows a 20 per cent delinquency at the end of March, three months after the date when dues should have been remitted to S. L. A. Headquarters.

Your Chairman has been in constant communication with the 33 members of the Committee and the suggestions from every one of these have been most helpful. Of particular assistance are the bulletins issued by the Chapters, and your Chairman appreciates the cooperation of the Chapters in making them available.

Your Chairman also takes this opportunity to thank Miss Mildred Adams for her kindness in representing the Committee at a meeting of the Advisory Council in March and in reporting on the meeting. Indeed, the cooperation of the Committee members has only been matched by the cooperation of the Headquarters staff, and I want at this time to apologize to Mrs. Steb-

bins for adding to the work of her Office which functions under the most trying conditions of inadequate space. The Committee recommends that every effort be made to expand the Office facilities as soon as possible so that the Committee can continue to bring in more members to create more work!

The Committee offers to the Committee on Constitution and By-Laws a recommendation to adjust the pro-rated feature of initial dues. It is suggested that members accepted after November 1 should be given the courtesies of membership upon payment in full of the dues for the following year. Members accepted prior to November 1 will be admitted to membership privileges upon payment of the full amount for the current year.

The Committee asks that a study be made of the period of grace permitted to delinquent members since the present period allowed exceeds that of many associations, and incurs a financial hardship on the Association.

The work of the Membership Committee never ends. S. L. A. must continue to expand until it includes every personal source of special knowledge and every person who shares our common interest.

The Chairman appreciates the kindness displayed by the Board in many instances, and suggests to the membership that working with this Committee is not work, but fun.

JANE BREWER, *Chairman*

PUBLIC RELATIONS

In accordance with plans made earlier this year, the Public Relations Committee has prepared copies of the new promotion brochure which the Committee hopes will please the Association members and prove a good investment by interesting large companies in establishing special libraries. The Committee has secured from the Chairmen of six Groups, namely: Advertising, Financial, Insurance, Newspaper, Science-Technology and Transportation, suggestions for letters to companies falling within their Groups. The Committee felt that these Groups would be sufficient for a beginning. The suggested form letters are to be adapted to the individual situation by the local Chapter President, and are not to be considered as a limitation but rather as an aid.

The Public Relations Committee is now receiving from the local Chapter Presidents lists of companies in their areas which fall into one of the above mentioned Groups and which do not have special libraries but could afford them. These lists are to be checked against the membership files at Headquarters to be sure that no companies are approached which already hold membership in S. L. A. Companies which do not fall within the orbit of a local Chapter are to be approached by the Group Chairman. It is

hoped that the work can begin this summer. The brochures are ready, and also the post-cards for enclosure with the letter from the Chapter President.

The two-year public relations program carried out by the Science-Technology Group has resulted in the publication by Group members of 13 articles which appeared in various technical and educational journals. The national Group sponsored a Round Table Discussion on "Technical Library Service" at the American Chemical Society meeting in Cleveland in 1944. It will put on an exhibit at the National Chemical Exposition, September 10-14, 1946, in Chicago.

The Liaison Committee of the Science-Technology Group of the Philadelphia Council prepared a film strip showing special library services. This project was initiated by Miss Rebecca Lingenfelter, Librarian, R. C. A. Victor Division, Camden, New Jersey, with the cooperation of local Group members. Those participating planned their own pictures and script to tell a story illustrating some special feature or unique phase of their work. This film strip will be used at the National Chemical Exposition and on similar occasions.

The Illinois Chapter's Science-Technology Group members prepared a Science-Technology *Bibliography* for use in the Group manual and elsewhere.

As Chairman of this Committee I cannot say enough for the cooperation and enthusiastic support given on every hand by members, the Executive Board, the Chapter Presidents and Group Chairmen, not to mention "the Office," which always replies promptly, fully and to the point!

ELOISE REQUA, *Chairman*

PUBLICATIONS

The *Directory of Microfilm Services* has been submitted in final form ready for publication and approved by the Executive Board. Other publications are still in process.

An Association membership list was issued as Part II of the January 1946 issue of SPECIAL LIBRARIES.

There has been a slight reorganization of the Publications Governing Committee by which the editorial staffs of SPECIAL LIBRARIES and TBRI became sub-committees. This was done so that all Association publications would come under the supervision of one committee. The editors of SPECIAL LIBRARIES and TBRI thus become members of the Publications Governing Committee. It was felt that since S. L. A. now has someone at Headquarters to do editorial work, the Publications Governing Committee and its sub-committees should act in an advisory capacity, thus relieving those who

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BETTY JOY COLE, *Chairman*

RESOLUTIONS

The Resolution Committee offers the following report:

Whereas the Special Libraries Association is convened in Boston, June 12-15, 1946, for its 37th Annual and first Postwar Convention, and

Whereas assistance has been so readily and generously given by Boston organizations to the Convention Committee, and

Whereas the members of S. L. A. have been so courteously and hospitably entertained at breakfasts, lunches, teas and receptions, and

Whereas the newspapers have given such generous publicity to our organization, and

Whereas the speakers at our meetings have given of their time and effort to present timely and interesting talks, and

Whereas we have been comfortably and adequately domiciled at the Statler Hotel, and

Whereas the Convention Committee has worked so long and diligently to provide such an excellent meeting

Therefore Be It Resolved that a cordial vote of thanks and appreciation be extended to:

American Airlines System

American Mutual Liability Insurance Company

American Oil Company

Boston Chamber of Commerce

Boston Convention Committee

Boston Elevated Railway

Boston *Globe*

Boston *Herald-Traveler*

Boston Museum of Fine Arts

Boston *Post*

Boston Public Library

Boston Public Library Professional Staff Association

Boston *Record, American & Sunday Advertiser*

Christian Science Monitor

City of Boston Public Celebrations Office

College Club

Copley Plaza Hotel

Federal Reserve Bank of Boston

First National Bank of Boston

Ginn and Company

Harvard University Libraries

Insurance Library Association of Boston

Liberty Mutual Insurance Company

Massachusetts Institute of Technology

New England Council

New England Mutual Life Insurance Company

Speakers

Statler Hotel

Elizabeth Wright, Convention Chairman, and to all who have assisted but whose names are

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not known to the Resolutions Committee and

Be It Further Resolved, that this resolution be spread upon the minutes of this meeting.

BETTY JOY COLE, *Chairman*

SPECIAL LIBRARY STATISTICS

The United States Office of Education held a Conference on Library Statistics on March 4-5, 1946, in Washington, D. C., Special Libraries Association being represented by Mr. Walter Hausdorfer. There was discussion of what had been published, what is projected and what data were needed in the library field, also whether a *census* or *sampling* would be the more desirable.

The Office seems interested and willing to collect and publish data on special libraries. S. L. A. not only welcomes this opportunity to obtain data our Association could not itself afford to collect and publish but it also recognizes this acknowledgement of our importance in the national library picture.

Your President, Mr. Herman Henkle, has appointed a Committee, the two members at present being Miss Eleanor S. Cavanaugh and Mr. Walter Hausdorfer, to consider what statistics are wanted. Recommendations will be sent to the Office of Education. Therefore your help is needed, either individually or through your Group affiliation, in informing the Committee what statistics of libraries are felt to be most important.

Various items on which it may be possible to collect data are listed below. Group members are to indicate by numbers 1, 2, 3 or 4, placed beside each item, the following comments or recommendations:

1. Data essential, but necessary to collect only every five or ten years (indicate which period)
2. Data essential. Collect every one or two years (indicate which)
3. Data not essential or helpful
4. Data could not be supplied by libraries in this Group

The Committee wants your criticism and further comments. Consider what statistics of special libraries you would like to have, and whether we should ask for data on *all* special libraries, or on a selected group, a sample? Should we compile as complete data as we can one year, and sample the next?

It is suggested that the Office collect basic data, indicated in Part I of the list, every five or ten years, and data on operations (*Service*, Part II) every two or three years. All replies should be sent to Mr. Walter Hausdorfer, Librarian, Sullivan Memorial Library, Temple University, Philadelphia, Pennsylvania.

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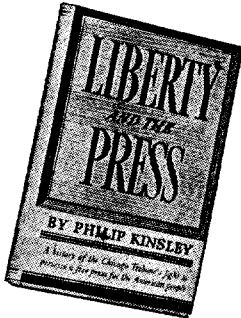
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STATISTICS OF SPECIAL LIBRARIES

Part I

Name of Library
Location
Organizational set-up: under what office, department, etc.; no. of libraries or branches.
Staff
Professional (Library) Professional (Non-library)
Clerical
Assistance from company pool.
Resources
Books
Periodicals
Currently received
Disposition
Pictures or illustrations
Films
Slides
Phonograph records
Manuscripts
Maps
Pamphlets
Services received currently
Research reports
Files (vertical)
Pamphlet and clipping
Company correspondence

Part II

Area of service
Entire company in central office or headquarters
Research staff
Plants
Agencies
Other organizations or companies
Public
Kind of service
Interlibrary loan
Indexing
Abstracting
Translating
News bulletin
Editorial
Routing of materials
Supplying of information
1. General reference
2. Dissemination of information
Literature searches
Patent searches
Data compilation
Supplying current data
Preparation of reports, bibliographies, etc.
WALTER HAUSDORFER, *Chairman*

STUDENT LOAN FUND

The balance in the Student Loan Fund as of June 5, 1946, is \$1,561.59. There is an outstanding loan to Mrs. Dorothy N. Orde. The original loan to Mrs. Orde was \$275 and she is

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making regular monthly payments and to date has paid \$190.

There have been no applications for loans during the current year.

Letters to promote the use of the Student Loan Fund were mailed to the heads of accredited library schools and some replies indicating interest were received.

The membership of the Committee now consists of Mrs. Lucile Keck, Librarian, Joint Reference Library, Chicago, Illinois, and Miss Marion L. Hatch, Librarian, U. S. Bureau of Mines, Central Experiment Station, Pittsburgh, Pennsylvania. There exists on the Committee a vacancy for a three year term.

MARION L. HATCH, *Chairman*

TECHNICAL BOOK REVIEW INDEX

The year 1946 marks the reconversion period for the circulation of the *Technical Book Review Index*. Since cancellation of subscriptions from Army Air Force libraries was expected for some time due to closing of AAF bases, Mrs. Stebbins took steps early in the year to secure new subscribers. A circular was sent from Headquarters to a selected mailing list of Public, College and University libraries offering a "trial" subscription to TBRI at a reduced rate. An advertisement was also run in various library journals with the same offer, and as a result we now have over 100 new subscribers to compensate to some extent for the losses.

Since the end of the war we received several orders for subscriptions from foreign countries. We believe that as soon as international contacts can be established on a wider scale we shall be able to increase our export.

A slight change has been made in the editorial policy of the *Technical Book Review Index*: the magazine now carries additional reviews of books previously entered. These entries are marked with asterisks to distinguish them from items published for the first time.

The *Technical Book Review Index* is in its 12th volume. Its editor is Julia C. Wallace.

JOLAN M. FERTIG, *Chairman*

SPECIAL REPRESENTATIVES

AMERICAN DOCUMENTATION INSTITUTE

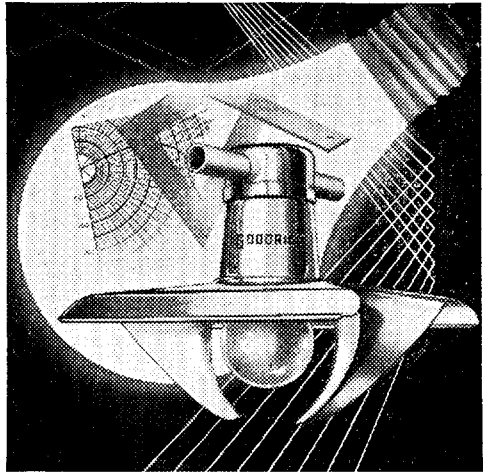
The activities of the American Documentation Institute have dwindled to an annual luncheon, at which a good deal of information on a good many subjects is disseminated. As S. L. A. representative I recommend that as long as A. D. I. exists S. L. A. should maintain representation in its activities.

MARY A. BENNETT, *S. L. A. Representative*

AMERICAN STANDARDS ASSOCIATION COMMITTEE Z-39

A. S. A. Committee Z-39 held no meeting

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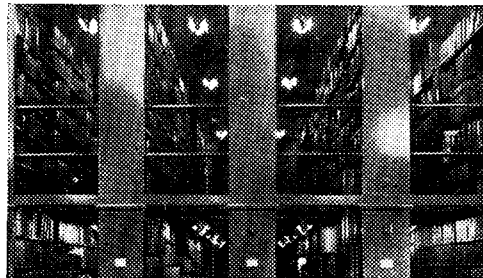


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during 1945-1946, and no subcommittee activity has been reported.

In November 1945 Mr. Henkle, President of S. L. A., requested that your Representative prepare for him a summary of the activities of Committee Z-39. This was done, and in the report was included the recommendation that S. L. A. continue its representation on the Committee.

RUTH MCG. LANE, *S. L. A. Representative*

JOINT COMMITTEE ON IMPORTATIONS

As this Committee is winding up its duties, the emergency for which it was established having passed, the Chairman is taking this opportunity to give a history and summary of its work.

The Committee was formed in 1941 with Mr. Thomas Fleming of A. L. A. as Chairman and your representative has served on this Committee since its inception to date. The purpose of the Committee was to insure the receipt of foreign periodicals to keep the files of U. S. libraries as intact as possible in spite of war. Up to that time the blockade of the Atlantic Ocean had necessitated shipment of foreign periodicals (especially German) through the Pacific via port of Los Angeles. With our entrance into the war this port of entry was closed.

The first task of the Committee was to obtain permission from the U. S. government for agents to transmit a sum of money abroad for foreign subscriptions. Two hundred thousand dollars was so set aside and subscriptions were to be for accredited research libraries and for technical and medical journals necessary to American research only. The second task was to obtain permission from the British government to have parcels of such periodicals shipped via the Atlantic by foreign publishers. When this was granted such parcels were personally inspected and certified in Bermuda by the Chairman of the Joint Committee. Contents of each parcel were vouched for as necessary for research in allied war effort. This was the Importation Plan of 1942.

Under such conditions trickles of German and other Axis technical journals were received by research libraries in the U. S. so that most of 1939, 1940 and 1941 files are complete.

A survey was made by the Committee on gaps caused by shipping losses which could not be filled by re-ordering, and a list was made of the holdings of those journals received, giving their location so that gaps could be filled by photostating or microfilming. This list, entitled *A Check-list of Certain Periodicals*, was deposited with the Library of Congress. Mr. Fleming also answered queries as to the location of current foreign journals in this country.

By March 1943 the Alien Property Custodian

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todian had undertaken to acquire, reprint and sell certain foreign journals from single copies obtained through Military Intelligence. Back numbers of 1940, 1941 and 1942 could be filled in for certain journals by purchase of reprints from Edwards Brothers, Agent of A. P. C. Fifty periodicals could be so subscribed to for 1943.

In November 1943 a second importation place was established when the Committee received a Treasury importation license and \$30,000 could be remitted to Switzerland for one copy of each enemy scientific publication not already present in the country. The gaps shown in *A Check-list of Certain Periodicals* could thus be filled in and a supplementary list of periodicals (Statement of Joint Committee No. 9) was issued.

In 1944 subscriptions were being taken for 1943 journals and permission was obtained to purchase Italian books and magazines by depositing funds with Italian booksellers through a treasury license obtained in October 1944. In 1945 the Joint Committee surveyed the state of various book dealers in France, Italy and liberated areas of Europe and abstracts of the communications from these were issued. Not as much loss had occurred in French, Belgian and Dutch publishing schedules as had been expected so that 1943 journals were being mailed. Italian dealers had managed to preserve material for American subscribers.

Edwards Brothers were continuing to reprint A. P. C. material at prices more reasonable than those of original publications. Subscriptions to 1944 journals were being completed in the face of acute paper shortages and price inflation, but current journals were not arriving on time. Ninety per cent of the Leipzig publishing area had been destroyed, German agents had lost their stored holdings and plates for reprinting were also destroyed. There had occurred a merging of similar journals; only 500 periodicals or 1/10 of peacetime publications were being issued.

In July 1945 the Joint Committee engaged a paid assistant to handle the clerical work incident to orders. Orders placed to March 1942 had been paid one-half in advance and a small service charge had been imposed. At present, the Joint Committee is completing billing the service charge and the various agents are sending out credits for balance of subscriptions not received.

1945 magazines of French, Belgian and Dutch origin are being received and subscriptions taken for 1946 journals.

No publications are coming out of Germany and the Chairman of the Committee is at present in Germany for the State Department attempting to negotiate for material in the Russian occupied zone of Leipzig to be released.

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An Interdepartmental Committee for Acquisition of Foreign Periodicals of the Office of Strategic Services is finding sources of microfilm holdings of foreign periodicals.

Gaps in knowledge of political and newspaper type of publications of Axis countries for 1939 to the end of the war are being filled by a special fund supplied to an American residing in Turkey who is buying local papers and books of Axis countries received in the Balkans for Yale, Harvard and New York Public Libraries. A list of these acquisitions has been sent to the Committee Chairman.

As regards the co-operation which the A. L. A. has shown the S. L. A. representative, the writer was in frequent contact by telephone with Mr. Fleming of the A. L. A. and was kept informed by him of all developments. She had little to do with setting up the policy but her suggestions were graciously received. It is felt that the emergency produced a satisfactory co-operation which, it is hoped, resulted in some benefits to libraries in both Associations.

LUCY O. LEWTON, *S. L. A. Representative*

MICROCARD

The Microcard Committee is a small committee which has accomplished a great deal in its short existence toward getting some real experimentation started in the manufacture of microcards. At the last Committee meeting several projects were suggested and practical experimentation is now being undertaken. Whether microcards become a reality or not, your Representative feels that S. L. A. has done well to cooperate in this effort to give them a chance to prove their worth.

MARY A. BENNETT, *S. L. A. Representative*

EMERGENCY BINDING COMMITTEE

It has been requested that an evaluation of our affiliation with the Library Binding Institute be included as a part of the present annual report. Accordingly, the following facts are submitted:

On November 18, 1941 Miss Laura Woodward, then President of Special Libraries Association, wrote the undersigned that "Mr. Pelham Barr, Executive Director of the Library Binding Institute, has asked Special Libraries Association, as well as the American Library Association and Association of Law Libraries, to appoint a representative to serve on a special Emergency Committee, the duties of which will be to take whatever steps are necessary to keep materials moving into the binderies.

"Since the Executive Board, on October 24, approved of the appointment by the President of a representative to serve in this capacity, Mr. Barr has asked if we will appoint a Washington representative as well as one from New York City.

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"I should like very much to have you serve as the Washington representative of this Committee . . ."

The undersigned agreed to serve as Washington Representative, and has done so ever since, working in close cooperation with Mr. Barr and later, also with Mr. Paul Howard of the A. L. A. National Relations Office. Innumerable interviews were held with officials of such Federal agencies as the War Production Board, the Office of Civilian Requirements, etc. It is difficult to give a definite answer to the question as to just what results were obtained, and consequently of the precise value of our work to Special Libraries Association. However, the binders are still binding, even though they are faced with a number of serious difficulties, which are noted below.

One of the chief values of our work has been educational. It frequently happens that a government official may be an expert in his own particular line, and still have a very limited knowledge of what libraries are, and what library binding is. One man, for example, did not know that cotton duck was used in manufacturing the buckram with which books are bound. We have placed carefully prepared statements covering the essential facts about library service and binding into the hands of responsible officials in an effort to convince them of the importance of binding, and of the relatively small amount of materials required each year to meet binding needs. Mr. Barr tabulated the results of a questionnaire sent out to binders by this Committee, and the report he sent in to the Government was described by one official as "the best report we have yet received from anybody on civilian requirements."

Although the war is over, it would seem unwise to discontinue the office of "Special Representative to the Library Binding Institute" (as it has now come to be called). Should adverse legislation occur, or other difficulties arise, it would be easier to cope with them by utilizing our present setup than by starting again from scratch. Even without unforeseen difficulties, there are plenty to face at present. The materials situation is worse than during the war; only one mill is making its prewar fabric, and one other mill is making an alternate fabric approved by the Joint Committee of A. L. A. and L. B. I. for emergency purposes. No prediction can be made as to when regular buckram will be in normal supply again. Other textiles are in very short supply—often unobtainable.

Prices of materials are going up since the O. P. A. has failed to hold the line. Buckram has had two price increases in three months—retroactive so that binders had to pay an additional bill after the buckram was in books. Binder's board is up in price; so is gold, used in marking books. Reinforcing and backlining

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fabrics of usable types are selling at two or three times the prewar level.

Labor is still short; there are needed about 16 per cent more people to bring working forces up to normal. Wages are steadily rising, while productivity is low and unit costs higher than last year.

The delivery outlook is not good, although there are indications that in some binderies the situation might change for the better during the next few months. However, normal delivery schedules are a long way off.

Even if general inflation is controlled soon, binders will need more money to break even. Libraries should figure on higher binding budgets and allocations.

PHILLIPS TEMPLE,*S. L. A. Representative to L. B. I.*

Announcements

Miss Jameson Attends Study Group

Miss Mary Ethel Jameson, Librarian of the National Industrial Conference Board, Inc., New York, who spent the month of August in England and Scotland, represented S. L. A. at a Study Group on Special Librarianship organized by ASLIB, held at Chaucer House, London, on August 12-17. Discussions included what is needed from the special librarian; special library routine; statistics; and questions on sources of information.

**Call to S. L. A. Board and
Council Meeting**

The S. L. A. Executive Board and Advisory Council will meet Saturday, October 26, at 9:30 A. M., at the Hotel Pennsylvania in New York City. The meeting is open to all S. L. A. members. This is an opportunity for you to learn the problems confronting the Board and Council and to take part in the discussion of these matters. I urge all of you who are close enough to take advantage of attending this meeting to do so.

*BETTY JOY COLE, President***Miss Cole Visits 5 S. L. A. Chapters**

Betty Joy Cole, President of Special Libraries Association, visited the Montreal Chapter on September 22-23; she was guest speaker at a dinner meeting of the Toronto Chapter held at the Canada Life Assurance Company on September 25. The Western New York Chapter had Miss Cole as guest of honor at dinner at its first meeting of the new season on September 28 at the Westbrook Hotel in Buffalo.

On October 19 Miss Cole will be the speaker at a joint luncheon meeting of the Pittsburgh Chapter, S. L. A., and the Pennsylvania Li-

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brary Association, at the University Club in Pittsburgh.

When the new Louisiana Chapter holds its first organizational meeting on November 14, Miss Cole will be present to bring greetings from the national Association.

Executive Secretary to Visit Western Chapters

Since no S. L. A. Convention has been held on the west coast for the past 16 years, due in part to the war, and since no national officer has been able to visit these western Chapters since Miss Alma C. Mitchill visited them during her year as President in 1939, the Executive Board has asked the Executive Secretary, Mrs. Kathleen B. Stebbins, to visit each of the 3 west coast Chapters before the first of the year, as well as any midwest Chapters which she could contact en route.

Mrs. Stebbins will therefore be the guest of the Illinois Chapter on November 12; the Minnesota Chapter on November 13-14; the Puget Sound Chapter on November 16-18; San Francisco on November 19-21; Southern California at Los Angeles November 22-24; and the Greater St. Louis Chapter on November 26.

While in Chicago Mrs. Stebbins plans to assist with the arrangements for the 1947 Convention to be held June 10-13 at the Drake Hotel. She will also help the Southern California Chapter formulate a tentative program for the 1949 Convention which is planned for Los Angeles.

G. E. Stechert & Co. Changes Its Name

Mr. Walter A. Hafner announces that as of October 1, 1946, the firm of G. E. Stechert & Co. will be known as Stechert-Hafner, Inc. This has been brought about by a long-standing desire of the Hafner family to identify its name more closely with the business, which was purchased by Mr. Alfred Hafner in 1914. The time chosen for this change coincides with the firm's Diamond Jubilee. Officers of the new corporation are: Walter A. Hafner, President; Alfred Hafner, Vice-Pres.; Otto Hafner, Sec.-Treas.; Albert Daub, General Manager.

The new organization will be devoted entirely to bookselling, both domestic and foreign. The offices in London, Paris, Berne, as well as a new one in Genoa, will continue their activities as in the past. A branch in Germany will be re-established as soon as conditions permit. The books published by G. E. Stechert & Co. will be taken over by the Hafner Publishing Company, Inc., Mr. Otto H. Hafner, President. In addition to the existing Stechert reprints this firm will publish scientific books as well as books of general interest. The offices and stockrooms will be located in the Stechert-Hafner Buildings at 31 East Tenth Street, New York 3, N. Y.

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Mr. Henkle Visits Central and
South America

Mr. Herman H. Henkle, President of Special Libraries Association, 1945-46, will leave for Central and South America on October 7 for a tour which will bring him back to the Library of Congress on November 18. The purpose of his trip is to discuss with Latin American Librarians the agenda of the Asamblea to be held in Washington in May and June, 1947. He will also visit libraries in which the Library of Congress staff members have had assignments under the Interdepartmental Committee's program of cultural cooperation. His itinerary will include attendance at the Second International Congress of Librarians, Custodians of Archives and Curators of Museums of the Caribbean Area in Guatemala City, and visits to the national libraries of Venezuela in Caracas, and of Brazil in Rio de Janeiro. He will also visit libraries and discuss problems of cataloging and library training with librarians in Guatemala City, Balboa, Rio de Janeiro, Caracas, Sao Paulo, Buenos Aires, Montevideo, Santiago and Lima. In Montevideo, Uruguay, he will attend a conference of Latin American librarians which is being planned by Señor Juan Silva Vila, Director of the National Library, who recently visited the Library of Congress.

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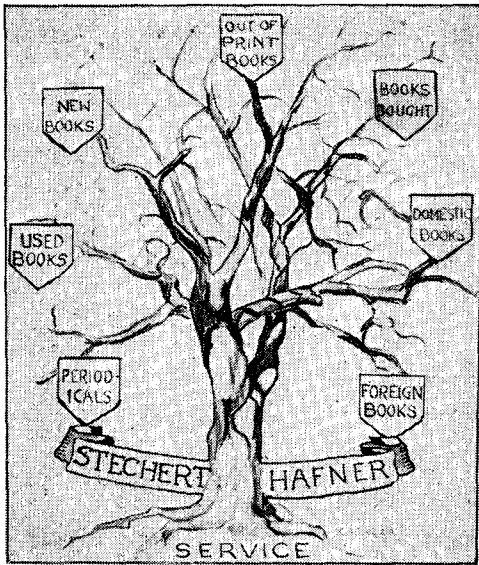
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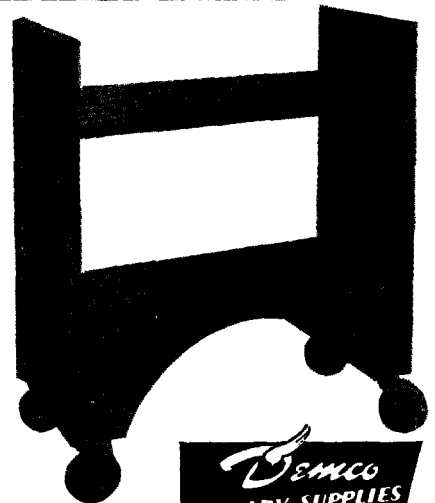
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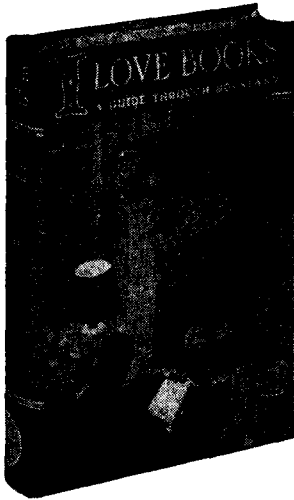
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