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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 37

January 1946

NUMBER 1

Part I

The San Francisco Conference—Its Structure and Documentation
Nelle Signor

Program and Exhibit Materials on Postwar Housing
Helen L. Norris

An Architectural Clipping File
Agnes Sette

A Special Library for Disabled Veterans
Mrs. Martha E. Schaaf

Employee Plans for Professional Advancement
Ann Crowley

Published by
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THE SAN FRANCISCO CONFERENCE—ITS STRUCTURE AND DOCUMENTATION

By NELLE SIGNOR

Librarian, Political Science Library, University of Illinois Library, Urbana, Illinois

IN the Autumn of 1944, representatives of the United States, the United Kingdom, the Soviet Union and China met at Dumbarton Oaks to consider plans for an international organization for the maintenance of peace and security. On the completion of the Dumbarton Oaks conversations October 7, 1944, proposals for the establishment of a general organization were submitted to the United Nations governments for their consideration. At the Crimean Conference in February 1945, the four Big Powers, namely, the United States, the United Kingdom, the Soviet Union and China decided to call a United Nations Conference to be held in San Francisco April 25, 1945, to prepare a general international organization based on the Dumbarton conversations.

The invitation to the San Francisco Conference was first extended to all nations that had declared war on Germany or Japan by March of the current year. Forty-six of these nations accepted the invitation. At the first Plenary Session of the Conference on April 30, invitations were extended to White Russia, the Ukraine and Argentina and on June 5, Denmark, bringing the total number of delegations to fifty.

ORGANIZATION AND PROCEDURE OF CONFERENCE

The organization and procedure of the Conference was determined by suggested rules drawn up in the State Department and submitted to the heads of the delegations at a preliminary session of the Conference. These rules were generally accepted and the Conference was organized along these lines. The General Committees consisted of a Steering Committee com-

posed of the heads of all delegations, an Executive Committee of representatives of fourteen states elected by the Steering Committee to prepare recommendations for their consideration, a Co-ordination Committee of representatives of the same fourteen states to supervise the final drafting of the various recommendations issued by the Commissions of the Conference, and a Credentials Committee whose function was to examine the credentials of all the delegations and to make a report to the Plenary Session on the result of their findings. In addition to the General Committees there were four main commissions each with its appropriate committees, whose work was to study the original Dumbarton Oaks proposals and make recommendations to the Plenary Conference for the final text. These were Commission I.—General Provisions, Committee 1, Preamble, Purpose and Principles, Committee 2, Membership, Principal Organs, Amendment and Secretariat; Commission II.—General Assembly, Committee 1, Structure and Procedures, Committee 2, Political and Security Functions, Committee 3, Economic and Social Cooperation, Committee 4, Trusteeship System; Commission III.—Security Council, Committee 1, Structure and Procedure, Committee 2, Peaceful Settlement, Committee 3, Enforcement Arrangements, Committee 4, Regional Arrangements; Commission IV.—Judicial Organization, Committee 1, International Court of Justice, Committee 2, Legal Problems. Each Commission with the exception of Commission IV, had its own President, Rapporteur and Assistant Secretary General, while each Committee had a Chairman and

a Rapporteur. Commission I, Committee 2, had two Rapporteurs. These were nominated by the Steering Committee and approved by the Plenary Session.

The Plenary Sessions were composed of the delegations of all the participating nations and were presided over in turn by the heads of the four sponsoring powers. The original proposal which provided for a single president of the Conference did not meet with unanimous approval, so after much discussion it was agreed that the four presidents of the sponsoring powers should rotate in presiding. Every delegation was entitled to have a member on each of the Commissions and Committees who was entitled to one vote. Questions of procedure were decided by a majority vote and questions of substance by a two-thirds majority, in each case, of those present and voting. The two working languages of the Conference were English and French while the more important documents were also issued in Russian. The final documents, the *Charter*, the *Statute of the International Court* and the *Interim Agreement*, were issued in the five official languages, Chinese, English, French, Russian and Spanish.

DOCUMENTATION OF THE CONFERENCE

The documentation of the Conference in general includes, *The Journal of the Conference*; *Verbatim Minutes* of the Plenary Sessions; *Verbatim Minutes* of Commissions; *Agenda* for meetings of all bodies; *Reports* of Technical Committees; *Precis of Committee Meetings*; *Working Papers* for Committees and sub-committees; *Comments, Proposals and Amendments relating to the Dumbarton Oaks Proposals*, submitted by participating governments; *Special documents* submitted by Delegations for distribution to all delegates and *Secretariat notices or communications*, distributed to all Delegations.

The important work of the Conference, the actual drafting of the Charter, was done in the sessions of the Twelve Technical Committees. The documentation from which these Committees worked

was prepared by an international Secretariat made up of experts in the fields of international affairs, drawn largely from research organizations, from colleges and universities, and to some extent from Government staffs, Foreign Offices and the State Department. Since the Dumbarton Oaks Proposals were the basic documentation of the Conference the first task of the Secretariat was to organize the observations and amendments proposed by the various delegations into a working document for the Technical Committees. The original proposals were issued in separate document form and were often bulky and awkward to use. To make the information more useable the Secretariat published in one large volume, in both English and French Text, all of the Proposals, indexed by country, with a table of contents arranged by delegation with document reference. The title of this is *Comments and Proposed Amendments Concerning the Dumbarton Oaks Proposals*, and is Document 2 in the serial numbering. A guide and index to Document 2 was issued as Document 288, with the title, *Guide to Amendments, Comments, and Proposals, Concerning The Dumbarton Oaks Proposals for a General International Organization*. This document is arranged in three columns: 1—Dumbarton Oaks Proposals; 2—Amendments proposed by the four sponsoring powers governments; 3—A comprehensive index to amendments, comments and proposals, arranged by country, with subject sub-divisions and document division and document reference.

With the above documents in available form the Technical Committees began the task of drafting a charter. Since these sessions would naturally involve much discussion and debate it did not seem practicable to publish a verbatim record of the proceedings. As a substitute, Committee secretaries prepared digests of the sessions from their own minutes and from an informal verbatim record made by Conference stenographers. These were published in English, French and Russian,

and circulated the following day. Some of the most colorful and interesting features of the Conference appear only in the informal verbatim records, which although not to be published will be put in the archives of the Conference. A *Press Communiqué* was issued by the Secretary of the Committee after the close of the session to keep the press informed on the work of the Committees, as they were not admitted to sessions of the Technical Committees; however, press conferences were commonly held by the Chairman of the Committee. *The Precis of Committee Meetings* is a brief summary of the work of the Committees issued for the information of delegates wishing a summary of the day's work. A fuller summary of each Committee meeting was also published daily in the *Journal of the Conference*.

The *Working Papers* were the most restricted documents of the Conference. These were the confidential materials from which the Technical Committees worked in their preparation of Charter Proposals. These include a great variety of material, but more particularly Drafting Proposals of Sub-Committees. At the beginning of the Conference, often as few as fifty copies of *Working Papers* were published, but later on they were released more freely and toward the end of the Conference were distributed along with the regular documents.

The *Charter* as finally ratified includes nineteen chapters as follows: The Preamble; Chapter I—Principles and Purposes; Chapter II—Membership; Chapter III—Organs; Chapter IV—General Assembly; Chapter V—The Security Council; Chapter VI—Pacific Disputes; Chapter VII—Action with Respect to Threats to the Peace, Breaches of the Peace and Acts of Aggression; Chapter VIII—Regional Agreements; Chapter IX—International Economic and Social Cooperation; Chapter X—Economic and Social Council; Chapter XI—Declarations Regarding non-Self-Governing Territories; Chapter XII—International Trustee-

ship System; Chapter XIII—The Trusteeship Council; Chapter XIV—The International Court of Justice; Chapter XV—The Secretariat; Chapter XVI—Miscellaneous Provisions; Chapter XVII—Transitional Security Arrangements; Chapter XVIII—Amendments; Chapter XIX—Ratification and Signature.

The Statute of the Permanent Court of International Justice under the United Nations Organizations follows very closely the old court under the League of Nations Organization. The important difference is in the matter of membership. Under the statute of the new Court, all members of the United Nations are automatically members of the Court, while in the case of the old Court, a nation might belong to the World Court and not be a member of the League of Nations.

The Interim Agreement is the United Nations Agreement to set up a Preparatory Commission to operate in the interim period before the New World Organization is ratified and comes into existence. According to the *Agreement* the Preparatory Commission was to be composed of one representative from all countries signing the Charter and an Executive Committee consisting of one representative from each of the fourteen nations that made up the Executive Committee at San Francisco. The Agreement provided for a meeting in London where the Preparatory Commission would make tentative arrangements for the first session of the General Assembly, the Security Council, the Economic and Social Council, the Trusteeship Council; for the establishment of the Secretariat and for the convening of the International Court of Justice. The Commission was also given authority to make recommendations for taking over certain activities of the League of Nations and also to arrange for the possible affiliation of such organizations as the International Labour Office.

ARRANGEMENT OF DOCUMENTS

The Documents of the Conference are arranged by serial numbers to 1210 in

order of publication. Under document number they are grouped first by Commission, then by Committee with number of publication, e. g. DOC 875 Document IV/I/74

875, Commission IV Judicial Organization, Committee I, International Court of Justice, seventy-fourth document issued. An amendment to a document is indicated by a number in parenthesis following the number of issue. *Working Documents* were originally numbered separately but later when they became less restricted they were assigned numbers in the general series. The *Journal of the Conference* is numbered both periodically and as a part of the general serial set. For re-

search purposes, libraries should disregard the serial numbering and group documents by subject matter, e. g. all General Documents together, the *Dumbarton Oaks Proposals* together with *Amendments* and *Proposals of Delegates* and the *Guide and Index, Commission and Committee Reports, Precipos of Committee Meetings* and *Working Papers*. With this arrangement it would be possible for a research worker to follow the work of an individual Committee through the Conference. A bound set of the United Nations Documents arranged in this form is being published by the United Nations Information Organizations in cooperation with the Library of Congress.

PROGRAM AND EXHIBIT MATERIALS ON POSTWAR HOUSING

By HELEN L. NORRIS

First Assistant, Oak Park Public Library, Oak Park, Illinois

MANY current magazines and newspapers are carrying articles on postwar housing and librarians may well ask themselves what implications this subject has for them. Although it may readily be recognized as a timely topic around which to plan an exhibit, it also has far deeper implications than mere current interest. In its broader aspects better housing presents a new approach to living, and is concerned with vital social problems. The library, as a social institution, also has a moral obligation to the community to present up-to-date, carefully selected material on the many phases of this important subject. Here certain basic problems should be considered, such as slum clearance and community planning. Specialized problems include house planning, design, prefabrication, solar radiation, construction, materials, mechanical equipment, financing

and a host of other issues of interest to anyone who owns a home or hopes to own one.

Books with basic information on these various aspects are available in most libraries and those wishing a better knowledge of them are referred to Miss Gladys Miller's article, "Better Homes in the Offing," in the February 1945 issue of *SPECIAL LIBRARIES*. The more specialized library materials will be dealt with here, particularly pamphlets and so-called audiovisual aids which are of primary importance in program and exhibit planning.

Pamphlet material will be found, in many cases, to be far in advance of books on the subject since much of it is published by societies interested in housing and community planning. A few of the most important examples are: The American Planning and Civic Association publishes an *Annual* dealing with postwar

planning and urban rehabilitation; The American Society of Planning Officials issues research and educational material on community planning and urban redevelopment; The John Randolph Haynes and Dora Haynes Foundation has pamphlets and paper-bound books dealing chiefly with legislation in California and city planning in Los Angeles; The National Association of Housing Officials publishes proceedings of the annual meeting, bulletins, pamphlets and a yearbook covering postwar housing, city and regional planning; The National Committee on Housing issues the proceedings of the National Conference on Postwar Housing and books and pamphlets on housing and planning; and The Housing Committee of the Twentieth Century Fund has released several housing surveys and research studies.

Government agencies also publish timely material on housing. The bulk of this comes from the National Housing Agency and its three constituent units: The Federal Home Loan Bank Administration, The Federal Housing Administration and The Federal Public Housing Authority.

Smaller agencies are being created as the need arises to meet the demand for up-to-date published information. Typical of these is the Small Homes Council of the University of Illinois. The Council's chief purpose is to inform the public on home building and home ownership through research, experiment and education. Circulars have already been issued on such subjects as Solar Orientation, Selecting the Home Site, Financing the Home, Storm Windows and Heating the Home.

Commercial firms advertise their free booklets in the popular magazines. Representative of these are *Heating and Air Conditioning the Postwar Home* put out by the Minneapolis Honeywell Regulator Company of Minneapolis, and *Home Hints for Postwar Planners* by the Timken Silent Automatic Company of Detroit.

Several popular periodicals offer house

plans; articles on interior decoration, heating and insulation; and information on new equipment, materials and fabrics for the postwar home. A representative list of these periodicals is given at the end of this article. These same magazine publishers have also issued pamphlets and books on housing. Reprints have been made of outstanding articles in the periodical *Prefabricated Homes* and are sold as separates. The *American Home* and *Better Homes and Gardens* have published pamphlets and books of house plans. The more technical magazines, such as *Heating and Ventilating Engineering*, also cover certain aspects of the postwar home.

Complete exhibits may be rented for a nominal fee from the Department of Circulating Exhibitions and Educational Services of the Museum of Modern Art. The two listed are available for schools, clubs and libraries:

What is Modern Architecture?

Part A. Introduction to modern architecture. Explains how changes in living have affected changes in building in the twentieth century. Rental fee, 2 weeks. \$10.

Part B. Examples of important modern buildings, including houses, schools, offices and factories designed by leading modern architects of Europe and America. Rental fee, 2 weeks. \$10.

Planning the Modern House.

This exhibit teaches some of the fundamentals of contemporary building design and construction by following the steps that went into building a small house in California. Rental fee, 2 weeks. \$10.

Exhibits on Brazilian architecture and war housing are available from the same source to museums, colleges and universities for rental fees of \$40 and \$60.

Increased use is being made in libraries today of moving pictures, slides and filmstrips in connection with forums. *The Educational Film Catalog* (New York, H. W. Wilson, 1944) found in many libraries, is a good guide to moving pictures for educational use. The extension divisions of a number of state universities are now operating film lending centers, handling government films as well as those made by

commercial and non-commercial firms. New York University and the state universities of Illinois, Indiana and Wisconsin have representative divisions. These agencies, together with the non-commercial film libraries, service the different regions of the country fairly well.

A few selected films on housing and related subjects are:

The City

This film succeeds in making a strong appeal for planning of cities that take care of human needs. It is made by the American Institute of Planners and provides concrete suggestions for wise city planning in the post-war world. Commentary by Lewis Mumford; music by Aaron Copland. 3 reels, sound. \$4.50 a day. Available from New York University Film Library.

The City

"This is an excellent documentary film of genuine sociological significance. Its emphasis is upon the undesirable living conditions in crowded cities and upon the necessity for proper planning and zoning to remold our old cities and build new communities better suited to our needs." Produced by the Civic Films, Inc. 1 reel (1200 feet) 16mm. sound. 31 minutes. Rental, \$2.50. Available from the University of Illinois Visual Aids Service.

Growth of Cities

"Factors which determine the location and growth of cities. Various types of cities and city plans are presented. Factors involved in the decentralization of the city into the metropolitan area and the prevailing trends of city planning are clearly presented." 1 reel. 16mm. sound. Rental, \$1.25. Available from the Indiana University Visual Aids.

Housing in Our Time

The story of housing conditions in our country today and the efforts of the government to correct bad housing situations. An excellent film for introducing a study of housing. 20 minutes. 16mm. sound, 35mm. sound. Available from the Federal Public Housing Authority, Washington, D. C.

New Towns for Old

"This film issues a challenging appeal for good housing after the war, and the continuation of the slum-clearance, planned community projects undertaken by the British just before the war." This film should supplement the American film, "The City." 1 reel, sound. Rental, \$1.50 a day. Sale, \$8.50. Available from the New York University Film Library.

The Story of Rock Wool Home Insulation

"By dramatization, the film explains causes of draft and loss of heat in homes. Animation shows movement of air. Manufacture of rock wool insulation. Installation of insulation in homes." 2¼ reels. 16mm. sound. Rental, 50¢. Bureau of Mines. Available from the Indiana University Visual Aids.

Slide sets available from the Department of Circulating Exhibitions and Educational Services of the Museum of Modern Art include:

Brazil Builds

A slide talk of 80 kodachrome slides 2x2 inches, with mimeographed text for adult audiences. Rental, \$10 a week.

What is Modern Architecture?

(Now in preparation) Black and white, 3¼x4, 2x2 inches. Rental, \$5 a week. Purchase price for set, \$35.

To accompany the latter a 36 page booklet containing 80 plates is sold for 25¢ each when purchased in lots of 10 or more.

An interesting filmstrip available from the American Council on Education is:

City Within a City

Depiction of a modern housing project as a striking example of what can be done to provide pleasant, healthful surroundings for middle-class families who are obliged to live in overcrowded cities. 41 frames. Sale, \$1.50.

This survey indicates very briefly the variety of audiovisual materials and pamphlets which are available on postwar housing. Librarians should, by these means and through books and periodicals, be able to keep their clientele informed on this timely and important subject.

SOURCE LIST

SOCIETIES PUBLISHING PRINTED MATERIALS

- American Planning and Civic Association.
901 Union Trust Building, Washington 5, D. C.
American Society of Planning Officials.
1313 East 60th Street, Chicago 37, Illinois.
John Randolph Haynes and Dora Haynes Foundation.
2324 South Figueroa Street, Los Angeles 7, California.
National Association of Housing Officials.
1313 East 60th Street, Chicago 37, Illinois.
National Committee on Housing, Inc.
512 5th Ave., New York 18, N. Y.

Twentieth Century Fund, Inc. Housing Committee.
330 West 42nd Street, New York 18, N. Y.

PERIODICALS

American Builder and Building Age. Monthly. \$2.00.
105 West Adams Street, Chicago 3, Illinois.
American Home. Monthly. \$1.50.
444 Madison Ave., New York 22, N. Y.
Architectural Forum. Monthly. \$4.00.
330 East 22nd Street, Chicago 16, Illinois.
Architectural Record. Monthly. \$3.00.
119 West 40th Street, New York 18, N. Y.
Better Homes and Gardens. Monthly. \$1.50.
1714 Locust Street, Des Moines 3, Iowa.
House and Garden. Monthly. \$4.00.
420 Lexington Avenue, New York 17, N. Y.
House Beautiful. Monthly. \$4.00.
572 Madison Avenue, New York 22, N. Y.

Pencil Points. Monthly. \$3.00.
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Prefabricated Homes. Monthly. \$2.00.
114 East 32nd Street, New York 16, N. Y.

EXHIBITS, FILMS AND SLIDES

American Council on Education.
744 Jackson Place, Washington 6, D. C.
Illinois. University. Division of University Extension.
Visual Aids Service, Urbana, Illinois.
Indiana. University. Extension Division.
Visual Aids, Bloomington, Indiana.
Museum of Modern Art. Department of Circulating Exhibitions and Educational Services.
11 West 53rd Street, New York 19, N. Y.
New York University. Film Library.
71 Washington Square South, New York 12, N. Y.
Wisconsin. University. Extension Division.
Visual Aids, Madison, Wisconsin.

AN ARCHITECTURAL CLIPPING FILE

By AGNES SETTE

Formerly Librarian of Ware Memorial Library, Columbia University, New York, N. Y.

AN architectural library, like most special libraries, has to provide for non-book material as well as for books. Examination of the non-book material shows subject material in any one of the following forms: periodical, pamphlet or clippings. In such a heterogeneous collection it is practically impossible to bring together all the information on one subject; a classification by subject headings might prove simplest.

When I took charge of Ware Memorial Library in June 1943, I was confronted with the reclassification of the clipping file. Hitherto, that is since the opening of Ware Memorial Library as a departmental working collection for the Columbia University School of Architecture in 1927, there had been in use a simple classification system devised by Mrs. Clara T. Evans. This simple classification system was composed of several broad categories. With the passage of time the clipping collection outgrew these simple

categories, due partly to normal expansion and to the change in architectural ideas; also, the new architectural approach freed a new kind of analysis. Obviously a new method of handling this material had to be found.

I viewed all this with a sinking heart, but I had been forewarned by Mr. Talbot Hamlin, librarian of Avery Library. There was only one course to follow—to plunge in and try to develop some scheme.

A classification system deserves considerable thought; not only is it difficult to work out, but it is even more difficult to change.

Not being very familiar with the subject of architecture, I used the old broad categories as a nucleus and devised a new classification, designed to systematize, amplify and bring up to date the basic building types classification already existing. Mr. Talbot Hamlin's kind cooperation and corrections, as well as the suggestions of the School of Architecture's faculty

and students, helped round out and fill in the gaps in my classification.

Most of the periodical material received in Ware Memorial Library is duplicated and kept for permanent reference in the Avery Library, located in the same building. Since the Ware Memorial collection is merely a working collection for actual drafting room use by the students, no attempt is made to keep a back file of bound periodicals. All periodicals, with one or two exceptions, are clipped and filed about six months after date received.

Observation of the students' methods of search for material used in connection with their design problems, sketches, etc., proved the need for a subject arrangement. When a design or sketch problem is issued or posted, it has to be developed according to the specifications indicated. Suppose, for example, the problem was to design a shop window for a large candy shop, the specifications would indicate the location of the shop, the dimensions of the store lot, the number of entrances, etc. Since the students have free access to the clipping file material they would go immediately to the folders containing clippings of stores, or more specifically shop windows, or both. While browsing through the clippings, they might be struck by some particular feature and make a rough sketch of it as a useful suggestion in the final solution of the problem. Oftentimes, especially in the case of major problems and theses programs, the students sign out the clipping material for use in the drafting rooms. The major problems take from four to six weeks to work out and complete the drawings. The more important the problem the more careful and detailed the analysis required; this in turn means more library research.

A thesis program, which is necessary to complete satisfactorily the requirements for a degree in Architecture, takes approximately four months. The student has to solve a thesis problem which meets the approval of the faculty and then work out a solution. Such a program requires

detailed study of the background, research and working drawings.

Clippings on technical materials are very much used, especially by research students in their reports for their advanced structural courses.

I have tried to keep the clippings in the smallest possible number of important groups. The system devised consists of eighteen major categories:

- I. BUSINESS AND COMMERCIAL BUILDINGS
- II. COMMUNICATION BUILDINGS
- III. EDUCATIONAL BUILDINGS
- IV. EXPOSITIONAL AND FAIR BUILDINGS
- V. GOVERNMENTAL BUILDINGS
- VI. HEALTH BUILDINGS
- VII. INDUSTRIAL BUILDINGS
- VIII. MEMORIAL AND SEPULCHRAL BUILDINGS
- IX. PUBLIC WORKS BUILDINGS
- X. RECREATIONAL BUILDINGS
- XI. RELIGIOUS BUILDINGS
- XII. RESIDENTIAL BUILDINGS
- XIII. SOCIAL WELFARE BUILDINGS
- XIV. SOCIETY BUILDINGS
- XV. TRANSPORTATION AND TRAFFIC BUILDINGS
- XVI. ARCHITECTURAL DETAILS
(arranged alphabetically by detail)
- XVII. TECHNICAL SUBJECTS AND MATERIALS
(includes subjects such as Color Theory; Heating; Insulation; Plywood; Prefabrication; etc. — arranged alphabetically by subject)
- XVIII. WORKS OF INDIVIDUAL ARCHITECTS
(arranged alphabetically by architect's name)

Each of the categories I to XV has several subdivisions, each subdivision being designated by an alphabet letter. There is also a further breakdown within the subdivision. To illustrate, let us take group III:

- III. EDUCATIONAL BUILDINGS
 - A. Colleges and universities
 1. General

1. Colleges and universities—
American
 2. Colleges and universities—
Foreign
 2. Administration buildings
 3. Alumni buildings
 4. Auditoria
 5. Dining halls
 6. Dormitories and Residence halls
 7. Faculty houses
 8. Field houses
 9. Fraternity and Sorority Houses
 10. Gymnasias
 11. Science buildings
 12. Lecture halls
 13. Social centers
 14. Stadia and Athletic Fields
- B. Schools
1. General
 2. Boarding schools
 3. Elementary schools
 4. High schools
 5. Junior high schools
 6. Kindergarten and Nursery schools
 7. Preparatory schools
 8. Trade and Vocational schools
 9. Open air schools
 10. Special schools
 11. School equipment
- C. Libraries
1. General
 2. City libraries, large; example,
Brooklyn Public Library, etc.
 3. College and university libraries
 4. Public libraries
 5. National and state libraries
 6. Village libraries
 7. Special libraries
 8. Library equipment
- D. Museums
1. General
 2. Art galleries
 3. Art museums—large
 4. Art museums—small
 5. Historical museums
 6. Natural history museums
 7. National and state museums
 8. Scientific museums
 9. Special museums (Trailside, etc.)
 10. Planetaria and observatories

In the light of the present modern trend in church architecture, it seemed wise to subdivide churches in the Religious classification group into two groups: —traditional; —non-traditional.

XI. RELIGIOUS BUILDINGS

- A. Churches
1. General

2. Catholic churches—traditional
- 2.1 Catholic churches — non-traditional
3. Episcopal and Lutheran churches—traditional
- 3.1 Episcopal and Lutheran churches—non-traditional
4. Protestant churches—traditional
- 4.1 Protestant churches—non-traditional

The Residential classification, XII, is possibly the most interesting from our present point of view. There are six subdivisions: A. City Houses; B. Country Houses; C. Housing; D. Dining; E. Gardens; F. Hotels; and G. Domestic Architecture. The City and Country Houses groups are further subdivided by size.

The Housing subdivision C under group XII as it is set up makes provision for City Planning and large scale postwar housing plans for projects here and abroad.

XII. RESIDENTIAL BUILDINGS

C. Housing

1. Housing (general information, articles about, etc.) also subdivide by country and file alphabetically.
2. Low cost and governmental housing
 - .1 Apartments (subdivide by country and file alphabetically)
 - .2 Single family and row houses (subdivide by country and file alphabetically)
3. City planning
 - .1 General information.
 - .2 Projects (subdivide by country and file alphabetically)
4. Rural housing
5. Defense housing
6. Housing—Exhibitions

The subdivision breakdown progresses from the general to the specific, .1 standing for general information. Using a decimal period arrangement leaves ten or more unused numbers between numbers assigned, thus providing for expansion and growth. One can see how flexible this arrangement can be.

Some overlapping of subjects cannot be avoided. The typing of sufficient cross reference cards is a good way to minimize

any confusion brought about by overlapping. A good card index is the key to any collection. In the Ware Memorial Library clipping collection card index there is not a card for each clipping, but rather for each subject. Each card gives the classification number assigned that subject; each clipping also bears that specific identifying number so that any staff member is able to find a clipping quickly and file it again in the same folder.

This subject card index is most satisfactory, since it eliminates the typing and filing of innumerable cards. Also if a student is not interested in a subject but in the work of a specific architect a card in the index directs him to XVIII, where works of architects are filed alphabetically by architect.

The aim of such a clipping classification as set up in Ware Memorial Library is to enable the student to have before him as he works, with the least possible effort and least searching through indexes

or bound volumes, the latest and most stimulating examples which periodicals have published, and to obtain recent technical material for papers or reports in some simple manner.

A clipping file, like any active book collection, needs weeding. Six years would seem to be a safe period for weeding an architectural clipping file. Dating the clippings on first filing simplifies this chore. Then, too, the physical arrangement of Ware Memorial Library is such that there is double weeding. There are a series of drawers on the north and south sides of the Library, the north side having a series of open shelves above the drawers. This shelf space is used for boxes of current clippings and the drawers for the older material. The south side drawers are kept for groups XVII and XVIII, which are filed alphabetically within the subject group. It goes without saying that material of special historical value should not be discarded.

A SPECIAL LIBRARY FOR DISABLED VETERANS

By MRS. MARTHA E. SCHAAF

Librarian, Bulova School of Watchmaking, Woodside, New York

A new type of special library for disabled veterans has been organized during the past year as a part of the training and recreational program of the Bulova School of Watchmaking, located at Woodside, Long Island. Its purpose is three-fold: to provide these students with technical materials and information during their course of instruction; to lead them through interesting reading channels to a well-adjusted life; and to serve the industry as a clearing house for horological information.

In a traditional Williamsburg interior, the Library has the atmosphere of an inviting living room, with comfortable furni-

ture, carpeted floor and soft lighting. To harmonize with this design, the card catalog and vertical files are built-in features, together with cupboards and pull-out boards for varied uses. Indirect lighting through the cold cathode ray tube illuminates the book shelves, some of which are enclosed in panelled recesses for the rare book collection. A small utility room with built-in features provides the working quarters for materials in preparation.

The collection of the Library is as varied as its readers. Specialists in this field may discover the romantic history of horology through the rare books, gath-

ered from this country and abroad. The circulating collection includes all horological books and periodicals in print and many of its allied subjects. Following the belief that today's special library may well provide recreational reading, a variety of popular subjects and current fiction circulate for an unlimited period of time. The patrons are encouraged to suggest titles and are aided in building their personal libraries. Information of various types on the jewelry profession is included to benefit the student when he begins work as a watch repairman in his own community.

The techniques used correspond with those in practice in special and school libraries, as well as the bibliotherapy as applied to hospital libraries. Special classification and subject headings have been devised for this heretofore undeveloped subject of horology. Indexes are made for all current horological periodicals and illustrations, for which no keys were previously provided.

To inspire students and visitors alike with the colorful aspects of the profession, museum displays prepared by the librarians line the walls of the foyer and balcony. Interest in the romantic past is also portrayed in the lobby murals, which depict the eras in the development of timekeeping, inspired by the rare book collection. The bookplate, also a product of library research, portrays the subject of timekeeping from its beginnings to the present mechanical era.

The Library also serves the students in training at the Army's General Hospitals where this program has been instituted by the Bulova Foundation, which provides a one or two year course of instruction to disabled veterans without charge to the student or reimbursement by the government. A school in Toronto, Canada, likewise sponsored by the Bulova Foundation, has patterned its library after this one. A similar school is being organized in France with the cooperation of the French Red Cross. This training is pro-

vided with the belief that such programs by industry will assure the disabled veteran of a useful and productive life in his own community.

The following, quoted from the *Southern Jeweler* for October 1945, page 80, will give a very clear idea of what is included in the School:

"Something unique and progressive in the way of modern education has been devised by the Bulova Watch Company and has been in action for some time, the Bulova School of Watchmaking at Long Island, New York, established to teach men and women watchmaking, and particularly to aid war veterans who are physically handicapped. The training of disabled veterans is being carried out without charge to the veterans and without reimbursement from the Government; the entire cost of the building and training program has been assumed by the Bulova Watch Company, 'to Serve those who Served us.'

"On April 21, 1944, the Board of Regents of New York State granted a charter to establish the school, and on August 23, 1944, the cornerstone was laid by Mayor LaGuardia of New York City.

"The school is fitted throughout with high precision instruments and equipment to aid students in learning the art and skill of watch repairing and watchmaking. A library, a model jewelry store for practice work, film projection equipment, medical facilities, a machine shop and recreation equipment are all within the handsome building built by Bulova. Murals painted by Artist Gerald Foster line the lobby.

"Not only is the art and trade of watch, clock and instrument repairing taught, but there is also a training program in the essential duties required in a retail jewelry store.

"On completion of the year's course, the school also benefits the former service men by securing positions for them through and with retail jewelers all over the country. Fourteen hundred jobs have

already been pledged to disabled veterans who will graduate from the Bulova School.

"After the first year of study, if the student has shown aptitude and developed skill in watch repairing, a graduate course of one year is available to him in watch-making, based on the actual construction of the watch. All phases of watch repairing and making are taught and the student is carefully supervised and tested.

"Howard L. Beehler is the dean of the Bulova School, and the trustees are Arde Bulova, John H. Ballard, Otto Bullhard, Samuel P. Epstein, and Stanley Simon.

"Those who are interested in attending the school, but do not come under the disabled veteran category, may write to the Board of Admission of the Bulova School of Watchmaking at 40-62 62nd Street, Woodside, Long Island, New York."

EMPLOYEE PLANS FOR PROFESSIONAL ADVANCEMENT

By ANN CRAWLEY

Librarian, Rhode Island Chapter IAPES Library, Providence, R. I.

WHO said it couldn't be done? Rhode Island Chapter International Association of Public Employment Services Library has proved the point that Government employes will voluntarily contribute funds regularly for their own professional advancement.

In its second year of operation, this mutual-benefit Technical Library has become a vital part of our organization, and now feels that it has passed the neophytic stage. At the present time the investment in books, pamphlets, magazines and occupational material is well over seven hundred dollars (\$700) and is continually increasing. The idea was originally suggested by our State Manpower Director, Thomas H. Bride, who outlined its possibilities, and suggested method and means for effecting them. He has continually given the project his approval and allowed staff members time for performance of necessary functions even during very busy periods.

PROFESSIONAL READING

Although the Library was inaugurated by the Rhode Island Chapter IAPES, it works in close coordination with the training Unit of the U. S. Employment Serv-

ice. Besides issuing the periodic accession lists of books with names of winners, the Librarian prepares annotated Professional Reading Lists on pertinent subjects. These lists are in book form for ready reference and this is how they are used in our new Self-Training Program. With the approach of summer, vacation leave disrupted to some extent the formal weekly training classes; therefore self-training was introduced by means of scheduled training time to be spent in the office library. One hour weekly was assigned to each Interviewer.

During this time, the Interviewer is guided by his Professional Reading List to the approved books on "Counseling", "Veteran Placement", "Interviewing", "Postwar Planning", etc. Books that are recommended for initial reading are marked with an asterisk and are placed on a reference shelf during a two week period and not allowed to circulate. Eight to ten persons, during lull periods in the office, are scheduled at a time for this professional reading.

The first Professional Reading List issued June 14, 1945, was an annotated bibliography of sixty (60) references on

"Vocational Counseling". It was sectionalized into: *Introduction to Vocational Counseling*, *Techniques of Vocational Counseling*, *Personality Adjustments* and *Career and Occupational Information*. This list contains references to specific articles in trade journals, magazines, pamphlets and book chapters as well as books themselves.

"Veterans — their Demobilization and Readjustment" was the subject matter covered in the second Professional Reading List. Because of the wealth of material published on this topic and the transiency of the subject matter in demand, it has been necessary to be highly selective in the books and pamphlets recommended for reading.

The success and value of this Self-Training Program will be checked in training classes in the near future. Because the Providence U. S. E. S. Office was the most accessible to the library, it was used as a "Pilot Office". However, plans are being formulated for the Field Men to transport reference books to the outlying offices so that they may also participate in this project.

OCCUPATIONAL FILE

Our "Little Rhody" Library is justly proud of another important feature that has been a valuable aid to the staff in counseling. This feature is an Occupational Information Collection which contains occupational abstracts, monographs and briefs arranged by subject classification in a vertical filing plan.

The Librarian is aided by the Employment Counselors and the Veteran Employment Representatives in selecting up to date information on occupations that will be predominant in the postwar period. Material is obtained from the Occupational Index, Science Research Associates, Bellman Publishing Company, The Institute for Research, and other research bureaus and Government agencies. This accumulated material supplements publications of the Division of Occupational Analysis, War Manpower Commission.

For the veteran who is planning to return to school, the Library has also made extensive plans to assist him. Catalogs and brochures of courses have been obtained from colleges and universities within New England and adjacent areas. This material is readily accessible to the Veteran Counselors, and also to the Veterans themselves.

SET UP AND OPERATION OF LIBRARY

Since the Librarian has received several letters of inquiry from various offices of the U. S. Employment Service throughout the country, perhaps it might be pertinent at this point to give a general picture of the set up and operation of our Library. This information might be valuable to other offices that are interested in a similar project.

First, let us clarify the name of the Library—R. I. Chapter IAPES—that is a group of employment service people who meet under the name of the International Association of Public Employment Services. There are over 200 paying members of the Library Club. These members are employees of the War Manpower Commission and The U. S. Employment Service in Rhode Island. They contribute on a voluntary basis, ten cents every two weeks, and have certain privileges connected with their membership. Non-subscribers, recommended by a subscriber, may take out books at a cost of three cents per day.

When a new member is admitted to the Library, he is registered in a file kept in the Library, is assigned a number and the following material is mailed to him: a library card, a copy of the rules of the Library, a letter welcoming him on behalf of the Library Advisory Committee to the Library, back copies of accession fliers, Professional Reading Lists and a book mark inscribed with the name of the Library. New members are eligible to win a book after their first contributions and their names are placed in the "Drawing Pool" to be drawn at the Library Committee Meeting.

The Library Advisory Committee serves for a period of one year. It consists of representatives from outlying offices as well as the local office of the U. S. Employment Service. At a meeting held every two weeks the members discuss books to be purchased for the Library as well as new plans for public relations. The Librarian submits, for approval, a bibliography of books to be purchased. This list is compiled from suggestions of the staff and from various other sources. At each meeting a drawing is held of new books and whoever wins, receives the book. The winner's name is inscribed on the book plate, then the book is placed back on the Library shelves, to remain there, subject to Library rules, until the owner leaves the organization. At that time, it is left to the discretion of the owner whether he will take the book with him or leave it in the Library. To date those persons who have left the organization have been only too glad to donate their books to the Library as a memento.

Since our State is quite small in area we do not have a great problem in transporting books to members in the outer offices. This problem is solved by three methods, namely: Committee members bring back from the meeting books requested by members of their office staff; Field Men who travel throughout the State deliver books that are requested by telephone; if neither of these two ways is feasible then books are mailed at the special book rate.

Members are encouraged to submit suggestions for suitable books or types of books. Occasionally, detachable coupons are sent with fliers, on which members write their book suggestions, detach and give them to their library representative. Although ours is mainly a Personnel Library we have expanded our selection of books to the field of Economics, Postwar planning, Crafts, Natural science, Biography, History, Sociology, Psychology and Useful arts, as well as books on Veterans, Utilization of the Physically Handi-

capped, Public Employment Services, etc.

Books and bound pamphlets are accessioned, cataloged and coded according to the Dewey Classification System. Perhaps the most useful tool in the Library is the Card Catalog where users will find an indication of the holdings of our Library. Therein are included four or more cards for each book, filed alphabetically by subject, author and title. As an additional aid to the staff the Librarian has analyzed books, and indexed chapters and magazine articles on pertinent subjects. Information in three vertical file drawers may also be found indexed in the card catalog.

PUBLIC RELATIONS

No small task in the operation of such an undertaking is the extensive correspondence that must be carried on with various organizations. This public relations work is necessary in order that the Library may be established, recognized and kept operating at a current level. We are on mailing lists of various research organizations, universities, schools and publishing houses. The *Congressional Record* and other government publications are being received regularly through the cooperation of our State Congressmen.

In installing our Library, we received the finest cooperation and many valuable suggestions from the Providence Public Library.

In our public relations work, we have been asked about our plans for the future. Those plans hinge on our initial goal. Yes, when this project was started we had a goal in mind. Our aims and ideas were high and public spirited. It was a question not only of putting on our thinking caps but also of feeling our way along. Our goal was not to establish a library that would be a dusty collection of books, but an active organization owned and operated by employees who are keenly interested in professional advancement.

Have we achieved that goal? If we answered that question in the affirmative our incentive for the future would be lost.

The important matter in our minds is that our goal has been defined, the Library has become an integral part of our organiza-

tion and an enthusiasm for its continuation kept foremost in the membership of the Rhode Island Chapter, IAPES Library.

ANNOUNCEMENT TO MEMBERS OF THE NATIONAL MEMBERSHIP COMMITTEE SPECIAL LIBRARIES ASSOCIATION, 1945-46

THE membership of Special Libraries Association is rapidly approaching 4,000. That means 4,000 special librarians who are banded together with mutual understanding and professional friendship. But there should be more and more and more. We always can have one more friend, one more person who will speak our language.

The very special nature of our profession often leads to hiding our professional friends and we have to find them through our Association. As you discover a new treasure in a special library in your area, ask the librarian if he is a member of the S. L. A. And if he is not, hasten to extend an invitation to the next meeting. Follow that up with another personal contact. Ask your Chapter secretary to send the candidate for membership a copy of the Chapter bulletin. Watch for him to attend meetings and introduce him to the hospitality chairman.

If so much of our time is spent working we may as well make all of our working contacts as pleasant and sociable as possible. Membership in Special Libraries Association is definitely the most pleasant path to follow. On the serious side, route your copy of *SPECIAL LIBRARIES* to prospective members and let them see for themselves the valuable information

which is to be found between those famous blue covers.

Contact the local bookshops for sustaining memberships; invite the personnel of research and statistical organizations to join; interest the local educational people in the Association.

Several members of this Committee have written personal letters to prospective members selected from directories, etc., and have received up to a fifty per cent return for their effort. Remember we are an exclusive organization; therefore it cannot be expected that newcomers into the profession will hear of our benefits—we must tell them.

Membership applications and pamphlets can be obtained from our national headquarters—your national headquarters—a national headquarters in New York that is at the service of every member. Do you yourself know all of the benefits to be accrued from the Association? Placement and employment service; bibliographical pools; union listings; explorations for hidden resources; duplicate exchange; a recognized place in a specialized profession?

Can we have an increased membership in 1946 that will increase our efficiency and service? Let's try to make it 5,000 members before April 1, 1946!

JANE BREWER
Chairman

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• • •

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• • •

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EVENTS and PUBLICATIONS

An article of interest to all librarians who take pride in their profession is "Recruiting for Librarians", by Esther Millett, Librarian of the Mary R. Hillard Memorial Library, Westover School, Middlebury Connecticut, in the December 1945 issue of the *Wilson Bulletin*. She discusses qualifications and believes that all qualities fall into the two categories of personality and love and knowledge of books, giving the edge to personality. In her ideas for methods of recruiting, Miss Millett urges the personal interview and the personal approach, and, above all, organizing to bring more and better people into the library profession.

* * *

Two very timely pamphlets on atomic energy are announced this month. *THE ATOMIC BOMB AND THE WORD OF GOD*, a 32-page pamphlet by Wilbur M. Smith, containing an unusually readable account of the principle of the atomic bomb, is available at 25¢ a copy from the Moody Press, 153 Institute Place, Chicago 10, Illinois. *Atoms and You*, a discussion outline on what release of atomic energy means to America and the world, is issued by the Pamphlet Press, a division of Reynal & Hitchcock, Inc., 27 East 67th St., New York 21, N. Y., at 10¢ per copy.

* * *

SUBJECT HEADINGS: THE HISTORY AND THEORY OF THE ALPHABETICAL SUBJECT APPROACH TO BOOKS is announced as a forthcoming publication by the H. W. Wilson Co. (Price?) The author, Julia Pettee, covers the history of the dictionary catalog and states the general principles underlying alphabetical subject headings, and her own experience in dealing with them. Special attention is given to the adaptation of the subject catalog to university and research libraries.

* * *

DOCTORS AT WAR (N. Y. Dutton. 1945. \$5.00), written by the doctors themselves, is a valuable over-all record of the activities, work, techniques, new methods, accomplishments of medical men during World War II. Dr. Morris Fishbein contributes the opening chapter and provides an informative introduction to each succeeding paper. Although of particular appeal to the doctor who has been in military service, this excellent book will also interest laymen and veterans' families. It offers much worthwhile and valuable information important to physicians, psychiatrists, hospital medical staffs, public health workers, social workers and nurses. Illustrated with 82 photographs.

THE DOCUMENTS OF THE UNITED NATIONS CONFERENCE ON INTERNATIONAL ORGANIZATION at San Francisco will be published by the United Nations Information Organization, 610 Fifth Avenue, New York, in cooperation with the Library of Congress, in approximately 8 volumes, reproduced by photo-offset, in English and French, on alternating pages. The cost, for orders received in advance of publication and accompanied by remittance, will be \$75 for the set. Orders not accompanied by remittance will be billed on publication at \$90 a set.

* * *

ENGINEERING ALLOYS (Cleveland, American Society for Metals, 1945. 800p. \$10), second edition, by N. E. Woldman and R. J. Metzler, provides facts on all the commercial alloys that have been developed. Besides names, properties and uses, it includes a directory of manufacturers and many useful tables of alloy data.

* * *

Several fields of literature, authors and various nationalities, ancient as well as modern works, are represented in the *READER'S DIGEST OF BOOKS* (N. Y., Macmillan, 1945. 1447p. \$2.95), by Helen Rex Keller. Twenty-four hundred of the world's best books are digested in this one volume.

* * *

The revision of Bulletin No. 3 of the Industrial Relations Section of the California Institute of Technology, prepared by May E. Jamieson, is a description of a *METHOD OF INDEXING PROVISIONS OF COLLECTIVE AGREEMENTS* (Pasadena, Cal., Industrial Relations Section, California Institute of Technology, 1945. 16p. \$1). It reveals the types of information on union contracts which can now be obtained from the Section's expanded union contract index. Similar organizations will be interested in this mechanical Keysort card system of classifying and indexing union contracts.

* * *

AMERICAN-SPANISH SYNTAX (Chicago, University of Chicago Press, 1945. \$6), by C. E. Kany, is a reference book which shows how the spoken language and literary usage of each of the Spanish-speaking countries of America differ from standard Castilian.

* * *

AMERICAN INDUSTRY LOOKS AHEAD (N. Y., Committee for Economic Development, 1945. 64p. \$1) is a composite estimate, or forecast, by American manufacturing industry of its markets in 1947. Nearly 300 individual lines of materials and products are covered.

URANIUM AND ATOMIC POWER (Brooklyn, N. Y., Chemical Publishing Co., 1945. \$4), by Jack Andrew DeMent and H. C. Dahe, is a storehouse of information. The authors believe that the age of atoms has just begun and that in the future under controlled conditions, one pound of uranium 235 would provide as much energy and power as about 5,000,000 pounds of coal.

* * *

DEMOCRATIC EDUCATION (N. Y. Crowell, 1945. 251p. \$2.50), by Benjamin Fine, educational editor of the *New York Times*, is a report drawn from a survey of 5,000 veterans who have returned to college under the G. I. Bill of rights, to determine what they want from their education. The author concludes that a system of democratic education is what the American people need, and that a college education must be of a more immediate and practical nature. He is opposed to the system of "aristocratic" education that keeps colleges free of any "vocational" courses and adhering to the classics.

* * *

A SELECTED LIST OF ANNUAL "STATISTICAL" OR "REVIEW" ISSUES OF BUSINESS PERIODICALS compiled by Donald T. Clark of the Baker Library of Harvard University, president of the Boston Chapter of S. L. A., and Margaret Goldsby of the American Bankers Association, New York, N. Y., is a title and subject list of great interest to business and financial librarians. It appeared in the November SPECIAL LIBRARIES, and has been issued as a reprint, available from S. L. A. Headquarters, 31 East Tenth Street, New York 3, N. Y., for 10¢.

* * *

THE CHALLENGE OF RED CHINA (N. Y. McGraw-Hill. 1945. 490p. \$3.50), by Gunther Stein, is an analysis of the surprising developments in the Communist controlled areas. It is the most thorough, yet the most human study to come out of that new China which has carried on alone an eight year fight against Japan. It describes the awakening of more than half the people in unoccupied China and their practical solutions to the problems of self government. This detailed, unbiased account is a curtain raiser for one of the most important postwar problems.

* * *

The Board of Governors of the Federal Reserve System announces the publication of a series of studies, by members of the research staffs of the Board and Federal Reserve Banks, dealing with the major economic problems of the postwar scene. These studies will be grouped in a series of eight pamphlets, each containing a number of related essays by individual authors. The titles of the eight studies

are: No. 1—JOBS, PRODUCTION, AND LIVING STANDARDS; No. 2—AGRICULTURAL ADJUSTMENT AND INCOME; No. 3—PUBLIC FINANCE AND FULL EMPLOYMENT; No. 4—PRICES, WAGES, AND EMPLOYMENT; No. 5—PRIVATE CAPITAL REQUIREMENTS; No. 6—HOUSING, SOCIAL SECURITY, AND PUBLIC WORKS; No. 7—THE UNITED STATES IN WORLD TRADE AND FINANCE; No. 8—FEDERAL RESERVE POLICY. The price is \$1.25 per set; 25¢ per pamphlet.

* * *

ENCYCLOPEDIA OF BUSINESS INFORMATION SOURCES (Chicago. The National Research Bureau, Inc. \$60.00 including supplementary Service for one year) is a fast, straight route to information on every phase of industry, government, agriculture and commerce. It is organized under 222 business classifications, gives more than 7,000 listings of business information sources, and over 2,000 trade association listings. For the first time in history all important sources of business and marketing information have been organized in one encyclopedia. It is a short cut from problem to solution.

* * *

Three studies of the New York Academy of Medicine Committee on Medicine and the Changing Order may be ordered from The Commonwealth Fund, Division of Publications, 41 East 57th Street, New York 22, N. Y. GOVERNMENT IN PUBLIC HEALTH (235p. \$1.50) by Harry S. Mustard, M. D., LL. D., shows how public health activity originated as a local responsibility, how state and federal governments have taken an increasing interest in it, and how, though health service must be administered largely at a local level, the trend is toward greater assistance and indirect control. AMERICAN MEDICAL PRACTICE IN THE PERSPECTIVE OF A CENTURY (172p. \$1.50), by Bernhard J. Stern, Ph. D., gives the reader insight into the origin of many of the significant problems which beset medical practice, education and research. A FUTURE FOR PREVENTIVE MEDICINE (95p. \$1.00), by Edward Stieglitz, M. D., F. A. C. P., argues that the full achievement of preventive medicine requires the cooperation of the physician, the individual patient and the collective public.

* * *

HISTORIA, ORGANIZACION Y SERVICIOS DE LA BIBLIOTECA DEL CONGRESS DE LOS ESTADOS UNIDOS DE AMERICA (Buenos Aires. 1945. 27p), by Jorge B. Vivas, member of the Academy of Political Science, Columbia University, is a well-documented, illustrated pamphlet on the Library of Congress, describing in detail its collections, organization, services, etc., with a history of the Library and a discussion of its finances, staff and objectives.

HENLEY'S TWENTIETH CENTURY BOOK OF TEN THOUSAND FORMULAS, PROCESSES AND TRADE SECRETS. (N. Y. The Norman W. Henley Publishing Co., 1945. 867p. \$4.00). This is a new and revised edition of this standard work, prepared in response to an ever increasing demand. Many new formulas have been added and out of date ones deleted. The revision has been done by experts, each an authority in his own particular field. This new edition includes a classified buyers' guide of names and addresses of dealers who handle the various products needed in compounding the formulas; a glossary of chemical terms and their corresponding common names; and several pages of useful information concerning the materials required in compounding formulas. The volume has been very well and completely indexed for ready reference.

* * *

Travelers, business men, Americans at work in Latin American countries, or anyone interested in Latin American Spanish as it is really spoken will find the SPANISH HANDBOOK FOR MARINERS AND TRAVELERS IN LATIN AMERICA (N. Y. Cornell Maritime Press. 1945. 209p. \$2.50), by Laurence F. Hawkins, invaluable. It is not only a language book; it is also a guide to Latin American etiquette, customs, traditions and history; and a large collection of helpful words and phrases for almost any situation. The book fills a need for a concise, practical approach to understanding of the Spanish-American language and people.

* * *

An interesting and practical article on "The Librarian and the National Research Program" by I. A. Warheit, Librarian, Allison Division, General Motors Corporation, Indianapolis, Indiana, appears in the *Library Journal* for December 1, 1945.

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Bibliographies:

ANUARIO BIBLIOGRAFICO MEXICANO DE 1941 Y 1942. Compiled by Julian Amo. (Mexico, Secretaria de Relaciones Exteriores, Departamento de Informacion para el Extranjero, 1944) 373p.

BEST BOOKS OF 1944 ON OCCUPATIONAL INFORMATION AND GUIDANCE. Compiled by R. Hoppock, K. Pendergast and E. Rosso. (New York, Occupational Index, 1945) 25¢.

BIBLIOGRAFÍAS CUBANAS. Compiled by Fermín Peraza y Sarausa. (Washington, D. C., Library of Congress, Hispanic Foundation, 1945) 58p. 20¢.

BIOGRAPHICAL SOURCES FOR FOREIGN COUNTRIES; II, GERMANY AND AUSTRIA. Compiled by Nelson R. Burr. (Washington, D. C., Library of Congress, 1945) 211p.

BIBLIOGRAPHY OF VISUAL LITERATURE. Compiled by J. F. Fulton and others. (Springfield, Ill., Yale Medical Library, 1945) \$3.

DEHYDRATION OF FOODS 1938-1943. Bibliographical Bulletin No. 6. (Washington, D. C., U. S. Department of Agriculture Library, 1945) 120p.

DEMobilIZATION. Compiled by Grace Hadley Fuller. (Washington, D. C., Library of Congress, General Reference and Bibliography Division, 1945) 193p.

DOMINION GOVERNMENT PUBLICATIONS. April-June 1945. (Ottawa, Ont., Canada Wartime Information Board Library, 1945) 35p.

DURABILITY OF LIGHT WEIGHT STEEL CONSTRUCTION; PART III, PROTECTION OF STEEL SURFACES FROM ATMOSPHERIC CORROSION. Engineering Research Bulletin No. 30. Compiled by James H. Cissel and William E. Quinsey. (Ann Arbor, University of Michigan, Department of Engineering Research, 1945) 333p. \$2.

ELECTRONICS. Compiled by J. E. Mouromsteff. (In *Journal of the Franklin Institute*, September 1945, pp. 189-192.)

FINANCIAL INCENTIVES FOR SUPERVISORS AND EXECUTIVES. Compiled by E. P. Hollywood. (Pasadena, Cal., California Institute of Technology, Industrial Relations Section, 1945) 4p.

GOVERNMENT CORPORATIONS. Compiled by Technical Library. (Knoxville, Tenn., Tennessee Valley Authority, 1945) 4p.

GUIDE TO THE OFFICIAL PUBLICATIONS OF THE OTHER AMERICAN REPUBLICS; Vol. 1, Argentina. Edited by James B. Childs (Washington, D. C., Library of Congress, 1945) 124p. 25¢.

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GUIDE TO THE OFFICIAL PUBLICATIONS OF THE OTHER AMERICAN REPUBLICS; Vol. 2, Bolivia. Edited by James B. Childs. (Washington, D. C., Library of Congress, 1945) 66p. 10¢.

GUIDE TO THE OFFICIAL PUBLICATIONS OF THE OTHER AMERICAN REPUBLICS; Vol. 7, Cuba. Edited by James B. Childs. (Washington, D. C., Library of Congress, 1945) 40p. 10¢.

RETAILING. Compiled by Business Library. In *Business Literature*, vol. 17, no. 9. (Newark, N. J., Public Library of Newark, May 1945.) 2p.

SICKNESS BENEFITS AND GROUP PURCHASE OF MEDICAL CARE FOR INDUSTRIAL EMPLOYEES. Compiled by Dorothy Dahl. (New Jersey, Princeton University, Industrial Relations Section, 1944.) 28p. 30¢.

SOLDIER TO CIVILIAN. (Indiana, Post Library, Camp Atterbury, 1944.) 9p. Price?

WHAT TO DO WITH GERMANY. (Newark, N. J., The Public Library, 1945.) Gratis.

STECHERT'S MATHEMATICAL CATALOGUE. No. 159. (31 E. 10th St., N. Y., G. E. Stechert, 1945.) 92p.

TRANSITION FROM WAR TO PEACE, TOOLS FOR BUSINESS PLANNING. In *Facts and Figures*, vol. 1, no. 1, April 1945. (Akron, Ohio, Akron Public Library.) 9p. Price?

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Activities of Chapters and Groups

CHAPTERS

New York

The Federal Reserve Bank of N. Y. was host to the New York Chapter on December 4. Preceding the meeting the Financial Reference Library and the Employees' Club Library were open to visitors. The speaker of the evening was Mr. James T. Farrell, noted American novelist and essayist, who spoke on "The Commercialization of American Culture." Following Mr. Farrell's talk the motion picture *Mademoiselle Fifi* was shown as an example of a classic translated to the screen without distortion.

Cleveland

At the December meeting of the Cleveland Chapter of S. L. A. Miss Rose Vormelker told briefly of her recent visit to Washington where she viewed some of the War Production Board's 3,500 series of statistics which were compiled during the war and which will be destroyed unless firms or associations request the material. Invitations went out to Chambers of Commerce, the American Marketing Association and many others. So far, about 600 people have been seeing the material. Indexes of the material are to be sent to the Cleveland Chapter.

GROUPS

Advertising Group

The Advertising Group of the New York Chapter repeated in the fall of 1945 the Course in Advertising Resources which was organized last year by Miss Delphine Humphrey of McCann-Erickson, Inc.¹ The same teachers generously volunteered to give the lectures in their own libraries. Notices were sent to all members of the Advertising Group that the classes would be repeated; that they were designed for advertising librarians who had not had library training; and that they would be limited to 15 students.

Tuition was \$5.00, and in almost every case both years this fee was paid by the employers of the students. It was used primarily to cover expenses of mimeographing, postage, etc., but there were few such expenses because of the generosity of several companies, so the balance was used for the dinner given for students and teachers at the close of the course.

Meetings were held from 5:30-7:00 every Monday night. The schedule of classes was the

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same as last year. Publicity was handled by each teacher. A letter telling the place of meeting for each class was sent to the students regularly by one of the secretaries. The other secretary kept the attendance. A valuable part of the Course was the opportunity it afforded to visit and study other libraries and to examine the sources mentioned in the lectures.

Mimeographed copies of the lectures were distributed at each class. Instructors were given a complete set and the balance are available to those who wish to buy them from Miss Eva Trachsel, Curtis Publishing Company, 60 East 42nd Street, New York, Chairman of the National Advertising Group, for \$1.00 a set.

ANNE WEST, *Chairman*
New York Chapter Advertising Group

¹ See SPECIAL LIBRARIES, September 1945, p. 239.

Announcements

Change in Editorial Policy of Special Libraries

At the meeting of the S. L. A. Executive Board on November 30, 1945, it was voted to extend the function of the Publications Governing Board to include jurisdiction over SPECIAL LIBRARIES and THE TECHNICAL BOOK REVIEW INDEX as well as all other S. L. A. publications. This Committee, of which Miss Betty Joy Cole is Chairman, will have in addition to its three appointed members, three ex-officio members, the Chairman of the Editorial Committee of SPECIAL LIBRARIES, the Chairman of the Editorial Committee of the TECHNICAL BOOK REVIEW INDEX and the National Secretary. The present Editor of SPECIAL LIBRARIES, Miss Alma C. Mitchell, will continue as Editor of the magazine as well as serving as Chairman of the Editorial Committee of SPECIAL LIBRARIES. The other members of this Committee are Mrs. Grace Banker, Miss Claire Hirshfield, Miss Elizabeth Knapp, Miss Ruth Miller and Miss Marguerite Rummell.

The physical make-up of the magazine will be done at S. L. A. Headquarters and will be under the supervision of Mrs. Elsa Wagner Nugent, now Managing Editor of SPECIAL LIBRARIES and editorial assistant of all S. L. A. publications.

The Editorial Committee of SPECIAL LIBRARIES will meet at frequent intervals to discuss the make-up of the magazine, the type of articles to appear in it and to suggest necessary changes. The Committee members will also contribute items for the section on "Events and Publications." It is hoped that all S. L. A. members will send in to Mrs. Nugent material for this column, so that the material listed in it will

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be representative of all Groups within the Association. In this section will also appear news of forthcoming books instead of in a separate "Forecasting" column. Material for "Events and Publications" should reach Mrs. Nugent, Special Libraries Association, 31 East Tenth Street, New York 3, N. Y., not later than the fifteenth of each month.

Contributions of articles should be sent to Miss Mitchell, Public Service Corporation Library, 80 Park Place, Newark 1, N. J., as heretofore and she should also continue to receive all Chapter Bulletins.

1946 Convention in Boston

Because of hotel difficulties in Chicago, the Illinois Chapter has had to withdraw its invitation for Special Libraries Association to hold a convention at any Chicago hotel. The Illinois Chapter therefore will re-issue its invitation when the situation is more favorable.

Meanwhile the Boston Chapter has invited the Association to convene at the Statler Hotel, Boston, on June 13, 14 and 15, 1946. Make your plans now to attend this convention—a most important one since there was no convention in 1945.

**University of Illinois Library School
Scholarships and Assistantships, 1946-47**

The new graduate curriculum at the University of Illinois Library School offers many unusual opportunities to special librarians. Its flexibility allows for a minor in a special subject field and considerable time for individual research. Special librarians can, therefore, develop a program of study combining advanced training in librarianship with emphasis on special library administration and advanced training in a subject field.

Several scholarships and assistantships will be available for graduate students for the academic year 1946-47. Candidates must hold an A. B. degree from an accredited college and a degree or certificate for the first year of professional study in librarianship from an accredited library school. Applications should be addressed to R. B. Downs, Director, University of Illinois Library School, Urbana, Illinois.

The Katharine L. Sharp Scholarship, maintained from the income of an endowment fund established by the Alumni Association, provides a stipend of \$300 for the year and exemption from tuition fees. *Applications for this scholarship should be filed no later than February 15, 1946.* Announcement of the award will be made on April 1.

University scholarships carry a stipend of \$350 and exemption from the payment of the usual tuition. They are open only to candidates who are not over thirty years of age at the time when the appointment is to be made. *Applica-*

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tions must be filed no later than February 1, 1946. Successful candidates will be notified on April 1.

Assistantships in various departments of the University Library and in some departmental libraries will also be available to graduate students. Three-quarters time appointments require thirty hours of work per week and pay a monthly salary of \$112.50; half-time appointments require twenty hours of work per week and pay a salary of \$75 per month. The length of time required by the student to complete the requirements for the M. S. degree varies with the individual, but usually does not exceed two years. These assistantships should be particularly attractive to special librarians because many of them offer an opportunity to correlate experience in one of the special libraries on the University of Illinois campus with their program of study. *Applications should be filed as soon as possible and no later than May 1, 1946.* Appointments will be announced on June 1.

Fellowships and Scholarships at the University of Chicago

The Graduate Library School of the University of Chicago has announced three fellowships of \$1,200 each for graduate study in librarianship during the 1946-47 academic year, and several tuition scholarships for study leading to graduate degrees and to the Bachelor of Library Science degree. These are outright awards, not payment for services to be rendered.

The fellowship grants are available to students in the A. M. and Ph. D. programs. The requirements for advanced study include college graduation, library school education and library experience. *Application for graduate fellowships and scholarships must be made by March 10, 1946.*

The scholarship grants are available (a) to students in the graduate programs, (b) students in the one-year program leading to the B. L. S. degree, who must have four years of college credit, and (c) students in the three-year subject and professional program leading to the B. L. S. degree, who must have two years of college credit. *Applications for scholarships in the Bachelor of Library Science courses should be filed by June 15, 1946.*

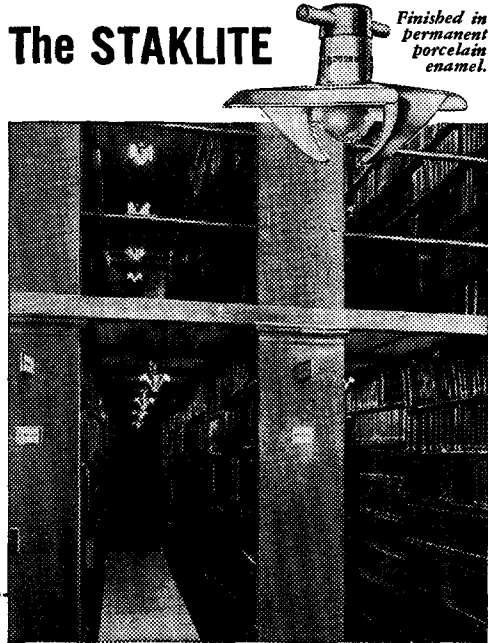
Forms for applying for awards may be obtained by writing to the Dean, Graduate Library School, University of Chicago, Chicago 37, Ill.

Library Fellowships for College Graduates

The New Jersey College for Women offers a fellowship covering a two year period. This will permit the recipient to complete a full professional curriculum in library service while holding a half time position in the college library. To qualify, a candidate should have at

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least a bachelor's degree, a high scholastic average, a real interest in and concept of the value of libraries, and preferably some library experience.

At the completion of this work-study program the student should be able to assume the responsibilities of advanced positions. The money value of the fellowship covers tuition, room and board at the New Jersey College for Women. Applications for 1946-47 must be received by the Director of the Personnel Bureau, New Jersey College for Women, New Brunswick, N. J., by March 15, 1946.

East and West Association Library Institute Meets in Washington, D. C.

Three chapters of Special Libraries Association were invited to cooperate with several other library associations and the East and West Association of New York, to present a Library Institute in Washington, D. C., on January 12, 1946. Miss Jane Brewer, recording secretary of the Washington, D. C. Chapter, was named Chairman of the Institute.

There were two sessions, the first in the morning at the Freer Gallery of Art, a most appropriate setting for a discussion of East and West, for it is in this Gallery that the notable art collection of Eastern art is coupled with a representative display of Western masters. The second session was held in the afternoon in the Coolidge Auditorium in the Library of Congress. Whittall Pavilion which adjoins the auditorium was open for a display of outstanding books, manuscripts, maps, music and other exhibits related to East and West.

Speakers for the sessions were invited from those known for their achievement in furthering better understanding through mutual knowledge. Many were authors and librarians of recognized ability.

Mr. Solomon V. Arnaldo, Mr. Howard Soltenberger, Col. Levin Shreve and Mr. Archibald Wenley shared the morning program. Dr. Luther Harris Evans, Mr. Frederic Melcher, Mrs. Masha Scott, Dr. Maynard Owen Williams, Mr. Thomas Yahkub, Mrs. Helen Steinbarger, Miss Katherine Kosmak, Miss Margaret Edwards, Mrs. Aubrey Lee Graham and Mrs. Grace Yaukey participated in the afternoon session.

Questionnaires Still Wanted

The Committee on the Manpower Survey asks that any members who have not returned questionnaires and still have them on file, please fill out and return the Personnel Roster sheet. The Experience Record, with its complicated code system, is not as essential. If that is what is keeping back the return, omit it and concentrate only on the Personnel Roster.

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Dewey Decimal Classification

Mrs. Esther Potter, Director of the Dewey Decimal Classification, attended the meeting of the Executive Board and Advisory Council of S. L. A. in New York on December 1, 1945, upon invitation of the President, Mr. Henkle. She told the members present about plans for expanding many sections of the Classification and asked for the active cooperation of S. L. A. Chapters and Groups, especially for expanding the 600s. To produce the standard edition needed by librarians, it is necessary to call on all members of the library profession for concerted and cooperative effort. Mrs. Potter asked that any suggestions be sent to her at the Library of Congress, Washington 25, D. C.

Medical Library Publicity

Miss Jennie R. Greenbaum, Medical Librarian of the Lillian W. Florsheim Memorial Library, Walter Reed Hospital, Chicago, Illinois, has available an attractive small booklet, their latest public relations effort in calling attention to the medical library. It was designed and made in the hospital printshop, and will be distributed to their own personnel and to medical schools whose graduates may be interested in applying for appointments in the hospital.

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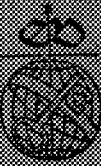
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